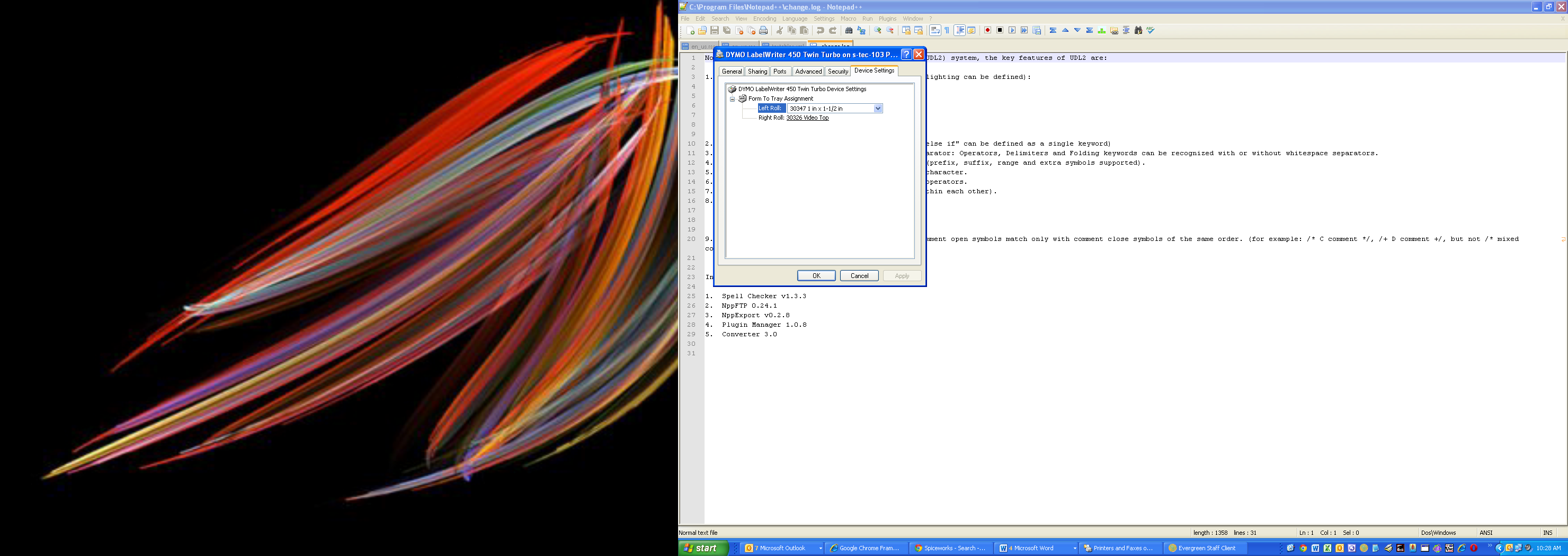
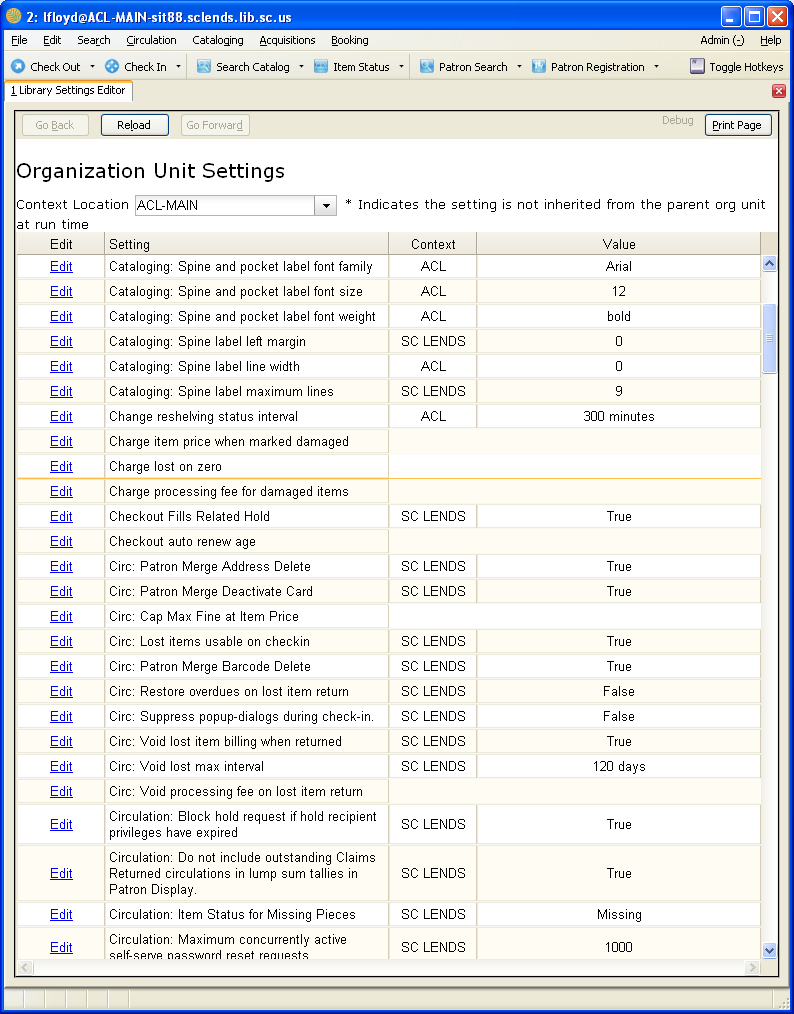
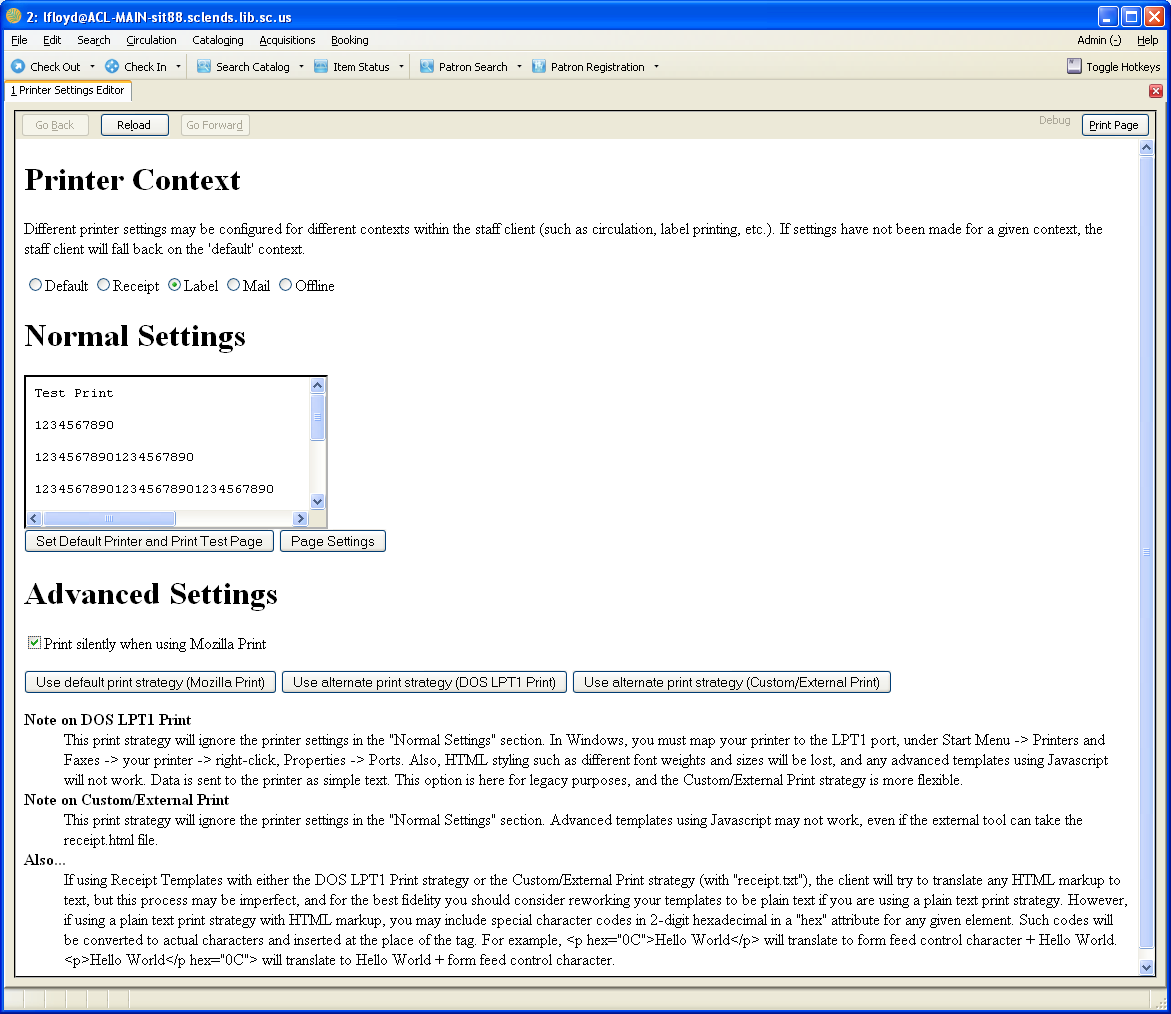
# Configuring Evergreen to work with The Dymo LabelWriter Twin Turbo

