

Missouri Evergreen Rebarcoding Equipment

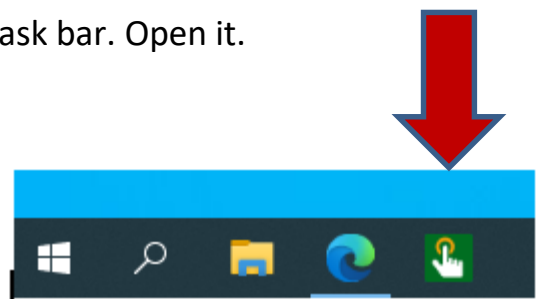
Unit 1

Equipment included with this unit:

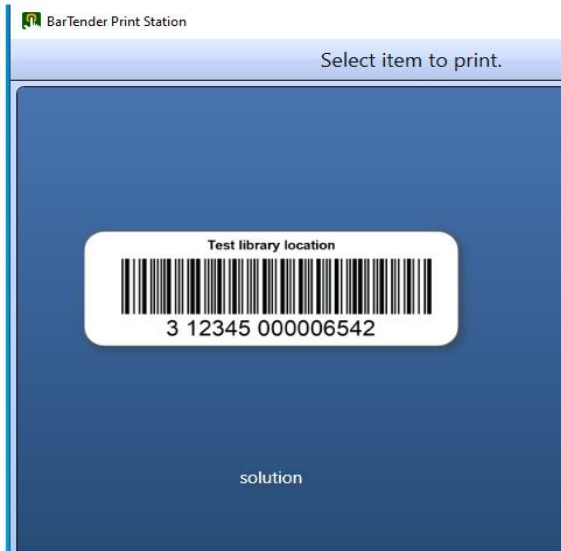
Laptop 1
Laptop 1 Cords A and B
Scanner 1
Printer 1
Printer 1 Cords A and B
Printer 1 to Laptop 1 Connector
In a separate box: Barcode Rolls and Ink Ribbons

Follow steps 1-6 to connect the equipment. There are pictures of the equipment on the last pages of these instructions.

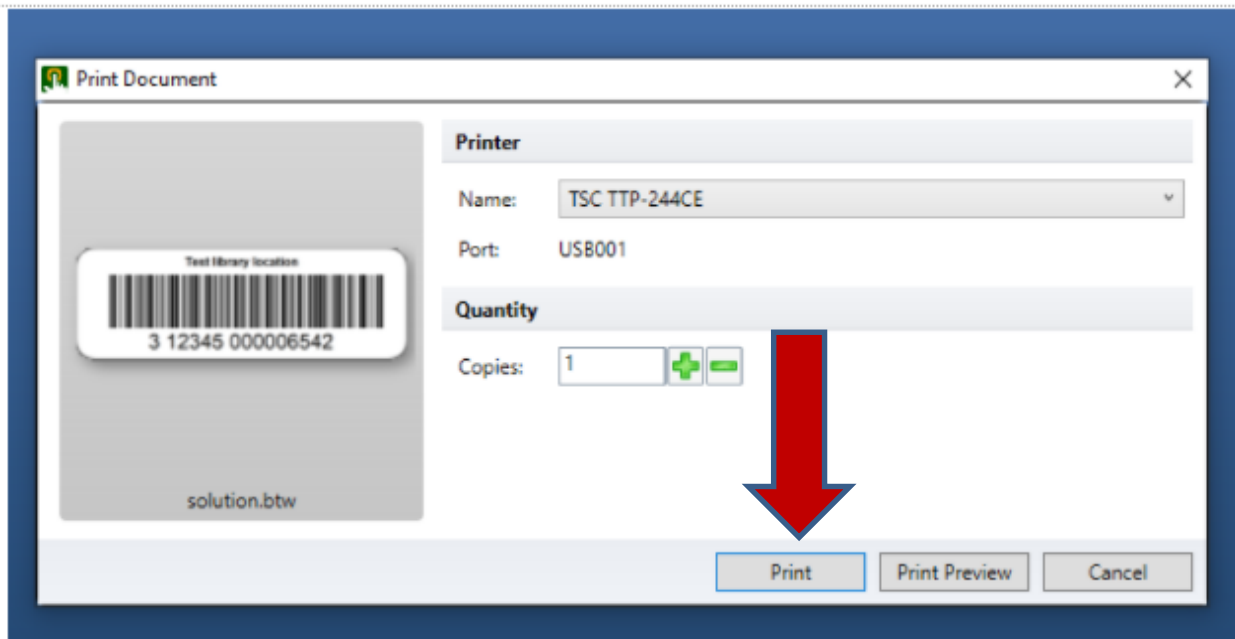
1. Connect laptop cords A and B to each other.
2. Connect laptop cord A to the laptop and plug in cord B.
3. Connect the scanner to the laptop.
4. Connect printer cords A and B to each other.
5. Connect printer cord A to the printer and plug in cord B.
6. Connect the printer to the laptop with the connector cord.
7. Turn on the laptop.
8. Find the BarTender icon in the bottom task bar. Open it.



