![Datacard® logo]

Entrust Datacard™ CR805™ Retransfer Card Printer and the CE825™ & CE875™ Instant Issuance Systems Repackaging for Shipment
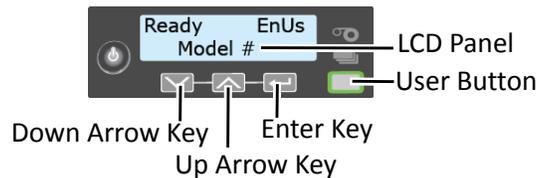
The following procedures are required for preparing the retransfer printer unit for shipment.

1. Disable the printer.

ⓘ The disable printer procedure is required on CR825 and CE875 printers only.

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.

   Press the enter key to enter the **Activate** menu.

c. Press the down key until **Disable** displays on line 2 of the LCD panel.

   Press the enter key to enter the **Disable** menu.
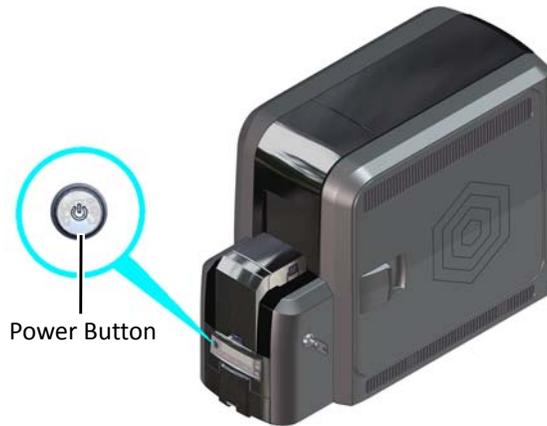

d. Enter the code used to activate the system.

e. Press the up and down arrow keys to cycle through the alphabetic 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.

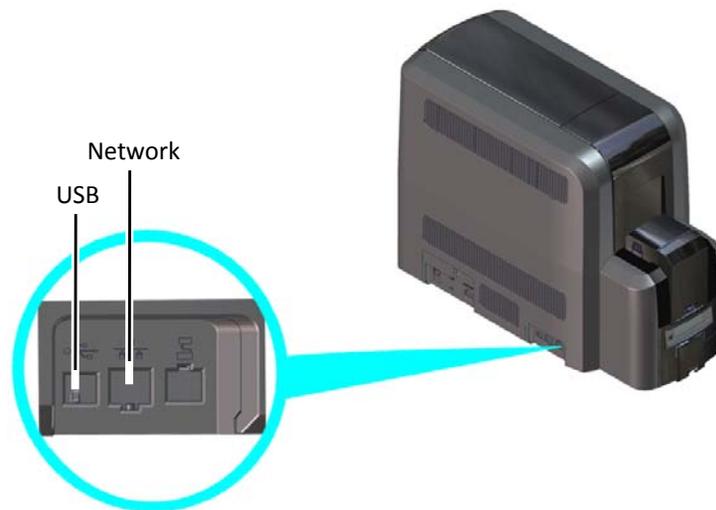2. Press the power button to power off the printer.

Power Button

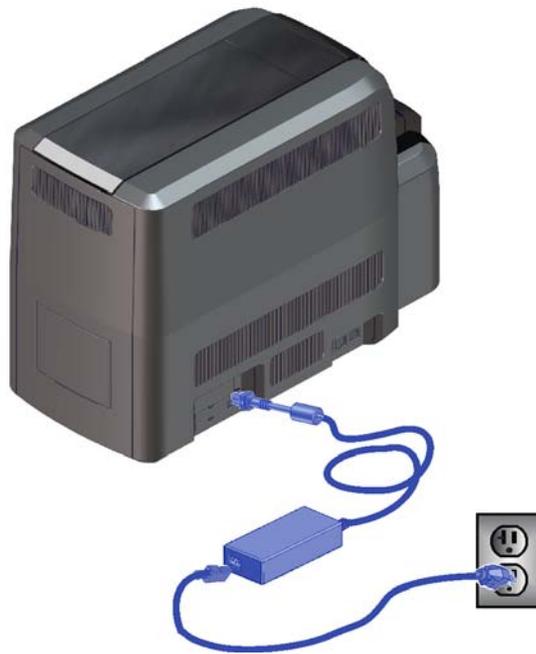The front panel on the printer powers off.

⚠ **Caution:** Wait until all the lights go off on the front panel to make sure that the printers power is off.

