



READY LABEL USER MANUAL

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INTRODUCTION

Design and print custom labels using the simple but flexible, touch-optimized label design software. Use Ready Label in a stand-alone print station or integrate it into a fully automated system.

The software is available for purchase with different accessories. Depending upon the package purchased, the options available will include:

PRINT STATION:	Includes tablet with software installed, docking station, bluetooth keyboard, mouse, CAB label printer and (1) each rolls of labels and ribbon (standard size).
PLUG AND PRINT:	Tablet with software installed, docking station, bluetooth keyboard and mouse
SOFTWARE:	Individual software license

Biosero, Inc

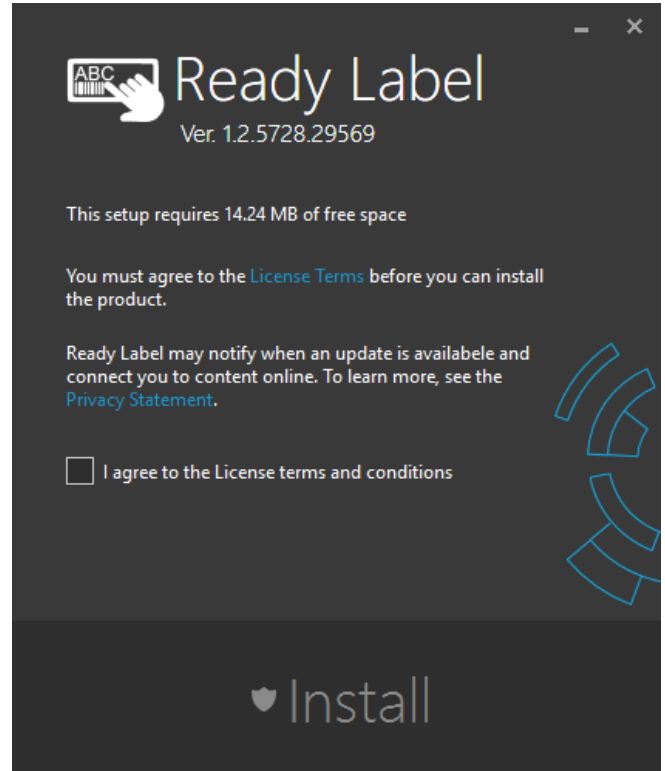
4202 Sorrento Valley Boulevard, Suite F
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www.biosero.com/service

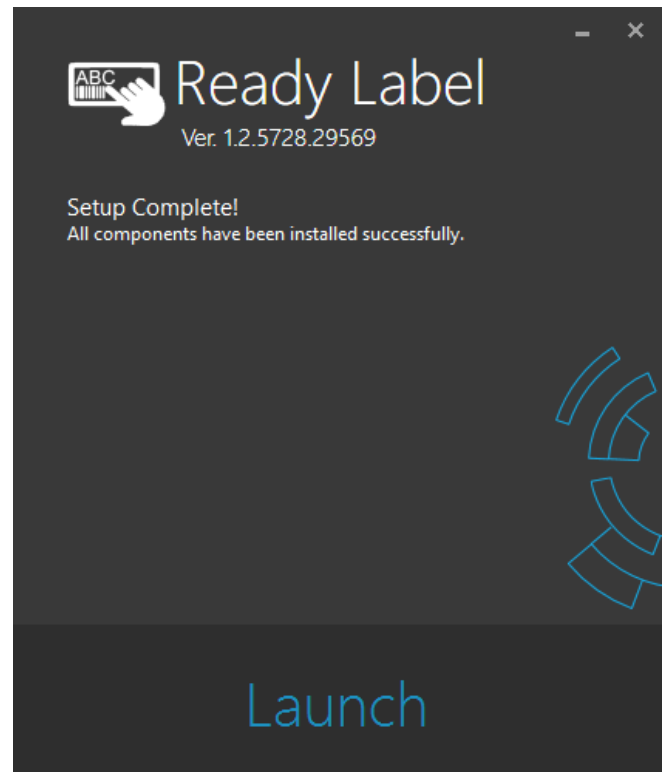
INSTALLATION AND SETUP

INSTALLATION:

- 1 Download Ready Label from bioserosoftware.com. A valid email address is required in order to download the software.
- 2 Open the executable file
- 3 Read and accept the terms in the License Agreement that pops up. Click 'Install'

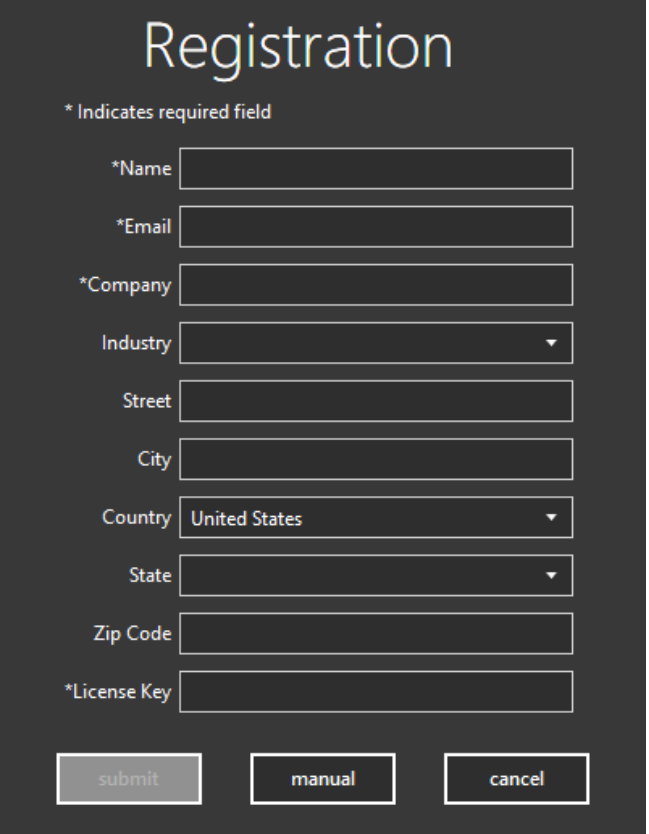


- 4 If a security pop up arises, allow access to the hard drive on the computer. The download will commence.
- 5 Once the download completes, click 'Launch' on the pop-up window



REGISTRATION:

- 1 Start Ready Label
- 2 Click 'Register Now' when the program opens
- 3 Complete the required fields and click 'Submit'.
The 'Submit' button will become active once all required fields are complete.



Registration

* Indicates required field

*Name

*Email

*Company

Industry

Street

City

Country

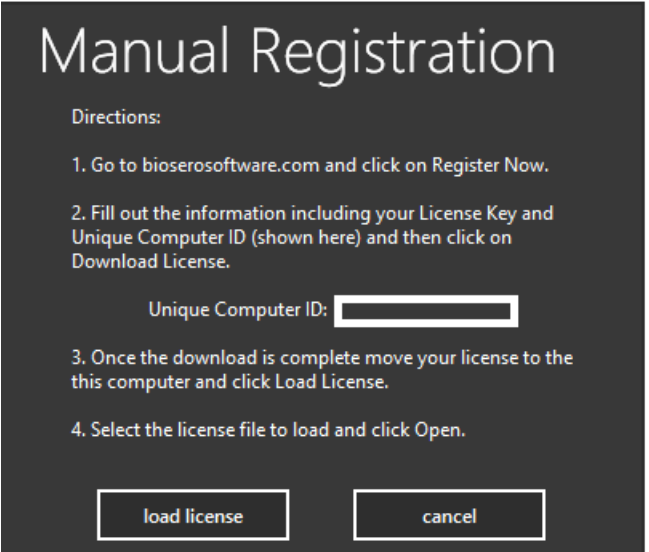
State

Zip Code

*License Key

submit manual cancel

- 4 If a manual registration process is desired, click 'Manual', read the prompt window and load the license file by clicking 'Load License' and navigating to the file containing the license key.
- 5 The unique computer ID associated with the computer in use will appear in the window.
This process can also be completed if an internet connection is not available and registering is necessary or desired.
- 6 To register at a later time, click 'Remind me Later' on the open window.



Manual Registration

Directions:

1. Go to bioserosoftware.com and click on Register Now.
2. Fill out the information including your License Key and Unique Computer ID (shown here) and then click on Download License.

