<u>9418 - Main</u> AVERY DENNISON FILE UPLOAD INSTRUCTIONS

Steps to load a New File:

Turn on the machine. Options will pop up for logins.

- 1.)Click Admin
- 2.)Keyboard will pop up, click on the bottom left corner for numbers to display
 - a. Password is 1234 -> Press Enter
- 3.) Insert your USB jump stick. Once you have the jump stick in the drive select from the menu (USB port located on bottom left side)
- 4.)Select "Prep" at the bottom of the screen.
- 5.)Once open, click on "Printer Buttons" on the left side of the screen.
- 6.)Next, use the top right arrows to scroll to the right of the screen.
- 7.)Select "Printer Update."
- 8.) Click on "Update Data File."
- 9.) Click on the file and select "done."
- 10.) Now the file is copied to the printer.
- 11.) Navigate to Bakery and select the "PACKAGED BAKERY RT" tab.
- 12.) Confirm only "RT Packaged Bakery" is present and "NOVEMBER" is listed in the bottom left corner:



13.) Print one label and verify that it prints on a small prep label.

14.) If it prints correctly, then the program has loaded correctly and the Avery Dennison update is complete.