



# Bin Printing Guide

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Print Shelf Tags, Bin Labels, and Part Lists

Part of ScanIt Parts  
Inventory Management System

Innovative Programming Systems

# Table of Contents

## 1. Bin Printing Overview

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## 2. Print Part Number Tags (Shelf Tags)

---

### 2.1 How to Print

---

### 2.2 Import from File

---

## 3. Print Bin Labels

---

### 3.1 How to Print

---

### 3.2 Bin Range

---

## 4. Create Part Number List

---

## 5. Create Bin List

---

## 6. Label Layouts

---

### 6.1 Available Layouts

---

### 6.2 Choosing a Layout

---

## 7. Troubleshooting

---

## 8. Quick Reference

---

# 1. Bin Printing Overview

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Bin Printing lets you create labels and tags from the web dashboard. Use it to print shelf tags for parts, bin location labels, and reference lists. All printing is done from your desktop printer — not the scanner.

Go to [Bin Printing](#) in the left menu to get started.

There are four modes:

Mode	What It Does
<b>Print Part # Tags</b>	Print shelf tags with part number, barcode, bin, description, and price
<b>Print Bin Labels</b>	Print bin location labels with bin number barcode
<b>Create Part # List</b>	Build a list of parts to print tags for later or export
<b>Create Bin List</b>	Build a list of bins to print labels for later or export

**Tip:** Bin Printing uses your desktop printer with label sheets (like Avery labels) or perforated IPS stock. This is different from the scanner's built-in printer, which prints one label at a time on adhesive rolls.

## 2. Print Part Number Tags (Shelf Tags)

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Part number tags go on your shelves next to each part. They show the part number with a barcode so anyone can scan the shelf to look up the part.

### 2.1 How to Print

1 Go to [Bin Printing > Part # Tags](#)

2 Add parts to the list. You can:

- Type a part number and press Enter
- Enter a bin range to add all parts in those bins
- Import from a file (see 2.2)

3 Review the list. Check that all parts are correct. Delete any you do not need.

4 Pick a label layout (see Chapter 6)

5 Select **Print**. Tags print to your desktop printer.

Each tag shows:

- Part number with barcode
- Bin location
- Part description
- PNC and Group (if available)
- Price (if enabled)

### 2.2 Import from File

You can import a list of part numbers from a file instead of typing them one by one.

1 Prepare a file with one part number per line (text file or CSV)

2 Select **Import from File** on the Part # Tags screen

3 Choose your file and upload it

4 The system adds all parts from the file to your print list

**Tip:** You can also import from a batch number. Enter the batch number and all parts from that batch are added to the list. This is useful after receiving a large shipment.

## 3. Print Bin Labels

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Bin labels go on the shelf or rack to mark each bin location. They show the bin number with a barcode. Use these when setting up new shelving, replacing damaged labels, or reorganizing your warehouse.

### 3.1 How to Print

- 1 Go to [Bin Printing > Bin Labels](#)
- 2 Enter a single bin number or a range of bins
- 3 Pick a label layout (see Chapter 6)
- 4 Select **Print**. Labels print to your desktop printer.

### 3.2 Bin Range

To print labels for many bins at once, enter a bin range:

- **Single bin:** Type one bin number (e.g., 103A)
- **Range:** Enter a start and end bin (e.g., 100A to 110Z)
- **All bins:** Leave the range fields empty to include all bins

**Note:** Review the list before printing. Make sure the range includes only the bins you need. Printing all bins at a large store can use a lot of labels.

## 4. Create Part Number List

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This mode builds a list of parts without printing right away. Use it to prepare a print job in advance or to export the list.

- 1 Go to [Bin Printing > Part List](#)
- 2 Add parts by typing part numbers, entering a bin range, or importing from a file
- 3 Review and edit the list as needed
- 4 When ready, select **Print** or export the list

**Tip:** Use Part # List when you want to build up a print job over time. Add parts as you walk the aisles, then print them all at once when done.

## 5. Create Bin List

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This mode builds a list of bins without printing right away. Use it to plan a label run or export bin data.

- 1 Go to [Bin Printing > Bin List](#)
- 2 Add bins by typing bin numbers or entering a range
- 3 Review and edit the list
- 4 When ready, select **Print** or export

## 6. Label Layouts

### 6.1 Available Layouts

ScanIt Parts supports several label sizes and formats. Pick the layout that matches the label stock in your printer. All Avery labels use standard 8 1/2" x 11" sheets.