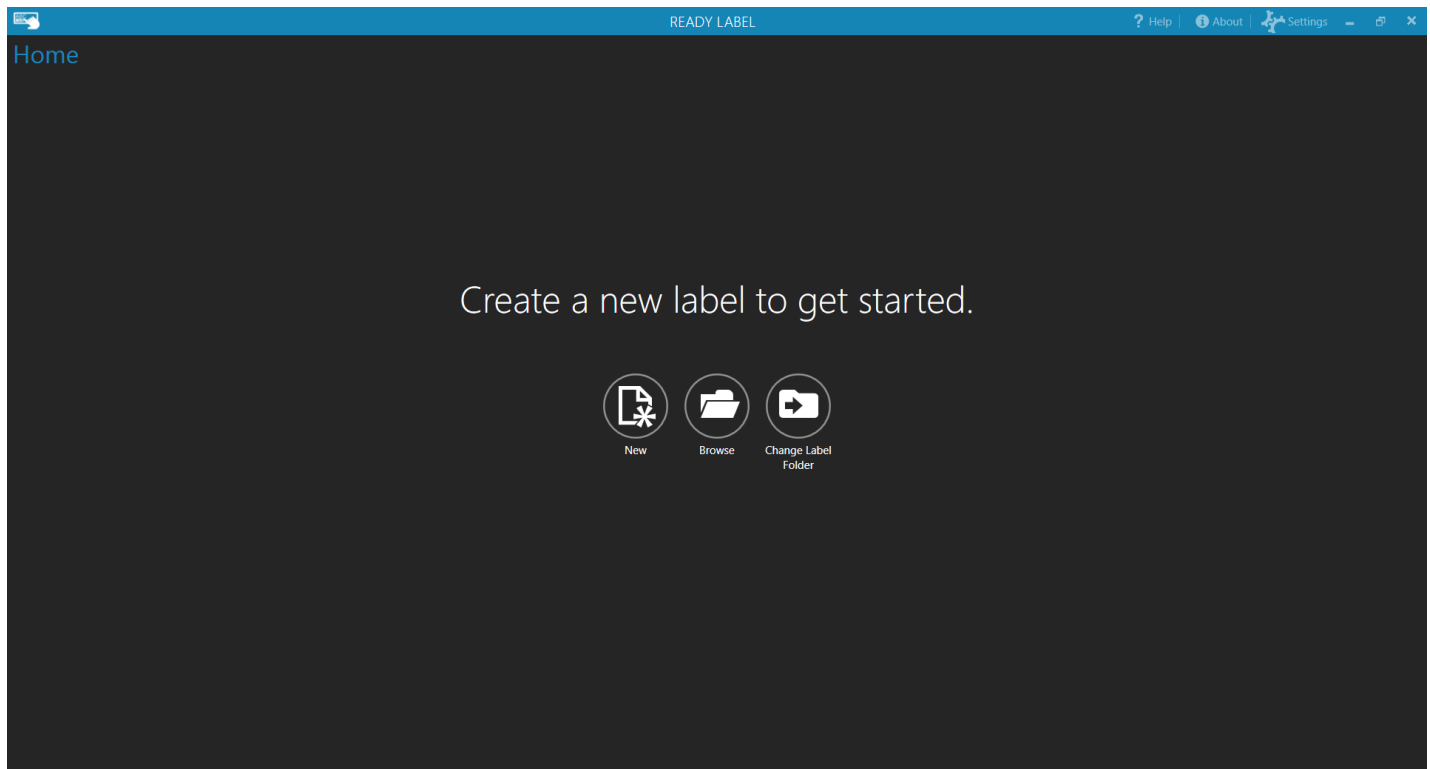
Unique Computer ID:

3. Once the download is complete move your license to the this computer and click Load License.
4. Select the license file to load and click Open.

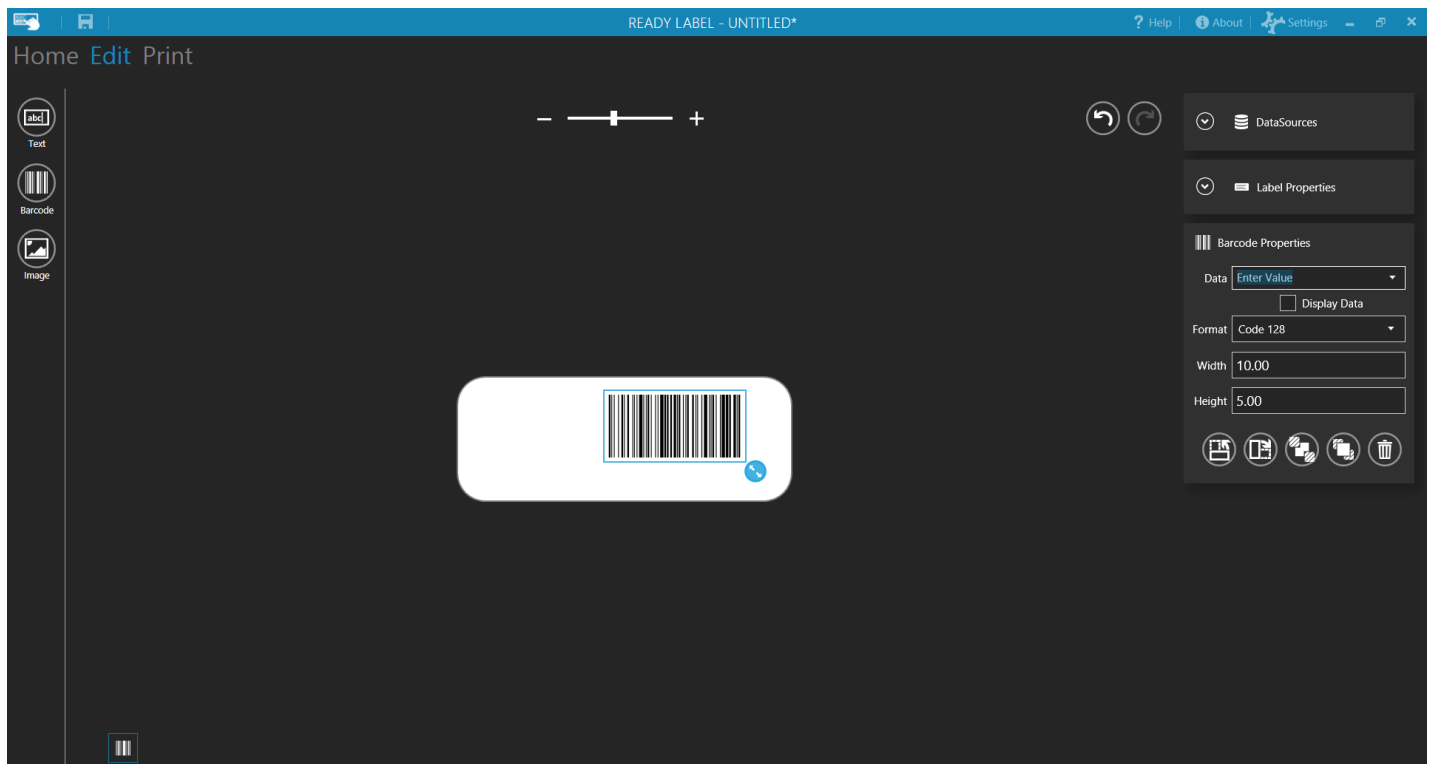
load license cancel

QUICK START GUIDE

1: CREATE A NEW LABEL Click 'New' to create a new label

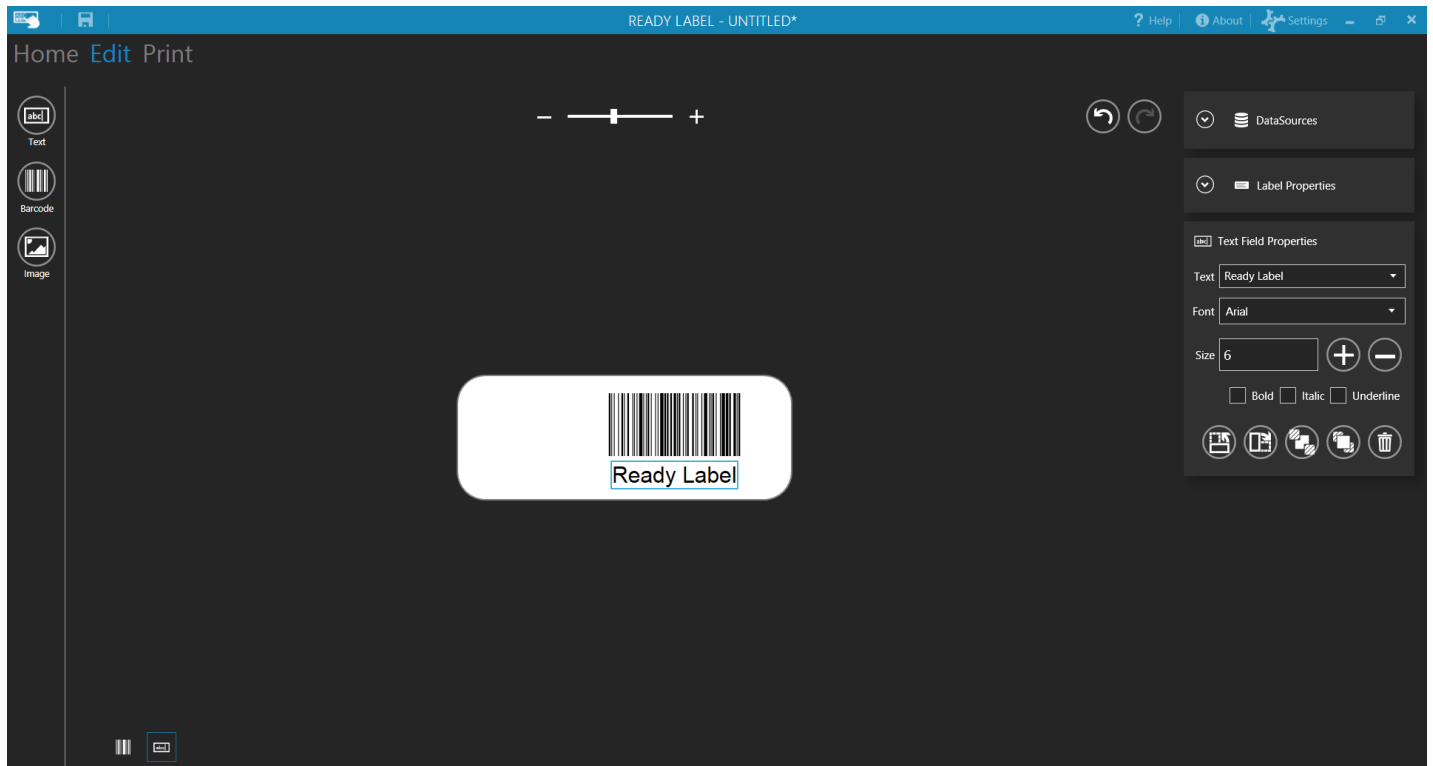


2: ADD A BARCODE Click 'Barcode'. Configure the barcode properties in the 'Barcode Properties' tab



