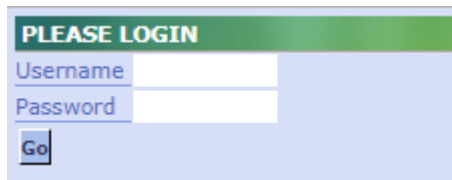# Printing Labels & Signs

There are two methods of printings shelf tags and signage from the handhelds, **PRINT LABEL** (page 1) and **INSTANT LABEL** (page 8). The **PRINT LABEL** can be used to print shelf tags & signage – it queues them up on the SMS store server and they must be printed from an SMS workstation. The other option, **INSTANT LABEL**, can only be used to print <u>Full Regular Price</u> shelf tags and <u>Full No Price</u> shelf tags and they are sent immediately to the Datamax shelf tag printer.

PRINT LABEL

1. First log in to the handheld with your operator code and PIN then select **TASKS** from the **MAIN MENU**.
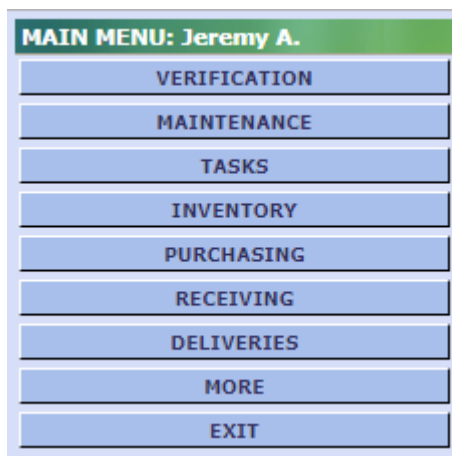

2. Select **PRINT LABEL** from the **TASK MENU**.

3. Scan the first item or type the PLU/UPC in and press enter. If you scanned an item earlier, that item will show up as the item to print.
    a. The **Label** field below the item code and description shows the type of shelf tag or sign that is active. If you want a different template click on the **?** next to the field. This will bring up a list of available shelf tags and signage. Choose an option to return to the **PRINT LABEL** screen.

PRINT LABEL

Code |

| VERIFY | MODIFY | TASKS |
| MENU | BACK |

PRINT LABEL

Code 0089735100022

Energy Water Grapefruit

Org 16 oz.

Label 1 – Full Regular Price.lbz [?]

PRINT REG	2.99 /	1
PRINT TPR	2.00 /	1
PRINT SAL	/	
PRINT INS	/	

Print on Scan
⦿NO ◯REG ◯TPR ◯SAL ◯INS

| VERIFY | MODIFY | TASKS |
| MENU | BACK |

Select a template

| 1 - Full Regular P |
| 2 - Half Regular P |
| 3 - Full No Price. |
| 4 - Half No Price. |
| 5 - On Sale 2UP.LB |
| 6 - On Sale 4UP.lb |
| 7 - On Sale 12UP.l |
| 8 - On Sale 16UP.l |

BACK PREV NEXT

4. On the left side of the **PRINT LABEL** screen, select **PRINT REG** or one of the options below that has the retail price you'd like displayed on the shelf tag or signage. It will only allow you to send **1** label to the print queue.
   a. For shelf tags select **PRINT REG**
   b. For sale signs select **PRINT TPR**

5. After queueing up a label or sign, the <u>**Code**</u> field will be highlighted for you to enter another item. Repeat the process for as many items as you need. When you are finished, log out of the handheld and return it to the cradle for recharging. Move to an SMS workstation to print the queued up shelf tags or signage.

