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Introduction

Fellowship Technologies has tested and verified the functionality of the Godex DT 4 printer. This document will outline the steps for unboxing, the physical installation and the driver installation for the printer.

Unpacking

The Godex DT 4 comes with the following:

- Quick Guide
- Drivers CD
- 6 ' USB Cable
- 100-240V External Power Supply



Figure 1 - Box Contents



The Printer

The DT 4 is a 4.25" direct thermal printer. It has both a USB and serial port connection for connectivity.



Figure 2 – DT 4 Front and Back

The DT 4 has an option for a field installable cutter as well.



Figure 3- DT 4 with Cutter Option Front and Back



Hardware Installation

There are two parts to the installation – the hardware and the software.



Figure 4 - Hardware Installation

The hardware installation for the DT 4 is very easy. It is as follows:

- 1. Turn the power off on the printer.
- 2. Connect the power cord to the printer.
- 3. Connect the power adapter cord to the power adapter and then plug the cord into the electrical socket.
- 4. Plug the USB cable into the printer.
- 5. Plug the other end of the USB cable into a USB port on your computer.
- 6. Don't turn on the printer's power until after installing the printer driver into Windows.

You are now ready to install the Printer driver software onto your computer.



Software Installation

The Godex printer driver

- 1. Download the Godex printer driver supplied from the Active FellowshipOne Help Center.
- 2. Run the Godex Driver application.



Figure 5 - License Agreement

3. Accept the license agreement and click Next.



Figure 6 - Installation Directory

- 4. Insure that your installation disk has enough space. Change drives if needed.
- 5. Click Next.



Windows Printer Drivers
Installation Information
Instructions After the drivers are unpacked, install them using the Driver Wizard.
< Back Finish Cancel

Figure 7 - Installation Options

- 6. Insure that "Run Driver Wizard after unpacking drivers" is selected.
- 7. Insure that "Read installation instructions" is not selected.

Windows Printer Drivers	
Extracting Files C:\Seagull\DriverWizard.ddz	
Cancel	

Figure 8 - Extracting Files

8. The extracting process will begin.



Figure 9 - Driver Install

9. Select "Install printer drivers" then click Next.

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Seagull Driver Wizard	X
Specify Printer Model The manufacturer and model determine which printer driver to use.	Ì
Specify the model of your printer.	
Printer Model	^
Godex DT2 Godex DT2 GEPL Godex DT2 GZPL Godex DT4 Godex DT4 GEPL Godex DT4 GZPL Godex ET-2P	
Source: C:\Seagull Version: 7.3.1 M-2 (10/18/2012)	Browse
< Back Next >	Cancel

Figure 10 - Select Printer

10. Scroll through the list to select "Godex DT 4 GZPL" then click Next.

A port is used to connect	a printer to the computer.
pecify the port that you are o ot listed below, create a new	using. If you are connecting using TCP/IP or another port ty port.
Port	Type
COM13:	Serial Port (9600:8N1)
COM1:	Serial Port (9600:8N1)
COM4:	Serial Port (9600:8N1)
FILE:	Local Port
192.168.2.142	Standard TCP/IP Port (192.168.2.142:9
	Create Port Configure Port

Figure 11 - Select Port

11. Select the USB port to which the printer is connected. If you don't know this then select the first one. You can change it later.

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Seagull Driver Wizan	
Specify Printer Names are us	tame ed to identify the printer on this computer and on the network.
Enter a name for t	nis printer.
Printer name:	Check-in Printer
<table-cell> Use this printer</table-cell>	as the default printer
Specify whether o sharing, you must	not you want to share this printer with other network users. When provide a share name.
O not share the share t	is printer
Share name:	Godex_DT4_GZPL_#2
	< Back Next > Cancel

Figure 12 - Sent Printer Name

12. Set the printer name to be "Check-in Printer" and click Next.



Figure 13 - Complete Install Selections

13. Click Finish.

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Seagull Driver Wizard		x
Installing Drivers Please wait while your system is updated.		Ø
Installing printer 'Check-in Printer'		
	< Back Finish Car	ncel

Figure 14 - Installation of Driver

14. The driver will install.

Seagull Driver Wizard	
	Seagull Driver Wizard Completed Successfully
	Installed printer 'Check-in Printer'.
	Install Another Printer Close

