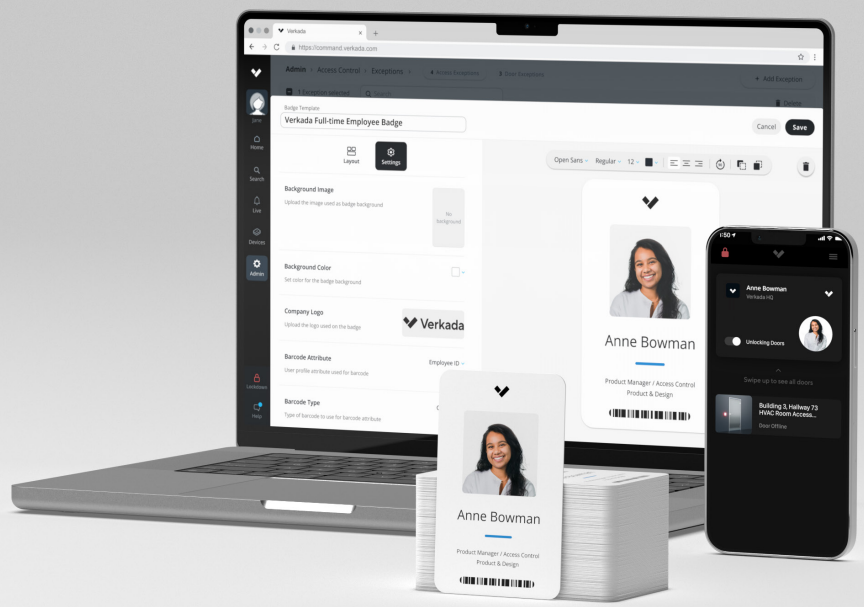
Verkada

**Set up guide:**

# Verkada Badge Design & Printing



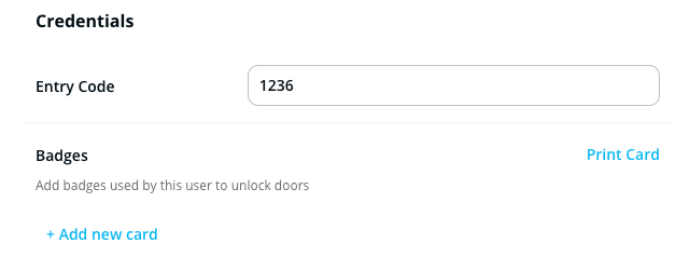

## Data entry

The following data fields have been added to user profiles:

1. Employee Title
2. Employee ID
3. Department
4. Department ID
5. Company Name
6. Middle Name

Currently data for the following badge fields can be added:

1. Manually within the user's profile.




2. Imported via CSV

3. Imported via SCIM — Make sure that your AD client is sending the following to the SCIM connector

```
name {
givenName,
familyName,
middleName,
},
title = employeeTitle
userType = employeeType
organization = companyName
employeeNumber = employeeId
department = department
costCenter = departmentId
```

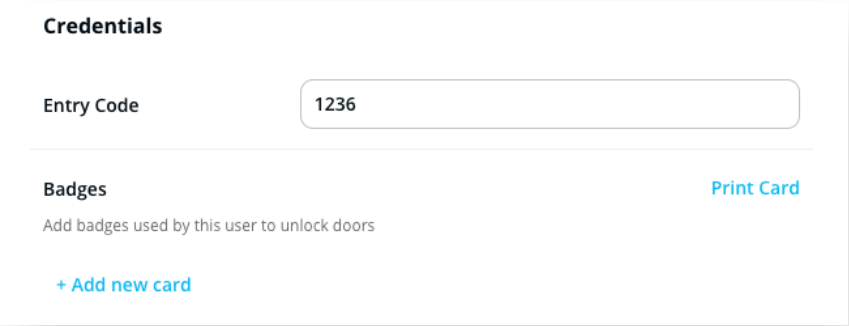
## Setting up your printer

1. The Verkada Badge Printing solution is printer agnostic. This means that our software is compatible with all badge printers. Please ensure that the badge printer driver is correctly installed on your computer and that your browser is able to recognize it.
2. Once the printer is installed on your computer you should see it appear as a printer option in your browser.
3. If you do not have a printer yet, we recommend the following.

