



Card Isle Corporation

Setting Up the Card Isle System (TS702a)

(Card Isle Printer Service Update)

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What's In The Box? (See Figure 1):

1. 1x window decal for storefront
2. 1x printer decal
3. 50x kraft brown envelopes
4. 1x Canon TS702a printer
5. 50x greeting cards
6. 5x ink cartridges for printer
7. Printer power cord
8. 5x backup card pack (in translucent envelope) **Figure 1**



What Else Will Be Needed?

1. One sheets of 8.5x11 copy paper.
2. Ethernet cable for a wired LAN connection (**highly recommended**).
3. An internet connected Windows PC (O.S. 7 or higher

Basic Printer Set-Up Process – Canon TS702a:

Unboxing your printer

1. Remove your printer from the box..
2. Remove all orange tape and plastic sheeting from the printer. Discard plastic sheeting, orange tape, and all inserts except user manual.
3. Plug in power cord, and use provided inks to set-up print head alignment (follow instructions on printer screen).
4. Place one sheets of 8.5x11 copy paper into the bottom cassette of the printer, as shown in **Figure 2**.



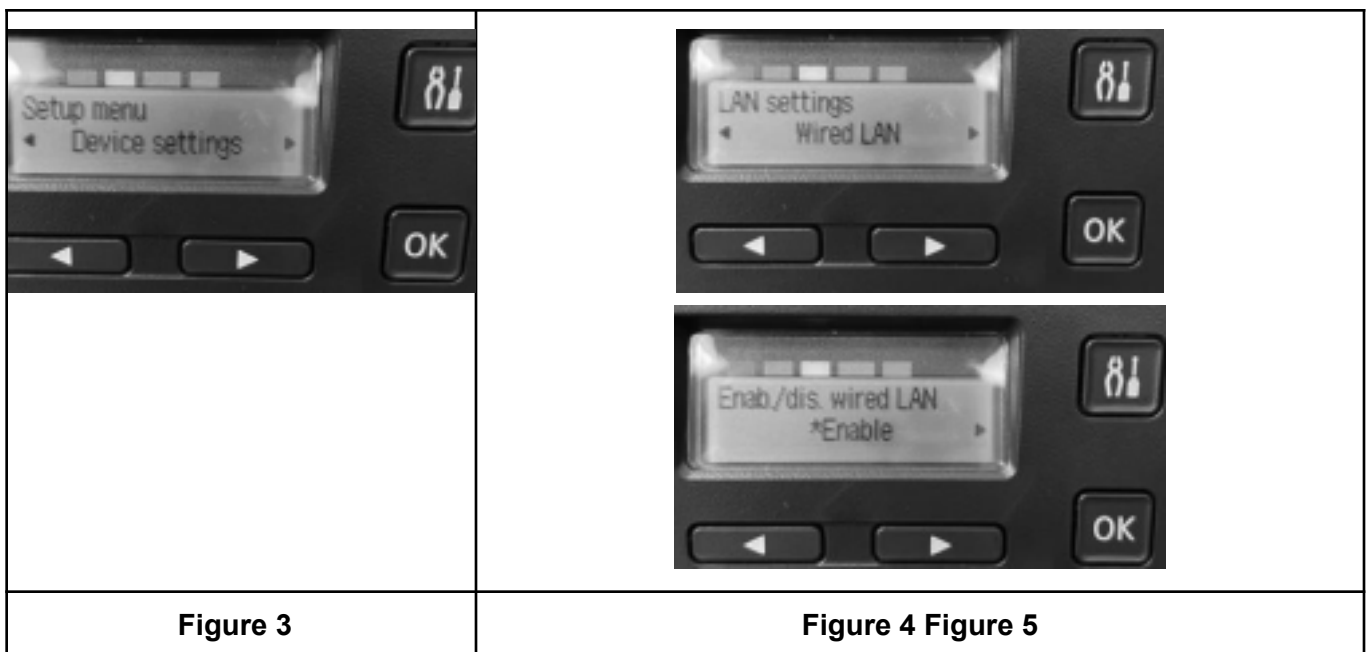
Figure 2

Connecting your printer to the internet

Note: You will need to connect your printer to the same local internet network as the Windows PC you intend to install the Card Isle Printer Connect Software on in step 8. We recommend connecting your printer with a wired ethernet connection as described in step 5. If you are unable to use a wired ethernet connection you can connect wirelessly as described in step 6.

5. Select either a wired LAN (highly recommended) or wireless internet connection.
 - a. **Set up Wired LAN internet connection. (Recommended)**
 - i. Plug in ethernet cable (on back left of printer)
 - ii. Push the Setup button  on the printer to access the Setup menu.

