Printing Pizza Labels

Pizza Labels can be printed and placed on the outside of the pizza box, helping organize your pizza delivery orders. The Pizza labels contain important information for the delivery including the Customer's Name, Phone number, Address, City, State, Zip. It also prints the store number, Order number, Sub Total, Tax, Total, Box 1 of X.

For instructions on printing delivery directions please see:
- http://faq.pcamerica.com/software/employees/printing

Before printing Pizza Labels for your pizza delivery's we must first configure the system for delivery as well as have pizza items created.

For instructions on setting up your pizza's please see the document titled **Pizza Setup** located at:
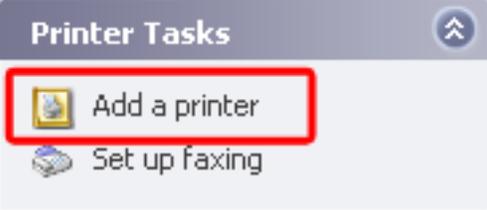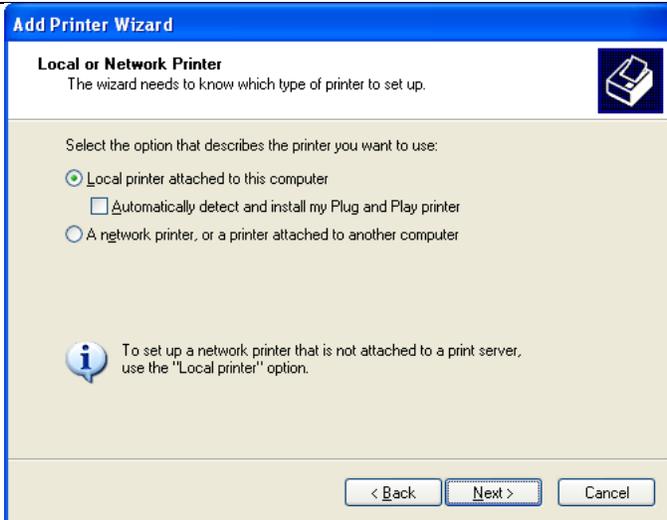- http://faq.pcamerica.com

For instructions on setting up delivery tracking please see the document titled **Delivery Tracking** located at:
- http://faq.pcamerica.com

Installing the Correct Label Printer Drivers

Note: To print pizza labels the label printer you are using will need to be installed using the **Generic/Text Only** driver. To install this driver (included in windows) please follow the steps below:

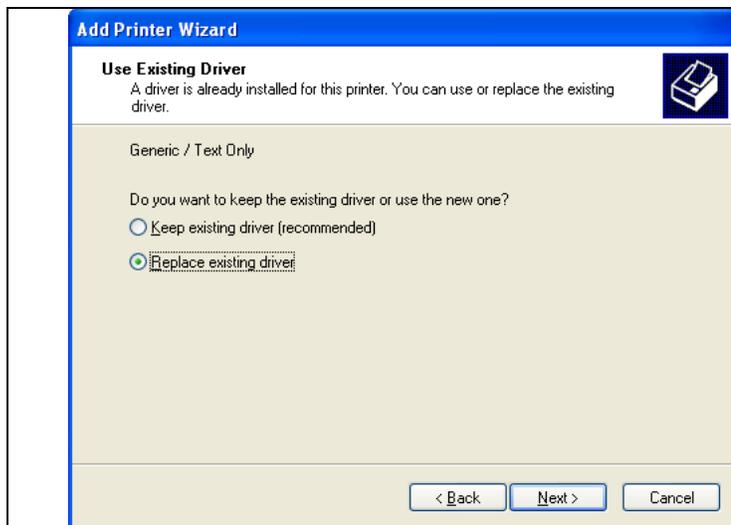|	
start	1. Select **Start**.
Control Panel	1. Select **Control Panel**.
Printers and Faxes	2. Select **Printers and Faxes**.
Printer Tasks Add a printer Set up faxing	2. Select **Add a printer**.
Add Printer Wizard Welcome to the Add Printer Wizard This wizard helps you install a printer or make printer connections. If you have a Plug and Play printer that connects through a USB port (or any other hot pluggable port, such as IEEE 1394, infrared, and so on), you do not need to use this wizard. Click Cancel to close the wizard, and then plug the printer's cable into your computer or point the printer toward your computer's infrared port, and turn the printer on. Windows will automatically install the printer for you. To continue, click Next. < Back Next > Cancel	3. Select **Next**.

