



# Standard Operating Procedures

## Barcode Printer (Windows)

### Purpose

This document is intended for use as a user manual for the Barcode Printer Windows application. It outlines important points of information related to the installation and usage of the application along with the Zebra ZD420 Printer.

## 1. Installing the Required Software

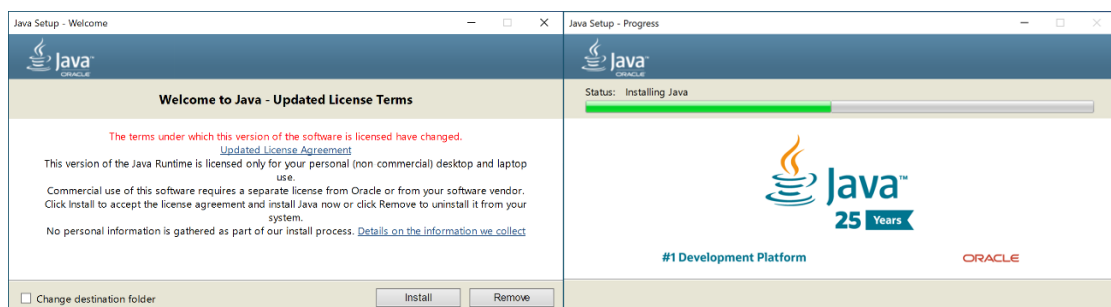
The Windows application requires the user to install a Java Runtime Environment and the Zebra Setup Utilities before running the program.

### Step 1: Install Java for Windows

1. Click on **“Agree and Start Free Download”** to download **Java for Windows**.



2. Once the file has downloaded, double-click on the file to start the installation process.
3. Click on **Install** to accept the license terms and proceed to installing Java.



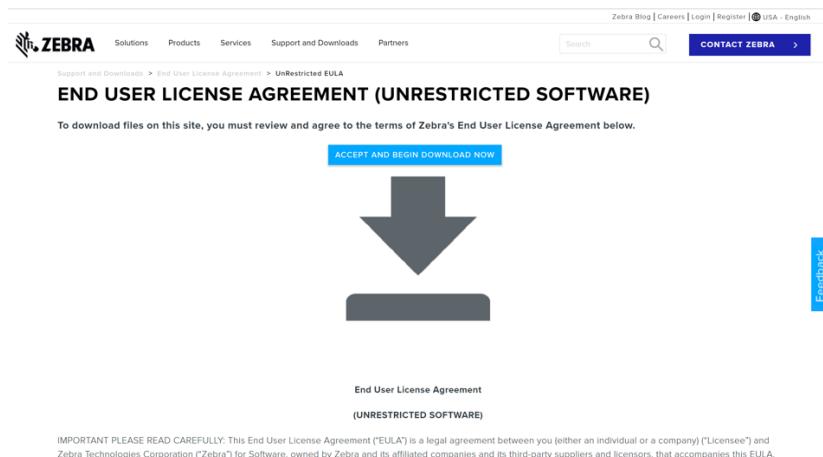
4. Once the installation is complete, click on **Close**.



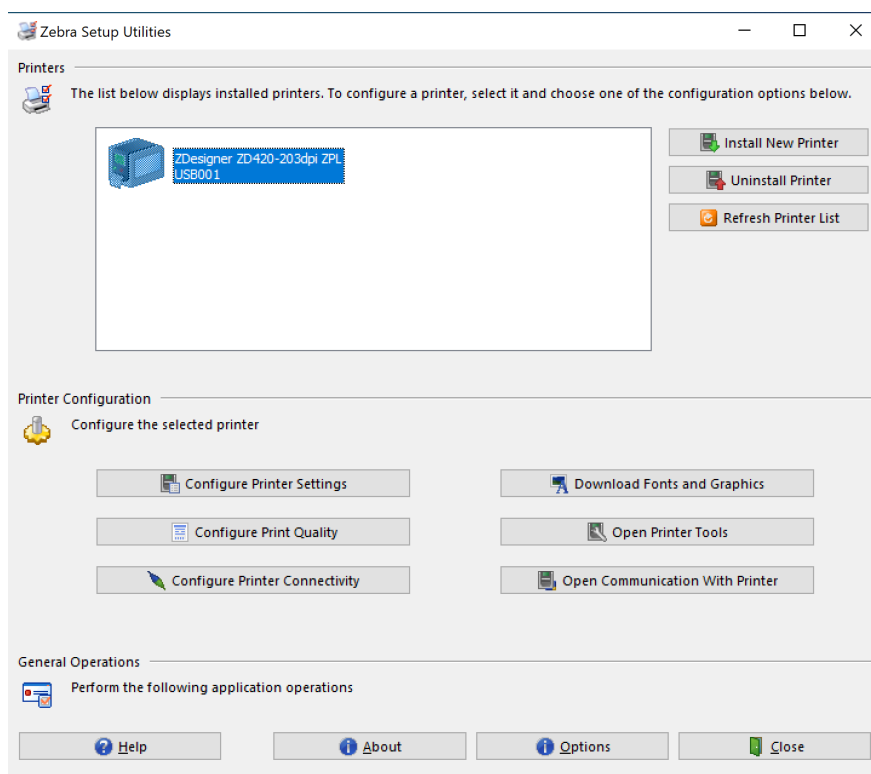
## Step 2: Install Zebra Setup Utilities for Windows

