

Print Labels One-by-One

This section will teach you how to print tags from the [web portal](#) manually without using spreadsheets.

Quick Printing

Save some time if you need to print a single product by visiting the Quick Printing view!

1. **Select *Quick Printing*** from the navigation menu



Simple RFID Inventory

 Inventory

 Calculate Reorder

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 Printing

Quick printing

Print jobs

 Products

2. From the ***Quick Printing*** page, **click *Select Printer***

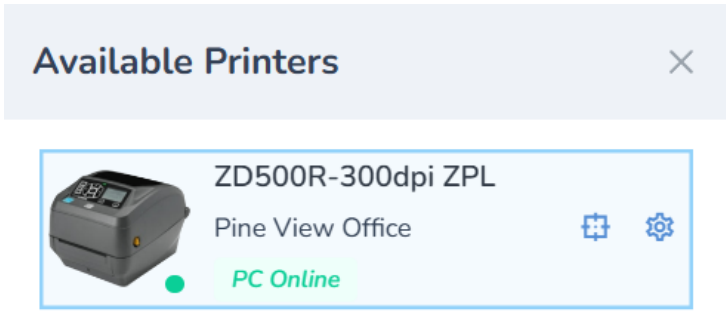
Print Jobs

  Support




Select Printer

3. Then **click** the printer tile to select the desired printer from the right **Available Printer** menu



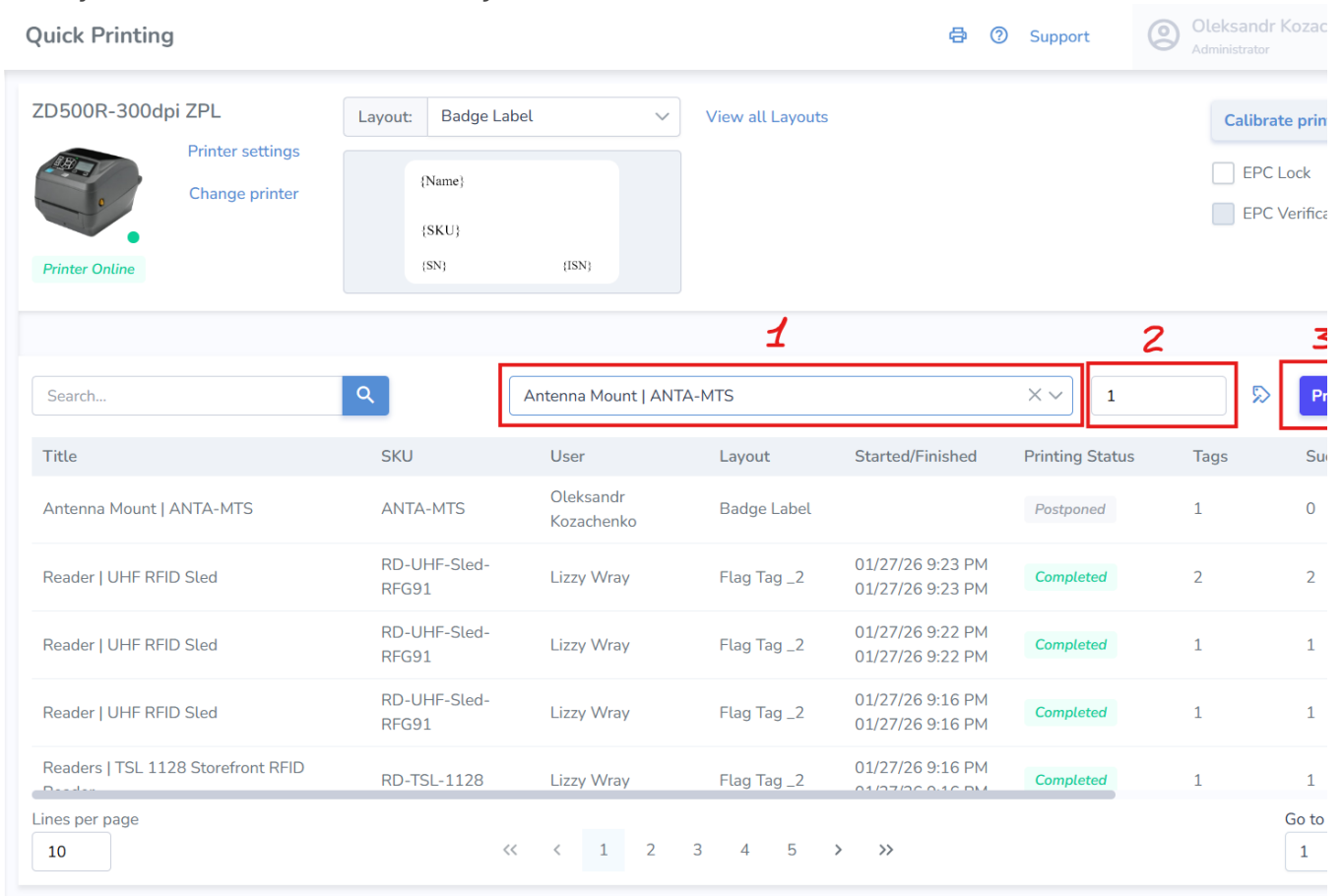
Available Printers [Close]

 **ZD500R-300dpi ZPL**
Pine View Office [Add] [Settings]
PC Online

4. **Click X** to close the menu

Print a single product

1. **Ensure** that the correct layout is selected. The last used layout will be selected by default
2. **Search** and **add** the item(s) you wish to print from the search bar on the right
3. Once added, you can **change** the quantity of tags you'd like to print for the item
4. Finally, **click Print** to start a Print Job



