

TEKLYNX®

# Pocket LABEL MATRIX™

SETTING THE STANDARD

BAR CODE  
LABELING  
SOFTWARE



Q U I C K   S T A R T   G U I D E

# **Quick Start Guide**

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# Getting Started



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## Introduction

Pocket LABEL MATRIX® is an application that allows you to take labels created in LABEL MATRIX® label design software, download them to your Windows® CE/Pocket PC device, and print them using a direct or network/wireless connection. Pocket LABEL MATRIX supports standard types of label content, including text, bar codes, graphics and more. Pocket LABEL MATRIX also allows you to access data from several types of variable data sources.

This guide is designed to provide you with the basic information you need to install and activate Pocket LABEL MATRIX, download labels to your Windows CE/Pocket PC device, use Pocket LABEL MATRIX to enter or edit variable data, and print labels using a direct or network/wireless connection.

## Usage Requirements

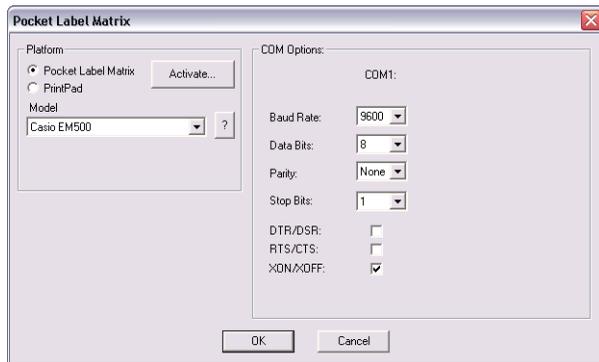
The following software and hardware components are required in order to use Pocket LABEL MATRIX.

- LABEL MATRIX PowerPro version 7.01 or higher label design software (includes one Pocket LABEL MATRIX license) installed on the host computer **OR** LABEL MATRIX version 7.01 or higher and a Pocket LABEL MATRIX add-on license installed on the host computer
- Supported Windows CE/Pocket PC device
- Microsoft® ActiveSync® synchronization software v3.5 or higher (included with all Microsoft Windows powered Pocket PCs), installed on the host computer

## Installing and Activating Pocket LABEL MATRIX

- 1 Connect your Pocket PC device to your host computer.
- 2 Ensure that an ActiveSync partnership is established between them.
- 3 On the host computer, start the LABEL MATRIX label design software.
- 4 On the **Tools** menu, click **PrintPad/ Pocket PC Configuration**.

The **Pocket LABEL MATRIX** dialog box appears.



**Figure 1-1** Pocket LABEL MATRIX Configuration

- 5 Under the **Platform** options, click **Pocket LABEL MATRIX** and then select your Windows CE/Pocket PC device from the **Model** drop-down list.

If your exact model is not listed, try selecting the generic processor type (e.g., StrongARM, MIPS, or SH3) that applies to your model.

### Note

You can click the  button to view information on features supported by Pocket LABEL MATRIX. For additional information, see the *Designing Labels for Pocket LABEL MATRIX* chapter.

- 6 Click the **Activate** button to access the Pocket LABEL MATRIX Activation Manager.
- 7 A message appears asking if you want to install Pocket LABEL MATRIX now. Click **Yes**.

The **Pocket LABEL MATRIX Installation** dialog box appears.



Figure 1-2 Pocket LABEL MATRIX Installation

- 8 Select your Windows CE/Pocket PC model from the **Pocket PC to install** drop-down list.
- 9 Click **Install Pocket LABEL MATRIX Now**.

The Activation Manager will install Pocket LABEL MATRIX on the Windows CE/Pocket PC device.

- 10 Now start the Pocket LABEL MATRIX application on the Windows CE/Pocket PC device. (You must run Pocket LABEL MATRIX on the device at least once before you can activate the program.)

A message will appear to inform you that Pocket LABEL MATRIX will run in demo mode. This is correct because you have not yet activated Pocket LABEL MATRIX.

- 11** On the host computer, a message appears asking if you want to activate Pocket LABEL MATRIX on the connected Pocket PC device. Click **Yes**.

A message will appear to inform you that the device has been activated successfully.

- 12** Restart Pocket LABEL MATRIX on the Windows CE/Pocket PC device.

Pocket LABEL MATRIX will now run in full-function mode.

## Removing Pocket LABEL MATRIX from a Windows CE/Pocket PC Device

- 1** Connect your Pocket PC device to your host computer.
- 2** Ensure that an ActiveSync partnership is established between them.
- 3** On the host computer, start the LABEL MATRIX label design software.
- 4** On the **Tools** menu, click **PrintPad/ Pocket PC Configuration**.

The **Pocket LABEL MATRIX** dialog box appears.

- 5** Click **Pocket LABEL MATRIX**.
- 6** Click the **Activate** button to access the Pocket LABEL MATRIX Activation Manager.
- 7** Click **Remove This Device**.

The Activation Manager will remove the Pocket LABEL MATRIX application from the device.

### Note

In order to remove a Pocket LABEL MATRIX license from your Pocket PC device, you must first connect the device to the host computer. If you are unable to connect the device for some reason (e.g., it has been damaged, lost, or stolen), you will need to contact TEKLYNX Technical Support.

## Pocket LABEL MATRIX Main Menu Options

When you start the Pocket LABEL MATRIX application on your Windows CE/Pocket PC device, the Main Menu will appear. The Pocket LABEL MATRIX Main Menu allows you to access all program functions and configuration settings.



Figure 1-3 Pocket LABEL MATRIX Main Menu

### Overview of Main Menu Options:

- **Print Labels:** Select a label for printing, enter any variable data required, print labels or send labels to a queue for printing at a later time.
- **Monitor Command File:** Monitor command files for changes. When changes appear, the system executes the command files and prints the labels automatically.
- **Configuration:** Set up TCP/IP ports, label download connection, or command file configuration.
- **Download Labels:** Use a wireless connection to transfer selected label files to the Windows CE/Pocket PC device. This allows you to receive labels from the host PC without needing to have the device docked in its cradle.

#### Note

You can double-click the **Pocket LABEL MATRIX** text at the top of the Main Menu to display Pocket LABEL MATRIX system status information.

# Designing Labels for Pocket LABEL MATRIX



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## Setting Up a Label in LABEL MATRIX

Using the LABEL MATRIX label design software, you can design labels to meet most any industry specification or compliance labeling requirements. See the LABEL MATRIX *Quick Start Guide* or online Help for information on designing a label.

### The New Label Wizard

LABEL MATRIX features a helpful wizard that takes you step by step through the process of creating a new label design.



Figure 2-1 New Label Wizard

► **To start the New Label Wizard:**

- Select the **Create a new label** option from the program's opening screen.  
-OR-
- Select **New** from the **File** menu.  
-OR-
- Click **New** on the **Standard Toolbar**.

**Note**

The settings that are covered by the New Label Wizard are also available from the Label Properties tabs, accessible by selecting **Label Properties** from the **File** menu.

Pocket LABEL MATRIX supports all standard types of label content, including text, bar codes, graphics and several types of variable data. The following table summarizes the data origins supported by Pocket LABEL MATRIX and the limitations that apply.

Data Origin	Description
<b>Constant</b>	Information does not change from label to label.
<b>Database</b>	Field is populated by a record in a database file. Limited to one database; database must have one key field.
<b>Keyboard Input</b>	The operator is prompted for the information at print time. (Pick list functionality not available.)
<b>Counter</b>	Information increments or decrements for each label. (Supported only with self-incrementing printers.)
<b>Copy</b>	Information is copied from another image. Limitations depend on the type of image copied.
<b>Combination</b>	Use math, logic or string functions and/or combine other images on the label. Limitations depend on the type of image(s) included in the combined image.
<b>Date/Time</b>	Date/time is retrieved from the device's system clock when a label is printed.
<b>Constant Graphics and Paragraphs</b>	Supports embedded graphics and constant paragraph images.

**The Add Printer Wizard**

The LABEL MATRIX label design software contains hundreds of printer drivers for thermal/thermal transfer printers from many thermal printer manufacturers. These printer drivers are loaded on your computer when the program is installed.

When setting up a new label, you must select a natively supported printer in the LABEL MATRIX program. Pocket LABEL MATRIX prints only to printers that are natively supported by LABEL MATRIX.

In order to print labels using a natively supported printer, you must first attach the printer using the Add Printer Wizard.

**► To attach a printer using the Add Printer Wizard:**

- 1 On the **File** menu, click **Printer Setup**.

