

DYMO Label Printers

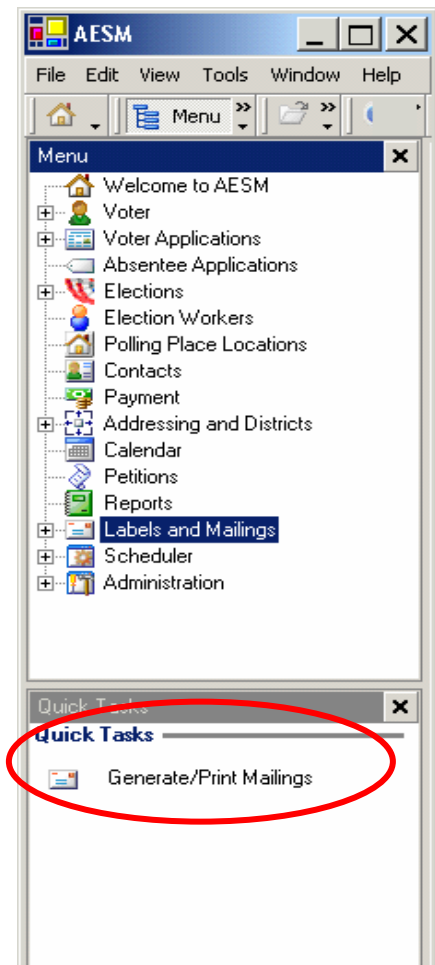
The installation of 6.3 has affected the way that some DYMO Labels Print. The Dymo 400 and the Dymo 400 Turbo seem to be the Label Printers affected by the change. In anticipation of the Presidential Preference Primary we are asking clerks and staff to test their DYMO Label Printer to make sure that they are printing correctly. It would make sense to do so as soon as possible so everything can run smoothly when you are ready to print absentee labels. Since an absentee label cannot be used as a test, the instructions below will use a WI Voter Label as a sample test.

If the DYMO Label prints with the address off of the page, please contact the GAB Help Desk at 608-261-2028.

Testing DYMO Labels:

First make sure your DYMO was set up correctly. Please use your SVRS Application Training Participant Guide to find the correct settings. The DYMO information is in the “**Getting Started**” section **pages 11 and 12**. Then follow these steps to print out a test label:

1. Select to the **Labels and Mailings** node.
2. Select the **Generate/Print Mailings** Quick Task.



AESM

File Edit View Tools Window Help

Create Mailing

Select Mailing

Category:
Voter Information

Mailings
WI Voter Mailing Label

Non-Fwrd Conf Lbl
Non-Fwrd Conf Lbl with Bar...
Voter Lbls
Voter ID Card
Voter Suspension Notice
WI Voter Mailing Label
WI Voter Mailing Labels 2x7
WI Voter Mailing Labels 2x7...
WI Voter Mailing Label With...
WI Certificate of Registration

Step 1 of 2 Next

3. Select the Category: **Voter Information**.

4. Select the type of Mailing: **WI Voter Mailing Label**

5. Click **Next**.

6. Under Mailing Options, select the **Custom** button adjacent to the Filter.

7. Filter for any name you want to use as a test for your labels. Use the Field Name “SendToLastName” and “SendToFirstName” to isolate a voter. This can be any voter in your municipality; printing a voter label **does not** affect voting status or absentee ballots.

8. Click **Use Filter**.

AESM

File Edit View Tools Window Help

Active Jurisdiction: CITY OF MADISON - 13251

Create Mailing

Selected Mailing
WI Voter Mailing Label

Mailing Options

Filter
(No Filter) Custom

Sort By
(Select Sort) Custom

Messages
(Select Message) Custom

More Mailing Options

☐ Schedule Mailing

(Select Sch...) Custom

☐ Auto-Confirm Print?