1. Install the Twin Turbo using the instructions for the Twin Turbo.
2. Place the Spine Labels (#30347) on the Left side of the Twin Turbo.
3. Place the Pocket Labels (#30326 Video Top) on the right Side of the Twin Turbo.
4. Configure the Device Settings in the printer properties to reflect the label locations.
5. In Evergreen, Open the Library Settings Editor.

Admin -> Local Administration ->Library Settings Editor

1. Set the following settings. This font family, size and weight are used to duplicate those used by Baker and Taylor in their labels. 
   1. Cataloging: Spine and pocket label font family
      * Context: System
      * Value: Font you want to use. Arial is used.
   2. Cataloging: Spine and pocket label font size
      * Context: System
      * Value: the font size you want to use, 12 pt. font is used.
   3. Cataloging: Spine and pocket label font weight
      * Context: System
      * Value: Normal, Bold, Italics. Bold is suggested.
   4. Cataloging: Spine label line width
      * Context: System
      * Value: This must be zero (0). This will allow you to print the pocket labels correctly.
2. Set Evergreen to see the LabelWriter in the Printer Settings Editor

Admin -> Workstation Administration -> Printer Settings Editor

1. Set the Printer Context to Label
2. Set the Page Settings to zero (0) margins with blank headers and footers.
3. Make sure the “Print Silently when using Mozilla Print” is selected. The printer dialog box needs to display when printing the labels.
4. Click on “Use default print strategy (Mozilla Print)”. The default print strategy has to be used in order to print the labels correctly.
5. Click “Set Default Printer and Print Test page”.
6. Choose the Dymo LabelWriter as the printer.

If you have issues printing to the LabelWriter using just the Label Context Printer you may have to set the LabelWriter as the Default printer also.

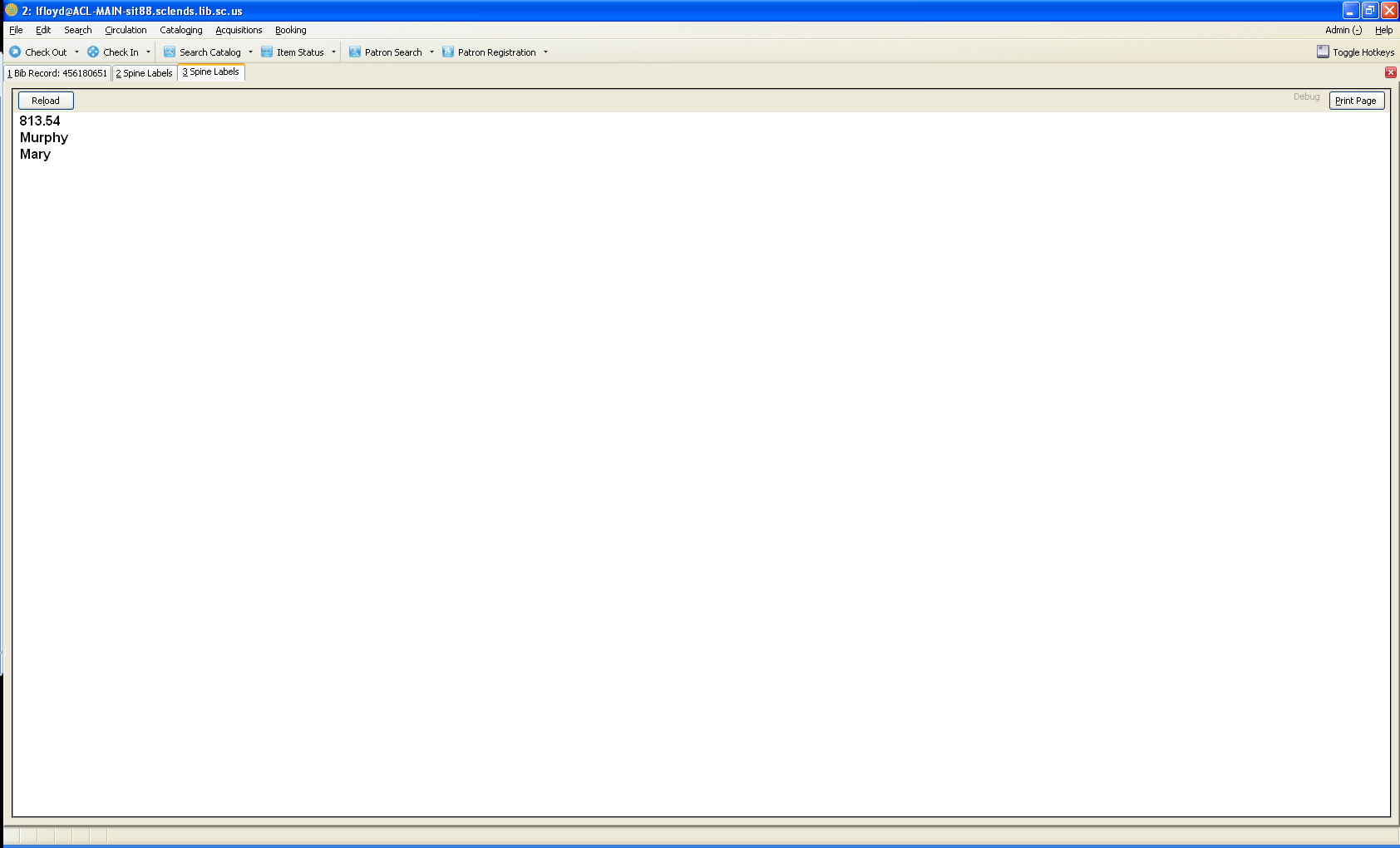
The only issue that was encountered when printing labels is that the spine labels will need to be ran, than the pocket labels. This was a tradeoff that had to be considered.

