





# Configuring the Dymo LabelWriter Printer

## *Configuring the Dymo LabelWriter Printer:*

### **The Badge:**

The badge layout is set to print best on **2-5/16" x 4" white visitor name badge labels (SKU 30857)**. For more information on ordering supplies, visit: <http://dymo.com/>.

Different labels that approximate the size of the above may be used, but optimal results cannot be guaranteed.

### **The Printer:**

While any label printer may be used in conjunction with the badge printing functionality, the feature is currently configured to work best with the **Dymo LabelWriter 450**.

The printer is fast becoming the "industry standard" due to its small size and efficient printing capability. In addition, the printer utilizes direct thermal print technology, which eliminates ribbons, toner, and ink cartridges. It connects to a USB or serial port for easy installation, provides 300dpi resolution for laser sharp labels, prints labels up to 2.3" wide, and works with Windows XP/Vista (32/64-bit), or MacOS 10.4 or later.

Once obtained, install the Dymo LabelWriter 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.

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### **To Set Dymo LabelWriter as the Default Printer:**

1. From the **Windows Start** menu, go to **Settings > Printers**.
2. Right click on **Dymo LabelWriter 450**.
3. Click on **Set as Default Printer**.

### **To Configure the Printer for Name Badge Printing:**

1. From the **Windows Start** menu, go to **Settings > Printers**.
2. Right click on **Dymo LabelWriter 450**.
3. Click on **Printing Preferences**.
4. In the **Paper Type** field, click on **30857 Name Badge Label**.
5. In the **Orientation** section, click on **Landscape**.
6. Click on **OK**.

### **To Configure Internet Explorer for Visitor Badge Printing:**

1. Open **Internet Explorer**.
2. Go to **File > Page Setup**.
3. Set the **Header** dropdown to **Empty**.

4. Set the **Footer** dropdown to **Empty**.
5. Set the **Left** and **Right Margins** to **0.22**.
6. Set the **Top** and **Bottom Margins** to **0.22**.
7. Click on **OK**.