



**Efficiency. Delivered.**

## Printing Barcodes User Guide



# PRINTING ITEM BARCODES

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## Barcodes Types

You can print the following types of barcodes:

- Quantities
- Labels
- Tags
- List

## Available Barcode Sections

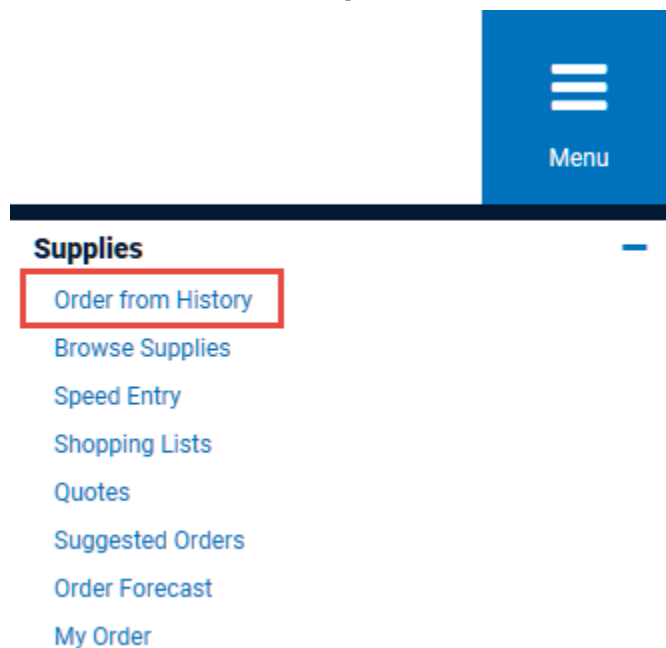
Barcodes are available from the following sections of our web site:

- Order History
- Shopping Lists
- Reports
- Keychain Barcode Scanner

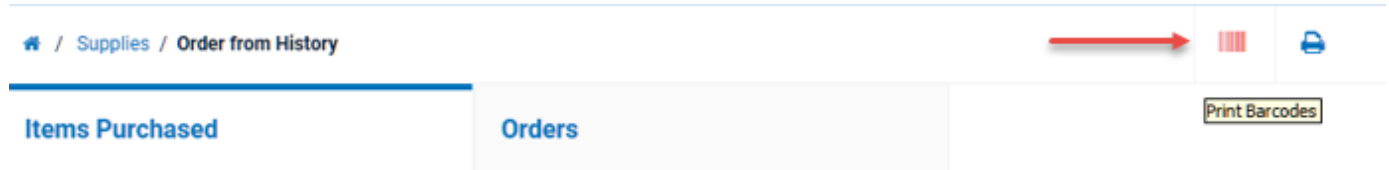
## Printing Barcodes from Order History

To print barcodes from Order History:

1. **Login** to the web site, if you have not already done so.
2. Click **Menu, expand Supplies (+)**.
3. Click **Order from History**.



4. Click **Print Barcodes**.








5. Click the desired **Barcode Type**.



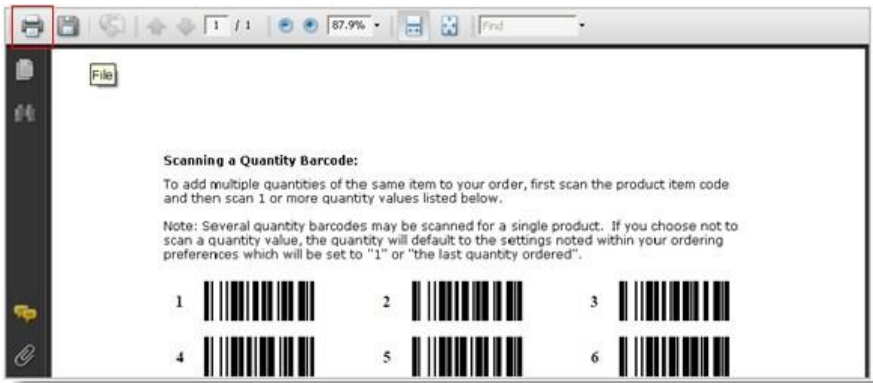
Note: If you have a large number of products within your Items Purchased list, these reports may take a few minutes to display.