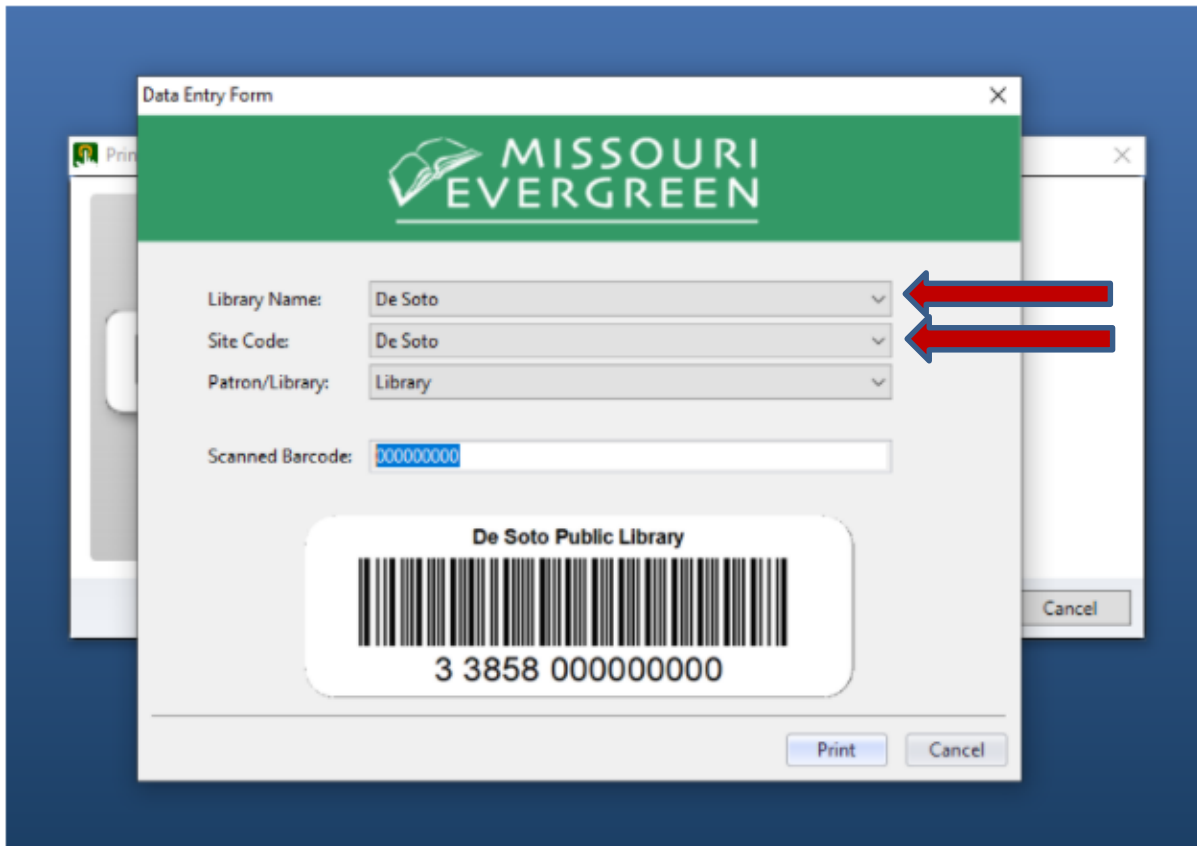
9. The BarTender Print Station portal will open. Click anywhere in the box to open the program.