6. Log in at the SMS screen with your operator code - the same login info used to log into the handheld.

7. The first screen you will see is the Sell screen. Select **Labels** from the left menu under **Reports**.
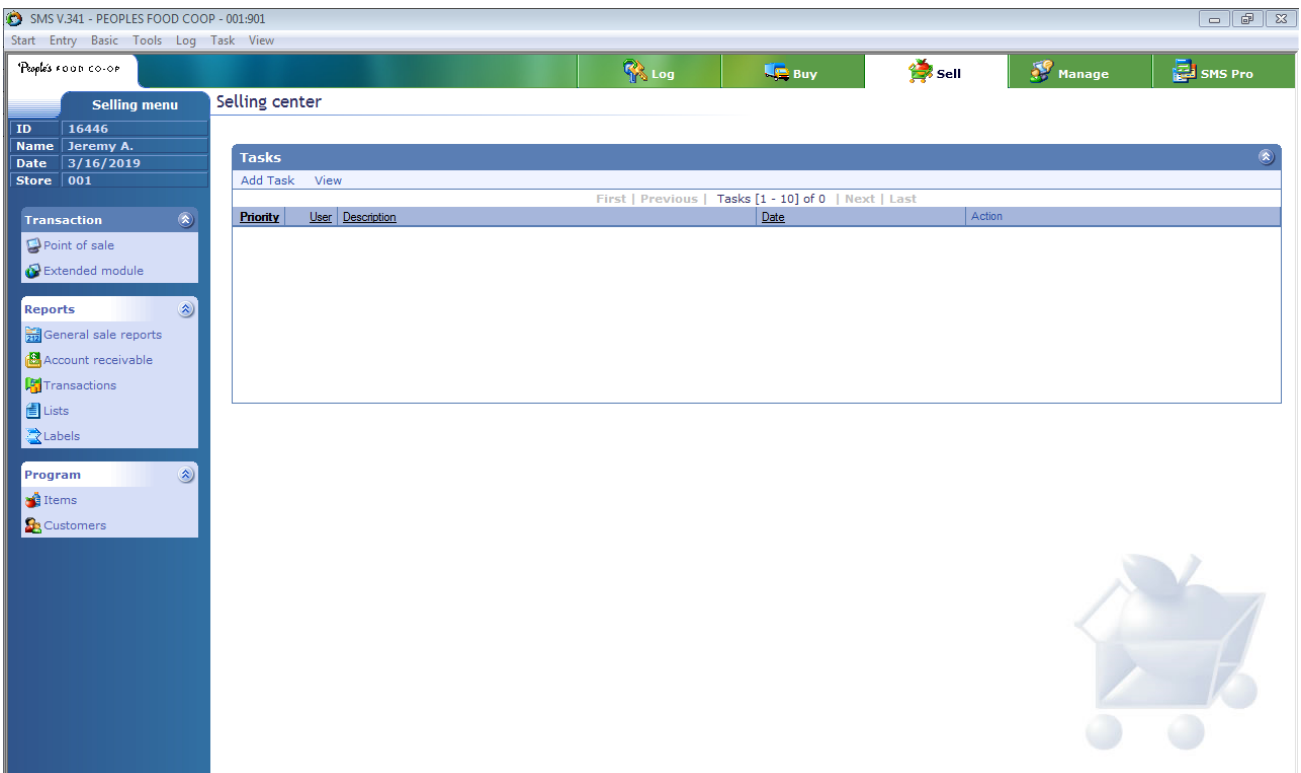
8. Select **Print label** from the left menu under **Execute label**.

