

SEL SEL-2595 Configurable Labels

Front-Panel Labels

The SEL-2595 features a versatile front panel that you can customize for your needs. Use the slide-in configurable front-panel label to change the identification of target LEDs to match the function indicated.

The blank slide-in label set, shown in *Figure 1*, is included with the SEL-2595.

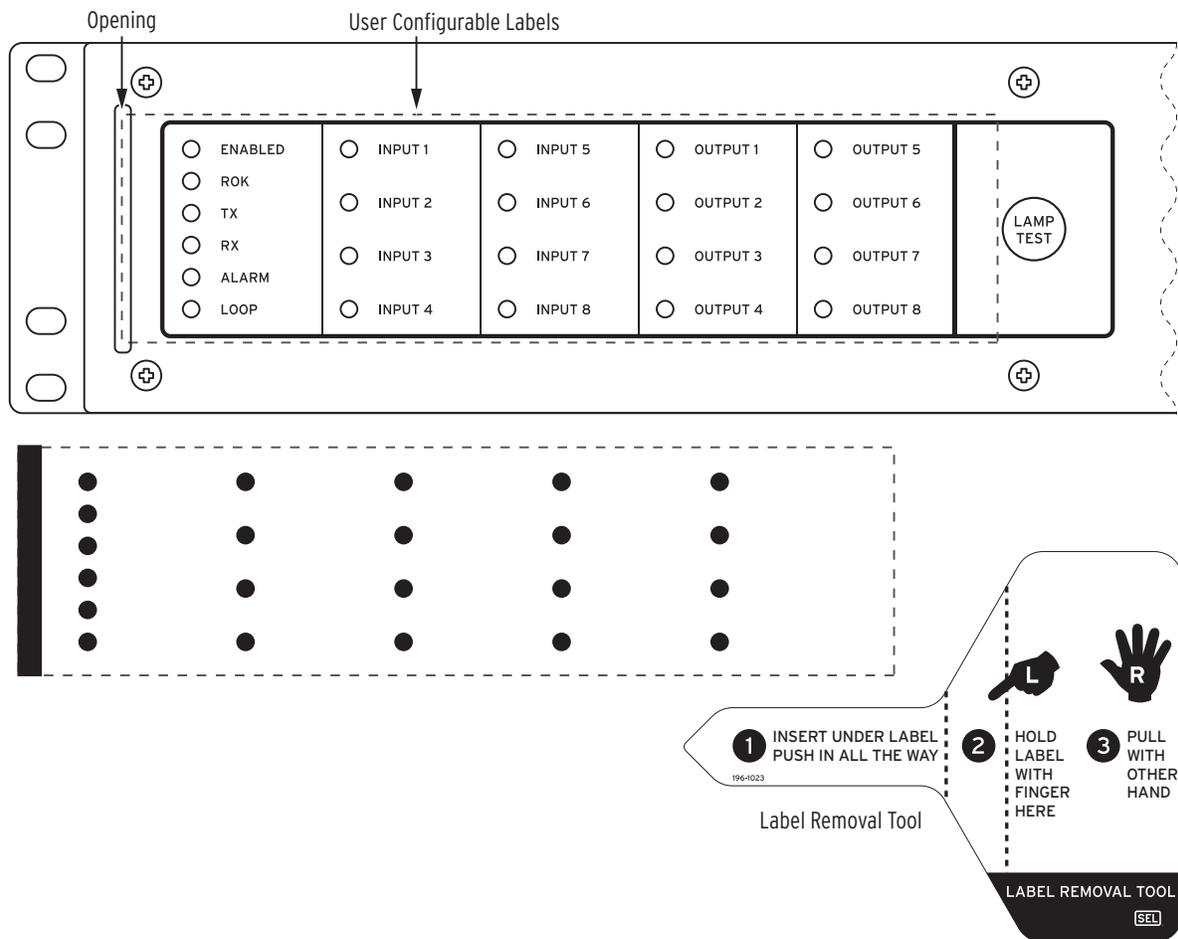


Figure 1 Blank Slide-In Label Set and Label Removal Tool

If you need additional configurable front-panel label supplies, contact your Technical Service Center or the SEL factory to obtain these kits.

Removing Configurable Front-Panel Labels

Use the Label Removal Tool (shown in *Figure 1*) and the following procedure to remove slide-in labels from the front-panel pocket.

- Step 1. Push the existing label all the way inside the label pocket.
- Step 2. Slide the tip of the tool under the label at the label pocket opening (see *Figure 1* for opening locations).
- Step 3. Push the exposed edge of the label against the Label Removal Tool while pulling out the combined label and Label Removal Tool to extract the label.

Changing Configurable Front-Panel Labels

NOTE: The template is a Word 2000 file. The default template font is Arial. You can use this font or choose a different font that is available on your computer system.

NOTE: You can adjust the font size to accommodate more text within the cell.

NOTE: If your printer has duplex capability, be sure to set the printer to print single sided.

NOTE: Place the perforated stock sheet in the printer tray as indicated by the printer (face up or face down).

There are four options for producing custom labels for the SEL-2595 front panel.

- Use factory default labels
- Use handwritten labels on factory default labels
- Use handwritten labels on blank labels
- Use laser-printed labels on perforated paper labels
- Creating Laser-Printed Labels

The purpose of this procedure is to create laser-printed configurable front-panel labels on blank Configurable Label Templates (supplied in the kit). The source for the label template file is the SEL-2595 Product Literature CD. In addition, you can find these files on the SEL website at www.selinc.com.

Step 1. Insert the SEL-2595 Product Literature CD in your computer CD drive.

A Web browser will automatically open.

Step 2. Save the Microsoft® Word configurable label template file to your hard drive.

- a. Click on the **View the Configurable Label Instructions** link.
- b. Save the file to a location on your hard drive (**File > Save As**).

Step 3. Edit the new document to create custom labels.

- a. Use the Tab and Arrow keys or your mouse to move from cell to cell. Field space is limited; only the text that displays on the screen prints on the label.
- b. Fill in the table cells in the appropriate positions.
- c. Save the file often to preserve your work in progress.

Step 4. When all necessary entries are complete, save the file.

Step 5. Test the position of the label text by printing the template file to plain paper.

- a. From the document, select **File > Print > OK**.
- b. Examine the printed sheet for proper alignment. Carefully compare the printed page to the perforated stock sheets.
- c. If the printed sheet is not aligned properly, proceed to *Step 6*.
- d. If the labels appear as desired, proceed to *Step 7*.

Step 6. Make adjustments to margin settings, as necessary, to print in the proper location on the test sheet.

- a. Use the **File > Page Setup** menu to adjust *only* the top or left margins as needed to correct the alignment.
DO NOT adjust the right or bottom margins.
- b. Do a test print on plain paper.
- c. Examine the label positions.
- d. Repeat as necessary until the alignment is correct.

Step 7. Save the document.

Step 8. Print the labels on the perforated stock sheets.

If the labels are incorrect, repeat this procedure beginning with *Step 3*.

Step 9. Fold and tear the perforated edges of the stock paper to remove the label from the sheet.

Step 10. Remove the existing label from the front-panel label pocket with the Label Removal Tool.

Step 11. Insert the newly created label in the pocket on the relay front panel.

To change the labeling again, remove the existing label and repeat the procedure.

Factory Assistance

We appreciate your interest in SEL products and services. If you have questions or comments, please contact us at:

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This product is covered by the standard SEL 10-year warranty. For warranty details, visit www.selinc.com or contact your customer service representative.

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