



CONSIGNLOOP

Register Hardware Setup Guide

Label printer + barcode scanner — about 30 minutes, no technical skills needed

This guide walks you through setting up two inexpensive devices that make running your register with Consignloop fast and effortless:

- **A label printer** — prints a price tag with a barcode for every item you take in.
- **A barcode scanner** — scan any tag at the register and the sale records itself with one keypress.

Total cost for both: roughly \$60–75. Nothing here requires technical experience — if you can plug in a USB cable, you can do this.

Part 1 — The Label Printer

What to buy

Any thermal label printer that **connects to your computer with a USB cable** will work. Two good options:

- **Budget pick — CLABEL 221B Label Maker (~\$40)**: a small thermal printer that connects by USB or Bluetooth and takes 2-inch label rolls. Search Amazon for “CLABEL 221B thermal label maker.”
- **Easiest setup — DYMO LabelWriter 550 (~\$70–80)**: the gold standard for label printing. Its driver installs in one click, and Consignloop has built-in tag sizes for standard DYMO labels (30252 and 30334).

Before you buy, check the listing for one thing: it must say the printer works with a **Windows or Mac computer via USB**. Some inexpensive “label makers” only work with a phone app — those can’t print from Consignloop. Thermal printers need no ink ever — just label rolls (about \$10 for 500+ labels).

Set it up (one time, ~15 minutes)

1. **Load a roll of labels** into the printer (the quick-start sheet in the box shows how — it drops in like receipt paper). A good all-purpose size for clothing tags is 2" × 1" or the DYMO 30334 (2¼" × 1¼").
2. **Plug the printer into your computer** with the included USB cable and turn it on.
3. **Install the driver** — the small program that lets your computer see the printer. The box or quick-start sheet has the download address (for CLABEL it’s ga.ctaiot.com; for DYMO it’s dymo.com/support). Download, run it, click through “Next” until done.

4. **Confirm your computer sees it:** open your computer's printer list (on Windows: Start → Settings → Bluetooth & devices → Printers). Your label printer should appear in the list.
5. **Tell Consignloop your label size:** in the app, go to **Settings → Store Profile → Price Tag Size** and pick the size that matches your labels (e.g. "Jewelry/label — 2" × 1"" or "DYMO 30334"). If your labels are an unusual size, choose "Custom size..." and type the width and height printed on the label roll's packaging.
6. **Print your first tag:** go to **Inventory**, click the small **tag icon** next to any item, then click **Print**. A print window opens.
7. **In the print window**, choose your label printer from the printer dropdown, and make sure the paper size matches your labels (it usually sets itself automatically). Click **Print** — your first price tag with a barcode comes out.

Your browser remembers these choices — from now on, printing a tag is just two clicks.

If something looks wrong

- **The label comes out blank:** the roll is in upside down — thermal labels only print on one side. Flip the roll over.
- **The tag prints tiny in the corner of a big page:** the Price Tag Size in Consignloop Settings is still "Standard." Pick the label-size preset that matches your roll.
- **The tag is cut off:** in the print window, check the paper size matches your label roll, and set margins to "None" or "Minimum."

Part 2 — The Barcode Scanner

What to buy

Any **USB barcode scanner** works with Consignloop — there is nothing to install, ever. A scanner is really just a very fast keyboard: when it reads a barcode, it "types" the item number into the computer.

- **Our pick — NetumScan USB 1D Handheld Scanner (~\$20–25):** plug-and-play, sturdy (survives drops), and reads tags instantly — even slightly wrinkled ones. Search Amazon for "NetumScan USB 1D barcode scanner."
- **Prefer no cable?** Wireless versions (~\$35) work identically — they come with a small USB receiver that you plug in instead.

Set it up (one time, ~5 minutes)

1. **Plug the scanner** into any USB port on the laptop or computer you use at the register. It beeps or lights up — that's the whole installation.
2. **Test it:** open any program you can type in (like Notepad), click in it, and pull the trigger while pointing at a printed Consignloop tag. You should see the item number appear, like ITM-00123.
3. That's it. There is no step 3.

Ring up a sale (every day, ~3 seconds)

1. In Consignloop, go to **Sales → Record Sale**. Keep this page open at the register — the cursor is already waiting in the search box.
2. **Scan the item's tag.** The item pops up instantly with its price filled in — including the marked-down price if it's on sale — and the split between your store and the consignor shown on screen.
3. **Press Enter.** Done — the sale is recorded, the item is marked sold, and the consignor's balance updates automatically (they even get an email, if you've turned that on).

Good to know

- **Different price at the till?** After scanning, click the price box and change it before pressing Enter.
- **Scanned the wrong item?** Click "Change" and scan again — nothing is recorded until you press Enter.
- **Already-sold tags are safe:** scanning a tag that was already sold finds nothing — you can't sell the same item twice by accident.
- **Made a mistake anyway?** On the Sales page, the undo arrow next to any sale voids it and puts the item back in your inventory.

If something looks wrong

- **Nothing appears when you scan:** make sure you clicked into a text box first (the scanner types wherever the cursor is), and try a different USB port.
- **Strange characters appear:** your computer's keyboard language isn't English/US. Either switch it, or scan the "keyboard layout" setup barcode in the scanner's little manual.
- **It scans but nothing is selected:** you may be scanning a product's original manufacturer barcode. Scan the Consignloop price tag instead — that's the one with the ITM number under it.

Quick Reference Card

New item arrives: Add it in Inventory → click the tag icon → Print → attach the tag.

Customer buys something: Sales → Record Sale → scan the tag → press Enter.

That's the whole system. Splits, balances, and consignor records update themselves.