

1. Select Badges from under the Manage menu:

Manage

[Account Profile](#): Update the pertinent information on your account.

[Locations](#): Add and modify locations.

[Wearers](#): Add and modify wearers and their badges.

Badges: View instadose badges in your account and assign them to wearers.

2. Select the location of the badges/wearers you would like to print and then select the wearers by serial number:

Manage **INSTADOSE BADGES**

Account: 100642 : STRYKER (Active)

Location: All locations

Search: Last Name ▼ search...

<input type="checkbox"/>	Badge #	Type	Region	Account	Location	#
<input type="checkbox"/>	 20032017	v +	Torso	100642	00001INS	2
<input type="checkbox"/>	 20032061	v +	Torso	100642	00001INS	1
<input type="checkbox"/>	 20032001	v +	Torso	100642	00002LAB	27
<input type="checkbox"/>	 20032005	v +	Torso	100642	00002LAB	33
<input type="checkbox"/>	 20032008	v +	Torso	100642	00002LAB	32
<input type="checkbox"/>	 20032009	v +	Torso	100642	00002LAB	26
<input type="checkbox"/>	 20032014	v +	Torso	100642	00002LAB	4
<input type="checkbox"/>	 20032015	v +	Torso	100642	00002LAB	6
<input type="checkbox"/>	 20032016	v +	Torso	100642	00002LAB	8

3. You will see an option appear at the bottom of your screen 'Print Labels' and the number of labels you have selected:

<input type="checkbox"/>	 20032016		Torso	100642	00002LAB	8
<input checked="" type="checkbox"/>	 20032018		Torso	100642	00002LAB	12
<input checked="" type="checkbox"/>	 20032019		Torso	100642	00002LAB	11
<input checked="" type="checkbox"/>	 20032020		Torso	100642	00002LAB	1
<input checked="" type="checkbox"/>	 20032037		Torso	100642	00002LAB	9
<input checked="" type="checkbox"/>	 20032068		Torso	100642	00002LAB	3
<input checked="" type="checkbox"/>	 20032069		Torso	100642	00002LAB	5
<input checked="" type="checkbox"/>	 20032791		Torso	100642	00002LAB	34
<input type="checkbox"/>	 20032792		Torso	100642	00002LAB	10

1

Print Labels (7) Click the checkbox to add wearers to the label

4. The self-print label sheet is numbered; please select the number where you would like to start printing. When you click 'Continue' it will give you a preview of the labels it will print

*Something that I have found is that if you are using Chrome the scale must be sent to 100. It is also a good idea to print the labels on a regular paper and overlap it with the label sheet to make sure it will print correctly.

Print Labels

Choose the label number, 1-32, where you would like to start printing at on the first page.

Label #:

Print
Total: **1 sheet of paper**

Print **Cancel**

Destination  hp LaserJet 1320 PCL 5e
Change...

Pages All
 e.g. 1-5, 8, 11-13

Copies

Paper size

Scale

Options Fit to page
 Two-sided

[Print using system dialog... \(Ctrl+Shift+P\)](#)



Print preview showing a grid of 8 pages from a medical document. Each page header reads "HOSPITAL DE ANIMALES DE CASABLANCA" followed by a name and "Toma | SIEGUIMIENTO". The names are: VISTOR, DR. LOPEZ, MARCANO, SANCHEZ, DUTTE, BARBARE, ROSAL, JOSE, DR. TORRES, CAEL, BERNARDI, and SANCHEZ.

a.

5. If everything looks good, you may print it on the label sheet.