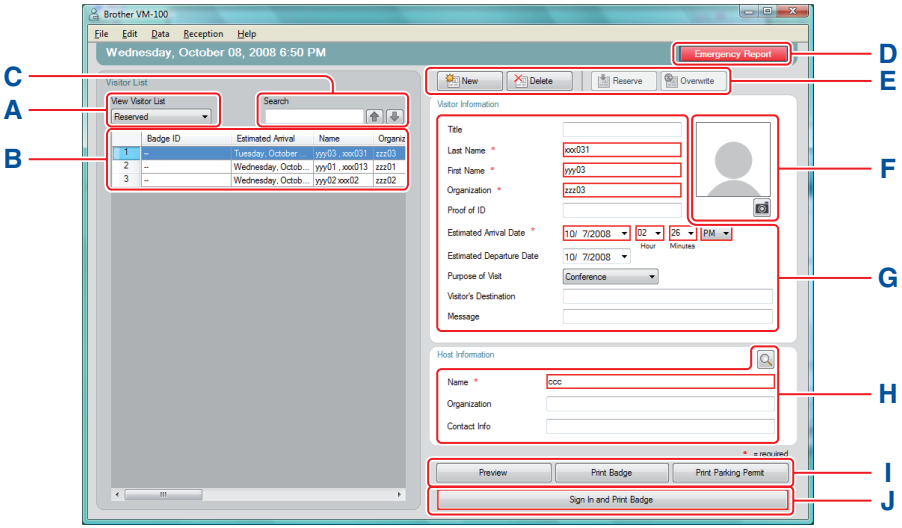
Visitor Badge & Management Quick Reference Guide



A Indicates which visitor list is displayed.

Reserved or **Pre-registered:** Visitors that have their information entered prior to arrival (reservation made).

Signed in: Visitors that have already signed in.

Signed out: Visitors that are signed out.

Click ▼ to select a visitor list.

B Displays the selected visitor list.
Sort the list by clicking a column title. Change column width by dragging column borderline.

C Search for information within the displayed visitor list.
Click ⬆ or ⬇ to search up or down the list.

D Prints the Emergency Report.

E **New:** Enter information for a new visitor.

Delete: Delete the information for the selected visitor.

Reserve: Enter information for a new visitor and store to the [Reserved] list.

Overwrite: Edit the information by typing over the displayed visitor information.

F Displays a photo of the visitor.
Click 📷 to take a photo of the visitor (requires installation of camera).

G Enter the visitor information.
* indicates information that MUST be filled in.

H Enter the host information (The host is the person the visitor is visiting).
* indicates information that MUST be filled in.
Click 🔍 to search the host database to fill in the host information.

I **Preview:** View the visitor badge before printing.

Print Badge: Prints the visitor badge.

Print Parking Permit: Prints the parking permit.

J Prints a visitor badge, signs a visitor in or signs a visitor out.
Function depends on visitor list being viewed.

When visitor arrives: Type the visitor information. If a reservation was previously entered for the visitor, select the visitor from the [Reserved]/[Pre-registered] list. Click the [Sign In and Print Badge] button to sign the visitor in and print the visitor badge.

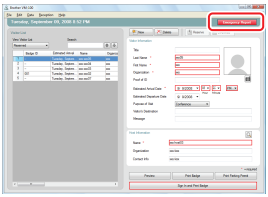
To print badge prior to visitor's arrival, select the visitor from the [Reserved]/[Pre-registered] list and click the [Print Badge] button. When visitor arrives, select the visitor badge ID from the list and click the [Sign In] button (**J**).

When visitor leaves: To sign out visitors, select the visitor information from the [Signed in] list and click the [Sign Out] button (**J**).

Emergency Reports

Emergency reports are not printed on your Brother QL Label Printer. Emergency reports are printed on the default printer which is assigned by the Administrator. We recommend assigning a default printer that prints to letter size paper.

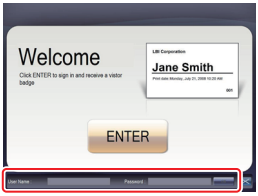
Reception mode



In case of an emergency, click the Emergency Report button. The list of visitors who have signed in can be printed or displayed.

Self Check-in mode

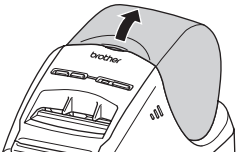
Click .



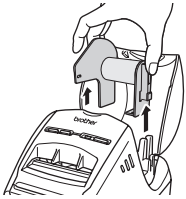
Type your [User Name] and [Password]. Click the OK button.

Click the Emergency Report button to display or print the report.

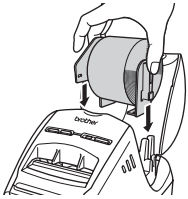
Replacing the DK Paper Roll (Re-order No. DK-N5224)



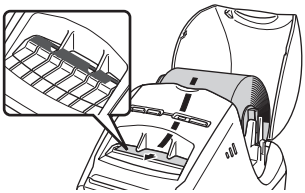
Press and hold the ON/OFF button to turn off the machine. Firmly hold the front of the machine and lift open the DK Roll compartment cover.



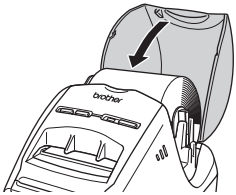
Remove the empty spool by lifting up and out of the machine.



Put the new spool into the spool guides of the DK Roll compartment.



Thread the end of the DK Paper Roll all the way through the slot as shown in the illustration.



Close the DK Roll Compartment cover and press the ON/OFF button to turn the machine ON. Press the FEED and CUT buttons (if necessary) to properly align paper.

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