Xerox AltaLink/VersaLink: Print FP e-Certified Labels

This guide will cover how to set paper at the machine and print FP e-Certified labels from Google Chrome.
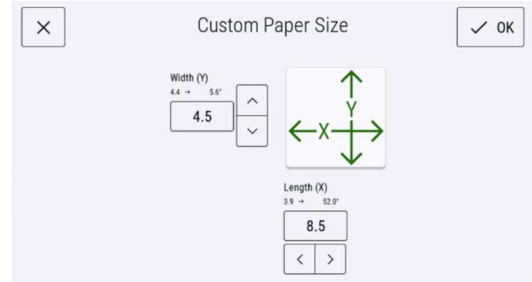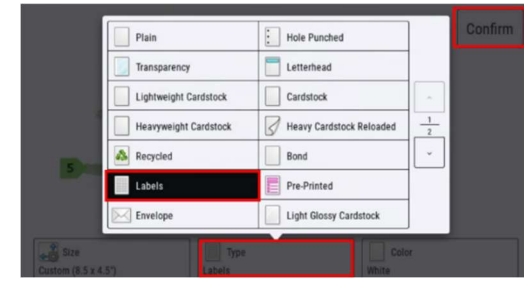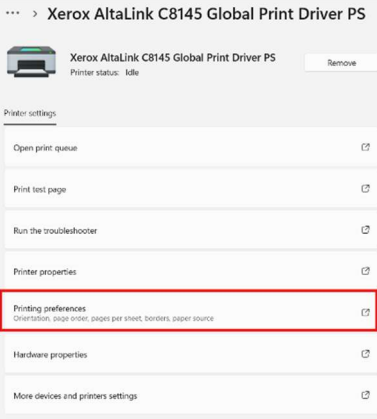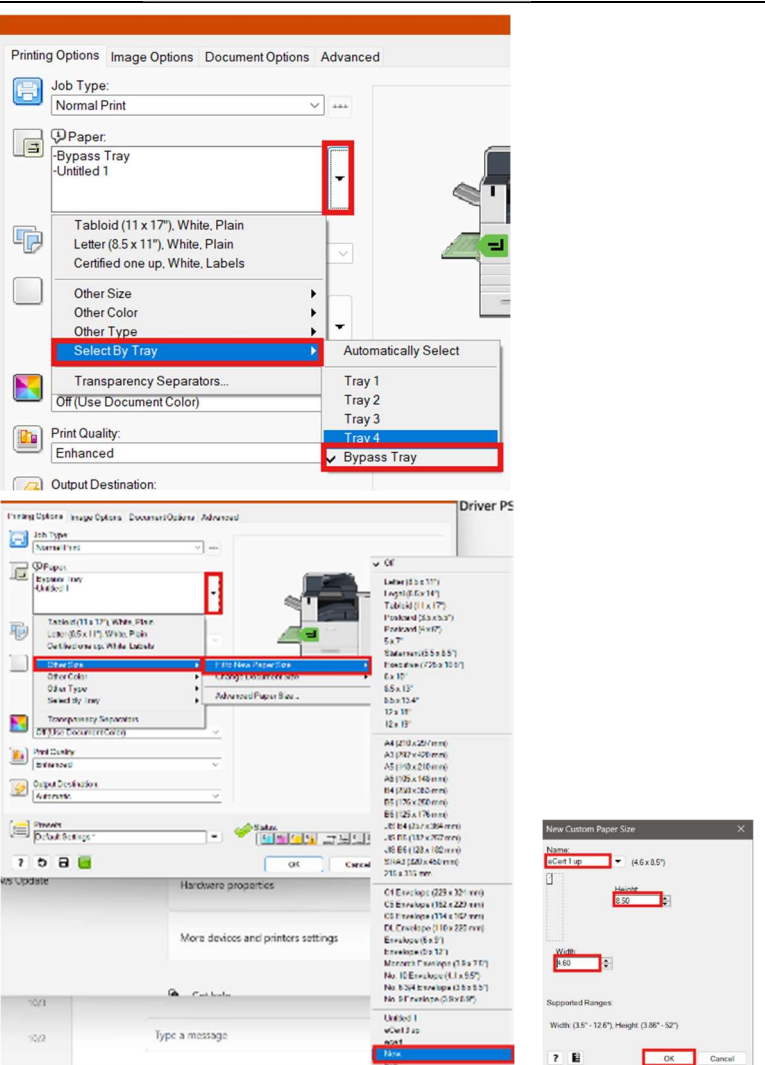
Single Label: Set up labels in Bypass Tray and create a Custom Size

