# Printing Part Labels on the Scanner

1. Click on Inventory Utilities

2. Click on Item Label Printing
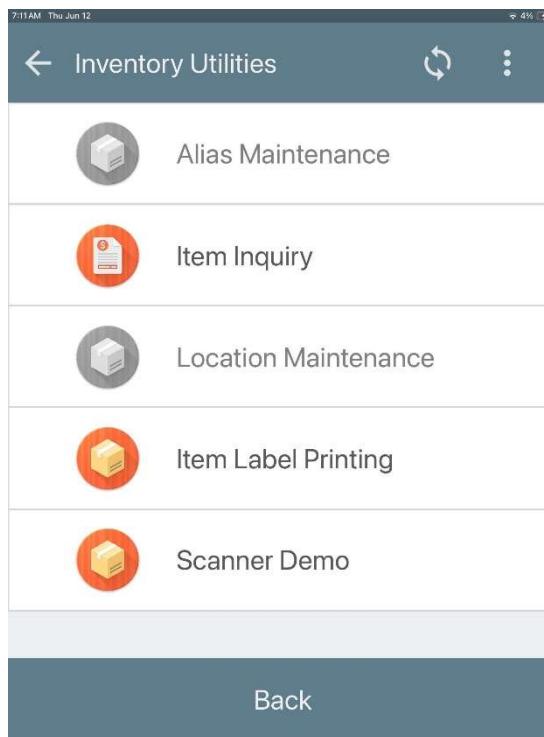
3. Choose your warehouse from the list.
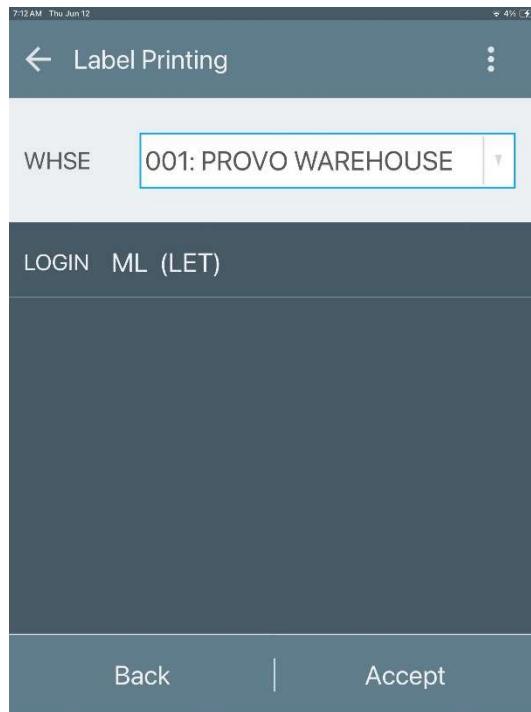
4. Select the item you want to print a label for from the list or scan the item barcode.
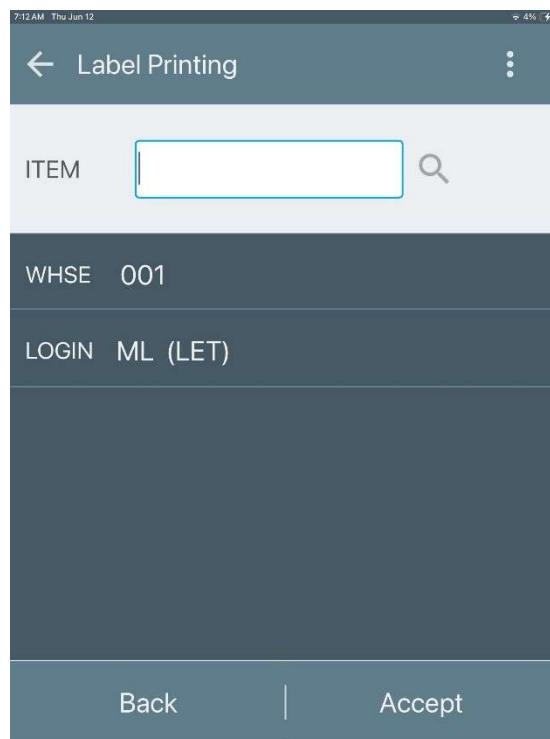
5. Select the type of label you would like to print.
   a. **Box Item and Quantity**: Use for many small parts in a box.
   b. **Item 3X1**: Use for singular items
   c. **Item Jacket with Picture**: Use to place on a pallet or skid representing all the parts on that skid or pallet. E.g. labeling the skid or pallet that has the same part on it.
   d. **Pallet 4x4**: Same as "c" without an item picture.

