



## **PRECAUTIONS & PRINTING INSTRUCTIONS FOR POSICARDS**

### **GENERAL INFORMATION**

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Position Technology Posicards are made of PVC which consists of a bicarbonate base with a PVC cover (CR-R702-A). Proximity cards contain an antenna coil and an integrated electronic chip. Glossy finish PVC cards (CR-R706-A and CR-R708-A) are suitable for dye-sublimation printing of images, photos, and text. Matte finish cards (CR-R700-A) are suitable for low quality dye-sublimation printing of images, photos and text. Direct ink or screen printing of images, photos and text can also be done.

### **DO NOT DO THE FOLLOWING:**

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- Do not use for any other purpose other than for access control or identification.
- Do not leave in direct sunlight. Ex: 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 an ice scrapper 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:**

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

### **IMAGE PRINTING INSTRUCTIONS**

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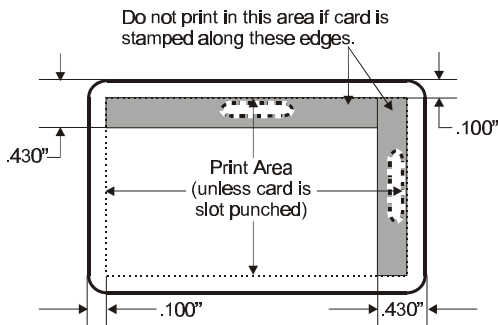
1. Position Technology's Posicards are shipped to you shrink wrapped. Care should be taken not to scratch cards when opening shrink wrapping, especially when using a knife or other sharp objects.
2. Even with careful card handling, it is possible that the image quality may vary. This can be due to printer setup variations, lot to lot material variations, environmental changes, printer types, background color selections and other variables. Position Technology 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 in your local pharmacy. Anything other than 99% pure alcohol may leave residues on the card surfaces.
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 manufacturers 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 scruff 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 scruff marks sometimes occur during final inspection and testing for functionality of the card.

## IMAGE PRINTING DIAGRAM

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The drawing below outlines the recommended print area on the card. Some printers are capable of full-bleed or edge-to-edge printing. Position Technology 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. Do not pre-punch cards that are intended to be printed. Always print the card first and then punch the slot for the clip or badge holder. Ensure that your punch slots are within the designated areas (dark shaded areas. See below). Punch slot information is available at [www.postech.ca](http://www.postech.ca).



# Position Technology

780 Industrial Blvd., St-Eustache, Montreal, Quebec, Canada J7R 5V3

Fax: (450) 491-2313

<http://www.postech.ca>

PRINTED IN CANADA - 03/00

CARDEI-00