ID Card Centre
Printer Rental Guidelines

Please follow these steps as soon as you receive the rental printer from us

1. **Set up the printer as soon as you receive it** (we recommend doing this at least 2 days prior to when you need to print cards/badges. Printers are tested prior to being sent, on occasion there can be issues caused by internal networks/firewalls or the way your data is configured. Please give yourselves and us ample time to set up and test that everything is working so we have time to help you with any problems in good time.

   Set up Instructions
   Step 1 – Open the box and remove the printer and all cables

   Step 2 – Plug the **Kettle Lead** into the **Power Supply** then plug it into a mains socket and the printer


   Step 3 – install the printer driver from the supplied USB stick or download from the manufacturers website – **ensure this is completed before you plug the printer USB cable in**

   Step 4 – Plug the **USB Cable** into the printer and into a USB port on your PC or Laptop

   Step 5 – Go to *Devices and Printers* and check that the printer is installed correctly and is showing as dark (this means that it is connected successfully)
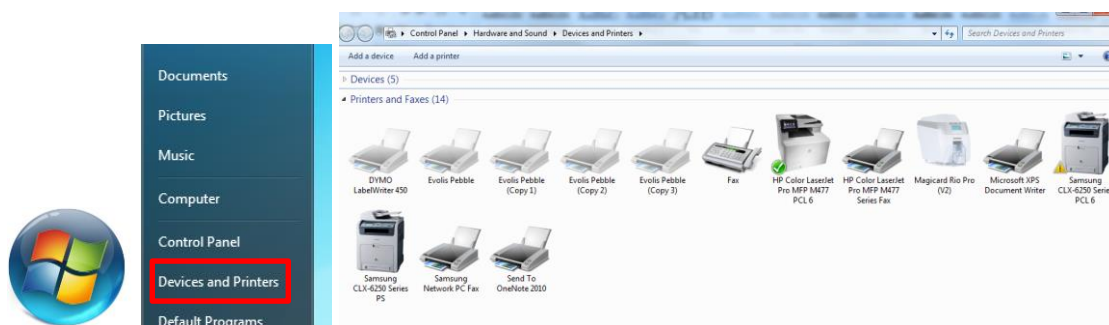
Please note that each printer is supplied with enough cleaning kit (cards and/or swabs) for the number of cards you've advised you are printing.

Please ensure that you perform the cleaning cycle after every thousand prints (one print = one side).

Failure to do so may result in:

- **Poor quality print**
- **Failure to print**
- **Damage to the printhead (this will be charged back to you)**
- **Invalidating the print warranty (this will be charged back to you)**

At the end of the rental, please ensure that everything that was included in the rental is returned

PRINTER RENTAL CHECKLIST			
	Details	**Pre-Rental Check**	**Return Check**
Printer			
Power Supply			
Kettle Lead			
USB Cable			
Card Input Hopper			
Case			
Spare Cards/Ribbons/Cleaning Kits			