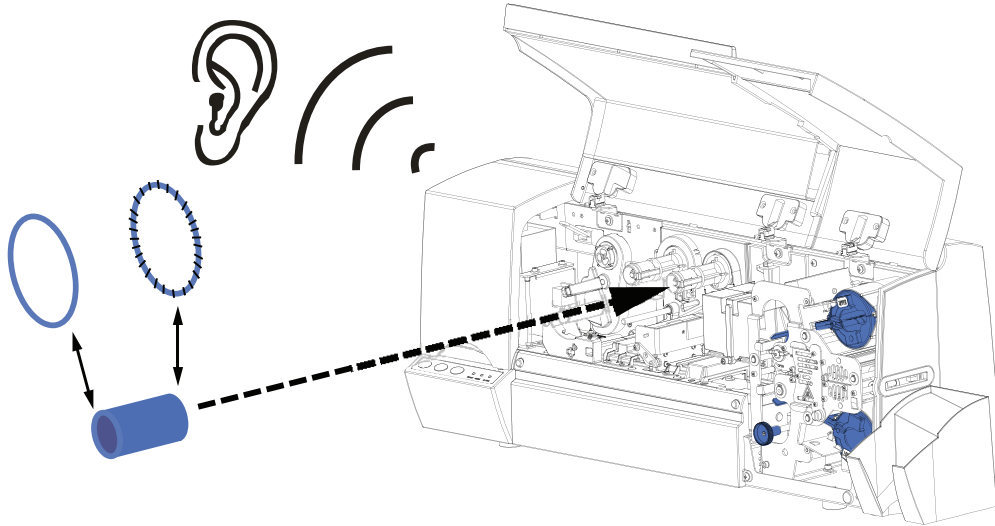


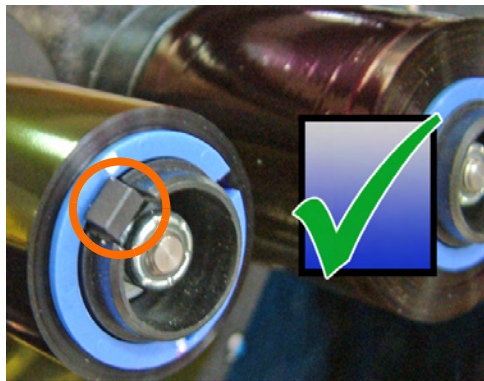
Attaching the Ribbon Take-Up Spool

Step 1. Attach the Ribbon Take-Up Spool by sliding it onto the Ribbon Take-Up Spindle and pressing it straight back until it clicks into place.



Important • Make sure that the Ribbon Take-Up Spool is attached with its “toothed” end toward the rear of the printer.

The two figures below show the right and wrong ways to insert the printing ribbon on either spindle.



Right way: the clip is OVER the core.



Wrong way: the core is not pushed fully against the back side, resulting in a Y border on the printed cards.

Installing the Ribbon

i Series Printers require the use of *i* Series ribbons for full color printing. These Resin Thermal Transfer and Dye Sublimation ribbons are specifically designed for the *i* Series Printers.

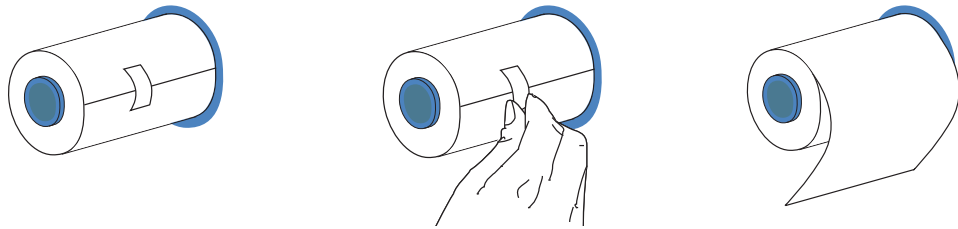


Note • In normal printer operation, when the ribbon is exhausted, a warning message appears on the monitor and the MEDIA indicator on the printer lights.

