BIN TAG SYSTEM USER MANUAL

This manual is intended to guide you through the process of using the Bin Tag equipment. ***It is recommended that you read through the entire Manual*** before attempting to bin tag your store. Many common questions and problems are addressed in this manual.

If you still have questions or need help, please contact:

ACE Conversion Services
MONDAY – FRIDAY 8:00 to 4:00 CST

Aceimplementation@acehardware.com

Thank you-

nancy

630-990-2682

ZEBRA Bin Tag System

User NOTES and TIPS:

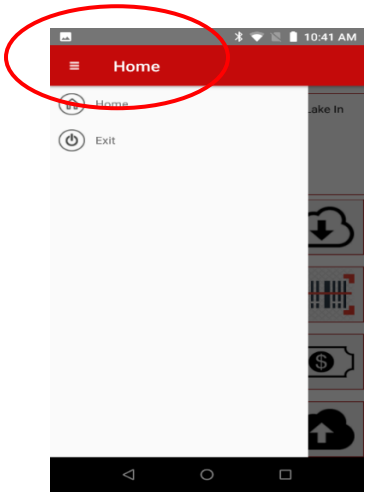
PLEASE READ THE ENTIRE MANUAL BEFORE STARTING

1. The scanners will go into **sleep mode** when left inactive. To activate the unit –press the power button to turn the unit back on.
2. If the tags do not print clear, you may need to clean the printer head. Use the cleaning stips/pen included in the case to remove built up ink from the print head.

AT NIGHT and AT LUNCH–

Printer – turn unit OFF and remove all batteries and place them on the charger stand over night

Scanner – When you are done scanning for lunch or the day, please return to the Home Screen



- Press and hold the power button on the TOP RIGHT corner of the scanner unit until you get the power pop up
- Tap on the top option **Power Off** –set the units in the charger base

IDENTIFY THE EQUIPMENT

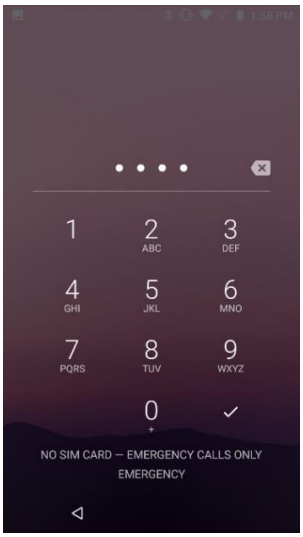
	ZEBRA TC56 DATA COLLECTION TERMINAL Power button is on top right Scanner is bottom button on either side
	ZEBRA 5 SLOT CHARGER BASE
	ZEBRA QLn320 PRINTER **OR** **ZEBRA ZQ620 PRINTER**
	ZEBRA 4 SLOT PRINTER BATTERY CHARGER

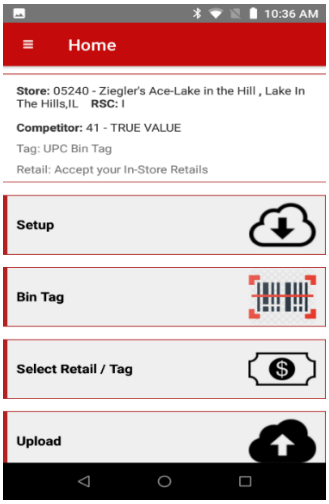
START BIN TAGGING

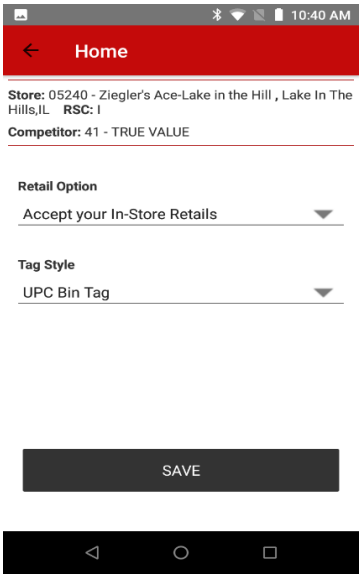
1.TURN ON PRINTER FIRST (so the scanner links to it during start up)

