Library Manager Configuring your Barcode Scanner

If the scanner you're using has difficulty reading your barcodes, we suggest the following:

- 1 In Library Manager go to Configuration > Configuration > Reports > General
- 2 Click 'Barcode Settings Test'
- 3 Enter one of your current barcode numbers
- 4 Click Ok.

This will generate a sheet with a range of barcode widths and ratios as well as instructions on how to correctly set your scanner.

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| - | Library Windows Help | | |
| MUSQC www.musqc.co.nz | General Calendar Sounds Items Field Defaults Barcode Format Editing Subject Authority MARC Borrowers Barcode Format General Circulation General Colours Messages General OPAC General OPAC General More Options Reports | | Margin settings for letter type reports: T op: 0 mm (Note: Enter 0 (zero) to use the default settings for the margins) Left: 0 mm Adjust the following settings if you have problems reading barcodes printed through the package. Barcode bar width ratio 3 Barcode bar width 10 Image: Comparison of the package of the package of the package of the package of the package. Barcode bar width ratio 3 Image: Barcode bar width 10 Image: Barcode bar width 10 Image: Barcode settings test Hide Overdue Price on Overdue reports Image: Barcode text size on spine label report Barcode settings test Image: Barcode text size on spine label report |
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Other factors which can affect how well barcodes read are the printer and paper type you use.

- A laser printer is the best option as it uses a dry format and will give a very sharp printout for the scanner to read
- Inkjet printers set on a high resolution and a higher quality paper (100gm or bright white) should be used to get the best results as the wet ink can 'bleed' through the fibre in standard paper resulting in a blurry barcode.

MUSAC has a barcode printing service. These barcodes are laminated and self-adhesive, ready for sticking onto your books. Order forms are available for download from <u>www.musac.co.nz</u>.

