Thank you for downloading the new TEMPbadge Visitor Management Software!

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System Requirements

Operating Systems: Compatible with Windows 10, Windows 7, Windows 8.1, Windows 8  (note: Microsoft no longer supports Windows XP). Minimum Requirements: 500 MHz or faster processor / 256 MB RAM or more / 2.0 GB available disk space / 1024 x 576 or higher resolution monitor.

Capabilities

TEMPbadge Visitor Management software is a simple, stand-alone visitor identification system. It is not designed to interact with other installations or communicate with a network. Each station has a unique identification number so that, when using multiple stations, the source of every badge can be seen at a glance.

Terms and Conditions

TEMPbadge’s Visitor Management software may be used only under the terms of our Software License Agreement. A fifteen day free trial is available. Once you purchase the software, you will receive a key code that will allow you to operate the system indefinitely.

Tech Support

For help call 866-422-3437 or send an email describing your issue or question to tempbadge_vms_support@bradycorp.com.
Getting Started

When downloading the new software if a message appears asking you to choose SAVE or RUN, choose RUN. Then follow the screen prompts to install the program. (You must accept the license agreement to complete the installation.) The operation will install TEMPbadge VMS along with Microsoft Access Runtime 2010.

When the installation is complete you’ll see a message confirming that TEMPbadge VMS has been successfully installed and the TEMPbadge VMS application will launch. To re-launch the program after the initial installation, just double-click the TEMPbadge VMS icon on your desktop.

When the program first opens you will see a screen with 3 options:

- **Purchase TEMPbadge VMS Software**
  To purchase the software, contact your TEMPbadge sales representative.

- **Activate TEMPbadge VMS Software**
  Choose this option if you have already purchased the software and have a valid Key Code.

- **Evaluate TEMPbadge VMS Software**
  Choose this option if you would like to try the program FREE for fifteen days.

Basic Operation Using the Default Settings

To create a new badge using the default settings, just follow the instructions on the screen that appears when you launch TEMPbadge VMS.

1. Select **NEW BADGE**.

2. Choose a **BADGE TYPE**.
   The selected **BADGE TYPE** will be added to the upper right corner of the new badge...

   and the current day of the week will appear at the bottom.

   *Note: Default badges include fields for **Badge Type** (i.e. VISITOR), Department/Location Name, and the **Day Of The Week** (centered). There are several other options available if you would like to display additional information. Users with Administrator access can select other options using the **Configure Default Badge Format & Host Data** button in the Administrator’s **Workstation Setup Options** window (see pages 7-12).
3. To add a text field for **Department / Location** to the top center portion of the badge you may choose to either:

3A. Type a room number using the screen keys …

3B. Select a Department / Location key.

3C. Use the “ENTER TEXT” button. See instructions for this option below.

**ADDITIONAL OPTION:** Custom text can be added to any of the text fields on the badge. Just place your computer’s cursor in the field you want to change and type the text using your computer keyboard. If you need to start over, hit **CLEAR** on the VMS screen keyboard, or hit **NEW BADGE** again.

---

**The ENTER TEXT Button**

This button allows you to enter your own custom text in the **Department / Location** field.

To use this option:

1. Hit the **NEW BADGE** button.

2. Choose a **BADGE TYPE** from the default selections.

3. Hit the **ENTER TEXT** button. A new dialog box will appear.

(continued next page)
The “ENTER TEXT” dialog box

4. Type in your custom Department / Location text. Hit OK.

The finished badge displays your custom text in the center field.

Select Host Name (optional step)

The Select Host Name pull-down menu allows you to assign a “host” to a visitor’s badge. The host is the name of the person in your organization that the visitor will be seeing. The name of the host will not appear on the badge; it is only used for reporting purposes.

Note: This setting is optional. It can be activated or deactivated using the “Configure Default Badge Format & Host” setting in the Administrator Workstation Setup Options panel (see page 8).

Printing and Issuing Badges

To print the badge, select the green PRINT button at the bottom of the main screen. Note that, below the day of the week, the finished badge also includes the Workstation Location Number (left) and the Date and Time (right).

(If you are using the Trial Version you will only see a preview of the badge. You must have a valid, activated copy of the software in order to print badges.)

(A) Peel the adhesive badge from its backing.

(B) Fold the tab under and adhere it to the back of the badge.

(C) The badge is ready to issue.*

* Note: adhesive badges should not be applied to leather, suede, vinyl, silk, or other delicate fabrics.
Returning Badges

For an additional layer of security you may require visitors to return their ID’s at the end of their visit. You can then track returned badges using the Return Badges feature.

To process a badge that is being returned, hit the Return Badges button at the left of the screen.

This will bring up a screen that allows you to search for an individual Badge three ways:

1. by Badge Number
2. by Name
3. by Scrolling through images of all open badges using the scroll arrows on the bottom left side of the screen.

Once the correct badge has been located, hit the green Return Badge button to check the visitor out.

To check out ALL open badges, hit the Return All Open Badges button at the bottom.

Note: At the end of each day, it is recommended that ALL open badges be returned. This will prevent open records from carrying over to future days.

The Help Button

You can hit the yellow HELP button at the bottom left of the main screen at any time to access this User Manual.
Creating a Report of the Current Day’s Badges

To create a report of all badges issued thus far on the current day, select the green **Today’s Badges** button at the bottom left of main screen.

This will create a “**Total Badges By Date**” report for the current day and display an **Output Options** window.

To save a copy of the report hit **Export**.

Choose a file format (*Microsoft Excel, PDF, etc.*), then navigate to the location on your computer where you would like to save the file.

The file will automatically be saved with the current date and default name: *(YYYY.MM.DD_TodaysBadges_Rpt)*.

To return to the main screen hit the **X** at the top right or press the **Esc** key.

---

Administrator Options

*(Workstation Setup Options)*

There are a number of options available only to users with **Administrator** access. To access these settings, click on the **Admin** button at the bottom left of the main screen.

This will display the **Login** screen for access to the **Workstation Setup Options** panel.

(continued next page)
Enter your User ID and Passcode* on the Login screen and click the Login button.

The Workstation Setup Options panel displays.

*Note: be sure to change the default passcode after activating your software – see instructions under “Changing Your Passcode.”

About TEMPbadge VMS
The first selection in the Administrator Options window, About TEMPbadge VMS, will open a window containing TEMPbadge copyright information.

If you have not yet activated the software this window will show the amount of time left on your free trial.

Changing Your Passcode

1. To change your Passcode, select the Change Passcode button. Type your existing Passcode in the first field.

2. Type a new Passcode (4-12 characters, no spaces) in the next field, then re-enter the new Passcode in the third field.

3. Hit Save.
Configure Default Badge Format & Host

Here you may choose from five different badge display options. In addition to the default setting there are four options that allow you to enter your own custom text. For details about the various formats see the examples below.

This screen is also used to turn on Host Information (the “Host” is the name of the person your visitor will be seeing). See next page for more details about Host Information.

**Type 1 (Default Layout)**

The default setting includes fields for Badge Type (i.e. VISITOR), Department/Location Name, and Day of the Week (centered).

**Type 2 (includes Visitor Name field)**

For Type 2 after choosing a Badge Type the user is prompted to enter text for a Visitor Name. Day of the Week shifts to bottom right.

**Type 3**

Similar to Type 2, the Type 3 option includes a field for Visitor Name, but the Day of the Week field is centered.

**Type 4**

When the Type 4 option is selected badges do not display a logo so they can accommodate more text (up to 16 characters) in the Badge Type field. When using this option the list of Badge Types on the Main Screen includes an additional button labeled ENTER BADGE TYPE. Hit this button to enter your custom text, first for Badge Type, then for Visitor Name.

**Type 5**

Type 5 includes a field for Visitor Name, but does not display Day of the Week. Instead it displays the Host Name at the bottom right.
2. When the Include Host Information setting is checked the system will remember the name of the person in your organization that the visitor will be seeing (referred to as “host”). The name of the host will not appear on the badge unless Badge Type 5 is selected, but the information will still be stored for reporting purposes (see Host Data Tools, p.10).

Note: host data is added and managed using the Database Management Utility (p.10).

Configure Passcode Reset (Recovering a Forgotten Passcode)

If you forget your Passcode you can hit the “Configure Passcode Reset” button on the Administrator Options screen. This will display a list of security questions. Answer the questions to reset your Passcode.

