User Manual

Monarch® Printers AAFES Kit

AVERY DENNISON

Trademarks
MONARCH®, 9416®, and 939i, are trademarks of Paxar Americas, Inc.
Paxar® is a trademark of Paxar Corporation.
Avery Dennison® is a trademark of Avery Dennison Corp.

Avery Dennison Printer Systems Division
170 Monarch Lane
Miamisburg, Ohio 45342

TABLE OF CONTENTS

PRINTING 3-1

TROUBLESHOOTING 4-1

INTRODUCTION

The Monarch® AAFES kit allows you to print bar code labels offline using the Monarch® 9416® XL® printer. For information about supply loading or care and maintenance, refer to your printer's *Equipment Manual* on our Web site (**www.monarch.com**). For more information about setting up the printer and keyboard, refer to the *AAFES Setup Guide*, included in your kit.

Using This Manual

Following is a summary of the contents of this manual.

	Chapter	Contents
1	Introduction	Information you should know before using the kit, including unpacking the components and connecting the cables.
2	Setting Up the Printer	Setting the printer configuration options.
3	Printing	Using custom formats and entering data for tags and labels.
4	Troubleshooting	Common problems and their solutions.

Audience

This manual is for the person who sets up the AAFES kit and enters format data.

Information in this document supercedes information in previous versions. Check our Web site for any updates.

Terms You Should Know

Please review the following terms before reading this manual.

batch separator	An extra label between print jobs that shows where one job ends and the next one begins.
character	A letter, number, or symbol.
continuous (non-peel)	Print mode in which the printer prints all the labels in a job in a continuous strip, without stopping.
cursor	The underline symbol that shows where you are on the screen.
digits	Numbers only.
enter	Type in data on the keyboard.
field	An area on the supply where data prints.
format	The arrangement of fields printed on the supply.
offline	Entering data and printing jobs by using the printer alone (without a computer).
on demand (peel)	Print mode in which the printer peels the backing paper from each label and stops to let the operator remove it before printing the next label.
online	Entering data and printing jobs by sending data from a computer.
print job	A group of tags or labels with the same data.
queue	Jobs waiting to print (also includes the job that is printing).
supplies	Tags or labels used for printing.

Unpacking the Kit

After you unpack the kit, you should have the following:

♦ 9416 printer and power supply (24V)

♦ 939i keyboard and power supply (5V)

♦ Adapter cable

♦ AAFES *Setup Guide*

The power supplies are labeled with the output voltage: 24V or 5V. The 24V printer power supply is labeled "Printer." ***The power supplies are not interchangeable.***

1. Pull the long, coiled cable out from the bottom of the keyboard's base.
2. Slide the first loop in the cable slot as shown.

Keyboard Power   **Printer Power**

5V   24V

Cable Slot
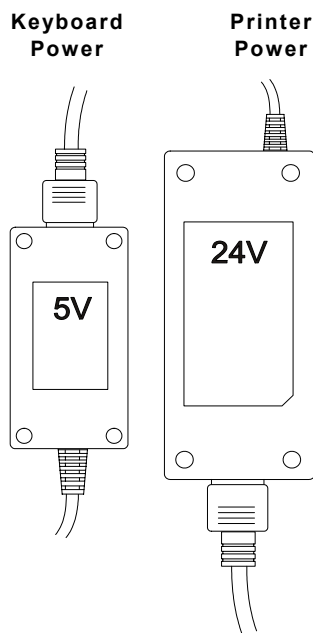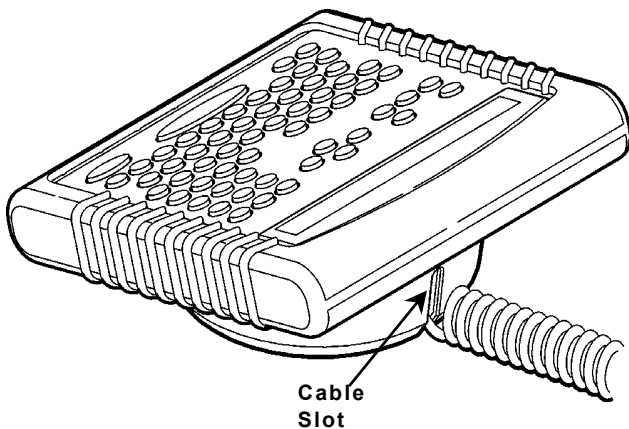
Connecting the Cables

Warning: If the power supplies are not connected correctly, the keyboard and printer are damaged.

Refer to the *AAFES Setup Guide*, included in your kit, for more information on setting up the printer and keyboard.

