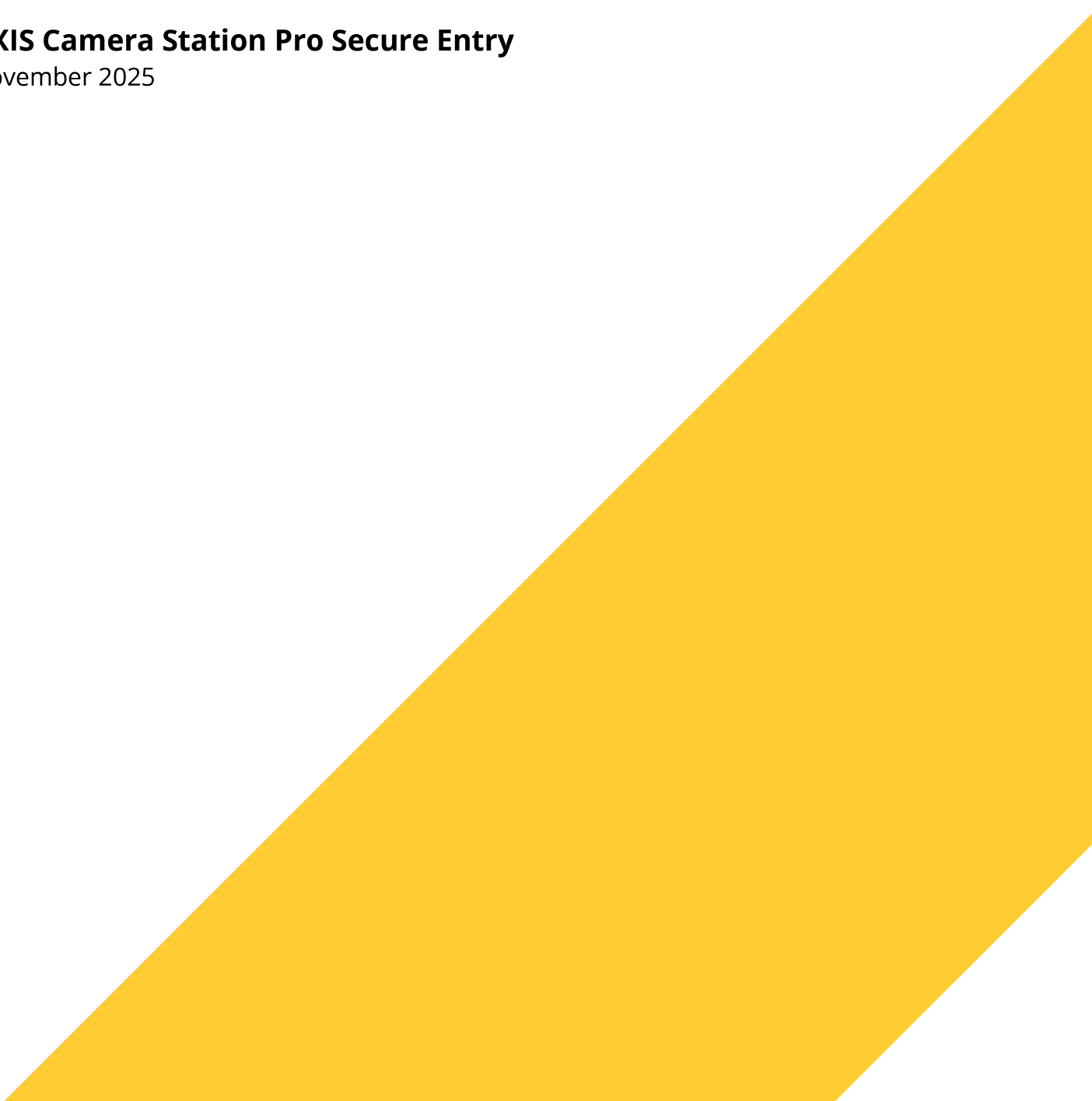


How-to Configure badge design and print

AXIS Camera Station Pro Secure Entry

November 2025



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Introduction

This document will show you how to design and print badges within AXIS Camera Station Pro Secure Entry. This guide assumes that your cardholders already exist in the system. If you need help creating cardholders, please read the User Manual on [AXIS.com](https://axis.com)

Printing badges is supported using Windows printing SDK, and tested using HID FARGO printers.



Prerequisites

AXIS Camera Station Pro 6.13

Secure Entry uses Windows printer drivers and is therefore compatible with printers that are supported by the Windows operating system.

Technical support tests using **HID Fargo** printer series.

Customers will need to contact the printer supplier to get the windows driver for their printer.

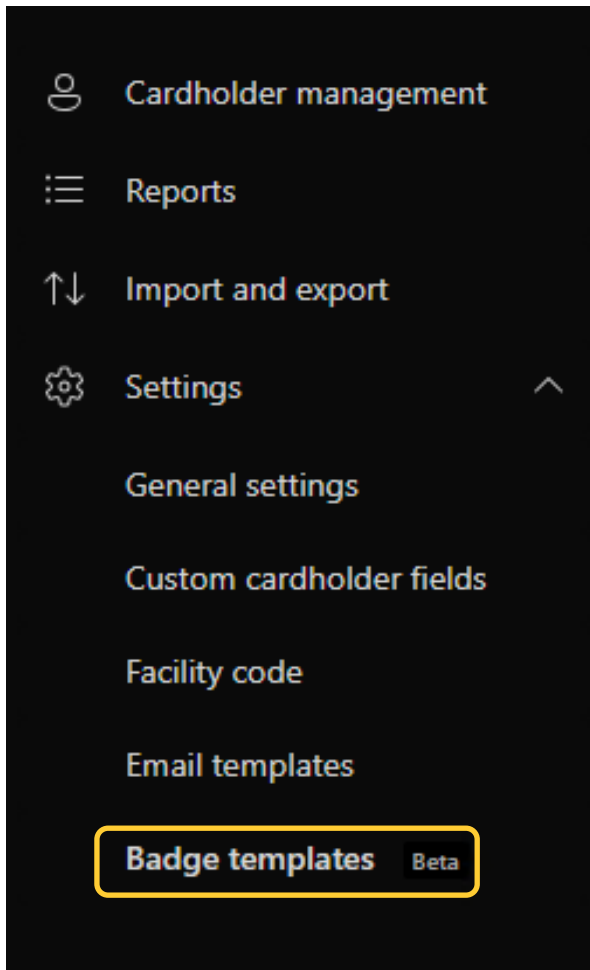
Step 1 – Creating your badge templates

Follow these steps to be able to create your templates you need for cards. Multiple templates can be created and printed.

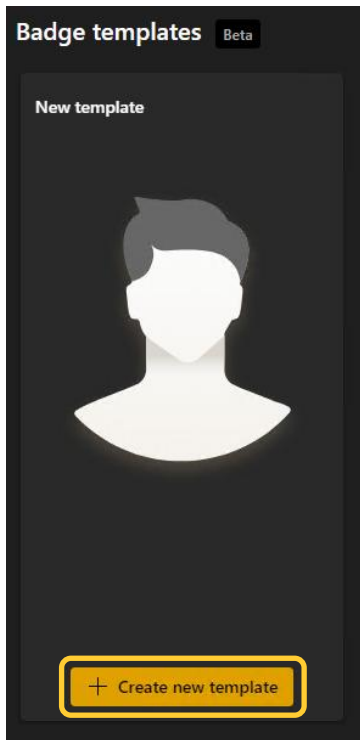
To create badge templates

Follow these steps to create badge templates:

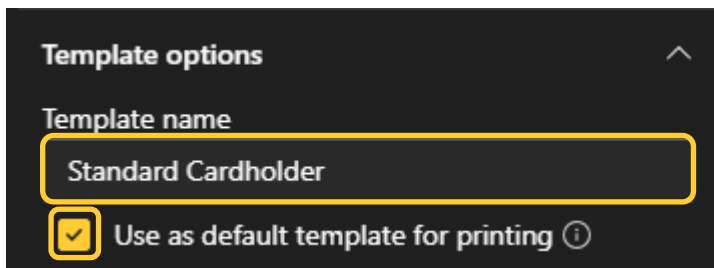
1. In Axis Camera Station open the Access management tab via the “+” symbol found at the top of the screen.
2. In the menu, expand the “Settings” menu and select “Badge Templates”



3. On this page, select “+ Create new template” to start creating your badge design.



4. In the left side under “Template options”, we can choose this template’s name, and whether it should be used as the default template when printing badges.



5. Next we can choose the “Text fields” to map onto the badge design, we have 5 mappable fields, the first two are the largest text fields, the next two are then smaller and the final being the smallest. The current mappable fields are:

- First Name
- Last Name
- Exp. Date

Any custom created fields can also be mapped.

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Text fields

Field 1
First Name

Field 2
Last Name

Field 3
Exp. Date

Field 4
Address

Field 5
Phone Number

6. Then we can choose the “Text style” for these mapped fields. Starting with the font and the colour of the text.

Text style

Font

Arial

✓ Arial

Verdana

Tahoma

Trebuchet MS

Times New Roman

Georgia

Garamond

Courier New

Brush Script MT

Color

Hex: #ffffff

Red: 255

Green: 255

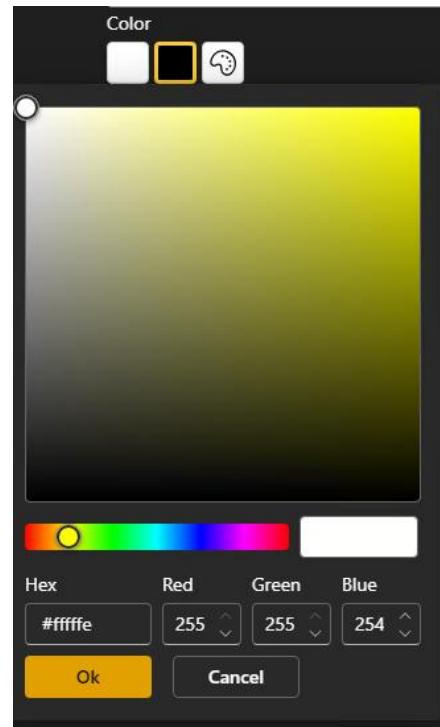
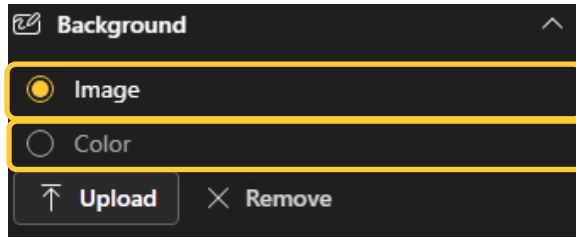
Blue: 254

Ok Cancel

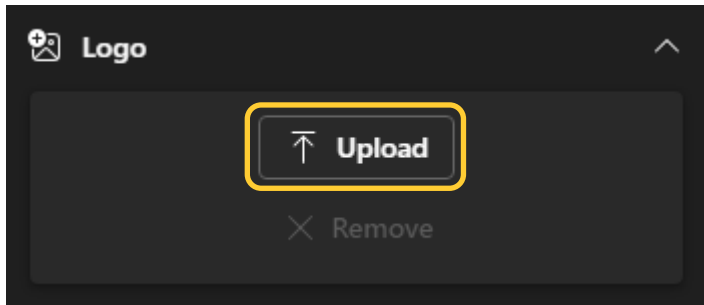
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7. After we can then select the “Background” you can set an image as the background or choose a colour.