This software is required to interface with the Zebra ZD420 printer through a USB cable, and provides the Zebra driver installation wizard and printer configuration settings.

1. Follow the link to download the Setup : <https://bit.ly/3EGnR0f>
2. Click on “**Agree and Begin Download Now**”.



3. Once the file has downloaded, run the setup file to start the installation wizard.
4. Follow the Installation Wizard until it is complete.
5. Run the **Zebra Setup Utilities** program
6. Click on **Finish** to preload the required printer drivers.
7. Once the printer drivers have installed, you can see the available **Printers** in the **Zebra Setup Utilities** window, as well as the available **Printer Configuration** operations.

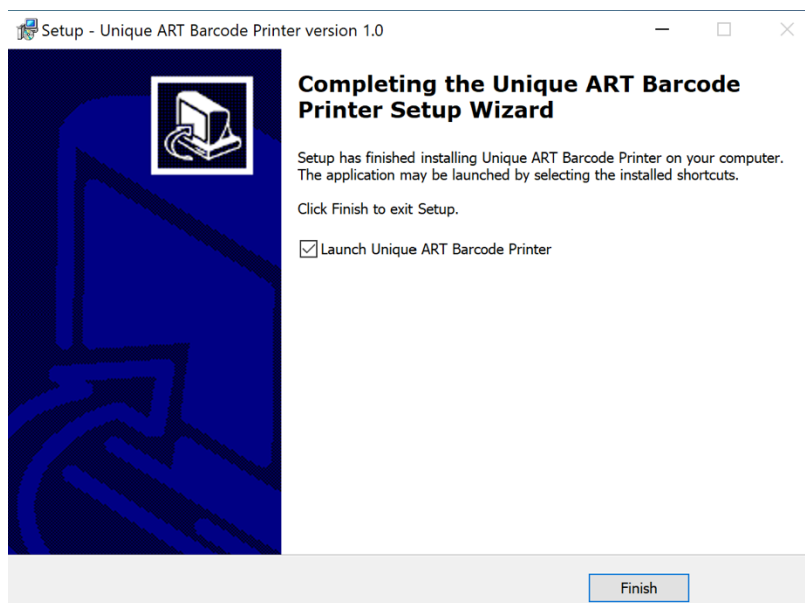
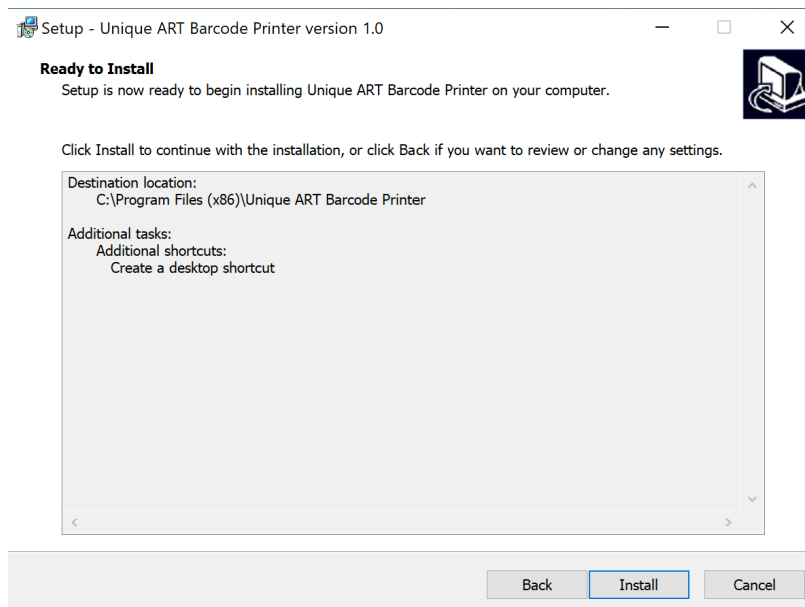


