Matica MC320
Installer

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First Step
Installing the Printer Driver

IMPORTANT:

- **Do not connect the printer to the computer until the driver installation is successful.**

- **For safety reasons, only use the printer with its originally supplied Power source.**

- Go to https://bodno.com/id-card-printer-support

- This will take you to the support page of the Bodno website, where you can download the printer driver file.
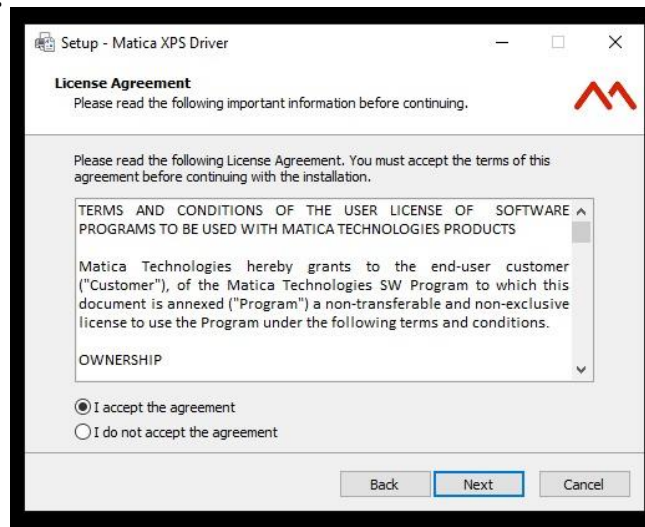
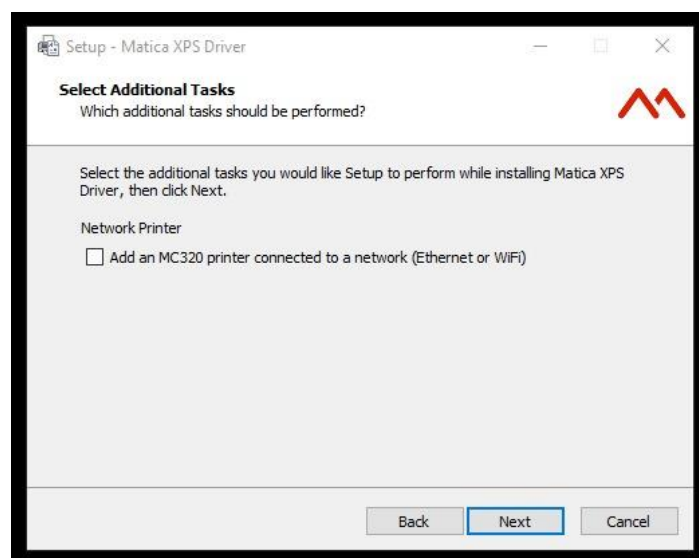- Click Matica MC320 and click the Download button for the Printer Driver.

- Double click on the Matica XPS Driver installer .exe application to setup the Wizard.
- When the set up wizard is displayed. Click next button.

- Click "I accept the agreement" to accept the license agreement and then click Next. The following screen is displayed.

- The setup program will provide you several option to install components. Select Full installation: XPS Driver + XPS Print Manager

- In case if you want to 'Add an MC320 printer connected through the network, select the checkbox and click Next to continue with the installation. Network printer selection is not mandatory to continue the setup.

- Installation process starts

- The following windows are displayed upon completion of the installation procedure.

- The installation program also automatically executes the XPS Printer Manager. Click 'Finish' button, the computer will restart to complete the installation of Matica XPS driver.
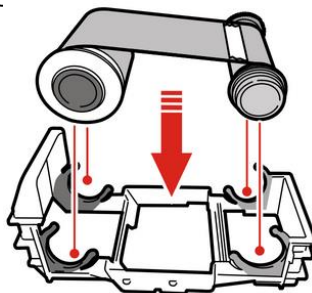
Second Step
Setting up the Printer

After installing the printer driver, connect the printer to your computer. Turn it on by following the steps below.

Connect the Power Supply

- Connect the power cable to the power supply unit, then plug the power cable connector into the printer.
- Next, plug the end of the power cable directly into a wall outlet.
- The printer is powered on: the control panel lights up showing the printer is working properly. If the control panel does not light up, then either the installation has not been carried out correctly or the printer is not working properly.

Fitting the Ribbon

- Insert the ribbon into the ribbon carrier
- Move the door handle and open the top cover
- Ribbon carrier should be positioned inside the right and left guides
- Slide the ribbon carrier back side inside the backend guide cores
- Slide the ribbon carrier front side inside the front guide cores till it touches the bottom of the guide core
- Close the top cover

WARNING: Not using the original power cord and not plugging the power supply directly into a wall outlet can cause faded print or ribbon breakage.

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Third Step
Installing the Bodno Software

IMPORTANT:
- **The USB key serves as your license. Please make sure it is connected to the computer before running the Bodno software to print without watermarks.**

Start by connecting the USB license to your computer. The USB drive contains the installer file for the Bodno software. However, to make sure you are getting the latest version, please follow the instructions below.

For Windows

- Go to https://bodno.com/software-support
- Scroll down to "Update To Latest Version Of Software" and click the download button for Windows
- Wait for the download to finish. Run the installation wizard and follow the instructions on your screen.

Fourth Step
Setting up your Card

Designing Your Template Card

To begin, select the first option on the welcome view to manually design your first card.

- Click CR80 then, click "OK" to proceed to the design window.

- To add text to your design, select the 'T' icon on the left panel. Place it on your card and drag the edges using your mouse to resize. Double-click the text to change its value then, click close.

- The last three icons on the left are all for adding photos to your card's design. If you already have the photo saved in your computer, select the third to the last option. Place it on your canvas. This will open a window where you can browse for photos in your computer.

- When you've selected the photo you like, it will take you to the editing screen. This will give you the opportunity to edit the image or resize it to better fit your design.

- When you're done designing, save your design by going to File > Save or Save As. Select the folder you want to save it in.

- To print, you can go to File > Print and select the correct printer.

- **See full video tutorial here.**

  TIP: Make sure you save it in a folder where it can be easily accessed for when you need to locate it or if you need to transfer computers.
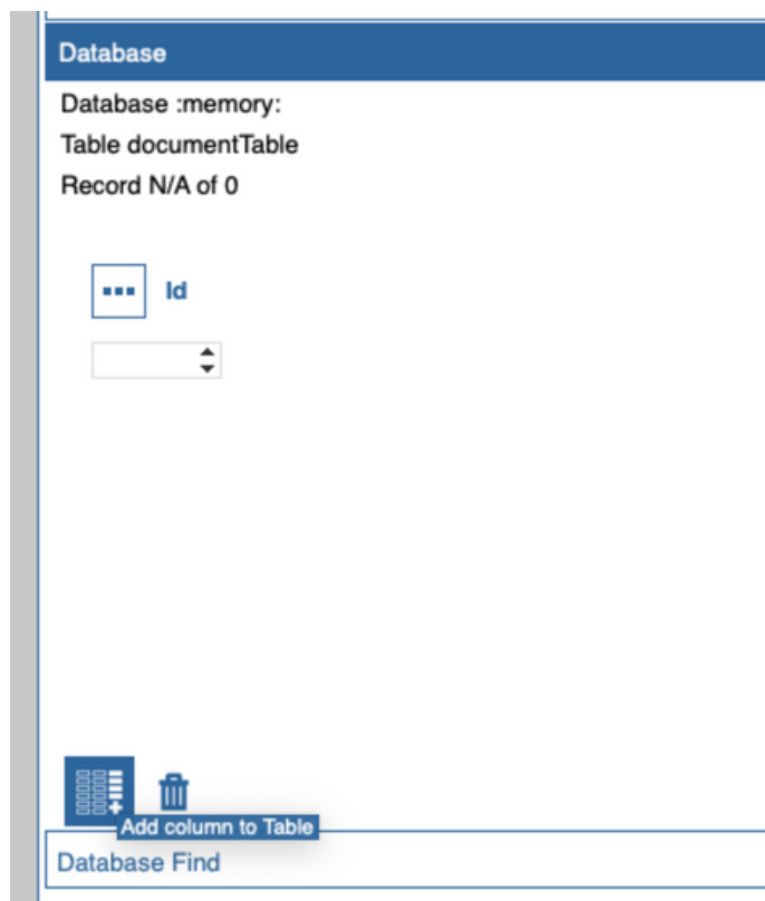
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Setting up your Card

