EFFECTIVE SOLUTIONS

ERS bar code DATA COLLECTION solutions

ERS BARCODE DUPLICATOR
User Guide

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1.0 INTRODUCTION

This User Guide describes the installation and operation of the 'generic' Barcode Duplicator system from ERS.

Duplicator functionality may include:

- Reproduction of existing (readable) barcodes
- Reprinting of existing (un-readable) barcodes
- Printing of sequentially numbered barcode labels

The actual functionality provided by specific or bespoke versions of the Duplicator may differ. In these cases please refer to additional documentation provided with the product.

1.1 What's in the box ?

The Standard and Telepen Duplicators comprise the following items:

	STANDARD	TELEPEN
DUPLICATOR HARDWARE:		
PRINTER	YES	YES
PRINTER PSU	YES	NO
SCANNER	YES	YES
SCANNER PSU	NO	YES
PAPER KEYPAD	YES	YES
CONSUMABLES:		
RIBBONS	YES	YES
LABELS	YES	YES

2.0 INSTALLING THE DUPLICATOR

The Duplicator is essentially ready to use 'out-of-the-box' simply requiring the labels and ribbon to be installed into the printer, the connection of the scanner and the provision of mains power.

Refer to Sections 2.1 and 2.2 below for installation instructions.

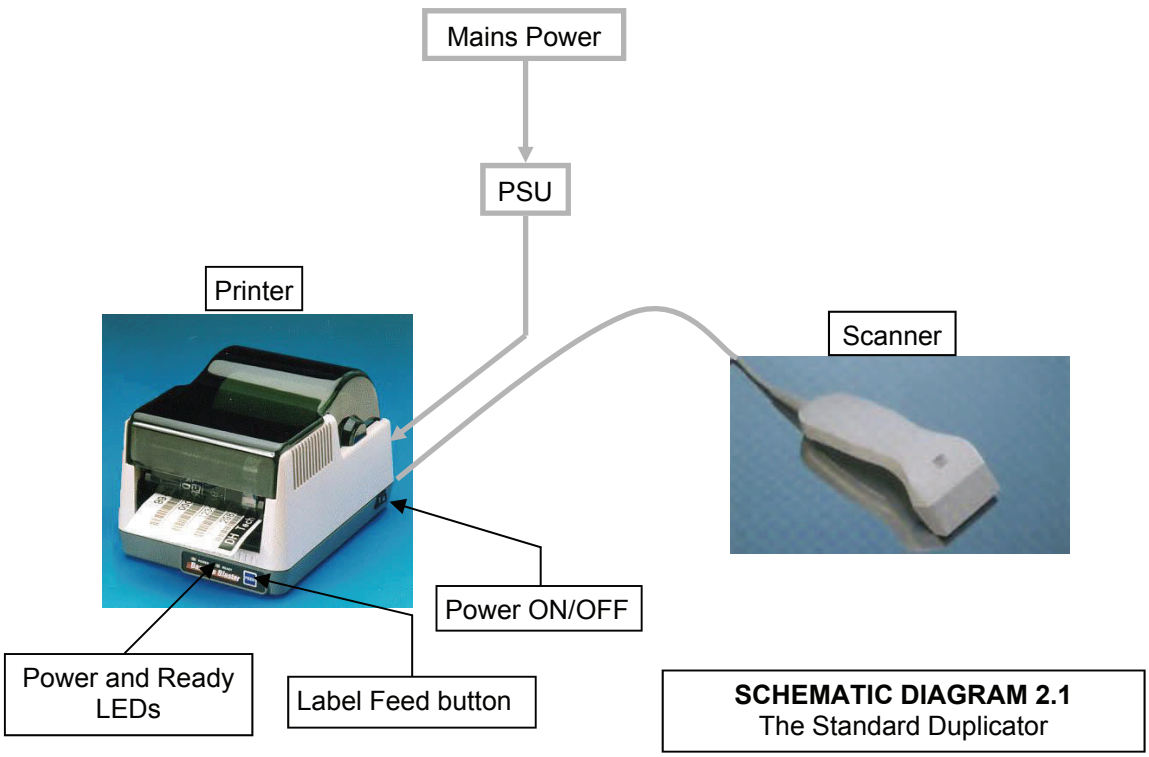
2.1 Installing the Standard Duplicator

To install the Duplicator (See Schematic diagram 2.1 below):

- Connect the power cord from the printer PSU to the power socket on the rear of the printer, and connect the PSU mains lead to a suitable grounded power outlet.
- Connect the scanner to the 9-pin D-type connector located on the rear panel of the printer
- Install the labels and ribbon into the printer. (Refer to the printer documentation or 'Quick Start' Guide as necessary)
- Power the printer ON using the power switch located on the side of the printer. The printer Ready LED should illuminate green. The scanner receives power from the printer and will bleep on power up.