To select a set of questions and record the answers:

1. Select Configure Passcode Reset.

2. In the next window, choose three security questions from the pull-down menus and type in your answers.

3. Click Next; click Submit; then click Yes on the confirmation screen.

Note: If the administrator who set up the challenge questions is no longer available, please call TEMPbadge VMS Tech Support at 866-422-3437 for assistance.
The Database Management Utility

This section contains three tabs of tools that are used to manage data. Using these tools various badge and workstation information can be imported, exported, archived or purged.

FIRST TAB - Visitor Data Tools

The Visitor Data Tools allow you to Archive a portion of your visitor records. You can restore the archived data to the system later by using the Restore setting. The Purge setting allows you to permanently delete selected portions of your visitor records.

To use the Visitor Data Tools:

1. Choose one of the three options on the left: Archive, Purge or Restore Visitor Data.

2. Type a date range in the Select Date Range boxes, (mm/dd/yyyy format), or select start and end dates by clicking on the calendar icons next to those boxes. Click Continue.

3. To Archive visitor data select Archive Visitor Data and choose a file format. The archive file will be named with your chosen date range: (VMS_ARCHIVE-MM.DD.YY - MM.DD.YY). Navigate to a location on your computer to store the file. Click OK.

To Restore visitor badge data that has been previously archived, select the Restore Visitor Data button. Navigate to the corresponding archive file on your computer and click OK. The archived data is restored.

SECOND TAB - Host Data Tools

The Host Data Tools are used to manage the names of people in your organization that visitors will be visiting (“hosts”).

1. The Edit Host Data setting allows you to manually key in updates or corrections to existing host names and information.

2. The Import Host Data setting allows you to import a list of host names in Excel or Text format. The names on the imported list will be ADDED to the existing names.

3. The Export Host Data setting allows you to export an existing list of host names, which can then be imported to another device running TEMPbadge VMS software.
The Database Management Utility (cont.)

THIRD TAB

Workstation Settings Tools

The **Workstation Settings Tools** allow you to import and export data such as custom **Department Name Buttons, Printer Settings**, etc.

Once Workstation information has been set on one device, the settings can be exported and then imported to another device running **TEMPbadge VMS** software, allowing settings to be duplicated uniformly from station to station.

![Workstation Settings Tools](image)

Note: the imported settings will Replace the existing settings for that item.

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**Editing “Badge Type and Department/Location” Names**

The **Edit Badge Type & Departments** setting allows you to change the names of the **Badge Type** buttons (limit 10 characters) and the **Department / Location** buttons (limit 14 characters).

1. Select a **Badge Type** or **Department Name** from the pull-down menu in the first field.

2. Type the new button name in the second field.*

3. Select **Save** to apply changes. You will then be given the option to configure additional buttons. Hit **Yes** to change another button. Hit **No** to return to the **Workstation Setup Options** screen.

![Badge Type and Departments](image)

*For suggested Badge Types and Department Names see addendum on page 16.

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Note: Badge Type and Department/Location fields may be left blank. Just select the Badge Type or Department from the pull-down menu in the first field and click in the second field without typing anything.
Editing Workstation Location Information

The **Edit Workstation Location Name** setting allows you to change the four digit **Location ID** number and the **Location Name**. Hit **Close** to save changes.

Adding or Changing a Logo

1. To add a logo or to change an existing logo, click on **Import Company Logo**.

2. In the next window, click the **Browse** button and navigate to a logo image file on your computer.

3. Click **Save/Update**.
   Logo image should be a horizontal rectangle, no larger than 1” wide x 1/2” high, 72 pixels per inch, in .bmp, .jpg, or .png format

Printer Setup

Select **Printer Setup** to set the badge format, choose from the available printers, and choose a badge size.

1. **Choose a Badge Format**: set to print badges **without** a visitor name (**Destination Only**) or **with** a visitor name (**Name and Destination**).

2. Under **Choose an Available Printer**, select: **TEMPbadge BP4**.

3. Under **Choose an Available Badge Size**, select: **02050 Sm TEMPbadge VMS Badge**.

*Note: The TEMPbadge BP4 Printer uses direct-thermal technology, which means that all information on the badge will print in black & white. Even if you upload a color logo it will display on the main screen and print only in black & white.*
Report Center

Select Report Center to access the TEMPbadge VMS reporting options. The software can generate reports for badges issued by Destination (i.e. MAIN OFFICE), Badge Type (i.e. VISITOR), Date, Host Name, or Visitor Name.

