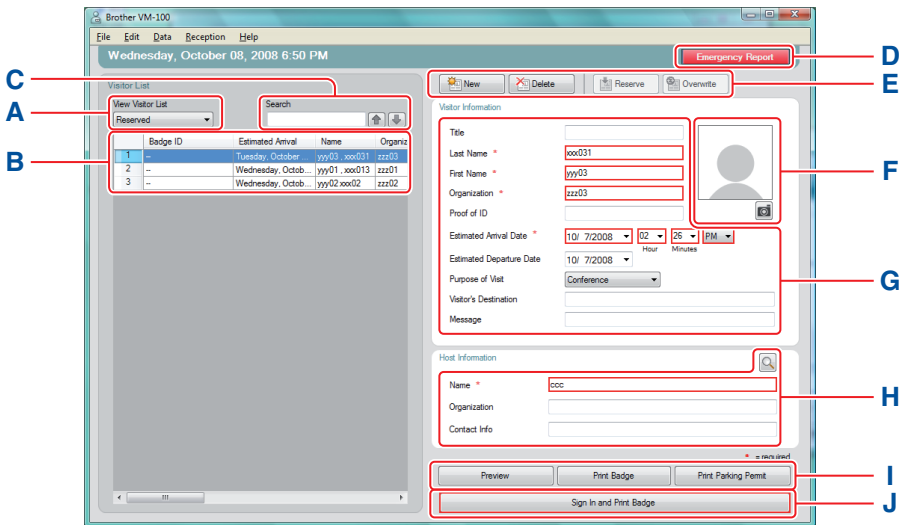# VM-100
# Quick Reference Guide



**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.

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**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 (**A**) and click the [Sign Out] button (**J**).
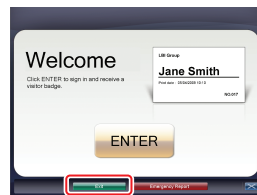
## Logging Out from Self Check-in mode



Click [icon].
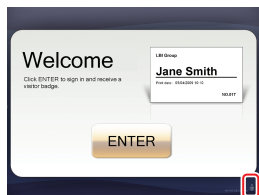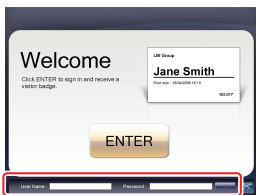


Type your [User Name] and [Password]. Click the OK button.



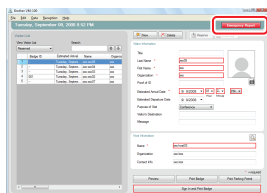Click the **Exit** button to logging out.

## 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 A4 size paper.
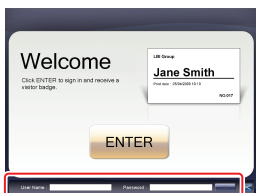
### Reception mode



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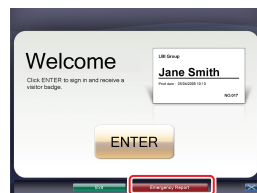The list of visitors who have signed in can be printed or displayed.

### Self Check-in mode



Click [icon].
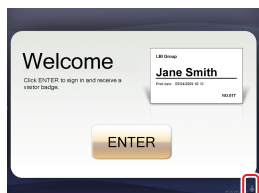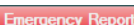


Type your [User Name] and [Password]. Click the OK button.



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

## Replacing the DK Paper Roll (Re-order No. DK-N55224)

For replacement of the DK Paper Roll, please refer to the User's Guide of your QL printer.
The VM-100 templates are designed to be used with DK-N55224 paper rolls. However, if another type of DK media is installed, the template will be automatically scaled to fit.

**brother**