



LABEL PRINTER INSTALLATION GUIDE

Installation Pack

Welcome to the Flexischools system.

You will have been sent an email and two packages delivered by courier, one with the thermal label printer, and the other containing the thermal labels.

Software

You need to install these two software programs to be able to print your orders:

1. **The TSC Printer Drivers**

This is the software that lets your computer print to the TSC thermal label printer. These drivers can be downloaded from this link

https://www.tscprinters.com/EN/support/support_download/TDP-225%20Series

or on the disc in the box.

2. **The Flexischools Online Order Management Software**

This is the application that downloads and prints the daily orders.

You can download this from this page

http://www.flexischools.com.au/support#schools_suppliers-foom_help

Installation Process

1. Install the Printer

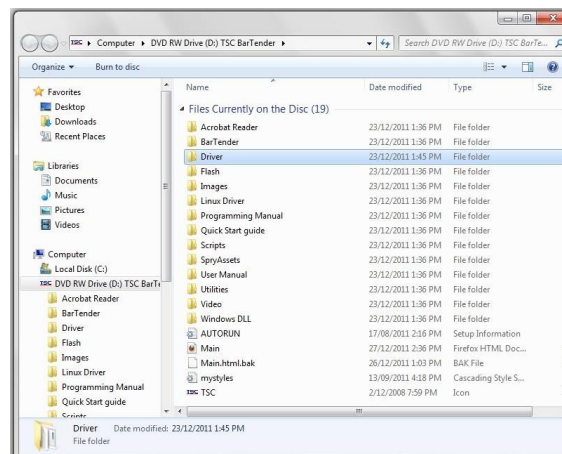
Log in as the Administrator of the computer.

Plug in the printer to the PC using the USB cable and switch it on.

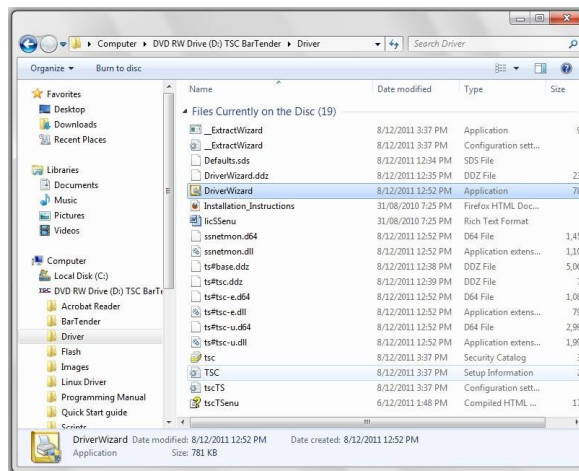
Insert the TSC Printer Driver Disc and Open Folder to View Files