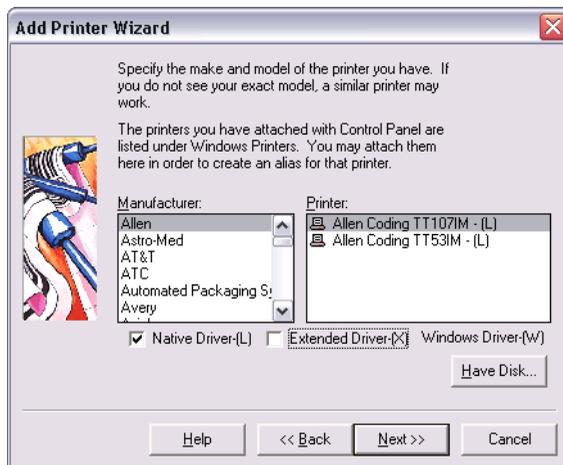
The **Printer Setup** dialog box appears.

- 2 Click **Add**.

The Add Printer Wizard appears.

- 3 Click **Next** on the wizard's introductory screen.

The printer make and model selection screen appears.



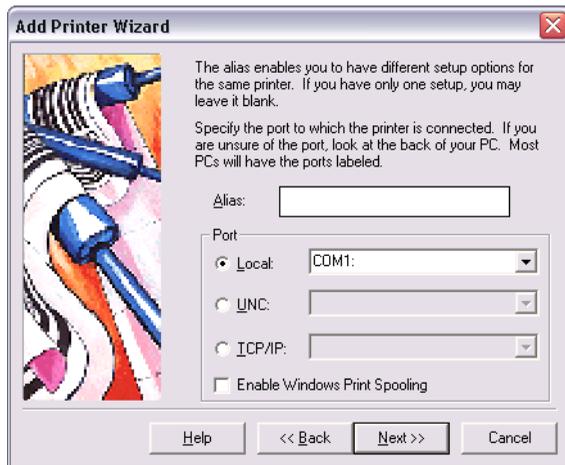
**Figure 2-2** Select Printer Make and Model

**Note**

The Add Printer Wizard screens can also be accessed within the New Label Wizard when creating a new label by clicking the **Select another printer for this design** option on the New Label Wizard's opening screen.

- 4 Click to clear the **Extended Driver-(X)** check box so that only native drivers are displayed on this screen.
- 5 Select the manufacturer and model of a natively supported printer (designated by a "(L)" appearing next to the printer name), and click **Next**.

The alias and port selection screen appears.



**Figure 2-3** Specify an Alias and Port

- 6 In the **Alias** box, type a name for the printer. This is the name that will appear in the printers list on the **Printer Setup** dialog box.
- 7 Specify the port to which your printer is connected.
- 8 Click **Next**.

- 9** If you specified a COM port, a COM port setting screen appears. Adjust the COM port settings if necessary according to your printer manual specifications. (The COM port settings specified here should match the settings on your printer.) Click **Next**.
- 10** To display printer settings after you exit the wizard, click the **Change printer setup options** check box. (Clear the check box to accept the default printer settings.)
- 11** Click **Finish**.

► **To select a previously added printer in LABEL MATRIX:**

- 1** On the **File** menu, click **Printer Setup**.
- 2** Select a natively supported printer (designated by an "(L)" appearing next to the printer name), and click **OK**.

# Downloading Labels to Pocket LABEL MATRIX



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Pocket LABEL MATRIX offers two options for downloading labels to the Windows CE/Pocket PC device:

- Standard download (with device in its cradle)
- Network download (for network/wireless connections)

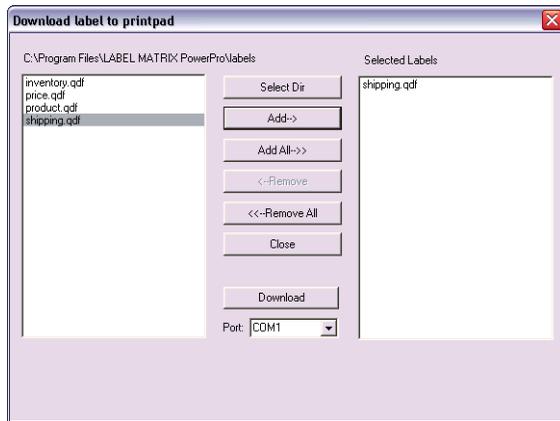
For both types of downloads, all files associated with the label design (e.g., graphic files, database files, etc.) are automatically downloaded along with the label files in the download process.

