Datatagger®

Label Printing System for Windows

Installation Instructions
And
User Guide

Version 21 for the <u>GoDEX</u> printer

Arch Crown INC.
*Building Positive Images for Business*

TABLE OF CONTENTS

NOTE: Most installation problems can be solved by referring to the Troubleshooting Section of this Manual, on page 26.

VERY IMPORTANT: **Install your Printer FIRST** by following the instructions starting on page 3. The DataTagger software will not print tags until the printer is correctly set up.
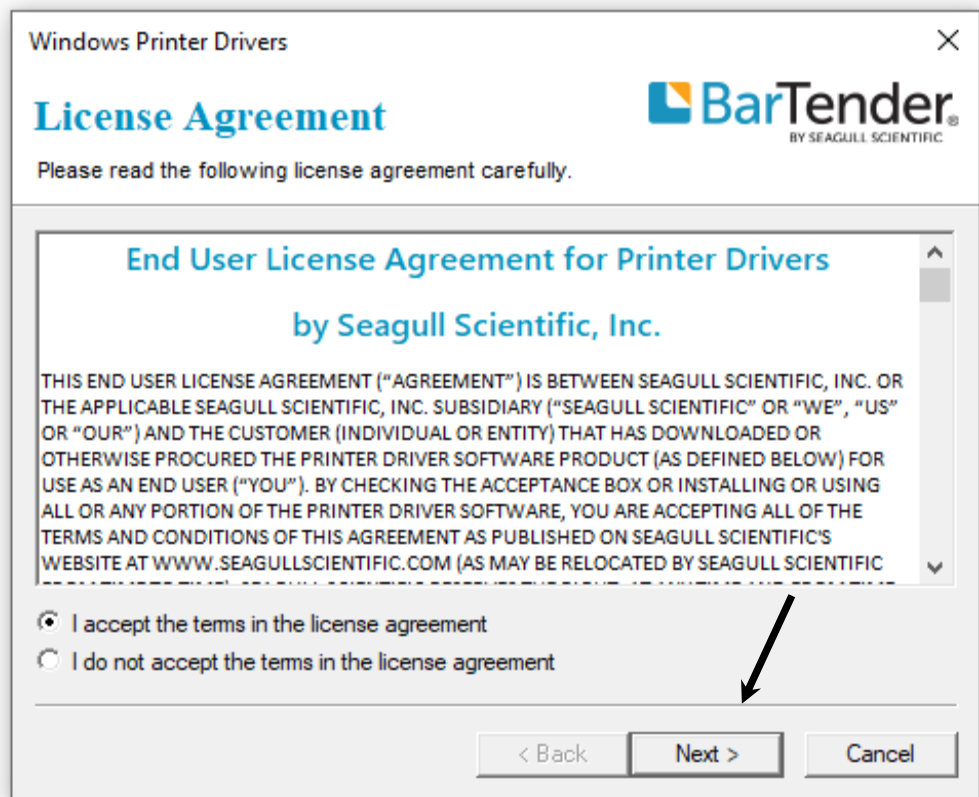
Printer Installation

Your new GoDEX printer should auto-install after you connect the printer to the computer. If not, simply click on this link: https://www.seagullscientific.com/downloads/printer-drivers/godex-ge300/

