

# Desktop Retransfer Dual-sided Card Printer

## Quick Use Guide

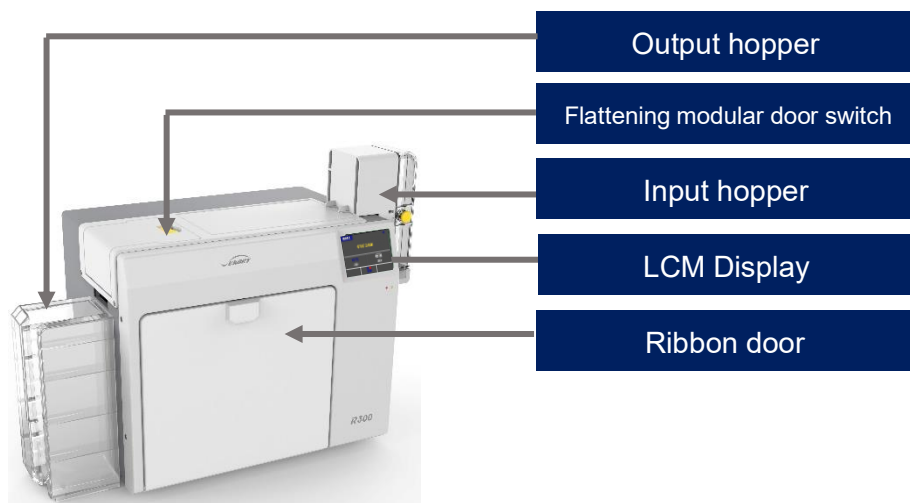


**Model: Seaory R300**

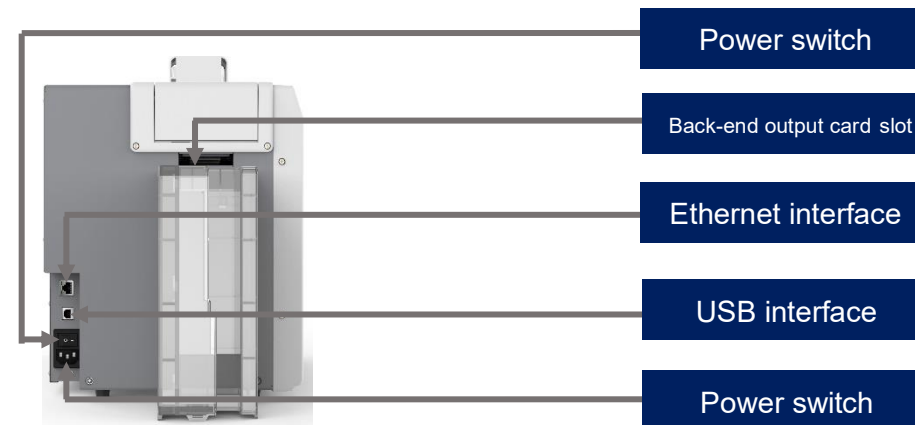
Read before use: This manual only briefly describes the basic installation and use. If you need to know more about the use, installation and functional characteristics of this product or have other questions, please refer to the product manual of the corresponding model.

### 1. Introduction to Product Components

#### 1.1 Front-end View

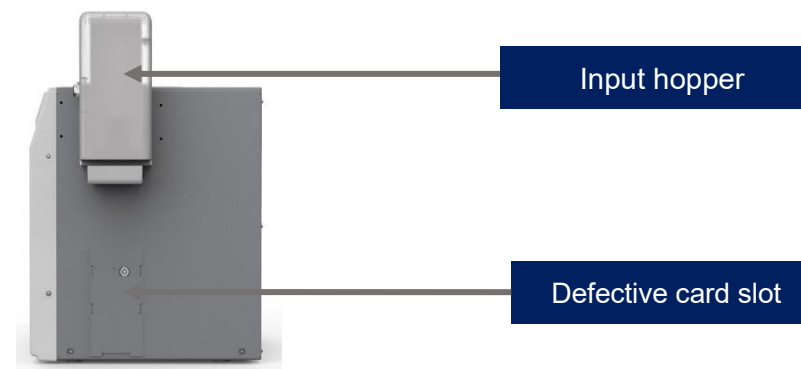


#### 1.2 Back-end View



Ethernet interface: RJ45 interface, TCP/IP protocol, the network connection between the PC and the printer can be realized through this interface  
 USB interface: USB-B type interface, directly connected to the PC.  
 Power interface: connect to AC power 100-240VAC, 50/60Hz, 4A.  
 Power switch: turn on and off the card printer circuit.  
 Back-end output card port: The printed card is ejected from here, support manual feeding card on back-end and recycling pending card.