3. Disconnect the network or USB cable (the cable is not required for shipment).

Network

USB

4. Unplug the power cord from the printer (the cord is not required for shipment).

5. Disconnect the interconnect cable from the printer.

 The disconnect the interconnect cable procedure is required on CE875 printers only.

6. Remove the printer from the embosser.

   ℹ️ The remove the printer from the embosser procedure is required on CE875 printers only.

   a. Unlock the embosser, open the access door, and pull out the handle inside the embosser to unlock the printer.
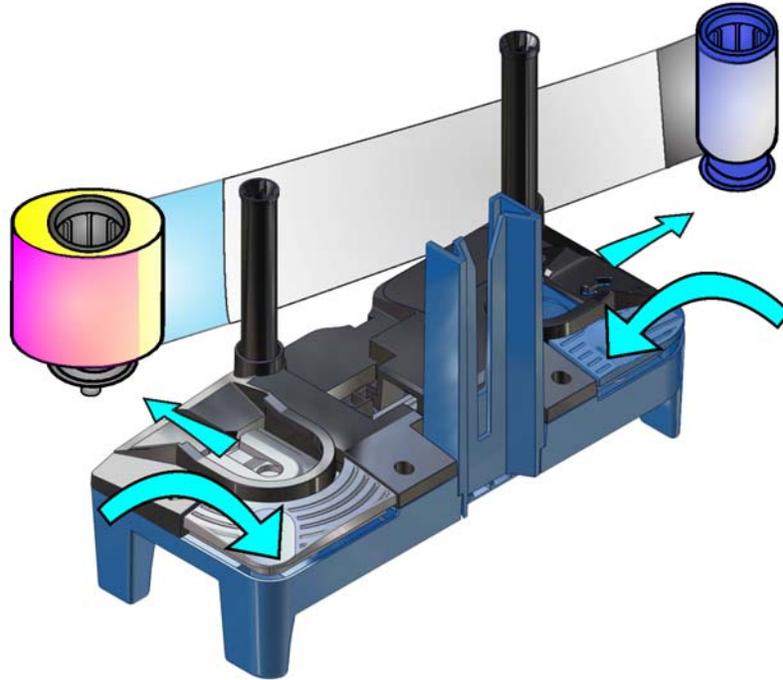
   b. Lift the printer up and off of the embosser.
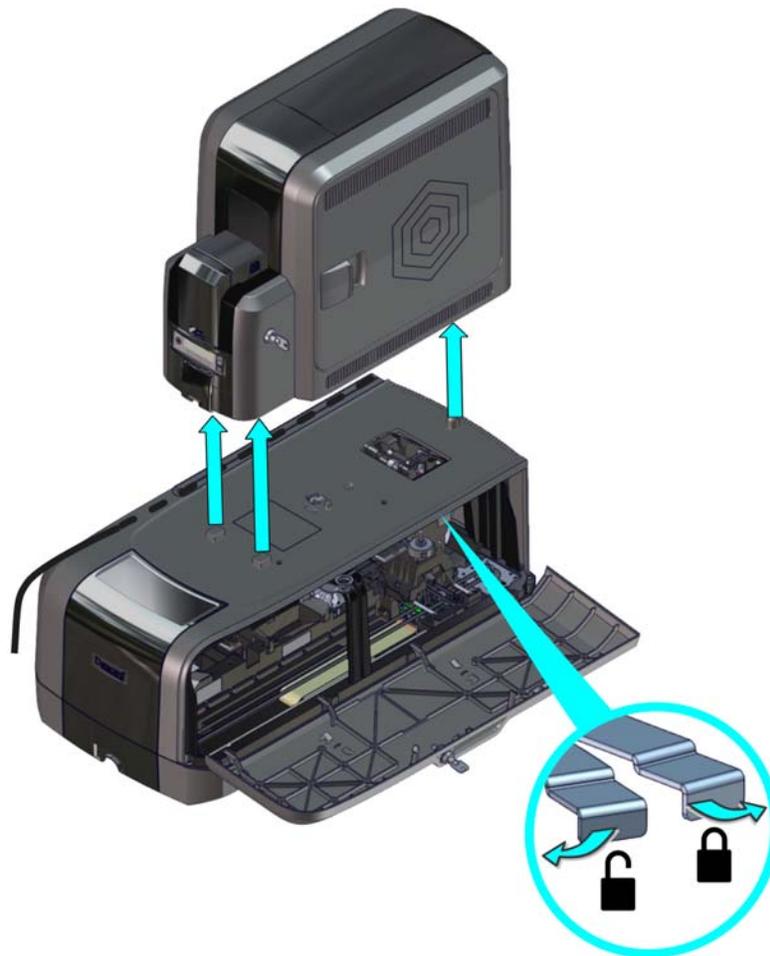
7. Remove the printer supplies.

    a. Unlock (if required) and open the side access door.