1. Be sure your printer is connected to your computer using the included USB Cable
2. Turn the printer on. Check to see if your computer downloaded the driver on its own by going into your control panel > view devices and printers > printers and scanners. If the name of the printer is NOT listed, then proceed to step #3. If the name of the printer IS there, proceed to step #17.
3. If you see a 'found new hardware' message on your computer screen, you can ignore and/or close it.
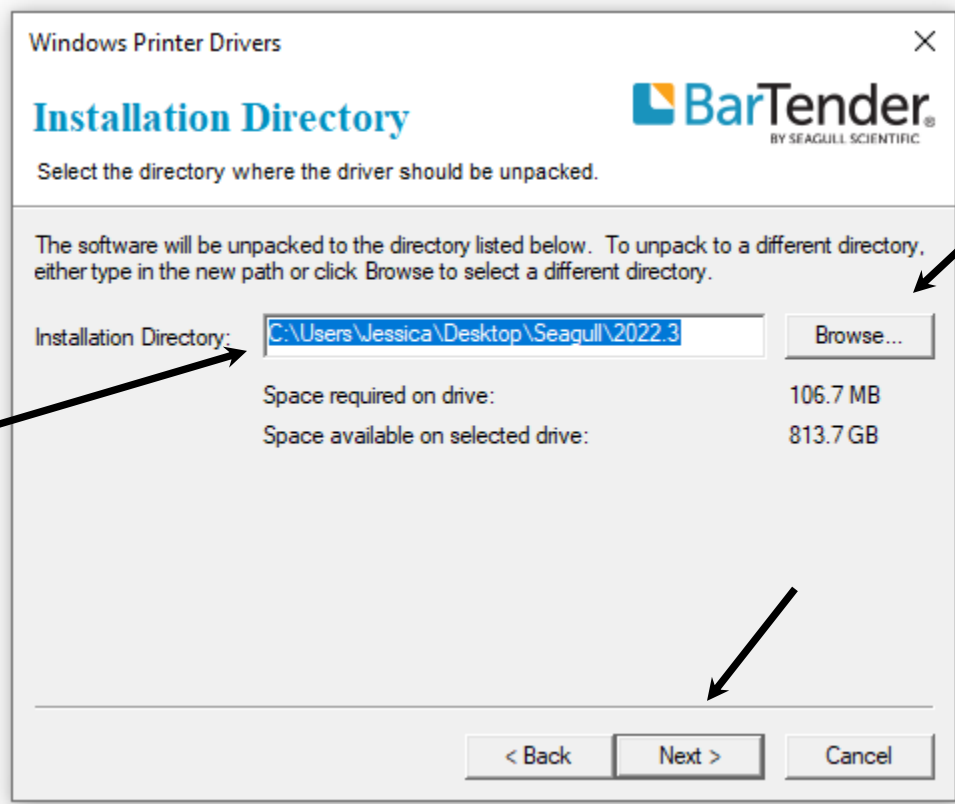4. When the following screen opens, click on download.
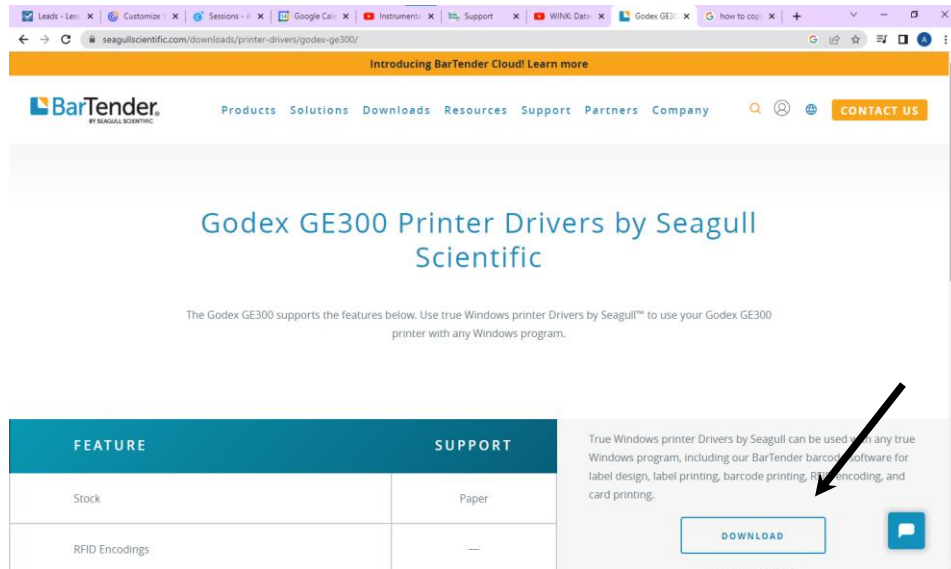
5. You will see the driver downloading on the bottom left of your screen
6. Double click on the driver when the download is complete
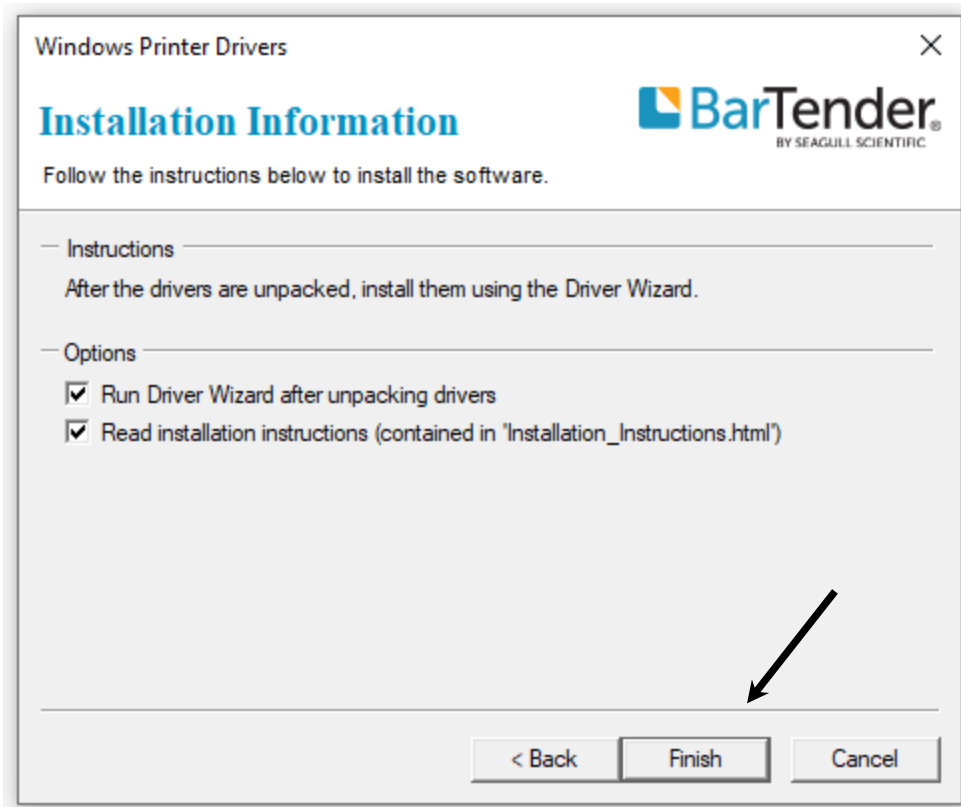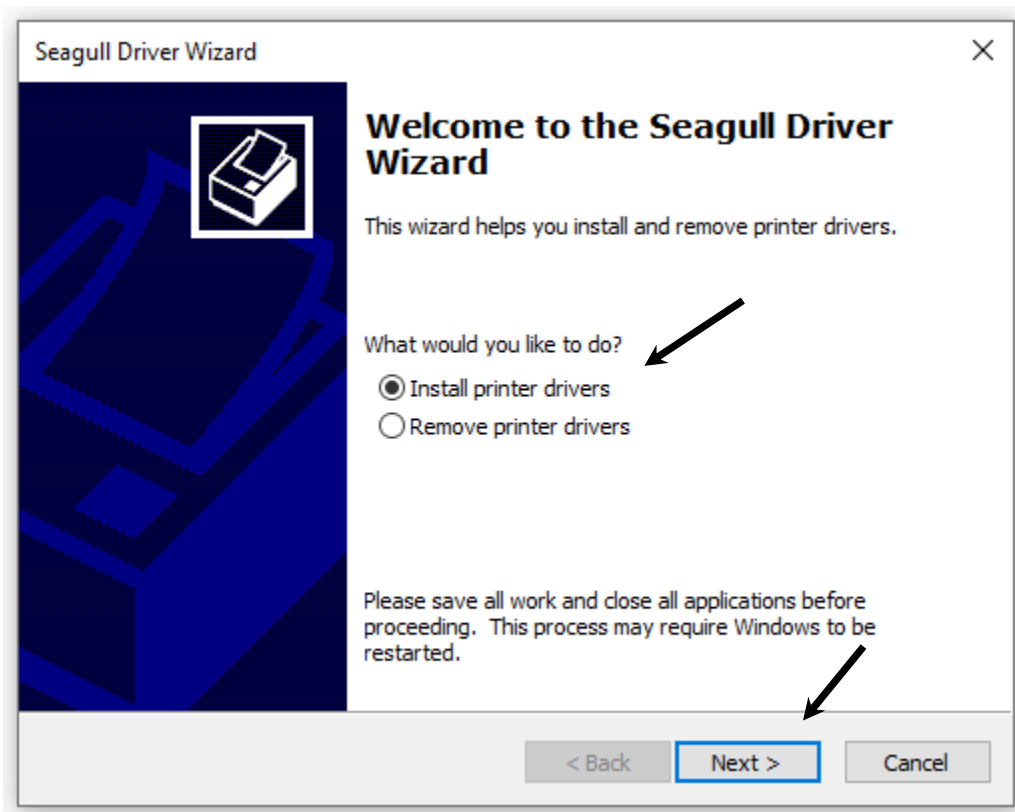7. Click on "I accept the terms in the license agreement"

Windows Printer Drivers ✕

License Agreement   **BarTender**.
BY SEAGULL SCIENTIFIC

Please read the following license agreement carefully.

