



## Embosser Repackaging for Shipment

Use the following procedures to prepare the Entrust embosser for shipment.

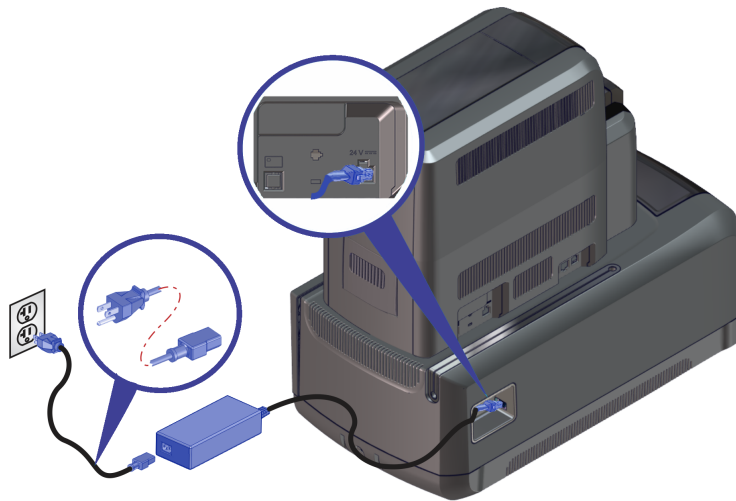
1. Press the power button to power off the printer.



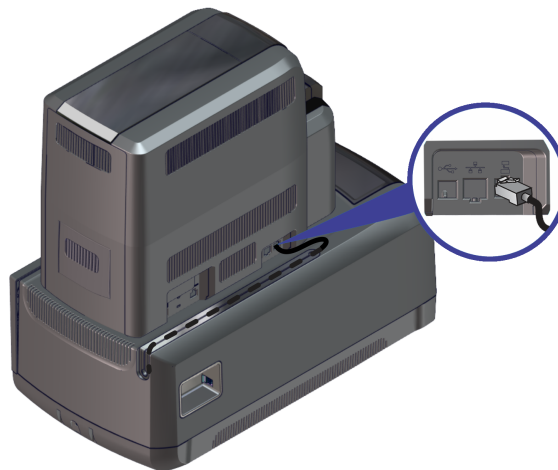
**Caution:** Wait until all the lights on the front panel are off to make sure that the printer power is off.

2. Prepare the embosser.

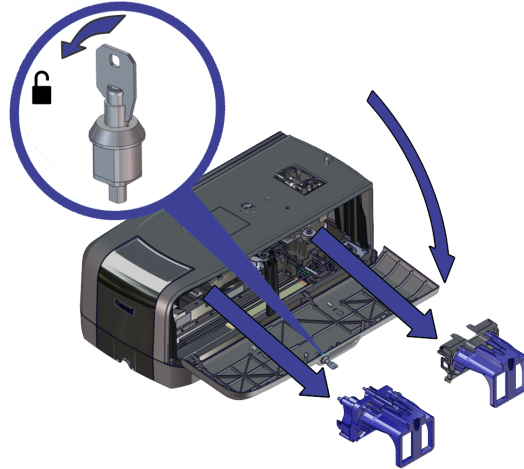
- a. Unplug the power cord from the embosser (the cord is not required for shipment).



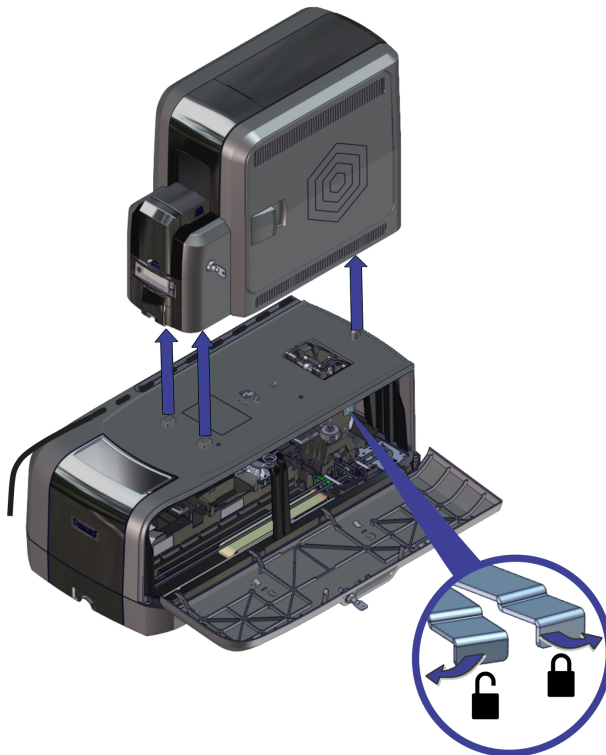
- b. Disconnect the data link cable to the printer that is mounted above.



- c. Unlock and open the embosser access door.
- d. Remove the topper and indent cartridges from the embosser.

