



Bin Printing Guide

Print Shelf Tags, Bin Labels, and Part Lists

Part of ScanIt Parts
Inventory Management System

Innovative Programming Systems
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1. Bin Printing Overview

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
Print Part # Tags	Print shelf tags with part number, barcode, bin, description, and price
Print Bin Labels	Print bin location labels with bin number barcode
Create Part # List	Build a list of parts to print tags for later or export
Create Bin List	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)

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 > Print 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 CSV** 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

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 > Print 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

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](#) and on the **Label Type** step choose **Create a Part # List**
- 2 Add parts by typing part numbers, entering a bin range, or clicking **Import CSV**
- 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

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. 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

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

Bin Printing is a step wizard. The steps are **Label Type ? Selection Criteria** (or **Create Part # List / Create Bin List**) ? **Label Selection** ? **Print**. Move between them with **Back** and **Next**.

Print Shelf Tags

Bin Printing ? Label Type: choose **Print Part # Tags** ? Selection Criteria ? Label Selection ? **Print**

Print Bin Labels

Bin Printing ? Label Type: choose **Print Bin Labels** ? Selection Criteria ? Label Selection ? **Print**

Create a Part # List

Bin Printing ? Label Type: choose **Create a Part # List** ? Create Part # List ? Label Selection ? **Print**

Create a Bin List

Bin Printing ? Label Type: choose **Create a Bin List** ? Create Bin List ? Label Selection ? **Print**

Import Parts from a File

On the Selection Criteria step, click **Import CSV** (or **Import by Batch #**), pick your file, then click **Import**.

These controls do not exist: there is no "Add Parts", "Enter Bin Range", "Pick Layout", "Review", "Choose File", or "Upload" step, and no tab called "Part # Tags" or "Bin Labels" — those are the wording of the *Label Type* radio options, which read **Print Part # Tags** and **Print Bin Labels**. The label layout is changed on the **Label Selection** step, using the read-only **Layout** field and its **Change** button.

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
-

Bin Printing

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