#### 1.3 Front-end View



Input hopper: Blank card storage area, capacity: 200pcs standard card(0.76mm).  
 Defective card slot: Defective cards storage area, capacity: 25pcs standard card(0.76mm).

## 2. Unpacking Inspection

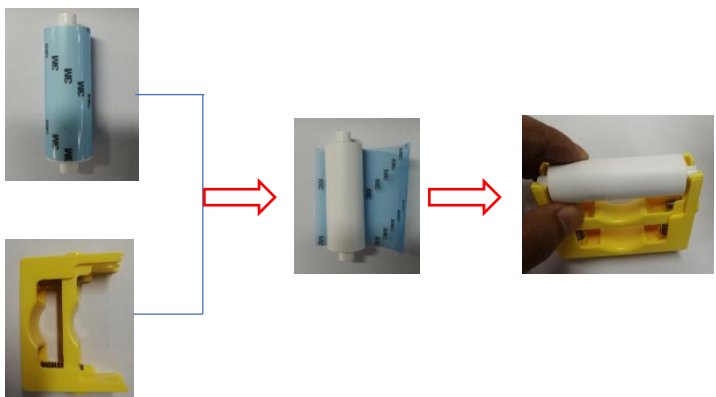
Check whether the appearance is intact after opening the outer box, and check whether the accessories are complete according to the product instruction manual (prevailed by the sales contract). If there is any missing, please contact the dealer to communicate and solve.



## 3. Install Accessories and Consumables

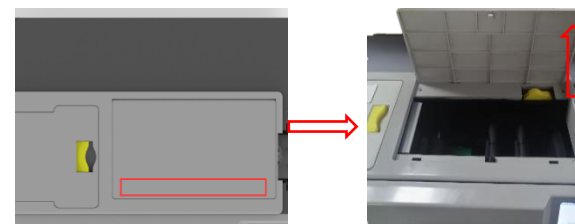
### 3.1 Install Cleaning Module (Top)

(1) Take out the cleaning module and cleaning roller from the accessory box of the card printer, and assemble them as shown in the picture below.



After tearing off the 3M adhesive layer, hold the two ends of the cleaning roller with your hands, push them to the installation position and gently press down to lock the two ends of the cleaning roller.

(2) Press the red frame part of the upper door in the below left picture, open the upper door after the upper door lock pops out.

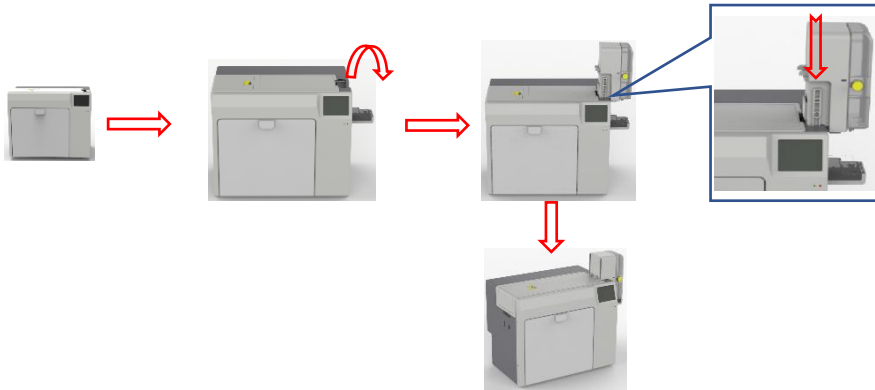


(3) Install the assembled cleaning module above (press vertically) into the card printer as shown in the picture below:



### 3.2 Install the Input Hopper

First take out the input hopper from the accessory box, turn 90° to open the card foundation, and then press the slot to the end vertically as shown in the picture below



### 3.3 Install the Output Hopper

Take out the output hopper from the accessory box. There are two holes under the card outlet at the back of the card printer. Insert the card slot hooks into the two holes below the card outlet as shown in the picture below.



### 3.4 Consumables Installation

Take out the ribbon and transfer film from the consumable packaging box, open the corresponding blister boxes respectively and take out the ribbon and transfer film.

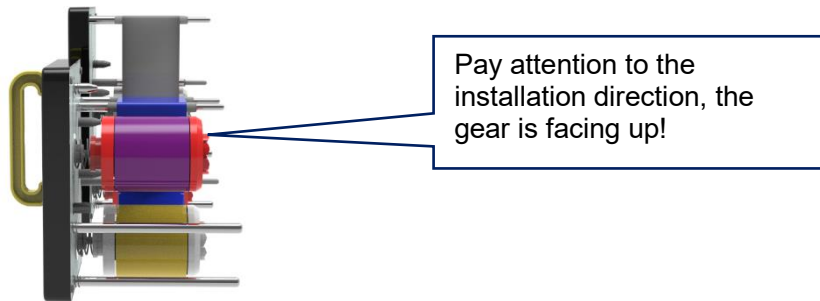
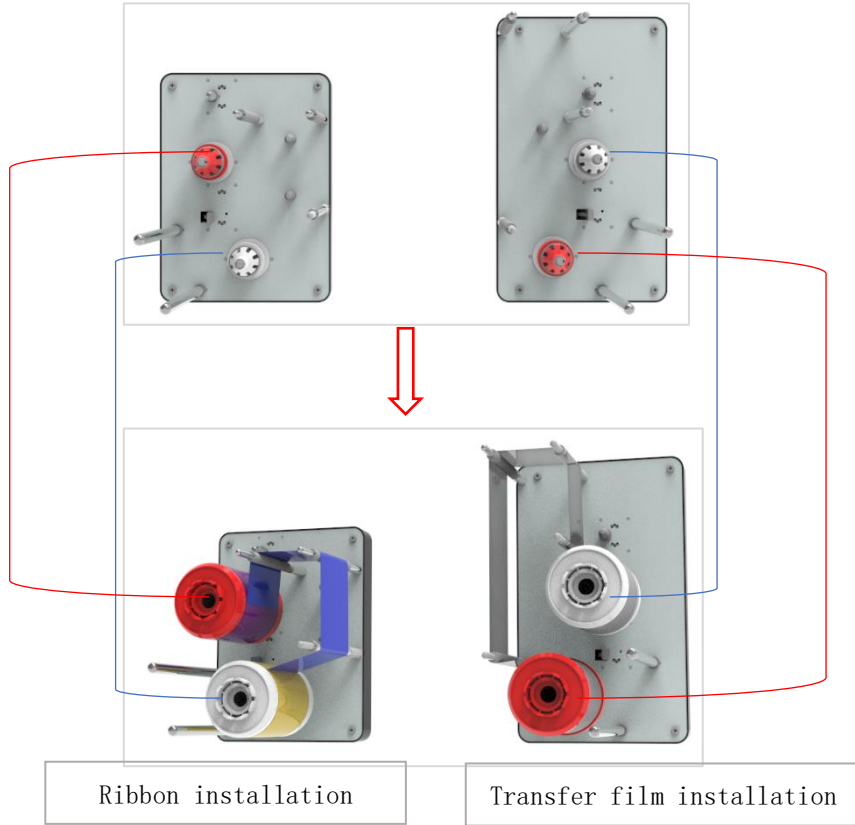
#### (1) Remove the Consumables Holder

Pull the ribbon door ring as shown below, open the ribbon door, turn the handle of the consumable holder, and take out the consumable holder.



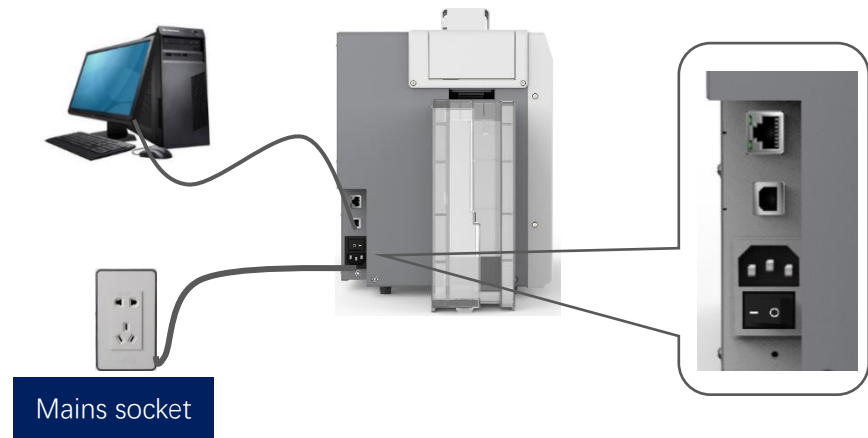
(2) Install the Ribbon and Transfer Film

Install the transfer film and ribbon into the consumable holder as shown below.

