

T1100182-v1**Set-Up Instructions for Bartender Barcode Label Printing**

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After installing the Bartender 9.3 Professional software and the printer driver from the CD, open the program. When the “Welcome” box appears, select “Start a new label format...” and name it ligo_format. Left click the Page Setup icon (fourth from the left on the toolbar), then the Page tab. Under page size, make the width 1.35 in. and the height 0.375 in. Orientation is Portrait. Select the Layout tab and set the Rows and Columns to 1. Click on the Shape tab and select Rounded Rectangle. Set the Corner Radius to 0.125 in.

Now right click the label on the Bartender screen and select Properties. Click the Bar Code tab and for “Symbology”, select Code 39-full ASCII. Below this, check that the X Dimension is 6.6 mils, the Ratio is set to Auto, the Density is 10.344 chars/in, the Height is 0.216 in and the Color is set to black. Click on the Font tab and select the Typeface Zebra Courier, for Font Style select Regular and for Point Size select 9.

Now click on the Data Source tab. Type a serial number inside the Sample Data box and click OK. The barcode should be centered left and right and extend over the top of the label slightly. The serial number should be centered in the space below the barcode. Note that the typeface displayed will not be the same as the typeface printed on the labels. The screen image can be moved and resized to correct alignment issues.

Minimize the Barcode program and save an Excel file to the desktop of the computer running the Bartender software. Give this file an appropriate name, like serial_numbers, so it is easy for the Bartender software to locate. In cell A1, type a word or name to identify the serial number sequence and *never erase it*. The Bartender software will always look for this cell when setting up the database connection. Now you can place a serial number sequence in column A, starting at cell A2, of the Excel spreadsheet. When finished, simply save and close the spreadsheet.

Maximize the Bartender program and left click the Database Connection Setup icon, fifth from the left on the toolbar. Expand the file path to the database and highlight the word shown from the A1 cell of the spreadsheet. Next click the “Add...” button and then click OK.

To print from the database, simply left click on the Print icon. You’ll see a box labeled “Use Database” that has been checked. This is the default. Next to this is a button labeled “Database Connection Setup”. Clicking this button will prove that the Bartender program will

read the serial numbers from the spreadsheet. Near the top of the Print box is a button labeled “Document Properties”. Click this button and select the Options tab. This will display the print darkness controller. Set this to about 26.

Now turn on the Zebra GX430t printer and wait until the power-on indicator LED turns green. Once the LED is green, press and release the label feedthrough button once. This procedure will ensure that the first labeled printed will not have been heated by the thermal print iron which can soften the adhesive of the label, causing it to stick to the thermal ink roll. Immediately after feeding through one label, press the Print button of the Bartender program to print your labels.

If you need to print a single label, or you want to print a short, simple sequence, right click on the displayed label and choose Properties. Type the single serial number, or the first serial number of the series in the Sample Data box and click OK. Then click on the Print icon and uncheck the box labeled “Use Database”. If printing a simple sequence, choose the total number of serialized labels needed. Now turn on the printer, feed through a single label and click the Print button.

Quick Guide

To make a single label, or short serialized sequence:

- Open Bartender 9.3 Professional, and select “Open a Recently Used Format”.
- Right click on the label image and select “Properties”.
- Type the first serial number of the series, or the single serial number, in the Sample Data box and click OK.
- Left click on the Printer icon and un-check the box labeled “Use Database”.
- Select the total number of labels from the box labeled “Number of Serialized Labels”
- Turn on the Zebra GX430t printer and, after the LED indicator changes from red to green, feed through a single label.
- Click on the Print button.

To make labels using the database:

- Open the Excel file and place serial numbers to be printed into column A, starting with cell A2. *Do not erase the contents of cell A1!* Save and close.
- Open Bartender 9.3 Professional, and select “Open a Recently Used Format”.

- Click on the print icon and ensure that the box labeled “Use Database” is checked.
- Click on the Database Connection Setup button to test connection.
- Turn on the Zebra GX430t printer and, after the LED indicator changes from red to green, feed through a single label.
- Click on the Print button.