1. For all reports, first Select a Date Range by placing your cursor in each of the two Date Range boxes and typing a date (mm/dd/yyyy format), or by clicking on the small calendar icons next to those boxes.

2. Choose the type of data to report from the buttons in the center of the screen.

3A. For all reports (except badges by Visitor Name) next hit the Preview button to view, or Control P to print the report. Or hit the Export button to choose a file format (Microsoft Excel, PDF, HTML, Rich Text, etc.), and navigate to the location on your computer where you would like to save a copy of the report.

3B. For badges issued by Visitor Name, first select a search method from one of the three buttons below the date range:

   - Exact: Type a specific name into the text field (i.e. John).
   - Contains: Type in part of a name (i.e. Jo or hn)
   - Begins with: Type the first letter of a name (i.e. J)

After the search method is selected and text for a name or part of a name has been entered, hit Preview to view, Control P to print, or Export to choose a file format and save a copy of the report.

See pages 14-15 for samples of the reports.
## Total Badges Issued By Destination

<table>
<thead>
<tr>
<th>Origin ID</th>
<th>Badge ID</th>
<th>Date Issued</th>
<th>Time Issued</th>
<th>Destination</th>
<th>Name</th>
<th>Type</th>
<th>Date Returned</th>
<th>Time Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>40</td>
<td>2/12/2015</td>
<td>2:34:04 PM</td>
<td>ADMIN</td>
<td>Andy Carlin</td>
<td>VENDOR</td>
<td>2/12/2015</td>
<td>4:14:51 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2/12/2015</td>
<td>12:56:09 AM</td>
<td>ENG</td>
<td>Louise Hart</td>
<td>VISITOR</td>
<td>2/12/2015</td>
<td>2:01:34 PM</td>
</tr>
<tr>
<td>1010</td>
<td>34</td>
<td>2/11/2015</td>
<td>1:03:00 PM</td>
<td>ENG</td>
<td>Louise Hart</td>
<td>VISITOR</td>
<td>2/11/2015</td>
<td>5:03:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2/15/2015</td>
<td>8:44:02 AM</td>
<td>ENG</td>
<td>Louise Hart</td>
<td>VISITOR</td>
<td>2/15/2015</td>
<td>12:24:02 PM</td>
</tr>
</tbody>
</table>

## Total Badges Issued By Badge Type

**Pass Type: DELIVERY**
- Total: 3
  - 1010 51 2/12/2015 8:44:02 AM REC Bob Dale DELIVERY 2/12/2015 9:14:52 AM

**Pass Type: TEMPORARY**
- Total: 1

**Pass Type: VENDOR**
- Total: 3
  - 1010 38 2/11/2015 8:06:09 AM ADMIN Tony Marie VENDOR 2/11/2015 1:16:09 PM
  - 1010 40 2/16/2015 9:12:21 AM ADMIN Tony Marie VENDOR 2/16/2015 11:32:31 AM

**Pass Type: VISITOR**
- Total: 12
  - 1010 34 2/18/2015 11:20:34 AM ENG Louise Hart VISITOR 2/18/2015 11:30:33 AM
  - 1010 41 2/18/2015 21:30:03 AM ENG Louise Hart VISITOR 2/18/2015 11:30:33 AM
  - 1010 42 2/18/2015 11:33:02 AM ENG Louise Hart VISITOR 2/18/2015 11:33:02 AM
Addendum A - Sample Reports (cont.)

