



Zebra[®]

QuikCard ID
Solution[™]
User's Guide



**Card
Printer
Solutions**

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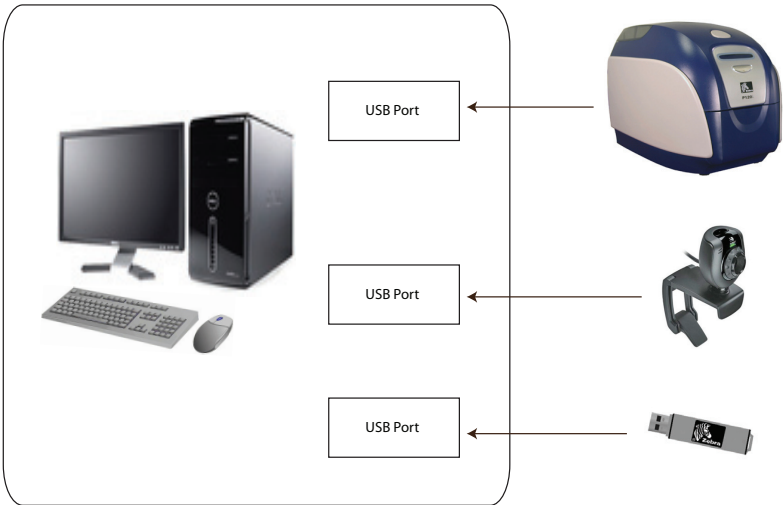
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Important • You will need at least three USB 2.0 ports to connect the Printer, Camera, and Pen Drive to your computer. You may need to add a powered USB Hub for additional connections.



Note • The recommended computer configuration is Microsoft Windows XP or Windows Vista with 1 GB of memory.



Note • The included Zebra QuikCard ID Solution Software specifically supports Zebra Value-Class Printers, P110i and P120i. To print to other Zebra Printers, contact your reseller.

Introduction

Congratulations on your purchase of the Zebra Technologies QuikCard ID Solution. The QuikCard ID Solution includes everything you'll need to easily create and print full-color plastic cards for use as ID cards, visitor badges, business cards, and many other purposes.

The QuikCard ID Solution includes pre-designed Card Templates, so you don't have to be a graphic designer! Simply select a template, quickly add or change elements including text, add your logo, take and add a color picture, and print top quality plastic cards!

If you wish, you can easily keep the individual data for each card in a simple Microsoft Excel® data file. This lets you do things like keeping a person's name, address, ID number, and picture together for future use.

This Getting Started Guide will show you how easy it is to create and print your own cards.

Do you have everything?



Zebra Card Printer



Ribbon



Cards



QuikCard Software



Camera with
USB Cable



Tripod

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

Installation

1. Install and configure your Printer; see the printer's Quick Start Guide.
2. Install the Webcam Driver and Camera; refer to the camera's installation instructions.
3. Install QuikCard Software.
 - a. Plug the USB PenDrive Memory and License key device (Pen Drive) into a USB port. Note that the Pen Drive must remain connected in order to run this software -- this is your license key.



- b. The QuikCard Setup Screen will appear after a few moments.
- c. If the QuikCard Setup Screen does not show up automatically, choose "Run" from the Windows Start Menu; then type D:\setup, where D is your CD-ROM drive letter.
- d. Follow the on-screen instructions for Installation and Registration.



Note • If the software does not find the USB License Key, please refer to the support FAQ on the Zebra web site (www.zebracard.com/quikcard) for details on detecting the license key from the SCOS Control Panel.

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

QuikCard Software Overview

The QuikCard ID Solution is based on the use of pre-designed card templates. This greatly simplifies card design.

Templates are organized in the following categories, though any template could be used for any particular function.

- Clubs and Associations
- ID Cards
- Other Card Designs
- Retail and Loyalty Cards
- Schools and Libraries
- Visitor Badges

The use of a card template on QuikCard allows you to choose images for predefined objects, like background and logos, as well as create new design objects over a template.

Data is stored on a spreadsheet with point-to-image-file fields (images are stored in a specific location), that can be linked to predefined objects on the card template.