2.TURN ON SCANNER by holding top button until screen starts

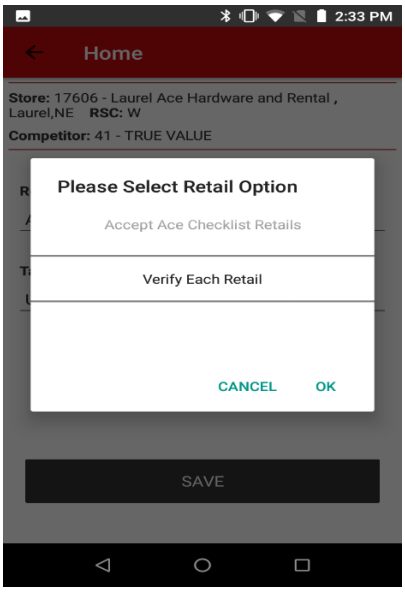
POWER BUTTONS

	SWIPE SCREEN UP
	**ENTER 1111** ✓

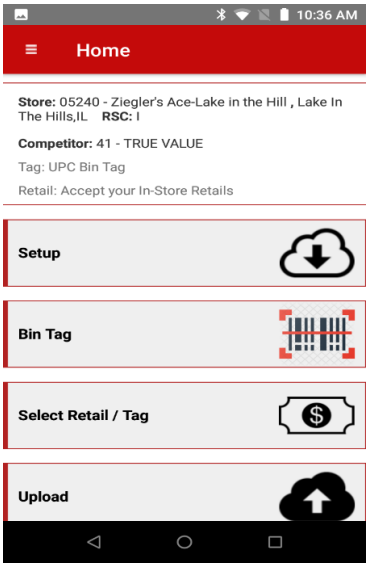
	CLICK THE ACE BIN TAG SYSTEM LOGO IN THE TOP LEFT CORNER
	WAIT – PROGRAM IS LOADING
	**(STORE SETUP IS DONE PRIOR TO SHIPPING – steps below are information only)** **CLICK ON SELECT RETAIL / TAG**

<table>
<tr>
<td> 
</td>
<td>VERIFY -
• STORE NAME
• PRICING IS IN-STORE RETAIL
• BIN TAG IS UPC TAG STYLE

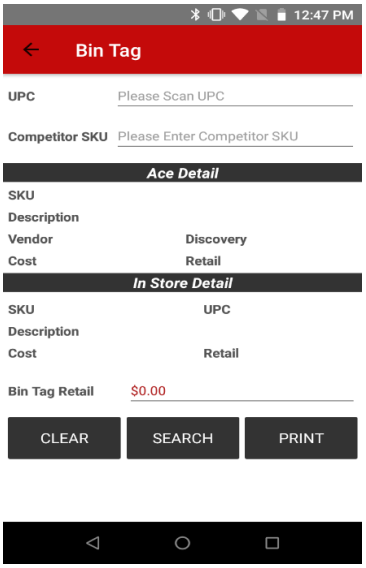
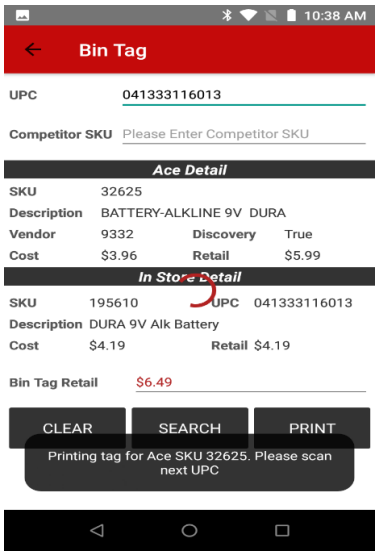
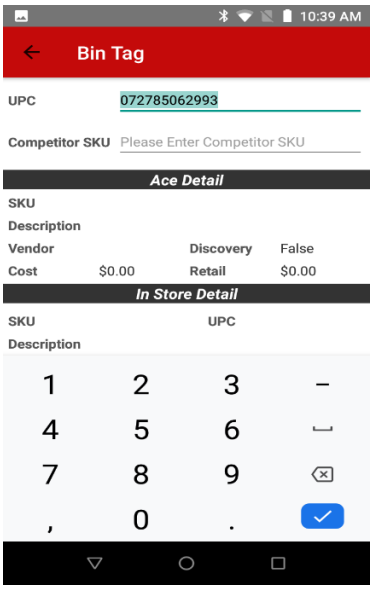
The drop-down arrows will allow you to scroll and change these settings if necessary

