

Net2 card printing

Overview 2 2 2

There are two card printing options with Net2. Net2 Lite includes the ability to print four custom fields to cards. The Net2 Pro option includes Net2 Card Designer which provides users with a powerful tool for customising, editing, and updating user cards. Both methods are described in this document.

Net2 Card Designer

S Options Ex

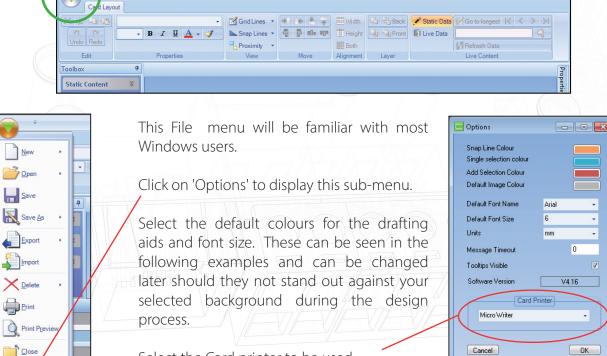
Click on the icon to run the application.

If you are running the application from a workstation, you will be asked to select the server that contains the Net2 database that you wish to work with. Any card templates created here, will then be stored in that same database.

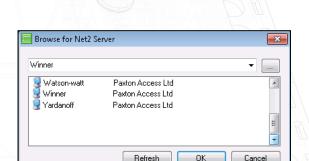
NOTE: Once you have created your first template, you must stop and restart the Net2 server to update the user interface.

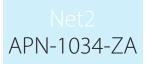
Click on the 'Paxton' icon to view the main menu

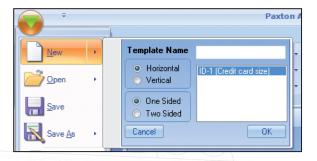
Paxton Access - Net2 Card Designer



Select the Card printer to be used.



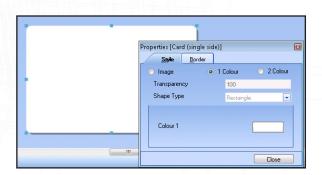




To create a template, select New from the drop down File menu. Select the 'Token types' from the list and name the Template.

Click OK.

Templates can be moved between Net2 PC's using the Import and Export functions from the File menu. These XML files can be copied and transferred as required.



To create the background style, right click the card and select Properties.

Most items are customised by Right Click/Properties.

Drafting Tools - Grid and Snap Lines

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17 (°	• B I U 🔺 • 💜	🖎 Snap Lines 🝷		🔳 Height	Front Gront	🕼 Live Data [9	
Undo Redo		Proximity 🔹		Both		1	5 Refresh Data	
Edit	Properties	View	Move	Alignment	Layer		Live Content	

Several tools are available to help with the layout. Help information with a description of each can be found by hovering over the option with the cursor. Most are activated by clicking on the function to highlight it.

No actual lines appear on the screen unless required; for example Grid lines do not display, but the item will always align itself to the nearest 'line'. Snap lines will only display when the item being moved comes into alignment with other items. The drop down arrow beside these options further defines spacing, width, etc.'

Visitor Pass	\times
Name	
Car registration	\mathbf{X}
Text Expires end	$/ \setminus$



Static Information (Headers and Logos)

Static content is the information displayed on the card that will be the same for all users. (Company Name, Logo, etc). Using the Static Content menu, drag the item across onto the template. Right Click on the item to bring up Properties and then change the content, text style, etc as required.

Toolbox	д	Cardl 🛛		
	_			
Static Content	*			
Text				
Image		Text		
Ellipse				
Rectangle		T		
Blank Area				
Live Content	*			
Live User Fields	*			

Image, Ellipse and Rectangle are all the same object type. Once dropped on the template they can be resized, coloured, imaged, etc and converted to any of the other styles using Right Click/Properties.

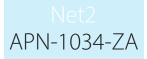
Image types can be in .wmf, .bmp, .jpg or .gif format

The Blank Area object is a special item that blocks the positioning of any other field in that location. It is ideal for defining Magstripe or Smart chip areas so that over-printing is inhibited.

Live Content

To help find the active (live) fields in the list, they are grouped into two sections. Live Content is mainly company based data (Name, Department, Access Level, etc.) while Live User Fields are more personal (Address, email, Car Reg, etc.) Again these items are dragged across to the template and once dropped, then can be aligned as required.

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Text	Ξ				
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Ellipse			Visitor Pass	_	\times
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Live Content	^				
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Name				/	_ `
Valid from					
Expires end					
Access level	-				



Positioning / Alignment of Items

We have already looked at the Grid and Snap lines. The Move and Alignment functions work on one or more fields at the same time. Click the first item (it highlights with the 'Single selection' colour) and then Ctrl/Click on additional items (they highlight with the 'Add selection' colour). The Move and Alignment buttons highlight and then become available.

They will match the position or size of the items in relation to each other to further improve accurate layout. For further information, hover over these buttons to view the TechTip that describes these functions in greater detail.

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	Proximity 🔹		🛄 Both	
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Layering can be used to overlay items (e.g. Logo, Company Name)

Test the format with Live Data

Before finalising the template, the Card Designer has the ability to test the layout against current live data. Select Live Data and select a field on the card. Click on 'Go to longest' and the data will be loaded in that field. Each live field can be tested in this way.

Basic file record selection can be done using the arrow and Refresh Data keys, but individual user selection and card printing is done via the Net2 application itself. There is no Find User function in this template software.

Note: Live data is only available to operators with standard operator permissions. Due to GDPR Regulations governing access to personal data, custom operators, such as those created as part of Landlord Tenant, will be unable to use this live preview.

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Assign a template to each user

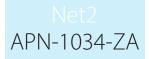
A template must be assigned to each users record. This can either be done individually on the Tokens tab on the user record (see printing a card) or multiple records can be updated by Department. Right click on the Department required and then click on Properties to display the following department change screen.

NOTE: This screen is an active change screen and only updates the current records. It is not the default setting for this Department.

Set the properties for all users	
Activation date	
To apply a common activation date to this dep	artment, click the 'Set' button
Expiration date	
To apply a common expiration date to this dep To remove the expiry date, click the 'Remove'	artment, click the 'Set' button. Se button Remo
Access level	
Set the access level for the entire department	Unchanged
Anti-passback	
The users obey anti-passback rules	
Card template	
Choose a card template for entire department	Card1

Basic Fixed format card printing

A tab displays in the Options menu of the Net2 software to configure the card printing.



The card printer can be configured to be any Windows printer installed on the PC or network, direct to plastic dye sublimation ID card printers can be used to print directly onto Net2 ISO cards.

Cards can be printed in either Portrait or Landscape orientation, the preview will change to reflect the format that is selected.

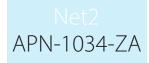
Background images can be in .wmf, .bmp, .jpg or .gif format.

The path to this file is browsed to, once the "Background image" tick box has been checked. The image chosen will be stretched to fit the whole card, this means that to keep any logos or text in proportion the aspect ratio of the image should be kept the same as the card, about 1.6:1. Any variation from this will result in distortion of the chosen background image.

There are four Custom text fields, which can be configured to either print details from the user records, any of the user record fields can be selected, or display fixed text. Fixed text can simply be added into the card design and will appear the same on every card. Fields from the user table should be selected from the drop down menu.

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Card printer		
Card printer	None	
Drientation		
Drientation	Landscape	Section 1 Section
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Custom text		Background image margins (mm)
Custom text #1	<first name=""> <surname></surname></first>	Left margin 0.0 +
Custom text #2	<department></department>	Top margin 0.0 +
Custom text #3	<valid from=""> - <valid to=""></valid></valid>	Right margin 0.0 +
Custom text #4	Net2 Access Control	Bottom margin 0.0 +

For fine-tuning of the background image, margin controls are provided, these will allow the margins to be adjusted to make allowances for variations in printers or to tune the location of the background graphics.



Printing a card - All software

The printing of cards can be done from the user details screen or from the "add new user" window. Once card printing has been defined, a new button will appear at the bottom of both the user's screen and the "new user" window labelled "Print card". A template will also need to be specified in software after v4.11.

Post code				•	
Home telephone			Personnel number		
Home Fax			PIN		Auto PIN
Mobile			Token number	12345678	
Card template	Card1	-	Token type	💊 Hands free toke	n 🔻
⊘ When I click 'Add user			\mathbf{i}		
Print card				Close	Add user
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Back - Refr	resh 📄 Print 👰 Findusi	er 🗧 Open door 🤶 New	user -		
Met Access London	First name Surname Department Telephone Personnel number Access rights Tokens	Amanda Smith R & D 01234 567890 2857 Valid from [17/11/2009 Other details Memol Events Auto PIN			New token Pelete Lost token
Net2 details Bidgood, Martyn Currently not in the building Net2 documentation S	Get picture Del	lete picture Bar user	Delete record Print card		Apply