

Barcode Printing in BookMine

Bookmine Basics – Barcode Label Printing

Printing labels directly vs Queuing labels.

Bookmine can print single or multiple barcode labels on demand or as part of a receiving process. If a dedicated label printer is attached to the computer (please note only some printer models are supported – Zebra and Advantage Blaster) the labels will be printed directly to the printer. Otherwise the labels will be queued, either singly, multiply or as part of the receiving process and can be printed anytime later

Configuring Direct Barcode Printing - Dedicated Printer attached

To print barcode labels directly a dedicated barcode printer must be available and configured on the computer you are working on. The alternative is to queue the labels and print them later in batch mode from a computer that has a label printer attached (See below for details on configuring a workstation to queue labels for printing).

A label printer from the approved list (currently most Zebra and Cognitive Solutions Blaster models) should be installed and configured using the device driver provided with them. Test the printer before starting this process. If printing standard 50X25mm labels a custom label of size 50X25mm should be created and named so that it can be unambiguously selected from within the setup routine in Bookmine. For example name the label 50X25 Bookmine.

The following procedure assumes that the printer has been already installed in Windows using the installation software provided with it and it has been configured using the driver interface to print correctly to the media size and type you intend to use (labels can be thermal direct or thermal transfer which require a ribbon). See below for an overview of configuring the Zebra printer.

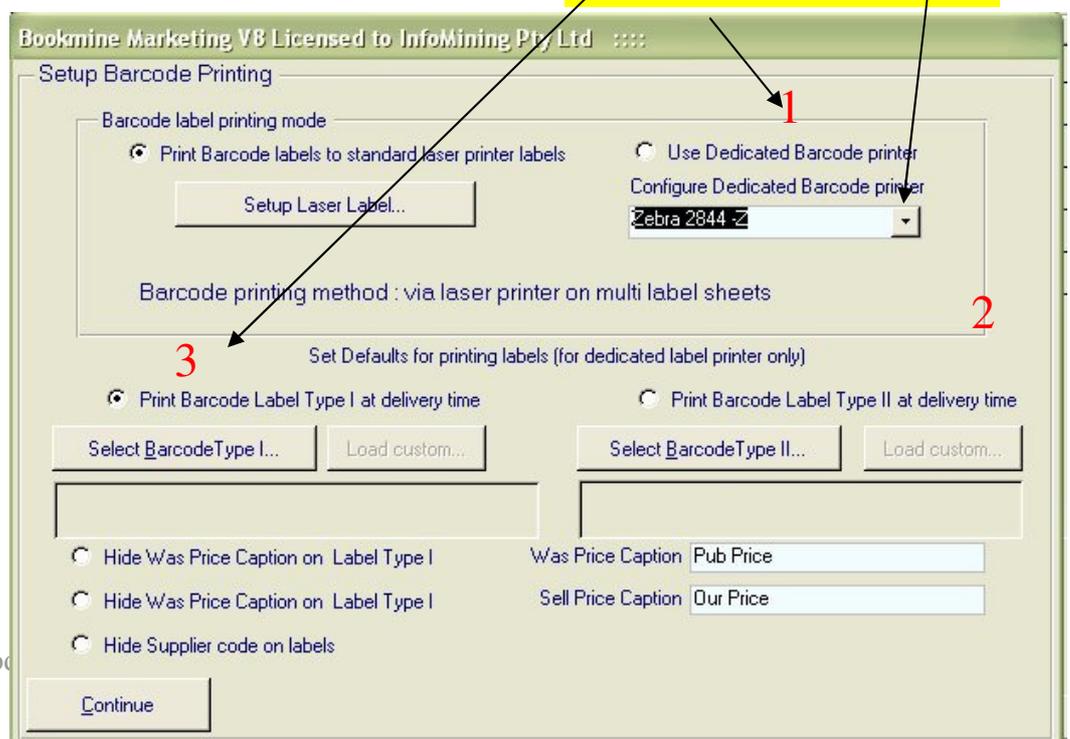
Working in Bookmine, from the Main SWBD > User Options > Purchase Ordering > Configure Barcode Printing Options. The **Setup Barcode Printing** interface opens (see fig).

Tick the **Use Dedicated Barcode printer** option. Select either the **Zebra** or **Advantage Blaster** option from the drop down box.

