



CARD IMAGING

QUICK START

A STEP-BY-STEP GUIDE TO SETTING
UP YOUR NEW CARD PRINTER

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PRINTER SETUP & TESTING



VERY IMPORTANT!

Make Sure Your New Printer IS NOT Connected to your PC Before You Perform Step 2 Below

Install Your Print Driver

Before you connect your new printer, you must download and install its Print Driver software into your PC's operating system.

- 1 Make sure your new printer is not connected to your PC. If it is, please disconnect it before installing your new print driver.
- 2 Download and install your printer driver from the printer manufacturers site or at www.cardimaging.com/drivers/
- 3 Connect and power up your printer after driver is installed.



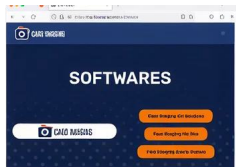
CREATING YOUR CUSTOM CARD DESIGN



To create a card design that is exclusive to your organization, you need to install and use Card Imaging's Design Software.

Step 1 Install Card Imaging Design Software

Download and Install the program that matches your operating system from www.cardimaging.com/software/



Step 2 Print Sample Card Using Software

Print a sample card using your newly installed Card Imaging Design Software to confirm your printer and software are all installed and connected properly.

A - Open the Card Imaging app and click the File menu option to open the dialog box and select the **Open Template** option.



B - Select any template sample and hit OK

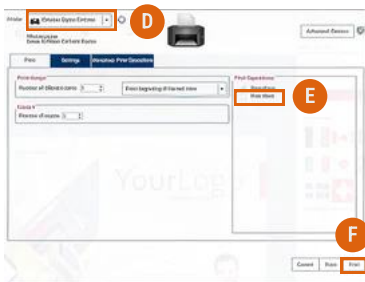
C - Your selected design will open. To print a sample card, select the **Print option** from the File menu.



D - In the printer dialog box, select your card printer in the "Printer" box in the upper left.

E - If you purchased a double-sided printer, be sure to check the "Print Back" box so both sides will print.

F - Click Print button in the lower right to print your sample card.



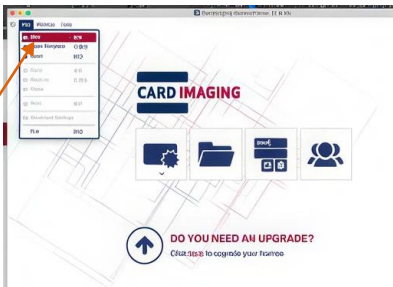
Creating Your Card Design Continued on Next Page

Step 3

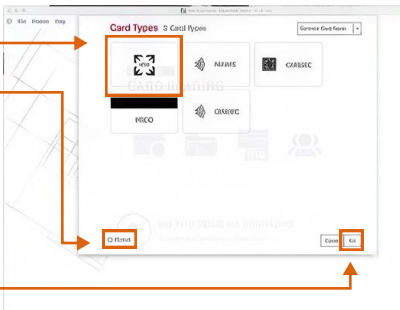
Designing Custom Cards

A quick overview of the basics you need to know to create a custom card design using your newly installed Card Imaging Design Software.

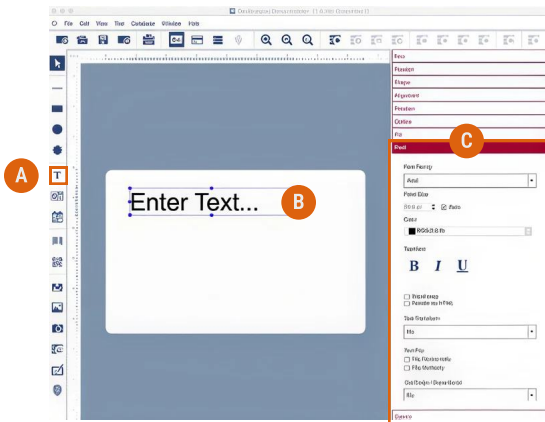
A - Open the program and click the **File** menu option to open the dialog box and select the **New** option



B - To start, select the CR80 card type. Make sure the Portrait check box in lower left is NOT selected unless you want to create a vertical card design. Click OK to open a blank card design document.



