HID CORPORATION

Access Control Card Handling Guide

Please Read Carefully

ISOProx® II

iCLASS™ CONTACTLESS SMART CARD
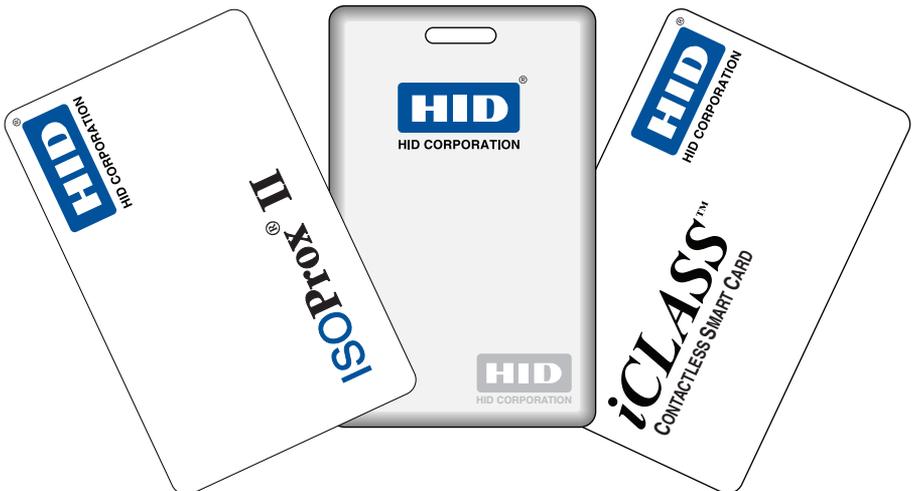
An ASSA ABLOY Group company

DO'S AND DON'TS FOR ALL HID CARDS

❖ **General Information:**

HID Cards are made of PVC, except for the ProxCard® II, which consists of a polycarbonate base with a PVC cover. Proximity cards contain an antenna coil and integrated electronic chip. Wiegand cards contain magnetic wire strips. Glossy finish PVC cards or direct print overlays are suitable for dye-sublimation printing of images, photos and text.

Care should be taken to follow HID's handling and printing recommendations.

❖ **Do Not Do The Following:**

Do not use for any other purpose other than for access control or identification.
Do not leave in direct sunlight, for example on the dash of a car.
Do not expose to extreme heat or open flame. For example, clothes dryers or clothes irons.
Do not expose to organic solvents, thinners, mineral spirits, etc.
Do not machine wash.
Do not use as an ice scraper or scraping tool.
Do not crimp, bend, or twist card.
Do not re-laminate.
Do not immerse in alcohol, Isopropyl, ethanol, methyl, etc.
Do not bite.
Do not pound with a pen or tool.
Do not punch a slot or hole in an undesignated area.

❖ **Okay To Do The Following:**

Place in a wallet or purse.
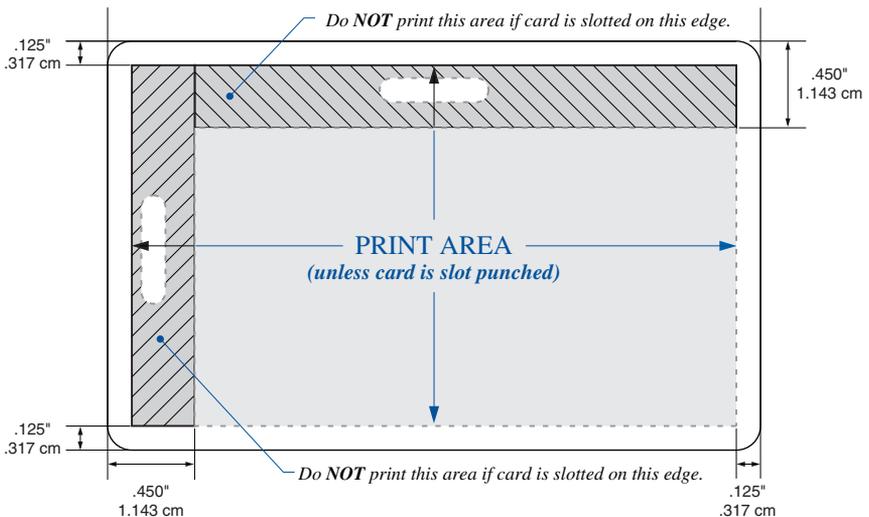Direct image with dye sublimation printers.
Clean with a soft, non-scratching cloth and water.

PRINTING INSTRUCTIONS

1. HID's ISO and Duo Prox cards are shipped to you shrink wrapped. Care should be taken not to scratch cards when opening shrink wrapping, especially when using a knife or other sharp object.

2. Even with careful card handling, it is possible that the image quality may vary. This can be due to printer setup variations, lot to lot material variations, environmental changes, printer types, background color selections and other variables. HID Corporation is not responsible for image quality variations. These cards have been quality controlled to a specification that meets requirements for high quality images. Failure to achieve the desired image quality is not a fault of the card.

3. Gloves that are free of any powder residue should be worn when handling cards. Oils from your hands will transfer to the cards and may cause smudging, fingerprints or other distortions to appear on the cards.

4. Cards should be handled by the edges, not the flat, finished surface.

5. Always check cards for noticeable debris. In _some instances_ there may be minute pieces of vinyl on the card. Carefully clean all cards with 99% pure Isopropyl alcohol. You can find this at your local pharmacy. **Anything other than 99% pure alcohol may leave residues on the card surface.**

6. The office where you plan to print cards should be neat, clean and free of airborne particles. Any dirt or debris that is on the cards, or that gets into the printers, may render the card unprintable and/or damage the printer.

7. Check the printer's roller often. The manufacturer's instructions generally call out for the roller to be cleaned after 250 cards have been run or, with every ribbon change. We recommend a maximum of 50 cards being run before the roller is cleaned. Check your printer manual or contact the printer manufacturer for specific details.

8. If a card has been dropped or mishandled, do not attempt to print on it until it has been thoroughly cleaned with 99% pure Isopropyl alcohol only.

9. Occasionally, very fine scuff marks may be seen on the surface of cards. These marks will not affect the printer, nor will they affect the outcome of the printed images. These scuff marks sometimes occur during final inspection and testing for functionality of the card.

10. Surface imperfections caused by embedded components may cause color variations or printing voids. When designing card artwork, avoid large areas with solid or screened color backgrounds or half-tones, do not place a logo or a photo portrait over the chip location or opposite the edge of a magnetic stripe, and use art with varied color or pattern. A white background gives a professional appearance, and is most likely to yield successful results. Always print a few test cards, and be prepared to make minor adjustments the artwork to create the best appearance.

PRINTING INSTRUCTIONS (Cont'd.)

The drawing below outlines the recommended print area on the card. Some printers are capable of full-bleed or edge-to-edge printing. HID recommends that you run some test cards on your printer before designing your graphics for edge-to-edge printing. Also, most printer manufacturers discourage printing on cards which are pre slot punched, as the slot edge may tear the printer ribbon or interfere with the end-of-card sensor and stop the printing process. Print your cards first, then slot punch them. If your cards are already punched, do not print in the area near the slot (dark hatched area in diagram below).

Do **NOT** print this area if card is slotted on this edge.

.125" / .317 cm

.450" / 1.143 cm

PRINT AREA
(unless card is slot punched)

.125" / .317 cm

.450" / 1.143 cm

Do **NOT** print this area if card is slotted on this edge.

.125" / .317 cm

We hope these suggestions will help you successfully print on your HID cards.

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