Step 1. Open the printer Main Cover. The printhead will raise for easy ribbon loading.

Step 2. If present, remove the used Supply and Take-Up Spools.

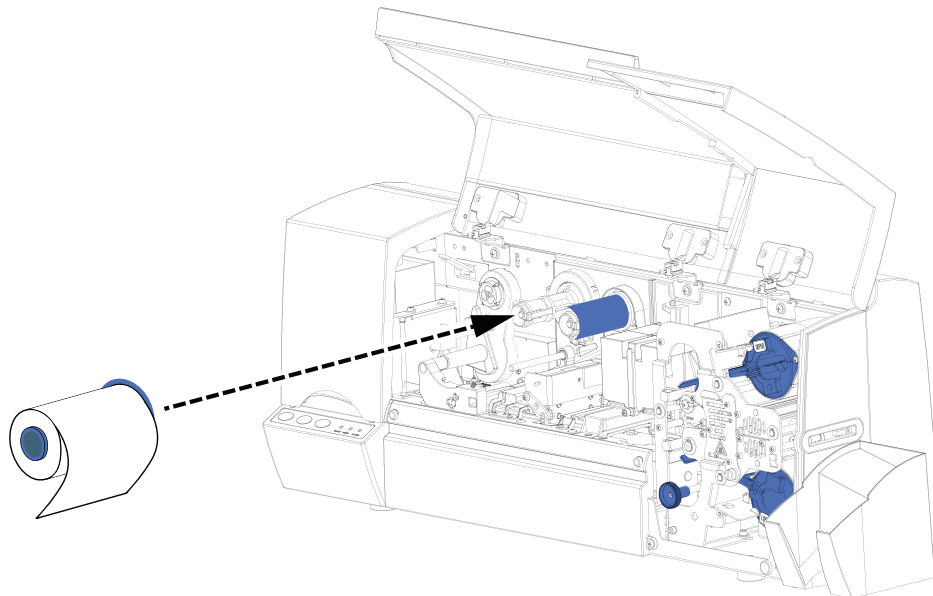
Step 3. Remove the ribbon from its packaging. Remove the tape that holds the end of the ribbon (save this tape; it will be used shortly).



Step 4. Install the Ribbon on the left (supply) spindle, with the free end of the ribbon coming from the roll pointing down to your right.