1. Turn **OFF** the printer before you connect the keyboard's cable.

2. Plug the 9-pin coiled keyboard cable into the end of the adaptor cable.
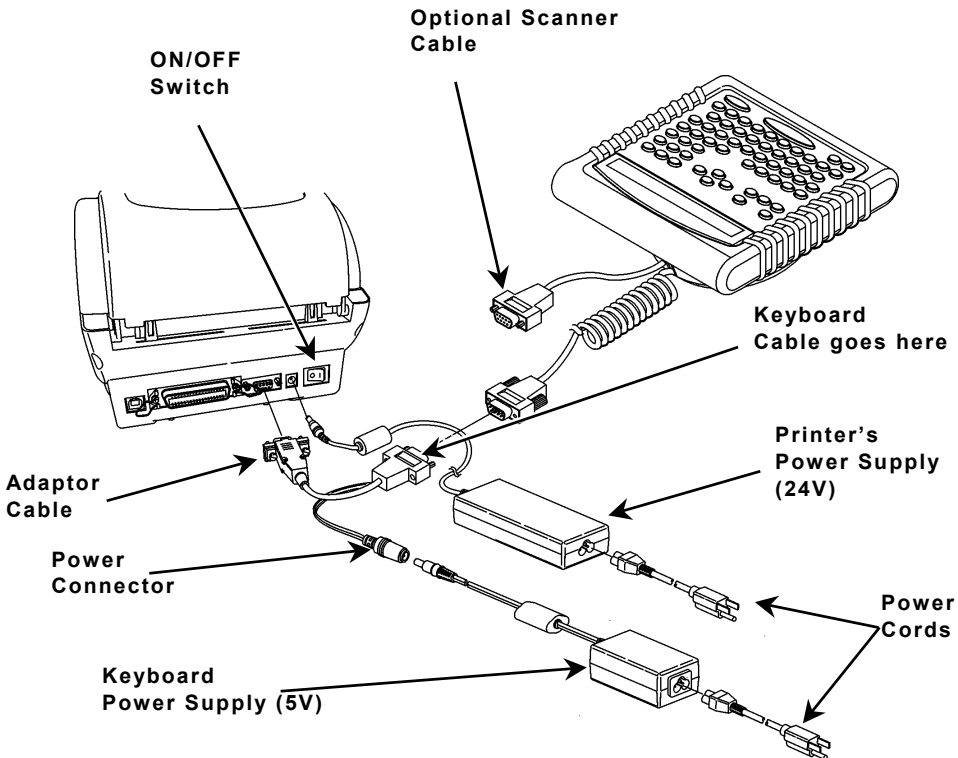
3. Attach the other end of the adaptor cable to the 9-pin port on the printer. Tighten the screws on the cables.

4. Connect the power cords to the power supplies.

5. Connect the printer's large power supply (24V) to the printer.

Note: **Do not** connect the 24V power supply to the keyboard. This damages the keyboard.

6. Connect the keyboard's small power supply (5V) to the adaptor cable's power connector.

7. Plug the power supplies into a grounded electrical outlet.

8. Turn **ON** the printer. The keyboard receives power from the 5V auxiliary power supply when the printer is turned on.

Using the Keyboard

The keyboard has full alphabetic keys with 10 numeric keys, five function keys, four arrow keys, and several special keys.
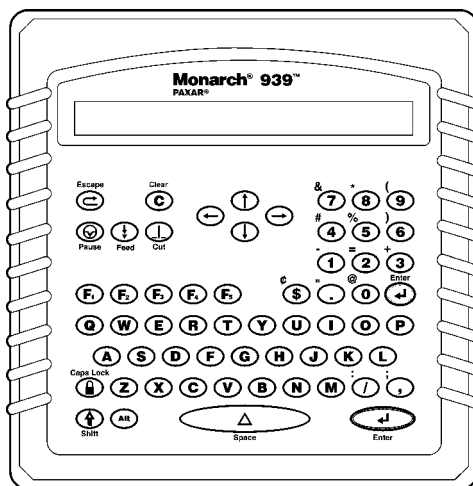
Startup

When you turn on the printer and keyboard, the keyboard displays a message to press a key when the printer is in Ready mode. The keyboard automatically selects the Batch Entry function and displays the name and number of the first custom format.

```
-=Main Menu=-
01 UPC
```

Control Keys

This table lists the keyboard control keys and their functions.

⇄   Escape. Returns the display to the previous menu. Also clears an error.

ⓒ   Clear. Clears the entire field.

⊘   Pause. Stops printing.

⬇   Feed. Feeds a blank label if there is no print job. Prints a label in on-demand mode. Prints a label with error information that is useful to your System Administrator if an error is displayed.

⊥   Cut. Cuts the supply.

← →   Displays menu items and allows you to move the cursor.

↑ ↓   Moves between fields in Batch Entry.

↵   Enter. Selects the displayed menu item.

       Shift. Toggles between upper and lower-case. Use with other keys to display **¢**, **"**, **@**, **:**, **;**, **-**, **=**, **+**, **#**, **%**, **(,)**, **&**, *****.

🔒   Caps Lock. Allows you to type all upper-case characters. When the caps lock is on, a padlock symbol is displayed in the upper right hand corner.

Ⓕ₁   Keyboard menu. Exits the AAFES application and allows you to delete the application, change keyboard settings, and perform diagnostics.