All template-related files (data, image, etc.) are stored in default sub-folders within the QuikCard Program Folder:

C:/Program Files/QuikCard/Templates/ < category folders >

Within the category folders are sample card folders; e.g., Adventurepass, CountryClub, Skipass, etc. Each sample card folder is structured as follows:

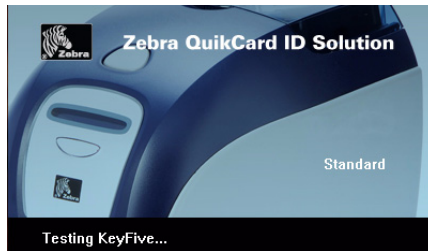
- ...\Backgrounds (Landscape or Portrait)
- ...\Data (Microsoft Excel Worksheet and Photos Folder)
- ...\Card Template (Adventurepass.car file)

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

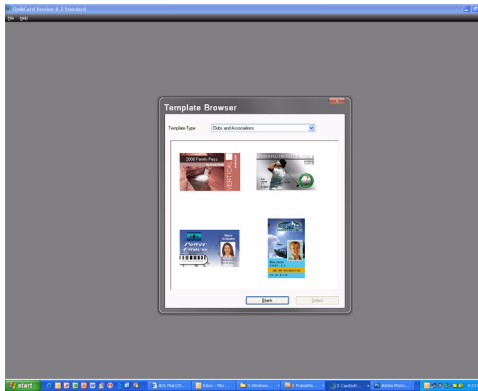
Build a Card

Run QuikCard

1. Ensure that the Pen Drive is plugged into a USB port.
2. Click on the QuikCard desktop icon. Note that the icon was automatically placed on the desktop when QuikCard was installed.
3. The QuikCard splash screen will briefly display.



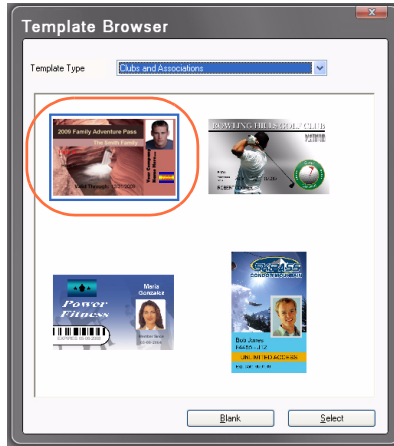
4. View the initial template-selection screen.



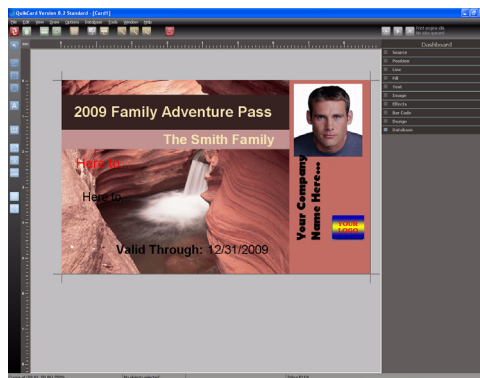
For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

Pick a Template (pre-designed card)

1. Select the desired Template Type from the drop-down menu; e.g., Clubs and Associations.



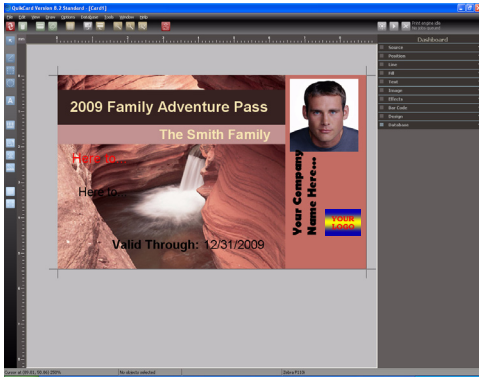
2. Click on the desired template (circled above) to select it.
3. Click on the *Select* button.
4. The selected template will open in Design View.



For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

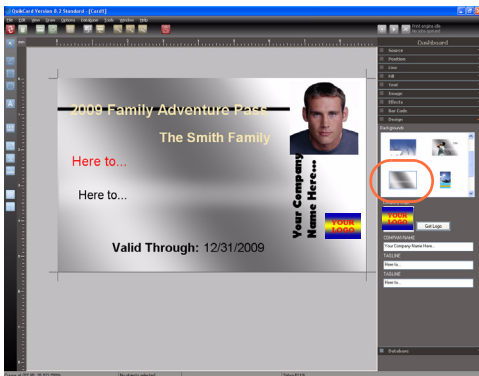
Modify Template Objects

Examine the selected template in Design View.



To change the background:

1. Click on the **Design** option on the Dashboard.
2. View the various backgrounds in the thumbnail display area.
3. Select a new background by clicking on the thumbnail (circled below).