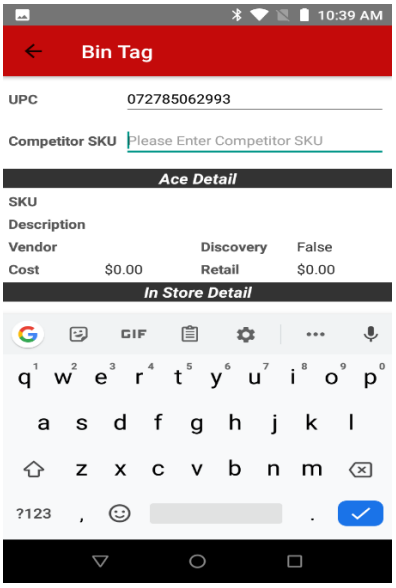
CLICK SAVE</td>
</tr>
<tr>
<td> 
</td>
<td>If the printed tag does not automatically match the current shelf retail – you may need to verify the price at the POS. Then you may change the retail to print on a tag.

Return to this selection area and select
Verify Each Retail
in the Retail Option line

Tap on OK then SAVE</td>
</tr>
<tr>
<td> 
</td>
<td>You are now ready to bin tag the store

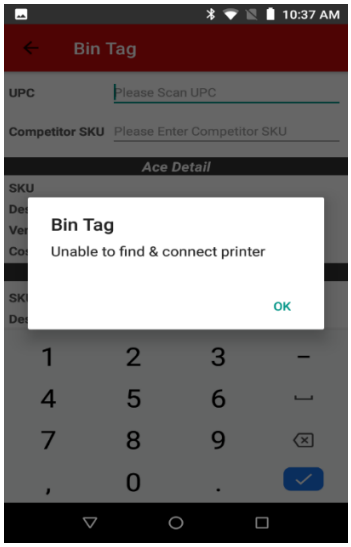
CLICK ON BIN TAG</td>
</tr>
</table>

	**THE CURSOR WILL BE IN THE TOP UPC FIELD** Scan the product UPC for a tag to automatically print
	AFTER SCANNING THE DETAIL WILL SHOW ON THE SCREEN AND A TAG WILL AUTOMATICALLY PRINT move to the next product-
	If a tag does not automatically print, the **cursor** will drop down to the Competitor SKU field and you may enter the item number from the shelf tag Use the numeric keypad to enter the competitor number from the shelf tag

<table>
<tr>
<td> 
</td>
<td>If the competitor number has letters you may switch the keypad to an alpha pad

Do this by tapping the tab above the letters or by swiping the screen sideways

If a tag does not automatically print at this point, place a red X on the shelf tag.

Tap the UPC field to return the cursor and scan the next shelf item</td>
</tr>
<tr>
<td> 
</td>
<td>This message will let you know you are not connected to your printer

Verify the printer is turned on

Exit from the bin tag screen to the home page and re-enter bin tagging so the unit reconnects to the printer</td>
</tr>
<tr>
<td> </td>
<td>To change the roll of labels –

Press yellow button on side of printer and the top will pop open

Insert new roll of tags and close lid

Print a sample tag to align the printer</td>
</tr>
</table>