# Name Badge Personalization Guide
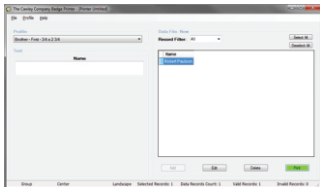### The Cawley Badge Print Software Installation and Usage

These instructions are designed to guide you through the installation and operation of the Holiday Inn name badge system.  This method will use The Cawley Badge Print Software and a Brother P-Touch label printer.  If you do not have the Cawley Badge Printer Software or the Brother P-Touch label printer, both can be purchased through The Cawley Company.  Ordering instructions are on the bottom of this page.

## INSTALL SOFTWARE

•Before you begin installing The Cawley Badge Print Software make sure your printer is installed.  If you have a Brother P-Touch Printer the installation instructions will be in the same box as the printer.  Note that this installation may try to install the P-Touch Editor. The P-Touch Editor is not necessary when using The Cawley Badge Print Software. Although, the P-Touch Editor can be used to explore the extended features of the Brother P-Touch label printer.
•Insert the Cawley Badge Print Software disc into your computer.  If you do not have a disc, one can be purchased through The Cawley Company
•On your computer navigate to the CD drive.
•Double click the setup.exe file and follow the on-screen instructions.  If you are asked to Repair or Remove, click Remove and then re-run setup.exe again to install the latest version

•Open The Cawley Badge Printer Software (there will be a shortcut on your desktop)
•If you receive an error message, click OK
•Click Profile - Add
•In the window that pops up - Navigate to your CD drive
•Click on the file that begins with V2 and then click add
•Click File - System Manager Functions - Printer Setup
•From the dropdown box select the printer you want to print to
•Installation is complete.

## OPERATION

| Step 1 | Step 2 | Step 3 | Step 4 |
|---|---|---|---|
| Use The Cawley Badge Printer Software to print a label. | Remove the backing from the label. | Place the label on the faceplate. | Trim the label with the trimming knife. |



| Step 5 | Step 6 | Step 7 | Note |
|---|---|---|---|
| Remove the plastic protective coating from the metal carrier | Center the faceplate on the carrier | Inspect the name badge to ensure proper placement | |
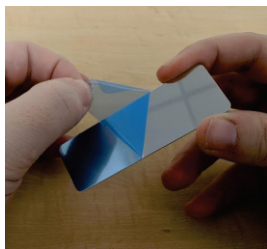


Cawley Overlay Badges are reusable.  Just remove the label from the faceplate, print and place a new label on the faceplate.  The faceplates have a protective coating that prevents damage

For Technical Support
Call (800) 822-9539 or email techsupport@thecawleyco.com

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