- iii. Choose Device Settings by scrolling with arrow buttons   and clicking **OK** button (see **Figure 3**).
- iv. Scroll to LAN settings and click **OK** >> Scroll to Wired LAN and click **OK** (see **Figure 4**).
- v. Choose Disable/Enable Wired LAN >> 'Enable' should have an asterisk(*)
- vi. If Enable does not have an asterisk click **OK** to enable Wired LAN (see **Figure 5**).
- vii. Once connected, use back button  until the ink level display screen.
- viii. If Wired LAN is not working or is not an option please move on to step 5b for a wireless connection.



b. Set up Wireless LAN (If you connect with wired ethernet skip to step 6). i.

Push the Setup button  on the printer to access the Setup menu.

- ii. Choose Device Settings by scrolling with arrow buttons   and clicking **OK** button.
- iii. Scroll to LAN settings and click **OK** >> Click **OK** to choose Wi-Fi
- iv. Choose Disable/Enable W-Fi >> 'Enable' should have an asterisk(*)
- v. If Enable does not have an asterisk click **OK** to enable Wi-Fi.
- vi. Choose the back button  >> Scroll to Wi-Fi setup and click  >> Scroll to Manual setup and click **OK**

vii. Choose your internet from the list by clicking **OK** >> Input password (case sensitive).

1. Switch between **A/a/1/@** by pressing the Setup button 
2. Use arrows & **OK** to choose letters.

viii. Once connected, use back button  until the ink level display screen.

Connecting your printer to your Card Isle account

Note: During these steps, you will need to be on a windows PC (OS 7 or higher) that is connected to the same local internet network as your Card Isle printer.

6. Log into your Card Isle Account

- a. Open a web browser on a computer that is on the **same** internet network as your Card Isle printer.
- b. Go to <https://www.cardisle.com/login> and use the username and password provided to you by Card Isle in your onboarding email.. If you did not receive this email, please contact us at info@cardisle.com or (929) 900-4753.
- c. You should be on the settings page, but if not, click on the drop down menu on the top right-hand corner of the Card Isle website and select *Settings*. At the bottom of the Settings page select the **“Register your printer”** button.

7. Install the Card Isle Printer Service software

- a. Select the pink **“Download”** button. This will download the **CardIsleSetup.exe** file.
- b. Run the file & follow the instructions in the program to complete your setup.
 - i. If the system is unable to connect your printer, check the following:
 1. Ensure your printer is connected to the same network as your computer.
 2. Ensure your printer is powered on.
 3. If you are unable to connect your printer, please contact info@cardisle.com or 929.900.4753
- c. Once you have completed installing the software, refresh your browser and you should see the following green icon (**Figure 6**) that indicates your printer is connected and online.

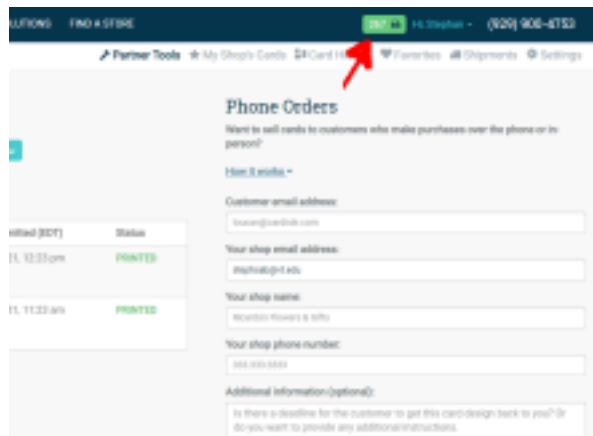


Figure 6

Loading your Card Isle paper into the primer

8. Extend top feed slot cover (shown in **Figures 7-10**) and place cardstock inside vertically (shown in **Figure 10**), with the textured side facing the front of the printer. The feed slot tray will angle backwards slightly when extended.

