

CITIZEN

CITIZEN Label Printer

Standalone Printing Capability

Standalone Forms Getting Started Guide

Rev1.00

CITIZEN SYSTEMS JAPAN CO., LTD.

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Read before using

Be sure to read this manual carefully before using the product. After you read it, store it in a safe place so that you can reread it when necessary.

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- We will not be responsible for any adverse occurrence that results from the use of this manual, regardless of whether it contains omissions, errors/misprints, etc.
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- Please contact us if there are omissions, errors, ambiguities, etc. in this manual.
- Refer to this document along with the user manual of the printer.

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1. Introduction

The standalone printing capability "Standalone Forms" allows you to print labels by using label formats stored in the printer unit by inserting variable data.

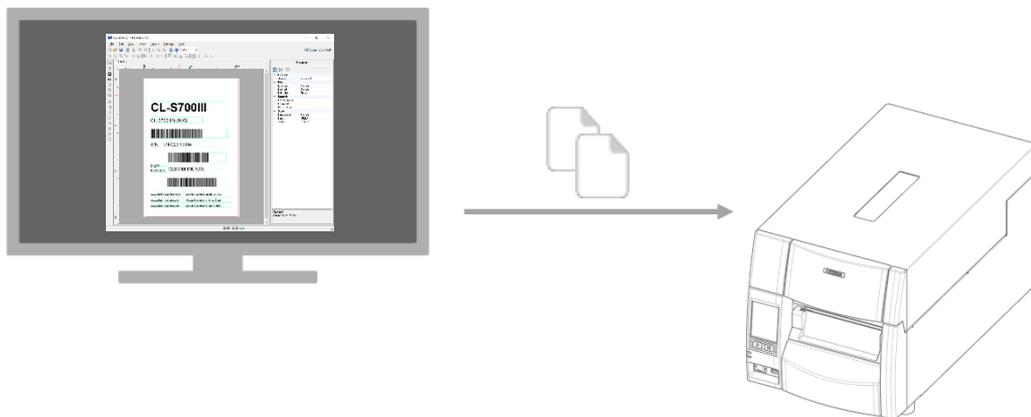
Label formats are created in advance using label design software installed on a PC and are saved in the printer. The printer does not need to be connected to a PC or network during operation. The label formats saved in the printer can be selected from the LCD panel of the printer. A barcode scanner or a USB flash drive connected to the printer can be used to input variable data. This feature is ideal for requirements where you want to use several label formats, but want to insert variable data and operate without a host device.

1-1. Overview

There are two phases to using Standalone Forms, "Preparation" and "Operation".

"Preparation"

Create a label design using the CITIZEN's label design software, "Layout Editor" installed on your PC. The created label design can be saved in the printer directly from the Layout Editor as a Standalone Forms label format.

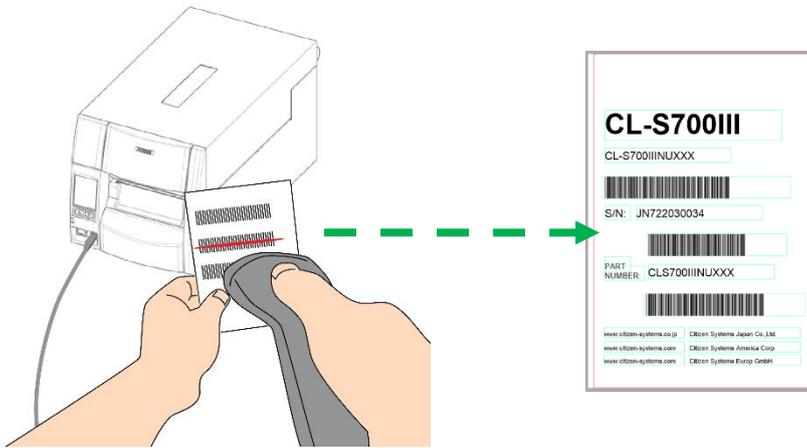


"Operation"

There are three types of operation.

- (1) Scanned Data Printing
- (2) CSV File Conversion Printing
- (3) CSV File Batch Printing

- (1) Scanned Data Printing ... to use data read from a USB barcode scanner attached to the printer or from a print interface (USB, serial, parallel, LAN) as variable data for labels.



- (2) CSV File Conversion Printing ... to use data read from a USB barcode scanner or from a print interface as (1), but the data read is used as a search key to find and print the target data from a CSV file saved in the printer. The CSV file is used as database.

4631-0049 Industrial Automation Inc.	23400 Fairway Drive	Saint Petersburg, FL 33737	33737	Phone: (727)932-7981	4887	3/9/2023	3/16/2023
4631-0050 Medical Equipment LLC	66 8th Street	Pomero, PA 19367	19367	Phone: (610)315-1004	4884	3/9/2023	3/16/2023
4631-0051 Printing Ltd.	133 New Street	Louisiana, MO 63353	63353	Phone: (573)085-9999	4902	3/9/2023	3/16/2023
4631-0052 International Development LLC	2598 3rd Street	Staten Island, NY 10304	10304	Phone: (718)826-7819	4896	3/9/2023	3/16/2023
4631-0053 Human Resources Co.	800 Durham Road	Fishersville, VA 22931	22931	Phone: (540)968-9786	4548	3/9/2023	3/16/2023
4631-0054 Business Supplies Incorporated	2027 Clinton Street	Chicago, IL 60673	60673	Phone: (312)158-7411	4877	3/9/2023	3/16/2023
4631-0055 Information Services Incorporated	547 Walnut Avenue	South Gibson, PA 18842	18842	Phone: (570)656-8070	4926	3/9/2023	3/16/2023
4631-0056 Consumer Goods LLC	5173 Highland Avenue	Andover, NH 03216	03216	Phone: (603)604-0068	4841	3/9/2023	3/16/2023
4631-0058 Media Production Co.	63 Mill Road	Lackey, NY 42453	42453	Phone: (606)802-9059	4909	3/9/2023	3/16/2023
4631-0059 Media Production Corp.	977 Front Street, Ste 1124	Oklahoma City, OK 73124	73124	Phone: (405)985-1668	4852	3/9/2023	3/16/2023
4631-0060 Plastics Incorporated	89583 Dogwood Lane	Bay City, TX 77404	77404	Phone: (979)335-9602	4947	3/9/2023	3/16/2023
4631-0061 Network Security LLC	3414 Vine Street, Unit 69	Orange, CA 92668	92668	Phone: (714)405-5564	4863	3/9/2023	3/16/2023
4631-0062 The Logistics Company	4 North Street	Monroeville, WV 26283	26283	Phone: (304)483-5159	4933	3/9/2023	3/16/2023
4631-0063 Containers Ltd.	457 Jefferson Street	Carbon Hill, OH 43111	43111	Phone: (740)447-5533	4935	3/9/2023	3/16/2023
4631-0064 Film Co.	5183 Brookside Drive	Mobile, AL 36615	36615	Phone: (251)472-0408	4919	3/9/2023	3/16/2023
4631-0065 Veterinary Corp.	862 3rd Street West, Unit 71	Accoa, MS 38722	38722	Phone: (662)822-8848	4934	3/9/2023	3/16/2023
4631-0066 Banking Incorporated	8 Lakeside Drive	North Street, WI 48049	48049	Phone: (610)348-7198	4886	3/9/2023	3/16/2023
4631-0067 Medical Equipment LLC	51760 Railroad Street	Covington, LA 70433	70433	Phone: (985)890-7937	4867	3/9/2023	3/16/2023
4631-0068 Civil Engineering Incorporated	94 Monroe Street	San Anselmo, CA 94960	94960	Phone: (415)254-1181	4913	3/9/2023	3/16/2023
4631-0069 Network Security Inc.	32 2nd Street East	Hattisbon, PA 19040	19040	Phone: (267)238-2986	4907	3/9/2023	3/16/2023
4631-0070 The Computer Hardware Company	93 Charles Street	Clinton, MS 39058	39058	Phone: (601)711-9454	4869	3/9/2023	3/16/2023
4631-0071 The Animation Company	14296 Monroe Street	High Island, TX 77623	77623	Phone: (409)230-3333	4879	3/9/2023	3/16/2023
4631-0072 Insurance Corp.	27870 Main Street	Turin, IA 51059	51059	Phone: (712)888-9438	4938	3/9/2023	3/16/2023
4631-0073 Legal Services Corp.	15 Center Street	Louisville, KY 40294	40294	Phone: (502)777-0434	4910	3/9/2023	3/16/2023
4631-0074 Retail Corp.	2438 West Street, Unit 1623	Henderson, TN 37053	37053	Phone: (603)225-4071	4932	3/9/2023	3/16/2023
4631-0075 Chemicals LLC	74 5th Avenue	Rockport, IL 62730	62730	Phone: (217)354-5061	4857	3/9/2023	3/16/2023
4631-0076 Health Corp.	4929 Main Street South	Tyler, NC 27980	27980	Phone: (252)994-2449	4884	3/9/2023	3/16/2023
4631-0077 The Information Services Company	81 Bruce Rd	Prickard Park, TN 37131	37131	Phone: (423)923-1163	4897	3/9/2023	3/16/2023

SHIP TO: Industrial Automation Inc. 23400 Fairway Drive Saint Petersburg, FL 33737 Phone: (727)932-7981

ACCOUNT NUMBER: 4740

HANDLED BY: Rancho Dominguez Distribution Center Phone: (310)781-1400

PO NUMBER: 2352-4631-0049

Citizen Printing Corp. 1411 W 196th Street, Suite 675 Gardena, CA 90248 Phone: (800)421-6516

PREPAID: 1 / 1

SHIPPED ON: 3/9/2023

[SCHEDULED DELIVERY DATE] 3/16/2023

33737

For more info: <https://www.citizen-systems.com/>

- (3) CSV File Batch Printing ... to print all the data in a CSV file in a USB flash drive attached to the printer. The CSV file is used as database.

2352-4631-0049 Industrial Automation Inc.	23400 Fairway Drive	Saint Petersburg, FL 33737	33737	Phone: (727)932-7981	4887	3/9/2023	3/16/2023
2352-4631-0050 Medical Equipment LLC	66 8th Street	Pomero, PA 19367	19367	Phone: (610)315-1004	4884	3/9/2023	3/16/2023
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1 Introduction

1-2. Supported Printer Model

The printer model that can use this feature is as follows.

