

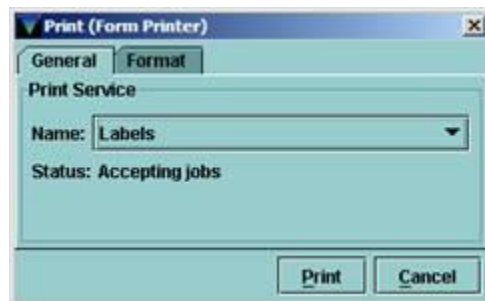
Printing Paging Slip Shipping Labels on a Laser Printer

Prerequisites: You must be set up with the Print Wizard application and the Word Label template. Please call the eiNetwork Support Center to request setup and order shipping label sheets.

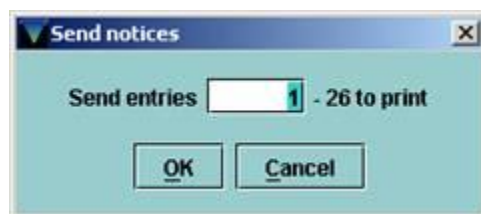
1. Log on to Millennium Circulation on the PC that will be used to print the labels.
2. Go to Notices Mode.
3. Select **Item Paging Slips** for Notice Type.
4. Click Sort By to specify a Sort Order. (Not a required step)
5. Click **Prepare Notices**.
6. At the printer selection box, select **Local Printer**.
7. Select the **Print** button.



8. Make sure the Printer name selected is **Labels**.



9. Select **Print** button.
10. Click **Send Notices**.

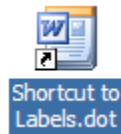


11. Select **OK**.
12. When the notices have been sent, you will get the following message.

NOTE: Leave this message on the screen until you generate and print your labels.

