

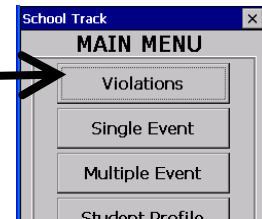
## Using the MC70 Tardy Scanner

**You must have both the scanner and mobile printer with you.**

1. Press the red button in the upper right to power on the scanner.
2. On the mobile printer, press the power button.
3. If you do not see the Main Menu on screen, single touch the School Track icon. **Wait** 3 seconds and you should see a color wheel cursor as the software opens.

4. Select [Violations].

If you get a message that data exists, select [No].



5. You are ready to scan. Point the scanner at the student's ID and press one of the large yellow buttons. Pass the red line over the student's barcode.
6. The student's screen appears, touch the [Print Tardy Slip] button.
7. Tear off the receipt for the student.
8. The scanner screen returns and is ready to scan the next student.



## Mobile Printer Maintenance

**The manufacturer recommends cleaning the printhead each time the receipt roll is replaced.** Each printer came with an instruction sheet and an Isopropyl Alcohol Pen. The printhead, sensor, and the platen should be cleaned.

**Always turn the printer off prior to any cleaning operation.**

Never use any sharp objects on the printer mechanism as it could damage the printhead and platen. Use only the supplied cleaning pen or a cotton swab saturated with isopropyl alcohol for cleaning.

1. Open the printer paper cover.
2. Wipe out any dust deposits carefully
3. Use the cleaning pen supplied with the printer to clean the surfaces:
  - a. The printhead,
  - b. Rotate the platen while cleaning
  - c. The sensor.

