

# Dell Customer Barcode Label Configuration

## Label Configuration

- 1) Visit MediaLabelTool.com after placing label order with your Dell salesperson.
- 2) If you are a New Customer, click the appropriate link and complete the Customer Entry information.
- 3) If you are a Returning Customer, log in with your e-mail address and password (case sensitive).
- 4) Enter the Dell Order Number for your label order and click the "Next" button to enter the Customer Order Configuration Screen.
- 5) Review the order information on the top portion of the page to ensure it is correct.
- 6) Select the appropriate Label Type (Vertical or Horizontal) and view the sample label types if you are unsure of your selection. 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".
- 7) Next, choose the appropriate Label Characters for each position.
- 8) Default Label Colors will appear. Alter these, if necessary, and review the Sample Barcode Image to ensure you have made the correct selections.
- 9) Optional: Click the "Calculate Ending Sequence" button and enter any special instructions.
- 10) Click the "Submit Order" button to finalize your order. Changes are not 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).
- 11) At any time, you may save your label configuration by clicking the link at the bottom of the page. You can return later to complete your label order.
- 12) Once your label configuration has been submitted, you will receive an e-mail confirmation containing your order details.
- 13) Once your order has been processed and shipped, you will receive another e-mail containing shipping and tracking information.

## **Label Configuration (Multiple Item Orders)**

- 1) Visit MediaLabelTool.com after placing label order with your Dell salesperson.
- 2) If you are a New Customer, click the appropriate link and complete the Customer Entry information.
- 3) If you are a Returning Customer, log in with your e-mail address and password (case sensitive).
- 4) Enter the Dell Order Number for your label order and click the "Next" button to enter the Customer Order Configuration screen.
- 5) Review the order information on the top portion of the page to ensure it is correct. The Configuration Status will indicate which item you are viewing and how many items of the total have been configured.
- 6) Select the appropriate Label Type (Vertical or Horizontal) for this item and view the sample label types if you are unsure of your selection. 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".
- 7) Next, choose the appropriate Label Characters for each position for this item.
- 8) Default Label Colors will appear for this item. Alter these, if necessary, and review the Sample Barcode Image to ensure you have made the correct selections.
- 9) 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.
- 10) Repeat steps 6 through 9 for each item in the order. Click the "Previous Item" button to go back to review/edit a prior item in the order.
- 11) When you complete the last item in your order, click the "Submit Order" button to finalize your order. Changes are not 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).
- 12) At any time, you may save your label configuration by clicking the link at the bottom of the page. You can return later to complete your label order.
- 13) Once your label configuration has been submitted, you will receive an e-mail

confirmation containing your order details.

14) Once your order has been processed and shipped, you will receive another e-mail containing shipping and tracking information.

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

### **Definition of "Order Status":**

<b>Incomplete</b>	Label configuration incomplete, customer action required
<b>Pending Label</b>	configuration complete and order is under review
<b>In Production</b>	Order in process
<b>Shipped</b>	Order has shipped
<b>Canceled</b>	Order has been canceled. Contact Dell Customer Support.

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