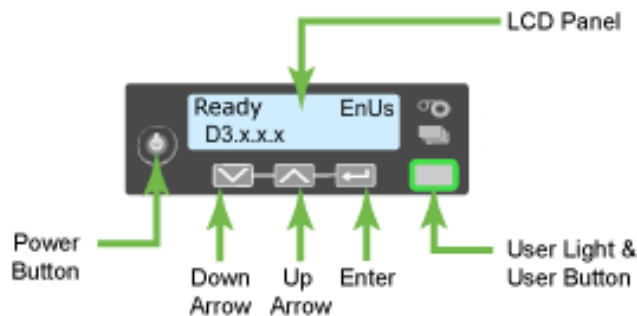


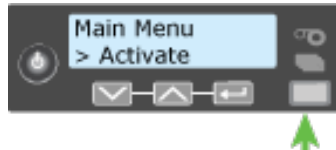
# CE840 System Printer Repackaging

**i** The printer activation code is required before proceeding. If this code is unavailable, contact Datacard technical phone support at 1-800-328-3996 with the printer serial number to obtain the code.

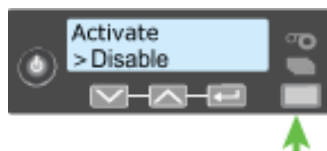
1. Disable the printer.
  - A. Press and hold the user button on the printer until **Suspended Menu Available** displays on the LCD panel, and then press the enter key to enter the Main menu.



- B. Press the down arrow key until **Activate** displays on line 2 of the LCD panel.
    - C. Press the enter key to enter the **Activate** menu.



- D. Press the down key until **Disable** displays on line 2 of the LCD panel.
      - E. Press the enter key to enter the **Disable** menu.

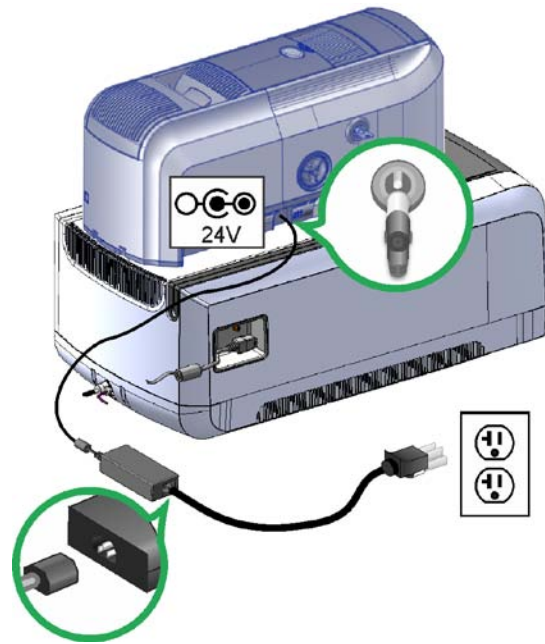


- F. Enter the code used to activate the system.



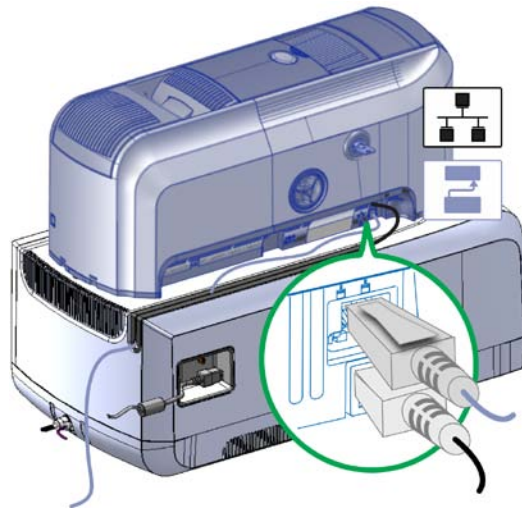
- G. Press the up and down arrow keys to cycle through the alpha and numeric characters. Press enter to select each character that matches the 8-digit numeric code. When **Request Success** displays on line 2 of the LCD panel, the system is inactivated.
          - H. Press and hold the power button to shut down the power to the system.

2. Prepare the printer.
  - A. Remove the power cord to the printer.



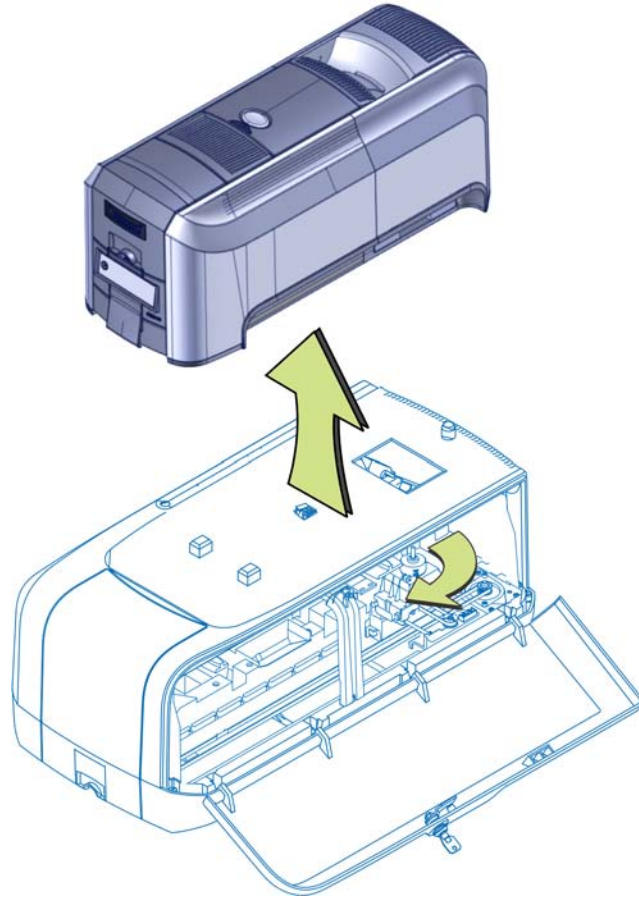
**i** Note: Do not repackage the power cable or any other accessories with the unit.

- B. Disconnect the data link and network cables to the printer.




- C. Unlock and open the printer and embosser.
- D. Open the hopper and remove any unused card stock.

3. Remove printer.
  - A. Pull out the handle inside the embosser to unlock the printer mounted above.
  - B. Lift the printer up and off the embosser.



4. Close and lock the printer.

 Do not repackage the key with the unit.

5. Box the printer for shipping.
  - A. Secure the printer into the foam inserts above and below and at both ends of the unit.
  - B. Place the printer with foam inserts into the box and place the cardboard insert above.
  - C. Wrap shipping tape around the box and cover to secure the container for shipping.

