



WorkCentre 7830/7835/7845/7855

How To Print on Labels From a Computer

Guidelines for Printing Labels:

- Use labels designed for laser printing.
 - Do not use vinyl labels.
 - Do not feed a sheet of labels through the printer more than once.
 - Do not use dry gum labels.
 - Print only on one side of the sheet of labels. Use full sheet labels only.
 - Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
 - Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions can cause print quality problems or cause them to jam in the printer.
 - Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
1. In the print driver software, select [Label] as the paper type.

NOTE: Remove all other paper from the tray before loading labels.

CAUTION: Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet. It could damage the printer.

2. From your computer, make sure to select [Labels] as the paper type in the print driver settings window.

For Microsoft Windows:

NOTE: The steps may vary on different Operating Systems.

1. Select [File], [Print], and then [Properties] or [Printing Preferences].
2. Click on the [Printing Options] tab.
3. Click on the [Paper] menu.
4. Select [Other Type], and then select [Labels].

For Apple Macintosh (OS 10.6 and later):

1. Select [File] then [Print].
2. Click on the application name menu (for example, Text Edit), and then select [Media & Quality].

NOTE: If the application name menu is not displayed in the Print window, make sure to click on the [Show Details] button.

3. Select [Labels] from the Media Type menu.
4. Click on the [Print] button to send the job to the printer.