Thank you for selecting FedEx Ship Manager software.
During registration you are assigned a system number. For your convenience, record your FedEx system number here.

FedEx Ship Manager System Number
Verify that your PC meets the minimum hardware and system requirements.

- Pentium® IV 2.0 GHz recommended (Pentium IV 1.70 GHz minimum).
- 512 MB RAM recommended (256 MB minimum).
- 200 MB disk space.
- LAN or DSL Internet access recommended (dial-up telephone line access minimum).
- 4X CD-ROM or higher.
- 3½" floppy drive.
- Microsoft® Internet Explorer® v.6.0.
- Available port if you are using a thermal printer.
- Laser and/or inkjet printer for reports and labels.
- Minimum screen resolution of 800 x 600 pixels.
Attention: Microsoft Windows 2000 customers

If Microsoft Windows 2000 with Service Pack 4 is installed on your PC, you may experience issues communicating with FedEx. If you experience communication issues, please contact Microsoft and reference Microsoft Knowledge Base Article — 824301.
Speed up installation and registration by having these items on hand.

- If using LAN Internet Access to connect to FedEx, contact your network administrator before installing FedEx Ship Manager.

*For important information regarding LAN configuration, refer to Network administrator tips on page 5 of this guide.*

- Dialing prefix (typical usage for this field is to dial 9 for an outside line).
- Your 9-digit FedEx account number.
- Employer Identification Number (EIN) or tax ID, if you ship international packages *(optional).*
- FedEx Signature Release Number for nonresidential shipments *(optional).*
Network administrator tips

• To install FedEx Ship Manager, you must have administrator privileges on the PC on which you are installing the software. FedEx Ship Manager requires administrator privileges to update the FedEx registry. You do not, however, need administrator privileges to use FedEx Ship Manager.

• You must have port 443 open for outbound and secured communication to FedEx and port 80 open for Web browsing.
3 Install the printer to print shipping labels and reports.

First, install a printer on the local drive for printing shipping labels and reports. If you are using a network printer, install it as a local printer on your system using Add Printer in the Microsoft Printers Folder and map it to the network printer’s address.

For important information regarding LAN configuration, refer to Network administrator tips on page 5 of this guide.
4 Install FedEx Ship Manager software.

Depending on your operating system, actual screens may vary and some of the screens may not be described below. In this case, follow the on-screen instructions.

1. During the installation, turn off any virus protection or firewall programs on your PC. These programs may interfere with the FedEx Ship Manager installation. Close all other open files and programs. Then insert the FedEx Ship Manager CD into your CD-ROM drive.

2. Select the language in which to display the FedEx Ship Manager interface. You can choose from English, Canadian French or Spanish. English is the default. Click OK.
3. FedEx Ship Manager uses the InstallShield Wizard to guide you through the program setup process. The installation includes the Microsoft Visual J#® Redistributable Package 2.0 and the Microsoft.NET Framework 2.0. Follow the on-screen instructions to accept the license agreements for the items and install them on your PC. Download and install the latest service packs and security updates for these components.

4. When you have successfully installed Microsoft Visual J# Redistributable Package 2.0, the Setup Complete screen displays.

5. Click Finish. The FedEx Ship Manager Welcome screen displays.

6. Click Next for the InstallShield Wizard to install FedEx Ship Manager on your PC.

7. To continue, click I accept the terms in the license agreement. If you click I do not accept the terms in the license agreement, the InstallShield Wizard closes and the software does not install.
8. Click Next to install FedEx Ship Manager in the default destination folder.

9. If you use FedEx Ship Manager at multiple PCs on your local area network, check Network Component. Once the central PC (server) is installed and registered, map the other PCs (clients) to the installation location on the central PC. Refer to Client Installation.

10. Click Next. The wizard is ready to begin the installation.

11. Click Install to begin the installation. The InstallShield Wizard installs FedEx Ship Manager. The following message displays: This may take several minutes. The status bar displays the progress.

12. When completed, a message displays that the wizard has successfully installed FedEx Ship Manager. Click Finish to exit the wizard.

Now you are ready to register FedEx Ship Manager. Before proceeding, make sure your PC can connect to the Internet or to your dial-up telephone line.
5 Launch the software.

