



1. Plug in and turn on the PC
2. Plug in the label printer power and USB cord into the laptop.

HINT: It is more reliable if you plug it into the same USB port every time.

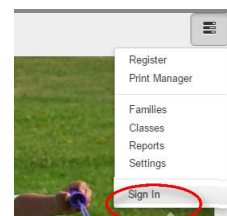
3. Plug in the wireless keyboard and mouse. The USB plug is under the mouse.
4. Turn on the TV with the remote
5. Plug the TV VGA cable into the laptop.

Fine Tune a few PC settings:

1. Set the Power settings so it does not shut down, sleep, or power off the display.
2. Try the mouse. If it is too twitchy, slow it down.

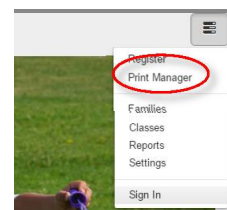
Start the Badger and Sign In

1. Open Chrome web browser.
2. Go to site www.courtenaykidz.org, or whatever your domain name is.
3. Sign in – use your own name.
4. The password is Welcome1



Start the Print Manager

1. Click the menu and Select Print Manager
2. If you have two screens, consider pulling it onto a side screen. And running the registration screen on the main screen.



- 1) Print Manager – turn on Find Labels. Wait 5 seconds for it to read the database. If there are any labels you don't want to print, press **Flush Queue**
- 2) Now turn on **Print Labels**.
- 3) Print a test by pressing **Print Test Label**.
- 4) Click **Open Registration Window**.



Switch to the Registration window and maximize it. If you have the opportunity, move it to another screen so it's not up with the print register.