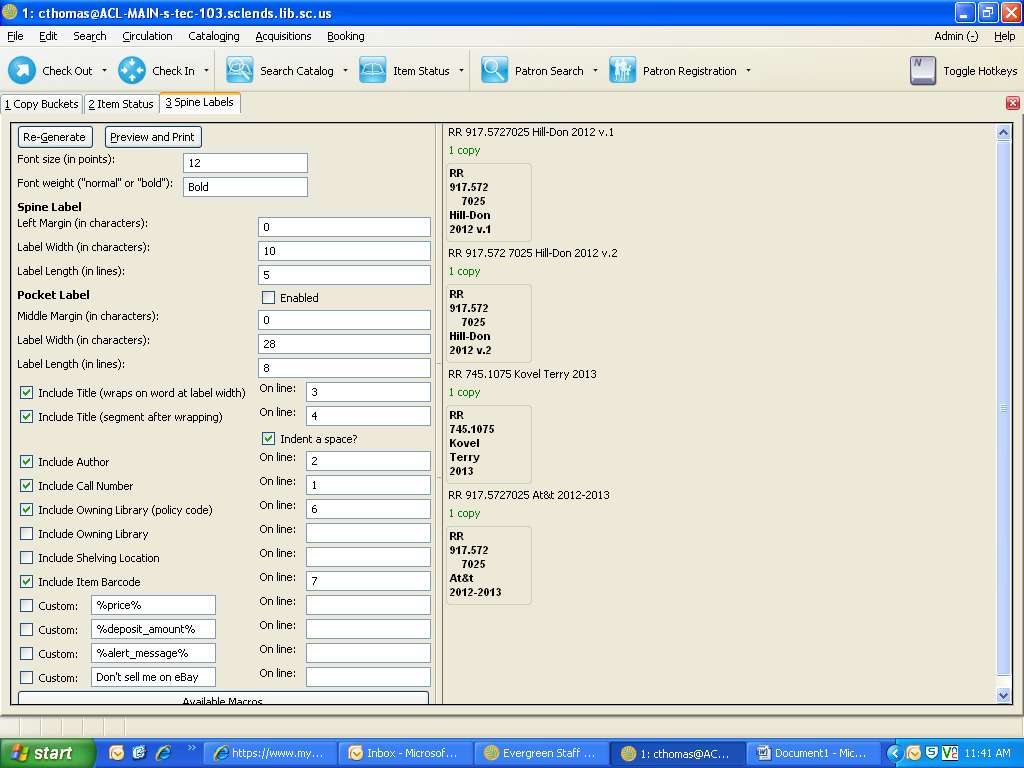
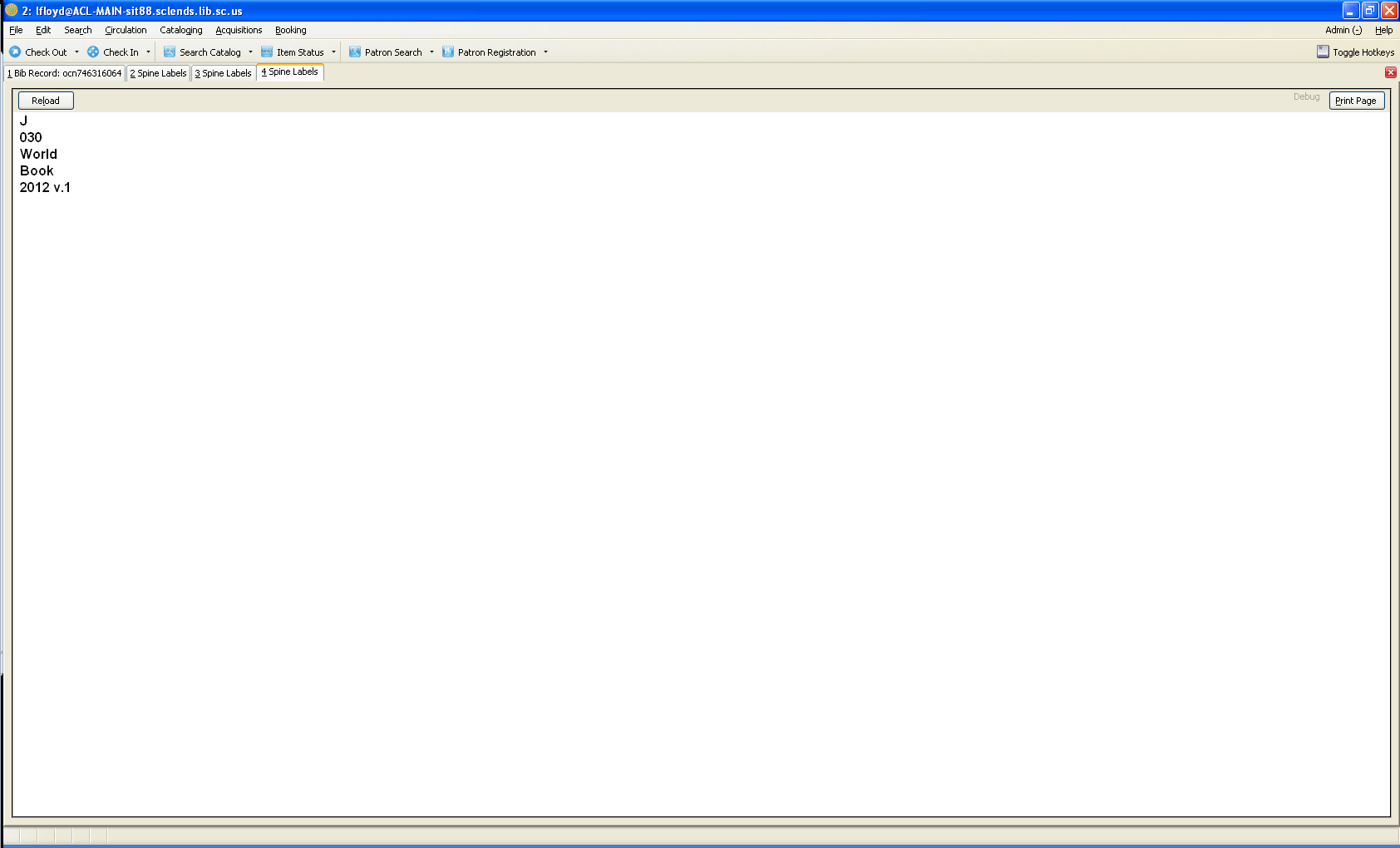
We use buckets to print spine labels; the staff places the items in a bucket, and then from there print the spine labels. You could print labels as you process each item also. It would be just a little more time consuming.

