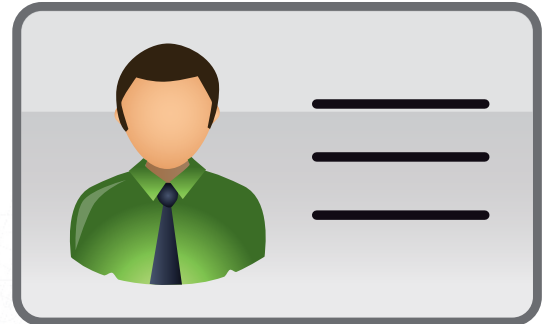


## Net2 card printing

### Overview

There are two card printing options with Net2. Net2 Lite includes the ability to print four custom fields to cards. The Net2 Pro option includes Net2 Card Designer which provides users with a powerful tool for customising, editing, and updating user cards. Both methods are described in this document.

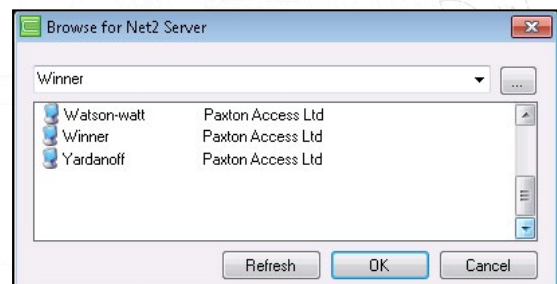


### Net2 Card Designer

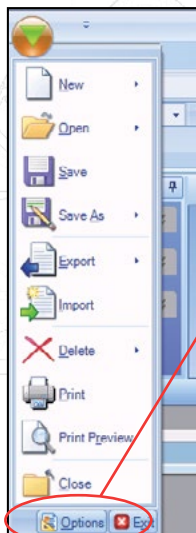
Click on the icon to run the application.

If you are running the application from a workstation, you will be asked to select the server that contains the Net2 database that you wish to work with. Any card templates created here, will then be stored in that same database.

NOTE: Once you have created your first template, you must stop and restart the Net2 server to update the user interface.



Click on the 'Paxton' icon to view the main menu

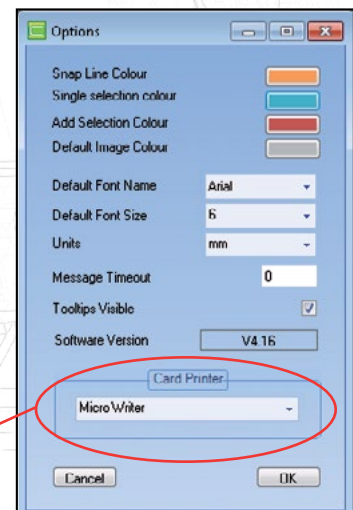


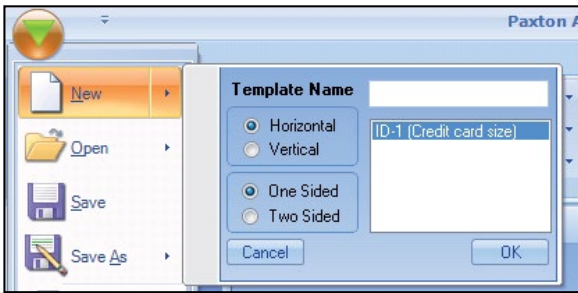
This File menu will be familiar with most Windows users.

Click on 'Options' to display this sub-menu.

Select the default colours for the drafting aids and font size. These can be seen in the following examples and can be changed later should they not stand out against your selected background during the design process.

Select the Card printer to be used.

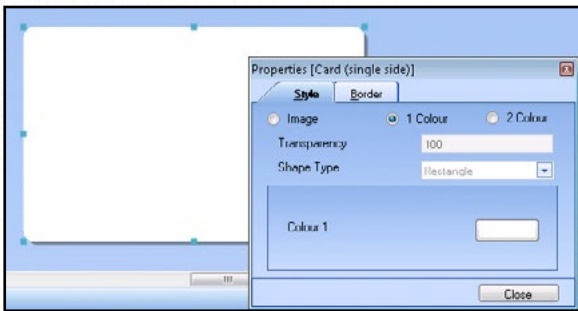




To create a template, select New from the drop down File menu. Select the 'Token types' from the list and name the Template.

Click OK.

