

Dymo LabelWriter Supplementary Installation & Configuration Guide

Requirements:

- Compatible Dymo LabelWriter (contact GenesisFour to purchase this printer)
- Dymo LabelWriter software (provided with the Dymo LabelWriter on CD-Rom)
- Compatible Windows PC running Service2000 Base Module with one available USB port

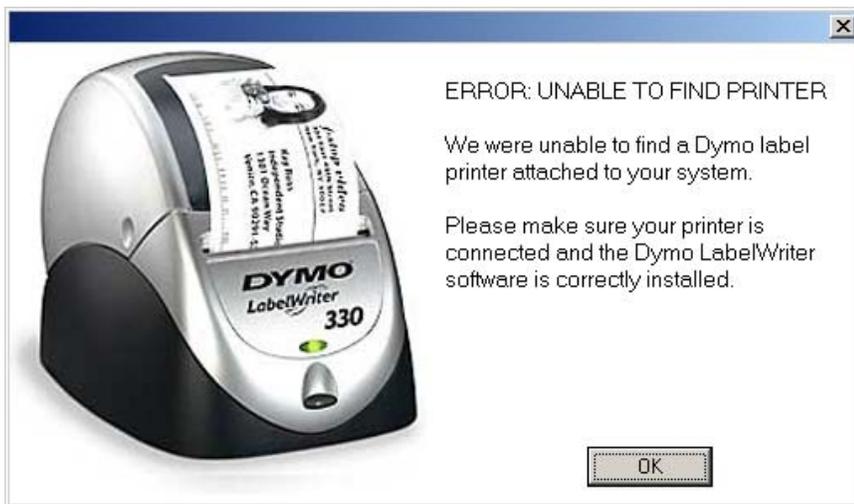
Document Purpose

This document explains how to install the Dymo LabelWriter ("Dymo") and configure Service2000 for use with it. It also explains what types of labels you can print to the Dymo from within Service2000.

Service2000 Dymo Support

Service2000 supports the Dymo LabelWriter Thermal Label Printers. As of 6/02, there are three supported models. To purchase, contact your GenesisFour representative or call GenesisFour directly at 800-937-4364 x10.

In all cases, printing to the Dymo from within Service2000 can be accomplished by clicking on the yellow icon that looks like labels being printed. Clicking this icon without a Dymo connected to your PC will display this screen:



Service2000 Label Printing Capabilities

When connected to the Dymo, Service2000 can print three different types of labels as follows:

1. Individual customer labels, which are printed from the Customer Desktop or Customer Editor. Batch Labels are done from the Marketing & Mailing module and are send out to Microsoft Word as laser labels (such as Avery 5260, for example). Batch labels cannot currently be printed to the Dymo.
2. Parts labels, which are printed from the Maintain Inventory window and also from within Purchase Orders.
3. Vendor labels, which are printed from the Vendor Desktop.

Dymo LabelWriter Software

The Dymo is shipped with a software program called Dymo LabelWriter Software ("Dymo software") - a highly configurable standalone label-printing program you can use all by itself if you are so inclined. You DO NOT Need Service2000 to use it. However, Service2000 uses this software when printing to the Dymo, so it must be installed on the computer to be used with the Dymo before configuring Service2000. Once the Dymo software is installed, you have your choice of using it standalone, or of printing labels to it from within Service2000, which, once everything has been configured, happens automatically behind the scenes. To print labels from within Service2000, there is no actual need to ever run the Dymo software. Whether you do or not is entirely your preference. Service2000 needs the Dymo software. To be completely clear: the Dymo software does not need Service2000.

Installation Summary There are three conceptual steps involved in this installation, as follows:

1. Connect the printer to the computer (covered in greater detail by the Dymo instructions).
2. Install the Dymo software (covered in greater detail by the Dymo instructions)
3. Configure & test each of the 3 label types mentioned above from within Service2000.

