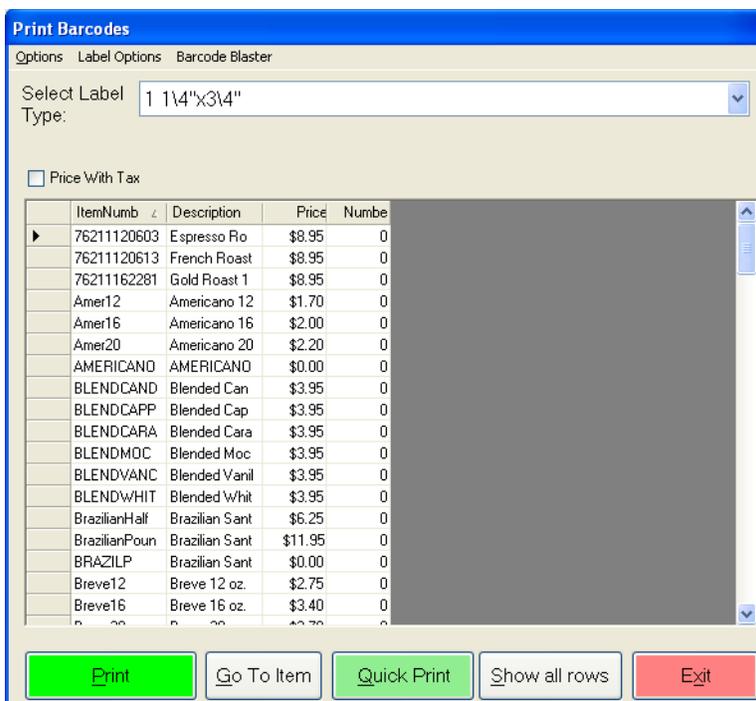# Barcode Express

When using a point-of-sale system, there is often a need to print custom barcodes for your inventory. Barcode Express gives the ability to print custom barcodes for you inventory using, a barcode label printer or a full size inkjet/laser printer.

Description
Screen Breakdown
Select Label Type
BarcodeBlasterAdvantage
**Zebra LP2824, LP2824+, and TLP2824+**
LaserInkjet
How Do I…?

Description

On the main page of the Barcode Express screen you will notice a spreadsheet or grid of your inventory items. The NumberofLabels column is where the number of labels to print for each item can be specified. In addition, you must select your label type with one of the options given. The Label Type is dependent on what printer type is selected for the label printer on the Select Friendly Printer screen.
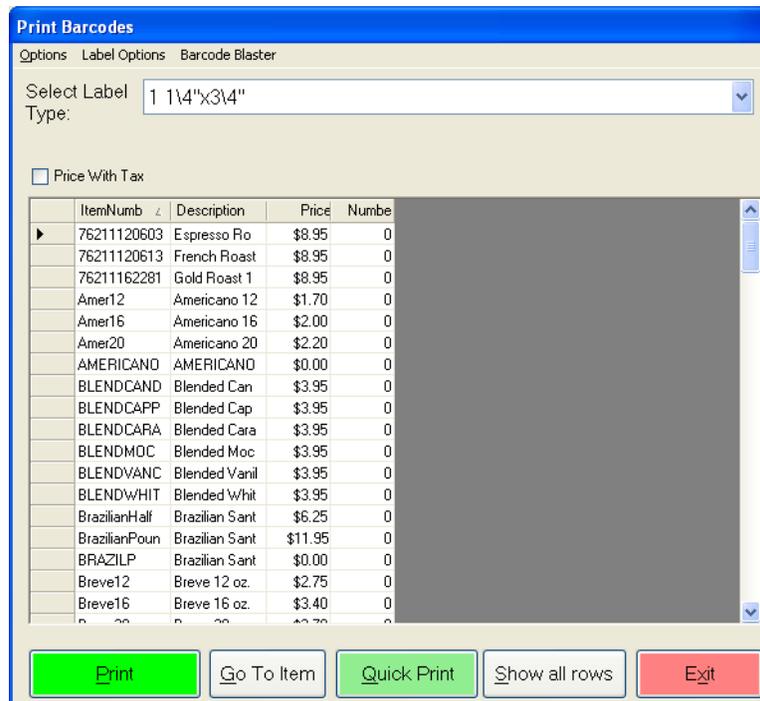
Barcode Express provides many uses some of which may include:

- Printing Shelf Tags for your inventory.
    - Shelf Tags are a great way to keep track of where items are placed in your store. This is useful for returning items, as well as refilling stock in your establishment.