End User License Agreement for Printer Drivers

by Seagull Scientific, Inc.

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⦿ I accept the terms in the license agreement
◯ I do not accept the terms in the license agreement

[< Back] [Next >] [Cancel]

8. Click 'next'

9. Either click 'next', or click 'browse' to choose another directory to park your driver

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Windows Printer Drivers ✕

Installation Directory   **BarTender**.
BY SEAGULL SCIENTIFIC

Select the directory where the driver should be unpacked.

The software will be unpacked to the directory listed below. To unpack to a different directory,
either type in the new path or click Browse to select a different directory.

Installation Directory: `C:\Users\Jessica\Desktop\Seagull\2022.3` [Browse...]

Space required on drive: 106.7 MB
Space available on selected drive: 813.7 GB

[< Back] [Next >] [Cancel]

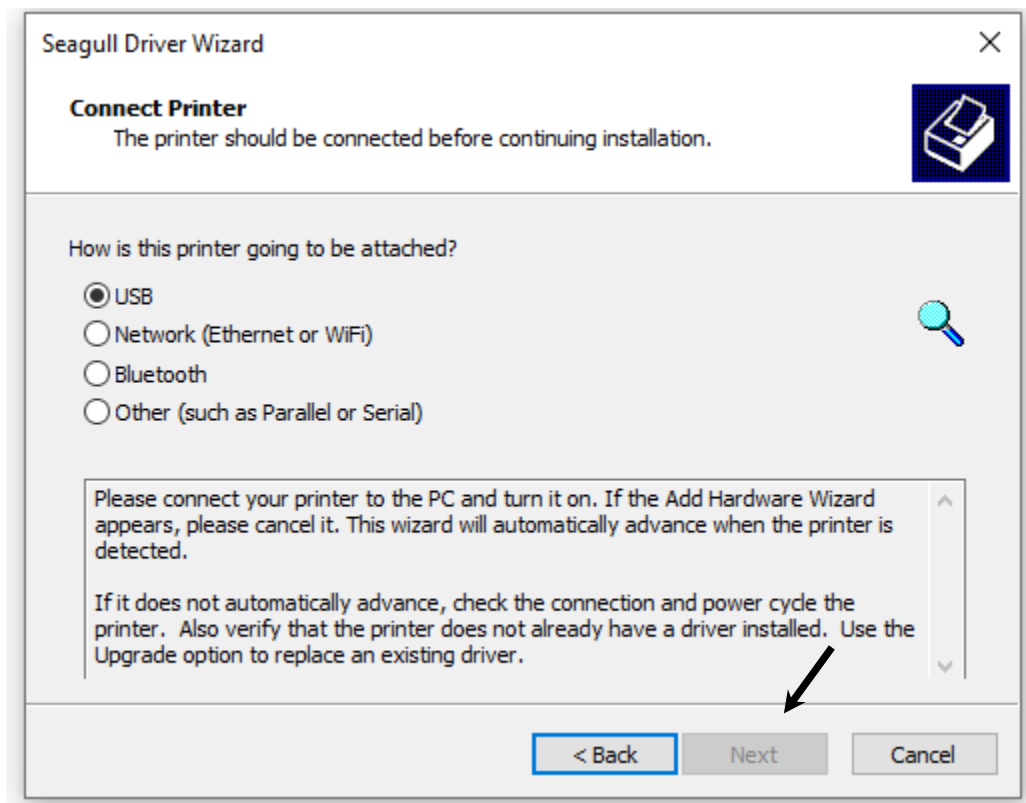10. Click on both options, then click 'finish'