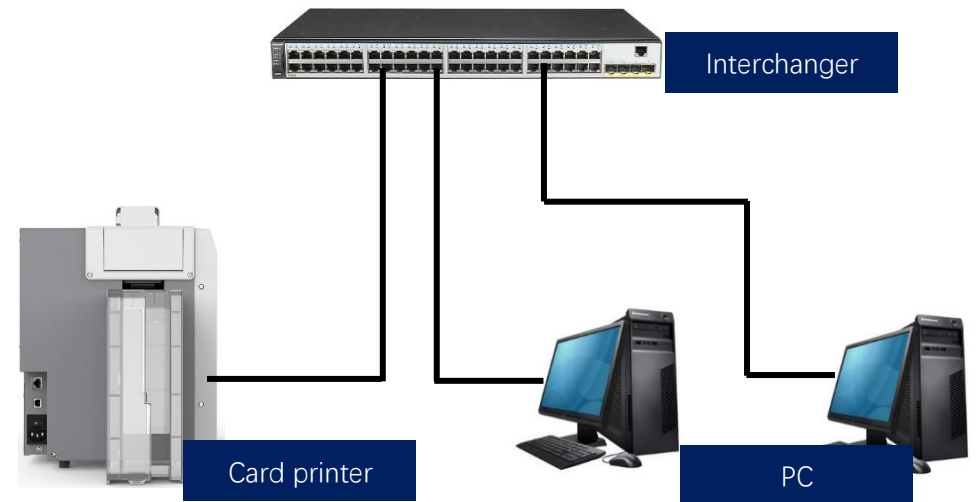


4. Hardware Connections

Take out the power cable and USB data cable from the accessory box of the card printer's outer packing box. The USB-A type interface is connected to the computer, and the USB-B type interface is connected to the USB interface of the printer.



Ethernet communication interface installation: RJ45 network interface ,568B connection mode.

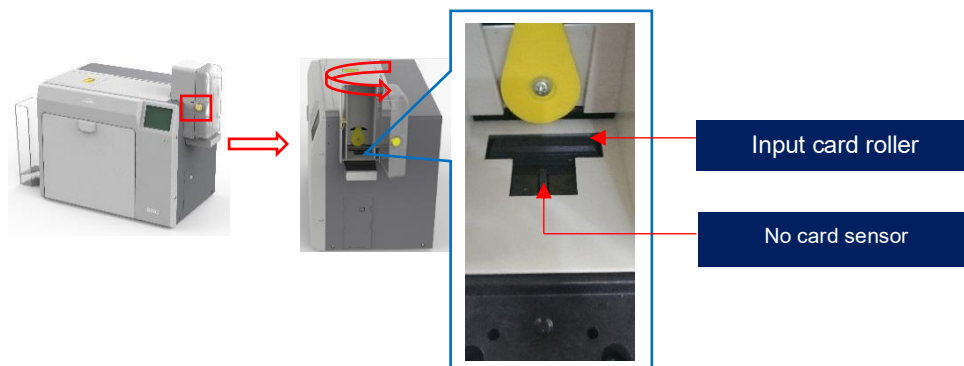


Note: support USB and Ethernet communication interface. It's recommended that to choose one of them.

## 5. Install Cards and Place the Counterweight Card

### 5.1 Introduction of Using the Input Hopper

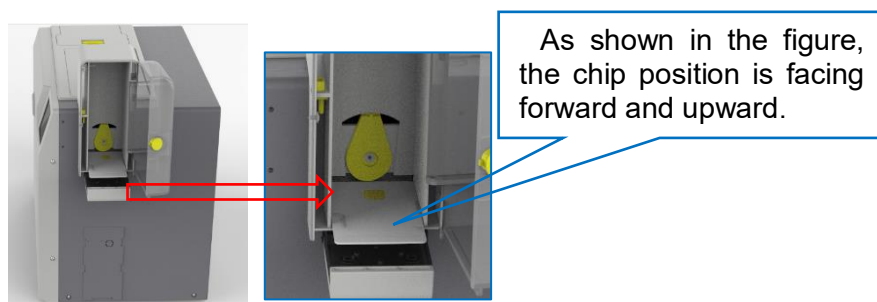
Press the yellow button in the card input hopper and turn the door cover 90° to open the hopper door as shown in the picture below.