## Standard Download

The standard download procedure is used for most typical direct label printing applications. With this method you simply download the labels via LABEL MATRIX with your Windows CE/Pocket PC device in its cradle, and then LABEL MATRIX uses ActiveSync to transfer the files to your Windows CE/Pocket PC device.

- 1** In LABEL MATRIX, on the **File** menu, click **Download Labels to Pocket LABEL MATRIX**.

The **Download Label to Pocket LABEL MATRIX** dialog box appears.



**Figure 3-1** Download Labels to Pocket LABEL MATRIX

- 2** Click the **Select Dir** button and specify the directory where the labels are saved.
- 3** To select a single label to download, click on the label name and then click **Add** to move the label to the **Selected Labels** box.
- 4** To select all labels in the directory, click **Add All** to move all labels to the **Selected Labels** box.
- 5** Once all desired labels appear in the **Selected Labels** box, click **Download**.
- 6** Specify the directory in which you want to store the files and click **OK**.

A Data subfolder will be created within the specified directory. The selected labels and all associated files will be optimized for transfer and placed in this Data folder. The folder will act as a temporary storage bin for your label formats as they are automatically downloaded to your Windows CE/Pocket PC device.

## Network Download

Pocket LABEL MATRIX allows you to download label design files over a wireless network using the Windows Networking Protocol. This is especially useful in situations where multiple devices are being used for the same application and printing the same label.

### Note

The following steps assume you have already successfully set up your Pocket PC device to connect to your network.

- 1** Using Windows Networking, create a shared folder/drive on the server — all labels will be stored in this shared folder. (For information on setting up a shared folder or drive, refer to Windows Help.)
- 2** Follow steps 1-5 of the previous *Standard Download* section to select labels for download.
- 3** When specifying the directory in which you want to store the files, select the shared folder you created previously and click **OK**.

The selected labels and all associated files will be optimized for transfer and placed in the specified directory.

- 4** On the Pocket LABEL MATRIX Main Menu, click **Download Labels**.

The network download settings appear.

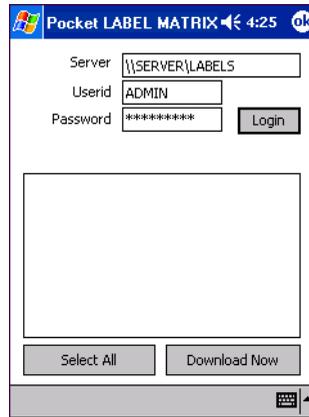


Figure 3-2 Network Download Settings

- 5 In the **Server** box, enter the full UNC path of the shared folder using the following syntax:

**\\PCName\SharedFolderName**

- 6 Enter the user ID and password required to connect to the host PC.
- 7 Click **Login**.

After connecting, all label files in the shared folder will appear.

- 8 Select the file or files you want to download and click **Download Now**.

The selected files will be transferred to Pocket LABEL MATRIX's Data folder on the Windows CE/Pocket PC.

## Removing Labels from the Windows CE/Pocket PC Device

To remove previously downloaded labels from your Windows CE/Pocket PC device, you will need to manually delete them from the Pocket LABEL MATRIX Data subfolder using Windows Explorer.

# Printing Labels



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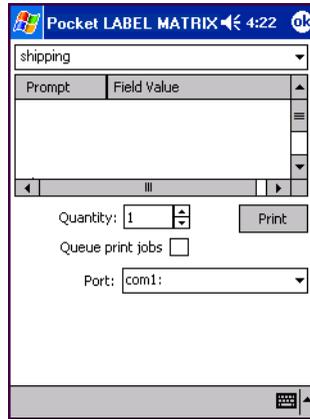
## Printing Labels through Pocket LABEL MATRIX

### Note

If you plan to print labels using a wireless TCP/IP connection, see the *Printing Via a Network or Wireless Connection* section later in this chapter for information on adding a TCP/IP port in Pocket LABEL MATRIX.

- 1 On the Pocket LABEL MATRIX Main Menu, click **Print Labels**.

The Pocket LABEL MATRIX print settings appear.



**Figure 4-1** Pocket LABEL MATRIX Print Settings

- 2** At the top of the print settings screen, click the drop-down arrow to display a list of all downloaded labels.
- 3** Select the label to print.