Figure 15 - Installation Completed

15. Once it is completed click Close.



Printer Setup in the Check-in Application

The first time that Check-in is ran it will not have the default printer configured. The following message will be shown:



To configure the default Check-in printer perform the following steps:

1. Click Cancel on the Printer Error message window.

Ac	stivity Co	ide: sees		1		
	7	8	9	Backspace		
	4	5	6	CLEAR		
	1	2	3			
		0			Exit	
Training Database Church						

2. Enter the Check-in code

What type of check-in w	ould you like?	Next
Assisted Check-in	Self Check-in	
Show Image	Hide Image	Prevents Check-in from retrieving any photos.
Enable Rapid	Disable Rapid	Provide an option to skip to the final screen, bypassing the room selection. You can easily change the room assignments Check -in makes for you.
		/
Training Database		

3. Click Menu.







4. In the Printer section, select "Turn Printer Functions On" then select "Set Default Printer"



5. Select the printer from the list that will be used then click "Continue".





	Exit Application Back to Search
Activity Setup	
Set Default Activity	Turn Printer Functions Off
Change Activity	Set Default Printer
Application Setup	Print Test Tag
Self or Assisted Check-in	Turn Cutter On
Authenticate Church	
Training Database Church	Fri, 7:32 AM

6. Printing a test tag and turning the cutter on (if one is installed) will be the next steps. Note: The default setting for the cutter is Off. To turn it on click "Turn Cutter On". When the cutter is on the button will read "Turn Cutter Off".





USB Port Configuration

Often a computer can have multiple USB ports and there isn't an easy way to map a physical port to the logical port other than trying each one when a printer will not print. This will outline that process.

Fi	onts		Tools		About	
General	Sharing	Ports	Advanced	Color Man	agement	Security
	Check	k-in Printer				
Location:						
Comment	t:					
Model:	Godex	EZ-DT-4 G	ZPL			
Model: Features	Godex	EZ-DT-4 G	ZPL			
Model: Features Color: N	Godex	EZ-DT-4 G	ZPL Paper a	wailable:		
Model: Features Color: N Double	Godex No -sided: No	EZ-DT-4 G	ZPL Paper a	wailable:		*
Model: Features Color: N Double Staple: I	Godex No -sided: No No	EZ-DT-4 G	ZPL Paper a	wailable:		*
Model: Features Color: N Double Staple: I Speed: I	Godex No -sided: No No Unknown	EZ-DT-4 G	ZPL Paper i	wailable:		*
Model: Features Color: N Double: Staple: I Speed: I Maximu	Godex No -sided: No No Unknown um resolutio	EZ-DT-4 G	ZPL Paper a	wailable:		*
Model: Features Color: N Double Staple: I Speed: I Maximu	Godex Vo -sided: No No Unknown um resolutio	EZ-DT-4 G on: 203 dpi	ZPL Paper a	wailable:	Print Test P	age

Figure 16 - Printer Properties General Tab

- 1. If you haven't tried printing open the Printer Properties for the Godex printer select the General tab.
- 2. Click Print Test Page.
- 3. If the printer prints a tag with the Windows Logo on it then the printer is working and setup properly.
- 4. If it does not then continue on with this procedure.

🖶 Check-in Prin	ter Propertie	s					×
Fonts			Too	ols		Abou	t
General S	iharing P	orts	Adva	nced	Cold	or Management	Security
er Cr	neck-in Print	er					
Print to the for checked port	ollowing por	(s). Docu	iment	ts will pr	int to	the first free	
Port	Description	1		Printer			^
LPT3:	Printer Por	t					
COM4:	Serial Port						
COM3:	Serial Port						=
FILE:	Print to File	<u>.</u>		-			
USB003	Virtual prin	ter port f	or	ZDesigi	ner Li	2844-2	
USB002	Virtual prin	ter port f	or	ZDesigi	ner G	x420d	
V 035001	virtuai prir	ter port i	01	Check	III PII	nter, zbesigner t	· · · · ·
Add P	ort	D	elete	Port		Configure P	ort
Enable bid	irectional su	pport					
Enable prin	nter pooling						
		ОК		Cancel		Apply	Help

Figure 17 - Printer Properties Port Tab

- 5. Select the Ports tab.
- 6. You may see several USB Ports listed.
- 7. If USB001 is selected then select USB002 and then click Apply.
- 8. Since you printed a Test Page previously it should still be in the queue ready to print when you select the correct USB port and click Apply.
- 9. Continue this process with the next printer port until the Printer prints the Test Page (Windows Logo). Once it is done you have selected the correct port and the printer is ready.





