

Habitat Print System (HPS)

User Guide

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2. Overview

The Habitat Print System (HPS) is a label printing system for Habitat stores, agents and suppliers.

HPS provides a user-friendly graphical user interface (GUI) with flexible, secure and effective data management.

The system has the two main functions...

- **Database management**

Database construction, database maintenance, database data import/export and report utilities.

- **Label Printing**

Label type selection and label printing.

The local systems have two types of user groups:

1. Local system administrator
2. Label print users

3. Requirements

Minimum Hardware Requirements

Your PC Hardware must be compatible with the following minimum requirements...

- PC with Pentium 90 MHZ or higher
- Microsoft Windows 2000 or later.
- 128 MB RAM and 50 MB available hard disk.
- A graphics card with a resolution of at least 800 x 600.

Changes To Environment

The following configuration changes to your Windows environment must be made.

In the '***Regional Settings Properties***' of the '***Control Panel***', change the date format to 'dd/MM/yyyy' for the '***Short date style***', and 'dd MMMM yyyy' for the '***Long date style***'.

Check For Fonts

In the '***Fonts***' folder of the '***Control Panel***', double click the fonts icon and check that the following fonts are available.

- **Arial**
- **Arial Bold**

If they are not present, please contact your local IT administrator and have the fonts loaded.

Note : HPS will not generate labels in accordance with '***Habitat Group Barcode Specification***', if the above standard Windows fonts are not available.

If labels produced by HPS appear with missing fonts, in the first instance please notify your local IT administrator for assistance or report such anomalies to Trenstar UK Ltd on +44 (0)1482 867321.

4. Installation

The HPS software will be supplied as either a self-extracting web download or on an installation CD.

Installing From CD

- Insert the CD into the CD-ROM drive of the PC.
- If the CD-ROM drive has 'auto run' activated, the HPS install will start automatically, if this does not happen run the **Setup.exe** from the CD.
- Follow the on screen instructions.

Installing From Web

- Download the latest installation web package.
- Run the **Setup.exe** to start the installation.
- Follow the on screen instructions.

After installation there should be a new program group called Habitat HPS available on the start menu, to run the application click on the '**Print System (Local)**' icon.

Note that in order to populate the database you will need an upload file from Habitat (or from Habitat's Agent). This is supplied as a text file (.txt) via e-mail.

Instructions on how to upload this file are given in section 7

Upgrading From Previous System

This version 2.8.0 replaces all previous versions and has been designed to be completely separate. It does not share the database of any previous version.

Please ensure that you have a full upload file in order to populate your database to complete the installation.

As soon as you have completed installation you should remove any previous versions: -

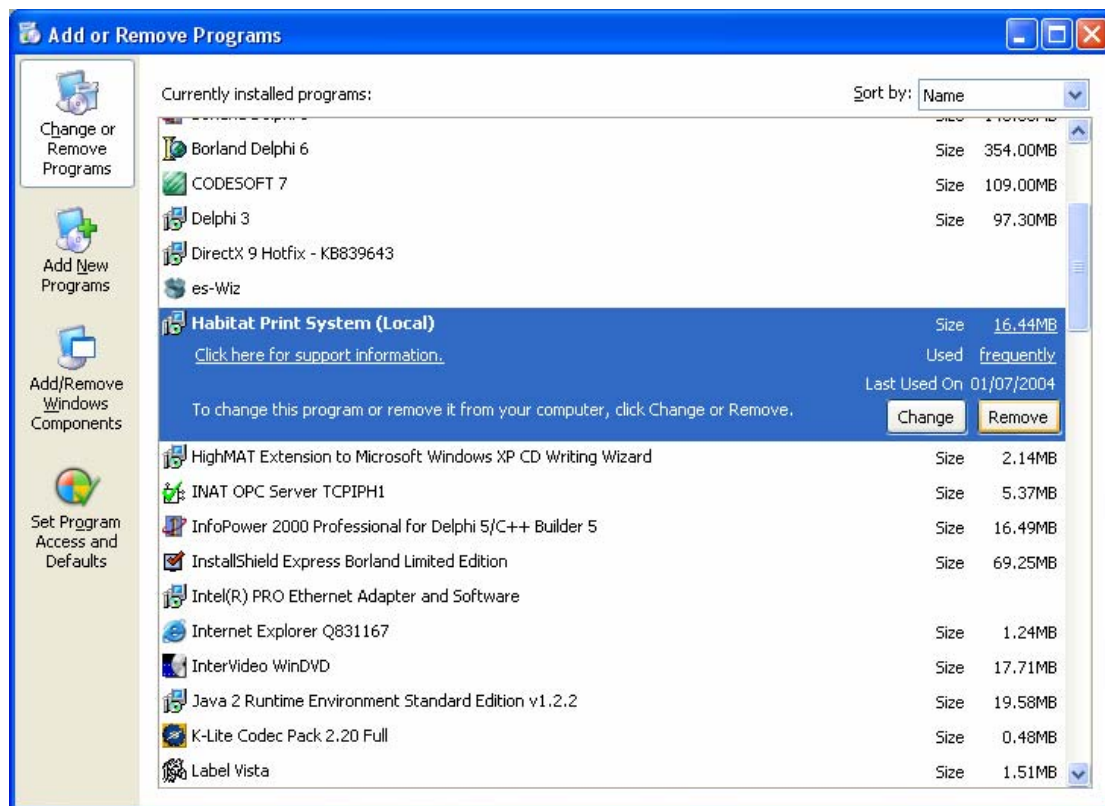
Uninstalling

Note : If you are intending to upgrade to a newer version of the software please install that version first and run any updates required by the new system.

To uninstall the HPS system click '**Settings**' on the windows start menu.

Select '**Control Panel**' from the sub menu.

Double click the '**Add or Remove Programs**' icon in the '**Control Panel**' and the following screen will be displayed...



Select '**Habitat Print System (Local)**' from the list of applications and click the '**Remove**' button.

The software should now be removed from your system.

5. Login

When the software is started, the following login screen is displayed...

HPS Start-Window (Local)

habitat Habitat Print System (HPS)

