FedEx Ship Manager® Server
The Network Shipping Solution

Installation and Configuration

Version 8.4.6
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Introduction

FedEx Ship Manager® Server (FSMS) is a network shipping solution for customers who want to integrate FedEx® shipping capabilities into their shipping operation. FSMS provides the following shipping functions:

- Ship to and from any FedEx service location
- Track any package shipped using FSMS, or shipped using any other FedEx automated solution, or shipped using manual or pre-printed air waybills
- Route using Universal Routing and Sorting Aid (URSA) for FedEx Express® shipments and ZIP/postal codes for FedEx Ground® shipping
- Rating for any U.S. or Canada-based account number

FSMS is a transaction-based shipping solution. FedEx provides all the transactions needed to streamline your shipping operations. You can build your own user interface that is customized to your business needs.

See the FedEx Service Guide for more information about shipping and the FedEx services available to meet all your shipping needs.

Document Organization

Installing FSMS

This chapter describes how to install and uninstall FSMS.

Configuring FSMS

This chapter includes instructions for configuring the FSMS software on a server.

Setting Up Printers

This chapter describes how to set up local and remote printers.
Installing FSMS

This chapter describes how to install FedEx Ship Manager® Server (FSMS) on your system.

**Note:** To integrate FSMS software with your business information technology solutions, you need dedicated IT resources to program shipping transactions and establish network connections. See www.fedex.com for more information.

System Requirements

This section describes minimum and FedEx-tested computer system requirements and supported printers, servers, and scales.

**Minimum System Requirements**

- Windows 2000 SP4, Windows 2003 SP2, or Windows XP SP2 Server operating systems
- 512 MB RAM
- 1.133 GHz processor
- 4 GB hard drive (minimum)
- Hayes-compatible 56K modem
- 10/100 Mbps network adapter
- Windows-compatible CD ROM drive
- Environment that is 50 to 90 degrees Fahrenheit

**FedEx-Tested System Requirements**

- Windows 2000 SP4, Windows 2003 SP2, or Windows XP SP2 Server operating systems
- 1 GB or more of RAM
- 2.5 GHz or higher XEON processor
- 10 GB or larger hard drive
- Hayes-compatible 56K modem
- 100 Mbps or higher network adapter
- Windows-compatible CD-ROM drive
- Environment that is 60 to 70 degrees Fahrenheit

**Note:** FedEx currently utilizes these hardware and operating system components with FSMS software.
Supported Thermal Printers

- EPL printers
  - Zebra 2348 Plus (Warehouse)
  - Zebra 2844 (Desktop)
- ZPL printers
  - Zebra Z4 M Plus (Warehouse)
  - Zebra ZP 500 (Desktop)
  - Zebra ZP 500 Plus (Desktop)
- DPL printers
  - Unimark U550

Supported Dot Matrix Printers

- Lexmark 2480
- Lexmark 2580

Supported Laser Printers

- HP LaserJet P 2015
- HP LaserJet 1160
- HP LaserJet 1300

Supported Servers

- HP Tower Rack
  - HP Proliant ML 330 G3
  - HP Proliant ML 310
  - HP Proliant ML 310 G5
  - HP Proliant ML 310 G4
- HP Server Rack
  - HP Proliant DL 360 G3
  - HP Proliant DL 360 G4
  - HP Proliant DL 360 G5
- Non-HP
  - Dell PowerEdge SC 440 (Tower Rack)
  - Dell PowerEdge 1950 (Server Rack)
  - Stratus F2 Server 2400 (Server Rack)
  - Stratus F2 Server 2500 (Server Rack)

FedEx does not support any other server models.
Installing FSMS

Supported Scales

- Serial/USB
  - Mettler Toledo PS60 (Desktop)
- Serial
  - Mettler Toledo PS60 (Desktop)
  - Mettler Toledo PS90 (Warehouse)

Network Connection Requirements

FSMS software must communicate with FedEx directly through a network connection. The following items are required for network connectivity:

- Server running the software application must be configured for TCP/IP protocol.
- WinSocket must be loaded on the server.
- Server must have a network connection.
- Dedicated IP address is required.

The FSMS GoToAssist™ utility is a remote system access application for FSMS Customer Support and requires a network connection.
## Pre-Installation Checklist

Complete the steps in this checklist before you begin the installation of FSMS software.

<table>
<thead>
<tr>
<th>Action</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FedEx Account</strong></td>
<td></td>
</tr>
<tr>
<td>If you are a new FedEx shipper, sign up for a FedEx account at  <a href="http://www.fedex.com">www.fedex.com</a>  or contact a FedEx representative for assistance at 1.800.Go.FedEx® (800.463.3339). You need an account number to register for an FSMS Meter number and to use FedEx shipping services.</td>
<td>Windows Admin</td>
</tr>
<tr>
<td><strong>Windows Administrator Account</strong></td>
<td></td>
</tr>
<tr>
<td>Verify that the computer you use as the FSMS application server has a Windows Administrator account. When you use this Administrator account to install FSMS software, it becomes the FSMS Services account that allows you to log on to FSMS.</td>
<td>Windows Admin</td>
</tr>
<tr>
<td>Verify that the person installing FSMS software has access to the Windows Administrator account.</td>
<td>Windows Admin</td>
</tr>
<tr>
<td>Verify that the Windows Administrator account has the <strong>Log On as a Service</strong> user right. See Administrator User Rights below for instructions.</td>
<td>Windows Admin</td>
</tr>
<tr>
<td><strong>FTP and Network Connections</strong></td>
<td></td>
</tr>
<tr>
<td>If you need to install Internet Information Service (IIS) to transfer data to FTP servers, install IIS BEFORE you install FSMS. See File Transfer Protocol for instructions.</td>
<td>Windows Admin</td>
</tr>
<tr>
<td>Verify that the server that runs the FSMS application is connected to a network and can access the FedEx server over the Internet. See System Requirements.</td>
<td>Windows Admin</td>
</tr>
<tr>
<td><strong>CSP Installation and Solutions Type</strong></td>
<td></td>
</tr>
<tr>
<td>If you received your FSMS software installation CD through the FedEx Compatible Solutions Program (CSP), contact your CSP provider to get your CSP Solution Type code. When you enter this code during an FSMS first-time installation, the program automatically configures your FSMS settings for the specified CSP solution type. If you are upgrading FSMS, you must place this number in the fdxinstall file located in your temp folder BEFORE you install FSMS.</td>
<td>FSMS Admin</td>
</tr>
<tr>
<td>See CSP Installations and Solutions Type.</td>
<td></td>
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## Installing FSMS

<table>
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<tr>
<td>Install Compatible Solutions Program (CSP) software BEFORE you install FSMS.</td>
</tr>
<tr>
<td>FSMS Admin</td>
</tr>
</tbody>
</table>

### Upgrade Preparation

- Find the version number of the FSMS application that is currently installed on your server.
  - If you are running FSMS version 6.1x or lower, uninstall FSMS using the Microsoft Windows Add or Remove Program BEFORE you install a new version of FSMS.
  - If you are running FSMS version 6.8x, 7.2x, 7.40, 7.7x or 8.0x, you do not need to uninstall your current FSMS software version. When you install FSMS, the installation program automatically upgrades your FSMS software with features in the latest version.

- Before you upgrade, be sure you close the shipping day and log out of the FSMS application.

- Before you upgrade, verify that there are no revenue files in the following folders:
  - `C:\FedEx\FedEx_Admin\Close`
  - `C:\FedEx\FedEx_Admn\HourlyUpload`

  If you have live revenue files on your server, you must upload these files to FedEx before starting an upgrade. If you have test revenue files on your server, you can delete them.

<table>
<thead>
<tr>
<th>Final Preparation</th>
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<tbody>
<tr>
<td>Close all applications including Windows® Explorer before you install, upgrade or uninstall FSMS.</td>
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<tr>
<td>FSMS Admin</td>
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</tbody>
</table>

### Recommendations

- Always select Yes if the installation script asks if a file should be overwritten at the Read Only File Detected prompt.

- If prompted to restart your computer, please follow the instructions.

### Your FedEx Account

A FedEx account number is required for all FedEx shipping. With a FedEx account, you can charge your shipments as either FedEx Express or FedEx Ground.

If you are a new FedEx shipper, it is convenient to sign up for your FedEx account before you install FSMS. After you install FSMS, register for a Meter number and begin to use FedEx shipping services immediately.
Administrator User Rights

Follow these steps to assign user rights to your Windows Administrator account:

2. Scroll down to the Log on as a service policy and verify that you have user rights assigned to your Administrator account. If you do, your account name displays beside the policy.

If you need additional assistance to create an Administrator account on your server, access the Microsoft Help and Support service at Start > Help and Support or visit www.microsoft.com.

File Transfer Protocol

If you need File Transfer Protocol (FTP) for transferring reporting data to another system, install Internet Information Service (IIS) before you install FSMS. IIS download files are provided on the Microsoft Web site. Contact your FedEx customer service representative if you need assistance. IIS should be installed only if you need the FTP function.

Network Connections

Set up your network connection with a static IP address or a dynamic IP address using DHCP. Instructions for setting up an IP address are provided as part of the Microsoft Help and Support. If you need additional assistance, access the Microsoft Web site at www.microsoft.com.

CSP Installations and Solutions Type

The FedEx Compatible Solutions Program (CSP) integrates FedEx shipping capability with many popular business software systems. If you plan to install CSP software, you must perform the installation and setup BEFORE you install FSMS.

Your CSP provider will provide you with a CSP Solution Type code for your FSMS installation. When you enter this code during an FSMS first-time installation, the program automatically configures your FSMS settings for the specified CSP solution type.

Note: If you do not have a code and you have CSP software installed, contact your CSP provider to get the Solutions Type code. This is a three-digit number that corresponds to the Solution Program software you installed. You must have this code to install FSMS properly for your CSP software.

CSP Providers: Please contact the FedEx Certification Team at CSPsupport@corp.ds.fedex.com to get the code for your solution type.

If you are upgrading FSMS, you must open the fdxinstall.dat file located in the C:FedEx\FedEx_Temp folder on your system and type the three-digit CSP code in the SOLUTION_TYPE=[nnn] field. You must have Administrator privileges to edit this file and must complete this task before you perform the upgrade.
Uploading Revenue Files Before Upgrades

Before beginning an upgrade, make sure that you have closed the shipping day and that there are no revenue files in the C:\FedEx\FedEx_Admin\Close and/or C:\FedEx\FedEx_admn\HourlyUpload folders. If revenue data exists in either of these folders, the system prompts you to upload all revenue files and to upload files on a predetermined schedule before continuing the upgrade.

Post-Installation Checklist

Complete the steps in this checklist after you install FSMS software.

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<td>FSMS Admin</td>
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<tr>
<td>Use the FSMS Meter Registration utility to register for a Meter number.</td>
<td></td>
</tr>
<tr>
<td>FSMS Application Services</td>
<td>FSMS Admin</td>
</tr>
<tr>
<td>The FSMS application services will start automatically each time you log onto your computer. To verify that these are starting select Start &gt; Control Panel &gt; Administrative Tools &gt; Services.</td>
<td></td>
</tr>
<tr>
<td>FSMS Configuration</td>
<td>FSMS Admin</td>
</tr>
<tr>
<td>Manually configure FSMS by specifying options and services specific to your installation. See Configuring FSMS in this guide.</td>
<td></td>
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How to Install FSMS

This section describes how to install the FedEx Ship Manager® Server (FSMS) from the installation CD.

Passwords

During the installation process you will be asked to provide a password for your FSMS Services account that allows you to log on to FSMS after the installation. The Administrator account you use to install your FSMS software is the account you MUST use to log on to FSMS after the install. FedEx recommends that you create a secure location for the account name and password. This is especially important if multiple persons will be logging on to FSMS as the Administrator.

Installing FSMS

Before you begin, complete all appropriate tasks in the pre-installation checklists. See Pre-Installation Checklist.

Complete the following steps to install your FSMS software:

1. Insert the FSMS software installation CD in your computer drive.
2. If the installation process does not start automatically, you can:

   a. Select Start > Run… from the Windows Start menu. The Run dialog box displays.

   Verify that the dialog shows the correct path to the setup.exe file on the installation CD and click OK.

   Note: If you are installing over a network, click Browse to select the setup.exe file from the server drive that contains the installation CD.

   Alternately, you can type the directory path to the installation file, such as D:\setup.exe.

   OR

   b. Open Microsoft Explorer and browse to the FSMS0846 folder on the installation CD, open the folder, and double-click the setup.exe file.
3. If you are installing FSMS for the first time, the program prompts you to select a language. Select the language in which to view the installation instructions and click OK to continue.

4. The FSMS setup prepares the **InstallShield Wizard** for the FSMS installation.

5. The **Welcome** to the FedEx Ship Manager Server install displays.

6. Click **Next** to continue.
Note: You may exit the setup program at any time by clicking Cancel.

7. If there is a previous version of FSMS on your computer, the Upgrade Options screen displays. Select the FedEx shipping information that you wish to save during the upgrade.
   - Check Save Current Ground Rates to retain the current Ground Rates tables on your system.
   - Check Save Shipment Data to retain Shipment Data tables during the upgrade process.

8. Click Next to continue.

9. The Choose Destination Location window displays.

Select a directory location where you want to install FSMS on your system.
   - To accept the default location C: \FedEx, click Next.
   - To select a new directory location, click Change..., then select the destination directory and click Next.
10. The wizard displays the **Start Copying Files** window. Verify that the information is correct. If you need to change or review any settings, click **Back**.

11. If the settings are correct, click **Next** to continue.

12. The wizard displays the **Setup Status** window and shows the status of the FSMS installation and configuration.
13. When this initial installation phase completes, the FedEx End User License Agreement screen displays. Read the agreement carefully.

14. Click Accept to agree to the license terms and continue the installation of FSMS.
   - If you prefer to read a printed copy of the agreement, click Print.
   - To cancel the installation, click Exit Setup.

15. The CSP Solution Type Information window displays next. The FedEx Compatible Solutions Program (CSP) integrates FedEx shipping capability with many popular business software systems. If you have already installed a FedEx Compatible Solution on your server, enter the Solution Type code for that software. The Solution Type that you specify is used by the installation program to configure your FSMS system settings.
   - If you do not have a code and you have CSP software installed, contact your CSP provider to get the Solutions Type code. This is a three-digit number that corresponds to the Solution Program software you installed.

CSP Providers: Please contact the FedEx Certification Team to get the code for your solution type.
Installing FSMS

Note: You must install all CSP software BEFORE you install FSMS. If you have not done this, please Cancel the installation program, install your CSP software, and then install FSMS. See Pre-Installation Checklist.

16. Click Next to continue.

17. The Enter Password for FSMS Services window displays.

- In Password, type the password you want to use for your FSMS Services account.
- In Confirm, retype the password.
Note: The FSMS Services account you use to log on to FSMS MUST be the same Windows Administrator account that you are now using to install FSMS. The Administrator account name displays at the top of the first paragraph. You must specify the password you want to use for this account.

18. Click Next to continue.

19. The InstallShield wizard briefly displays the Setup Status window and then prompts you to identify your network connection type to complete the FedEx installation.

- Select FedEx Dialup, if you plan to use a dial-up connection over a phone line to connect to the FedEx server. If the dial-up number includes a prefix number, for example “9” to dial outside your building, in Dial Prefix, type this number(s). If the dial-up number also includes required number(s) at the end, type this number(s) in Dial Suffix. Click Next and go to Step 24.

- Select Network, if you plan to use your company’s network. Click Next and go to Step 20.

- Select Private, if you plan to use a private connection to a public network, such as an Internet connection through an Internet Service Provider (ISP). Click Next and go to Step 24.
20. If you selected **Network (default)** in the previous window, the **Direct Access Setup** screen displays.

![Direct Access Setup Screen](image)

21. Select **Connect through a Proxy Server** if you are connecting to FedEx through a proxy server. Be sure to click the **Set Proxy Password** button at the bottom of the window to specify the proxy user and password.

22. Specify whether you want to establish the connection manually or automatically by using a proxy configuration script.

   - To set up an automatic connection, select **Set Automatic Proxy Configuration Location (URL) for Tunnel Client** and specify the automatic configuration script URL.
   - To set up a manual connection, select **Set Manual Proxy Settings for Tunnel Client** and specify the address (iPort number) for the Tunnel Server.

23. Click **Finish** to continue.
24. The **InstallShield Wizard Complete** window displays.

![InstallShield Wizard Complete](image)

25. Check **Yes, I would like to launch the Meter Registration utility after the reboot** to launch the Meter Registration window after you complete the FSMS installation process.

**Note:** You must receive a Meter number from FedEx before you can use FSMS. FedEx recommends that you register immediately after you complete this installation.

26. Click **Next** to continue.
27. The Wizard prompts you to restart your computer.

![FedEx Ship Manager Server 8.46 - InstallShield Wizard](image)

28. Make sure all disks are removed from the drives of the server and accept the default setting **Yes, I want to restart my computer now**.

