



TEMPbadge® BP4 Direct Thermal Printer  
– **Quick Start Guide** –

# Setting up the printer



## STEP 1

Open the box and unpack the printer. The box will include the following:

- BP4 Printer
- Black Power cord (2 pieces)
- Beige USB Cable
- Installation CD



## STEP 2

Open the box containing the labels and remove one roll



## STEP 3

Remove the tape from the front of the printer and lift the lid by pulling forward on the two green release latches on either side of the printer.



## STEP 4

Lift the spindle.

**Note:** It releases on the right side. The top of the spindle should read 1.5" CORE. If it reads 1" CORE, then pull the left side of the spindle up, flip it over, and push it back down.



## STEP 5

Load the roll of badges onto the spindle with the word "VOID" on the right side. The roll should be centered left to right on the spindle.



## STEP 6

Remove the tape at the end of the roll and feed the labels through the two blue guides at the front of the printer. Then pull a couple of labels through the guides and out of the printer and close the top of the printer.

**Note:** The guides should just touch the sides of the badge... but should not push into them causing a dent.



## STEP 7

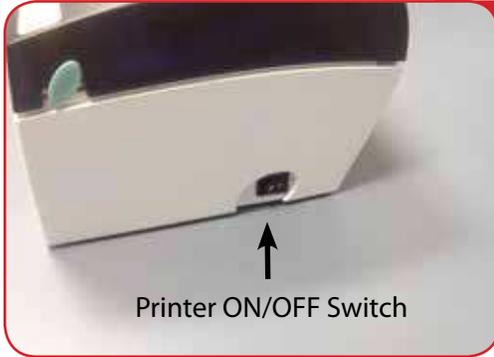
Connect both the power cord (black) and the USB Cable (Beige) to the back of the printer. Then connect the other end of the power cable to a wall outlet. Do **NOT** connect the other end of the USB cable to your computer until told to do so by the installation CD (see Page 4).



## **IMPORTANT!**

Do **NOT** connect the other end of the USB cable to your computer until told to do so by the installation CD.

# Calibrating the printer for your badges



## STEP 8

Hold down the yellow button on the top of the printer while you turn the printer on. Keep holding down the yellow button for approximately 5 seconds (until the light in the yellow button flashes red steadily).

Release the yellow button, and then push it back down once. A badge with printing on it should be ejected from the printer.

Push down on the yellow button two more times to eject two more badges.

The printer is now calibrated for the badges you have loaded... and will stop at the end of each badge so that it can be torn off the roll.



**You have now completed the set-up procedure for your printer. Please turn your printer off and insert the Printer Driver CD into your computer and follow the instructions.**

  
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*If you have problems installing your printer, please contact:*

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