Adding Text

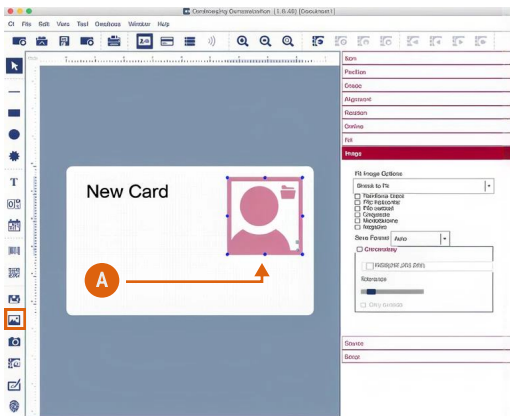


A Adding a Text Field - To add text to your card design, click the T icon in the left side tool bar and drag your pointer over the area where you would like your text to appear to create a text box.

B Edit Text - To edit the text, right click inside the text box to bring up the text editing window and then type in the words you want to appear.

C Edit Font Style - Use Font properties dialog in right hand tool bar to select your font and style.

Adding a Photo



A Browse Image - Select the indicated icon on the left hand tool bar and then drag your cursor inside the card design area to create a picture box where you want your image to appear.



Important Background Image Issues

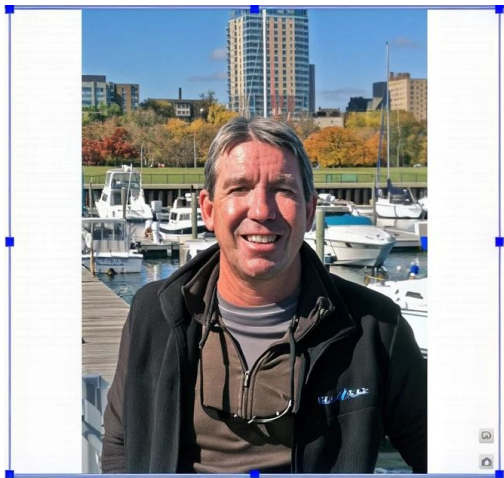
Using solid colors may cause printing defects on your card

Don't bleed images over the card edge

Most printers leave a thin 1/32" white border on card.

Editing an Image

A Edit Image - To edit your image, click on the top small icon on the lower right-hand corner of the image box.



This opens the powerful new dialog box shown below that lets you edit, size and import images from multiple sources.

Image Editing Window

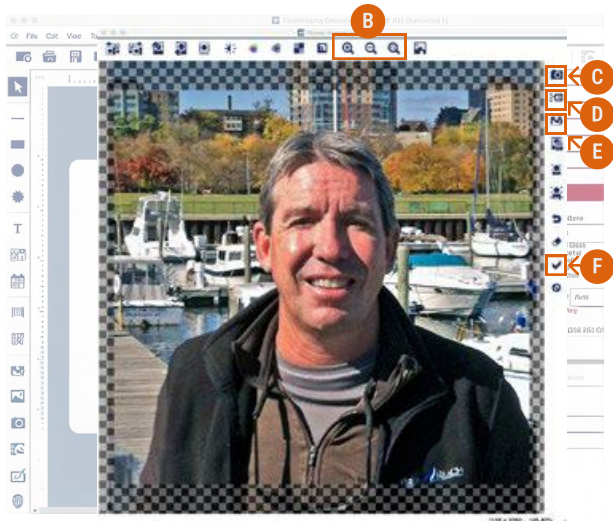


Image Editing Essentials

B Image Sizing & Cropping Tools

To resize or reposition the imported image within the picture frame, use these tools.

C Image Acquisition

Select this tool to take a new image using your computer camera.

B Import Image from Network

Select this tool to take a new image from an in-house network video system

C Image Acquisition

Select this tool to import an existing image from your system.

Save Your Changes

F Click the check mark to save your edits and return to the main design window.

Printer Set Up

There are several important controls inside the printer dialog box that need to be reviewed to ensure your card prints as desired. These Include:

- Front and back (Duplex) printing
- Printing color on back of card
- Adjusting overall card color and hue

Trouble Shooting

A quick reference of common problems & solutions.

Nothing happens when I hit print

Delete the print driver and reinstall.
Connect printer to PC only after the new print driver is reinstalled.

Color streaks in my card

Avoid using solid color in your design.
Lower Color Intensity in the print driver.



Broken ribbon

Attach broken ends with Scotch tape.
Wind the broken section onto the take up spool. Insert ribbon back into printer.



Broken ribbon causes:

Attach broken ends with Scotch tape. Wind the broken section onto the take up spool. Insert ribbon back into printer.

Card won't feed into printer

Static electricity causes cards to stick together. Fan cards before loading and set card thickness gauge to 30 mils if your printer has one.



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(630) 739-6546
cardimaging.com