CL-S700III

1-3. Supported Input Device

The input devices that can be used to operate this feature are as follows.

USB barcode scanner

Model Name	Description
SCN01-Z1D	1D barcode scanner
SCN02-Z2D	2D barcode scanner
BC-NL3000U	2D barcode scanner

HID or VCOM mode can be used for the barcode scanner, but the VCOM mode is recommended when handling barcodes with large data such as QR code. Refer to the user's manual of the USB barcode scanner for how to switch the operation mode.

USB flash drive

There is no specific recommended model, but be sure to format in FAT32.

1-4. Label Format Creating/Saving Application

The following application is used to create label formats and save them to the printer.

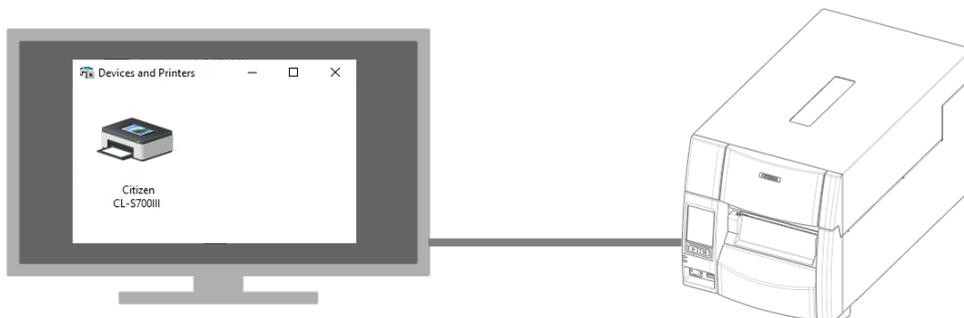
Layout Editor version 1.5.0.0 or greater
--

Refer to "LayoutSDK_UsersGuide_en.pdf" for the system requirements to run Layout Editor.

2. Preparation

2-1. Connecting the Printer

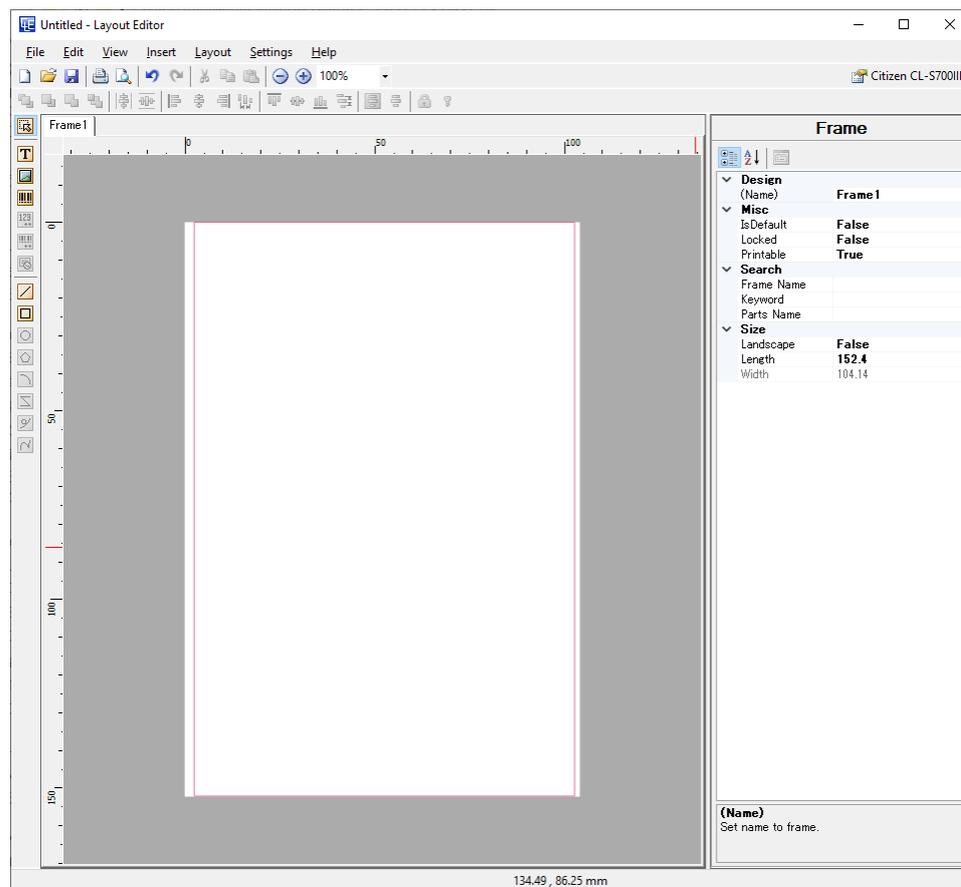
First of all, install the Windows printer driver for the printer and connect the printer to the PC so that it is ready to print. Any interface (USB, serial, parallel, LAN) can be used for connection.



2-2. Designing Labels

Label design is done with Layout Editor, an application installed on a Windows PC.

Start up Layout Editor.

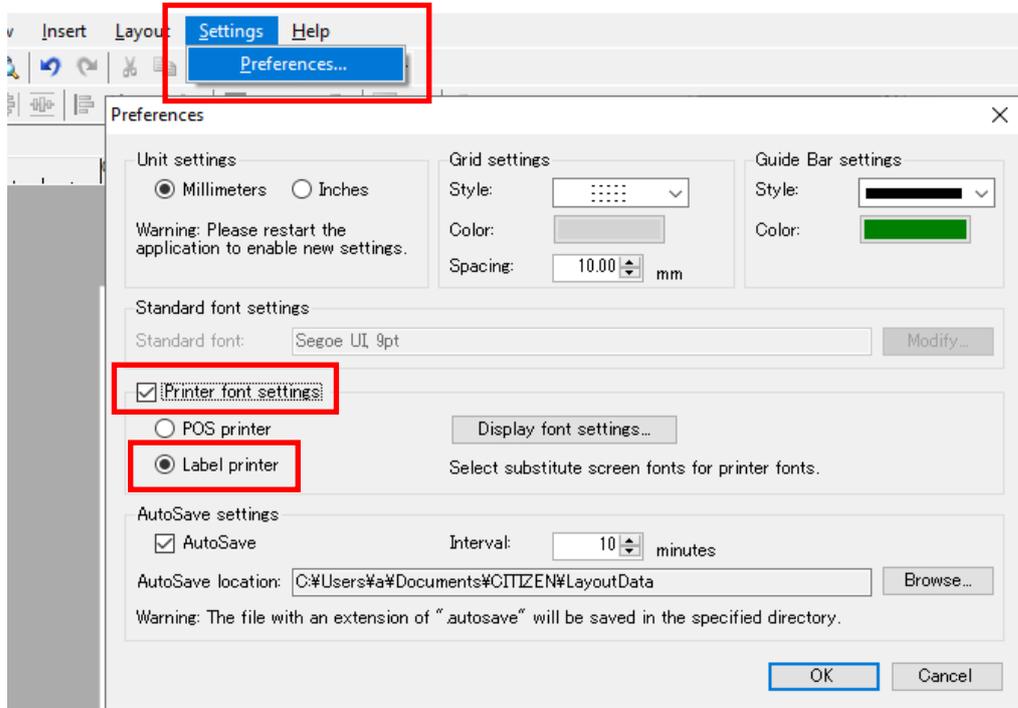


2 Preparation

2-2-1. Settings

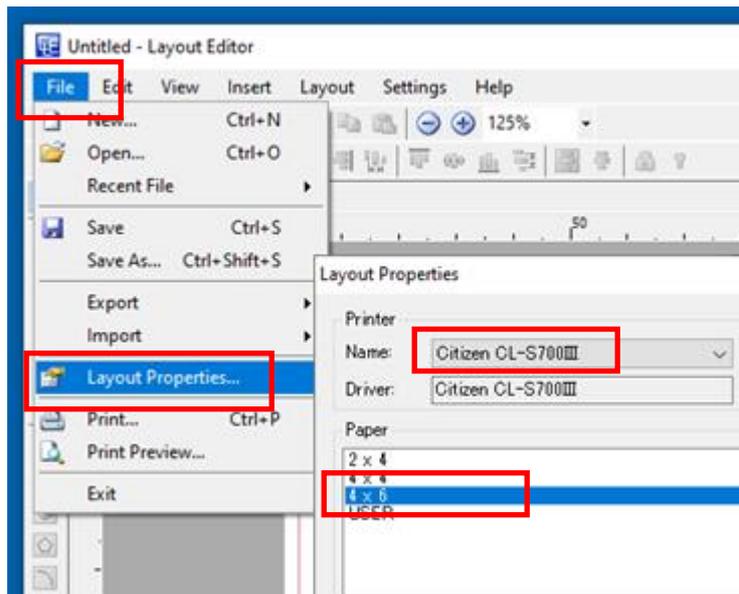
Before starting label design, set up the following three options.

(1) Go to [Settings>Preferences], check “Printer font settings” and select “Label printer”.