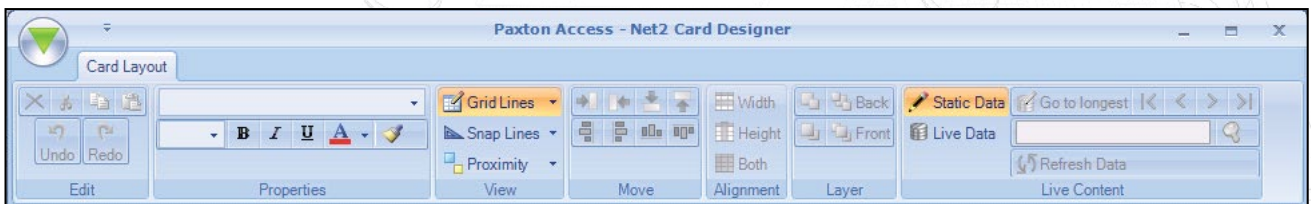
Templates can be moved between Net2 PC's using the Import and Export functions from the File menu. These XML files can be copied and transferred as required.



To create the background style, right click the card and select Properties.

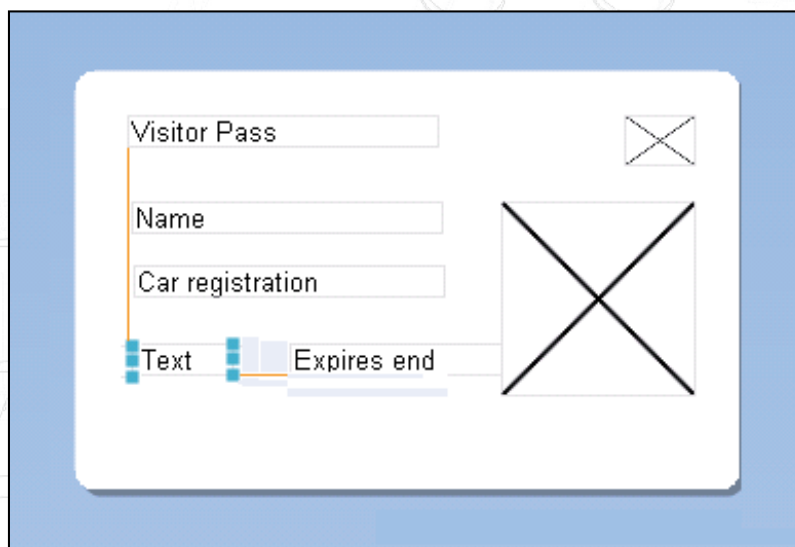
Most items are customised by Right Click/Properties.

## Drafting Tools - Grid and Snap Lines



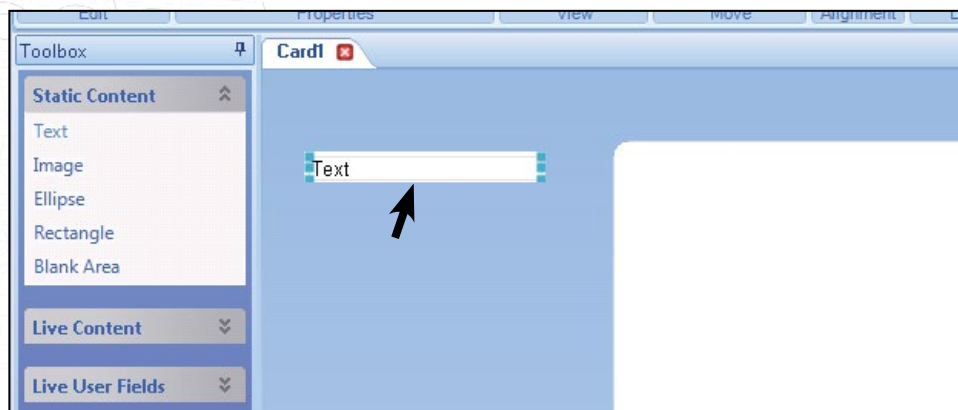
Several tools are available to help with the layout. Help information with a description of each can be found by hovering over the option with the cursor. Most are activated by clicking on the function to highlight it.

No actual lines appear on the screen unless required; for example Grid lines do not display, but the item will always align itself to the nearest 'line'. Snap lines will only display when the item being moved comes into alignment with other items. The drop down arrow beside these options further defines spacing, width, etc'.



## Static Information (Headers and Logos)

Static content is the information displayed on the card that will be the same for all users. (Company Name, Logo, etc). Using the Static Content menu, drag the item across onto the template. Right Click on the item to bring up Properties and then change the content, text style, etc as required.