- Printing UPC labels for inventory that has no barcode.
    - Some inventory may not have UPC labels on them, custom labels can be printed for the items where this is the case.

- Printing UPC labels for your inventory that differs from the UPC label already on the packaging.

- Printing Jewelry Tags for your Inventory.
    - Smaller items such as Jewelry may not have enough room for normal labels to be placed on them, we can print Jewelry Tags for this purpose.

Screen Breakdown

Under the **Options** menu the following options are available:

- **Unmark All** – This option will place a 0 in the NumberofLabels column. This will have no labels print.
- **Mark All** – This option will enter a specified number in the NumberofLabels column. After selecting this option you will be prompted for the number of each label to print. After Entering the number of labels you would like to print for each item select OK and the NumberofLabels column will be uploaded accordingly.
- **Set Alternative Company Name** – This option will print a specified company name on the labels. After selecting this option you will be prompted to
- **Use Blaster Variable Hi Speed (deprecated)** – This option will use variable hi speed when printing labels. This feature is recommended for advanced users, as the normal speed is recommended for all printers.
- **Set Zebra Y-Margin Offset** – This option is used to adjust the vertical placement of the barcode on the label. After selecting this option you will be asked to enter a number (in dots) to move the barcode (and other information) up and down on the label. Please note that 8 dots are equal to one millimeter.
- **Set Zebra X-Margin Offset** – This option is used to adjust the horizontal placement of the barcode on the label. After selecting this option you will be asked to enter a number (in dots) to move the barcode (and other information) left and right on the label. Please note that 8 dots are equal to one millimeter.
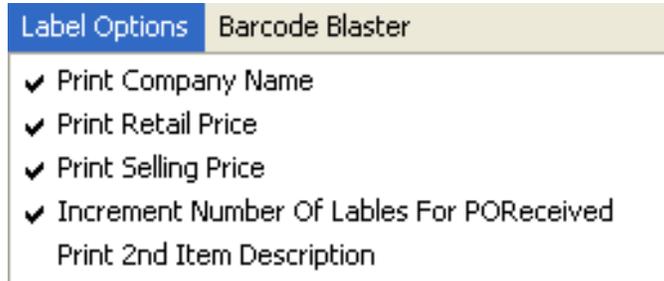
Under the **Label Options** menu the following options are available:

- **Print Company Name** – This option when checked will print the **Company Name** or **Alternative Company Name** on the labels.
- **Print Retail Price** – This option when checked will print the **Retail Price** on the labels. The retail price can be entered on the **Special Pricing** tab of **Inventory Maintenance**.
- **Print Selling Price** – This option when checked will print the **Selling Price** (or the price you charge the customer) on the labels.
- **Increment Number Of Labels For POReceived** – This option when checked will automatically increase the number of labels to print, when items are received on **Purchase Orders** or **Instant Purchase Orders**.
- **Print Second Item Description** – This option when checked will print the information entered on the **Second Description** field (the field under **Description**) of the **Inventory Maintenance** screen.

Under the **Barcode Blaster** menu the following options are available:

- **Calibrate your Bar Code Blaster** – This option will calibrate the Barcode Blaster so that it prints the barcodes correctly on the labels. After selecting this option you will be asked to select OK when the lights on the printer are both solid green. After Calibration has completed you will be asked to turn the device off, count to three and then turn the device back on. You will then need to select OK to continue printing labels with the new calibration.
- **Change Vertical Position** – This option is used to adjust the vertical placement of the barcode on the label. After selecting this option you will be asked to enter the amount (in thousandths of an inch) to move the barcode up and down on the label. Please note that a positive number entered here will move the position of the barcode down and a negative number entered here will move the barcode up on the label.
- **Change Horizontal Position** – This option is used to adjust the horizontal placement of the barcode on the label. After selecting this option you will be asked to enter the amount (in thousandths of an inch) to move the barcode left and right on the label. Please note that a positive number entered here will move the position of the barcode right and a negative number entered here will move the barcode left on the label.
- **Reset to Factory Default** – This option is used to reset the label printer to factory defaults. After selecting this option you will be asked to power down the printer, wait for both green power lights to turn off, count to three, then turn the printer back on and select **OK**.

|	
	Select Label Type: – Here you will be able to select the label type that you would like to print the barcodes on. For more information please see: **Select Label Type**
	Price With Tax – This option when checked, will display the price of the items with tax included.

