# REPORT EXEC

## Report Exec Enterprise Badge & Label Printing

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#### Where to Begin

Badges within Report Exec are configured to use the **DYMO LabelWriter 450 Turbo**. However, in order to get badges to print, some initial configuration must first be done.

#### **Technical Support**

Email support@reportexec.com or call (414) 423-9800 option 2 with questions or issues.

#### "Printing Preferences" of the Dymo LabelWriter 450 Turbo

Note: Must use Dymo Visitor Badge #30857. http://www.dymo.com/en-US/lw-name-badge-labels-2-1-4-x-4

- 1. Ensure the Dymo LabelWriter 450 Turbo is plugged in.
- 2. Navigate to the computer's "Devices and Printers" menu found within the Windows Control Panel.



 Information on how to navigate to, and use, the Devices and Printers menu in Windows can be found here and also elsewhere using an internet search: <u>http://windows.microsoft.com/en-us/windows7/install-view-and-manage-your-devices-and-printers</u>



3. Right-click the **DYMO LabelWriter 450 Turbo** to bring up a dialog box. First select the **Set as default printer** option. Then, select **Printing Preferences**.





## Documentation

4. In the <b>Printing</b> <b>Preferences</b>	🖶 DYMO LabelWriter 450 Turbo Printing Prefe	rences X
window, make sure the <b>Orientation</b> is	Layout Paper/Quality	
set to <b>Landscape</b> then click the <b>Advanced</b> button.	Orientation: A Landscape Page Order: Front to Back $\checkmark$ Page Format Pages per Sheet 1 $\checkmark$ Draw Borders	
DYMO LabelWriter 450 Turbo Ad DYMO LabelWriter 450 Turbo Paper/Output Paper Size: 30857 Graphic Print Quality: 300 x Advanced Printing Pages per Sheet Lag Color Printing Mod Halftoning: Photo 0 Printer Features Print Quality: Tu Print Density: N Continuous Mod	Avanced Options	OK       Cancel       Apply         OK       Supply       Supply         OK       Supply       Supply         OK       Cancel       Apply         OK       Supply       Supply         OK       Supply       Supply         OK       Supply       Supply         OK       Cancel       Apply         OK       Supply       Supply         OK       Supply       Supply
	OK Cancel	



#### **Web Browser Configuration**

The next step is to confirm that the web-browser of choice is configured correctly. The Dymo LabelWriter 450 Turbo will work in Windows with Internet Explorer, Google Chrome, and Mozilla Firefox if the settings are configured as outlined below.

**<u>Remember</u>**: Badge Label 30857 must be used.

#### Internet Explorer

For the label printer to work in Internet Explorer, not only is there a setting in the browser itself, but the margin values must be manually edited within the Windows Registry.

#### **Browser Settings**

 If the File menu is not visible then you will first need to enable the Menu Bar in Internet Explorer by right-clicking somewhere in the title bar and selecting Menu Bar.

¢	) 🔿 🏦 h	ttps://		*110			
File	Edit View	Favorites	Tools	Н			
1	New tab		Ctrl+T				
	Duplicate tak	0	Ctrl+K				
	New window	1	Ctrl+N				
	New session						
	Open		Ctrl+0				
	Edit with Not	tepad					
	Save						
	Save as Ctrl+S						
	Close tab Ctrl+W						
	Page setup						
	Print Ctrl+P						
	Print preview						
	Send 🕨						
	Import and export						
	Properties						
	Work offline						
	Exit						



2. Click File and then Page Setup as seen in the image to the left.

3. In the **Page Setup** screen, make sure that the headers and footers are all set to **Empty** in the **Headers and Footers** section, seen in the image below. Be sure to click the **OK** button to exit the Page Setup screen before moving on to the next step.

Paper Options Page Size: 30857 Badge Label v O Portrait  O Landscape Print Background Colors and Images C Enable Shrink-to-Fit	Rij Bo	argins (nches) ft: 0.233 ight: 0.06 op: 0.04 ottom: 0.056
Headers and Footers Header: -Empty-	~	Footer: -Empty-
-Empty-	¥	-Empty-
-Empty-	~	-Empty-
Change font		
		OK Cancel

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#### Windows Registry Configuration

- This is required for Internet Explorer only.
- A user MUST BE a Local Administrator in Windows in order to be able to access a computer's registry.
- **b** It is advised to consult an I.T. Professional before making any registry changes that are questionable.
- The Windows registry is crucial to the way a computer functions so DO NOT modify anything except for the specific values mentioned in this section.

