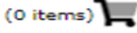


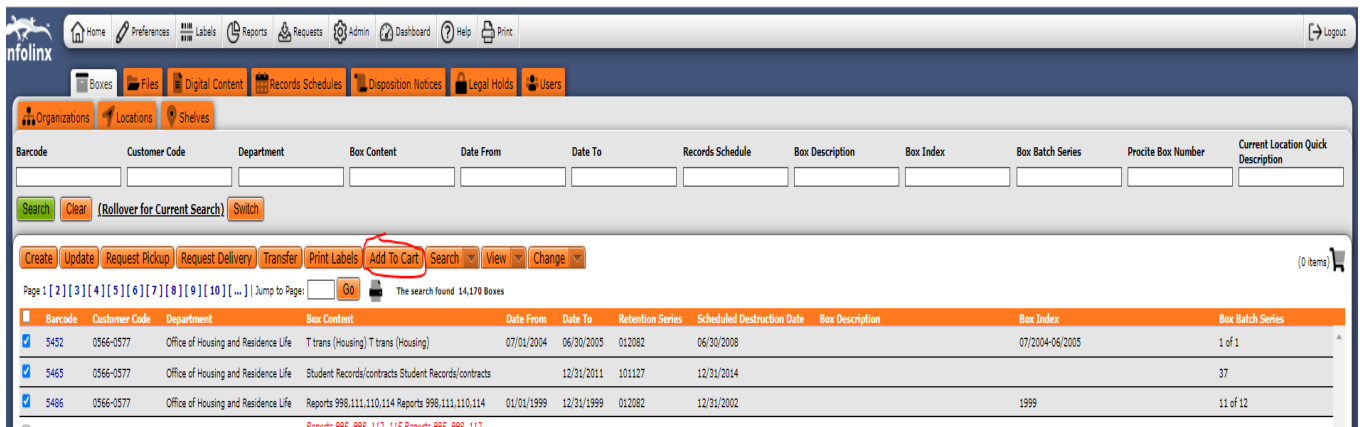
Infolinx Box Labels Printing Instructions

The steps to print box labels from Infolinx are below. Please be sure to print labels and affix them to each box before they are transferred to the University Records Center.

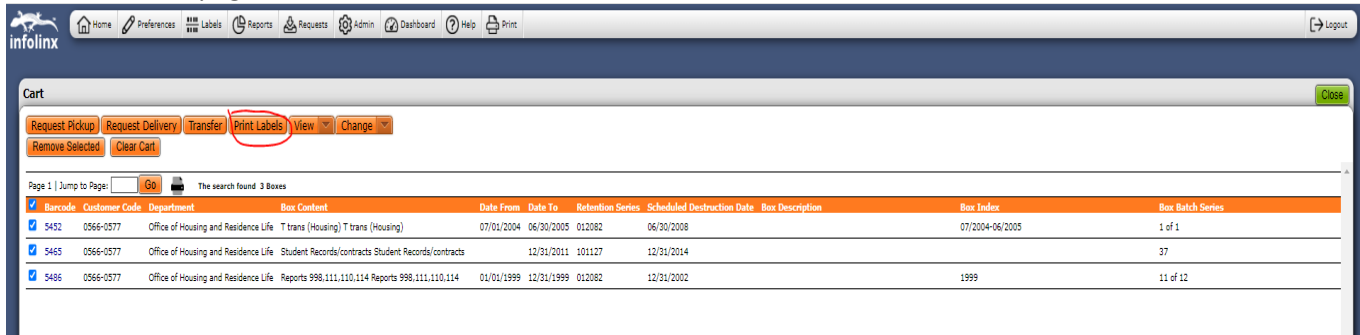
1. For a single box, click on the box's barcode number in Infolinx to open the View Box page.
2. Select "Print Labels" from the top of the page.



