



Bin Label Printing

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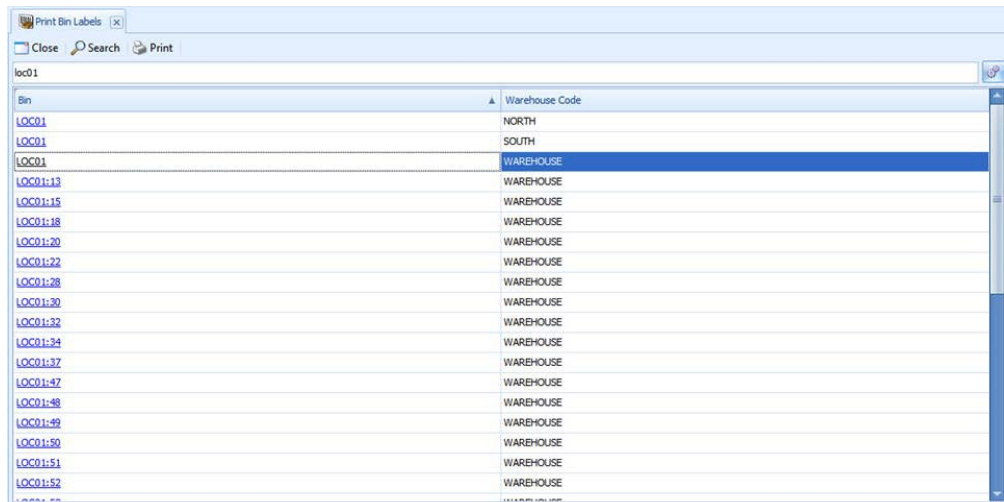
Overview

Bin Label Printing allows users to print labels for bins.

Usage

Follow the instructions below to print bin labels:

1. Click the **Print Bin Labels** module in the toolbar.
2. On the Bin Labels screen, search for bins by Bin Name or Warehouse.



The screenshot shows a window titled 'Print Bin Labels' with a search bar and 'Close', 'Search', and 'Print' buttons. Below the search bar is a table with two columns: 'Bin' and 'Warehouse Code'. The table contains the following data:

Bin	Warehouse Code
LOC01	NORTH
LOC01	SOUTH
LOC01	WAREHOUSE
LOC01:13	WAREHOUSE
LOC01:15	WAREHOUSE
LOC01:18	WAREHOUSE
LOC01:20	WAREHOUSE
LOC01:22	WAREHOUSE
LOC01:28	WAREHOUSE
LOC01:30	WAREHOUSE
LOC01:32	WAREHOUSE
LOC01:34	WAREHOUSE
LOC01:37	WAREHOUSE
LOC01:47	WAREHOUSE
LOC01:48	WAREHOUSE
LOC01:49	WAREHOUSE
LOC01:50	WAREHOUSE
LOC01:51	WAREHOUSE
LOC01:52	WAREHOUSE

3. Select the bin or bins you wish to print labels for. To select multiple bins consecutively, click the first bin in the list and hold the Shift key while clicking the last bin in the list. To select non-consecutive multiple bins, hold the Ctrl key and click each bin.
4. Click the **Print** button. The Label Printing screen appears with information on the right side about the bin labels to be printed. Enter the number of each label to be printed.

Bin Label Printing

Printer
 Printer: Samsung SCX-4623FW Series

Layout
 Format: Bin

User Data

Field	Value
User	
Note	

Labels

Bin	Warehouse	Number of Labels
LOC01	WAREHOUSE	2

1 2

Preview OK Cancel

5. On the left side of the Label Printing screen, select a printer and layout format, and enter any user data, if applicable.
6. Click the **OK** button. The Preview screen appears.
7. From the Preview screen you can change the page setup (File > Page Setup) and alter the number of copies to be printed, etc.

Mailing, Printing, and Exporting Labels

You may print, email, or export your labels to another format from the Print Preview screen. From the Preview screen, go to File > Print to select a printer and change printing preferences first, or go to File > Print for Quick Printing.

To Email Labels:

1. Go to File > Send Via E-Mail.
2. Choose the file type to send the label as. An Options screen will appear:



The image shows a 'PDF Export Options' dialog box. It has a title bar with a close button (X). The dialog contains several input fields and checkboxes. The 'Page range:' field is empty. The 'Don't embed these fonts:' field is empty. The 'Images quality:' dropdown menu is set to 'Highest'. There are two checkboxes: 'Compressed' (checked) and 'Show print dialog on open' (unchecked). Below these are five text input fields for 'Application:', 'Author:', 'Keywords:', 'Subject:', and 'Title:', all of which are empty. At the bottom are 'OK' and 'Cancel' buttons.

3. Choose options relevant to the specified file type (not required). The Save As screen will appear.
4. Specify the path and file name and click **Save**.
5. Your email program will open, prepared to send the label as a file. Enter the "To" information and a message, then send the email.

To Export Labels:

1. Go to File > Export Document.
2. Choose the file type to send the label as. An Options screen will appear.
3. Choose options relevant to the specified file type (not required). The Save As screen will appear.
4. Specify the path and file name and click **Save**.
5. A window will pop up asking if you want to open the file and select one of the options.

Security

Print Bin Labels - Grants access to the Print Bin Labels module.