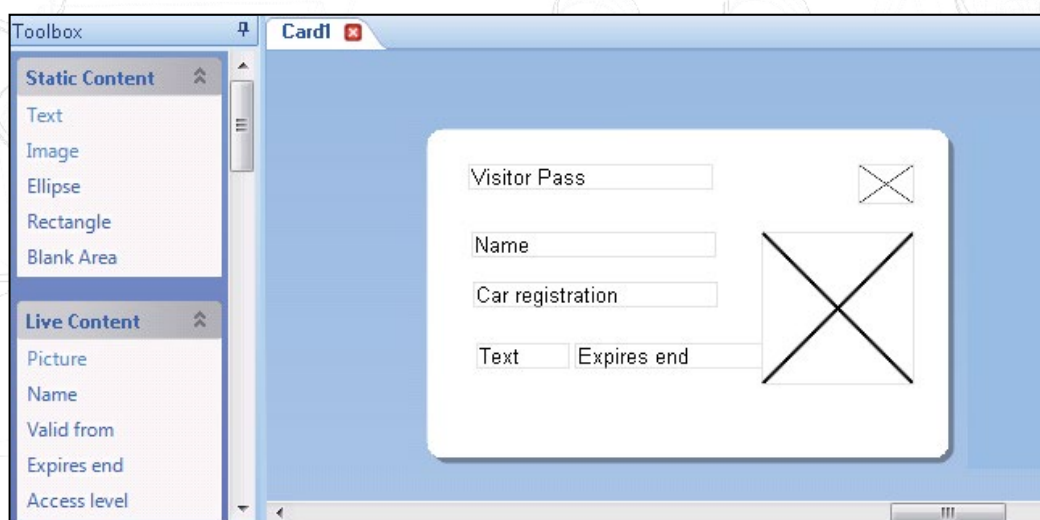
Image, Ellipse and Rectangle are all the same object type. Once dropped on the template they can be resized, coloured, imaged, etc and converted to any of the other styles using Right Click/Properties.

Image types can be in .wmf, .bmp, .jpg or .gif format

The Blank Area object is a special item that blocks the positioning of any other field in that location. It is ideal for defining Magstripe or Smart chip areas so that over-printing is inhibited.

## Live Content

To help find the active (live) fields in the list, they are grouped into two sections. Live Content is mainly company based data (Name, Department, Access Level, etc.) while Live User Fields are more personal (Address, email, Car Reg, etc.) Again these items are dragged across to the template and once dropped, then can be aligned as required.

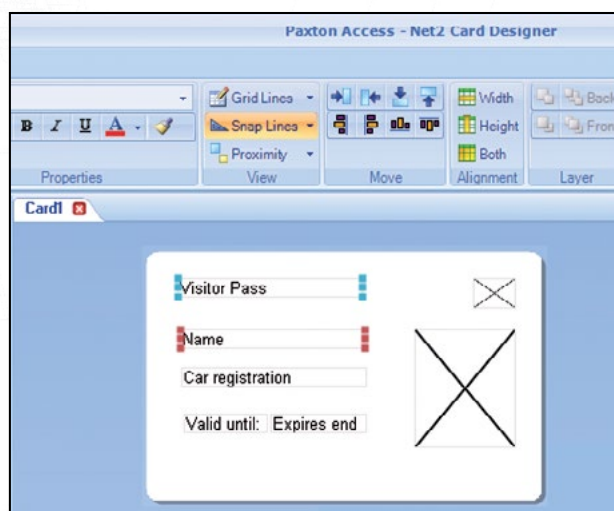


## Positioning / Alignment of Items

We have already looked at the Grid and Snap lines. The Move and Alignment functions work on one or more fields at the same time. Click the first item (it highlights with the 'Single selection' colour) and then Ctrl/Click on additional items (they highlight with the 'Add selection' colour). The Move and Alignment buttons highlight and then become available.

They will match the position or size of the items in relation to each other to further improve accurate layout. For further information, hover over these buttons to view the TechTip that describes these functions in greater detail.