> **Note:** There is a service charge to reload the application if it is deleted. Follow the instructions carefully when changing any settings in the **F1** menu.

Ⓕ₂   Configuration Menu. Allows you to change the printer settings. See Chapter 2, "Setting Up the Printer" for more information.

Ⓕ₃   Reset defaults.

Ⓐₗₜ   Enters an international character for printing when pressed and held along with a character code.

△   Space. Inserts a blank space between characters.

SETTING UP THE PRINTER

You must configure the printer before printing formats.
The most common configuration options are listed in the following table:

Option	Choices	Default
Baud Rate	1200, 2400, 4800, 9600, 19200, 38400, 57600, 115200	19200
Format Sending Mode	As Needed/Always	As Needed
Separators	Enabled/Disabled	Disabled
Preloading	Enabled/Disabled	Disabled
Print Mode	Continuous/On Demand	Continuous
Supply Type	Black Mark/Die Cut	Black Mark
Ribbon	With Ribbon/Without	Without

Setting the Baud Rate

To print, you must change the baud rate setting to 9600 from the default setting of 19200.

1. Press Ⓕ from the Main Menu. You see

    ```
    Exit – Are you
    sure?  Y/N
    ```

2. Press **Y**. You see

    ```
                  MAIN MENU
    ←             Scripts            →
    ```

3. Press ← or → until you see

    ```
                  MAIN MENU
    ←             Setup              →
    ```

4. Press **Enter**. You see

    ```
                  SETUP
                  Comm 1            →
    ```

5. Press **Enter**. You see

```
                    COMM 1
                    Baud Rate              →
```

6. Press **Enter**. You see

```
                   BAUD RATE
     ←                 19200                →
```

7. Press ← until you see

```
                   BAUD RATE
     ←                  9600                →
```

8. Press **Enter** to select 9600, then press **Escape** twice until you see the Main Menu.

9. Press → until you see

```
                   MAIN MENU
     ←                  Exit
```

10. Press **Enter** to save your new settings and return to your application.

Note: You must select **Exit** to save your settings or the keyboard will return to the default settings the next time it is turned on.

Using the Configuration Menu

To access the printer configuration menu:

1. Press Ⓕ₂ from the Main Menu. You see

```
-=Config Menu=-      --Esc to exit
1. Format Sending Mode
```

2. Press ← or → to move through the Configuration Menu.

Selecting the Format Sending Mode

There are two Format Sending Modes: As Needed and Always. To send all formats at once, select Always. To send only the correct format, select As Needed. The default is As Needed.

1. From the Config Menu, press ← or → until you see

```
1. Set Format Sending Mode
```

2. Press **Enter**. You see

```
Select format sending mode
1=AS NEEDED, 2=Always >
```

The current setting is displayed in all caps.

3. Press **1** or **2** to select the mode you need. You return to the Config Menu.

Using Batch Separators

The Batch Separators option is for use in other applications. The 9416 printer does not use Batch Separators and any settings will be ignored during printing.

Using Data Preloading

The Preload Data function keeps any data you enter in memory when enabled. The default is Disabled.

1. From the Config Menu, press ← or → until you see

```
3. Set Preloading
```

2. Press **Enter**. You see

```
Set Data Preloading
1=Enabled, 2=DISABLED >
```

The current setting is displayed in all caps.

3. Select **1** to retain data. If you press **2,** the printer does not keep data you previously entered in memory. You return to the Config Menu.

Setting the Print Mode

There are two print modes: continuous (no peel) and on-demand (peel). Continuous mode prints labels or tags in continuous strips. On-Demand mode separates the backing paper from the label as each label prints.

1. From the Config Menu, press ← or → until you see

    > 4. Set Print Mode

2. Press **Enter**. You see

    > Select Print Mode
    > 1=CONTINUOUS, 2=On-Demand >

    The current setting is displayed in all caps.

3. Press **1** or **2** to select the print mode you need. The default is Continuous. You return to the Config Menu.

Setting the Supply Type

The printer has a black mark/die cut sensor, which it uses to properly calibrate supplies. Determine which type of supply you are using. Black mark supply has sense marks (black marks) on the back of them. Die cut supply does not have any black marks.

1. From the Config Menu, press ← or → until you see

    > 5. Set Supply Type

2. Press **Enter**. You see

    > Select Supply Type
    > 1=BLACK MARK, 2=Die Cut >

    The current setting is displayed in all caps.

3. Press **1** or **2** to select the supply you need. The default is Black Mark. You return to the Config Menu.

Setting the Ribbon

Thermal direct supply does not require a ribbon. Thermal Transfer supply does require a ribbon.

1. From the Config Menu, press ← or → until you see

   6. Set Ribbon

2. Press **Enter**. You see

   Set Ribbon Value
   1=With Ribbon, 2=WITHOUT

   The current setting is displayed in all caps.

3. Press **1** or **2** to choose the setting you need. The default is Without. You return to the Config Menu.

Sending the Printer Reset Command

This function resets the printer, which is the same as turning the printer off and then back on. The LED on the printer turns amber and then green when the printer returns to Ready mode.