**Total Badges Issued By Date**

<table>
<thead>
<tr>
<th>Origin ID</th>
<th>Badge ID</th>
<th>Date Issued</th>
<th>Time Issued</th>
<th>Destination</th>
<th>Name</th>
<th>Type</th>
<th>Date Returned</th>
<th>Time Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>34</td>
<td>2/02/2015</td>
<td>9:03:30 AM</td>
<td>ENG</td>
<td>Louise Hart</td>
<td>VISITOR</td>
<td>2/02/2015</td>
<td>11:23:40 AM</td>
</tr>
<tr>
<td>1010</td>
<td>35</td>
<td>2/02/2015</td>
<td>10:22:32 AM</td>
<td>MATH</td>
<td>Todd Jones</td>
<td>VISITOR</td>
<td>2/02/2015</td>
<td>12:12:32 PM</td>
</tr>
<tr>
<td>1010</td>
<td>36</td>
<td>2/03/2015</td>
<td>9:05:32 AM</td>
<td>ENG</td>
<td>Louise Hart</td>
<td>VISITOR</td>
<td>2/03/2015</td>
<td>10:05:32 AM</td>
</tr>
<tr>
<td>1010</td>
<td>37</td>
<td>2/03/2015</td>
<td>9:56:54 AM</td>
<td>CHEM</td>
<td>Jerry Smith</td>
<td>VISITOR</td>
<td>2/03/2015</td>
<td>11:26:54 AM</td>
</tr>
<tr>
<td>1010</td>
<td>38</td>
<td>2/06/2015</td>
<td>8:44:02 AM</td>
<td>ADMIN</td>
<td>Tony Maris</td>
<td>VENDOR</td>
<td>2/06/2015</td>
<td>10:47:09 AM</td>
</tr>
<tr>
<td>1010</td>
<td>42</td>
<td>2/09/2015</td>
<td>9:56:54 AM</td>
<td>ENG</td>
<td>Louise Hart</td>
<td>VISITOR</td>
<td>2/09/2015</td>
<td>5:16:54 PM</td>
</tr>
<tr>
<td>1010</td>
<td>43</td>
<td>2/10/2015</td>
<td>8:44:02 AM</td>
<td>HST</td>
<td>James Simonelli</td>
<td>VISITOR</td>
<td>2/10/2015</td>
<td>4:14:02 PM</td>
</tr>
</tbody>
</table>

**Total: 19**

**Total Badges Issued By Host Name**

- **Host Name: Aron Williams**

<table>
<thead>
<tr>
<th>Origin ID</th>
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<th>Destination</th>
<th>Name</th>
<th>Type</th>
<th>Date Returned</th>
<th>Time Returned</th>
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</thead>
<tbody>
<tr>
<td>1010</td>
<td>38</td>
<td>2/07/2015</td>
<td>9:11:22 AM</td>
<td>ADMIN</td>
<td>Tony Maris</td>
<td>VENDOR</td>
<td>2/07/2015</td>
<td>11:02:12 AM</td>
</tr>
<tr>
<td>1010</td>
<td>52</td>
<td>2/17/2015</td>
<td>10:06:34 AM</td>
<td>ADMIN</td>
<td>Louise Hart</td>
<td>VISITOR</td>
<td>2/17/2015</td>
<td>1:08:38 PM</td>
</tr>
</tbody>
</table>

  **Total: 3**

- **Host Name: Donna Nixon**

<table>
<thead>
<tr>
<th>Origin ID</th>
<th>Badge ID</th>
<th>Date Issued</th>
<th>Time Issued</th>
<th>Destination</th>
<th>Name</th>
<th>Type</th>
<th>Date Returned</th>
<th>Time Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>54</td>
<td>2/06/2015</td>
<td>9:01:22 AM</td>
<td>ENG</td>
<td>Louise Hart</td>
<td>VISITOR</td>
<td>2/06/2015</td>
<td>4:31:22 PM</td>
</tr>
<tr>
<td>1010</td>
<td>48</td>
<td>2/17/2015</td>
<td>8:44:34 AM</td>
<td>ENG</td>
<td>Louise Hart</td>
<td>VISITOR</td>
<td>2/17/2015</td>
<td>4:12:34 PM</td>
</tr>
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</table>

  **Total: 3**

- **Host Name: Eric Rogers**

<table>
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<th>Time Issued</th>
<th>Destination</th>
<th>Name</th>
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<tbody>
<tr>
<td>1010</td>
<td>38</td>
<td>2/06/2015</td>
<td>8:02:12 AM</td>
<td>ADMIN</td>
<td>Tony Maris</td>
<td>VENDOR</td>
<td>2/06/2015</td>
<td>10:02:12 AM</td>
</tr>
</tbody>
</table>

  **Total: 1**

**Total Badges Issued by Visitor Name**

- **Visitor Name: Tony Maris**

<table>
<thead>
<tr>
<th>Origin ID</th>
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<th>Destination</th>
<th>Name</th>
<th>Type</th>
<th>Date Returned</th>
<th>Time Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>38</td>
<td>2/06/2015</td>
<td>8:02:12 AM</td>
<td>ADMIN</td>
<td>Tony Maris</td>
<td>VENDOR</td>
<td>2/06/2015</td>
<td>10:02:12 AM</td>
</tr>
</tbody>
</table>