29. Click **Finish**. The Wizard restarts your computer.

After your computer restarts, the FSMS version 8.4.6 software installation is complete.

You may re-run the FSMS installation program at any time to **Modify** your FSMS software setup or to **Repair** a previous software installation, for example, to perform a full installation of all program features.

You must receive a Meter number from FedEx before you can use FSMS. FedEx recommends that you use the Meter Registration Utility immediately after you complete this installation. See “Meter Registration Utility” in the *FSMS Developer’s Guide* for more information.
How to Uninstall FSMS

This section describes how to remove the FSMS software application from your computer.

If you are upgrading from FSMS v 6.8 or a later version, you do not need to remove the existing FSMS application on your system. When you install FSMS, the installation program automatically performs the upgrade.

You can only upgrade to FSMS v 8.4.6 from versions 6.8x, 7.2x, 7.40, 7.7x or 8.0x. You must upgrade to one of these versions prior to upgrading to v 8.4.6 or you must remove your pre-6.8 FSMS installation using the Windows Add or Remove utility and then install v 8.4.6.

Complete the following steps to remove a previous version of FSMS:

1. Insert the FSMS software installation CD for the FSMS version currently installed on your system.
2. If the installation process does not start automatically, you can:
   a. Select Start > Run… from the Windows Start menu. The Run dialog box displays. Verify that the dialog shows the correct path to the setup.exe file on the installation CD and click OK.
   
   Note: If you are installing over a network, click Browse to select the setup.exe file from the server drive that contains the installation CD.
   
   Alternately, you can type the directory path to the installation file, such as D:\setup.exe.
   
   OR
   
   b. Open Microsoft Explorer and browse to the FSMS0845 folder on the installation CD, open the folder, and double-click the setup.exe file.
3. The FSMS setup prepares the InstallShield Wizard.
4. If the installed version is 6.8x, 7.2x, 7.40, 7.7x or 8.4x, the Welcome screen displays. Click the Remove option.
5. Click Next.
6. When prompted to confirm the removal of FSMS, click Yes.
7. The Status Setup window displays while the InstallShield Wizard removes the FSMS installation on your computer.
8. The Uninstall Complete screen displays when the FSMS removal is complete and prompts you to restart. Click Yes to restart your computer now or click No to restart later.
   
   • If you select Yes, remove the FSMS software CD from your disk drive.
   
   • If you select No, remember that you must restart your computer in order to complete the FSMS removal.
9. Click Finish.

Note: Java version 1.3 is installed with FSMS versions 6.8, 7.2, and 7.40. You must remove this version of Java as part of the uninstall process.
Configuring FSMS

This section of the *FSMS Developer Guide* contains step-by-step instructions for configuring the FedEx Ship Manager® Server (FSMS) software on a server.

Before using FSMS, you must configure it using the FSMS Configuration Utility, which gives you the ability to enter and store user level and field level (system) specific data. The FSMS Configuration Utility includes nine tabs, four at the user level and five at the field level:

**User Level** tabs:
- Shipper Settings
- Report Settings
- Label Settings
- Doc-Tab Settings

**Field Level** tabs:
- System Settings
- IPD / IED / IDF Settings
- Tracking Numbers Settings
- Meter Settings
- Advanced Settings

Before you begin to configure your FSMS installation, consider the following guidelines:

- *Always* tab out of a text field on any of the **Configuration** windows. Otherwise, the command buttons, such as **Apply**, may not be enabled.
- A text field that is displayed in red prior to or after you tab out of it contains an invalid field value, which you should correct before exiting the window.
- Holding the mouse cursor over a field opens a tip that provides the valid data for the field, as well as the access level required to edit the field.
- If you click the **Close** button to close the FSMS Configuration Utility, the data you entered will *not* be saved. You must click **Apply** or **Apply & Exit** to save your entries.
- If you are making configuration changes to an existing version of FSMS, you must perform an 007 *End-of-Day Close Request* transaction before changing any information.

**Note:** If you attempt to use the FSMS Configuration Utility while processing a shipment or executing transactions, an error may occur in FSMS. While this usage is not recommended, if it is necessary to open the FSMS Configuration Utility while processing transactions, contact your FedEx® representative for steps to eliminate processing errors.
Starting the Configuration Utility

Complete the following steps to start the FSMS Configuration utility and change the access level if needed:

1. Navigate to the **FedEx Ship Manager Server** folder on the desktop and double-click the **FSMS Configuration** icon.

The **FedEx Configuration** window displays.

![FedEx Configuration Window](image)

The Configuration utility opens with **User Level** access privileges.
2. If you need to change the access level, click **Access Privileges**. The **Access Privileges** dialog box displays.

3. Enter one of the following passwords depending upon the level of access required:
   - If you need Field Level access, enter the field level password provided by your FedEx account representative.
   - If you need the User Level-View, enter **View** as the password. Remember to enter a capital V because the password field is case sensitive. The User Level-View includes User Level access with the ability to view Field Level items, with the exception of the **IPD / IED / IDF Settings** tab.

4. Click **OK** to continue. The window displays new items according to your access level.

**Note:** If you click **OK** with no password, the **FedEx Configuration** window returns to the default User Level access, regardless of the previous access level.

If you entered the field level password, the window displays the following items:
If you entered the user level view password, the window displays the following items:
Shipper Settings

Use the Shipper Settings tab to enter information about where the shipment originates. FSMS supports an unlimited number of shipping locations. A unique meter number is needed to establish and identify each shipping location. It is also used for other functions, including: generating meter level reports, uploading revenue data, and assigning tracking numbers. Each meter number is associated with a FedEx account number and may not be used with any account number other than the one to which it has been assigned. However, a single account number or a single location can be assigned many meter numbers.

Configure shipper settings before entering any other configuration information. The first meter added to this configuration should be the master meter. All subsequent meters are child meters associated with the master meter.

Managing Meter Numbers

The procedures in this section describe how to add, delete, and remotely manage meter numbers. Each of the procedures requires Field Level privileges. Complete the following steps before continuing:

1. Change to Field Level access privilege as described in Starting the Configuration Utility.
2. Enter all required information in the Shipper Settings tab before configuring any other information. Required fields have bold titles.

The Shipper Settings tab allows you to add meters (both Master and Child) for shipping from your specified locations. The first meter to be entered in this window is the Master meter. All subsequent meters entered added to the FSMS configuration are Child meters associated with the Master meter.

**Adding a Child Meter Number to an Existing FSMS Installation**

Complete the following steps to add a new meter number using the FSMS Configuration utility:

1. From the Shipper Settings tab click Add New. The Add Meter dialog box is displayed.

2. All four fields are required. Enter the meter number as provided by your FedEx account executive. Complete the remaining fields according to your account information.

3. Click OK to add the meter number. A Status dialog box is displayed.

4. Click OK to continue. The new meter number is displayed in the Meter Number field.

The rest of the Shipper Settings tab contains the same information as the master meter. With Field level privileges you can change the Shipper settings for the active meter number.
Adding a Master Meter to a New FSMS Installation

This section describes how to add an existing meter number to a new FSMS installation.

**Note:** New meters must be requested using the FSMS Meter Registration utility.

1. Navigate to the FedEx Ship Manager Server folder on the desktop and double-click the Meter Registration icon:

2. Click the Access Privileges button in the FSMS Configuration window. The Access Privileges password window is displayed:

3. Enter the password provided by your FedEx customer support representative.

4. Click the Add New button. The Add a Meter window is displayed:

5. Enter the meter number to be added.

6. Enter the account number of the associated meter number.

7. Select the origin country for the meter number.

8. Enter the postal code for the meter number.

9. Click OK.

10. FSMS attempts to retrieve meter information from FedEx systems. During this process, the following message is displayed:
11. If successful, the Shipper Settings and Meter Settings tabs of the FedEx Configuration window are populated with the correct information for FedEx systems.

12. If unsuccessful, an error message prompts you to enter the information manually.

Deleting a Child Meter

Complete the following steps to delete a child meter:

1. Change to Field Level access privilege as described in Starting the Configuration Utility.

2. Select the child meter number you want to remove from the Meter Number list.

3. In the Shipper Settings tab click Delete Current.

Note: Only a child meter can be deleted using this utility. If you attempt to delete the master meter, an error message is displayed.

Click OK to continue without changing any configuration settings.

To delete a master meter, you must first designate another meter number as the master. Contact your FedEx customer support representative if you need to delete a master meter.

If you selected a child meter to delete, the following window is displayed:

4. Click Yes to delete the child meter. The configuration utility displays Shipper Settings tab for the master meter.
Configuring FSMS

Configuring a New Meter

After adding a new master or child meter, you can configure each meter number. Complete the following steps to configure a new or existing meter number.