Choose a Language
Choisir le langage
Sprache waehlen
elección de idioma

English

User ID : habitat

Password : *****

OK Abandon

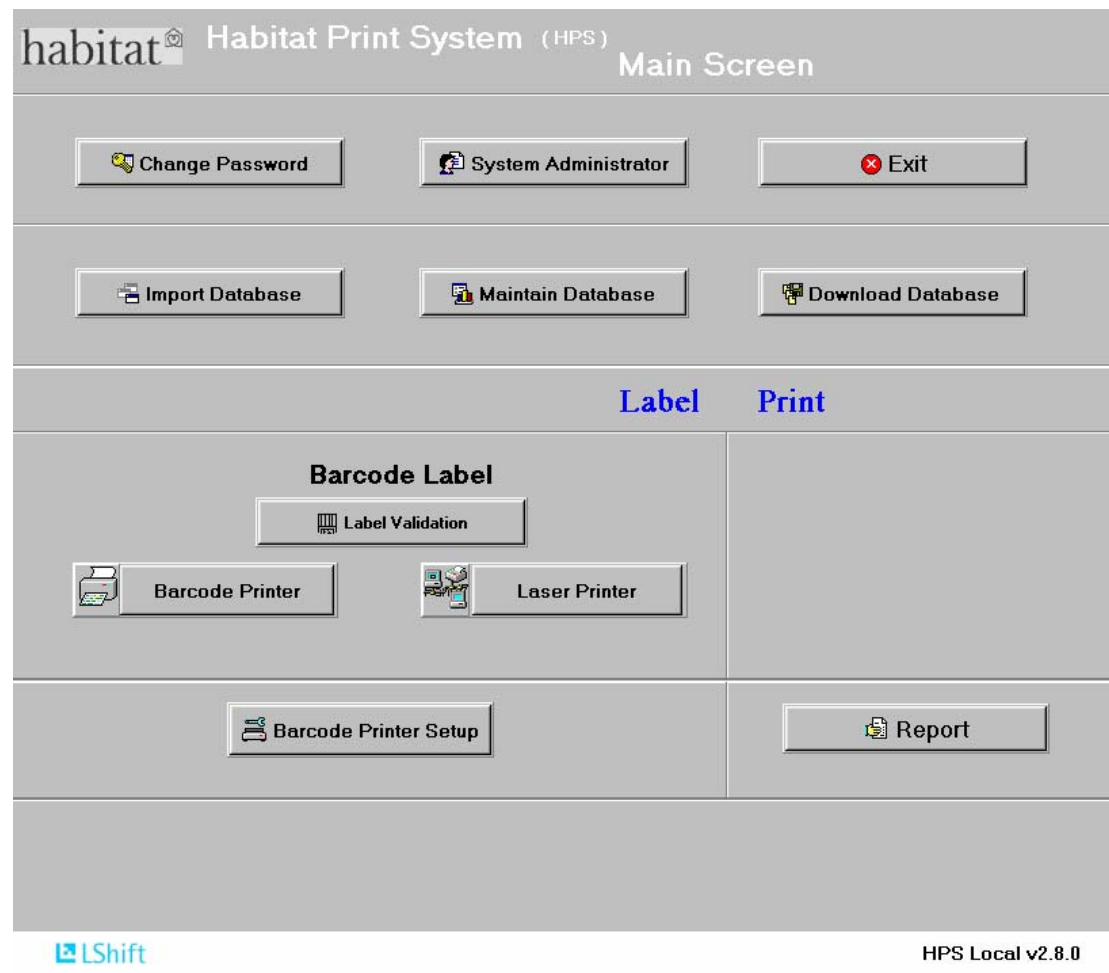
LShift HPS Local v2.8.0

The user ID and password will be pre-filled with the default values for the administrator - click the '**OK**' button to login to the system.

During the login procedure, the user can click the '**Abandon**' button to exit the system.

6. Main Window

After login, the following main window will be displayed...



The HPS system provides the following functions.

- **Change login password**
- **System Administration**
- **Import and export of database**
- **Maintain Database**
- **Download Database**
- **Label Validation**
- **Print label on a laser printer**
- **Print label on a thermal transfer label printer**
- **Label printer set up**
- **Report**

To select a function, click the corresponding button.

If you want to exit the HPS system, click the '**Exit**' button, the following message box below will appear.



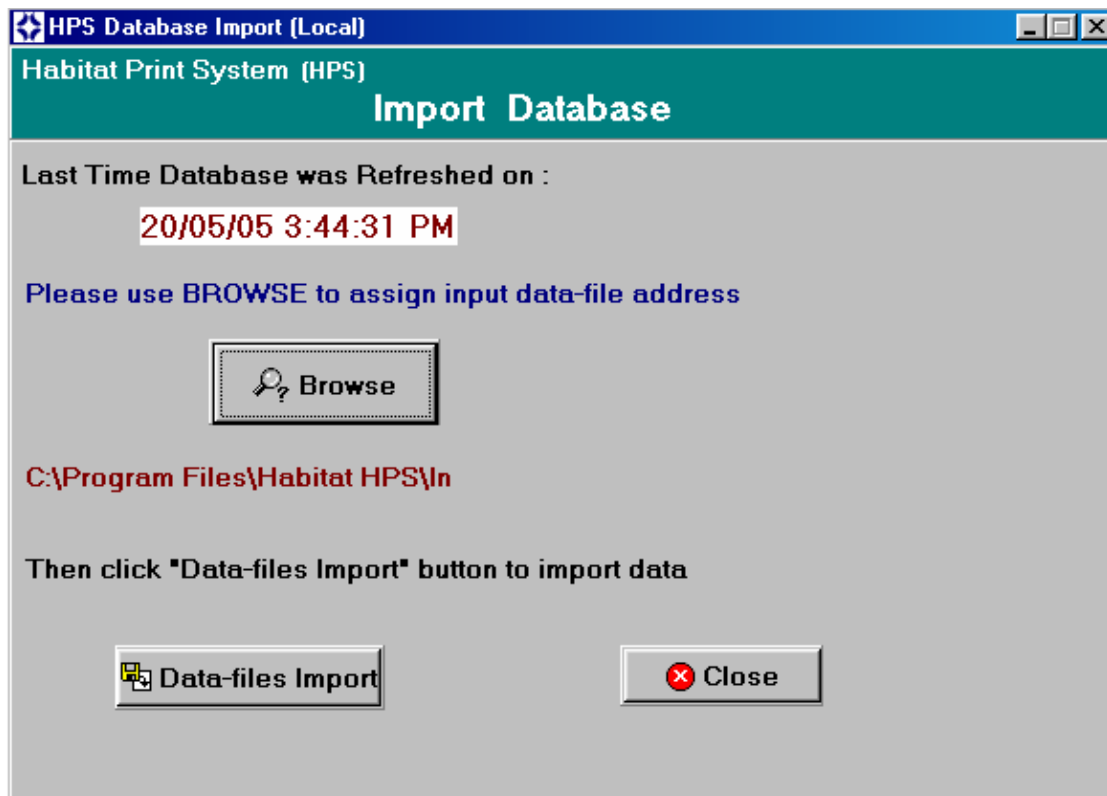
Click '**Yes**' to exit the system, or '**No**' to stay in the system.

7. Import Database

This procedure is used both to populate the database following the initial install, and to update the database with changes and/or additions.

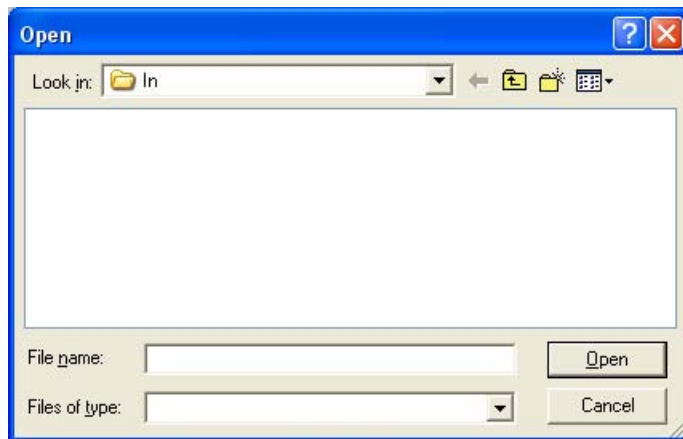
You will be provided with update text files (.txt) by e-mail from Habitat which need to be loaded into the system. These should be copied into a folder on the PC – preferably **C:\Program Files\Habitat HPS\In** where HPS looks by default

After selecting '**Import Database**' from the main window the following screen is displayed...



The window shows the last time the database was updated.

Clicking the '**Browse**' button to select the file to load, this will show following dialog box...



Select the file to load from the dialog box and click '**Open**', the filename in the main window will change to indicate the filename selected.

Now click the '**Data files Import**' button, HPS will now load the files and produce a message telling you when it is finished.

To return to the main screen, click the '**Close**' button.

8. Maintain Database

The “**Maintain Database**” option from the main screen allows the system administrator to view the internal Article and BOM tables.

To maintain the database, click on the “**Maintain Database**” button from the main screen, this should display the following window...

