

# Datamax-O'Neil On-Site Professional Name Tag Printer

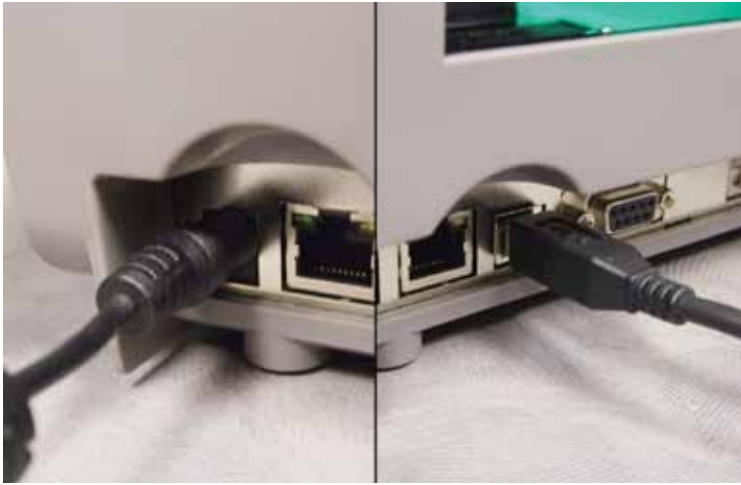
Item# UDATAP

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***pc/nametag***<sup>®</sup>

Custom Documentation  
92-2605-01B

Quick Start Guide



1. Make sure the printer is **OFF** and plug a USB cable into the back of the computer & printer as well as the power cable into the printer and power outlet.



2. Turn the printer **ON** via the power button on the rear-right side of the printer. | is ON, O is OFF.



3. The Device Manager will detect your printer. You may notice the above icon on the bottom of your task bar.



4. Place the installation disc into your CD-ROM/DVD drive. The following tab should appear in the top-right of your screen, click it.



5. Select **Run DO.exe**.



6. The installation application will guide you through the setup. Click the right-facing arrow to continue.



7. Click the **E-Class Mark III** option.



8. Click **Install Driver**.



9. Select *I accept the terms...* and click *Next*.



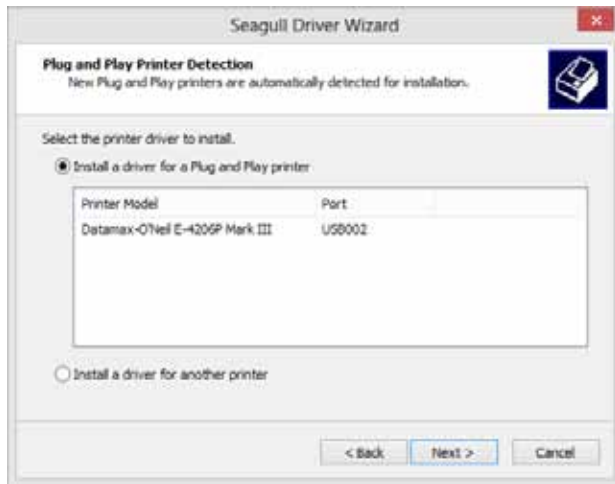
10. Leave the Installation Directory as is and click *Next*.



11. Select *Run Driver Wizard...* and deselect *Read installation...* and click *Finish*.



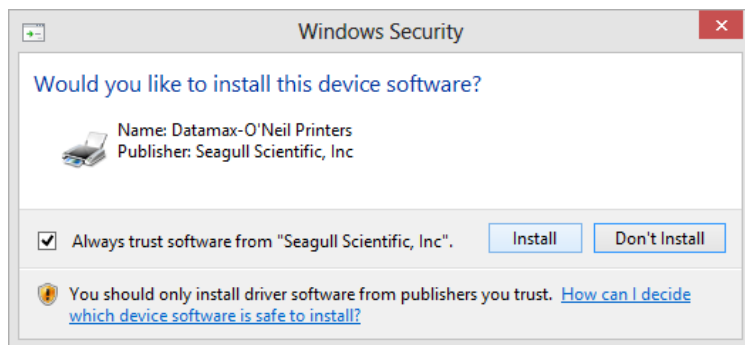
12. Select *Install printer drivers* and click *Next*.



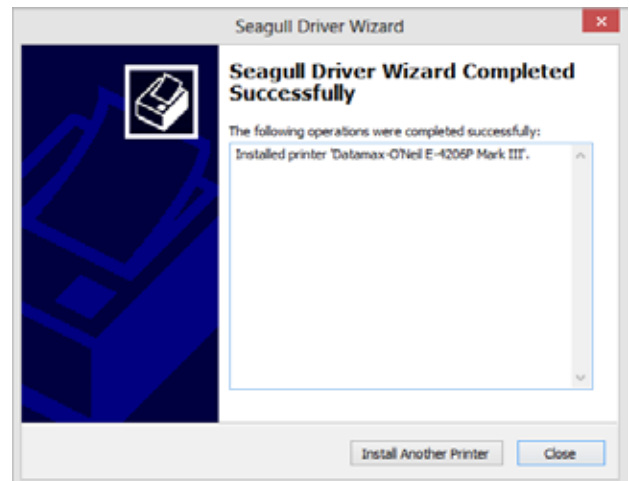
13. Leave *Install a driver for a Plug and Play printer* selected; the Printer Model should read *Datamax-O'Neil E-4206P Mark III*. Click *Next*.



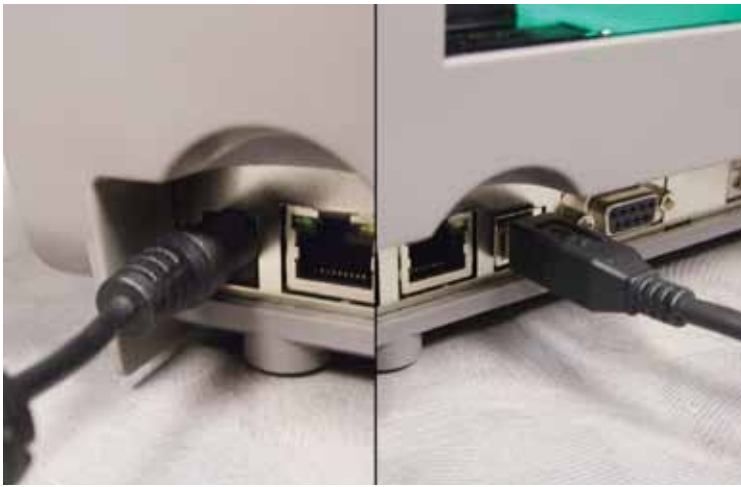
14. Leave the Printer name as is and click *Next*.