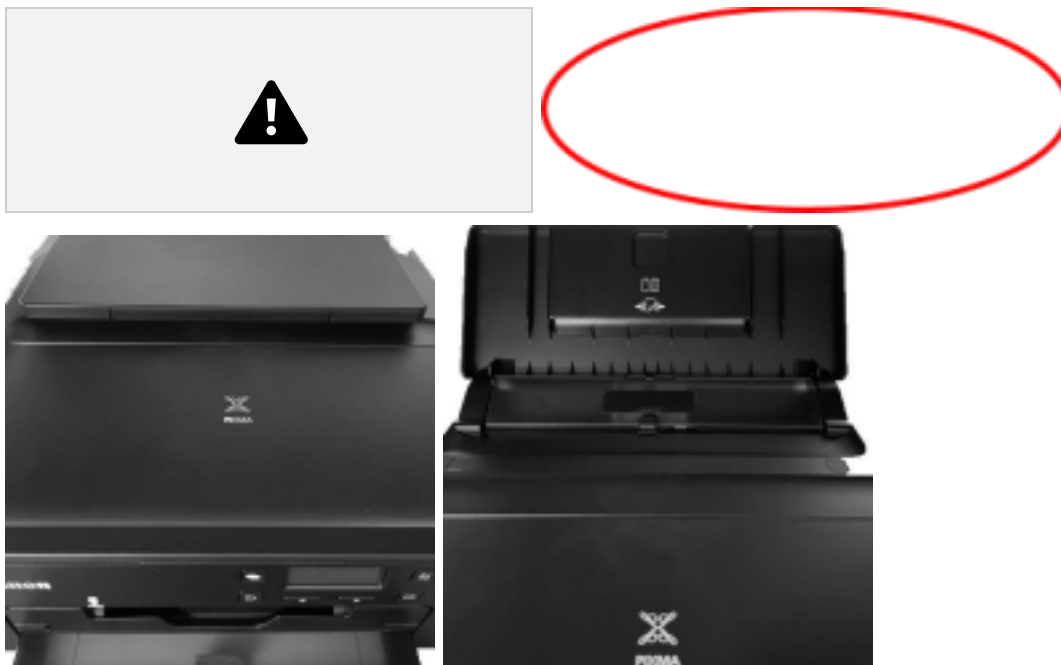
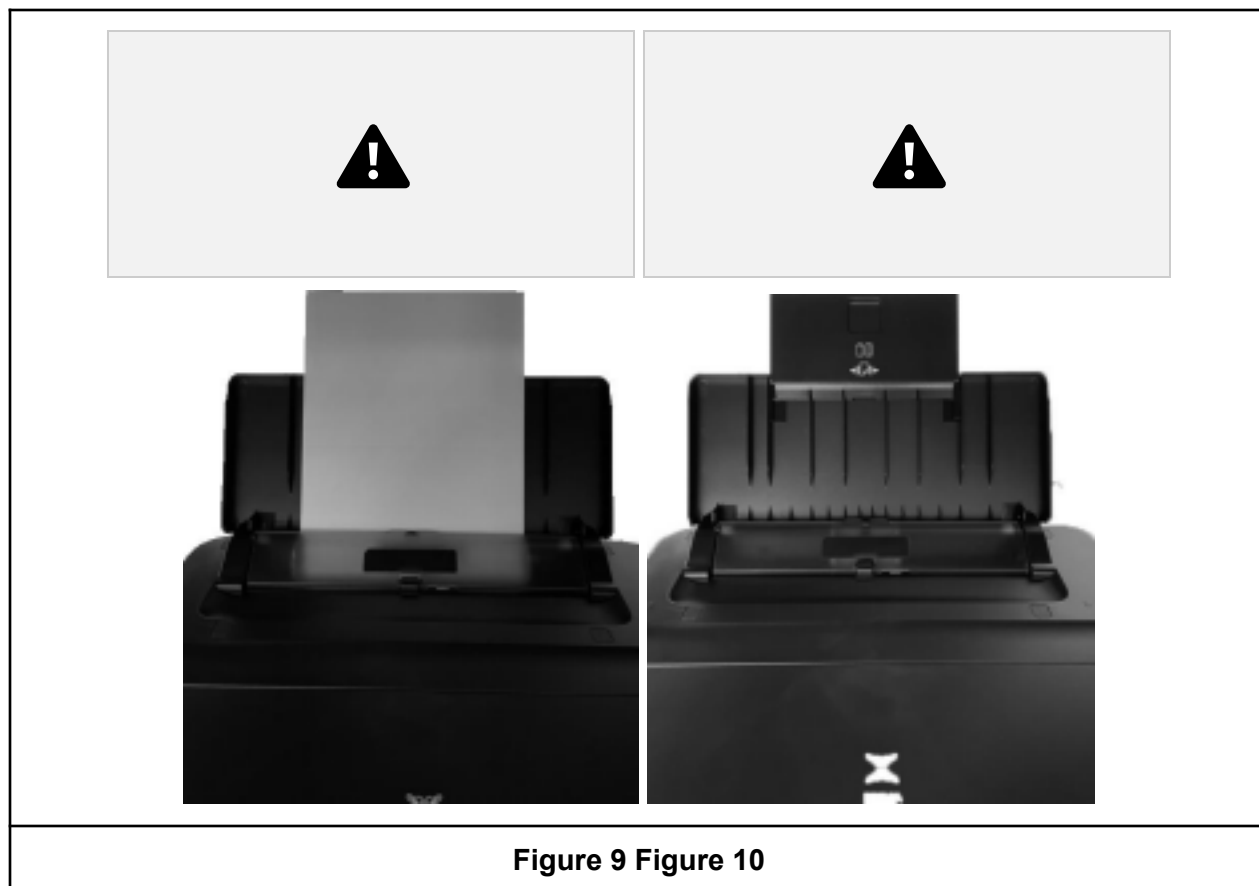
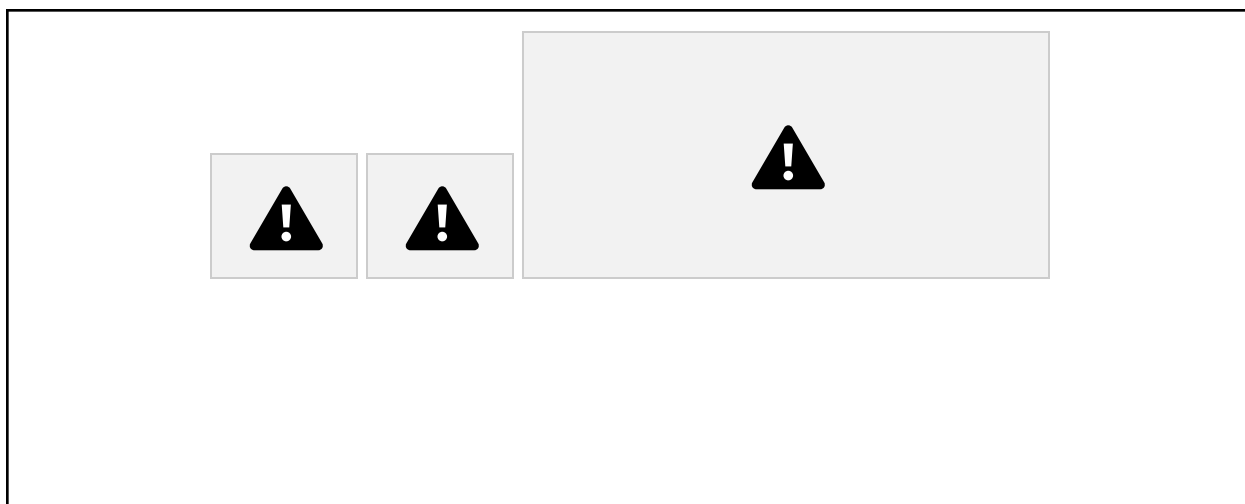
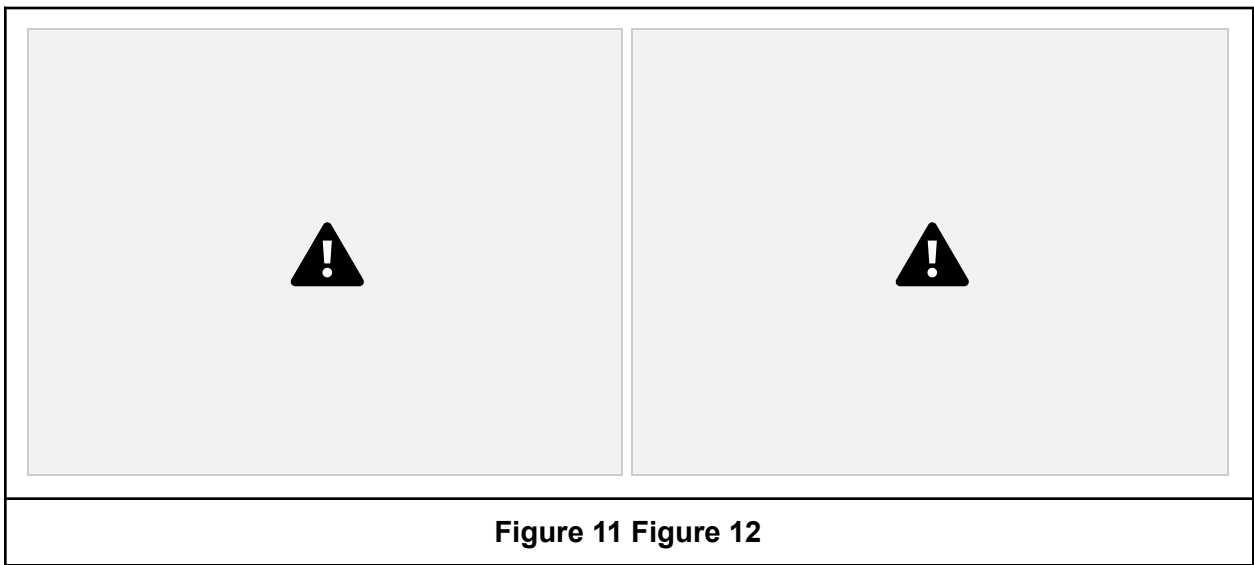


