

## BARCODE OPTIONS



Vendor barcodes by BayScan = 0.75" x 2.25"  
**Approximately 30¢ each**



Barcodes printed in VERSO = 1" x 2 5/8"  
**Approximately 3¢ each**

Suggested trimming size, if you wish.

\*The library's name, font size, and barcode size are fixed and cannot be changed. The barcode number is customizable, except that VERSO cannot print zeroes at the beginning. For example, if the barcode is 0012345, VERSO will print 12345.

## "Address" Labels

1. Purchase one box of Avery SURE FEED™ labels **1" x 2 5/8"**. One box of 750 labels with 25 sheets inside (30 labels/sheet) = ~\$10 on Amazon. If you buy a larger quantity, you will save even more!
  - o You may wish to try generic labels, but the quality is not quite as good as it is with Avery products.
2. Turn on the printer, and load the label sheets into the default tray, usually with the label side DOWN. Once you click "submit", VERSO will automatically print to the default tray. We are unable to change this process.
3. Communicate with your co-workers to let them know you will monopolize this printer for a few minutes.



## How to Print Barcodes in VERSO

### A. Add the Printer

1. You will need to complete this step the first time you ask VERSO to print barcodes.
2. Staff dashboard – CAT Admin – Print labels – Set workstation printer.
3. The next screen will briefly display a note stating “checking print client”. Wait a moment until the screen refreshes to state “set workstation printers”.
4. Locate the 3<sup>rd</sup> option down that states “label printer setup”, and click “load printers”. VERSO will run a quick check to determine which printers are available. Your printer will be listed under “page labels” with dimensions 8.5x11. Here is an example:

<b>Label Printer Setup:</b>	<b>Dimensions</b>
Page Labels:	8.5x11
Brother MFC-L2750DW series	

5. Ignore the Dymo 450 labels option.
6. Click “save selections”.
7. A pop-up window will appear stating “workstation printers set”. Click OK, and close this pop-up.

### B. Print the Labels

1. Staff dashboard – CAT Admin – Print labels – Print barcodes.
2. Customize this screen:
  - a. Number of labels to skip: 0
  - b. Barcode type: Item
  - c. Starting barcode sequence: \_\_\_\_\_ (Enter your beginning number. If you have done this before, VERSO will auto-fill this number for you.)
  - d. Number of labels to print: \_\_\_\_\_ (In increments of 30)
  - e. Select label format: Avery 5160 labels.

<b>Print Barcodes</b>	
Number of Labels to Skip:	0
Barcode Type:	<input checked="" type="radio"/> Item <input type="radio"/> Patron
Starting Barcode Sequence:	00033978
Number of Labels to Print:	30
Select Label Format:	Avery 5160 Labels

- f. Click submit once. Wait a moment, and the printer will print your labels.