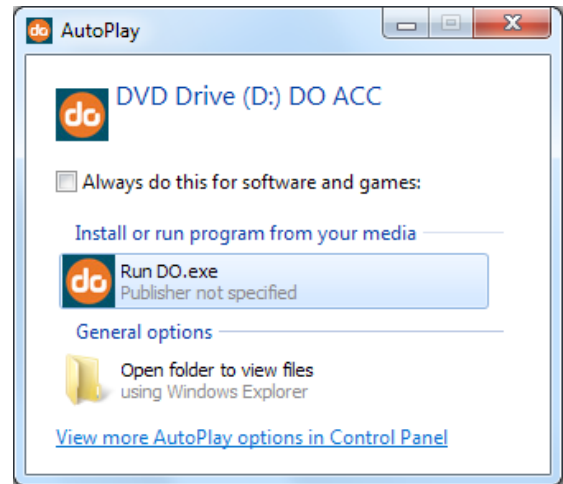
15. If the above window pops up, select *Always trust software from "Seagull Scientific, Inc."* and click *Install*.



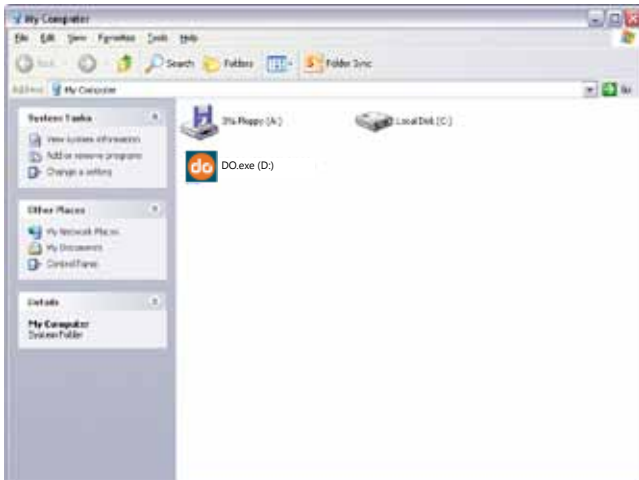
16. You will see the drivers copy over; this should only take a moment. Click *Close* to exit the installer. Your setup is now complete!



1. Make sure the printer is **OFF** and plug a USB cable into the back of the computer & printer as well as the power cable into the printer and power outlet.



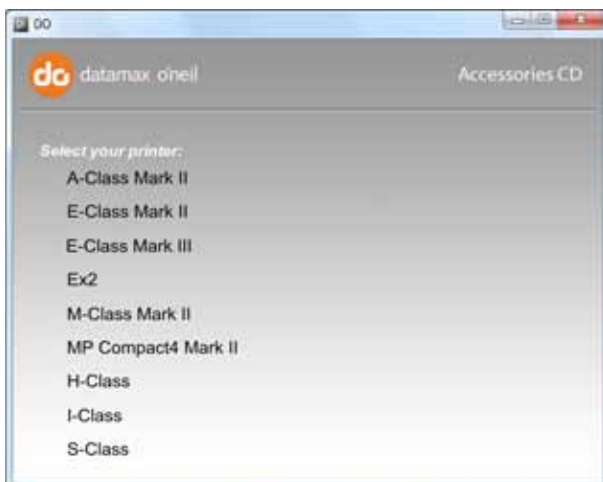
2. Place the installation disc into your CD-ROM/DVD drive. The disc should auto-start with a screen as seen above. Select **Run DO.exe**.



3. If the app doesn't auto-start, navigate to *My Computer* and double-click on the drive containing the installation disc, usually (D:); otherwise ignore this step.



4. The installation application will guide you through the setup. Click the right-facing arrow to continue.



5. Select the **E-Class Mark III** from the list and then select **Professional and Professional Plus model**.



6. Click **Install Driver**.





7. Select *I accept the terms...* and click *Next*.



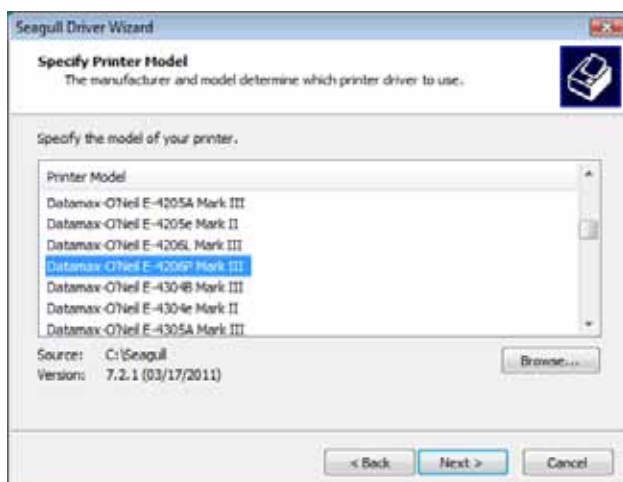
8. Leave the Installation Directory as is and click *Next*.



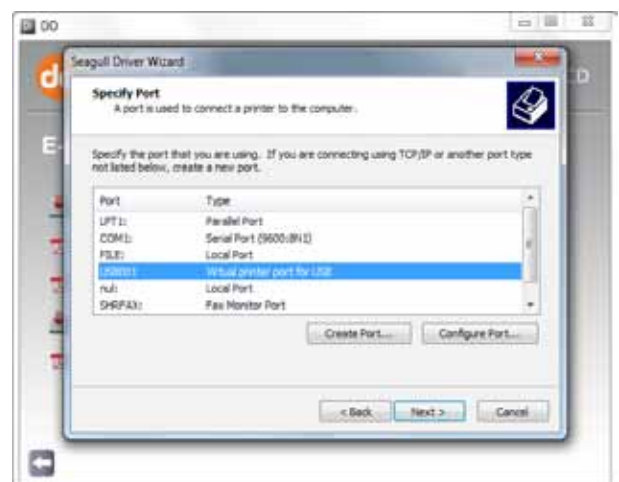
9. Select *Run Driver Wizard...* and deselect *Read installation...* and click *Finish*.



10. Select *Install printer drivers* and click *Next*.



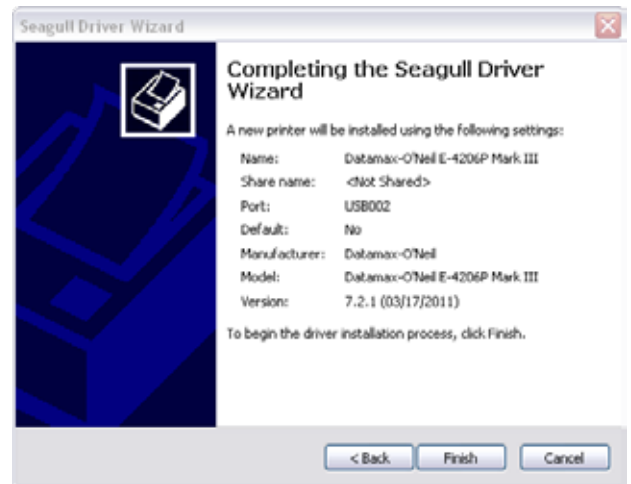
11. Select *Datamax-O'Neil E-4206P Mark III* and click *Next*.