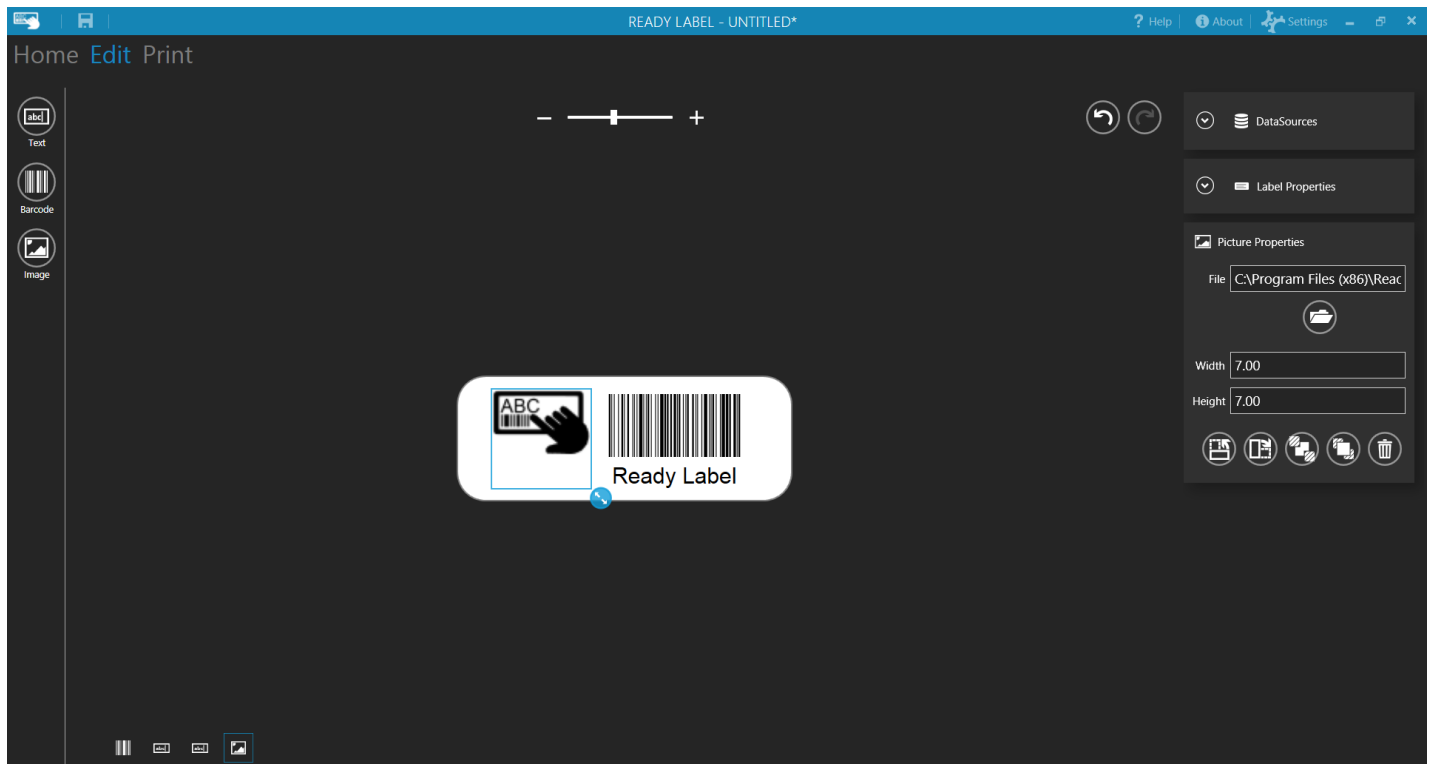
3: ADD TEXT

Click 'Text'. Configure the text properties in the 'Text Field Properties' tab



4: ADD AN IMAGE

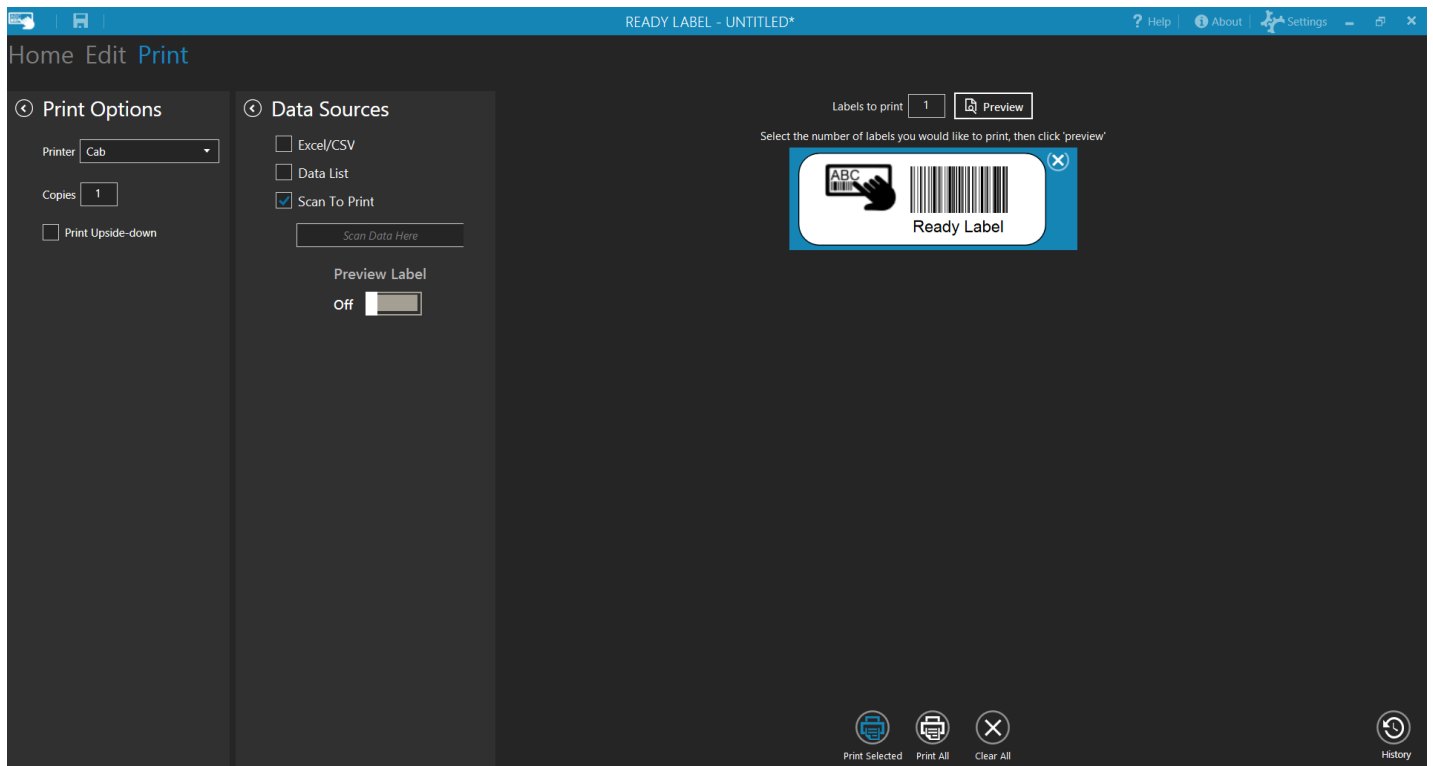
Click 'Image'. Upload the image and specify the size in the 'Picture Properties' tab



5: PRINT THE LABELS

Navigate to the 'Print' tab. Click 'Preview' after specifying desired label quantity

