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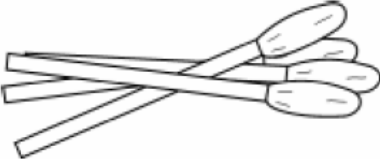
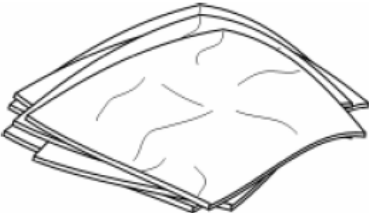

## DTC4500 Card Printer/Encoder Cleaning Kit



**Caution:** As with any electronic device, internal components of the Printer, such as the Printhead, may be damaged if exposed to static electrical discharges. To avoid potential damage, always wear an appropriate personal grounding device, such as a wrist strap (with integral resistor) connected to an ESD ground.

### Supplies (included with the Cleaning Kit)

This Cleaning Kit provides you with the specialized cleaning supplies and the required cleaning procedures for you to maintain your Fargo DTC4500 Card Printer/Encoder. The following cleaning procedures will require less than ten minutes.



Description	Supplies (pictured)
<b>Four (4) Printhead Cleaning Swabs</b> are pre-moistened with 99.99% isopropyl alcohol for cleaning your Printer's Printhead.	
<b>Ten (10) Gauze Pads</b> are pre-moistened with 99.99% isopropyl alcohol for cleaning your Printer's interior and exterior.	
<b>Ten (10) Cleaning Cards</b> are provided with adhesive backing for cleaning your Printer's Platen and Card Feed Rollers.	

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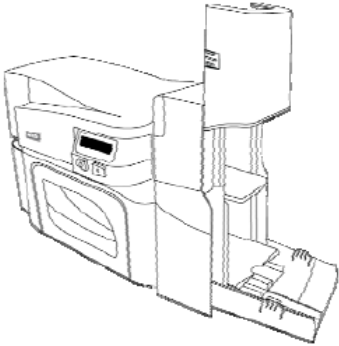

## Printhead Cleaning

Step	Procedure
1	 <b>Caution:</b> Turn <b>Off</b> the Printer and unplug the power cord from the Printer.
2	Remove the Ribbon Drawer.
3	Open the <b>Printhead Cleaning Swabs</b> . Break it to moisten the tip.
4	Swab the tip back and forth across the top of the Printhead. Allow to dry thoroughly before sending a print job. 

3.

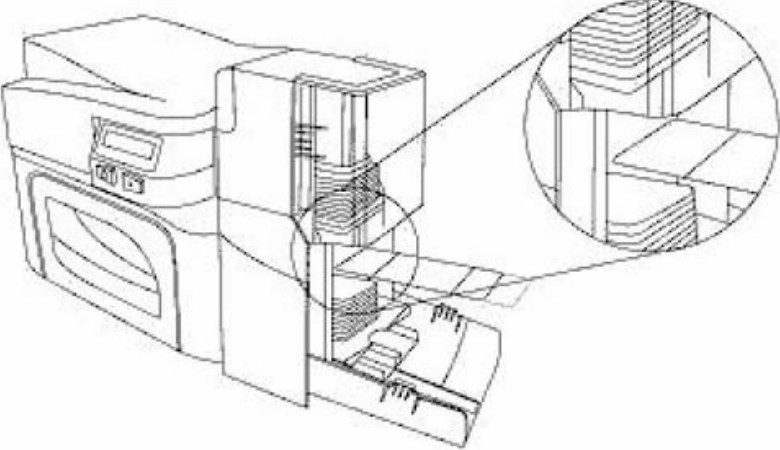
## Cleaning the Platen and the Card Feed Rollers

Perform this procedure approximately every **1000 prints** to maintain a consistent print quality. (**Note:** The Card Feed Rollers move the card throughout the print process. Rollers should be kept clean to prevent card jams and card contamination. This cleaning process will ultimately lead to better print quality and extended Printhead life.)