Layout	Label Size	Labels Per Sheet	Avery Product Numbers	Best For
Perforated-IPS	2 3/4" x 1 1/4"	Fits on 8 1/2" x 11" sheet	IPS proprietary stock	Standard shelf tags
Avery 4 x 1 1/3"	4" x 1 1/3"	14 per sheet	5162, 5262, 5522, 5962	Wide bin labels
Avery 4 x 2"	4" x 2"	10 per sheet	5163, 5263, 5523, 5777, 5779, 5963, 5978	Large shelf tags with more detail
Avery 2 5/8" x 1"	2 5/8" x 1"	30 per sheet	5160, 5260, 5520, 5960, 5810, 5970, 5971, 5972, 5979, 5980	Small bin labels, tight spaces

**About Avery product numbers:** Many of these labels come in different colors. For example, 5970 is yellow, 5971 is red, 5972 is blue, and 5979 is green — but they are all the same 2 5/8" x 1" size. Pick any color you like. The layout and print alignment are the same no matter which color you choose. White labels (like 5160, 5163, 5162) are the most common.

### Where to Buy Labels

IPS does not sell label sheets directly. You can buy Avery labels from:

- **Avery.com** — Order direct at [avery.com/products/labels](https://www.avery.com/products/labels). Search by product number (e.g., 5160, 5163).
- **Office supply stores** — Staples, Office Depot, and other office supply retailers carry Avery labels in store and online. Check your local store or order from their websites.
- **General retailers** — Avery labels are also sold at Amazon, Walmart, and Target.

**Tip:** When shopping, search for the exact Avery product number (e.g., "Avery 5160" or "Avery 5163"). This makes sure you get the right size. Generic or store-brand labels in the same size may also work, but Avery

labels are tested and confirmed compatible.

## 6.2 Choosing a Layout

Pick a layout based on:

- **Shelf space** — Small shelves need small labels. Use Avery 2 5/8" x 1" for tight spots.
- **How much info to show** — Larger labels fit more details (description, price, group). Use Avery 4 x 2" if you want everything visible.
- **Label stock on hand** — Use what you already have. Match the Avery product number on your box to the list above.
- **IPS perforated stock** — If you use IPS label sheets, select Perforated-IPS.

**Tip:** Print a test page first with one or two labels. Make sure the labels line up with the sheet before doing a large print run.

## 7. Troubleshooting

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Problem	Fix
Labels print off-center or misaligned	Check that you picked the right layout for your label stock. Print a test page first. Adjust printer margins in your browser print settings.
Barcode does not scan after printing	Make sure your printer is set to high quality. Low-quality print can blur barcodes. Try a different printer.
Part not found when adding to list	The part may not be in your DMS. Check spelling. Try the full part number with no spaces.
Import file not working	Make sure the file has one part number per line. Use a plain text file (.txt) or CSV. No headers needed.
Bin range returns too many results	Narrow the range. Use a smaller start and end bin to limit the list.
Price not showing on tags	Price data comes from your DMS. If the part has no price in the DMS, it will not show on the tag.
Print job is blank	Make sure parts or bins are in the list before printing. An empty list prints blank pages.

## 8. Quick Reference

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### Print Shelf Tags

Bin Printing > Part # Tags > Add Parts > Pick Layout > Print

### Print Bin Labels

Bin Printing > Bin Labels > Enter Bin Range > Pick Layout > Print

### Create Part List

Bin Printing > Part List > Add Parts > Review > Print or Export

### Create Bin List

Bin Printing > Bin List > Add Bins > Review > Print or Export

### Import Parts from File

Part # Tags > Import from File > Choose File > Upload

### Label Layouts

- **Perforated-IPS** — 2 3/4" x 1 1/4" (IPS proprietary stock)
- **Avery 4 x 1 1/3"** — 14/sheet (Avery 5162, 5262, 5522, 5962)
- **Avery 4 x 2"** — 10/sheet (Avery 5163, 5263, 5523, 5777, 5779, 5963, 5978)
- **Avery 2 5/8" x 1"** — 30/sheet (Avery 5160, 5260, 5520, 5960, 5810, 5970-5972, 5979, 5980)

*Colored labels (yellow 5970, red 5971, blue 5972, green 5979) use the same layout as white.*

### Ways to Add Parts

- Type part numbers one at a time
- Enter a bin range to add all parts in those bins
- Import from a text file or CSV

- Import from a batch number
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## Bin Printing

Shelf Tags, Bin Labels, and Part Lists

Part of ScanIt Parts Inventory Management System

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