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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.
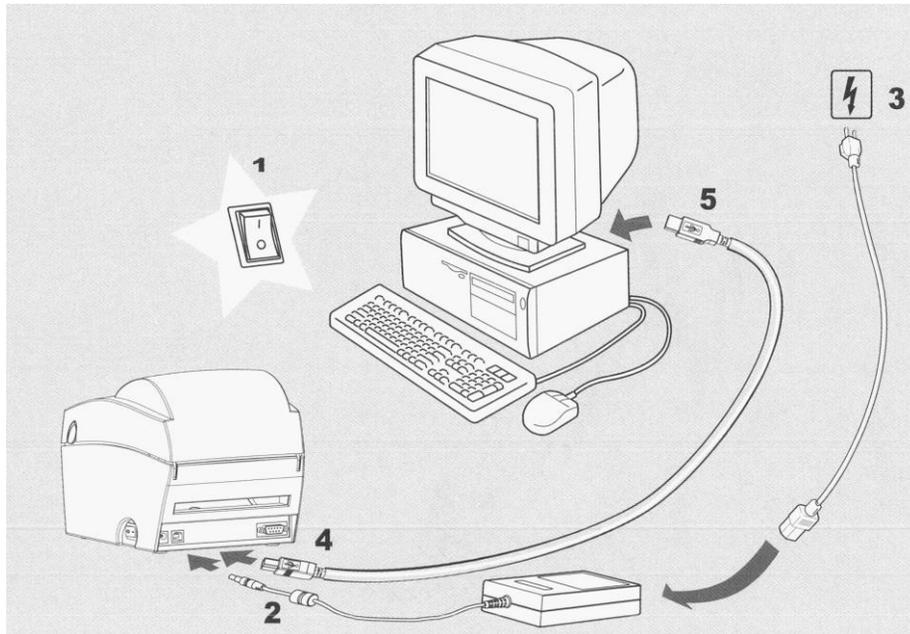
Figure 4 - Hardware Installation

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.
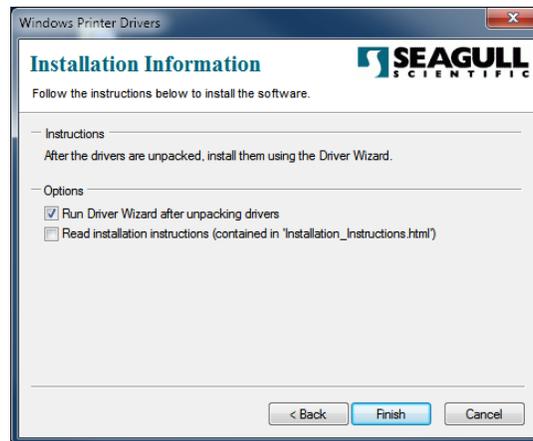
Figure 7 - Installation Options

6. Insure that "Run Driver Wizard after unpacking drivers" is selected.
7. Insure that "Read installation instructions" is not selected.
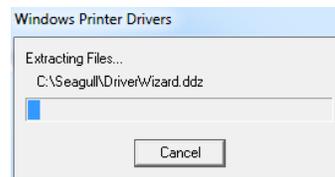
Figure 8 - Extracting Files