Layering can be used to overlay items (e.g. Logo, Company Name)

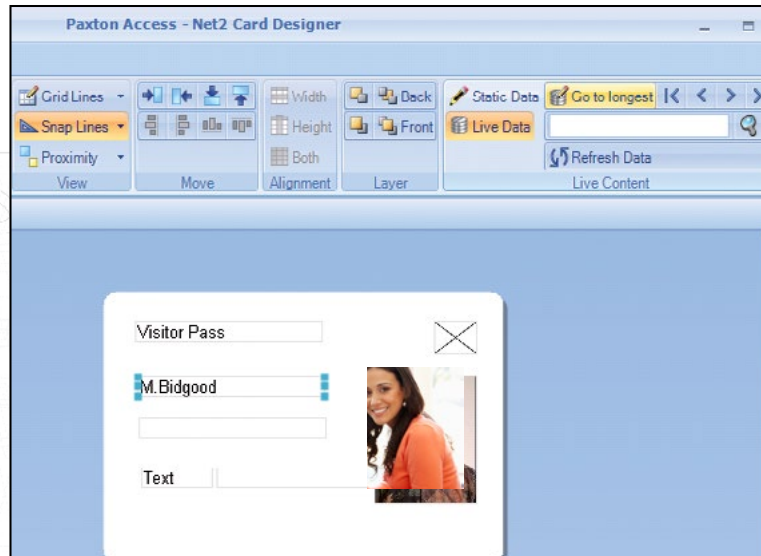


## Test the format with Live Data

Before finalising the template, the Card Designer has the ability to test the layout against current live data. Select Live Data and select a field on the card. Click on 'Go to longest' and the data will be loaded in that field. Each live field can be tested in this way.

Basic file record selection can be done using the arrow and Refresh Data keys, but individual user selection and card printing is done via the Net2 application itself. There is no Find User function in this template software.

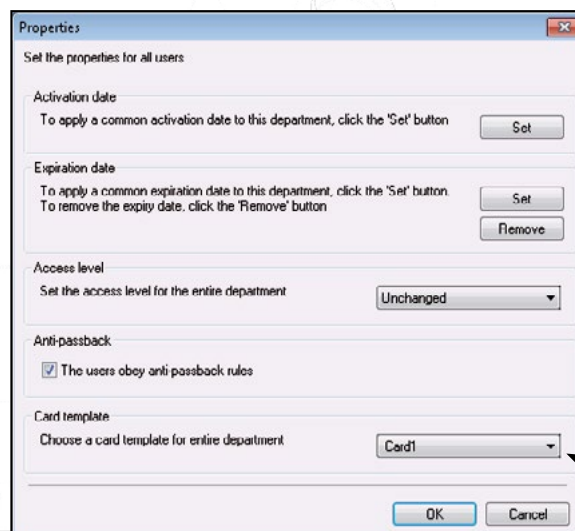
Note: Live data is only available to operators with standard operator permissions. Due to GDPR Regulations governing access to personal data, custom operators, such as those created as part of Landlord Tenant, will be unable to use this live preview.



## Assign a template to each user

A template must be assigned to each users record. This can either be done individually on the Tokens tab on the user record (see printing a card) or multiple records can be updated by Department. Right click on the Department required and then click on Properties to display the following department change screen.

NOTE: This screen is an active change screen and only updates the current records. It is not the default setting for this Department.



## Basic Fixed format card printing

A tab displays in the Options menu of the Net2 software to configure the card printing.

