

Thank You for Your Assistance

Please find the following enclosed:

1) Citra-Penn



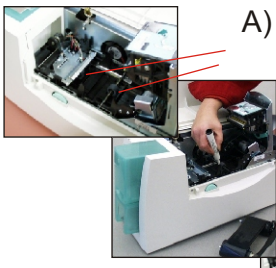
2) Clean-Penn

3) 2" x 3" Clean Me Label



- 1) The "Clean Me!" label should be attached to the front left side of your name badge printer. That is, below the machine's nameplate and above the power and reset buttons. This plate is to serve as a reminder of the **importance of maintaining your system**. (Estimated time: 1 minute)

- 2) The citra-penn is to **clean all rollers** inside the printer.

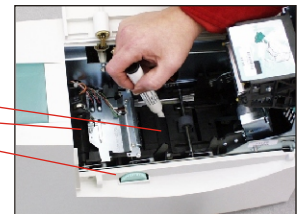


- A) Open the printer cover, press the print arm, and remove your printer ribbon. Rub the citra-penn across the surface of the two sets of light gray rollers. The top roller will roll freely by hand and the bottom roller by using the advance wheel. (Estimated time: 4 minutes)

advance wheel

- B) After cleaning the two sets of gray rollers, rub the citra-penn across the surface of the two longer dark gray rollers, these rollers are spun by using the advance wheel. (Estimated time: 3 minutes)

advance wheel



- C) The final two rollers are found under the card hopper. Remove the card hopper, and clean the two light gray rollers with the citra-penn. The rollers will spin freely by hand. (Estimated time: 3 minutes)

Important: Remove dirt from the citra-penn by rubbing it on a clean sheet of paper.

- 3) The clean-penn is used to clean the print head. Open the printer cover, press open the print arm, and remove your printer ribbon. Rub the clean-penn **very gently** across the surface of the print head one or two times. Let the print head air dry for 30 seconds. (Estimated time: 3 minutes)



PROPER CLEANING OF YOUR EQUIPMENT PROVIDES YOU WITH TROUBLE-FREE OPERATION.