Go to the Driver folder



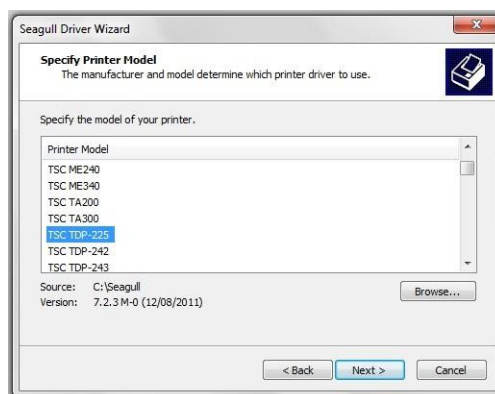
Run the DriverWizard file



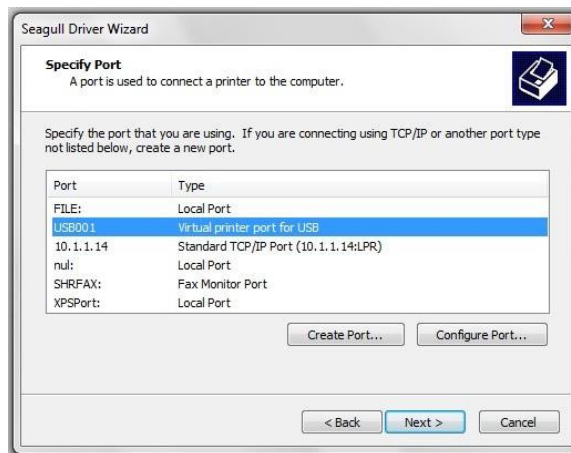
Install printer drivers



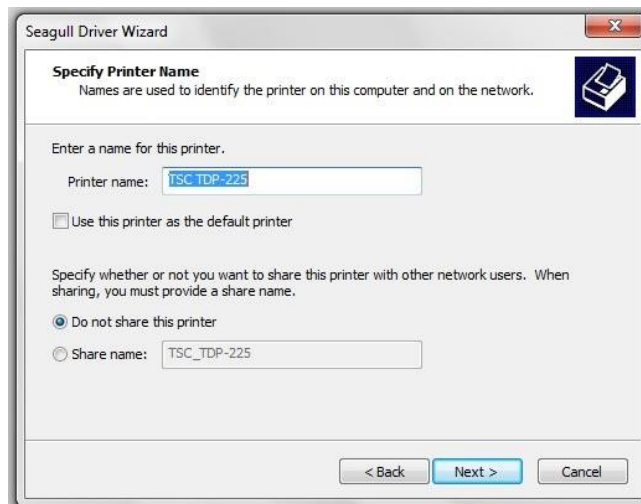
Select the TSC TDP-225 printer



Select a USB port



Specify the Printer name (use the default)



Finish



Close



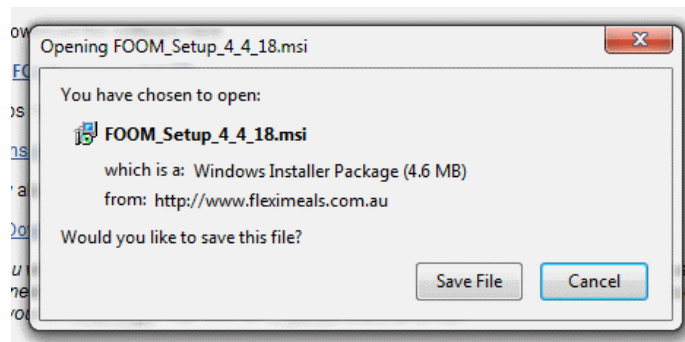
2. Install the FlexiSchools Online Order Management Software

Follow this link to go to the webpage

http://www.flexischools.com.au/support#schools_suppliers-foom_help

Scroll down to the section called “FOOM Software” and click on the link below the download the software:

This will bring up

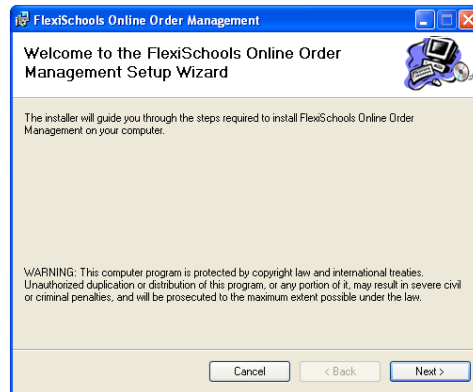


Click on “Save File”, and save to the Desktop.