Habitat Print System (Local) (HPS)

Database Maintain Close

Article | Article-Detail | BOM

SKU	Supplier No.	Agent No.	Class	EAN SU	EAN Type	MVPQty	EAN MVP	EAN Type	Weight MVP	Weight Unit	MDL Qty	EAN MDL	Weight MDL	
000957	25436	20018	312	05045000018698	Z2	1			7	KG	1		7	↑
000965	25436	20018	312	05045000018704	Z2	1			6	KG	1		6	↑
002232	25423	20018	570	05045000187301	Z2	4			8	KG	1		2	↑
010960	25649	20018	534	05045000019886	Z2	1			37	KG	1		37	↑
011754	25448	20018	550	05045000019947	Z2	25			897	KG	1		34	↑
011940	25285	20018	513	05045000019932	Z2	1			5	KG	1		5	↑
011959	25285	20018	513	05045000020004	Z2	1			6	KG	1		6	↑
012572	25535	20018	112	05045000020110	Z2	4			3.8	KG	4		3.8	↑
012580	25535	20018	112	05045000020127	Z2	6			1.8	KG	6		1.8	↑
013188	25405	20018	160	050450000314523	Z2	6	050450000314523	Z2	3	KG	6		3	↑
013196	25405	20018	160	050450000314530	Z2	6	050450000314530	Z2	4	KG	6		4	↑
013218	25405	20018	160	050450000314547	Z2	6	050450000314547	Z2	5	KG	6		5	↑
013757	25405	20018	160	05045000020370	Z2	2			4	KG	2		4	↑
013986	25535	20018	112	05045000020417	Z2	4			4	KG	4		4	↑
014389	25405	20018	160	05045000020455	Z2	2			3	KG	2		3	↑
014397	25405	20018	160	050450000314615	Z2	2	050450000314615	Z2	1	KG	2		1	↑
014478	25285	20018	513	05045000020479	Z2	1			4	KG	1		4	↑
014494	25448	20018	550	05045000020486	Z2	20			923	KG	1		43.6	↑
015717	25436	20018	322	05045000020961	Z2	1			0.1	KG	1		0.1	↑
015741	25436	20018	323	05045000020985	Z2	1			1	KG	1		1	↑
041211	25436	20018	312	05045000025788	Z2	1			8	KG	1		8	↑
041505	25436	20018	314	05045000025825	Z2	5			3	KG	5		0.6	↑
042692	25350	20018	560	05045000026259	Z2	1			95	KG	1		95	↑
046647	25037	20018	318	05045000027157	Z2	18			20	KG	1		1.25	↑
046663	25037	20018	318	05045000027171	Z2	6			11	KG	1		2	↑
052078	25037	20018	318	05045000027850	Z2	18			17	KG	1		1.214	↑
053236	26025	20018	321	05045000028062	Z2	100			2	KG	1		0.02	↑

The total number of records : 3220

Search First Forward Back End Search by SKU

Filter-Search Range Name Season Year Delete all data

Supplier-No. Division/Dept/Class Country

You can search for a specific SKU by entering the SKU in the Search By SKU input field, this will match the nearest SKU to the one entered and highlight it with the cursor.

If you want to filter the data you can select the filter criteria in the Filter Search section, to add an item to the filter just click the check box next to the item and select the filter in the drop down or input field.

Once you have selected the filter required click the “**Filter Search**” button to filter the data.

If you select a SKU from the list and click on the “**Article Detail**” tab you will be shown the screen below...

The screenshot shows a web application window titled "HPS Database Maintain (Local)". The main header is "Database Maintain" with a "Close" button. Below the header, there are tabs for "Article", "Article-Detail", and "BOM". The "Article-Detail" tab is active, displaying a form for the article with SKU "974185".

SKU	974185	Supplier-number	27153
Class	250	Selling Unit Label Type	1a
Selling Unit barcode	05045000382355	MVP Label Type	T1
MVP barcode		MDL Label Type	T1
MVP Qty	40	P-P Label Type	0
Weight MVP	4	Description (English)	RECO/ RECYCLED PENCIL CASE
MVP weight unit	KG	Description (French)	RECO/ TROUSSE A CRAYONS MATIERE RECYCLEE
MDL barcode		Description (German)	
MDL Qty	10	Description (Spanish)	
Weight MDL	1	Rtail Price	
MDL weight unit	KG	Modification Date	12/01/2004
Article Category	00	Season Year	2004
Range Name	RECO PC	Made in	GB
Size Description			

The article’s full details are shown on this screen.

Clicking on the “**BOM**” tab will show the following screen...

Habitat Print System (Local) (HPS) Database Maintain Close

Article Article-Detail **BOM**

Header SKU	Component SKU
932566	104965
954311	158038
954310	158046
329649	329606
546585	507741
546607	507741
546607	507768
954290	508292
954291	508292
960071	508292
960072	508292
546704	508330
546739	508330
826049	508330
826049	508365
954303	508365
954304	508365
145513	519359
145513	519367
145513	519375
507261	519383
507261	519391
507261	519405
508055	519448
508055	519456
508055	519464
508055	519472
546585	519677
507962	520241
507962	520268
507989	520276

Header SKU: 932566

Component SKU (CSKU): 104965

To search a HSKU, enter HSKU, then press Search-button

HSKU:

CSKU:

The total number of records : 562

Search

You can filter the list of SKU's by entering either a header or child SKU into the search box and clicking the “**Search**” button. This will then display only items with matching SKU's in the main window.

By clicking the “**Close**” button the system will exit to the main screen.

9. Cleanse Database

From time to time you will want to cleanse the database of old and redundant records.

This is achieved by deleting all the current article records and then importing an up-to-date complete file (which can be requested from Habitat at any time)

To delete all records simply click the 'Delete all data' button on the maintain database screen.

Habitat Print System (Local) (HPS) Database Maintain [Close]

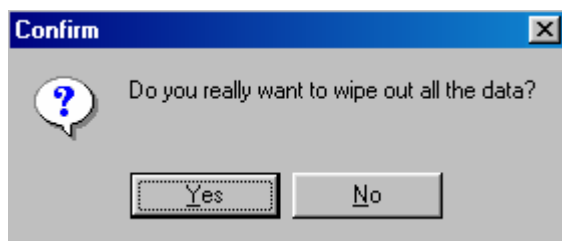
SKU	Supplier No.	Agent No.	Class	EAN SU	EAN Type	MVPQty	EAN MVP	EAN Type	Weight MVP	Weight Unit	MDL Qty	EAN MDL	Weight MDL
000957	25436	20018	312	05045000018698	Z2	1			7	KG	1		7
000965	25436	20018	312	05045000018704	Z2	1			6	KG	1		6
002232	25423	20018	570	05045000187301	Z2	4			8	KG	1		2
010960	25649	20018	534	05045000019886	Z2	1			37	KG	1		37
011754	25448	20018	550	05045000019947	Z2	25			897	KG	1		34
011940	25285	20018	513	05045000019992	Z2	1			5	KG	1		5
011959	25285	20018	513	05045000020004	Z2	1			6	KG	1		6
012572	25535	20018	112	05045000020110	Z2	4			3.8	KG	4		3.8
012580	25535	20018	112	05045000020127	Z2	6			1.8	KG	6		1.8
013188	25405	20018	160	05045000314523	Z2	6	05045000314523	Z2	3	KG	6		3
013196	25405	20018	160	05045000314530	Z2	6	05045000314530	Z2	4	KG	6		4
013218	25405	20018	160	05045000314547	Z2	6	05045000314547	Z2	5	KG	6		5
013757	25405	20018	160	05045000020370	Z2	2			4	KG	2		4
013986	25535	20018	112	05045000020417	Z2	4			4	KG	4		4
014389	25405	20018	160	05045000020455	Z2	2			3	KG	2		3
014397	25405	20018	160	05045000314615	Z2	2	05045000314615	Z2	1	KG	2		1
014479	25285	20018	513	05045000020479	Z2	1			4	KG	1		4
014494	25448	20018	550	05045000020486	Z2	20			923	KG	1		43.6
015717	25436	20018	322	05045000020561	Z2	1			0.1	KG	1		0.1
015741	25436	20018	323	05045000020585	Z2	1			1	KG	1		1
041211	25436	20018	312	05045000025788	Z2	1			8	KG	1		8
041505	25436	20018	314	05045000025825	Z2	5			3	KG	5		0.6
042692	25350	20018	560	05045000026259	Z2	1			95	KG	1		95
046647	25037	20018	318	05045000027157	Z2	18			20	KG	1		1.25
046663	25037	20018	318	05045000027171	Z2	6			11	KG	1		2
052078	25037	20018	318	05045000027850	Z2	18			17	KG	1		1.214
053236	26025	20018	321	05045000028062	Z2	100			2	KG	1		0.02

The total number of records : 3220

Search [First] [Forward] [Back] [End] [Search by SKU]

Filter-Search [Range Name] [Season Year] [Delete all data] [Supplier No.] [Division/Dept/Class] [Country]

You will get a message asking you to confirm.



