

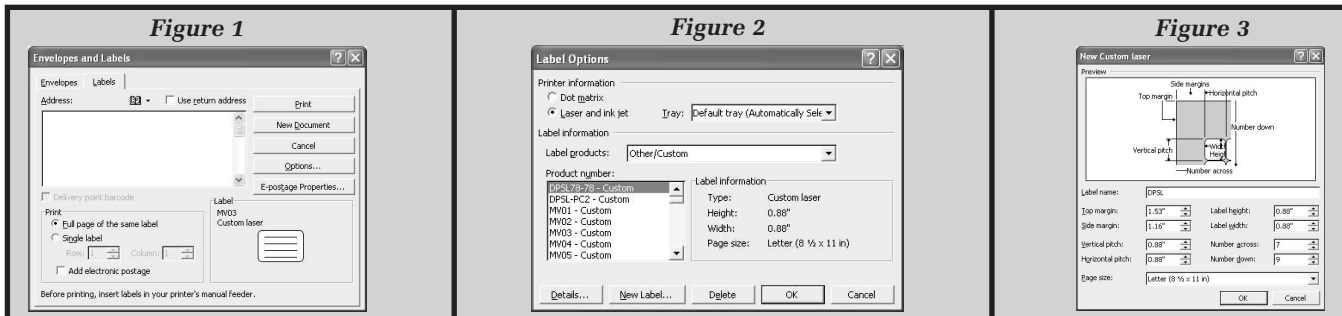
# Printing TimeMed® Laser Label Products Using Microsoft® Word

## Steps for creating a new label using Microsoft® Word.

Keeping in mind that you might have a different version of Microsoft® Word, these directions may vary slightly. The directions below will help you enter the correct label specifications for all of our stock laser label products listed below.

### STEP ACTION

1. Open a new document in Microsoft® Word.
2. Click on the “TOOLS” tab on the toolbar. Scroll down to “Letters and Mailings” and then select “Envelopes and Labels”.
3. Select the tab marked “LABELS” and click on “OPTIONS”. (See Figure 1)
4. In the printer Information section, select “Laser and Ink Jet” and “Default Tray”.
5. *Label Products* should read “Other/Custom” (select it from the drop down menu). Click on the “New Label” button. (A new pop-up window will appear). (See Figure 2)
6. Using the Label Specification Chart shown below, enter the label information accordingly. *For easy reference, we recommend that you use the TimeMed product code for the “Label Name”* (See Figure 3). The page size should read: Letter (8-1/2 x 11).
7. Continue this process until you have entered the information for all of your desired laser labels. You will notice that the names of the laser labels you create will appear in the “Product Number” window. (See Figure 2)



**TimeMed Laser Label Specification Chart**

Product Code	Top Margin	Side Margin	Vertical Pitch	Horizontal Pitch	Label Height	Label Width	Number Across	Number Down
DPSL1-4-M	0.5"	0.16"	1"	4.13"	1"	4"	2	10
DPSL1-256	0"	0"	1"	2.82"	1"	2.82"	3	11
DPSL1-258	0.5"	0.19"	1"	2.75"	1"	2.63"	3	10
DPSL12-2	0.5"	0.1"	0.5"	2.13"	0.5"	2"	4	20
DPSL17-4	0.44"	0.13"	1.44"	4.19"	1.44"	4"	2	7
DPSL2-4-M	0.47"	0.14"	2"	4.17"	2"	4"	2	5
DPSL313-4	0.5"	0.16"	3.33"	4.19"	3.33"	4"	2	3
DPSL313-4A-M	0.5"	0.16"	3.33"	4.19"	3.33"	4"	2	3
DPSL34-258	0.22"	0.16"	0.75"	2.75"	0.75"	2.63"	3	14
DPSL78-258	0.66"	0.13"	0.88"	2.75"	0.88"	2.63"	3	11
DPSL78-78	1.53"	1.16"	0.88"	0.88"	0.88"	0.88"	7	9
DPSL-PC2	0.6"	0.06"	1"	2.13"	0.88"	2"	4	10
DPSL-PC3	0.59"	0.5"	0.81"	2.63"	0.81"	2.25"	3	12
DPSL-PC5	0.05"	0.28"	1"	2.05"	0.75"	1.75"	4	11
MVL01-FLRP	0.34"	0.19"	0.31"	1.38"	0.31"	1.25"	6	33
MVL12-2-FLRP	0.5"	0.1"	0.5"	2.13"	0.5"	2"	4	20
MVL05-FLRP	0.5"	0.47"	2.50"	2.56"	2.50"	2.44"	3	4
MVL-258-FLRP	0.5"	0.19"	1"	2.75"	1"	2.63"	3	10
MVL07-FLRP	0.25"	1.25"	1.50"	3.06"	1.50"	2.94"	2	7