9. You will see a list of all the shelf tags and signage queued up and waiting to be printed. Select **Print** to bring up the printing dialog window.
   a. To change the quantity of shelf tags or signage printed: select **Edit**, under **LABEL** you can enter a number into the **Quantity** field, press enter or select **Yes** to the SMS Message popup verifying if you'd like to submit the change.
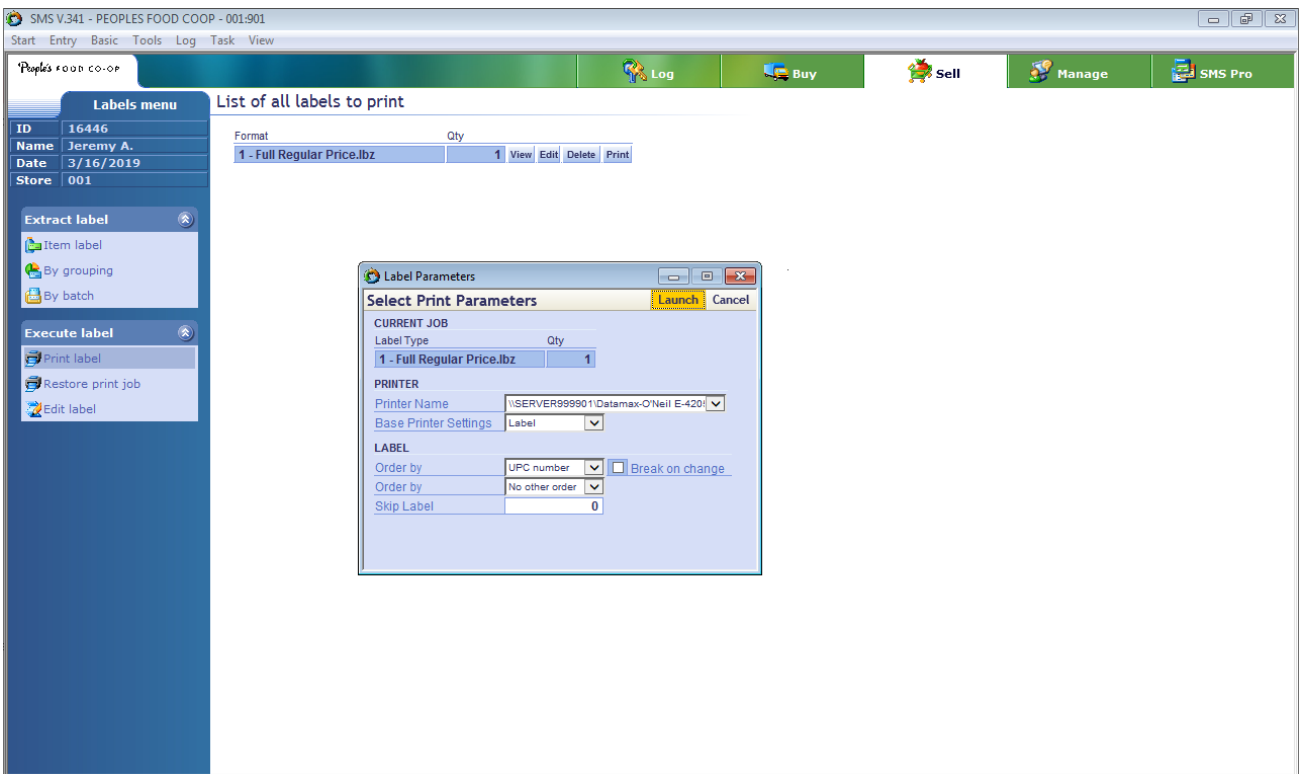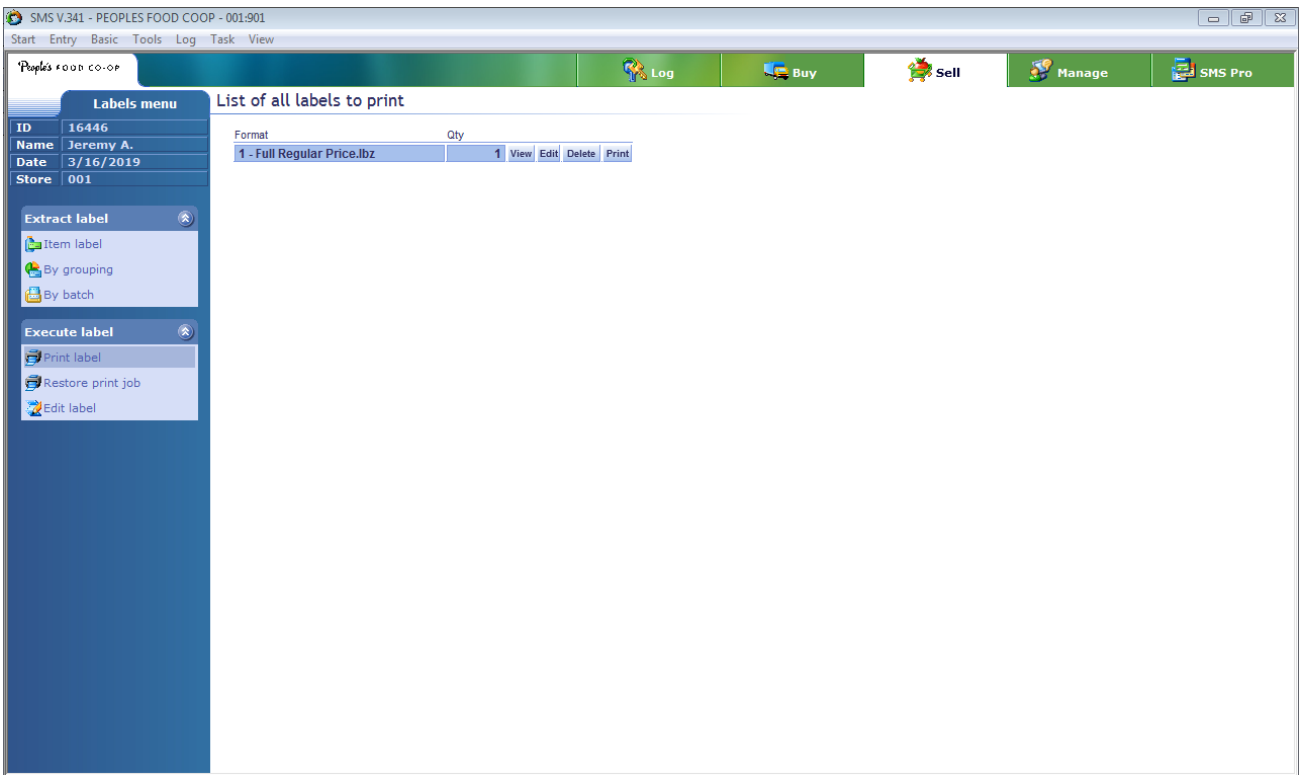
10. By default, the shelf tag printer is selected. If that's what you need, click **Launch** to print the tags. If you're printing more than 50 tags, it can be helpful to change the **Order by** 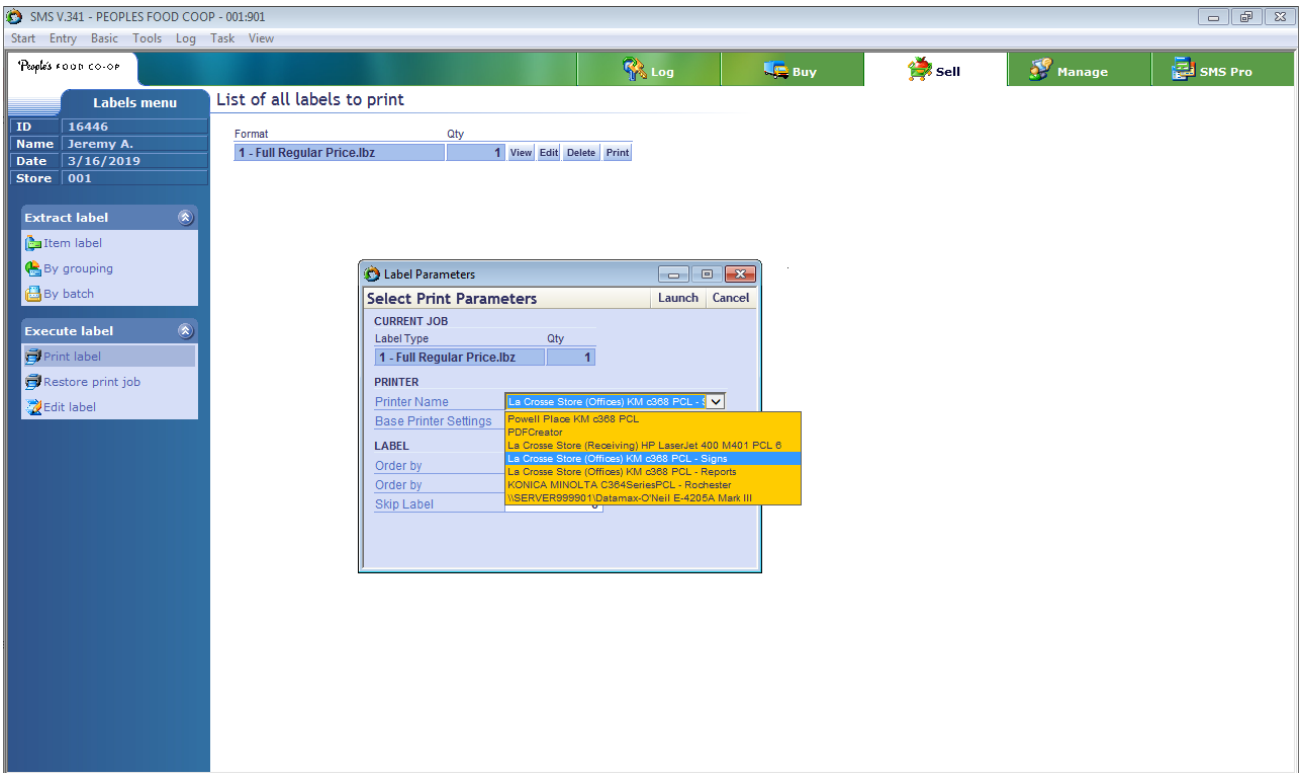field