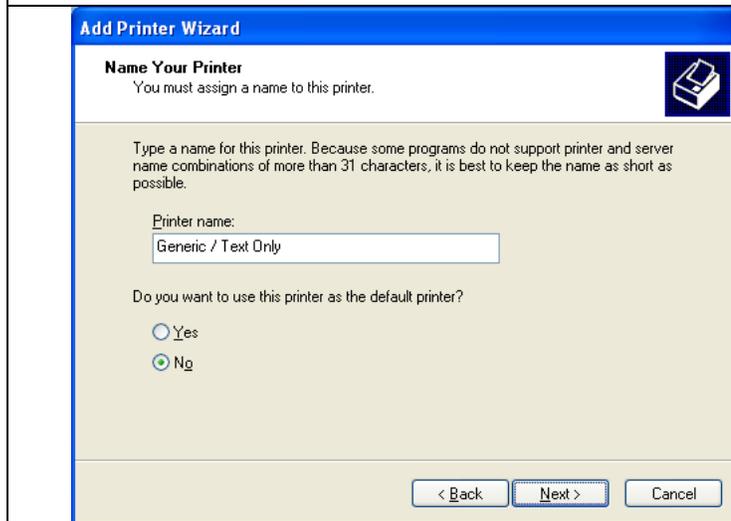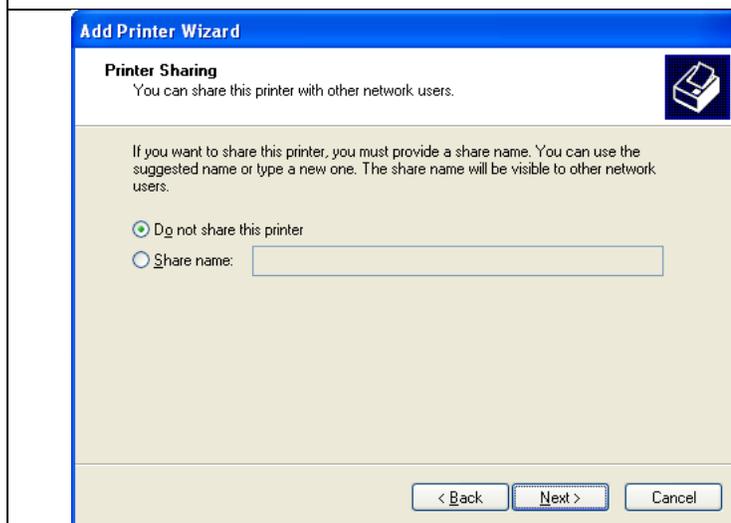|	4. Select **Local printer attached to this computer.** 5. Select **Next**. **Note:** Be sure to uncheck **Automatically detect and install my Plug and Play printer.**
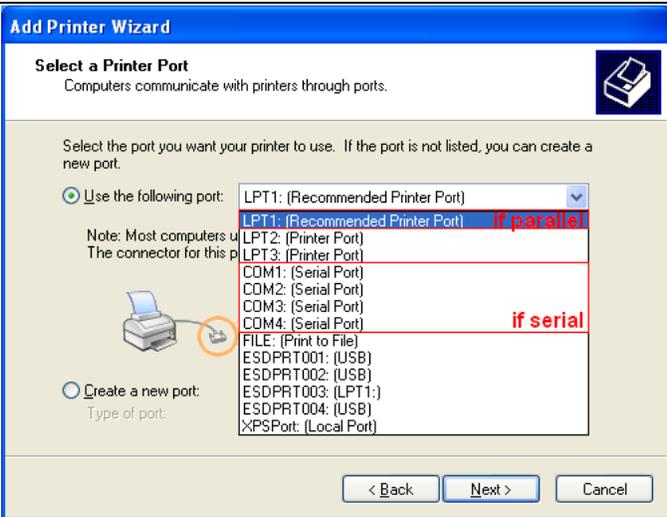
	6. Select **Use the following port:** then using the dropdown select the correct port:
	   • If your label printer is plugged into a parallel port, select **LPT1**.
	   • If it is plugged into a serial port, select the appropriate COM port.
	7. Select **Next**.
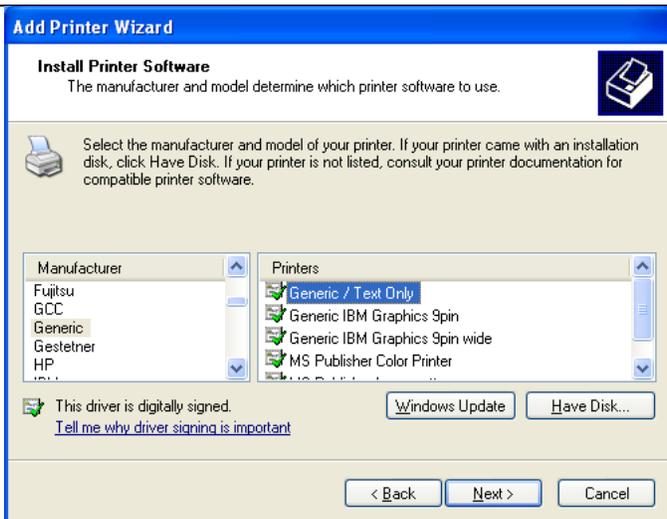
	8. Select **Generic** from the list on the left. 9. Select **Generic / Text Only** from the list on the right. 10. Select **Finish** completing the installation.

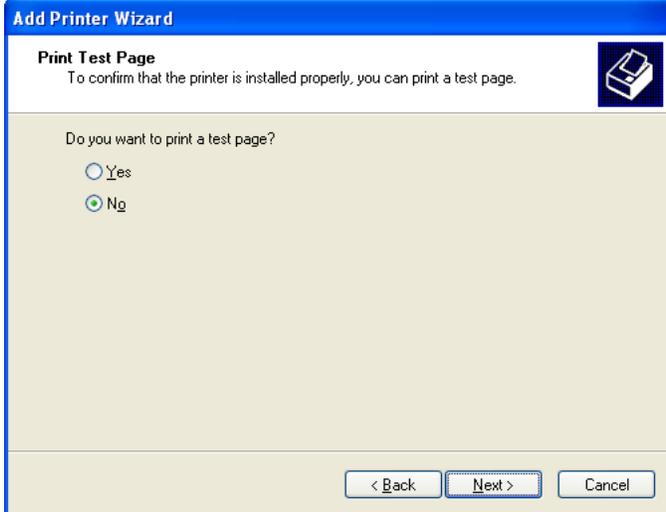|	
Add Printer Wizard **Use Existing Driver** A driver is already installed for this printer. You can use or replace the existing driver. Generic / Text Only Do you want to keep the existing driver or use the new one? ○ Keep existing driver (recommended) ◉ Replace existing driver [< Back] [Next >] [Cancel]	11. If you are asked whether you want to keep the existing driver or use the new one, select **Replace existing driver**. 12. Select **Next**.
Add Printer Wizard **Name Your Printer** You must assign a name to this printer. Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible. Printer name: Generic / Text Only Do you want to use this printer as the default printer? ○ Yes ◉ No [< Back] [Next >] [Cancel]	13. Do not rename the printer or make it the default printer. 14. Select **Next**.
Add Printer Wizard **Printer Sharing** You can share this printer with other network users. If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users. ◉ Do not share this printer ○ Share name: [< Back] [Next >] [Cancel]	15. Select **Do not share this printer**. 16. Select **Next**.