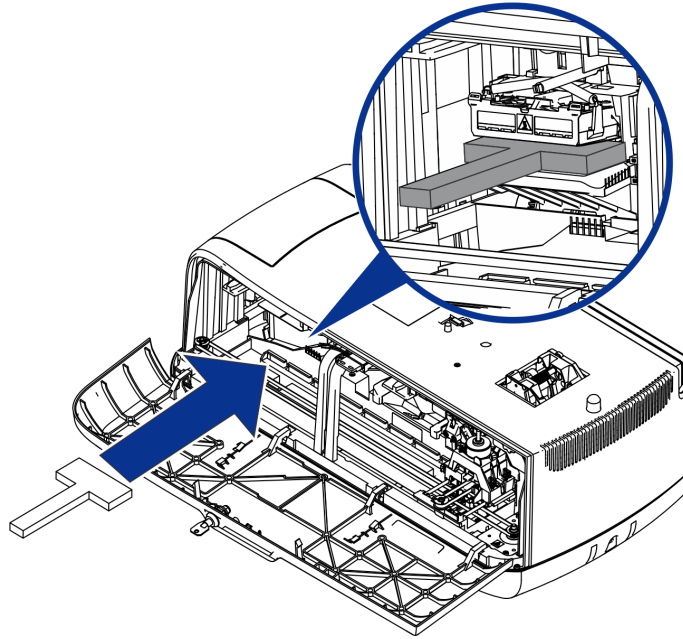


- 3. Remove the printer.
  - a. Pull out the handle inside the embosser to unlock the printer that is mounted above it.
  - b. Lift the printer up and off of the embosser.

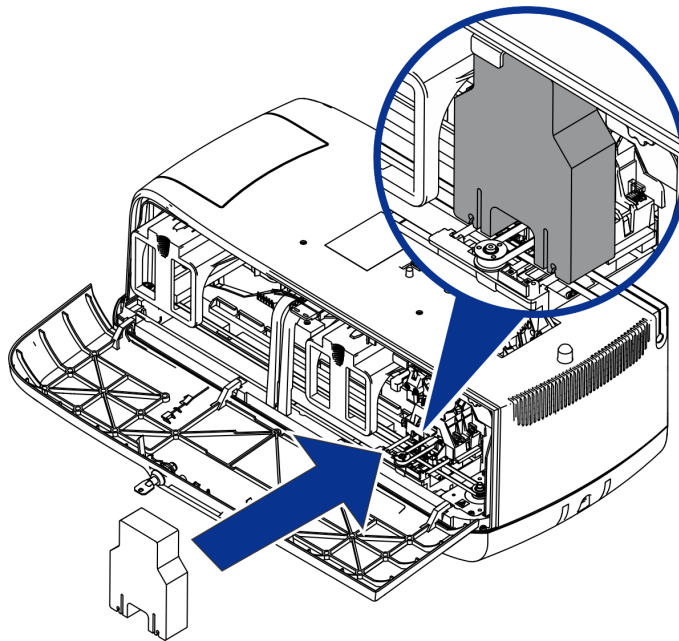


4. Secure the internal components.

- a. Place the soft foam “T” insert into the embosser topper assembly.



- b. Push the transport assembly towards the back of the embosser and insert the hard foam block to secure the assembly.

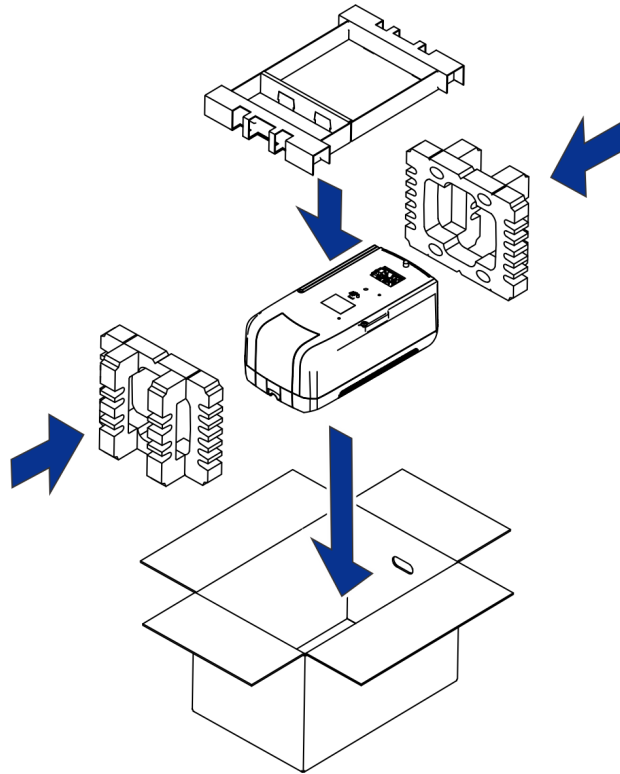


5. Close and lock the embosser access door.



Do not repackage the key with the unit.

6. Pack and secure the embosser.
  - a. Place the foam caps on the front and back of the embosser and set it in the shipping carton.



- b. Fold the box shut and insert the two plastic handles into the handle holes.
    - c. Seal the top and bottom of the box using shipping tape in an "H" pattern to secure the container for shipping.