

barcode
labeling
user guide



MediaLabelTool.com



**To Contact Your Dell Sales Representative,
Please Call Dell Customer Support**

Medium & Large Business: 1.800.357.3355

Small Business: 1.800.757.8434

Healthcare: 1.800.822.8143

KSLG (k-12, State & Local Government): 1.888.242.0959

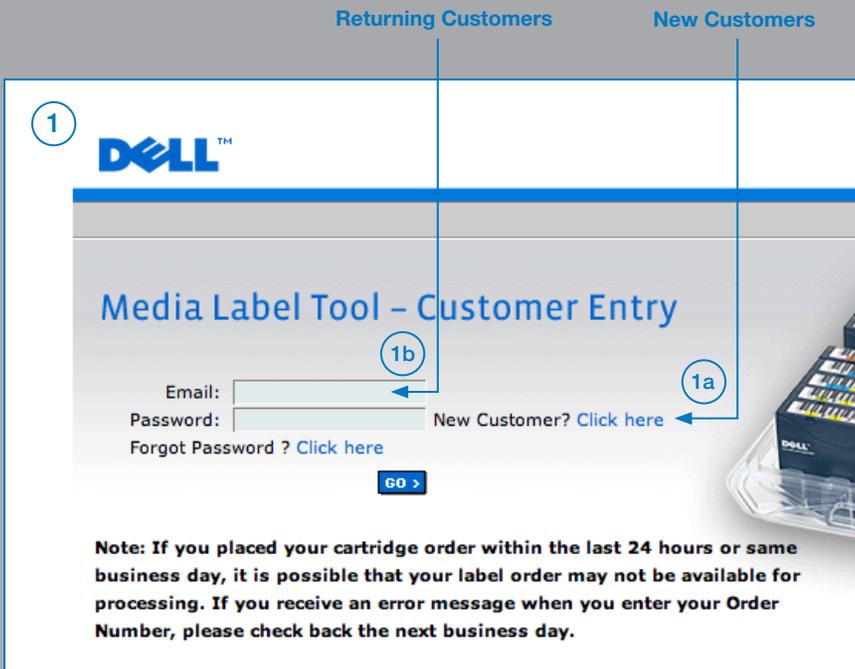


congratulations on your barcode labeled media purchase. use the information in this booklet to assist in configuring your barcode label order on MediaLabelTool.com.

Label Configuration

Note: There are no refunds for credit or reworks when incorrect labeling information is submitted.

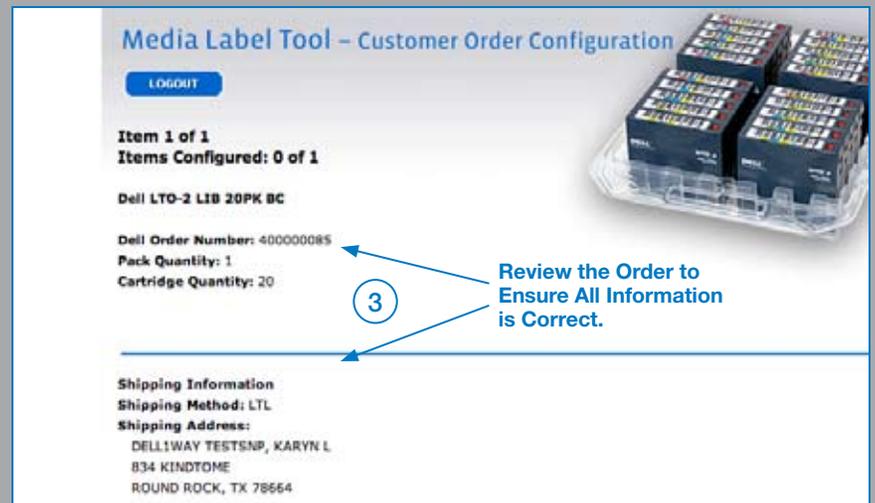
- 1 Visit MediaLabelTool.com after placing label order with your Dell Sales Representative.
- 1a If you are a new customer, click the appropriate link and complete the customer entry information.
- 1b If you are a returning customer, log in with your e-mail address and password (case sensitive).



- 2 Enter the Dell order number provided by your Dell Sales Representative and click the "Next" button to enter the Customer Order Configuration Screen.



- 3 Review the order details to ensure all information is correct.



- 4 Once you have verified your information, begin configuring your barcode label.
- 4a Select the orientation of the label - vertical or horizontal.
- 4b If you have ordered this cartridge type before, an on-screen alert will appear asking you whether you want to begin the label sequence of this order where your last order ended, or if you want to use a different label sequence. Click “Yes” or “No”.
- 4c Next, choose the appropriate label characters for each position.
- 4d Default label colors will appear. Make alterations if necessary, and review the sample barcode image to ensure you have made the correct selections.
- 4e Optional: Click the “Calculate Ending Sequence” button and enter any special instructions in the special instructions box.
- 4f At any time, you may save your label configuration by clicking the link at the bottom of the page. This feature enables you to return later to complete your label order.
- 4g Click the “Submit Order” button to finalize your order. Changes will not be permitted once your label order is submitted. Please ensure your label order is correct before clicking the “Submit Order” button. (Note – There are no returns for credit or reworks when incorrect labeling information is submitted).
- 5 Once your label configuration has been submitted, you will receive an e-mail confirmation containing your order details. When your order has been processed and shipped, you will receive another e-mail containing shipping and tracking information.

4 CUSTOMIZE YOUR LABEL

Select Label Type (view samples): 4a

Vertical (1700-0V2)

Horizontal (1700-002)

Select Starting Label Sequence

Choose Label Characters 4c

| | |
|---|---|
| 1 | ▼ |
| 2 | ▼ |
| 3 | ▼ |
| 4 | ▼ |
| 5 | ▼ |
| 6 | ▼ |

Choose Label Colors 4d

| |
|---|
| ▼ |
| ▼ |
| ▼ |
| ▼ |
| ▼ |
| ▼ |

Barcode Sample Image 4d

Note: Characters print in Black

4e

Special Instructions: 4e

4f [If you are unable to complete your label configurations at this time click here to save your information for later retr](#)

4g

Review Sample Barcode Image to Ensure Correct Selection.

0 1 2 3 4 5 6 7 8 9 0 1

- 6 After completing your label order you will be directed to an order summary screen. If you have another label order to configure, click the link at the bottom of the page.

6 **DELL™**

Media Label Tool - Customer Order

[LOGOUT](#)

Order Status Legend
● Incomplete ● Pending ● In Production ● Shipped ● Canceled

Order History

| Status | Dell Order Number | Requested Ship Date | Order Details |
|--------------|-------------------|---------------------|------------------|
| ● Incomplete | 367529270 | 11/27/2006 | Incomplete Order |
| ● Pending | 400000085 | 7/9/2007 | Pending |

Advanced Filters:
Filter orders by date and status.

Dell Order Number:

OR

Date: From: (mm/dd/yyyy)
To: (mm/dd/yyyy)

Status:

[SEARCH](#)

[Configure another label order](#) ← **Click Here to Configure Another Label Order.**

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0 1 2 3 4 5 6 7 8 9 0 1 2

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- 4 Once you have verified your information, begin configuring your barcode label.
- 4a Select the orientation of the label - vertical or horizontal.
- 4b If you have ordered this cartridge type before, an on-screen alert will appear asking you whether you want to begin the label sequence of this order where your last order ended, or if you want to use a different label sequence. Click “Yes” or “No”.
- 4c Next, choose the appropriate label characters for each position.
- 4d Default Label Colors will appear. Make alterations if necessary, and review the sample barcode image to ensure you have made the correct selections.
- 4e Optional: Click the “Calculate Ending Sequence” button and enter any special instructions before clicking the “Next Item” button to proceed to the label configuration screen for the next item.
- 4f Repeat steps “4a” thru “4e” for each item in the order. Click the “Previous Item” button to go back to review/edit a prior item in the order.
- 4g At any time, you may save your label configuration by clicking the link at the bottom of the page. This feature enables you to return later to complete your label order.
- 4h Click the “Submit Order” button to finalize your order. Changes will not be permitted once your label order is submitted. Please ensure your label order is correct before clicking the “Submit Order” button. (Note – There are no returns for credit or reworks when incorrect labeling information is submitted).
- 5 Once your label configuration has been submitted, you will receive an e-mail confirmation containing your order details. When your order has been processed and shipped, you will receive another e-mail containing shipping and tracking information.

CUSTOMIZE YOUR LABEL

Select Label Type (view samples): 4a
 Vertical (1700-0V2)
 Horizontal (1700-002)

Select Starting Label Sequence

Choose Label Characters 4c

| | |
|---|---|
| 1 | 0 |
| 2 | 1 |
| 3 | 2 |
| 4 | 3 |
| 5 | 4 |
| 6 | 5 |

Choose Label Colors 4d

| | |
|----------|---|
| Red | ▼ |
| Red | ▼ |
| Lt.Green | ▼ |
| Gray | ▼ |
| Gray | ▼ |
| Red | ▼ |

Barcode Sample Image 4d

| |
|----|
| 0 |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| L2 |

Note: Characters print in Black

4e

Special Instructions: 4e

4g [If you are unable to complete your label configurations at this time click here to save your information for later retrieval.](#)

4h

Review Sample Barcode Image to Ensure Correct Selection.

0 1 2 3 4 5 6 7 8 9 0 1 2

- 6 After completing your label order you will be directed to an order summary screen. If you have another label order to configure, click the link at the bottom of the page.

6 **DELL™**

Media Label Tool - Customer Order

[LOGOUT](#)

Order Status Legend

- Incomplete
- Pending
- In Production
- Shipped
- Canceled

Order History

| Status | Dell Order Number | Requested Ship Date | Order Details |
|------------|-------------------|---------------------|------------------|
| Incomplete | 367539270 | 11/27/2006 | Incomplete Order |
| Pending | 40000085 | 7/9/2007 | Pending |

Advanced Filters:
Filter orders by date and status.

Dell Order Number:

OR

Date: From: (mm/dd/yyyy)

To: (mm/dd/yyyy)

Status:

[SEARCH](#)

[Configure another label order](#) ← **Click Here to Configure Another Label Order.**

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0 1 2 3 4 5 6 7 8 9 0 1 2

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Reviewing Customer Order History

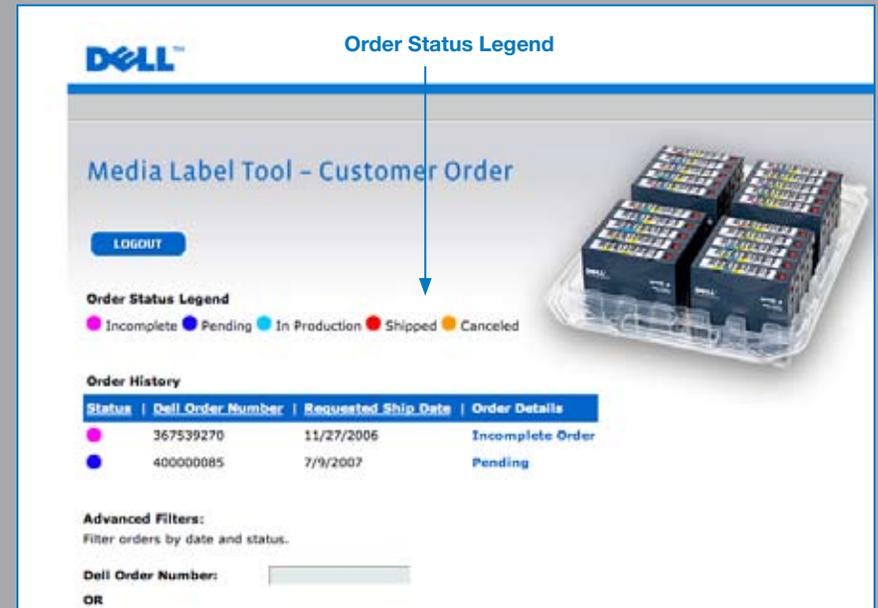
- 1 Log onto MediaLabelTool.com with your e-mail address and password (case sensitive).



- 2 Select the "View Previous Orders" link to view order history. All orders associated with your e-mail address will be listed.



- 3 The "Order Status Legend" indicates which types of orders you might see – Incomplete, Pending, In Production, Shipped, and Canceled.



Order Status Definitions

- **Incomplete**
Label configuration incomplete, customer action required.
- **Pending**
Label configuration complete and order is under review.
- **In Production**
Order in process.
- **Shipped**
Order has shipped.
- **Canceled**
Order has been canceled, contact Dell Customer Support.

- 4 Sort the data by clicking any of the underlined headers (once for ascending, twice for descending)
- 5 Click on a specific order to see detailed information.
- 6 Use the Advanced Filters to search the data by Dell Order Number or by a specific date range or status.
- 7 Once you have made the appropriate entry/ selection, click the "Search" button to search the database for the matching records.

Media Label Tool - Customer Order

LOGOUT

Order Status Legend
● Incomplete ● Pending ● In Production ● Shipped ● Canceled

Order History

| Status | Dell Order Number | Requested Ship Date | Order Details |
|-------------------------------------|-------------------|---------------------|----------------------------------|
| ● | 367539270 | 11/27/2006 | Incomplete Order |
| ● | 40000085 | 7/9/2007 | Pending |

Advanced Filters:
Filter orders by date and status.

Dell Order Number:

OR

Date: From: (mm/dd/yyyy) To: (mm/dd/yyyy)

Status:

SEARCH

Dell Order Number:

OR

Date: From: (mm/dd/yyyy) To: (mm/dd/yyyy)

Status:

ALL
 Incomplete
 Pending
 In Production
 Shipped
 Canceled