12. Select **USB001** under Port and click *Next*. (USB001 will almost always be the correct option; sometimes it can be USB002, USB003, etc.)



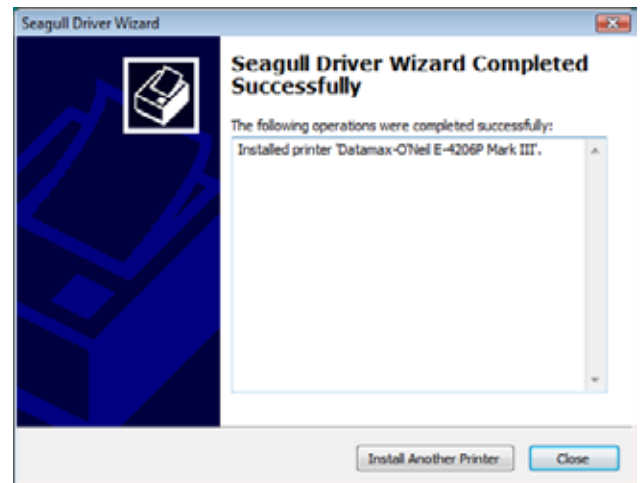
13. Leave the printer name as, deselect *Use this printer...* and click *Next*.



14. Click *Finish*.



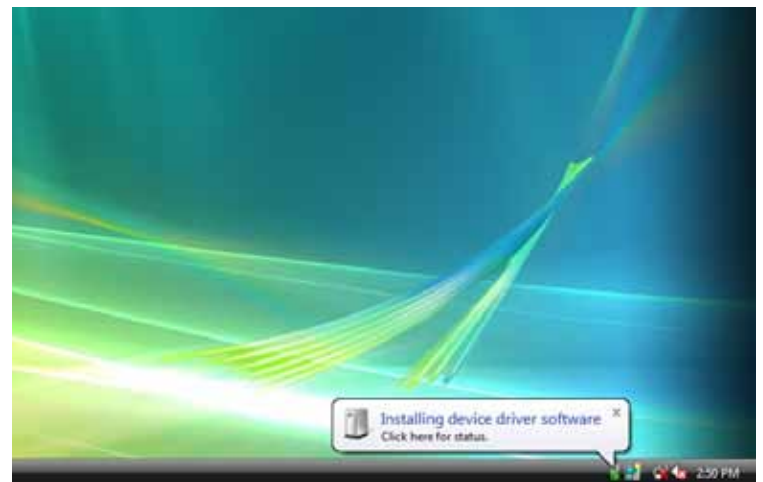
15. You will now see the drivers install; this should only take a moment.



16. Success! Your Datamax Printer drivers are installed. Click *Close* to exit.



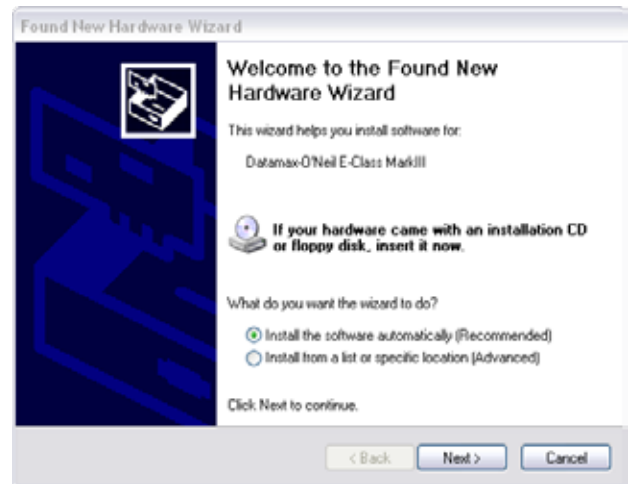
17. Turn the printer **ON** via the power button on the rear-right side of the printer. | is ON, O is OFF.



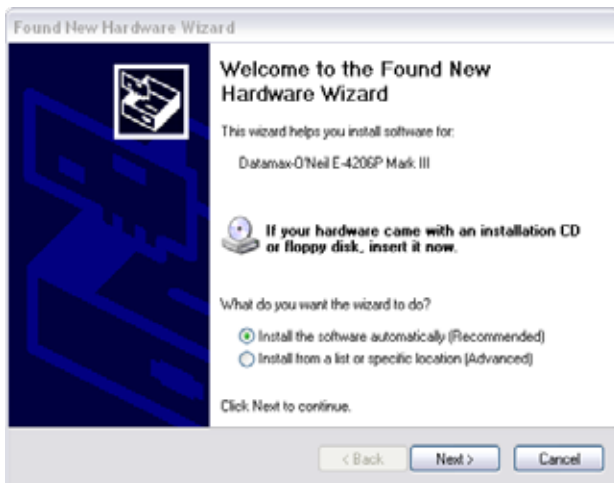
18. **Windows Vista/7 Users:** You may see the following pop-up or one similar appear on the bottom right of your screen.



**19. Windows Vista/7 Users:** Wait a brief moment and you should receive an installation confirmation. Your setup is now complete.



**20. Windows XP Users:** When the above screen appears, go ahead and click **Cancel**.



**21. Windows XP Users:** When the above screen appears, go ahead and click **Cancel** as well.



**22. Windows XP Users:** Ignore the following pop-up as well. Your setup is now complete.





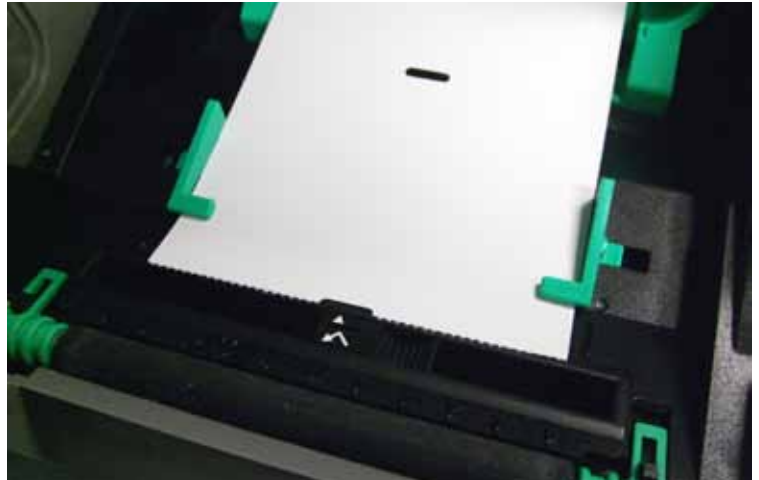
1. Lightly scratch the paper with a pen cap, coin or fingernail and look for a black type of smear. This is the printable side and should face **UP** in the printer.