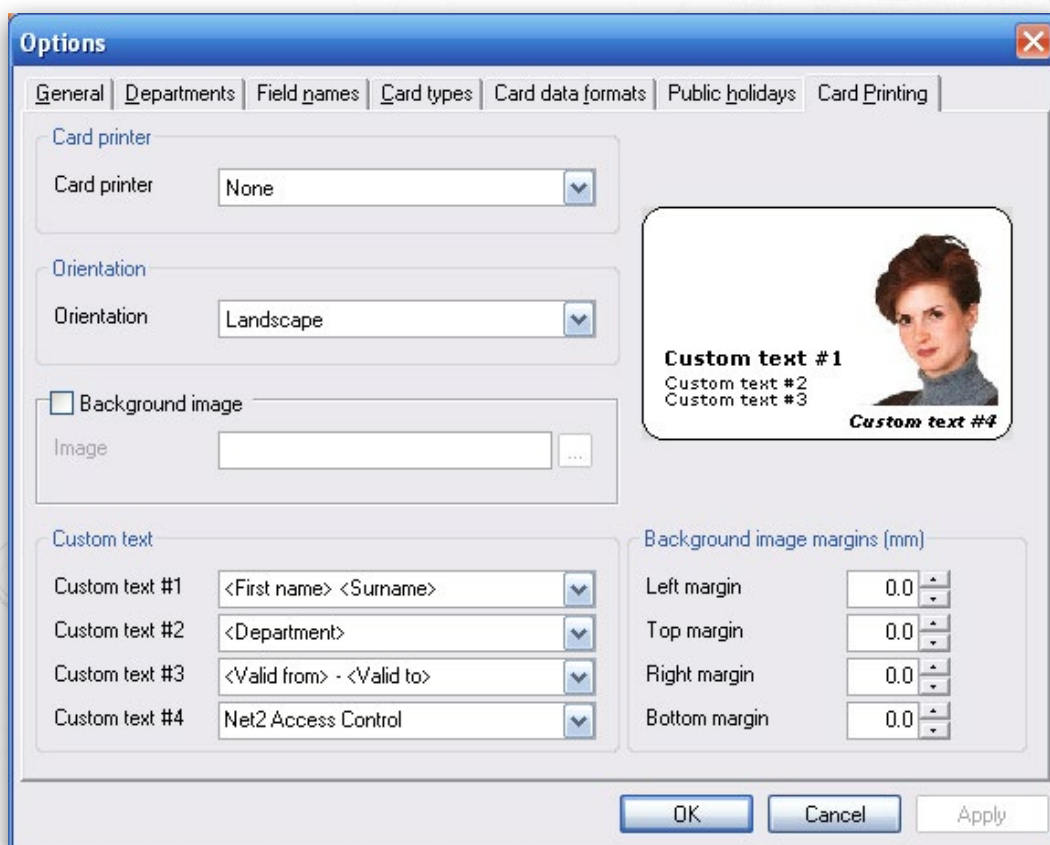
The card printer can be configured to be any Windows printer installed on the PC or network, direct to plastic dye sublimation ID card printers can be used to print directly onto Net2 ISO cards.

Cards can be printed in either Portrait or Landscape orientation, the preview will change to reflect the format that is selected.

Background images can be in .wmf, .bmp, .jpg or .gif format.

The path to this file is browsed to, once the "Background image" tick box has been checked. The image chosen will be stretched to fit the whole card, this means that to keep any logos or text in proportion the aspect ratio of the image should be kept the same as the card, about 1.6:1. Any variation from this will result in distortion of the chosen background image.

There are four Custom text fields, which can be configured to either print details from the user records, any of the user record fields can be selected, or display fixed text. Fixed text can simply be added into the card design and will appear the same on every card. Fields from the user table should be selected from the drop down menu.



For fine-tuning of the background image, margin controls are provided, these will allow the margins to be adjusted to make allowances for variations in printers or to tune the location of the background graphics.

## Printing a card - All software

The printing of cards can be done from the user details screen or from the "add new user" window. Once card printing has been defined, a new button will appear at the bottom of both the user's screen and the "new user" window labelled "Print card". A template will also need to be specified in software after v4.11.

Country: [ ]  
 Post code: [ ]  
 Home telephone: [ ] Personnel number: [ ]  
 Home Fax: [ ] PIN: [ ] Auto PIN [ ]  
 Mobile: [ ] Token number: 12345678  
 Card template: Card1 [v] Token type: Hands free token [v]  
 When I click 'Add user' reload the token type default values  
 When I click 'Add user' retain the previous record values  
 Print card [ ] Close [ ] Add user [ ]

Paxton Access Ltd - Net2 Access Control  
 Back - Refresh Find user Open door New user -  
 Net2 Access Control  
 Events  
 Users  
 Accounts  
 Call centre  
 Directors  
 H & D  
 Smith, Amanda  
 Soles  
 Visitors  
 3325  
 IT test  
 Access levels  
 Net2 actions  
 Bar user  
 Delete user  
 Add new user  
 Log off  
 Net2 details  
 Bidgood, Martyn  
 Currently not in the building  
 Net2 documentation  
 Smith, Amanda  
 First name: Amanda  
 Surname: Smith  
 Department: H & D [v] New dept [ ]  
 Telephone: 01234 567890 Fax: [ ]  
 Personnel number: 2857  
 Valid from: 17/11/2009 Expires end: Never expires  
 Access rights Tokens Other details Menu Events Current validity  
 PIN: [ ] Auto PIN [ ] Card template: None [v]  
 49650437  
 New token [ ]  
 Delete [ ]  
 Lost token [ ]  
 Found token [ ]  
 Change token type [ ]  
 Add fingerprints [ ]  
 Get picture [ ] Delete picture [ ] Bar user [ ] Delete record [ ] Print card [ ] Export vcf [ ] Apply [ ]  
 System engineer Winner