10. Make sure Name reads as in the photo. Click Print in this screen.



11. Select your library's name from both of the dropdown menus. When rebarcoding materials, the Patron/Library field should be set to Library. When rebarcoding patron accounts, the Patron/Library field should be set to Patron.



12. Turn on the printer.
13. Scan an item barcode. The printer will automatically print a barcode to attach to the item.

Equipment set up <https://www.youtube.com/watch?v=ImUs549asQM>



Back of printer - Power switch is next to power cord connection



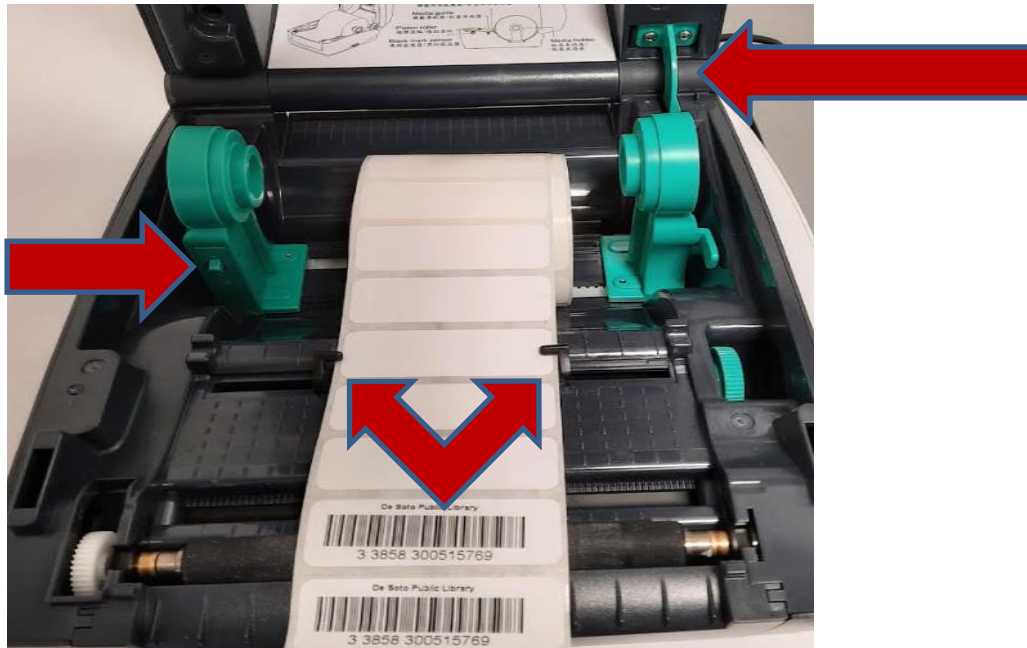
Connection to laptop

Power cord connection

On each side of the printer, there are green release buttons that need to be pulled forward to open the printer.



Load the labels onto the green label holders. Use the little locking button on the left holder to lock the labels in place. Feed the labels through the two metal guides. Gently move the small green bar holding the lid open to the left to close the lid.



Flip up the top of the lid to change the ribbon.



Loading Ribbon/安裝碳帶/安裝碳帶/ローディングリボン/Загрузочная лента/
Multifunktionsleiste wird geladen/Chargement du ruban/Cargando la cinta/ Caricamento del
nastro/ تحميل الشريط

