

HOW TO CHANGE THE INK ROLL

The Royal TC100 comes equipped with the ink roll installed. The ink roll releases special ink to the printhead which produces printout on the time card. After a period of time, depending upon the amount of use, the ink in the roll will be used up. When printout becomes faint, the ink roll needs to be replaced.

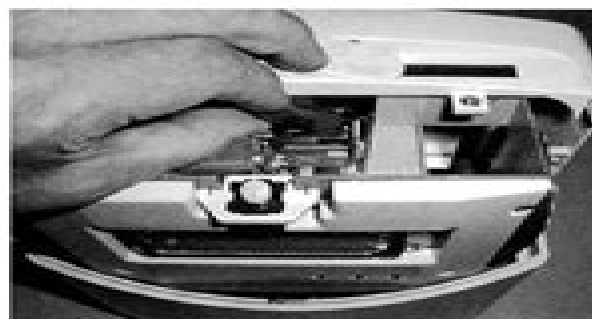
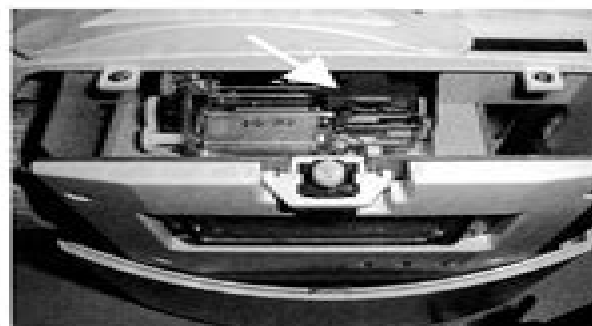
CAUTION:

The ink roll is NOT designed to be re-linked. Under no circumstances should this be done or permanent damage to your time clock printhead will result. Such damage WILL NOT be covered under Royals' warranty.

REPLACE YOUR INK ROLL FOLLOWING THE INSTRUCTIONS BELOW:

1. Unlock and remove the cover.
2. The ink roll is found in front of the printhead mounted in a plastic cartridge. To remove, grasp the small clip on the left of the ink roll and pull up. The ink roll will easily pull away from the printhead.
3. To replace a new ink roll, insert the ink roll by inserting first on the right side and then press down on the left side to lock it into position. Replace and lock the cover. No tools are necessary. For best performance, store unopened ink roll package in a cool, dry place until installed.

NOTE: Replace with ROYAL IR-40T Ink Roll, Order #013110. To order, call the Royal Supply Center toll free at 1-888-261-4555.



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