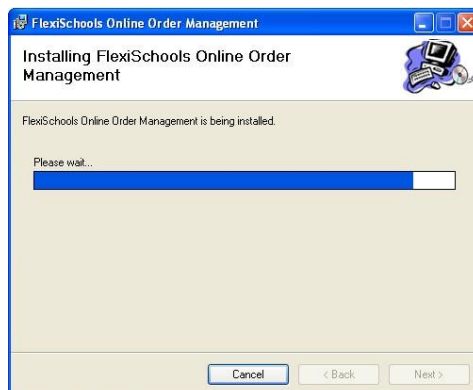
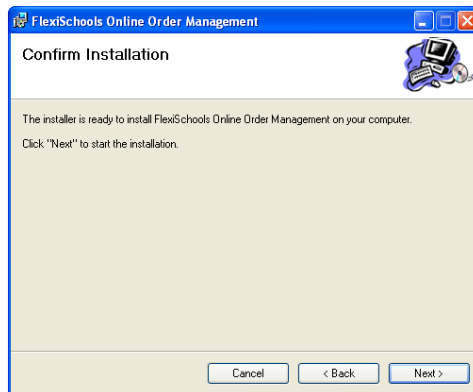
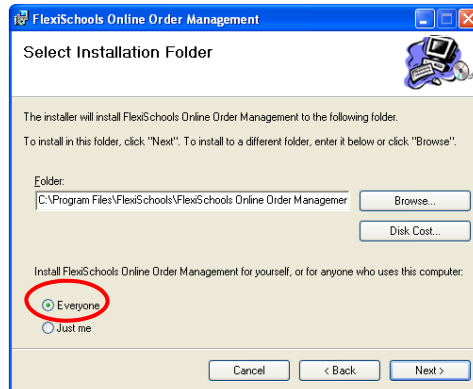
Open the file from the Desktop and run the file:

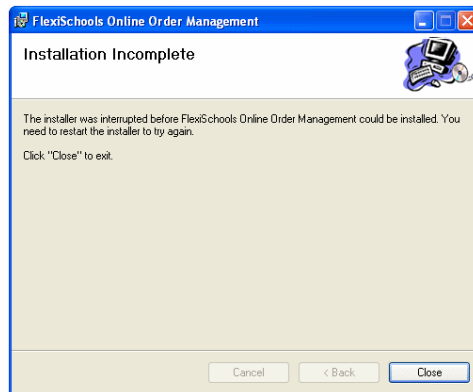


You will then start the installation wizard



When prompted to choose between "Everyone" and "Just Me", choose "Everyone". Otherwise follow the default settings.





Once completed click “Close” to exit.

3. Run the Flexischools Online Ordering Management Software

Logout out of Windows as the ‘Administrator’.

Login to Windows on the local machine as the person who will be using the application.

If accessing the internet via a Proxy Server you will be asked for the username and password for the Proxy Server, which will give you secure internet access (these will be important later in the installation).

Double click on the FlexiSchools Online Orders icon on the desktop:

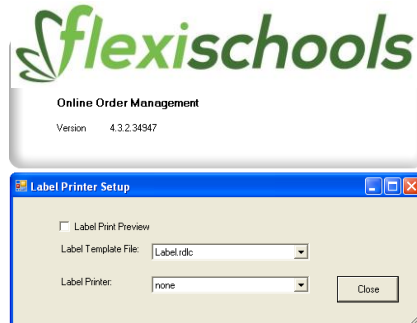


FlexiSchools
Online Orders

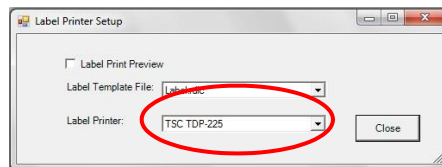


The first time you run the application you will be prompted to select the label printer.

Select the Label Printer:



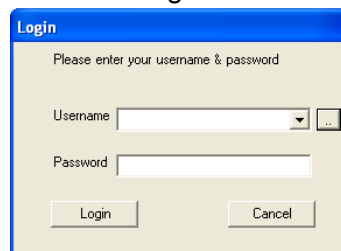
Choose the TSC printer that was just installed (TSC TDP-225):



If your PC does not use a Proxy Server you will be asked to login with the Username and Password provided by FlexiSchools.

You will have received a covering letter with the Installation Pack containing your own school's specific Username and Password.

Enter these in the fields below and click Login:

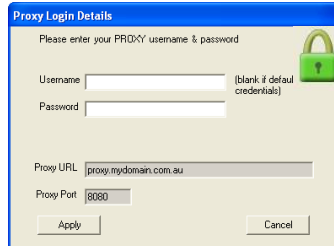


If your PC does not use a Proxy Server go to section 5.