Please see our [User Guide](#) for printing instructions and tips.

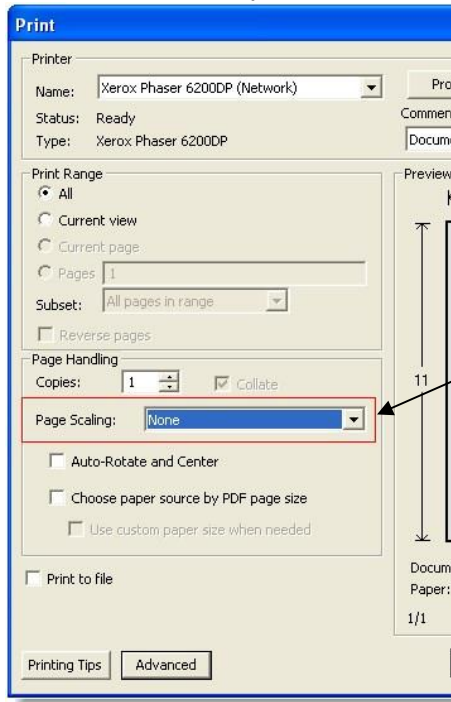
Select a barcode report type to display products within your Items Purchased list.

-  **Item Quantity Barcodes**  
Print a list of item quantity barcodes to scan item quantities.
-  **Barcode Labels:** [alphabetically](#) / [category](#) / [manufacturer](#)  
Print barcode labels for products listed in your Items Purchased list. We recommend using Avery 5160, 5260, 5810, 5960 labels for printing.
-  **Barcode Tags:** [alphabetically](#) / [category](#) / [manufacturer](#)  
Print barcode tags for products in your Items Purchased list.
-  **Barcode List:** [alphabetically](#) / [category](#) / [manufacturer](#)  
Print barcode report for products in your Items Purchased list.
-  **Barcode List with Image:** [alphabetically](#) / [category](#) / [manufacturer](#)  
Print barcode report with image for products in your Items Purchased list.

6. Click **Print**.



7. Select the desired printer, select **"None"** for **Page Scaling** and click **OK**.

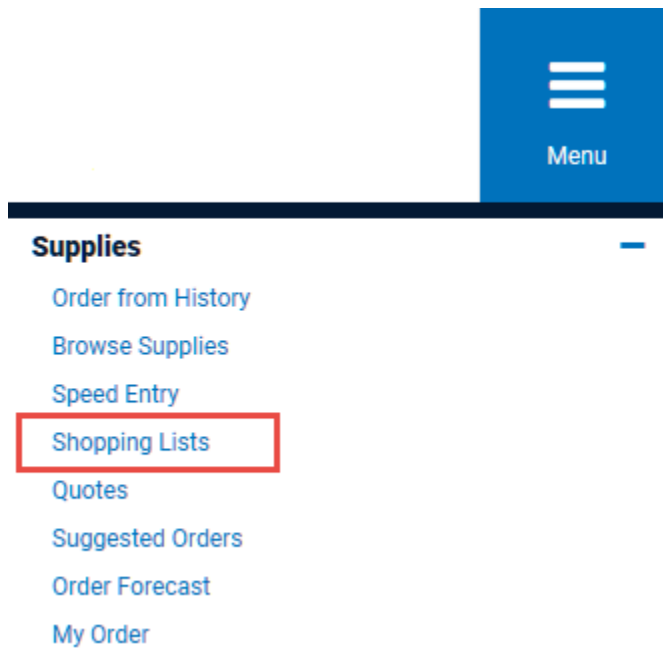


**NOTE:** Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

## Printing Barcodes from Shopping Lists

To print barcodes from Shopping Lists:

1. Click **Menu**.
2. Expand **Supplies (+)**, click **Shopping Lists**.



3. Click **View/Modify**.

[Home](#) / [Supplies](#) / [Shopping Lists](#)

Create, view or modify a shopping list of items you buy on a regular basis or keep track of items you may want to purchase at a later date.

