

CLEANING & CARE : INSTRUCTIONS

Model 3500/3700HD

SIMPLE : SMART®

WHY TO CLEAN

- **Maintain Peak Performance**
- **Prolong Life of Time Clock**

WHEN TO CLEAN

- **Every 6 months** (*Office Environment*)
- **As required** (*HD Environment-workplace with high dust/dirt/debris*)
- **Error Codes**
- **Incomplete or Light Printing**

WHAT TO CLEAN WITH

- **Can of Compressed Air**
- **Rubbing Alcohol**
- **Foam Applicator**
- **Non-penetrating Grease** (*such as Magnalube-G*)
- **Clean, Dry Cloth**

HOW TO CLEAN

- ① Unlock and remove time clock cover.
- ② Use canned air to blow out debris from side of time clock where ribbon carriage is located, paying close attention to the sensor area.
- ③ Using cloth, wipe down ribbon carriage rod then disperse a few drops of grease on rod.
- ④ Remove ribbon cartridge from time clock and use foam swab dampened with rubbing alcohol to clean the exposed print head.
- ⑤ With ribbon removed, run a time card through the clock 10-15 times. This procedure will remove any ink build up from the print head. If there is no ink on the time card, add a little more alcohol. The print should start to darken, and then lighten up as you continue to run the card through the clock.
- ⑥ Reinstall ribbon into ribbon carriage, left side first and press down. Turn ribbon knob while pressing down to secure. Replace and lock cover.

