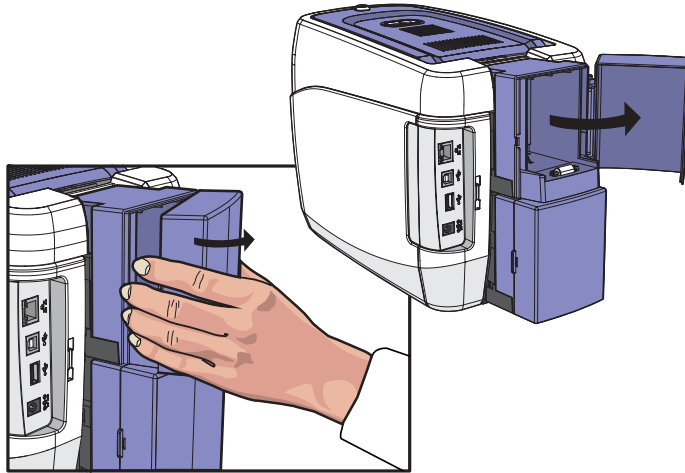


# Load Cards

## -Place Cards in the Input Hopper

1. Open the Input Hopper by pulling it sideways.

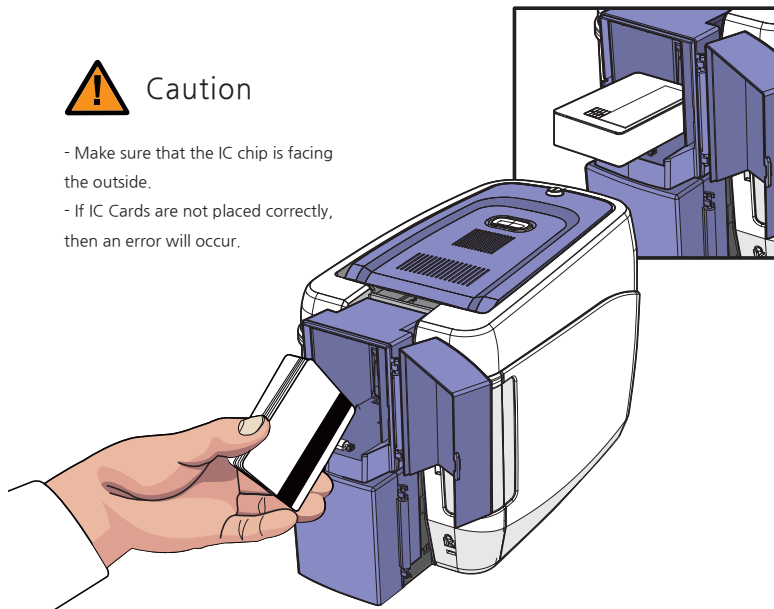


2. Place the cards inside the Input Hopper as shown in the picture.



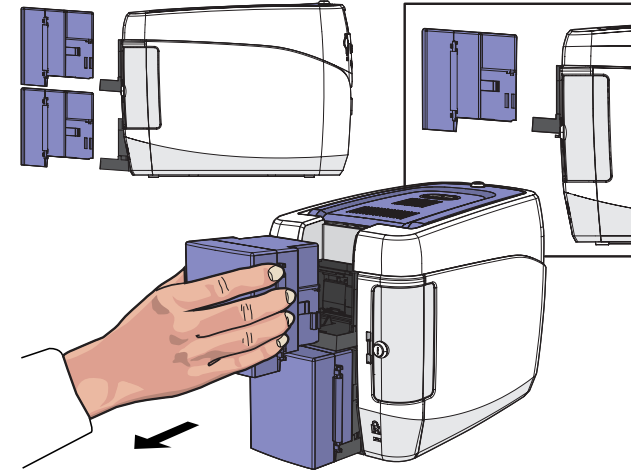
### Caution

- Make sure that the IC chip is facing the outside.
- If IC Cards are not placed correctly, then an error will occur.



## -Place Cards after Removing the Input Hopper

1. Remove the Input Hopper by pulling it.

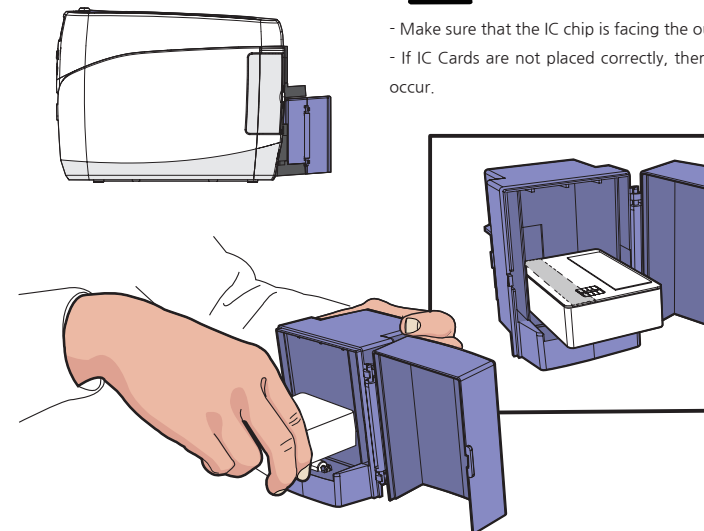


2. Hold the backside of the Input Hopper with one hand and open its cover with the other hand. Then, place the cards inside as shown in the picture.