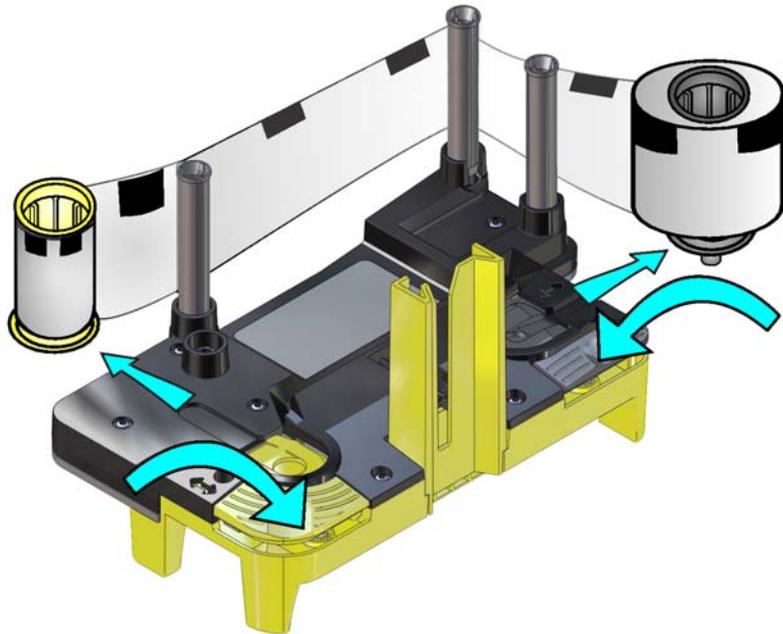   b. Remove the ribbon cartridge (C1) and the film cartridge (C2) from the printer.
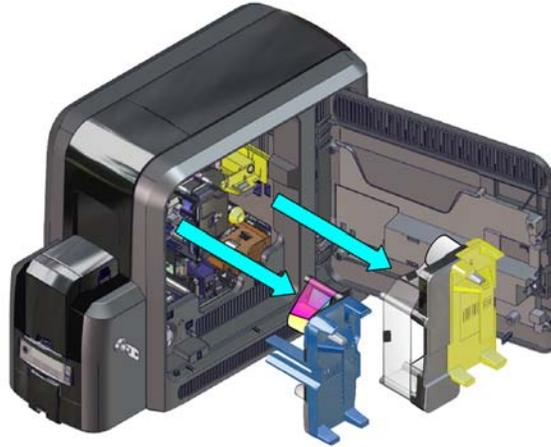
    c. Remove the cleaning spindle (C3).
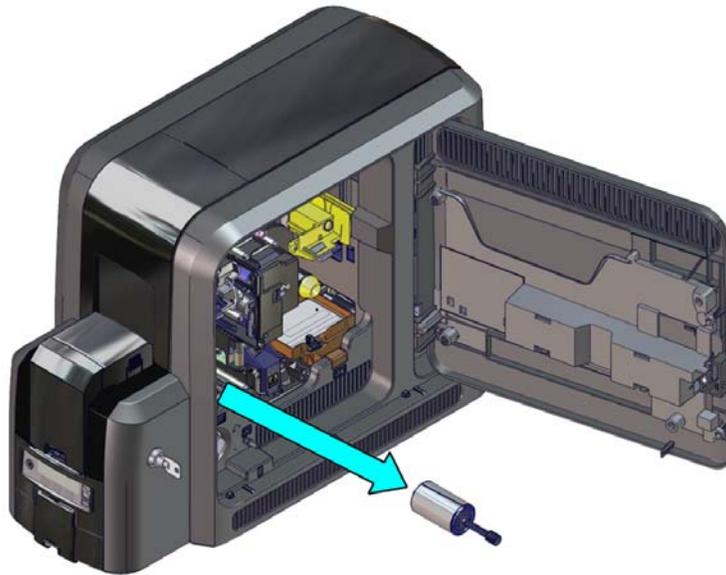
d. Remove the ink ribbon from the ribbon cartridge (C1).