Quick Printing [Support] Oleksandr Kozac Administrator

ZD500R-300dpi ZPL [Printer settings] [Change printer] [Printer Online]

Layout: Badge Label [View all Layouts] [Calibrate printer]

[EPC Lock] [EPC Verification]

Search... [Search] [Antenna Mount | ANTA-MTS] [1] [Print]

Title	SKU	User	Layout	Started/Finished	Printing Status	Tags	Success
Antenna Mount ANTA-MTS	ANTA-MTS	Oleksandr Kozachenko	Badge Label		Postponed	1	0
Reader UHF RFID Sled	RD-UHF-Sled-RFG91	Lizzy Wray	Flag Tag _2	01/27/26 9:23 PM 01/27/26 9:23 PM	Completed	2	2
Reader UHF RFID Sled	RD-UHF-Sled-RFG91	Lizzy Wray	Flag Tag _2	01/27/26 9:22 PM 01/27/26 9:22 PM	Completed	1	1
Reader UHF RFID Sled	RD-UHF-Sled-RFG91	Lizzy Wray	Flag Tag _2	01/27/26 9:16 PM 01/27/26 9:16 PM	Completed	1	1
Readers TSL 1128 Storefront RFID	RD-TSL-1128	Lizzy Wray	Flag Tag _2	01/27/26 9:16 PM 01/27/26 9:16 PM	Completed	1	1

Lines per page: [10] [1] [2] [3] [4] [5] [Go to 1]

Print Jobs

1. **Select *Print jobs*** from the navigation menu



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2. From the Print Jobs page, **click *Select Printer***

Print Jobs

  Support



Select Printer

3. Then **click** the printer tile to select the desired printer from the right ***Available Printer*** menu


Available Printers



ZD500R-300dpi ZPL

Pine View Office



 PC Online

4. **Click X** to close the menu

5. Then **click** the "+" button located in the top right corner of the jobs list

The screenshot shows the printer management interface for a ZD500R-300dpi ZPL printer. At the top, there are printer settings, a layout selector (currently set to 'Select Layout'), and a 'Calibrate printer' button. Below this is a search bar and a table of jobs. A red box highlights a '+' button in the top right corner of the jobs list area. The jobs list table is as follows:

Ref	Job	User	Layout	Started/Finished	Printing Status	Tags	Success	Failed	Actions
	793	Lizzy Wray	Flag Tag _2	01/27/26 9:23 PM 01/27/26 9:23 PM	Completed	2	2	0	
	792	Lizzy Wray	Flag Tag _2	01/27/26 9:22 PM 01/27/26 9:22 PM	Completed	1	1	0	
	791	Lizzy Wray	Flag Tag _2	01/27/26 9:16 PM 01/27/26 9:16 PM	Completed	1	1	0	
	790	Lizzy Wray	Flag Tag _2	01/27/26 9:16 PM 01/27/26 9:16 PM	Completed	1	1	0	
	789	Lizzy Wray	Flag Tag _2	01/27/26 9:14 PM 01/27/26 9:14 PM	Completed	3	3	0	

At the bottom of the jobs list, there is a 'Lines per page' selector set to 10 and a 'Go to page' selector set to 1.

Create Print Job

1. **Ensure** that the correct layout is selected. The last used layout will be selected by default
2. **Search** and **add** the item(s) you wish to print from the search bar on the right
3. Once added, you can **change** the quantity of tags you'd like to print for the item

The screenshot shows the 'Create Print Job' interface for a ZD500R-300dpi ZPL printer. The layout is set to 'Badge Label'. A search bar contains 'ANTA-MTS' and a '+' button. A 'Postpone' button is visible. The table below shows the items to be printed:

Title	SKU	Print Tags	IPC*	Items
Antenna Mount ANTA-MTS	ANTA-MTS	1	1	1

From this point, you can add optional tag-specific information such as born date, expiration date, sell by date, lot number, serial number, or cost. None of it is required, but if you do not change anything, the tag's default born date will be the day it is printed.

- To add this information, click on the name of the item once and the screen will pop up on

the right.

Print, Postpone, or Navigate Back from the print job

Print — When ready, click '**Print**' at the bottom right of the page to print immediately




Postpone — If you would like to print the labels at a later time, click '**Postpone**' and start printing later

Navigate Back — If you would like to cancel the print job altogether, click the "**Back**" button (arrow button pointing to the left) and no information will be saved

Print Job Actions

1. On the Print Jobs page, you can **see** the **Printing Status** of each job in the listed history

The screenshot shows the 'Print Jobs' interface. At the top, there's a printer icon for 'ZD500R-300dpi ZPL' with a 'Printer Online' status. Below it are links for 'Printer settings' and 'Change printer'. A layout selector is set to 'Badge Label'. To the right, there are options for 'Calibrate printer', 'EPC Lock', and 'EPC Verification'. Below this is a search bar and a table of print jobs.

Ref	Job	User	Layout	Started/Finished	Printing Status	Tags	Success	Failed	Actions
794		Oleksandr Kozachenko	Badge Label		Postponed	1	0	0	 
793		Lizzy Wray	Flag Tag _2	01/27/26 9:23 PM 01/27/26 9:23 PM	Completed	2	2	0	
---	---	---	---	01/27/26 9:22 PM	---	---	---	---	---

2. To **start** the print job, **click** the triangular start button under the 'Actions' column
3. To **cancel** the job, **click** the strike-through circle icon
4. To **repeat** the job, **click** the 2-arrows circle icon

A good practice is to scan the labels and upload them to a temporary location to verify that all tags have been printed correctly.

When you have successfully printed a few out, learn how to [Scan and Upload Tags](#)

However, if the printer isn't working correctly, take a look at [Printers or Printing Issues](#)

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