Step	Procedure
1	<p>a. Open the Printer's Ribbon Drawer and remove the Print Ribbon.</p> <p>b. Remove all the cards from the Printer's Input Hopper.</p>  <p>The diagram shows a side view of a printer. The ribbon drawer on the right side is open, revealing the internal ribbon mechanism. The printer has a control panel on the left and a card input area on the right.</p>
2	<p>Use the <b>Cleaning Card</b> from the Printer's Cleaning Kit and remove the adhesive backing from both sides of the card.</p> <p>If your Printer has a Magnetic Encoder installed, be sure to leave the small Liner Strip on top of the <b>Cleaning Card</b> in place.</p> <p>This small strip is needed to protect the Magnetic Head from the adhesives on the <b>Cleaning Card</b>.</p>  <p>The diagram shows a rectangular cleaning card with a small strip of material attached to one end. The card has some text and markings on it, including the word 'PRINTED' and some technical specifications.</p>

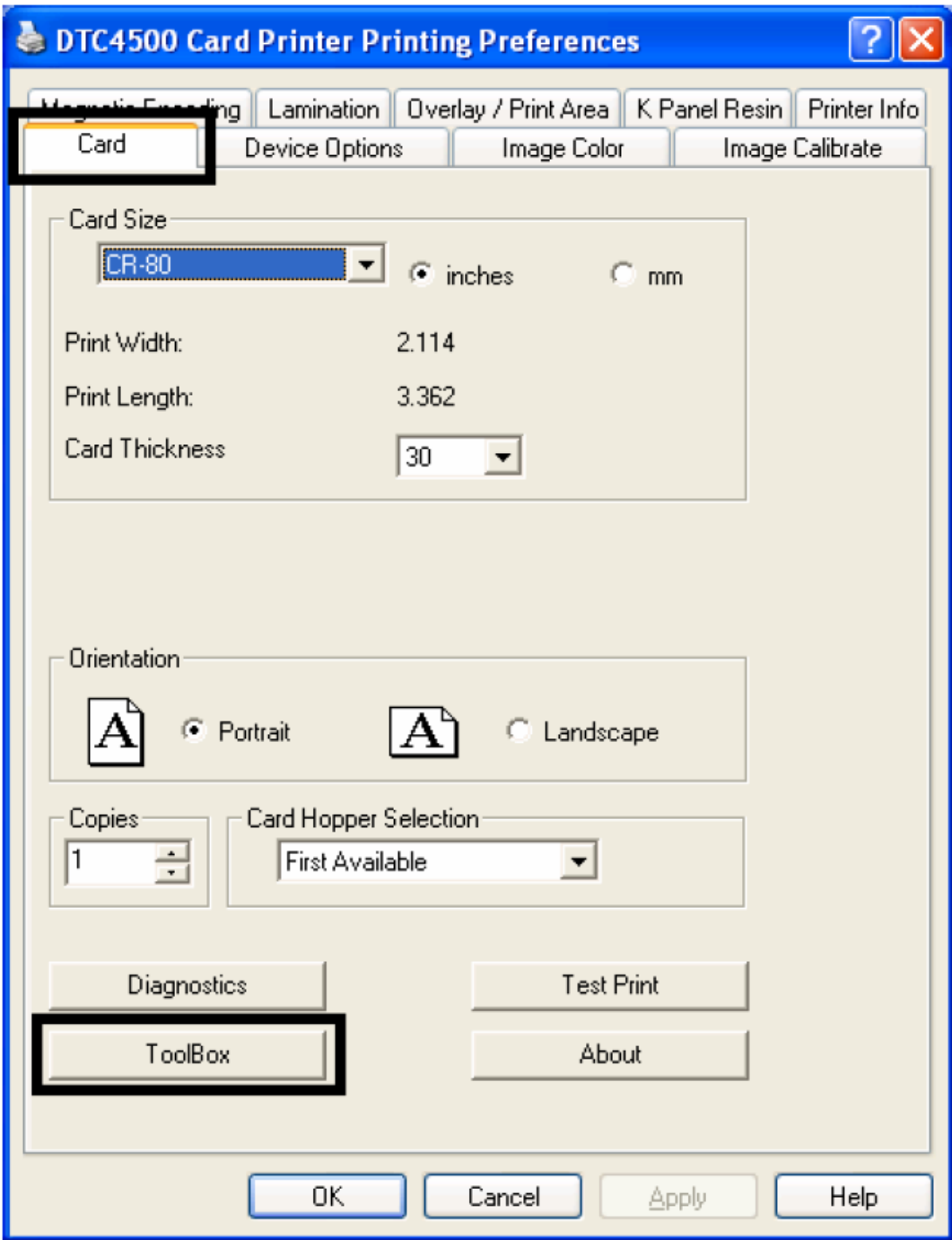
4.