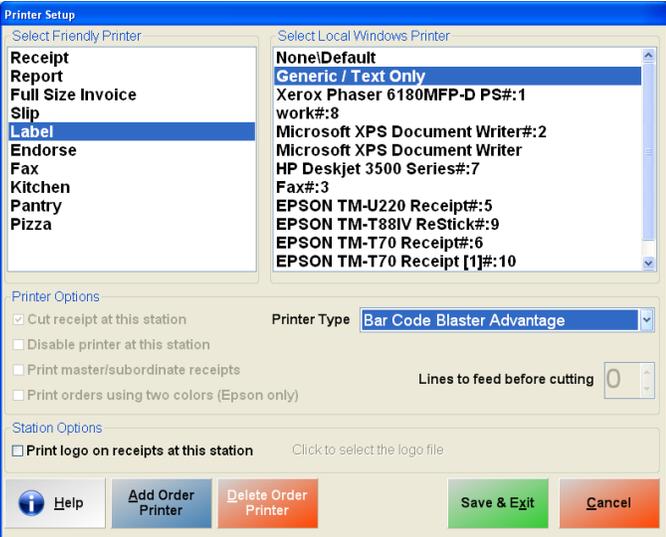|	
Add Printer Wizard **Print Test Page** To confirm that the printer is installed properly, you can print a test page. Do you want to print a test page? ○ Yes ⦿ No [< Back] [Next >] [Cancel]	17. Do not print a test page. 18. Select **Next**.
Add Printer Wizard **Completing the Add Printer Wizard** You have successfully completed the Add Printer Wizard. You specified the following printer settings: Name: Generic / Text Only Share name: <Not Shared> Port: LPT1: Model: Generic / Text Only Default: No Test page: No To close this wizard, click Finish. [< Back] [Finish] [Cancel]	19. Select **Finish**.
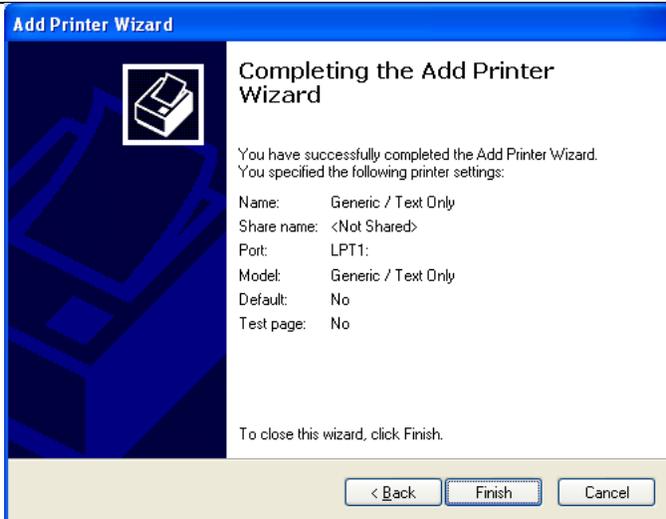
Configuring your Label Printer to Print Pizza Labels

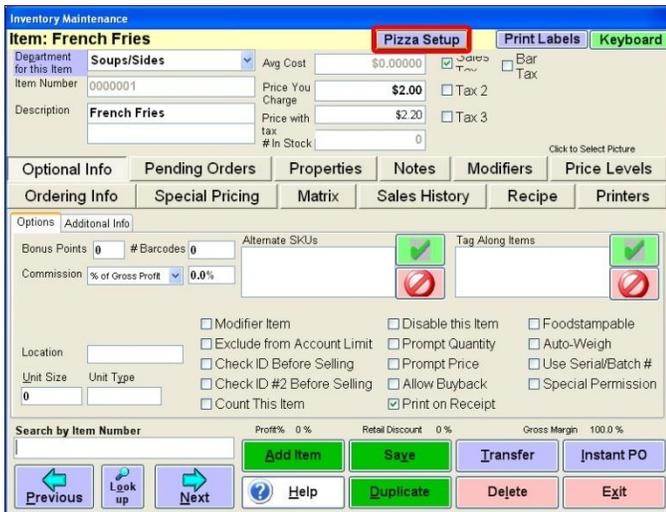Start RPE, select **Manager**, provide the requested credentials, and follow these steps.

