

ID Card Centre CardExchange Rental Guidelines

Please follow these steps as soon as you set up the printer

If you are renting CardExchange card management software to use on your own PC

Simple Installation Instructions

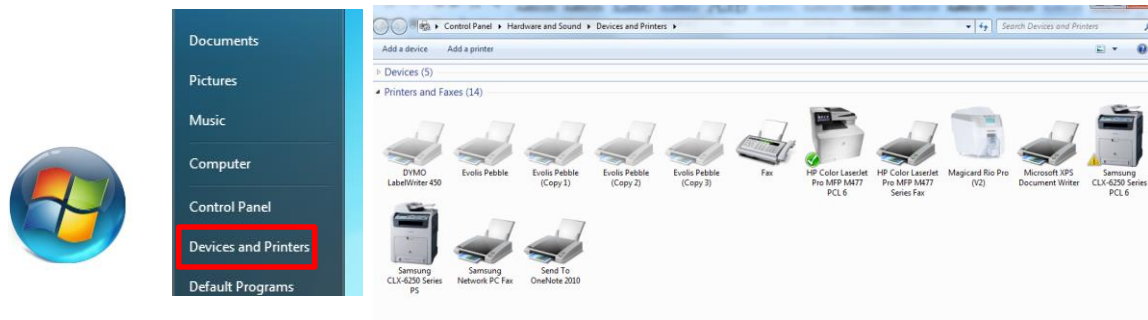
- ✓ Plug in Silver USB stick
- ✓ Install printer driver
- ✓ Install CardExchange software from dongle: \CardExchange\setup.exe
- ✓ Install dongle driver from \CardExchange\Dongle Driver\Setup.exe
- ✓ Copy lservrc file from: \CardExchange\Licence
- ✓ paste into: C:\Users\Public\Documents\CardExchange\License

After Installation

1. Open CardExchange from the desktop.



2. If you wish to use your own spreadsheet then our recommendation is to copy the headers from the spreadsheet template provided on the desktop and use these – you must have a unique identifier – we recommend simply a sequential number starting from 1 in the left hand column.
3. Feel free to make any changes to the template you require – simply click on the configuration tab in CardExchange and edit card design.
4. Please check that correct printer is set in the Printer tab, click on printer options and select the machine you have connected. You can check if the printer is connected by viewing the **Devices and Printers**.

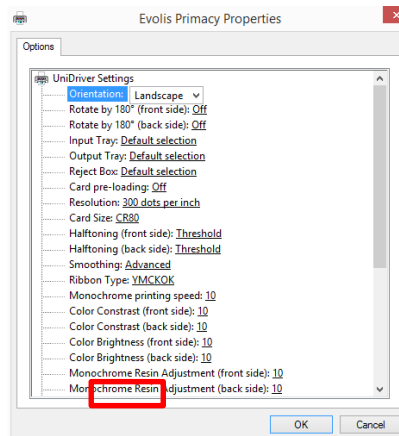


5. Install ribbon in printer (if using a monochrome (black) ribbon then you will need to change this in the printer driver as it will set itself to colour as default.

Within CardExchange Click on the **Print tab > Printer Properties**



This Icon will flash at the bottom of your PC or Laptop. Click on that and it will bring up the printer properties menu.



Click on the **Ribbon Type** it will then bring a drop down menu and select black (K).

6. Print Test Cards *by clicking on Print card*. Insert cards with the side you want to print on facing up.

7. If you are having any problems with CardExchange, please install Teamviewer from <https://www.idcardcentre.co.uk/Remote-Support> and have your session ID ready so we can quickly remote onto your machine and resolve any issues.

8. If you are having any technical problems please work through the troubleshooting guide, found in the FAQ's on our website.

