

Datacard[®]

CE840™ Instant Issuance System Quick Install Guide



Refer to the printer's *Installation and Administrator's Guide* found on the *Owner's Library* CD for detailed installation instructions.

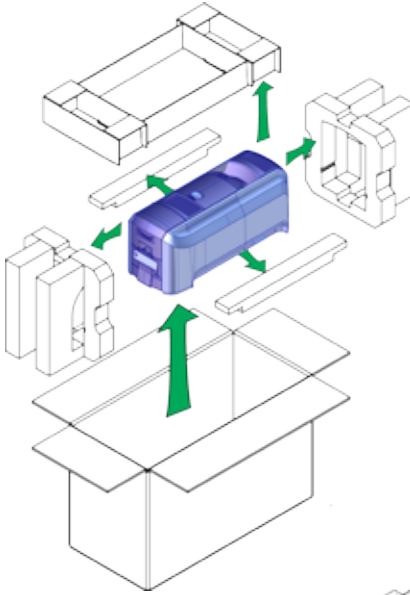
1. Select a Location for the Printer

- Install the printer in a location that is clean and well ventilated, free of vibration or shock.
- For venting and clearance, choose an area that is approximately 27 inches (686 mm) wide, 31 inches (788 mm) deep, and at least 27.4 inches (696 mm) high. Refer to the printer's *Installation and Administrator's Guide* for complete site requirements.
- Do not install the printer in direct sunlight.
- Install the system in a secure location.
- Install the system in a location that has access to two AC outlets and a network port.

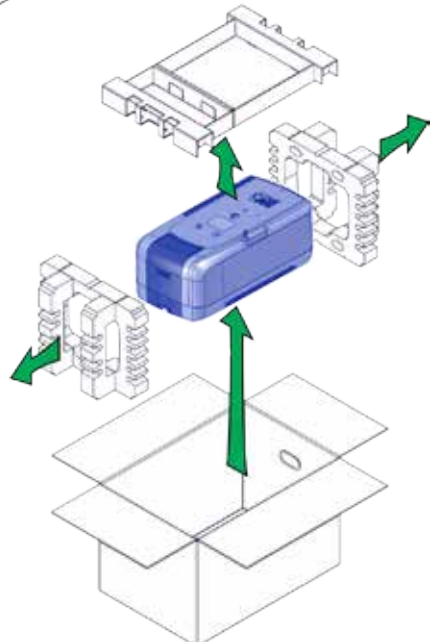
2. Unpack and Secure the System

- a. Remove the printer and the embosser from their shipping cartons.

Printer



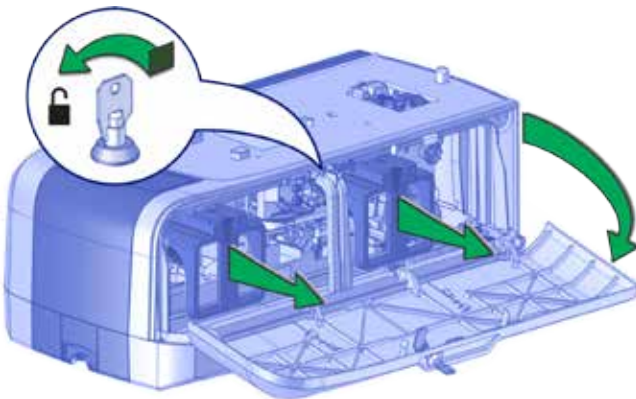
Embosser



- b. Unlock the printer.

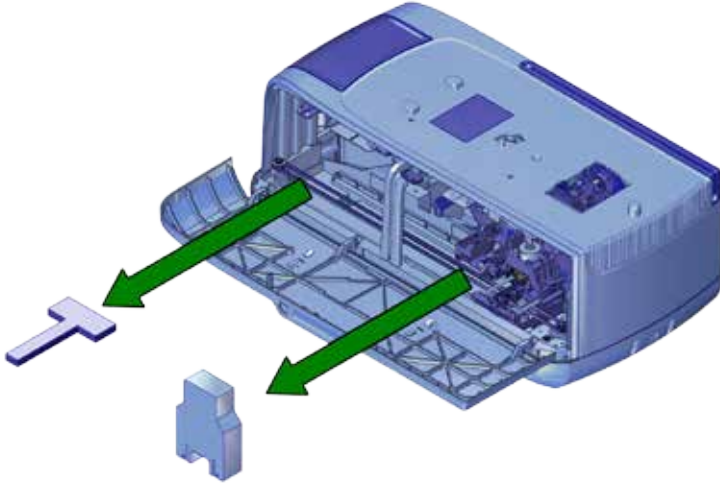


- c. Unlock the embosser and remove the indent ribbon and topping foil cartridges.