## Printing

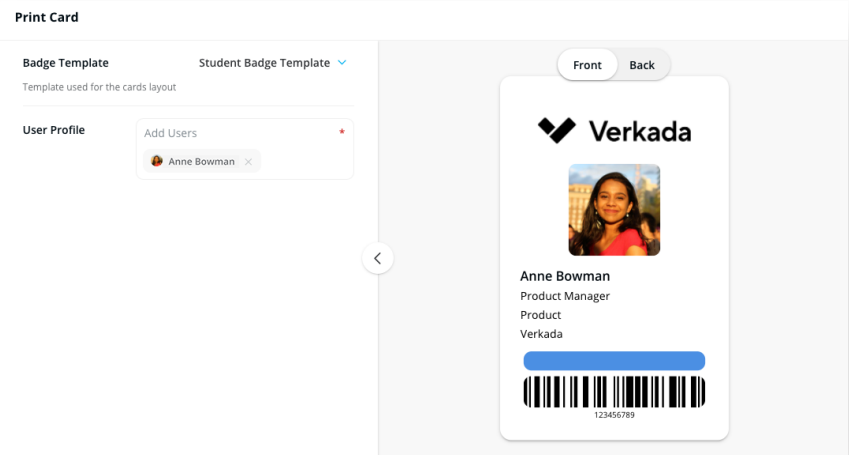
Access Managers and Access Admins may print badges

1. Print a badge by either:
   - Navigating to the user's profile and selecting print badge located under the user's profile picture

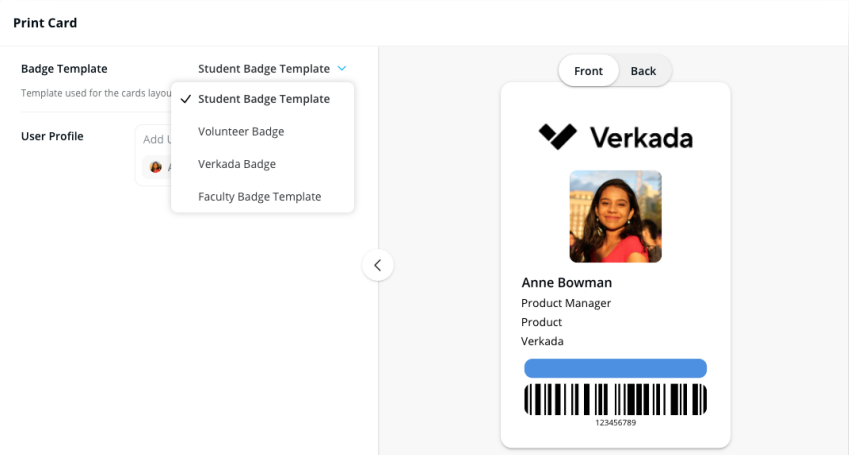



- Bulk selecting users from the access users list and selecting print badges in the top menu

