Check-In Setup Instructions

1) Turn on the computer and plug in power cord.
2) Password for the laptop is Humphrey (capital H)
3) Connect the cables for the printer
   a. The plugs are underneath the printer
   b. Make sure you plug the power cable into a surge protector
   c. The USB port will go on the left side of the laptop
4) Plug the card swipe device into one of the two USB port on the right side of the laptop.
5) Connect to Wi-Fi/Internet (using your credentials to login in is fine)
6) Go to start, devices and printers.
   a. Wait for the laptop to recognize the DYMO label printer that is plugged in.
   b. Once this is done, it will have an icon in the printer and faxes list.
   c. It will be the only DYMO printer icon that will be in full color opposed to the other grey scale options.
   d. Right click on that printer and select “Set as default printer.”
   e. Exit out
7) Go to the link provided to you on the desktop sticky pad. It should already be opened on your desktop.
   a. To access the check-in system for your event you may need to type in a passcode provided on the desktop screen.
8) Checking in students
   a. Students – 2 options
      i. Swipe ID
      ii. Type in students 89#.
9) Printing name tags:
   a. Once you swipe the Tiger card, the name badge should automatically print.
      i. If it doesn’t make sure all cords are plugged in properly, there is sufficient paper in the printer and the correct printer is selected as the default (see above)
      ii. Reloading nametag paper:
         1. Followed the pictured instructions inside the printer.
         2. Load the paper with the shiny side facing down and guide into feeder at the front of the printer. There is a lever on the side that you push down to allow the paper access through the feeder. Once this is done, shut the printer and push the button on the front to test the paper feeder. The paper should come through and be ready for printing again.
10) Once event is over:
   a. Close laptops and return all appropriate cords to the proper bags.
11) Britany or Millena will run data and have the reports to you within 1-2 business days after your event.

In case of a troubleshooting issue please contact:
Britany Williard: office: 225-578-2162
Millena Wilson: office: 225-578-2162