Print Options

Printer Settings

☐ Preview
☐ Print Now
☒ Queue for Later Printing

OK

Filter-Form

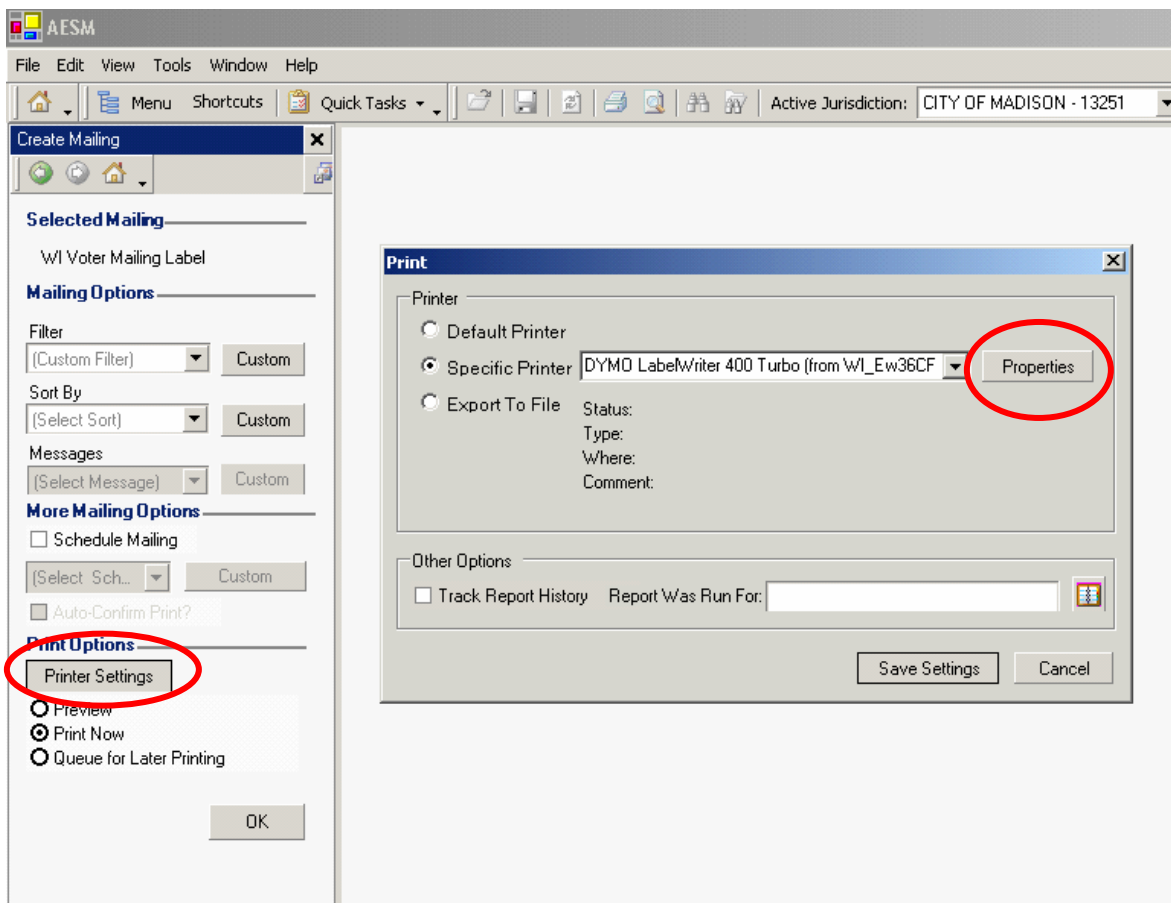
Use Filter Save Save As Delete Clear Close

Filter Name:

Election History WIMailingsVoterView

And/Or	Field Name	Condition	Value
And	SendToLastName	Equals	MUELLER
And	SendToFirstName	Equals	KATHRYN
And	Date of Birth	Equals	09/27/1982

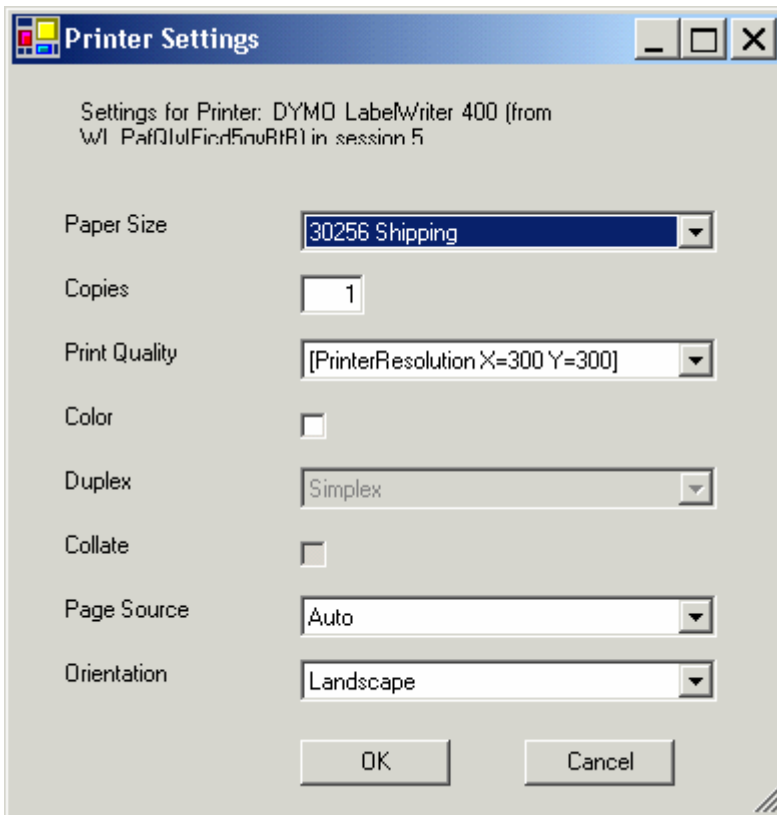
Description:



9. Click the **Printer Settings** button.

10. Click in the **Specific Printer** radio button and choose the DYMO from the drop down menu.

11. Click on **Properties**. (If you receive an error message, click the Default Printer radio button then reselect the Specific Printer radio button. Then click on Properties.)

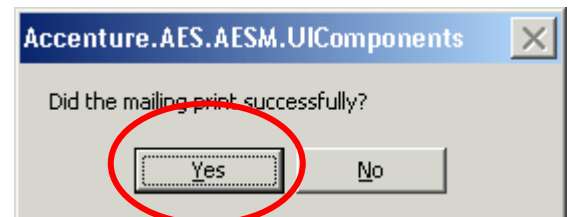


12. Set the paper size to “30256 Shipping” and the orientation to “Landscape”

13. Click **OK** and then **Save Settings**.

14. Click in the **Print Now** Radio button. Then click **OK**.

15. A dialogue box will appear asking if the mailing printed successfully; click **Yes**.



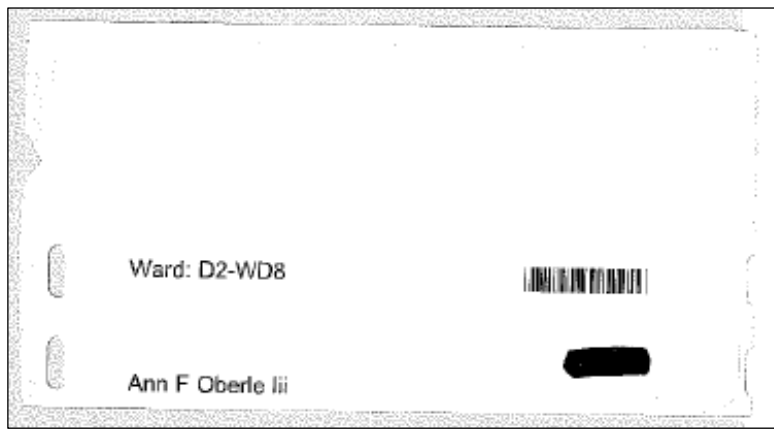


Figure A represents the error occurring when printing with the DYMO Label Printer. If your label does not print as it is seen in Figure B please call the GAB Help Desk at 608-261-2028

Figure A

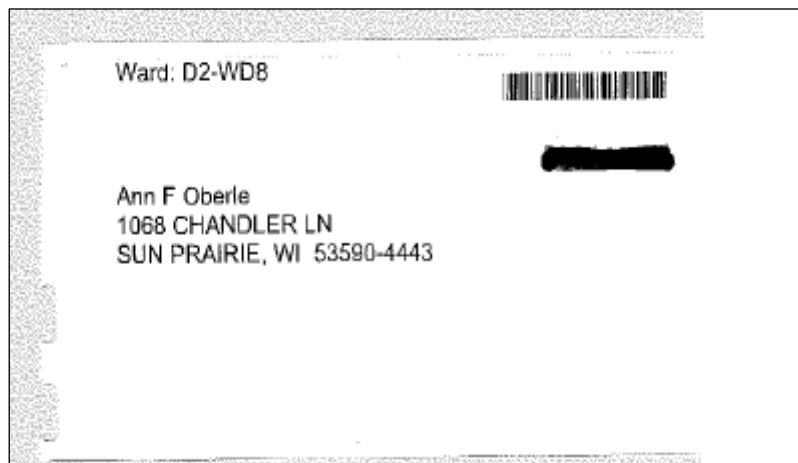


Figure B is a correct representation of the WI Voter Mailing Label.

Figure B