Note that this action is irreversible and will remove all the database records. The only way of restoring the database is via the import of an up-to-date complete file - so please ensure you have this before proceeding.

10. Download Database

Clicking the “**Download Database**” button from the main screen will show the following window...

Habitat Print System (HPS) **Download Database** Close

Supplier-No.

Range Name

Season Year

Division/Dept/Class

Modified-Date

USE default download data-file address or
BROWSE to find another address

C:\Program Files\Habitat HPS\Out

The system administrator can extract data so that it can be sent to other suppliers. The system exports data a plain text files with a file name of <SupplierCode><Date>.txt.

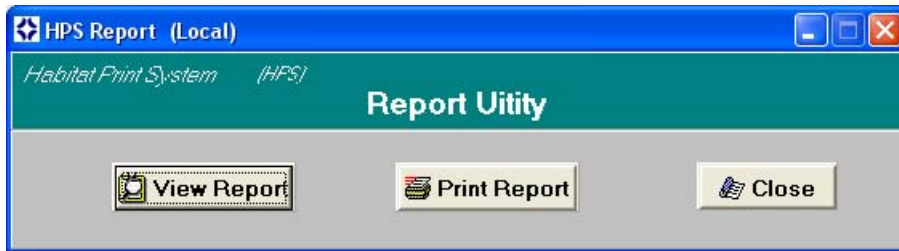
You can filter the data to be exported by specifying the filter criteria, to add a filter click the check box to enable the filter and enter the filter criteria in the input box or drop down list.

All export files will be produced in the C:\Program Files\Habitat HPS\Out directory by default, to change this click on the “**Browse**” button and select a new output location. (To permanently change this default please see section 11)

Note : You cannot select the root of a drive when exporting data.

If you want to export a single file with the filtered data just click the “**Individual Download**” button, to create a file for each supplier click on the “**Batch Download**” button.

You can view a report showing details of the products that will be exported using the current filter criteria by clicking the “**Report**” button. When clicked the following window will appear...



Clicking on the “**View Report**” button will display the following report...

Class	SKU	Description	Supplier-No.	Agent-No.	Barcode	SU-label	MVP-Label	MDL-Label	PP-label
250	974182	REC'D RECYCLED A4 NOTE PAD	27153		974182250 05045000382324	1a	T1	T1	0
250	974184	REC'D RECYCLED MOUSEMAT	27153		974184250 05045000382348	1a	T1	0	0
250	974185	REC'D RECYCLED PENCIL CASE	27153		974185250 05045000382355	1a	T1	T1	0
250	974187	REC'D PK*10 RECYCLED PENCILS	27153		974187250 05045000382379	1a	T1	T1	0
250	974781	REC'D RECYCLED A5 NOTE PAD	27153		974781250 05045000388418	1a	T1	T1	0

Page 1 Date 28/07/2004 time 10:41 The total number of records : 5

You can print a copy to your local printer using the “**Print Report**” button, to finish click the “**Close**” button.

11. System Administrator

The system administrator manages users, country names and input / output file directories.

From the main screen, clicking the “**System Administrator**” button will display the following window...

UserName	PassWd	Uty
▶ habitat	habitat	1

User ID :
habitat

Password :
habitat

User Type : (1 / 2)
1

The total number of records : 1

Search: First, Forward, Back, End, Search by User-Id

Data-files Address Maintain

Enable modify, Disable modify, Save, Cancel

Import Data-Files Address: C:\Program Files\Habitat HPS\In

Output Data-Files Address: C:\Program Files\Habitat HPS\Out

You can click the “**Add**”, “**Delete**”, “**Edit**” and “**Save**” buttons to amend the data shown.

Clicking on a record will show the details in the right hand window. If you click on the “**Edit**” button you can then edit this information, once complete click the “**Save**” button to store the details.

The default setting for users is a single entry with user type (Uty) = 1

This is the user that automatically defaults in the log-in screen. It is recommended that you do not change this...however you may edit the user table to change this user and/or create users.

Clicking on the “**Country-Table**” tab shows the following table...

The screenshot shows the 'System Administrator' window for 'Habitat Print System (HPS)'. The 'Country-Table' tab is active. At the top, there are buttons for 'Delete', 'Add', 'Edit', 'Save', and 'Cancel'. Below these is a table with two columns: 'Country name abbreviation' and 'Country Name'. The table lists countries from AD (Andorra) to BA (Bosnia-Herz.). To the right of the table, there are input fields for 'Country Name Abbreviation' (containing 'AD') and 'Country Name' (containing 'Andorra'). Below the table, it states 'The total number of records : 237'. A search bar is present with buttons for 'First', 'Forward', 'Back', and 'End', and a search criteria dropdown set to 'Country-Name Abbreviation'. At the bottom, there is a 'Data-files Address Maintain' section with 'Enable modify', 'Disable modify', 'Save', and 'Cancel' buttons. Below this are two input fields: 'Import Data-Files Address' (C:\Program Files\Habitat HPS\In) and 'Output Data-Files Address' (C:\Program Files\Habitat HPS\Out).

Country name abbreviation	Country Name
AD	Andorra
AE	Unit.Arab Emir.
AF	Afghanistan
AG	Antigua/Barbuda
AI	Anguilla
AL	Albania
AM	Armenia
AN	Dutch Antilles
AO	Angola
AQ	Antarctica
AR	Argentina
AS	Samoa,American
AT	Austria
AU	Australia
AW	Aruba
AZ	Azerbaijan
BA	Bosnia-Herz.

You can click the “**Add**”, “**Delete**”, “**Edit**” and “**Save**” buttons to amend the data shown.

Clicking on a record will show the details in the right hand window. If you click on the “**Edit**” button you can then edit this information, once complete click the “**Save**” button to store the details.

Note that if a country name is more than 20 characters then it can’t be printed as a single line on the label. To enable line wrap insert the character | where the line wrap is required e.g. “The People’s|Republic of China”. (The | character is found next to the left hand shift key on a standard keyboard)

To edit the default import and export directories click the “**Enable Modify**” button, you can now amend the directory path in the relevant input box. Once amended click on the “**Save**” button, now click on the “**Disable Modify**” button to ensure that the path is not accidentally changed.

To exit return to the main window, click the “**Close**” button.

12. Change Password

(It is recommended that you do not change the default passwords!)

From the main screen, clicking the "**Change Password**" button displays the following window...



The screenshot shows a dialog box titled "HPS Password Change (Local)" with a teal header bar containing "Habitat Print System (HPS) Change Password". Below the header are three buttons: "Save" (with a floppy disk icon), "Cancel" (with a red X icon), and "Close" (with a red X icon). The main area of the dialog contains three text input fields, each preceded by a label: "Please enter old Password :", "Please enter new Password :", and "Please confirm new Password :".

Type in your old password in the first blank line, type your new password in the next box and confirm the new password in the third box.

Click the "**Save**" button to change your password or the "**Cancel**" button to exit without changing the password.

When you have finished click the "**Close**" button.

13. Label Type & Barcode Format

Habitat operates with standard label formats, which are identified via an alphanumeric code (e.g. 1a, 2b, T1).

The required label types for each article are communicated within the upload text files and held within the article database.

The label print function produces correctly formatted labels containing correctly formatted barcodes.

