

Loading Cards

To help you load, print, and collect cards, the P120i has the following items:

Card Feeder

The card feeder is used for loading cards, it can hold up to 100 cards of 30 mils thickness. The card feeder is located under the card feeder cover of the P120i printer.



Caution • **DO NOT** bend cards or touch print surfaces as this can reduce print quality.

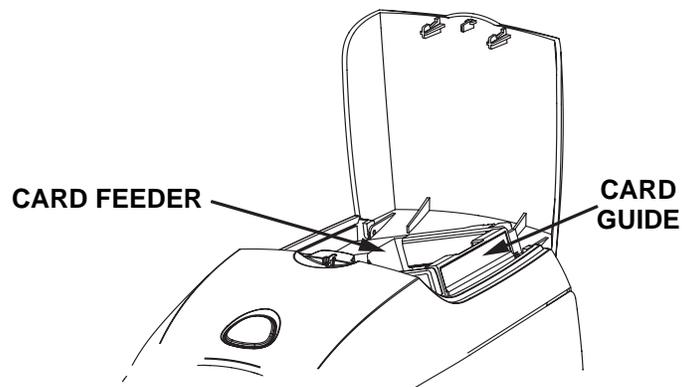


Note • The surface of the cards must remain clean and dust free. Always store cards in an enclosed container. Ideally, use cards as soon as possible. If cards stick together, carefully fan or shuffle them.

Note • For Cards with magnetic stripe refer to Appendix A for loading instructions.

Load cards into card feeder as follows:

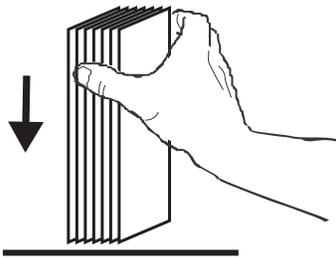
1. Open card feeder cover.
2. Slide card guide all the way to the right until it locks in place with an audible click.



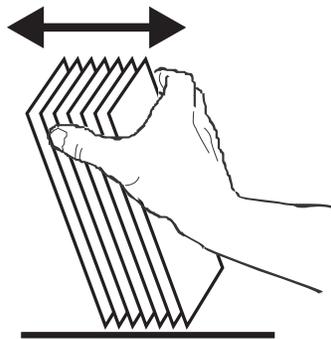
3. Remove cellophane wrapper from card stack.



Note • Static charges and edge burrs from the card die-cutting process can render individual cards stuck together with significant adhesion force. These cards must be physically separated from each other before inserting into the feeder; if not separated, feeding or printing problems may occur.



4. Holding the card deck by the sides, hold it vertically against a flat surface such as a desktop. If the deck is too thick for your hand to hold it comfortably, use about half a deck at a time.



5. Push the stack back and forth to an angle of about 45° from vertical, so as to separate all of the cards.
6. Restore the card stack to its original squared-off condition, and place the cards in the input hopper.
7. Place stack of up to 100 cards into card feeder and close the card feeder cover. When card feeder cover is closed, the card guide locking mechanism will automatically be released.