  **Total: 2**

**Grand Total: 2**
## Addendum B - Suggested Badge Type & Department / Location Names

<table>
<thead>
<tr>
<th>Default</th>
<th>MEDICAL FACILITY</th>
<th>SCHOOL FACILITY</th>
<th>CORPORATION</th>
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<tbody>
<tr>
<td>BadgeType1</td>
<td>VISITOR</td>
<td>VISITOR</td>
<td>VISITOR</td>
</tr>
<tr>
<td>BadgeType2</td>
<td>OUTPATIENT</td>
<td>PARENT</td>
<td>CONTRACTOR</td>
</tr>
<tr>
<td>BadgeType3</td>
<td>CONTRACTOR</td>
<td>GUARDIAN</td>
<td>VENDOR</td>
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<td>BadgeType4</td>
<td>VENDOR</td>
<td>VOLUNTEER</td>
<td>TEMPORARY</td>
</tr>
<tr>
<td>BadgeType5</td>
<td>VOLUNTEER</td>
<td>CONTRACTOR</td>
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</table>

<table>
<thead>
<tr>
<th>Dept</th>
<th>Department</th>
<th>Room</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept1</td>
<td>Emergency</td>
<td>Conf Room A</td>
<td>Administration</td>
</tr>
<tr>
<td>Dept2</td>
<td>ICU</td>
<td>Conf Room B</td>
<td>Executive</td>
</tr>
<tr>
<td>Dept3</td>
<td>Cardiology</td>
<td>Special Ed Room</td>
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<td>Sleep Lab</td>
<td>Grade 1 - A</td>
<td>Purchasing</td>
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<tr>
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<td>Hand Clinic</td>
<td>Grade 1 - B</td>
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<td>Grade 3</td>
<td>Operations</td>
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<td>Rehab Admin</td>
<td>Grade 5</td>
<td>Conf. Room A</td>
</tr>
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<td>Dept12</td>
<td>Rehab Pool</td>
<td>Music Room</td>
<td>Conf. Room B</td>
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<td>Blood Lab</td>
<td>Cafeteria</td>
<td>Conf. Room C</td>
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<td>Dept14</td>
<td>Admin.</td>
<td>Gymnasium</td>
<td>Meeting Room A</td>
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<tr>
<td>Dept15</td>
<td>XRAY</td>
<td>Auditorium</td>
<td>Cafeteria</td>
</tr>
</tbody>
</table>

*Note: Not all Badge Types or Department/Locations need to be used.*

*Unused buttons can be blanked out to avoid confusion.*
Problem: Microsoft Access 2010 Runtime - “The installation of this package failed” (File: c:\Tempbadge_VMS-256X256sm.ico)

Solution: Virus software is blocking the MSAccess Runtime executable.

Problem: Error Code 42 “Run As Administrator” (when logging into the TEMPbadge VMS Software)

Solution: Browse to C:\Program Files (x86)\Microsoft Office\Office14
Find the MSACCESS.EXE file.
Right click on the file, choose Properties.
Click the compatibility tab.
Check “Run this program as administrator.”
Click Apply and OK.

Problem: Error Code 2501 “The Open Report action was canceled”

Solution: Printer setup needs to be configured. Once the printer driver is set up to use the proper label settings, log into the Administrator Options Panel and configure the printer setup.

  Log in as Administrator
  Click on Printer Setup
  Select a Badge format to configure, an Available Printer, and an Available Badge Size.
Problem: Microsoft Access Security Notice “A potential security concern has been identified”

Solution: (depends on the version of MS Access)

Click on the **Office Button**
Select **Trust Center**
Select **Trust Center Settings**
Select **Trusted Locations** and add your new trusted location

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**TEMPbadge Printer**

Problem: The print is not aligned correctly on my label.

Solution: The printer needs to be calibrated.

Power the printer off.
Hold down the yellow power button (on the top of the printer) while turning the power back on.
Continue holding until the LED (inside the yellow button) flashes, then turns green
Release the button and press once or twice (ejecting a label each time).

Problem: Labels are coming out of the printer blank. No data is printing on the label.

Solution: Labels are upside down in the printer. Turn the roll the other way and re-install in the printer.