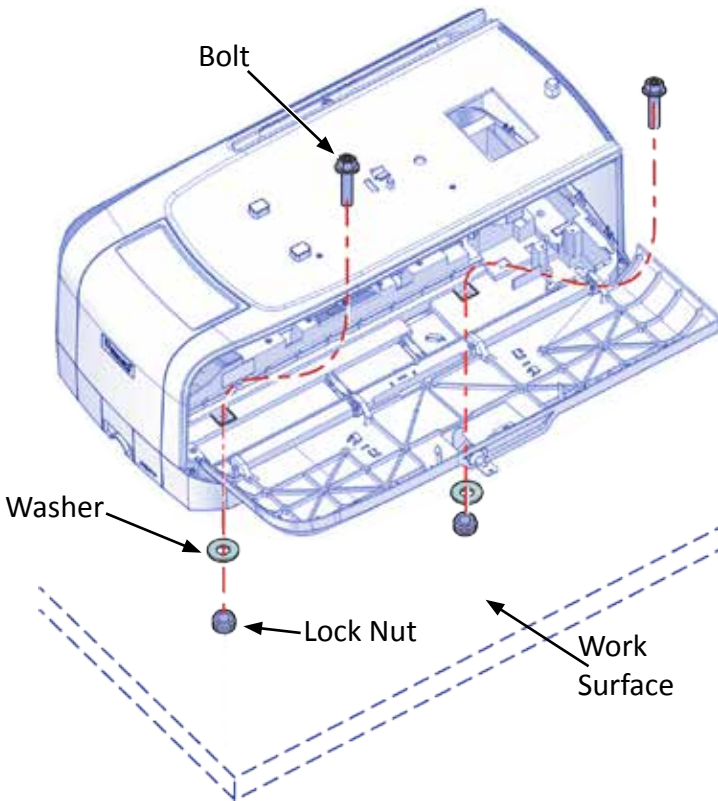
CE840 Instant Issuance System Quick Install Guide

- d. Remove the foam “T” and block inserts used to secure the embosser topping and transport mechanisms during shipping.



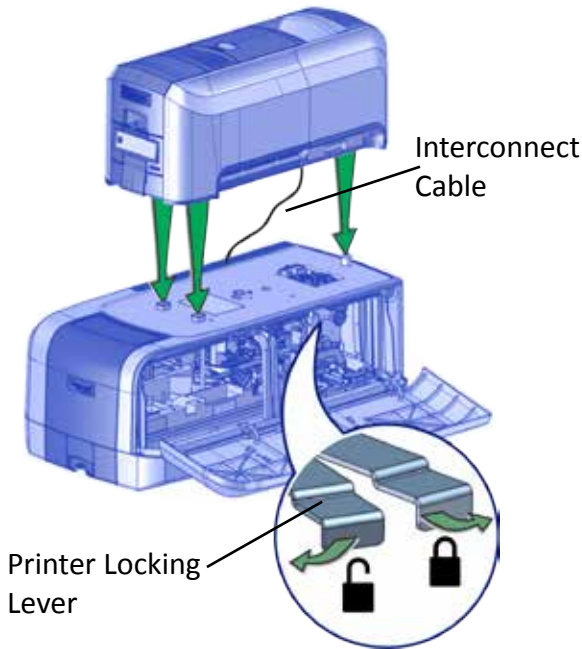
CE840 Instant Issuance System Quick Install Guide

- e. Secure the embosser to the work surface (if required). Refer to the printer's *Installation and Administrator's Guide* for detailed installation instructions and measurements.



