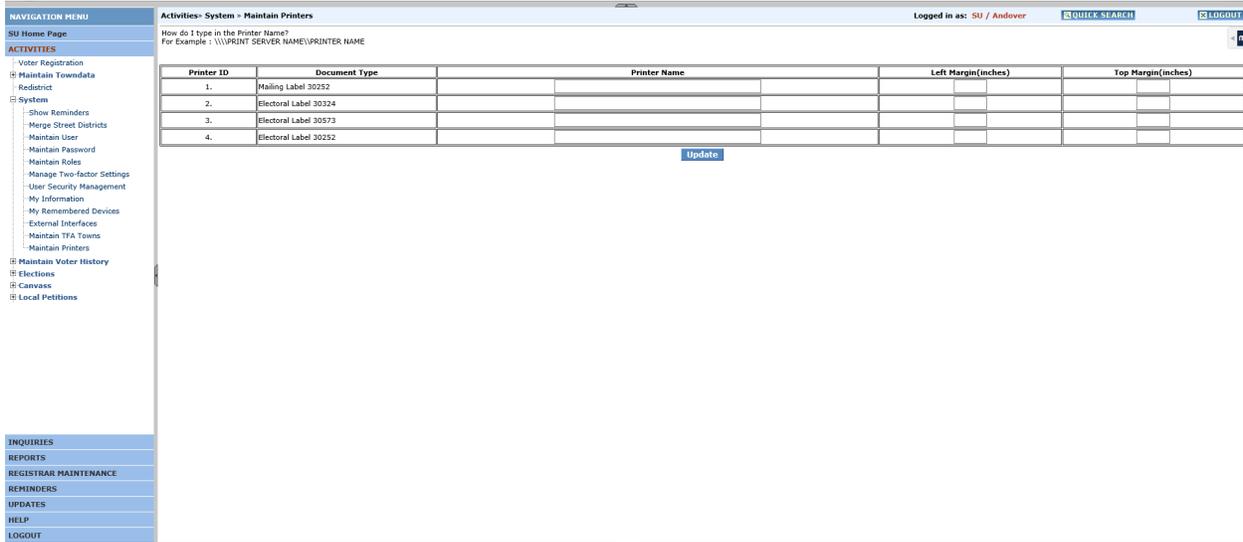


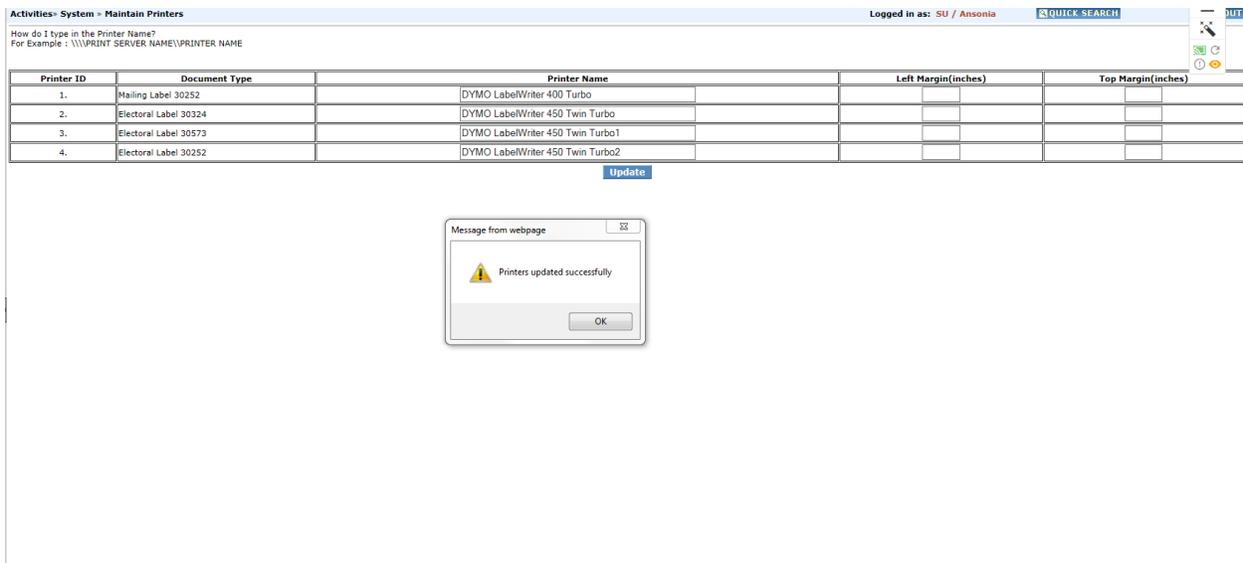
Print labels for Absentee Ballot:

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

Activities » Absentee Ballot » Search Page

Logged in as: SU / Ansonia

**Voter Search Criteria**

Last Name :

First Name :

Date of Birth :  /  /  (mm/dd/yyyy)

Voter ID :

Street Name :

[Search](#) [Cancel](#)

[Report a problem?](#)

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

Activities » Absentee Ballot » Select Page

Logged in as: SU / Ansonia

[Select](#) [Generate Labels](#) [Back](#) [Cancel](#)

