



**FedEx**Office<sup>SM</sup>



## How to Get Started with FedEx Office<sup>SM</sup> Printer

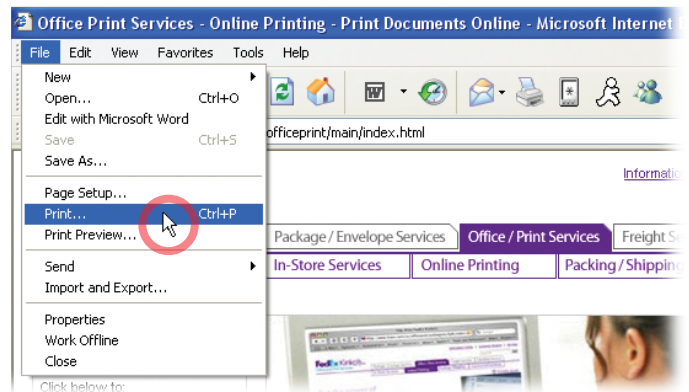
Microsoft Windows<sup>®</sup> 2000, Microsoft Windows<sup>®</sup> XP and Microsoft Windows<sup>®</sup> Vista

The following instructions will guide you through the setup and use of the FedEx Office Printer.

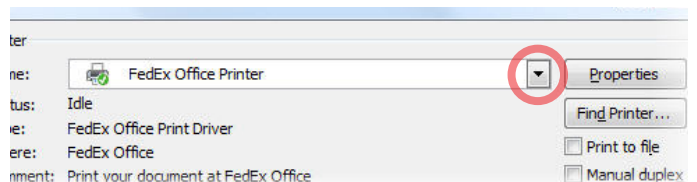
### Microsoft Windows 2000, Microsoft Windows XP & Microsoft Windows Vista

To select FedEx Office Printer from any PC application –


- Click your File menu, then select “Print.”

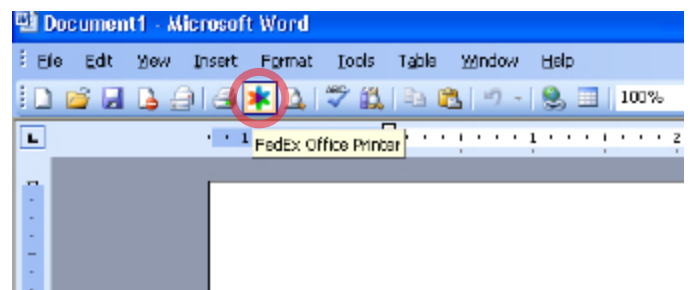


- Choose FedEx Office Printer from among your printer options.
- Click the “Print” or “OK” button (varies by application) to launch FedEx Office Printer and start the document upload process.



To select FedEx Office Printer from the Office toolbar (Microsoft Office 2003) –

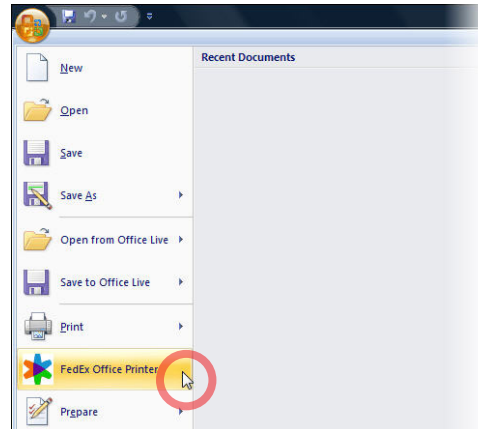
- Once installed, FedEx Office Printer creates an icon  within Office toolbars.
- Simply click this icon to launch FedEx Office Printer and start the document upload process.



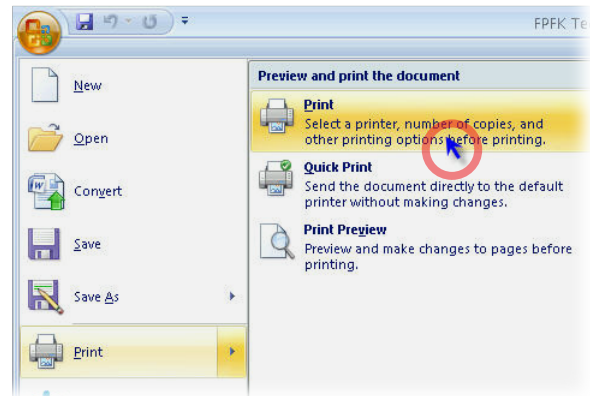
## Microsoft Windows 2000, Microsoft Windows XP & Microsoft Windows Vista (Cont.)