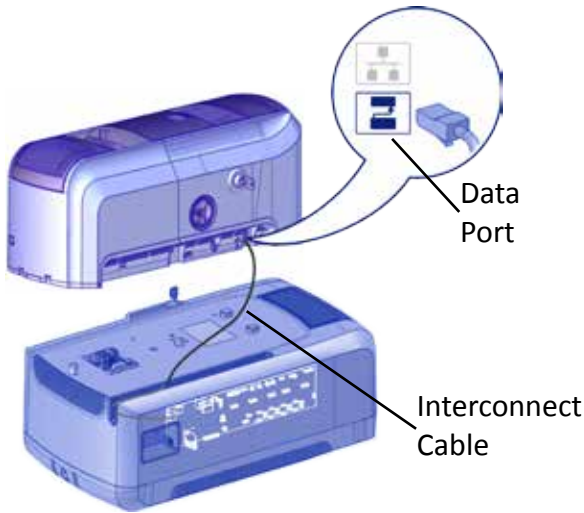
3. Assemble the Printer and Embosser

- a. Locate the interconnect cable in the cable routing area of the embosser, and make sure that it remains accessible.
- b. Slide the printer locking lever inside the embosser to the left to move the mounting lock to the unlocked position.



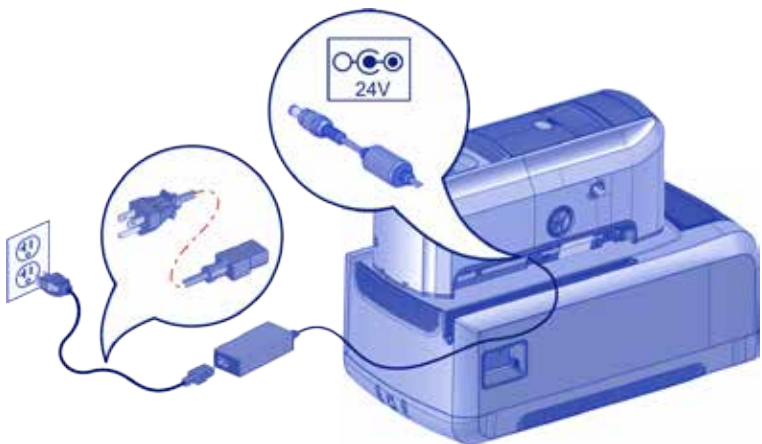
- c. Lift the printer over the embosser and align the pins on the embosser with the holes on the underside of the printer.
- d. Press down carefully, but firmly, on the printer to position it.
- e. Push the printer locking lever to the right to lock the printer to the embosser. Make sure that the printer is locked securely to the embosser.

- f. Connect the interconnect cable from the embosser to the lower data port on the printer.



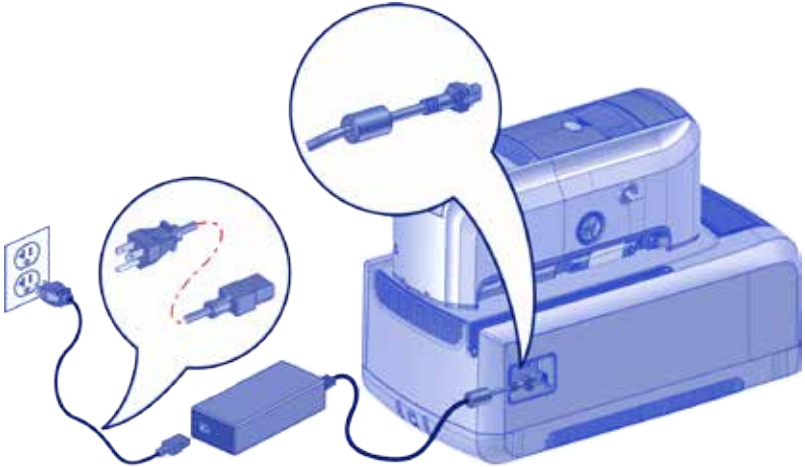
4. Connect the Power Cords

- a. Connect the printer power cord into the printer and into the power supply.
- b. Plug the power supply cord into the power outlet.