1. From the Config Menu, press ← or → until you see

   7. Send Printer Reset

2. Press **Enter**. You briefly see

   Command Sent

   The printer resets and you return to the Config Menu.

Sending a Virgin Reset Command

A virgin reset sets the printer back to factory defaults.

Note: **Do not** virgin reset the printer. This function is for service use only and deletes any custom configurations from your printer.

Printing a Test Label

The test label shows the printer settings. Refer to your *Equipment Manual* for more information.

1. From the Config Menu, press ← or → until you see

9. Print test label

2. Press **Enter**. You briefly see

Command Sent

    A test label prints and you return to the Config Menu.

Setting the Packet Delay

This function adjusts the delay between processing MPCL packets so the printer does not lock up.

Note: Call Service before changing the Packet Delay setting. The default setting should work for most packets.

Setting the Print Contrast

The print contrast controls the darkness of the printing on your supply. The specific range for the 9416 printer is –390 to +156. The printer ignores values set outside this range. The default is 0. The correct print contrast setting affects how well your bar codes scan and how long your printhead lasts.

1. From the Config Menu, press ← or → until you see

11. Set Contrast

2. Press **Enter**. You see

Enter contrast [-699/699] +0

3. Press ← or → to change the contrast in increments of 1.
   Press ↑ or ↓ to change the contrast in increments of 10.
   Pressing → or ↑ darkens the print; → or ↓ lightens the print.

4. When you are finished, press **Enter**. You return to the Config Menu.

We recommend you check the bar code print quality with a bar code verifier. If you do not have a bar code verifier or scanner, check the bar code visually. A bar code that is in spec has complete bars, clear spaces, and small alphanumeric characters that look complete. An in spec bar code may not look as good as one that is too dark, but it has the highest scan rate.

Dark

IN SPEC

Light

Setting the Print Position

This function adjusts where data prints vertically on the supply. Adjust the print if it is too close to the top or bottom of the supply, or overtypes the pre-printed area. The adjustments are in dots (0.0049 inch). The range is -99 to +99 and the default is 0.

♦ If the data is too close to the bottom, increase the number.

♦ If the data is too close to the top, decrease the number.
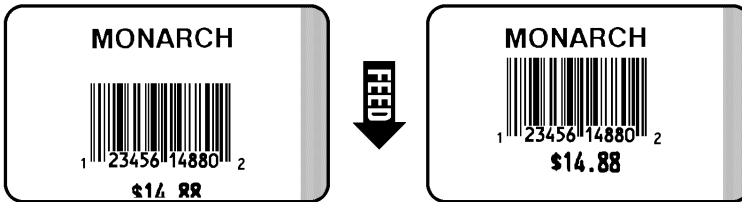
1. From the Config Menu, press ← or → until you see

12. Set Print Position

2. Press **Enter**. You see

Enter print pos
[-99/99]   +0

3. Press ← or → to change the contrast in increments of 1 dot. Press ↑ or ↓ to change the contrast in increments of 10 dots. Pressing ← or ↓ decreases the value (moves the image down); → or ↑ increases it (moves the image up).

4. When you are finished, press **Enter**. You return to the Config Menu.

Setting the Supply Position

This function adjusts the printer to print at the vertical 0,0 point on the supply.

Note: The supply position adjustment should only be made on initial printer setup. For format adjustments, change the print position.

You may need to adjust the supply in or out to allow supplies to be removed. The adjustments are in dots (0.0049 inch). The range is −300 to +300 and the default is 0.

1. From the Config Menu, press ← or → until you see

13. Set Supply Position

5. Press **Enter**. You see

Enter supply pos [-300/300] +0

6. Press ← or → to change the contrast in increments of 1 dot. Press ↑ or ↓ to change the contrast in increments of 10 dots. Pressing ← or ↓ decreases the value (feeds less supply); ← or ↑ increases it (feeds more supply).

7. When you are finished, press **Enter**. You return to the Config Menu.

Resetting the Configuration

To change all configurations back to the default settings:

1. From the Main Menu, press Ⓕ₃. You see

Reset Defaults – Are you sure? Y/N

2. Press **Y**. The application returns to the default settings. This may take a few minutes.

   When it is finished resetting, you return to the Main Menu.

PRINTING

This chapter shows how to enter and print data for each format.

Note: Press the **Back Arrow** key to backspace one character. If you make a mistake entering data, press the **Clear** key to clear the row.

Selecting a Format

You must select a format to print a job. You can

♦ press **Enter** to select the format that is displayed.

♦ press ↑ or ↓ to display the format you want, and then press **Enter** to select it.

♦ type the number of the format you want, and then press **Enter** to select it.

♦ press **Escape** at any time to return to the Main Menu.

Using the Custom Formats

Before entering data, load the correct supply.

Note: All price fields automatically print the dollar sign, comma, and decimal point unless otherwise noted.

