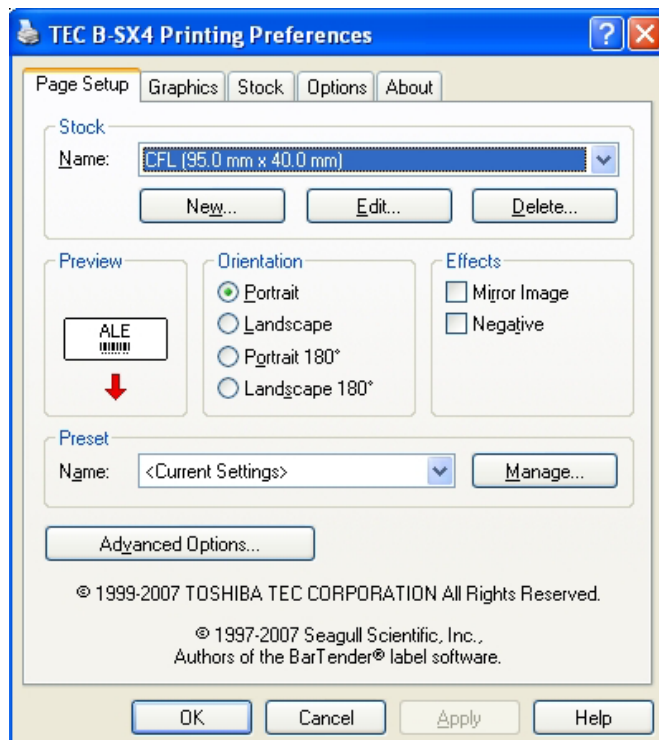


## FlexMail 3 - Printing Final Bag Labels

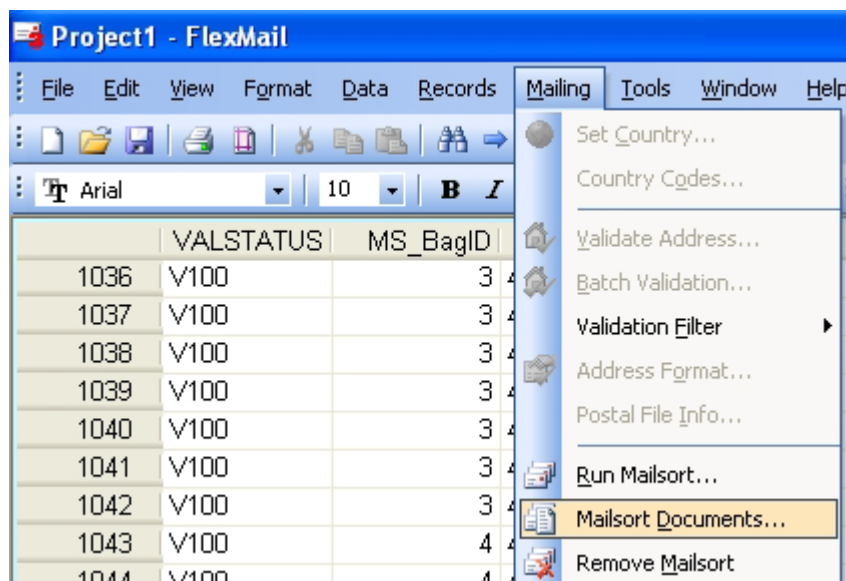
To print the CFL (Bag labels) the recommended printer is the TEC B-SX4.