CE840 Instant Issuance System Quick Install Guide

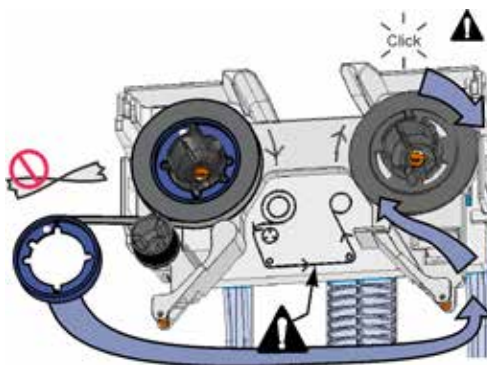
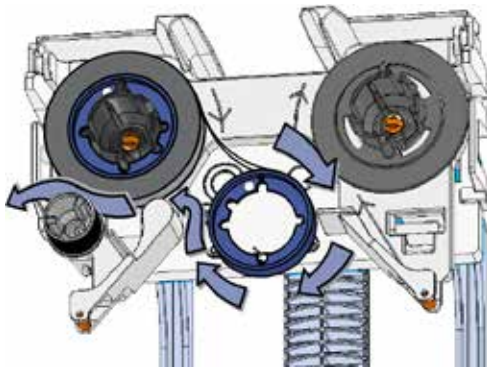
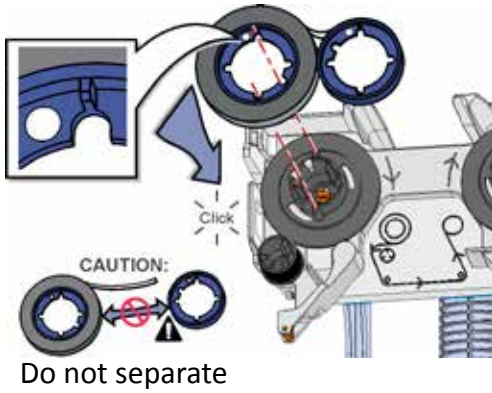
- c. Connect the embosser power cord into the embosser and into the power supply.
- d. Plug the power supply cord into the power outlet.



5. Load Supplies

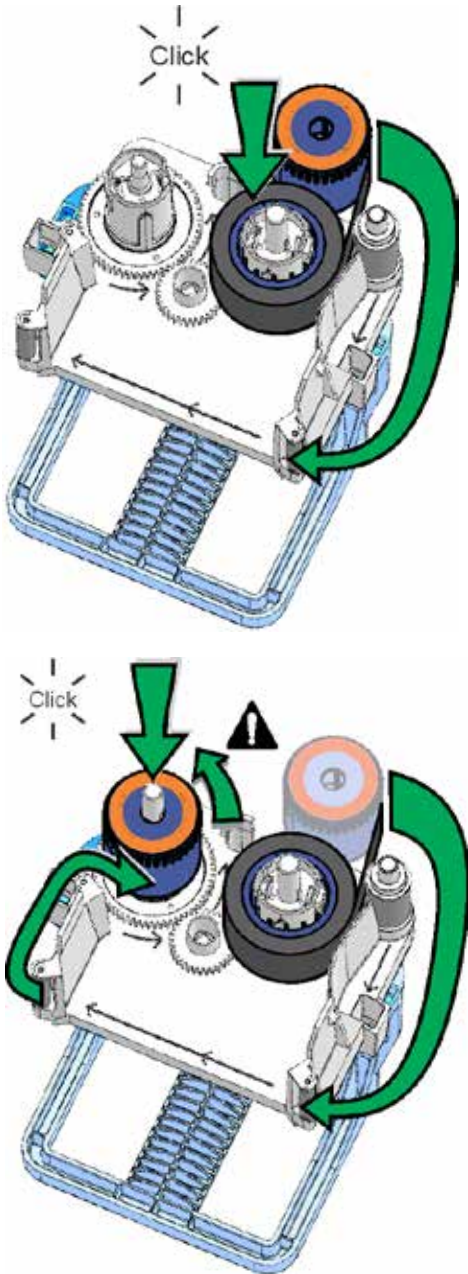
Supplies are ordered separately.

- a. Load the indent ribbon onto the cartridge.