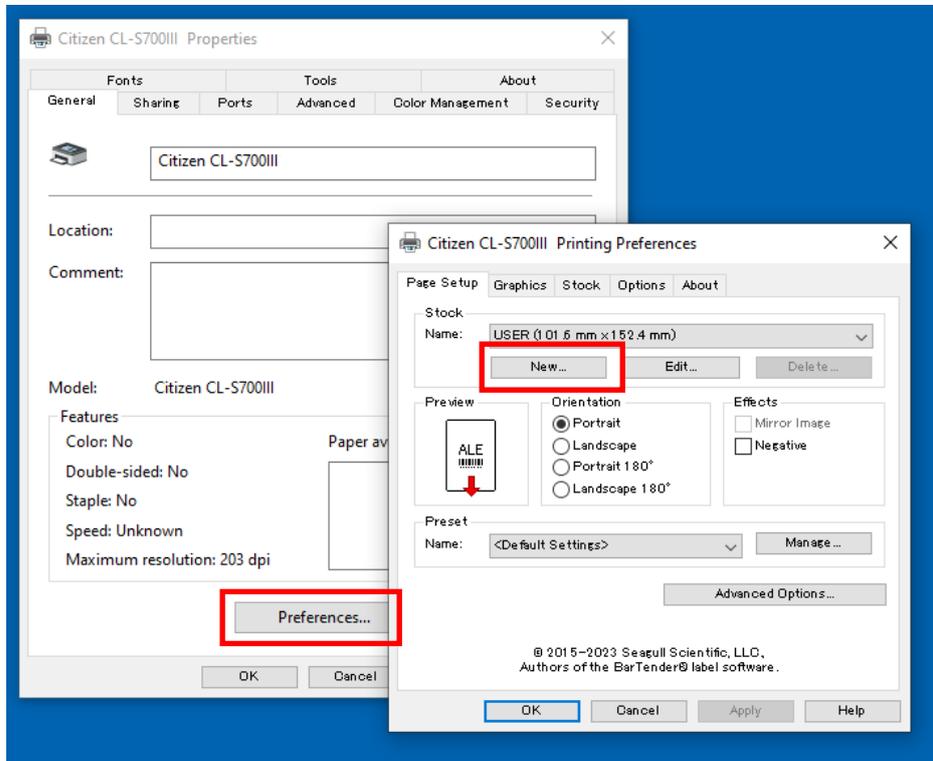
(2) Go to [File>Layout Properties], select the target printer.

(3) Go to [File>Layout Properties], select a paper size.



If you don't find a preferred paper size here, you need to define one in the Windows printer driver.

Open the Printer properties of the printer driver and define a stock size in [General>Preferences>Page Setup>Stock].

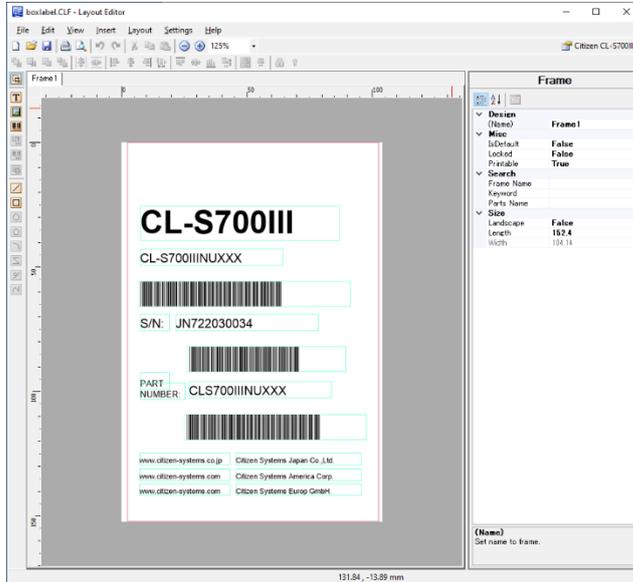


2 Preparation

2-2-2. Defining Variable Parts

Start designing.

Place text or barcode objects where you want.

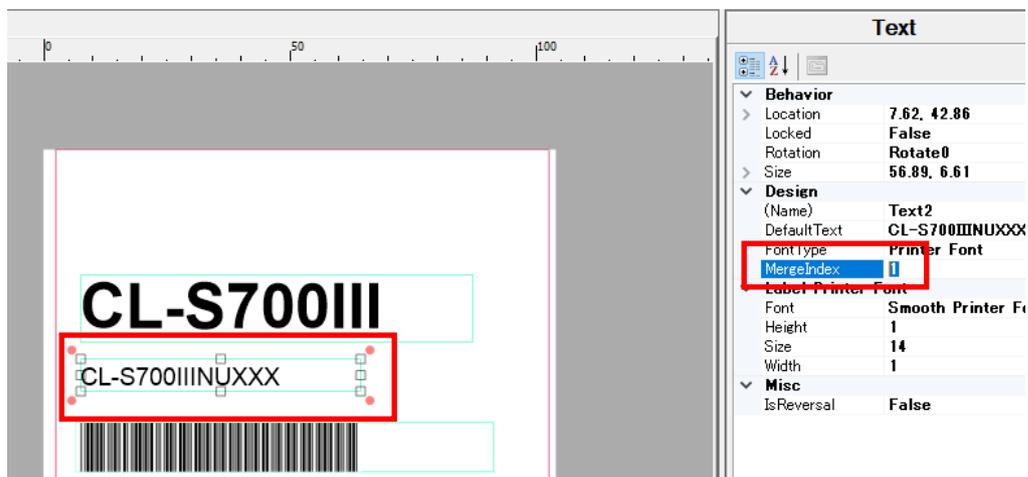


Variable parts are parts whose contents are changed dynamically by a USB barcode scanner or CSV data when printing.

For example, if you want to dynamically change the contents in the red rectangles below, set the order to populate data into each part.

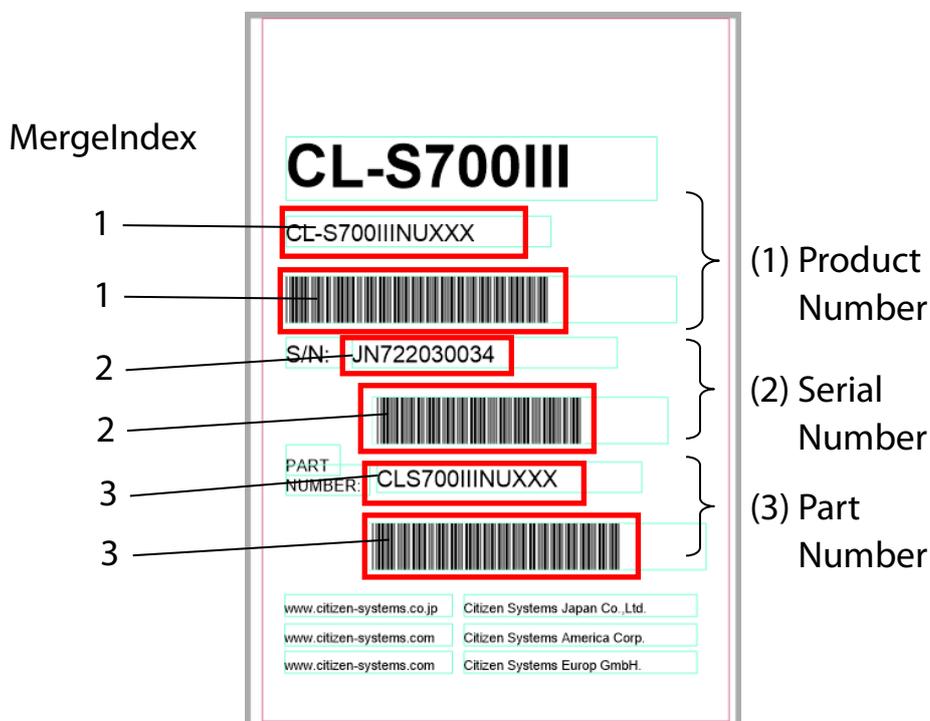


Select the parts to be changed dynamically one by one and assign a number (1-99) to each part in the "MergeIndex" in the right pane in order.



If the MergeIndex is left with the initial value of "0", the same fixed content will be printed on all labels as a static part.

A single data can be used for multiple variable parts. In this case, enter the same number in MergeIndex. For example, in the previous example, if you want to input (1) product number, (2) serial number, and (3) part number three times from the USB barcode scanner during operation, the MergeIndex for each part will be as follows.