1. Insert paper into the Bypass tray to open the Bypass tray's display window	
2. Select **Size**, scroll down and select **Custom** (Be sure that a single label is placed as picture shows)	
3. Enter Custom Size for single label: • Single Label: Y: 4.6 – X: 8.5 **4.** Select **OK** to exit Custom Paper Size	
5. Select **Type** → Select **Labels.** **6.** Select **Confirm** to exit Paper Settings for Bypass Tray	

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Setting up a Single Label Preset in the print driver:

1. Open **Start Menu** **2.** Search **Printers & Scanners** **3.** Find the Xerox Printer and click to open **4.** Choose **Printing preferences**	
5. Select the drop-down from **Paper** → **Select By Tray** → Select **Bypass Tray** **6.** Select the drop-down from **Paper** → Select **Other Size** → **Change Document Size** → **New** • Enter **Width: 4.6, Height: 8.5** • Name the new size to be used in next step • Click **OK**	

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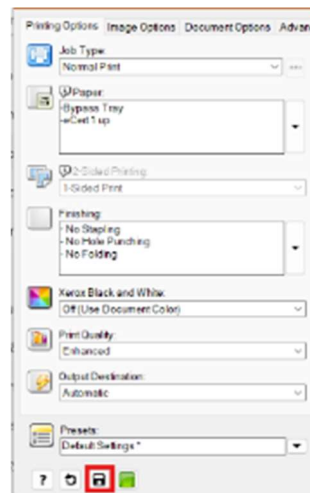7. Select the drop-down from **Paper → Other Size → Advanced Paper Size**
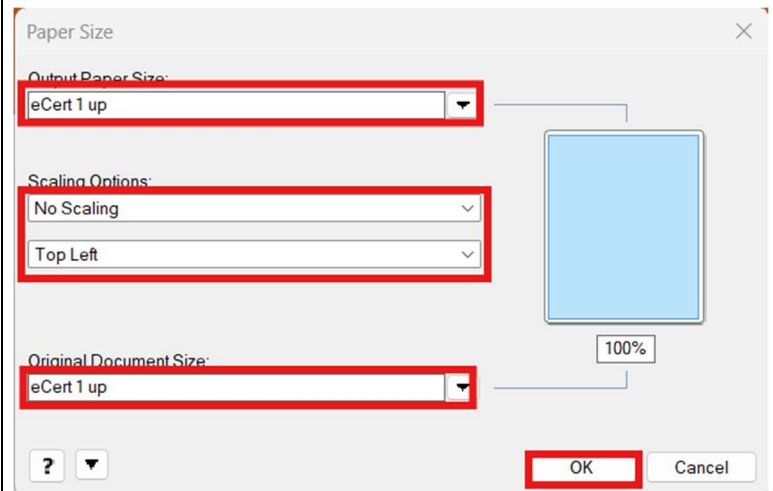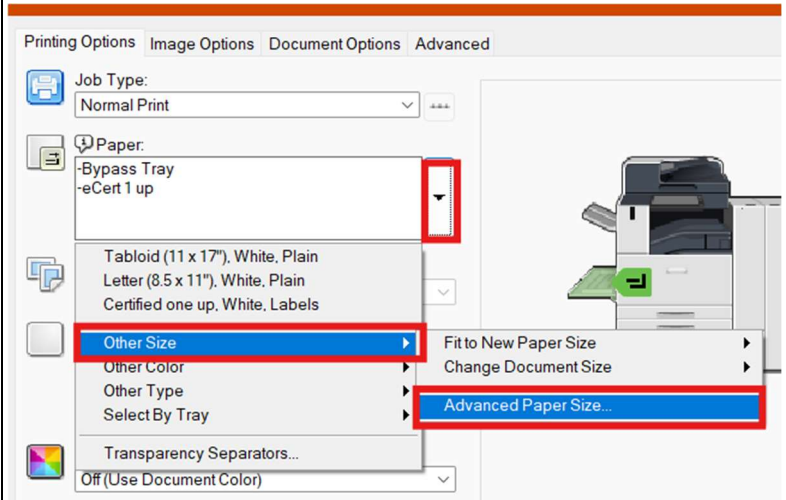
   - Confirm **Output Paper Size** and **Original Document Size** are matching the custom size name
   - Confirm Scaling Options as **No Scaling** and **Top Left**
   - Click **OK**

8. Confirm **1-Sided Printing**

9. Choose **Save**

10. Choose **Save as New Preset**

   - Name Preset
   - Click **OK** to save.