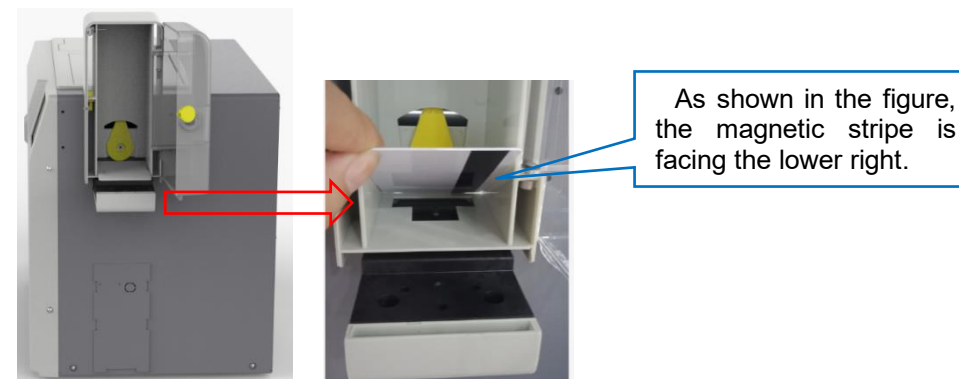
### 5.2 Install Cards

You can put cards into the input hopper after the card printer installation is completed.

- There is no requirement for the direction of contactless IC cards and ordinary white cards, the card insertion direction can be customized according to needs.
- The contact IC card should be inserted strictly in accordance with the card direction in the picture below, which is consistent with the ATM card insertion rules. If you only need to print and don't need to encode chip data, there is no requirement for the direction of the card. The card insertion direction can be customized according to needs.



- ISO7811 standard magnetic stripe card should be inserted strictly in accordance with the card direction in the picture below, which is consistent with the ATM card insertion rules. If you only need to print and don't need to encode chip data, there is no requirement for the direction of the card. The card insertion direction can be customized according to needs.



### 5.3 Place Counterweight Card

Take out the counterweight card from the accessory box after installing the card and place it in the card slot.



Counterweight card: Apply gravity to the card to ensure stable card insertion when the number of cards in the card slot is small.

Note: If you need to understand the operation requirements of card input from the back, please refer to the product manual of the corresponding model. This manual will not explain it in detail.



## 6. Print Test

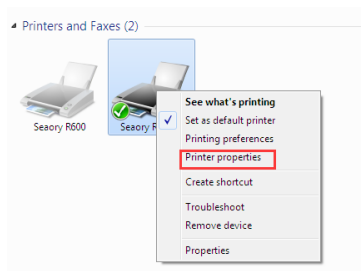
### 6.1 Install the Driver

Download the installation package from the CD in the accessory box or the company's official website [www.seaory.com](http://www.seaory.com). And install the driver according to the software installation process prompts or the product instruction manual of this model

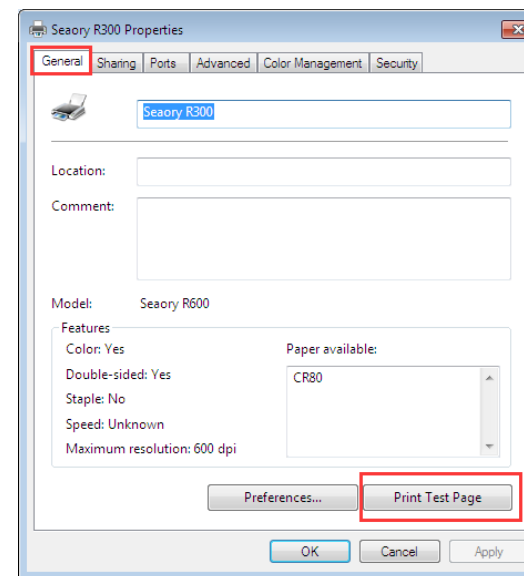
### 6.2 Print Test

#### (1) Driver Test Page

Step 1: In the list of printers and devices → right-click the Seaory R300 printer icon → printer properties.



Step 2: After enter below picture interface, place some white card into input hopper, then click" Print Test Chart"



Step 3: When print out the following card, that's mean the driver program and hardware installation are normal.



## (2) Seaory iCARDE Card Design Software

After all the above steps are completed, relevant software can be used to print and test the card printer. You can also do print test through Seaory's iCARDE software. For details, please refer to Seaory iCARDE manual.