1. Change to Field Level access privilege as described in Starting the Configuration Utility.

2. Select the meter to configure from the Meter Number list.

![FedEx Configuration Interface]

All **Bold** fields on the **Shipper Settings** tab are required to configure a meter.
The following table lists the requirements for all fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Meter</td>
<td>This check box is checked if you are viewing a master meter. For child meters this check box is clear. With the proper privileges it can be used to specify a new master meter.</td>
</tr>
<tr>
<td>Do Not Allow Multiple Meters per Account Number</td>
<td>Displayed only for master meters. Click this box to prevent multiple meters from using the same 9-digit FedEx account number. This restricts Close Request transactions to this account number only.</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Enter the contact name. This can be a company name.</td>
</tr>
<tr>
<td>Company Name</td>
<td>Enter the company name.</td>
</tr>
<tr>
<td>Department</td>
<td>Enter the name of the department shipping from the assigned meter. This entry prints in the Sender section of the label. The Department field value can be overridden using field 38 (Sender/Origin Department) in an 020 Global Ship Request transaction.</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>Enter the primary address for your location. This address usually includes the street name and number.</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Enter any secondary address information, such as Suite #, for your location.</td>
</tr>
<tr>
<td>City</td>
<td>Enter the city name from which shipping will originate.</td>
</tr>
<tr>
<td>Country</td>
<td>FSMS defaults to US. To select another country, click on the pull-down list and highlight the appropriate choice. If your country is postal aware, this means that a verifiable postal/ZIP code must be supplied as part of your shipper record. This designation is supplied by FSMS after you select the country from which you are shipping. If shipping from a country that is not postal aware, the postal code you enter is not validated and any routing information supplied on your package label is determined from the FedEx location designated for your country.</td>
</tr>
<tr>
<td>State / Province</td>
<td>If you are located in the U.S., Canada, or Puerto Rico, select your state or province from the pull-down list.</td>
</tr>
<tr>
<td>Postal Code</td>
<td>Enter the postal code for your shipping origin location.</td>
</tr>
<tr>
<td>Cleaned Postal</td>
<td>When you enter your shipper address, including your postal code, FSMS checks the URSA file to ensure that the postal code is correct and displays the matched postal code found. If you want to revert to your original entry, click the Revert button. FSMS will change the postal code back to your original entry.</td>
</tr>
<tr>
<td>Revert</td>
<td>FSMS will attempt to provide a cleaned postal code for the entered postal code. If there is no cleaned postal code, Revert can be used to use the manually entered postal code.</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Enter your company phone number, such as 9015551212. No special characters such as dashes or parentheses are allowed.</td>
</tr>
<tr>
<td>Origin Loc ID</td>
<td>The FedEx location identification (if your shipper address is postal aware, which means that your address is supported in the FedEx URSA file) of your shipping origin location. This information is not entered, but comes from the URSA file located on your server. The OriginLocID may be overridden with FedEx assistance.</td>
</tr>
<tr>
<td>Meter Time Zone</td>
<td>FSMS allows you to select a time zone for each meter (both Master and Child) configured on your server. This functionality allows you to designate Close Times, etc. for each meter by its specific time zone.</td>
</tr>
<tr>
<td>Force Close Time</td>
<td>Enter the most convenient time for FSMS to close your shipping day. Force Close is activated only if you have not closed your shipping day 24 hours before the Force Close Time entered.</td>
</tr>
</tbody>
</table>
Configuring FSMS

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force Close Time</td>
<td>The Force Close Time is entered in military time (for example: 1 p.m. is coded as 1300). Force Close Time is a meter level setting. Force Close time defaults to the nearest hour at the time the Master meter is added. For example, if a meter is added at 3:07 PM, the Force Close Time defaults to 1500. Child meters default to the same force close time as the Master meter.</td>
</tr>
<tr>
<td>Email Address</td>
<td>Enter the e-mail address for the shipping contact in your company.</td>
</tr>
<tr>
<td>Pager Number</td>
<td>Enter the pager number for the shipping contact in your company.</td>
</tr>
</tbody>
</table>

Required elements are printed on the shipping label. See the FSMS Transaction Coding Reference guide for instructions on how to override the configured information.

3. To save changes click **Apply** to save changes without closing, or click **Apply & Exit** to save changes and exit the FSMS Configuration Utility. To exit without saving any changes, click **Exit**.

**Remote Configuration**

You can install the Configuration Utility independently of the FSMS application to enable remote network configuration of the FSMS application. To install the Configuration Utility, run the FSMS installation, select **Custom** install and **Configuration Utility** from the install options menu.

By default, the FSMS Configuration Utility attempts to connect to the local installation of FSMS (IP 127.0.0.0) when launched. If the FSMS Configuration Utility was installed for remote use, no local connection is established.

**Adding an IP Address**

Complete the following steps to add an IP address to the configuration utility.

1. To connect to the FSMS application on another server on the network, click the **Network** button at the bottom of the FSMS Configuration Utility. The following window is displayed:
2. To add an IP address, click the **Add** button. The **Add IP** window is displayed:

3. Enter the IP Address of the FSMS server to be remotely configured.
4. Enter the system server name if available.
5. Enter the port number through which the FSMS server is to be accessed. Ensure this port is open on the server to be remotely configured. FSMS defaults to port 1098.
6. Click **OK** to accept changes or **Cancel** to exit without saving or making any changes.

**Editing an IP Address**

1. To edit an IP address, click the **Edit/View** button. The following window is displayed:

2. Make desired changes.
3. Click **OK** to accept changes or **Cancel** to exit without saving or making any changes.

**Deleting an IP Address**

1. Select the IP address to be deleted.
2. Click the **Delete** button.
**Connecting to an IP Address**

1. Select an IP address in which to connect.
2. Click the **Connect** button.
3. The connection status is displayed at the top of the **FedEx Configuration** window.
Report Settings

The Report Settings window is used to configure output for FSMS-supported reports.

- Choose the report format: PDF, DOC, RTF, TXT (do not use .txt for Ground or IED/IPD/IDF reports).
- The report format is a system level setting and will apply to all reports on all meters.
- Reports can be sent to a printer OR to a directory, but not both. If a printer and a directory are configured, the reports will be saved to the specified directory.
- End-of-Day (EOD) reports cannot be printed and can only be saved to a directory.
- Multiple copies are available for selected International reports.
- The FedEx Express Dangerous Goods 1421C can be printed on multi-ply forms or on plain paper. If printed on plain paper, the form can be printed on 8-1/2x11 or A4 paper.
- All International reports can be printed on 8-1/2x11 or A4 paper.

Click the Report Settings tab to view the settings, such as for U.S. origin, all services enabled:
### Configuring FSMS

#### Reports

<table>
<thead>
<tr>
<th>Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Reports" /></td>
<td>U.S. origin, FedEx Express only</td>
</tr>
<tr>
<td><img src="image2" alt="Reports" /></td>
<td>The <strong>Freight</strong> folder has the Bill of Lading report or FedEx Freight service. The <strong>Shipment Summary</strong> report provides a summary of all shipping.</td>
</tr>
<tr>
<td><img src="image3" alt="Reports" /></td>
<td>U.S. origin, FedEx Express and FedEx Ground</td>
</tr>
<tr>
<td><img src="image4" alt="Reports" /></td>
<td>The IPD and IDF reports will be enabled when IPD is manually configured or after a download of the rate file if the account is a valid IPD or IDF account. If the account is manually configured, click the <strong>Apply and Exit</strong> button, and then re-launch the FSMS Configuration Utility to configure IPD and/or IDF reports.</td>
</tr>
<tr>
<td><img src="image5" alt="Reports" /></td>
<td>U.S. origin, all services enabled</td>
</tr>
<tr>
<td><img src="image6" alt="Reports" /></td>
<td>• FedEx Ground® reports will be enabled when the <strong>Ground</strong> checkbox on the <strong>Meter Settings</strong> tab is checked. After enabling <strong>Ground</strong>, click the <strong>Apply and Exit</strong> button, and then re-launch the FSMS Configuration Utility to configure Ground reports.</td>
</tr>
<tr>
<td><img src="image7" alt="Reports" /></td>
<td>• The IPD and IDF reports will be enabled when IPD is manually configured or after a download of the rate file if the account is a valid IPD or IDF account. If the account is manually configured, click the <strong>Apply and Exit</strong> button, and then re-launch the FSMS Configuration Utility to configure IPD and/or IDF reports.</td>
</tr>
<tr>
<td><img src="image8" alt="Reports" /></td>
<td>• The FedEx Transborder Distribution® (TD) reports, will be enabled only if the account is a TD qualified account. The TD flag that enables the TD reports downloads as part of the Express rate download.</td>
</tr>
<tr>
<td><img src="image9" alt="Reports" /></td>
<td>CA origin, Fedex Express® only</td>
</tr>
</tbody>
</table>

---

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Reports | Description
---|---
CA origin, FedEx Express and FedEx Ground

Non-U.S. or CA origin, all services enabled

CA origin, all services enabled

Detailed information regarding the configuration options for each FSMS report is provided in the Error! Reference source not found. section.