8. The extracting process will begin.

Figure 9 - Driver Install

9. Select "Install printer drivers" then click Next.
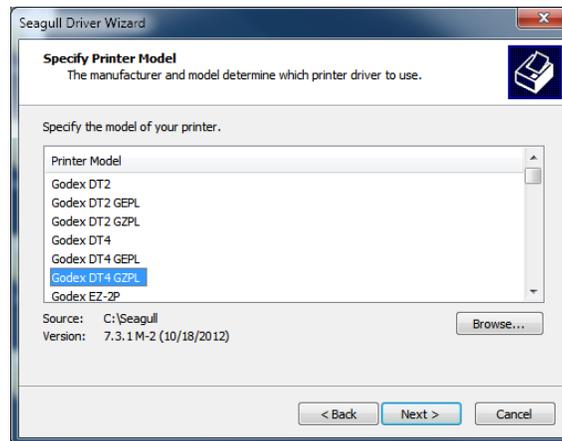
Figure 10 - Select Printer

10. Scroll through the list to select "Godex DT 4 GZPL" then click Next.
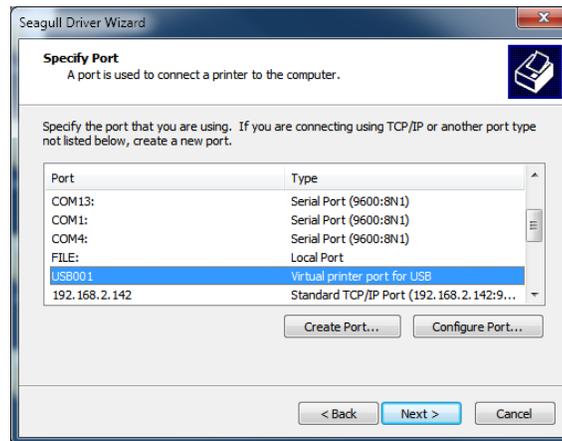
Figure 11 - Select Port

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.
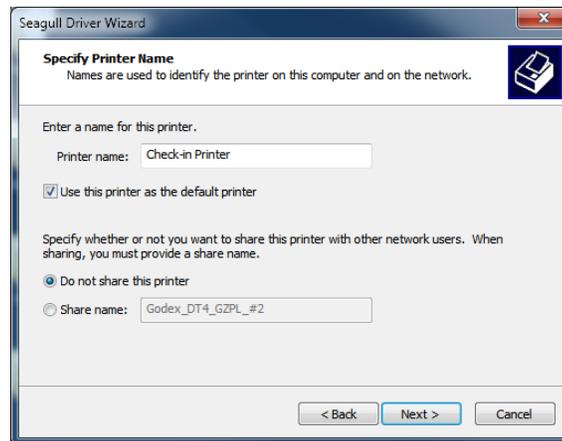
Figure 12 - Sent Printer Name

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

Figure 13 - Complete Install Selections

13. Click Finish.
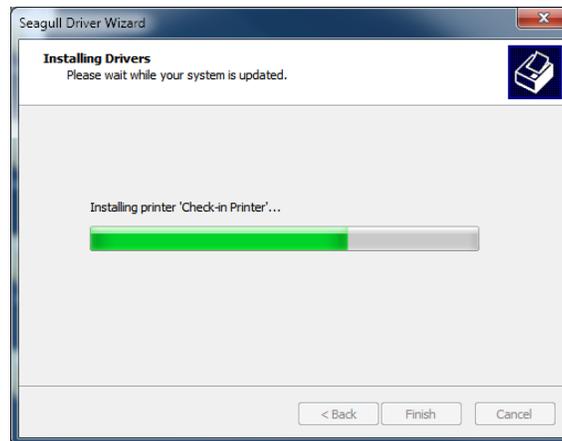
Figure 14 - Installation of Driver

14. The driver will install.
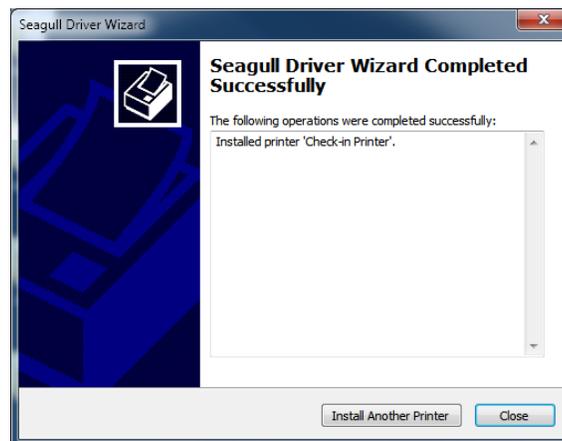
Figure 15 - Installation Completed

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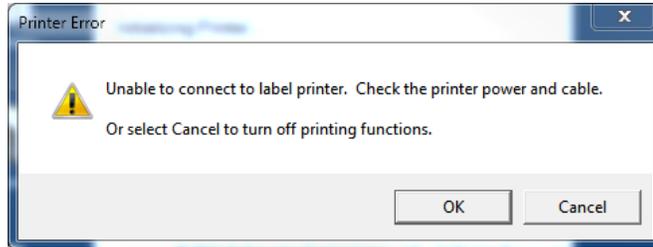
To configure the default Check-in printer perform the following steps:

1. Click Cancel on the Printer Error message window.
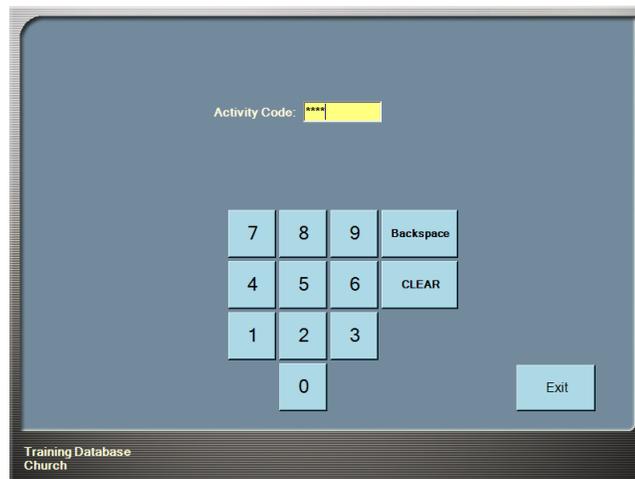
2. Enter the Check-in code
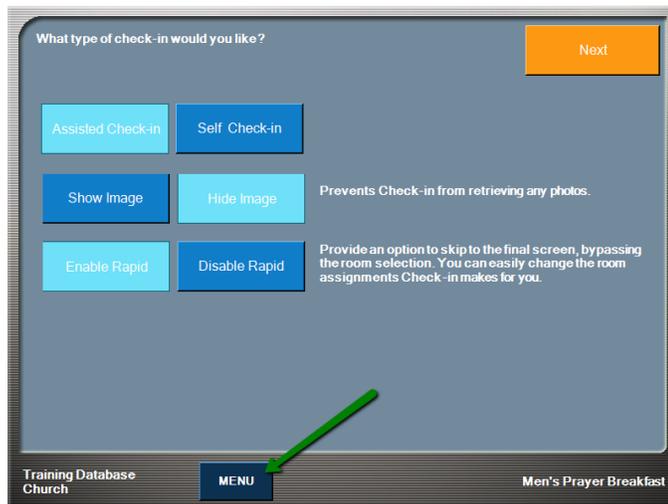
3. Click Menu.
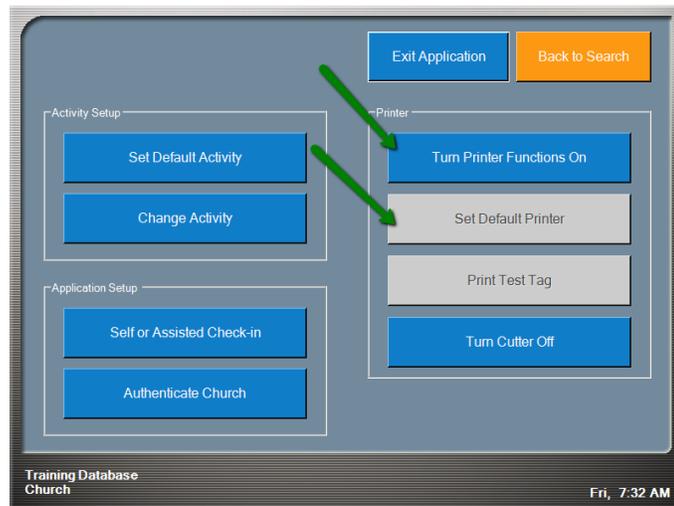
4. In the Printer section, select "Turn Printer Functions On" then select "Set Default Printer"
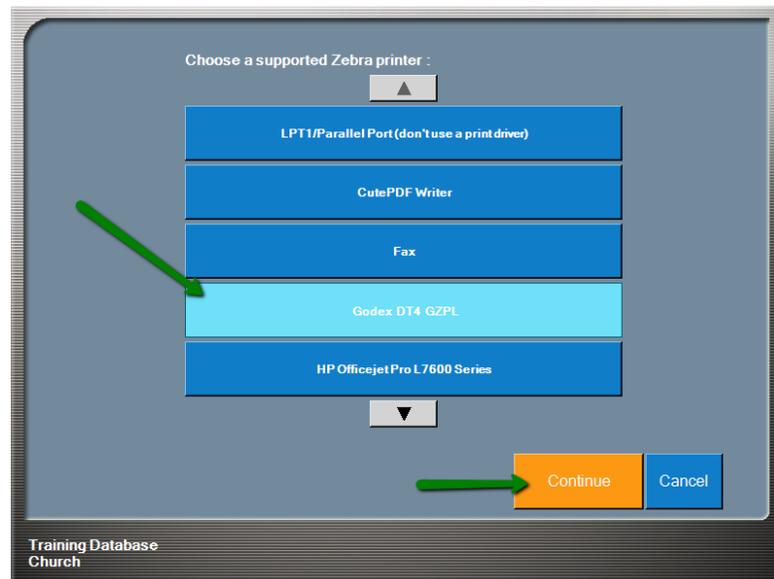
5. Select the printer from the list that will be used then click "Continue".
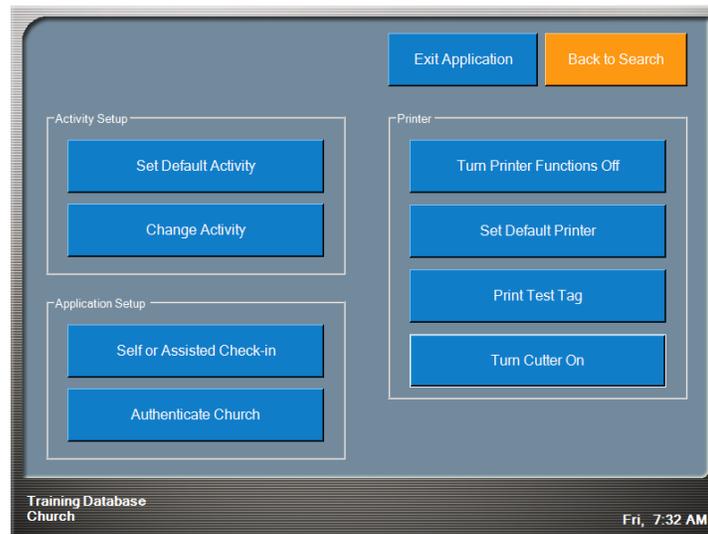
6. Printing a test tag and turning the cutter on (if one is installed) will be the next steps. Note: The default setting for the cutter is Off. To turn it on click "Turn Cutter On". When the cutter is on the button will read "Turn Cutter Off".

