



### **Speaker Bars:**

Clients who selected the desktop computer for this year's hardware refresh will be receiving a speaker bar. Dell has begun shipping the speaker bars in batches of 250. All speaker bars will be shipped within next ten business days. The PDF attached to this email contains detail instructions on how to affix the speaker bar to the monitor.

**Note:** The speak bar you will be receiving does not require an AC power adaptor, thus there is AC power adaptor included with the speaker bar. The new speaker bar receives power directly from the monitor.

### **W-2's and W-3's Printing:**

UAN Support would like to provide detail on the functionality of printing of W-2 and W-3 in the new payroll application which will be contained in the December Year End release. For several years UAN has provided the option to print the W-2 and W-3 tax forms on blank paper or on pre-printed forms. Going forward UAN will only be printing these forms on blank paper. This will eliminate issues that many entities encountered with alignment problems as printer setting had been changed throughout the year. If you desire to print your W-2's and W-3's on perforated paper, most vendors who sell the preprinted tax forms also sell blank perforated paper. The perforated paper styles compliant with the UAN application are the 2-up sheet with one center perforation (print 2 forms per sheet), and 4-up sheet with 3 horizontal perforations (print 4 forms per sheet).

### **Ohio Library Council Convention and Expo:**

UAN will be going to the OLC Convention and Expo in Sandusky from October 9 – 11. We will be staffing a booth in the Exhibit Hall. Please stop by with any questions that you may have on the UAN application or the new hardware or stop by just to say hello. We look forward to seeing you there.