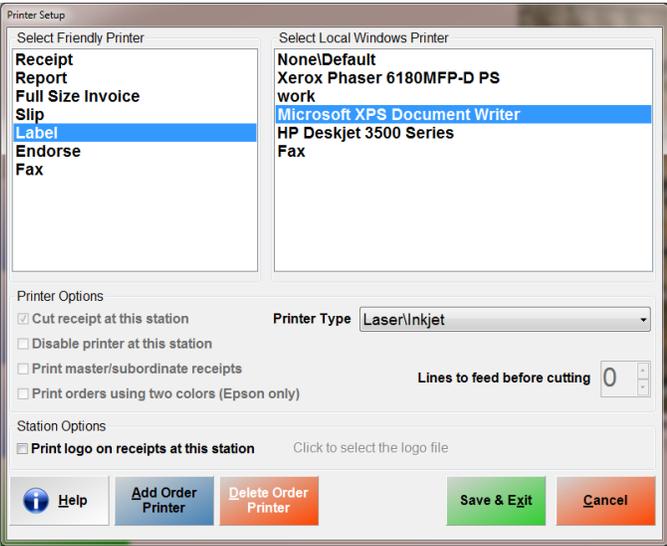![pcAmerica - Retail and Restaurant Solutions]

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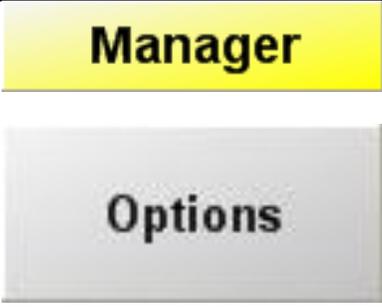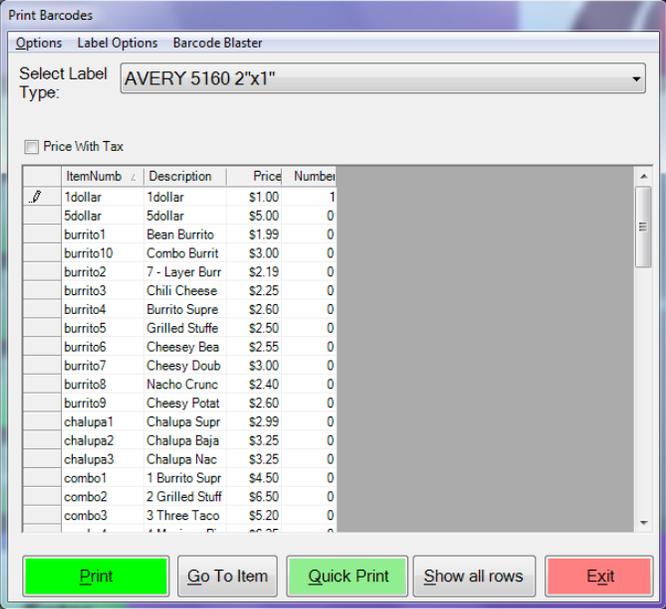# Printing a Full Sheet of Labels Using the Avery 5160 Template

After the full size printer has been installed you can print a 8 ½ X 11 inch sheet of paper with barcode labels on it. The barcodes will print in the format for the Avery 5160 label format.

Configuring the Full Size Label Printer

	1. Select **Manager/Options** and enter your administrator password (default: admin) where applicable.
	2. Select **Setup** and then **Friendly Printer Setup**.
	3. Under **Select Friendly Printer** select **Label**. 4. Under **Select Local Windows Printer** select the full size printer that has been installed and has the Avery 5160 media loaded. 5. Under **Printer Type** select **Laser/Inkjet**. 6. Select **Save & Exit**.

Using Barcode Express to print a Full Size Sheet of Labels

1. Select **Manager/Options** and enter your administrator password (default: admin) where applicable.

2. Select **Setup** and then **Barcode Express**.

3. Under **Select Label Type** select **Avery 5160 2"X1"**.

4. Optionally you can choose to print the label with the price with tax included.

5. The available options for this label type can be found under the label **Options** menu, including:

   - **Print Retail Price**
   - **Print Selling Price**
   - **Print Second Description**

Go To Item	**Go To Item** – This button will go to a specified item in your inventory. After selecting this button you will be asked to enter the item number, enter the item number and select Enter. You will then be able to update the number of labels to print for this item.
Quick Print	**Quick Print** – This button will open the inventory lookup window where you can select the item to print labels for. After selecting this button and then the inventory item you will be prompted to enter the number of labels to print for this specific item.
Show all rows	**Show all rows** – This button will show the entire inventory that is available to print labels.
Print	**Print** – This button will print the number of labels for each item where the NumberofLabels column has a specific number in it. After selecting this button the inventory will be filtered to the inventory where labels have printed.
Exit	**Exit** – This button will exit to the **Manager/Options** screen.