[CREATE NEW LIST](#)

LISTS: (6)    SHOW HIDDEN SHOPPING LISTS:     FILTER BY: [View All Lists Accessible by Me](#)    SORT BY: [Shopping List Name](#)



Shopping List Name	Created By User ID	Last Modified		
Basic Supplies	goldrush071	7/26/2017	Hide	View/Modify
lab supplies	goldrush114	4/15/2015		View

4. Click **Print Barcodes**.

[Home](#) / [Supplies](#) / [Shopping Lists](#) / [Shopping Lists: Modify](#)

**Name:** Basic Supplies  
**Created by:** goldrush071  
**Revised on:** 7/26/2017  
**Sharing Option:** Share with all persons in my office/organization.  
If you do not wish to see this list on the main Shopping Lists page, [click here to hide it](#).

To change the list name or sharing option, [click here](#).

 [Print Page](#)  
 [Print Barcodes](#)

5. Click the desired **barcode type**.

Shopping List Barcode Reports - Henry Schein Medical - Internet Explorer provided by Henry ...

Note: If you have a large number of products within your shopping list 'Basic Supplies', these reports may take a few minutes to display.

Please see our [User Guide](#) for printing instructions and tips.

Select a barcode report type to display products within your Shopping list.

 **Item Quantity Barcodes**

Print a list of item quantity barcodes to scan item quantities.

 **Barcode Labels:** [alphabetically](#) / [category](#) / [manufacturer](#) / [sequence entered](#)


Print barcode labels for products listed in your shopping list 'Basic Supplies'. We recommend using Avery 5160, 5260, 5810, 5960 labels for printing.

 **Barcode Tags:** [alphabetically](#) / [category](#) / [manufacturer](#) / [sequence entered](#)

Print barcode tags for products in your shopping list 'Basic Supplies'.

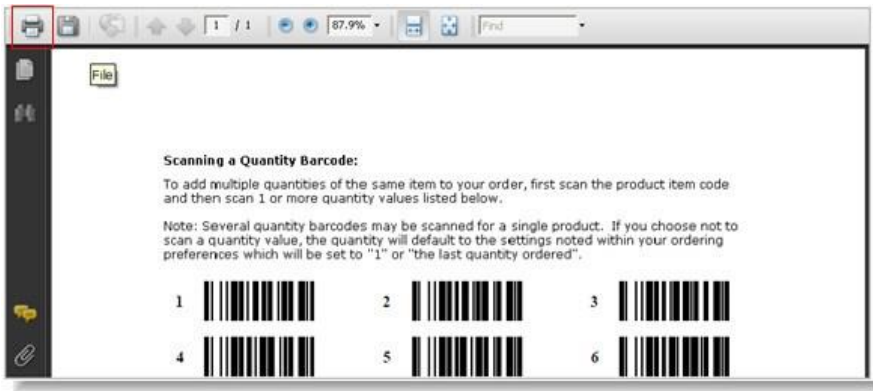
 **Barcode List:** [alphabetically](#) / [category](#) / [manufacturer](#) / [sequence entered](#)

Print barcode report for products in your shopping list 'Basic Supplies'.

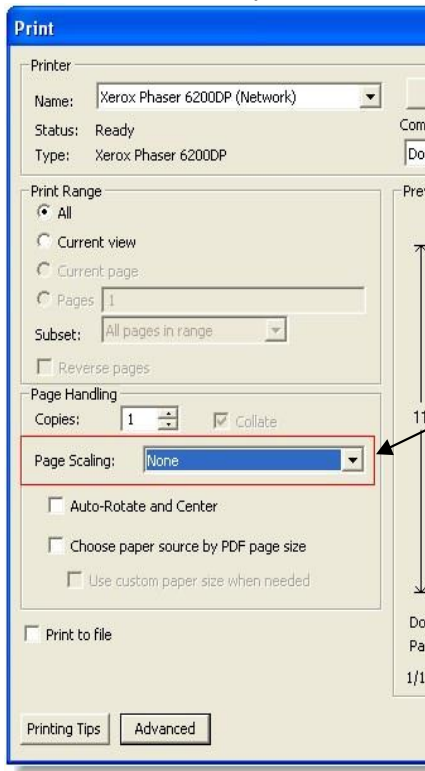
 **Barcode List with Image:** [alphabetically](#) / [category](#) / [manufacturer](#) / [sequence entered](#)

Print barcode report with image for products in your shopping list 'Basic Supplies'.