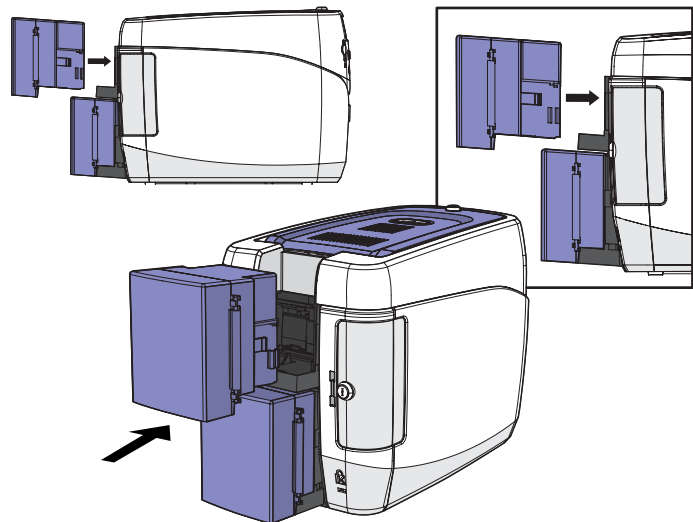


### Caution

- Make sure that the IC chip is facing the outside.
- If IC Cards are not placed correctly, then an error will occur.

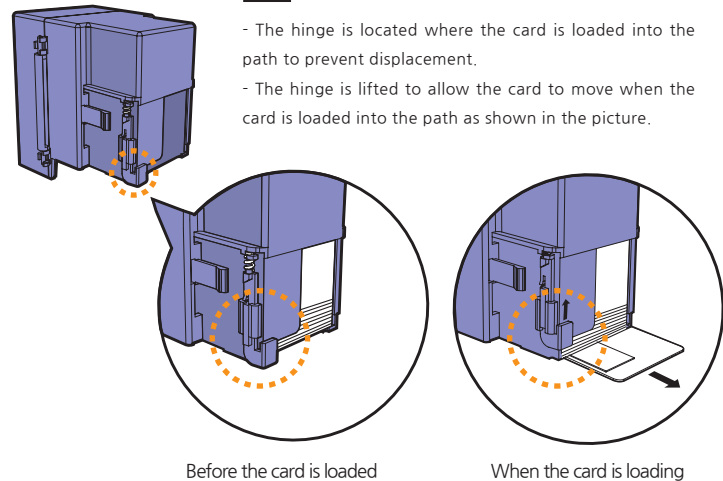


3. Close the cover, and place the Input Hopper in the tray.



 Note

- The hinge is located where the card is loaded into the path to prevent displacement.
- The hinge is lifted to allow the card to move when the card is loaded into the path as shown in the picture.

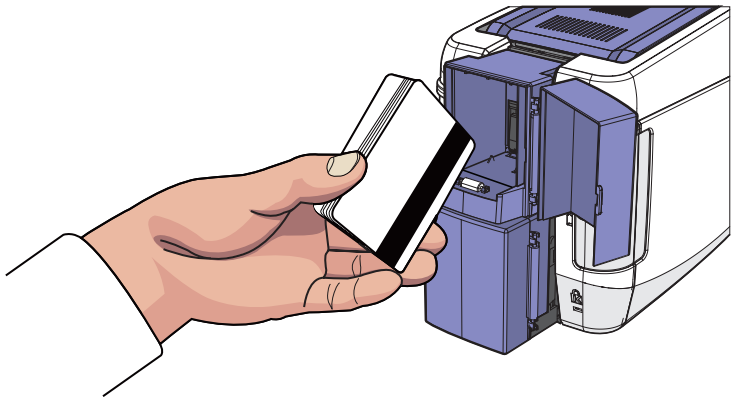


# Magnetic Cards

If the printer has the MS module (Single/Triple Track Head), it can encode information in magnetic cards. (ISO 7811 track 1,2,3, Hi-Co/Lo-Co)

| Magnetic Card Standard |                   | : ISO 7811                    |                               |                                |
|------------------------|-------------------|-------------------------------|-------------------------------|--------------------------------|
| ISO 7811               | Track             | Track 1                       | Track 2                       | Track 3                        |
|                        | Recording Density | 210 BPI                       | 75 BPI                        | 210 BPI                        |
|                        | Capacity          | 79 Characters<br>(7 bit code) | 40 Characters<br>(5 bit code) | 107 Characters<br>(5 bit code) |
|                        | Start / End code  | %/?                           | ;/?                           | ;/?                            |

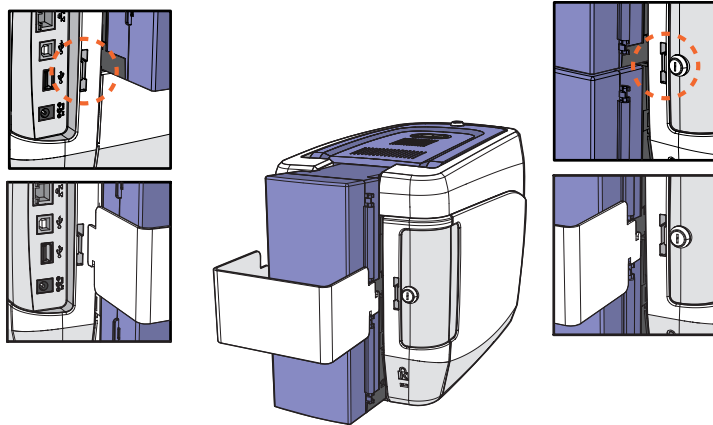
When loading magnetic cards, make sure that the magnetic strip is facing down to the right as shown in the picture.