Select	ST	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Perm Absentee Ballot	Ballots Issued
<input checked="" type="radio"/>	O	Atkinson-Woodward	Michael	S		11/05/1943	161 Hodge Avenue, Ansonia	001190973		3

[Select](#) [Generate Labels](#) [Back](#) [Cancel](#) [Go Top](#)

[Report a problem?](#)

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

Activities » Absentee Ballots » Generate Labels Logged in as: SU / Southington [QUICK SEARCH](#) [LOGOUT](#)

**Voter Information**

Name	Michael A Abacherli	Residence Address	76 Lady Slipper Lane
Date of Birth	10/22/1964	Voter ID	001960100

Select	Date Issued	Election Date	Return Date
<input type="radio"/>	08-05-2019	11-05-2019	08-05-2019
<input type="radio"/>	08-05-2019	11-05-2019	--
<input type="radio"/>	03-12-2019	05-05-2019	--

Mailing label size:  Label 30252  
Electoral label size:  Label 30324  Label 30573  Label 30252

[Generate Mailing/Electoral Label](#) [Generate Electoral Label](#) [Back](#)

[Report a problem?](#)

This webpage wants to run the following add-on: 'MeadCo's ScriptX' from 'Mead\_Co. Limited'. [What's the risk?](#)

Activities » Absentee Ballots » Generate Labels Logged in as: SU / Southington [QUICK SEARCH](#) [LOGOUT](#)

**Voter Information**

Name	Michael A Abacherli	Residence Address	76 Lady Slipper Lane
Date of Birth	10/22/1964	Voter ID	001960100

Select	Date Issued	Election Date	Return Date
<input type="radio"/>	08-05-2019	11-05-2019	08-05-2019
<input type="radio"/>	08-05-2019	11-05-2019	--
<input type="radio"/>	03-12-2019	05-05-2019	--

Mailing label size:  Label 30252  
Electoral label size:  Label 30324  Label 30573  Label 30252

[Generate Mailing/Electoral Label](#) [Generate Electoral Label](#) [Back](#)

[Report a problem?](#)

This website wants to install the following add-on: 'MeadCo's ScriptX Client' from 'Mead\_Co. Limited'. [What's the risk?](#)

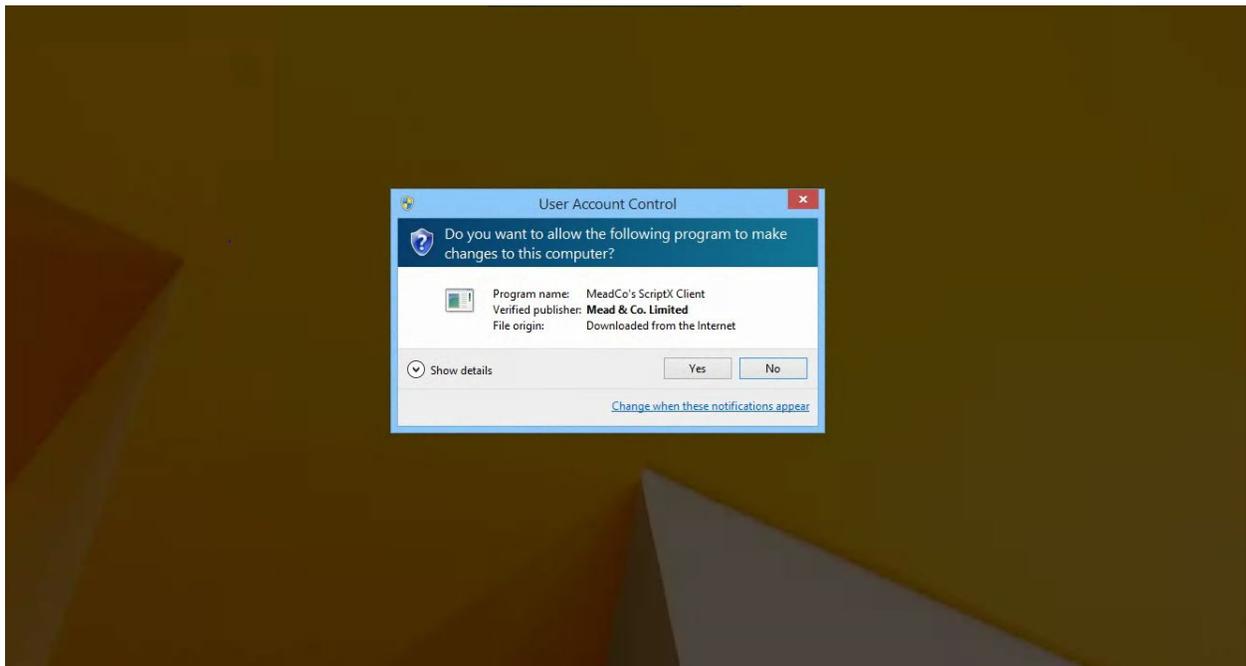
For first time system will asks to install “Meadco ScriptX license”. Click on install to continue.

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.