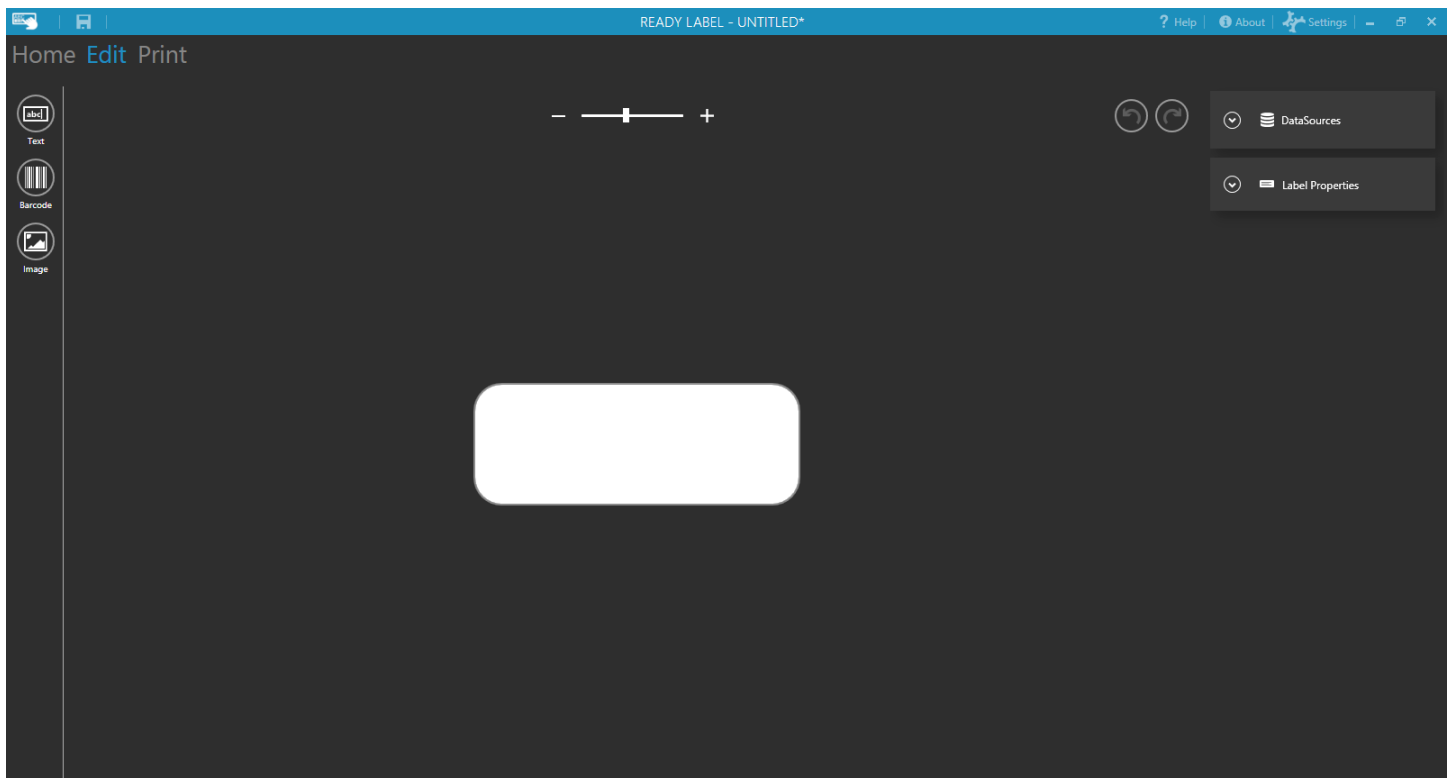
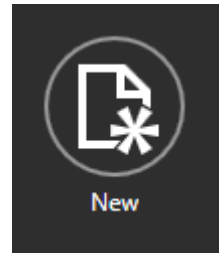
Click 'Print Selected' to print the labels



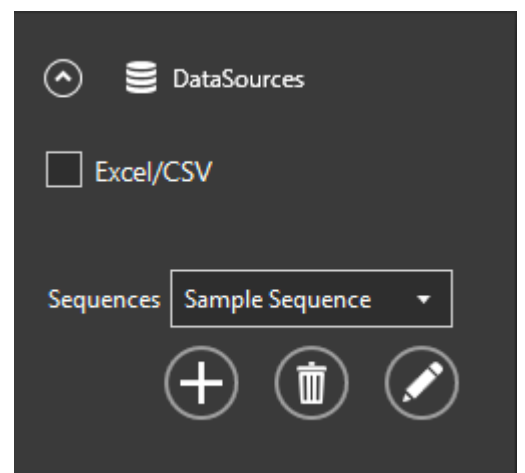
FUNCTIONS

CREATING A LABEL:

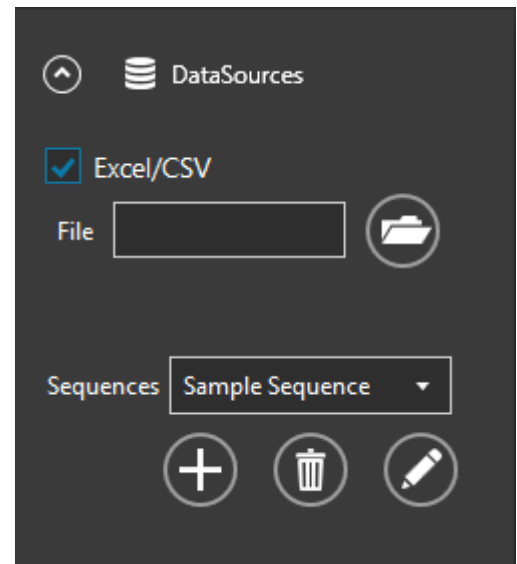
- 1 When the software is opened, the Home Screen will appear. The default file location for all saved labels will be displayed on the screen. Click 'New' to begin a new label.



- 2 The Edit tab will open. A default label will appear in the center of the screen. This label can be edited.
- 3 Open the DataSources dropdown window.



a. Check the box labeled 'Excel/CSV' if the barcodes will be taken from a file.



i. Select the file location with the barcode data in the 'File' box by clicking the icon, navigating to the file location and selecting the image.



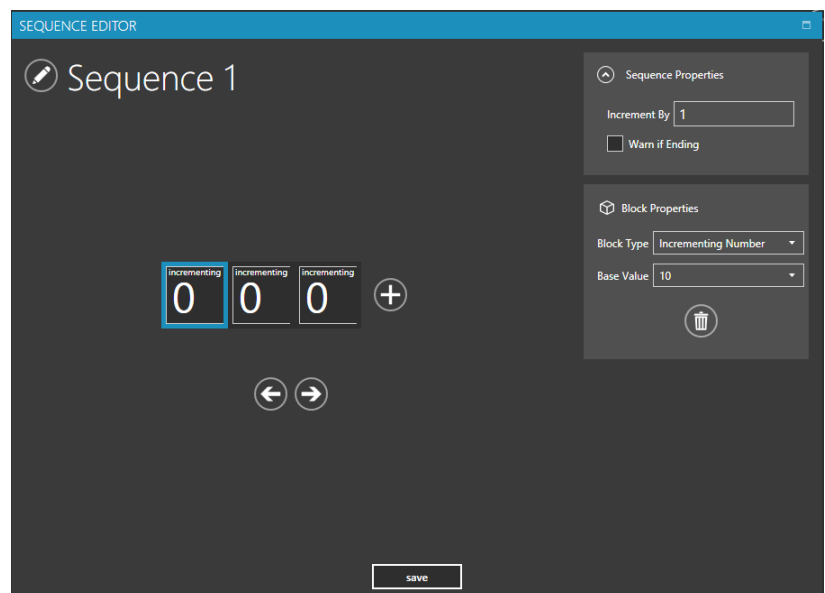
b. Leave the box unchecked if the barcodes will be generated by Ready Label.

i. A default sequence 'Sample Sequence' is preloaded into Ready Label. This sequence can be edited for use, used in its current state or left as an example. Sequences added to Ready Label throughout use will also be shown in the 'Sequences' dropdown list.

ii. Create a sequence for the barcode by clicking the icon at the right



1. The Sequence Editor window will appear with a default barcode of three incrementing numbers



2. Rename the sequence in the Sequence Name field on the upper left corner.

3. Additional characters can be added to the barcode by selecting the character type from the Block Type dropdown list in the Block Properties tab and clicking the icon at the right

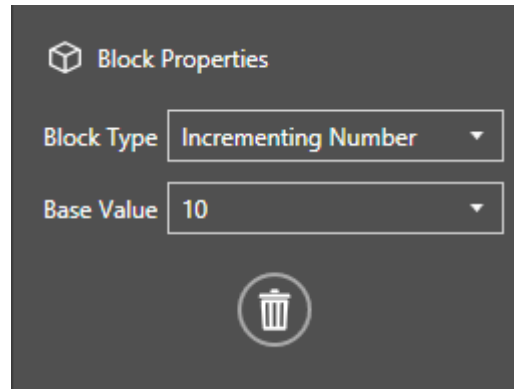


a. Incrementing Number:

i. Select the base value for the character in the Base Value dropdown list.

ii. Select the starting value for the character by clicking on the character and selecting a value from the dropdown list.

iii. To specify the value by which the sequence increments, enter a numeric value in the 'Base Value' field.



b. Upper Case Letter:

i. Select the value for the character by clicking on the character and selecting a value from the dropdown list.

1. This can range from A - Z.

c. Date/Time:

i. Select a format for the date/time display by clicking on the character and selecting the desired format.

1. Options:

- a. **yy**: Two Digit Year
- b. **yyyy**: Four Digit Year
- c. **MM**: Two Digit Month of the Year
- d. **MMM**: First Three Letters of Month (English)
- e. **MMMM**: Full Name of the Month
- f. **dd**: Day as a Number with a Leading Zero
- g. **ddd**: Abbreviation for the Day of the Week
- h. **dddd**: Full Name of the Day
- i. **hh**: Hour with a Value Between 00 and 12
- j. **HH**: Hour with a Value Between 00 and 24
- k. **mm**: Minute with a Value Between 00 and 59
- l. **ss**: Second with a Value Between 00 and 59

d. Number (Fixed):

i. Select the base value of the character by clicking on the character and selecting a value from the dropdown list.

e. Lower Case Letter:

i. Select the base value of the character by clicking on the character and selecting a value from the dropdown list.

f. Character:

- i. Select the base value of the character by clicking on the character and selecting a value from the dropdown list.

c. To edit a previously created sequence, select the name of the desired sequence in the 'Sequences' field and click the icon at the right



- i. All sequences are saved within Ready Label and are available for use in all past, current and future barcodes.