11. Click 'Install printer drivers', and click 'next'

12. Click on USB, then click 'next'

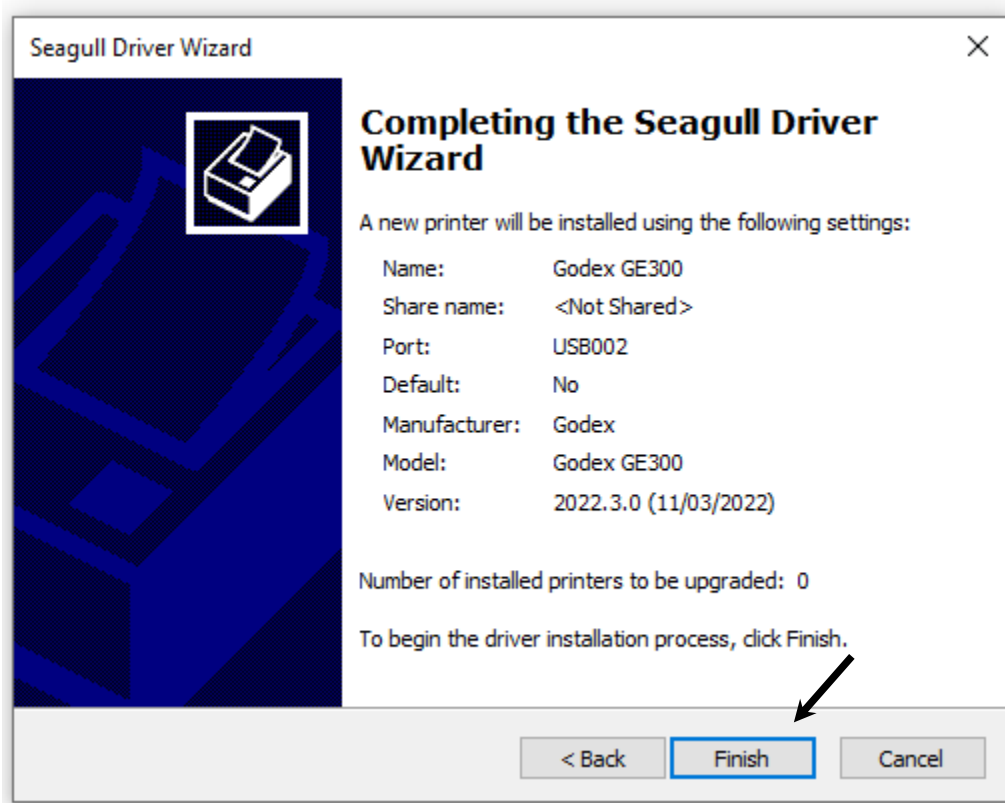**Seagull Driver Wizard**

Connect Printer
The printer should be connected before continuing installation.

How is this printer going to be attached?

◉ USB
◯ Network (Ethernet or WiFi)
◯ Bluetooth
◯ Other (such as Parallel or Serial)

Please connect your printer to the PC and turn it on. If the Add Hardware Wizard appears, please cancel it. This wizard will automatically advance when the printer is detected.

If it does not automatically advance, check the connection and power cycle the printer. Also verify that the printer does not already have a driver installed. Use the Upgrade option to replace an existing driver.

< Back | Next | Cancel

13. If the word 'next' doesn't appear, make sure your printer is turned on!

14. Click 'next'

Seagull Driver Wizard

Specify Printer Name
Names are used to identify the printer on this computer and on the network.

Enter a name for this printer.

Printer name: Godex GE300

☐ Use this printer as the default printer

Specify whether or not you want to share this printer with other network users. When sharing, you must provide a share name.

◉ Do not share this printer
◯ Share name: Godex_GE300

< Back | Next > | Cancel

15. Click 'finish'

16. Click 'close'

17. Once your GoDEX printer is installed, open **Devices and Printers** in your Windows Control Panel, *right-click* on the GoDEX GE300 icon and select **Printer Preferences**, as shown below:
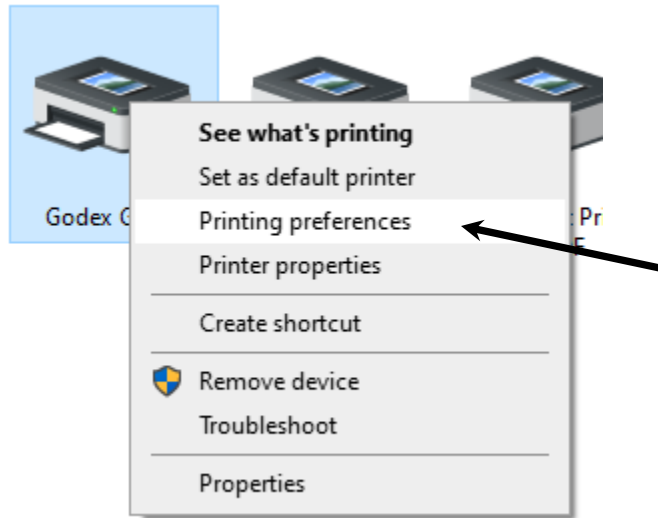
18. In Printer Preferences, click on the **Page Setup** tab, then click **Advanced Options**
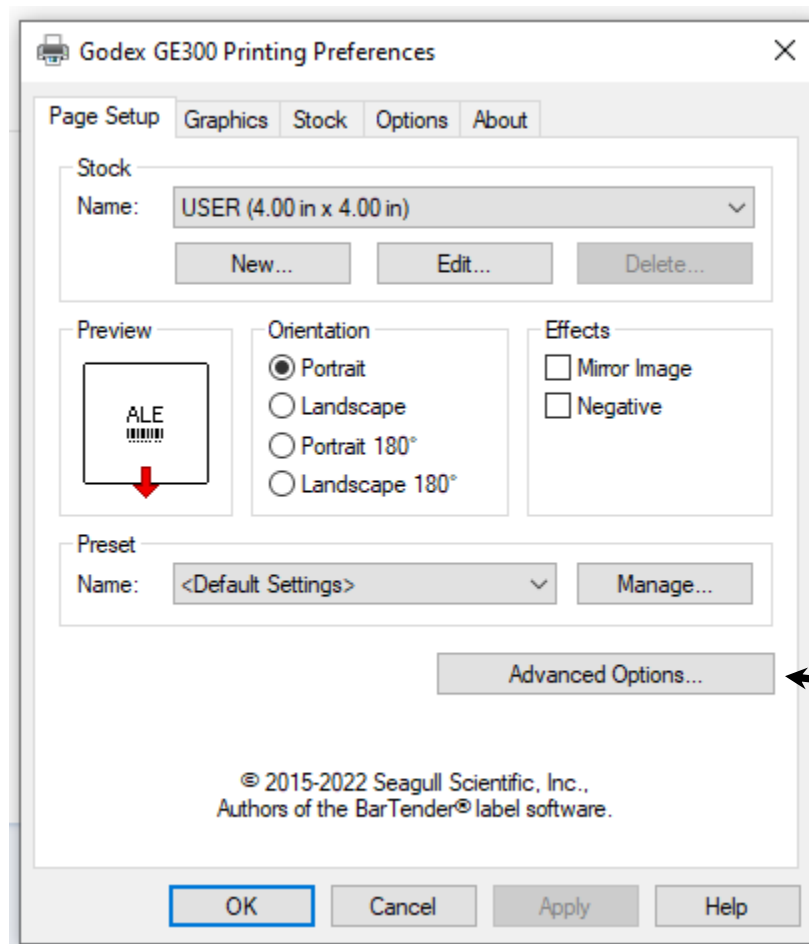
19. In Advanced Options, click the **Passthrough** tab, select "Generic/Text Only" mode, and check "Add CR/LF after each line". Click 'Ok'.
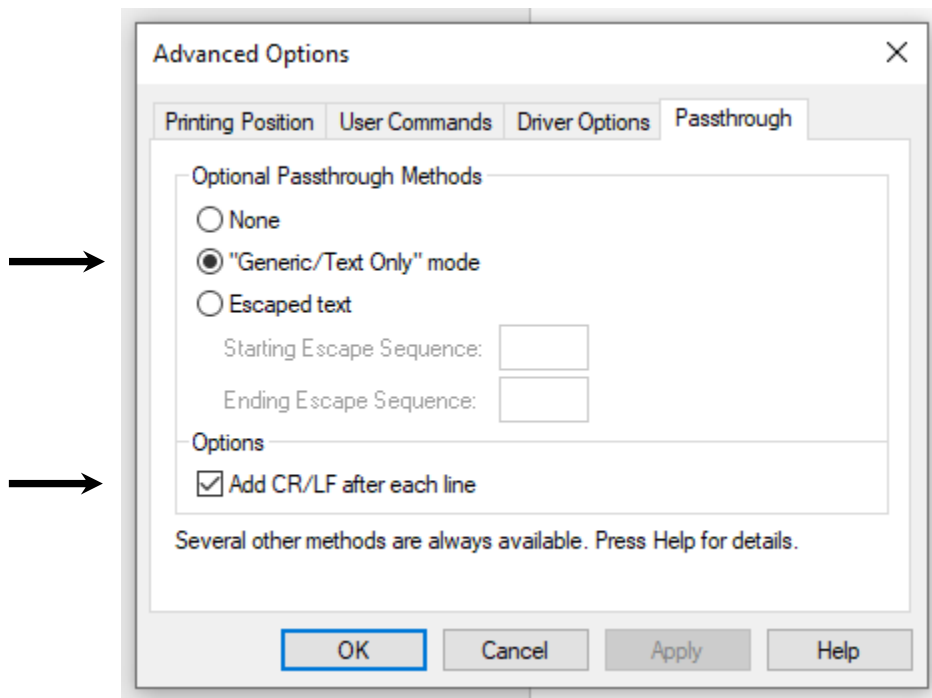

20. Click 'Ok' to finish.

Your printer is now installed and ready for use with the Datatagger® Label Printing System. Please proceed to the software installation instructions on page 10.

Datatagger Software Installation

The Datatagger Software installation files are available on the Arch Crown website Support page, and must be downloaded.

Make sure you exit all other programs on your computer before starting the installation.
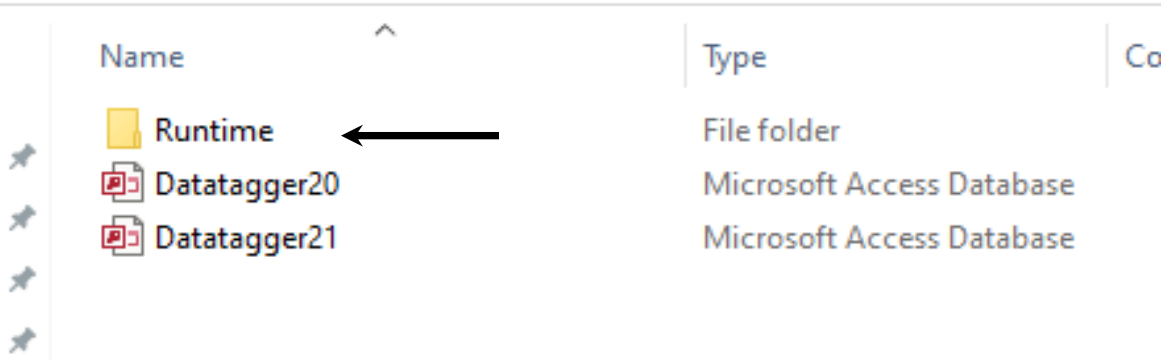
1. Open your internet browser and navigate to https://archcrown.com/support/
2. Type the password "**download**" in the box under **Demos:** and click the **Log In** button.
3. Click on DataTagger Demo.
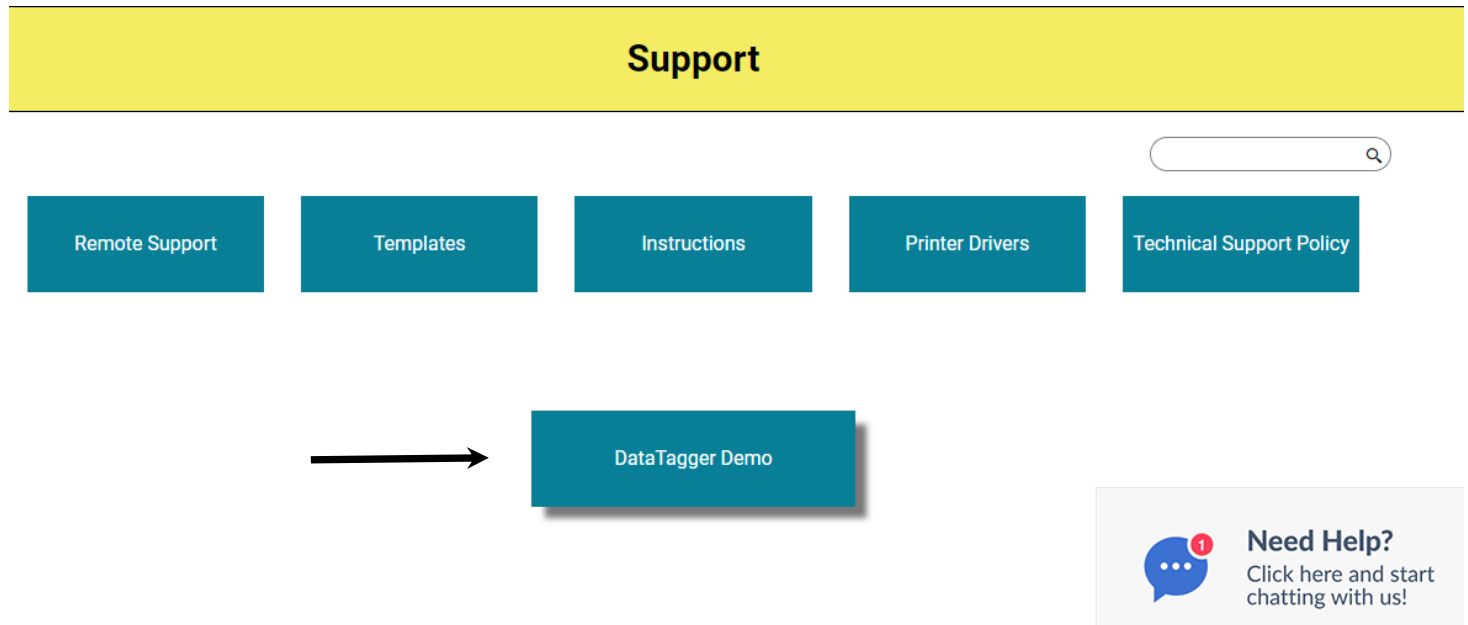
4. You'll be able to see the download progress at the bottom left of your screen.
5. When the file is finished downloading, click on 'Extract all'. Then click on 'extract'.
6. Double click to open Datatagger folder.
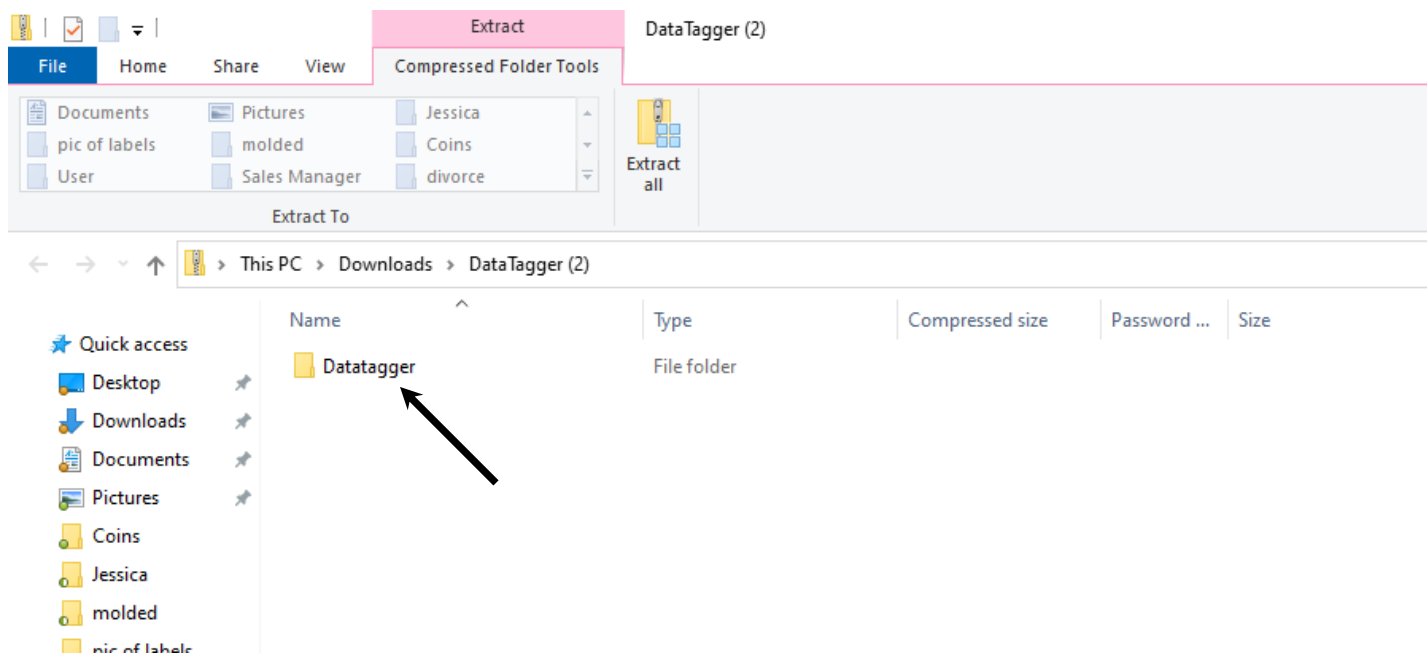
7. Double click on Runtime.
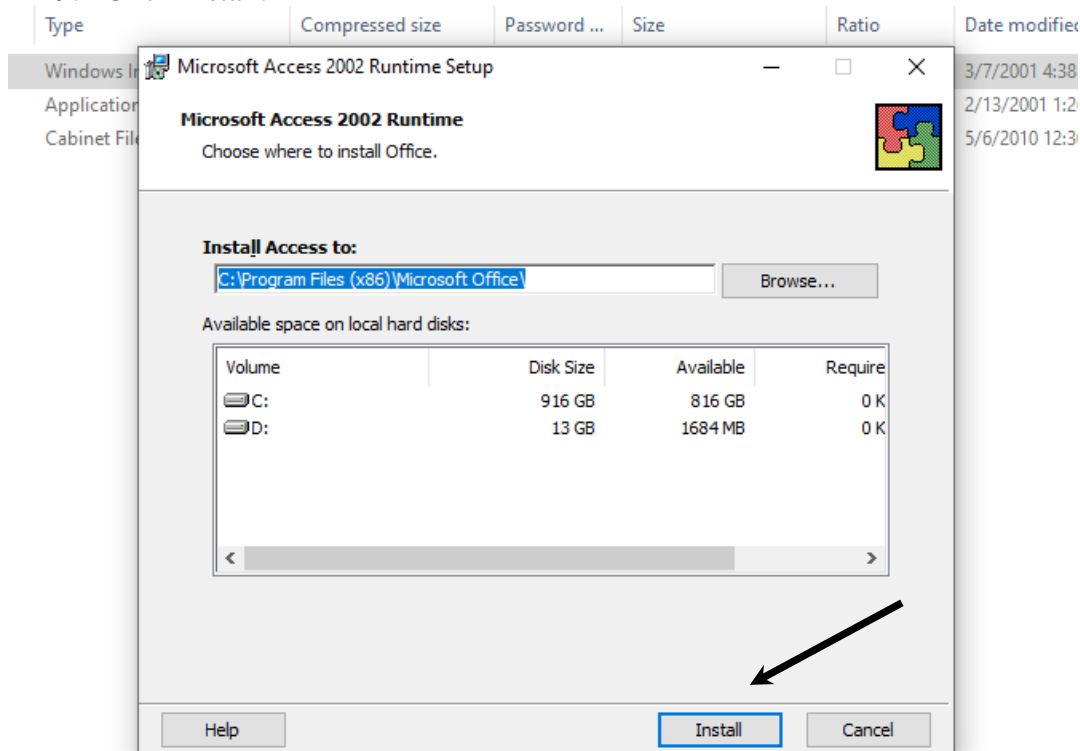
Name	Type	Co
📁 Runtime	File folder	
📇 Datatagger20	Microsoft Access Database	
📇 Datatagger21	Microsoft Access Database	

8. Double click on ACCESSRT File.

Name	Type	Compressed size	Passwo
🗃 ACCESSRT	Windows Installer Package	185 KB	No
📄 MSOHELP	Application	43 KB	No
🗄 Office1	Cabinet File	32,488 KB	No

9. Click install.

Type	Compressed size	Password ...	Size	Ratio	Date modified
Windows In					3/7/2001 4:38
Application					2/13/2001 1:2
Cabinet File					5/6/2010 12:3

Microsoft Access 2002 Runtime Setup — □ ×

Microsoft Access 2002 Runtime
Choose where to install Office.

Install Access to:
C:\Program Files (x86)\Microsoft Office\   Browse...

Available space on local hard disks:

Volume	Disk Size	Available	Require
💾 C:	916 GB	816 GB	0 K
💾 D:	13 GB	1684 MB	0 K

Help   Install   Cancel

11

10. Double click on DataTagger21.

11. Click Open.

12. If there is a yellow bar that says 'Enable Content', click on it. If not, go to #13.
13. Click 'Save As' on the yellow bar.

14. Click Yes.

15. Save to My Documents.

16. Click 'Open', then click 'Save'.

17. If there is a yellow bar that says 'Enable Content', click on it.

Your software is now installed and ready to use.