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.
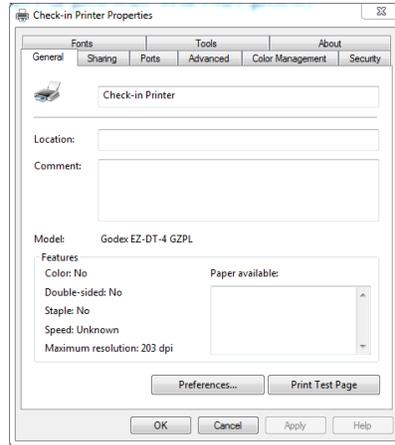
Figure 16 - Printer Properties General Tab

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.
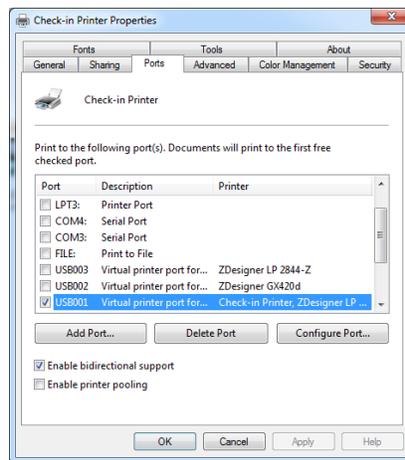
Figure 17 - Printer Properties Port Tab

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.
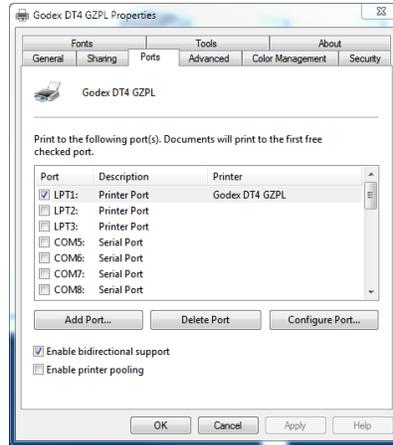
Figure 18 - Printer Properties Ports Tab