## Printing of Spine Labels

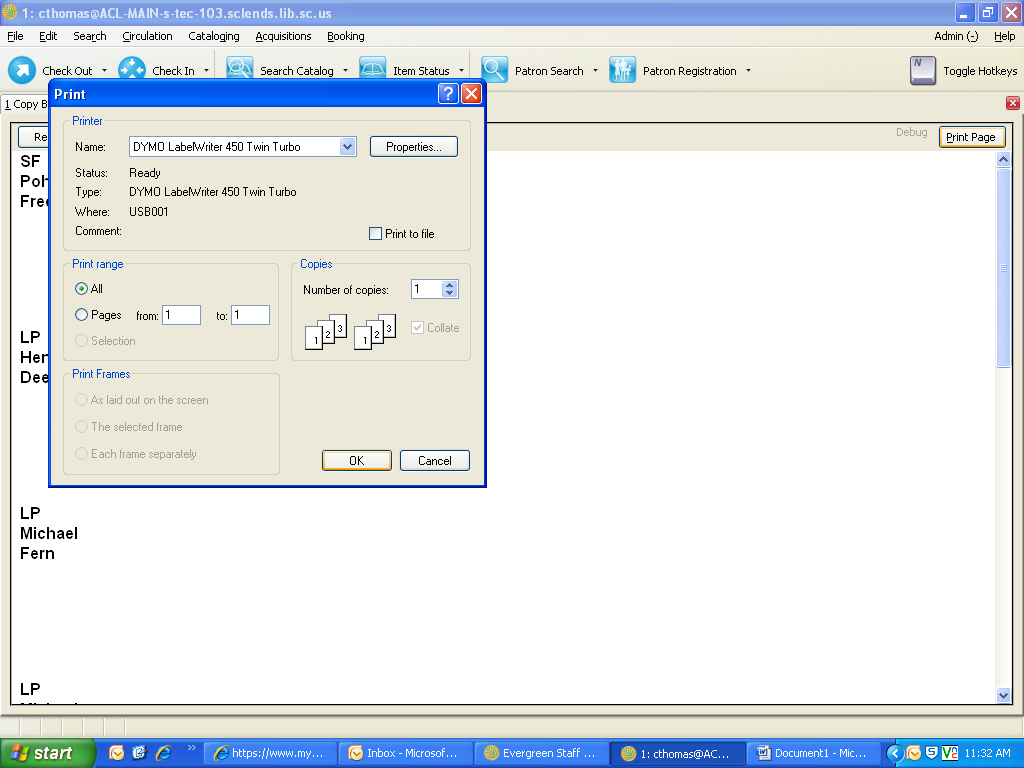
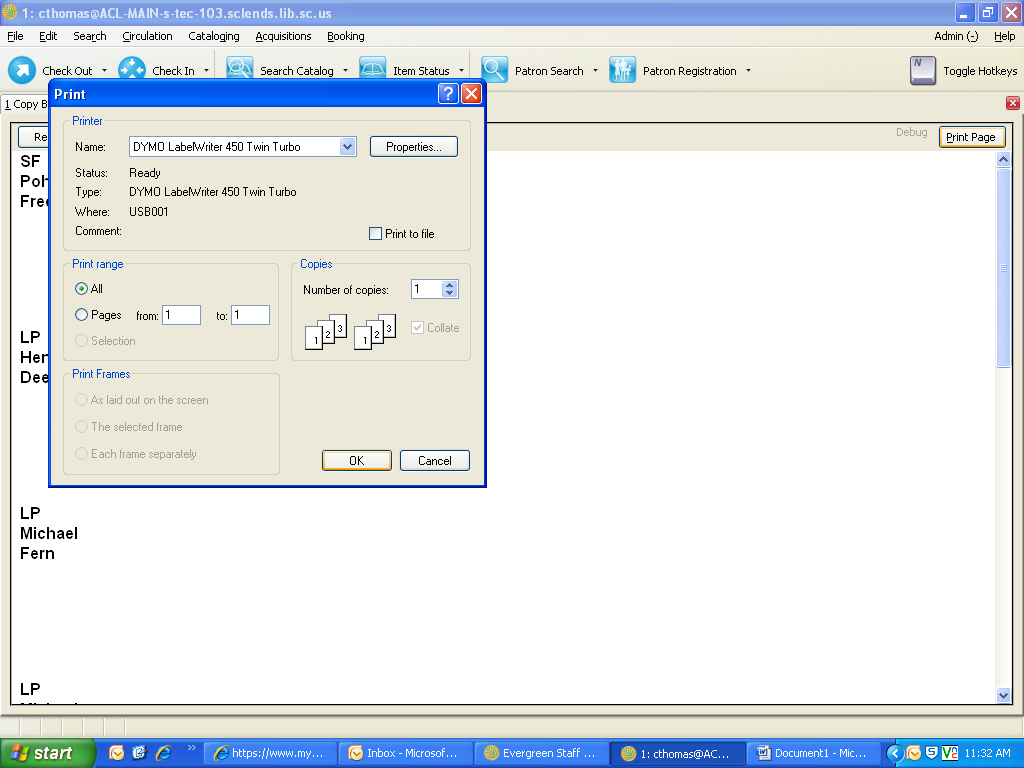
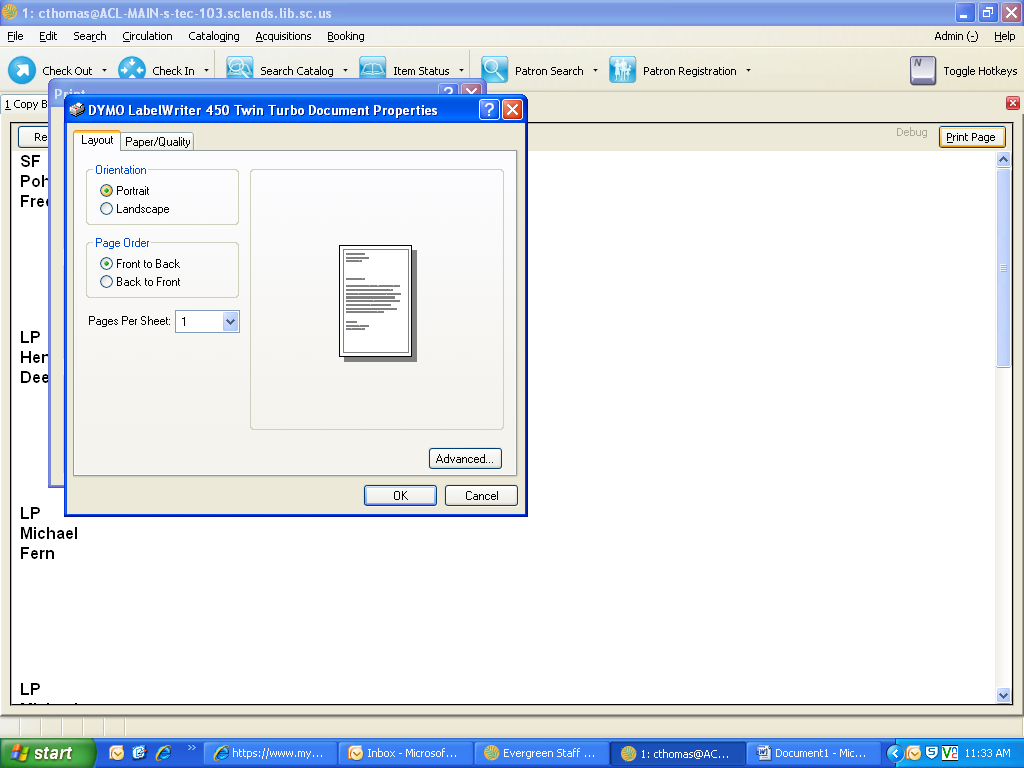
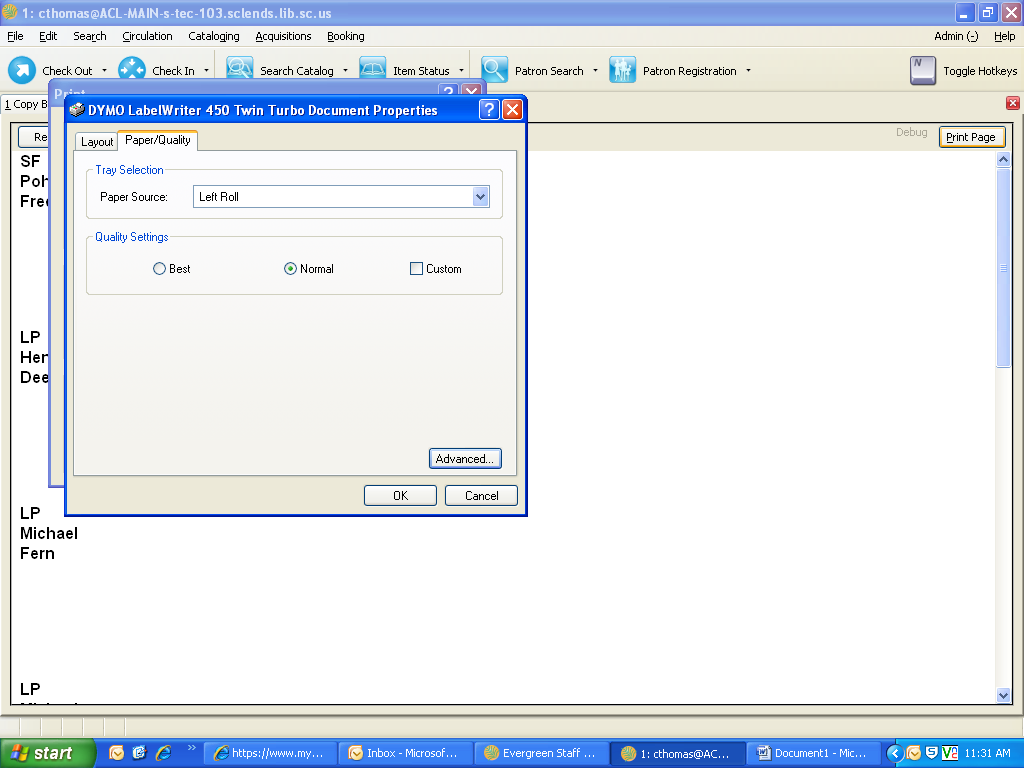
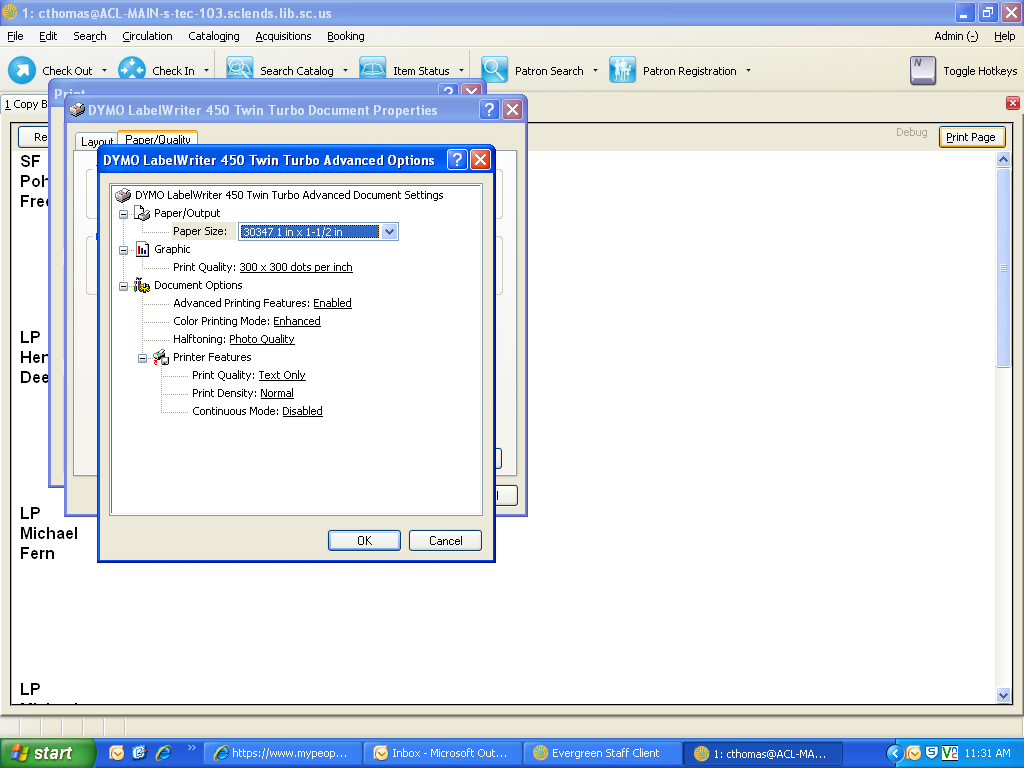
1. Load items in “Item Status”

