pc/nametag®

Brother Nametag Printer Kit (UBRO2)

Instructions Set #2 - Printing 4x3 badges from an iPad or iPhone with the pc/nametag Badge Print app

PLEASE NOTE

- *PRINTER IS NOT COMPATIBLE WITH MAC COMPUTERS (only iOS mobile devices)*
- *It is best to use the Badge Print app on an iOS device that has a cellular connection.*
- *The app does not keep record of badges printed or provide any analytics.*

Step 1: Complete Instructions Set #1, Steps 2 & 3 – Driver Install and 4x3 Setup.

Step 2: Load badge paper in printer—see Instructions Set #1, Step 5.

Step 3: Search for the "Badge Print" app in Apple Store and download
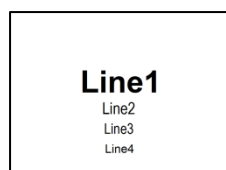
Step 4: Connect iPad or iPhone to printer via "Ad-hoc" Wireless Connection.

1. Turn on the printer and ensure that the Wi-Fi light on the front of the printer is blue.
2. On your iPad/iPhone, open the Settings app
3. Select General >> Restrictions >> Enter Passcode >> **Turn AirDrop and CarPlay OFF**
4. Go back to the main Settings menu and select Wi-Fi.
5. Select the printer from the "Devices" list and then tap "Join Anyway".
6. Select the printer again, and turn ON "Auto-Join".
7. Wait a minute for the connection to initialize, then open the Badge Print app.
8. Tap the "Printer Setup" button and the "Brother RJ-4040" box, and then tap "Search".
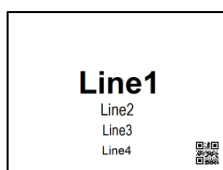9. After the printer shows up, tap "Done" and return to the Main Menu of the app.

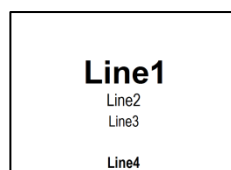## Step 5: Try printing a "Walk-in" badge.

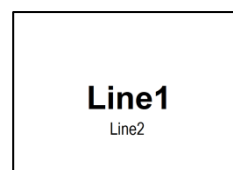1. Pick a template from below which most closely reflects your needs.

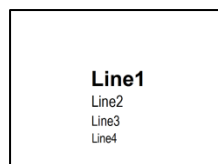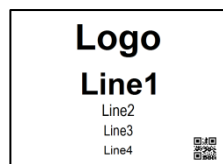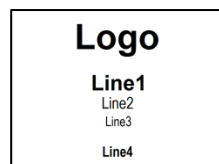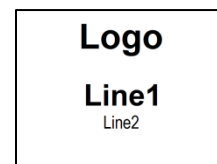|				
Line1 Line2 Line3 Line4	**Line1** Line2 Line3 Line4	**Line1** Line2 Line3 **Line4**	**Line1** Line2	**Line1** Line2 Line3 Line4
Badge #1	*Badge #2*	*Badge #3*	*Badge #4*	*Badge #5*
Line1 Line2 Line3 Line4	**Logo** **Line1** Line2 Line3 Line4	**Logo** **Line1** Line2 Line3 Line4	**Logo** **Line1** Line2 Line3 **Line4**	**Logo** **Line1** Line2
Badge #6	*Badge #7*	*Badge #8*	*Badge #9*	*Badge #10*

2. **NOTE: in Step #8 below, you will be able to upload your logo for Badge #'s 7 - 10**.
3. From the Main Menu of the app, select the "Print Badges" button.
4. Select "Walk-In Badges" and choose the template you decided on above.
5. Type in some sample data. **If you selected Badge #2 or #8, the bottom "QR" field will be encoded into a QR code.**
6. Press "Load & Print". The first badge will take a few moments to load, but for subsequent badges, you will only need to press "Print" and they will print immediately.
7. If custom template is needed, please contact pc/nametag for pricing and setup.

Step 6: Time to upload your attendee list to Dropbox!

