FRONTSTEPS

Built for Connected Communities

Setting Up a Zebra GK420 Printer

Admin and Dealer Guide

How to set up the Zebra GK420t pass printer for dwellingLIVE, including the Windows printer settings and Internet Explorer page setup.

AUDIENCE

Community Administrators and Dealers

TOPICS

Zebra GK420t, Printer Settings, Internet Explorer Page Setup

DOCUMENT TYPE

Support Guide

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1 About This Guide

The pass printer most commonly used with dwellingLIVE is the **Zebra GK420t**. It is recommended that the Zebra GK420t is used with dwellingLIVE, as it is the only printer that is supported by FRONTSTEPS.

If the computer in use is **not** a dwellingLIVE App Station, the printer can be set up by anyone. This guide walks through the Windows printer settings and the Internet Explorer page setup the printer needs.

> **! Using a dwellingLIVE App Station?**
> If the computer is a dwellingLIVE App Station, please contact support for assistance instead. Call 800-992-4384. Select **1 for Support**, then **4 for Security Support, including dwellingLIVE**. You can also email **dlsupport@frontsteps.com**.

Before You Start

- [ ] You have the Zebra GK420t printer and a USB cable
- [ ] The computer is **not** a dwellingLIVE App Station
- [ ] You can open the Start menu, Control Panel, and Notepad on the computer

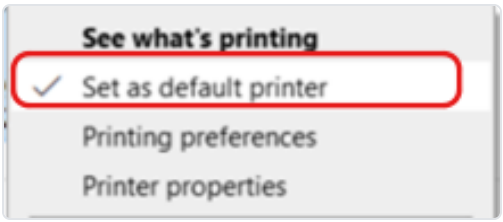
2 Setting Up the Printer in Windows

1. **Plug in the printer**
   Plug the printer into an available USB port on the computer.

2. **Open Control Panel**
   Open the Start menu and search for **Control Panel**.

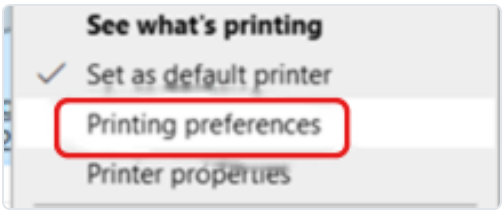
3. **Open Devices and Printers**
   Select **Control Panel**, then select **Devices and Printers**.

4. **Set the default printer**
   Right-click the **Zebra GK420t**, then select **Set as default printer**.



Right-click menu with Set as default printer highlighted

5. **Open Printing Preferences**
   Right-click again, then select **Printing preferences**.



Right-click menu with Printing preferences highlighted

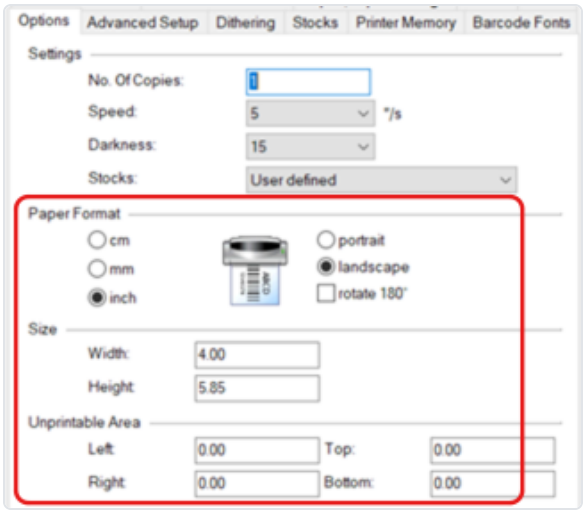
6. **Open the Options tab**
   Select the **Options** tab.

7. **Set the paper format**
   Under **Paper Format**, select **inch** and **landscape**.

8. **Set the size**
   Under **Size**, set **Width** to **4.00** and **Height** to **5.85**.

9 Clear the unprintable area

Under **Unprintable Area**, enter **0.00** into the **Left**, **Right**, **Top**, and **Bottom** fields.



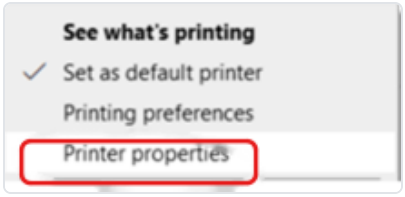
Options tab with the Paper Format, Size, and Unprintable Area settings highlighted

10 Apply the settings

Select **Apply**, then select **OK**.

11 Open Printer properties

Right-click the Zebra GK420t once more, then select **Printer properties**.



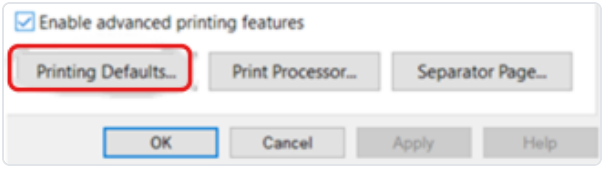
Right-click menu with Printer properties highlighted

12 Open the Advanced tab

Select the **Advanced** tab.

13 Open Printing Defaults

Select **Printing Defaults...** at the bottom of the window.



Advanced tab with Printing Defaults highlighted

14 Repeat the paper settings

Repeat steps 7 through 9: set the paper format, the size, and the unprintable area.

15 **Apply and close**
Select **Apply**, then select **OK**. Close out of the printer properties.

3 Opening Internet Explorer on Newer Versions of Windows

> **i Why This Section Is Needed**
> Newer versions of Windows hide Internet Explorer, so it may not appear in the Start menu or on the taskbar. A small script file (a .vbs file) opens it directly. You only need to create the file once, and you can reuse it on that computer.