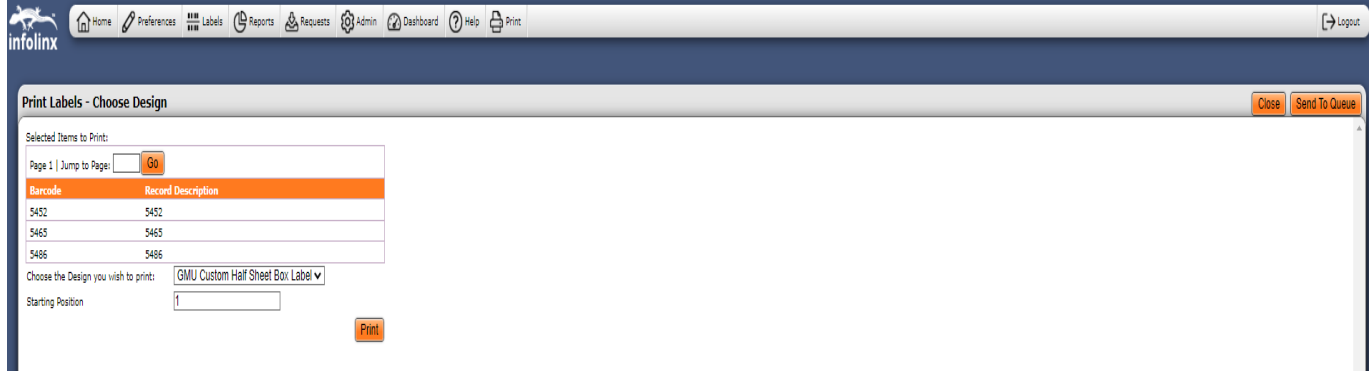
3. For multiple boxes, add them to the cart using the Add to Cart button, then select the shopping cart symbol  from the home page to see all of your boxes.



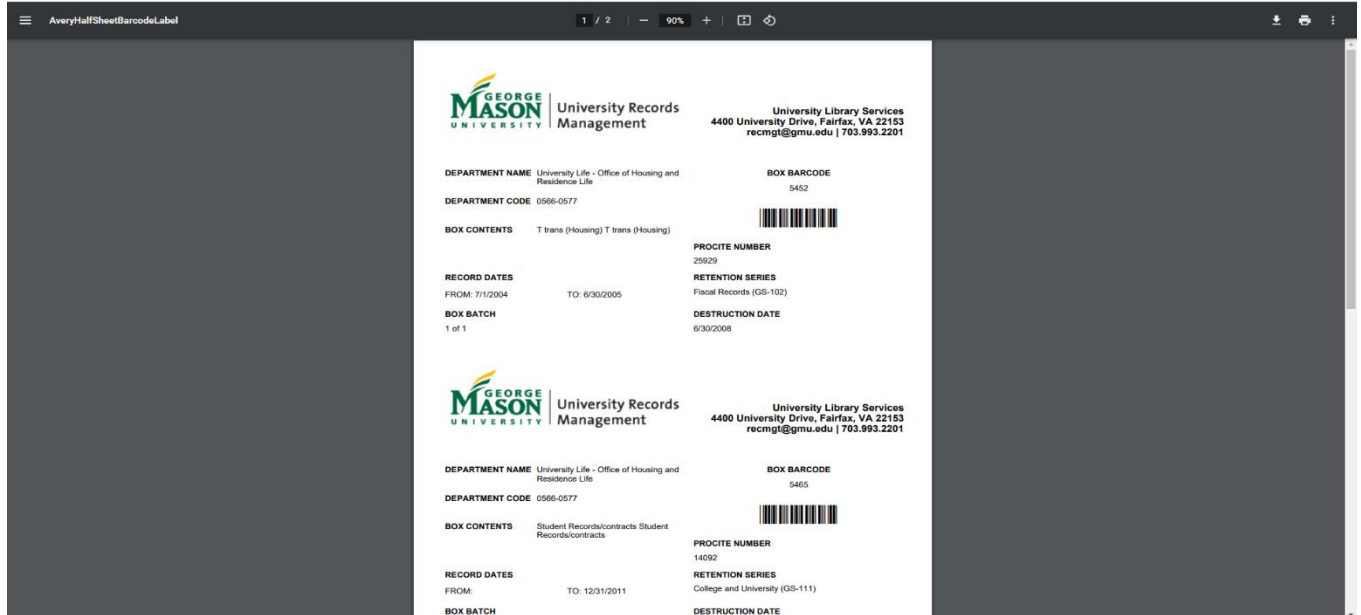
4. On the Cart page, click the checkbox next to each box and select "Print Labels."



5. For either method used to print labels, a new page will open with the box numbers. Use the default “GMU Custom Half Sheet Box Label” to print.



6. Select the Print button and a PDF will appear after a few moments with the label(s). If multiple box labels are being printed, two labels will appear on one page.



7. Send the PDF file to your nearest printer and fold the page in half for single labels or cut the labels in half for multiple labels to place onto boxes.

- a. Please be sure to apply the labels to the correct boxes with packing tape. **DO NOT** use staples or glue.