6. Click **Print**.



7. Select the desired printer, select **"None"** for **Page Scaling** and click **OK**.

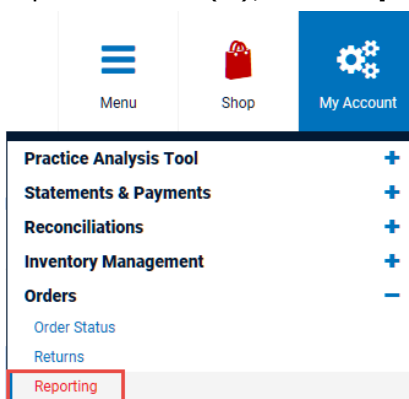


**NOTE:** Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

## Print Barcode from Reports

To print barcodes from Reports:

1. Click **My Account**.
2. Expand Orders (+), click **Reporting**.



3. Click **New Report**.

🏠 / My Account / Reporting

Create historic reports of items purchased in minutes. Check the status of processing reports via the Refresh link or view completed reports in your browser, PDF or Excel. To check the report criteria, a link is provided. Once you create a report, you can access it below for up to 90 days.

REPORTS: (9)

SORT BY: Date Created

NEW REPORT

4. Click **Barcode** and click **Next**.

🏠 / My Account / Reporting / Reporting: New Report

Select an option to create a new report below. All requests will be processed within several minutes. Check back to the previous pages, [Reporting](#) to view requested and completed reports.

REPORT SELECTION:

- Backordered**  
List of items purchased with status of open, backorder, ship, or cancel.
- Barcode**  
Print barcode report for products in your Items Purchased list.

5. Click the desired **Barcode Type**.

🏠 / My Account / Reporting / Reporting: New Report

Select a barcode report type to display products within your Items Purchased list.

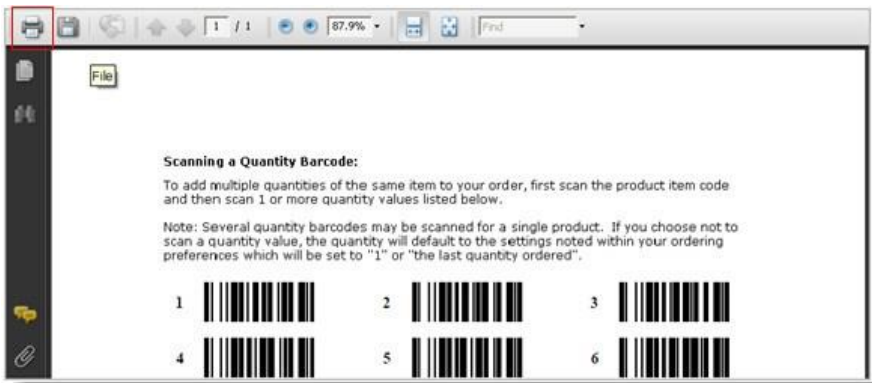
- Item Quantity Barcodes**  
Print a list of item quantity barcodes to scan item quantities.
- Barcode Labels: [alphabetically](#) / [category](#) / [manufacturer](#)**  
Print barcode labels for products listed in Items Purchased list. We recommend using Avery 5160, 5260, 5810, 5960 labels for printing.
- Barcode Tags: [alphabetically](#) / [category](#) / [manufacturer](#)**  
Print barcode tags for products in your Items Purchased list.
- Barcode List: [alphabetically](#) / [category](#) / [manufacturer](#)**  
Print barcode report for products in your Items Purchased list.
- Barcode List with Image: [alphabetically](#) / [category](#) / [manufacturer](#)**  
Print barcode report with image for products in your Items Purchased list.

