

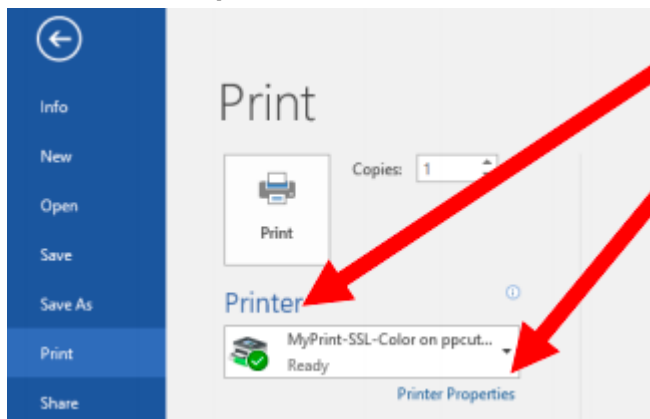
## Print Labels using MyPrint

Stephanie Obodda - 2018-05-25 - Comments (0) - MyPrint

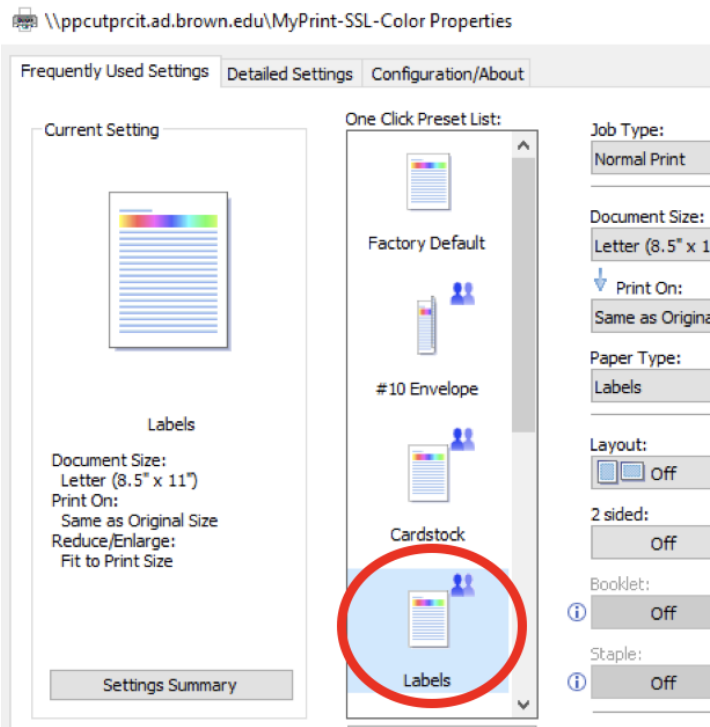
These instructions are for the Windows version of Word, and are intended for staff in South Street Landing.

First: On Your Computer

1. In Microsoft Word, create your labels document. In most cases, you will do this by going to Mailings > Labels and choosing the vendor and size of the labels you are printing (e.g., Avery 5160).
2. Click the **Print** option on the left menu.
3. From the list of printers, choose MyPrint-SSL-Color or MyPrint-SSL-BW.
4. Click **Printer Properties**.



5. From the One-Click Preset List, choose **Labels**



6. Click OK.
7. Click Print.

Second: At the Printer

1. As usual, swipe your Brown ID card at the printer.
2. Locate and open the bypass tray on the side of the printer.



3. Place sheet of labels **face down**.
4. As usual, release the print from the touchscreen. (If you're not sure how to do that, see the instructions in the article [Pick up Prints from a MyPrint Printer.](#))

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