- ii. Be aware that any changes made to a sequence in one barcode file will be reflected in all other barcode files.

d. To delete a previously created sequence, select the name of the desired sequence in the 'Sequences' field and click the icon at the right



4 Open the Label Properties dropdown window.

a. Select the barcode label style in the 'Style' dropdown menu

- i. Biosero label sizes are pre-loaded into the dropdown list

- ii. Select 'Custom' in the 'Style' dropdown list if a custom label size will be used.

1. Entering width, height or corner radius values will automatically set the 'Style' field to 'Custom'

2. Dimensions are in millimeters

iii. Click the 'Advanced' tab within the 'Label Properties' tab.

1. Specify the label spacing, backing width, X offset and Y offset.

Label Properties

Style: BioSero (9x24) 21

Width: 24.00

Height: 9.00

Corner Radius: 2.00

Advanced

Label Properties

Style: BioSero (9x24) 21

Width: 24.00

Height: 9.00

Corner Radius: 2.00

Advanced

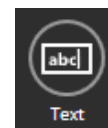
Label Spacing: 2.00

Backing Width: 50.00

X Offset: 0.00

Y Offset: 0.00

5 Click 'Text' on the left hand side of the screen to add a textbox to the label



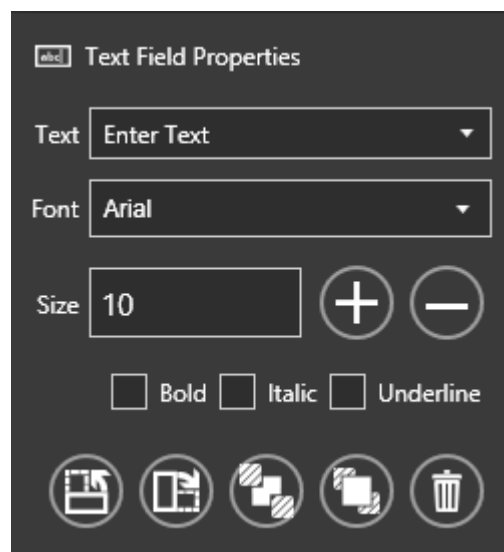
a. Enter the desired text in the 'Text' field in the 'Text Field Properties' tab or select an option from the drop-down list. The sequence value or other loaded data can also be displayed.

i. {Listed Data}

1. Select this option if a list of data will be entered to be printed onto the labels. This data is entered under the 'Print' tab.

ii. {Scan to Print}

1. Select this option if a barcode will be scanned into the system and then replicated for printing by Ready Label. This data is scanned under the 'Print' tab.



b. Select the font size in the 'Size' field

i. Use the plus or minus buttons to increase or decrease the font size incrementally

c. Check 'Bold', 'Italic', or 'Underline' in order to alter the appearance of the text

d. Click the icon at the right to rotate the textbox 90 degrees counterclockwise



e. Click the icon at the right to rotate the textbox 90 degrees clockwise



f. Click the icon at the right to send the textbox to the back



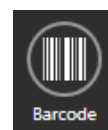
g. Click the icon at the right to bring the textbox to the front



h. Click the icon at the right to delete the textbox



6 Click 'Barcode' on the left hand side of the screen to add a barcode to the label



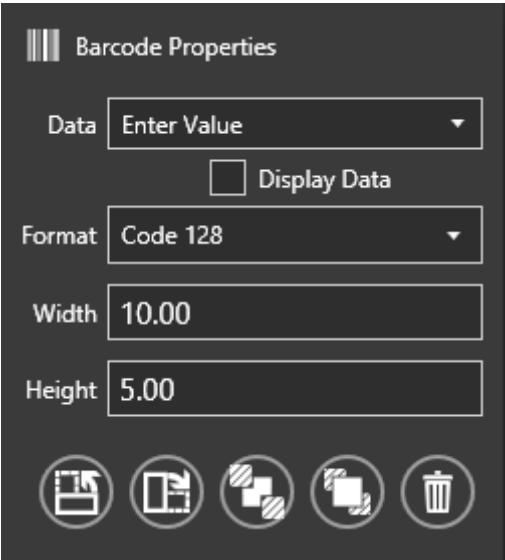
a. Enter the desired data text in the 'Data' field in the 'Barcode Properties' tab or select an option from the dropdown list. The sequence value or other loaded data can also be displayed.

i. {Listed Data}

1. Select this option if a list of data will be entered to be printed onto the labels. This data is entered under the 'Print' tab.

ii. {Scan to Print}

1. Select this option if a barcode will be scanned into the system and then replicated for printing by Ready Label. This data is scanned under the 'Print' tab.

A screenshot of the 'Barcode Properties' dialog box. It has a title bar with a barcode icon and the text 'Barcode Properties'. Inside, there is a 'Data' field with a dropdown menu showing 'Enter Value'. Below it is a checkbox labeled 'Display Data'. The 'Format' field is a dropdown menu showing 'Code 128'. The 'Width' field is a text box with '10.00'. The 'Height' field is a text box with '5.00'. At the bottom, there are five circular icons: a barcode, a document with a barcode, a document with a magnifying glass, a document with a checkmark, and a trash can.

b. Check 'Display Data' to display the data below the barcode

c. Select the desired barcode format from the 'Format' dropdown list

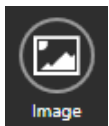
d. Specify the width of the barcode in the 'Width' input box

e. Specify the height of the barcode in the 'Height' input box

i. The dimensions of the barcode can also be changed by clicking and dragging the icon in the lower right corner of the barcode



7 Click 'Image' on the left hand side of the screen to add an image to the label



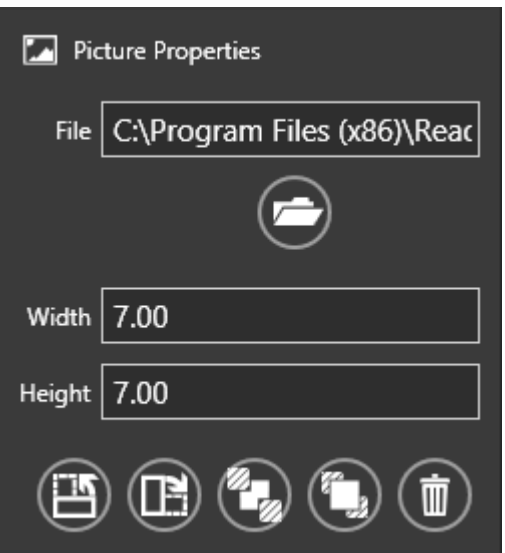
a. Select the file location of the desired image in the 'File' box by clicking the icon at the right and navigating to the file location and selecting the image in the Picture Properties tab. The default image is the Ready Label logo located within the Ready Label folder in the C drive.



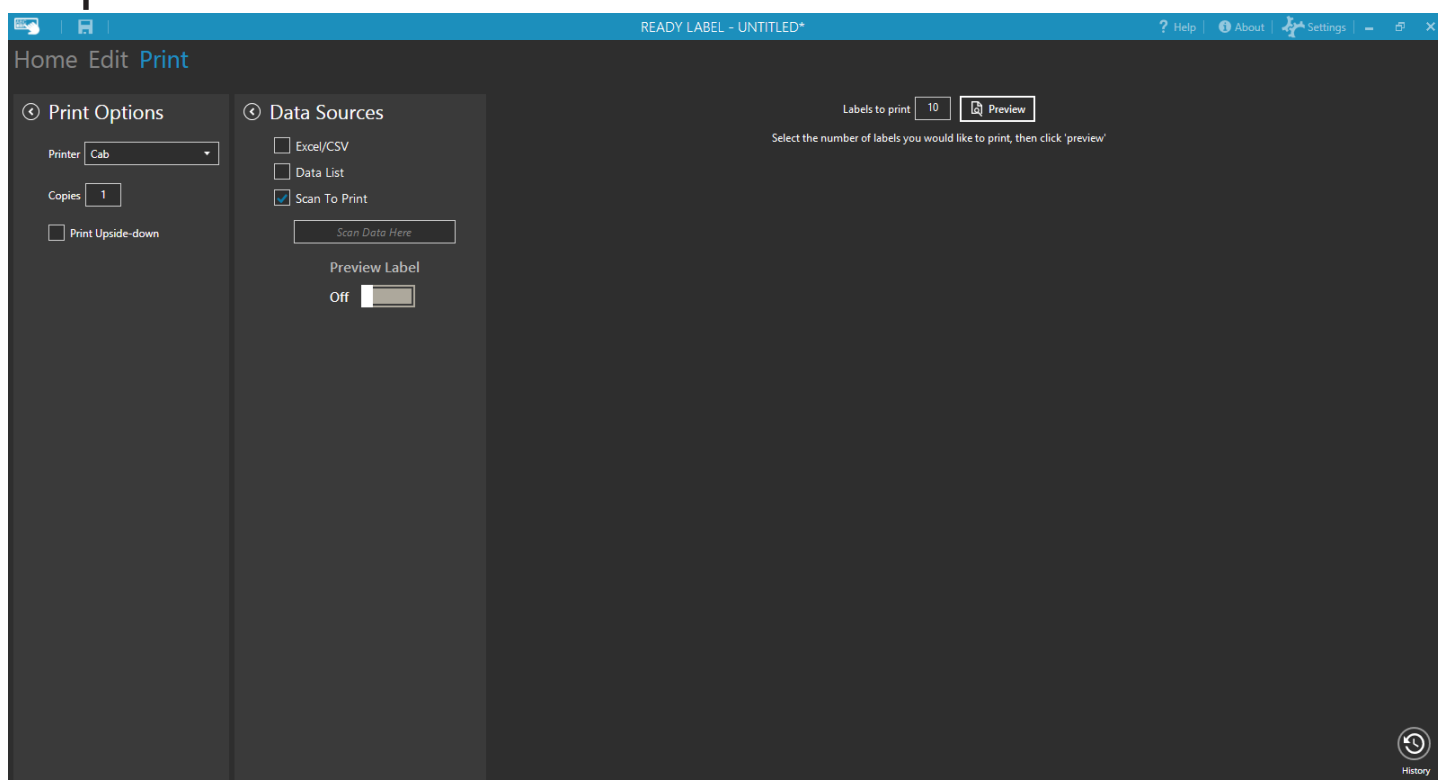
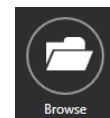
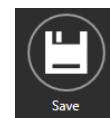
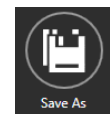
b. Specify the image width in the 'Width' input box