To view PDF files, you need to have Adobe Acrobat Reader®. [Click here for a free download.](#)

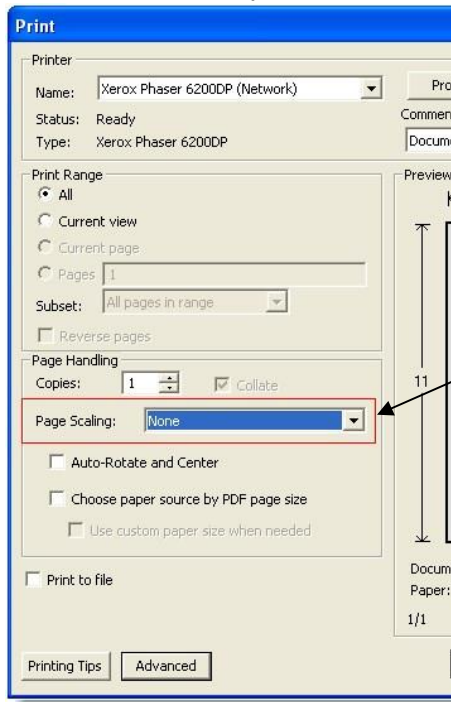


Please see our [User Guide](#) for printing instructions and tips.

6. Click **Print**.



7. Select the desired printer, select **"None"** for **Page Scaling** and click **OK**.

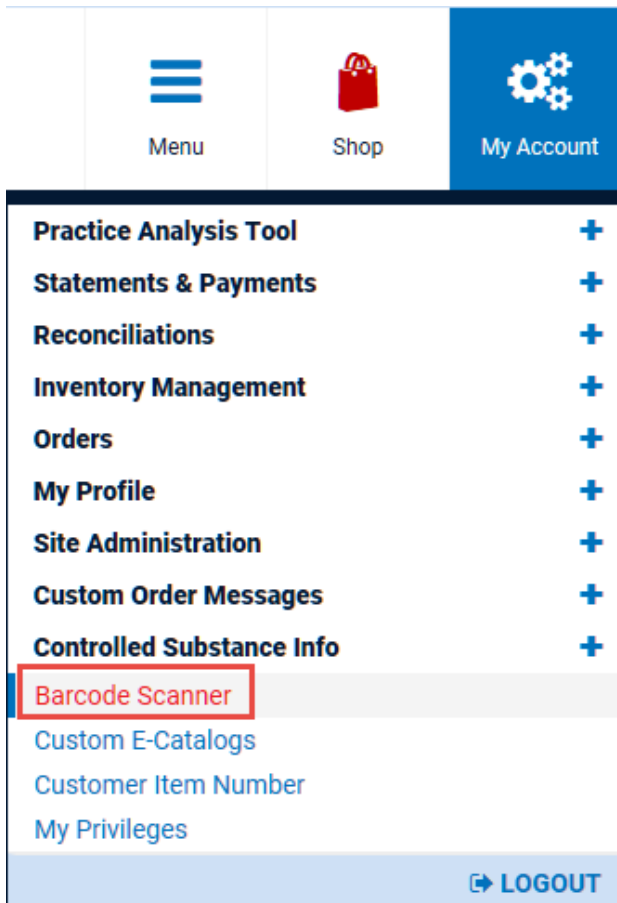


**NOTE:** Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

## Printing Barcodes from Keychain Barcode Scanner

To print item barcode quantities:

1. Click **My Account**.
2. Click **Barcode Scanner**.





### 3. Click the desired **Barcode Type**.

Home / My Account / Barcode Scanner

Welcome to our new and easy to use Barcode Scanner-just Point, Click and Scan!