Format 01: UPC

Format 01 prints a UPC-A twelve-digit bar code, with the twelfth digit serving as the check digit, an age code, department code, and price.

To print Format 01, load supply that is 1.1" long by 1.2" wide (28mm by 30mm). Then follow these steps.

1. Press ↑ or ↓ until you see "*01 UPC*" and press **Enter**. You see

   ```
   AGE CODE:
   * * *
   ```

2. The Age Code field contains three digits. Enter the Age Code and press **Enter**. For example, type **123**. You see

   ```
   DEPT:
   D * * *
   ```

3. The Department field contains three digits, plus the character "D", which is printed automatically. Enter the Department number and press **Enter**. For example, type **123**. You see

   ```
   UPCA#?
   * * * * * * * * * * * *
   ```

4. The UPC field contains twelve digits. Enter the UPC number and press **Enter**. For example, type **012345678905**. You see

   ```
   PRICE:
   * * * * * * * * * *
   ```

5. The Price field can contain up to eight digits. Enter the Price and press **Enter**. For example, type **999999**. You see

   ```
   Enter Print Qty * * *
   ```

6. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 02: CRC

Format 02 prints an age code, department number, CRC number, and price.

To print Format 02, load supply that is 1" long by 1.2" wide (25mm by 30mm). Then follow these steps.

1. Press ↑ or ↓ until you see "*02 CRC*" and press **Enter**. You see

    ```
    AGE CODE:
    * * *
    ```

2. The Age Code field contains three digits. Enter the Age Code and press **Enter**. For example, type **123**. You see

    ```
    DEPT
    D * * *
    ```

3. The Department field contains three digits, plus the character "D", which is printed automatically. Enter the Department number and press **Enter**. For example, type **123**. You see

    ```
    CRC #:
    * * * * * * *
    ```

4. The CRC number field contains seven digits, with the seventh digit being the check digit. Type the CRC number and press **Enter**. For example, type **1111115**. You see

    ```
    PRICE
    * * * * * * * * * *
    ```

5. The Price field can contain up to eight digits. Enter the Price and press **Enter**. For example, type **999999**. You see

    ```
    Enter Print Qty * * *
    ```

6. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 03: NSC CODE

Format 03 prints an NSC bar code, age code, department number, and price.

To print Format 03, load supply that is 1.1" long by 1.2" wide (28mm by 30mm). Then follow these steps.

1. Press ↑ or ↓ until you see "*03 NSC CODE*" and press **Enter**. You see

PRICE?
* * * * * * * * * *

2. The Price field can contain up to eight digits. Enter the Price and press **Enter**. For example, type **9999**. You see

CATEGORY ?
* * * * *

3. The Category field contains five digits. Enter the Category and press **Enter**. For example, type **12345**. You see

AGE CODE:
* * *

1. The Age Code field contains three digits. Enter the Age Code and press **Enter**. For example, type **123**. You see

DEPT?
D * * *

4. The Department field contains three digits, plus the character "D", which is printed automatically. Enter the Department number and press **Enter**. For example, type **123**. You see

Enter Print Qty * * *

5. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 04: Fashion

Format 04 prints an age code, department number, fashion control number, and price.

To print Format 04, load supply that is 1.1" long by 1.2" wide (28mm by 30mm). Then follow these steps.

```
0  02345 67890  6
123        D123
    $999.99
```

1. Press ↑ or ↓ until you see "*04 FASHION*" and press **Enter**. You see

   ```
   AGE CODE:
   * * *
   ```

2. The Age Code field contains three digits. Enter the Age Code and press **Enter**. For example, type **123**. You see

   ```
   DEPT:
   D * * *
   ```

3. The Department field contains three digits, plus the character "D", which is printed automatically. Enter the Department number and press **Enter**. For example, type **123**. You see

   ```
   FASHCONTROL#
   00 * * * * * * * * * *
   ```

4. The Fashion Control field contains ten digits in addition to the two zeros, which are automatically displayed and printed. Enter the Fashion Control number and press **Enter**. For example, type **234567890**. You see

   ```
   PRICE:
   * * * * * * * * * *
   ```

5. The Price field can contain up to eight digits. Enter the Price and press **Enter**. For example, type **99999**. You see

   ```
   Enter Print Qty * * *
   ```

6. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 05: EAN-13

Format 05 prints an age code, department number, EAN thirteen-digit bar code, and price.

To print Format 05, load supply that is 1.1" long by 1.2" wide (28mm by 30mm). Then follow these steps.

1. Press ↑ or ↓ until you see "*05 EAN 13*" and press **Enter**. You see

    ```
    AGE CODE:
    * * *
    ```

2. The Age Code field contains three digits. Enter the Age Code and press **Enter**. For example, type **123**. You see

    ```
    DEPT:
    D * * *
    ```

3. The Department field contains three digits, plus the character "D", which is printed automatically. Enter the Department number and press **Enter**. For example, type **123**. You see

    ```
    EAN#:
    * * * * * * * * * * * *
    ```

4. The EAN field contains thirteen digits. Enter the EAN number and press **Enter**. For example, type **0123456789012**. You see

    ```
    PRICE:
    * * * * * * * * * *
    ```

5. The Price field can contain up to eight digits. Enter the Price and press **Enter**. For example, type **999999**. You see

    ```
    Enter Print Qty * * *
    ```

6. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 06: Price

Format 06 prints the price, age code, and department number.