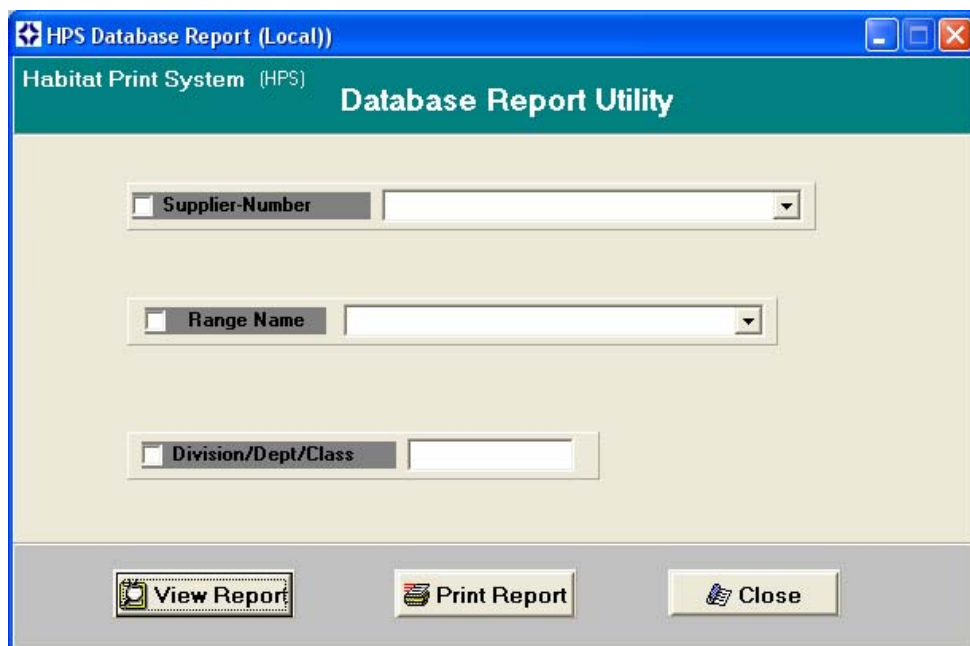
For details of label and barcode formats please refer to the “**Habitat Group Barcode Specification**” document.

14. Database Report Utility

The user has the ability to generate reports using specific search criteria.

When you produce reports the output is produced in the same format as a download data file.

From the main screen, click the “**Report**” button will display the following window....



The screenshot shows a window titled "HPS Database Report (Local)" with a subtitle "Habitat Print System (HPS) Database Report Utility". The window contains three filter sections, each with a checkbox and a corresponding input field:

- Supplier-Number [Dropdown menu]
- Range Name [Dropdown menu]
- Division/Dept/Class [Text input box]

At the bottom of the window, there are three buttons: "View Report" (with a magnifying glass icon), "Print Report" (with a printer icon), and "Close" (with a window icon).

The system provides the user with filters to include only the matching records that they wish to report. To enable a filter, the user should tick the corresponding filter box and enter the filter criteria for that item.

You can select the supplier and range names from the drop down lists. The division / department or class must be entered in the input box.

Click **“Print Report”** to print a copy to your local printer or click the **“View Report”** to display a preview of the report as shown below...

The screenshot shows a 'Print Preview' window with a title bar and a toolbar. The main content is a table titled 'Habitat Data Report'. The table has 10 columns: Class, SKU, Description, Supplier-No., Agent-No., Barcode, SU-label, MVP-Label, MDL-Label, and PP-label. There are 5 rows of data. At the bottom of the report area, it says 'Page 1', 'Date 28/07/2004', 'time 10:41', and 'The total number of records : 5'. The status bar at the very bottom of the window says 'Page 1 of 1'.

Class	SKU	Description	Supplier-No.	Agent-No.	Barcode	SU-label	MVP-Label	MDL-Label	PP-label
250	974182	REC'D RECYCLED A4 NOTE PAD	27153		974182250 05045000382324	1a	T1	T1	0
250	974184	REC'D RECYCLED MOUSEMAT	27153		974184250 05045000382348	1a	T1	0	0
250	974185	REC'D RECYCLED PENCIL CASE	27153		974185250 05045000382355	1a	T1	T1	0
250	974187	REC'D PK*10 RECYCLED PENCLS	27153		974187250 05045000382379	1a	T1	T1	0
250	974781	REC'D RECYCLED A5 NOTE PAD	27153		974781250 05045000388418	1a	T1	T1	0

Page 1 Date 28/07/2004 time 10:41 The total number of records : 5

Page 1 of 1

To return to the main screen click the **“Close”** button.

15. Label Validation

This facility enables you to test scan any barcode not produced by HPS.

If the barcode is unreadable or does not match Habitat's requirement then you will receive an error message.

If the barcode is readable and correctly formatted HPS will search the database and display both the sku and vendor details plus the MDL/MVP quantity (as relevant for the label type).

To enable the use of this function you will need to install a normal (i.e. point-of-sale) barcode scanner. This is a very simple procedure. The scanner simply plugs into the keyboard socket on the PC. The cable on the scanner is a split connector that the keyboard cable plugs into. I.e. both the scanner and the keyboard are plugged into the keyboard socket via a split adaptor.

From the main screen, clicking the "**Label Validation**" button displays the following window...

Habitat Print System (HPS) Label Validation

Enter / Scan Bar Code:

Scanned Barcode Details

Product :

Header SKU :

Vendor :

Carton Quantity :

Batch Code :

Best Before Date :

Use By Date :

Database Records Found

Select The Supplier Record To View :

Description	Agent Number	Header Desc...
-------------	--------------	----------------

Database Details

SKU :

Description :

Agent Number :

Header Description :

When the label is scanned it will display information taken as relevant directly from the data in the barcode plus what has been looked up in the database.
 E.g.: -

Enter / Scan Bar Code:

Scanned Barcode Details

Product :	<input type="text" value="05045000027171"/>	Valid
Header SKU :	<input type="text"/>	Not Used On Barcode
Vendor :	<input type="text" value="25037"/>	Valid
Carton Quantity :	<input type="text" value="06"/>	Valid
Batch Code :	<input type="text" value="ABC123"/>	Valid
Best Before Date :	<input type="text"/>	Not Used On Barcode
Use By Date :	<input type="text"/>	Not Used On Barcode

Database Records Found

Select The Supplier Record To View :

SKU	Description	Agent number
046663	OCCHIO/ EX...	20018

Database Details

SKU :	<input type="text" value="046663"/>
Description :	<input type="text" value="OCCHIO/ EXTERIOR LIGHT ROUND LGE GALV"/>
Agent Number :	<input type="text" value="20018"/>
Header Description :	<input type="text"/>

If the barcode is not correctly formatted, or has not been read (due the quality of the print etc) you will receive this message

Habitat Print System (Lo...

Invalid barcode / barcode read

16. Barcode Printer

The HPS system is designed to use the DATAMAX W-8306 or DATAMAX I-206 label printers.

Note : Please refer to the “*Habitat Group Barcode Specification*” document for definitions of the label media and details of the printer ribbon.

The following label formats will be printed as shown below...

Label Type 1 (Standard)

The standard labels will be printed 4 across on the W-8306 and 2 across on the I-206 with “*New SKU*” labels separating products.



Label Type 2 (Small)

The small labels will be printed 4 across on the W-8306 and 2 across on the I-206 with “New SKU” labels separating products.







Label Type 3 (Batch)

The standard labels will be printed 2 across on the W-8306 and 1 across on the I-206 printer with “New SKU” labels separating products.

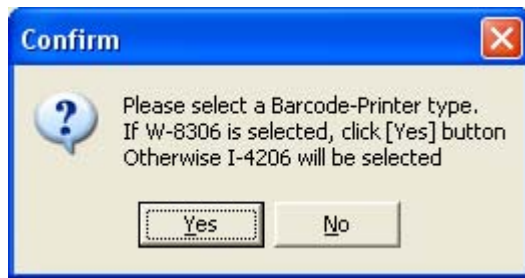


Label Type T1

The T1 labels will be printed 1 across on the W-8306 and is not available on the I-206 printer. There will be "New SKU" labels separating products.

habitat	GB LATINA/ LOW SHELF PK2 F LATINA/ ETAGERE PM 2/2 E LATINA/ LOW SHELF PK2 D LATINA/ REGAL KLEIN PK2	Quantity 01
527912		
Made in Lithuania		
34 kg	(90)05045000068211(97)158291(92)26441(15)010526	
New SKU		
habitat	GB LATINA/ LARGE SHELF PK1 F LATINA/ ETAGERE GM 1/2 E LATINA/ LARGE SHELF PK1 D LATINA/ REGAL GROSS PK1	Quantity 01
527874		
Made in Lithuania		
23 kg	(90)05045000068181(97)155179(92)26441(10)1122334455	
New SKU		

Clicking the “**Barcode Printer**” button from the main screen will display the following message box asking the user to select the kind of barcode printer.