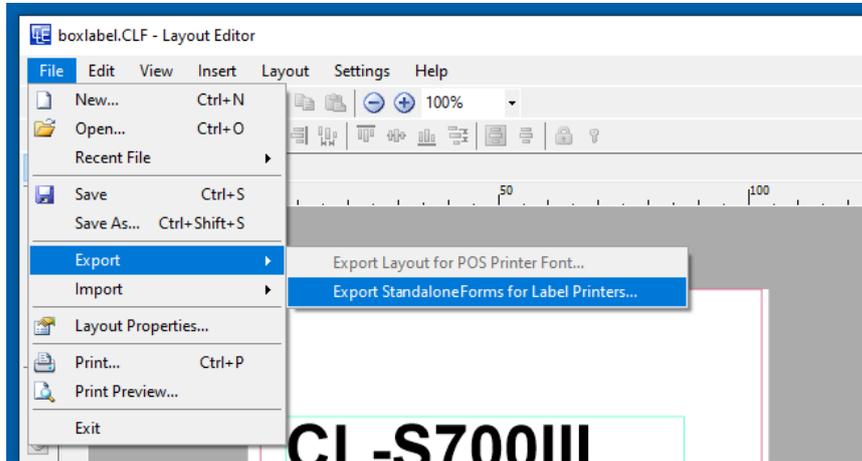


2 Preparation

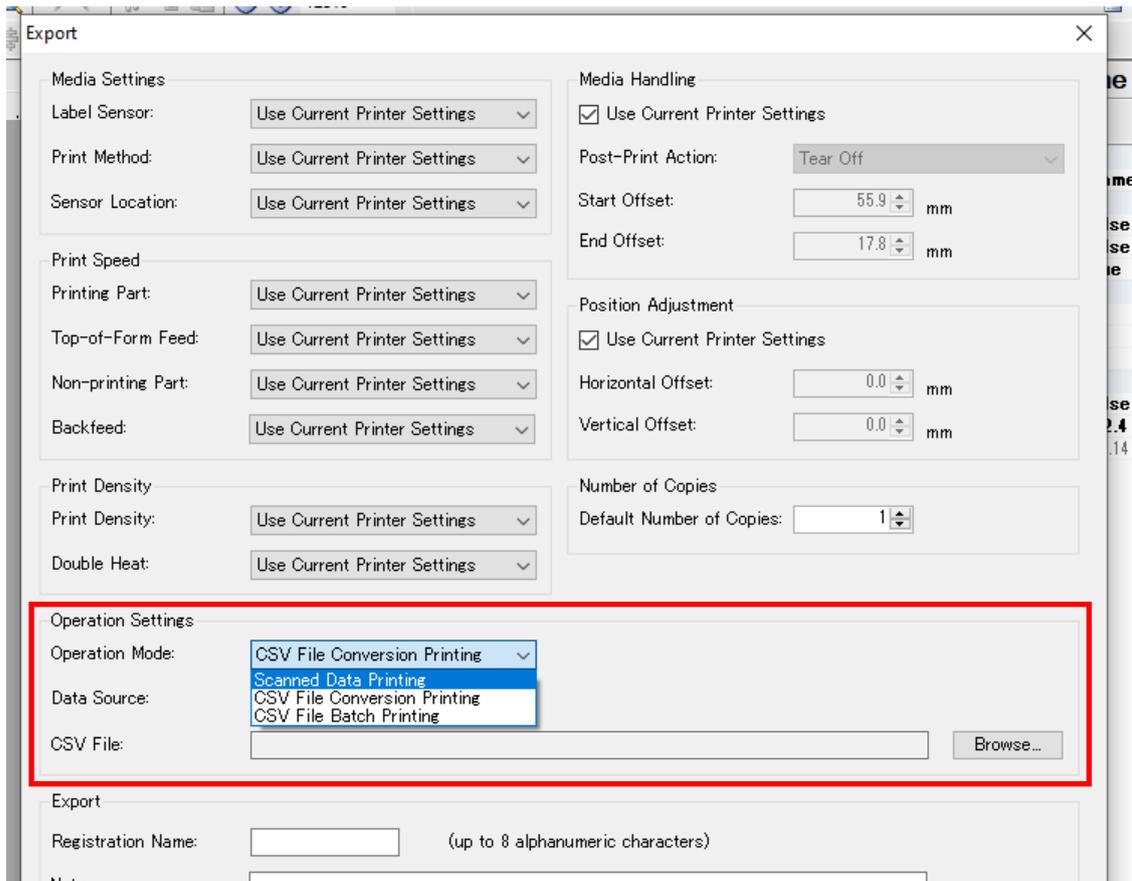
2-3. Setting Up and Saving for Standalone Forms

Once the label design is complete, save it as a label format in the printer.

To save, go to [File>Export>Export Standalone Forms for Label Printers...].



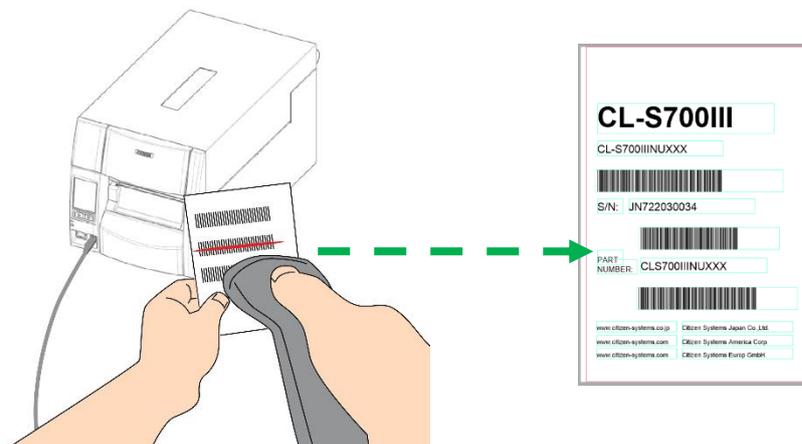
Select an Operation Mode for your preferred operation.



The examples in the next sections explain details of each type of operation.

2-3-1. Scanned Data Printing

This is the example used in "[2-2-2. Defining Variable Parts](#)". You are trying to read data from a USB barcode scanner three times, and populate them into a label format to print a label.



In this case, the Operation Mode is "Scanned Data Printing" and the Data Source is "USB Barcode Scanner".

Enter a "Registration Name" and, if necessary, a "Note". This information will be displayed on the LCD screen of the printer. See "[3. Operation](#)" for details.

Press "Register" to send the label format to the printer to save.

Press "Test Print" to print one on the actual label before saving the label format in the printer. If the design needs an adjustment, press "Cancel" to return to the design screen and adjust the design.

2 Preparation

2-3-2. CSV File Conversion Printing

You are trying to save a list of purchase orders in CSV file format in your printer in advance, read one PO number you want to print with a USB barcode scanner, and print the corresponding PO data.

The CSV is UTF-8 encoded and comma-delimited, and the column you want to use as the search key is placed at the beginning of the line.

The number of characters that can be handled in one line (record) is up to 2048 bytes. (2048 alphanumeric characters. Note that this decreases to 1/3 in UTF-8.)

The order of the columns is used as the order of the MergeIndex.

2352-4631-0042	International Development LLC	2598 3rd Street	Staten Island, NY 10304	10304	Phone: (718)826-7819	4897	3/9/2023	3/16/2023
2352-4631-0043	Human Resources Co.	880 Durham Road	Fishersville, VA 22393	22393	Phone: (540)068-9786	4849	3/9/2023	3/16/2023
2352-4631-0044	Business Supplies Incorporated	2027 Clinton Street	Chicago, IL 60673	60673	Phone: (312)168-7411	4878	3/9/2023	3/16/2023
2352-4631-0045	Information Services Incorporated	547 Walnut Avenue	South Gibson, PA 18842	18842	Phone: (570)656-9070	4927	3/9/2023	3/16/2023
2352-4631-0046	Consumer Goods LLC	5173 Highland Avenue	Andover, NH 03216	03216	Phone: (603)404-9068	4842	3/9/2023	3/16/2023
2352-4631-0047	Journalism Corp.	16 8th Street	Lackey, KY 41643	41643	Phone: (606)802-5859	4901	3/9/2023	3/16/2023
2352-4631-0048	Media Production Co.	63 Mill Road	Oklahoma City, OK 73124	73124	Phone: (405)985-1668	4853	3/9/2023	3/16/2023
2352-4631-0049	Industrial Automation Inc.	23400 Fairway Drive	Saint Petersburg, FL 33737	33737	Phone: (727)932-7981	4887	3/9/2023	3/16/2023
2352-4631-0050	Medical Equipment LLC	66 8th Street	Pomeroy, PA 19367	19367	Phone: (610)315-1604	4884	3/9/2023	3/16/2023
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2352-4631-0053	Human Resources Co.	880 Durham Road	Fishersville, VA 22393	22393	Phone: (540)068-9786	4848	3/9/2023	3/16/2023
2352-4631-0054	Business Supplies Incorporated	2027 Clinton Street	Chicago, IL 60673	60673	Phone: (312)168-7411	4877	3/9/2023	3/16/2023
2352-4631-0055	Information Services Incorporated	547 Walnut Avenue	South Gibson, PA 18842	18842	Phone: (570)656-9070	4926	3/9/2023	3/16/2023
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2352-4631-0059	Media Production Corp.	977 Front Street, Ste 1124	Greybull, WY 82426	82426	Phone: (307)185-5257	4890	3/9/2023	3/16/2023
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2352-4631-0064	Film Co.	5183 Brookside Drive	Mobile, AL 36615	36615	Phone: (251)472-0408	4919	3/9/2023	3/16/2023
2352-4631-0065	Veterinary Corp.	862 3rd Street West, Unit 71	Arcola, MS 38722	38722	Phone: (662)822-8846	4934	3/9/2023	3/16/2023
2352-4631-0066	Banking Incorporated	8 Lakeview Drive	North Street, MI 48049	48049	Phone: (810)348-7218	4886	3/9/2023	3/16/2023
2352-4631-0067	Medical Equipment LLC	51760 Railroad Street	Covington, LA 70433	70433	Phone: (985)890-7937	4867	3/9/2023	3/16/2023

When data is read from the USB barcode scanner during operation, the printer looks for the target data in the CSV and uses the matched data for printing.

“2352-4631-0049”

2352-4631-0047	Journalism Corp.	16 8th Street
2352-4631-0048	Media Production Co.	63 Mill Road
2352-4631-0049	Industrial Automation Inc.	23400 Fairway Drive
2352-4631-0050	Medical Equipment LLC	66 8th Street
2352-4631-0051	Printing Ltd.	133 New Street

SHIP TO:	ACCOUNT NUMBER:
Industrial Automation Inc. 23400 Fairway Drive Saint Petersburg, FL 33737 Phone: (727)932-7981	4740
HANDLED BY:	PO NUMBER:
Rancho Dominguez Distribution Center Phone: (310)781-1460	2352-4631-0049
Citizen Printing Corp. 1411 W. 180th Street, Suite 675 Gardena, CA 90248 Phone: (800)421-6516	PREPAID 1 / 1 SHIPPED ON: 3/9/2023
SCHEDULED DELIVERY DATE: 3/16/2023	33737
QR code	for rates and prices: https://www.citizen-systems.com/

In this case, the Operation Mode is "CSV File Conversion Printing" and the Data Source is "USB Barcode Scanner".

Operation Settings

Operation Mode: CSV File Conversion Printing

Data Source: USB Barcode Scanner

CSV File: C:\DATABASE.CSV

Export

Registration Name: CSV (up to 8 alphanumeric characters)

Note: Order Lookup Printing

Register a Standalone Forms to the printer

Save a Standalone Forms to the file

For "CSV File", select a file saved on your PC.

Enter a "Registration Name" and, if necessary, a "Note". This information will be displayed on the LCD screen of the printer. See ["3. Operation"](#) for details.

Press "Register" to send the label format and the CSV file to the printer to save.

Press "Test Print" to print one on the actual label before saving the label format in the printer. If the design needs an adjustment, press "Cancel" to return to the design screen and adjust the design.

2 Preparation

2-3-3. CSV File Batch Printing

You are trying to save a list of purchase orders in CSV file format in a USB flash drive and print all the data in a batch process.