If the label contains variable data fields, the associated prompts and field values will appear.

- 4** For labels containing Keyboard Input images, double-tap the prompt for a Keyboard Input image.

A text box will appear in the row, allowing you to input your Keyboard Input value.

- 5** For labels containing database fields, double-tap the prompt for a field that is tied to a database.

The database appears in a grid view.

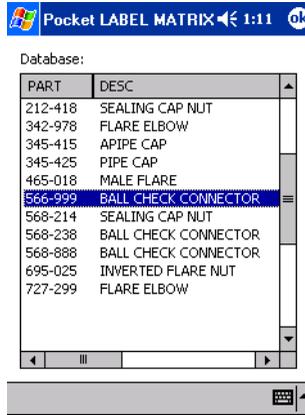


Figure 4-2 View Database

Select the key field (the first prompted field) to use for the database.

- 6 In the **Quantity** box, specify the label quantity to print.
- 7 From the **Port** drop-down list, select the port to use for printing.
- 8 Click **Print**.

**Note**

To print labels through Pocket LABEL MATRIX, you must print to a natively supported printer, designated by an (L) appearing after the printer name in the LABEL MATRIX program.

## Printing Via a Network or Wireless Connection

Pocket LABEL MATRIX allows you to print labels to a printer on your network or take advantage of wireless printing to printers across the globe using a TCP/IP connection. If you are running Pocket LABEL MATRIX on a wireless enabled Windows CE/Pocket PC, all you need is a wireless access point and you can connect the Windows CE/Pocket PC to the wired network. Once that connection is made, you will be able to print to any TCP/IP addressable printer on the network.

In order to set up a network printer to print your labels, you must first add the TCP/IP ports in Pocket LABEL MATRIX.

### Note

The following steps assume you have already successfully set up your Pocket PC device to connect to your network and that the TCP/IP port is working.

#### ► To add a TCP/IP Port:

- 1 On the Pocket LABEL MATRIX Main Menu, click **Configuration**.

The TCP/IP configuration settings appear.

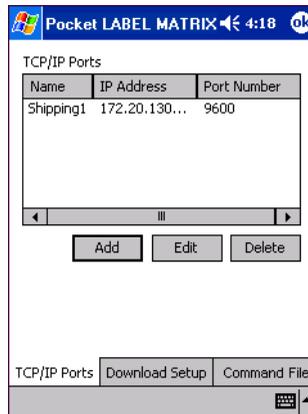


Figure 4-3 Add TCP/IP Port

- 2 Click **Add** to display the TCP/IP port settings.

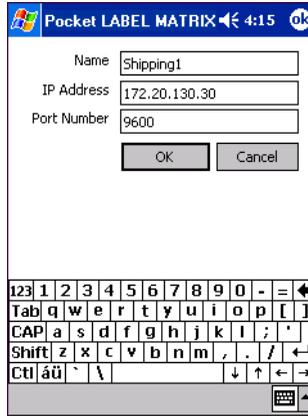


Figure 4-4 TCP/IP Port Settings

- 3** In the **Name** box, type a name for the printer (e.g., “Shipping Printer” or “Production Printer”).

The name is used as an alias. If left blank, Pocket LABEL MATRIX will assign a name based on the IP address such as “IP\_172.20.130.30”.
- 4** In the **IP Address** box, type the IP address of the printer or print queue.
- 5** In the **Port Number** box, type the number of the port used by the TCP/IP socket communication.

In most cases the port number is 9100 or 9600. (Do not confuse this with the LPT1 port or COM1 port.)
- 6** Click **OK**.

The port will be listed on the TCP/IP Ports screen and will now be available for selection when printing.

## Queuing Print Jobs

Pocket LABEL MATRIX can also be used in a batch mode, allowing you to queue your print jobs for printing at a later time.

► **To send print jobs to a queue:**

- 1 On the print settings screen, click the **Port** drop-down arrow and select the appropriate output port.
- 2 Click the **Queue print jobs** check box.

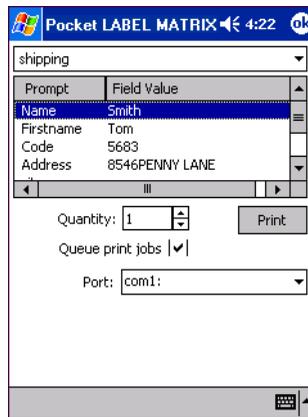


Figure 4-5 Queue Print Jobs

- 3 Click **Print** to save your print jobs to Pocket LABEL MATRIX's Data folder.