## Printing your newly created laser labels.

### STEP ACTION

1. To select a label for printing, follow steps 1-3 above. Select your desired label (*product code*) under “Product Number” and click “OK”. The “Envelopes and Labels” window will appear.
2. Begin typing your required text in the *Address Box*. Press ENTER to advance to the next line. When you are finished, click on the “New Document” tab.
3. The template, with your text, will appear in the new document ready for printing. *NOTE: Font styles and sizes can be adjusted on the template by highlighting the text and selecting your desired style, font and size from the toolbar.*



**TimeMed®**

# Formatting and Printing Tips for TimeMed® Laser Labels

*Looking professional has never been so fast and so easy!*

**TimeMed® stock laser labels and software solutions give you 3 easy ways to format and print laser labels!**

## 1 Load Labels

Remove the labels from the protective plastic bag. If a curl toward the label side is evident, bend the sheets toward the backing to flatten the sheets before loading. Load labels according to the instructions in your laser printer owner's manual.

## 2 Create Labels

We take the guesswork out of moving your message to a label with this step-by-step guide on how to create and format layouts in your existing software. Just click and create your labels with TimeMed® supplied templates. See the reverse side of this sheet for formatting tips and a specification chart to get you started using Microsoft® Word.

## 3 Print Labels

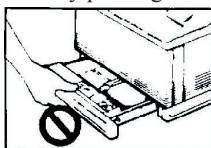
To assure the successful printing and processing of these labels through your laser printer, consult your printer owner's manual for the following items.

- Is this printer designed to print labels?*
- Is there a label setting on the printer?*
- Is there a multiple ply or thickness setting on the printer?*
- How does the printer manual recommend printing labels?*

Following the recommendations of your printer owner's manual will greatly increase your chances of successfully printing labels.



**Important: DO NOT** feed laser labels, especially colored, from the Optional Cassette Tray.



### TimeMed® Customer Care Center We're here to help you!

Call our Customer Care Center at **800.323.4840** for fast, friendly answers to your questions.

Or, to find out more about TimeMed® Labeling Systems, Inc. and to view our full line product catalog visit our Web site at [www.TimeMed.com](http://www.TimeMed.com).



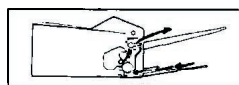
**TimeMed®**

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### Tips for Best Results

TimeMed's laser labels have been designed to meet the rigid demands of laser printers. All efforts have been made to assure that the product leaving the factory has been manufactured as specified for sheet fed laser printers.

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|--|--|
| 1. Practice printing first                               | First practice using plain paper, holding the paper in front of a label sheet and up to a light, in order to check positioning.  |
| 2. Loading and feeding labels                            | Refer to your laser printer owner's manual for loading and feeding recommendations. Many printers have special instructions for loading labels.  |
| 3. Do NOT feed labels through the printer more than once | Sheets of laser labels can only be passed through a laser printer once because the heat of the printer causes the adhesive to soften. If passed through the printer a second time, the adhesive could ooze and adhere to the inner workings of the printer causing the labels to jam or peel off.  |
| 4. Product compatibility with printer technology         | Only labels designed for a laser printer should be used with printer technology with laser printers. Manual, copier and ink jet labels will not feed through consistently and may damage laser printers.   |
| 5. Automatic feed tray                                   | Most laser products are designed to work in laser printers directly from the automatic feed tray. Fan the label sheets before loading them into the paper tray. <b>DO NOT BEND THE CORNERS.</b>  |
| 6. Exceptions to automatic feed tray                     | <p><b>HP® LaserJet® 4P and 4L printers</b><br/>Use manual feed. Labels must feed straight out the rear exit of the printer. Do not feed labels from the paper cassette tray.</p> <p><b>HP® LaserJet® 5P, 5MP and 6P printers</b><br/>Use manual feed tray. Do not feed labels from the paper cassette tray.</p> <p><b>HP® LaserJet® 11P and 11P printers</b><br/>Use the standard multi-purpose tray. Do not feed labels from the optional paper cassette tray. For best results, open the optional back output. Not recommended for ink jet printers.</p> |
| 7. Printer cleaning                                      | Laser labels, especially colored, may leave bits of dust inside your printer; regular printer maintenance is recommended.  |



### Storing Labels

Labels should be stored flat in their box at 70° - 80°F/50%± 5% RH away from heat sources, moisture and not exposed to direct sunlight. Acclimate labels in the room in which they will be imprinting at least 24 hours prior to running for proper conditioning. Rotate stock frequently. Return unused sheets to the plastic bagging. Long periods of storage or storage without the plastic bag can cause labels to curl and jam.