Creating Internal Database for Bronze Edition
Template

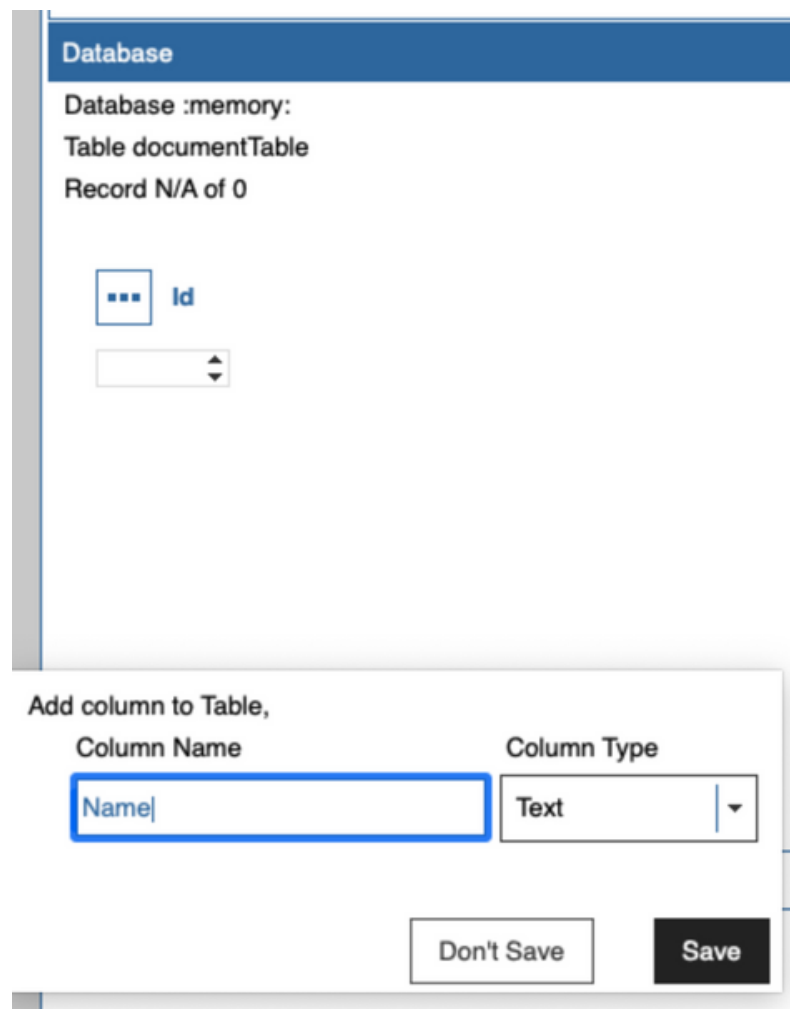- On the design view, click the Connect to Database button.

- This will open the database window on the right panel. To add columns to your database, click the Add Column to Table icon on the lower left.

- Type in the name of the column and repeat this step until all necessary columns are created.

Creating internal database continued

- When done with the columns, click the Insert Record button at the top to start adding records to your database.

- When the database is fully set up, drag and drop the columns to the blank ID canvas; this way, the records automatically change as you click next. **See the full video tutorial here.**

Setting up your Card Template

Connect Excel, CSV Database For Silver Edition

- On the design view, click the Connect to Database button.

- Choose the appropriate option to connect either a CSV or Excel file.

- Click the browse button to locate the file.

- When you see this screen, confirm that the worksheet, header and data fields are correct, then click OK.

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- The software will automatically select the correct settings for you. Keep clicking Next until the database is connected successfully and you see the Database section below.

- When the database is fully set up, drag and drop the columns to the blank ID canvas; this way, the records automatically change as you click next. **See the full video tutorial here.**
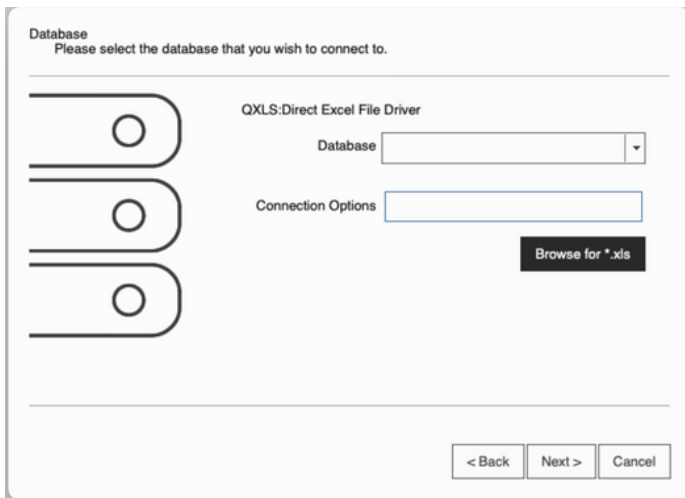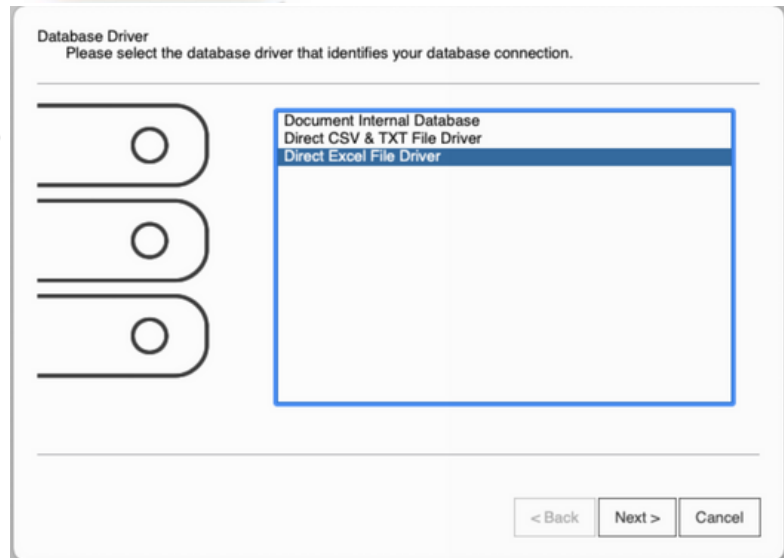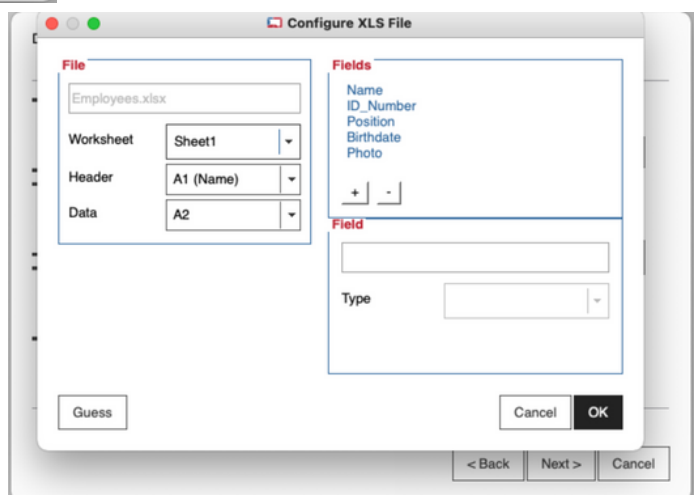
Printer Maintenance

Cleaning the Printer

- Remove the ribbon then close the printer cover
- Remove the protective film on the extended cleaning card and insert the long side of the card in the front slot
- Open the Printer Manager and click the Maintenance button
- Click Standard printer picture
- Once done, the printer will eject the cleaning card.
- Put the ribbon back in and close the printer

Duplex Activation
Activating the Dual Sided Printing Feature

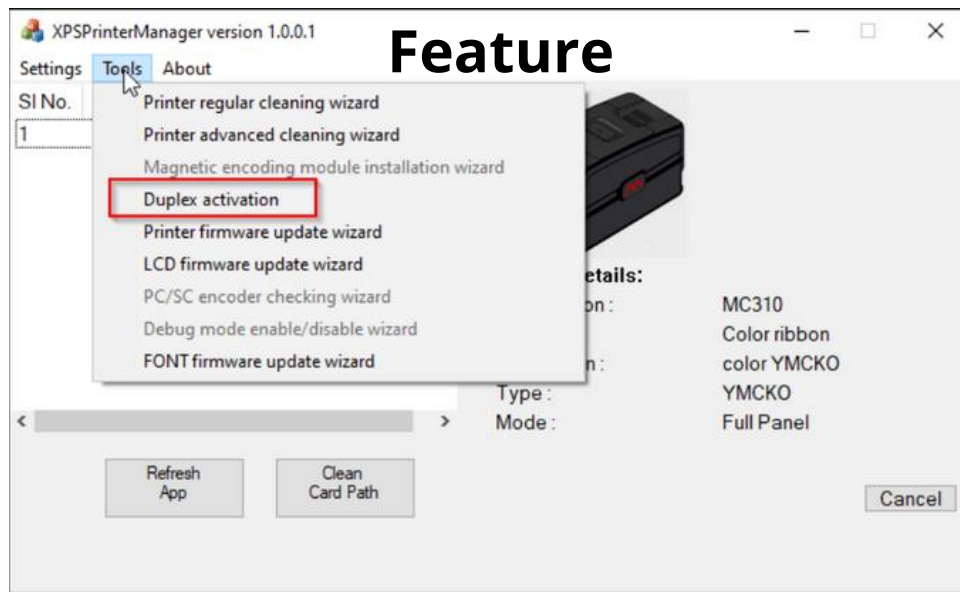- Open the Printer manager and go to Tools > Duplex Activation. Click OK to proceed to the Duplex activation wizard window
- Select Printer from the drop down box, to which you want to enable the Dual side printing in the Duplex activation wizard and Click Next
- Connect the USB to the printer and Power on before starting the operation. Click Next

Note: Do not disconnect the printer during update

- Remove the Ribbon out from the Printer. Click Next

Note: Incase if the Ribbon is present in the Printer, it will show an error when you Click Next

- If a Dual Sided printer is ordered, the box with contain a small box labelled as 'MC320 Duplex Activation Kit', remove the Encoded PVC card from the case. Hold the card over the red Matica 'M' on the right side of the printer and Click Next and wait until the activation is confirmed
- Write the Printer serial number at the bottom of the Card and keep this card for future reference.
- Duplex printing should now be activated, turn the printer Off and On and run a test print.

Basic Troubleshooting

Unable to Print

- Check if the Bodno software is updated. If not, update the software to the latest version.
- Check if the printer driver is updated by going to your control panel> uninstall programs and check the version of the MC320 printer driver in there.
- Check the latest version of the printer driver by following the First Step in this manual.

License Key Not Detected

- Disregard the pop-up message and click OK.
- Once on the Bodno software, check on the upper left-hand side of the screen and see if the Bodno edition shows up. If not, close the software, unplug then replug the USB and open the software again.
- Go to the BOD menu and select Bodno License. If there's a green checkmark, that means you are good to go. If there's a red X, click the recover your license online button.
- Restart Bodno and it should be good to go.

Printing with the Bodno Watermark

- Please be sure your license is connected to the computer before running the Bodno application.
- In the event that you removed the license after running the application or you ran it before connecting your license your printer will print with a watermark.
- To get rid of the watermark please restart the Bodno application with your license key plugged in.

How to fix a torn ribbon

- Take out the broken ribbon.
- Use scissors to trim the damage portions of the ribbon to make them even.
- Tape both ends of the ribbon together making sure it is taped to the correct side.
- Turn the roll a few times to completely hide the taped part. Roll it firmly and evenly to avoid breaking again.
- Place the ribbon back in the printer.
- Close the lid and the printer will automatically sync the ribbon.
- Do a test print.

If you need assistance in following any of the steps in this installer guide, email us at support@bodno.com or call our technical support department at **732-987- 5300**

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