1. To create a shortcut to your Desktop, right click on the DataTagger folder in My Documents.
2. Click on 'Send to'
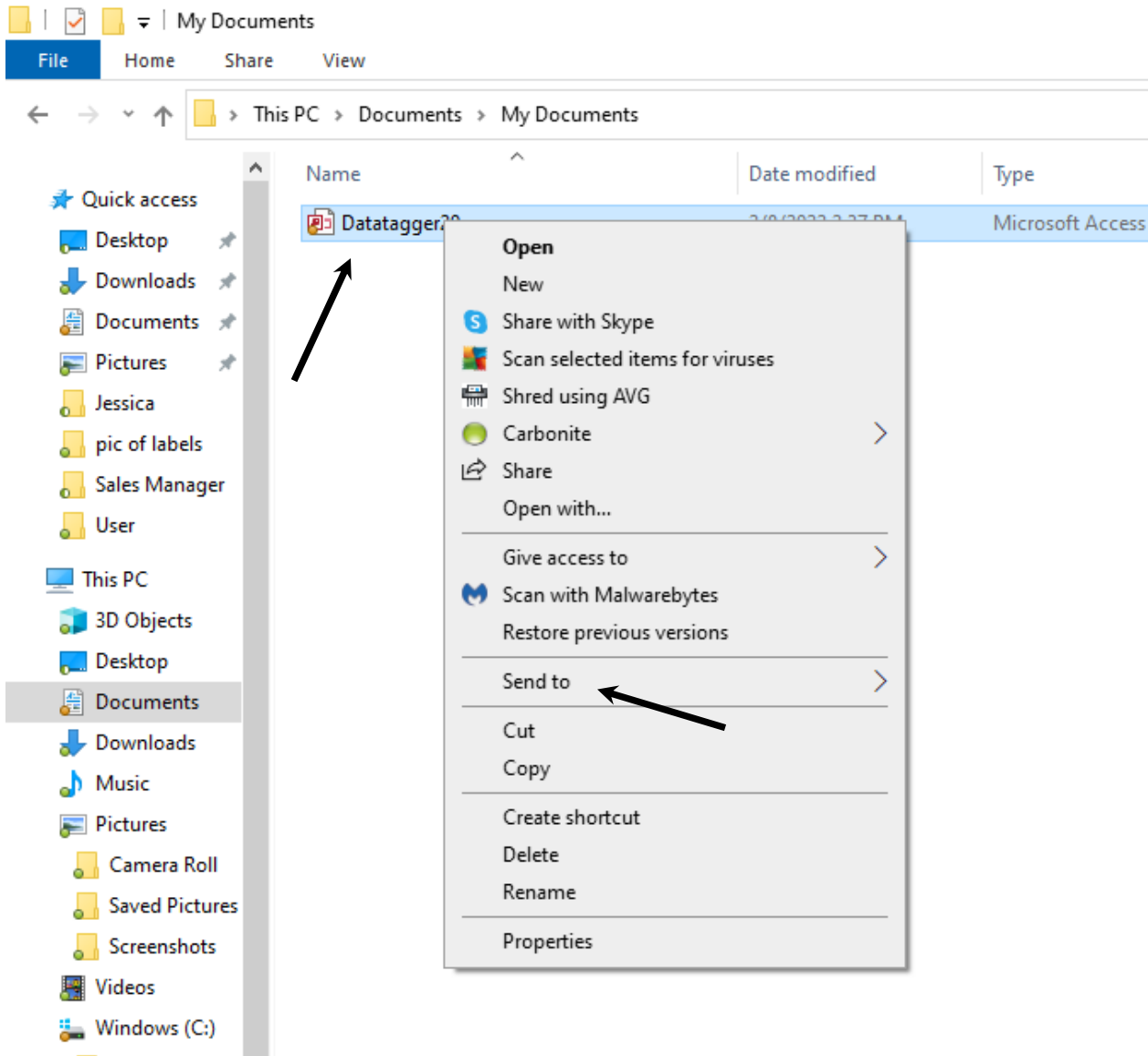
3. Left click on Desktop (create shortcut)
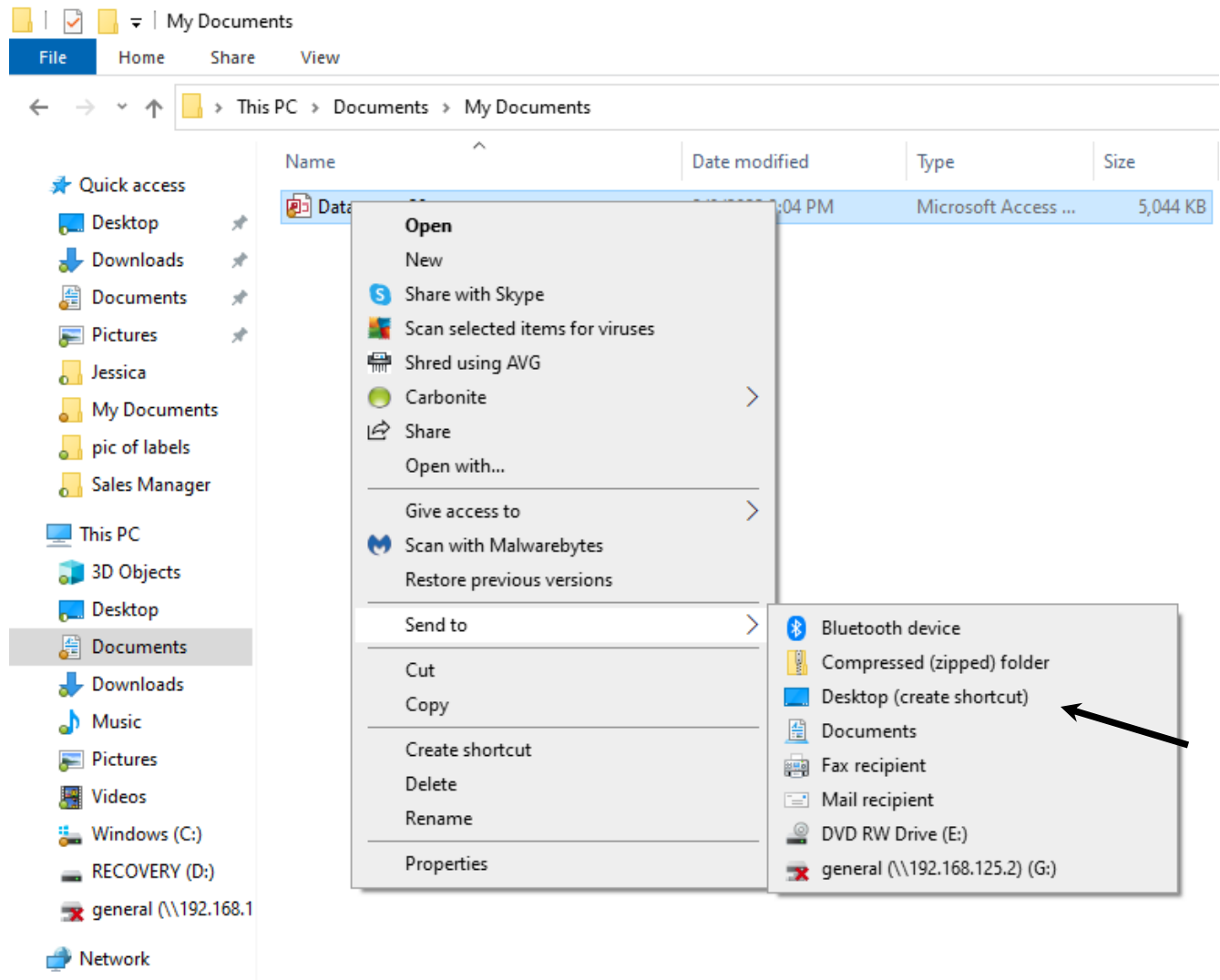
4. Close or minimize all opens windows.
5. Once you close or minimize all the open windows, your desktop appears. Look around for your new desktop shortcut icon.

