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Swift ID User Guide

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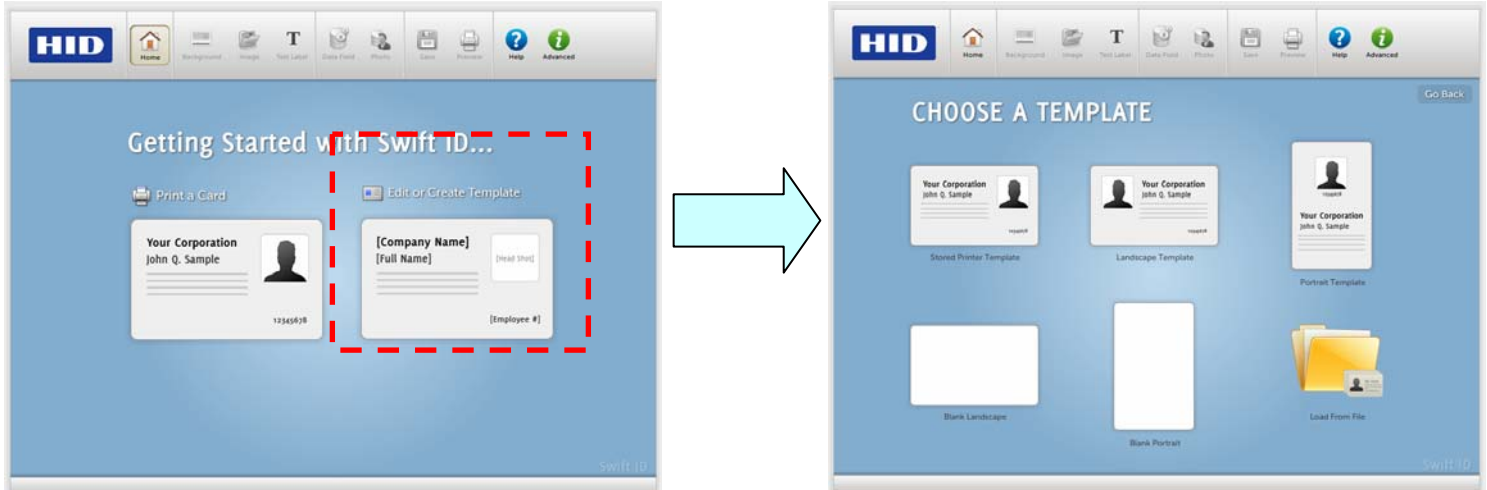
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If you require further assistance please contact HID's technical support staff at: 1-866-607-7339 (ext. #6) or visit us on the web at hidglobal.com.

Creating or editing a card template with Swift ID™

Creating or editing card templates with Swift ID is simple. The following information provides what you need to create or modify a card for any application.



There are six different templates available to either modify or create:

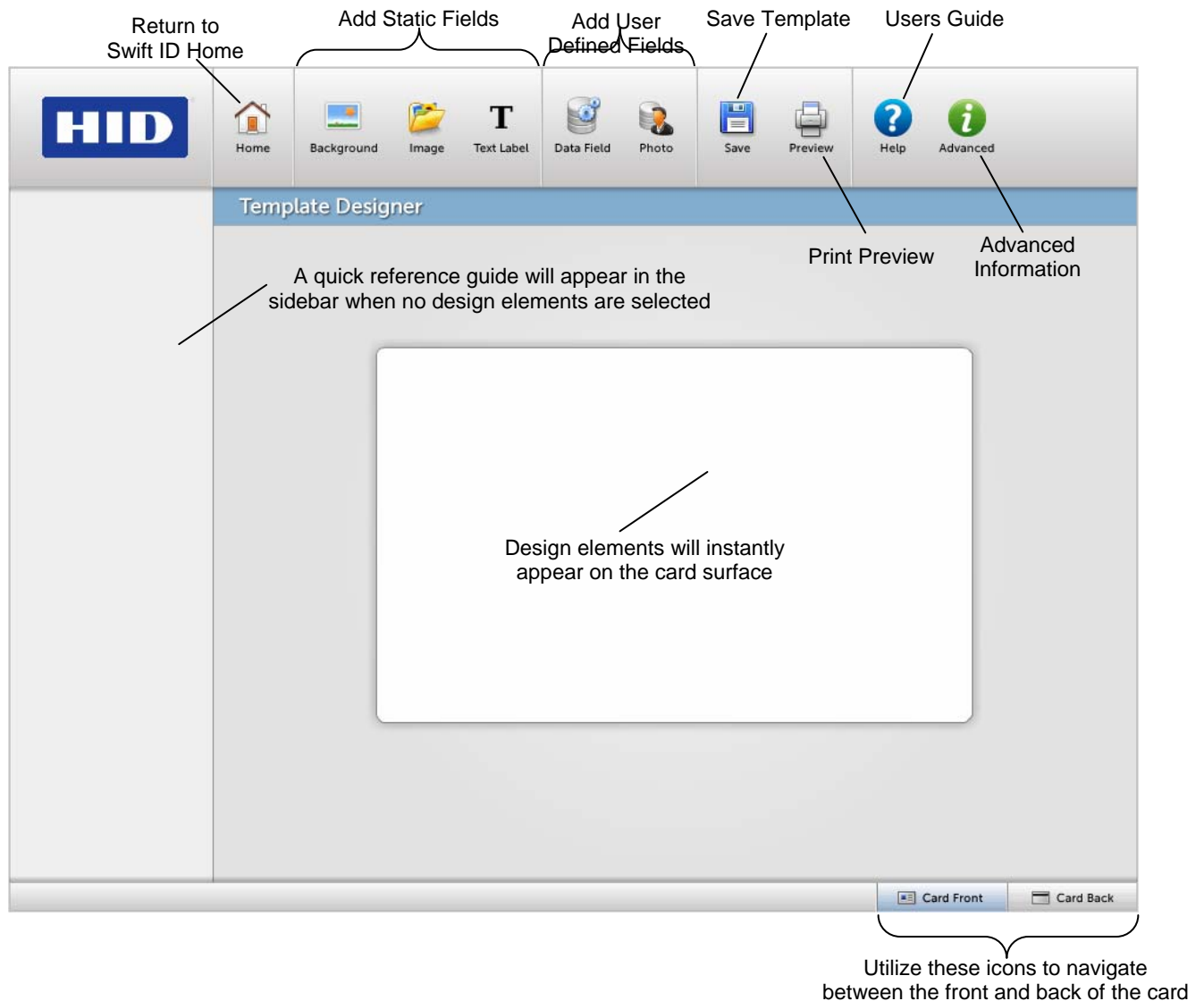
Modify Template

- **Stored Printer** – The Stored Printer card template is stored on the printer. Store a pre-built template or a template built from a blank card in this location.
- **Landscape** – The Landscape template is pre-built and is provided with Swift ID. Modify and save this to a computer or to the printer under the Stored Printer Template.
- **Portrait** – The Portrait template is pre-built and is provided with Swift ID. Modify and save this template to a computer or to the printer under Stored Printer Template.
- **Load from File** – Load from File provides the ability to load saved templates from a computer into the template designer.

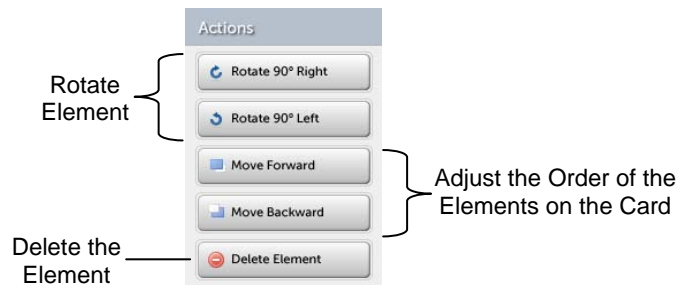
Create Template

- **Blank Landscape** – The Blank Landscape option will provide a blank card in landscape mode
- **Blank Portrait** – The Blank Portrait option provides a blank card in portrait mode

How to use the Template Designer:

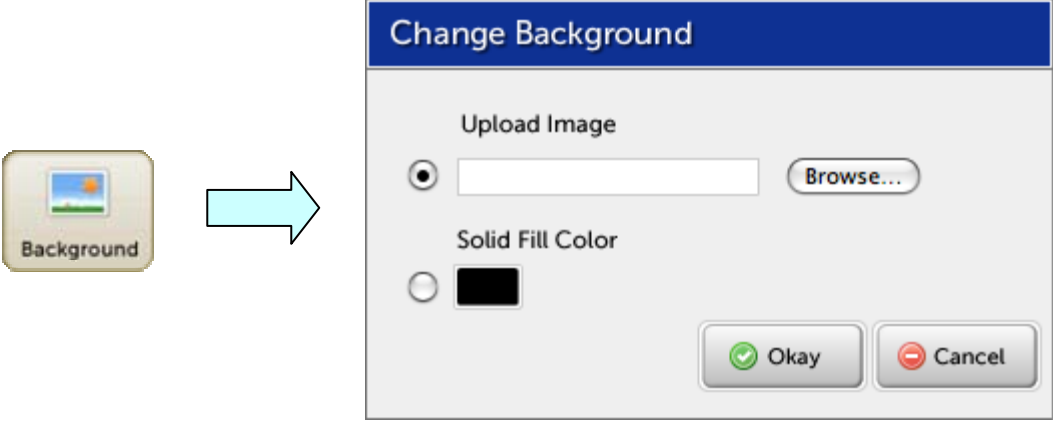


When a design element is highlighted the sidebar will display the properties of that element that can be altered. Additionally, all of the design elements except the background element will utilize the following Actions to place the element properly on the card:



How to add a background to your card template

The background icon will allow you to import an image or simply use a solid color for the background. Each side of the card can utilize a different background.



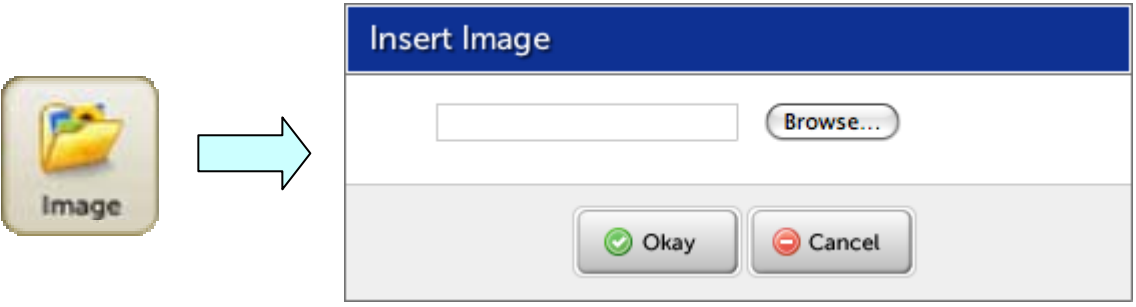
The diagram illustrates the process of adding a background. On the left is a square icon labeled 'Background' with a small landscape image. A light blue arrow points from this icon to a dialog box titled 'Change Background'. The dialog box has a blue header and contains two sections: 'Upload Image' with a radio button, a text input field, and a 'Browse...' button; and 'Solid Fill Color' with a radio button and a black color swatch. At the bottom right of the dialog are 'Okay' and 'Cancel' buttons.

Tip: Images that are uploaded will be stretched to fit the card

How to add static objects such as a logo or text label

Image

Any static images that need to be placed onto the card (such as a logo) can be added to the card template by using this Image icon.

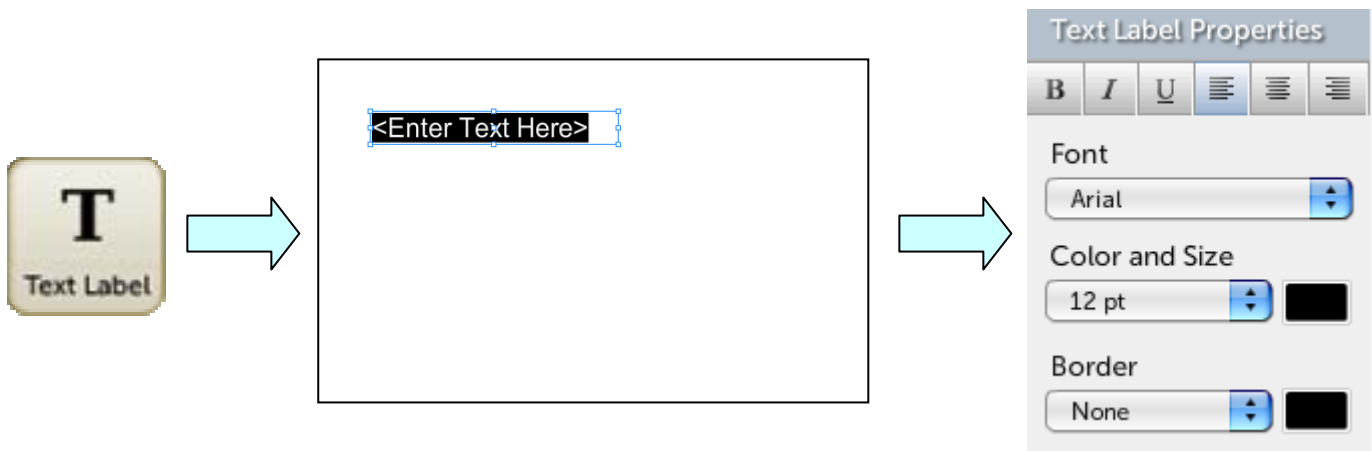


The diagram illustrates the process of adding a static image. On the left is a square icon labeled 'Image' with a folder icon. A light blue arrow points from this icon to a dialog box titled 'Insert Image'. The dialog box has a blue header and contains a text input field and a 'Browse...' button. At the bottom of the dialog are 'Okay' and 'Cancel' buttons.

*Tip: To add an employee photo that can be changed every time a card is printed use the **Photo** icon*

Text Label

The Text Label icon can be used to add static text that will not need to be changed from card to card (such as a company address or phone number).



*Tip: To add an employee name or number that will be changed every time a card is printed use the **Data Field** icon*

How to add unique information to each card (such as an employee number)

Data Field

The **Data Field** icon will allow users to enter unique information (such as employee name and number) every time a card is printed instead of changing the template each time with a different Text Label. The text properties applied to the field name will be applied to the unique information when it is printed in the Card Printer section of Swift ID.



Adding a Barcode

When using the **3 of 9 Barcode** font, the information that is going to be read from a scanner needs to be positioned between two asterisks for it to be read properly (i.e. *DATA*).

Photo

The **Photo** icon will allow users to insert unique employee photos every time a card is printed instead of changing the template each time with a different Image.



*Tip: To add an image that will not change (such as a company logo) use the **Image** icon*

How to Save a Template

Once a template has been created or modified it will need to be saved before printing a card or exiting the Swift ID application. The two options available for saving a template are illustrated below:

1. Save the template to the printer
 - a. Only one template can be stored on the printer
 - b. Once saved, the template will be accessible from the Stored Printer Template icon
2. Save the template to a computer
 - a. The extension for the template will be *.swt

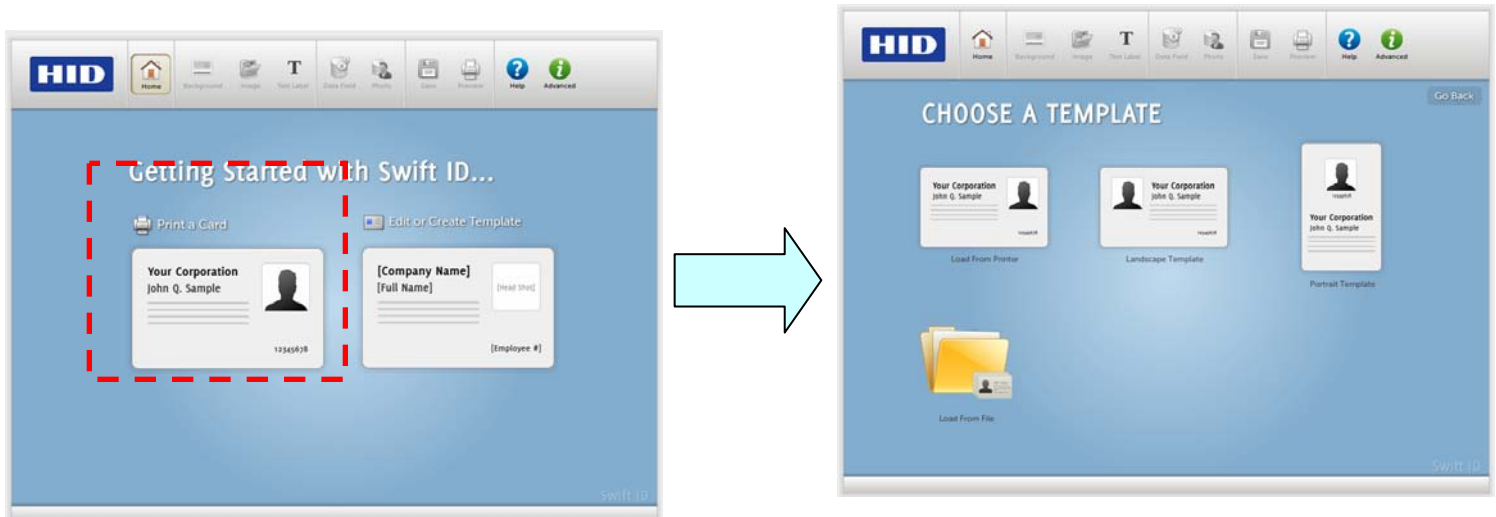
Confirm Save

Save as Printer Template
This will overwrite existing Printer Template and be accessible by everyone who uses this card printer

Download to My Computer

How to Print a Template

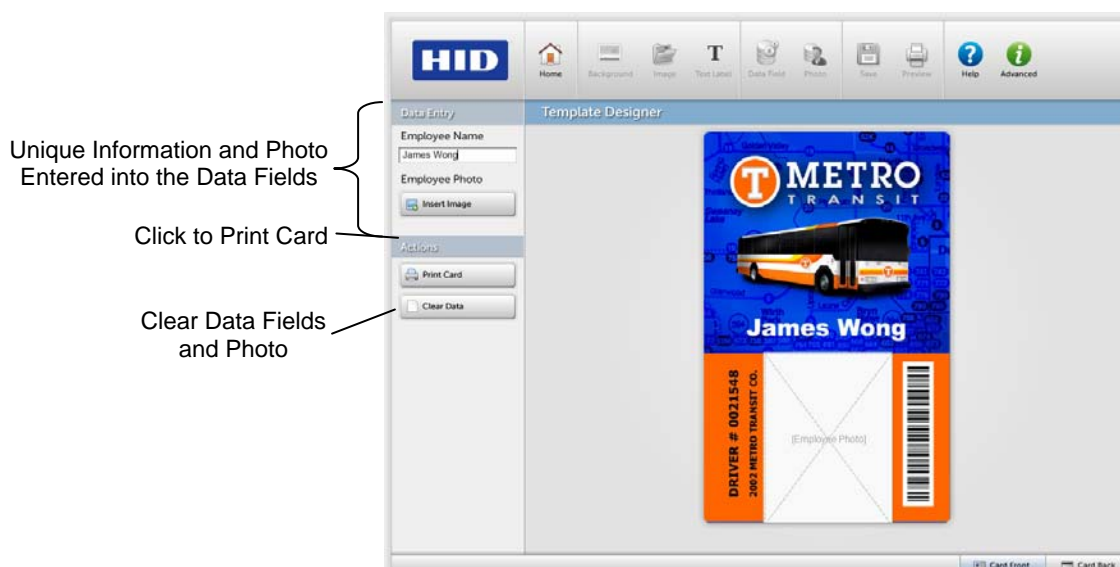
Swift ID allows users to print pre-built or custom templates. The process for printing a card is the same for any template being printed. The information outlined below will provide everything needed to print a card from the application.



There are four different templates available to either modify or create:

- Stored Printer Template – This is the card template that has been stored on the printer.
- Landscape Template – Is a pre-built landscape template that comes with Swift ID.
- Portrait Template – Is a pre-built portrait template that comes with Swift ID.
- Load From File – Card templates that are saved to a computer can be loaded and printed by clicking on this template icon.

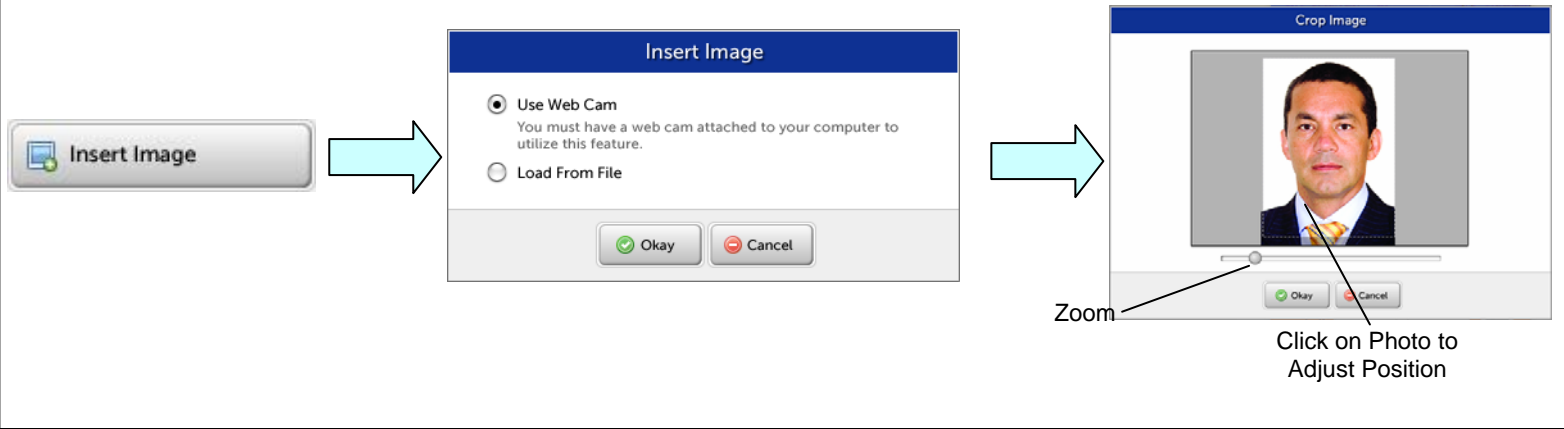
Using the Card Printer



Inserting a Photo

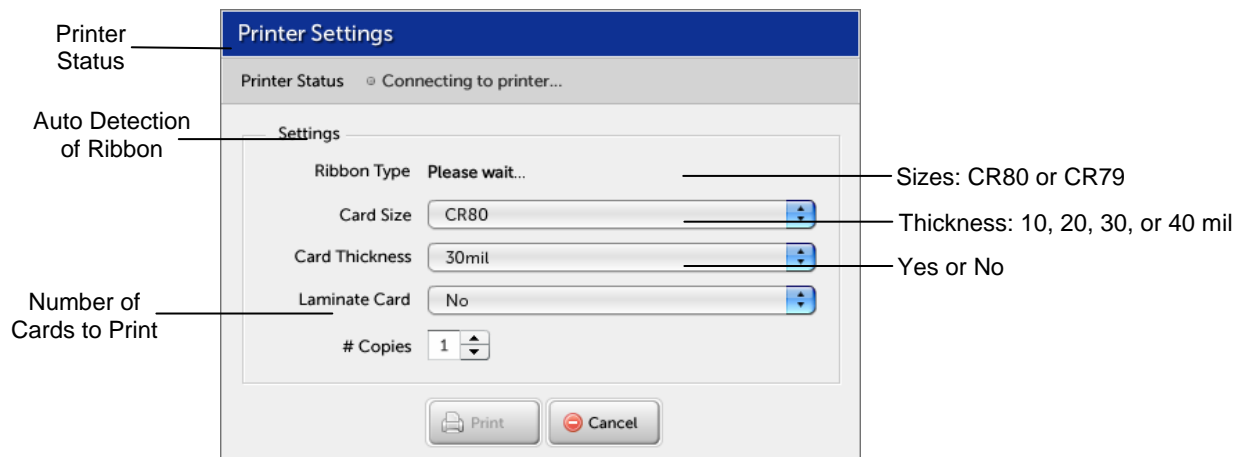
A user can add a photo by utilizing a webcam or by inserting an image from the computer. Either option will allow the user to crop the photo prior to placing it on the card

- Webcams that have live capture ability will be compatible with Swift ID.
- Supported file types for loading a photo: jpg and png



Using the Swift ID Printer Driver

There are limited printer settings adjustments available in the Swift ID printer, please install the printer driver for full printer settings. These settings will adjust the print method/options in Swift ID.



Installing Swift ID

For a printer installed on a Network

1. Connect the printer to the Network (Please Note: It will take 5 to 10 minutes for the Printer to assign an IP address when the cable is connected directly to the back of your PC versus using it on a Network)
2. Locate the IP address on your printer and write it down

3. Finding the IP Address on a DTC4000/DTC4500

- 3.1. Navigate through the printer display to reach the IP address

4. Finding the IP Address on a DTC1000

- 4.1. With a ribbon installed press and hold the pause button until a card feeds into the printer (Please Note: The settings of the printer will be located on the finished card)
- 4.2. Locate the IP address on the card (shown below):



5. Open up a web browser and type the IP Address

followed by /SwiftID.html to access the Swift ID badging application

Example: 10.244.69.70/SwiftID.html

The browser should land on the following page



For a printer that is connected via a USB connection

1. Follow the on-screen instructions during the printer driver installation process to install all the necessary components to access Swift ID via a USB connection. (Please Note: The HID EEM driver will be installed and a short cut will be installed on the desktop to easily launch the application, shown below)



To start using Swift ID via a USB connection with a DTC1000, DTC4000, or a DTC4500 that has already been installed on the PC, please do one of the following (please note: This application is not intended for use with multiple printers):

Option #1

Uninstall the printer driver and go through the installation process again and check the box to use Swift ID

Option #2

Run the HID EEM driver install from the driver CD or download the HID EEM driver install from the support page

1. Run the installation file
2. Once the driver has been installed, enable the “Enable Swift ID over a USB Connection” flag in the advanced section of the printer driver
 - Please Note: when this flag is checked a new printer instance will appear and the old printer instance will no longer be valid

Uninstalling Swift ID

For a printer installed on a Network - There are no steps needed to remove any of the components of Swift ID

For a printer that is connected via a USB connection - Disable the “Enable Swift ID over a USB Connection” flag in the advanced section of the printer driver and then run the uninstall HID EEM driver setup

- Please Note: when this flag is disabled a new printer instance will appear and the old printer instance will no longer be valid

Additional Swift ID Rules:

The following happens when (a) the HID EEM Driver for Swift ID has been installed on the PC for a Printer and (b) a second Printer with the EEM flag turned on is connected to the PC:

- A Printer instance will appear for the second Printer; however, a second shortcut for Swift ID will not appear. (Please Note: Swift ID is not intended to operate with two Printers.)
- If both Printers are connected to the PC, the Printer (that is first turned on) will be tied into Swift ID

The following happens when (a) the EEM Driver has not been installed on the PC and (b) another Printer (same model) with the EEM flag turned off is connected to the PC.

A Printer Driver instance will appear.

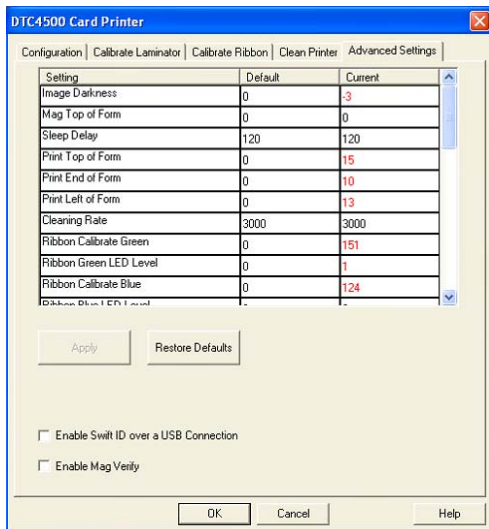
The User will not be asked to turn on the flag in the Printer.

