Printing Unused Barcode Labels

1. Go to the Reports tab, and choose Library from the left menu.

2. Click on Barcode Labels

3. Click on the Unused tab on the right hand side of the screen.

Print Settings
Page Scaling: None
Auto-rotate and Center: No or Unchecked
If your barcodes still do not align with the labels, try adjusting the Printer settings. Example:
Horizontal 0 Vertical 3

Important: Most schools have ranges of barcode numbers for different vendors. Keep track of vendor assigned numbers to avoid duplication.