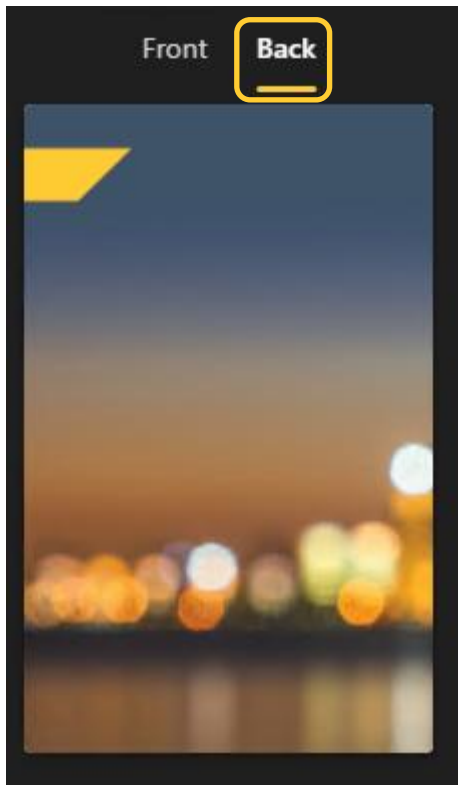
8. Then you can choose if you wish to have a logo added onto the badge design.



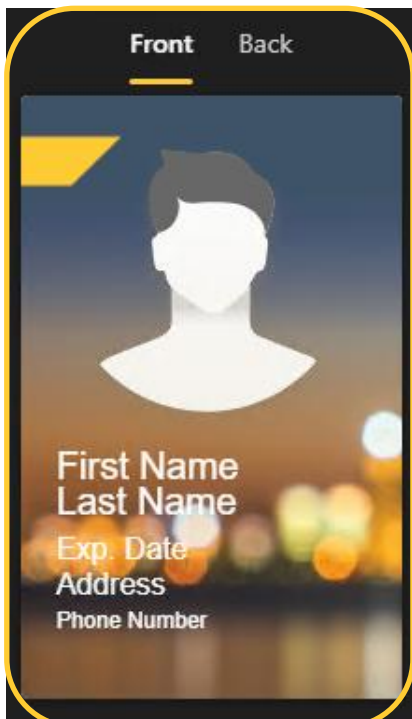
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9. By selecting the “Back” option you will be presented with the options to change the background with either colour choice or an image



10. During setting all these options, a preview will be shown in the center.



Step 2 – Printing badges

Follow these steps to be able to print your badges. Multiple badges can be printed.

To print badges

Follow these steps to print badges:

1. In Axis Camera Station open the Access management tab via the “+” symbol found at the top of the screen.
2. From the cardholder management table, highlight the cardholders you would like to print badges for and select “Print Badge”

Cardholders and groups

Cardholders Groups

+ Add Edit Delete Suspend Credentials Print Badge Beta

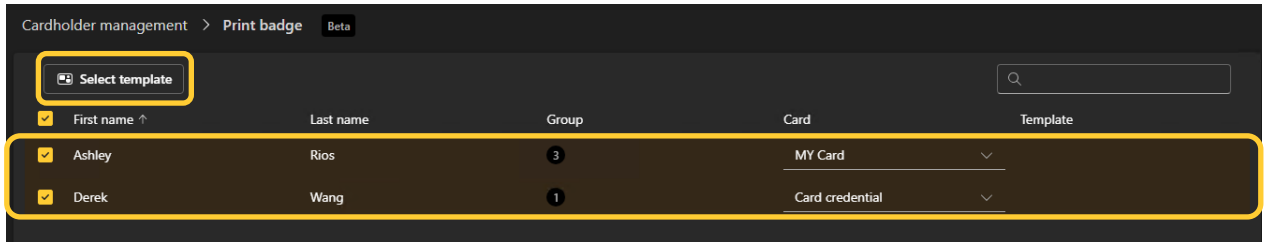
2 selected

☐	First name ↑	Last name	Group	Status	Source
☐	Alexander	Strandberg	1		Local
☒	Ashley	Rios	3		Global
☒	Derek	Wang	1		Local
☐	Elina	Drott	1		Local
☐	Hanna	Fellwing	1		Local
☐	Haris	Durakovic	1		Local
☐	Henrik	Åkesson	1		Local
☐	Joakim	Bengtsson	1		Local
☐	Joe	Danielson	1		Local

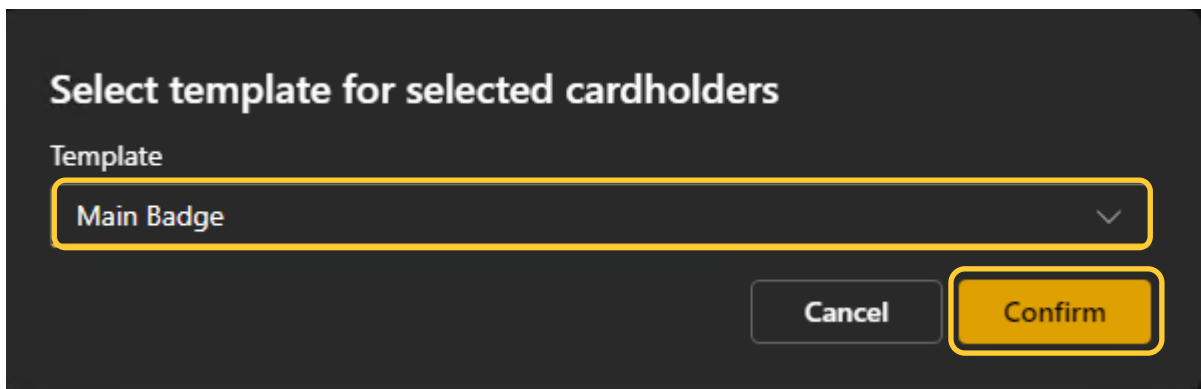
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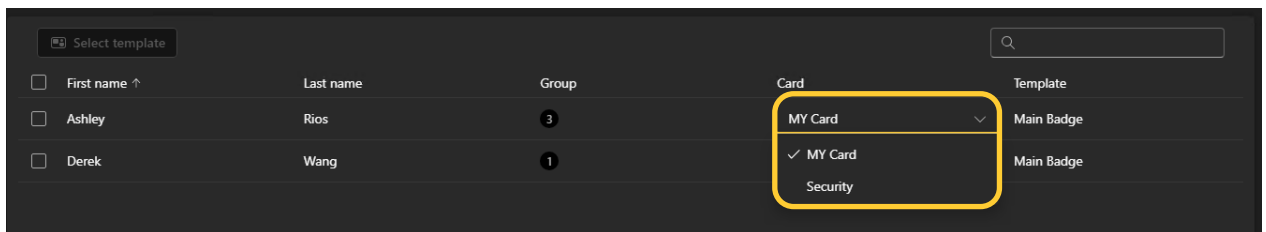
- Next we can choose which template we would like to print, if you wish to select the same template you can highlight multiple, once highlighted press “Select template”



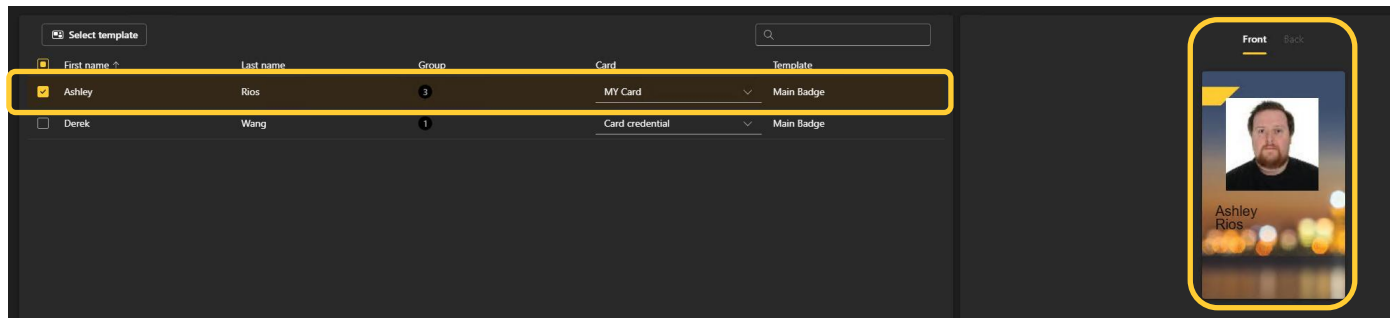
- From the pop-up select the template you wish to use, note if you selected any of your created templates as the default and wish to print with that template, this step can be skipped.



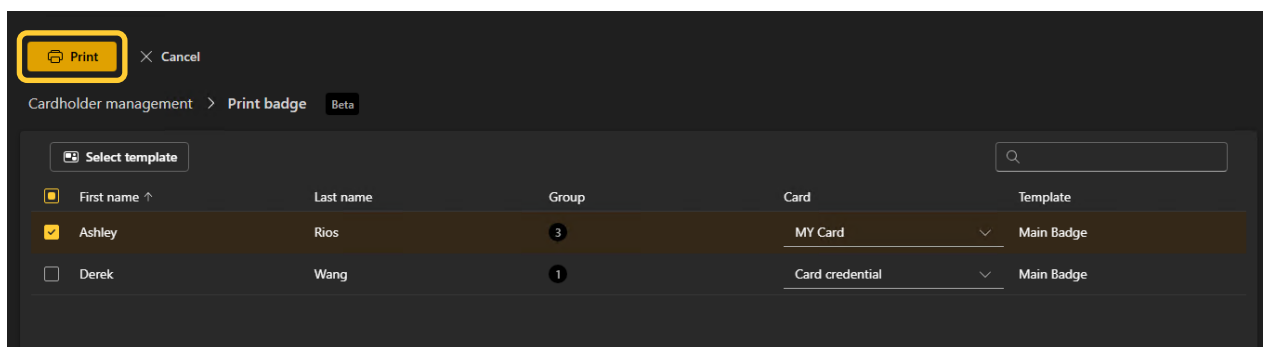
- If your cardholder(s) have multiple cards, you can select which card will be printed to using the dropdown menu.



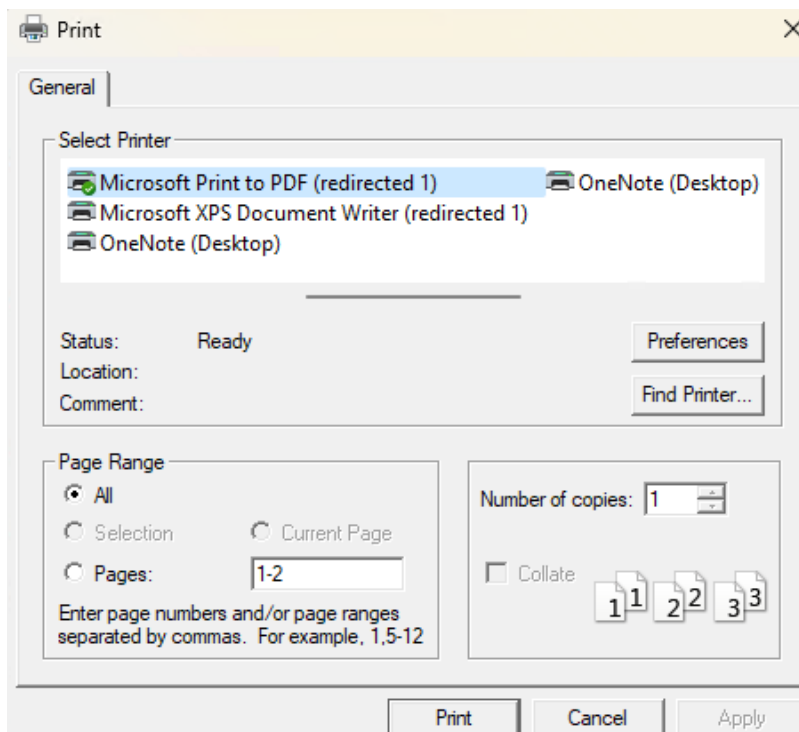
- When highlighting a single cardholder, a preview will be shown of the badge design with the information for that cardholder.



- Once you have selected the correct templates and badges, you can press “Print”.



- Using this menu you can select the card printer you are using or select to print to PDF format.



Considerations and limitations

1. Badges can only be printed in CR80 badge format.
2. Badges can only be printed in a horizontal format.
3. Templates cannot be edited once saved