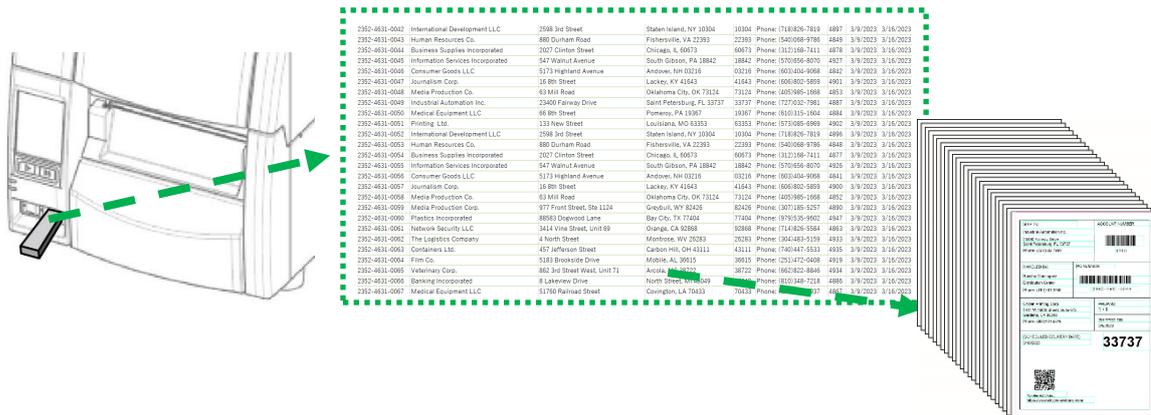
Same as "[2-3-2. CSV File Conversion Printing](#)", the CSV is UTF-8 encoded and comma-delimited.

The number of characters that can be handled in one line (record) is up to 2048 bytes. (2048 alphanumeric characters. Note that this decreases to 1/3 in UTF-8.)

The order of the columns is used as the order of the MergeIndex.

2352-4631-0042	International Development LLC	2598 3rd Street	Staten Island, NY 10304	10304	Phone: (718)826-7819	4897	3/9/2023	3/16/2023
2352-4631-0043	Human Resources Co.	880 Durham Road	Fishersville, VA 22393	22393	Phone: (540)068-9786	4849	3/9/2023	3/16/2023
2352-4631-0044	Business Supplies Incorporated	2027 Clinton Street	Chicago, IL 60673	60673	Phone: (312)168-7411	4878	3/9/2023	3/16/2023
2352-4631-0045	Information Services Incorporated	547 Walnut Avenue	South Gibson, PA 18842	18842	Phone: (570)656-8070	4927	3/9/2023	3/16/2023
2352-4631-0046	Consumer Goods LLC	5173 Highland Avenue	Andover, NH 03216	03216	Phone: (603)404-9068	4842	3/9/2023	3/16/2023
2352-4631-0047	Journalism Corp.	16 8th Street	Lackey, KY 41643	41643	Phone: (606)802-5859	4901	3/9/2023	3/16/2023
2352-4631-0048	Media Production Co.	63 Mill Road	Oklahoma City, OK 73124	73124	Phone: (405)985-1668	4853	3/9/2023	3/16/2023
2352-4631-0049	Industrial Automation Inc.	23400 Fairway Drive	Saint Petersburg, FL 33737	33737	Phone: (727)032-7981	4887	3/9/2023	3/16/2023
2352-4631-0050	Medical Equipment LLC	66 8th Street	Pomeroy, PA 19367	19367	Phone: (610)315-1604	4884	3/9/2023	3/16/2023
2352-4631-0051	Printing Ltd.	133 New Street	Louisiana, MO 63353	63353	Phone: (573)085-6969	4902	3/9/2023	3/16/2023
2352-4631-0052	International Development LLC	2598 3rd Street	Staten Island, NY 10304	10304	Phone: (718)826-7819	4896	3/9/2023	3/16/2023
2352-4631-0053	Human Resources Co.	880 Durham Road	Fishersville, VA 22393	22393	Phone: (540)068-9786	4848	3/9/2023	3/16/2023
2352-4631-0054	Business Supplies Incorporated	2027 Clinton Street	Chicago, IL 60673	60673	Phone: (312)168-7411	4877	3/9/2023	3/16/2023
2352-4631-0055	Information Services Incorporated	547 Walnut Avenue	South Gibson, PA 18842	18842	Phone: (570)656-8070	4926	3/9/2023	3/16/2023
2352-4631-0056	Consumer Goods LLC	5173 Highland Avenue	Andover, NH 03216	03216	Phone: (603)404-9068	4841	3/9/2023	3/16/2023
2352-4631-0057	Journalism Corp.	16 8th Street	Lackey, KY 41643	41643	Phone: (606)802-5859	4900	3/9/2023	3/16/2023
2352-4631-0058	Media Production Co.	63 Mill Road	Oklahoma City, OK 73124	73124	Phone: (405)985-1668	4852	3/9/2023	3/16/2023
2352-4631-0059	Media Production Corp.	977 Front Street, Ste 1124	Greysbull, WY 82426	82426	Phone: (307)185-5257	4890	3/9/2023	3/16/2023
2352-4631-0060	Plastics Incorporated	88583 Dogwood Lane	Bay City, TX 77404	77404	Phone: (979)535-9602	4947	3/9/2023	3/16/2023
2352-4631-0061	Network Security LLC	3414 Vine Street, Unit 69	Orange, CA 92868	92868	Phone: (714)826-5584	4863	3/9/2023	3/16/2023
2352-4631-0062	The Logistics Company	4 North Street	Montrose, WV 26283	26283	Phone: (304)483-5159	4933	3/9/2023	3/16/2023
2352-4631-0063	Containers Ltd.	457 Jefferson Street	Carbon Hill, OH 43111	43111	Phone: (740)447-5533	4935	3/9/2023	3/16/2023
2352-4631-0064	Film Co.	5183 Brookside Drive	Mobile, AL 36615	36615	Phone: (251)472-0408	4919	3/9/2023	3/16/2023
2352-4631-0065	Veterinary Corp.	862 3rd Street West, Unit 71	Arcola, MS 38722	38722	Phone: (662)822-8846	4934	3/9/2023	3/16/2023
2352-4631-0066	Banking Incorporated	8 Lakeview Drive	North Street, MI 48049	48049	Phone: (810)348-7218	4886	3/9/2023	3/16/2023
2352-4631-0067	Medical Equipment LLC	51760 Railroad Street	Covington, LA 70433	70433	Phone: (985)890-7937	4867	3/9/2023	3/16/2023

During operation, the entire CSV file data in the USB flash drive attached to the printer is used for printing.



In this case, the Operation Mode is "CSV File Batch Printing" and the Data Source is "USB Memory".

Operation Settings

Operation Mode: CSV File Batch Printing

Data Source: USB Memory

CSV File: Browse...

Export

Registration Name: CSVB (up to 8 alphanumeric characters)

Note: Order Batch Printing

Register Register a Standalone Forms to the printer

Save... Save a Standalone Forms to the file

Test Print OK Cancel

Enter a "Registration Name" and, if necessary, a "Note". This information will be displayed on the LCD screen of the printer. See ["3. Operation"](#) for details.

Press "Register" to send the label format to the printer to save.

Press "Test Print" to print one on the actual label before saving the label format in the printer. If the design needs an adjustment, press "Cancel" to return to the design screen and adjust the design.

Format a USB flash drive in FAT32 and save a CSV file with the following folder and file name.

USB Memory

└─ CLS
 └─ DATABASE.CSV

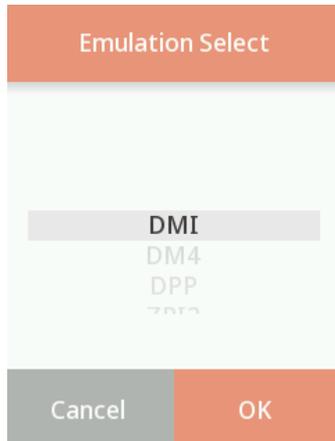
The volume label name ("USB Memory" in the above example) can be anything.

3. Operation

3-1. Starting up Standalone Forms and Selecting a Label Format

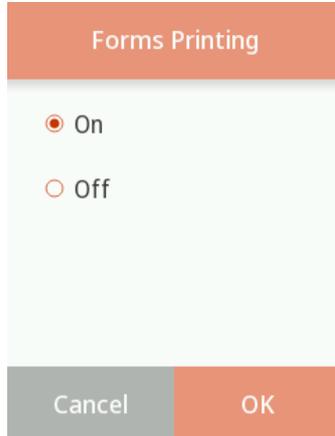
To use Standalone Forms, "Emulation Select" must be set to "DMI" in the printer.

Make sure, in the printer menu, [Setup>System Setup>Emulation Select] is set to "DMI".



Also, "Standalone Forms Printing" must be set to "On".

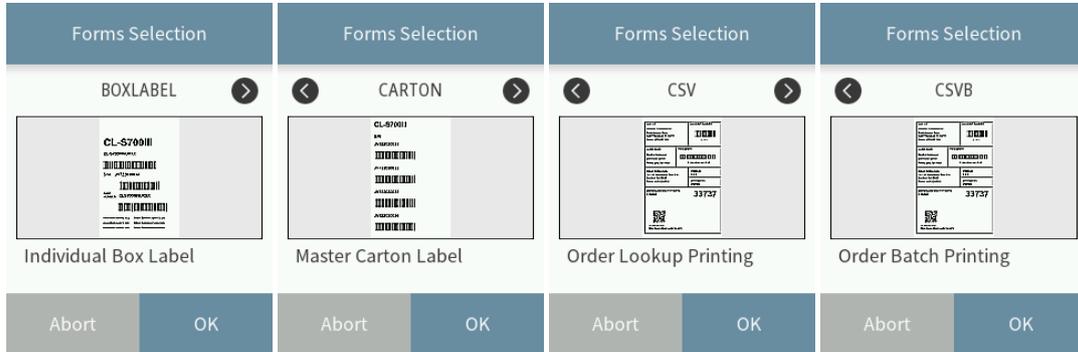
Make sure, in the printer menu, [Setup>Standalone Forms>Forms Printing] is set to "On".



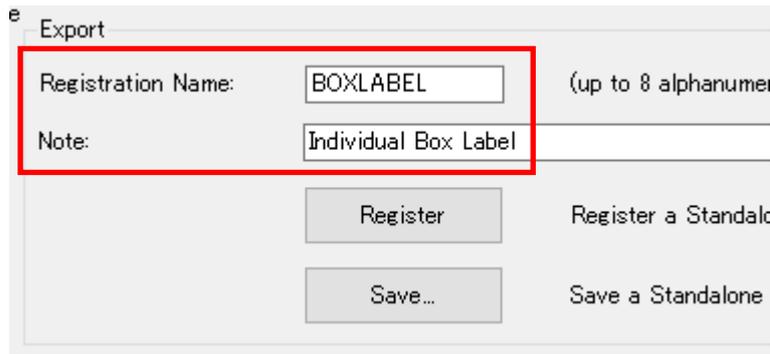
If you have saved label formats from the Layout Editor as described in the previous chapter, the above settings have already been made.

