



Zebra ZD500 – Printing Badges on a Windows PC

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

- To do so, visit this link: <https://www.zebra.com/us/en/support-downloads/printers/desktop/zd500.html>
- Then select and download the “Zebra Setup Utilities for Windows”, which is 46MB in size.
- The installer program will run you through the required steps to install the software.
- **IMPORTANT: Do not connect the printer to your computer until the software is installed.**

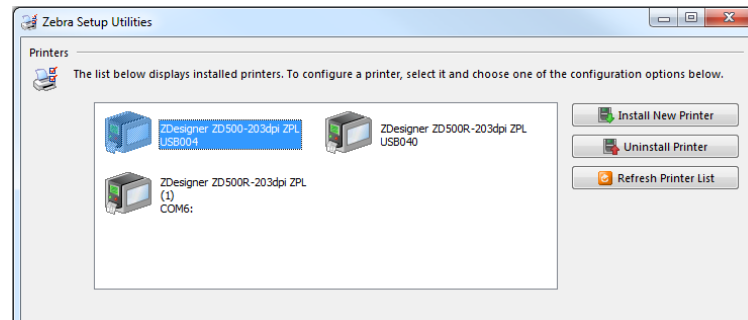
Step 2: Load the Badge Paper in to the Printer

- Turn on the printer. **Before opening the top of the printer**, press the Home button on the bottom left corner of the printer screen. Then press the Right arrow once and select Tools. Then press the Left arrow a few times until you arrive at “Head Close Action”. Change this to “No Motion” and then press the Home button again.
- 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 as shown below.
 - **If using badge stock with the black line on the back**, make sure the black line is facing down and the “Feed Direction” arrow on the back of the paper pointing towards the front of the printer. ****If using the UPRINT4X3DRS* stock, see addendum at the bottom of this document for additional instructions before proceeding.**
 - **If using badge stock with a notch in the middle of the perforations**, please note that the Direct Thermal coating is only one side of the paper. The coated side will be slightly more glossy—make sure this side is facing up.
- 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, also shown below.
- Close the printer head. The screen on the printer should read “Printer 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

- Plug in the printer to your computer, if it isn't already.
- Open the **Zebra Setup Utilities** program by searching for it in your Start Menu.
- Your printer should show up in the window, as shown below:



- **Double click on the printer icon. Under the “Options” tab:**
 - Make sure the “Use Printer Settings” checkbox at the top is unchecked.
 - **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 the length between the black lines or notches on your badge stock (usually 3”, 6”, or 12”)
 - ***If using our 3.5”x2.25” stock (UPRINT35X225*), see addendum below.**
- **Under the “Advanced Setup” tab:**
 - **Operation Mode** should be set to “**Tear Off**” (we’ll change this to Cutter later)
 - **Media Type** should be “Thermal Direct”
 - **Tracking Mode** should be set to:
 - **If using stock with the black line on back:** “Mark Sensing”
 - **All other types of badges/labels:** “Web Sensing”
 - All three boxes under **Adjustment** should be set to zero.
 - Click “Apply”.
 - Then, click on the “**Calibrate**” button in the bottom right hand corner. The printer will feed out several badges and then stop. At this point, you can reopen the printer and pull the badges back in so they’re not wasted, and re-close the top.
 - After closing the top, press the Pause button, and then the Feed button underneath it to feed out one badge.
- Now, if you’d prefer, **you can turn on the auto-cutter**. First, change the “Operation Mode” setting to “Cutter”, rather than “Tear Off” as described above, and press OK.

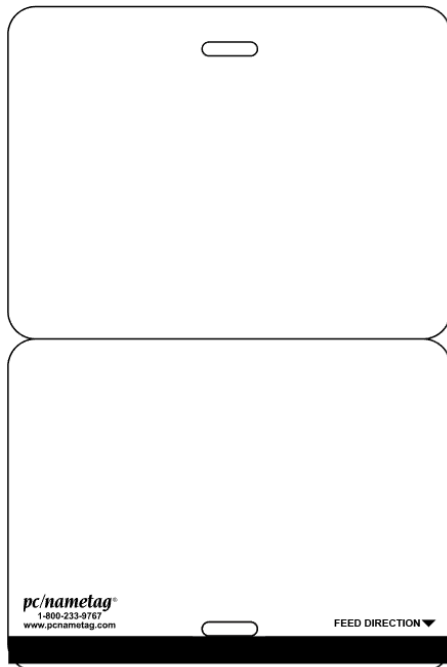
Step 4: Open Your Word Template and Try Printing a Badge

- Download the template at the following link: <http://www.pcnametag.com/pages/templates>

- Select “Badge Printer Stock” on the left hand side of the page and then click “Download Template” under the “Zebra ZD500” option.
- Open the template for your badge type and enter in some text. Print as you normally would, just be sure the correct printer is selected.
- ***Note: if printing through a wireless network is required, please contact pc/nametag for specific instructions.***

UPRINT4X3DRS* ADDENDUM

If you are using this type of stock (pictured below), you will need to move the adjustable sensor in the printer slightly, so that the printer doesn’t mistake the lanyard slot for a timing notch. Push the yellow sensor (pictured below) about an inch to the right, then proceed with Step 2 above.



UPRINT35X225DRS* ADDENDUM

If you are using the 3.5"x2.25" size stock, the Width should be set to 2.25" and the Height should be 3.5". Then, if you are printing a landscape orientation badge, switch the orientation to “Portrait” in the driver settings.