

# Office DEPOT®

## Inkjet/Laser Labels

Thank you for purchasing Office Depot labels. These labels are designed to work with both inkjet and laser printers.

### PRINTER LABEL TEMPLATE

#### Option #1

Office Depot labels are the same sizes as various Avery® and other labels. The corresponding Avery® 4-digit template number for this Office Depot label is listed on the front of this package. That template number works with many popular software programs. You may reference your software program or its documentation for details.

#### Option#2 (For Microsoft® Word Users Only)

You may download the Microsoft® Word label template from Office Depot's web site. The web site address is **[www.officedepot.com/links/papertemplates](http://www.officedepot.com/links/papertemplates)**. The web site will contain instructions on how to properly download the template to your computer.

### PRINTER LABEL TIPS AND HINTS

To promote jam-free performance, sheets of labels should be fed through the printer only once. Feeding labels multiple times through a printer may cause the labels to curl, which could lead to jams and expensive printer repairs.

For best results please do the following:

- To ensure your text is formatted to the labels, first print a sample onto plain paper. Match the sheet of plain paper to the labels by placing it on top of the sheet of labels, and check that the printing is within each label's edges.
- For proper feed, please fan the sheets of labels before inserting them into the paper tray.
- For easier feeding into the printer, put 25-30 sheets of plain paper into the paper tray, and place the sheets of labels on top of the plain paper sheets.
- Store unused sheets of labels in their original box. Store the box in a cool dry area.
- Refer to your printer manual for proper label settings and loading instructions.