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Printing a Single Label:

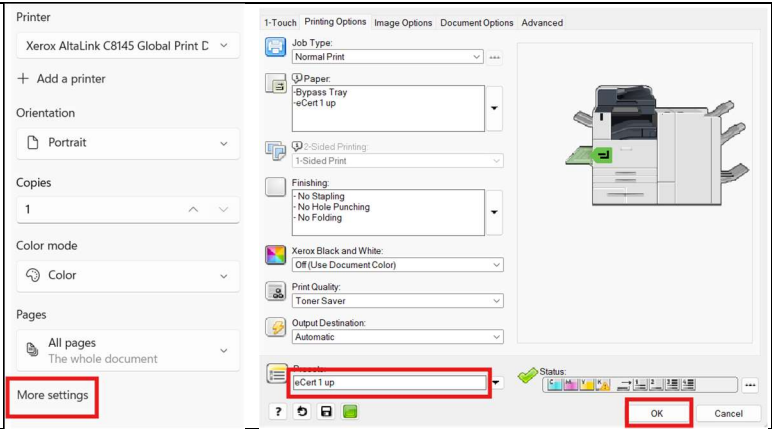|	

1. Log into <u>FP Certified Mail</u> account online
 	
2. Confirm you have proper alignment selected:
 	
    • Click **Edit Senders and Postage Defaults**
    • Select **CEL43 - Single Form - Left - Rev 05/15**
    • Confirm **Up .25**
 	
3. Click **Save**	

4. Once Recipient information is entered, Select **Print Form**	
5. Label Template will open on web Select **Print**	
6. Choose Xerox Printer **7.** Click **More Settings** **8.** Choose the **Paper Size** set up in the Print Driver **9.** Click **Print using System Dialog**	

10. Click **More Settings**

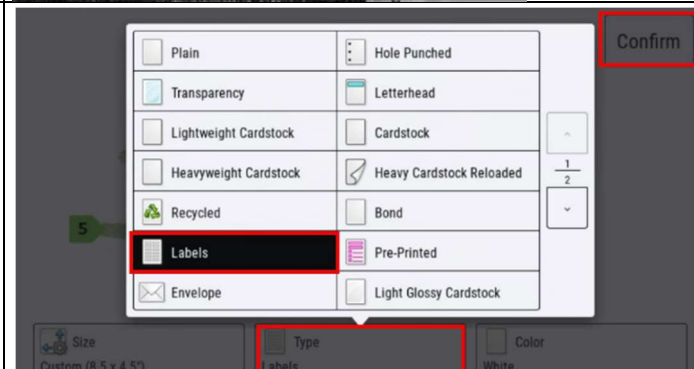**11.** Select the **Preset** previously created in the print driver

