MOOV Print Quick Start

Version 1.1.57

Print student ID cards from your office computer. Setting up takes about five minutes, once. After that, printing a card takes about half a minute.

For a **Windows** or **Mac** computer with an **Evolis Primacy 2** card printer plugged in and switched on

Download for Windows **Download for Mac** About 30 MB

The steps below are for Windows. On a Mac: open the downloaded disk image, drag **MOOV Print** onto the **Applications** folder, then open it from Applications.

SET UP ONCE

1 Download MOOV Print.

Click the blue download button above. A file named **MOOV-Print-Setup** goes into your **Downloads** folder.

2 Install it.

Open **Downloads** and double-click **MOOV-Print-Setup**. Click **Install**, then **Finish**.

No password is needed. You can delete the download afterwards.

3 Open MOOV Print.

It opens by itself when the install finishes. Later, double-click the round **MOOV Print** icon on your desktop, or find it in the **Start** menu.

4 Sign in.

Click **Sign In with Google** or **Sign In with Microsoft** and use your school email. When asked *Start MOOV Print automatically?* click **Start at login**.

You only sign in once. Next time MOOV Print opens straight to your students.

PRINT CARDS

5 Check the printer.

At the top of the page look for **printer: ready** in green. If it is yellow or red, read the message just below it and do what it says.

6 Print one card.

Type a student's name in the search box. Click their name to see their card. Click **Print**. The card comes out in about 30 seconds, and a green message shows it worked.

7 Print many cards.

Tick the box next to each name, or click a class year such as **2030** to choose the whole class. Pick an **Order**: last name, first name, or ID. Then click **Print 24 cards**.

Each card gets a line showing it printed. Any problem is written on that line.

8 Stop partway, if you need to.

Click **Stop**. The card already in the printer finishes. The rest stay ticked, so clicking **Print** again carries on where you left off.

IF YOU SEE ONE OF THESE

"The card hopper is empty"
Put a stack of blank cards in the printer's card tray. Printing continues when you click **Resume**.

"No Evolis printer was found"
Check the USB cable at both ends and that the printer is switched on. Turn the printer off and on, then wait a minute.

A "Clear printer error" button
Open the printer lid, take out any stuck card, close the lid. Then click **Clear printer error** and print again.

"This site can't be reached"
MOOV Print stopped. Close that window, then double-click the **MOOV Print** icon on your desktop.

"Cleaning is overdue"
Cards still print. When you have a moment, run an Evolis cleaning card through the printer.

A card shows an empty photo box
That student has no photo on file. Click **Take photo** before printing their card.

Stuck? Go to **help.joinmoov.com** and include the message on the screen.