Configuring the BOCA Printer

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Install the **BOCA Printer** according to its supplied documentation and follow the configuration procedures outlined below.

Note:

• In order to ensure proper configuration, all configuration steps outlined below need to be completed. The instructions below will work for printing with 2.5" x 3.75" labels.

Create a New Visitor Badge Form for the Badge Printer:

- 1. From the Windows Start menu, click on Control Panel.
- 2. Click on Devices and Printers.
- 3. Select the BOCA FGL printer and click on Print server properties (at the top).
- In the window that opens, click on the checkbox for Create a New Form to create a form for your visitor badges. Enter a Form Name that is easy to identify.
- 5. Set the form's Width to 2.5", Height to 3.75", and set the Printer Area Margins to 0.01".
- 6. Click on **OK** to save the new form.

Update Printer Settings:

- 1. From the Windows Start menu, click on Control Panel.
- 2. Click on **Devices and Printers**.
- Right-click on the BOCA FGL printer and click on Set as Default Printer, if it is not already selected.
- 4. Right-click again on the BOCA FGL printer and click on Printing Preferences.
- 5. Click on the **Document Options** tab.
- 6. Click on the Orientation tab.
- 7. Select Portrait for the orientation, if it is not already selected.
- Under Advanced > Paper Size, select the form that you just created in the first section above.

Update the Internet Explorer Settings:

- 1. Open Internet Explorer and go to File > Page Setup.
- 2. For the Page Size, select the form you created in the first section above.
- 3. Set the page orientation to Landscape.
- 4. Set all the header and footer settings to Empty.
- 5. Click on **OK** to save your settings.

Verify the Default Printer:

 In Internet Explorer, press CTRL+P on your keyboard and ensure that your BOCA FGL printer is selected as the default printer.