► **To print all queued print jobs:**

- 1 Clear the **Queue print jobs** check box and click **Print**.
- 2 Pocket LABEL MATRIX will display the message, "Do you want to send all print jobs now?". Click **Yes**.

All queued print jobs will be sent to the selected port (Com1 or any selected TCP/IP port).

# Using Command Files to Print Labels Automatically



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## What is a Command File?

A command file is a simple instruction file that can be used to print labels automatically. You specify the name of a folder to be monitored, and the system checks for the existence of a command file (.cmd file) based on the time interval specified. When a command file is detected in the folder, the system processes the command file and prints the labels. All command files in the monitored folder are deleted after printing.

A command file contains commands that identify the name of the label, the printer to use, and the label quantity. Variable data can be provided in the command file, or it may be provided in a separate data file. A command file is an ASCII text file that can be created with any text editor. Command files have a .cmd file extension. A sample Pocket LABEL MATRIX command file might look like this:

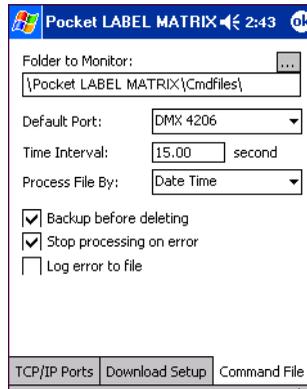
```
LABELNAME=Shipping.qdf
PRINTER="192.168.1.102,9100"
TEXT1="xxxxxxxxxxx"
TEXT2="yyyyyyyyyy"
BARCODE1="12345678"
```

Command files can also be used to pass information generated by other systems and possibly other computers, including mainframes or mini-computers. For example, an invoicing program could pass information into a command file, which would in turn print a label.

## Setting Up a Command File

- 1 On the Pocket LABEL MATRIX Main Menu, click **Configuration**, and then click the **Command File** tab.

The command file setup screen appears.



**Figure 5-1** Configure Command File

- 2 For the **Folder to Monitor** setting, click the browse  button to select the path to the folder that will contain the command files.

The Folder to Monitor can be either a local folder on the Windows CE/Pocket PC device or a shared folder on the network. To set the Folder to Monitor as a path to a shared-out folder on the network (e.g., \\myhostpc\mydata), manually enter the network path (the browse button cannot be used to browse a network path). Note: To use a shared-out folder on the network, you must have write permissions for that folder.

- 3 Set the following options as appropriate for your labeling application:

**Default Port:** Default port used for printing if the **PRINTER** command is not given in your command file.

**Timed Interval (in seconds):** How often the directory is monitored for changes.

**Process File By:** Determines the order in which files are processed.

- **Date Time:** Processing is based on when the file was created (oldest first).
- **File Name:** Files are processed in alphabetical order.

**Backup before deleting (BAK):** Saves a backup copy of each command file after printing takes place.

**Stop processing on error:** If an error occurs while printing a label, it will stop the print job and prevent printing the remaining labels in the file. For example, a misspelled field name will end the print job.

**Log error to file:** Logs any errors encountered during the execution of the command file. The file (named CMDFILE.ERR) can be found in the same directory as the command file.

- 4 Click **OK** to return to the Main Menu.

## Writing Command Files

### Command File Formatting

There are many commands that can be issued in command files. Follow these guidelines when writing the command file:

- Be careful to include the spaces.
- Using quotation marks (" ") around field names is optional, unless you are adding spaces in the fields.
- A semicolon ( ; ) indicates remarks or comment statements; characters that appear after a semi-colon will be ignored.
- Command files are NOT case sensitive.

### Sequence of Commands

The LABELNAME command identifies the name of the label to print, and must be the first line in any command file. It can, however, appear multiple times in a command file specifying different labels to print each time.

The LABELQUANTITY command specifies the number of labels to print, and should be the last line for each label to be printed from the command file, since it is the active command. The label prints when this command is encountered. If omitted, then only one label will print.

## Command File Commands

### LABELNAME

The LABELNAME command identifies the name of the label to print, and must be the first line in any command file. It can, however, appear multiple times in a command file specifying different labels to print each time.

If the same label is being printed more than once in the same command file, it is not necessary to repeat this command. The program will reprint the last label with the new data and quantity.