1. Open the Printer Properties for the Godex printer then select the Ports tab.
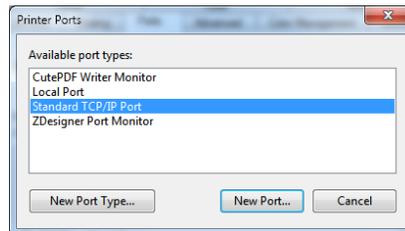
Figure 19 - Printer Ports

2. Select Standard TCP/IP PORT then click Add Port.
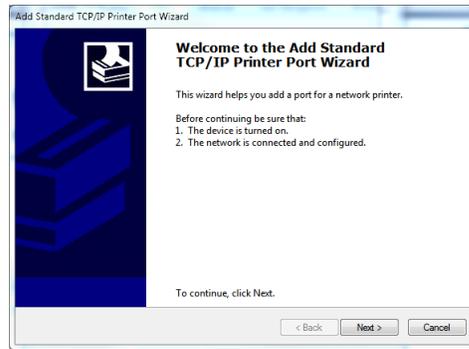
Figure 20 TCP/IP Port Wizard

3. The "Add Standard TCP/IP Printer Port Wizard" window will show. Click the Next button.
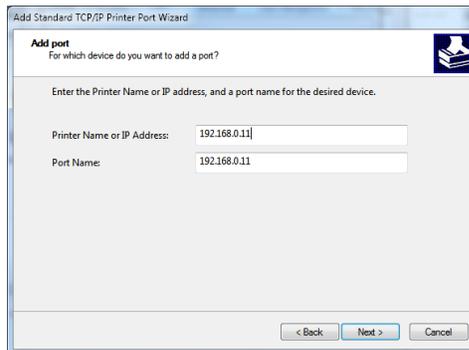
Figure 21 TCP/IP Port Wizard

4. Enter the Printers TCP/IP Address then click Next.
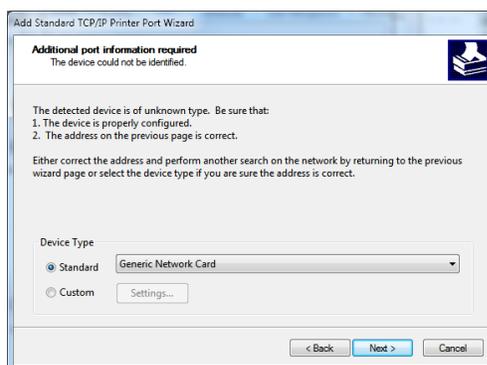
Figure 22 TCP/IP Port Wizard

5. Keep the defaults on the screen then click Next.
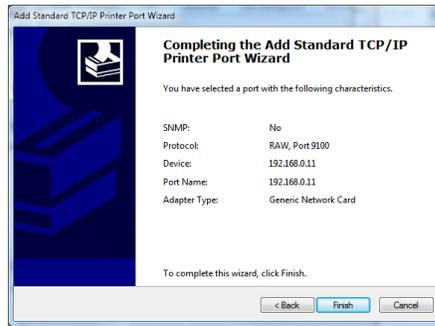
Figure 23 TCP/IP Port Wizard

6. Click Finish on the final screen.
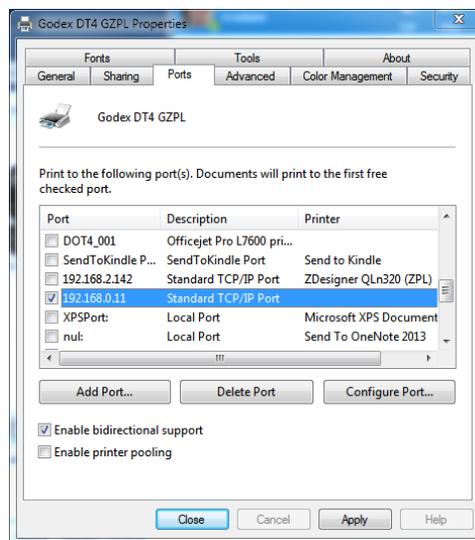
Figure 24 Printer Properties

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.