Network Port Configuration

Often a computer can have multiple USB ports and there isn't an easy way to map a physical port to the logical port other than trying each one when a printer will not print. This will outline that process.

Fonts		Tools	Abo	ut
ieneral S	Sharing Ports	Advanced	Color Management	Security
e G	odex DT4 GZPL			
rint to the for hecked port Port	ollowing port(s). D	ocuments will pri	nt to the first free	*
V LPT1:	Printer Port	Godex	OT4 GZPL	E
LPT2:	Printer Port			
LPT3:	Printer Port			
COM5:	Serial Port			
COM6:	Serial Port			
COM7:	Serial Port			
COM8:	Serial Port			-
Add P	ort	Delete Port	Configure	Port
Enable bid	lirectional support nter pooling			

Figure 18 - Printer Properties Ports Tab

1. Open the Printer Properties for the Godex printer then select the Ports tab.

Printer Ports	
Available port types:	
CutePDF Writer Monitor Local Port	
Standard TCP/IP Port	
ZDesigner Port Monitor	
New Port Type	New Port Cancel

Figure 19 - Printer Ports

2. Select Standard TCP/IP PORT then click Add Port.





Welcome	to the Add Standard
TCP/IP I	Printer Port Wizard
This wizard hel	ps you add a port for a network printer.
Before continu	ng be sure that:
1. The device i	turned on.
2. The network	; is connected and configured.
To continue of	ick Next

Figure 20 TCP/IP Port Wizard

3. The "Add Standard TCP/IP Printer Port Wizard" window will show. Click the Next button.

Add port For which device do you want to ad	d a port?	
Enter the Printer Name or IP ad	dress, and a port name for the desired devic	
Printer Name or IP Address:	192.168.0.11	
Port Name:	192.168.0.11	

Figure 21 TCP/IP Port Wizard

4. Enter the Printers TCP/IP Address then click Next.

The device co	uld not be identified.
The detected dev	ice is of unknown type. Be sure that:
. The device is p	roperly configured.
. The address of	n the previous page is correct.
	and descent and a sufficient soundly as such as the supervised by such as the descent sound as a
ither correct the	address and perform another search on the network by returning to the previous
Either correct the wizard page or se	address and perform another search on the network by returning to the previous lect the device type if you are sure the address is correct.
Either correct the wizard page or se	address and perform another search on the network by returning to the previous lect the device type if you are sure the address is correct.
Either correct the wizard page or se	address and periorit anothe search on the network by returning to the previous left the device type if you are sure the address is correct.
ither correct the vizard page or se Device Type	adoless and periodin another search on the network by returning to the previous lect the device type if you are sure the address is correct.
ither correct the vizard page or se Device Type Standard	adules and periodin anothe search on the network by returning to the previous lead the device type if you are sure the address is correct.
ither correct the vizard page or se Device Type Standard	doubes and periodin another search on the network by returning to the previous lead the device type if you are sure the address is correct.
ither correct the wizard page or se Device Type ③ Standard ⑦ Custom	Generic Network Card

Figure 22 TCP/IP Port Wizard

5. Keep the defaults on the screen then click Next.







Figure 23 TCP/IP Port Wizard

6. Click Finish on the final screen.

Godex DT4 GZPL Prope	erties	
Fonts	Tools	About
General Sharing	Ports Advanced	Color Management Security
Godex DT4 6	GZPL	
Print to the following p checked port.	ort(s). Documents will prin	nt to the first free
Port	Description	Printer ^
DOT4_001	Officejet Pro L7600 pri	
SendToKindle P	SendToKindle Port	Send to Kindle
192.168.2.142	Standard TCP/IP Port	ZDesigner QLn320 (ZPL)
192.168.0.11	Standard TCP/IP Port	8
XPSPort:	Local Port	Microsoft XPS Document
🔲 nul:	Local Port	Send To OneNote 2013 🖕
•	III	•
Add Port	Delete Port	Configure Port
Enable bidirectional Enable printer pooli	support	
[Close Cancel	Apply Help

Figure 24 Printer Properties

7. Insure that the newly added TCP/IP port is selected in the ports box. Then click Apply. The TCP/IP is now added and printing will work.