Example Spine Labels

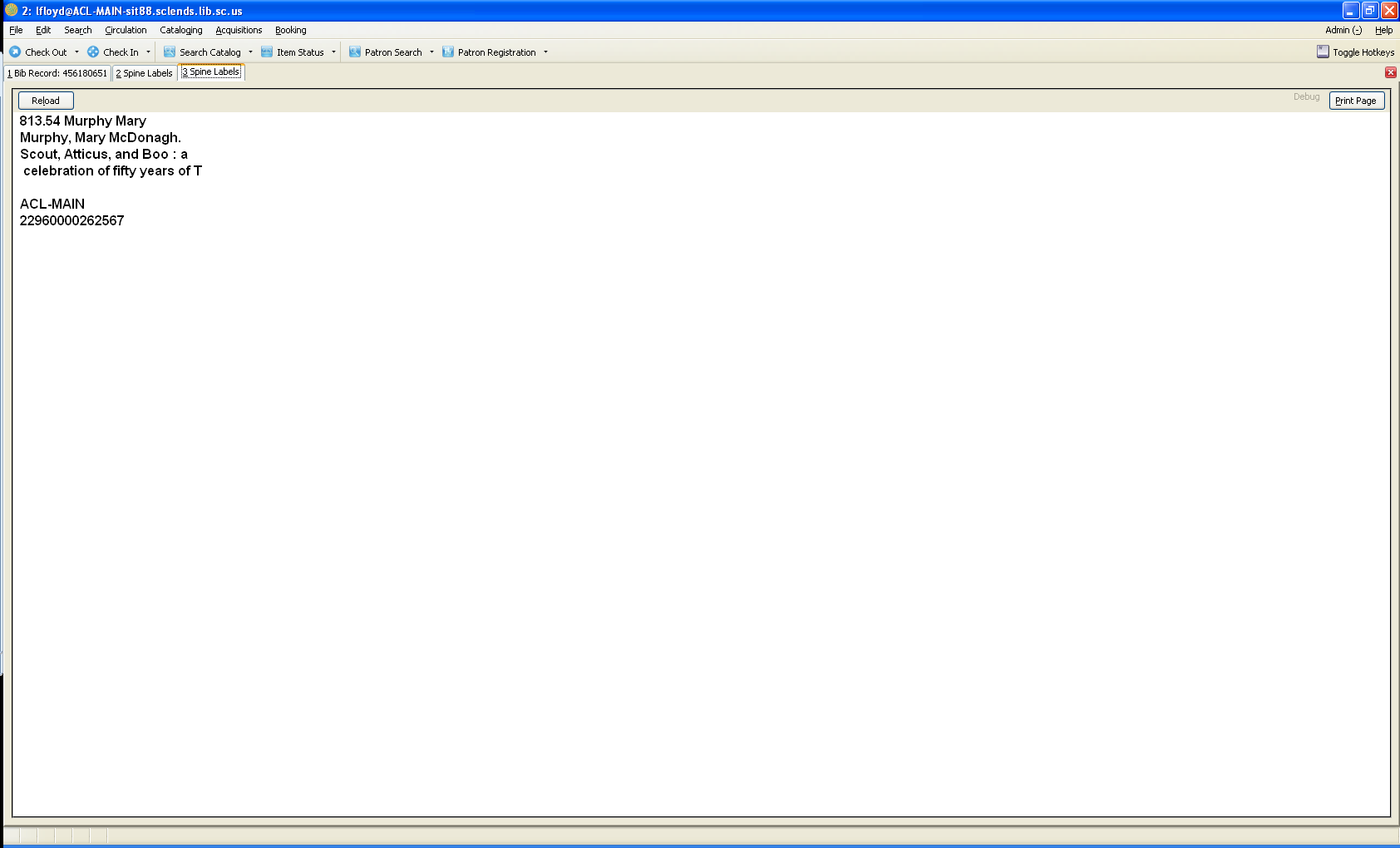
1. Select items for labels to be printed.
2. Under “Actions for Selected Items”, choose “Print Spine Label”
3. Adjust settings to the following. These settings are set for the size and font used. These can be adjusted if different font and size are used. If a smaller font is used more lines can be added to the spine label.



