

HID Card Printing and Handling Guide

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General Information

HID ISO cards are made with outer layers of PVC and finished with a glossy surface suitable for Photo ID printing. Proximity cards and contactless smart cards contain an antenna coil and integrated electronic chip. Wiegand cards contain magnetic wire strips.

Care should be taken to follow HID's handling and printing recommendations. We hope these suggestions will help you successfully print your HID cards.

Print Design

Surface imperfections caused by the embedded chip and antenna may cause color variations or printing voids with direct to card printers. When designing card artwork, avoid large areas with solid or half-tone backgrounds. Use art with varied color or pattern. If the design must print over the internal chip, we recommend the use of a reverse transfer printer. Do not place a photo portrait over the chip location or opposite the edge of a magnetic stripe.

Always print a few test cards, and be prepared to make minor adjustments to the artwork to create the best appearance.

Some printers are capable of edge-to-edge printing. Before running an edge-to-edge design, test several cards to check the printer's capability.

Card Handling

HID's printable 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. Once a card package is opened, use the included Card Storage Bag to keep cards clean and in order.

Cards should be handled by the edges, not the flat, finished surface, using lint free gloves or finger cots. Oils from your hands will transfer to the cards and may cause smudging, fingerprints or other distortions to appear on the cards.

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 Global is not



ACCESS experience.

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.

Card Printing

Always check cards for noticeable debris. In some instances there may be minute pieces of vinyl on the card. Carefully clean all cards using only 99% pure Isopropyl alcohol and a soft, lint free cloth.

The office where you plan to print cards should be neat, clean and free of airborne particles.

Check the printer's roller often. We recommend a maximum of 50 cards being run before the roller is cleaned.

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.

Most printer manufacturers discourage printing on cards which are pre-slot, as the slot edge may tear the printer ribbon or interfere with card position sensors.

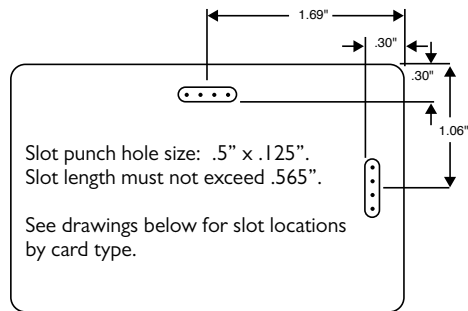
Print your cards first, then slot punch them. If your cards are already punched, do not print in the area near the slot. If the card has an embedded contact chip, keep your printing at least 1/16" away from its edges.

Card Slotting

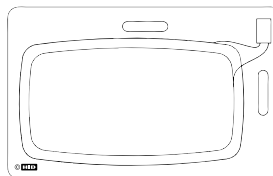
HID cards have slot punch indicators, small dots on the back of the card, to show the only allowable slot locations for the card.

HID strongly encourages the use of badge grippers in lieu of slot punching the card stock. These new attachment devices provide the same functionality as slot clips, and allow you to maintain the structural integrity of your high value technology card. If you do choose to slot punch the card, please carefully center the indicator marks to the punch, and punch only where the indicator marks appear. Any other position will damage the electronics.

Always test your first card after printing and slotting before running the full lot.

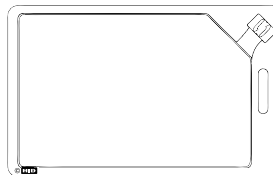


Reference Slot Locations – card back shown:



125 kHz Proximity cards:

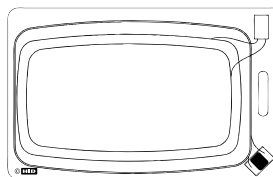
Horizontal or Vertical Punch allowed.



13.56 MHz Contactless Smart cards:

iCLASS®
MIFARE®
DESFire™

Vertical Punch Only



Combo cards:

125 kHz Proximity plus 13.56 MHz Contactless Smart cards.

Vertical Punch Only

Note: Custom cards may have different slot locations. Verify component placement on your Graphic Art Proof before punching custom cards.