

Zebra ZD621 (UZEBRA5) Quick Start Guide

4" x 3" Timing Mark Stock (UPRINT4X3SQ) Setup

Step 1: On your PC, Download and Install the Printer Driver Package

- IMPORTANT: Do not connect the printer to your computer until prompted by the driver installer.
- To do so, visit this link: <https://www.zebra.com/us/en/support-downloads/printers/desktop/zd621.html>
- Select "Drivers" on this page, then select the download link next to "**Windows Printer Driver v5**". When prompted, select "ZDesigner ZD621-203dpi ZPL" for the device model.

Step 2: Load the Badge Paper into the Printer

- Open the top of the printer by pulling the yellow tabs on either side of the printer frontwards.
- Utilizing the yellow roller in the middle of the printer base, open up the paper guides so that the 4" wide paper fits snugly between them.
- Feed the paper through the rear slot of the printer **with the black mark facing down and the "Feed Direction" arrow on the back of the paper pointing towards the front of the printer**, as shown below. Make sure it fits underneath the tabs which are circled in red in the image below. Then position the edge of the paper so it lies over the top of the rubber roller, as shown below.



- Close the printer head. The screen on the printer should read "The printer is paused." If the screen says "Head Open", try pressing down firmly on the top of the printer until it clicks into place.
- Next, we will adjust the driver settings on your PC.

Step 3: Configure the Printer Driver Settings

- **Windows 10 users:** Click the Start Menu, then select the gear icon right above the Start Menu button. Select “Devices”, then “Printers and Scanners”. Click on the “ZDesigner ZD621” icon and select “Manage”. Click “Printing Preferences” on the left-hand list.
- Next, go to the “Advanced Setup” tab and un-check the “Use Printer Settings” box at the top of the window. Then, make the following changes:
 - **Operation Mode** should be set to “Cutter”.
 - **Media Type** should be “Thermal Direct”.
 - **Tracking Mode** should be “Mark Sensing”
 - All three boxes under **Adjustment** should be set to zero.
 - Click “Apply”.
- Then, go to the “Options” tab and make the following changes:
 - **Speed** should be changed to “3”
 - **Darkness** should be changed to “20”
 - **Paper Format** should be set to “Portrait”
 - **Width** should be 4” and **Height** should be 3” (**see Step 5 for stock-specific instructions for any other compatible media**)
 - All other settings can remain the same.
 - Click “Apply”.
 - On the printer itself, press the Pause button (which is the upper right hand button). The printer should feed out a badge or two and then the screen should return Home and show “Idle”.

Step 4: Open Your Word Template and Try Printing a Badge

- Download the template at the following link: <https://www.pcnametag.com/zebra-zd621.html>
- Scroll down the page until you see “Templates & Resources”.
- Click the “+” icon, then download the appropriate template.
- You are now ready to print badges using that template.
- Note: If the cutter is not cutting in the correct location, try adjusting the “Tear Off” value in the “Advanced Setup” tab mentioned above. Start with + or – 0.10 for the value, then increase or decrease the value from there as needed.

Step 5 (Optional): Configure the Printer Driver Settings for Additional Stocks

1. Clear Label Setup (ULABELCLEAR Stock)

- Follow all of the directions outlined in Step 3, but change the **Width** to 3.75”.

2. 4” x 3” Notch Stock Setup (UPAPER Stock)

- Follow all of the directions outlined in Step 3, but change the **Width** to 4.09”.

3. 4” x 3” Double Side Timing Mark Stock Setup (UPRINT4X3DRS)

- Follow all of the directions outlined in Step 3, but change the **Height** to 6”.

4. 4” x 6” Single Side Timing Mark Stock Setup (UPRINT4X6SQ Stock)

- Follow all of the directions outlined in Step 3, but change the **Height** to 6”.

5. 4” x 6” Double Side Timing Mark Stock Setup (UPRINT4X6DRS)

- Follow all of the directions outlined in Step 3, but change the **Height** to 12”.

6. 4-1/4” x 6” Double Side Notch Stock Setup (UPAPER55V)

- Follow all of the directions outlined in Step 3, but change the **Width** to 4.25” and the **Height** to 12”.