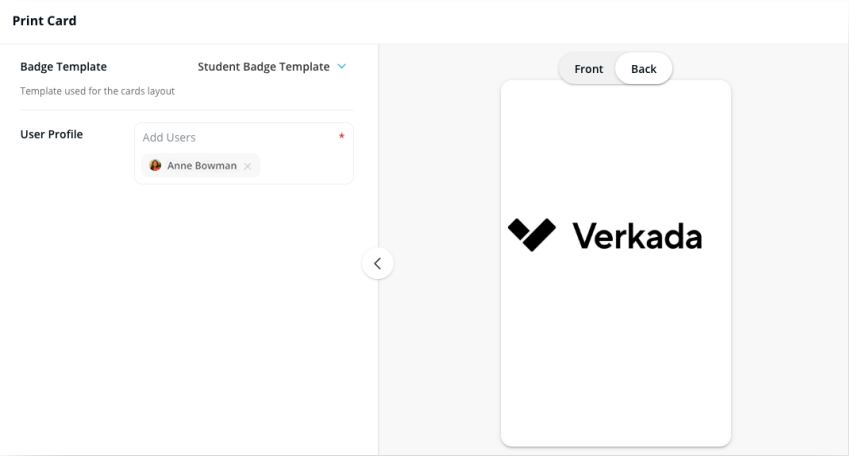
2. The badge preview will appear



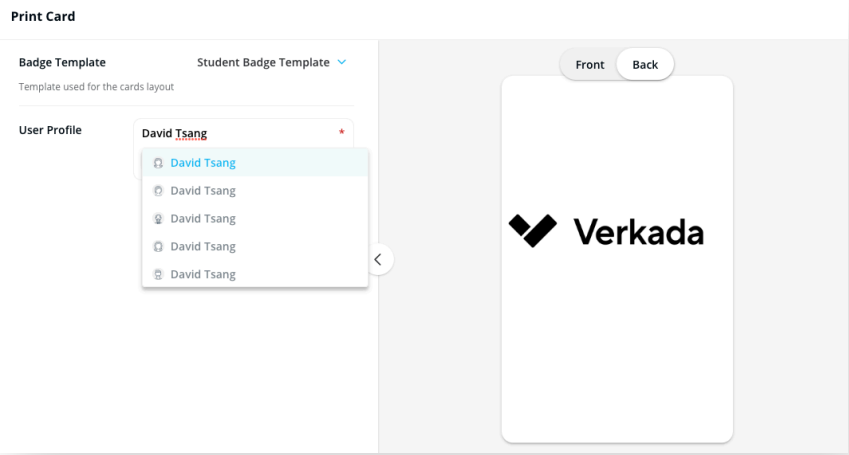
- In this modal you can apply any template to the card