1. For this step in the process, you will need Microsoft Excel and a Dropbox account.
   o To create a free Dropbox account, visit www.dropbox.com
2. Next, download the spreadsheet and badge template files, available on the pc/nametag website (www.pcnametag.com). Just search for "**UBRO2**" in the top search bar and navigate to the "**Templates & Downloads**" section. Download the "UBRO2 App Templates" zip file.
3. Unzip the file to your desktop. Open the "Sample Spreadsheet" and enter or copy/paste your attendee data in, so that the fields are under the correct "Line" heading. Then save the file under whatever name you would like and close it.
   o **IMPORTANT: The column names in Sample Spreadsheet must remain exactly the same, as well as the order of the columns. Columns may be left blank if need be.**
4. In the same folder, open the "**.lbx**" file that coincides with the template you selected in Step 5.
   o In this case, we will use **Badge_01.lbx,** but the steps below pertain to all templates.
5. After the **Badge_01.lbx** file opens up in the Brother P-Touch Editor, go to the File menu, then highlight "Database" and choose "Connect…". A new window will open.
6. Click the "Browse" button, then find and open the spreadsheet you saved in #3 above.
7. In the next window that pops up, on the right side you will need to match the "Layout Object" fields with the "Database Fields" exactly, as shown below.
   o **NOTE:** If you are using a template with a logo, leave the "Logo" field in the left column as "None" in the right column.

8. Click "OK".
9. Next, go to the File menu and select "Export". Click "CSV File" from the options listed, and then "OK". Save the "Badge_01.csv" file to your desktop.
10. Go back to www.dropbox.com and log into your account if you aren't already.
11. Save the "Badge_01.csv" file to your Dropbox.

Step 7: Download your attendee list from Dropbox to the app.

1. If you're using an iPhone or iPad that doesn't have an active cellular connection, at this point you will need to make sure the device is connected to Wifi, and not the printer, for now.
2. Open the app and select "Downloads and Updates"
3. Tap "Dropbox". Here you will be prompted to sign in to your Dropbox account.
4. Select the "Badge_01.csv" file from the list. The file will now download to the app.
5. At this point, make sure you are connected to the printer by going to the Settings app on your iOS device and selecting "Wifi". If need be, re-establish the connection with the printer.
6. Return to the main screen of the Badge Print app. Select "Print Badges" and then "Standard Badges". Choose the template you set up, in this case Badge #1.
7. Select a name, then in the lower right-hand corner select "Load+Print". The first badge will take a few moments to load, but for subsequent badges, you will only need to press "Print" and they will print immediately.
8. If you go back to your name list in the app, you will see that there is a shortcut to the "Walk-In" badges in the bottom right hand corner, so you don't need to navigate back to the main menu.
9. **IMPORTANT REMINDER: The app does not keep any record of badges printed. Therefore, if you need analytics from your event, you will need to utilize an alternative check-in method.**

Step 8: Upload a Custom Logo

If the template you want to print has a logo, you must load it into the printer using the following steps:

A. **Create, Crop, Size, Save – Using Microsoft Paint**
   1. Open the file in Paint.
   2. Crop the blank space around your logo. You can do this by clicking and holding one of the corners of the box around the image and resizing it.
   3. Using the "Resize" button, size your logo to be no more than 375px wide and 75 tall.
   4. Click "Save As…" and save the file as a **"Monochrome Bitmap"** to your desktop.
      o **IMPORTANT: The logo must be a ".bmp" file to work with the app.**

B. **Convert to Transfer File – P-Touch Transfer Manager**
   1. In the P-Touch Editor, open Transfer Manager by going to the File menu, then highlight "Transfer Template" and select "Transfer…"
   2. Select "Yes" to overwrite files if it prompts you to.
   3. In the window that appears, drag and drop the .bmp file into the area where the column heading "Transfer Name" is located. The file should then appear in the list.
   4. Right click on the .bmp file and select "Key Assign" and reassign the logo to #20.
   5. Click File and then select "Save Transfer file". Save the **.blf** file to your desktop.
   6. Then, save the **.blf** file to your Dropbox folder as well.

C. **Download and Transfer – Using the Badge Print App**
   1. On the main menu, select Downloads & Updates and tap the **.blf** file to upload it.
   2. Once downloaded to the device, you have to send the file to the printer.
   3. Back out to the main menu, tap 'Send File to Printer' menu and select the **.blf** file.
   4. Ensure your Wifi is connected to the printer in the Settings app on your iOS device.
   5. You are now ready to print the Standard badge options with your logo!