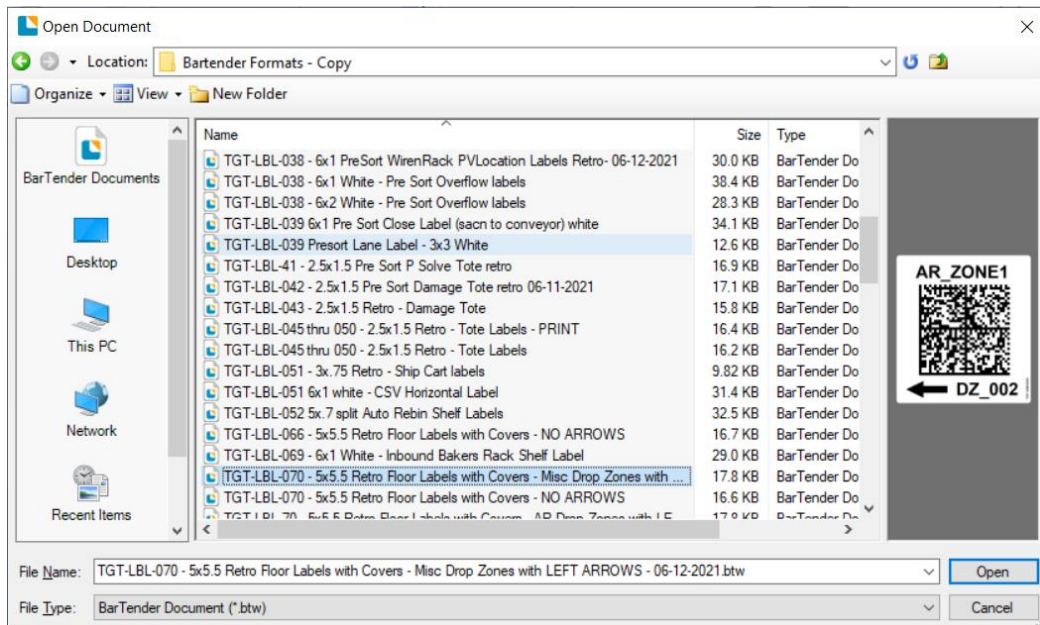
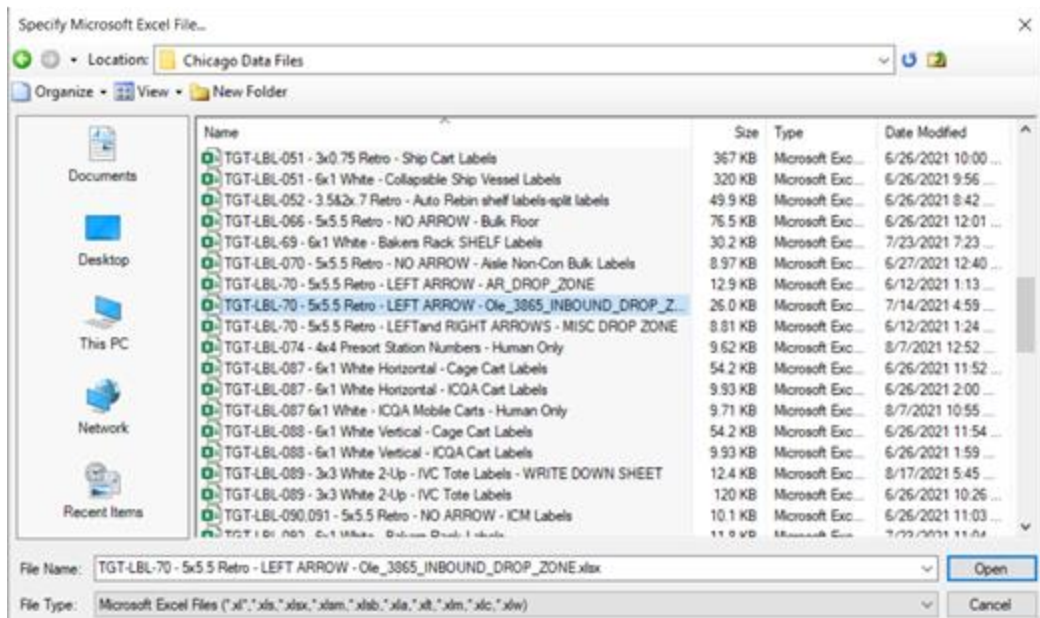


Label Printer Job Aid

1. Laptop ASUS in the damage cage needs to be used, this is the only laptop with the correct software.
2. Password is on the inside of the laptop in order to sign in. Make sure to NOT sign out when you are finished. Just lock the laptop.
3. Software name is "Bartender Designer" there is a shortcut on the desktop and it's pinned to the taskbar as well.
4. Once the software is open, hit "Ctrl + O" to open a file. This will bring up all templates. There will be a file preview on the right of the file selector.



5. Scroll down until you find the correct template for the label you need.
6. Once you have the template open, double click the QR code in the file to open up the Barcode Properties.
7. Hit "Database Connection Setup..."
8. Next select "Database Setup Wizard"
9. Then "Select File"
10. From here, you will select the file that corresponds to the type of labels you need. I.E if you're printing an ICM dropzone label you'll look for the file labeled "Ole_3865_INBOUND_DROP_ZONE"



11. Then click "Finish"
12. If you get an error message saying the format of the database does not match, BUT it is the correct format and correct file type you need then hit "Yes" then "Next" twice then "Finish"
13. You're going to hit "Okay" to close the file selector window. Then hit "Close" to close the last window.
14. Next you'll select the Print option
15. On the Print Properties window you'll hit "Select Records"
16. From here, select the label you need. I.E. if it's for ICM and you ONLY need ICM 3 DZ 7 then you would only select "IB-ICM3-DZ-007" then hit "OK"

Print [TGT-LBL-070 - 5x5.5 Retro Floor Labels with Covers - Misc Drop Zo... X

Print Object Print Method Performance Printer's Cache

Printer

Name: Default (currently Zebra ZT620) [v] [icon]

Status: Ready [Document Properties...]

Driver: Zebra ZT620 (203 dpi)

Port: USB001 [Printer Properties...]

Location:

Comment: ☐ Print on both sides
☐ Print to file

Quantity Options

Copies: 2 [up/down] [icon]

- Record Selection -

☒ Use database [Database Connection Setup...]

Queried records: Selected [v]

Selected records: 28 [Select Records...]

Example: 1,3,7-10,50...

Test Print Print Preview Close Cancel Help

17. Make sure you adjust the number of copies you need so you don't over print or under print the label. (Side note, if you want to, you can hit Preview and scan the barcode on your own laptop to verify the barcode changed to the correct one you needed)
18. Then print label, verify everything is correct and then you're done.