Note: IPD/IDF and TD are contract services provided for FedEx International shipping. Contact your FedEx account executive for more information.
Selecting a Printer for FSMS Reports

1. Click on the + (plus) indicator next to the report type (Express, International, Ground, etc.) to expand the report list.

2. Highlight the report for which you want to select a printer.

3. Click the Printer icon button next to the Printer field. The Print window is displayed:

![Print window]

4. Choose a pre-installed printer from the Name drop-down list.

**Note:** You must have pre-installed printer(s) to select for printing FSMS reports configured as part of your operating system before making any selection in the Report Settings window.

5. Click OK to save the printer selection. You are returned to the Print window, and the printer you chose is displayed in the Printer field.
Selecting a Reports Directory

1. Click on the + (plus) indicator next to the report type (Express, International, Ground, etc.) to expand the report list.

2. Highlight the report for which you want to select a directory.

3. Click the Directory icon button next to the Directory field. The Choose a Directory window is displayed:

4. Select the report folder and click Open. The Print window is displayed, showing the directory you chose in the Directory field.

Changing Paper Size and Number of Copies

If you choose a report (for example, International Commercial Invoice), and the Paper Size and/or Number of Copies field is displayed, you can change designations for these fields as follows:

- **Paper Size** is allowed for International reports only. You may select either 8-1/2" x 11” or A4 from the pull-down list.

- **Number of Copies** is provided for select reports in the Reports list. This field is displayed by FSMS when a report is selected that allows a variable number of printed copies to be chosen. For example, if you select "Commercial Invoice" from the International reports list, FSMS allows you to choose up to 9 copies of this document.

Saving Changes to the Printer Settings

1. Click Copy To All Reports to copy the printer or report path for a selected report to all reports within the active meter. This does not copy any report information to any other meter. To copy report information to other meters, use the Copy To All Meters button.

2. Click Copy To All Meters if you want to configure your printer settings for all of the meters configured on your server. If you are configuring different printers for each meter (if you have more than one meter assigned for your shipping operation), you must repeat the install procedures.

3. Click OK at the bottom of the Print window to save your selections.
Label Settings

The Label Settings window is used to configure printers for printing laser and thermal shipping labels as well as for multi-ply air waybills, Dangerous Goods (DG) forms (for FedEx Express shipping), and Hazardous Materials (HazMat) forms (for FedEx Ground shipping). The Label Settings window is divided into four tabs:

- Laser and Thermal Air Waybill Defaults
- Additional Laser and Thermal Copies
- Multi-ply Printer Defaults
- Freight Report Printer

The following Label Settings tab is displayed for non-CA origin:
The following Copy To All Meters section appears on the Label Settings tab for CA origin. Note that Mask Sender Account Number for T/C and D/T is enabled. This applies to trans-Canada and Transborder Distribution labels.

Laser and Thermal Air Waybill Defaults

To designate printers to print laser and/or thermal air waybills:

1. In the Laser and Thermal Air Waybill Defaults section of the Label Settings tab, click the printer icon next to the label type you want to configure or the folder icon to specify the directory to which thermal label buffers should be saved.

   **Note:** To configure a laser and/or thermal printer in the Label Settings window, you must first install the printer in your operating system.

2. The Printer Selection window is displayed with the printer you have set as a default in your operating system. If you want to select this printer as either your laser printer or thermal printer, click OK. To select another printer that has been installed on your operating system, click Properties in the Printer Selection window to display the list of printers from which you may choose.

3. When you click OK, the printer you selected is displayed in either the Laser Printer ID or Thermal Printer ID fields (depending on the printer type you chose to configure).

4. If you select a thermal printer in the Thermal Printer ID field, you must also select the Thermal Type and Label Stock. To choose entries in these fields, select the pull-down list for each field and highlight the appropriate choice.
Configuring FSMS

Additional Laser and Thermal Copies

5. In this section of the Label Settings tab, select the number of labels to be printed for FedEx International services.

![Additional Laser and Thermal Copies](image)

**Note:** The IPD/IDF/IED items are not displayed unless one of the Distribution services is enabled in the IPD/IDF/IED tab.

6. If you ship internationally, select the number of labels to be printed for Shipper, Customs, and Manifest. You can select to print up to 3 copies from each list.

**Note:** IPD (FedEx International Priority DirectDistribution®) is a contract service offered by FedEx to customers with specific FedEx International shipping requirements. For more information regarding IPD, contact your FedEx customer service representative.

Multi-Ply Printer Defaults

7. In the Multi-ply Printer Defaults section of the Label Settings tab, select the pin-feed printer for these forms by clicking the Printer icon and selecting the printer type from the Printer Selection window.

![Multi-ply Printer Defaults](image)

If you choose to print multi-ply air waybills, you must select the form type associated with this label stock.

Valid form types are:

- **306:** Form 306 is an International air waybill with a preprinted tracking number.
- **307:** Form 307 is an International air waybill without a preprinted tracking number.
- **362:** Form 362 is a French-language International air waybill without a preprinted tracking number.
Freight Report Printer ID

8. You can set a **Freight Report Printer ID** in the **Label Settings** tab by clicking the **Printer** icon and selecting the printer type from the **Printer Selection** window. When you create and print a Bill of Lading (BOL) for FedEx Freight, the BOL will print on your selected printer.

![Freight Report Printer ID]

**Note:** Dangerous Goods and Hazardous Materials reports are configured under the Reports Settings tab. More information regarding the configuration of FSMS reports are provided in the "Report Settings" section earlier in this chapter.

If printing the FedEx Ground Hazardous Materials form OP-900, use the Windows Generic/Text only printer driver and not the Lexmark printer driver. This will allow the custom form OP-900, defined in the Windows Print Server, to be used.

9. After you have selected printers for the labels included as part of the **Label Settings** window, you may make the following configuration choices before you save the information on this window:

- **Mask Account Number:** To prevent your shipper account number from printing on your shipping labels, click the **Mask Account Number** checkbox.

- **Do Not Ship Labels:** Checking the **Do Not Ship Labels** checkbox causes labels with the text "Do Not Ship" to print in the event that a shipping transaction fails. This feature is best used for batch processing so label printing is not interrupted if a shipment transaction fails. This feature is not available for single package labels, but can be configured if you process multiple-package shipments.

- **Copy To All Meters:** To copy the printer selections you entered to all meters configured on your server, click the **Copy To All Meters** button. An action box is displayed which asks: "**Do you want to copy all of the label settings for this meter to all meters?**" Click **Yes** to copy your input to all configured meters. Click **No** to dismiss the action box.

10. To save your changes to the **Label Settings** tab, click **Apply** or **Apply & Exit**.
Doc-Tab Settings

Complete the Doc-Tab settings to print labels with custom doc-tabs.
System Settings

The **System Settings** window is used to set important system level parameters. These settings are global and apply to all meters on the server. The following is a sample **System Settings** window:
Configuring FSMS