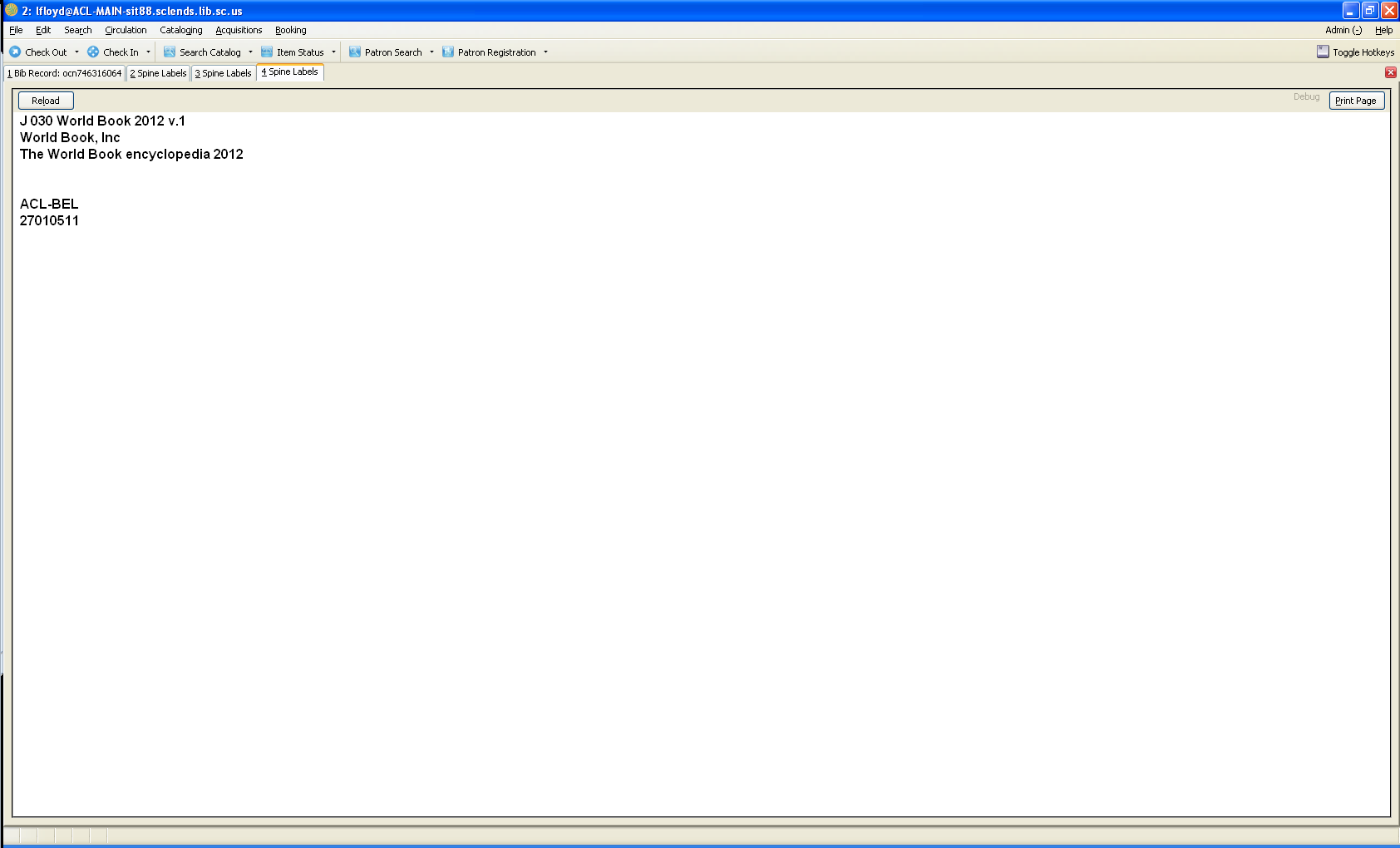
**NOTE:** Make sure Spine label length is “5” and Pocket Labels are not enabled.

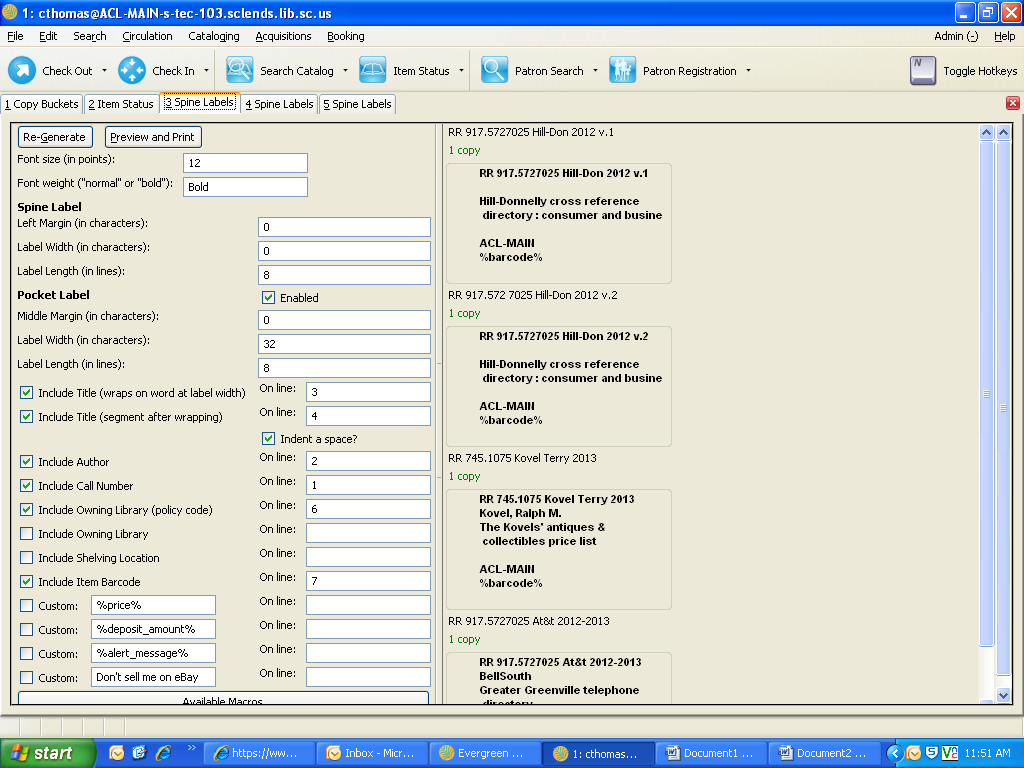
1. Regenerate the labels, by clicking “Re-Generate”
2. Make any necessary adjustments to the labels. These adjustments can be anything from correcting of spacing in Dewey numbers, combining of lines (ex. 14th ed would print on two lines, if you want it on one line, then you can remove the paragraph return on the label to combine the two lines.
3. Click “Preview and Print”
4. If there are no other adjustments that need made, Click “Print Page” 
5. Make sure the DYMO LabelWriter Printer is the printer
6. Click on “Properties…”  
   
7. Change the Orientation to Portrait in the Layout tab  
   
8. Click on “Paper/Quality”
9. Choose “Left Roll” in the Paper Source drop down  
   . 
10. Click on “Advance…”
11. Set the Paper Size to”30347 1 in x 1-1/2 in” from the drop down.  
    