1. Once the printer driver is installed, in the 'Printers & Faxes' folder right click on it and select 'Printing Preferences'. Then in 'Page Setup', click 'New' to create a new page size as follows:



2. Click 'OK' to accept.

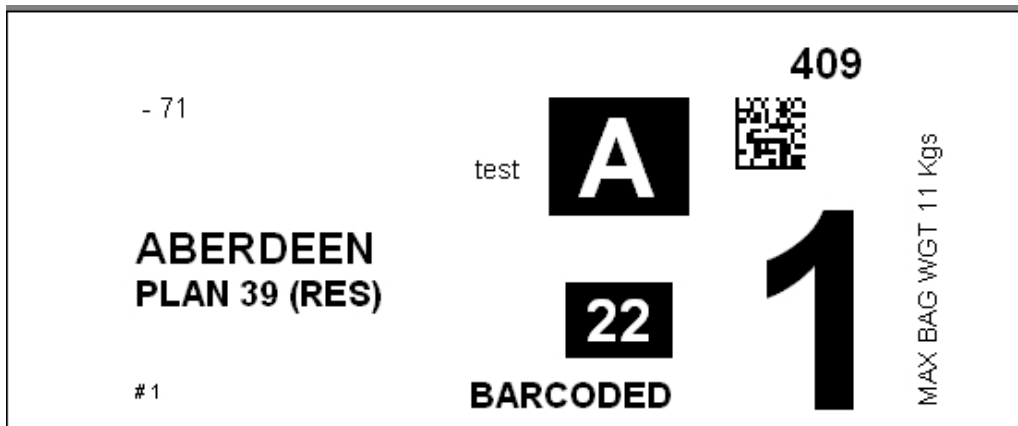
3. In Flexmail after you have run the Mailsort service required, click on 'Mailing', 'Mailsort Documents'



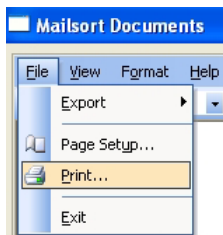
4. You can now click on the tabs at the bottom of the screen to display the 'Summary' report, 'Line Listing' and 'Bags' (Final Bag Labels).



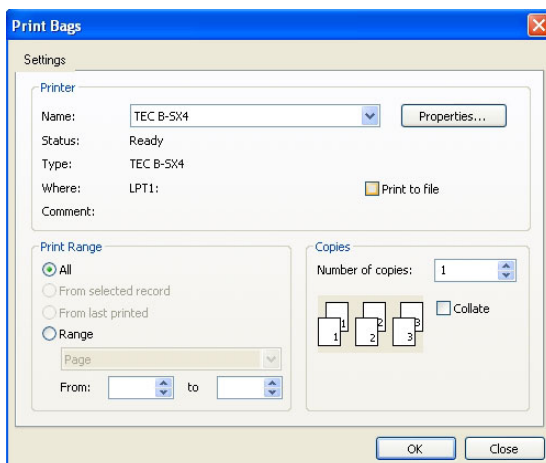
5. Click on 'Bags' to display the CFL's.



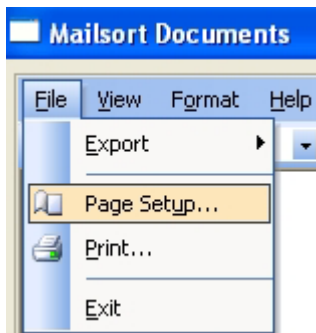
6. To print in the correct format, i.e. 1 across, 1 down click on 'File', 'Print'