Zebra option: If Zebra is selected the Printer Select interface is displayed (see fig).

On the **Select Printer** interface (fig next page) at **1** select the local Zebra printer from the list of printers available

- 1 - Select dedicated printer option.
- 2 - Select the printer type
- 3 - Select the label type



on the local computer. If the printer does not appear in the list it may not have been installed yet. Check with your IT administrator for the name of the printer or get them to install and configure it for you.

Once the printer is selected the paper sizes available for the printer are listed at **2**. If you have set up a custom label called **50X25 Bookmine** (see later *Installing and Configuring Zebra Barcode Label Printers in Windows*), select it from the list. At **3** select **Paper Source** as the default paper bin to use. If you are using a different label size select the corresponding size from the list.

For example if you are printing Address labels that are 100 by 150 mm (4 by 6 inches), select this size from the list. If the size matching the physical label you are using is not available it has to be added to the label sizes using the printer driver (see *Installing and Configuring Zebra Printer – Create a custom paper size*)

Click Apply to finish.

You are returned to the **Setup Barcode Printing** interface (see fig above).

Click the **Select Barcode Type1** command. Select the barcode label size to match the paper size you just selected above. If you are intending to print standard barcode labels select the **50X25mm – Barcode label Was and Is Price – Tall Barcode**. This label's barcode is easier to scan than the alternative standard label.

You can optionally set other properties for the label such as whether the supplier's code is printed on the label, the WAS price label and other options. Make changes and test.

Advantage Blaster Option:

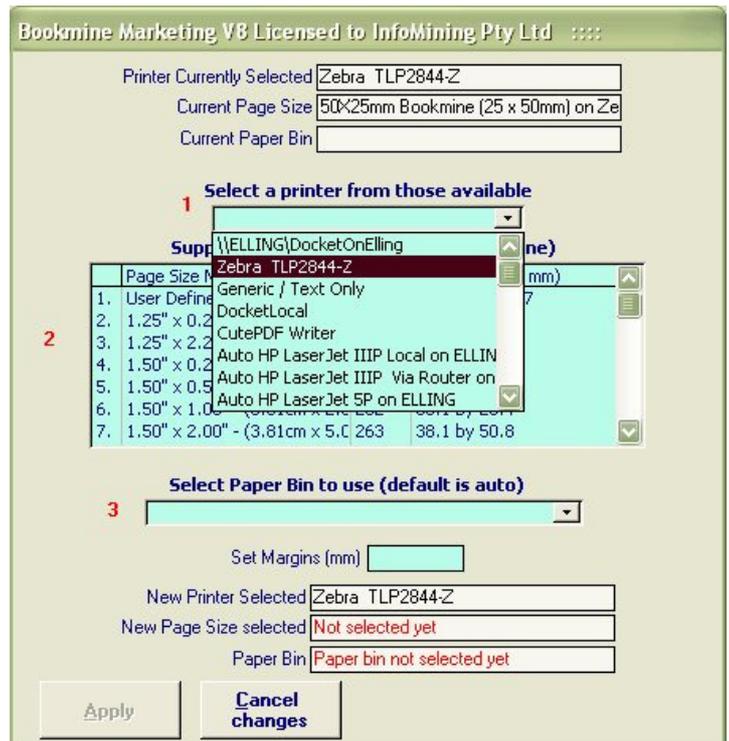
The printer has to be connected and configured in Windows as a generic Text printer before configuring in Bookmine.

Follow steps 1 and 2 above

You are prompted to select the label size. This printer has less label types available for it.

Once the label size has been selected to match the size loaded in the printer you should be able to print to it.

You can select other options as required.



