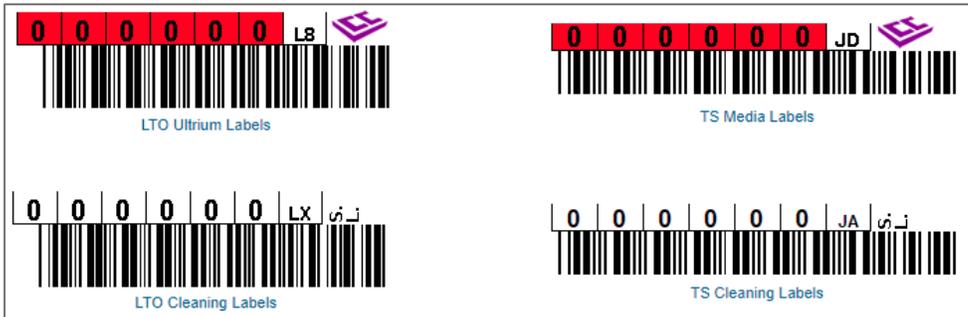


1. Log-In to <http://spectralogic.com/barcode>
 - a. If first time user, create new user account

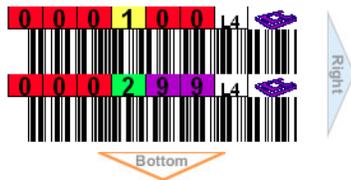
2. Select Label and Tape Type: LTO or TS. Cleaning or Regular Data Tape



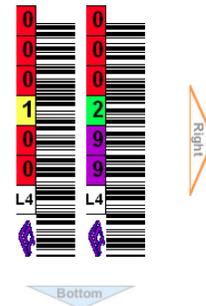
3. Label Orientation

Above the option box is an image preview of the custom label, showing the first and last label in the sequence. Next to the barcode label image are arrows for "Bottom" and "Right". These options allow a user to select the orientation of the label.

Bottom Orientation



Top Orientation



4. Label Data

The Label Data section will be used to enter the majority of the custom barcode information.

Label Data Choose your own colors Summary 3rd Party Approval History

Look here for helpful hints throughout your label construction process. Check out ?

Valid Series!

Quantity: 1	Prefix: (Chars that will not change)	Start At: 0	Suffix: (Chars that will not change)	Indicator: L4 ▼	Checksum: <input checked="" type="checkbox"/>
----------------	---	----------------	---	--------------------	--

Count by: <input checked="" type="radio"/> Numbers (0-9) <input type="radio"/> Letters (A-Z) <input type="radio"/> Letters and Numbers (0-Z)	Label Length: 6 Total # of Characters in the Label. - Do not include Label Indicator.
---	---

Apply Values

- a. **Quantity:** The total number of barcode labels required
- b. **Prefix*:** Consistent characters added to the beginning of the label
- c. **Start At:** Number/Letter Combination or first barcode label
- d. **Suffix*:** Consistent characters added to the end of the label
- e. **Indicator:** Select the media generation (LTO-5, LTO-6, etc.)
- f. **Checksum:** Select to add a checksum to each label
- g. **Count By:** Label characters. Numbers, Letters or Combination

5. Choose Your Own Colors

Use this section to define a color scheme or pick individual colors for each character. This section is optional. If left blank, default colors will be used.

- a. To change the color of a character, click on the colored square to edit.

- b. With the square selected, you may select a custom color.

6. Summary

The summary section gives a written description of the configured barcode label as well as a visual reference.

Please check the summary to make sure you have created the label that your library requires. [Check out ?](#)

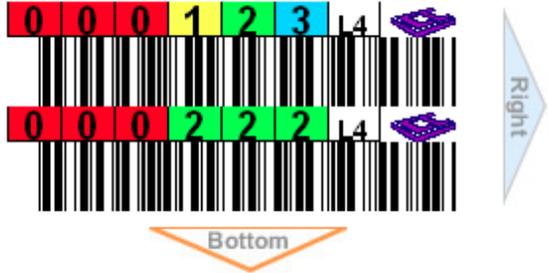
This label series was configured with the following parameters:

- Your label contains 6 characters.
Media Indicators are not included in this number
- Your label has a prefix of SL
- Your label series contains 100 labels
- Your label series begins with SL0100
- Your label series has a Media Indicator of M8
- Your label series consists of numeric values from 0 to 9

7. 3rd Party Approval

3rd Party Approval may be used for organizations who have multiple parties involved in ordering custom barcode sequences. 3rd party approvals are useful for organizations where an individual placing the order does not have full visibility to other aspects of barcode or library management or when administrators would like to ensure the accuracy of barcode labels. Additionally, 3rd party approvals will be used if a Spectra Sales representative creates a custom barcode for a customer for review.

- If approval is needed, select the checkbox for "This Product Needs Approval"
- Enter the E-Mail Address of the individual who must approve
- Add your return e-mail address
- Add comments as desired
- When all information is entered, click *Send*
- *After an approver has reviewed the barcode sequence, the 'Approval Status' will change from 'In Progress' to 'Approved' or 'Rejected'.*
- *If approved, the barcode label may then be submitted to Spectra Logic for processing.*



0 0 0 1 2 3 L4

0 0 0 2 2 2 L4

Right

Bottom

Label Data
Choose your own colors
Summary
3rd Party Approval
History

Approval is an optional step, most commonly used when the person configuring the label is not the end recipient. Check out ?

This Product Needs Approval | Approval Status: In progress

E-mail this approval request to:

Enter your email address:

Add Comments

8. History

All past order history is saved and is easily accessible for registered users. When continuing a previously ordered series, simply select the past order/sequence to continue. Users may also clone or modify a past order.

Label Data
Choose your own colors
Summary
3rd Party Approval
History

Remove Checked Series ?

Company: N/A Quote Number: N/A
 Label Type: Itost27 Series Start: 000000 Series End: 000000 Date Created: 12/27/2018
[Clone](#) | [Modify](#) | [Continue Series](#) | [Current Series](#) | [Move to Cart](#)

Company: N/A Quote Number: N/A
 Label Type: Itost27 Series Start: 000123 Series End: 000123 Date Created: 12/27/2018
[Clone](#) | [Modify](#) | [Continue Series](#) | [Remove](#) | [Move to Cart](#)

Company: N/A Quote Number: N/A
 Label Type: Itost27 Series Start: SL0100 Series End: SL0199 Date Created: 12/18/2018
[Clone](#) | [Modify](#) | [Continue Series](#) | [Remove](#) | [Move to Cart](#)

Company: N/A Quote Number: N/A
 Label Type: Itost27 Series Start: 000000 Series End: 000000 Date Created: 12/18/2018

9. Checkout

On each of the tabs (*Label Data*, *Choose Colors*, *Summary*, *3rd Party Approval*), there is a *Check Out* button. Upon checkout, users will be able to review a picture and a written description of the custom barcode sequence.

All E-Mail addresses entered on this page will receive a confirmation e-mail with the full barcode description.

This label series was configured with the following parameters:

- Your label contains 6 characters. Indicators are not included in this number
- Your label series contains 1 labels
- Your label series begins with 000000
- Your label series has an indicator of L4
- Your label series consists of numeric values from 0 to 9
- Your label series has a checksum
- Label Orientation = Bottom

Receipt Recipient(s):

Company:

Quote Number:

Reference:

Customer Contact Name:

Customer Contact E-mail:

Customer Contact Phone:

Spectra Part #:

Sales Rep/VAR Name:

Sales Rep/VAR Company:

Sales Rep/VAR Phone:

Sales Rep/VAR e-mail:

Note: