

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.

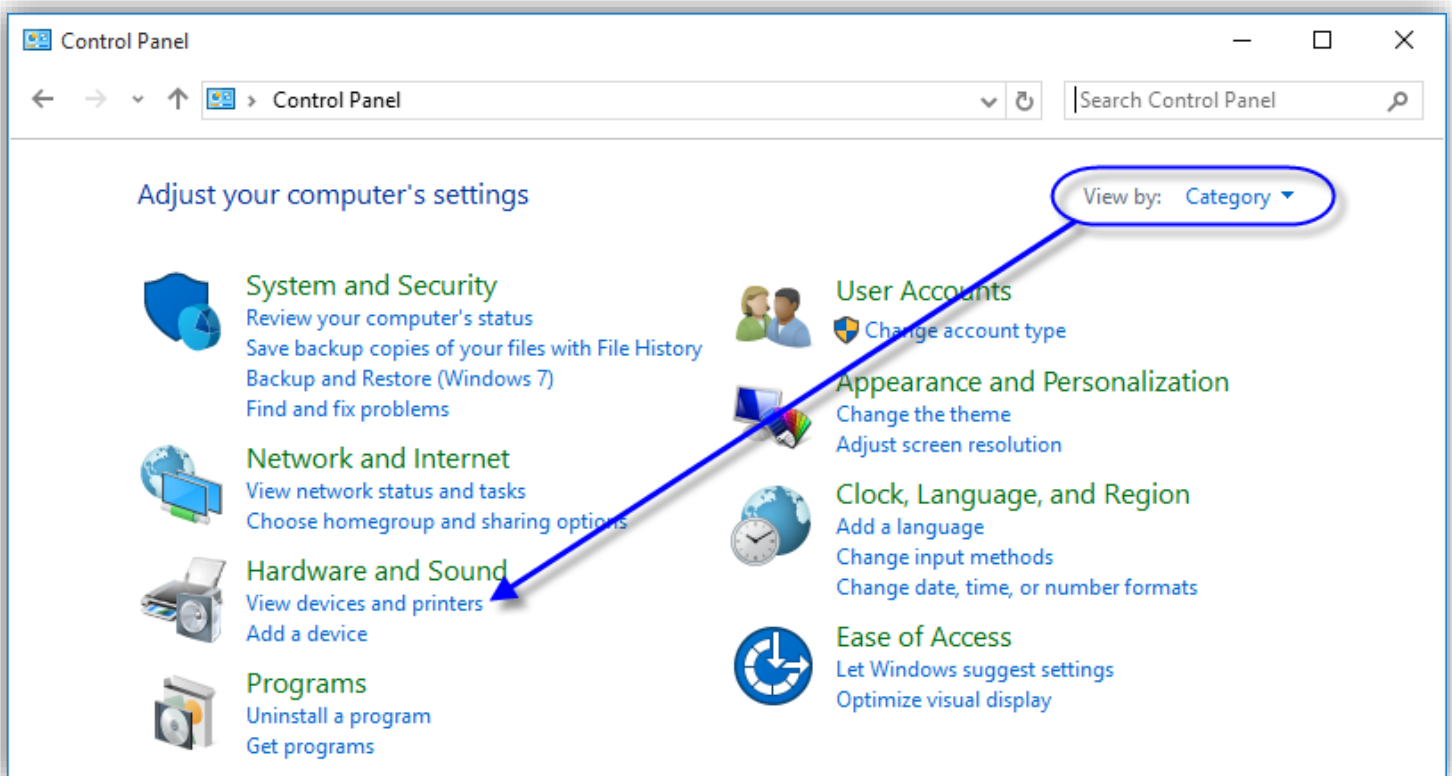
Technical Support

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

“Printing Preferences” of the Dymo LabelWriter 450 Turbo

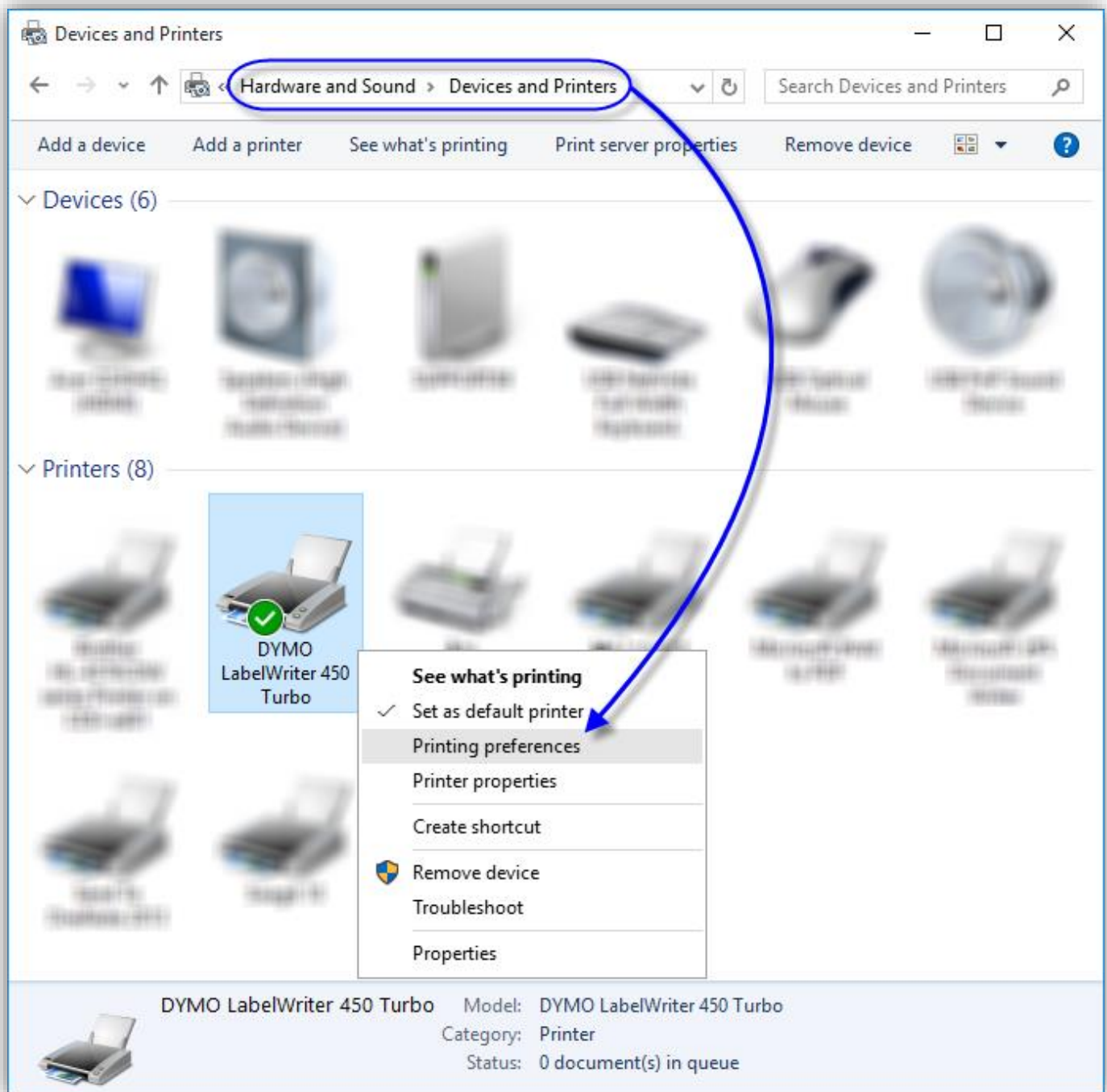
Note: Must use Dymo Visitor Badge #30857. <http://www.dymo.com/en-US/lw-name-badge-labels-2-1-4-x-4>

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.

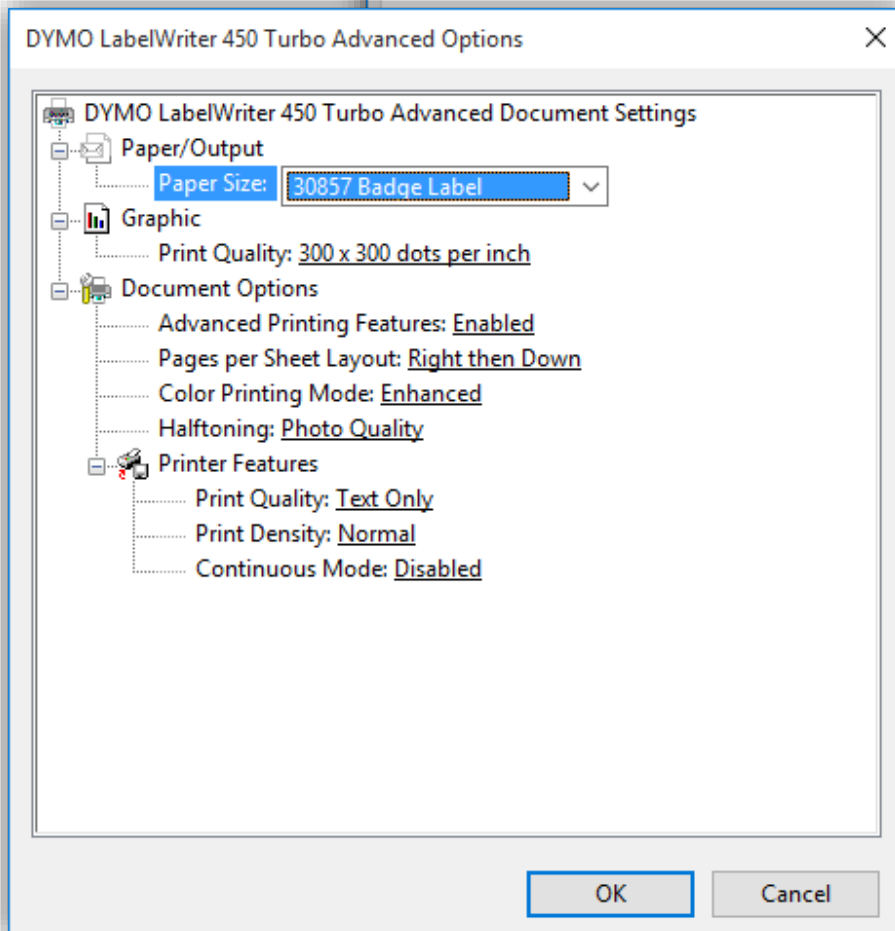
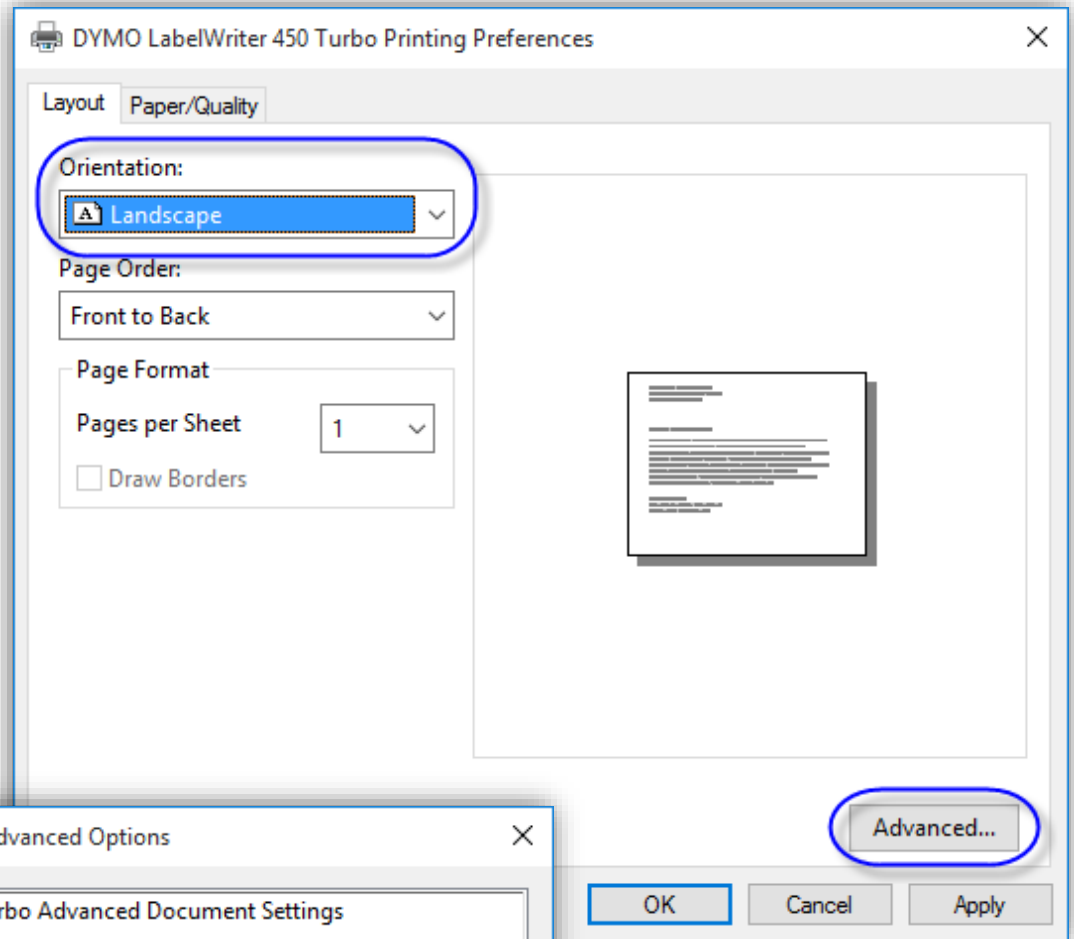


- ✓ Information on how to navigate to, and use, the Devices and Printers menu in Windows can be found here and also elsewhere using an internet search: <http://windows.microsoft.com/en-us/windows7/install-view-and-manage-your-devices-and-printers>

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**.



- In the **Printing Preferences** window, make sure the **Orientation** is set to **Landscape** then click the **Advanced** button.



- Make sure that the Paper Size is set to the **30857 Badge Label** size. Double-check to make sure that the other settings match those seen in the image to the left as well.

- Once this is done, click the **OK** button until the screen is back at the "Devices and Printers" screen, then close out of it.

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.

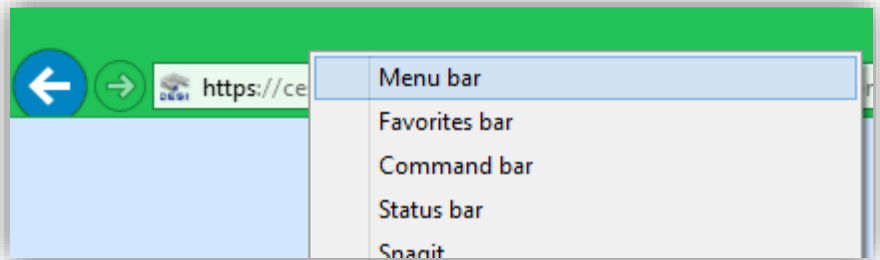
Remember: Badge Label 30857 must be used.

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.

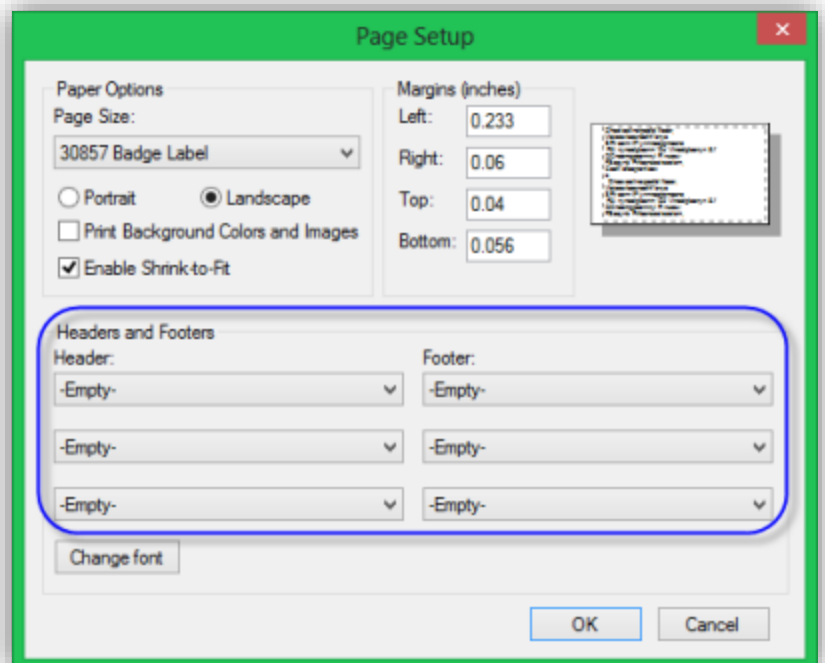
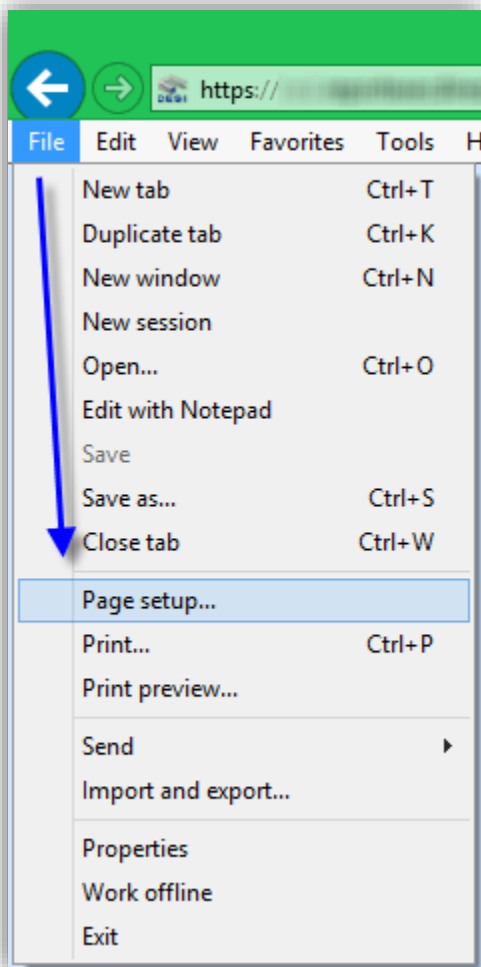
Browser Settings

1. 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**.



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.

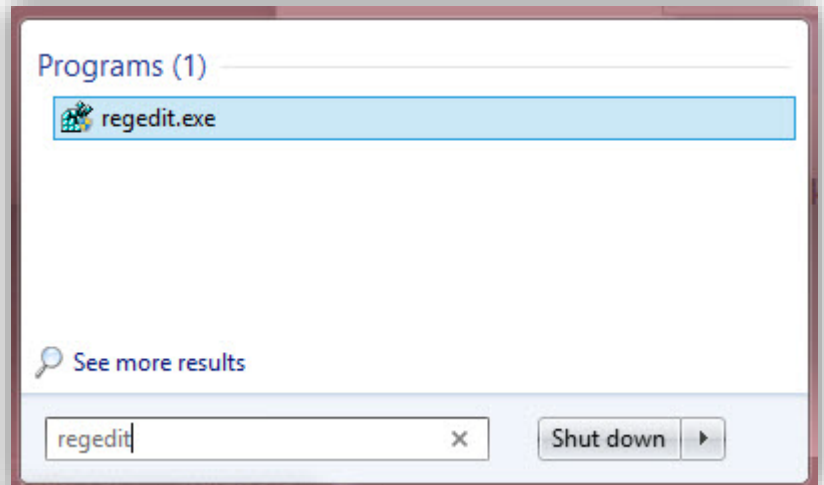


Windows Registry Configuration

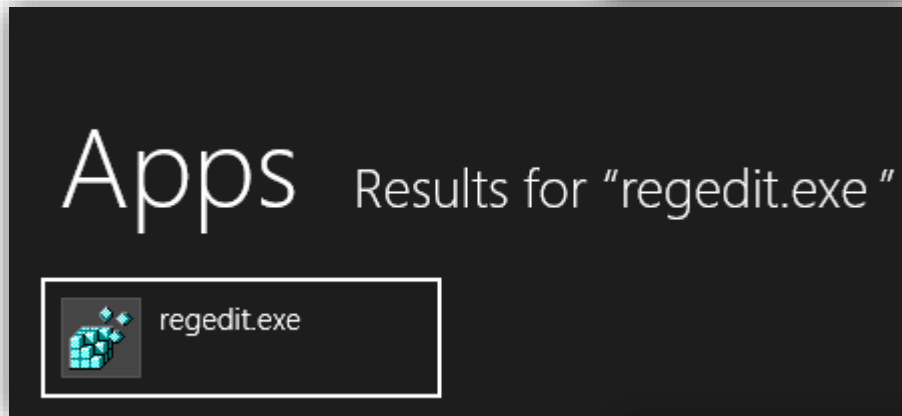
- This is required for Internet Explorer only.
- A user **MUST BE** a Local Administrator in Windows in order to be able to access a computer's registry.
- It is advised to consult an I.T. Professional before making any registry changes that are questionable.
- The Windows registry is crucial to the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

1. To open the Windows Registry, simply type **regedit.exe** into the Windows Start Menu.

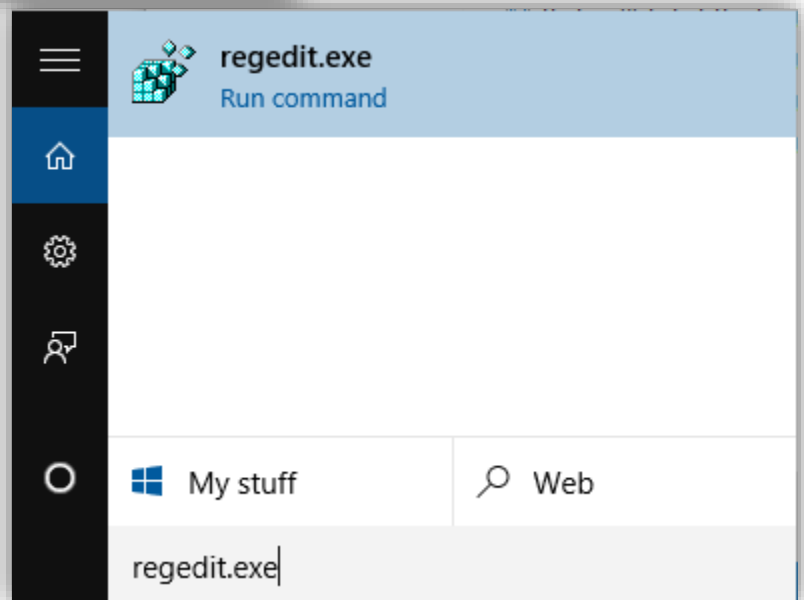
a. Windows 7



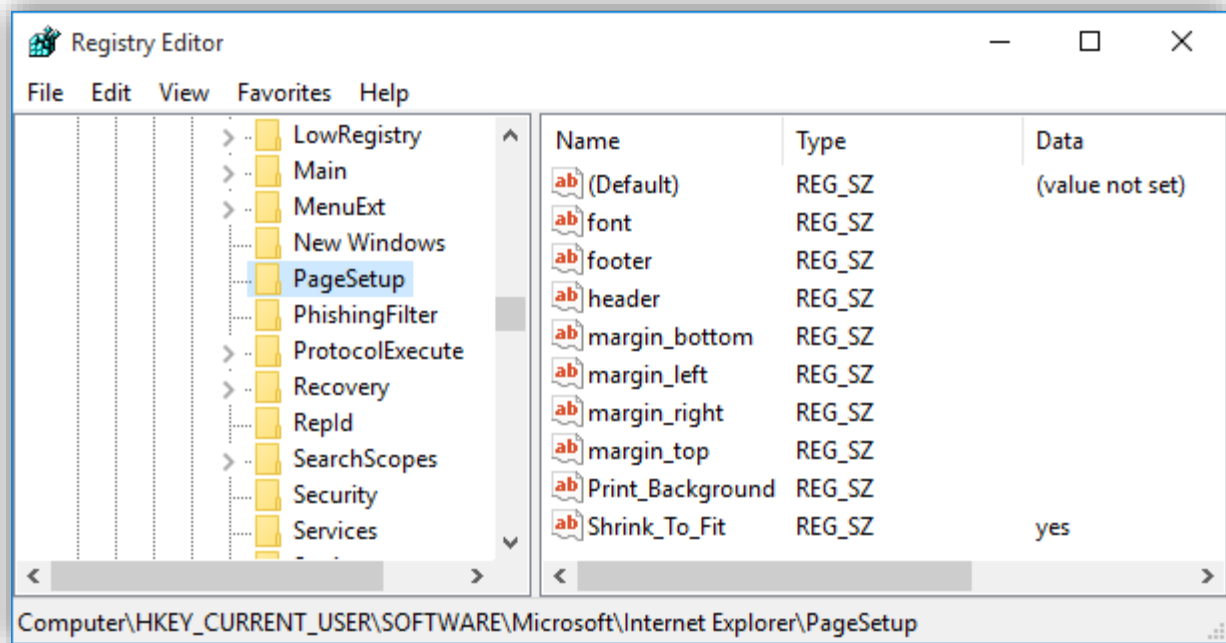
b. Windows 8 or 8.1



c. Windows 10



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



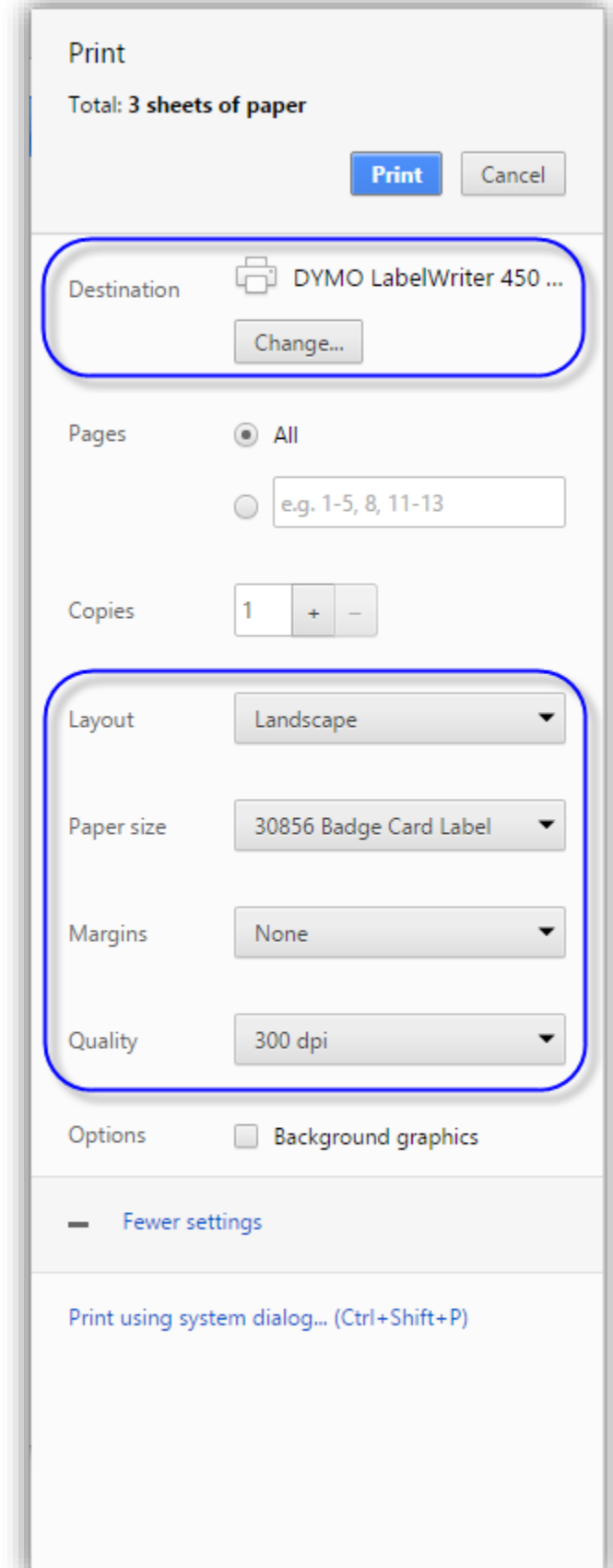
3. Double-click the value in the **Name** column to open it for editing. Remove all values except the “(Default)” and “Shrink_To_Fit” values. When finished, the values should look similar to what is seen in the image to above. If not, modify the values to match the image.
 - a. **Note:** The four “margin_” 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

1. 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

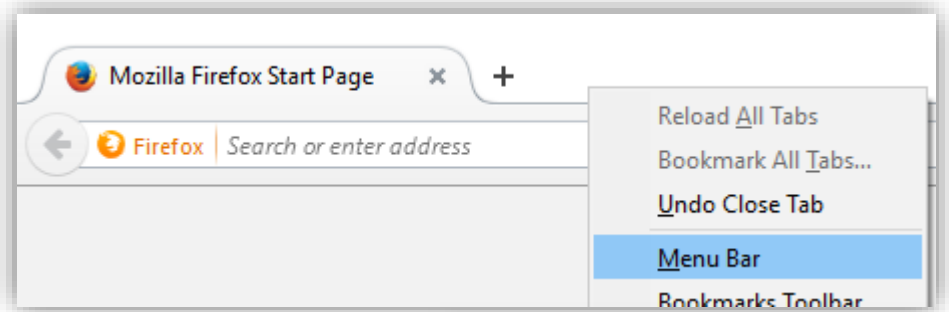


Mozilla Firefox

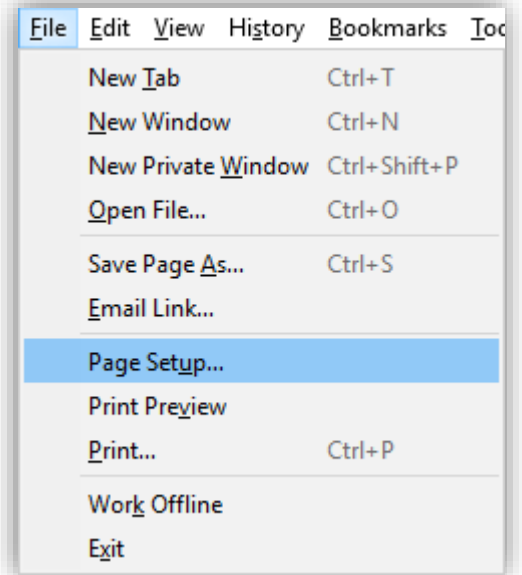
For the Label Printer to work in Firefox, the settings are all configured in the **Page Setup** menu within the browser.

Browser Settings

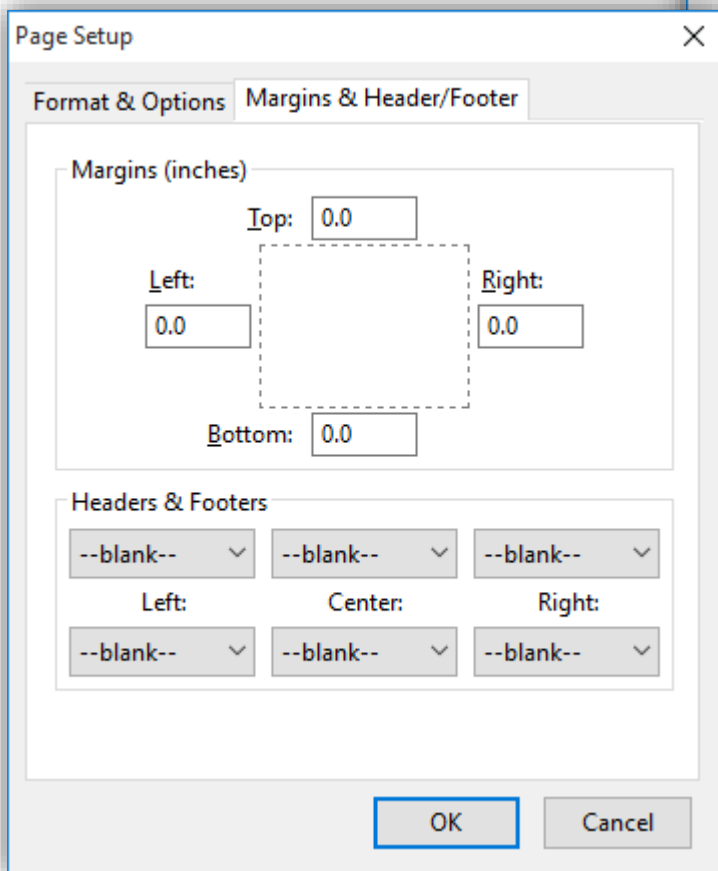
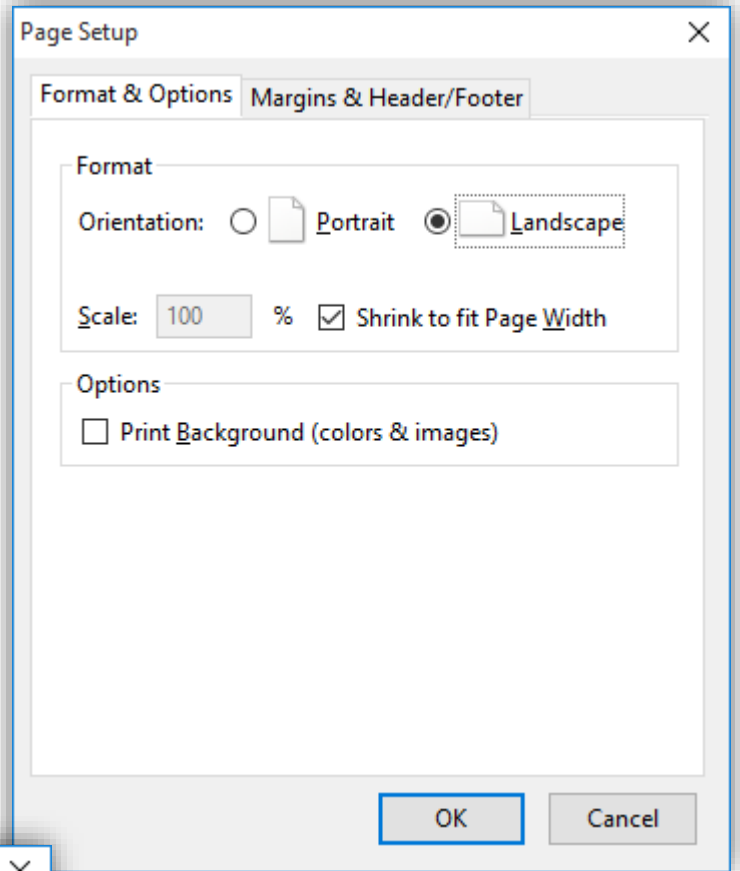
1. If the **File** menu is not visible then you will first need to enable the **Menu Bar** in Firefox by right-clicking somewhere in the title bar and selecting **Menu Bar**.



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



- On the **Format & Options** tab, make sure **Landscape** is selected and **Shrink to fit Page Width** is checked as seen in the image to the right.



- On the **Margins & Header/Footer** tab, make sure that all fields in the **Margins (inches)** section have a value of zero (0) and all fields in the **Headers & Footers** section are set to **blank** as seen in the image to the left.