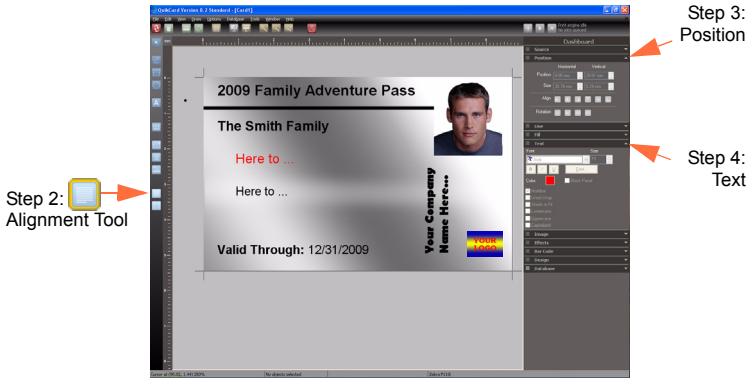
Step 1:
Design

4. The new background will replace the old background.

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

To position the objects on the card:

1. Manually position the objects (text boxes, images, etc.) via the drag-and-drop method.

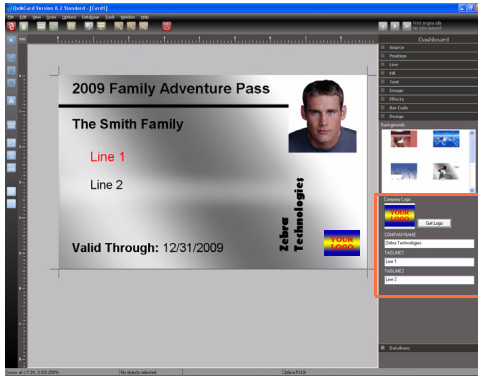


2. Align selected objects (text boxes, images, etc.) via the Alignment Tool.
3. Align the text within the text boxes (left, center, right, etc.) via the **Position** option on the Dashboard.
4. Apply text attributes (font, size, color, etc.) via the **Text** option on the Dashboard

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

To change text:

Text in the pre-designed text boxes can be changed via the **Design** option on the Dashboard.



Simply enter the text in the appropriate field; e.g., COMPANYNAME circled above.

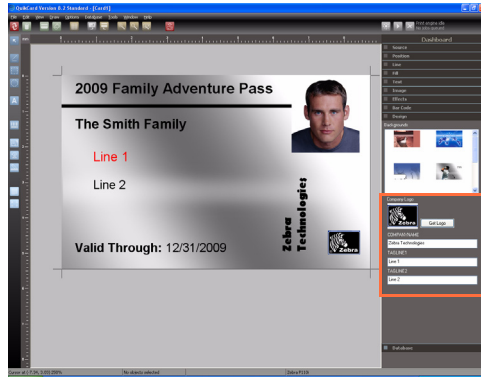


Note • Text can also be edited or replaced by selecting the text directly.

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

To change the Company Logo:

The Company Logo can be changed via the **Design** option on the Dashboard.



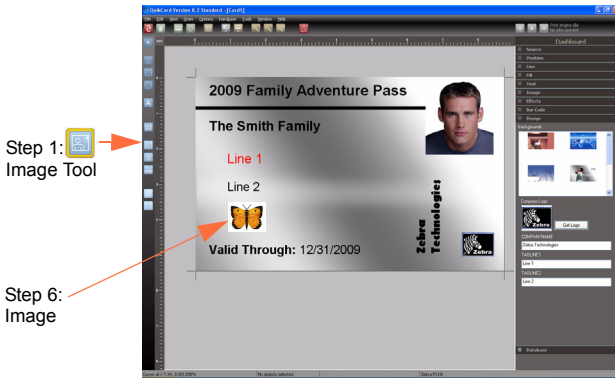
1. Click on the *Get Logo* button.
2. Browse to and select the new logo you want to import, and click on the *Open* button.
3. If necessary, re-position and/or re-size the logo.
 - To re-position the logo, simply drag-and-drop the image to the new location.
 - To resize the logo, click and drag a sizing handle until the outline of the logo is the right shape and size.

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

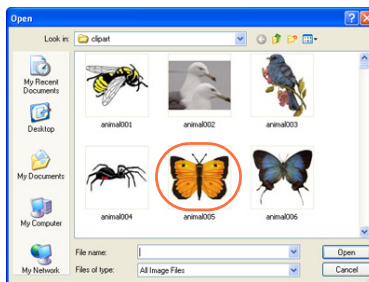
To add a fixed image:

A fixed image is repeated on every card (similar to the Company Logo).

1. On the Drawing toolbar, click the Image Tool; the pointer will change to a hand with an Image Icon.



2. Move the pointer to the location on the card where you want to place the the upper left-hand corner of the image.
3. Press and hold the left mouse button, and drag from left to right. As you drag, an image frame forms. Continue dragging until the frame is the desired size.
4. Release the mouse button. A dialog box will appear.