> **NOTE:** If the Ready LED illuminates red it is most likely that the print head has not been fully closed. In this case power the printer down, close the head firmly ensuring that the retaining clips on both the right and left hand sides of the head are securely closed, and power the printer back on again.

- Press the Feed button on the top of the printer to feed the labels to the correct 'top of form' position for printing
- The Duplicator is now ready to use.

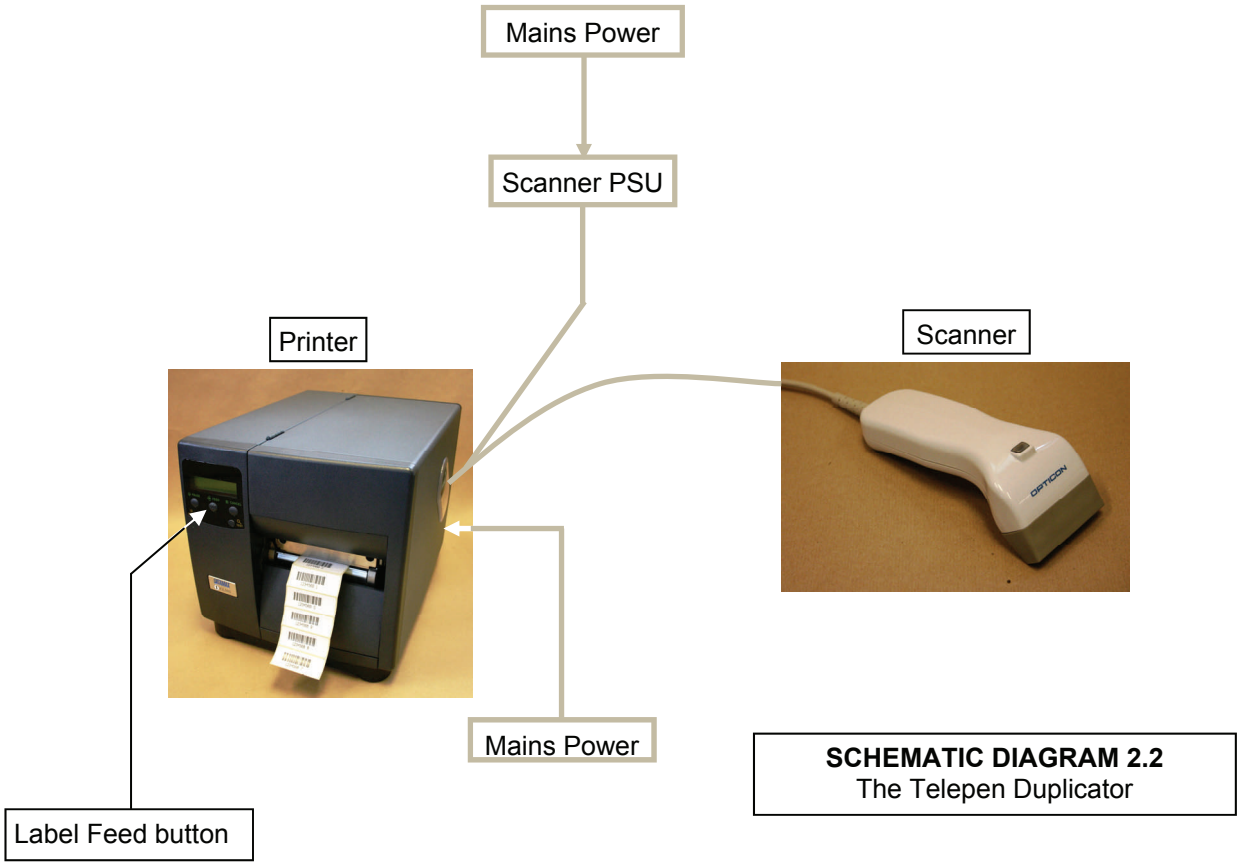


SCHEMATIC DIAGRAM 2.1
The Standard Duplicator

2.2 Installing the Telepen Duplicator

To install the Duplicator (See Schematic diagram 2.2 below):