# Input Hopper & Ribbon Lock

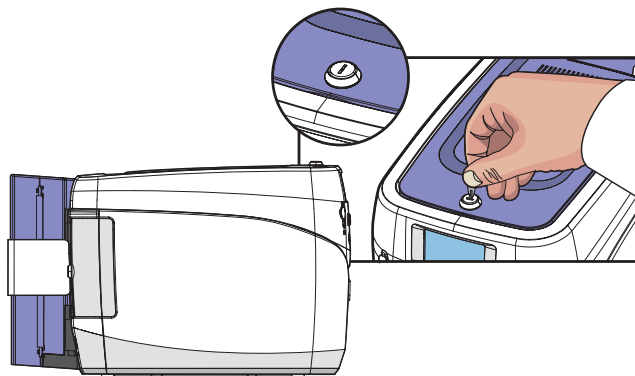
## OPTION -Input Hopper Lock

1. Place the Input Hopper Lock in the area highlighted in the circle and push it down to fix. Then, use the Lock Key to lock it.



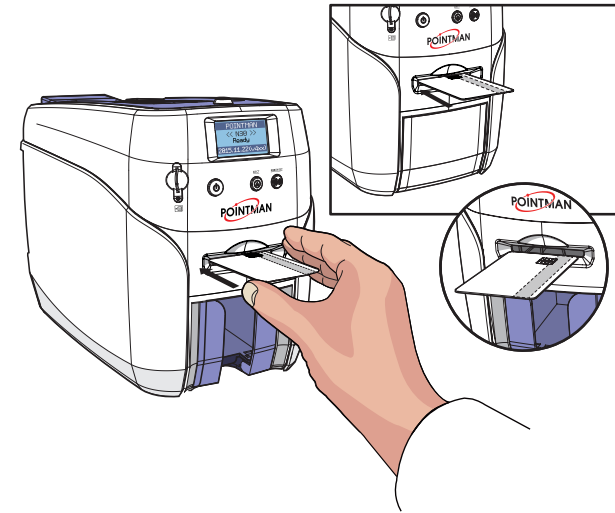
## OPTION -Ribbon Lock

1. Use the Lock Key to lock the Top Cover.



# Print Single Card

1. Insert a card into the front single card slot as shown in the picture.

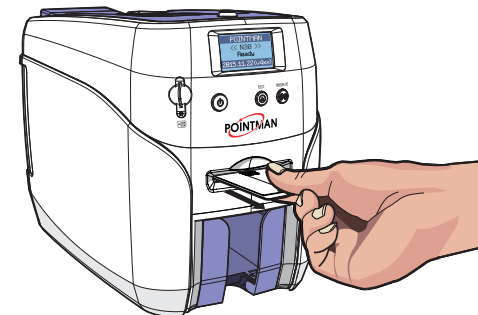


2. Use the software to print the card.

The card loaded in the single card slot is printed first, even if there are cards in the Input Hopper.

3. Wait until the card is printed.

This feature is intended for printing both a large quantity of cards (e.g. standard cards) and a small quantity of cards (e.g. VIP membership cards) without removing the cards loaded in the single slot.



## Caution

- Make sure that the IC chip is facing the outside.
- If IC Cards are not placed correctly, then an error will occur.

# Install/Remove Output Stacker

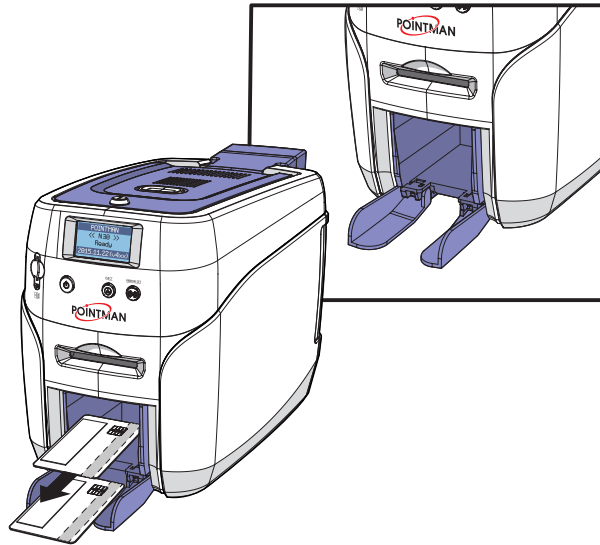
The Output Stacker can be installed or removed as follows:

Option 1: Open the Output Stacker cover and remove the cards.

Option 2: Use the spring load to remove a small quantity of cards.

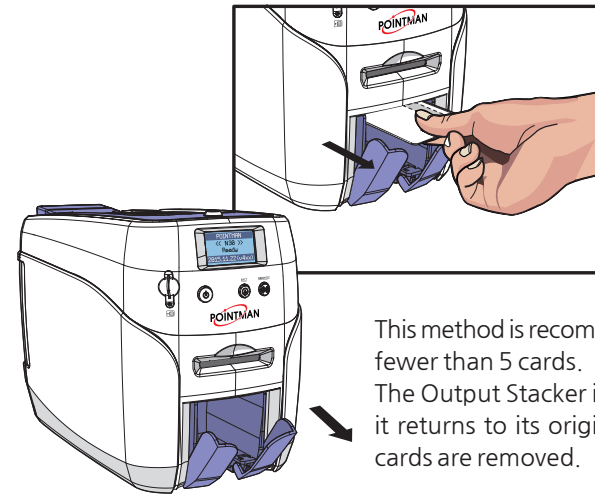
Option 3: Remove the Output Stacker and the cards.

## -Open the Output Stacker Cover and Remove the Cards



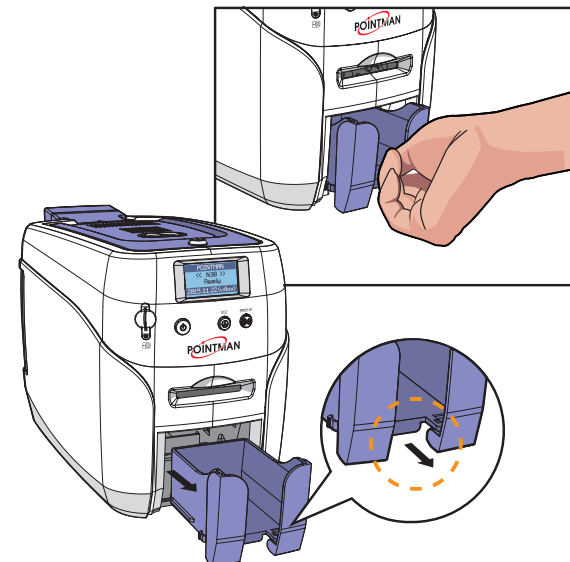
Lower the Output Stacker cover until it latches as shown in the picture. Use this method when printing a small quantity of cards and check the results right away.

## -Use the Spring Load to Remove a Small Quantity of Cards.



This method is recommended when printing fewer than 5 cards. The Output Stacker is spring loaded so that it returns to its original position when the cards are removed.

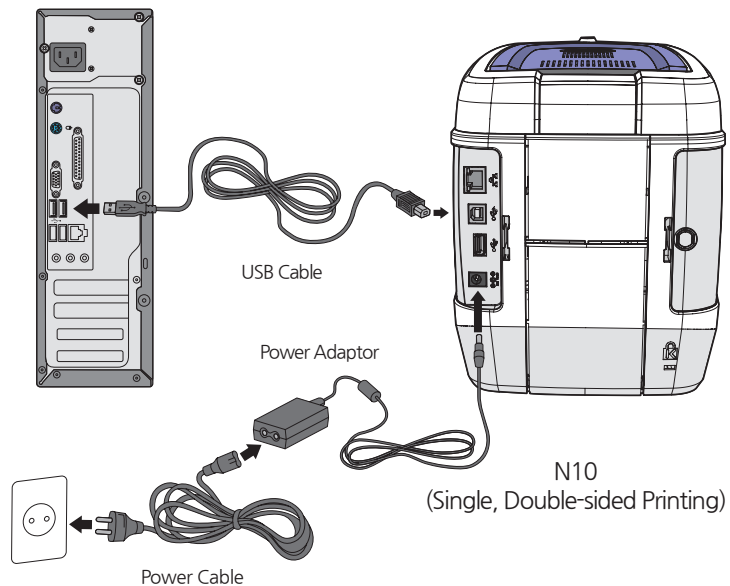
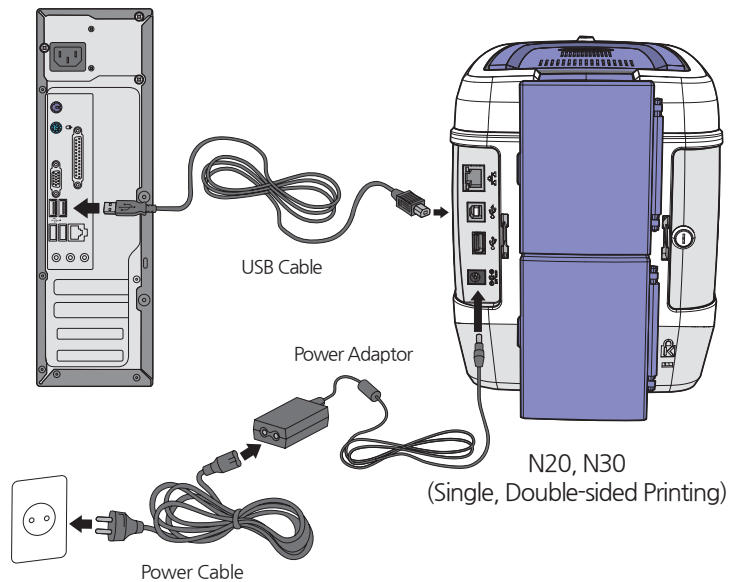
## - Remove the Output Stacker and the Cards.



Push the Output Stacker forward and then pull it back to remove it as shown in the picture.

This method is recommended for printing more than 50 cards, and up to 60 cards can be loaded in this way.

## Connect Power & Communication Cables



## Install Program

### -System Requirements

#### ① Supported Operating Systems

- Windows 2000
- Windows XP (32/64bit)
- Windows Vista (32/64bit)
- Windows 7 (32/64bit)
- Windows 8 (32/64bit)
- Windows 10 (32/64bit)

#### ② Recommended Specifications

- CPU: Pentium III 1 Ghz (Pentium IV 1.5 Ghz is recommended)
- Memory: 128 MB (512 MB is recommended)
- HDD: 1 GB (5 GB is recommended)
- Internet Explorer 5.5 or higher (6.0 is recommended)



#### Note

You need to log in as an Administrator to install or uninstall the driver on Windows 2000/XP/Vista/7/8.

### -Install Software



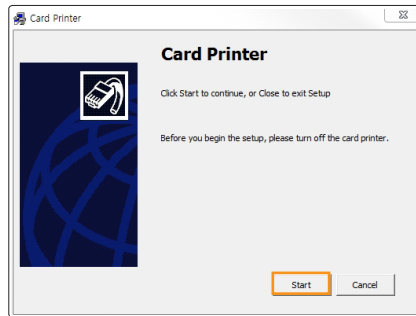
#### Caution

It is recommended to close all programs before installing the software.

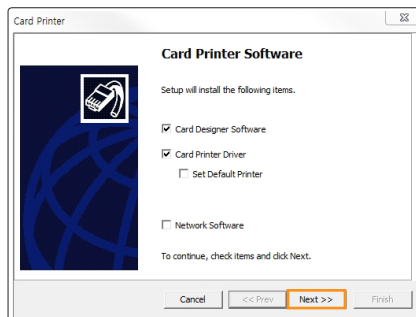
#### ① Install Software Using Local Port(USB)

1. Insert the CD into the PC's CD-ROM drive, and the setup program will start automatically. If the program does not start automatically, then go to the CD-ROM drive's root directory and run "install.exe" manually.

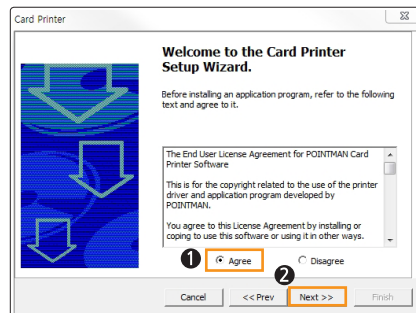
2. The initial screen of the Card Designer (Card Printing Program) is displayed as shown in the picture. Click **"Start"** to install the program.



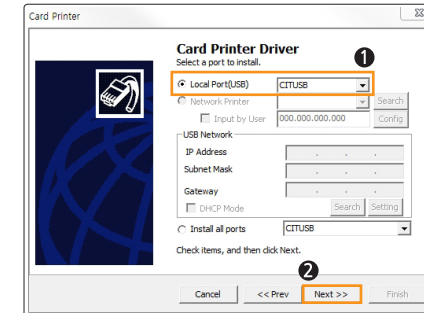
3. Select the software to install and click **"Next"** to proceed.  
(Card Designer Software, Card Printer Driver)



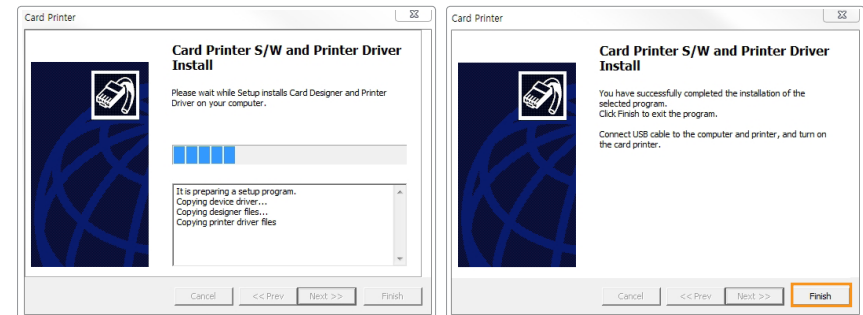
4. Read the Terms of Use and check **"Agree"**. Then, click **"Next"** to proceed.



5. Specify the Port Type and click **"Next"**.  
(Select **"CITIUSB"** when connecting the printer directly to the PC using a USB cable.)



6. Click **"Finish"** to complete the installation process.



7. Make sure that the following programs are installed.

For "Card Designer Software", check:

**"Start → All Programs → POINTMAN → Card Designer"**

For "Card Printer Driver", check:

**"Start → All Programs → POINTMAN → Printer"**

Go to "Devices and Printers" and make sure "Card Printer" has been installed.

## ② Install Software for Network Printer



**Caution**

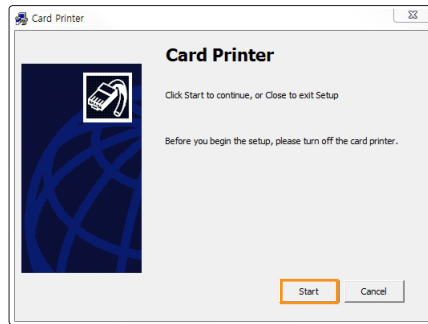
Connect the LAN cable to the Ethernet Port.

Connect the LAN cable to the PC as well.

Turn on the printer.

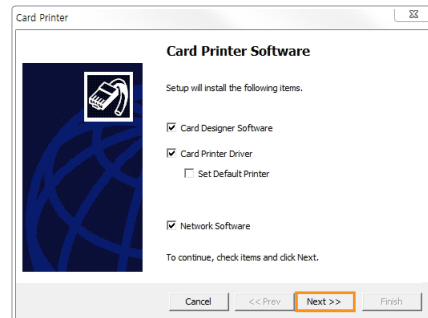
1. Insert the CD into the PC's CD-ROM drive and the setup program will start automatically. If the program does not start automatically, then go to the CD-ROM drive's root directory and run **"install.exe"** manually.

2. The initial screen of the Card Designer (Card Printing Program) is displayed as shown in the picture. Click **“Start”** to install the program.

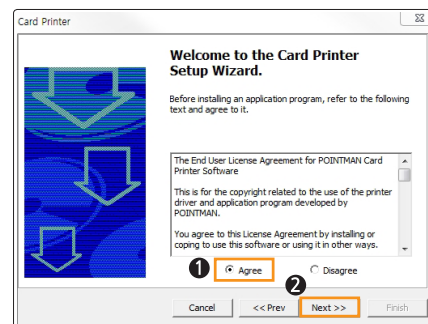


3. Select the software to install and click **“Next”** to proceed.  
(Connect a LAN cable to the NUVIA series-NX0 with Ethernet option and select **“Network Software”**.)

(Card Designer Software, Card Printer Driver, Network Software)



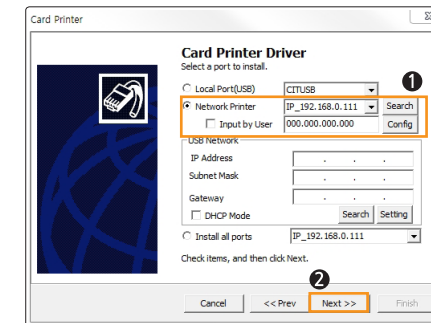
4. Read the Terms of Software and check **“Agree”**. Then, click **“Next”** to proceed.



## 5. Install Network Printer

### 5-1. Auto Installation

Select **“Network Printer”** and the printer will be displayed if it is connected to the network. Click **“Next”** to continue.



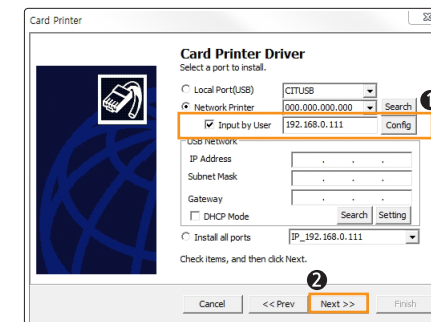
### 5-2. Manual Installation

If the printer's IP address is not shown as in the picture, then check the following.  
(Make sure that the printer is in the same IP range.)

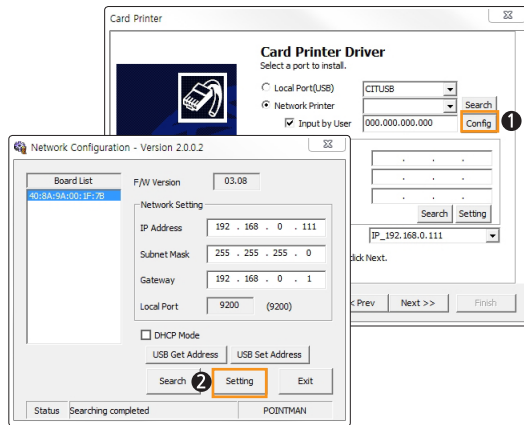
#### (1) If they are in the same IP range

For example, if your PC's IP address is 192.168.0.xxx, then the printer's IP address must be 192.168.0.yyy.

If they are not in the same IP range, check **“Input by user”** and enter the printer's IP address. Then, click **“Next”** to proceed.



(2) If they are in the same IP range, but the printer cannot be found  
Check “Input by user” and click “Setting”.



When the Network Configuration window pops up, the available printers will be displayed.

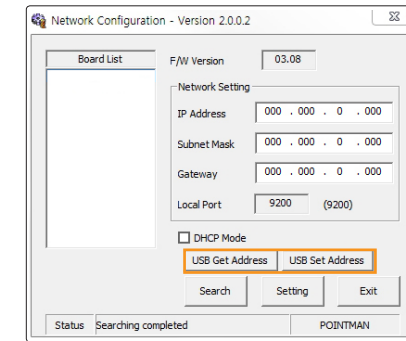
Check the IP address, subnet mask and gateway and click “Setting”.

Check DHCP to enable DHCP mode and click “Setting”. If the settings are entered correctly, the printer will initialize.

If the IP address and Board List are not specified in the Network Configuration window, then they may be in a different IP address range or the printer is not connected to the network. You will need to check your network settings.

### 5-3. Manual Installation (Connect to the printer using a USB connection)

If the printer is not automatically detected, connect to the printer using a USB connection and configure the network settings.



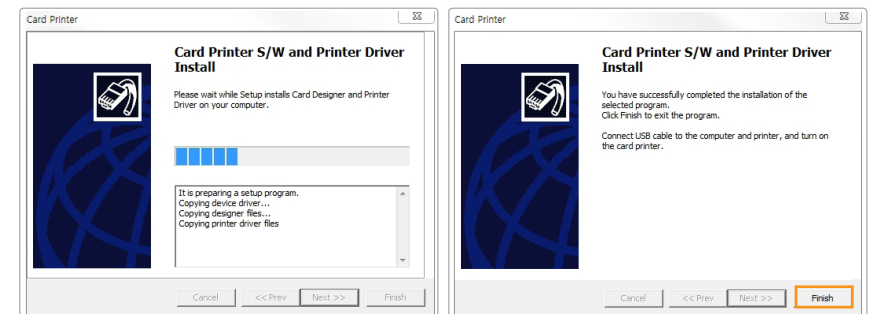
#### (1) USB Get Address

Connect the printer to a PC using USB connection and click “USB Get Address” to check the device's IP address, gateway, subnet mask and MAC address.

#### (2) USB Set Address

Check the values retrieved through “USB Set Address”.  
Enter the IP address, gateway and subnet mask, and click “USB Set Address”.

6. Click “Finish” to complete the installation process.

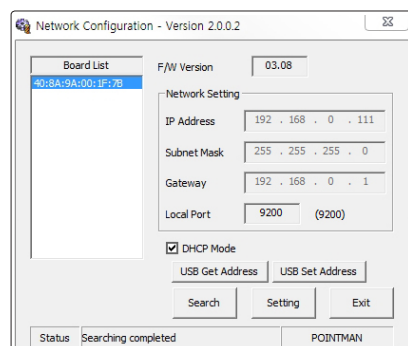


### ③ Configure Network Settings

After installing the printer driver, go to the following path to configure network settings. (This feature is only supported by some models.)

"Start → All Programs → POINTMAN → Network"

#### 1) Network Configuration Window



| Item             |             | Description                                                                                                                                                |
|------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Board List       |             | Displays a list of detected printers.                                                                                                                      |
| Firmware Version |             | Displays the firmware version of the selected network board.                                                                                               |
| Network Setting  | IP Address  | Displays the IP address of the selected network board.                                                                                                     |
|                  | Subnet Mask | Displays the subnet mask of the selected network board.                                                                                                    |
|                  | Gateway     | Displays the gateway of the selected network board.                                                                                                        |
|                  | Local Port  | Sets the port of the network printer.                                                                                                                      |
| DHCP Mode        |             | Sets the IP address automatically for network environments that support DHCP. Otherwise, you need to retrieve the allocated IP address and enter manually. |
| USB Get Address  |             | Retrieves the printer's network address USB.                                                                                                               |
| USB Set Address  |             | Sets the printer's network address via USB.                                                                                                                |
| Search           |             | Searches the printer's network.                                                                                                                            |
| Setting          |             | Saves the new network information to the printer. After the settings are applied, the printer reboots. This reboot takes about 10 seconds.                 |
| Exit             |             | Exit the program.                                                                                                                                          |

#### 2) DHCP (Dynamic Host Configuration Protocol)?

DHCP (Dynamic Host Configuration Protocol)?

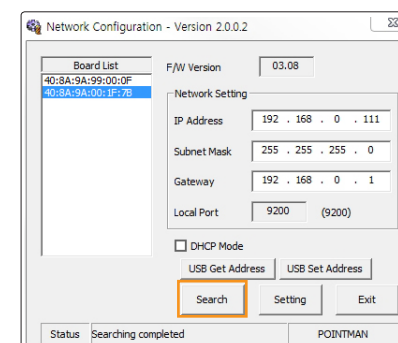
DHCP is a network protocol that automatically allocates TCP/IP to the client PC.

The DHCP server sends the client's network settings (e.g. IP address, subnet mask, gateway, DNS server) automatically.

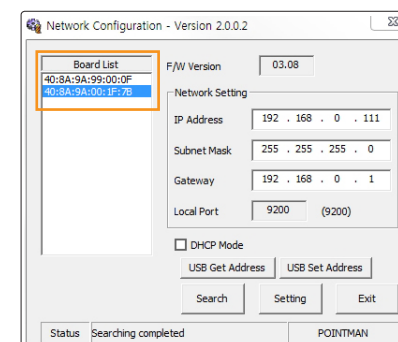
If "Obtain an IP address automatically" is set in your TCP/IP settings, it means that DHCP Mode is enabled.

#### 3) Network Setting - Automatic (DHCP supported)

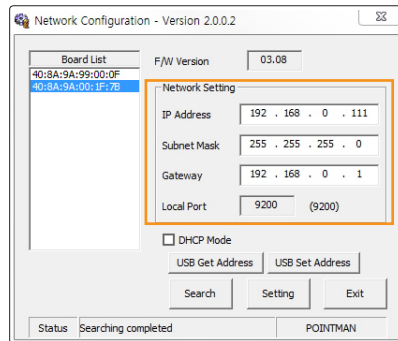
- Go to "Start → All Programs → POINTMAN → Network" and click OK to open the settings window.
- In the Network Configuration window, click "Search" to search the connected network board.



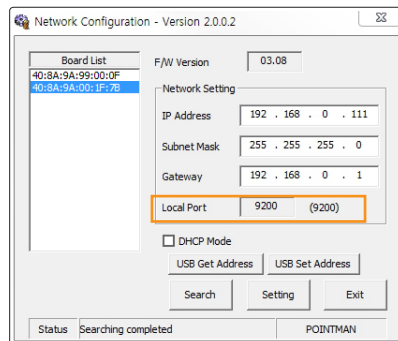
- Select the MAC Address from the Board List.



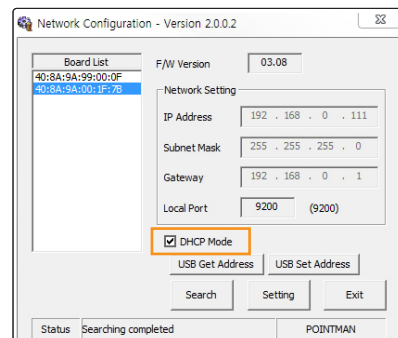
4. The IP address, subnet mask and gateway are allocated automatically by the DHCP server, and there is no need to set the values.



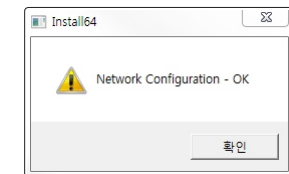
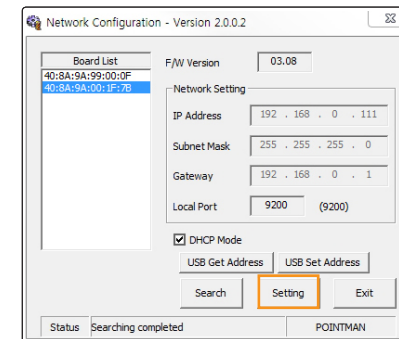
5. Set the Local Port to 9200 (cannot be changed).



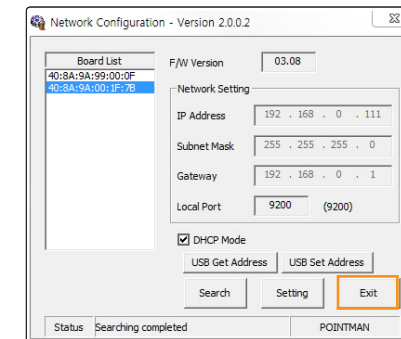
6. Check the DHCP Mode.



7. Click "Setting". This takes about 30 seconds. When the settings complete, the printer reboots automatically and retrieves a new IP address from the server.



8. Click "Exit" to complete the network configuration process.

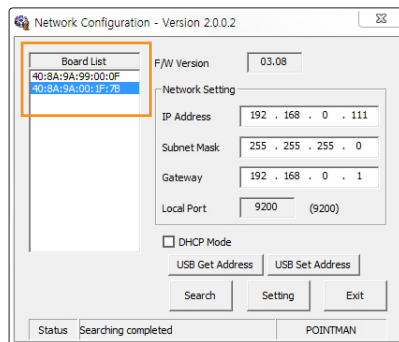


#### 4) Network Setting - Manual

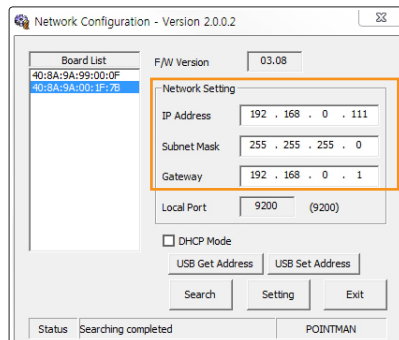
Retrieve the IP address, subnet mask and gateway to be used by the printer from the network administrator.

1. Go to "Start → All Programs → POINTMAN → Network" and click "OK" to open the settings window.

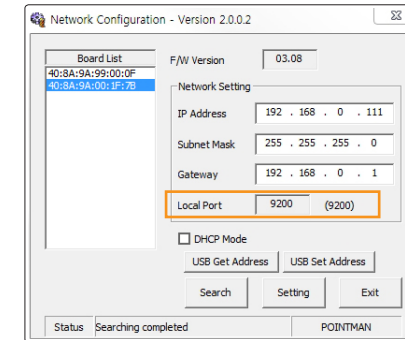
2. Select the MAC address from the Board List.



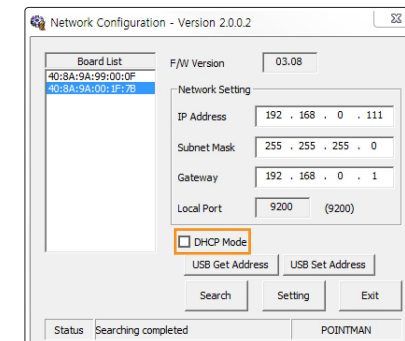
3. Enter IP address, subnet mask and gateway.



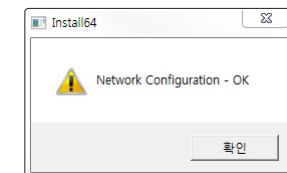
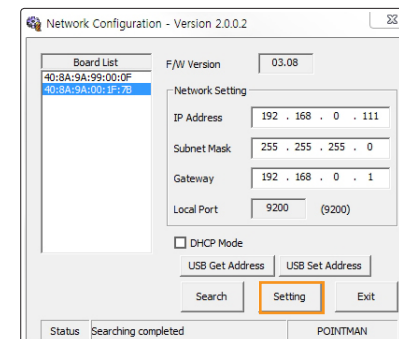
4. Set the Local Port to 9200 (cannot be changed).



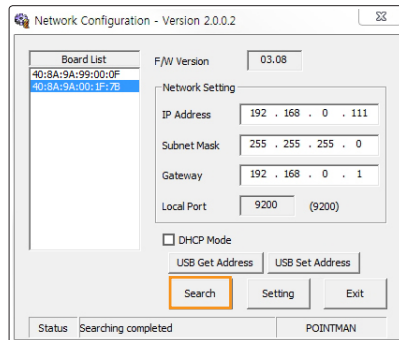
5. Do not check the DHCP Mode. Make sure to leave the box unchecked.



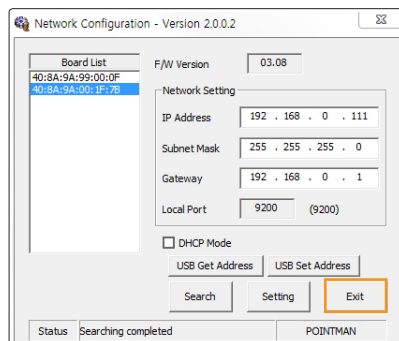
6. Click "Setting" and it takes about 30 seconds. When the settings complete, the printer reboots automatically.



7. Click "Search" to check the network configuration.



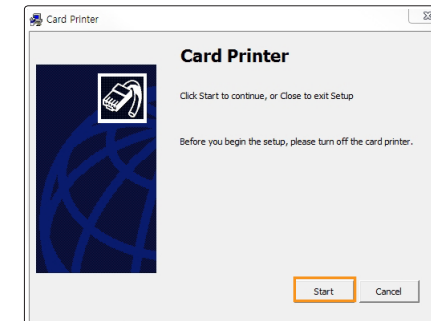
7. Click "Exit" to complete the network configuration process.



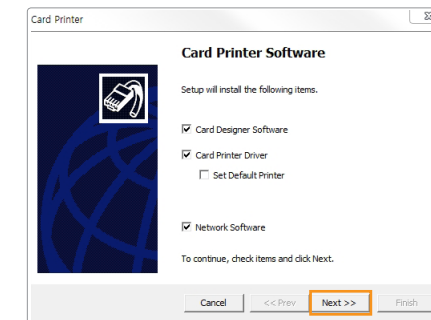
#### ④ Install Software from the List of Connected Devices

1. Insert the CD into the PC's CD-ROM drive and the setup program will start automatically. If the program does not start automatically, then go to the CD-ROM drive's root directory and run "install.exe" manually.

2. The initial screen of the Card Designer (Card Printing Program) is displayed as shown in the picture. Click "Start" to install the program.



3. Select the software to install and click "Next" to proceed.



4. Read the Terms of Use and check "Agree". Then, click "Next" to proceed.