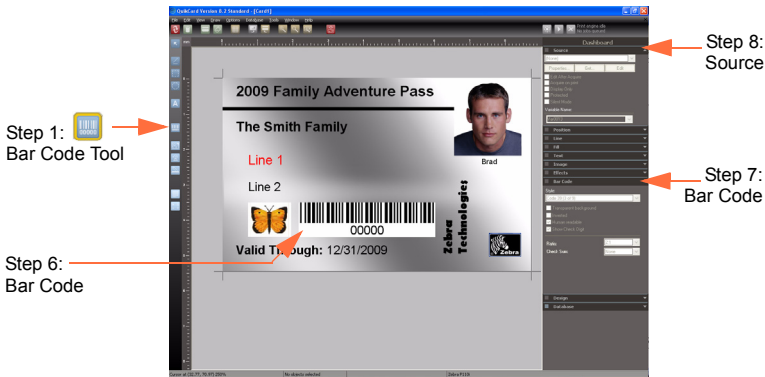
5. Browse to and select the image you want to import (circled above), and click on the *Open* button.
6. If necessary, re-position and/or re-size the image.

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

To add a Bar Code:

The following steps show how to add a bar code to your card using an existing database field; in this example, the Expiration Date.

1. On the Drawing toolbar, click the Bar Code Tool; the pointer will change to a hand with an Bar Code Icon.



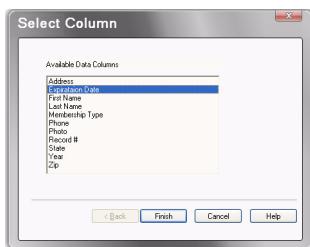
2. Move the pointer to the location on the card where you want to place the the upper left-hand corner of the image.
3. Press and hold the left mouse button, and drag from left to right. As you drag, a rectangle forms. Continue dragging until the rectangle is the desired size.
4. Release the mouse button. The Bar Code value dialog box will appear.



5. Click on the *OK* button.
6. Select the Bar Code on the card layout.

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

7. Select the **Bar Code** option on the Dashboard.
 - a. From the Style drop-down menu, select the desired bar code format.
 - b. Mark the desired field attribute checkboxes.
8. Select the **Source** option on the Dashboard.
 - a. From the drop-down menu, select Database Source. The Select Column dialog box will appear.



- b. Select the desired data field; in this example, the Expiration Date.
 - c. Click on the *Finish* button.
9. If necessary, re-position and/or re-size the Bar Code.

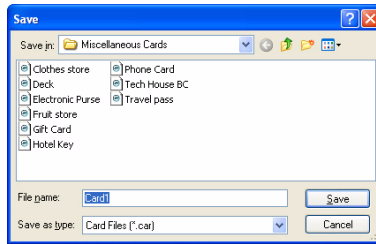


For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

Save the Template as Your Card Design

Use the Save As... command (from the File menu) to save the template as your card design.

1. File > Save As...
2. View the Save dialog box.



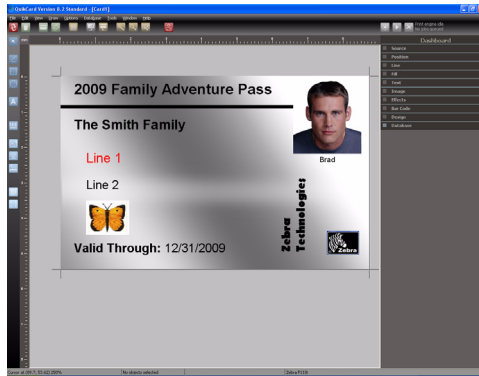
3. Choose a file name and location where your card design will be stored. Note that the default storage location for cards is the *Card* folder in the QuikCard program files directory.

To save a document previously named and with its location defined, use the Save command from File menu or the Ctrl +S shortcut.

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

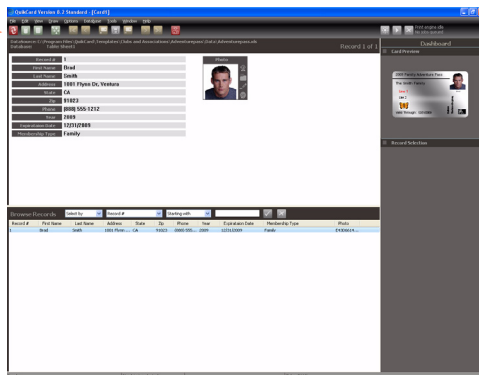
Printing Cards

1. Locate and open your card design.
 - a. File > Open...
 - b. From the Open dialog box, locate and select your card design.
 - c. Click on the *Open* button.
 - d. Examine your card design in Design View.



