

## **Printing Barcodes From Sapphire**

- Sapphire Version Requirement: 7.0.1.0
- Hardware Requirement: Barcode printer installed to Windows on the terminal
- Notes: Utilizes Windows Print Services
- 1. Install the barcode printer to the computer using the correct installation process for their barcode printer. If you are unsure of the drivers, searching online for the model number of the printer should display the driver needed.
- 2. Navigate to the Retail Module  $\rightarrow$  Setup
  - a. From here, they can choose the settings that they would like to have. Feel free to play around with the settings until the preview looks like how you'd like.



- 3. Navigate to Retail Item Edit
- 4. There is now a "Print Barcode' Column, you are able to choose "Select All  $\rightarrow$  Print Selected Barcodes " to quickly print multiple barcodes, or "Print Barcode" to print a single barcode.
- 5. Once selected, the Windows Print Services should launch to select the printer you'd like to use.