2. To open the lid, press forward on the gray, arrowed notches on the side of the printer.



3. Feed the paper through the rear of the printer, into and under the teal guides.



4. Continue to feed the paper through the front guides, making sure the stock is **under** the small teal tabs.



5. Pull the stock forward so it's just hanging over the edge of the black roller, right on the edge of the gray lip.



6. Confirm the small white arrow on the top and bottom feed sensors are both pointing to **0**.



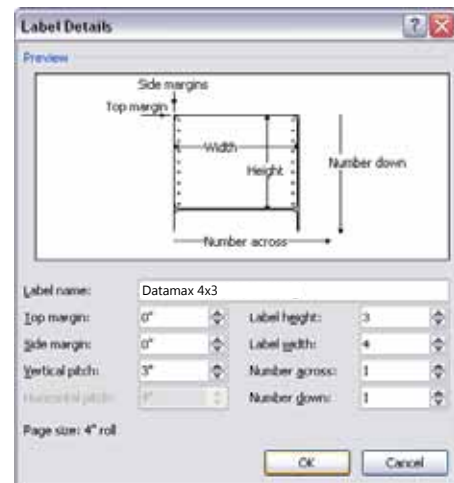
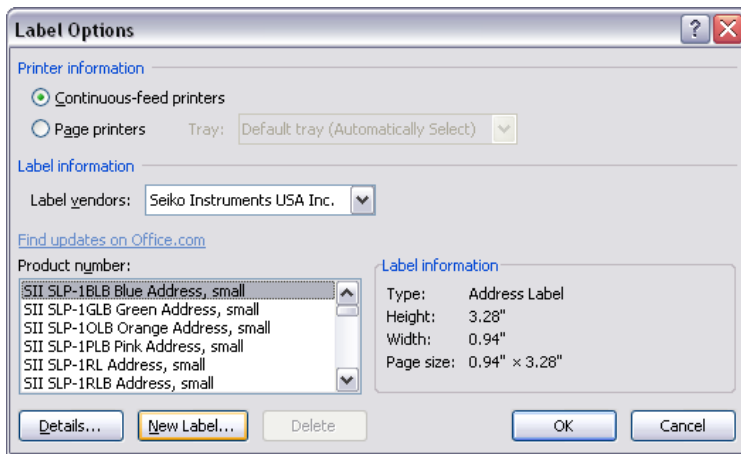
7. Gently close the lid and listen for the lid to latch. The Label Feed button will blink green if the stock is properly aligned within the printer.



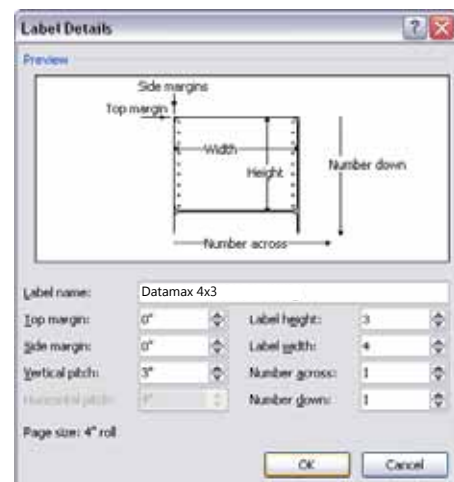
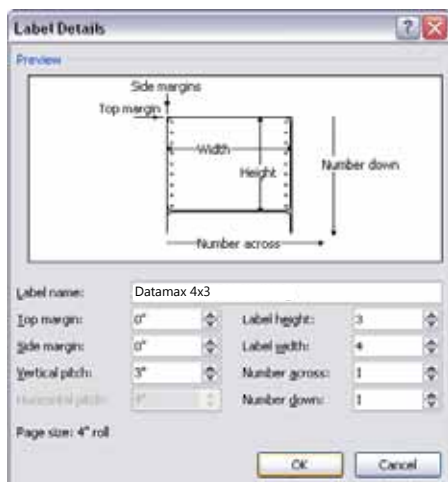
8. We recommend keeping the fanfold stock about 8-12" away from the back of the printer for optimal feeding.



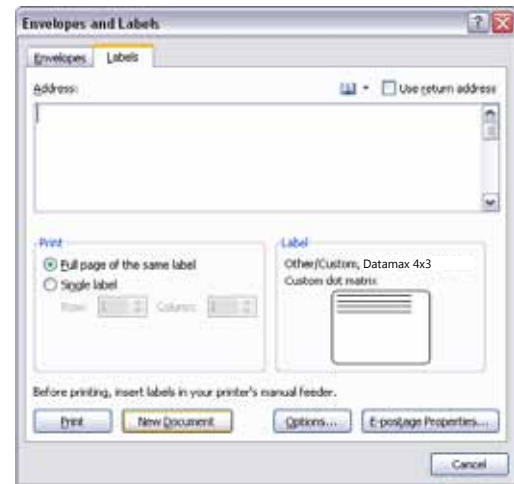
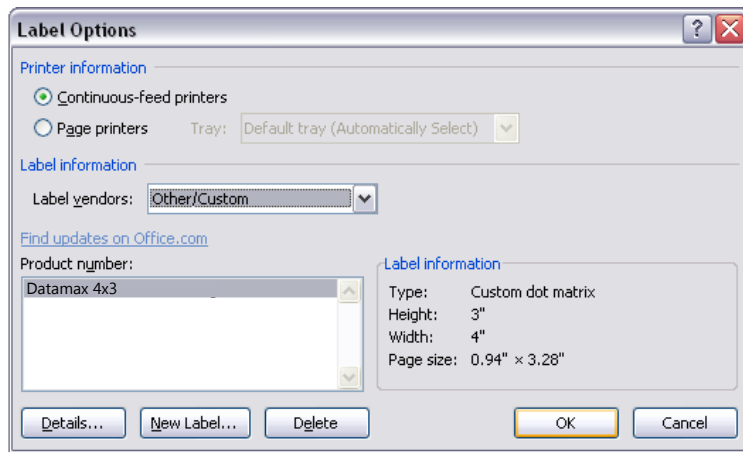
1. Open Word and navigate to the *Mailings* tab. Once there, select the *Labels* button.
2. Once this window pops up, click on *Options...*



