

## Training

## **Barcode Scanner Setup**

The barcode font, technically referred to as the "3 of 9 Barcode" is just like all other fonts used for word processing. Once downloaded, the font is available where ever you choose a font such as Word or Excel. You can use the Barcode font to create your own product labels for pricing, so you can scan the barcodes directly from the products you sell.

ClickPOS uses the barcode font in various sections, including some reports such as Product List report 5-2, and to produce labels from the Label printer.

If you have invested in the <u>recommended label printer</u>, then you need to download this font. Here is a sample size and label ClickPOS produces.



Once uploaded, it will be in the list of barcodes as displayed below.

NOTE: if you are creating your own labels in Word or Excel, you must include an asterisk \* on both sides of the barcode.

Also note that in MS Word, when you type the end asterisk, the characters changes to Bold, you need to undo, that is Ctrl+Z, then highlight the entire barcode including the asterisks, then change to the barcode font. You will also require using minimum of font size 14+, and printing on high quality laser printer.



## **Barcode Font Installation Instructions**

- 1. Click <u>here</u> to download the barcode installer.
- 2. Select Run this program from its Current Location Click "OK".

- 3. Do you want to install and run "BarcodeFont.exe" from clickpos.com Click "Yes".
- 4. Do you want to completely remove the selected application and all its components Click "OK".
- 5. Note: Once font installer finishes, you must activate the font. To do this, simply open Control Panel, then click "Fonts". The system will automatically register a new font called "3 of 9 Barcode". You can now use the barcode font within any application such as Word or Excel, just as you would any other font

## **Default Posiflex CCD barcode to factory settings**

Click below link and follow instructions.

http://www.clickpos.com/site/DefaultSite/filesystem/documents/POSIFLEX%20Barcode.pdf