2. Select the Database View (click on the *View* button to change from the Design View to the Database View and vice versa).

Step 2:  View Button

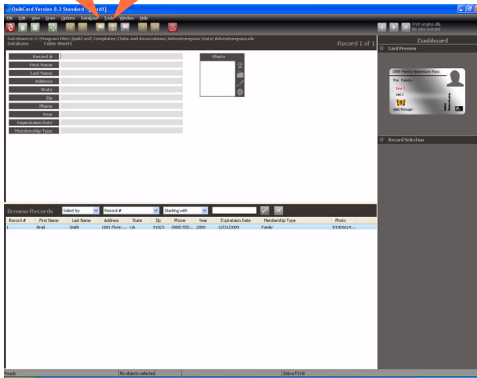


For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

To add a new record:

1. Click on the *Add Record* icon on the toolbar. A new data-entry screen will appear.

Step 1:
Add Record



Step 3:
Save Record

2. Enter data as required.
3. When finished entering data, click on the *Save Record* icon.

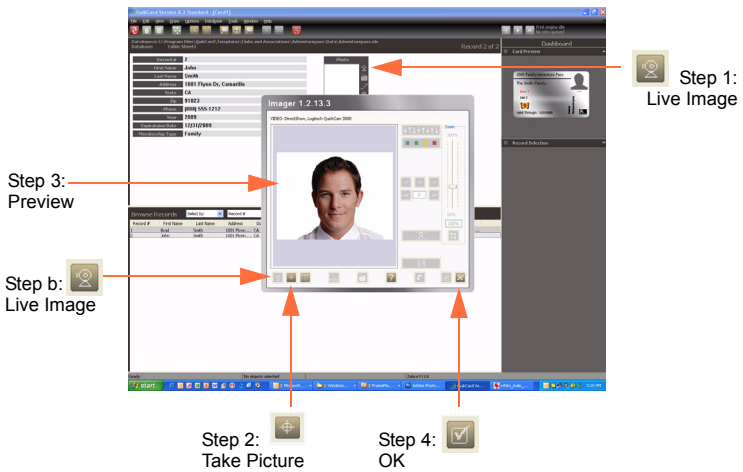


Note • All data files (Microsoft Excel Worksheets) are stored in default sub-folders within the QuikCard Program Folder; refer to [“QuikCard Software Overview” on page 3](#) for details.

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

To take a picture with the camera:

1. Click on the *Live Image* icon.



2. Click on the *Take Picture* icon.
3. Preview the captured image.
 - a. If the image in the preview window is OK, go to Step 4.
 - b. Otherwise, click on the *Live Image* icon on the Imager, and repeat Step 2.
4. Click on the *OK* icon.

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

To print the card:

1. Use the Card Print... command (from the File menu) to print your card design.
 - a. File > Card Print...
 - b. View the Card Print/Process dialog box.
 - c. From the drop-down menu, select your printer (P110i or P120i).
 - d. Make the appropriate Operations, Layout, Print Range, and Copies selections.
 - e. Click on the *OK* button.
2. The card will be printed. Printing time will vary depending on the complexity of the card design and the processing speed of the computer.
3. Once the printing is completed, the card is ejected into the printed card hopper.
4. Remove the card from the card output hopper, and check for any discrepancies. If the card is correct, your printer is ready to produce more cards.

For more details and the use of additional options, see the CardFive Card Software User's Manual on the QuikCard Pen Drive.

For technical assistance:

- **Reseller:** For questions relating to the operation of Zebra equipment and QuikCard software contact your reseller first.
- **Zebra Technologies:** Alternately, contact Zebra Technical Support by using one of the following methods:

Technical Support Phone: 1-800-511-9909 or 1-805-577-7002,
then press option 1

Zebra Technologies
1001 Flynn Road
Camarillo, CA USA 93012

You can also visit us on the web at:

www.zebracard.com/quikcard

To upgrade your QuikCard Standard software to the QuikCard Professional version:

Contact your Reseller or Zebra Technologies Technical Support.

North America and Latin America:

Zebra Technologies
Card Printer Solutions
1001 Flynn Road
Camarillo, CA 93012-8706 USA
Phone: 800-511-9909 (when calling within the U.S.)
Phone: +1 805 577-7002, option 1 (when calling
from Latin America)
email: techsupport@zebra.com



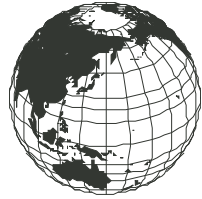
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