



## Quick Start Guide

**1) Download the Demo Version of Espresso ID from our website – [www.idspecialists.com](http://www.idspecialists.com)**

- EspressoID CD-ROM disc in your CD-ROM drive

## **2) Install Camera (Optional)**

- Follow manufacturer's installation instructions
- Once the camera is installed you will need to select it as the source for images
- From the **File** menu, choose **Select TWAIN Source**
- Pick your preferred camera from the list
- Note: A live video interface camera (such as a webcam) is preferable. Cameras without a live video interface will require you to browse to an image file on your hard drive

## **3) Install Printer (Optional)**

- Follow manufacturer's installation instructions
- Once the printer is installed you can assign that printer to a Card Template
- Printer settings are held in each individual Card Template, therefore, different Card Templates can be set up to print on different printers
- Note: Printer settings and terminology vary between printer manufacturers and, therefore, may require trial printing to find settings appropriate for your required card output.

## Tab 1 Overview – Define Fields

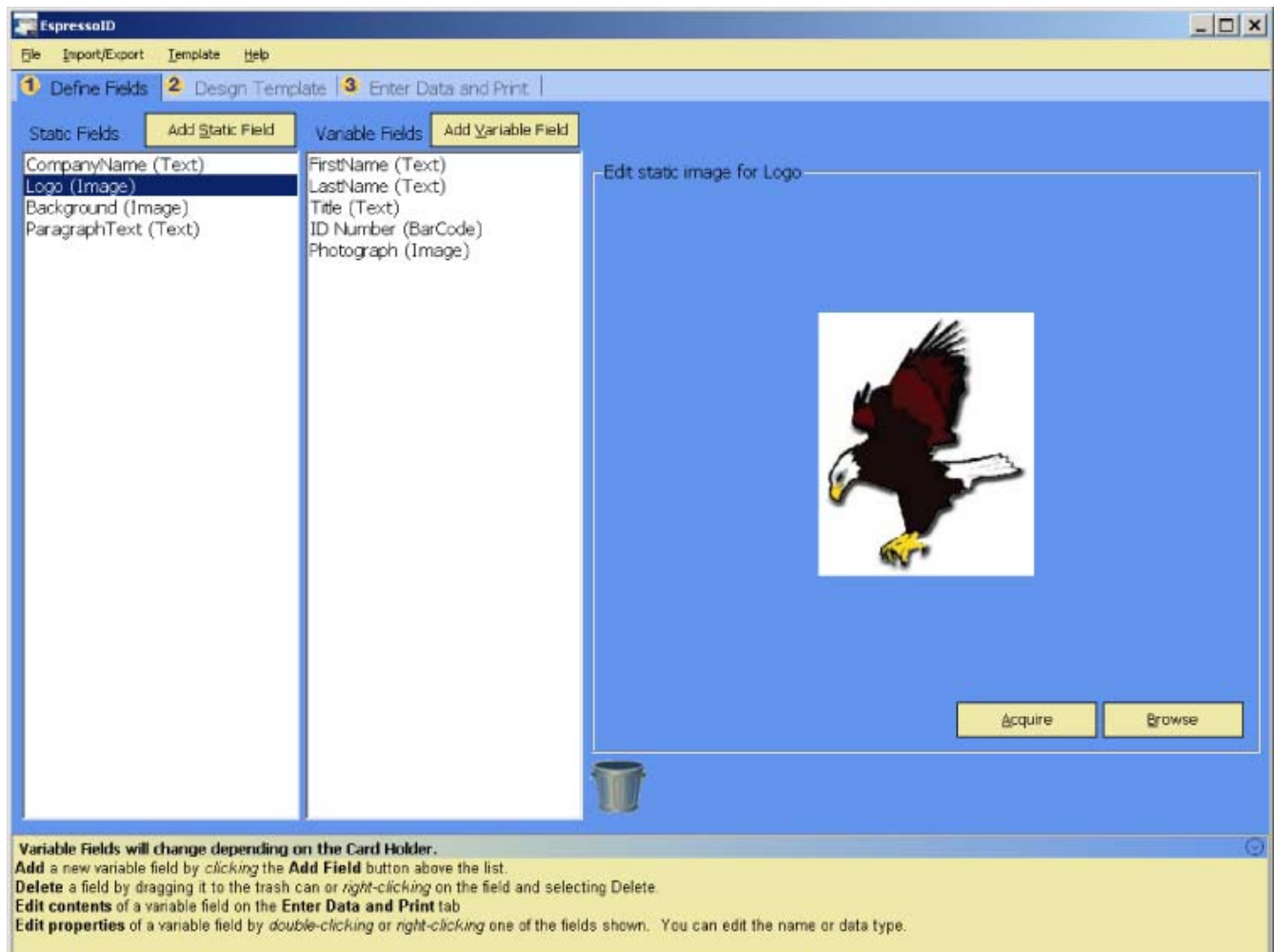
- Use to assign static or variable field names, create static text and import logos.
- Static Fields, when added to a card template, remain the same on all printed cards.
- Variable Fields, when added to a card template, will change depending on the Card Holder.