To print Format 06, load supply that is 1.1" long by 1.2" wide (28mm by 30mm). Then follow these steps.

```
$199. 99
123        D541
```

1. Press ↑ or ↓ until you see "*06 PRICE*" and press **Enter**. You see

    ```
    PRICE?
    * * * * * * * *
    ```

2. The Price field can contain up to six digits. Enter the Price and press **Enter**. For example, type **19999**. You see

    ```
    AGE CODE:
    * * *
    ```

3. The Age Code field contains three digits. Enter the Age Code and press **Enter**. For example, type **123**. You see

    ```
    DEPT:
    D * * *
    ```

4. The Department field contains three digits, plus the character "D", which is printed automatically. Enter the Department number and press **Enter**. For example, type **541**. You see

    ```
    Enter Print Qty * * *
    ```

5. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 07: Tearaway

Format 07 prints a UPC-A twelve-digit bar code, with the twelfth digit serving as the check digit, age code, department number, two descriptions, and price.

To print Format 07, load supply that is 3.75" long by 2.22" wide (95mm by 56mm). Then follow these steps.

1. Press ↑ or ↓ until you see "*07 TEARAWAY*" and press **Enter**. You see

   ```
   AGE CODE?
   * * *
   ```

2. The Age Code field contains three digits. Enter the Age Code and press **Enter**. For example, type **123**. You see

   ```
   DEPT?
   D * * *
   ```

3. The Department field contains three digits, plus the character "D", which is printed automatically. Enter the Department number and press **Enter**. For example, type **123**. You see

   ```
   DESCRIPTION ONE?
   * * * * * * * * * * * * * * * * * * * * * * * * *
   ```

4. The Description #1 field contains up to twenty-five alphanumeric characters. Enter Description One and press **Enter**. For example, type **DESCRIPTION 1**. You see

   ```
   DESCRIPTION TWO?
   * * * * * * * * * * * * * * * * * * * * * * * * *
   ```

5. The Description Two field contains up to twenty-five alphanumeric characters, and prints directly below Description One. Enter Description Two and press **Enter**. For example, type **DESCRIPTION 2**. You see:

   ```
   ENTER '$' & '.'?
   * * * * * * * * *
   ```

6. The Price field contains nine digits, including the dollar sign and decimal point.

Note: For this field you must enter the dollar sign and decimal point.

Enter the price and press **Enter**. For example, type **$999.99**. You see

```
UPC-A ?
* * * * * * * * * * * *
```

7. The UPC-A field contains twelve digits. Enter the UPC number and press **Enter**. For example, type **012347892552**. You see

```
Enter Print Qty * * *
```

8. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 08: Jewelry

Format 08 prints a UPC-A twelve-digit bar code, with the twelfth digit serving as the check digit, an open field, style, and price.

```
0 12345 67890 5
OPEN FIELD
STYLE  12345678
AAFES SELL
$999.99
```

To print Format 08, load supply that is 3" long by 2.4" wide (76mm long by 61mm wide).
Then follow these steps.

1. Press ↑ or ↓ until you see "*08 JEWELRY*" and press **Enter**.
   You see

   ```
   UPC?:
   * * * * * * * * * * * *
   ```

2. The UPC field contains twelve digits. Enter the UPC number and press **Enter**. For example, type **012345678905**. You see

   ```
   OPEN FIELD :
   * * * * * * * * * *
   ```

3. The Open Field contains up to ten alphanumeric characters.
   Enter the data for the open field and press **Enter**. For example, type **OPEN FIELD**. You see

   ```
   STYLE ?
   * * * * * * * * * *
   ```

4. The Style field contains up to ten alphanumeric characters.
   Enter the Style and press **Enter**. For example, type **12345678**.
   You see

   ```
   PRICE?
   * * * * * * * * *
   ```

5. The Price field can contain up to seven digits. Enter the Price and press **Enter**. For example, type **99999**. You see

   ```
   Enter Print Qty * * *
   ```

6. Enter the supplies of labels you want to print and press **Enter**.
   For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 09: Shelf

Format 09 prints a description, a UPC bar code, date, LDU number, RFI number, CRC number, BLTS number, item number, warehouse number, price, and best seller field.

```
DESCRIPTION 1
0 1235 67890
920925 123 23  $999.99
012-0123  421
012334567-55-6667  01
```

To print Format 09, load supply that is 2.75" long by 0.8" wide (70mm by 20mm). Then follow these steps.

