

# Ultra Laser

# Label Guide

Multi-Purpose Laser, Ink-Jet and Copier Labels



## Storage & Troubleshooting Tips

### Handling/Storage Tips:

- Store at 70%-80°F, 50% Relative Humidity ( $\pm 5\%$ ) away from heat and not exposed to sunlight.
- Store in the same room as the printer for 48 hours before printing.
- Fan the label sheets on all four sides. If curl toward the label appears, bend the sheets toward the backing to flatten before loading.

### Laser Printer Troubleshooting Tips:

- If your printer has two paper cassette trays, some manufacturers recommend using the upper tray for labels. Refer to your printer's manual.
- If your printer has a rear output door, open door so label sheets feed straight through. This helps prevent jamming. Refer to your printer's manual.
- If your printer has a duplex print mode (sheets go through the printer twice), turn off duplex mode. The extra paper travel may cause jams.
- The print area may vary from printer to printer. Refer to your printer's manual.

## Set-Up Instructions

Follow these five easy steps to create Ultra Laser templates in Microsoft Word. Once a template has been created, it can be saved for future use with Ultra Laser products.

- 1. Open:** MS Word
- 2. Select:** Tools  
**Click on:** Envelopes & Labels
- 3. Select:** Labels  
**Click on:** Options  
**Click on:** New Label
- 4. New Custom Laser** (window)  
Word will display a window with label drawing. Enter the information listed in the dialogue box.  
**Select: OK**  
The label specification information is now saved and available for future reference.
- 5. Select:** New Document  
The label you just designed will appear, ready for the entry of your information.

If you have specific questions about how to use this information, go to [www.gpatemplates.com](http://www.gpatemplates.com)