3. From this pop-up, ensure *Continuous-feed printers* is selected and click on *New Label...*
4. Change the *Label name* to whatever you'd like. We used **Datamax 4x3**. Change both the *Top margin* and *Side margin* to **0"**

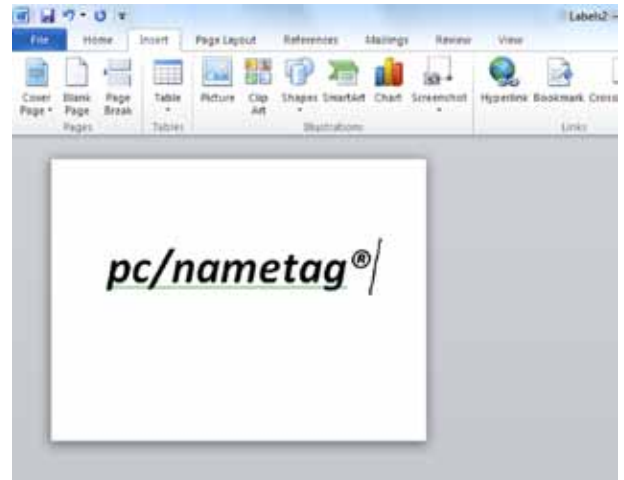
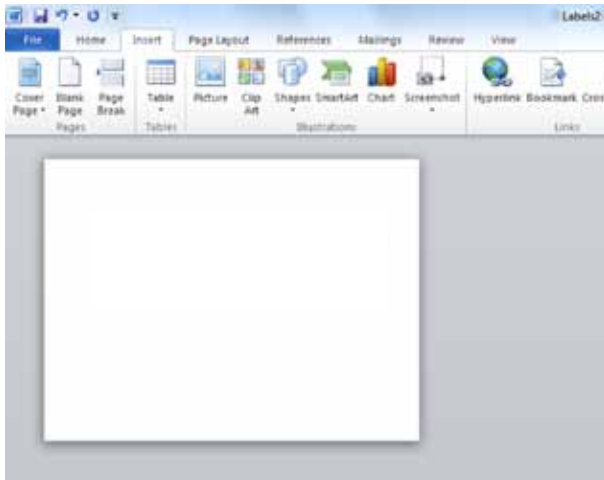


5. Change both the *Vertical pitch* and *Label height* to **3**. Change the *Label width* to **4**. And finally, change the *Number across* and the *Number down* to **1**.
6. Double-check your inputs and click *OK*.



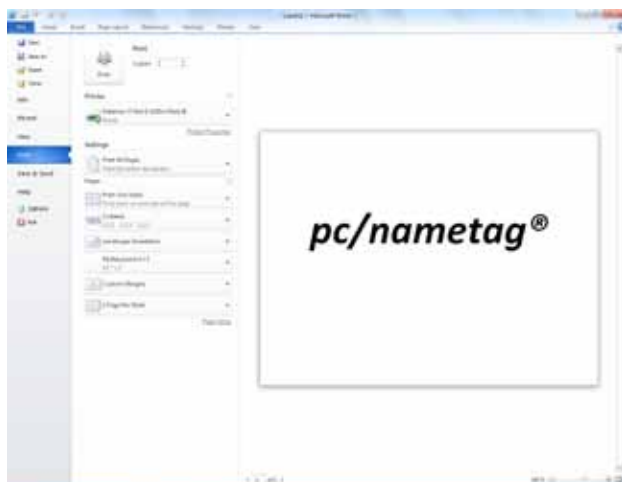
7. Confirm *Continuous-feed printers* is selected and click **OK**.

8. From this window, click *New Document*.



9. A new document will be created with the dimensions of the name tag; press the space bar once to begin formatting your name tag.

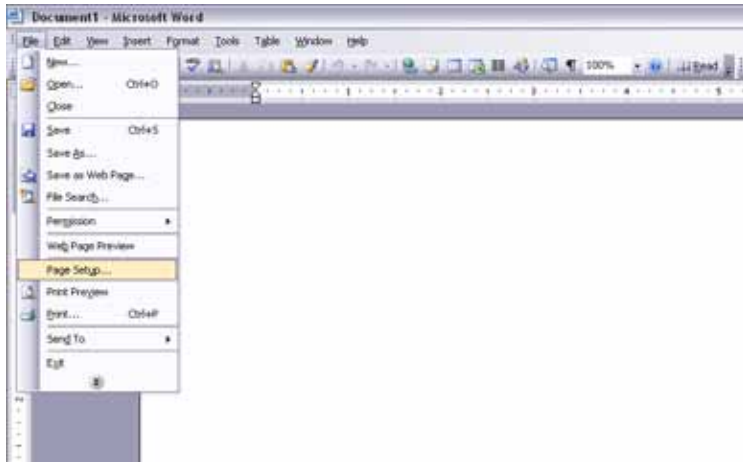
10. Style your name tag as you see fit. For best results, center text and logos to ensure information is contained on a single tag.



11. Navigate to the *File* tab and select *Print*. Confirm your printer is the *Datamax-O'Neil E-4206P Mark III* and click *Print*.



12. Your name tag will now print! Be sure to save your name tag for future use if needed.



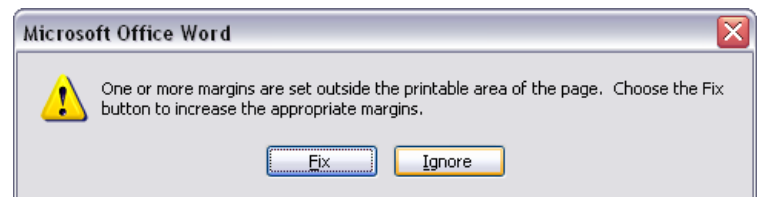
1. Upon opening Word 2003, select *File*, then *Page Setup...*



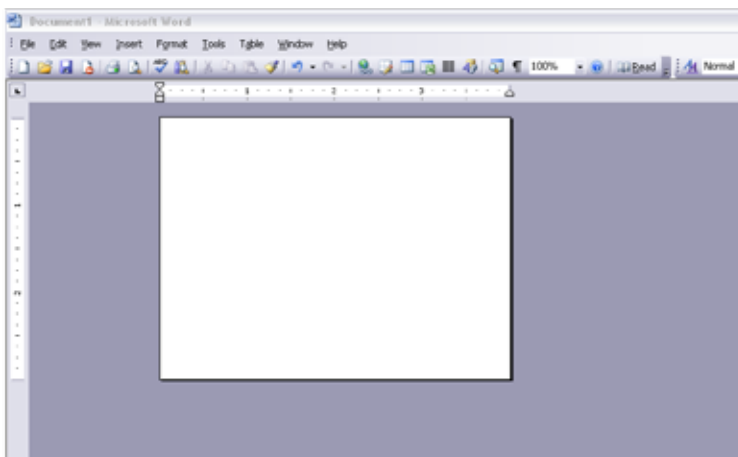
2. On the *Margins* tab, set *Top*, *Left*, *Gutter*, *Bottom* and *Right* to 0. Ensure the *Orientation* is set to *Landscape*. Then click *OK*.