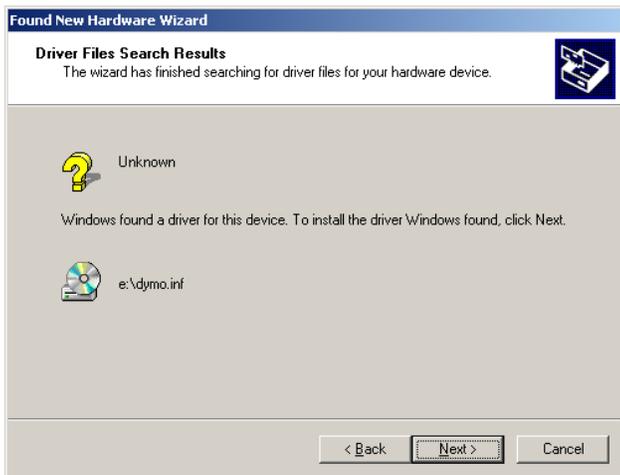
Installation Procedure

Step 1. Connect the printer to the computer.

Connect your new Dymo printer to your computer. Connect the printer to power, and connect the USB cable to an available USB port on your computer. The computer should detect the new printer as soon as it has been connected, and will go through a Plug and Play installation sequence to install the drivers for it.

On Windows XP, a notice about detecting a new printer may appear in the lower right corner of your screen, and you may need to click on this in order to start the installation.



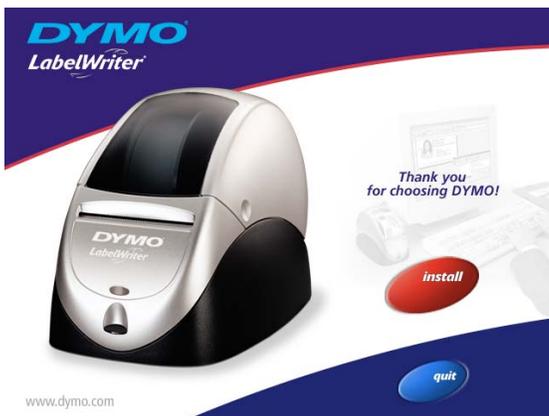
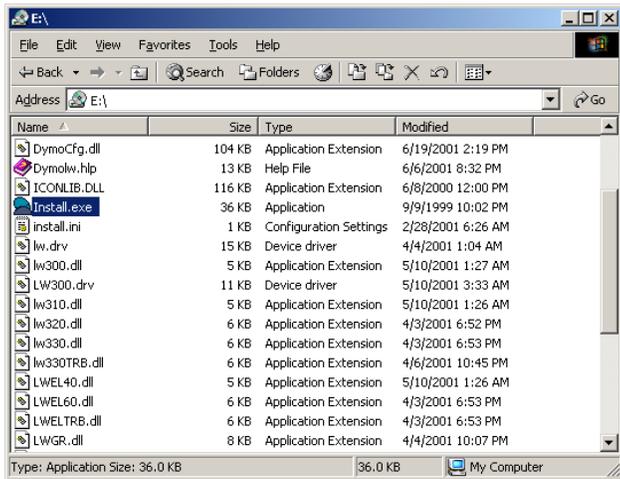




Do not attempt to print labels or do anything label-related from within Service 2000 at this time. We're not finished yet!

Step 2: Install the Dymo software

Insert Dymo CD. This CD does not autorun, so you will need to open My Computer, double-click on your CD-Rom drive, and then double-click on “install.exe” in order to start the installation (see screen capture below).



Click on Install & follow instructions on screen.

For further installation assistance or technical support for this installation, please refer to the “Dymo LabelWriter Windows User Guide”, or contact Dymo Corporation directly at www.dymo.com or at 203-355-9000. A few notes:

- The User Guide is Windows on one side and Macintosh on the other. If you think you can only find the Mac manual, flip it over!
- Be sure to install the bar code templates if you are planning to print bar code labels from Service2000.
- The installation offers you an option to install an add-in to Microsoft Word, and also to Microsoft Outlook. However, you cannot do this unless you have these programs installed on your computer. If these capabilities are of interest to you, you should install these Microsoft programs BEFORE installing this Dymo software.

Step 3: Configure & test each of the 3 label types in Service2000

Conceptual Overview.

Each area of Service2000 that supports label printing must be individually configured. The following is excerpted directly from Service2000 On Line Help.

Label Printing Overview

If you have a Dymo LabelWriter label printer you can produce a number of different labels using Service2000. For more information on Dymo label printers, please see <http://www.dymo.com>.

There are four types of labels in Service2000: Customer, Vendor, Part, and PO. Each is explained below.

