

SEL SEL-TWFL Custom Label Instructions

Overview

The SEL-TWFL comes with permanent labels for the front panel (Area 1 and Area 2 shown in *Figure 1*). If you prefer different labels, you can insert your own. Either design your own labels or print your own by using the Microsoft Word .dot template file along with the perforated stock sheet that is available in the Custom Label Kit (part number 9260155). *Figure 1* shows the two openings that allow you to insert and remove custom labels.

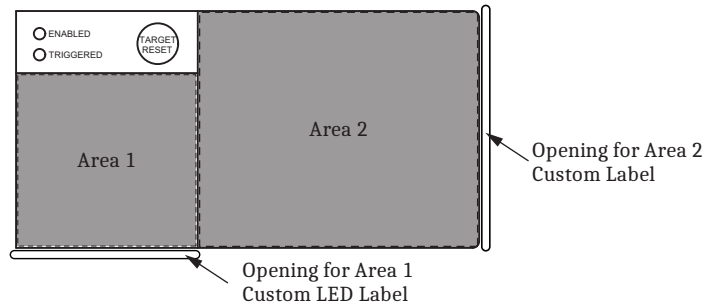


Figure 1 Openings for Front-Panel Custom Labels

If you need additional custom label kits, contact your Technical Service Center or the SEL factory (see *Technical Support on page 2*).

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.

- Step 1. Open the Microsoft Word .dot template file available on the SEL website at selinc.com/products/TWFL/ and on the CD that is included in the custom label kit.
- 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 will print on the label.

Save the file often to preserve your work.
- 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 your printed test page to the perforated stock sheets included in the kit.
 - c. If your printed test page 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.

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.

- 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.

Step 5. Print the labels on the perforated stock sheets.

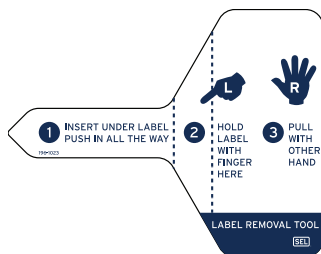
If the labels printed incorrectly, repeat this procedure beginning with *Step 3*.

Step 6. Fold and tear the perforated edges of the stock paper to remove the labels from the sheet.

Step 7. If previous custom labels have been inserted, remove them from the front-panel label pockets with the label removal tool included in the kit.

Step 8. Insert the newly created labels in the appropriate pockets on the front panel.

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 the 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.

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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