

## Printing Labels

SRC Box barcode labels must be printed on *Avery 5523, 2" x 4" weatherproof shipping labels* using a laser printer.

SRC File barcode labels may be printed on *Avery 5163, 2" x 4" shipping labels* using a laser printer.

1. Login to Infolinx and click on **Label Queues** at the top of the application.

You'll see all labels available for printing. Labels for boxes you are creating are automatically added to this queue.

2. If you want to print all of the labels, click **Print All**. If there are specific labels that need to be printed, click **Print Selected**.

Use the checkbox to the left of the label information to select individual labels. Clicking the checkbox in the dark blue area where the column headings are will select all of the items displaying on a particular page.

3. Select the starting position to print from in **Print Starting Position**. The default value for that field is 1, meaning the first label on the page; however, if you have a partial page of blank labels and would like to use those labels you can do so by indicating any number between 1 and 10 in this field.

Labels print from top to bottom, starting with the left column.

4. When you make the selection for printing labels, the image of the label will open as a PDF in a new window.
5. The label will show the Agency/Locality, Department, Agency/Locality Box Number, Series Number and Scheduled Destruction Date of the boxes.
6. When you click the print icon in the PDF window, there is an option called **Page Sizing & Handling**. The default value of this option is *Fit*. This will cause the labels to print out incorrectly. Before printing, change that option to *Actual Size*.

If you are using an older version of the PDF viewer, you'll see an option called **Page Scaling**. The default value of this option is *Shrink to printable area*. This will cause the labels to print out incorrectly. Before printing, change that option to *None*.

7. After you've printed the barcodes, you can either delete the labels or leave them in the queue. If you click **Delete**, Infolinx will remove the labels you have just printed. If you click **Return**, the labels will remain in the queue and will have to be removed manually.

8. To manually remove labels from the queue, select either **Remove All**, to remove all labels that are in the queue, or **Remove Selected**, to only remove labels that have been selected. The checkbox to the left of the label information allows you to select specific labels.

### Reprinting Labels

After labels have been removed from the queue, they must be added to the label queue manually in order to reprint.

1. From the **SRC Boxes** tab, you will search for the labels that need to be replaced.
2. Select the item whose barcode needs reprinting and click the **Labels** button.
3. You will select the name of the label you want to print. This should be either an **SRC Box barcode** or an **SRC File barcode**.
4. After you have selected the design from the dropdown menu, you will click **Send to Queue**.
5. If there is only one barcode that needs to be reprinted, you can click **Print**, which will skip the step of adding the label to the queue. If you click **Close**, you will go back to the previous screen without adding a label to the queue or printing anything out.

### Tips

- Once the box barcode labels have been printed out, apply them to the boxes on the lower left-hand corner of a 12" side of the box.
- Labels are automatically removed from the queue after two weeks.
- As you create boxes and files, barcode numbers will automatically be assigned. If you click the Save & View button, you'll be able to see that information. The barcode information for SRC Box barcodes will automatically be added to a label queue, so that you can print out any necessary barcode labels.
- All barcode labels must be printed using a laser printer. Ink from an ink jet printer will not adhere to the label blanks.

### Troubleshooting

- If there is a popup blocker enabled in your Web browser, it can block the PDF from displaying.

- If you click Print, and the labels do not appear, hold down the Ctrl key and clicking Print again.
- Temporarily turn off your popup blocker. If a dark, blank page displays in a new window instead of the image of your labels, press the F5 key. That will refresh your screen and should make the label images appear.