12. Click on “OK”
13. Click on “OK”
14. Click on “OK”
15. Labels should print using the left hand roll of the Twin Turbo

## Printing of Pocket Labels for Books

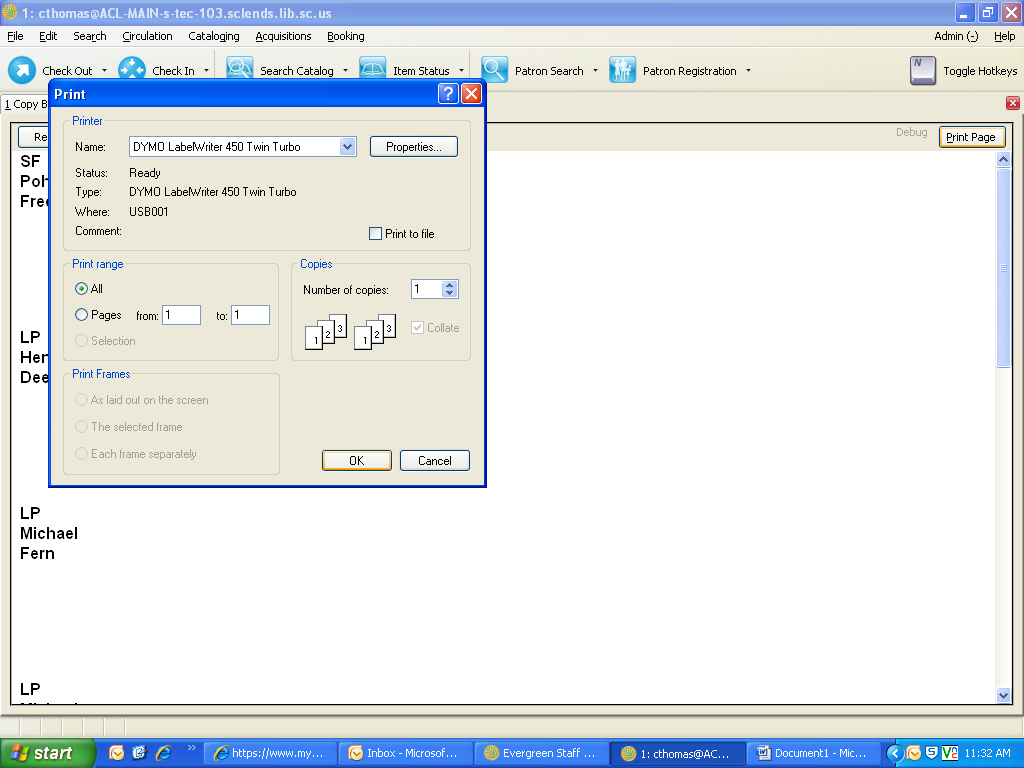
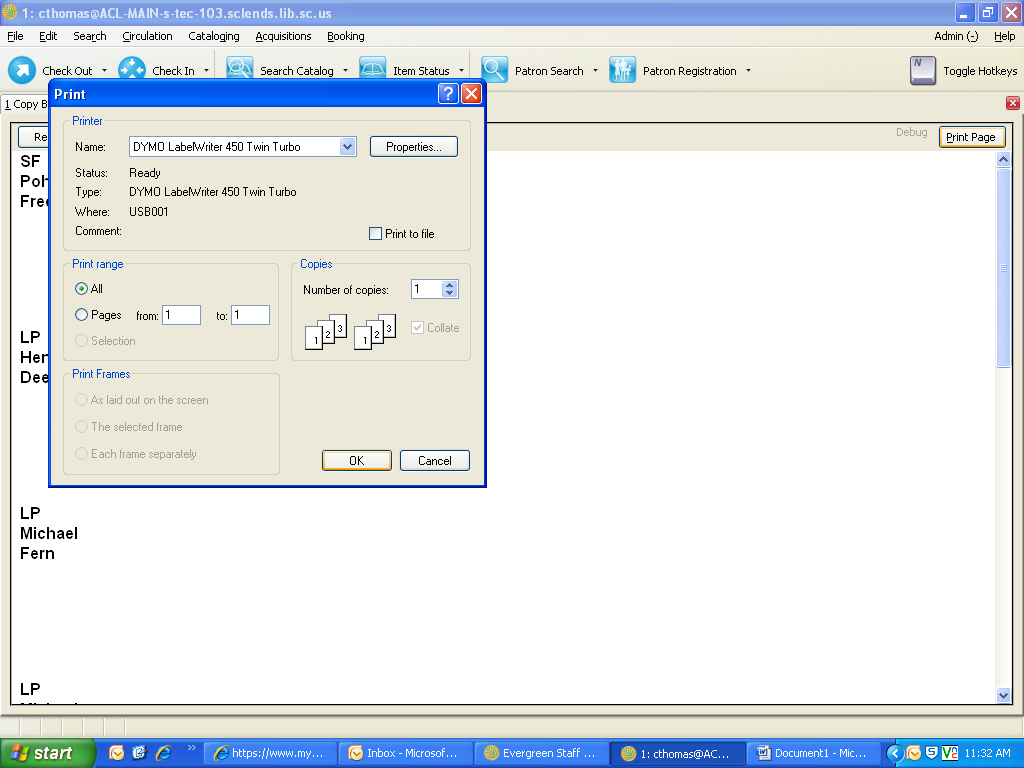
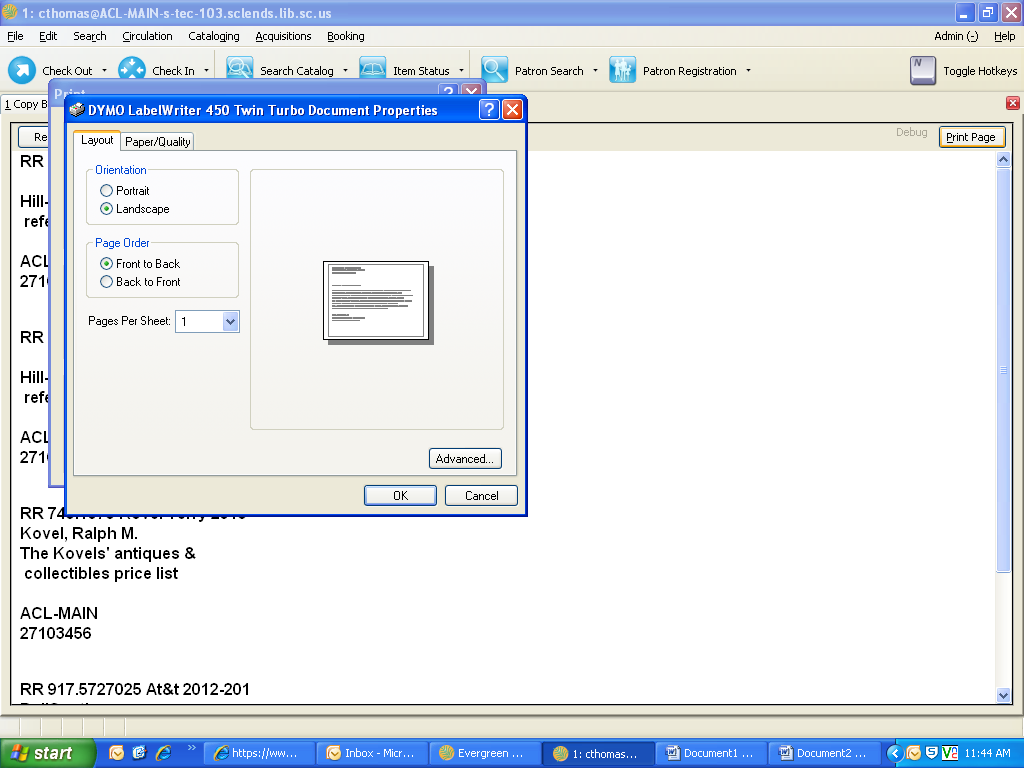
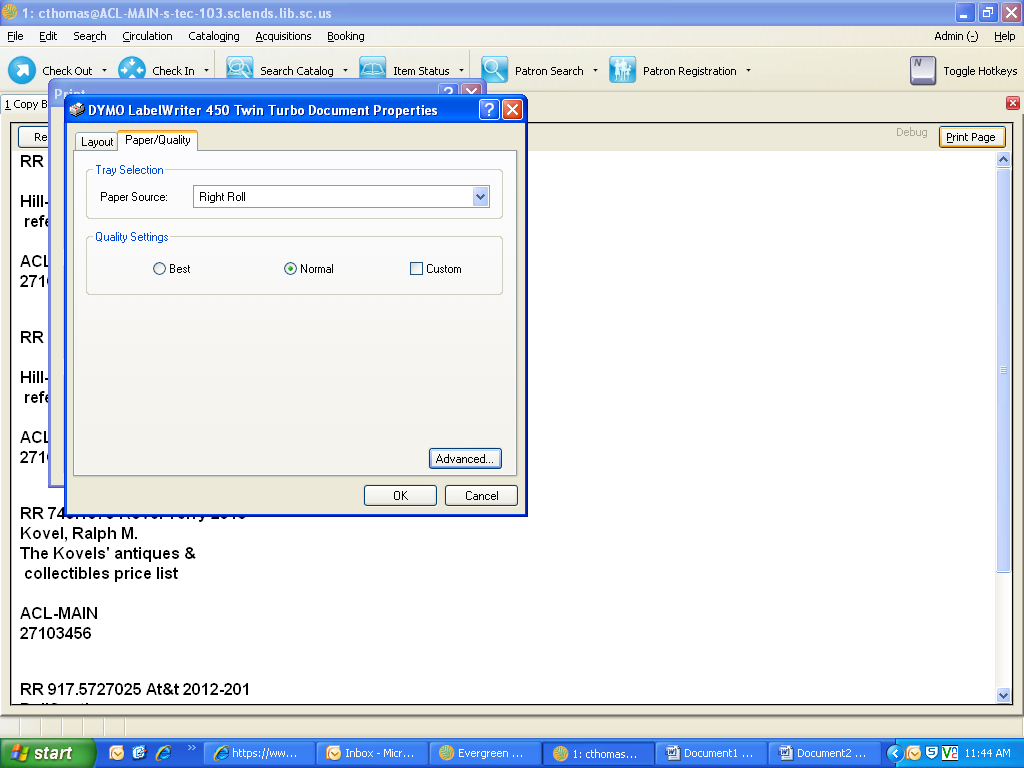
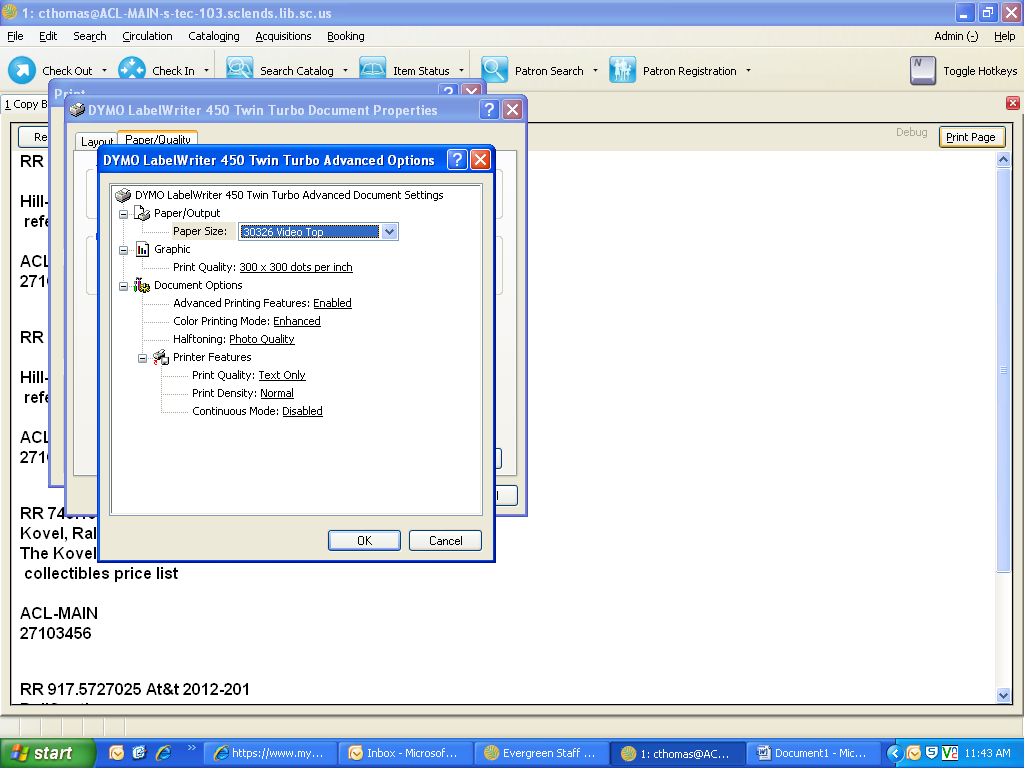
1. Load items in “Item Status”