12. Click **OK**

13. Click **Print**

Full Label Sheet: Set up a 3-up label sheet in Bypass Tray
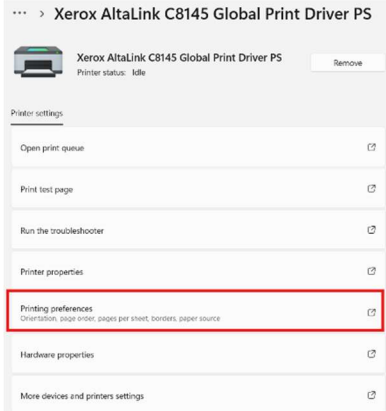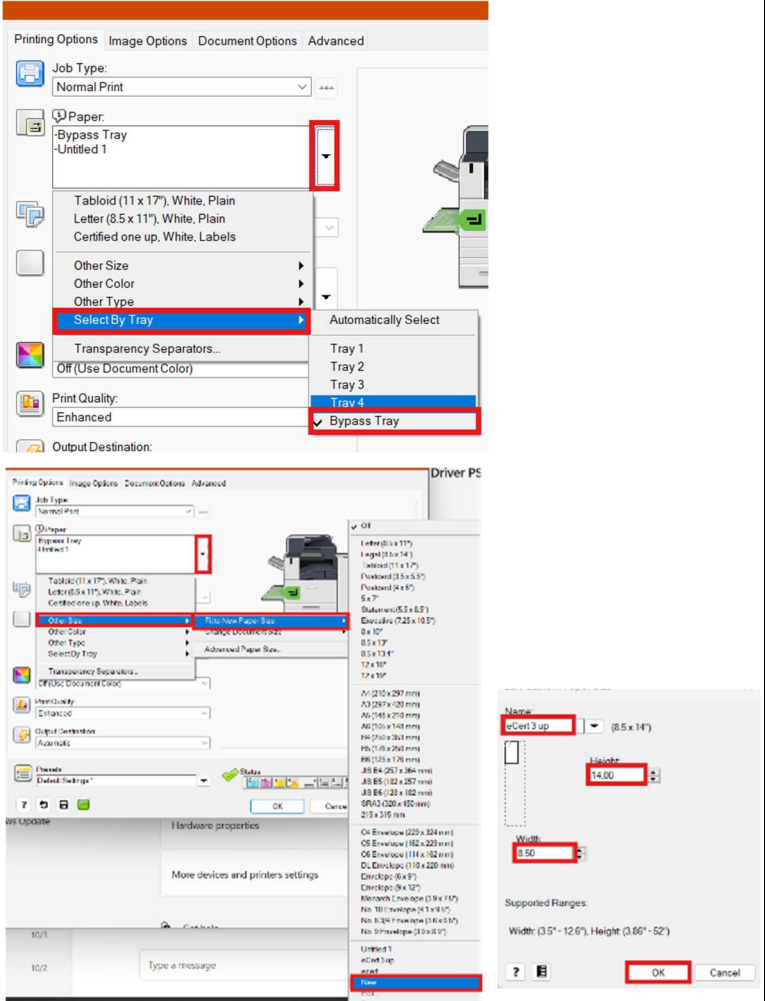
1. Insert paper into the Bypass tray to open the Bypass tray's display window 2. If using a full sheet, **Legal** size will auto detect (place labels in printer as shown below)	
3. Select **Type** → Select **Labels** • Select **Confirm** to exit Paper Settings for Bypass Tray	

Setting up a 3-up Sheet Label Preset in the print driver:

1. Open **Start Menu** 2. Search **Printers & Scanners** 3. Find Xerox Printer and click to open. 4. Choose **Printing Preferences**	
5. Select the drop-down from **Paper** → **Select By Tray** → **Select Bypass Tray** 6. Select the drop-down from **Paper** → **Other Size** → **Change Document Size** → **New** • Enter **Width: 8.5, Height: 14** • Name the new size to be used in next step • Click **OK**	

7. Select the drop-down from **Paper →
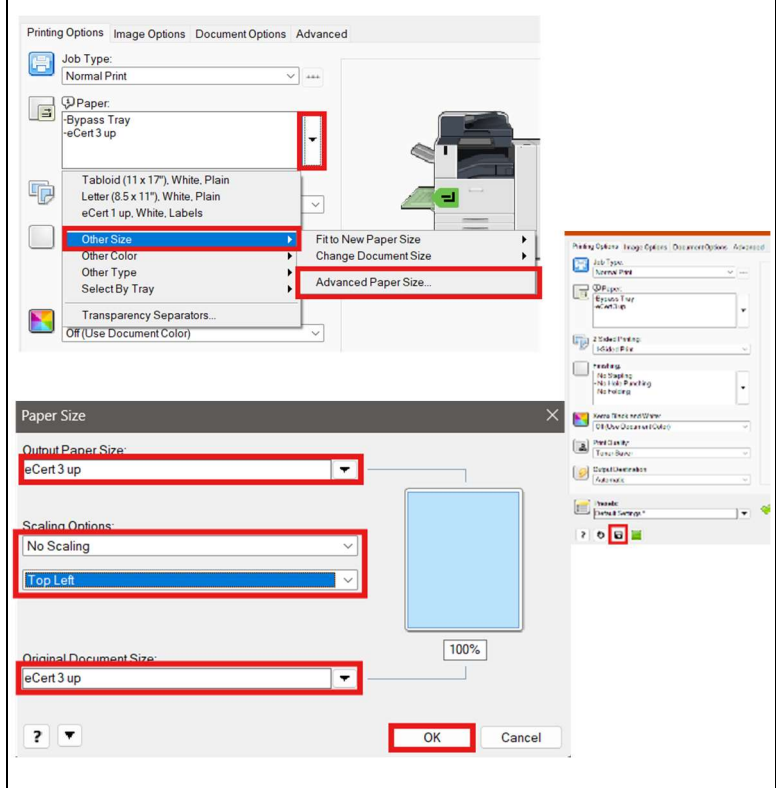   Other Size → Advanced Paper Size**

   - Confirm **Output** and **Original**
     document are matching the
     custom size name
   - Confirm Scaling Options as **No
     Scaling** and **Top Left**
   - Click **OK**

