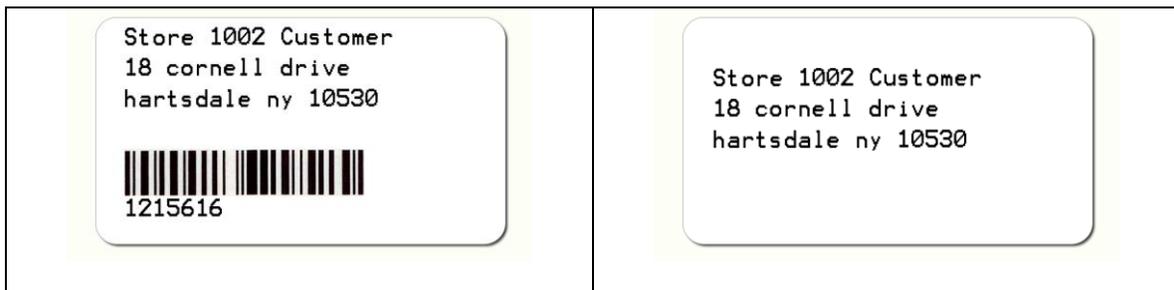


Printing Customer Labels

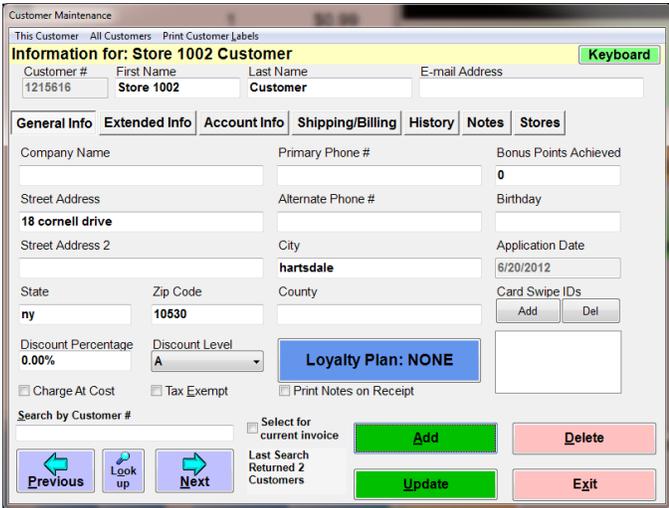


To print customer labels the following must be configured/performed:

- [Customer Accounts Must be created in Customer Maintenance](#)
- [A Label Printer must be configured in Friendly Printer Setup](#)
- [The Customers must be Selected to Print Labels For](#)

Note: Barcode Express MUST be enabled on the license code to print customer labels.

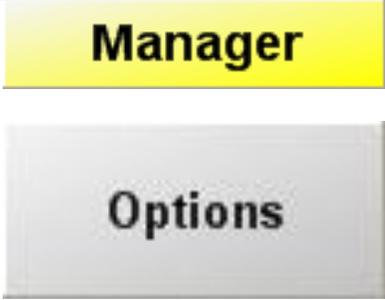
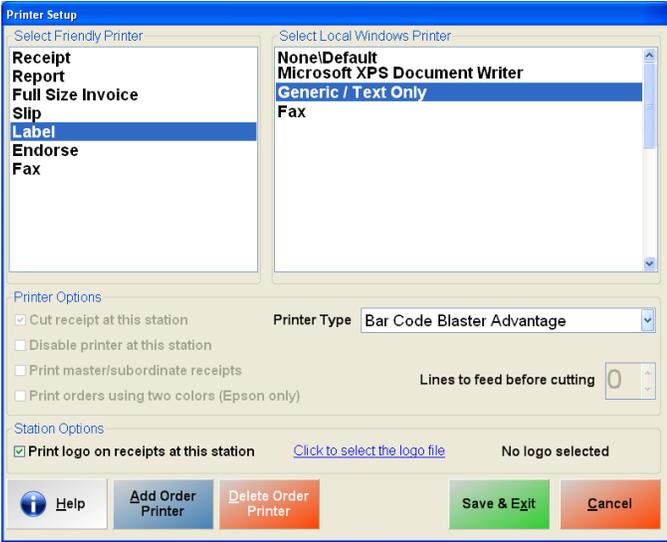
Adding your Customers with all Required Information

<div style="text-align: center;">   </div>	<ol style="list-style-type: none"> 1. Select the Manager or Options button. 2. Enter the administrator password (default: admin) where applicable. 3. Select Administrative then, Customer Maintenance.
	<ol style="list-style-type: none"> 4. At the Customer Maintenance screen select Add. 5. Enter the following required information: <ul style="list-style-type: none"> • Customer Number (tip: Use the phone number as the customer number for easy reference). • First Name. • Last Name. • Street Address. • City. • State. • Zip Code.