1. Press ↑ or ↓ until you see *"9 SHELF"* and press **Enter**. You see

   ```
   DESCRIPTION?
   * * * * * * * * * * * * * * * * * * * * * * * * * * * *
   ```

2. The Description field can contain up to 28 alphanumeric characters. Enter the Description and press **Enter**. For example, type **DESCRIPTION 1**. You see

   ```
   UPC #?
   * * * * * *  * * * * *
   ```

3. The UPC field contains eleven digits, separated in two positions by a space. Enter the UPC number and press **Enter**. For example, type **01234567890**. You see

   ```
   DDMMYY Date ?
   * * * * * *
   ```

4. Enter the day, month, and year in that order for the date field and press **Enter**. For example, type **920925**. You see

   ```
   LDU # ?
   * * *
   ```

5. The LDU field contains three digits. Enter the LDU number and press **Enter**. For example, type **123**. You see

   ```
   RFI # ?
   * *
   ```

6. The RFI field contains two digits. Enter the RFI number and press **Enter**. For example, type **23**. You see

   ```
   CRC # ?
   * * * - * * * *
   ```

7. The CRC field contains seven digits, separated by a dash. Enter the CRC number and press **Enter**. For example, type **0120123**. You see

```
BLTS # ?
* * *
```

8. The BLTS field contains three digits. Enter the BLTS number and press **Enter**. For example, type **421**. You see

```
ITEM # ?
* * * * * * * * * _ * * _ * * * *
```

9. The Item field contains up to fifteen digits, separated in two positions by dashes. Enter the Item number and press **Enter**. For example, type **012334567556667**. You see

```
WAREHOUSE ?
* *
```

10. The Warehouse field contains two digits. Enter the Warehouse number and press **Enter**. For example, type **01**. You see

```
PRICE?
* * * * * * * *
```

11. The Price field can contain up to six digits. Enter the Price and press **Enter**. For example, type **99999**. You see

```
BEST SELLER ?
*
```

12. The Best Seller field can contain one alphanumeric character. Enter a **Y** or **N** and press **Enter**. For example, type **Y**. You see

```
Enter Print Qty * * *
```

13. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 10: Barshelf

Format 10 prints a UPC-A twelve-digit bar code, description, date, LDU number, RFI number, CRC number, BLTS number, warehouse number, best seller field, and price.

```
DESCRIPTION 1
0 1235 67890   $99.99
920925 11 123
024     01
00-1037     |||||||||||||||||
```

To print Format 10, load supply that is 2.75" long by 0.8" wide (70mm by 20mm). Then follow these steps.

1. Press ↑ or ↓ until you see "*10 BARSHELF*" and press **Enter**. You see

   ```
   DESCRIPTION?
   * * * * * * * * * * * * * * * * * * * * * * * * * * * *
   ```

2. The Description field can contain up to 28 alphanumeric characters. Enter the Description and press **Enter**. For example, type **DESCRIPTION 1**. You see

   ```
   DDMMYY Date ?
   * * * * * *
   ```

3. Enter the day, month, and year in that order for the date field and press **Enter**. For example, type **920925**. You see

   ```
   LDU # ?
   * * *
   ```

4. The LDU field contains three digits. Enter the LDU number and press **Enter**. For example, type **123**. You see

   ```
   RFI #?
   * *
   ```

5. The RFI field contains two digits. Enter the RFI number and press **Enter**. For example, type **01**. You see

   ```
   CRC #?
   * * * - * * * *
   ```

6. The CRC field contains seven digits, separated by a dash. Enter the CRC number and press **Enter**. For example, type **0001037**. You see

   ```
   BLTS # ?
   * * *
   ```

7. The BLTS field contains three digits. Enter the BLTS number and press **Enter**. For example, type **024**. You see

```
WAREHOUSE ?
* *
```

8. The Warehouse field contains two digits. Enter the Warehouse number and press **Enter**. For example, type **11**. You see

```
PRICE?
* * * * * * * *
```

9. The Price field can contain up to six digits. Enter the Price and press **Enter**. For example, type **9999**. You see

```
UPC-A ?
* * * * * * * * * * * *
```

10. The UPC-A field contains twelve digits. Enter the UPC number and press **Enter**. For example, type **01234567890**. You see

```
BEST SELLER ?
*
```

11. The Best Seller field can contain one alphanumeric character. Enter a **Y** or **N** and press **Enter**. For example, type **Y**. You see

```
Enter Print Qty * * *
```

12. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 11: UPC E

Format 11 prints an age code, department number, UPC-E seven-digit bar code, and price.

To print Format 11, load supply that is 1.1" long by 1.2" wide (28mm by 30mm). Then follow these steps.
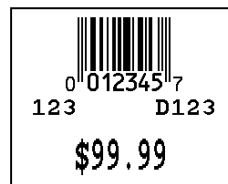
1. Press ↑ or ↓ until you see "*11 UPC E*" and press **Enter**. You see

   ```
   AGE CODE?
   * * *
   ```

2. The Age Code field contains three digits. Enter the Age Code and press **Enter**. For example, type **123**. You see

   ```
   DEPT #?
   D * * *
   ```

3. The Department field contains three digits, plus the character "D", which is printed automatically. Enter the Department number and press **Enter**. For example, type **123**. You see

   ```
   PRICE?
   * * * * * * * * * *
   ```

4. The Price field can contain up to eight digits. Enter the Price and press **Enter**. For example, type **9999s**. You see

   ```
   UPC-E #:
   * * * * * * *
   ```

5. The UPC E field contains seven digits. Enter the UPC E number and press **Enter**. For example, type **012345**. You see

   ```
   Enter Print Qty * * *
   ```

6. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 12: EAN 8

Format 12 prints an EAN eight-digit bar code, age code, department number, and price.

