



Printing a LockTag

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To print LockTags so they can be scanned by the app first log in to the web portal and then navigate to *Setup > LockTags*. From this screen click-to-select all the tags you would like to print. Now in the left-hand-side actions menu select *Print* and then choose a paper size option to download a printable PDF will all the selected LockTag QR cards, ready for print.

Print option	Description
US Letter	Will print up to 8 cards on each US Letter page.
A4	Will print up to 8 cards on each A4 page.
A3	Will print up to eighteen cards on each A3 page.
Card Printer	Use this option if you have your own ID card printer.