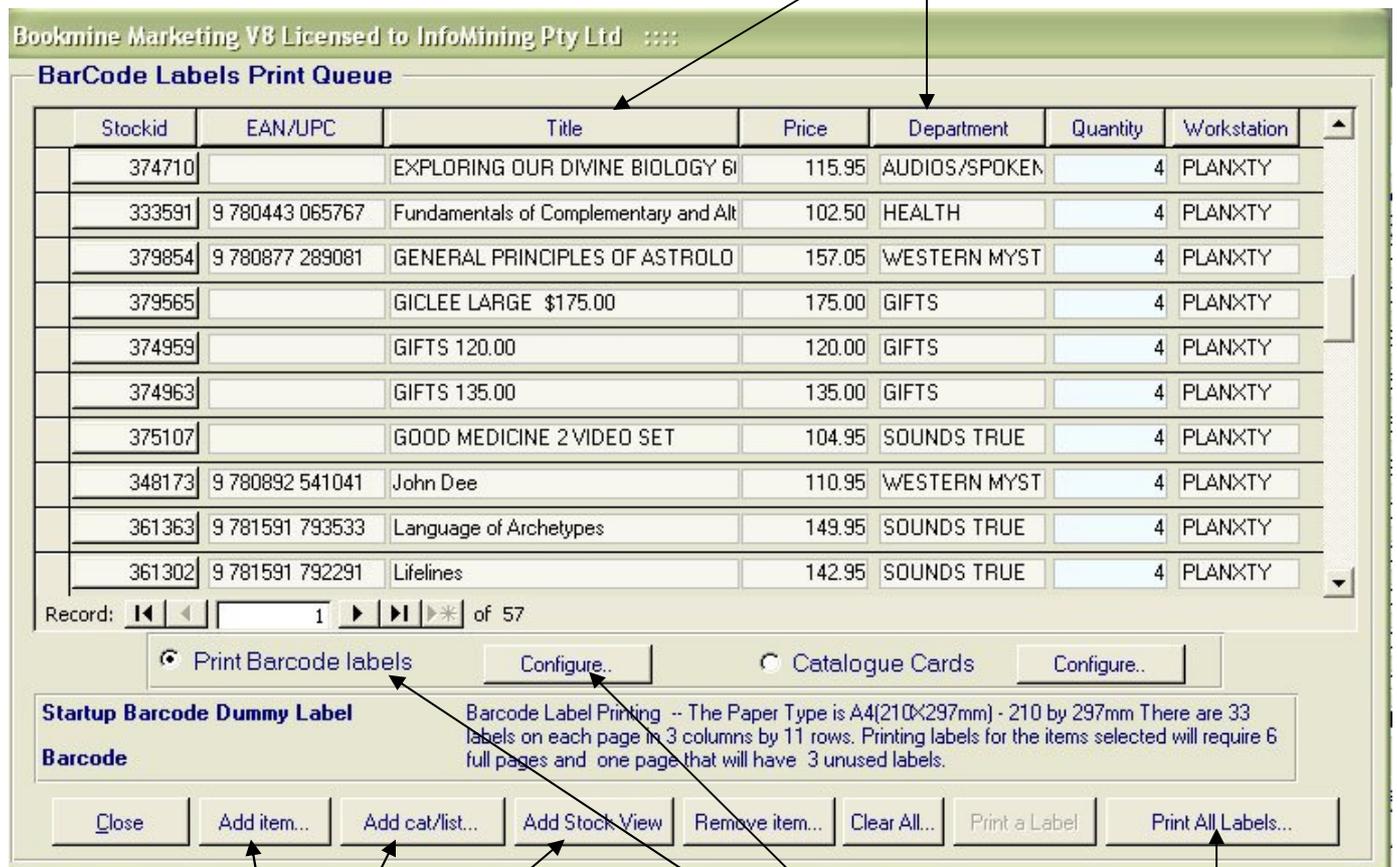
Configuring Barcode Printing via the Global Barcode Label Queue

In Bookmine a global label queue is used to print barcode labels in batch mode. Once the labels have been queued they can be printed on a barcode label printer or on sheets of labels using a standard laser printer. Once the queue is configured items will be automatically added to it as part of the receiving process or any time you explicitly print a barcode label.

To configure the queue, open the **Barcode Label Queue** (from the Supply Chain Switchboard click the Barcode Label Queue command or from the Main SWBD > User Options > Purchase Ordering > Configure Barcode Printing Options). The **Barcode Label Queue** is displayed (See fig)