If you have saved label formats in the printer as described in the previous chapter, the printer will automatically show the label format selection screen at startup.

If there are multiple label formats, you can see others by pressing the right/left arrows on the LCD screen.



The Registration Name and the Note shown on the screen are what you set when exporting label formats in the Layout Editor.



You can also set the printer to start with a specific label format by selecting one from multiple label formats. For details, see "[3-3-2. Starting Up with a Specific Label Format](#)".

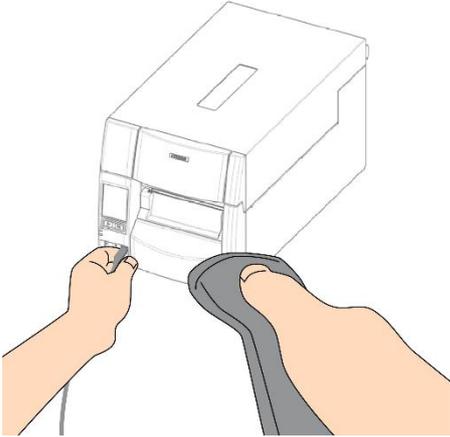
3 Operation

3-2. Operation

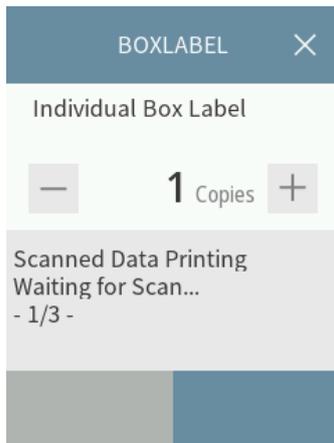
3-2-1. Scanned Data Printing

Connect the USB barcode scanner to the printer.

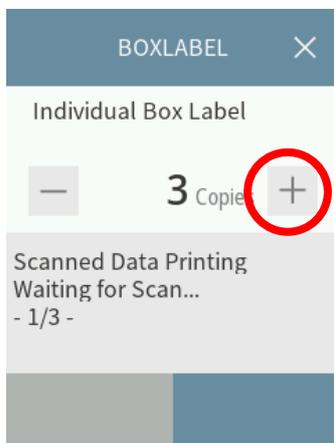
Avoid using a USB hub or similar device as a relay to connect to the printer.



After selecting a label format on the "Forms Selection" screen, it goes into the scanning stand-by state.



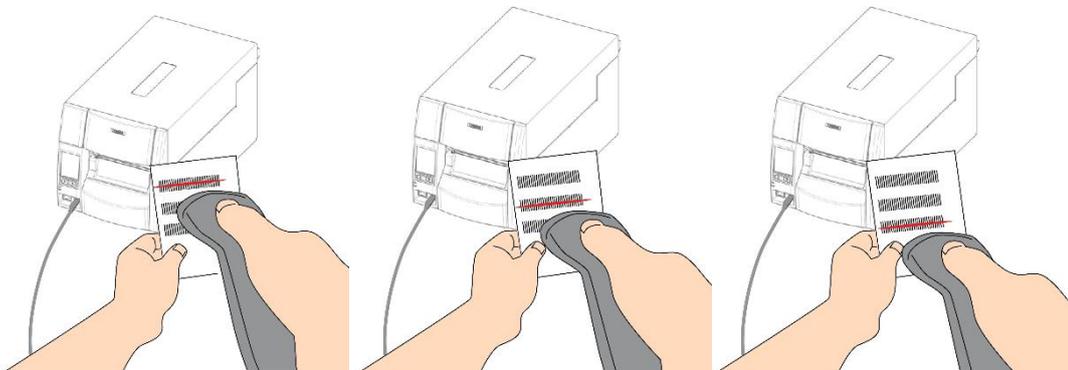
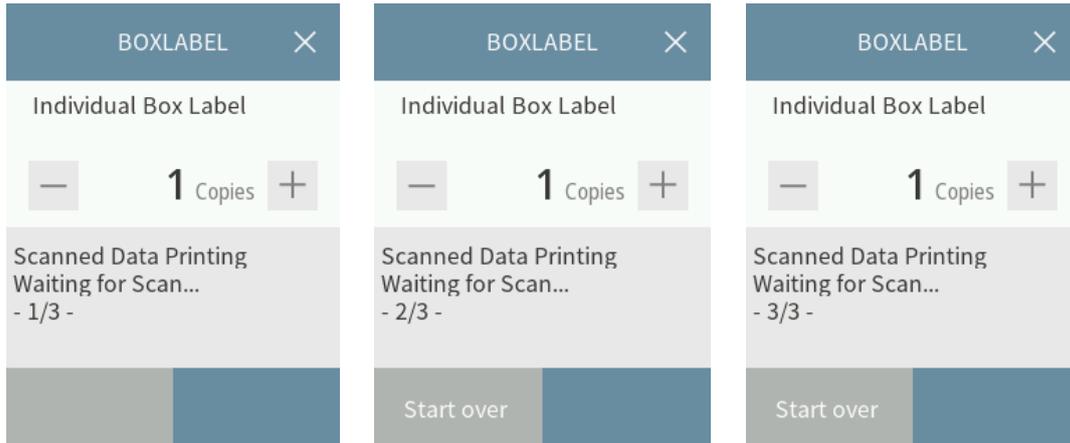
To print identical copies of the labels, press "+" on the LCD screen to increase the number before scanning.



You will scan as many as MergeIndex you set to variable parts in Layout Editor when creating the label format. The number of times you have scanned is shown as a numerator of the fraction on the LCD screen.

For example, if you have three MergeIndex, they will be shown as follows.

The numerator of the fraction increases with each scan and indicates how many times you have scanned. If you have scanned by mistake, press "Start Over" to start from the beginning.

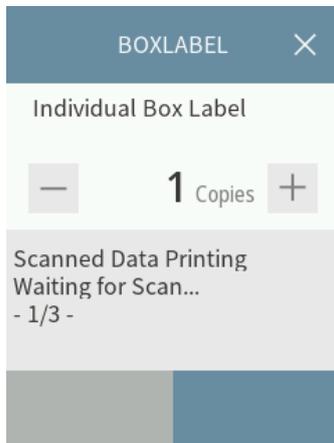


After scanning for the prepared MergeIndex, printing begins.

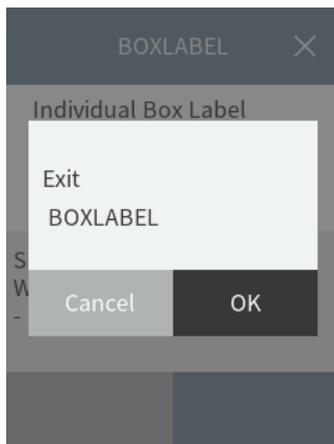


3 Operation

When printing is done, it goes back to the scanning stand-by state.



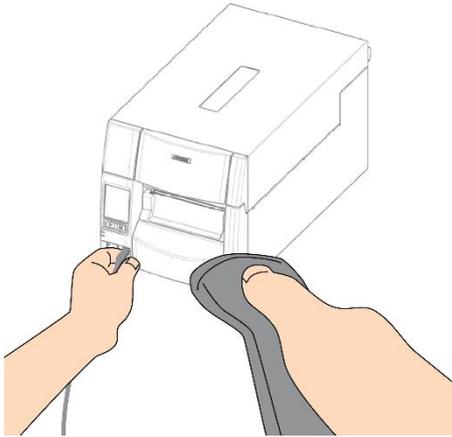
To exit Standalone Forms printing, press the "X" in the right upper corner of the LCD screen, then press "OK".



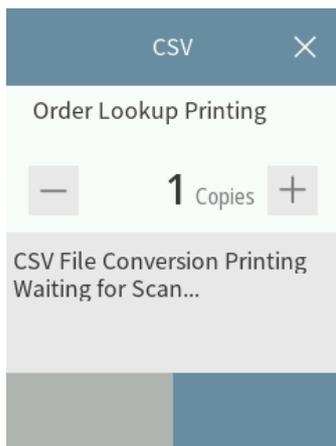
3-2-2. CSV File Conversion Printing

Connect the USB barcode scanner to the printer.

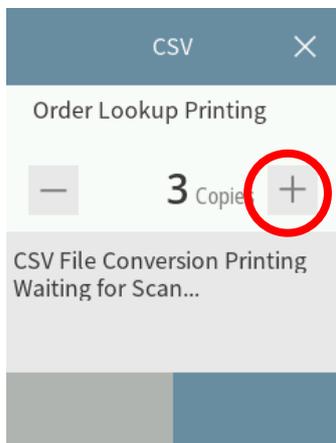
Avoid using a USB hub or similar device as a relay to connect to the printer.



After selecting a label format on the "Forms Selection" screen, it goes into the scanning stand-by state.

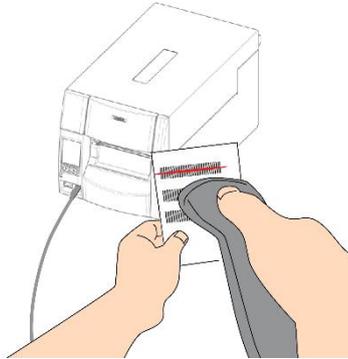


To print identical copies of the labels, press "+" on the LCD screen to increase the number before scanning.



3 Operation

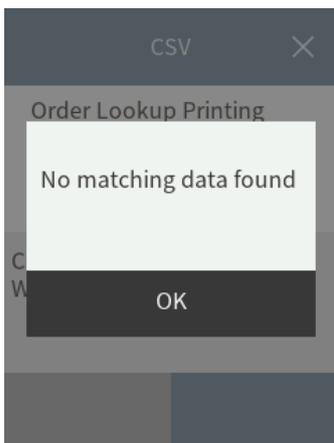
Scan for key data that you want the printer to look up.