All fields on the **System Settings** window are password protected and can only be accessed by your FedEx Representative. Although you cannot make changes to this window, provided below is a description of each field to help you understand how your system is configured:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconcile Time</td>
<td>The time your server communicates with the FedEx mainframe systems to download any new components (rates, URSA, etc.). The Reconcile Time defaults to <strong>0300</strong>. <strong>Recommendation:</strong> Configure the reconcile time to a time when no server activity is occurring.</td>
</tr>
<tr>
<td>Enable Password Configuration</td>
<td>Click this check box to enable the Enter Password and Confirm Password field. Enter the same password in both fields to set an administrative password for User level access tabs. Using this password.</td>
</tr>
<tr>
<td>CTS Port Number</td>
<td>The port used to send standard FedEx transactions to FSMS.</td>
</tr>
<tr>
<td>Web Services Port Number</td>
<td>The port used to send Web Services transactions to FSMS.</td>
</tr>
<tr>
<td>Origin Phone Number</td>
<td>Your system modem number.</td>
</tr>
<tr>
<td>Use Dynamic Surcharging</td>
<td>Check this box to use the Dynamic Surcharging feature. See the &quot;Rating, Routing, Time-In-Transit—Dynamic Surcharging&quot; section in Chapter Two: FSMS Transaction Coding in this <strong>Developer Guide</strong> for details on Dynamic Surcharging. <strong>Note:</strong> When switching between standard and dynamic surcharging, the Open Ship service must be stopped and then restarted for the change to take effect.</td>
</tr>
<tr>
<td>Extend 90 Day limit - Ground</td>
<td>Click this check box to allow FedEx Ground future day shipping transactions to be processed more than 90 days in advance.</td>
</tr>
<tr>
<td>Receive Rates</td>
<td>Checking this will enable the download of non-U.S., CA, or PR origin discount rates. This checkbox is a system level setting and will only be visible and active for FedEx International (non-U.S. or CA) Master meters.</td>
</tr>
<tr>
<td>Database</td>
<td>Specify the Backup Time in 24-hour format (0100 equals 1 p.m.), and specify up to 2 backup directories.</td>
</tr>
<tr>
<td>Ship History</td>
<td>Retention Interval is the length of time your Express shipping history information is stored by FSMS. Up to 90 days may be selected. Purge Time is the time at which the Ship History files are purged after the retention interval has elapsed. Export Time is the time at which Ship History files are exported after the retention interval has elapsed. Specify the export file names for Domestic Express, International Express, International MPS Express, Ground, Freight, and SmartPost.</td>
</tr>
</tbody>
</table>

If you need to make changes to any of these settings, contact your FedEx Customer Support Representative.
IPD / IED / IDF Settings

IPD (FedEx International Priority DirectDistribution®), IDF (FedEx International Priority DirectDistribution® Freight) and IED (FedEx International Economy DirectDistributionSM Service) are contract services offered by FedEx to customers with specific FedEx International shipping requirements. For more information regarding IPD/IDF/IED, see the IPD/IDF/IED section of this guide.
Tracking Numbers Settings

The Tracking Numbers window provides information for FedEx Express and FedEx Ground tracking number management. No entries are required in this window. This tab is also password protected and can only be accessed by your FedEx Customer Support Representative.

FedEx Express tracking numbers require a Demand Download to acquire the initial range. Future tracking numbers are staged and automatically downloaded after half of the current range has been used. After the current tracking number range has been used, the future range is displayed in the Express Future Tracking Numbers area.

FedEx Express tracking numbers are also downloaded during a meter registration process if you use the Meter Registration Utility. Express tracking numbers are stored in the FSMS database.

When the FedEx Ground tracking number range is depleted, the range automatically rolls over and begins again at 7010001. No action is needed to download FedEx Ground tracking numbers. The complete FedEx Ground tracking number is composed of three parts: the customer's 7-digit FedEx Ground account number, the 7-digit 'tracking number' visible in the Tracking Numbers tab above, and a check digit. This complete 15-digit number is the tracking number used to track FedEx Ground packages.

The SmartPost Delivery Confirmation Number section is only enabled if you are enrolled in the FedEx SmartPost program.
Meter Settings

The Meter Settings window is used to set special options for FedEx Express, FedEx International, and FedEx Ground shipping. This window is password protected and can only be accessed by a FedEx Customer Support Representative.

The following Meter Settings window is for U.S. origin:

![FedEx Configuration](image)

You cannot make changes to the Meter Settings tab without the assistance of FedEx Customer Support. The following tables describe each field to help you understand how your system is configured.

Express Options

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Rates</td>
<td>If List Rates is checked, List Rates are available for the meter(s) on your server. U.S. origins only.</td>
</tr>
<tr>
<td>4 Digit Cycle Number</td>
<td>Select to display the current invoicing cycle count. This number is incremented after each Close and is transmitted to the FedEx revenue systems after the Close process is complete.</td>
</tr>
</tbody>
</table>
### Configuring FSMS

#### Field Name | Description
--- | ---
No Upload/No Ship (NUNS) | If this option is checked, the system will not allow shipping to continue if revenue files have not been uploaded for 72 hours. For more information regarding NUNS, see Revenue Management in the FSMS Developer’s Guide.

Non Rated | If **Non Rated** is selected, FSMS will not download Express rates.

Intl Rating | This box must be checked to receive discounted rate quotes for non-U.S. or CA origins.

Canada Label Customs Value Suppression | This option, if selected, prevents the customs value for a Canada-origin FedEx International shipment from printing on the shipping label.

**Note:** For CA origins, this field will be displayed as **Label Customs Value Suppression to US**.

Third Party Consignee | When this option is selected, the Commercial Invoice for international shipments will not be attached to the shipment upon delivery.

Late Drop Off Time | If your shipping site has an extended shipping day agreement with FedEx (for example: you have a late drop-off time of 1:00 AM), you may set this parameter to have your shipping labels display the extended day date instead of rolling to the next shipping day.

Code Page | Selecting **Use Microsoft Extended Characters Page** allows you to enter extended characters in the shipping transaction, specifically to support International language requirements.

### Ground Options

#### Field Name | Description
--- | ---
Ground Enabled | If this box is checked, you are configured for FedEx Ground and FedEx Home Delivery® shipping.

List Rates | If this box is checked, list rates are available to the meter(s) on your server.

Account | Your seven-digit FedEx Ground account number is not displayed in the User Level—View.

HazMat | If you have contracted to ship Hazardous Materials using FedEx Ground, this box must be checked to process these shipments on FSMS.

E.C.O.D. | If you have contracted to ship Electronic Collect On Delivery (E.C.O.D.) using FedEx Ground, this box must be checked to process these shipments on FSMS.

Label Multi Pack Piece Count | Selecting this option causes the package count to appear on FedEx Ground MPS labels in the 1/X, 2/X, and etc. format. The Label Multi Pack Piece Count option is explained in detail in *Chapter Three: Shipping Labels* of this Developer guide.

SCNC | This pull-down list provides the Serial Container Numeric Code (SCNC) formats for FedEx Ground Labels. The SCNC option is explained in detail in *Chapter Three: Shipping Labels* of this Developer guide.
SmartPost Options

The SmartPost Options section of the Meter Settings window can only be modified by FedEx personnel. SmartPost is a contract service for shippers of high volume, low weight, and less time sensitive packages using the U.S. Postal Service for final delivery. See the SmartPost section in this guide for more information about SmartPost services.

Software ID Data Capture

The Software ID Data Capture button of the Meter Settings tab displays the Software ID Data Capture dialog box containing further identification information for client software that is associated with your FSMS installation.

The following fields are included in this section of the Software ID Data Capture dialog box:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Name</td>
<td>This field is provided for the entry of a CSP interface or for customers who use FedEx Ship Manager Enterprise® with the FSMS server application.</td>
</tr>
<tr>
<td>Client Version</td>
<td>The software version associated with the Client Name is entered in this field.</td>
</tr>
<tr>
<td>Middleware Name</td>
<td>If you use a middleware application with the FSMS server, the middleware identification is enter in this field.</td>
</tr>
<tr>
<td>Middleware Version</td>
<td>The software version associated with the Middleware Name is entered in this field.</td>
</tr>
</tbody>
</table>
Handling Charges Configuration

If your shipping operation charges handling fees in addition to shipping/insurance charges, FSMS allows you to add these handling fees to your total shipment charge. The handling charges can be configured using the following utility or can be included in the shipping. See the FSMS Transaction Coding Reference guide for transaction coding requirements if assessing handling charges in the transaction. These fees can also be printed on the Doc-Tab portion of the 4x6 shipping label.

To display the Handling Charges Dialog window, click the Handling Charges button on the FSMS Configuration Utility Meter Settings screen:

![Handling Charges Dialog](image)

The Handling Charges Dialog window provides options for both Express and Ground shipping. Select the appropriate service from the Service Type list. To configure a handling charge for both shipping types, you must make the changes separately for both Service Types.
**Handling Charge Calculation**

The fields required to designate a handling charge calculation are defined as follows:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Amount</td>
<td>Click this selection to add a predetermined handling charge to each package/shipment. For example, select <strong>Fixed Amount</strong> if you charge $5USD handling for all packages regardless of the package value or shipping charge.</td>
</tr>
<tr>
<td>Percent of Freight Charge</td>
<td>Click this selection if you want FSMS to calculate a fixed percentage of the list rate (undiscounted) shipping charge to be applied as a handling fee. For example, if you select this option, you may enter 3.00 (%) to be calculated from the shipping charge for the package to be assessed as the handling charge for the shipment.</td>
</tr>
<tr>
<td>Percent of Net Charge</td>
<td>Click this selection if you want FSMS to calculate a fixed percentage of the net freight charges (including discounts) to be applied as a handling fee. For example, if you select this option, you may enter 3.00 (%) to be calculated from the discounted shipping charges for the package to be assessed as the handling charge for the shipment.</td>
</tr>
<tr>
<td>Percent of Net Charge—Taxes</td>
<td>This feature is available for Canadian customers shipping intra-Canada packages only. If you choose this option, you may include Canadian taxes as part of the net charge used to calculate a handling charge. For example, your shipment price is $100CAN and Canadian taxes are $5CAN. If you configure 5.00 (%) for your handling fee, the actual handling fee accessed the shipment is $5.25CAN.</td>
</tr>
</tbody>
</table>

**Handling Charge Level**

In addition to providing the ability to add handling charges via a transaction, FSMS also provides the ability to set up handling charges within the configuration. Any handling charge provided via a transaction will override the configured handling charges. The **Handling Charge Level** section of the Variable Handling window allows you to select whether you want the handling charge calculated on the package level or on the shipment level.

