

SEL SEL-2700 Series Configurable Labels

Overview

The SEL-2700 Series Configurable Labels Kit provides the materials and information needed to customize the nameplate area of the front panel. *Figure 1* shows the pocket area and opening.

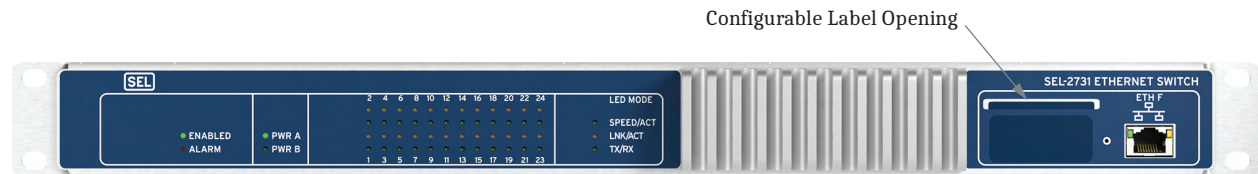
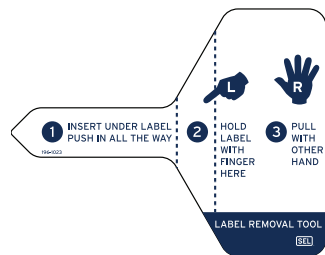


Figure 1 SEL-2731 Configurable Label Opening

The SEL-2700 Series switches come with preprinted labels. Alternatively, you can write on the back side of the preprinted labels, use the blank labels provided in this kit, or print your own customized labels.

If you need additional configurable label kits (part number 9260154), contact your Technical Service Center or SEL to obtain these kits (see *Technical Support on page 2*).

Removing Labels



Use the label removal tool to remove labels from the front-panel pockets.

- Step 1. Slide the tip of the tool under the label at the pocket opening (see *Figure 1* for example opening locations).
- Step 2. Push the exposed edge of the label against the label removal tool while pulling out both the label and label removal tool.

Creating Laser-Printed Labels

NOTE: The default template font is from the Arial family. 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.

Use the following procedure to create laser-printed labels. You can find label template files on the SEL website (selinc.com).

- Step 1. Open the appropriate Microsoft Word template.
- Step 2. Fill in the fields.

Use the Tab and Arrow keys or your mouse to move from field to field. Field space is limited; only the text that displays on the screen prints on the label.

Save the file often to preserve your work in progress.

- Step 3. Test the position of the label text.
 - a. Print the template file to plain paper.
 - 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 4*.
 - d. If the labels appear as desired, proceed to *Step 5*.
- Step 4. Make adjustments to margin settings, as necessary, to print in the proper location on the test sheet.
- a. Use the **Page Setup** dialog box to adjust only the top or left margins as needed to correct the alignment.
DO NOT adjust the right or bottom margins.
 - b. Do another test print on plain paper.
 - c. Examine the label position.
 - d. Repeat as necessary until the alignment is correct.
Save the file often to preserve your work in progress.
- Step 5. Print the labels on the perforated stock sheets.
If the labels printed incorrectly, repeat this procedure beginning with *Step 3*.
- Step 6. Fold and tear the perforated edges of the stock paper to remove the labels from the sheet.
- Step 7. Remove the existing labels from the front-panel label pockets with the label removal tool.
- Step 8. Insert the newly created labels in the appropriate pockets on the front panel.

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

Also, if your printer has duplex capability, be sure to set the printer to print single sided.

Technical Support

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

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The information in this document is provided for informational use only and is subject to change without notice. Schweitzer Engineering Laboratories, Inc. has approved only the English language document.

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

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