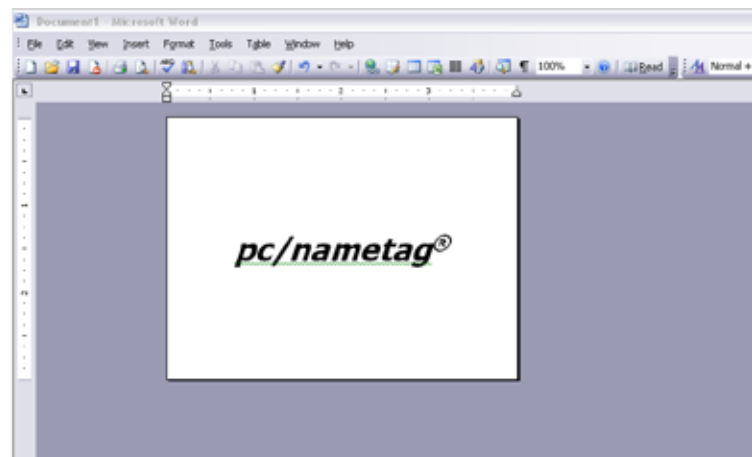
3. Click over to the *Paper* tab. Here, set your *Width* to 4" and your *Height* to 3". Leave everything else as is and click *OK*.



4. Word will alert you that your margins are possibly setup improperly. We're going to click *Ignore*, as this allows us to work to the edge of the name tag.



5. The document will now resize to fit our dimensions; press the space bar once to begin formatting your name tag.

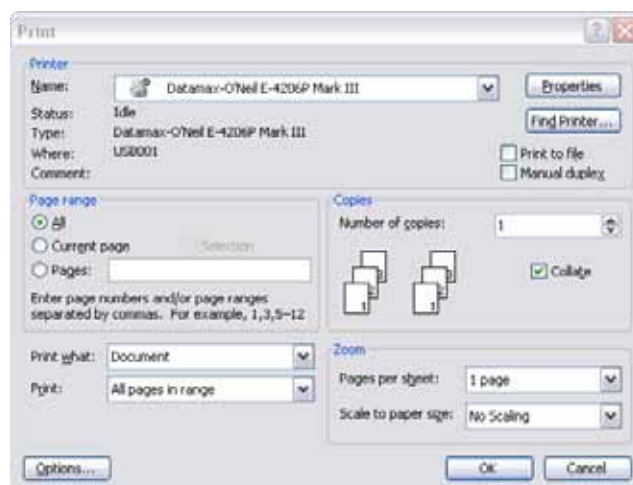


6. Style your name tag as you see fit. For best results, center text and logos to ensure information is contained on a single tag.





7. When ready to print, select *File*, then *Print...*



8. Confirm your selected printer is the *Datamax-O'Neil E-4206P Mark III* and click *OK*.



9. Your name tag will now print! Be sure to save your name tag for future use if needed.

**Note:** This step is purely optional. The point of adjusting print temperature can allow for a darker or lighter image in regard to the thermal transfer. The higher the temperature, the darker the image and vice versa.

To begin:

**XP:** Click *Start*, then *Printers and Faxes*

**Vista:** Click the *Windows logo*, *Control Panel*, then *Printer*

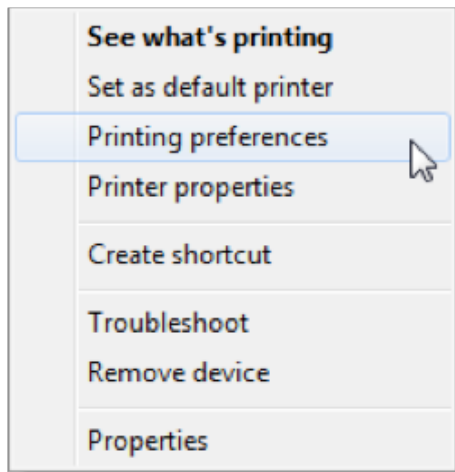
**Seven:** Click the *Windows logo*, then *Devices and Printers*

**Eight:** Initiate the *Start* screen, start typing "control panel," click on *Control Panel* and then *View Devices and Printers*



Datamax-O'Neil E-4206P Mark III  
0  
Ready

1. Right-click on the previously-installed *Datamax-O'Neil E-4206P Mark III...*



2. ...and select **Printing preferences**.



3. Select the *Options* tab and check *Send with job*. Move the slider to the right for a higher temperature and darker image...