If the target data is found in the saved CSV file, printing begins.



If no matching data is found, an error message shows up.



To exit Standalone Forms printing, press the "X" in the right upper corner of the LCD screen, then press "OK".

3-2-3. CSV File Batch Printing

Format a USB flash drive in FAT32 and save a CSV file with the following folder and file name.

USB Memory

```
└─ CLS
   └─ DATABASE.CSV
```

The volume label name ("USB Memory" in the above example) can be anything.

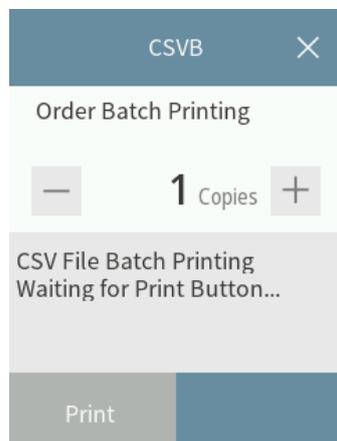
The CSV is UTF-8 encoded and comma-delimited.

The number of characters that can be handled in one line (record) is up to 2048 bytes. (2048 alphanumeric characters. Note that this decreases to 1/3 in UTF-8.)

The order of the columns is used as the order of the MergeIndex.

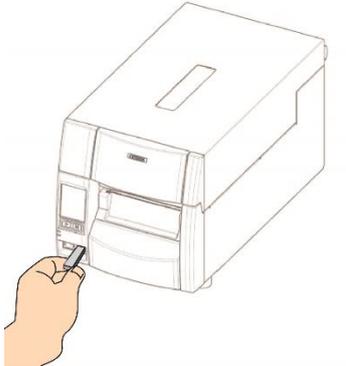
2352-4631-0042	International Development LLC	2598 3rd Street	Staten Island, NY 10304	10304	Phone: (718)826-7819	4897	3/9/2023	3/16/2023
2352-4631-0043	Human Resources Co.	880 Durham Road	Fishersville, VA 22393	22393	Phone: (540)068-9786	4849	3/9/2023	3/16/2023
2352-4631-0044	Business Supplies Incorporated	2027 Clinton Street	Chicago, IL 60673	60673	Phone: (312)168-7411	4878	3/9/2023	3/16/2023
2352-4631-0045	Information Services Incorporated	547 Walnut Avenue	South Gibson, PA 18842	18842	Phone: (570)656-8070	4927	3/9/2023	3/16/2023
2352-4631-0046	Consumer Goods LLC	5173 Highland Avenue	Andover, NH 03216	03216	Phone: (603)404-9068	4842	3/9/2023	3/16/2023
2352-4631-0047	Journalism Corp.	16 8th Street	Lackey, KY 41643	41643	Phone: (606)802-5859	4901	3/9/2023	3/16/2023
2352-4631-0048	Media Production Co.	63 Mill Road	Oklahoma City, OK 73124	73124	Phone: (405)985-1668	4853	3/9/2023	3/16/2023
2352-4631-0049	Industrial Automation Inc.	23400 Fairway Drive	Saint Petersburg, FL 33737	33737	Phone: (727)032-7981	4887	3/9/2023	3/16/2023
2352-4631-0050	Medical Equipment LLC	66 8th Street	Pomeroy, PA 19367	19367	Phone: (610)315-1604	4884	3/9/2023	3/16/2023
2352-4631-0051	Printing Ltd.	133 New Street	Louisiana, MO 63353	63353	Phone: (573)085-6969	4902	3/9/2023	3/16/2023
2352-4631-0052	International Development LLC	2598 3rd Street	Staten Island, NY 10304	10304	Phone: (718)826-7819	4896	3/9/2023	3/16/2023
2352-4631-0053	Human Resources Co.	880 Durham Road	Fishersville, VA 22393	22393	Phone: (540)068-9786	4848	3/9/2023	3/16/2023
2352-4631-0054	Business Supplies Incorporated	2027 Clinton Street	Chicago, IL 60673	60673	Phone: (312)168-7411	4877	3/9/2023	3/16/2023
2352-4631-0055	Information Services Incorporated	547 Walnut Avenue	South Gibson, PA 18842	18842	Phone: (570)656-8070	4926	3/9/2023	3/16/2023
2352-4631-0056	Consumer Goods LLC	5173 Highland Avenue	Andover, NH 03216	03216	Phone: (603)404-9068	4841	3/9/2023	3/16/2023
2352-4631-0057	Journalism Corp.	16 8th Street	Lackey, KY 41643	41643	Phone: (606)802-5859	4900	3/9/2023	3/16/2023
2352-4631-0058	Media Production Co.	63 Mill Road	Oklahoma City, OK 73124	73124	Phone: (405)985-1668	4852	3/9/2023	3/16/2023
2352-4631-0059	Media Production Corp.	977 Front Street, Ste 1124	Greybull, WY 82426	82426	Phone: (307)185-5257	4890	3/9/2023	3/16/2023
2352-4631-0060	Plastics Incorporated	88583 Dogwood Lane	Bay City, TX 77404	77404	Phone: (979)535-9602	4947	3/9/2023	3/16/2023
2352-4631-0061	Network Security LLC	3414 Vine Street, Unit 69	Orange, CA 92868	92868	Phone: (714)826-5584	4863	3/9/2023	3/16/2023
2352-4631-0062	The Logistics Company	4 North Street	Montrose, WV 26283	26283	Phone: (304)483-5159	4933	3/9/2023	3/16/2023
2352-4631-0063	Containers Ltd.	457 Jefferson Street	Carbon Hill, OH 43111	43111	Phone: (740)447-5533	4935	3/9/2023	3/16/2023
2352-4631-0064	Film Co.	5183 Brookside Drive	Mobile, AL 36615	36615	Phone: (251)472-0408	4919	3/9/2023	3/16/2023
2352-4631-0065	Veterinary Corp.	862 3rd Street West, Unit 71	Arcola, MS 38722	38722	Phone: (662)822-8846	4934	3/9/2023	3/16/2023
2352-4631-0066	Banking Incorporated	8 Lakeview Drive	North Street, MI 48049	48049	Phone: (810)348-7218	4886	3/9/2023	3/16/2023
2352-4631-0067	Medical Equipment LLC	51760 Railroad Street	Covington, LA 70433	70433	Phone: (985)890-7937	4867	3/9/2023	3/16/2023

After selecting a label format on the "Forms Selection" screen, it goes into the scanning stand-by state.



3 Operation

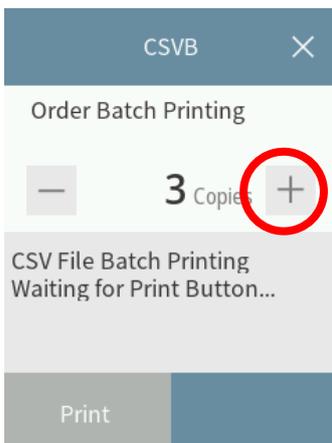
Connect the USB flash drive to the printer.



To start printing, press "Print".



To print identical copies of the labels, press "+" on the LCD screen to increase the number before printing. Note that this applies to all records in the CSV file and prints the number of copies of labels.

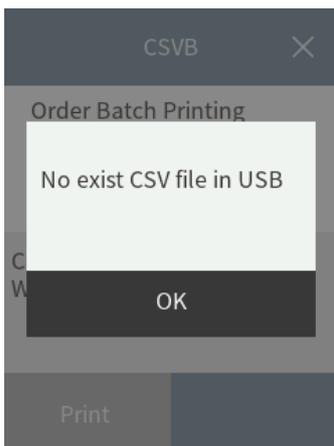


If there is a valid CSV file on the USB flash drive and data is found in it, printing begins.



If no data is found, an error message shows up.

Invalid folder or file names are also handled as errors.



To exit Standalone Forms printing, press the "X" in the right upper corner of the LCD screen, then press "OK".

3 Operation

3-3. Managing Files

3-3-1. Registering and Deleting Files inside Printer

[Register]

After designing a label format, you can "register" it directly from the Layout Editor in the Export window, and the associated files will be automatically transferred to the printer and saved.

The screenshot shows the 'Export' dialog box with the following fields and buttons:

- Operation Settings:**
 - Operation Mode: Scanned Data Printing (dropdown)
 - Data Source: USB Barcode Scanner (dropdown)
 - CSV File: [text field] [Browse...]
- Export:**
 - Registration Name: BOXLABEL (up to 8 alphanumeric characters)
 - Note: Individual Box Label
 - Register** (button, highlighted with a red box) - Register a Standalone Forms to the printer
 - Save... (button) - Save a Standalone Forms to the file
- Buttons at the bottom: Test Print, OK (highlighted with a blue box), Cancel

You can also "save" a file (.PRN) from the same window to your local PC, and send it to the printer later.

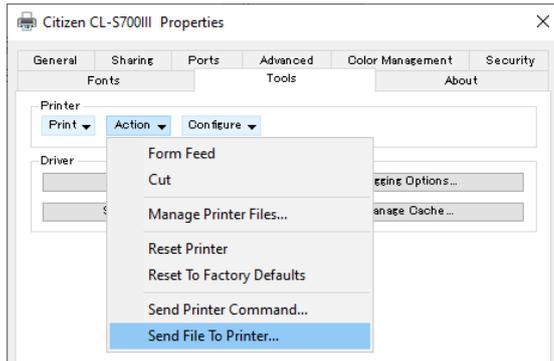
The screenshot shows the 'Export' dialog box with the following fields and buttons:

- Operation Settings:**
 - Operation Mode: Scanned Data Printing (dropdown)
 - Data Source: USB Barcode Scanner (dropdown)
 - CSV File: [text field] [Browse...]
- Export:**
 - Registration Name: BOXLABEL (up to 8 alphanumeric characters)
 - Note: Individual Box Label
 - Register (button)
 - Save...** (button, highlighted with a red box) - Save a Standalone Forms to the file
- Buttons at the bottom: Test Print, OK (highlighted with a blue box), Cancel

There are two ways to send the file (.PRN) for registration to the printer, (1) via the Windows printer driver and (2) via a USB flash drive.

