LABEL PRINTING INSTRUCTIONS – NEW MEMBERSHIP

- OPEN THE NEW MEMBERSHIP LABEL DOCUMENT.
- CLICK ON YES TO OPEN DOCUMENT AS A READ-ONLY.
- GRAB THE SHEET OF LABELS.
- FIND THE LABEL POSITION YOU WOULD LIKE TO PRINT.
    - FOR EXAMPLE: COLUMN ONE, ROW 5
- FIND THE SAME POSITION ON THE DOCUMENT.
- TYPE THE MEMBER'S NAME THEN PRESS ENTER TO GET TO THE LINE BELOW AND ENTER THE MEMBER'S ACCOUNT NUMBER.
- WHEN FINISHED, CLICK ON FILE THEN PRINT.
- ENTER THE CORRECT PRINTER AND CLICK ON PRINTER PROPERTIES.
- CHANGE THE PAPER SOURCE TO BYPASS TRAY.
- INSERT THE LABELS FACE DOWN AND THE TOP OF THE LABELS AWAY FROM THE PRINTER.
- GO TO THE COPIER AND SELECT ON THE LOWER LEFT-HAND SIDE OF THE SCREEN, STATUS/JOB CANCEL.
- THE PRINT JOB SHOULD SHOW UP. SELECT UNDER MP TRAY, LETTER PLAIN THEN CONTINUE.