KeepnTrack : Installing Dymo Printers

Let me show you how to install your Dymo printer so you can print badges or receipts straight from KeepnTrack. Note that the process is slightly different depending on your operating system.

Installing Dymo Printers:

Use the install disc that came with your printer, or open a web browser and go to this webpage:
http://www.keepntrack.com/support_downloads.html

Select the Label Printer Driver for either Mac or Windows.
The file may take some time to download.

Open the file, and launch the Dymo Label package inside, then follow the installation prompts.

The installation may take a few minutes, and an administrative password may be required.

When the Dymo installer is finished, it will prompt you to plug the printer into the computer's USB port.

In the KeepnTrack Kiosk, click on Hardware Management at the bottom of the screen, and go to the Printers area. Select your printer in the Printer drop-down menu; choose LabelWriter 400 if you have the 400 or a DYMO LabelWriter 450.

Set the correct Paper, then you can Print a Test Slip.

The browser may prompt you for some kind of permission to allow it to use the printer.

Note that the name of the Dymo Printer in your computer's printer settings needs to be the same as it is shown here.

Printer Settings

Let me show you how to change the printer name if you need to do so.

On a Mac OS, open System Preferences and go to Printers & Scanners. Select the Dymo printer, and click Options & Supplies. Here, you can rename the printer to the same name it has in KeepnTrack.

On Windows, open the Control Panel and locate your Devices and Printers. Rename the Dymo printer so that it's the same name as it has in KeepnTrack.

KeepnTrack Configuration

Log in to your KeepnTrack Administration and go to Preferences, Account. Under Classification, there are settings for each type of person. For all the types of people you want to print badges for, check the box to Show Print Badge Checkbox in Kiosk, then Save the preference.

To set this per facility, go to Facilities, click the facility on the left, and look under each of the Classification types.

Next, go to the Manage tab and to Activities. For each Activity, you can change the printer defaults:
Do not print, Print on the default roll, Print on the left roll, or Print on the right roll.

If you need any further assistance please contact KeepnTrack Technical Support at 1-800-320-5830.