	1. Select **Setup** and then **Friendly Printer Setup**.
	2. Select **Label** under **Select Friendly Printer**. 3. Select **Generic/Text Only** under **Select Local Windows Printer**. 4. Under **Printer Type** use the dropdown to select the type of printer that you are using. 5. When done select **Save & Exit**.

Configuring Pizza's for Printing Labels

Start RPE, select **Manager**, provide the requested credentials, and follow these steps.
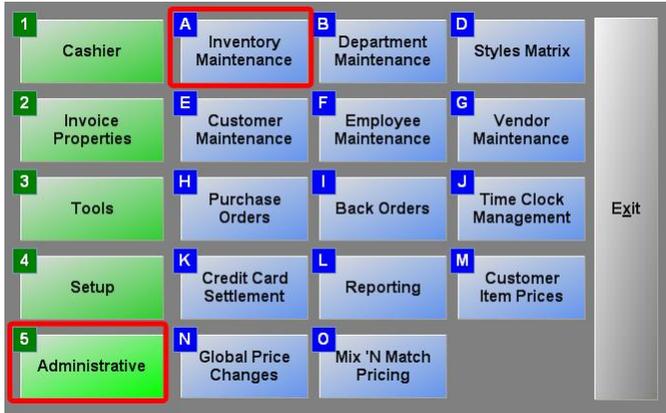
	1. Select **Administrative** and then **Inventory Maintenance**.
	2. Select **Pizza Setup**.

Pizza Setup

Please add a new pizza.

Item Name
Item Number
Store
Toppings
Free Toppings

Default Size
Default Crust
Department   8x10

Pizza Prices | Kitchen Display | Extra Info

- [ ] Charge Tax 1
- [ ] Charge Tax 2
- [ ] Charge Tax 3
- [x] Print Delivery Labels
- [ ] FoodStampable
- [ ] Count this Item

Move Position Up   Move Position Down

+   −   Toppings   Sizes   Crusts   SubModifiers   Edit   Exit

3. Each pizza you would like to print labels for must have **Print Delivery Labels** selected under the **Extra Info** tab.

Note: If the pizza has already been created select **Edit** then select the **Extra Info** tab and check **Print Delivery Labels**.

4. When finished select **Save** then select **Exit**.

Printing Pizza Labels for Delivery Orders

After the customer has placed the order we must then go into the delivery tracking screen where we can view the order and print the pizza labels.

1. After logging in, select **Delivery Tracking**.
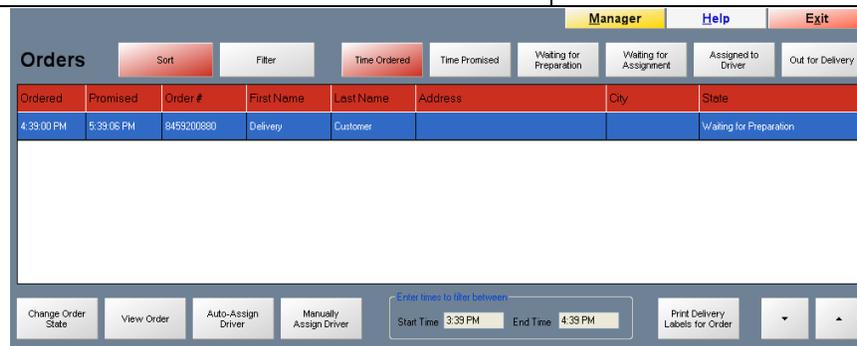
2. The delivery order that was placed will show up on this screen.

3. If any order had a pizza item on it, you can highlight the order and select **Print Delivery Labels for Order**.

4. Please see below for an example pizza label: