

ANNUAL PREVENTATIVE MAINTENANCE CHECK LIST

To maintain the image quality and reliability of the ExpressCard, preventative maintenance servicing is required yearly. The tasks listed below need to be completed during this maintenance cycle, detailed instructions for each task can be found in the accompanying Maintenance Guide (P/N: 99875478).

Software\Firmware:

- ☐ Record the current software and firmware versions in the spaces below.

Firmware version: _____ Software version: _____

Printer Hardware:

- ☐ Clean all sensors with a burst of compressed air
- ☐ Remove all debris and dust particles from the interior of the printer
- ☐ Use the included head cleaning pen to clean the print head
- ☐ Use the included cleaning card to clean the platen and the card feed rollers within the printer, with special concentration on the hopper rollers.
- ☐ Use the included cleaning card to clean the I380 Encoder, with special concentration on the flipper roller.
- ☐ Inspect the belts and plastic gears for wear or damage. If damage or unusual wear is identified note the condition below and contact the MagTek Help desk for further instructions

- ☐ Toggle the card hoppers to ensure there is no belt slippage or unusual noise

XY transport Hardware:

- ☐ Clean the transport rods of the XY assembly by wiping the rods with a clean cloth.
- ☐ Inspect the blue plastic bushing of the carriage assembly for damage and unusual wear. If either condition is identified note the problem below and contact the MagTek Help desk for further instructions

- ☐ Apply thin a coat of Tri-Flow lubricant to the plastic bushing rod of the carriage assembly
- ☐ Verify the carriage assembly moves smoothly in four directions. If the movement is not smooth note your observations and contact the MagTek Help desk for further instructions.

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Embosser Hardware:

- ☐ Visually Inspect Daisy Wheel for broken Tines or missing characters. If characters are missing or tines are broken indicate below which ones and contact the MagTek Help desk for further instructions.

- ☐ Visually verify that the first character (zero font) homes to the correct location. If the character does not home correctly contact the MagTek Help desk for further instructions.

Case:

- ☐ Check the outer case for damage.
- ☐ Inspect the rear exhaust fans and make sure they are functioning properly. Clean with compressed air. If the fans are not working correctly, contact the MagTek Help desk.

Functional Tests:

After all the maintenance items on the check list have been completed perform the following functionality tests indicated below. If the test below fail or produce poor quality cards contact the MagTek Help desk.

- ☐ Block rear top cover sensor to observe functionality of the EC1K when producing test Cards,
 - Print a test card using the customer's card stock.
- ☐ Verify the print quality is good and there are no streaks on the printed area of the card.
- ☐ Verify that the printed characters and the emboss characters are aligned; if the customer uses multiple ribbons verify the alignment with each ribbon.

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- ☐ Maintenance Check List faxed to MagTek Help Desk before departing location
MagTek Help Desk fax Number: 562.546.6301

Note: *The maintenance call will not be closed until this document is faxed to the MagTek help desk*

Service Date: _____

Machine Serial Number: _____

Machine Cycle Count: _____

Components Replaced (if any): _____

With whom service was scheduled (at bank): _____

Service Technician: _____

Servicing Company: _____

Arrival Time: _____ Servicing Time: _____ Departure Time: _____

Person Call Closed With: _____

Customer name (Printed): _____

Customer Signature: _____