There are 3 data types for fields (Text, Image and Barcode)

- A number of fields are inserted by default. You can delete any all or of these at will and add your own fields.

We suggest keeping the First Name and Last Name as these fields will be associated with the photos if you export your database.

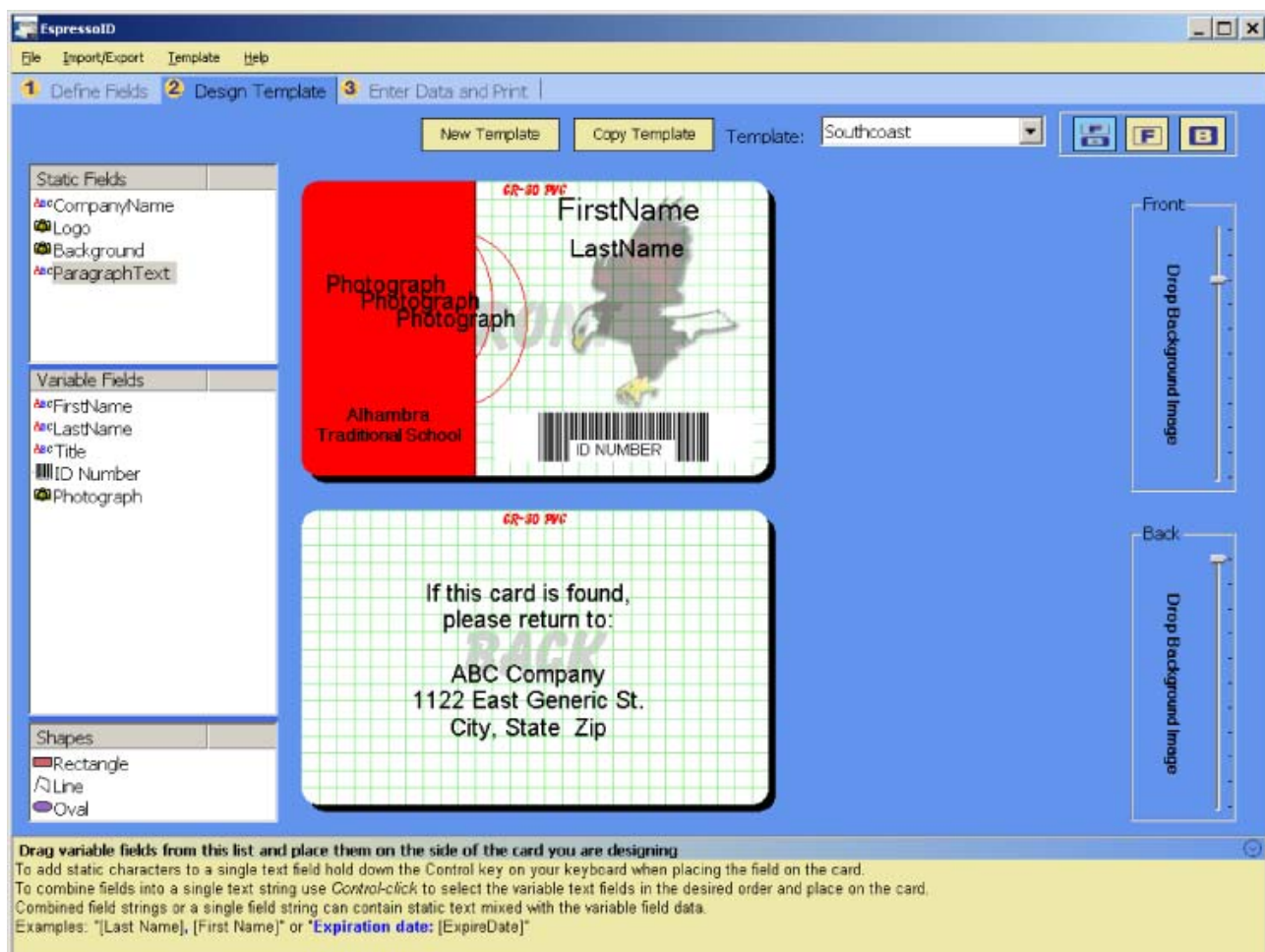
- See Below and notice that there are automatic help notes under the data entry screen. This feature can be turned off and on by selecting the circled arrow to the right.