To use the W-8306 printer click the “**Yes**” button, if you wish to use an I-206 click the “**No**” button.

When you have made your printer selection the following window will be displayed...

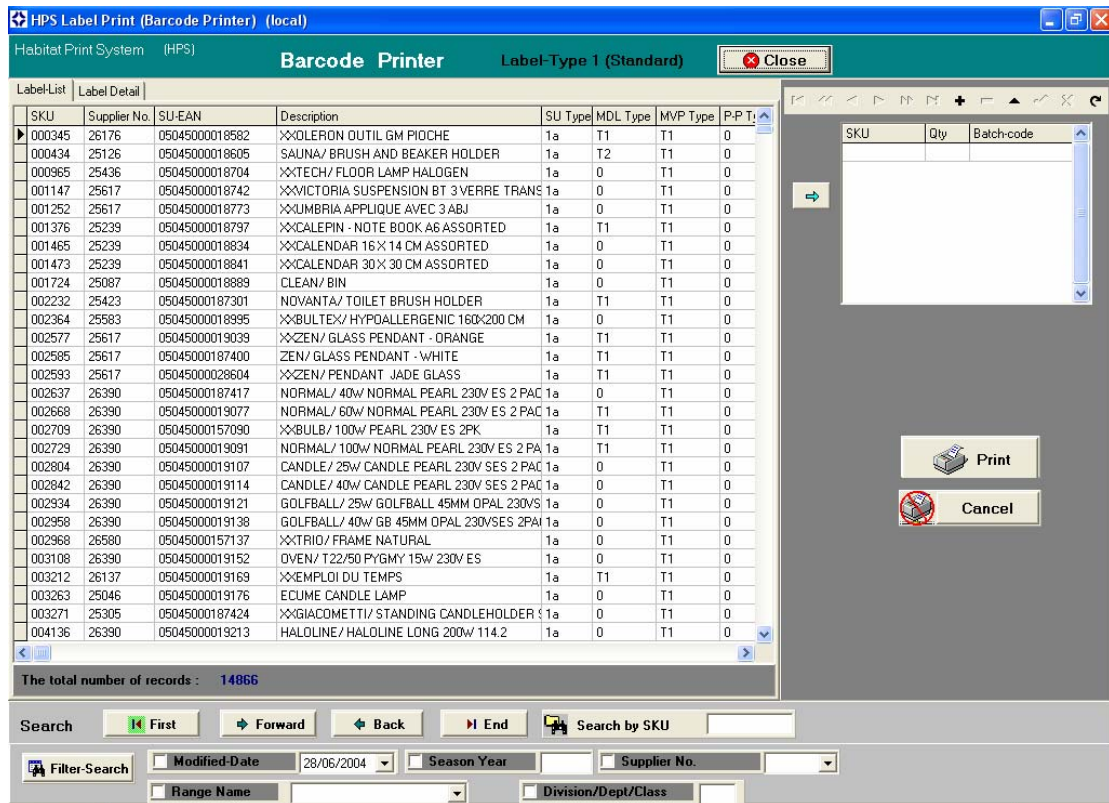


If you selected the I-206 printer then the T1 type labels will not be available...



To print a label simply click on the label image or for T1 labels click the button for the T1 label type.

After selecting the required label type the following window is displayed...



You can filter the displayed SKU list by entering filter criteria at the bottom of the window, to enable a filter click the check box and enter the search criteria.

Once you have the filters set click the “**Filter Search**” button to filter the list.

You can jump to a specific SKU in the list by typing the SKU in the “**Search By SKU**” input box, the cursor should jump to the next matching SKU as you type.

Once you have the SKU selected in the main list click the arrow button to send it to the list of labels to print.

If the label needs a batch code setting, the batch code type will be displayed in a drop down list the system will display the following message informing you that a batch code is needed.



Click "**OK**" and select the batch code type from the list, the entry box below will change to allow entry of either the batch code, best before date or use by date. Select the one that you want on the label and enter the batch code in the box below, you should see it appear next to the label in the selected label list.

Next you need to specify the number of labels needed for each product in the list, you can type the number in the product list "**Qty**" column.

To print the labels ensure that the printer is online and click the "**Print**" button. You can click the "**Cancel**" button to cancel a print job.

Clicking "**Exit**" will return you to the main screen.

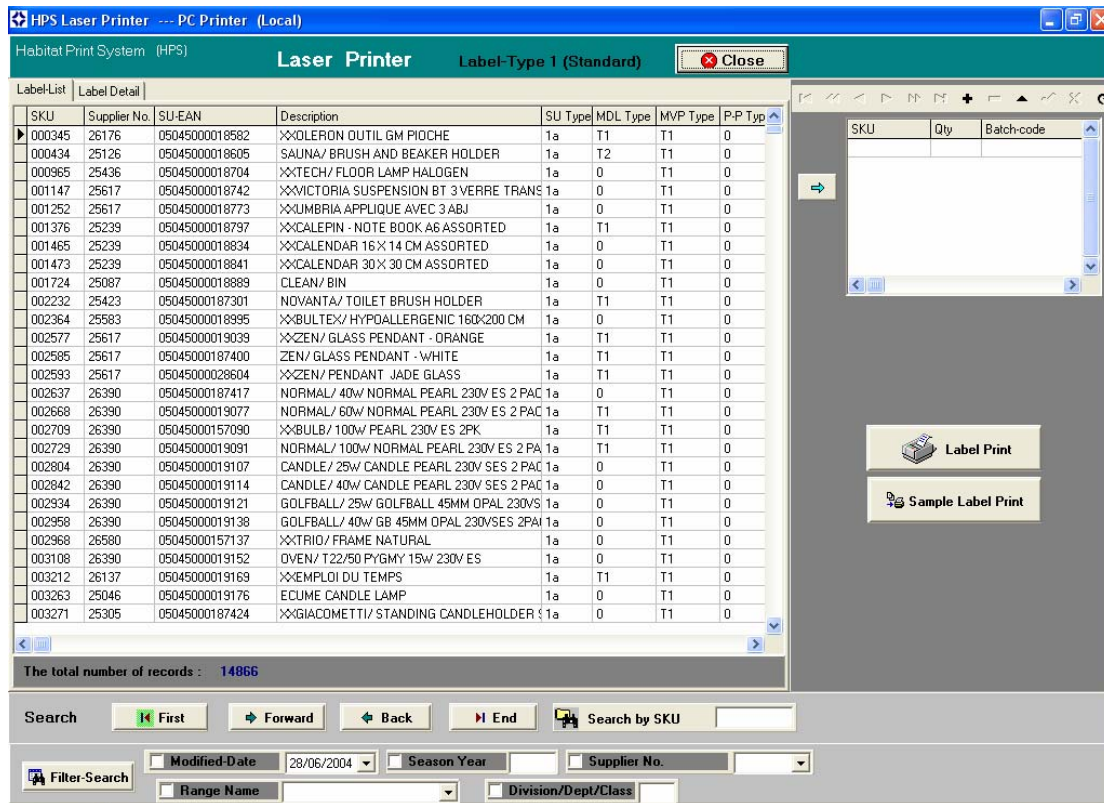
17. Laser Printer

From the main screen clicking the “**Laser Printer**” button displays the following window...



Selecting label types is the same process as defined in the “**Barcode Printer**” section of this manual.

After you have selected a label type the following window is opened...



The HPS system provides two kinds of label print option for the laser printer.

The first is the normal label print, which prints labels in the same format as the barcode printer.