c. Specify the image height in the 'Height' input box

i. The dimensions of the barcode can also be changed by clicking and dragging the icon in the lower right corner of the barcode.

A screenshot of the 'Picture Properties' dialog box. It has a title bar with a picture icon and the text 'Picture Properties'. Inside, there is a 'File' field with a text box showing 'C:\Program Files (x86)\Reac'. Below it is a circular icon with a white folder icon. The 'Width' field is a text box with '7.00'. The 'Height' field is a text box with '7.00'. At the bottom, there are five circular icons: a barcode, a document with a barcode, a document with a magnifying glass, a document with a checkmark, and a trash can.

- 8 Zoom the view of the barcode label in or out by dragging the bar across the top of the screen or clicking the plus or minus buttons.
- 9 Click the icon at the right to undo the last action completed
 - a. Multiple actions can be undone
- 10 Click the icon at the right to redo an action that has been undone.
 - a. Multiple actions can be redone
- 11 To save the barcode label, click the 'Home' tab at the top left of the screen.
 - a. Click 'Save As' on the left hand side of the screen
 - b. Navigate to the desired file location, specify a file name and click 'Save'
 - i. The barcode label can also be saved by pressing the 'Ctrl' + 'S' keys
 - c. To save an existing barcode label after making changes, navigate to the 'Home' tab and click 'Save'
 - i. The keys 'Ctrl' + 'S' can also be pressed to save any changes to an existing barcode label
- 12 To open an existing barcode label, click the 'Home' tab at the top left of the screen.
 - a. Click 'Browse' on the left hand side of the screen
 - b. Navigate to the file location, select the file and click 'Open'
 - i. Alternatively, the file name can be double clicked
 - c. Recently edited or currently open barcode label files will display in the 'Home' menu
- 13 To print the barcode label, click the 'Print' tab on the top left of the screen

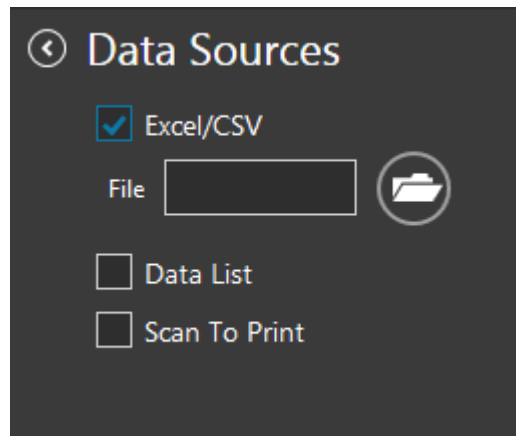


a. Select the desired printer from the 'Printer' dropdown list in the 'Print Options' panel

i. The Cab and Zebra printers are pre-loaded into Ready Label

b. Specify the data sources in the 'Data Sources' panel

i. Check 'Excel/CSV' if the barcodes will be taken from a file.



The screenshot shows the 'Data Sources' panel with a back arrow icon at the top left. Below the title, there are three options: 'Excel/CSV' with a checked checkbox, 'Data List' with an unchecked checkbox, and 'Scan To Print' with an unchecked checkbox. To the right of the 'Excel/CSV' option is a 'File' label, a text input box, and a folder icon button.

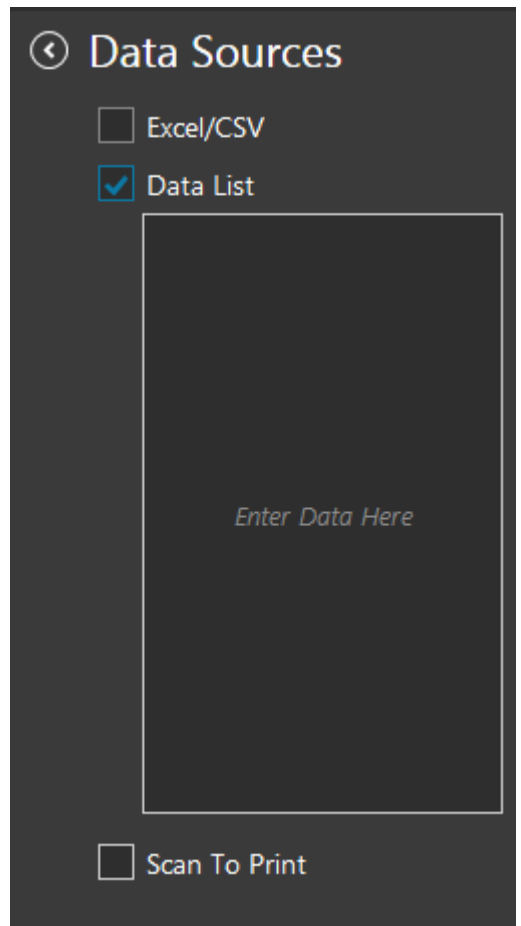
1. Specify the file location by typing the file location in the 'File' textbox or clicking the icon at the right and navigating to the file location



2. Specify the row in the file that holds the desired data

ii. Check 'Data List' to enter a list of data, with each barcode entered on a separate line that will be used as the barcode text on the label

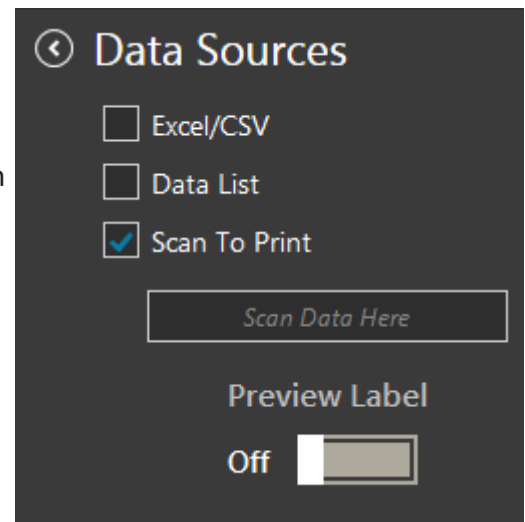
1. This data can also be scanned in and used to create replicate barcode labels



The screenshot shows the 'Data Sources' panel with a back arrow icon at the top left. Below the title, there are three options: 'Excel/CSV' with an unchecked checkbox, 'Data List' with a checked checkbox, and 'Scan To Print' with an unchecked checkbox. Below the 'Data List' option is a large rectangular text input area with the placeholder text 'Enter Data Here'.

ii. Check 'Scan to Print' to scan in a barcode and reprint that code on a new label

1. To preview the label before printing, move the 'Preview Label' bar to the On position
2. To print immediately, leave the 'Preview Label' bar in the Off position



c. Specify the number of labels to print by entering a number in the 'Labels to Print' textbox

d. Click 'Preview' to preview all of the barcodes before printing

i. This must be done in order for printing to commence

e. Print only the selected barcode label by clicking 'Print Selected' on the bottom of the screen

f. Print all of the barcode labels by clicking 'Print All' on the bottom of the screen

g. Clear all of the barcode labels left in the queue to be printed by clicking 'Clear All' at the bottom of the screen

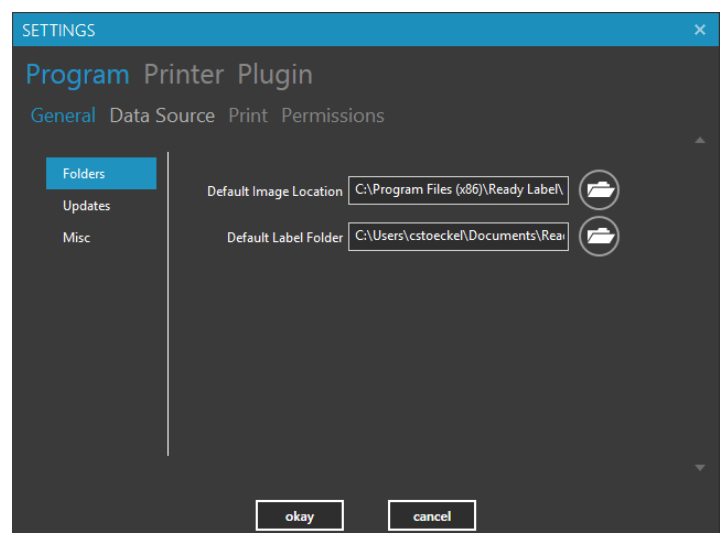
i. Individual barcodes can be deleted by clicking the icon at the upper right hand side of each previewed barcode



h. Stop the print by clicking 'Stop' on the bottom of the screen

14 Click 'Settings' in the upper right hand corner of the screen to adjust the settings

a. In the 'Program' tab, select the Folders section under the General tab:



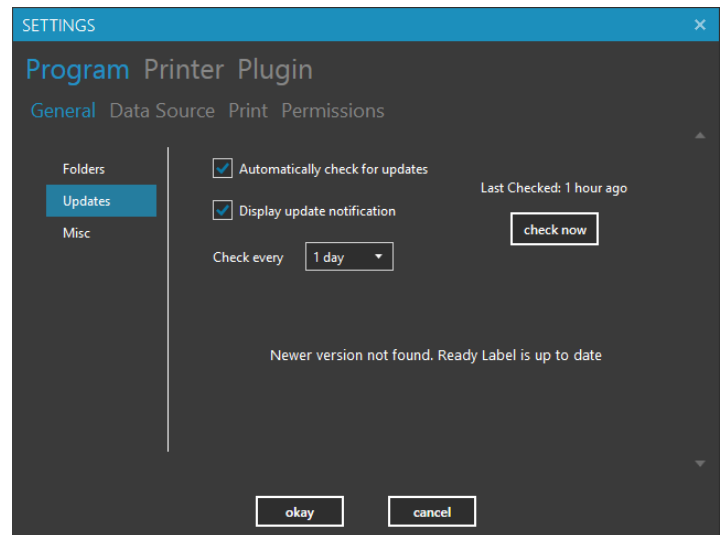
i. Change the default image location in the 'Default Image Location' field by clicking the icon at the right and navigating to the desired file location or typing the file location in the textbox.



ii. Change the default label folder in the 'Default Label Folder' field by clicking the icon at the right and navigating to the desired file location or typing the file location in the textbox.



b. In the 'Program' tab, select the Updates section in the General tab:

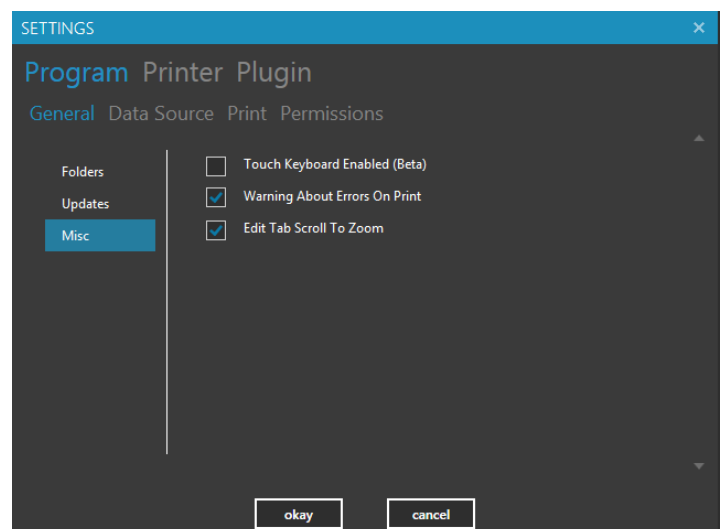


i. Check 'Automatically Check for Updates' to have Ready Label automatically search for updates

ii. Check 'Display Update Notification' to have a notification pop-up when an update is available

iii. Click 'Check Now' to manually check for an update

c. In the 'Program' tab, select the Misc section under the General tab



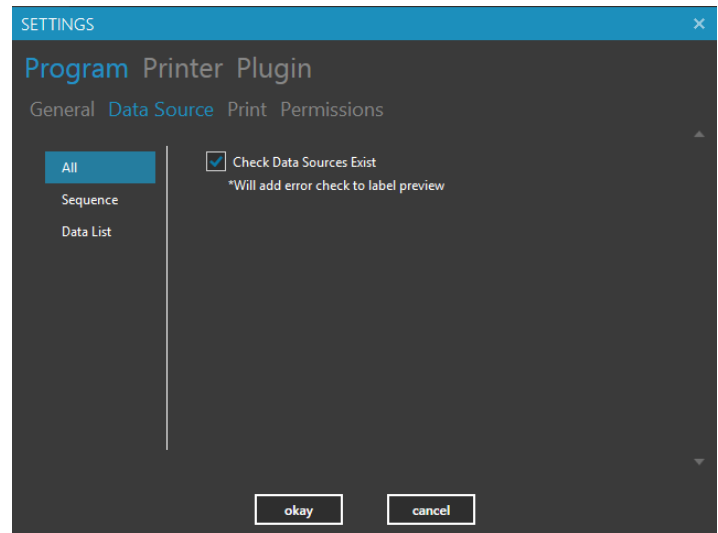
i. Check 'Touch Keyboard Enabled' to bring up a touchscreen keyboard if using a touch-screen enabled device

ii. Check 'Warning About Errors On Print' to allow Ready Label to display any errors before proceeding with a print

1. This is enabled by default

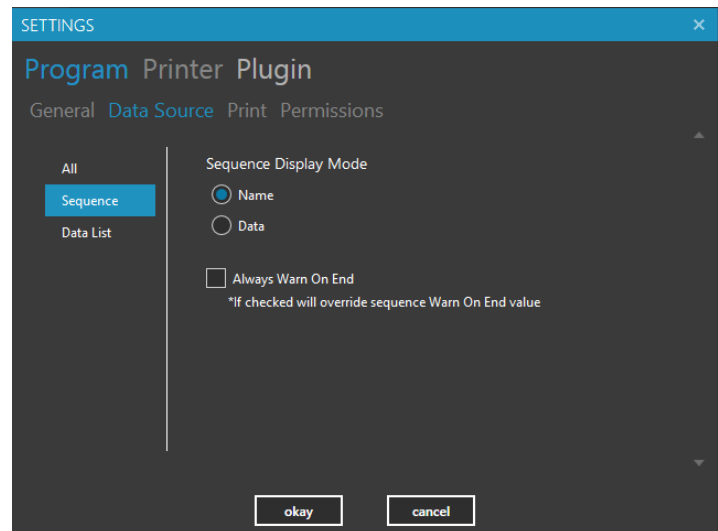
iii. Check 'Edit Tab Scroll to Zoom' to allow the mouse scrolling feature to result in zooming in or out on a label in the 'Edit' tab

d. In the 'Program' tab, select the All section in the Data Source tab:



i. Check 'Check Data Sources Exist' to verify that data sources are present.

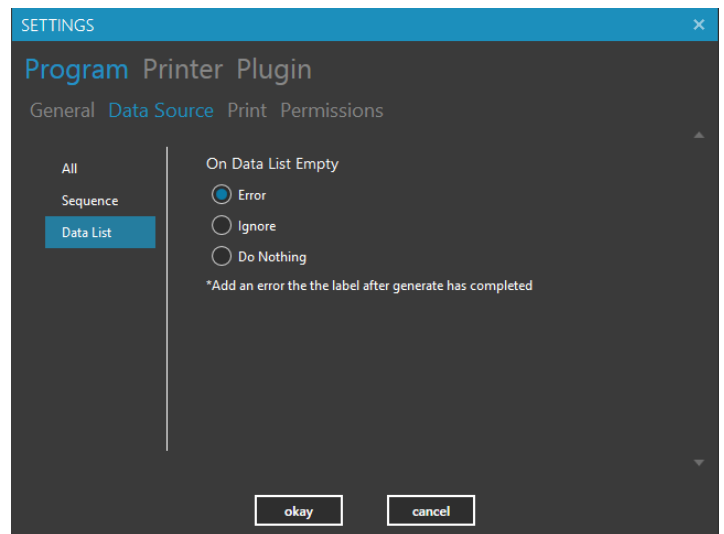
e. In the 'Program' tab, select the Sequence section in the Data Source tab:



i. Select whether to display the Name or Data

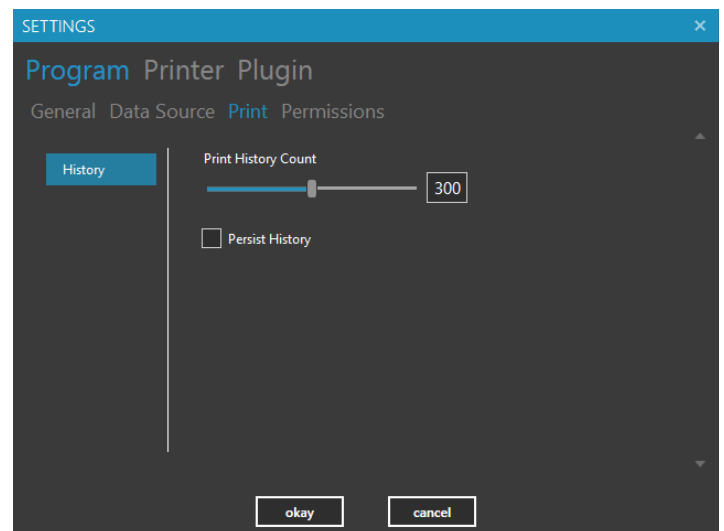
ii. Check 'Always Warn On End' to warn when nearing the end of a sequence

f. In the 'Program' tab, select the Data List section in the Data Source tab:



i. Select whether Ready Label will Error, Ignore or Do Nothing when a data list is empty

g. In the 'Program' tab, select the History section in the 'Print' tab:



i. Use the scroll bar to specify how many labels Ready Label will store in its memory