(1) via the Windows Printer Driver

Open "Printer properties" of the Windows printer driver, go to [Tools>Printer>Action>Send File To Printer...] and select the file (.PRN) for registration. If a file with the same name exists in the printer already, it will be overwritten by the new file.

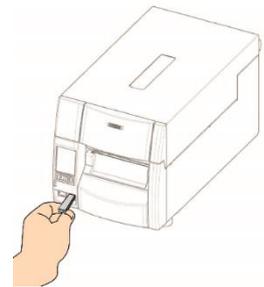
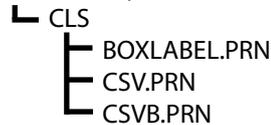


(2) via a USB flash drive

Save the registration files (.PRN) in a USB flash drive formatted in FAT32.

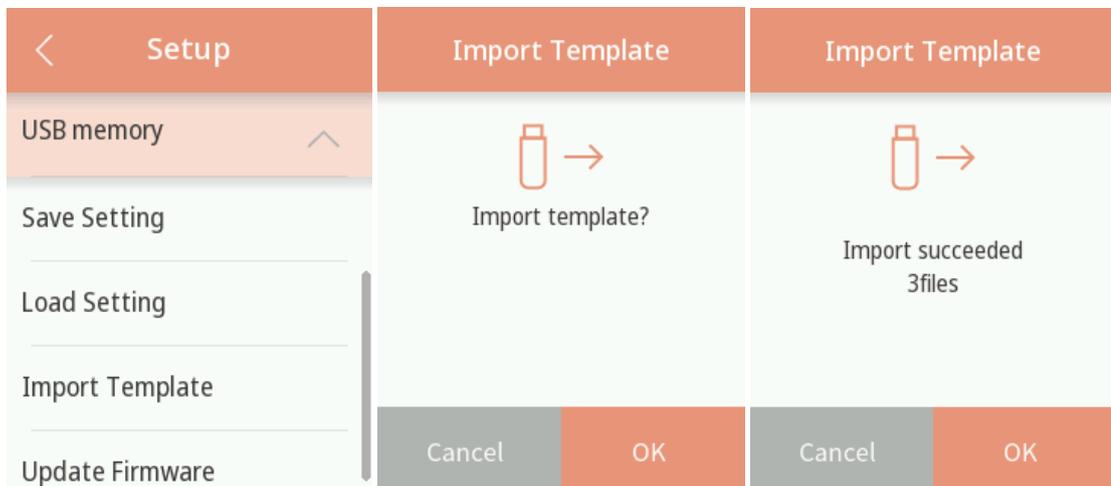
The following is an example of three registration files (.PRN).

USB Memory



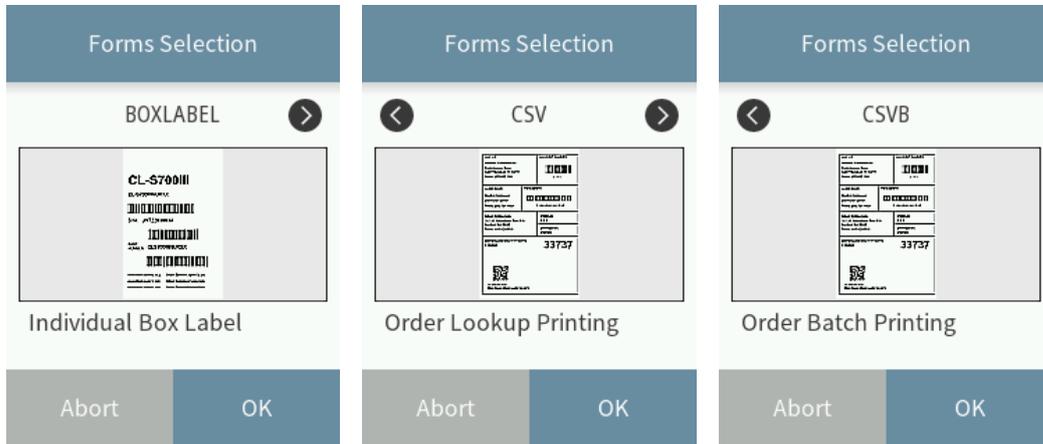
The volume label name ("USB Memory" in the above example) can be anything.

Connect the USB flash drive to the printer, in the printer menu, go to [Setup>USB Memory] and select "Import Template". Click "OK" and the associated files will be automatically transferred to the printer and saved. If files with the same names exist in the printer already, they will be overwritten by the new files.

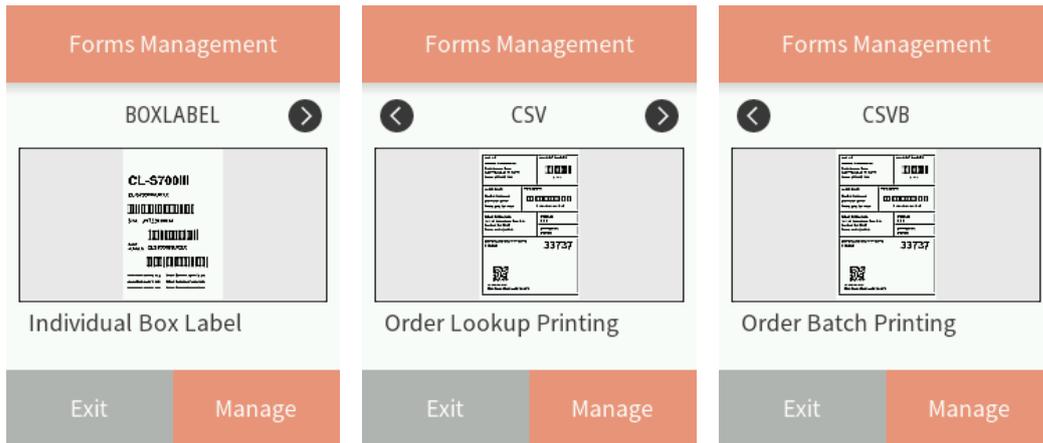


3 Operation

Registered label formats will be shown on the Forms Selection screen at startup or on the Forms Management screen.



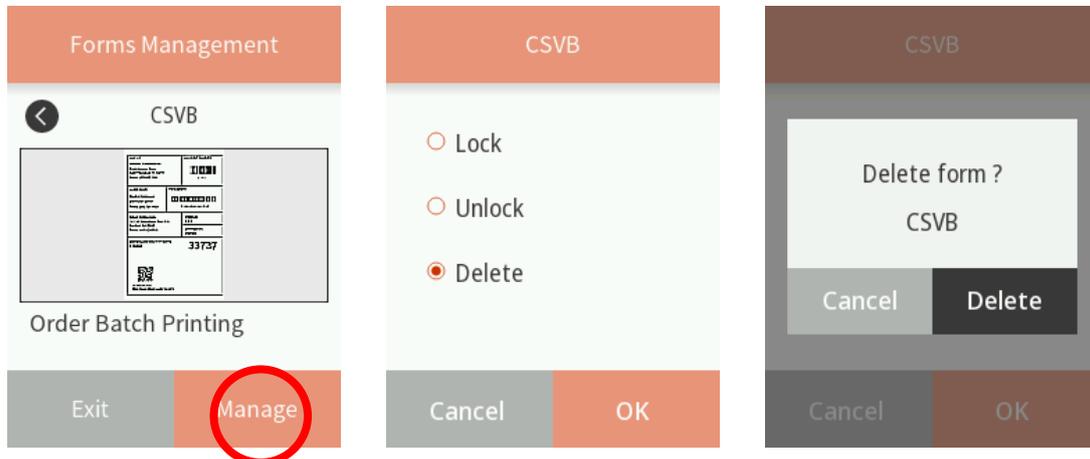
The Forms Management screen can be accessed from the printer menu, [Setup>Standalone Forms>Forms Management].



The Forms Management screen allows you to manage each label format. The following sections explain details.

[Delete]

To delete files, go to the printer menu, [Setup>Standalone Forms>Forms Management], find the label format you want to delete, press "Manage", select "Delete" and press "OK".

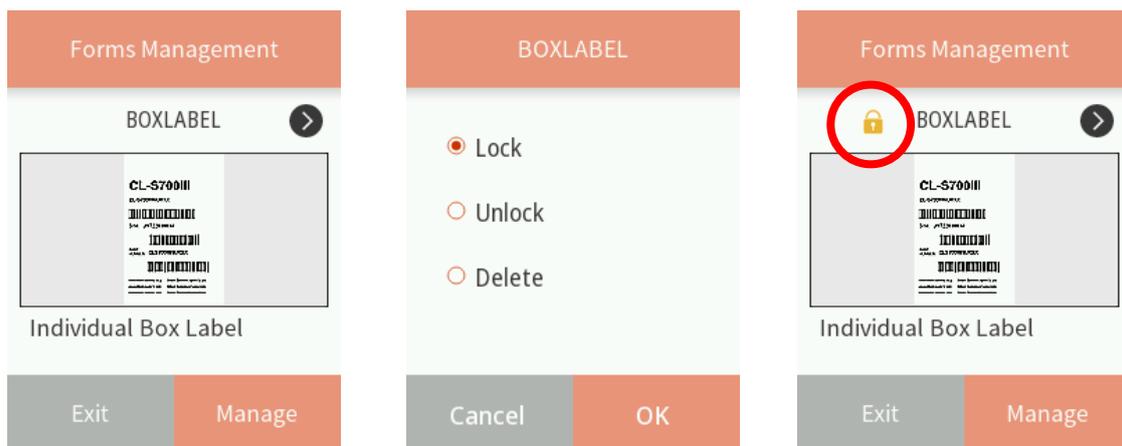


A single label format may be stored in multiple files inside the printer. The printer automatically deletes the associated files.

3-3-2. Starting Up with a Specific Label Format

If you want the printer to always start up with a specific label format even if multiple label formats are stored in the printer, select a label format and set it to "Lock".

Go to the printer menu, [Setup>Standalone Forms>Forms Management], find the label format you want to lock, press "Manage", select "Lock" and press "OK".



A lock icon will appear in the left upper corner of the selected label format.

The printer will start up with the selected label format from the next time. If you want to unlock the label format, select "Unlock" on the previous screen.