The second option is the "**Sample Label Print**", which prints all label types that a SKU record possesses on a single A4 page.

Both label print options will print labels on the PC's default printer.

To exit and return to the main window, click the "**Close**" button.

Note : In general a thermal transfer printer produces higher quality bar code symbols than a laser printer does.

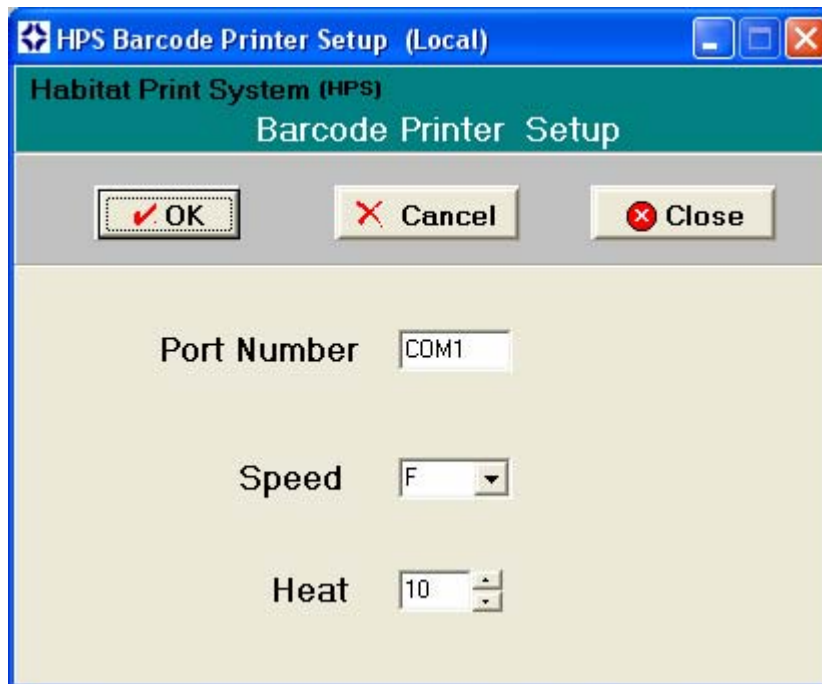
This may cause the bars to be printed wider and the spaces narrower than normal. Therefore, the bar code symbol magnifications will be printed inaccurately and may or may not achieve passing verifier grades.

Due to large bar code symbol magnifications, the symbol's decodability grade of T1 labels is higher than that of other label types. A possible solution for replacement of expensive W-806 (8") bar code printers is to use a good quality laser printer to produce T1 labels, whilst other labels are produced by a I-206 (4") bar code printer.

18. Barcode Printer Setup

The user can change a number of system defaults for the attached Barcode printer.

From the main screen, clicking the “**Setup Printer**” button displays the following window.



Note : It is strongly recommended that these options are only changed by your local IT administrator. Changes made to these settings can affect the performance, print quality and life of certain printer components.

The options available on this screen are as follows...

- **Port Number**

The user can select the appropriate serial port that the printer is attached to. This is usually COM1, but may need to be changed if the port is already in use.

- **Speed**

The user can select different label printing speeds from a drop down list on the screen, the range is from A – e 'A' being the slowest 'e' being the fastest.

You will need to adjust this dependant on the labels you are using to get the best print at maximum speed.

- **Heat**

In conjunction with speed, the heat setting will have a bearing on the quality of the printed labels.

The heat setting is a number from 1 – 30, 1 being the warmest and 30 being the hottest.

It is recommended that the 'heat' setting is kept as low as possible without reducing the image quality as this will ensure maximal print head life.

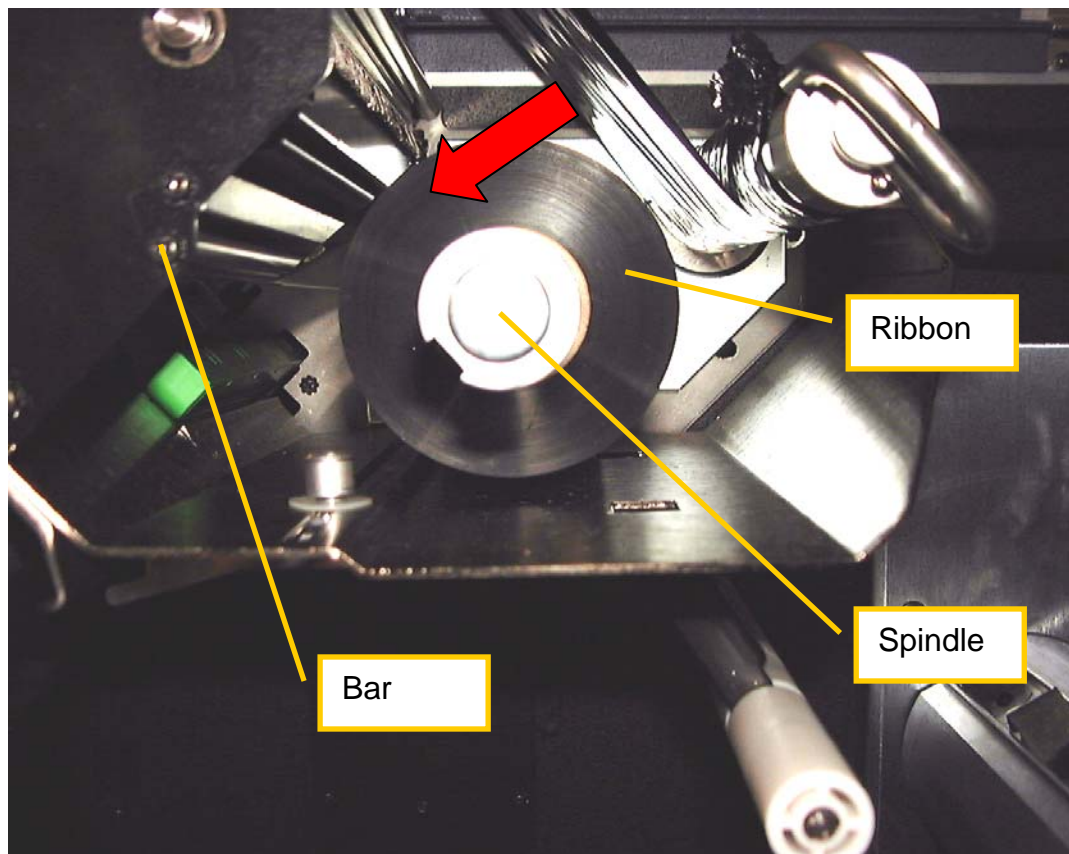
Note : It may be necessary at times to increase the heat setting if the head is beginning to wear or the ribbon / media is not well suited.

To exit set up click the "**Close**" button.