4. Or to the left for a lower temperature and fainter image.



5. Click *Apply* once your temperature is set and continue printing as your normally would.



Badge 01



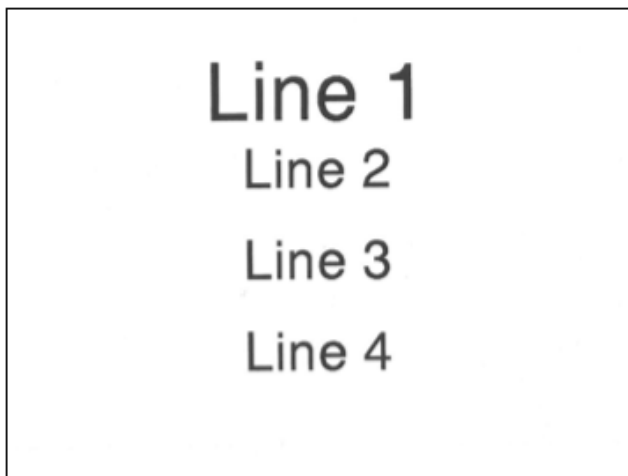
Badge 02



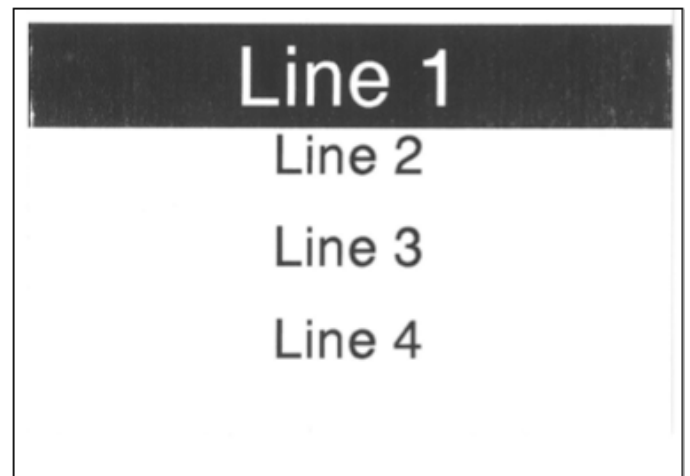
Badge 03



Badge 04



Badge 05



Badge 06



**pc/nametag®**

**First**

Full Name  
Organization  
City, State

Badge 07



**pc/nametag®**

**Full Name, suf**

Title  
Organization  
City, State

Badge 08



**pc/nametag®**

**First**

Full Name

Badge 09



**pc/nametag®**

**Full Name**

Title  
Organization  
Country

Badge 10

Badge 03



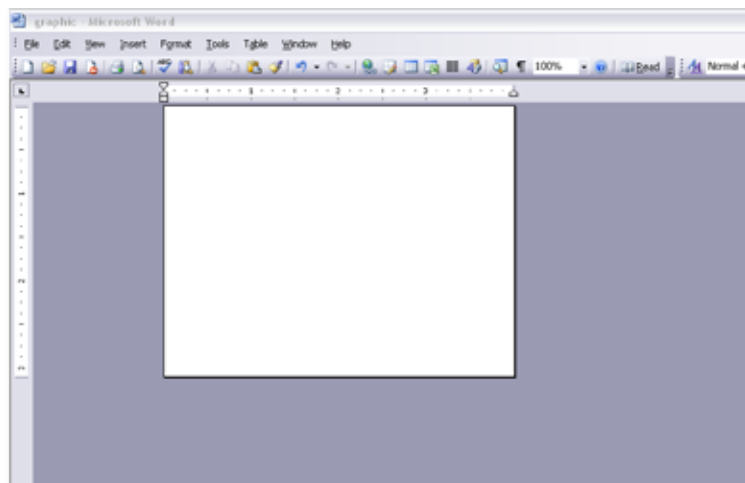
Badge 04



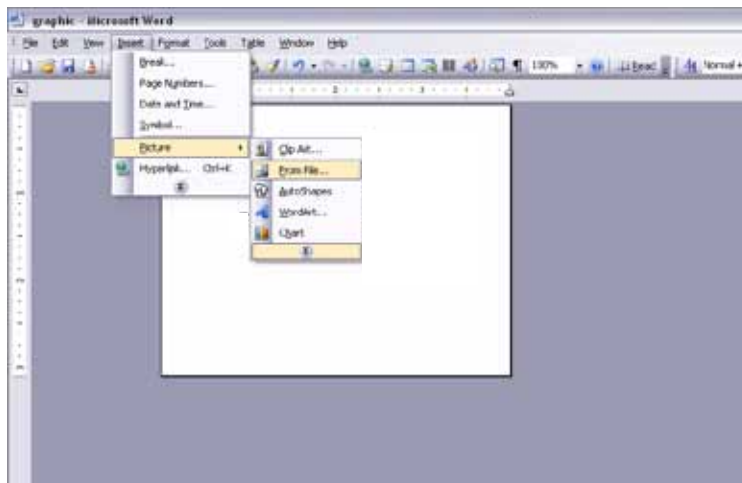
**Note:** This step is for adding your own company logo to the pre-made badges listed earlier: **Badge 03** & **Badge 04**.



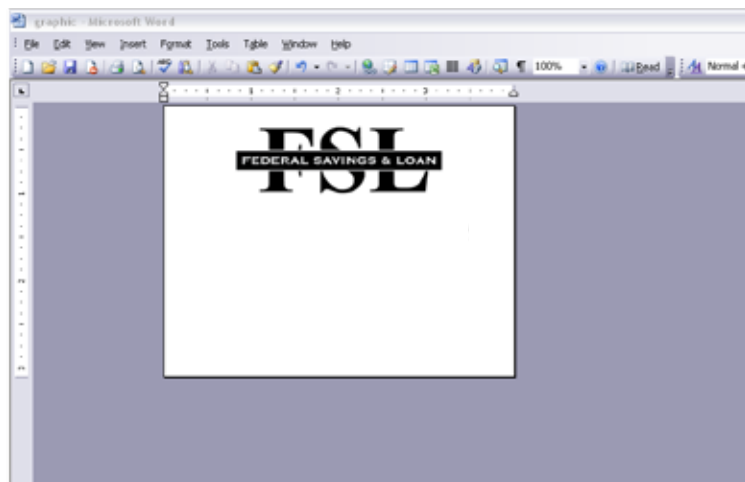
1. Open the file named **graphic.docx** that is located on the item page on our website. You can find this by going to **www.pcnametag.com** and typing UDATAP in the search bar. Click on the "Product Manual" tab, and download. Open the UDATAP folder, then the Templates folder. The **graphic.docx** file is located in this list.



2. Delete the existing logo by selecting it and hitting the *Backspace* key.



3. Insert a new logo by selecting *Insert, Picture*, then *From File...* Browse to your logo, select it and hit *Insert*.



4. Size your logo to 4" wide by  $\frac{3}{4}$ " tall, maximum. **Note:** The graphic will automatically left justify if it's not a full 4"; add white space if you need to justify it.

We now need to modify the printer driver to allow for this new logo to be stored to the printer. Leave the Word document open for the time being.

5. *To begin:*

**XP:** Click *Start*, then *Printers and Faxes*

**Vista:** Click the *Windows logo*, *Control Panel*, then *Printer*

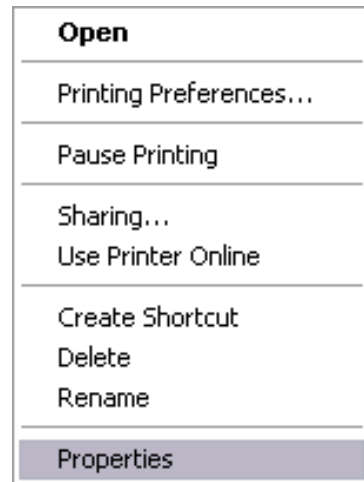
**Seven:** Click the *Windows logo*, then *Devices and Printers*

**Eight:** Initiate the *Start* screen, start typing "control panel," click on *Control Panel* and then *View Devices and Printers*