4. School Proxy Settings

If your network uses a proxy to access the internet, please follow these instructions for the proxy settings. You may need to enter your school internet access username and password if you go through the proxy server. These would have been entered by you when you logged in to the PC to give you access to the internet.

Note: You may need help from an IT specialist at school for this stage.



In NSW the Proxy Settings for government schools

are: Proxy: proxy.det.nsw.edu.au

Port: 8080

In QLD the Proxy Settings for government schools are:

Proxy: proxy.eq.edu.au

Port: 80

In VIC the Proxy Settings for government schools are:

Proxy: proxy.education.netspace.net.au

Port: 8080

In WA the Proxy Settings for government schools are:

Proxy: 10.15.81.11

Port: 8080

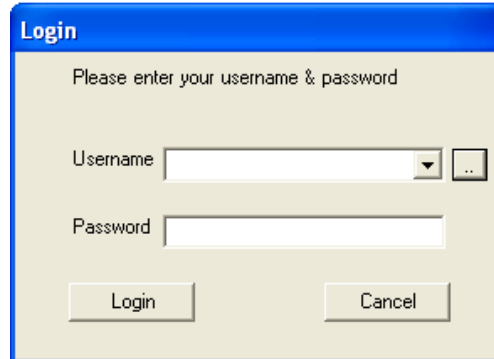
Enter the Proxy URL and check the Proxy Port is correct. Click "Apply". You may be asked to re- enter your Windows Authentication again at this stage.

Close the application to force the settings to be used. Restart the application.

In the Options choose Set Login:



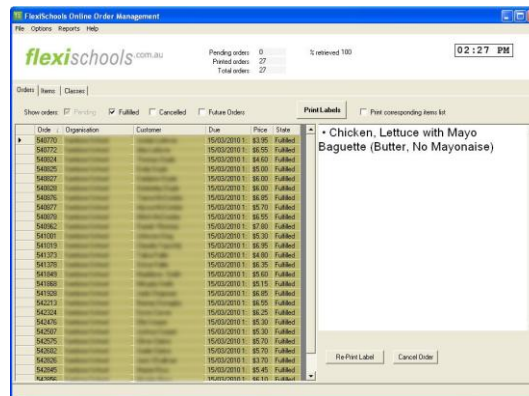
You will have received a covering letter with the Installation Pack containing your own school's specific Username and Password. Enter these in the fields below and click Login:



A login dialog box titled "Login" with a blue header. The main area is light beige and contains the text "Please enter your username & password". Below this are two input fields: "Username" and "Password". The "Username" field has a dropdown arrow and a small square icon to its right. Below the input fields are two buttons: "Login" and "Cancel".

5. Print Test Orders

Once the FlexiSchools Online Order Management software is running you should see a list of test orders. Click "Print Labels":

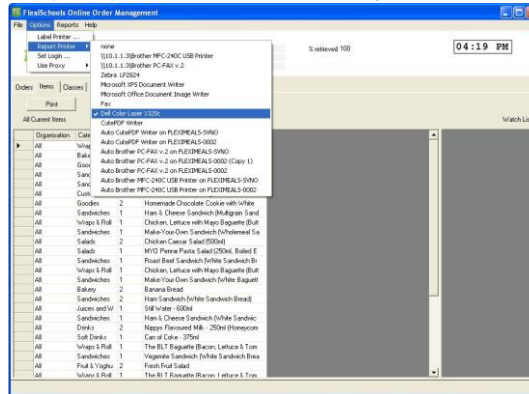


Please check the format of the labels printed. If they do not look exactly right please check that you have set the Printing Preferences correctly (see section 1 above).

6. Print Production Reports

After you have printed your labels you can print the other production reports to help you make the orders.

Select the A4 document report printer connected to your PC.



To print a list of all the items that have been ordered, go to the “Items” tab and click “Print”.

To print a report by class, listing who ordered by class, go to the “Classes” tab and click “Print”.

You have now completed the installation process.

FlexiSchools Customer Service 1300 361 769 or email

help@flexischools.com.au