If you select **Package** and configure a $5USD handling charge, $5USD will be applied to each package in a multiple-package shipment. Therefore, if you have 10 packages in a single multiple-package shipment, the total handling charge is $50USD. If you select **Shipment** and configure a $5USD handling charge, the $5USD handling charge is applied to the entire shipment. Therefore, if you have 10 packages in a single multiple-package shipment, the total handling charge, in this scenario, is $5USD.

**Handling Charge Amount**

The **Handling Charge Amount** field allows you to enter either the actual dollar amount (if you selected **Fixed Amount** in the Handling Charge Calculation section) or the percent amount if you choose any **Percent** option as a Handling Charge Calculation. Field entry requirements are as follows:

- Dollar amounts are entered in the **Handling Charge Amount** field as XXXXX.XX. For example, a handling charge of five dollars is entered as 5.00.
- Percent amounts are entered in the **Handling Charge Amount** field as XXXXX.XX. For example, a handling charge of ten percent is entered as 10.00.
Managing Your Handling Charge Entries

The Variable Handling window allows you to enter handling charges for both FedEx Express and FedEx Ground shipments for each meter number configured on your server. If you have a Master meter and three Child meters, you may make up to four Express and four Ground Handling Charge configuration settings by selecting the meter you want to configure from the Master Meter pull-down list at the top of the Variable Handling window. If you configure the Master meter and want to save that configuration for all meters on your server, click the Copy to All Meters button at the bottom of the Variable Handling window.

To save your entries, click OK. The Variable Handling window is dismissed. If you want to exit this window without saving your configuration entries, click Cancel.

Configuring Meter Settings Using the 070 Meter Query Request

The 070 Meter Query Request transaction allows configuration changes to FSMS Meter settings using a transaction. This feature reduces the need to access the FSMS Configuration Utility directly and allows the ability to make changes remotely. The following service details apply:

- The new configuration transaction does not allow adding or deleting a meter.
- Each meter must send a separate 070 transaction for configuration. For example, if you have one Parent/Master meter and three Child meters, then four separate 070 transactions must be entered to make configuration changes for all meters.
- The following fields from the FSMS Configuration Utility can be configured using the 070 transaction:
  - All fields on the Doc-Tab screen
  - Express DG Printer ID
  - Express DG Printer Form Type
  - Ground Hazmat Printer ID
  - Express/Ground Commercial Invoice
  - Ground Hazardous Materials Certification
  - Client Name
  - Client Version
  - Middleware Name
  - Middleware Version
  - Time Zone
  - Late Drop-Off
  - Sender E-mail ID
  - Variable Handling Fields

For more information regarding Remote Configuration using the 070 transaction set, see the FSMS Transaction Coding Reference guide.
Advanced Settings

The **Advanced Settings** window is used to set communications and revenue parameters. This window is password protected and its fields can only be adjusted by a FedEx Customer Support Representative.

You cannot make changes to the **Advance Settings** tab without the assistance of FedEx customer support.
The following table describes each field to help you understand how your system is configured.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force Close Active</td>
<td>Checking this box will force each configured meter to close at the time entered on the Shipper Settings tab. See the “Shipper Settings” section previously in this chapter. Note: This setting is system level, which means that each meter configured on your server will undergo a Force Close at the time specified for each meter on the Shipper Settings tab.</td>
</tr>
<tr>
<td>Express Hourly Upload Interval</td>
<td>This field is used to set the frequency of the hourly upload of Express package data to the FedEx backend systems and can be set from 30-120 minutes. This applies to both FedEx Express and Ground HU files.</td>
</tr>
<tr>
<td>Hourly Upload Retention Period</td>
<td>Number of days the Express Hourly Upload data is retained. Can be set from 7-14 days.</td>
</tr>
<tr>
<td>Communication Check Interval</td>
<td>Can be set from 24-72 hours.</td>
</tr>
<tr>
<td>Comm Logging Retention Period</td>
<td>Number of days the communication log is retained.</td>
</tr>
<tr>
<td>Ground Hourly Upload Retention Period</td>
<td>Number of days the Ground Hourly Upload is retained. Can be set from 7-14 days.</td>
</tr>
<tr>
<td>Tracking File Retention Period</td>
<td>Number of days to retain the tracking results.</td>
</tr>
<tr>
<td>GCIU Retention Period</td>
<td>Number of days the Ground Commercial Invoice Upload (GCIU) data is retained.</td>
</tr>
</tbody>
</table>
Setting Up Printers

You can use FedEx Ship Manager® Server (FSMS) to set up printers for both label and report printing. Use one of the following three following methods:

- Local Printer
- Local TCP-IP Printer
- Windows-based Print Share Network

FSMS supports the following thermal printers:

- Eltron LP2348
- Eltron LP2443
- Unimark U550
- Zebra DA402
- Any ZPL supported Zebra printer

FSMS supports the following dot matrix printers:

- Lexmark 2480
- IBM 2488

Adding a Local Printer

Complete the following steps to add a local printer:

1. Click Start > Settings > Printers.
Setting Up Printers

The **Printers** window is displayed.

2. Double-click **Add Printer**.

3. Click **Next** to start the **Add Print Wizard** function.
The **Local or Network Printer** window is displayed.

4. Click **Local Printer**.

5. Clear the **Automatically detect and install my Plug and Play printer** check box. (If this check box is checked, click it again to clear it.)

6. Click **Next** to continue local printer installation.
Setting Up Printers

The **Select the Printer Port** window is displayed.

Most systems have several types of ports for printer communications. This example uses **LPT1**, which is a parallel port.

7. Click **Use the following port**.

8. Click **LPT1** or the LPT port to which your printer is connected.

9. Click **Next** to continue.
The printer model window is displayed.

Use this window to select the Manufacturer and Model of the printer you are installing. The Zebra label printers are not listed as a default option.

10. To install drivers for Zebra printers, click **Have Disk**.

11. Click **Browse**.

12. Navigate to `C:\W2K Drivers\Printer\Zebra\2348` and click **Open**.
Setting Up Printers

This window should now show the path to the 2348 folder.

13. Click **OK**.

This window shows a list of printers the supported by the driver.

14. Click **Eltron LP2348**.

15. Click **Next**.

**Note:** If the printer you are installing has already been installed on your server, and you are attempting to reinstall the printer, a window is displayed asking if you want to use the new driver or retain the existing driver. Always click **Use New Driver**. This entry ensures that you are loading the most recent driver provided by FSMS.
The **Name Your Printer** window is displayed.

16. Enter a name and click **Next**.

The **Printer Sharing** window is displayed.

17. The printer must be shared to print via FSMS. To share the printer, click **Share As**. Then type a name or accept the default name.

18. Click **Next**.
Setting Up Printers

The **Location and Comment** window allows the printer to be identified with a location.

19. Enter a location and comment, or leave the fields blank.
20. Click **Next**.

The **Print Test Page** window is displayed.

21. Click **No**. Printing a test page is not necessary and, in the case of some label printers, may not work.
22. Click **Next**.
The **Completing the Add Printer Wizard** window is displayed, summarizing the information you added during printer installation.

![Add Printer Wizard](image)

23. If you want to make changes to this configuration, click **Back**. To complete the printer installation, click **Finish**.

You can continue to add local printers using the steps described above. After you have installed printers for all of your shipping applications (labels, reports, and invoices, for example), you are ready to start coding your shipping transactions.
Adding a Local TCP/IP Printer

To add a local printer with TCP/IP port:

1. Perform steps 1-6 as described in the previous section. The **Select the Printer Port** window is displayed.

2. Click **Create a new port**.

3. Select **Standard TCP/IP Port** from the port **Type** list.

4. Click **Next**.
The Add Standard TCP/IP Printer Port Wizard start-up window is displayed.

5. Confirm that the printer is turned on and you are connected to a configured network. To continue, click Next.

The Add Port window is displayed.