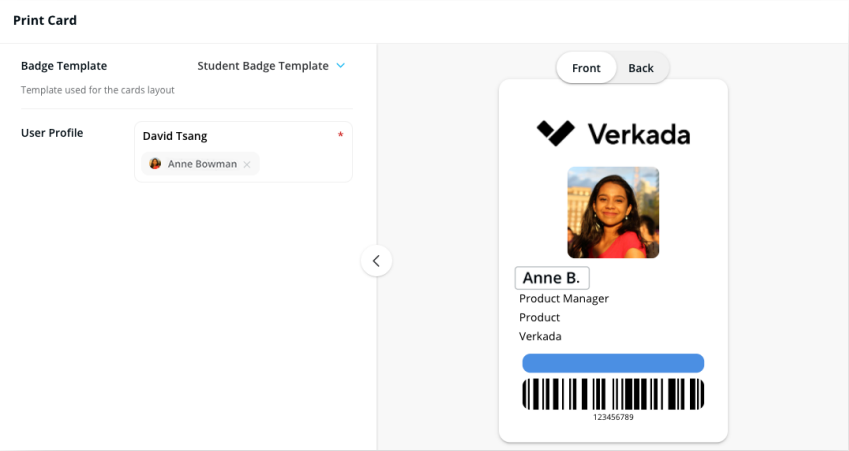

- Preview both the front and back side of the card



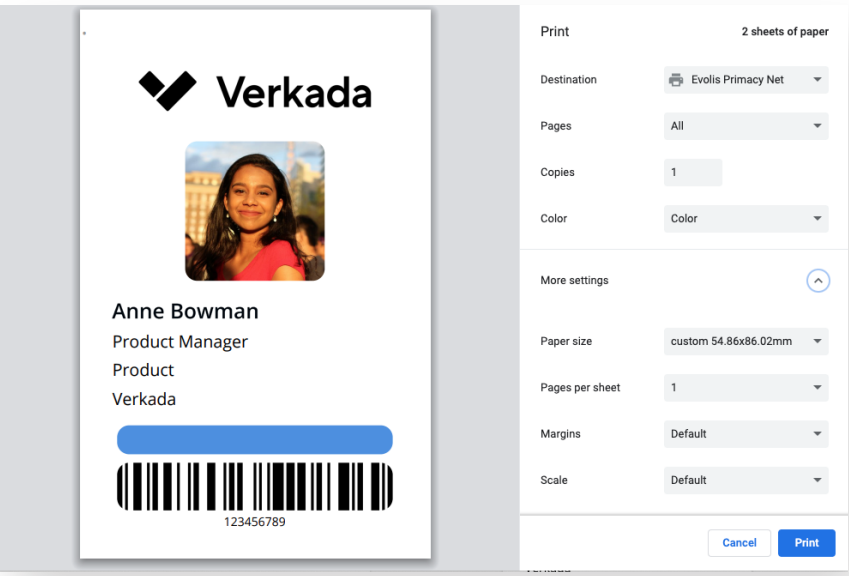

- Add any additional users you would like to print a card for



- You can edit the text in any name field, by selecting it and entering new text.
  Note: none of these changes will be written back to the user's profile.



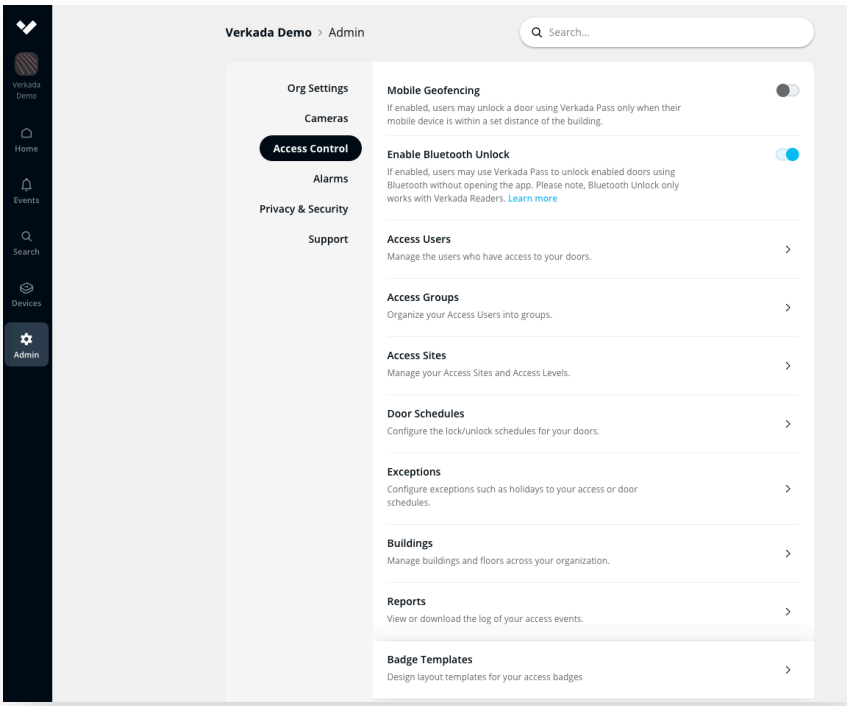

- Verify that the badges look appropriate and click print.
  1. Select your printer of choice. If you are printing a double sided badge, please check your printer driver settings and ensure that all your configurations are to your liking.
  2. Verify that the paper size dimensions are the same as your card.

