

INSTRUCTIONS FOR LABELING BOOKS

STEP 1: PRINT LABEL

- Open the “Stampa etichette” (print labels) link on the desktop
- Enter the barcode
- Press **ENTER**
- Open the “Collegamento a Dewey” file in the “Stampa etichette” folder on the desktop
- Press **PRINT**

STEP 2: LABEL THE BOOK

- Stick the **ADHESIVE BARCODE** on the **LAST PAGE** (a)
- Stick the **RECTANGULAR ADHESIVE CHIP** on the **BACK COVER AT THE BOTTOM** (N.B.: The chip must be programmed using the “3M Conversion Station” link on the desktop – scan the barcode with the gun and pass the book over the reader) (b)
- Stick the **EXTERNAL ADHESIVE LABEL** on the **SPINE** of the book, above the reference color (see black album) (c)



(a)



(b)



(c)

N.B.: Please also remember to apply the **COLORED LABEL** identifying **the ROOM WHERE IT IS LOCATED**, following these references.

PREST

POZZO DEWEY

REFER

RESER

No label

L label

REF label

R label

CORSI

FF

BERB / MUCCI / VAGN

C label

FF label

FLA label