

www.maxellbarcode.com

USER GUIDE





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Register



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ABOUT SAMPLE CONTACT US HOME

This section currently contains information directed to Maxell's Computer Media accounts. To gain access to this area, please fill in the following information. Once approved a password will be sent to you via email.

Customer Registration

Contact Information:

First Name:

Last Name:

Title:

Telephone:

Email Address:

Company / Address Information:

Company Name:

Address 1:

Address 2:

City:

Country:

Website URL:

Additional Information:

Maxell Account #:

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To obtain access, fill in the registration form. The information entered will be reviewed by Maxell and upon approval an email will be sent with password information and a link that will automatically log you in.

Login



Barcode Labeling Service - Microsoft Internet Explorer

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As storage increases so has the need for storage library systems. Library systems rely on barcode labeling for auto retrieval/removal of data cartridges. Maxell is supporting these systems by offering FREE barcode labeling for our product.

Maxell has developed an easy-to-use on-line ordering wizard for media with barcode labels. This wizard assists in building an inventory in which orders can be easily placed. The ordering wizard keeps track of the last sequence ordered to make reordering a snap!

If you do not have access & have an account with Maxell please [Register Here](#).

Email address:

Password:

Remember me next time

Forgot your password? [Click Here](#)

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Enter your email address and password to start the ordering process.

Click on the Remember me box to be automatically logged in next time you visit.

http://www.maxellbarcode.com - Maxell BarCodes - Microsoft Internet Explorer

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You are logged in as Dennis Sullivan [Logout](#)

Welcome to Maxell's Barcode Label Order Wizard.

This Wizard will take you through the following steps:

- Select Add Ship To Address
- Define Tape Label Combination
- Add Sequence, Define Color Scheme
- Process Order

as a Beginner an Expert

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A successful login will produce a welcome page (Home page) outlining steps involved. Click on **Start Order** to continue.

Select/Add Ship To Address



Fig. 1

First time using the system you will be required to enter a Ship To address to continue. Click on **Add Address**. (fig. 1)

Once desired Ship To location is present click on the **Select** button. This will bring first time users to the **Defining a Tape/Label Combination Step 1**. (see page 6)

Note: Corrections can be made to any Ship To address by clicking on the **Edit** button. (fig. 2)



Fig. 2

Add New Address: Enter your Ship to address information then click on **Add Address** button.



Edit: Once changes have been made click on **Update Address**. To delete an unwanted address click on **Delete Address**.

Select/Add Ship To Address



Send Password: After the contact information for a ship to address is entered you will have the ability to **Send Password** to that contact. This will allow the contact person of the ship to address to logon and complete the tape/label combination required. This will also allow your contact person to initiate any repeat orders.

Once they have completed the steps on the following pages and process the order, they and you will receive an email with a Maxell reference number to use to place the order to Maxell.

Note: By sending a password to your ship to contact you will be authorizing access to that contact's records only. They will not see or have access to any other ship to information that you may have set-up.



Sample of password email sent to the Ship To contact's email address

Note: The password email is personalized and will have your name and company information in place of the Maxell contact information shown in the sample.

Define Tape/Label Combination



Step 1 Select media type.



Step 2 Select desired label



Step 3 Review selection and save.

Note: If a custom name is desired for the Tape/Label combination it can be entered in the text box.

Add Sequence, Define Color Scheme



Step 1 Enter starting sequence (example MAX001)
Select color scheme - either Standard or Custom.



Step 2 If Alpha character were used in the Starting Sequence or if you selected a Custom color scheme you will be required to indicate background colors.

Click on each character and select color from a drop down color menu.



Step 3 Review your selection and save.

Note: If a custom name is desired for the Tape/Label combination it can be entered in the text box.

Enter Quantity Required



Enter in the **Order Quantity** required.
Click on place order.

Note: To add or delete Tape/Label Combinations click on the **Edit Mode** button. See page 9 for details.

Processing your order



Order summary:

Media	EDP#	Quantity	Starting sequence	Ending sequence
Maxell LTO 4	1700-004	20	M A X 0 0 1 L 1	M A X 0 2 0 L 1

An order summary is shown with Bill to and Ship to information as well as details of your tape/label combination.

If known there is a place for you to record your P.O. to Maxell. There is also a place for recording your Customers P.O. to you.

If you have any special instructions please add to the comment box.

Click on the Process button to Finish.

You will receive a confirmation by email summarizing your order.

Media	EDP#	Qty	Starting Sequence	Ending Sequence
LTO 4	1700-004	20	M A X 0 0 1 L 1	M A X 0 2 0 L 1

Editing and Adding Tape/Label Combinations



Beginner or Expert mode is activated, by checking the buttons found on the home page. The systems default is Beginner.

Expert Mode allows user to manage multiple label sequences defined to a single tape/label combination.



When a Ship To address is selected all active Tape/Label Combination for that address are shown. Click on the **Edit Mode** Button to add and/or delete Label Sequences or Tape/Label combinations.



Beginner

Delete button - Will permanently delete the Tape/Label combination including all of its sequence definitions.

Add button - Will take you to Define Tape/Label Combination Step 1.



Expert

Delete Tape/Label Combination button - Will permanently delete the Tape/Label combination including all of its sequence definitions.

Add Tape/Label Combination button - Will take you to Define Tape/Label Combination Step 1.

Add sequence button - Will take you to Add Sequence, Define Colour Scheme Step 1.

Delete sequence button - Will permanently delete the sequence but will leave the Tape/Label Combination.



Maxell's Barcode Labeling System will keep track of all your active Tape/Label combinations. On return visits you will see where a sequence left off, what the last quantity you ordered was and your next starting sequence. To place a repeat order following the same sequence all you will need to do is enter in a quantity and proceed. For a more detailed order History there is a History link on the bottom of the page, which will give details on date & quantity of all previous orders.



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