19. Installation of Ribbon

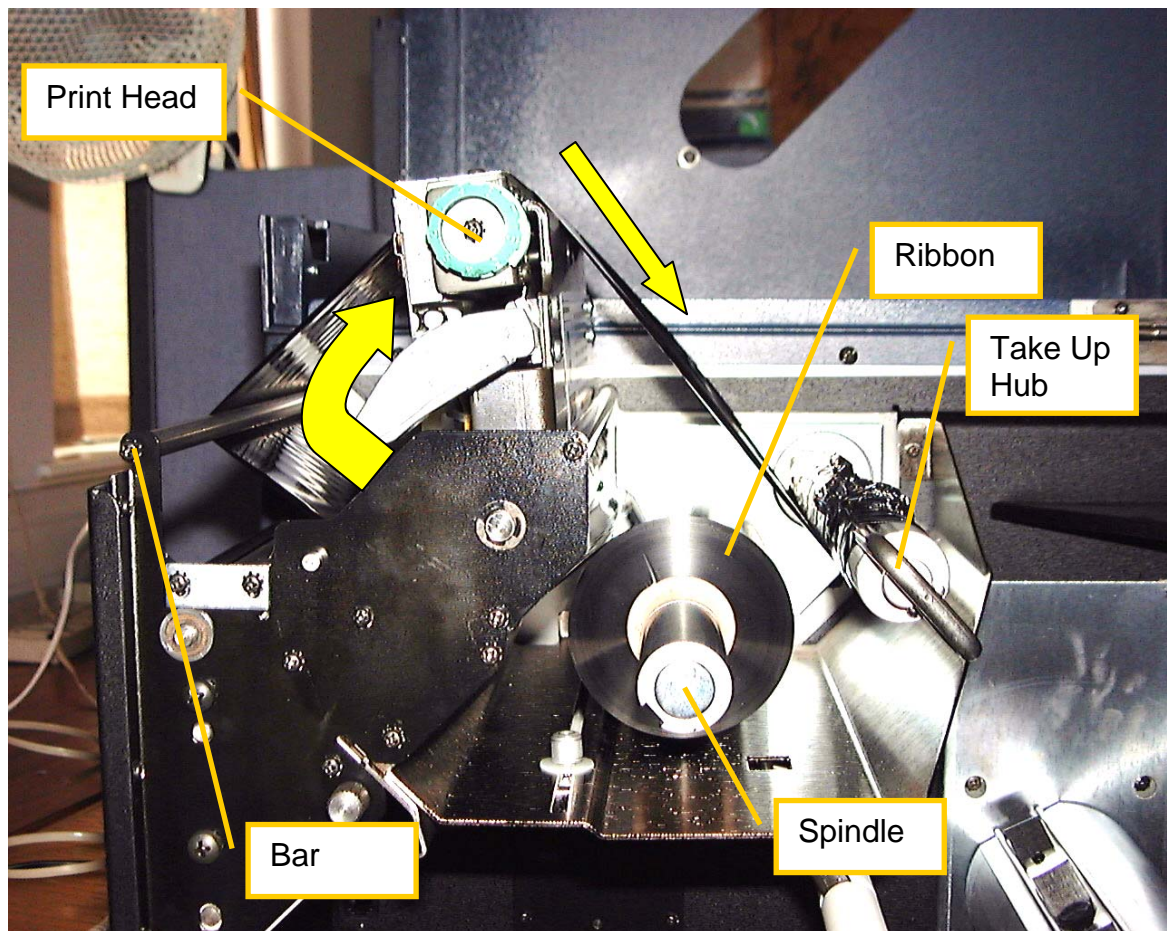
To install a new ribbon in the DataMax printer you need to do the following...

- 1) Open the hinged cover on the printer.
- 2) Push the ribbon onto the metal spindle with the ribbon being fed in the direction shown below.



- 3) Feed the ribbon under the bar.

- 4) Feed the ribbon under the bar and in the direction of the arrows as shown, over the print head assembly and down towards the take up hub.

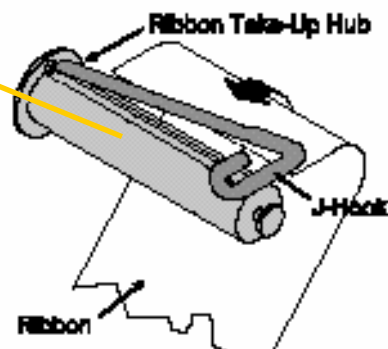


- 5) Remove the ribbon hub clasp and wrap several turns of ribbon around the hub; now replace the clasp to secure the ribbon in place.

With the clasp in place make a few turns on the hub to ensure ribbon is pulled onto Hub. If this is successful push the print head down, and twist locking lever anti clockwise until it clicks and locks the head down.

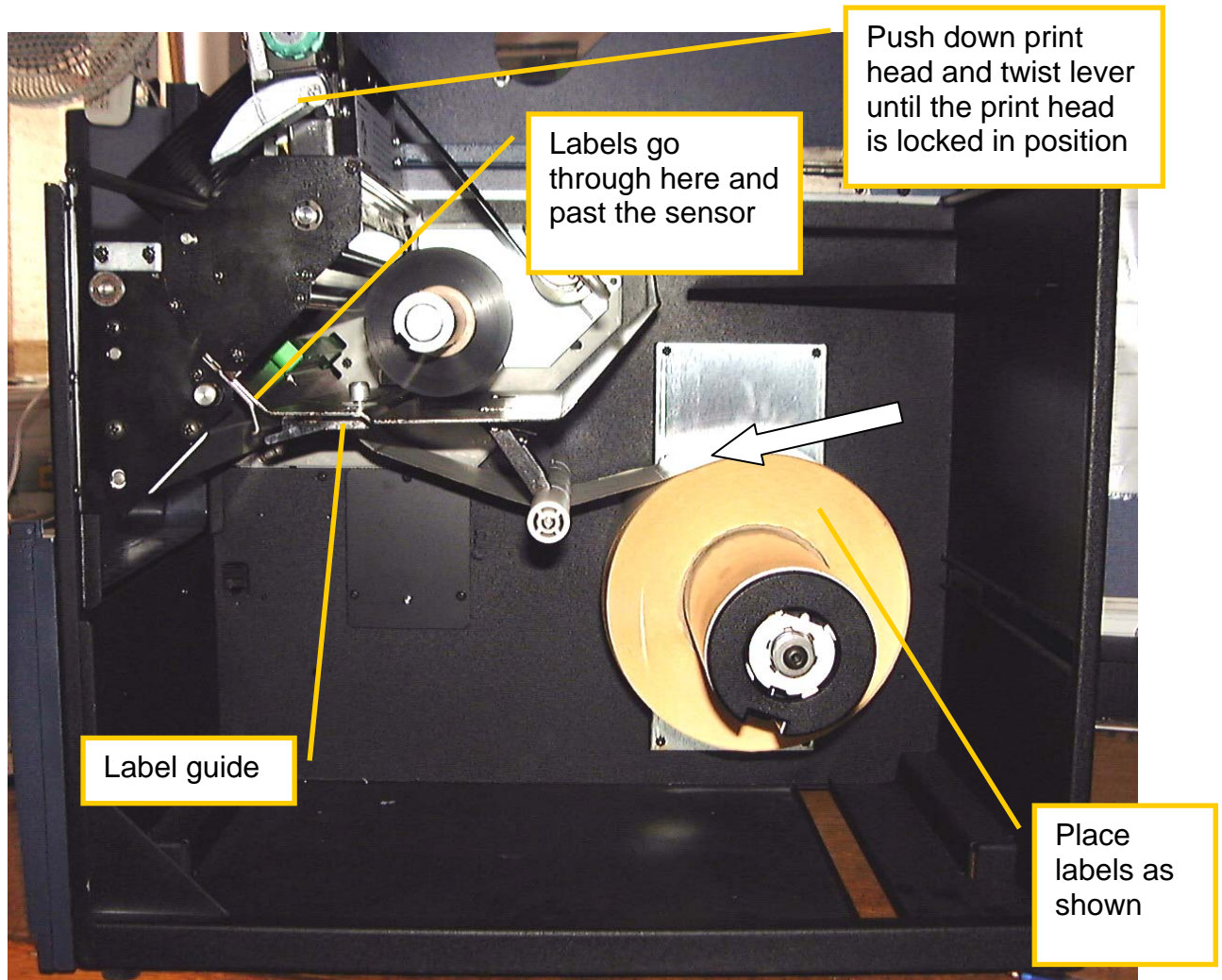
Locate clasp as shown and push down onto the hub.

Holding the whole assembly twist the clasp anti-clockwise until it locks behind the ball bearing



To install new media you need to do the following...

- 1) Open the print head assembly. If replacing media remove old cardboard core and discard.
- 2) Place new media roll as shown in diagram below, ensure that media pulls off in direction of arrow



- 3) Locate the label guide, pull this towards you fully. This guide is secured in a slot, find slot immediately to left of the guide, push the labels up through this slot.
- 4) Pull the labels through to the front of the printer and out.
- 5) Ensure that the print head is secured and clicked into position.
- 6) Press the feed button, on front of printer. Adjust the label guide back to outside edge of label stock.

