

Three simple steps to achieving a great end result with your Corporate Express Signature brand labels!

1 STEP 1 GET READY...Prepare Your Printer

To prepare to print your label project, please complete the following steps:

- **Set your printer to image labels** - Check your printer's instruction manual for the proper settings necessary to image labels. Many printers have a special label setting in order to maximize the image quality on the label.
- **Fan the label sheets and load them into your printer** - Check your printer's instruction manual for proper instructions as to how to fan and load labels into either an automatic feed tray or a manual bypass tray. Make sure the corners of the label sheets are not bent.

2 STEP 2 GET SET...Select Your Custom, Preset Corporate Express Label Template

Templates for printing the various types of Signature brand labels are free and available on the Corporate Express® and E-way® Web sites.

To obtain and use the templates, please visit: www.CorporateExpress.com or www.eway.com (note - a user id and

password is required to access www.eway.com) and click on the "Free Label Templates" image located on the Web site's home page. Once you reach the template section of the Web site, select your label product/template number using the drop down menu.

Projects requiring a label are a snap to complete when you use Corporate Express premium Signature brand products, which are superior in quality and perfect for office use!

Using a Corporate Express Signature Brand Label Template

Corporate Express' Signature brand label templates were created using Microsoft® Word 97 and can be formatted in the following software programs when used directly online: Microsoft® Word 6.0 (MacOS), Microsoft® Word 6.0-7.0 (Windows®), Microsoft® Word 97 / 2000 (Windows®), WordPerfect® 5.1, Word Perfect® 5.2 (for Windows®), WordPerfect® 5.x, WordPerfect® 6.0, WordPerfect® 7.0 and WordPerfect® 8.0.

To use a template directly from the online listing, find the template number you need and click on the "Download" link. If you are using Microsoft® Internet Explorer, the template will then open in a new window. If you are using Netscape®, you will be prompted as to how to download the template when you click on the "Download" link. Once you have accessed the template, simply type the text you want to appear on the label, make any formatting changes you require, insert your label sheet into your printer and print the page.

You can repeat this procedure for any and all Corporate Express Signature brand label templates.

To save a template from the online listing to your own computer, find the template you need and click on the "Download" link. If you are using Microsoft® Internet Explorer, the template will then open in a new window. If you are using Netscape®, you will be prompted as to how to download the template when you click on the "Download" link. Using the menu bar of the new browser window, select "File" and then "Save As." Next, select the location to which you would like to save the file on your PC and click on the "Save" button. The template will then be saved in the location you specified for later use.

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STEP 3

GO! Print Your Corporate Express Signature Brand Labels

With your printer ready and your template set, you are ready to print! We are pleased to provide the following tips, which should be helpful during the printing of your label projects.

- **Do NOT feed labels through a printer more than one time** - Label sheets are designed and tested to be able to pass through a printer only one time. If label sheets are passed through a second time, adhesive and silicon contamination can occur, increasing the risk of labels peeling off in the printer and a jam occurring, or the quality of the printed image can deteriorate. Corporate Express' jam-proof and smudge-proof guarantees only extend to sheets of labels that have been passed through the printer one time.
- **Use labels compatible with the type of printer you plan to use** - Specific types of labels are designed for specific types of printers - laser labels for laser printers, inkjet labels for inkjet printers, copier labels for copy machines and dot matrix labels for dot matrix printers. While some labels are compatible with more than one type of printer, please check the label specifications on the label sheet or on the label packaging in order to determine printer compatibility.
- **Keep your printer clean** - For trouble-free printer operation and label imaging, periodically run several pieces of bond paper through the printer in order to help keep it clean. Additionally, you should have your printer thoroughly cleaned on a regular basis.
- **Special note regarding the printing of name badge labels** - If you are printing name badge labels, please note that they have been designed to apply to and remove from most fabrics except leather, suede, silk, plastic, velvet, corduroy, and vinyl.

"Available only to businesses."

100% Satisfaction Guaranteed

We guarantee complete satisfaction with your Corporate Express product. If this product fails to perform to your satisfaction, we will cheerfully refund your money.

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For product information visit:
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www.eway.com

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