From the desktop, double-click the FedEx Ship Manager icon to start the application.
6 Configure your printer(s).

1. From the FedEx Ship Manager Registration screen, click Next to display the FedEx Ship Manager Printer Configuration screen.

2. Click one of the printer options for shipping FedEx packages, and click Next.

3. Select your report and label printers, and click Next to display the FedEx Ship Manager Communication Configuration screen.

Note: If you want to use a printer that is not displayed in the list of printers, make sure the printer driver is installed on your local drive.
7 Configure software communications.

1. From the FedEx Ship Manager Communication Configuration screen, click Next.

2. Click one of the available options to indicate your communication connection.

3. If you have a LAN or ISP and use a proxy server, click the check box for using a proxy server and enter the proxy information provided by your network administrator.
4. Click Next. If you clicked I will use my LAN or ISP to communicate with FedEx, skip steps 5–7.

5. For dial-up communication, the FedEx Dial Up Preferences screen displays. The option I want to use FedEx Dialup is already checked for you to use a dial-up telephone line.

6. Select the name of your modem from the drop-down menu and customize any dialing properties. **If you need assistance, contact your network administrator.**

7. Click Next to display the FedEx Ship Manager Customer Information screen.
Connect to FedEx to complete registration.

1. From the FedEx Ship Manager Customer Information screen, enter your account information. **For registration to be successful, all fields, including contact name, complete address and telephone number, require entries.**

2. Click Next to continue registration.
Information for International Shipping and FedEx Signature Release.

1. You must enter an Employer Identification Number (EIN) or tax ID to send international shipments. However, you do not have to enter this information for software registration. You can add it later using the Sender database.

2. FedEx Signature Release is optional for nonresidential shipments. You can add it later using the Sender database.

Refer to the FedEx Ship Manager online Help for additional information about these options.
Connect to FedEx to complete registration.

1. Click Finish to complete the online registration process.

Online registration connects your PC to FedEx to assign a system number, download tracking numbers, rates, routing files and other important files. After each successful download, the system displays a green check mark. Downloading information may take a few minutes. Thank you for your patience.
Congratulations!

You are ready to start shipping with FedEx Ship Manager!

Please record your system number on page 1. Refer to the number when contacting FedEx for help or support.

Your system’s meter number is: 300409
Next steps.

After you have installed and registered FedEx Ship Manager, you can send shipments, import databases or customize your shipping preferences. Shipping preferences speed up shipping by automatically entering information into the correct fields for your shipments so there’s less information for you to select or type.

*Note:* When you finish shipping for the day, click Close and close all shipments on all systems.

For information on sending shipments, importing databases and setting up shipping profiles refer to *At a Glance*, included in your packet.
Client installation

After installing and registering the central PC, map a network drive from the other PCs on the local area network to the installation location of FedEx Ship Manager on the central PC.

First, on the central PC, share the drive you want to map to from the client.

1. Run Microsoft Windows Explorer.
2. On the local disk (C) drive, click Program Files (default folder).
3. Click FedEx.
4. Right-click Ship Manager.
5. Click Sharing.
6. On the Sharing tab, click Share this folder.
7. In the Ship Manager Properties box, click Permissions.
8. FedEx requires that you select Change and Read.

Note: You may need a LAN administrator for assistance to make sure permissions are set up in compliance with company procedures and policies.

9. Click OK to return to the Ship Manager Properties dialog box. Click OK to finish.
Next, on the client PC, map a drive from the client PC to the shared drive on the central PC.

1. Run Microsoft Windows Explorer.
2. Click Tools.
3. Select Map Network Drive.
4. Select a drive or use the default drive.
5. Browse to the central PC, click the Ship Manager folder, and click OK. The folder name automatically fills in.
6. Click Finish on the Map Network Drive dialog box.

To finish the installation, on the client PC, follow these steps:

1. Open the Network Install folder on the newly mapped drive.
2. Double-click the Setup application.
3. Follow the on-screen instructions to install FedEx Ship Manager. With the exception of the Network Component, the installation screens on the client PC are identical to the screens on the server installation.

Refer to the FedEx Ship Manager online Help for additional information.