A **Open Notepad**
Open the Start menu, search for **Notepad**, and open it.

B **Paste the script**
Copy the line below into a blank Notepad document exactly as shown.

```
CreateObject("InternetExplorer.Application").Visible = True
```

This one line starts an Internet Explorer window and makes it visible. It opens a blank window, which is all you need for the page setup.

C **Save the file as a .vbs file**
In Notepad, select **File**, then **Save As**. In the **File name** box, type **OpenIE.vbs**. Set **Save as type** to **All Files (*.*)**, choose a location such as the Desktop, and select **Save**.

> **! Check the File Extension**
> The file must end in **.vbs**. If **Save as type** is left as Text Documents, Windows saves the file as OpenIE.vbs.txt and it will not run.

D **Run the file**
Double-click **OpenIE.vbs**. A new Internet Explorer window opens.

E **Continue with the page setup**
In the new Internet Explorer window, continue with step 17 in the next section: select **Tools** (the gear icon), then **Print**, then **Page setup...**, and enter the settings.

4 Setting Up Internet Explorer

16 Open Internet Explorer

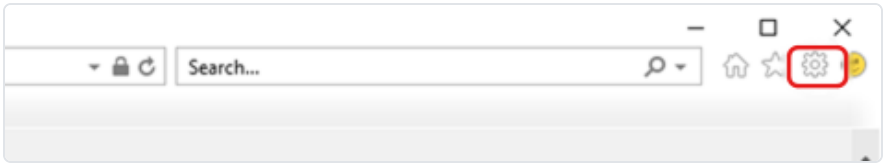
Open the **Internet Explorer** web browser. If Internet Explorer is hidden on this computer, use the script file from section 3 (steps A through E) to open it.



Internet Explorer icon

17 Open Tools

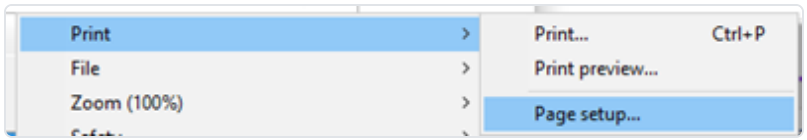
Select **Tools** (the gear icon) in the upper right corner of the browser window. This opens the settings drop-down menu.



Tools gear icon highlighted in the upper right corner

18 Open Page setup

Select **Print**, then select **Page setup...**



Print menu with Page setup selected

19 Set the paper options

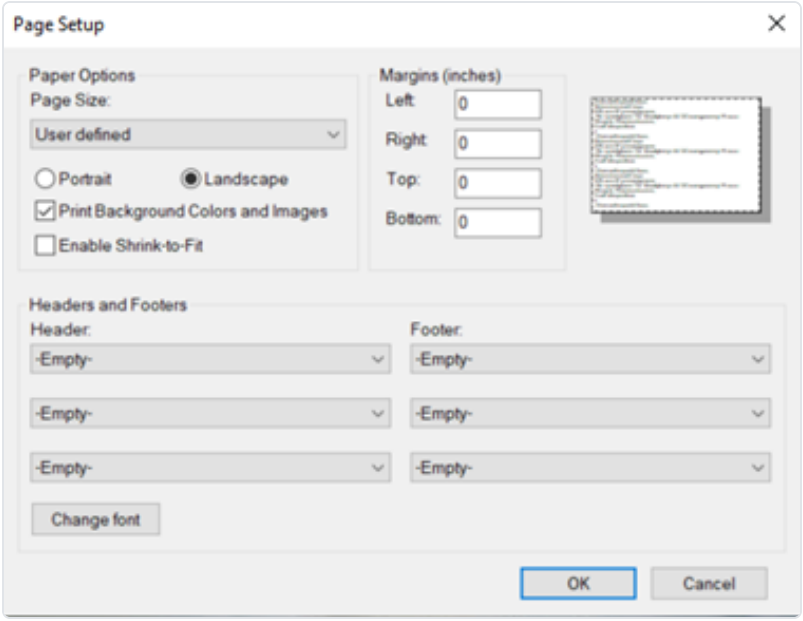
Under **Paper Options**, set **Page Size** to **User defined** using the drop-down. Select **Landscape** and **Print Background Colors and Images**, and un-check **Enable Shrink-to-Fit**.

20 Set the margins

To the right, under **Margins**, set all values to **0** (zero).

21 Clear headers and footers

Under **Headers and Footers**, use the drop-downs to set each value to **-Empty-**.



Page Setup window with all settings completed

22 Save the settings

Select **OK** to save these settings.

5 Quick Reference

Printer Settings (Steps 7 through 9, repeated in Printing Defaults)

Paper Format	inch, landscape
Size	Width 4.00, Height 5.85
Unprintable Area	0.00 in Left, Right, Top, and Bottom

Opening Internet Explorer (Section 3)

Script file name	OpenIE.vbs
Save as type	All Files (*.*)
To run	Double-click the file

Internet Explorer Page Setup (Steps 19 through 21)

Page Size	User defined
Orientation	Landscape
Print Background Colors and Images	Selected
Enable Shrink-to-Fit	Un-checked
Margins	0 (zero) for all values
Headers and Footers	-Empty- for each value

Need More Help?

Phone	800-992-4384. Select **1 for Support**, then **4 for Security Support, including dwellingLIVE**.
Email	dlsupport@frontsteps.com

This guide is intended for Community Administrators and Dealers using dwellingLIVE.
For additional assistance, contact FRONTSTEPS Support or visit **frontsteps.com**.