The HID EEM Driver will not be installed in the on the PC

The EEM flag in the Printer Driver will be 'grayed out'; so that the User cannot alter this state.

Swift ID Definitions:

- Swift ID: This is a 'built-in badging' application which enables Users to create simple ID badges without having to install any additional software. (Note: This application is only intended for use between one Printer and one PC. The application cannot select between Printers; also, only one Printer on a PC can access Swift ID.)
- HID EEM Driver: This Driver is used by Swift ID to communicate with the PC when connected via a USB cable. (Note: It is also known as an 'ETHERNET Emulation Module'.)
- EEM Printer Flag (i.e., Enable Swift ID over a USB connection): Check this item to utilize Swift ID via a USB connection. (Note: When this box is checked, the Ethernet connection (if applicable) on the Printer will not be operational.)
 - If this flag or selection is not accessible, it means the HID EEM Driver (that Swift ID uses to connect via a USB connection) has not been installed. (Note: This Driver can be found on the installation CD or it can be downloaded from the HID Global support page.)



- Enabling Swift ID: The easiest method for enabling Swift ID is to (a) un-install the Printer Driver and its components, (b) complete the designated installation procedure, and (c) select the desired connection type for the Swift ID application: USB or ETHERNET.

Swift ID™

August 13th, 2010

What is Swift ID?

Swift ID is an embedded badging application that comes free of charge within selected printer models. It is a convenient and affordable option for creating simple ID cards right out of the box without having to install any additional badging software.

What FARGO® printer models have access to Swift ID?

Swift ID is included with the DTC1000, DTC4000, and DTC4500

For what kind of application or solution does FARGO suggest the use of Swift ID? And what others would FARGO suggest the use of Asure ID?

Swift ID is targeted to very basic applications, such as visitor or loyalty cards where an end user does not need to store records of the cards that have been printed. Asure ID is targeted to all badging applications including applications Swift ID can be used, but offers more functionality in the areas of badge design, database management and technology card encoding

Can more than one person access Swift ID at a time?

When using the Swift ID application embedded within a printer it can only be accessed by one PC at a given time. Additionally if there are multiple printers with Swift ID connected to a single PC, only one of the printers will be able to use Swift ID at one time.

If multiple users would like to gain access to the Swift ID application in the printer, this can be achieved by networking the printer. When the printer is on a network, any PC on the network can access the application by entering the printer's IP address followed by /swiftID.html (i.e. 169.254.1.1/swiftID.html)

Does Swift ID require an internet connection?

No, although Swift ID is accessed through a web browser it does not require an internet connection. All that is required is an Adobe Flash player and a Windows or Mac compatible web browser.

Can I use the Swift ID templates anywhere else?

Swift ID templates can be used with any printer containing the Swift ID embedded badging application. Additionally, templates will be compatible with Asure ID in the near future

Will Swift ID work on a Mac?

Yes, Swift ID will work on any OS as long as there is a web browser and an Adobe flash player installed. However, the printer must have an Ethernet connection to operate on a Mac.

If I connect my printer by USB and later decide to connect to Ethernet as well, will both connections work?

Yes, both connections will work but if the printer was using Swift ID through a USB connection, the connection will need to be disabled in the printer for the Ethernet connection to activate. This can be done through the toolbox of the driver. For more information on how to do this please refer to the printers user guide.

Can you load Asure ID templates into Swift ID?

No, Asure ID templates cannot be imported to Swift ID but Swift ID templates will be importable to Asure ID in the near future

Will HID be handling tech support for Swift ID?

Yes, if there are any questions related to Swift ID please contact HID's technical support group

How many layouts can I build and store in this software?

Swift ID is capable of storing one user defined template in the printer, and an unlimited number of templates can be designed, exported and saved to the PC.

What are the differences between Swift ID and Asure ID?

The following table lists some of the main differences between the two badging applications

Feature	Swift ID™	Asure ID®
Card Template Design	●	●
Card Printing	●	●
Card Template Save	One in printer or many on PC	Unlimited
Photo Capture	Web camera	●
Font Selection	Arial	Many
Barcode Printing	3 of 9	Many
Database Management	No	●
Magnetic Stripe Encoding	No	●
Technology Card Encoding	No	●

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