- Connect the printer mains lead to a suitable grounded power outlet.
- Connect the scanner to the 25-pin D-type connector located on the rear panel of the printer
- Connect the power jack of the scanner PSU to the power socket on the scanner connector
- Install the labels and ribbon into the printer. (Refer to the printer documentation or 'Quick Start' Guide as necessary)
- Plug the scanner PSU into a suitable power outlet and power the printer ON using the power switch located at the rear of the printer.
- Press the Feed button on the printer front panel to feed the labels to the correct 'top of form' position for printing
- The Duplicator is now ready to use



SCHEMATIC DIAGRAM 2.2
The Telepen Duplicator

3.0 USING THE DUPLICATOR

This section describes the use of the Duplicator, including the reproduction of existing barcode labels and the printing of sequentially numbered barcode labels (where implemented).

3.1 Reproducing an Existing Barcode

This section describes the procedure to reproduce an existing barcode label which is readable with the Duplicator scanner. If the barcode is not readable please refer to section 3.2 below.

To reproduce an existing (readable) barcode label simply use the Duplicator scanner to scan the barcode. The printer will automatically generate a copy of the original label.

Note: *Depending on the firmware loaded into the Duplicator the format of the printed label may differ from the original. Typical label format modifications include:*

- *Addition or updating of the Library/ Organisation name on the label*
- *Change of format for the 'human readable' text printed under the barcode*
- *Change of barcode symbology*.

3.2 Reprinting an Unreadable Barcode

The scanner supplied with the Duplicator offers a very high reading performance on 'out of spec.', badly printer or damaged barcodes. Nevertheless if the original barcode is not readable it is still possible to re-print the label using the barcoded 'keyboard' supplied with the Duplicator. (See also Appendix A - A Typical Duplicator Keypad):

To reprint an existing unreadable barcode label barcode proceed as follows:

1) Use the scanner to compose the required barcode data by scanning the individual digits from the **Number Pad** section of the Duplicator Keypad.

   Note: *If required during step 1 above the* ***QUIT*** *barcode from the* ***'Function'*** *section of the Duplicator Keypad may be scanned to cancel data entry and re-start composition of the required barcode data.*

2) Having composed the required barcode data above scan the '**ENTER**' barcode from the Duplicator keypad. The required label will automatically be generated by the printer.

Note: *The* ***Number Pad*** *section of the Duplicator Keypad used in step 1 above may also contain alphabetic and other non-numeric characters to accommodate applications where the original barcodes are not purely numeric.*

3.3 Printing Sequentially Numbered Barcode Labels

The Duplicator may also provide the facility to print batches of sequentially numbered barcode labels. Where implemented this facility may be used as follows:

1) Scan the required quantity of labels from the **Quantity Pad** section of the Duplicator Keypad
2) Enter the 'start' data for the first barcode label to be printed.

> ***Note:*** *The 'start' data may be specified either by composing the relevant data from the* ***Number Pad*** *section of the Duplicator keypad, or by scanning an existing barcode label (normally the last label printed from a previous printed batch). Remember however when using this latter method to specify the Start data that the 1st label printed in the new batch will then be identical to the last label of the previous batch and will therefore normally be discarded.*

3) Scan the **ENTER** barcode from the Duplicator Keypad. The printer will print a confirmation label indicating the quantity of labels requested and the start data from which the sequence of labels will be printed.
4) From the Function pad section of the Duplicator Keypad scan **ENTER** to start printing the batch of labels or **ABORT** to cancel.

APPENDIX A A TYPICAL BARCODED DUPLICATOR KEYPAD

The barcode Duplicator will normally be supplied with an A4 sized barcoded 'keypad' for use when re-printing unreadable barcode labels or when printing batches of sequentially numbered labels.

The detailed format of the Keypad supplied with each Duplicator may vary slightly depending on the specific requirements of that Duplicator, however in general a Duplicator Keypad may include up to 3 sections as follows:

- A **'Number' Pad** (which may also contain non-numeric characters, if required) which is used when reprinting unreadable barcode labels (see section 3.2 above), or when printing batches of sequentially numbered barcode labels (see section 3.3 above).
- A **'Quantity' Pad** which is used when printing sequentially numbered barcode labels (see section 3.3 above)
- A **'Function' Pad** comprising 2 command codes representing **ENTER** and **ABORT**. These may be used when re-printing unreadable barcode labels and when printing batches of sequentially numbered labels as detailed in sections 3.2 and 3.3 above.

A typical Duplicator keyboard is shown below: