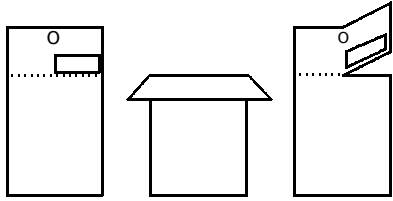
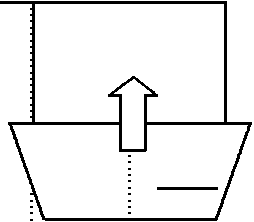
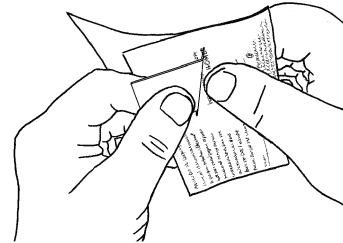
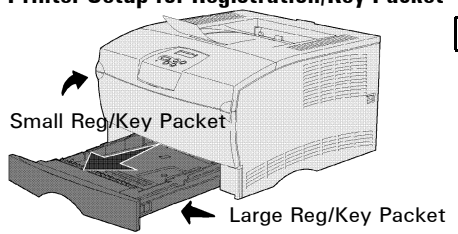
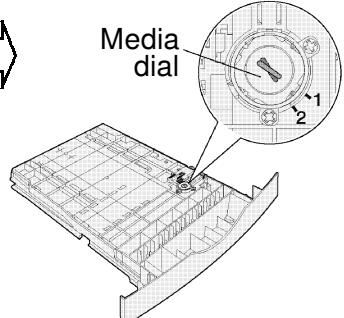
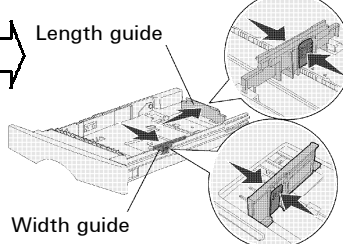
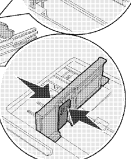
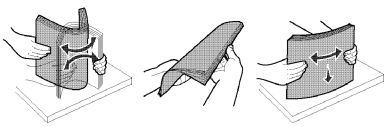
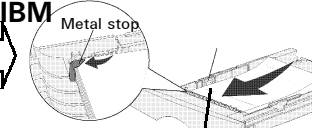
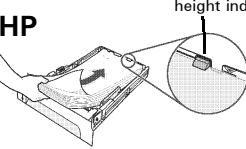
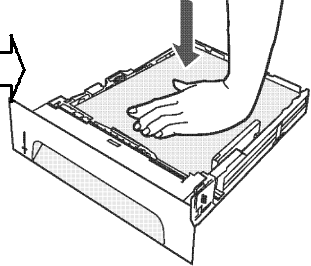
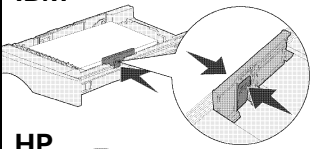
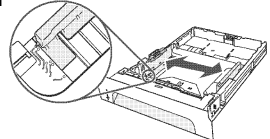
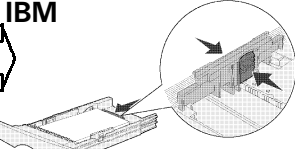
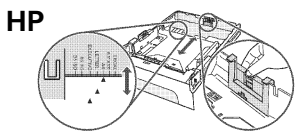
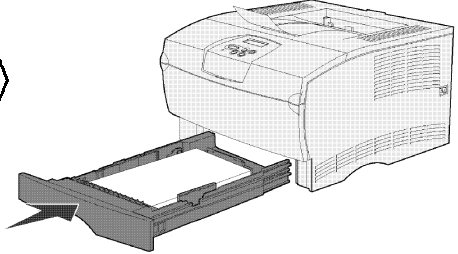
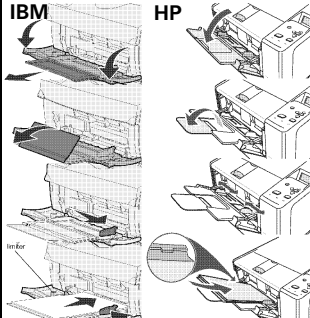


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<p>Using the Registration Key Packet: * After printing, remove the registration slip for the guest to sign by first folding along the upper horizontal perforation and then tearing.</p> 	<p>For the small Reg/Key Packet, fold the left side forward and back along the vertical perforation and tear off the guest I.D. cards.</p>  <p>Fold up the flap from the bottom perforation to create the pocket for the room keys.</p>	 <p>Insert the keys in the diagonal cut so that the bottom of the key is inside the pocket. Fold the key packet closed from left to right along the vertical center perforation.</p>
<p>Printer Setup for Registration/Key Packet</p>  <p>The Large Reg/Key Packet stock must be loaded into the lower tray. The Small version is loaded into the front, pull down, tray.</p>	<p>Media dial</p>  <p>IBM 1422 only: Use the edge of a dime to change the media dial to "2"</p>	<p>Length guide</p>  <p>Width guide</p>  <p>Remove any existing stock and resize the paper guides to match the new stock. The rear stop is pulled all the way to legal for the full sized stock.</p>
<p>Loading the Large Reg/Key Packet Stock When loading stock the first time and every time, bend and fan the stock to prevent jams.</p>  <p>Load the stock with the colored side down (face down) and the registration slip towards the front of the tray (toward you)</p>	<p>IBM</p>  <p>HP</p>  <p>Avoid over-loading the tray.</p> <p>Notice the indicators for maximum load</p>	 <p>Push down to ensure the tray spring is locked down before adjusting the backstop.</p>
<p>IBM</p>  <p>HP</p>  <p>The guides to the side and rear should just touch the stock.</p>	<p>IBM</p>  <p>HP</p>  <p>A very common cause of jamming is a rear stop that is set too tight against the stock.</p>	 <p>Note that the tray may now extend 2 inches beyond the rear of the printer. Check for anything that may jam against the rear stop.</p>
<p>Small Reg/Key Packet stock loads into the front-pull down tray. Color side up, reg slip into the printer.</p>  <p>For the large stock, use this tray for plain white paper.</p>	<p>Set Paper sizes and tray operation:</p> <p>IBM 1222: See: efplus.com/ibm1222.htm For printers with a front panel use the arrows and select/check mark button to change as follows:</p> <p>IBM 1422: PAPER MENU, Configure MP=Cassette PAPER SIZE, Tray 1 Size=Legal (Large stock) or =Letter (Small stock), MP Feeder Size=Letter.</p> <p>HP Laserjet series: PAPER HANDLING, TRAY 1 SIZE, LETTER, TRAY 2 SIZE, LEGAL (Large stock) or LETTER (Small stock) See efplus.com/support.htm for detailed instructions and more printers.</p>	<p>Software settings:</p> <p>OnQ 5: Check Start / Programs / Hilton / Database Maintenance, under "Hotel Defaults", "Receipt Printing", to ensure that "Use key packet format when printing pre-reg cards" is checked. For the Small stock, use the lightbulb icon on the your desk top, then select "Fix it for me" then "Enable Disable Small Key Packet" and follow the prompts. See efplus.com/support.htm for solutions to common issues and setup for other systems. For support, call 1-888-337-2776, 3# or email support@efplus.com.</p>

*By using the Reg/Key Packet eform, under U.S. Patent Nos. 6,901,370 & 7,306,262, you agree to purchase from EFP, Inc., Reg/Key Packet Stock which is formulated, produced and tested in cooperation with the printer manufacturer's requirements. Use of any other stock not provided by EFP, Inc. constitutes infringement of U.S. Patent No. 6,901,370 and may void the warranty on your printer(s).