Customer Labels

To print a label for a customer, you must first have a customer selected on the Customer tab of the Customer Desktop. Once you have the customer selected, choose **Print Shipping Label** from the **File** menu. This will bring up the Print Shipping Label dialog.

Setting Up The Label

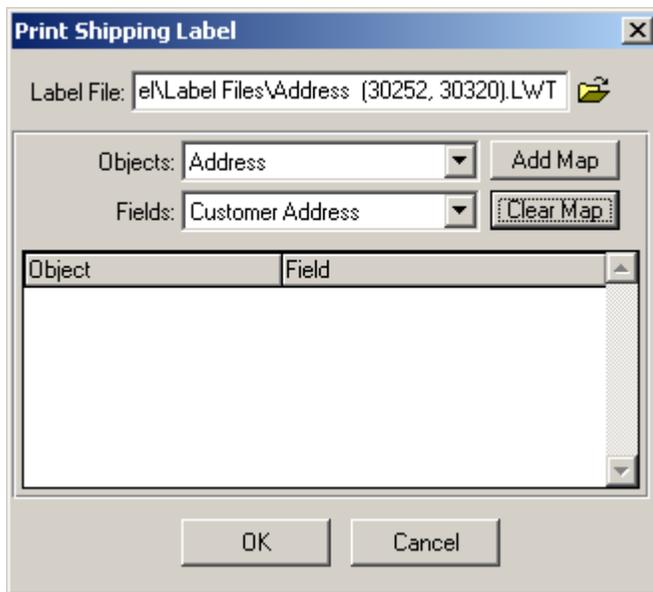
Select the Label File you wish to use by selecting the open folder icon. This will bring up the file selection dialog. Select the label template you wish to use from the folder of available templates installed at the time of your Dymo software installation.

Hint: for starters, specify this path and template file:

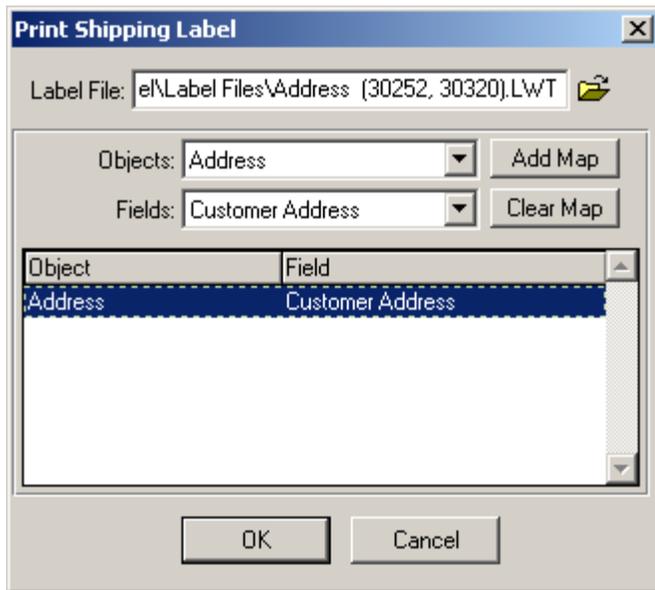
`C:\Program Files\Dymo Label\Label Files\Address (30252, 30320).LWT`

Once you have selected your template file the Objects combo-box will populate with the available objects on the template. (An object is any element of the template from a bar code to a text field.) You will need to map the fields from Service2000 to the appropriate Template Object.

Select an object from the Objects combo-box (for example, "Address"). Then select the appropriate database field from the Fields combo-box (for example, "Customer Address"). The screen capture below shows these selections.



Once you have selected the Object and the Field, click the Add Map button to save your selection. Typically this is all you need to do (see screen capture below).



Once you have completed your object mappings, click OK to print your label.

The mapping information will be saved with your Label Template so you will not need to repeat this process the next time you go to print a label. Simply open the label dialog and click OK the next time you wish to print a label.

NOTE: The Clear Map button will clear all of your object mappings, not just the selected mapping.

Vendor Labels

To print a label for a Vendor, you must first have a Vendor selected on the Vendor tab of the Vendor Desktop. Once you have the Vendor selected, choose **Print Label** from the **File** menu. This will bring up the Print Vendor Label dialog.