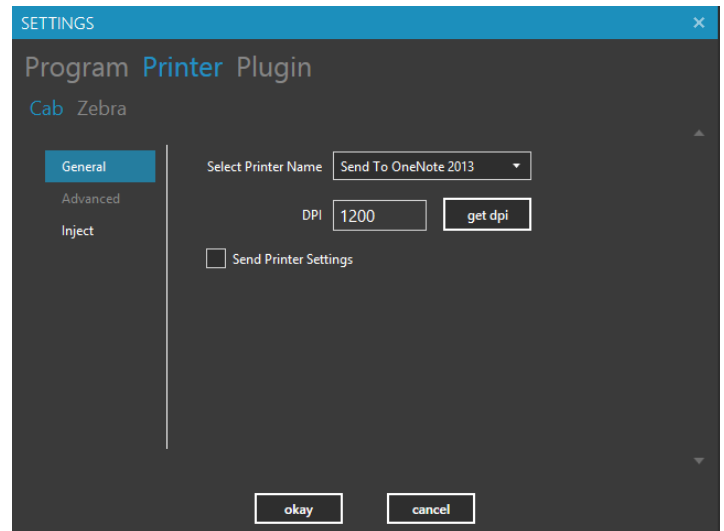
ii. Check 'Persist History' to have Ready Label save label history between sessions

h. In the 'Printer' tab:

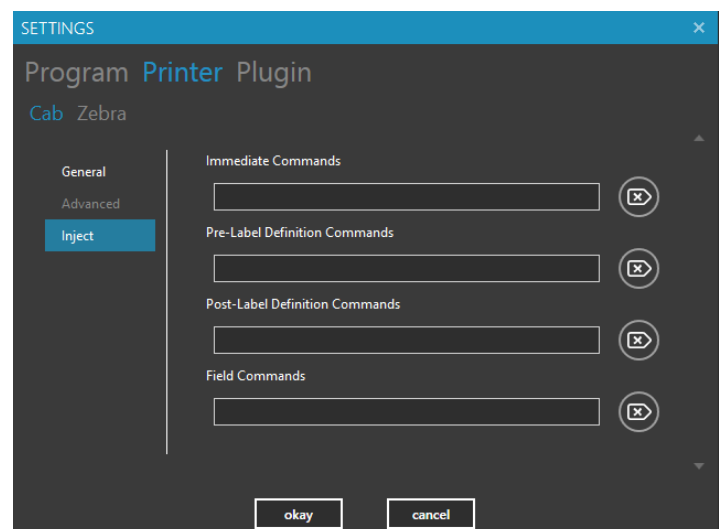
i. Select the tab associated with the desired printer

ii. Enter or adjust all necessary settings

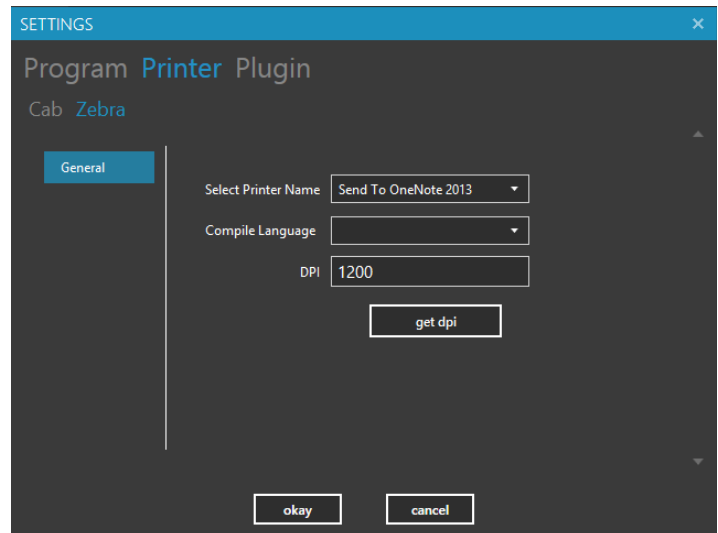
1. Cab Printer:



- a. Select printer by finding it in the 'Select Printer Name' dropdown list
- b. Specify the DPI in the 'DPI' field or click 'Get GPI' in order to change the resolution
- c. To specify more advanced settings, click 'Inject' tab

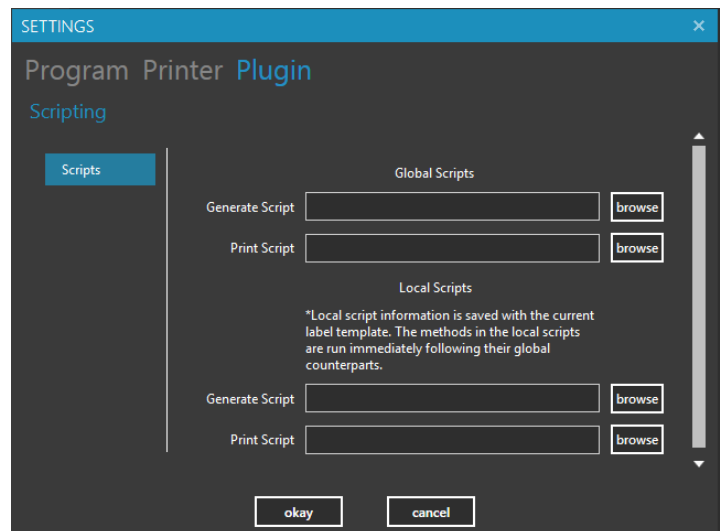


2. Zebra Printer:



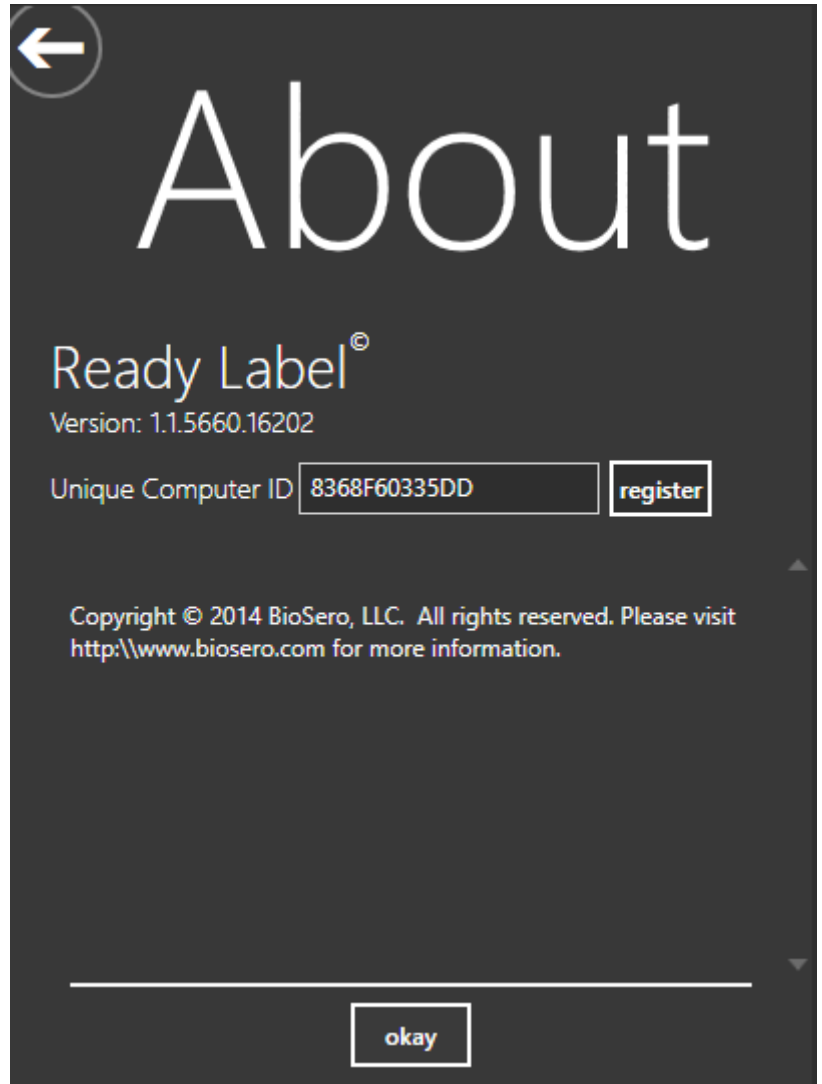
- Select printer by finding it in the 'Select Printer Name' dropdown list
- Select the compiling language in the 'Compile Language' dropdown list
- Specify the DPI in the 'DPI' field or click 'Get DPI' in order to change resolutions

i. In the 'Plugin' tab:



- Generate a script by entering the file location in the 'Generate Script' textbox or clicking 'browse' and selecting the file location
 - Load a print script by entering the file location in the 'Print Script' textbox or clicking 'browse' and selecting the file location
- j. After changing any settings, click 'okay' to save the changes and exit the Settings Window
- To cancel any changes made in a current tab, click 'cancel'

- 15 Click 'About' in the upper right hand corner to find the version number of the Ready Label software currently installed



- a. Find and register the Unique Computer ID associated with the current computer