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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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>.