Setting Up The Label

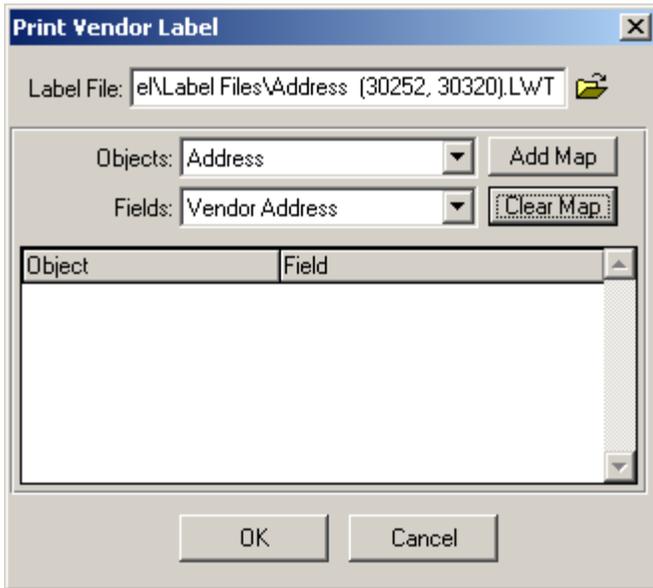
Select the Label File you wish to use by selecting the Open Folder con. This will bring up the selection dialog. Select the label template you wish to use.

Hint: for starters, specify this path and template file:

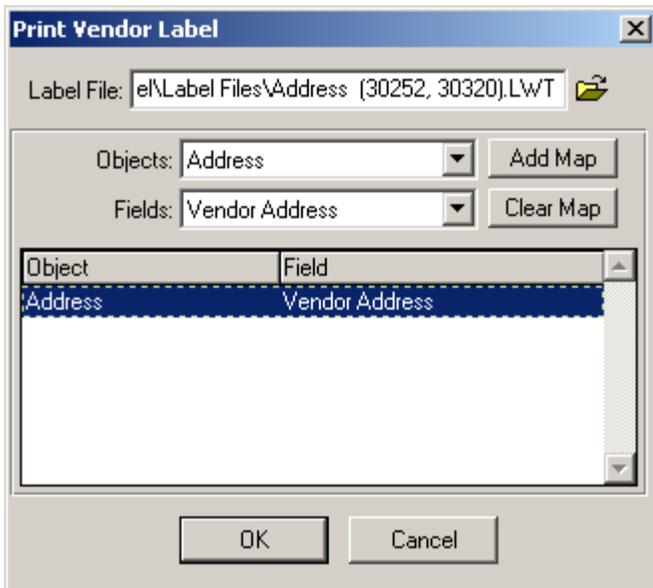
C:\Program Files\Dymo Label\Label Files\Address (30252, 30320).LWT

Once you have selected your template file the Objects combo-box will populate with the available objects on the template. An object is any element of the template from a bar code to a text field. You will need to map the fields from Service2000 to the appropriate Template Object.

Select an object from the Objects combo-box (for example, "Address"). Then select the appropriate database field from the Fields combo-box (for example, "Vendor Address"). The screen capture below shows these selections.



Once you have selected the Object and the Field, click the Add Map button to save your selection. Repeat for each Object you wish to populate from your database.



Once you have completed your object mappings, click OK to print your label. Typically this is all you need to do.

The mapping information will be saved with your Label Template so you will not need to repeat this process the next time you go to print a label. Simply open the label dialog and click OK the next time you wish to print a label.

NOTE: The Clear Map button will clear all of your object mappings, not just the selected mapping.

Part Labels

To print a label for a Part, you must first have a Part selected in the Inventory window. Once you have the Part selected, choose **Print Labels** from the **File** menu. This will bring up the Print Parts Label dialog.

Setting Up The Label

Select the Label File you wish to use by selecting the Open Folder icon. This will bring up the selection dialog. Select the label template you wish to use.