Here is what you will need:

#### System Requirements

- Browser: Internet Explorer 6.0+ [Download Here](#)
- Operating System: Windows XP, Vista, 7, 8
- USB Drivers
- ActiveX Installation

#### Hardware Requirements

- Barcode Scanner: Symbol CS1504 - OR - Opticon OPN2003/2004
- USB Port: 1
- Cables: USB or Serial

#### Activation Process

- Step 1. Download and Install the USB Driver:
  - If you are using the Symbol CS1504 Barcode Reader, download the Symbol USB Driver [Download Here](#)
  - If you are using the Opticon OPN2003 or OPN2004, download the Opticon USB Driver [Download Here](#)
- Step 2. Install the Scanner's barcode reader Activex control for XP [Download Here](#) Windows 7,8 [Download Here](#)
- Step 3. Click Enable Scanner

#### Need to order the Barcode Scanner?

To order the Barcode Scanner or for more information on how this new device can make your ordering process simpler, please contact your Sales Consultant 1-800-772-4346.

#### Scanner Ordering Preference:

Set my default ordering quantity equal to:

- Last quantity ordered:(if never ordered, a quantity of 1 will be used)  
 Quantity equal to 1

Note: The last unit of measure (UOM) ordered will be added when a scanned item is uploaded to your order. If the item was not ordered previously, the lowest UOM will be added to your order. If necessary, the UOM may be modified when the item is in the cart.

Your Barcode Scanner is currently enabled.



- [Disable Scanner](#)
- [Setup Instructions](#)
- [User Guide](#)
- [CS1504 Data Sheet](#)
- [Opticon OPN2003/2004 Data Sheet](#)

#### Already Own the Barcode Scanner?

Your scanner setting is currently enabled and ready for use.

[DISABLE SCANNER](#)

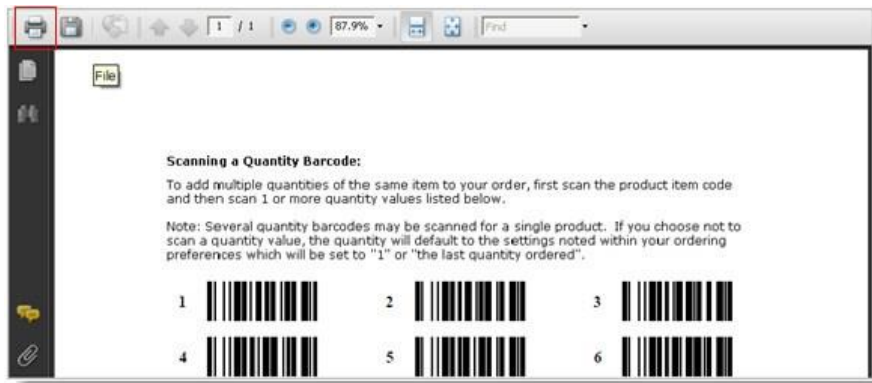
[SUBMIT](#)

- [Print a list of Item Quantity Barcodes](#)
- [Print Barcode from a Shopping List](#)
- [Print Barcodes from your items purchased](#)
- [Upload scanned products](#)

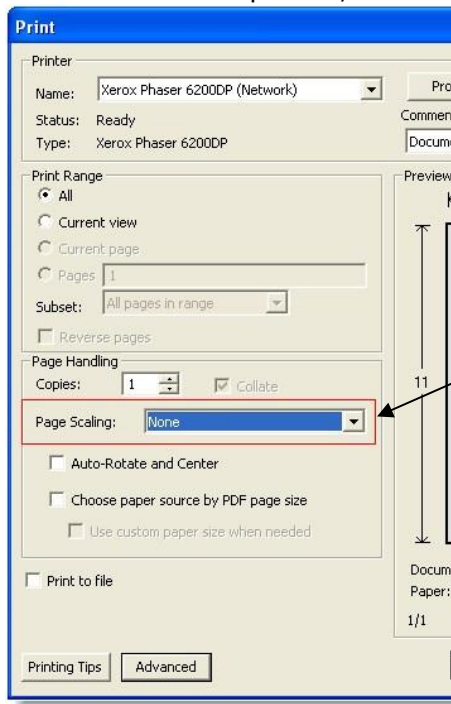
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### 4. Follow the above instructions for **Order History and Shopping Lists**.

### 5. Click **Print**.



6. Select the desired printer, select **"None"** for **Page Scaling** and click **OK**.



**NOTE:** Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

**NOTE:** For more information on the Keychain Barcode Scanner, see the Keychain Barcode Scanner User Guide available from the web site online help.