



# CCPS

Collier County  
Public Schools

## Student ID Badge Printing User Information

(Revised: July 2021)

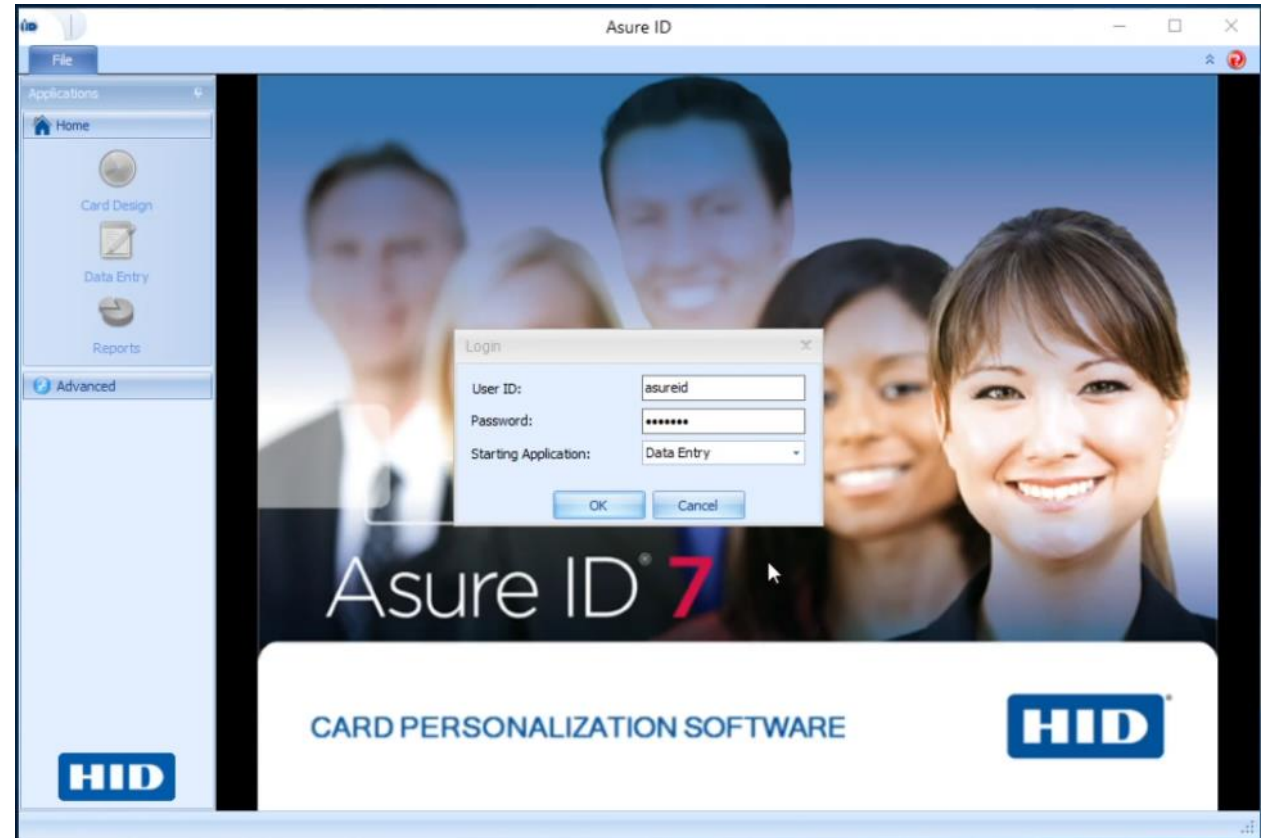


# Badge Printing - Overview

- **AsureID – How to Print**
- **HID Printers – Purchasing Consumables**
- **HID Printers – Consumable use and Cleaning**
- **Important Notes**
- **Badge Printer/Computer Service**
- **Safety and Security Contact Information**

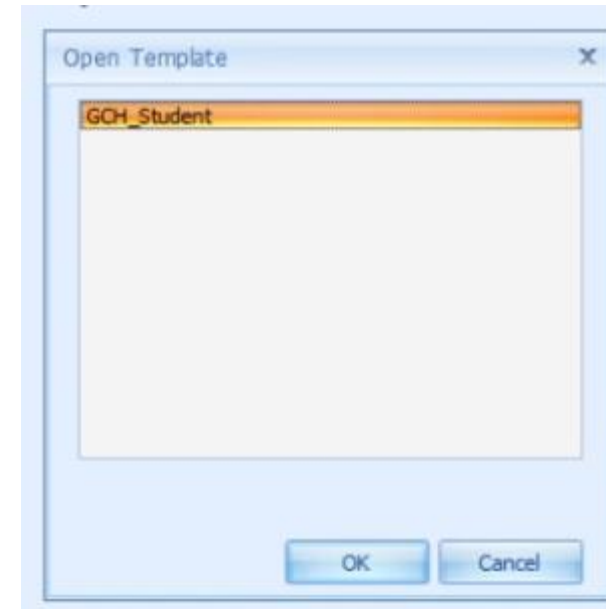
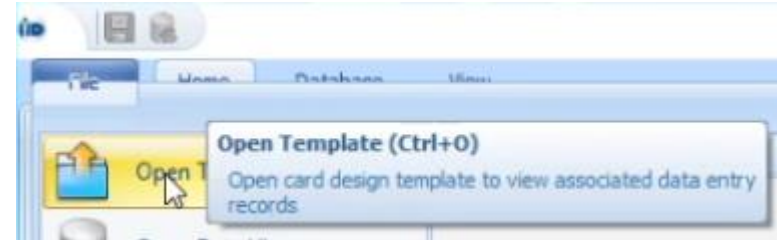
# AsureID – How to Print

- Turn on computer and log in as the asureid user
- Open the *AsureID* application
  - Log in using the asureid user information.
  - Make sure that the drop down menu called *Starting Application* is set to *Data Entry*.



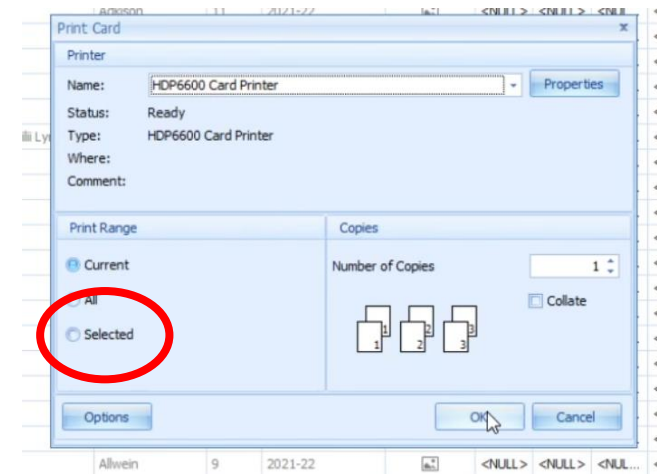
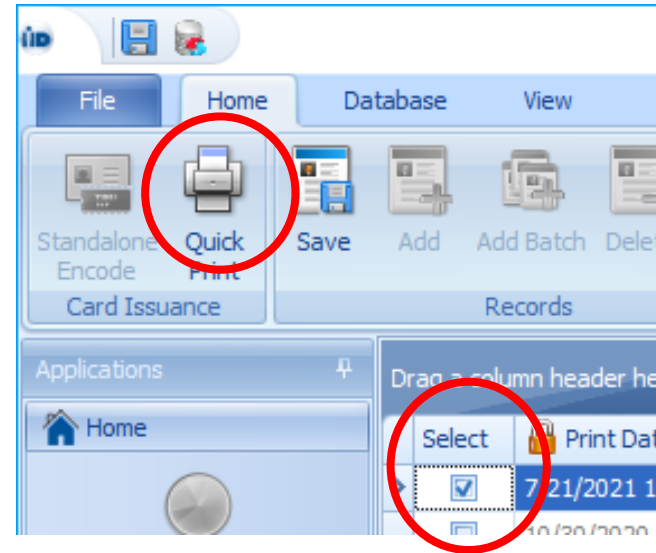
# AsureID – How to Print

- Click *File*, select *Open Template*, and select your site
  - This should take a few minutes to open while the application is downloading the student photos.
  - If the student list loads instantly, there may be a connection issue to the student photo location.



# AsureID – How to Print

- **Select the student(s)**
  - Check the box in the *Select* column for each student badge you would like to print.
- **Press Quick Print**
  - For a single selected badge
- **or Click file, Print, Print Card**
  - For multiple badges at once, make sure to pick the *Selected* option to print all selected badges



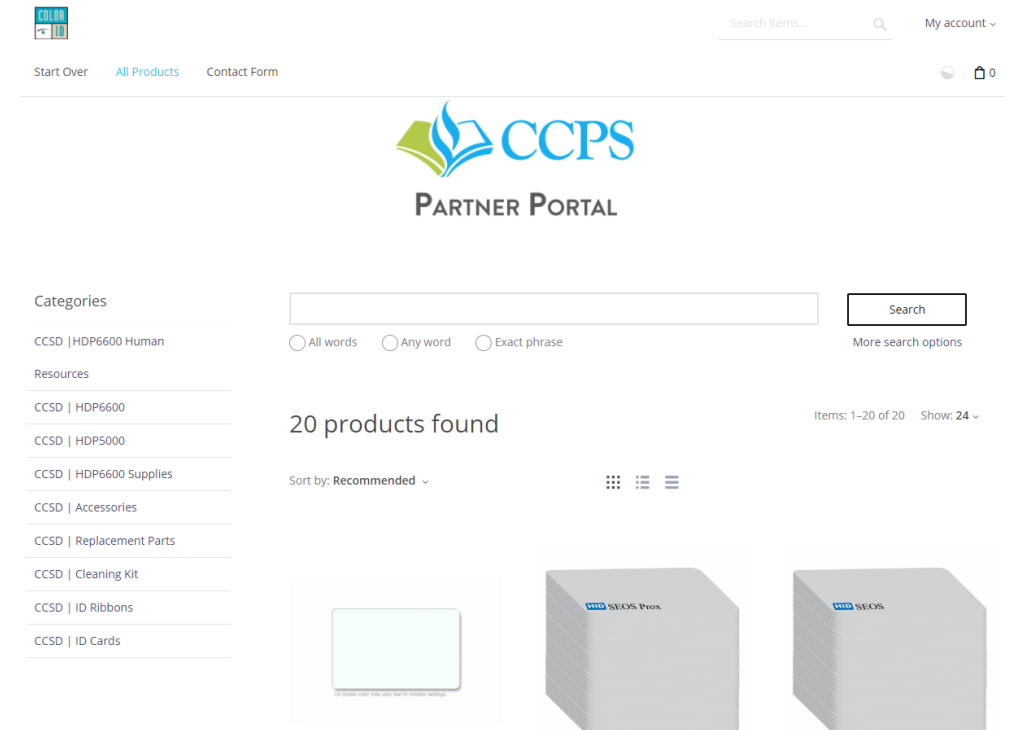
# HID Printer - Types

- There are currently 2 printer models in production.
- The HDP5000 (top) and the HDP6600 (bottom).
- Cards are interchangeable but the color ribbons and transfer films are not.



# HID Printer – Purchasing Consumables

- **Office Managers should be assigned access to our vendor's website.**
  - Contact Security if you have questions regarding this.
- **Only supplies for your school should be present in the portal.**
  - Verify the part number matches the consumables that you were provided.
- **Do not purchase consumables from other vendors.**



# HID Printer - Consumables/Cleaning

## HDP 5000

- Consumable installation  
<https://www.youtube.com/watch?v=SgEdzvZujZU>
- Cleaning procedure  
<https://www.youtube.com/watch?v=VRNTjh2qW8U>

## HDP 6600

- Consumable installation  
<https://www.youtube.com/watch?v=8OJZfXWoT5k>
- Cleaning procedure  
<https://www.youtube.com/watch?v=X3DZ4owxb7o>



# Badge Printing – Important Notes

- **Only use genuine consumables purchased through our vendor.**
  - Non-genuine consumables frequently melt inside of the printers and cause severe jams or physical damage.
- **Do not disconnect the computer from the printer.**
  - Configuration settings can be overwritten when the device is reconnected. Which will likely cause printing issues.
  - Please contact your SST via work order to have devices from this setup moved.
- **Give the printer room to breathe.**
  - Please maintain at least 3 inches of empty space around the printer for it to maintain proper airflow.

# Badge Printing – Important Notes

- **The badging computer is not interchangeable with other computers.**
  - These devices have special licensing, software, and configurations.
  - Please do not remove the computer and attempt to replace it.
- **The provided computer should only be used for badge printing.**
  - Recovery time after a serious issue will take longer than resolving a similar incident with a regular computer.
  - Using this device for unintended purposes increases the risk of an incident that causes a service interruption.

# Badge Printer/Computer Service

- **WARNING – Extremely hot components.** DO NOT remove any panels from your printer or reach into the path that the card travels down.
- For issues with your badging computer or printer, please contact your SST as you would with any other technical issue. They can escalate the request if necessary.
- If the service request is urgent, please also contact the Security department.

# Safety and Security Contact Information

- Department phone number 377-0270
- Department email [security@collierschools.com](mailto:security@collierschools.com)
- Please use these to report issues with any security system (Alarms, Cameras, Access Control, Badging, Visitor Management, Video Doorbell)