Example Pocket Label

1. Select items for labels to be printed.
2. Under “Actions for Selected Items”, Choose “Print Spine Label”
3. Adjust settings to the following. These settings are what we require on our Pocket labels. Adjustments need to me made as per your library requirements.



**NOTE:** Make sure Spine label width is zero (0), Spine Label length is eight(8) and Middle margin is also zero (0). Also, make sure Pocket Labels are enabled.

1. Regenerate the labels, by clicking “Re-Generate”
2. Make any necessary adjustments to the labels. Adjustments you can make are having more than one element on the same line, for example Shelving Location and Owning Library can be placed on the same line at this point. The placement of these items on the same line cannot be done in the settings. The Evergreen software will only allow one element per line.
3. Click “Preview and Print”
4. If there are no other adjustments that need made Click “Print Page” 
5. Make sure the DYMO LabelWriter Printer is the printer,
6. Click on “Properties...”  
   
7. Change the Orientation to Landscape in the Layout Tab  
   
8. Click on “Paper/Quality”
9. Choose “Right Roll” in the Paper Source drop down.  
   .
10. Click on “Advance...”
11. Set the Paper Size to”30326 Video Top” from the drop down.  
    
12. Click on “OK”
13. Click on “OK”
14. Click on “OK”
15. Labels should print using the right hand roll of the Twin turbo.