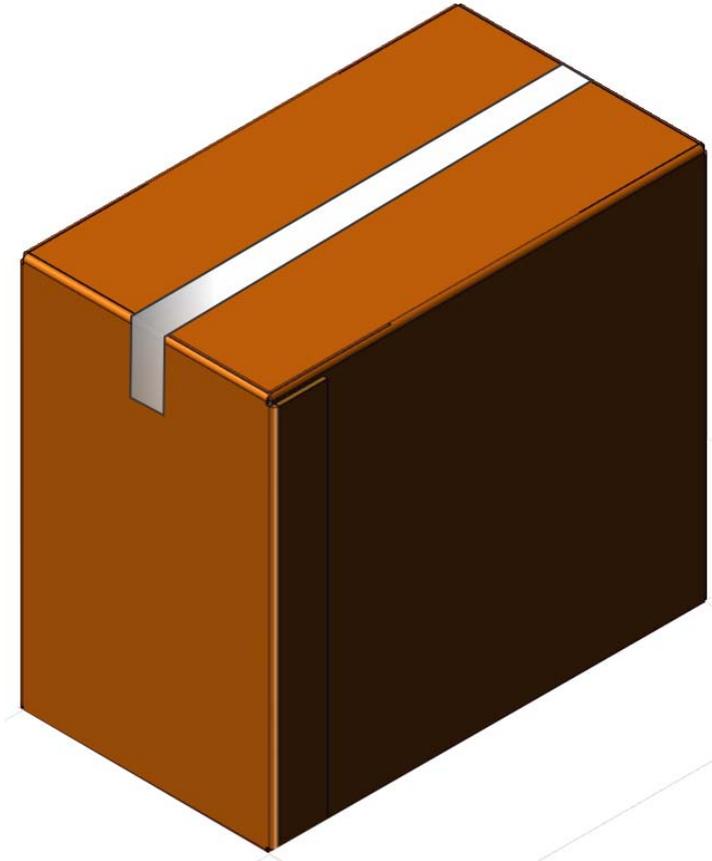e. Remove the retransfer film from the film cartridge (C2).

f. Replace the empty ribbon cartridge (C1) and the film cartridge (C2) into the printer.

g. Close and lock (if required) the side access door.

8. Pack the printer.

    a. Place the foam base on the bottom of the printer.

    b. Place the foam base and printer inside the box.

    c. Place the foam cap on top of the printer inside the box.

    d. Set the cardboard supplies tray on top of foam cap inside the box.

    e. Tape the cleaning spindle to the cardboard supplies tray.
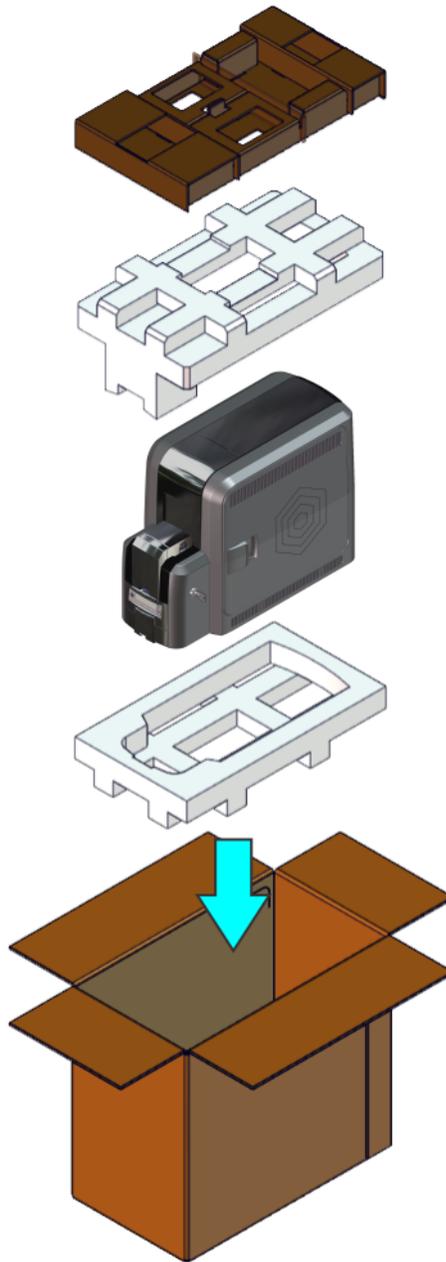
9. Secure the box for shipping.

   a. Fold the box shut.

   b. Wrap shipping tape around the box to secure the container for shipping.