6. In the Printer Name or IP Address field, enter the IP address for the printer you are adding.

7. In the Port Name field, enter the name of the printer port you are adding. This is the queue name for the port your printer is connected to on the TCP/IP Print Server.

8. Click Next to continue.
The **Additional Port Information Required** window is displayed.

9. Select the port type from the **Device Port** pull-down list. This example uses **Port 1 (Parallel)** as the sample port type.

10. Click **Next**.

The **Completing the Add Standard TCP/IP Printer Port Wizard** window is displayed, summarizing the information you added during printer installation.

11. If you want to make changes to this configuration, click **Back**. To accept the port installation as displayed in this window, click **Finish**.
The **Add Printer Wizard** window is displayed.

12. Click **Have Disk**.

The **Install From Disk** window is displayed.

13. Click **Browse**.
The **Locate File** window is displayed.

14. Navigate to the folder where the printer drivers are stored, such as C:/W2K Drivers/Printer/Zebra/2348Plus.

15. Click **Open**.

The **Install From Disk** screen is displayed showing the path where the drivers are located.

16. Click **OK**.
The **Add Printer Wizard** window shows the manufacturers and printers information.

17. In the **Manufacturers** pane, select the manufacturer of the printer.
18. In the **Printers** pane, select the printer model.
19. Click **Next**.
   
The **Add Printer Wizard** window displays **Name Your Printer** information.

20. If the default value in the **Printer name** box is not the name of the printer you want to use, click in the box and change the printer name.
21. To set this printer as your default printer, click **Yes**. Otherwise accept the default value of **No** and continue to the next step.
22. Click **Next**.

The **Add Printer Wizard** window displays the **Printer Sharing** information.

23. Click **Share as**.

24. Accept the default value or enter a new printer name in the **Share as** field.

**Note:** This name becomes part of the UNC name. The UNC name consists of the computer name or computer IP address and the printer share name (\computer\zebra234 or \192.168.0.5\zebra234). If you use more than 12 characters, or you use spaces, in the name, the following message window is displayed:

25. If this message window displays, click **Yes**. Otherwise click **Next**.
Setting Up Printers

The **Location and Comment** window allows the printer to be identified with a location.

26. Enter a location or comment, or leave the boxes blank.

27. Click **Next**.

The **Add Printer Wizard** window displays **Print Test Page** information.

28. Click **No**. Printing a test page is not necessary and, in the case of some label printers, may not work.

29. Click **Next**.
The Completing the Add Printer Wizard window is displayed, summarizing the information you added during printer installation.

30. To make changes to the configuration, click Back. To accept the settings, click Finish.

If the driver is not found, the Files Needed window is displayed.

31. Click Browse to navigate to the WinNT folder for the driver file.
The **Locate File** window is displayed.

32. Open the **WinNT** folder. Click the appropriate driver.

33. Click **Open**.

The **Files Needed** window shows the new path.

34. Click **OK**.

The **Printers** window shows the printer you just added, with a hand under the printer indicating that it is shared.

35. Close the **Printers** window.
Setting Up Printers

**Windows 2000 Additional Configuration Needed**

If you are running Windows 2000 as your operating system, you must switch the TCP/IP port to LPR after the printer is added. Complete the following steps to perform this action:

1. Click **Start > Printers**.
   
The **Printers** window is displayed.

2. Right-click the printer icon of the TCP/IP printer you installed and click **Properties**.
   
The **Printer Properties** window is displayed.

3. Click the **Ports** tab.
The **Ports** tab is displayed, highlighting the printer you selected.

4. Click **Configure Port**.
   
   The **Configure Standard TCP/IP Port Monitor** window shows the **Port Settings** information.

5. In the **Protocol** section click **LPR**.
Setting Up Printers

6. Under LPR Settings enter the Queue Name in the box. Click OK to continue. You are returned to the Printer Properties tab.

7. Click Close to save your entries.

Adding a Windows Network Printer

Complete the following steps to add a network printer:

1. Complete steps 1-3 in the Adding a Local Printer section.

The Local or Network Printer screen is displayed.

2. Click Network printer.

3. Click Next.
The Locate Your Printer information is displayed in the Add Printer Wizard window.

4. Click **Type the printer name, or click Next to browser for a printer**.

5. In the **Name** field, enter the UNC name for the printer. Use the IP address of the PC to which the printer is connected formatted as follows:
\\xxx.xxx.xxx.xxx\printer share name

6. Click **Next**.

The Completing the Add Printer Wizard window is displayed, summarizing the information you added during printer installation.

7. Click **Finish**.
Printing to a Windows-Based Print Share Network

If your label printer is connected to a Windows-based PC, you can print a label to the printer without adding the printer driver to your FSMS server. To do this, you must add a field to your FSMS transactions.

Complete the following steps to use a Windows-based print share network:

1. Connect the label printer to the Windows-based system.
2. Configure the printer using the standard Windows steps for printer configuration.
3. Share the printer.
4. If your server is running Windows 2000, 2003, or XP, you will need to add the FEDEXUSER account to this system. The password must be the same as it is on the FSMS Server.
5. Add the FEDEXUSER rights to this printer as described in the following section, Adding a FEDEXUSER Account to a Printer.
6. In the 020 Global Ship Request transaction, code either field 544 (Laser) or field 537 (Thermal) as follows:
   
   544, "\x.x.x.x\label3"
   or
   537, "\x.x.x.x\label3"

   **Notes:** \x.x.x.x is the IP address of the Windows-based system and label3 is the share name for this printer. Adding this field allows the labels to be sent over the network and printed on the printer.

Each operating system (OS) has a slightly different method of adding a printer. If your server is running Windows 2000, follow the instructions in the FSMS supports the following thermal printers:

- Eltron LP2348
- Eltron LP2443
- Unimark U550
- Zebra DA402
- Any ZPL supported Zebra printer

FSMS supports the following dot matrix printers:

- Lexmark 2480
- IBM 2488

Adding a Local Printer section.

After the printer is configured, complete the steps in the next section to add the FEDEXUSER account and to allow the FEDEXUSER print rights.
Adding a FEDEXUSER Account to a Printer

Complete the following steps to add the FEDEXUSER account and give the account print rights:

1. Click **Start > Printers**.
   The **Printers** window is displayed.

2. Right click on the printer to be configured and click **Properties**.

3. In the **Properties** window, select the **Security** tab.
Setting Up Printers

The Select Users or Groups window is displayed.

4. Select FEDEXUSER from the Name section of the window. Click Add to save your selection. FEDEXUSER is displayed in the bottom portion of the window. Click OK to save your selection.

5. Select the Security tab in the Printer Properties window.
6. Notice that the FEDEXUSER account has been added to the Name list. In the Permissions panel, make sure that the Allow check box is checked for Print. Click OK to exit the Properties window. You are now ready to print labels to this network printer.

**Note:** There may be some differences in the steps required to set permissions for network printers depending on your operating system. The steps included above are for Windows 2000. If you have any questions regarding any printer functionality for your operating system, consult the Windows Help option.

### Windows Print Manager Driver Support

FSMS supports Windows Print Manager and Windows drivers. For clear label output, it may be necessary to adjust printer settings to get the appropriate attributes. You can include field 2990 (Printer DPI Setting) in an 020 Global Ship Request to pass the dots-per-inch setting of the printer used to print labels. Although field 2990 accepts any value, anything lower than 203 or higher than 999 defaults to 200.

The following table lists the recommended values for field 2990 per printer type:

<table>
<thead>
<tr>
<th>Printer Type</th>
<th>Recommended DPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eltron Zebra</td>
<td>203</td>
</tr>
<tr>
<td>Typical Laser Printer</td>
<td>200</td>
</tr>
<tr>
<td>Unimark</td>
<td>200</td>
</tr>
</tbody>
</table>

**Note:** Using this feature is not recommended with any serial printer. The label throughput speed will be below reasonable expectations. It is recommended to use this feature with high speed interfaces or printers connected via USB, Parallel, or Network interfaces (with appropriate bandwidth).

### Printer Troubleshooting

If you experience problems with print quality, see Print Quality Troubleshooting in the *FSMS Developer’s Guide*. 
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<th>Topic</th>
<th>Page</th>
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</thead>
<tbody>
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<td>hazardous materials (HazMat)</td>
<td>38</td>
</tr>
<tr>
<td>label settings</td>
<td>38</td>
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