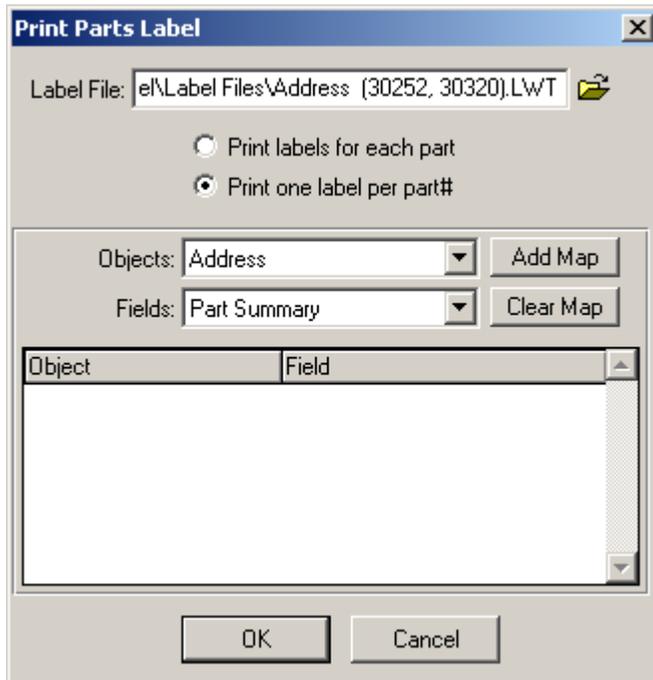
Hint: for starters, specify this path and template file:

`C:\Program Files\Dymo Label\Label Files\Address (30252, 30320).LWT`

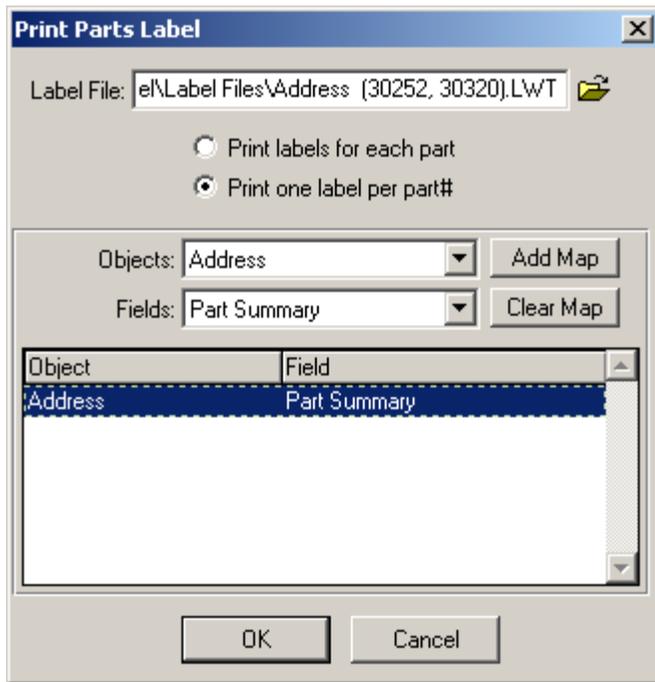
After selecting your label template you will need to select how the labels will be printed. You may "Print Labels for Each Part" which will print out a separate label for each part you have on hand (if you have 10 on hand you will get 10 labels) or you may "Print one label per part#" which will print out only one label for the selected part#.

Once you have selected your template file and the printing method, the Objects combo-box will populate with the available objects on the template. An object is any element of the template from a bar code to a text field. You will need to map the fields from Service2000 to the appropriate Template Object.

Select an object from the Objects combo-box (for example, "Address"). Then select the appropriate database field from the Fields combo-box (for example, "Part Summary "). Once you have selected the Object and the Field, click the Add Map button to save your selection. Repeat for each Object you wish to populate from your database.



Once you have selected the Object and the Field, click the Add Map button to save your selection. Typically this is all you need to do (see screen capture below).



Once you have completed your object mappings, click OK to print your label.

The mapping information will be saved with your Label Template so you will not need to repeat this process the next time you go to print a label. Simply open the label dialog and click OK the next time you wish to print a label.

NOTE: The Clear Map button will clear all of your object mappings, not just the selected mapping.

P.O. Labels

To print labels for parts on a PO, you must first have a PO open. Once you have the PO selected, choose **Print Labels** from the **File** menu. This will bring up the Print Parts Label dialog.

Setting Up The Label

Select the Label File you wish to use by selecting the Open Folder icon. This will bring up the selection dialog. Select the label template you wish to use.