Using the Software

To start the Program, click **Start → Programs → Datatagger for Windows → Datatagger** to bring up the Main Menu. Or click on the icon that should be on your Desktop.
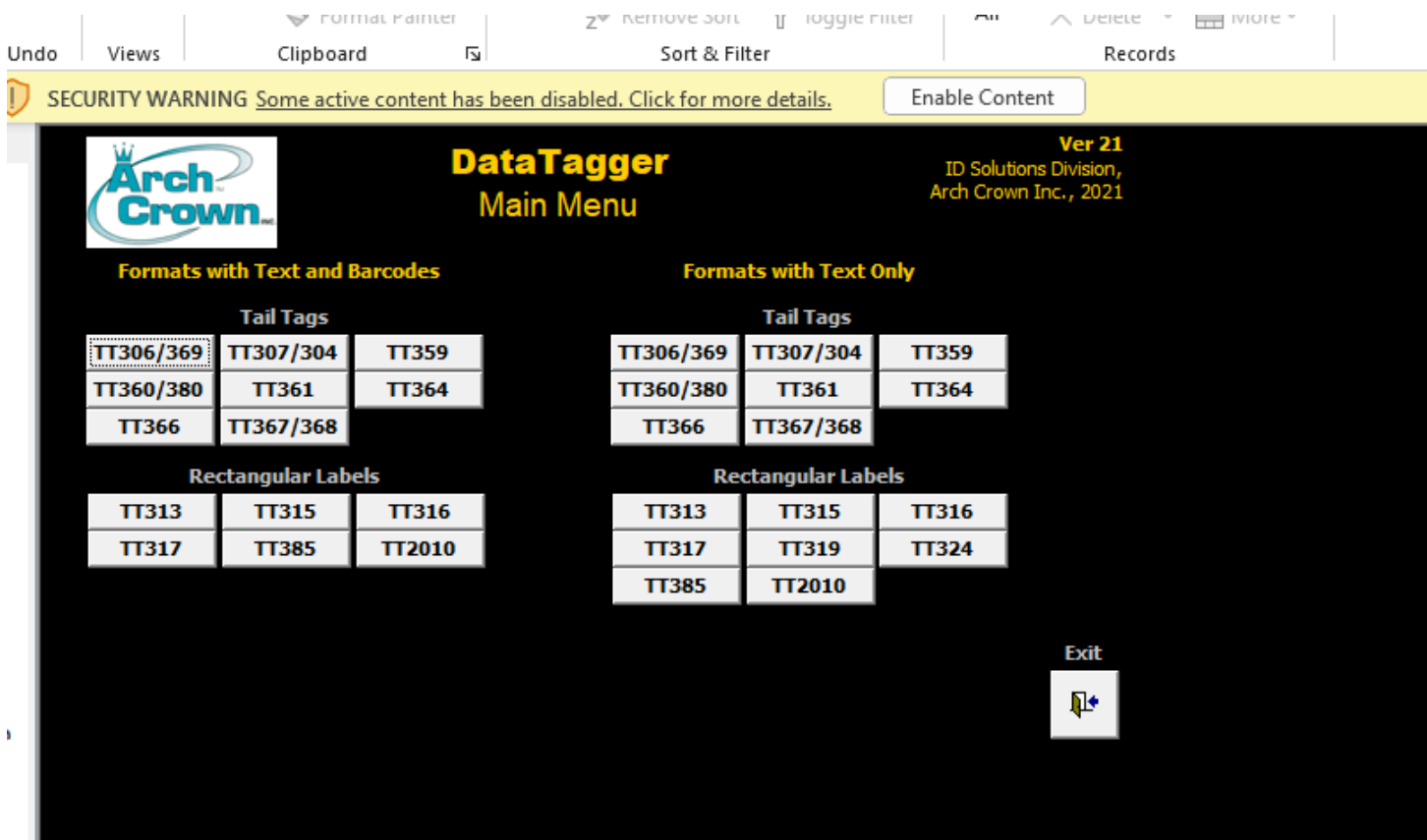
The Main Menu displays the different label formats available to print. The formats are listed with the label part number, e.g. TT306 to facilitate label selection.

To select a particular label format, click the appropriate button on the Main Menu to display the format screen.

The Label Format Screen

The Format Screen provides all the tools needed to enter, edit, save, and print labels.

Screen Features

- The upper left-hand corner of the screen displays the format name
- The label stock part number is displayed right below the format name
- The upper right-hand corner of the screen contains the label information look-up list
- The main part of the screen contains the fields for the label format selected, along with system function buttons such as Add and Delete Item, Print, Item Summary Report and Main Menu.

Entering Label Information

Before any labels can be printed, the label information must be entered into the system. It is not necessary to enter every item into the system at one time, only those items for which labels need to be printed. Once information for an item has been entered, it is automatically saved and can be printed immediately, or recalled for printing, editing, or deleting later if necessary.

To enter label information:

1. From the Main Menu, select the label format desired
2. Enter the information to be printed in the fields displayed. Hitting ENTER or TAB on the keyboard moves the cursor to the next field.
3. When entering the information for the label, it is not necessary to enter a print qty unless the label is to be printed right away. **NOTE:** The print quantity is not saved with the rest of the label information.
4. When finished entering the information for a label, the information can either be printed immediately or saved for printing later. To **Save** the information, click the **Add Item** button. For more information on **Printing** the label, go to page 21.

NOTE on Data Entry: On label formats with a barcode, the item number is the field that will print as both a barcode and text. On these formats, the item number also serves as the lookup number- the value used to recall label information at printing time. On non-barcode formats, the lookup value is entered in the lookup field on the left of the label entry screen, above fields 1-4. This value is used to recall the label's information and will not print on the label unless it is also entered in one of the other lines on the screen.

Printing Labels

Once label information has been entered, it can be printed immediately, or recalled later and printed on demand.

To Print Immediately:

1. After entering the label information, click in the **Print Qty** Field
2. Enter the number of labels to print
3. Click the **PRINT** button
4. To print additional labels, click the **PRINT** button again

To Print from Previously Saved Information:

1. From the Main Menu, select the label format desired, and the Format Screen will display
2. Click the small drop-down arrow in the **Lookup Box** located in the upper right corner of the Screen to display a list of the lookup/item number values entered
3. With the mouse, or using the up and down arrow keys on the keyboard, select the label that you wish to print
4. When selected, the values entered will automatically fill in the fields on the screen
5. Click inside the **Print Qty** field, and enter the number of labels you wish to print
6. Click the **PRINT** button with the mouse to print the labels selected
7. To print additional labels, enter the **Print Qty** and click the **PRINT** button again
8. To print a different set of labels, repeat steps 2-6
9. To return to the **Main Menu**, click the **Exit Door (Main Menu)** in the lower right corner of the screen

Print Summary Tags

Datatagger for Windows contains a special feature that allows you to automatically print one of every label entered without having to select values from the Lookup Box.

1. From the **Main Menu**, select the label format desired, and the **Format Screen** will display.
2. Click the **Print Summary Tags** button – one of every label entered will automatically print.
3. To repeat the process, click the **Print Summary Tags** Button again
4. To return to the **Main Menu**, click the **Exit Door** button

Item Summary Report

The Item Summary Report displays a report of all the label information entered for the selected label format. This report can be printed on a regular laser or ink-jet printer.

1. From the **Main Menu**, select the label format desired, and the **Format Screen** will display.
2. Click the **Item Summary Report** button to display the Item report on screen.

3. To print the report on a laser printer, click the **File Menu** at the top of the screen and select **Print**.
4. When finished, click the **File Menu** and select **Close** to return to the Label Format Screen.

The Large Print Option (where available)

To use the large print option:

1. From the Main Menu, select the label format desired
2. Click the **Large Print Option** button on the right side of the screen (refer to page 12 for button location)

    NOTE: The large print option is currently available on the TT306 and TT345.

NOTE: Refer to the previous page for instructions on entering label information.

Using Excel Import Feature

With Datatagger for Windows you can import your label data from a Microsoft Excel spreadsheet. However, there are several guidelines that **must** be followed to import the data properly:

- Excel spreadsheets **must** have the exact number of columns as fields on the label format, including the Lookup/Item Number
  Ex: TT306 with Barcode format has 1 Item Number field and 4 Description fields, for a total of 5 fields. So, your spreadsheet would need to have 5 columns.
- The 1st column of your spreadsheet will always be the Lookup/Item Number field on your label and this column **must** contain all unique (no duplicate) values.
- The number of characters (including spaces) in each individual cell on your spreadsheet should not exceed the maximum field length for the label format you are using. **NOTE:** All extra characters will be cut off and will not be printed. See Appendix A for the maximum field lengths for each label style.
- You **must** create the following directory on your computer: **C:\DatatagXL**
- All Excel spreadsheets **must** be saved in the **C:\DatatagXL** directory
- Spreadsheets must be saved in Comma Separated Values (.CSV) text format
- Your spreadsheet **must** be named for the label format where you wish to import that data.
  Ex: If you are using the TT306 Text Only format, your spreadsheet must be named 306T.CSV
  Ex: If you are using the TT345 with Barcode format, your spreadsheet must be named 345B.CSV

NOTE: **Templates for the Microsoft Excel spreadsheets have been included on your Datatagger for Windows Installation Disk.**

After you have met **all** the guidelines mentioned on the previous page, follow the steps below to import your data.