For Pocket LABEL MATRIX command files, the label name must match the name of the label file *after* it has been downloaded. This means that the label name must be specified using the short (eight character) file name convention, with or without the file extension. Give only the label name, NOT the full path to the file. For example, if you create a label in LABEL MATRIX named "Acme parts", when downloaded to Pocket LABEL MATRIX this file name will become "Acmeпа~1", and so for the LABELNAME command you would need to give the following:

```
LABELNAME=Acmeпа~1
```

### FIELD\_NAME

For each variable data field (Keyboard Input or database) on the label, there should be a statement in the command file that assigns it a value. The value for FIELD\_NAME in the command file must match exactly the name of the field in the label; the variable data should appear after the equal sign within quotation marks.

For database key data fields, the name of the key data field on the label should be the same as its name in the database. If more than one label is being processed in the same command file, leaving a field name blank results in the last assigned value for that name being reused. To leave a field blank, insert a null character (two quotes with nothing in between, "" ) into the string. For example:

```
PART_NUM = "836773"  
COMPANY=""
```

## PRINTER

The PRINTER command is an optional command that identifies which printer port to use. If the PRINTER command is omitted, Pocket LABEL MATRIX will use the default port, defined during command file setup.

The port can be expressed in any of the following three ways, depending on your printer/port setup:

- If the printer is on **COM1**, enter the following:  
`PRINTER="COM1 "`
- If the printer is on an **IP address** and port, enter the IP address and port number separated by a comma. For example:  
`PRINTER="192.168.1.102,9100"`
- You can also specify the printer port by giving the **port name** you previously defined on the TCP/IP Ports setup screen. Enter the Name exactly as it appears on the TCP/IP Ports screen. For example:  
`PRINTER="DMX 4206"`

### Note

Many Pocket PC devices have only a USB port. The procedure for configuring USB as COM1 depends on your particular Pocket PC model, and may require a special cable and driver. See your Pocket PC device documentation for information on port configuration.

## LABELQUANTITY

The LABELQUANTITY command specifies the number of labels to print, and should be the last line for each label to be printed from the command file, since it is the active command. The label prints when this command is encountered. If omitted, then only one label will print.

Do not include this command if you are using data files; one label or group of labels will be printed for each line of data. For example:

```
LABELQUANTITY=5
```

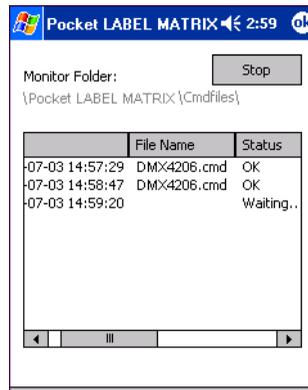
## Monitoring Command Files

Once the command file settings have been configured, you can begin to monitor the command file folder for changes.

► **To monitor command files:**

- On the Pocket LABEL MATRIX Main Menu, click **Monitor Command File**.

The program will begin to monitor the specified folder for changes. When a change occurs, all command files in the folder will be executed in order.



**Figure 5-2** Monitor Command Files

Pocket LABEL MATRIX's Monitor Command File screen will update to display a log of all processed command files, giving the time of processing, file name, and status (OK, Waiting, etc.)

► **To cancel the monitoring process:**

- Click the **Stop** button on the Monitor Command File screen to cancel the monitoring process.

# Inputting Data Using the Symbol 2800 Pocket PC



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If you are using Pocket LABEL MATRIX with a Symbol 2800 Pocket PC, you can take advantage of the built-in bar code scanner features on the Symbol 2800 Pocket PC. Specifically, the **Scan Barcode** button (large yellow button near the top of the device) on the Symbol 2800 Pocket PC allows you to scan a bar code and automatically input that data into a variable field on your label.

► **To input variable data using the Scan Barcode button:**

- 1** On the Pocket LABEL MATRIX Main Menu, click **Print Labels**.
- 2** At the top of the printing dialog, click the drop-down arrow to display a list of all downloaded labels.
- 3** Select the label to print.

The associated variable data prompts and field values will appear.

- 4** In the label's **Field Value** column, highlight the row into which you want to place the scanned data.
- 5** Press the large yellow **Scan Barcode** button on the Symbol 2800 Pocket PC.

If the scanner is able to read the bar code data successfully, the scanned data will be placed in the highlighted variable field.



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