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.
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.
Exit	**Exit** – This button will exit to the **Manager/Options** screen.

Select Label Type

The choices of which labels can be printed depends on what **Printer Type** is configured in the **Friendly Printer Setup** for your label printer.
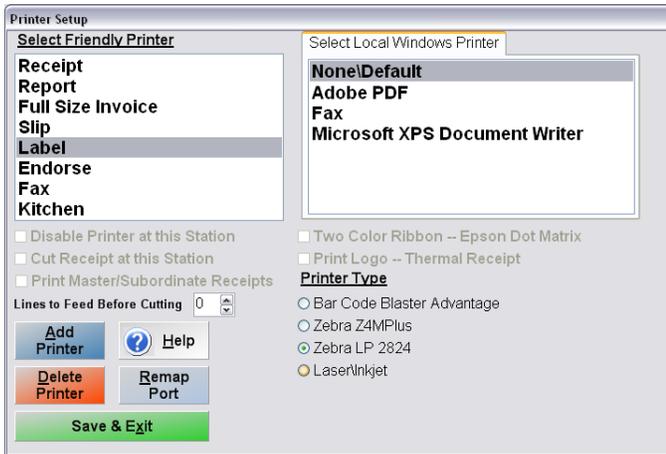
When configuring your label printer the following printer types are available to use with barcode express:

> Please make a selection below to see the available label types for each printer type as well as limitations for each:

- **Barcode Blaster Advantage**
- **Zebra LP 2824**
- **Laser/Inkjet**

Note: The Zebra Z4MPlus is used with another label printing component of CRE/RPE.

Barcode Blaster Advantage

For more information on installing and configuring your Barcode Blaster Advantage please see the link below:

- **http://faq.pcamerica.com/hardware/label-printers/cogniti**

Please select one of the following Barcode Blaster Advantage compatible label types for more information:

- **BCB 231-DT Paper Label 1" x 2.3"**
- **BCB 241-DT Clothing Hang Tag 1" x 2.4"**
- **BCB 2056-DT Jewelry Tag**
- **BCB 231-DTS Split Label 1" x 1"**

Normal Paper Label

BCB 231-DT Paper Label 1" x 2.3" (Paper Labels)

Company Name	27 Alpha Numeric Characters Maximum	
Item Number	16 Character w/o Spaces	20 Digits w/o spaces
Item Description	27 Alpha Numeric Characters Maximum (Shrinks after 22 characters)	
Second Description*	Not available to Print	
Price w/o Retail Price	Four Spaces to the left of the Decimal	
Price w/ Retail Price @ min. Value $0.01	Four Spaces to the left of the Decimal	
Retail Price	Is available	

BCB 241-DT Clothing Hang Tag 1" x 2.4" (Clothing Tags)

Company Name	27 Alpha Numeric Characters Maximum
Item Number	13 Alpha Numeric Characters Maximum
Item Description	30 Alpha Numeric Characters Maximum
Second Description	Not available to Print
Selling Price w/o Retail Price	Four Spaces to the left of the Decimal
Price w/ Retail Price @ min. Value $0.01	Three Spaces to the left of the Decimal
Retail Price	Is available

BCB 2056-DT Jewelry Tag
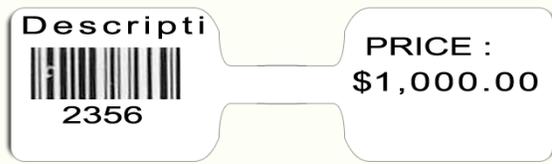
Company Name	Not available to Print
Item Number	6 Alpha Numeric Characters Maximum w/o spaces
Item Description	9 Alpha Numeric Characters Maximum
Second Description	Not available to Print
Selling Price	Six Spaces to the left of the Decimal
Retail Price	Not available to Print

Normal 1x1 Split label   **1x1 Split Label with Reduced size Selling Price**

BCB 231-DTS Split Label 1" x 1"

Company Name	13 Alpha Numeric Characters Maximum	
Item Number	6 Character w/o Spaces	10 Digits w/o spaces
Item Description	13 Alpha Numeric Characters Maximum (Shrinks after 16 characters)	
Second Description	Not available to Print	
Selling Price	Six Spaces to the left of the Decimal (Shrinks after 4 characters)	
Retail Price	Not available to Print	

Zebra LP 2824, LP 2824 +, and TLP 2824+

The Zebra LP 2824 and Zebra LP 2824+ **only support direct thermal** printing. All of the labels listed below can print via direct thermal printing.