To select FedEx Office Printer from the printer dialog window (typical)–

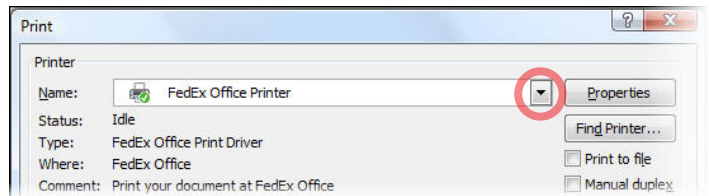
- Click the Office menu icon, then select “Print.”



- Select the “Print” option from the list of print and preview options.



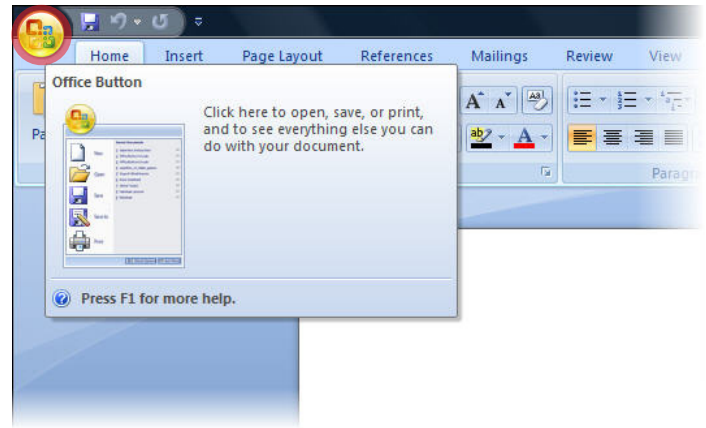
- Choose FedEx Office Printer from among your printer options.
- Click the “Print” or “OK” button (varies by application) to launch FedEx Office Printer and start the document upload process.



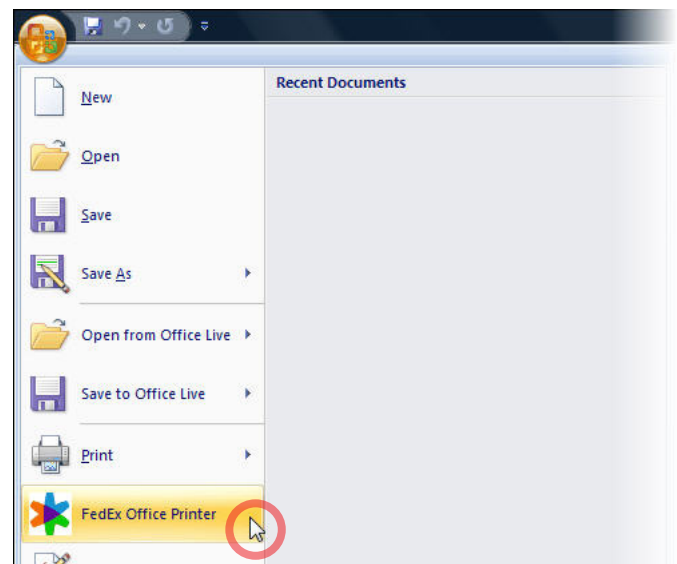
## Microsoft Windows 2000, Microsoft Windows XP & Microsoft Windows Vista (Cont.)

To select the FedEx Office Printer from the Office menu (Microsoft Office 2007)–

- Click the Office menu icon and select the “Print” command option.

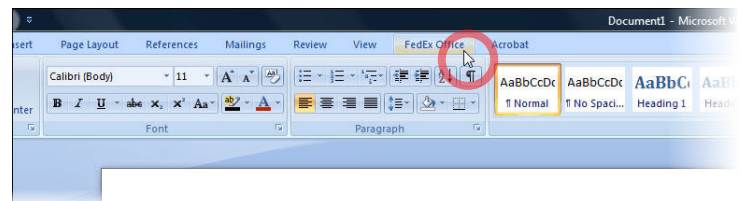


- Select FedEx Office Printer from the Office menu to launch the FedEx Office Printer and start the document upload process.
- From the Control Panel, select Printers to view a list of your printers.



To select the FedEx Office Printer from the Office menu (Microsoft Office 2007)–

- Select the FedEx Office tab on your Office ribbon bar. Select the FedEx Office tab on your Office ribbon bar.



- Click the FedEx Office Printer icon to launch the FedEx Office Printer and start the document upload process.

