
Label Reports

ElectionNet allows users to print the following label reports:

- Absentee Mailing Label report
- Batch Print Label report
- Label report
- Labels from the Poll Book
- Poll Worker Label report

For the printing of the labels to be correct, the labels need to be feed from tray 1 with the specific printing criteria below.

Printing Label Reports from the Dedicated Unit

Open Label Report

Once the label report has been completed, open the report in Acrobat Reader. This can be done either by clicking the “View” pushbutton when entering the report's selection criteria or select the report through the Report Status screen.

Printing Label Report

Navigation

From the Acrobat Reader menu:

- 1 Select the **File** Menu.
- 2 Select **Print**.

The **Print** pop-up window is displayed.

- 3 Select None in the Page Scaling drop-down list.

Load Labels

- 1 Open the manual feed tray on the HP LaserJet printer.
- 2 Place Avery 5160 or equivalent labels face up in the feeder tray.

Submit Print Job

In the **Print** pop-up window,

- 1 Click on the **OK** pushbutton.

The report will be printed on the HP LaserJet printer.

Printer Feeds from Tray 2

If the printer does not automatically feed the labels from tray 1 (manual feed) but feeds the paper from tray 2, you will need to select the manual feed tray in the **HP LaserJet Document Properties**.

Set Paper Source to Manual Feed

From the Acrobat Reader menu:

- 1 Select the **File** Menu.
- 2 Select **Print**.

The **Print** pop-up window is displayed.

- 3 Select the **Properties** pushbutton at the top of the **Print** pop-up window.

The **HP LaserJet Document Properties** window is displayed.

- 4 On the **Paper/Quality** tab at the top of the pop-up window.
- 5 Select Manual Feed (Tray 1) from the Source is drop-down list.
- 6 Click on the **OK** pushbutton.

The **HP LaserJet Document Properties** window is closed.

Submit Print Job

In the **Print** pop-up window,

- 1 Click on the **OK** pushbutton.

The report will be printed on the HP LaserJet printer.

Printing Label Reports from Non-Dedicated Units

Open Label Report

Once the label report has been completed, open the report in Acrobat Reader. This can be done either by clicking the “View” pushbutton when entering the report’s selection criteria or select the report through the Report Status screen.

Printing Label Report

Navigation

From the Acrobat Reader menu:

- 2 Select the **File** Menu.
- 3 Select **Print**.

The **Print** pop-up window is displayed.

- 4 Select None in the Page Scaling drop-down list.
- 5 You may need to click on the check box next to “Choose paper source by PDF page size” for the labels to align correctly on the labels.

Load Labels

- 6 Open the manual feed tray on the HP LaserJet printer.
- 7 Place Avery 5160 or equivalent labels face up in the feeder tray.

Submit Print Job

In the ***Print*** pop-up window,

8 Click on the **OK** pushbutton.

The report will be printed on the HP LaserJet printer.

Printer Feeds from Tray 2

If the printer does not automatically feed the labels from tray 1 (manual feed) but feeds the paper from one of the paper trays, you will need to select the manual feed tray in the printer's properties. This is specific to your printer.