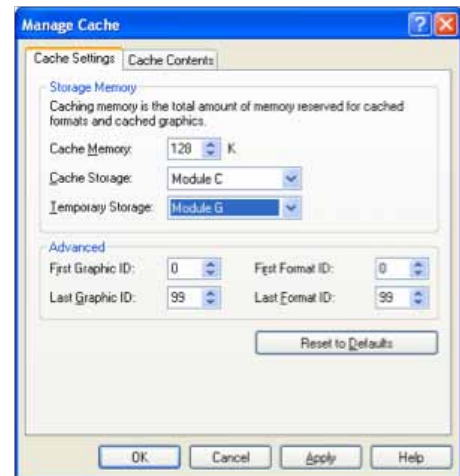
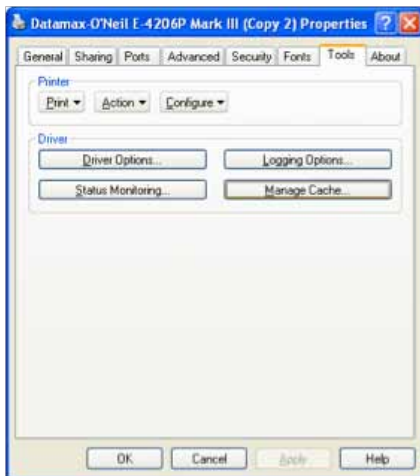




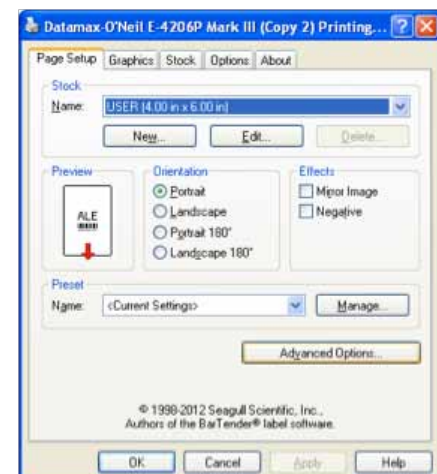
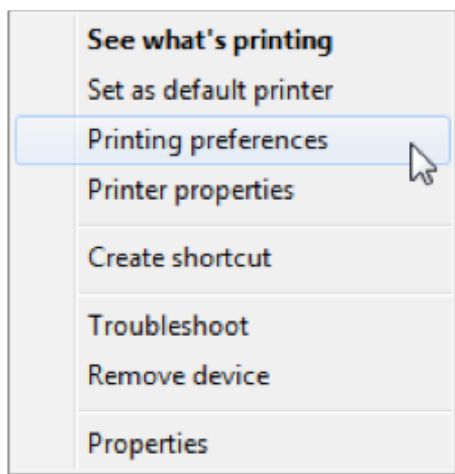
Datamax-O'Neil E-4206P Mark III  
0  
Ready



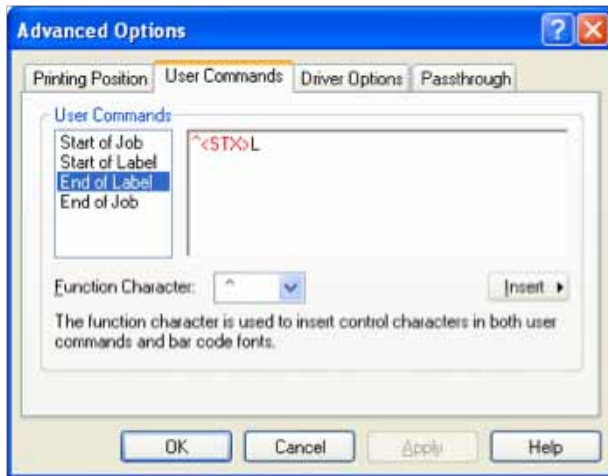
6. Right-click on the previously-installed *Datamax-O'Neil E-4206P Mark III*... 7. ...and select **Properties**.



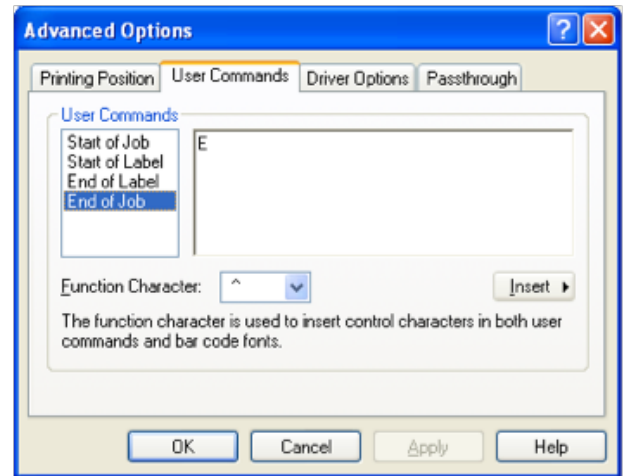
8. Select the *Tools* tab and click on *Manage Cache*... 9. Next to *Temporary Storage*, change the drop-down from **Module C** to **Module G**. Click *Apply*, then *OK*.



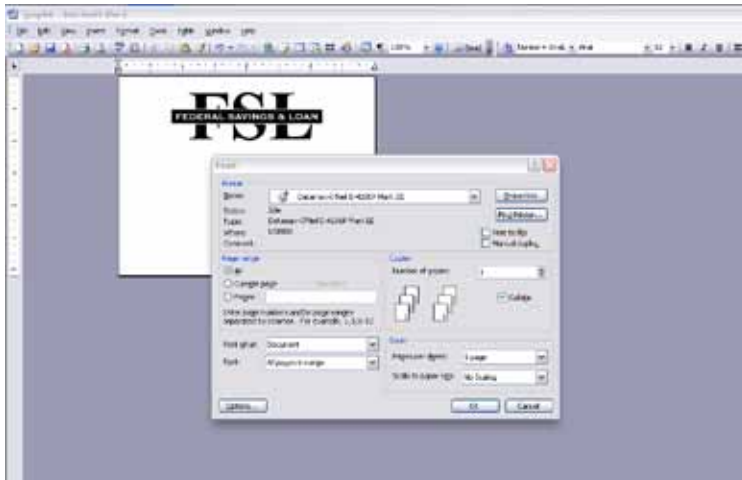
10. Right-click on the *Datamax-O'Neil E-4206P Mark III* icon again and select **Printing preferences**. 11. Select the *Page Setup* tab and click on *Advanced Options*...



12. Select the *User Commands* tab, then select *End of Label*. Type **^<STX>L** in the field to the right.



13. Now select *End of Job* and type **E** into the field on the right. Click *Apply* then *OK*.



14. Switch back to Word and print a single badge.



**Badge 03**

**Badge 04**



15. Upon printing, the new logo will be stored to the Datamax printer. When printing **Badge 03** and **Badge 04** from now, your new logo will print.

# Datamax-O'Neil On-Site Professional Name Tag Printer

Item# UDATAP

End



Custom Documentation  
92-2605-01B

Quick Start Guide