## Cleaning the Platen and the Card Feed Rollers

Step	Procedure
3	<p>Insert the <b>Cleaning Card</b> into the Single Feed Card Slot until the card stops.</p> <p>If your Printer is equipped with a Magnetic Encoder, you must insert the <b>Cleaning Card</b> with the printed side up and with the small Liner Strip towards the front of the Printer.</p>  <p>The diagram shows a side view of a printer with its front cover open. A cleaning card is shown being inserted into the card feed slot. A circular magnified view shows the internal rollers and the card's position, highlighting the small liner strip on the card.</p>
4	From your computer, open the Printer Driver and select Printing Preferences.

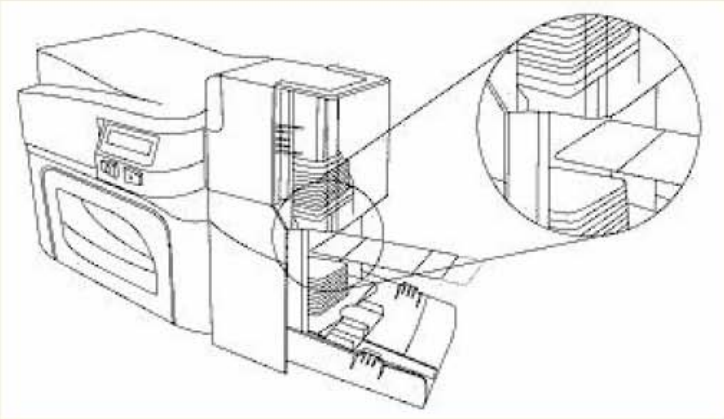
5.

## Cleaning the Platen and the Card Feed Rollers

Step	Procedure
5	<p>Click on the <b>Toolbox</b> button.</p>  <p>The screenshot shows the 'DTC4500 Card Printer Printing Preferences' dialog box. The 'Card' tab is selected and highlighted with a black box. The 'ToolBox' button at the bottom is also highlighted with a black box. The dialog shows settings for Card Size (CR-80), Orientation (Portrait), Copies (1), and Card Hopper Selection (First Available).</p>

6.

## Cleaning the Platen and the Card Feed Rollers

Step	Procedure
6	<p>Click on the <b>Clean Printer</b> button.</p> <div data-bbox="326 401 1398 1549" style="border: 1px solid black; padding: 10px;"><p><b>DTC4500 Card Printer</b></p><p>Configuration   Calibrate Laminator   Calibrate Ribbon   <b>Clean Printer</b>   Advanced Settings</p><ol style="list-style-type: none"><li>1. Remove all cards from Card Hopper.</li><li>2. Remove the Ribbon Cartridge and close the cover.</li><li>3. Remove the paper backing from both sides of the Cleaning Card. *Note: DO NOT remove small liner strip if a magnetic encoding module is installed in your printer.</li><li>4. Insert the Cleaning Card into the Card Hopper's in-feed rollers. See the diagram below.</li><li>5. Click on the Clean button below.</li><li>6. Guide the Cleaning Card into the printer if necessary.</li><li>7. When the Cleaning routine is complete, the Cleaning Card will exit the printer.</li><li>8. Reinstall the Ribbon Cartridge.</li></ol><p>Note: The Cleaning routine will begin after all current print jobs have completed.</p><p>Clean</p><p>OK Cancel Help</p></div>
7	<p>Click on the <b>Clean</b> button (shown above).</p> <ul style="list-style-type: none"><li>• The Printer will pull in the <b>Cleaning Card</b>. The Printer will then perform an automated cleaning procedure.</li><li>• This procedure is designed to thoroughly clean the Platen and the Card Feed Rollers inside the Printer.</li></ul>

7.

## **Cleaning the Printer's Interior**

Periodically, use a **Cleaning Pad** from the Printer's **Cleaning Kit** to remove dust and other contaminants from inside the Printer. (**Note:** Dust and other particles may accumulate inside the Printer with continued usage. This can cause spots or specks to appear on the printed cards.)

## **Cleaning the Printer's Exterior**

Clean it only with a **Cleaning Pad** from the Printer's **Cleaning Kit**. (**Note:** The Printer has a durable casing that should retain its luster and appearance for many years.)