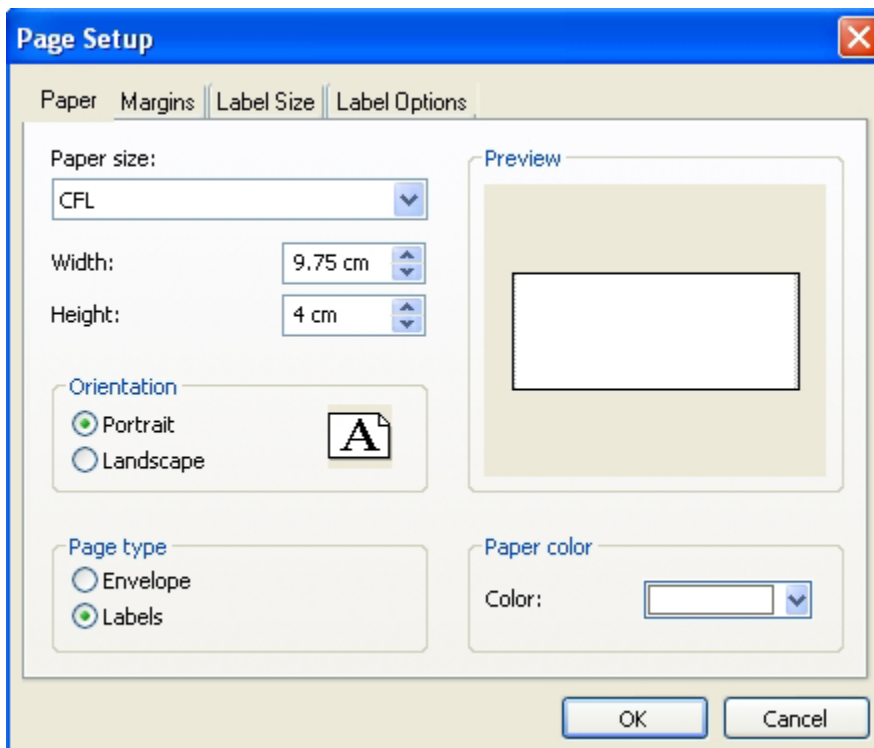
7. Select the correct printer, i.e. TEC B-SX4 and click 'Close'.



8. Then click 'File', 'Page Setup'

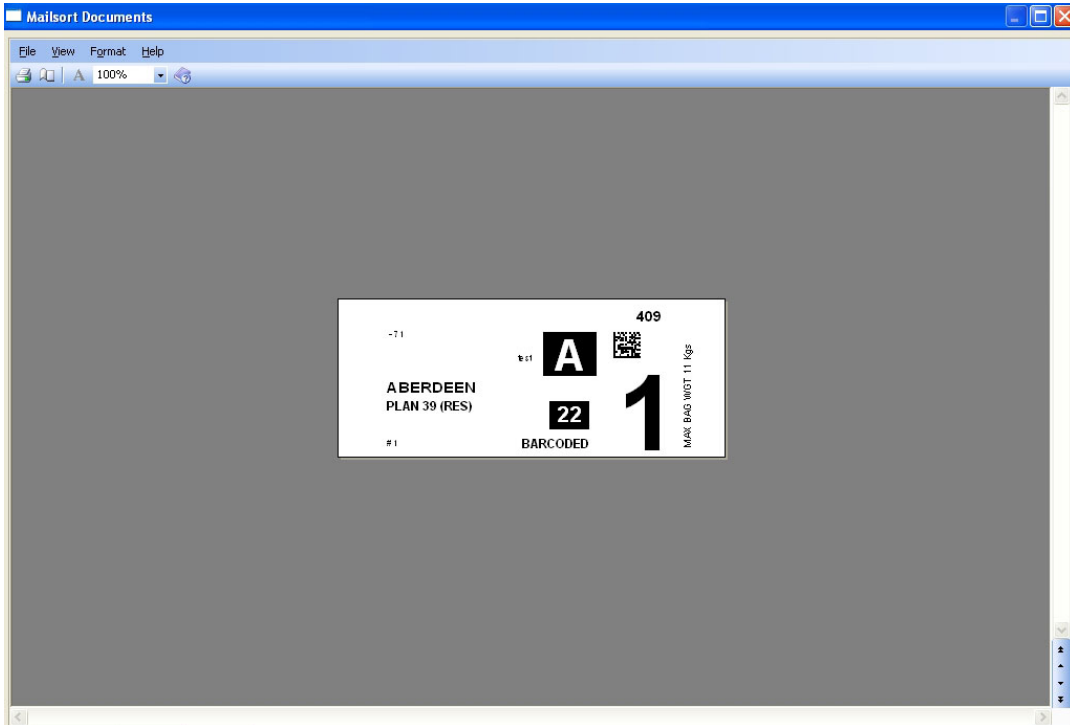


9. Then select the page setup you have created for the CFL's and click 'OK'.



You should then see the Bag labels displayed in the correct format, to print, click on 'File', 'Print' then select either 'All' or a 'Range'.

## Correct Format



## Incorrect Format