8. Confirm **1-sided Printing**

9. Choose **Save**

10. Choose **Save as New Preset**

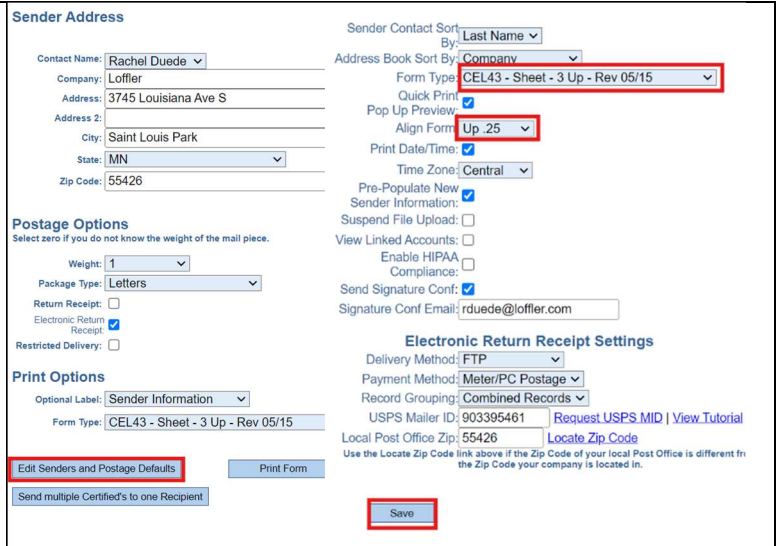   - Name Preset
   - Click **OK** to save.

Printing a 3 up sheet of labels:

1. Log into FP Certified Mail account
   online

2. Confirm you have proper alignment
   selected by:

   - Click **Edit Senders and
     Postage Defaults**
   - Select **CEL 43 - Sheet 3 Up –
     Rev 05/15**
   - Confirm **Up .25**

3. Click **Save**

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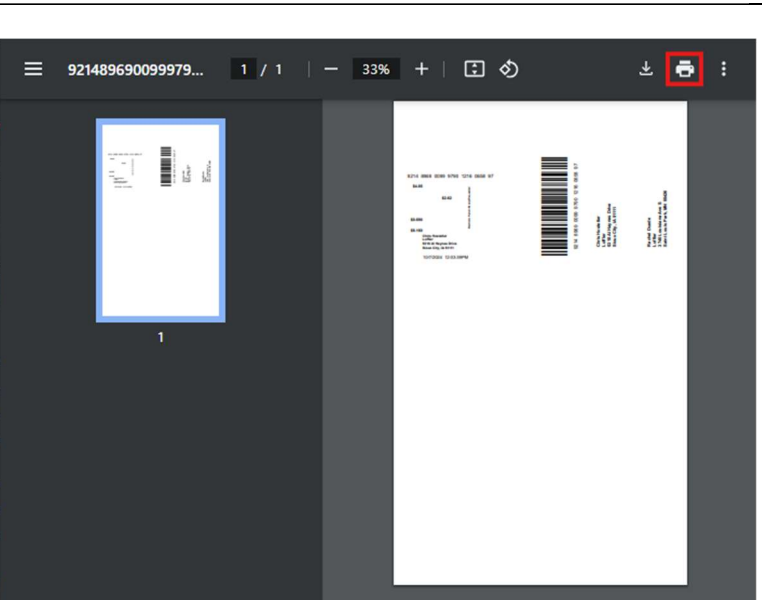
4. Once Recipient information is entered, Select **Print Form**	
5. Label template will open in the web Click **Print**	
6. Choose Xerox Printer **7.** Click **More Settings** **8.** Choose the **Paper Size** set up in the Print Driver **9.** Click **Print using System Dialog**	

10. Click **More Settings**

11. Select the **Preset** previously created in the print driver

12. Click **OK**

13. Click **Print**