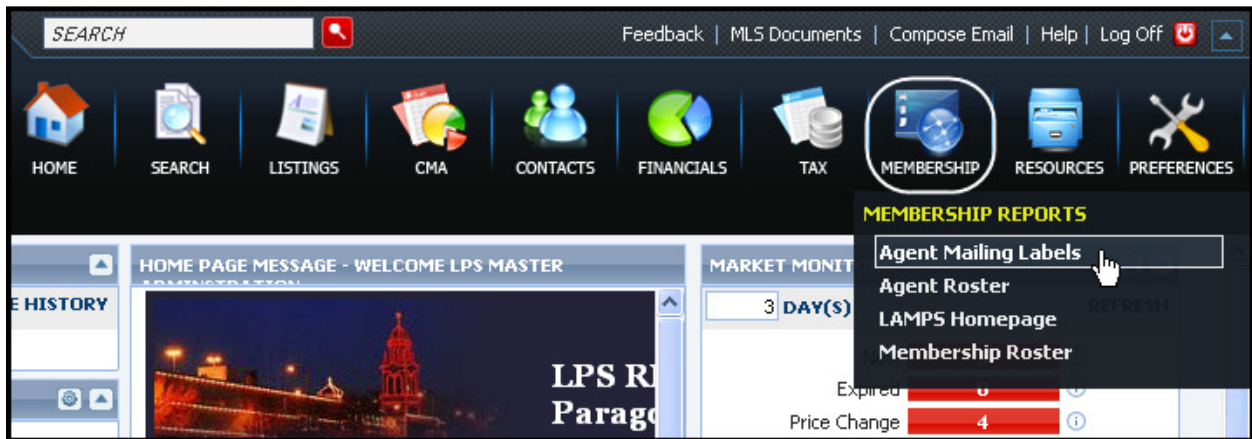


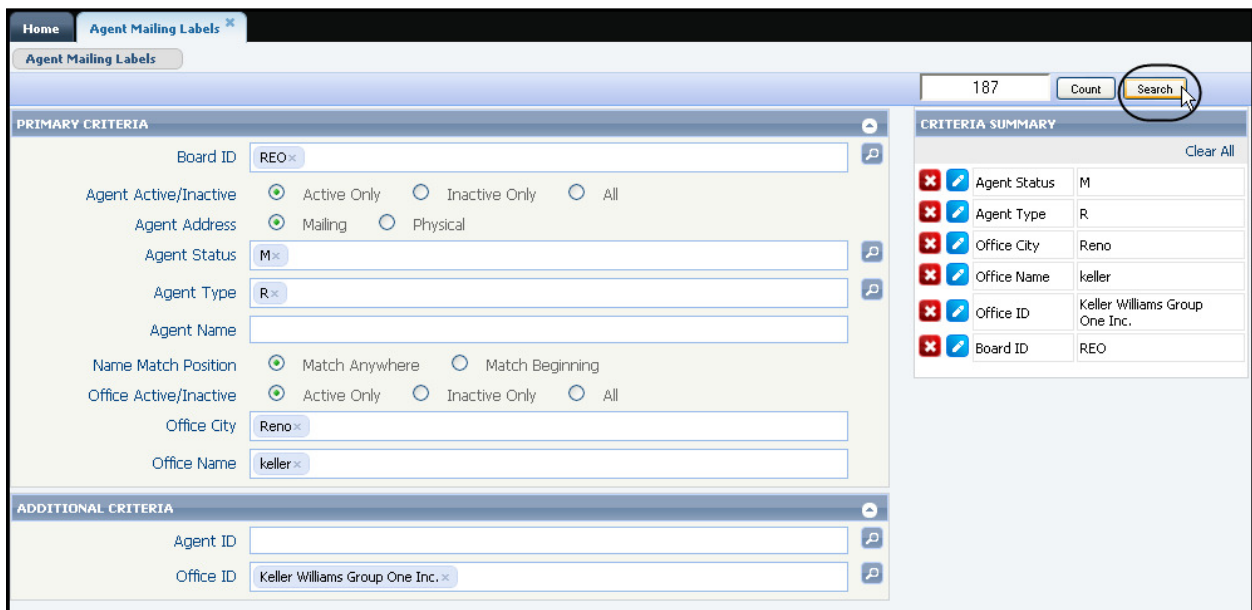
## Agent Mailing Labels

Printing agent mailing labels is an option that some MLSs, boards and associations have enabled for their members. This Quick Start Guide shows the step-by-step process to print mailing labels out of Paragon.

To access the Agent Mailing Label functionality click **Membership** and **Agent Mailing Labels**.



A search criteria template displays. Enter filtering criteria to find the members you want to send mail. Search functionality similar to a property search (i.e. Auto Inline Complete) is available as you search for members. Click **Search** to display your membership search results.



The search results are displayed in mailing label format. You can choose from three (3) common label formats by clicking the dropdown box titled SELECT LABEL FORM.

On the left hand side of the window is a list of members whose labels will not print due to incomplete or missing addresses.

Click **Print** when you are ready to print your mail labels.

The screenshot shows the 'Agent Mailing Labels' interface. On the left, under 'UNPRINTABLE CONTACTS', there is a list of 14 members whose labels cannot be printed due to incomplete or missing addresses. In the center, a grid of labels is displayed, with the last label in the grid highlighted in red and marked with a red 'X'. A callout box points to this label with the text 'Last label to be printed.' On the right, a 'Print' button is circled, and a callout box points to it with the text 'Print'. A 'SELECT LABEL FORM' dropdown menu is also visible, showing three options: 'Avery Label 5260/5160', 'Avery Label 5261/5161', and 'Avery Label 5162'.

Many times, you have a sheet of mailing labels that have had labels already used off that sheet. On the output results page, click the label that corresponds with the first available label on your label sheet. Paragon will reformat the output so the first label will print on the label you selected.

**Agent Mailing Labels**

**SELECT LABEL STYLE**

SELECT LABEL FORM  
Avery Label 5260/5160

Pages to Print: 1

Click a label to apply starting location for label printing.

X	X	X
X	LPS Real Estate Group Attn: Chris Campacci 17300 W 119th ST Olathe, KS 66061	LPS Real Estate Group Attn: Walt Clark 17300 W 119th ST Olathe, KS 66061
LPS Real Estate Group Attn: Annette Closer 17300 W 119th ST Olathe, KS 66061	LPS Real Estate Group Attn: Bob Closer 17300 W 119th ST Olathe, KS 66061	LPS Real Estate Group Attn: Katie Closer 17300 W 119th ST Olathe, KS 66061
LPS Real Estate Group Attn: Nancy Closer 17300 W 119th Street Olathe, KS 66061	LPS Real Estate Group Attn: Nikki Closer 17300 W 119th ST Olathe, KS 66061	LPS Real Estate Group Attn: Terry Closer 17300 W 119th ST Olathe, KS 66061
LPS Real Estate Group Attn: Karen Como 17300 W 119th ST Olathe, KS 66061	FNIS Attn: AgentPro Demo 17300 W 119th St. Olathe, KS 66061	LPS Real Estate Group Attn: Rudyard Henry 5650 Riggins Court 100 Reno, NV 89502
LPS Real Estate Group Attn: Jack Jominy 17300 W 119th ST Olathe, KS 66061	LPS Real Estate Group Attn: Bernie Koehrsen 17300 W 119th ST Olathe, KS 66061	FNIS Attn: Sales LPS 17300 119th Street Olathe, KS 66061

Click on the label for your starting point, if using a label sheet that has already had labels printed from it. Paragon will format the label output starting at that label.