Print labels for Absentee Ballot:

Before printing the labels for absentee ballot users should update the printer paths from **Activities-> System -> Maintain Printers Screen**

If a printer is connected to network then enter printer name as ```\\PRINT SERVER NAME\PRINTER NAME``` (Ex: ```\\10.0.0.XX\Dymo Label Printer```) and click on “Update” button.

If a printer directly connected to the system enter printer name directly (EX:Dymo Label Printer) and click on “Update” button.

To print label go to **Activities -> Elections -> Absentee Ballot**.
Search voter with Last Name/First Name/DOB/Voter ID

Select a voter and click on “Generate label”. Application will display the list of absentee ballots for the voter.

Select a ballot and click on “Generate Mailing/Electoral label”.
Below screen will display based on browser settings. It is optional screen. You can click on allow always.

For first time system will asks to install “Meadco ScriptX license”. Click on install to continue.
The next screen that you see will be User Account Control.

You will need to have a System Administrator enter the Admin Password to install the add on: Meadco ScriptX Client.
Note: After clicking on install, application might redirect to home screen. You should again go to Absentee ballot screen and select the voter and click on “Generate Labels button”. It will show you the below screen.

In the below screen click on “Yes” to continue.
Once addon is installed user can print both the labels at a time by clicking on “Generate Mailing/Electoral label” button.