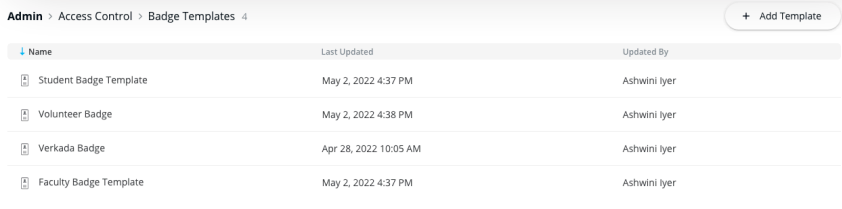


## Manage templates

Access Admins may manage and edit templates

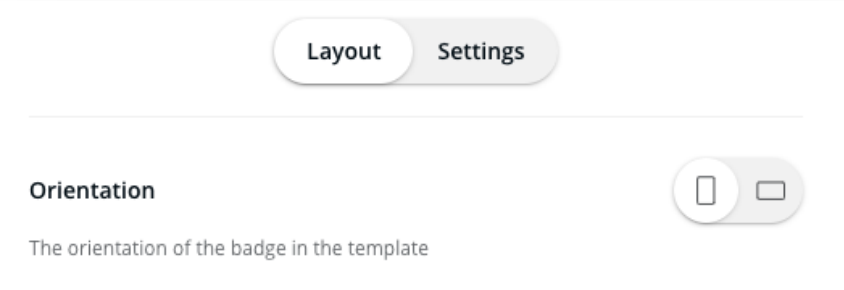
Templates can be found by navigating to admin > access control > badge templates.
Access Admins may edit, duplicate and delete templates.



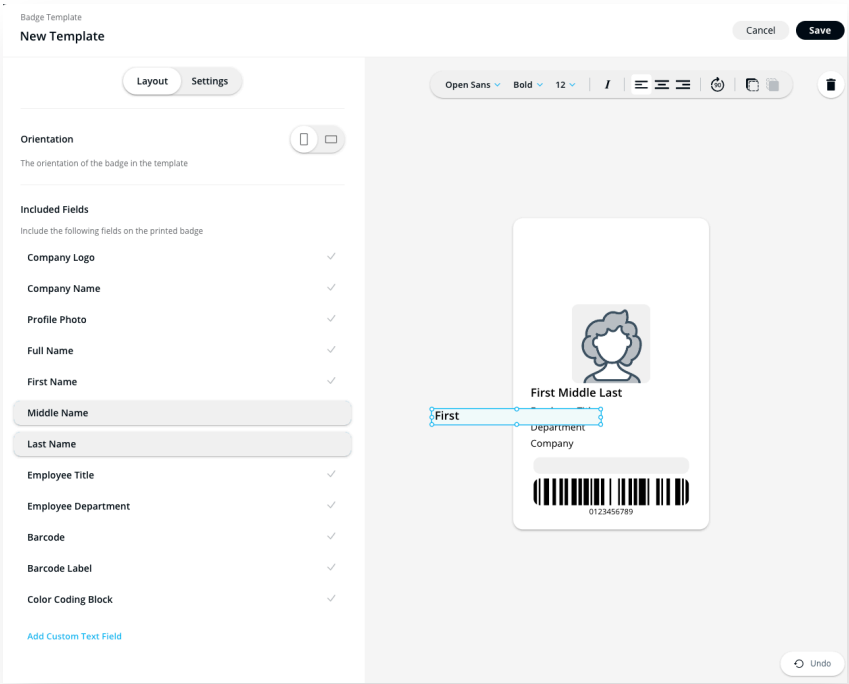




Templates can be customized in the following ways:

1. Orient the badge in landscape or portrait

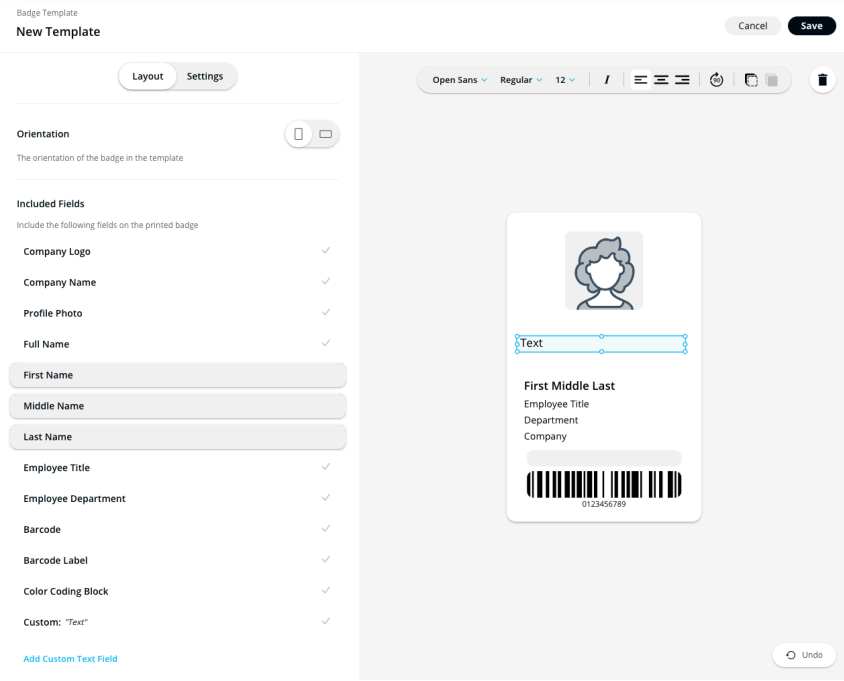


2. Drag and drop employee profile elements onto the badge



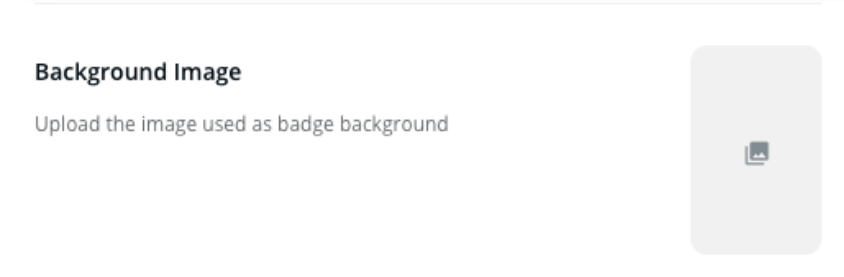

3. Resize, align, layer and rotate elements

4. Add custom text fields

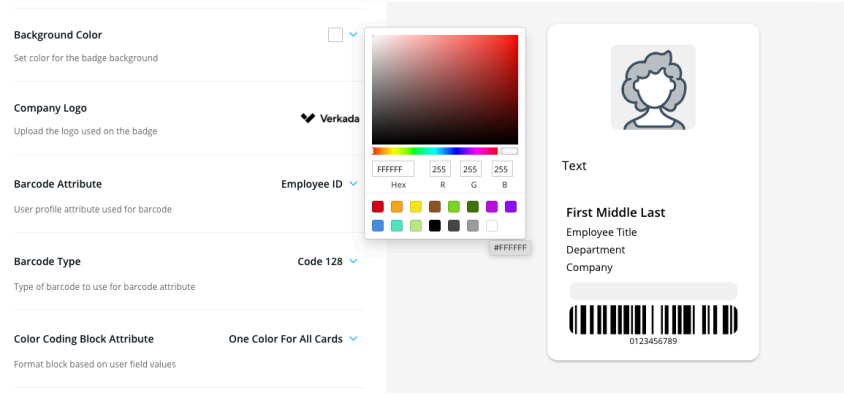



5. Customize the card background

- Then upload the background image in the settings tab



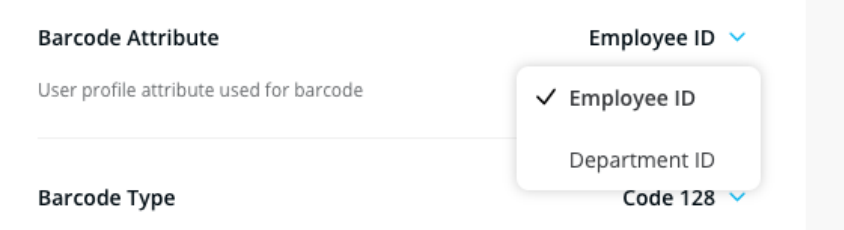

- Select a background color

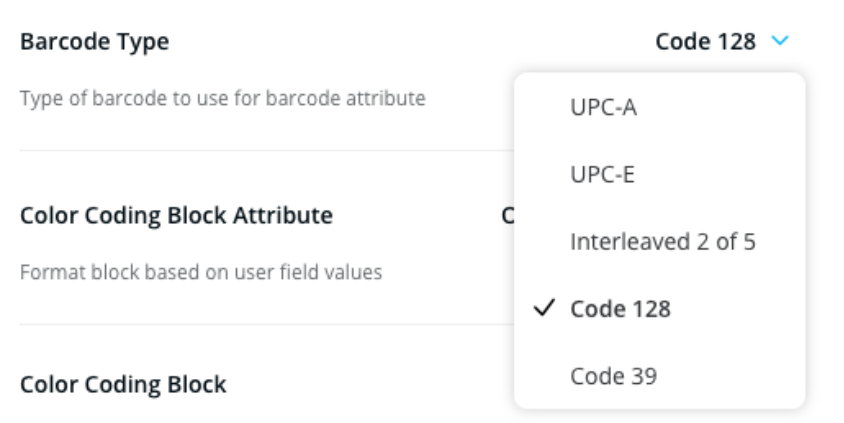


6. Upload a company logo
   - First drag and drop the company logo element from the layout tab onto the badge
   - Then upload the image in the settings tab.

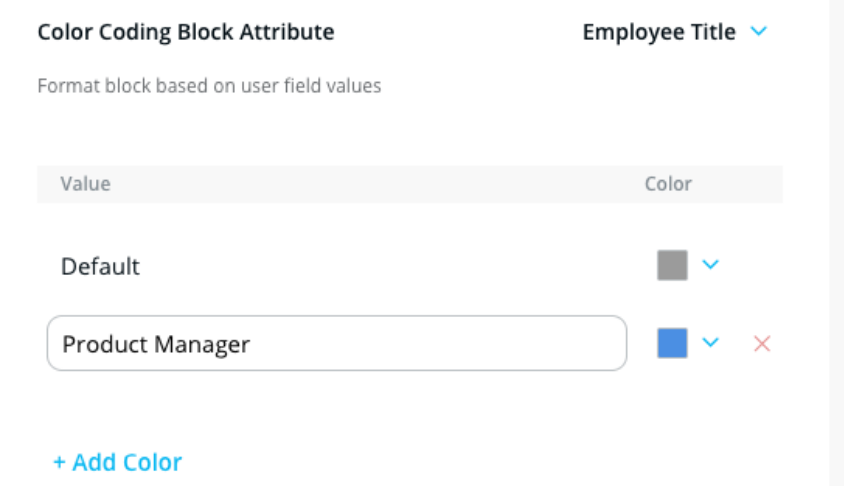
   - Proceed to resize and orient in the editor

7. Include a barcode with either employee id or department id encoded
   - First drag and drop the barcode element from the layout tab onto the badge
   - Then customize the barcode by selecting barcode type and data to encode in the settings tab




8. Customize font color, size, alignment, and weight

9. Include a color bar to distinguish different types of employees and select a color to go with that selection
   - First drag and drop the color bar element from the layout tab onto the badge
   - Then customize the color in the settings tab
     1. If you would like a color to apply to all cards printed with that template select "One Color For All Cards"
     2. If you would like a different colored color bar for employees in each department select "Employee Department", then add all employee departments you would like a color associated to and select the color.

10. If you would like different colored color bar for employees with distinct titles select "Employee Title" then add all employee titles you would like a color associated to and select the color