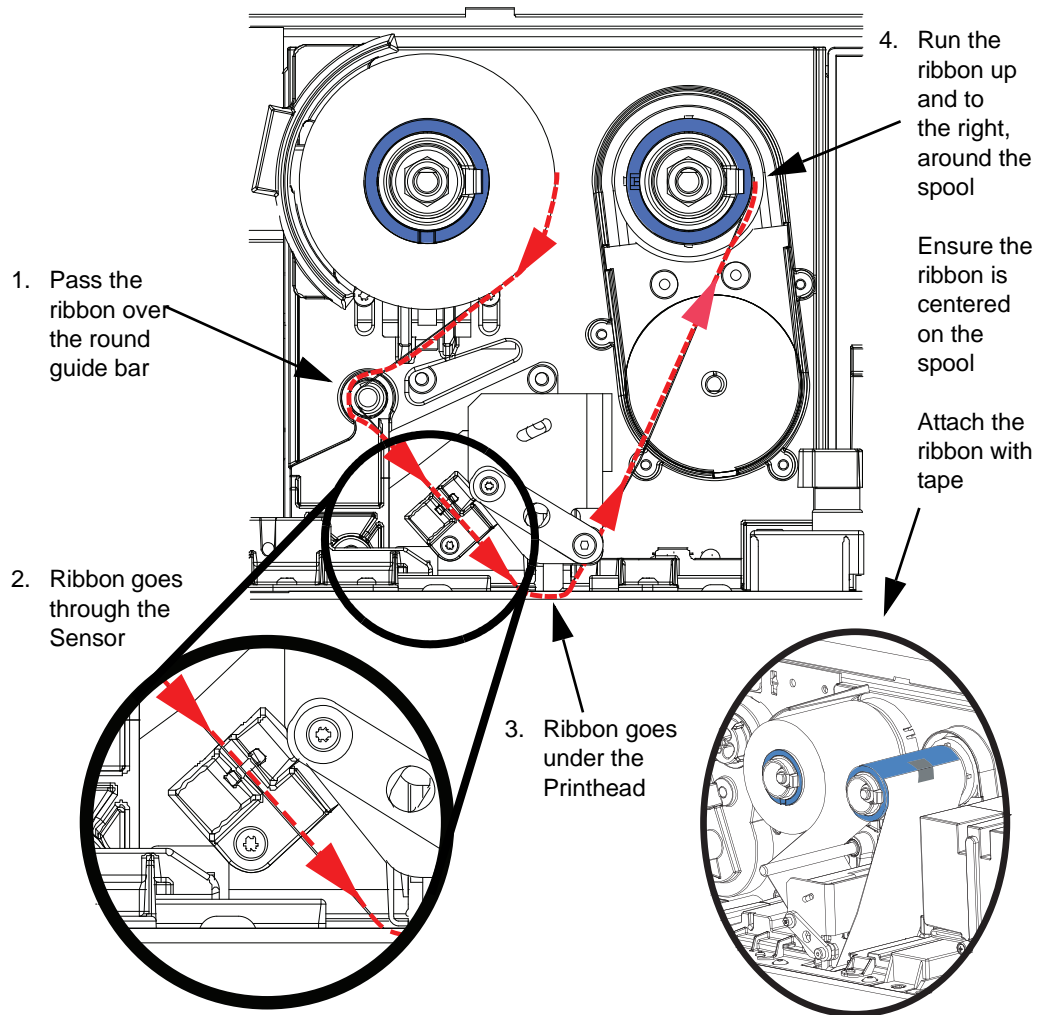
Note • Note that the “flanged” end of the ribbon spool is toward the rear of the printer, and make sure the internal grooves on the core engage the teeth on the supply spindle.



Step 5. Route the Ribbon as shown in the figure below. The Ribbon Supply Spindle is free-wheeling; pull ribbon off it as needed. If the tape removed from the new ribbon in [step 3](#) is undamaged, use it to attach the end of the ribbon to the Take-Up Spool; otherwise use other adhesive-backed tape.



Important • When the end of the ribbon is attached to the Take-Up Spool, slack in the ribbon can be taken up by rotating the Ribbon Supply Spool; do not try to turn the Take-Up Spool.



Step 6. Close the printer Main Cover. Press the RIBBON button on the Control Panel to synchronize the color ribbon. If the MEDIA light fails to go out, check the Ribbon Sensor.



Caution • Color ribbon wrinkling and “fold-over” can seriously affect print quality

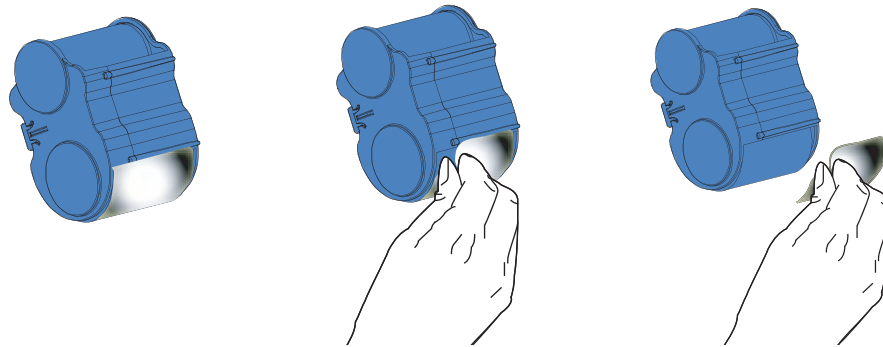
Step 7. Re-open the printer cover to inspect the ribbon path for wrinkles and folds. Correct if necessary, then close the cover. If you do not then hear the ribbon motor advancing the ribbon, press the RIBBON button.

Installing the Cleaning Cassette

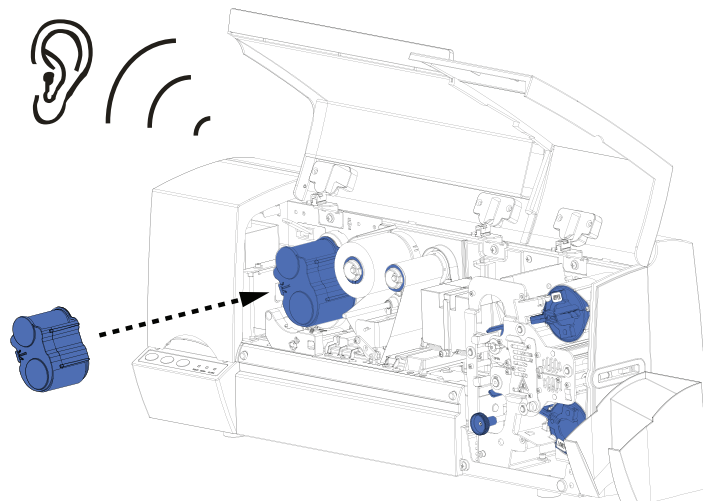
Before being printed, each surface of the card is cleaned by a soft tacky roller that is itself cleaned periodically by adhesive tape in the Cleaning Cassette. By default, the roller is cleaned every 10 cards. The printer driver software allows the card count to be modified.

By cleaning the roller every 10 cards, the Cleaning Cassette contains sufficient tape for 3,000 cards.

- Step 1.** Open the main cover of the printer.
- Step 2.** If present, remove the used Cleaning Cassette.
- Step 3.** Remove the Cleaning Cassette from its packaging.
- Step 4.** Remove the protective foil from the Cleaning Cassette. Avoid touching the exposed tacky surface.



- Step 5.** Install the Cleaning Cassette on the printer by locating the rectangular pin on the cleaning mechanism in the receptacle on the cassette. Push the cassette gently home, ensuring that the internal grooves on the upper spool engage the teeth on the take-up drive; you will hear a click when it is fully engaged. Note that you may need to move the take up side of the cleaning tape assembly to allow for full engagement.



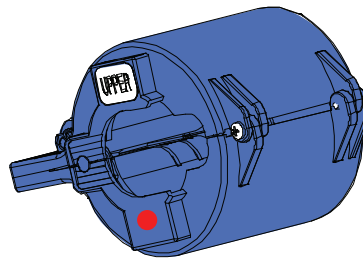
Loading the Laminate



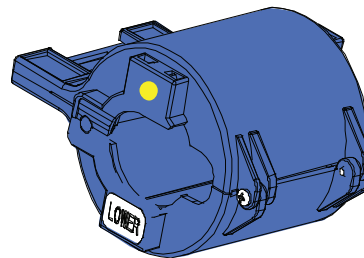
Note • In this description of loading laminate, references to the lower Laminate Cassette apply only to the P640i Printer. The P640i Printer can apply laminate to both surfaces of the card; the P630i Printer only to the upper surface.

The Laminate (laminating film) is loaded into cassettes to protect it from dirt or other contaminants.

See the figure below. The “Upper Laminate Cassette”, used on both the P630i and P640i Printers, has a label with the word “UPPER” and another “label” of a **red** dot. The “Lower Laminate Cassette”, used only on the P640i Printer, has a label with the word “LOWER” and another “label” of a **yellow** dot.



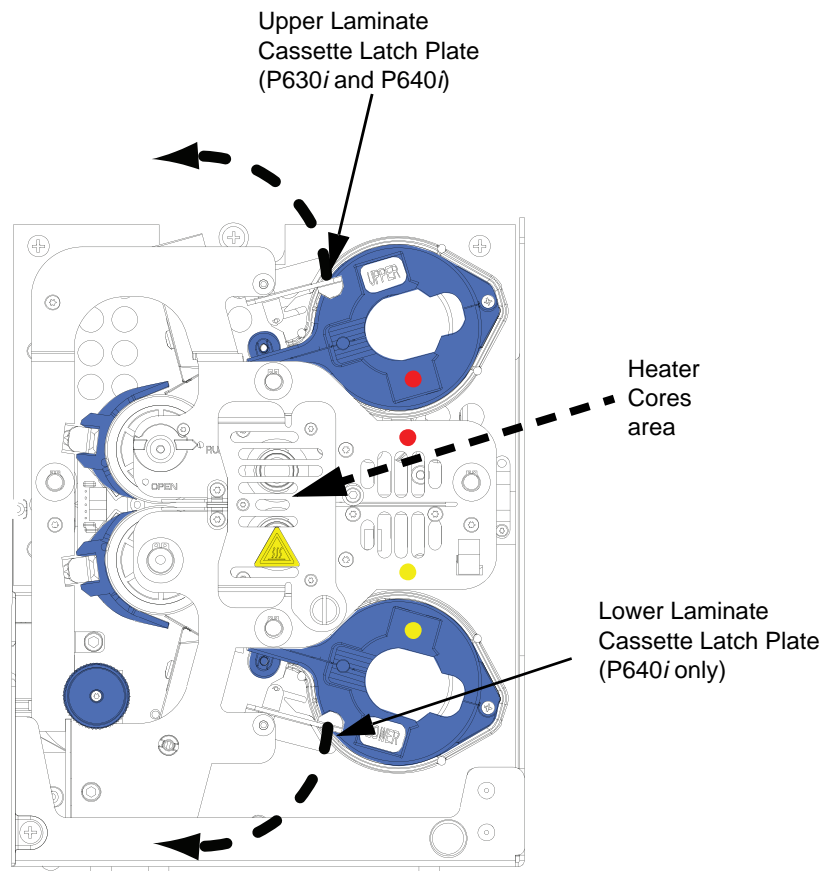
“Upper
Laminate
Cassette”
(P630i and
P640i)



“Lower
Laminate
Cassette”
(P640i only)

Removing the Laminate Cassette(s)

Step 1. The Laminate Cassette(s) (Upper only for the P630i Printer; Upper and Lower for the P640i) are held in position by latch plates. The Upper Cassette is freed by turning its Latch Plate counter-clockwise to a full vertical position; the Lower Cassette (only present on the P640i Printer) is freed by turning its Latch Plate clockwise. Then pull the cassette straight out from its holder.



Hot Surface • If the printer has been in use, the Heater Cores area of the Laminator may be hot.



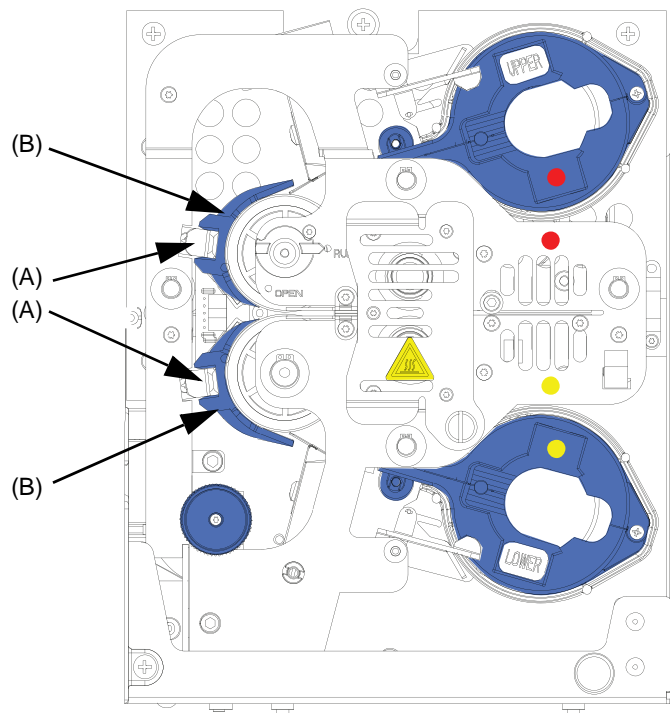
Important • If either Latch Plate is opened, even unintentionally, the corresponding Cassette must be removed and the Laminate reeled in.



