



## **IMPORTANT!!!!**

# **RSSS TRAINING BULLETIN**

### **\*\*\*LASER PRINTED MAILING LABELS\*\*\***

**QUESTION:** “HOW DO I PRINT MAILING LABELS USING MY BROTHER LASER PRINTER?”

**ANSWER:** FIRST, YOU NEED TO PURCHASE MAILING LABELS FROM AN OFFICE SUPPLY STORE, (AVERY 5160 size 1”x 2 5/8” 3-across, 10-down) THEN FOLLOW THE STEPS BELOW.

1. Change the Brother laser printer LINES to 60.
  - a) Press the “+” button 5 times to reach the PRINT MENU, then press SET.
  - b) Press the “+” button 7 times until you reach HP LASERJET, then press SET.
  - c) Press the “+” button 12 times until you reach LINES, then press SET.
  - d) Using the ‘+ / -’ keys to change the LINES to 60 then press SET to save.
2. Build a mailing label customer file using the LRCUST or LSCUST program.
3. Load the mailing label stock into the manual feed tray then print them using the LSEQN program.
4. **IMPORTANT!** WHEN FINISHED REPEAT STEP 1 AND RESET YOUR PRINTER BACK TO 66 LINES.

**NOTE:** It is suggested that you practice these steps using plain white paper and review your results to keep from wasting the more expensive Avery mailing labels.