PRE-INSTALLATION INSTRUCTIONS:

**Note:** UPS WorldShip cannot be installed on a server.

- Temporarily disable any virus scan software that you may have installed.
- For a Workgroup Admin installation, create a folder in which to install the shared database and Workgroup Remote installation files. This folder must be a shared Microsoft® folder and can reside on either the Workgroup Admin or on any other drive accessible from the Workgroup Admin and Workgroup Remote.
- Map a drive to the folder containing the shared files. Using Microsoft® Windows Explorer, select Map Network Drive from the Tools menu.
- You must install the “local” files and the “remote” files in different folders.
- This document discusses using the WorldShip CD to install WorldShip. To download WorldShip from the Web, go to the following Web page and click Download WorldShip Now:  

INSTALLATION INSTRUCTIONS:

Follow these steps to install WorldShip on a Single Workstation or Workgroup Admin from the WorldShip CD:

<table>
<thead>
<tr>
<th>Step</th>
<th>Window (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Insert the WorldShip CD into the CD-ROM drive. The installation should begin automatically. If the installation does not begin automatically, use Microsoft Explorer to navigate to the CD-ROM drive and double-click Setup.exe.</td>
<td>None</td>
</tr>
<tr>
<td>2. The UPS WorldShip Setup Initialization window appears and asks if you want to reboot now. Click the Yes button.</td>
<td><img src="image" alt="UPS WorldShip Setup Initialization" /></td>
</tr>
<tr>
<td>3. Your workstation reboots. Log in and enter your password as needed.</td>
<td>None</td>
</tr>
<tr>
<td>4. The Initializing WorldShip Setup Program message appears and then the WorldShip splash screen appears.</td>
<td><img src="image" alt="Initializing WorldShip Setup Program" /></td>
</tr>
</tbody>
</table>
5. The Language Selection window appears.

   Click the desired language.

   **Note:** You can install WorldShip using any of these languages regardless of your country/territory of origin or installed operating system language.

6. The Welcome to the UPS WorldShip Setup Program window appears.
   - Review the information.
   - Click the Next button.
7. The License Agreement window appears.
   - If you would like to visit various Web sites for pertinent United States regulations, End User Rights, and UPS Privacy Policy, click the Links button and continue with step 8.
   - If you do not want to click the Links button, skip to step 9.

8. The Links window appears.
   - Click the link of your choice.
   - When done, click the Close button.

9. The License Agreement window appears.
   - Review the agreement.
   - Click the I Accept button.
   
   **Note:** If you click the I Decline button, the installation exits.
10. The Installation Type Selection window appears.
   - Select either Single Workstation or Workgroup Admin (LAN Admin).
   
   **Note:** For instructions on Workgroup Remote installations, see Install on a Workgroup Remote.
   
   - Click the Next button.

11. The Setup Preferences window appears.
   - If you do not want to use the default destination directory, click the Browse button and navigate to and select a destination directory.
   
   - Click the down arrow in the Country/Territory of Installation box and select the country in which the workstation is physically located.
**Note:** A Workgroup Admin workstation must select the destination drive on a shared network.

- If you want to authenticate your account, click the https://www.ups.com/wscommission link and continue with step 12.
- If you do not want to authenticate your account, skip to step 13.

12. The Authenticate Your Account Number page appears.
   - Provide the required information.
   - Click the Submit button.
   - When done, click the Close button.

13. The Setup Preferences window appears.
   - Select or clear the Add Shortcut to UPS WorldShip on Desktop check box to indicate if you want a shortcut added to the desktop.
   - Click the Next button.
14. The Setup Review window appears and summarizes your selections.

- Verify your selections.
  
  **Note:** If you need to change your selections, click the Back button.
- Click the Begin Installation button.
15. During installation, the Installation Progress window appears.

**Note:** Do not attempt to restart your workstation during installation.

Monitor the progress of the installation.

16. When installation completes, the WorldShip Installation Complete window appears.

Click the Reboot Now button.

17. Your workstation reboots.

Log in and enter your password as needed.
18. WorldShip starts. During start up, the progress appears on the WorldShip splash screen, and the Communication Setup windows appear so you can set up your communications.

- Complete the required information on each window.
- Click the Next button on the first two windows and the Finish button on the third window.
19. Also during start up, the Register with UPS window appears so you can commission your installation.
   - Complete the required information.
   - Click the Finish button.

   **Note:** Using the Shipper Editor, you will be able to change the following fields after registration: Shipper Name, Contact, Address 3, Telephone, Fax, Tax ID Number, Tax ID Type, and E-mail Address.

20. The Shipping window appears and then the UPS WorldShip Help window appears.
   - If you are installing a Workgroup Admin workstation, enable access on the Remote Workstation menu. (This menu is not shown on Single workstations.)
   - Review the help or begin processing shipments.

For further information on using WorldShip 14.0, see the WorldShip 14.0 User Guides.
Welcome to UPS WorldShip

We are proud to introduce the latest version of UPS WorldShip. We hope you find the system easy to use and that it meets your shipping needs, whether you have previously used other UPS software or are a new user.

If you are a current user, see What’s New in This Release for information on the new features in this release.

If you are a new user, review the help sources for detailed information about WorldShip. These sources include:

- If the window has a help button, click it for an overview of the displayed window. The overview will also provide links to detailed procedures. For more tips on using the help, see First Help in UPS WorldShip.
- For brief definitions of the UPS options, see Shipment and Package Options.
- For detailed definitions of the UPS services as well as information on shipping rates, service and option availability, and delivery time commitments, see the UPS Rate and Service Guide. For information on obtaining this guide, see Use the UPS Rate and Service Guide.