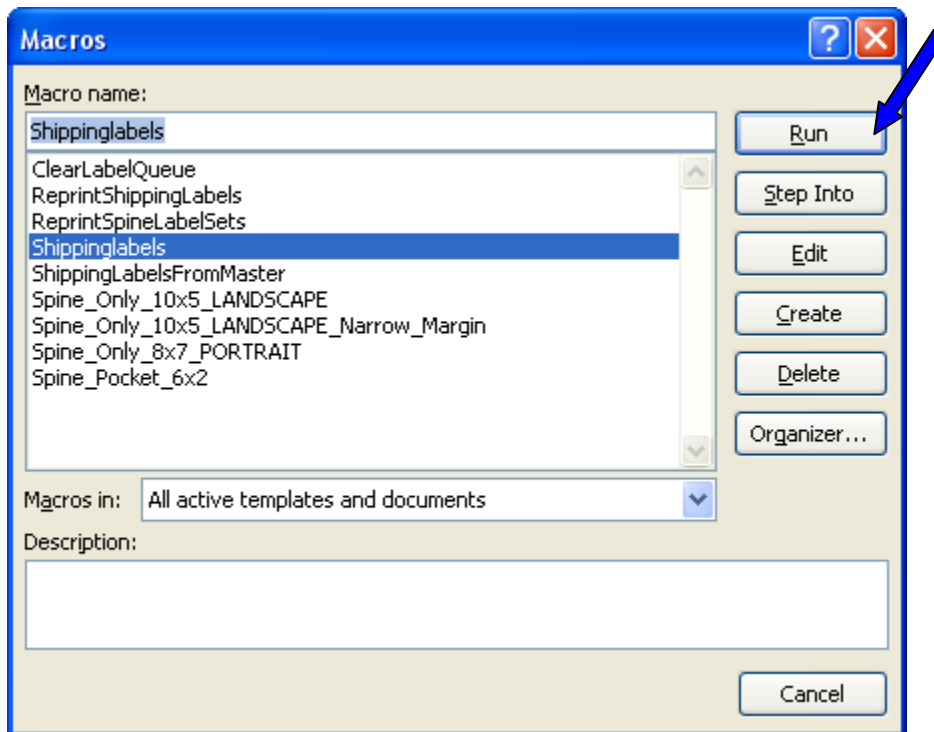


13. On your windows desktop on the same computer, double click the **Shortcut to Labels** Icon to start Word.

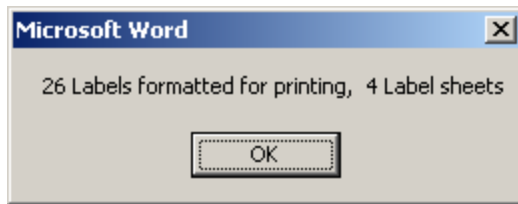


14. On the Word Menu, select **View** → **Macros** → **Macro**.

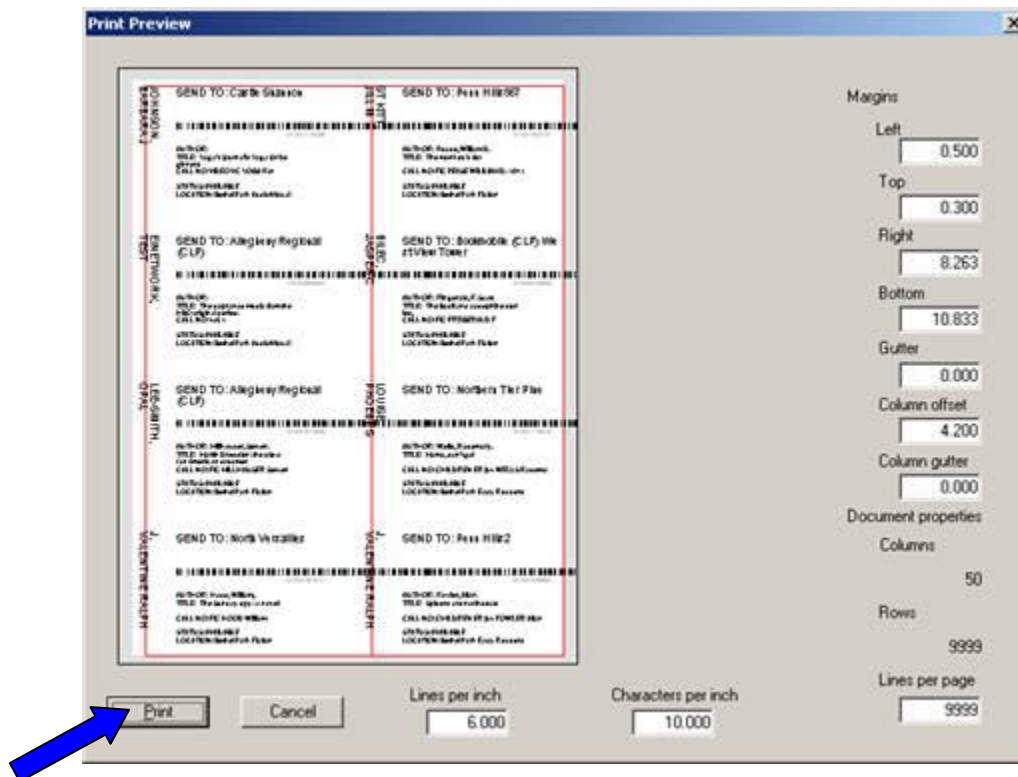
15. Select the macro **Shippinglabels** and then select the **Run** button.



16. When all the labels have been formatted, a message box similar to the one below will appear with a count of the number of labels and the number of label sheets needed. Select the **OK** button.



17. A Print Preview will display. Make sure the correct number of label sheets is in your default laser printer, and the printer is ready to print. Select the **Print** button.



18. The original paging slips document remains open. If you want to save the paging slips document, save it to your library folder directory; otherwise just close the document. This document will be overwritten the next time you run the paging slip macro.
19. If the labels have printed correctly, go back to Millennium Circulation, and select **Yes** to clear all print notices. If there was a problem printing the labels, select **No**. The paging slips can be rerun.



20. Exit **Notices** Mode.