The Zebra TLP 2824+ **supports both direct thermal and thermal transfer** printing. However, there are a few types of labels **cannot** print via thermal transfer printing. See below to learn which labels are not supported for thermal transfer printing.

For more information on installing and configuring your Zebra Label Printer please see the link below:
- **http://faq.pcamerica.com/hardware/label-printers/zebra**

Please select one of the following Zebra compatible label types for more information:
- **Zebra Paper Label ZSLCD 4000D 800262-125 – (2.25"W x 1.25"L - Paper Labels)**
- **Zebra 8000D Jewelry Tag #17744 – (2.2" x 0.5" - Jewelry Tags)**
- **Zebra Clothing Tag #10003283 – (1-1/4"W x 2-1/4"L - Clothing Tags)**
- **Zebra Shelf Tag ZSLCD 4000D 800262-125 – (2.25"W x 1.25"L - Shelf Tags)**
- **Zebra Split Paper Label COG-231DTS – (1"W x 1"L – Split Label Tags)**
- **Zebra Paper Label Small – (1-3/4"W x 3/8"L – Paper Labels)**
- **Zebra #18930 – (1.5"W x 0.5"L)**

Zebra Paper Label ZSLCD 4000D 800262-125 – (2.25"W x 1.25"L - Paper Labels)

Normal Paper Label	Paper Label with reduced size Item description, price and retail price

Company Name	27 Alpha Numeric Characters Maximum
Item Number	20 Alpha Numeric Characters Maximum w/o spaces
Item Description	30 Alpha Numeric Characters Maximum (Shrinks after 22 characters)
Second Description*	37 Alpha Numeric Characters Maximum
Price w/o Retail Price	Seven Spaces to the left of the Decimal (Shrinks after 4 characters)
Price w/ Retail Price @ min. Value $0.01	Nine Spaces to the left of the Decimal (Shrinks after 4 characters)
Retail Price	Is available
Printing Type:	Direct Thermal and Thermal Transfer

Zebra 8000D Jewelry Tag #17744 – (2.2" x 0.5" - Jewelry Tags)
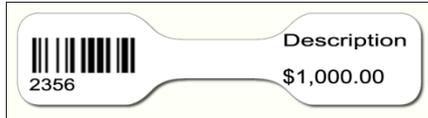
Company Name	Not available to Print
Item Number	10 Alpha Numeric Characters Maximum w/o spaces
Item Description	12 Alpha Numeric Characters Maximum
Second Description	12 Alpha Numeric Characters Maximum
Selling Price	Six Spaces to the left of the Decimal
Retail Price	Not available to Print
Printing Type:	**Direct Thermal ONLY**

Zebra Clothing Tag #10003283 – (1-1/4"W x 2-1/4"L - Clothing Tags)

Company Name	30 Alpha Numeric Characters Maximum	
Item Number	20 Character w/o Spaces	21 Digits w/o spaces
Item Description	30 Alpha Numeric Characters Maximum	
Second Description*	32 Alpha Numeric Characters Maximum	
Selling Price w/o Retail Price	Seven Spaces to the left of the Decimal	
Price w/ Retail Price @ min. Value $0.01	Five Spaces to the left of the Decimal	
Retail Price	Is available	
Printing Type:	**Direct Thermal ONLY**	

Note: If printing the price as well as the retail price they may overlap if the values are long.

