

Cutting Table Barcode Solution

Standard

Version 2.0

User's Guide

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Hardware Setup

Start by unpacking all of the components from their boxes. The cables and hardware are specially selected to work together. Do not attempt to substitute other hardware for what is provided. The control unit is the small black/silver box with several ports on it. Not all of the ports are used. Be careful to connect the correct cables to the correct ports, as outlined below.

- 1) Open the Zebra barcode printer and load either Zebra receipt paper or 2.25x1.25 labels (if you ordered paper or labels, they will be shipped separately), according to the manufacturer's instructions included with the printer. The system will work with either paper or labels. The system must be switched to the correct mode after you are done setting it up. Please see the instructions on the next page for doing so.
- 2) Attach the power supply that is provided with the printer and plug it in to an electrical outlet.
- 3) Connect the keypad to the control unit's round PS/2 keyboard port. It is below and to the left of the keyboard symbol on the back of the control unit. The keypad must be connected with the USB->PS/2 adapter supplied with the keypad. DO NOT connect the keypad directly to any of the USB ports on the control unit, as it will not work that way.
- 4) Attach the Zebra barcode printer to the COM1 port on the control unit with the supplied 9-pin serial cable. DO NOT connect the printer to the COM2 port, as it will not work that way.
- 5) Connect the barcode scanner to any of the 3 USB ports on the control unit (there are two on the front and one on the back).
- 6) Make sure that the control unit is switched off (it is off when the side of the rocker switch with the dot is NOT pushed in). Connect the control unit's power supply cord to the round power connector in the upper left corner of the back of the control unit. Plug the power supply into an electrical outlet.
- 7) Try using the station by following the usage instructions on the back of this page.

Over ->

Startup

To start up the system, follow these steps:

- 1) With the control unit off, switch on the Zebra printer. Make sure that the light surrounding the feed button is on and green. The printer **MUST** be turned on before turning on the control unit.
- 2) Switch on the control unit (the switch is in the lower left corner of the back of the control unit).
- 3) After approximately 10-15 seconds, the printer will print out a label containing a copyright notice and 3 lines stating the system's current mode settings. Check the printout to determine whether it's in Paper or Label mode. If it is not in the correct mode for the media that you are using, please see "Switching Between Paper and Label Mode" on the next page. If the printer tries to print, but then stops and the light turns red, then you probably have paper in the printer, but the printer is in label mode.
- 4) Once this label has printed, you are ready to either begin using the system, or change the mode.

Usage

To use the Cutting Table Barcode solution, follow these steps

- 1) Scan the barcode on the fabric bolt.
- 2) Key in the quantity.
 - a. Enter the number of whole yards using the numeric keypad (if the customer is purchasing less than 1 yard, skip this step).
 - b. If there is **NO** fractional yardage for this fabric, press the **".0"** key.
 - c. If there **IS** fractional yardage, press the appropriate fraction key.

Examples:

To enter 5 $\frac{3}{4}$ yards, press the **5** key, then the **$\frac{3}{4}$** key.

To enter 25 yards, press the **2** key, then the **5** key, then the **.0** key.

To enter $\frac{7}{8}$ yards, just press the **$\frac{7}{8}$** key.

- 3) If the system is in 2-Barcode mode, the printer will print 2 barcodes, one for the UPC code, and one for the quantity. If it is in 1-Barcode mode, it will print just one barcode, containing both the UPC code and the quantity. (To switch modes, see below)
- 4) Repeat steps 1-2 for each piece of fabric that the customer is buying. When you are done, tear off the receipt and give it to the customer with their fabric.
- 5) The customer brings the receipt and fabric up to the POS station. The clerk will start a new sale and scan each of the barcodes on the receipt, starting at the top.

Note 1: If you make a mistake and get out of sequence (such as accidentally scanning 2 barcodes in a row without entering a quantity), you may need to get it back in sync. Do this by pressing "Enter" until the printer prints. Then, cross out any misprinted barcodes with a pen, and continue where you left off.

Note 2: Make sure that in the TRS software, you have all of your fabric and other cut yardage entered with "Prompt for Quantity" checked. If you don't, TRS won't be expecting the quantity barcode and will get confused, thinking that the quantity information is the next product.

Note 3: If for some reason, you don't have a scannable barcode available on the bolt of fabric, but know the number (and it is all numeric), you can key in the number instead of scanning it. After entering all of the digits, press the "Enter" key on the keypad.

Note 4: If you sell fabric by decimal quantities, rather than fractions, you can simply key in the decimal amount and press the "Enter" key, instead of hitting a fraction key.

Switching Between Paper and Label Modes

- 1) Make sure that system is ready to receive a barcode (if you have scanned a barcode, but not entered the quantity, you may need to press Enter to get back to where it is expecting a barcode).
- 2) Make sure that the light on the printer is on and green. If it is red, switch the printer off for a few seconds, then switch it back on again. It should then come on green.
- 3) On the keypad, press either the "Paper Mode" or "Label Mode" key as appropriate.
- 4) The printer will print another copyright label. Check it to verify that the printer is now in the correct mode.

Switching Between 1-Barcode and 2-Barcode Mode

- 1) Make sure that system is ready to receive a barcode (if you have scanned a barcode, but not entered the quantity, you may need to press Enter to get back to where it is expecting a barcode).
- 2) Make sure that the light on the printer is on and green, and that it is in the correct media mode (paper or labels).
- 3) On the keypad, press either the "1 Barcode Mode" or "2 Barcode Mode" key as appropriate.
- 4) The printer will print another copyright label. Check it to verify that the printer is now in the correct mode.

Which mode is Better?

Using 1-Barcode mode is good because it means that you have to scan only half as many barcodes at the POS station. If you are using paper, it will save paper as well (label mode will use one label per piece of fabric, regardless of mode).

The only problem with 1-Barcode mode can arise if the barcode numbers get too long. In 1-Barcode mode, the single barcode is much wider than either of the two barcodes that are printed in 2-Barcode mode. If the barcode gets too wide, it may spill off the right hand edge of the media, rendering it unscannable. For the best success with 1-Barcode mode, make sure that all of your fabric barcodes are no more than 12 digits, and contain only numbers (i.e. no letters, dashes, or other symbols). If you do not follow these guidelines, you may sometimes find the barcodes running off the edge, in which case you may need to switch to 2-Barcode mode. Also note that the labels are slightly wider than paper, so you may have better success using labels.

Offset

On the copyright label, after either "Barcode Mode" or "Label Mode", it should say, "Offset=Default". The offset is the distance that the barcodes prints from the left edge of the media. The system is set to Offset Default mode when you receive it. In this mode, the offset is set automatically to a value that is generally appropriate for the media that you are using. It is possible to manually set the offset. If you feel that you have the need for this, please contact our technical support department.