<ol> <li>To open the Windows Registry, simply type regedit.exe into the Windows Start Menu.</li> </ol>	Programs (1)  regedit.exe
a. Windows 7	
	₽ See more results
	regedit × Shut down +
Apps Results for '	"regedit.exe" b. Windows 8 or 8.1
	regedit.exe
	<u>ہ</u>
c. Windows 10	©
	<i>₽</i>
	O 📢 My stuff 🖉 🔎 Web
	regedit.exe



- 2. In the Registry Editor screen navigate to the following path as seen in the image below:
  - a. HKEY\_CURRENT\_USER > Software > Microsoft > Internet Explorer > PageSetup

ile Edit View Fa	vorites Help				
	LowRegistry Main MenuExt New Windows PageSetup PhishingFilter ProtocolExecute Recovery RepId SearchScopes Security Services	<	Name (Default) (Defa	Type REG_SZ REG_SZ REG_SZ REG_SZ REG_SZ REG_SZ REG_SZ REG_SZ REG_SZ	Data (value not set) yes

- Double-click the value in the Name column to open it for editing. Remove all values except the "(Default)" and "Shrink\_To\_Fit" values. When finished, the values should look similar to what is seen in the image to above. If not, modify the values to match the image.
  - a. Note: The four "margin\_" values can be either a blank value as seen above, or a zero (0.00) value.
- 4. When the registry values are configured the Registry Editor can be closed. Label printing should now work successfully in Internet Explorer.



#### **Google Chrome**

For the Label Printer to work in Google Chrome the settings are all configured on the Google Chrome Print Dialog when the label or badge is being printed.

#### **Chrome Print Settings**

- When the "Print" dialog appears in Chrome, first click on More settings in order to view all of the print options seen in the image to the right.
- 2. Next, verify all of the settings seen in the image are correct and the label should print as expected.
  - a. Destination: DYMO LabelWriter 450 Turbo
  - b. Layout: Landscape
  - c. Paper size: 30856 Badge Card Label
  - d. Margins: None
  - e. Quality: 300 dpi

Print Total: <b>3 sheets of paper</b>				
	Print Cancel			
Destination	Change			
Pages	<ul> <li>All</li> <li>e.g. 1-5, 8, 11-13</li> </ul>			
Copies	1 + -			
Layout	Landscape 💌			
Paper size	30856 Badge Card Label 🔹			
Margins	None			
Quality	300 dpi 🗸			
Options	Background graphics			
<ul> <li>Fewer settings</li> </ul>				
Print using system dialog (Ctrl+Shift+P)				



Ctrl+P

#### Mozilla Firefox

For the Label Printer to work in Firefox, the settings are all configured in the **Page Setup** menu within the browser.

#### **Browser Settings**

1. If the **File** menu is not visible then you will first need to enable the **Menu Bar** in Firefox by right-clicking somewhere in the title bar and selecting **Menu Bar**.

Mozilla Firefox Start Page	ress	+		Reload <u>/</u> Bookma <u>U</u> ndo Cl	All Tabs irk All <u>T</u> abs l <b>ose Tab</b>	
				Menu B Bookma	ar urks Toolbar	
	<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	Hi <u>s</u> tory	<u>B</u> ookmarks	<u>T</u> oc
	New <u>T</u> ab <u>N</u> ew Window			Ctrl+T		
				w	Ctrl+N	
		New	Private	<u>W</u> indow	Ctrl+Shift+P	
n in the image to the right.		Open File		Ctrl+O		
		Save <u>E</u> mai	Page <u>A</u> Link	<u>i</u> s	Ctrl+S	
		Page	Set <u>u</u> p.			

Print Preview

Work Offline

Print...

E<u>x</u>it

2. Click **File** and then **Page Setup** as seen in the image to the right.



## Documentation

	Page Setup X
<ol> <li>On the Format &amp; Options tab, make sure Landscape is selected and Shrink to fit Page Width is checked as seen in the image to the right.</li> </ol>	Format & Options Margins & Header/Footer     Format   Orientation:    Portrait    Portrait     Scale:   100   %   Shrink to fit Page Width      Options   Print Background (colors & images)
De es Celuz	OK Cancel
Page Setup	×
Format & Options Margins & Header/Footer	
Margins (inches) <u>T</u> op: 0.0 <u>L</u> eft: <u>R</u> ight: 0.0 <u>B</u> ottom: 0.0	4. On the <b>Margins &amp; Header/Footer</b> tab, make sure that all fields in the <b>Margins (inches)</b> section have a value of zero (0) and all fields in the <b>Headers &amp; Footers</b> section are set to <b>blank</b> as seen in the image to the left.
Headers & Footers	
blank ~blank ~	
Left: Center: Right:	
OK Cancel	

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