



## Encoding Checklist / Date: \_\_\_\_\_

|                |                 |
|----------------|-----------------|
| Customer:      | START:          |
| Part #:        | STOP:           |
| Job Ticket #:  | LPR: ROLLS:     |
| Customer PO #: | UPC:            |
| Inlay Type:    | Item:           |
| Label Size:    | Label Type:     |
| Layout:        | Overage:        |
| QTY:           | PRODUCTION QTY: |

### 1. Job Ticket Review

- ☐ Verify customer name
- ☐ Confirm job number and purchase order number
- ☐ Verify Master Rolls Are Oriented Correctly
- ☐ Check label size and quantity
- ☐ Verify inlay type and placement
- ☐ Note any special instructions /specific requirements

### 2. Material Preparation

- ☐ Label stock is available and matches job ticket
- ☐ Verify ribbon type and size

Ribbon \_\_\_\_\_

### 3. Printer Setup

- ☐ Verify printer settings match job requirements:

Speed: \_\_\_\_\_

Darkness: \_\_\_\_\_

### 4. RFID Calibration

- ☐ Perform RFID calibration for specific inlay type
- ☐ Check encoding settings
  - ☐ Internal
  - ☐ External
  - ☐ Lock

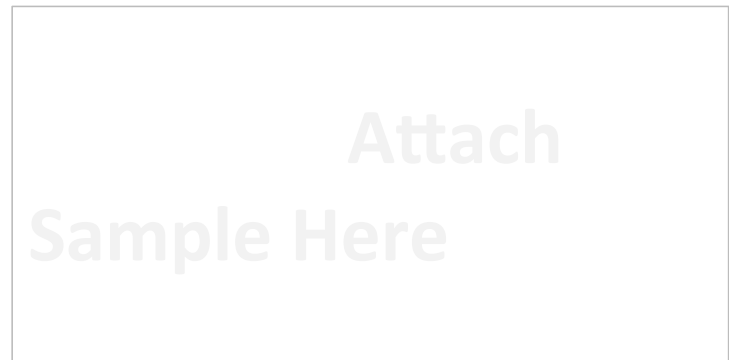
Code: \_\_\_\_\_

### 5. Software and Encoding Scheme

- ☐ Label Design & Encoding Scheme
  - ☐ Bartender
  - ☐ Nice Label
  - ☐ HEX
  - ☐ ASCII
  - ☐ Other: \_\_\_\_\_

### 6. Print and Encode Test

- ☐ Print and encode a small batch labels (typically 5-10)
- ☐ Inspect printed elements for quality and placement
- ☐ Verify correct encoding on all test labels
- ☐ Compare encoded data to job ticket requirements



### 7. Final Checks

- ☐ Verify all printer settings once more
- ☐ Confirm correct label stock and ribbon are loaded
- ☐ Ensure RFID tag data matches customer requirements

Completed by: \_\_\_\_\_

Peer Approval: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

### 8. Job Completion

Details are correctly entered in the tracking system

Note any setup issues or special considerations

Start/Stop Email Sent

Initials: \_\_\_\_\_