Barcode Label Queue interface

Sort listing by any column. Toggles between ASC/DESC



Add single or views of items to the queue using these buttons

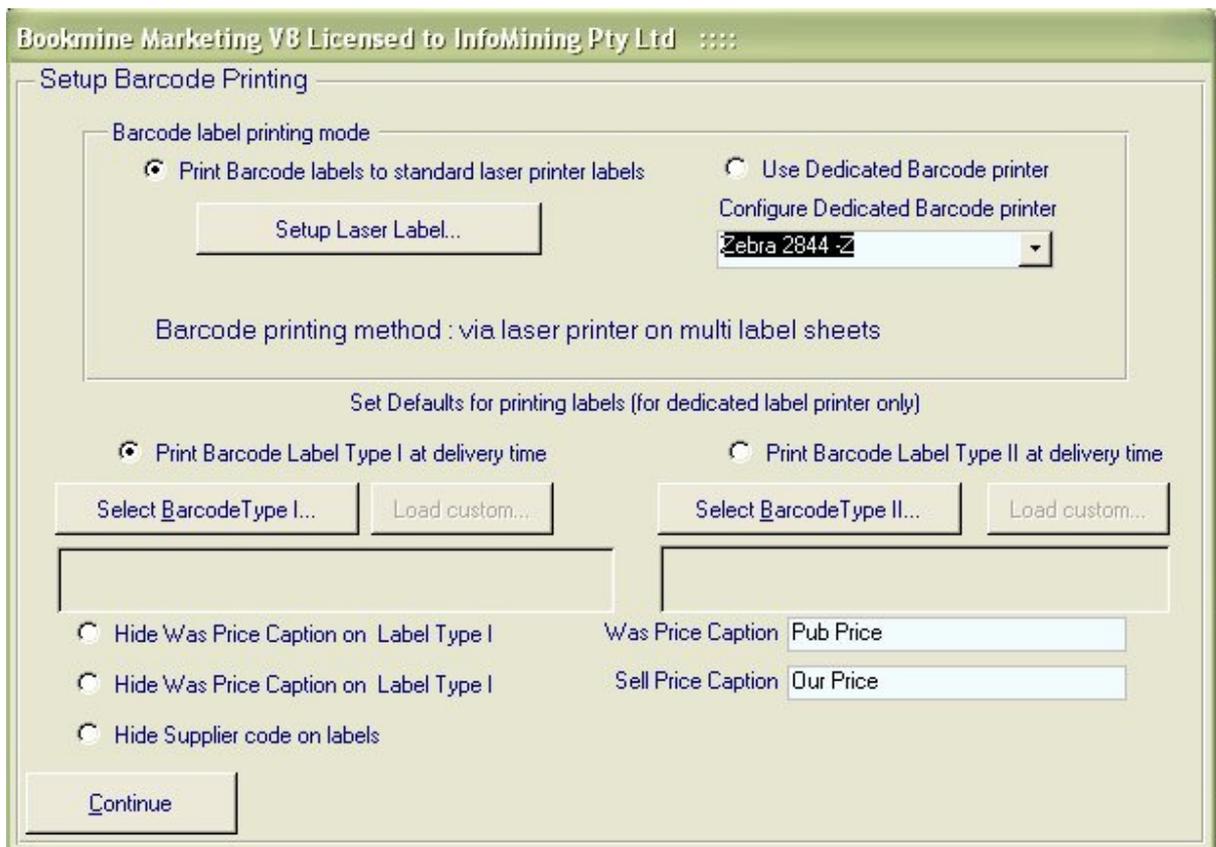
Configure this computer to print barcode labels via the print queue, a dedicated label printer or using sheets of labels such as Avery or Monarch.

Print labels for items added from a specific workstation or all labels in the queue and optionally remove all that were printed

Click on the **Configure** command adjacent to the **Print Barcode Labels**. The **Setup Barcode Printing** interface is displayed (see fig)

Tick the **Print Barcode Labels to Standard Laser printer Labels** option. This directs all labels to be queued for printing in batch mode instead of being printed immediately to a dedicated label printer.

Setup Barcode Printing interface



In order to queue labels for printing a laser label type must be selected (even if you intend to print the contents of the queue as barcode labels to a dedicated printer on another computer).

Click the **Setup Laser Label** command. The Setup Laser Label interface is displayed (see fig).

From the drop down list at the top of the **Setup Labels** screen select **any** label type available (Select the Dummy label if it is the only available) or you can set up a new label type (only do this if you intend to print the labels for items in the queue using sheets of Avery style labels) If a label type is already selected skip this step and exit the interface.

After selecting a label type click Continue. You may be warned that the label dimensions selected will not fit the paper size and that the width will be adjusted accordingly to make them fit. Agree to this and close the interface.

Tick the **Print Barcode Label Type I at delivery time** option.



The workstation is now configured to queue items for printing instead of printing them immediately. When finished adding to the queue they can be printed in batch mode to a dedicated label printer from a computer that has one attached or as sheets of laser labels from any computer. In both cases the printer must be configured and ready.

Installing and Configuring Zebra Barcode Label Printers in Windows

Install the printer by following the instructions that come with the printer.

After installation go to **Start > Printer and Faxes**. Right click on the Zebra printer and select **Properties**. Under the **General** tab click the **Printing preferences** command.

The interface displayed is used to specify the media type and other properties such as head heat to printer darker or lighter.

The most important setting here are the: Media Settings > Media Type. Select either:

- **Thermal Direct** - labels do not require a ribbon. They are heat sensitive.
- **Thermal Transfer** – Labels are not heat sensitive. They require a ribbon.

If Thermal Transfer is selected here and a ribbon is not installed in the printer the printer light will flash RED every time you either attempt to print or form feed a label.

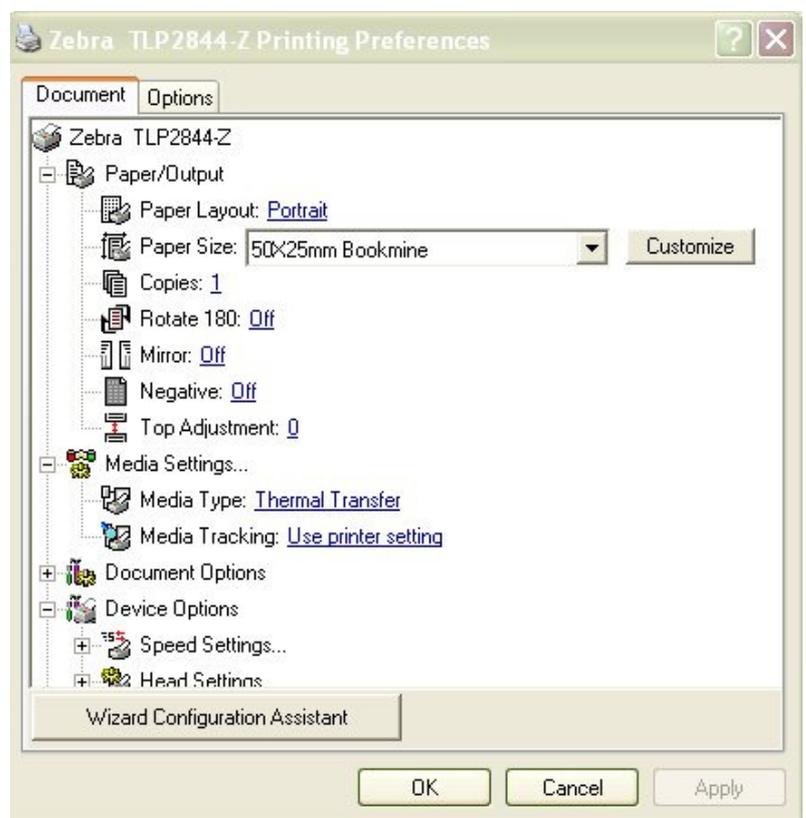
Another cause for this is if the ribbon is not installed correctly or is sticking.

Device Options:

Head Setting: From her you can set the print intensity which may have to be changed from one paper type or batch to the next.

All other setting should not have to be changed. Leave them at the default settings.

Once set close this interface and configure Bookmine to print to it (see above)



Create a Custom Paper Size

Paper/Output: Paper Size. The paper size used in Bookmine most likely will not be supported by default by the printer. Use the **Customise** button (click on the Paper size to display it) to create a new paper size to match the size to be used for labels. For example Bookmine has a standard label for books that is 50mm wide by 25mm tall. To create a printer paper size to match this use the **Customise** button. On the **Paper Size Setup** interface displayed (i) invoke **New** command (ii) change the **name** to 50X25mm Bookmine (or any other name that will be easy to recognise unambiguously when you are configuring label printing in Bookmine) , (iii) set the width to 50mm (iv) the height to 25mm and click OK.

Select this label in the setup Printer process in Bookmine when configuring barcode label printing.

