

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

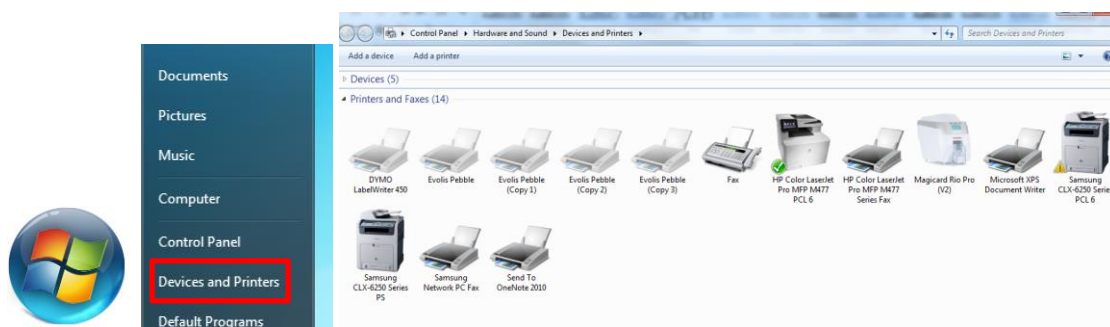


**Step 4** – Plug the **USB Cable** into the printer and into a USB port on your PC or Laptop



**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)

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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. You will see a checklist sticker on the inside of the Printer Box lid, that looks like this:

**ID CARD CENTRE**  
WWW.IDCARDCENTRE.CO.UK

**Rental Printer Checklist**

Printer # \_\_\_\_\_ SO# \_\_\_\_\_

	<u>Pre Rental</u>	Return
Printer		
PSU		
Kettle Lead		
USB Cable		
Card input hopper		
USB 2.0 Hub		
Software dongle		
Cleaning cards		
Ribbons (quantity)		
Cards (quantity)		
Clean completed		
<b>Printer checks complete</b>		
Checked by		
Comments		