Configuring a Label Printer in Friendly Printer Setup

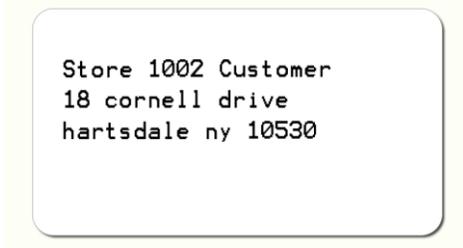
Printing Customer Labels Requires that a Barcode Label Printer is installed. The Avery 5160 will not print the labels correctly.

To fit all of the information on the Labels requires the use of Paper Labels or Shelf Tags.

 <p>The image shows two buttons: a yellow button labeled 'Manager' and a grey button labeled 'Options'.</p>	<ol style="list-style-type: none">1. Select the Manager or Options button.2. Enter the administrator password (default: admin) where applicable.3. Select Setup then, Friendly Printer Setup.
 <p>The image shows the 'Printer Setup' dialog box. It has two panes: 'Select Friendly Printer' and 'Select Local Windows Printer'. The 'Select Friendly Printer' pane lists: Receipt, Report, Full Size Invoice, Slip, Label (highlighted), Endorse, Fax. The 'Select Local Windows Printer' pane lists: None!Default, Microsoft XPS Document Writer, Generic / Text Only (highlighted), Fax. Below the panes are 'Printer Options' (checkboxes for 'Cut receipt at this station', 'Disable printer at this station', 'Print master/subordinate receipts', 'Print orders using two colors (Epson only)') and a 'Printer Type' dropdown menu set to 'Bar Code Blaster Advantage'. There is also a 'Lines to feed before cutting' spinner set to 0. At the bottom are 'Station Options' (checkbox for 'Print logo on receipts at this station', a link 'Click to select the logo file', and 'No logo selected') and buttons for 'Help', 'Add Order Printer', 'Delete Order Printer', 'Save & Exit', and 'Cancel'.</p>	<ol style="list-style-type: none">4. Select Label in the Select Friendly Printer list on the left.5. Select the label printer that is installed. <p>For more information on installing and configuring a label printer please see the link below:</p> <ul style="list-style-type: none">• http://faq.pcamerica.com/hardware/label-printers <ol style="list-style-type: none">6. Use the dropdown to select the correct Printer Type for the printer you have installed.7. Select Save & Exit.

Selecting which Customers Will Have Labels Printed

 	<ol style="list-style-type: none"> 1. Select the Manager or Options button. 2. Enter the administrator password (default: admin) where applicable. 3. Select Administrative then, Customer Maintenance.
	<ul style="list-style-type: none"> • Print Customer Labels - Allows you to print labels for a customer on a label printer. Each label displays the customer name, address, city, state, and zip code. Optionally you can have a barcode print with the customer number. <p>You can choose how the labels are printed from the options below:</p> <ul style="list-style-type: none"> ○ Current Customer: Use this option to print a label for the current customer. ○ All Customers: Use this option to print labels for all customers. . ○ Bonus Point Range: Use this option to print a label for all customers who satisfy a specified bonus range. <ul style="list-style-type: none"> ▪ You will be prompted to enter the lower and upper limits for the bonus point range. ○ Event Range: Use this option to print a label for all customers who satisfy a specified event date and description. <ul style="list-style-type: none"> ▪ You will be prompted to enter an event description and the upper and lower limits for the event date range. ▪ To include all event descriptions in your range, enter " * " for the event description. ○ Membership Expiration Range: Use this option to print a label for all customers whose membership expires within a specified date range. <ul style="list-style-type: none"> ▪ You will be prompted to enter the start and end date.

	<ul style="list-style-type: none"> After making the selection as to which customers will have the labels printed, you will be asked if you would like to print the customer number as a barcode on the label.
	
<ul style="list-style-type: none"> Sample customer label with optional customer number barcode. <p>The above example was printed on a Paper Label.</p>	<ul style="list-style-type: none"> Sample customer label without customer number barcode. <p>The above example was printed on a Paper Label.</p>

Note: Printing Customer Labels Requires that a Barcode Label Printer is installed. To fit all of the information on the Labels requires the use of Paper Labels or Shelf Tags.