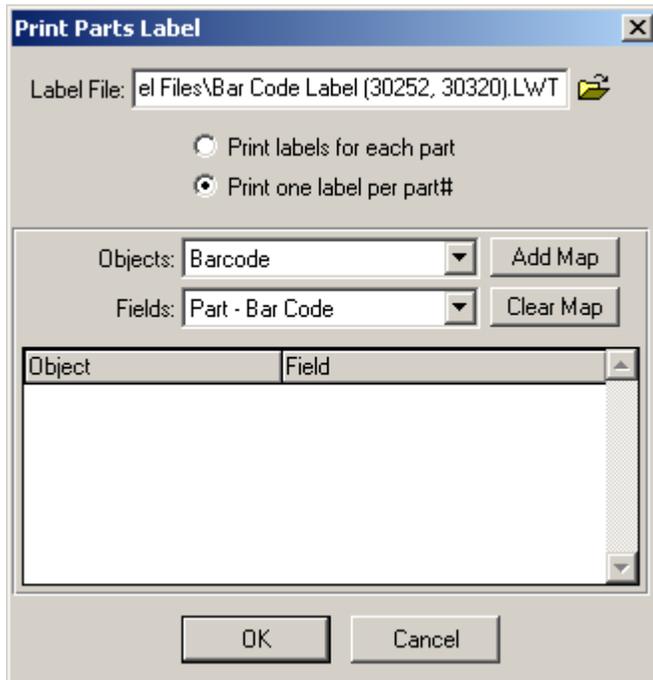
Hint: for starters, specify this path and template file:

`C:\Program Files\Dymo Label\Label Files\Bar Code Label (30252, 30320).LWT`

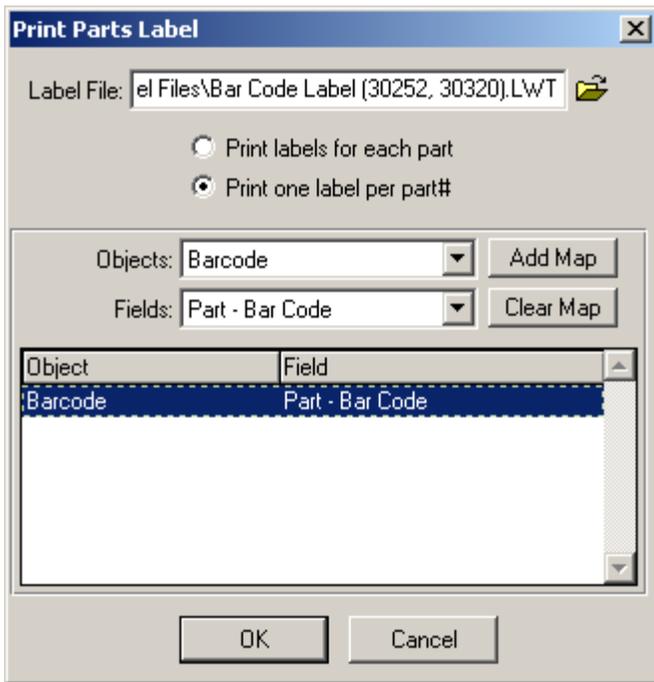
After selecting your label template you will need to select how the labels will be printed. You may "Print Labels for Each Part" which will print out a separate label for each part you have ordered (if you have ordered 10 you will get 10 labels) or you may "Print one label per part#" which will print out only one label for each of the part numbers on the purchase order.

Once you have selected your template file and the printing method, the Objects combo-box will populate with the available objects on the template. An object is any element of the template from a bar code to a text field. You will need to map the fields from Service2000 to the appropriate Template Object.

Select an object from the Objects combo-box (for example, "Return Address"). Then select the appropriate database field from the Fields combo-box (for example, "Company Address"). Once you have selected the Object and the Field, click the Add Map button to save your selection. Repeat for each Object you wish to populate from your database.



Once you have selected the Object and the Field, click the Add Map button to save your selection. Typically this is all you need to do (see screen capture below).



Once you have completed your object mappings, click OK to print your label.

The mapping information will be saved with your Label Template so you will not need to repeat this process the next time you go to print a label. Simply open the label dialog and click OK the next time you wish to print a label.

NOTE: The Clear Map button will clear all of your object mappings, not just the selected mapping.