under the **LABEL** heading. This can sort the tags by category or shelf location, which may help streamline the process of putting out the tags.
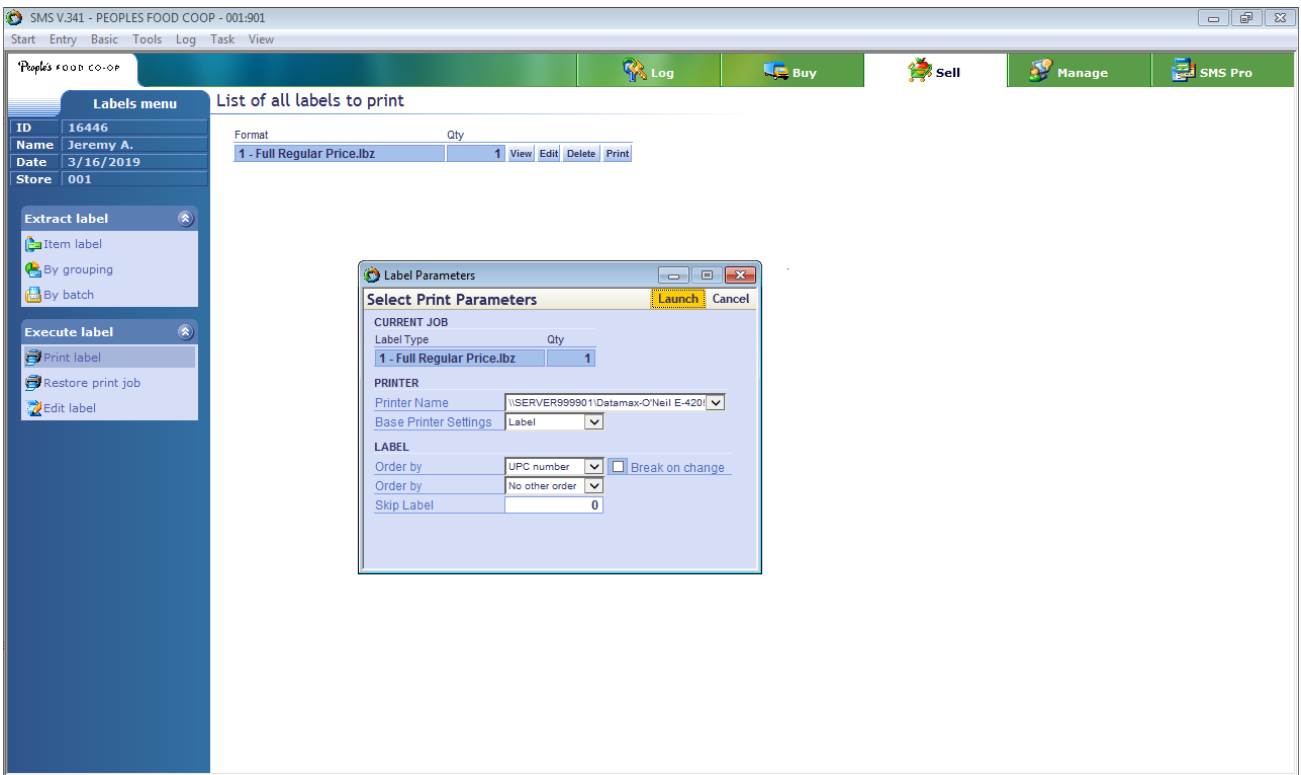
11. If you're printing sale signs, you'll need to change the **Printer Name** to the sale sign printer, which should be a KM c368 Printer followed by **- Signs**.

12. Click **Launch** and then **OK** on the prompt to delete the labels from the queue.
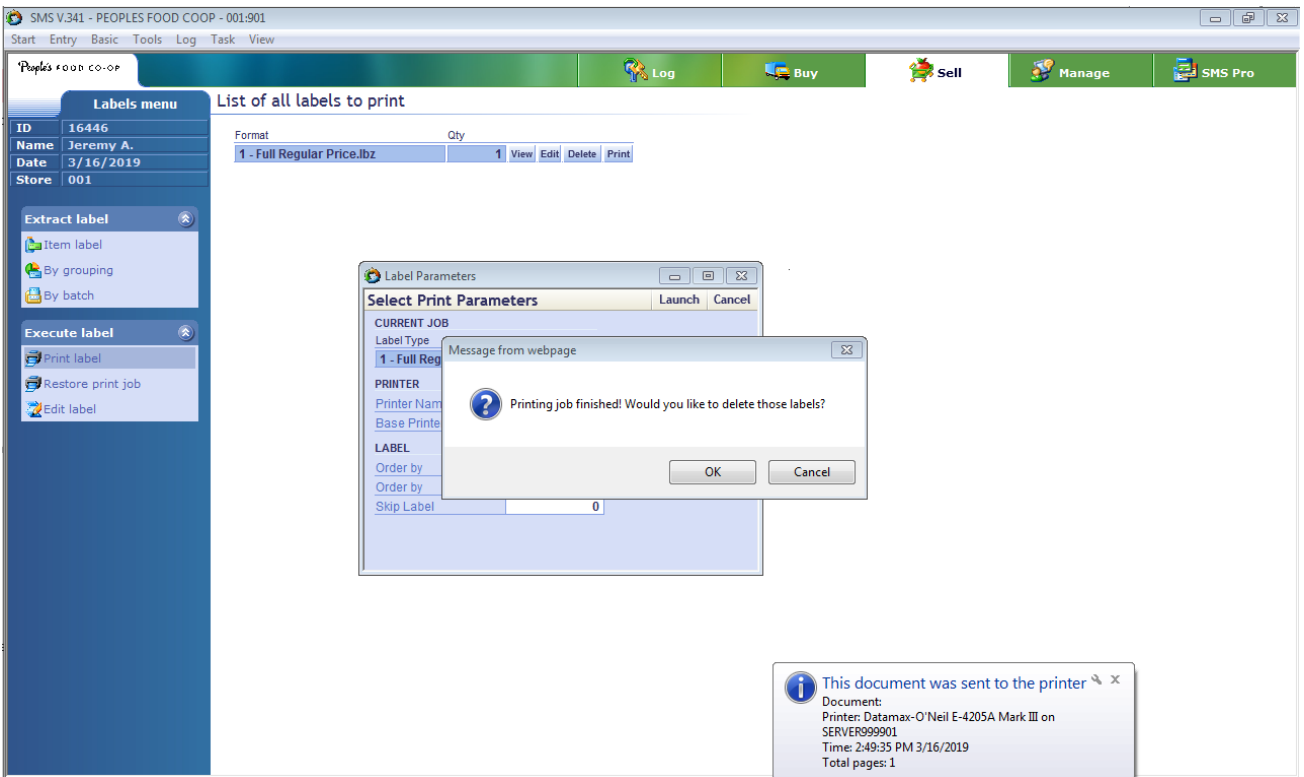
13. Once finished, press **ALT + F3** to log out or at the top of the screen select **Log** > **Logout**.

