



DSX Access Systems, Inc.

Badge System Implementation

WinDSX Badge System Implementation

Taking pictures may be harder than you think. You should plan on spending at least 4 hours becoming familiar with the system. There may also need to be adjustments to the lighting, hue, and color settings before achieving satisfactory photos. These adjustments are made at the factory, but change depending on the characteristics of the room.

- You should have 6 to 8 feet between the camera and the subject.
- Allow 2 feet between the subject and the backdrop.
- Avoid areas with low ceilings or overhangs.
- Avoid rooms with strong ambient light such as direct sun light.
- Start with the flash intensity at its lowest intensity.
- Point the flash at the ceiling if there is over saturation.
- If the room is small you may have to block part of the flash.
- Anchor the subject chair to the ground so that they do not move it when they sit down.
- Make sure the subject is centered before taking the picture. The center of the photo is used when the badge is created.

A publication on portrait photography is recommended.

Direct Card Printers are not designed to print large solid colors from edge to edge on thousands of cards. This type of printing will cause the print head to overheat and break the ribbon and can cause the premature death of the print head. If your customer requires a dark colored background over the entire body of the card, it may be best to have cards custom built with the background in place. DSX does not provide custom cards. We will be happy to provide you the name of a company that can make the cards for you directly. Be sure to leave white space anywhere you expect the imaging system to print color images such as logos or photographs. Do Not Pre-Punch Cards.

Card printers are not perfect. They do not create flawless cards every time. You can expect about 10% or less of the cards to be produced with defects such as streaks or small omissions in the printing. Dirt or dust on the surface of the cards typically causes this. It is vitally important that the cards be completely clean when they are placed in the printer. Even touching the face of a card with your finger can leave oil on the card and cause printing errors.

Print heads are considered a consumable. The print head on all direct card printers must eventually be replaced. How many cards it can print before it needs to be replaced is hard to determine. The life of the print head is a factor of how well the printer is cleaned, the type of cards being printed, and how much of the

surface is printed. It is simply the nature of these type printers that the print head periodically be replaced. Print heads are expensive, so be sure to emphasize proper maintenance and cleaning of the printer. Some customers can print 10,000 badges on 1 print head others only 1,000. The number one factor in the life of the print head is the cleanliness of the printer and cards.

It routinely takes 2.5 to 3 minutes to input data, take a picture, and print a badge. Leave plenty of time for creating your badges. If you go at it very hard for 8 hours a day you should be able to badge 1000 people in 5 days. Printing takes time, don't put yourself in a position where you have to print 5,000 badges over a weekend. It isn't going to work. These printers are not designed for continuous duty printing. If you try to print to them 24hrs a day they will probably fail. You would not expect to print 24hrs a day on a laser printer without having problems. Laser printers print black on paper, direct card printers are embedding color images into PVC. Continuous duty printers are available but they are VERY expensive. When printing large batches of cards, give the printer a break every hour or so to allow it to dissipate some heat.

Discuss with your customer up front who is responsible for creating the badge backgrounds. While the creation of badge backgrounds in the DSX software is a very simple task, it can be quite a challenge to get some corporate logos into a graphic format so that they can be used to create a badge. Often you are forced to draw them by hand using a graphics package. If the customer wants to take on the responsibility for creating the badge backgrounds, be sure to explain up front that they must be proficient at some graphics package if they expect to create sophisticated logos on a badge. WinDSX supports the importing of many different graphic file formats. The software will maintain the aspect ratio of the imported graphic to assist in its resizing for use on the badge template.

Some badge backgrounds can be created in 5 minutes, others might take 5 days. DSX will provide custom computer graphics work for an hourly rate. If you are not a graphics expert and neither is your customer, we can assist you in creating the perfect badge. Once the necessary graphic files are created, assembling them into a badge template is a trivial project.

Plan on spending some time with the customer to get them used to the system. They will have high expectations that can quickly become tarnished if they flounder during the startup of the system. It is important that you be right there to answer any questions or correct any problems that may arise. You should plan on spending at least 4 hours with the customer while they take pictures and create badges for employees the first time. In all, you should allow for 8 to 10 hours of setup and training, excluding badge design time.