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← **Label Printing**   ⋮

FORM   [▼]

              Box Item and Quantity
OF LABE

              Item 3x1

QTY/BOX
              Item Jacket with Picture

   Pallet 4X4

ITEM   #ECNO

ECONOMY TARGET STAND

              Back | Accept
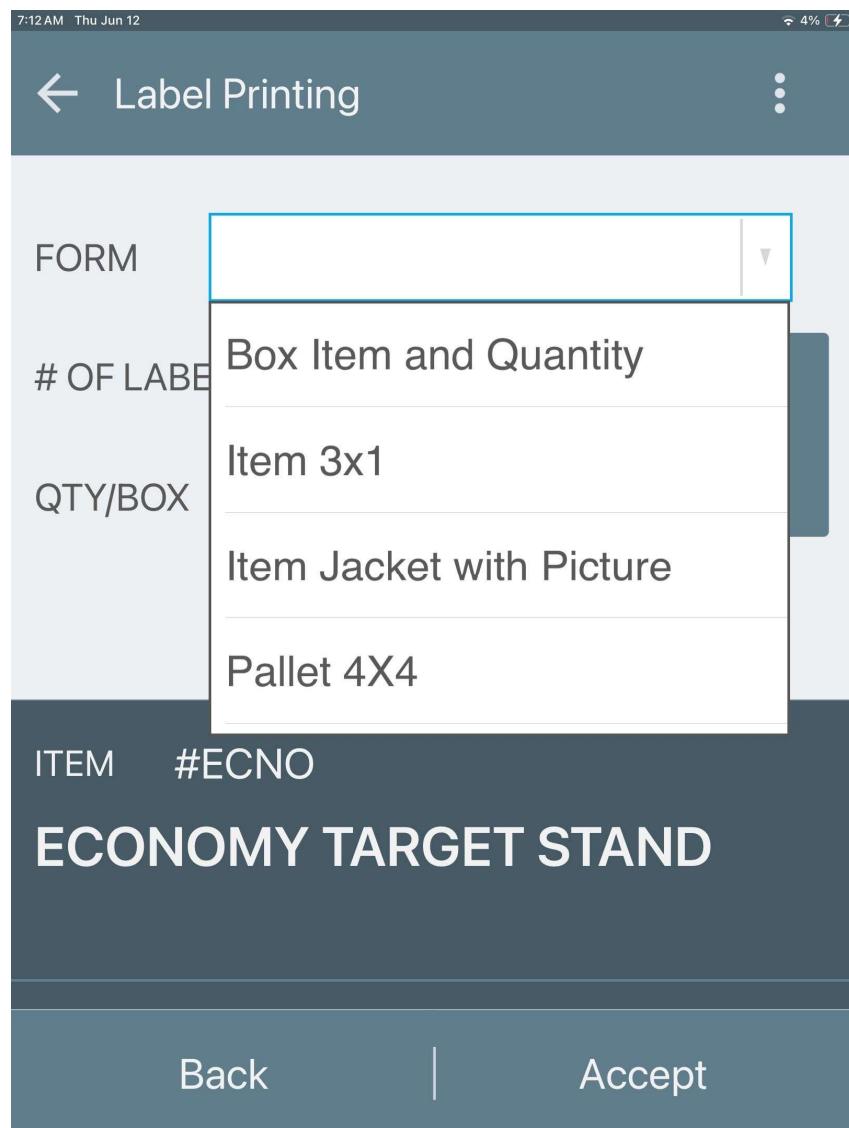
6. Input the number of labels to print and the qty of the part inside the box or on the pallet. (If printing a label for an individual part simply put a 1 for the "QTY/BOX")

7. Press the Print button.
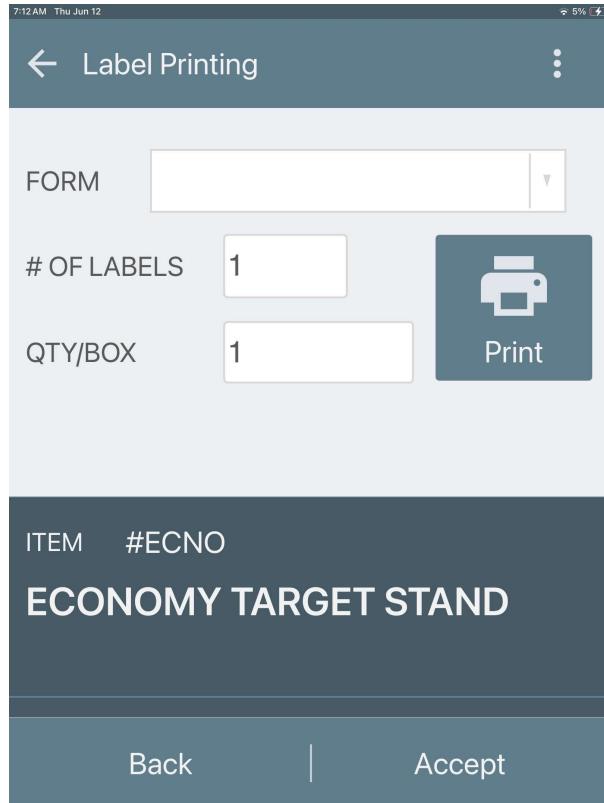
8. In Blaine large prints will print at the LTL desk near the office.
9. In Provo large prints will print in the shipping and receiving area.