1. From the **Main Menu**, select your label format
2. Click **Import Excel Data** to transfer the information from your spreadsheet into Datatagger

3. A window will appear telling you that Datatagger finished importing Excel data, click **OK**
4. You must now exit your label format, click the **Main Menu** button to do so
5. Once again, click the button for your label format.
6. You can now view and print each of your records by selecting the corresponding unique value from the **Lookup Drop-Down List**.

IMPORT ERROR FIX: If you get an error message when attempting to import your data, it is possible that the Excel spreadsheet you are trying to import is either formatted or named incorrectly (see guidelines on previous page). If this occurs, click the **"FIX"** button directly to the right of the Import Excel Data button (**Datatagger version 14** and above), double check your Excel spreadsheet and try the import again.

If you are having difficulty importing your data, make sure you have met **all** the guidelines previously mentioned then contact Arch Crown Technical Support at 800-526-8353, between 9 a.m. and 5 p.m., M-F, Eastern Standard Time.

Troubleshooting and Technical Support

Most common problems can be solved before calling Technical Support by referring to this section.

Q: My Printer was working great, but I unplugged the USB cable from the PC. Now that I've plugged it back in, the Printer is not responding or printing tags.
A: When installing the printer and software, the computer "binds" the printer to the specific USB port that it is plugged into. If it is ever necessary to unplug the USB cable from the PC (moving, cleaning, etc), it is **VERY IMPORTANT** to *turn the printer power off*, and *note the particular port and location*, and plug the cable back into the same place. If the printer does not print after plugging the cable back in, try another USB port(s) on the PC until the printer resumes printing.

Q: When I click Print, one label prints, the printer skips a few labels, and then the rest of my labels come out fine.
A: This is NORMAL. When the printer is first turned on, it must sense the height of the labels. This happens automatically the first time that you print after turning the power on, by feeding a few extra labels. This can be avoided by pressing the **FEED** button on top of the printer once the Green Power Light is on by itself.

Q: When I click on the Print button, I get a message stating that "This document was previously formatting for the Printer Datamax E-4205A Mark III", which is not available. OR
When I click on the Print button, the Green (left side) light on top of the Printer blinks, but then nothing else happens.
A: The Datamax Printer Driver required to print on your label printer is not installed. Refer back to the Printer Installation section at the beginning of this manual to install the correct driver. After installation of the driver, re-install the software.

Q: When I click on the Print button, a page comes out of my regular printer, but nothing happens on the Label printer
A: Make sure that the correct cable is connected to your label printer and that the Datamax Printer Driver is installed.

Q: The printer started to print a label, but now the Red (right side) light on top of the printer is on, and nothing prints.
A: The Fault light means that there is a problem with the way that the labels and/or ribbon are loaded in the printer. Make sure a roll of labels and a roll of black ribbon (film) is loaded in the printer, and that the ribbon is traveling around the correct path in the printer mechanism. For assistance loading labels and ribbon, review the instructions and photos at http://archcrown.com/support/LoadingDatamaxMarkIIIPrinter.pdf.

Q: When the printer prints, the correct number of labels comes out the printer, the Fault light is <u>not</u> on, but the labels come out blank.
A: The ribbon is loaded with the wrong side facing the labels. Only the inner surface of the black ribbon actually contains "ink". The ribbon must be loaded so that this surface faces the labels. One way to test this is to stick a piece of Scotch tape to the surface of the ribbon that faces the labels, and then peel the tape off. If the tape comes away with black on it, then the ribbon is loaded correctly. If the tape comes away clean, then the wrong surface of the ribbon is facing the labels and the ribbon should be reversed.

Q: The Printer prints, but nothing prints on the left edge of the labels. The first couple of characters is missing from each line.
A: This happens when the roll of ribbon is not pushed all the way to the left when loading. Make sure that the ribbon is pressed all the way to the left until it will not go any farther. The left end of the ribbon/core needs to touch the flat part of the green wheel.

Q: When I click on the Print button, I get an error message on the screen that says the "Action cannot be completed…"

A: This usually happens when you enter a number in the Item Number field that you have previously entered for another item. Change the Item Number to a unique value and try to print again.

Q: Windows did an update, and now when I click Print, several labels print out with strange looking codes on them.

A: The Windows update changed the "Passthrough" setting in the printer driver. Refer to the instructions on Page 5 in this manual, and follow steps 11-14 to correct the setting.

If you still have difficulty with the system after consulting the above, please call Arch Crown Technical Support at 800-526-8353, between 9 a.m. and 5 p.m., M-F, Eastern Standard Time.

Formats with Barcode

Label	Barcode	Desc. 1	Desc. 2	Desc. 3	Desc. 4	Desc. 5	Desc. 6	Desc. 7	Desc. 8
TT 302	8	12	12	12	-	-	-	-	-
TT 305	8	12	12	12	-	-	-	-	-
TT 306	7	12	12	12	12	-	-	-	-
TT 307	11*	15	15	15	12	-	-	-	-
TT 313	11*	20	20	20	20	-	-	-	-
TT 315	8	15	15	-	-	-	-	-	-
TT 316	11*	12	12	12	12	-	-	-	-
TT 317	12	25	25	-	-	-	-	-	-
TT 340	6	12	12	12	12	-	-	-	-
TT 344	7	15	15	15	15	-	-	-	-
TT 345	8	12	12	12	12	-	-	-	-
TT 348	10	20	20	20	20	20	-	-	-
TT 359	6	12	12	12	12	-	-	-	-
TT 360	6	12	12	12	12	-	-	-	-
TT 361	6	12	12	12	12	12	12	12	12
TT 364	11*	15	15	15	15	-	-	-	-
TT 366	6	12	12	12	-	-	-	-	-
TT 367/68	11*	15	15	15	-	-	-	-	-
TT 370	6	12	12	12	12	-	-	-	-
TT 2010	11*	30	30	30	30	-	-	-	-

* Prints a UPC barcode, the field must contain exactly 11 digits

Formats with Text Only

Label	Look-up	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Line 7	Line 8	Line 9	Line 10	Line 11	Line 12
TT 302	12	12	12	12	12	12	12	12	12	-	-	-	-
TT 305	12	12	12	12	12	12	12	12	12	-	-	-	-
TT 306	12	12	12	12	12	12	12	12	12	-	-	-	-
TT 307	12	15	15	15	15	15	15	15	15	-	-	-	-
TT 313	12	20	20	20	20	20	20	20	20	-	-	-	-
TT 314	12	12	12	12	-	-	-	-	-	-	-	-	-
TT 315	12	15	15	15	15	-	-	-	-	-	-	-	-
TT 316	12	12	12	12	12	12	12	12	12	-	-	-	-
TT 317	12	25	25	25	25	25	-	-	-	-	-	-	-
TT 319	12	26	-	-	-	-	-	-	-	-	-	-	-
TT 324	12	26	26	-	-	-	-	-	-	-	-	-	-
TT 340	12	12	12	12	12	12	12	12	12	-	-	-	-
TT 344	12	15	15	15	15	15	15	15	15	-	-	-	-
TT 345	12	12	12	12	12	12	12	12	12	-	-	-	-
TT 348	12	20	20	20	20	20	20	20	20	20	20	-	-
TT 359	12	12	12	12	12	12	12	12	12	-	-	-	-
TT 360	12	12	12	12	12	12	12	12	12	-	-	-	-
TT 361	12	12	12	12	12	12	12	15	15	15	12	12	12
TT 364	12	15	15	15	15	15	15	15	15	-	-	-	-
TT 366	12	12	12	12	12	12	12	-	-	-	-	-	-
TT 367/68	12	15	15	15	15	15	15	15	15	-	-	-	-
TT 370	12	12	12	12	12	12	12	12	12	-	-	-	-
TT 385	12	12	12	12	12	-	-	-	-	-	-	-	-
TT 2010	12	30	30	30	30	30	30	-	-	-	-	-	-