## 2. Installing “Barcode Printer” for Windows

After installing all the required software, you can find and download the latest release of the Windows application from the following website:

<https://barcode-printers-namibia.globalhealthapp.net/windows.html#releases>

1. Run the setup file and follow the installation steps.
2. Once you have accepted the license agreement, selected the destination location, and selected ‘**Create a desktop shortcut**’, click on **Install** to continue the installation process.



3. Once the installation is complete, you can launch the application from the desktop shortcut.

### 3. Printing a Unique ART Barcode Label

The Windows application prints a specific number of ART numbers on self-adhesive labels through a USB connected Zebra ZD420 Printer. The unique ART number is printed below the barcode with the format: **999 MMY 99999**, as seen below.



#### Step 1

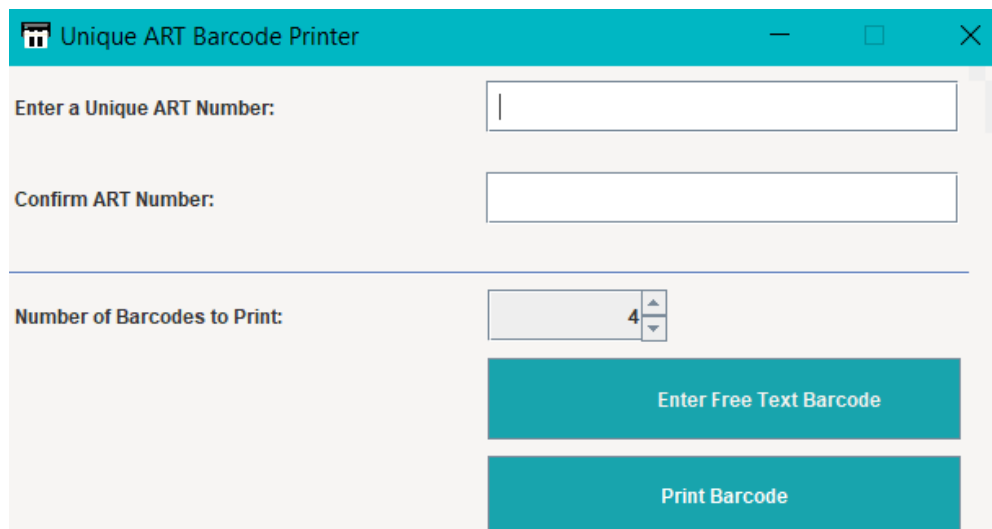
Connect the USB cable to the Zebra ZD420 Printer. Make sure the printer is set up and ready for printing.

**Note - Refer to the *Printer Setup Guide* for more information:**

<https://barcode-printers-namibia.globalhealthapp.net/resources/zd420t-sg-en.pdf>

#### Step 2

Open the **Barcode Printer** application to the Unique ART Barcode printing option as shown in the top left corner



#### Step 3

Enter a Unique ART Number with the following format: **999MMYY99999**



#### Step 4

Confirm the Unique ART Number by re-entering the same number.

Confirm ART Number:

### Step 5

Select the number of barcode labels you wish to print, in multiples of 4.

Number of Barcodes to Print:

### Step 6

Click on **Print Barcode** when you are ready to print.

Print Barcode

**Note - Make sure the labels are properly loaded and aligned in the printer before printing.**  
Refer to the **Printer Setup Guide** for more information.

<https://barcode-printers-namibia.globalhealthapp.net/resources/zd420t-sg-en.pdf>

### Step 7

Click on **Enter free text barcode** to enter Free Text Barcode option:

Free Text Barcode

Enter a Barcode Number:

Confirm Barcode Number:

Number of Barcodes to Print:

4

Unique ART Number

Print Barcode

### Step 8

Enter a free text format barcode no longer than 12 digits and press **Print Barcode** to print the free text barcode.