Zebra Shelf Tag ZSLCD 4000D 800262-125 – (2.25"W x 1.25"L - Shelf Tags)

Shelf Tag with reduced size price

Normal Shelf Tag

DESCRIPTION	
10 UNIT	
‖‖‖ barcode ‖‖‖	
2356	
UNIT PRICE	**YOUR PRICE**
$10.000 PER UNIT	**$100.00**

DESCRIPTION	
‖‖‖ barcode ‖‖‖	
2356	
UNIT PRICE	**YOUR PRICE**
$1,000.00 PER	$1,000.00

Shelf Tag with reduced size price

Shelf Tag with reduced size price

DESCRIPTION	
‖‖‖ barcode ‖‖‖	
2356	
UNIT PRICE	**YOUR PRICE**
$10,000.00 PER	$10,000.00

DESCRIPTION	
0.1 UNIT	
‖‖‖ barcode ‖‖‖	
2356	
UNIT PRICE	**YOUR PRICE**
$1,000.000 PER UNIT	**$100.00**

Company Name	Not Available to Print
Item Number	20 Alpha Numeric Characters Maximum
Item Description*	26 Alpha Numeric Characters Maximum
Second Description	31 Alpha Numeric Characters Maximum
Selling Price (Your Price)	Seven Spaces to the left of the Decimal (Shrinks after 4 characters)
Unit Price**	Five characters/ Calculation (Price/unit size) should be four digits to the left of the decimal.
Printing Type:	Direct Thermal and Thermal Transfer

** This can either reflect the unit size (if it has been setup in inventory maintenance) or just the price of the item (if unit size was not setup).

- If unit size has not been setup, the max price you can enter is 7 digits to the left of the decimal. The unit price will shrink at 5 digits left of the decimal.
- If unit size has been setup, the max price you can enter is 8 digits to the left of the decimal. The unit price will shrink at 4 digits left of the decimal. The unit type maximum is 5 characters.
*The values entered in Unit Size and Unit Type Fields will replace the second description field. Their Limitations are : 10 Digits for unit Size and 10 Alphanumeric Characters for Unit Type

Zebra Split Paper Label COG-231DTS – (1"W x 1"L – Split Label Tags)

Normal 1x1 Split label

1x1 Split Label with Reduced size Barcode and Item Number

Company Name	15 Alpha Numeric Characters Maximum
Item Number	16 Alpha Numeric Characters Maximum (Shrinks after 13 characters)
Item Description	18 Alpha Numeric Characters Maximum (Shrinks after 16 characters)
Second Description	Not available to Print
Selling Price	Six Spaces to the left of the Decimal
Retail Price	Not available to Print
Printing Type:	Direct Thermal and Thermal Transfer

Zebra Paper Label Small – (1-3/4"W x 3/8"L – Paper Labels)

Normal Paper Tag

Paper Tag with reduced size price

Company Name	Not Available to Print	
Item Number**	11 Character w/o Spaces	20 Digits w/o spaces
Item Description*	30 Alpha Numeric Characters Maximum	
Second Description	Not Available to Print	
Selling Price (Your Price)	Five Spaces to the left of the Decimal	
Unit Price**	Not Available to Print	
Printing Type:	Direct Thermal and Thermal Transfer	

**There is no barcode/price overlap at 8 digits and 5 characters. Anything beyond this will overlap.

Zebra #18930 – (1.5"W x 0.5"L)

041735095893
Description

Company Name	Not Available to Print	
Item Number	12 Character w/o Spaces	20 Digits w/o spaces
Item Description	30 Alpha Numeric Characters Maximum	
Second Description	Not Available to Print	
Selling Price (Your Price)	Not Available to Print	
Unit Price	Not Available to Print	
Printing Type:	Direct Thermal and Thermal Transfer	

Laser/Inkjet

Description

||| ||| || || ||| ||| || || ||| |||

123456789123456789

$100.00

Avery 5160 (2" x 1")

Company Name	Not Available to Print
Item Number	18 Character w/o Spaces
Item Description	30 Alpha Numeric Characters Maximum
Second Description	Not Available to Print
Selling Price (Your Price)	Five Spaces to the left of the Decimal
Unit Price	Not Available to Print

How Do I...?

…Print Barcodes for my inventory?

1. Select the items you would like to print barcodes for and enter a number in the NumberofLabels column.
   - We can use the **Go To Item** Button to bring us to specific items in inventory.
   - To print barcodes for all of your inventory select the **Options** menu then select **Mark All**.

2. Under the **label Options** menu select the options to have printed on your label.

3. Use the dropdown to select the **Label Type** that you would like to use.

4. Select whether you would like to include the **Price With Tax**.

5. Select **Print**.

Your Labels should now print!

…Quickly Print label(s) for a specific item in your inventory?

1. Select the **Quick Print** button.

2. Search for the item in your inventory, then press **Select**.

3. Enter the quantity of labels to print for this item and select OK.

Your labels for this item should now print!