To print Format 12, load supply that is 1.1" long by 1.2" wide (28mm long by 30mm wide)
Then follow these steps.

1. Press ↑ or ↓ until you see "*12 EAN 8*" and press **Enter**. You see

    ```
    AGE CODE?
    * * *
    ```

2. The Age Code field contains three digits. Enter the Age Code and press **Enter**. For example, type **123**. You see

    ```
    DEPT #?
    D * * *
    ```

3. The Department field contains three digits, plus the character "D", which is printed automatically. Enter the Department number and press **Enter**. For example, type **123**. You see

    ```
    PRICE?
    * * * * * * * * * *
    ```

4. The Price field can contain up to eight digits. Enter the Price and press **Enter**. For example, type **99999**. You see

    ```
    EAN-8 #?
    * * * * * * * *
    ```

5. The EAN 8 field contains eight digits. Enter the EAN 8 number and press **Enter**. For example, type **0123456** and press **Enter**. You see

    ```
    Enter Print Qty * * *
    ```

6. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

Format 13: Non RPOS

Format 13 prints a description, UPC bar code, date, LDU number, RF number, CRC number, BLTS number, item number, warehouse number, best seller field, and price.

```
DESCRIPTION 1
0 1235 67890
 920925 123 23  $999.99
012        421
01-6667          01      Y
```

To print Format 13, load supply that is 2.75" long by 0.8" wide (70mm by 20mm). Then follow these steps.

1. Press ↑ or ↓ until you see "*13 NON RPOS*" and press **Enter**. You see

```
DESCRIPTION?
* * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

2. The Description field can contain up to 28 alphanumeric characters. Enter the Description and press **Enter**. For example, type **DESCRIPTION 1**. You see

```
UPC #?
* * * * * * * * * * *
```

3. The UPC field contains eleven digits, separated in two positions by a space. Enter the UPC number and press **Enter**. For example, type **01234567890**. You see

```
DDMMYY Date?
* * * * * *
```

4. Enter the day, month, and year in that order for the date field and press **Enter**. For example, type **920925**. You see

```
LDU?
* * *
```

5. The LDU field contains three digits. Enter the LDU number and press **Enter**. For example, type **123**. You see

```
RF?
* *
```

6. The RF field contains two digits. Enter the RF number and press **Enter**. For example, type **23**. You will see:

```
CRC #?
* * * - * * * *
```

7. The CRC field contains seven digits, separated by a dash. Enter the CRC number and press **Enter**. For example, type **0120123**. You see

```
BLTS # ?
* * * * *
```

8. The BLTS field contains five digits. Enter the BLTS number and press **Enter**. For example, type **421**. You see

```
ITEM # ?
* * * * * * * * * _ * * _ * * * *
```

9. The Item field contains up to fifteen digits, separated in two positions by dashes. Enter the Item number and press **Enter**. For example, type **012334567556667**. You see

```
WAREHOUSE ?
* *
```

10. The Warehouse field contains two digits. Enter the Warehouse number and press **Enter**. For example, type **01**. You see

```
PRICE?
* * * * * * *
```

11. The Price field can contain up to five digits. Enter the Price and press **Enter**. For example, type **99999**. You see

```
BEST SELLER ?
*
```

12. The Best Seller field contains one alphanumeric character. Enter a **Y** or **N** and press **Enter**. For example, type **Y**. You see

```
Enter Print Qty * * *
```

13. Enter the quantity of supplies you want to print and press **Enter**. For example, type **3** and press **Enter**.

The job prints and you return to the beginning of the format.
Press **Escape** to return to the Main Menu.

TROUBLESHOOTING

This chapter contains a list of common problems and their solutions.

Problem	Action
The keyboard display is blank.	Make sure the printer is on. Make sure the keyboard cable is securely attached to the printer. If the keyboard was attached while the printer was on, turn the printer **OFF** and then back **ON**.
You tried to skip a required field.	This field requires data before continuing to the next field. Enter data and press **ENTER.**
Letters are not in the expected case.	Make sure the caps lock is not on.
Script is not running.	Turn the printer **OFF** and then back **ON**. If this does not solve the problem, call Service.

Technical Support

If these solutions do not work, call Service at the number listed on the back of this manual.

Visit **www.paxar.com** for sales, service, supplies, information, and telephone numbers for our International locations.

TOLL FREE:
1-800-543-6650 (In the U.S.A.)
1-800-363-7525 (In Canada)