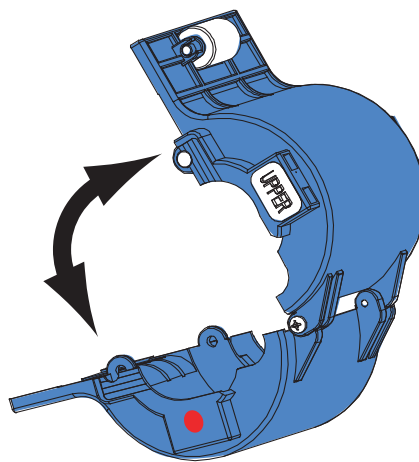
Caution • If you feel resistance when removing the cassette, the laminate has likely run out, leaving one end attached to the core and the other end under the cutter. Keep tugging on the cassette, which will come free with a short tail of laminate.

Step 2. If there is a suspicion a patch is blocked somewhere, temporarily remove the corresponding Transfer Guide to be sure there are no scraps of laminate remaining. If there are any, remove them. Then slide the Transfer Guide back in until it is held in place by the Retaining Spring.

1. Push and hold the Retaining Springs (A) to the Left
2. Slide the Transfer Guides (B) Straight Out
3. Release the Retaining Springs (A)



Step 3. Open the Cassette, like a clam shell, by separating its two halves. Grasp the two halves firmly with your fingers, then pull it apart. **Do NOT use tools.** (Upper Cassette shown.)



Step 4. If there is an empty laminate core in the Cassette, remove it.

Loading the Laminate Cassette(s)



Important • If you are using partial-width laminate in the Lower Cassette of a P640i Printer, read the following section, *Using Partial-Width Laminate*, before proceeding with this procedure. (Partial-width laminates are frequently used on the bottom surface of cards that have a signature panel or a magnetic stripe.)



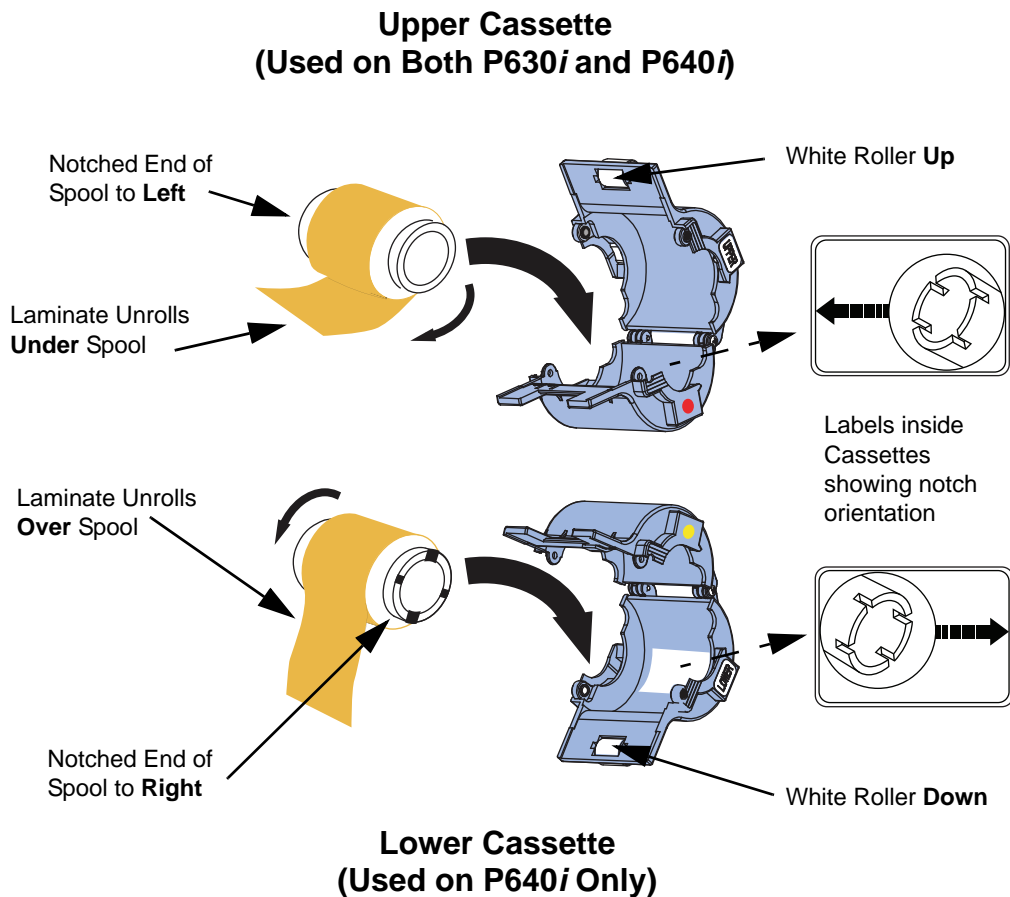
Important • The Upper and Lower Laminate Cassettes (the lower one only used on the P640i Printer; the upper one used on both printers) are loaded differently, even though the Cassettes appear virtually the same.



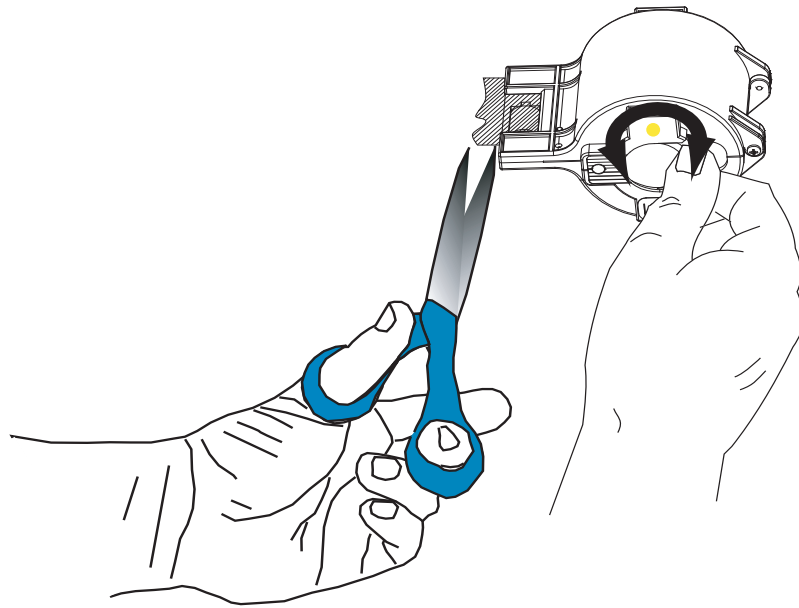
Note • Handle the laminate by the ends of the spools to avoid contaminating the laminate.

Step 1. Remove the new roll of laminate from its packaging.

Step 2. Carefully following the guidelines in the following figure, place the laminate in the Cassette.



- Step 3.** Pull out an inch or two of laminate past the lip of the cassette.
- Step 4.** Close the cassette by firmly pressing the “clamshell” together. You will hear a click and feel a detent when the halves of the cassette seat together.
- Step 5.** Pull out a little more laminate between the lips of the cassette. If it suddenly stops, resisting further pulling, a spring detent on the cassette has probably snagged a notch on the end of the core. This means that the core was installed the wrong way. Open the cassette and re-install the laminate.
- Step 6.** If the exposed end of the laminate is uneven or crinkled, cut it as square as you can with scissors.



- Step 7.** Holding the cassette with the white roller up and pointing to your left, rotate the core counter-clockwise to reel in the laminate. Stop when the end of the laminate is even with the edge of the lips of the cassette.



Important • Check for overhang any time the cassette latch is opened or the cassette is removed.

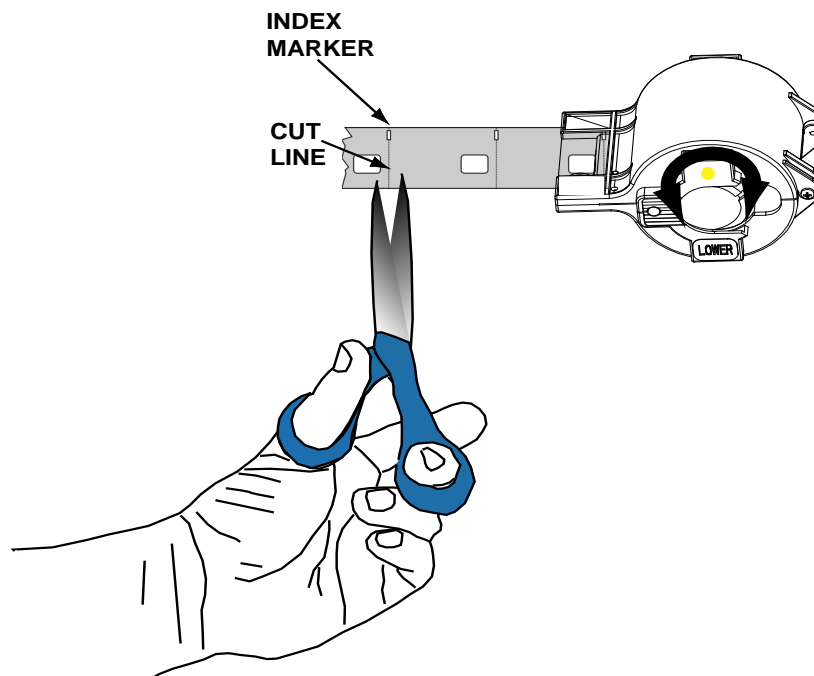
Laminating Contact Smart Cards

The laminating patch on the top surface of a smart card has a rectangular aperture to expose the card's electrical contacts. In all other respects the laminating process for smart cards is the same as for ordinary cards. Note that this procedure also applies to registered laminates.

The special laminate for the top cassette is punched with a repeated pattern. Loading procedure for smart card laminate is exactly the same as for standard laminate.



Note • Check if the patch roll is centered on the core; if not, gently tap the roll on a flat surface to re-center it.



The smaller hole is an index marker that tells the printer where to cut the laminate, *exactly* splitting the index hole (the printer driver allows adjustment of the cut location).

After loading the Smart Card laminate in the upper cassette, trim the laminate along the cut line as shown above.



Note • When using smart card or registered laminates, the laminate length value in the driver may need to be adjusted; see [Laminator Station Adjustments](#) on page 72..

Using Partial-Width Laminate



Note • Since partial-width laminates are only used for the back (i.e., lower) surface of the card, this section only applies to the P640i Printer.

Laminate come in three widths:

“Full-Width” laminate is 2 in (51 mm) wide. Full-width laminate is used on the front (i.e., upper) or back (i.e., lower) surface of the card.

“Partial-Width” laminate is available in two widths:

- 1.66 in (42mm) wide laminate is used for cards with a writable signature panel.
- 1.33 in (33 mm) wide laminate is used for cards with a magnetic stripe

If there is no signature panel or magnetic stripe on the back of the card, full-width laminate would generally be used. These are shown in the following figure.



Step 1. Remove the Laminate Edge Guide from its “storage location” on the Laminator Frame (it snaps out).