INSTANT LABEL

1. First log in to the handheld with your operator code and PIN then select **TASKS** from the **MAIN MENU**.
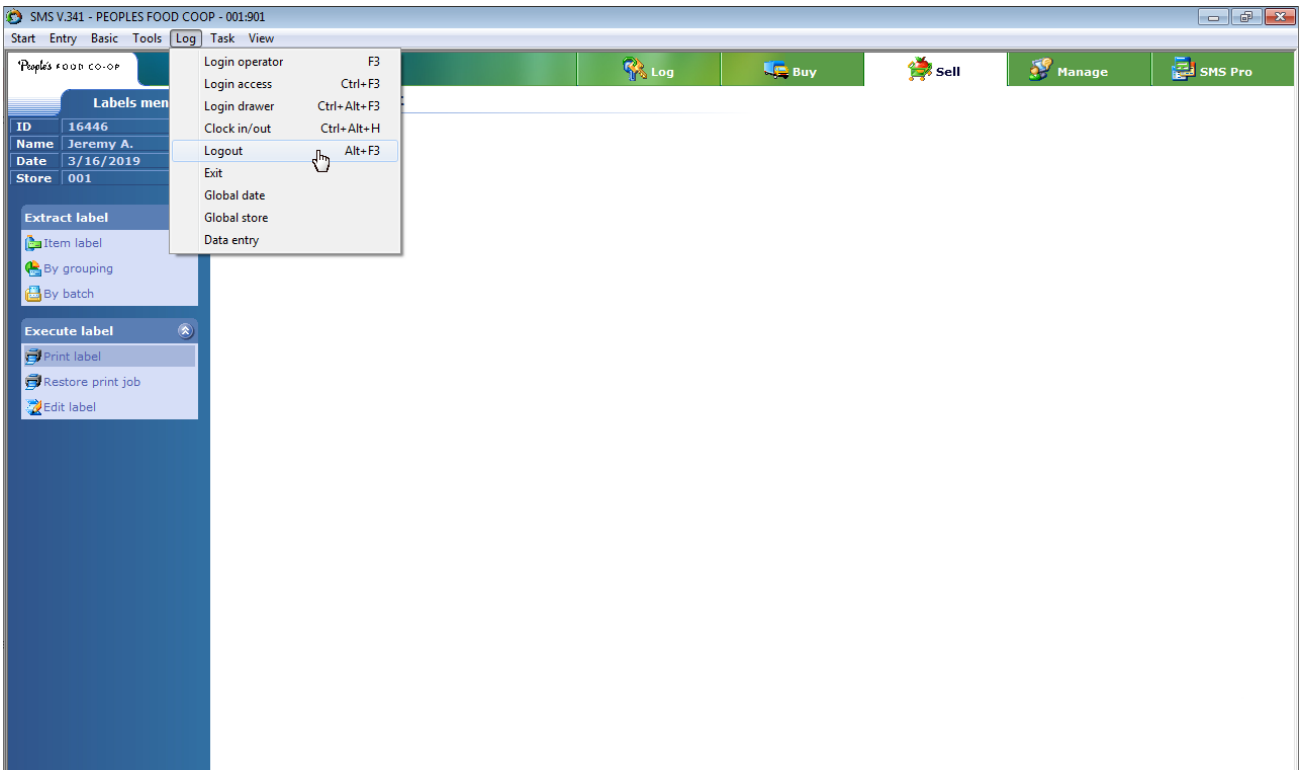
PLEASE LOGIN
Username
Password
Go

MAIN MENU: Jeremy A.
VERIFICATION
MAINTENANCE
TASKS
INVENTORY
PURCHASING
RECEIVING
DELIVERIES
MORE
EXIT

2. Select **INSTANT LABEL** from the **TASK MENU**.

TASK MENU
PRINT LABEL
INSTANT LABEL
STORE SCAN
SELECT BATCH
SHOW BATCHES
FUTURE PRICES
MOVEMENT ANALYSIS
VERIFY   MODIFY   TASKS
MENU   BACK

3. Scan the first item or type the PLU/UPC in and press enter. If you scanned an item earlier, that item will show up as the item to print.
    a. The **Label** field below the item code and description shows the type of shelf tag that is active. If you want a different template click on the **?** next to the field. This will bring up a list of available shelf tags. Choose an option to return to the **INSTANT LABEL** screen.
    b. Verify the **Printer** selected is **PORTABLE1** - that is the Datamax.

INSTANT LABEL

Code |

| VERIFY | MODIFY | TASKS |

| MENU | BACK |

INSTANT LABEL

Code 0089735100022

Energy Water Grapefruit

Org 16 oz.

Label   **PORTABLE_Full_Regular_** [?]

Printer **PORTABLE1** [?]

Regular Price	2.99 /	1
Tpr price	2.00 /	1
Sale price	/	
Instore price	/	

PRINT

| VERIFY | MODIFY | TASKS |

| MENU | BACK |

Select a template

| PORTABLE_Full_No_P |

| PORTABLE_Full_Regu |

| PORTABLE_Half_Regu |

BACK PREV NEXT

4. Select the **PRINT** button. After a second or two the shelf tag should print from the Datamax shelf tag printer, no need to move to an SMS workstation to print from the queue!

INSTANT LABEL

Code 0089735100022

Energy Water Grapefruit

Org 16 oz.

Label   **PORTABLE_Full_Regular_** [?]

Printer **PORTABLE1** [?]

Regular Price	2.99 /	1
Tpr price	2.00 /	1
Sale price	/	
Instore price	/	

PRINT

| VERIFY | MODIFY | TASKS |

| MENU | BACK |