





# Configuring the BOCA Printer

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

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### **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**.
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### **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).
4. 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**.
3. 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.
8. 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:**

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