

The first time someone logs onto the PC to use the BadgePass Visitor System, or the RapidTrack Tardy system they will need to fix their printer preferences.

If you are using the BadgePass Visitor Management software:

1. In the lower right, select the Start Menu
2. Select 'Devices and Printers'
3. Right-click on DYMO 450 Label Maker
4. Select 'Printer Preferences'
  - a. Windows 10 (only)- Change Orientation from Portrait to Landscape
5. Select the [Advanced] button
  - a. Windows 7- Change the Paper Size from Address Label to 30364 Name Badge Label
  - b. Windows 10- Change the Paper Size from Address Label to 30256 Shipping
6. Change the Printer Density from Normal to Medium
7. Select [OK]
8. Select [Apply]
9. Select [OK]

If the photo on the label is still too dark, you can go back in and change the printer density to Light.

If you are using the RapidTrack Tardy software:

1. Right-click on Zebra GK420d (or the TLP2844)
2. Select 'Printer Preferences'
3. On the Options tab, in the Size section, set the Width to 4.00 and the Height to 5.00
4. On the Advanced Setup tab,
  - a. For the GK420d, make sure the Tracking Mode is set to 'Continuous' paper type
  - b. For the TLP2844, make sure the Media Settings are set to 'Direct Thermal' and 'Continuous' paper type
5. Select [Apply]
6. Select [OK]

**Also, please note, the following printers should not be the Default Printer.**

Dymo labeler

Zebra GK420d, TLP2844, or ZXP7

Datacard CD800, CP60, CP40, SP55, or other datacard printer model.

NXT5000

Please select a regular paper printer and make it the default printer.