

Child Check-In Guide for Sunday Morning Service

KCF Jumpstart Program

UPDATED: MAY 20, 2025

Introduction

This guide outlines the steps to replace an empty label roll in the church check-in system's printer.

1. Access the Label Roll Storage

- Locate the roller cabinet, typically found near the printer.
- Open the cabinet door, which has a lock. The key is usually left in the lock for convenience.
- Turn the key 180 degrees to the left to unlock and open the door.
- Inside, find boxes containing new label rolls.

2. Remove the Empty Roll

- If the printer's current label roll is empty, open the printer and remove the empty roll frame.
- Do not discard the empty frame, as it may be reusable.
- Place the empty frame back into the box and return the box to the cabinet for future use.

3. Prepare the New Label Roll

- Take a new label roll from the box.
- Locate the tape securing the start of the new roll and peel it off to free the label strip.
- Ensure the arrows on the roll are facing up and pointing outward, indicating the correct orientation.

4. Install New Roll

- Insert the new roll into the printer, aligning the key on the roll with the slot in the printer.
- Feed the label strip through the printer so it exits from the bottom.
- Close the printer lid securely.

5. Verify Installation

- Ensure the roll is properly seated and the labels feed correctly.
- Test the printer to confirm it prints labels as expected.

Additional Notes

- **Key Management:** The cabinet key is typically left in the lock for easy access. Ensure it remains there after use.
- **Frame Reuse:** Always store empty roll frames in the box for potential reuse to reduce waste.
- **Orientation:** Pay attention to the arrows on the new roll to ensure correct installation, as incorrect orientation may cause printing issues.

This process ensures the printer is quickly restocked with a new label roll, maintaining smooth operation of the check-in system.