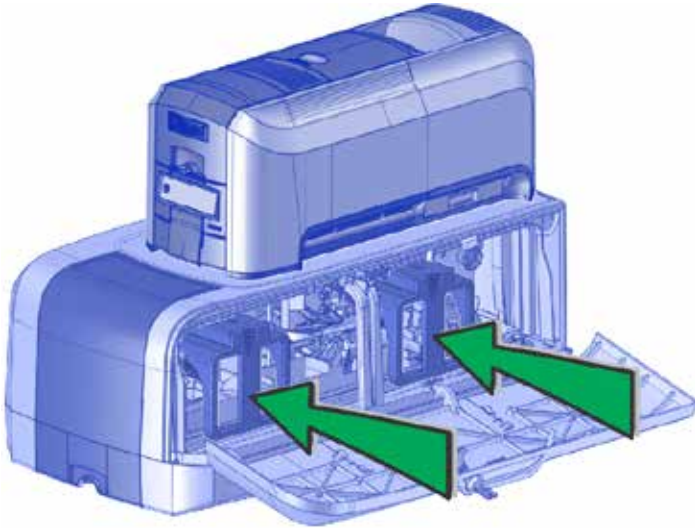


CE840 Instant Issuance System Quick Install Guide

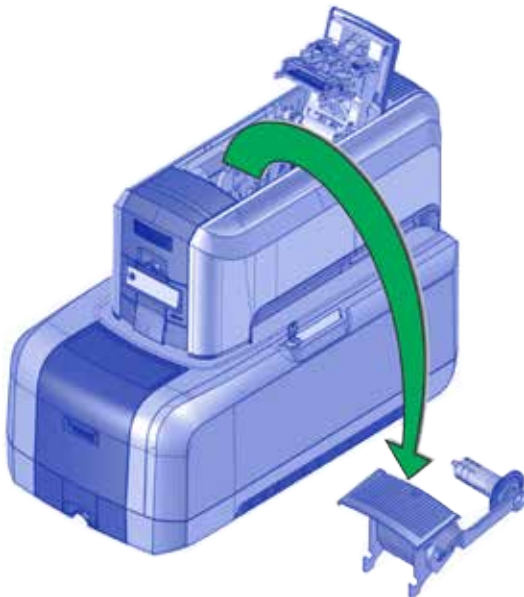
- b. Load the topping foil onto the cartridge.



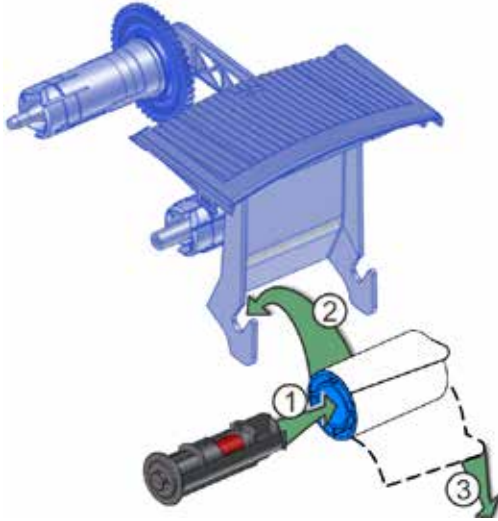
- c. Replace the cartridges in the embosser.



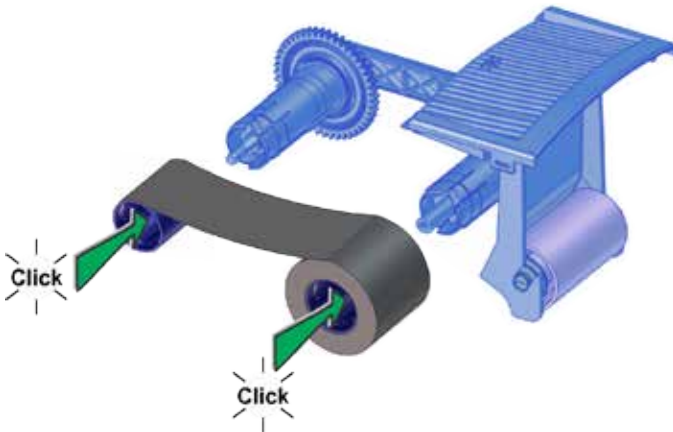
- d. Remove the print ribbon cartridge.



- e. Load the cleaning sleeve onto the cartridge.

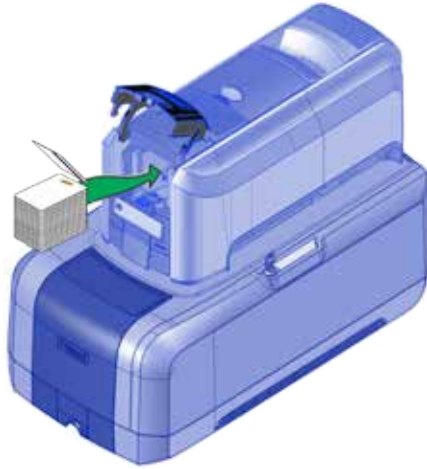


- f. If your printer is equipped with the optional printhead, load the print ribbon onto the cartridge.



- g. Install the print ribbon cartridge in the printer.

- h. Load the cards in the hopper. Refer to the diagram inside the input hopper for the correct orientation.

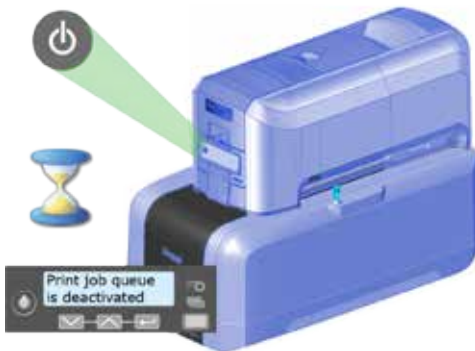


- i. Close and lock all printer and embosser doors.

6. Power On the System

Press the power button on the front panel to power on the system.

- If the system requires activation, **Print job queue is deactivated** displays on the LCD panel. Continue with step 7.

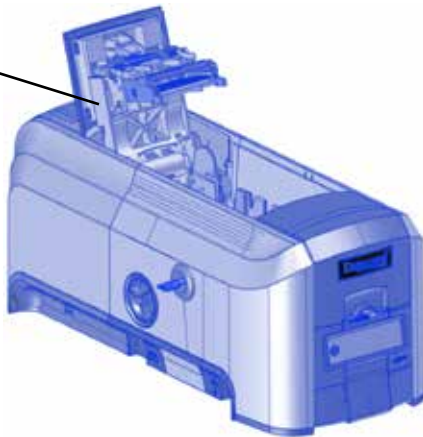


- If activation is not required, **Ready** displays. Skip to step 8.

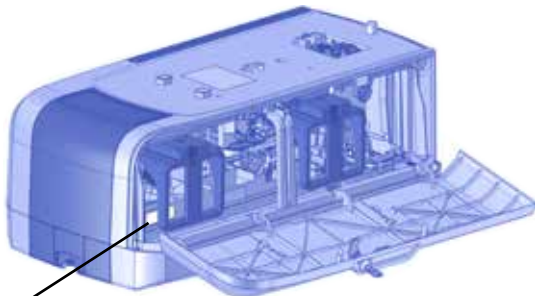
7. Activate the System Through the Front Panel

- a. Before you start the activation process, call Datacard Technical Support at 1-800-328-3996 to obtain the activation code.
- b. Have the printer and embosser serial numbers ready when you call. The printer serial number is located on the printer swingarm label and on the configuration label located on the outside of the shipping box. The embosser serial number is on the configuration label located inside of the embosser on the lower enclosure.

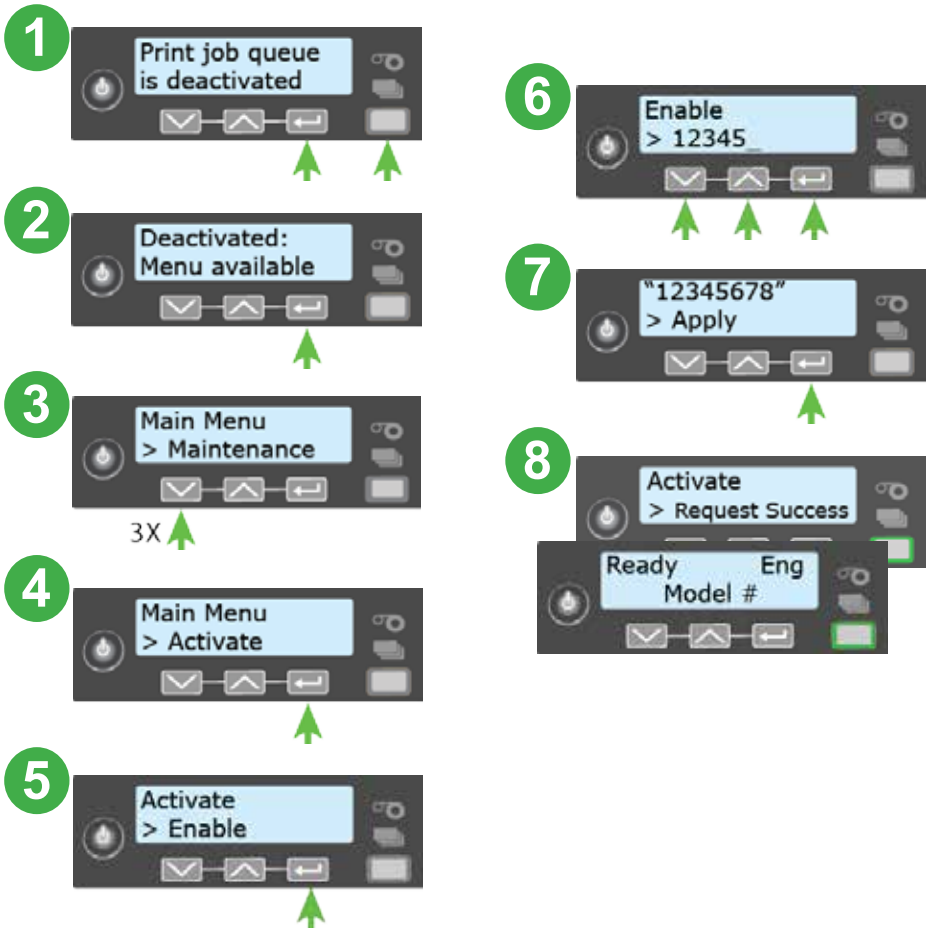
Printer
Configuration
Label



Embosser
Configuration
Label

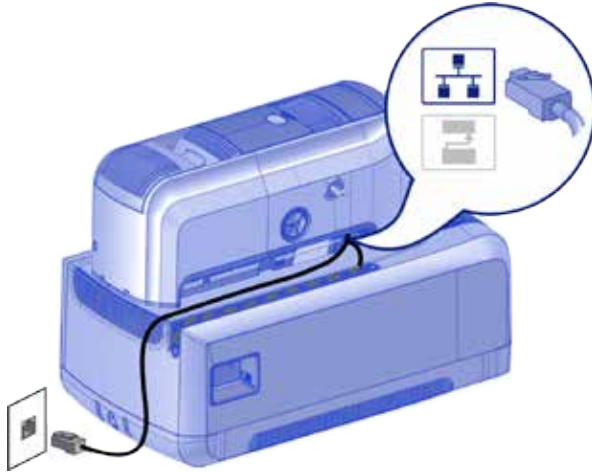


c. Enter the activation code.



8. Connect the Network Data Cable

The cable is ordered separately.



9. Retrieve the Network IPv4 Address (for Printers Using DHCP)

- a. Using the front panel, find the printer IP address. You also can display the subnet mask and gateway address, if necessary.

You need the printer IP address information when you install the Card Printer Driver and to access Printer Manager from a browser window.

- b. Write them down:

IP address _____

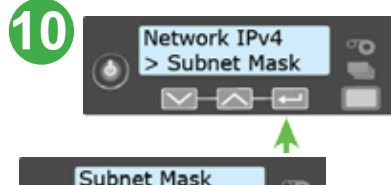
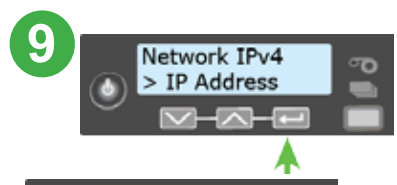
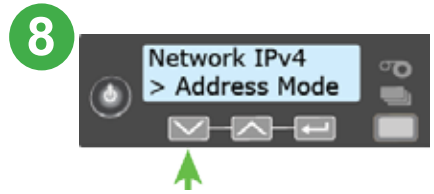
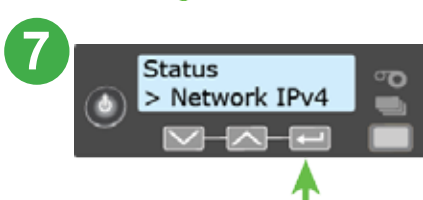
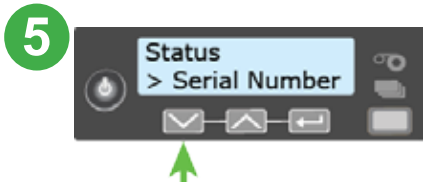
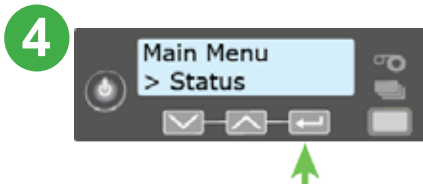
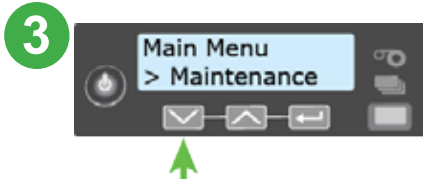
Subnet mask _____

Gateway address _____



If your site plans to use IPv6 addressing, refer to the printer's *Installation and Administrator's Guide* for information about enabling IPv6.

CE840 Instant Issuance System Quick Install Guide





If your site requires the system to have a static IP address, refer to the printer's *Installation and Administrator's Guide* for information about how to enter the IP address.

10. Install the Card Printer Driver (Optional)

If you plan to use the CE840 system with the XPS Card Printer Driver, refer to your printer's *Driver Guide* for installation and setup instructions. Make sure that the printer IP address is available.

11. Print a Test Card (Optional)

- a. Using an Internet browser, enter `https://xxx.xxx.xxx.xxx`, where `xxx.xxx.xxx.xxx` is the printer IP address.
- b. Log on to Printer Manager as WebAdmin.

Printer Manager

Select Language:

- English
- 日本語
- Deutsch
- Italiano
- Polski
- Español
- Português
- 한글
- 简体字
- 繁體字
- العربية

Please Log In:

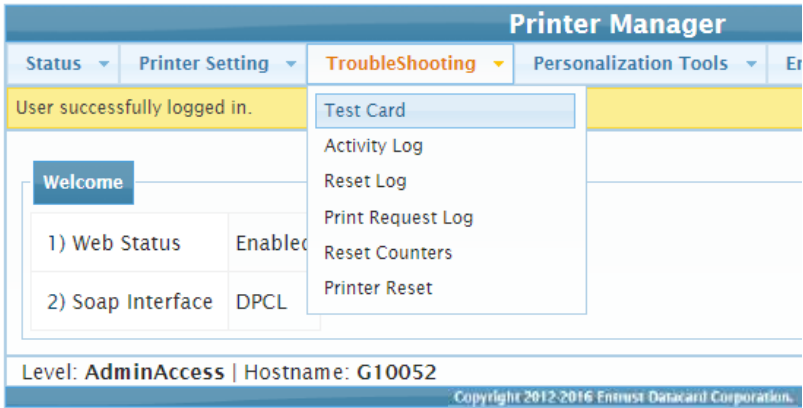
Username:

No password is needed for this username.

Level: NoAccess | Hostname: G10052

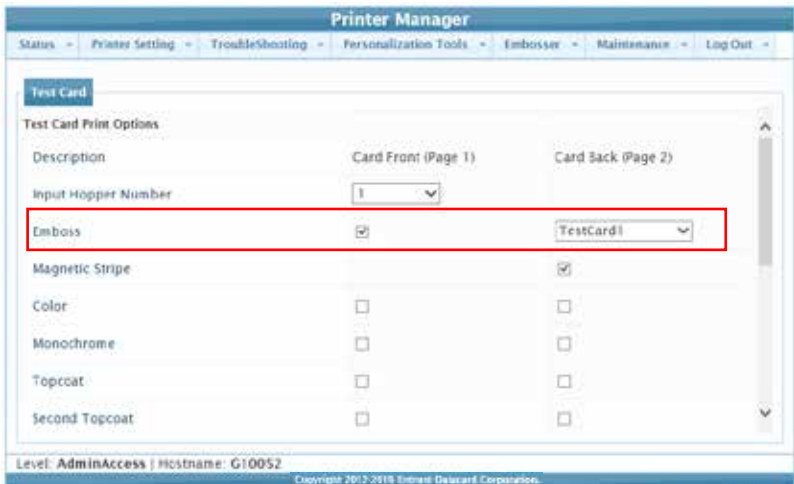
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- c. Select **TroubleShooting >Test Card**.



- d. Select the **Emboss** test card option and the test card to run. Each test card tests the position and quality of embossed and indented characters. Refer to the printer's *Installation and Administrator's Guide* for a description of the test cards.

Note: If your printer does not have a printhead installed, do not select the **Color** check box.



- e. Click **Run** to print the test card.

12. Next Steps

- Define the printer to the card application you are using, if necessary.

If you are using the Card Printer Driver, refer to the printer's *Driver Guide* for setup instructions.

- Contact your system administrator to set up the rest of the system.
- Set up security, including network authorization to the printer.
- Refer to your printer's *Installation and Administrator's Guide* for detailed installation instructions.

Please complete a brief survey about your product installation experience at:

<https://www.datacard.com/datacard-product-installation-report>

Warning: This product contains chemicals, including lead, known to the State of California to cause cancer, and birth defects or other reproductive harm. *Wash hands after handling.*

For more information on this warning, refer to:
www.datacard.com/califpropwarning.

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