## Tab 2 Overview – Design Template

Use to create, design and manage multiple Card Templates.

- Simply drag your database fields onto the card and drop them. Right click the field once it's on the card to set properties such as text attributes and color. If you are using the magstripe feature, drop the field onto the magstripe and right click it to assign it to track 1, track 2, or track 3.
- Combined field strings or a single field string can contain static text mixed with the variable field data.
- To create a combined fields use control-click to select the variable text fields in the desired order and place on the card.
- To add static characters to a single text field hold down the Control key on your keyboard when placing the field on the card.



### Tab 3 Overview – Enter Data and Print

- Use to add, edit or delete Card Holders and print finished cards



### Organizing your Cards and Data.

Now your card is designed, printed and ready to save. Espresso ID automatically backs up your work when the program is closed. You can save a backup file on your computer by clicking on the Import/Export menu at the top of the screen and selecting Back-up Cardholders.

However, if you want to save each card set-up separately this can be done by clicking on the Import/Export menu at the top of the screen and selecting

Back-up Cardholders. You will get a screen allowing you to save your file in your choice of locations on your computer. You can rename the .fzr file so you can easily identify the card. This allows you to delete your card from the Espresso ID screen by selecting Delete Template at the bottom of the Template menu, making it easy to start a new card.

To open an existing card to reprint or add a cardholder click on the Import/Export menu and importing the .fzr file. This will open the card and the previous card holders. To save changes made, just save over the existing file.

Databases can be saved as .csv files by choosing Export Cardholders. Data moved over to the right side of the Archive/Restore screen will be exported for you to save your file on your computer as you did the Backup File.

**When you decide to purchase this software we will send you a licensed disk. Be sure to save whatever cards you want to keep on your hard drive as explained on previous page. Delete the demo version of Espresso ID and follow the instructions below.**

### **1) Install and Register Software from Disk**

- Warning: you will need an Internet connection to complete the installation process for EspressoID. Insert the EspressoID CD-ROM disc in your CD-ROM drive
- If the installation does not start automatically you will need to perform the following steps
- From the **Start** menu, select **Run**
- Type **D:\EspressoID.exe** or substitute "D" with the appropriate CD-ROM drive letter
- Follow the installation instructions on the screen
- Register EspressoID
- Fill in your name and organization on the registration screen
- Fill in the serial number located on the disk cover  
(Example: 12345-ABCDE-5OL12-789ZW)
- Click the **Register** button and your computer will contact our server over the Internet to register and activate EspressoID

For more information on using this software, please call us at 1.800.232.6130 or email us at [support@idspecialists.com](mailto:support@idspecialists.com).