Figure 7 Figure 8



9. After placing the paper into the top feed slot, be sure that the blue guide tabs are snug against the paper (see **Figure 11**) and the plastic flap in front of the cards is down (see **Figure 12**). Also, please allow the tray to hang free and be sure it is not touching a wall.





10. Print a test card

- a. Load one of the pieces of cardstock from the *In Case of Emergency* envelope into the printer.
- b. Navigate to www.cardisle.com/shop and select, personalize and add a card of your choosing to the cart.
- c. Select “print at my printer” and print the card.
- d. Your card will print on both sides automatically. Make sure not to touch the card until it has printed on both sides.
- e. If you have any issues printing your card, please contact customer support.

11. Store emergency cards in a safe space.

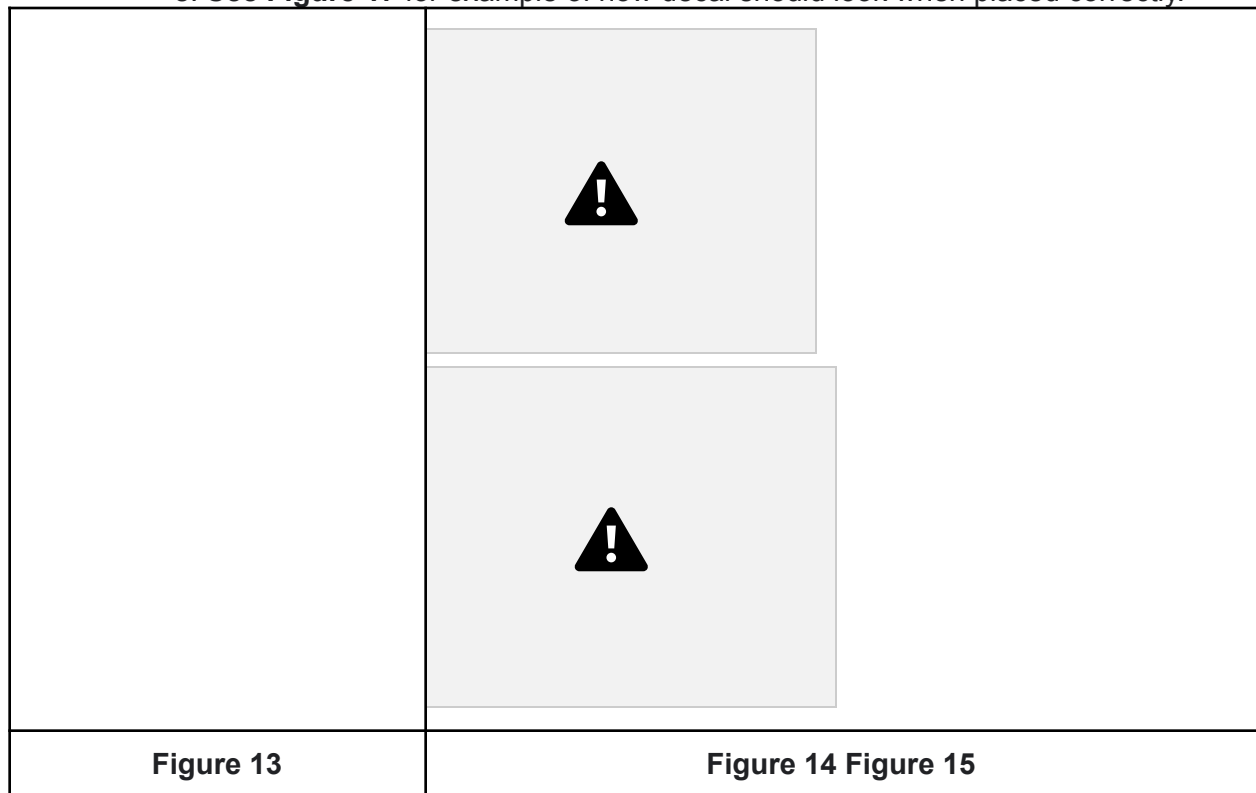
- a. Keep the remaining four emergency cards in a safe space in case you ever need them in a pinch. (You were not charged for these cards)

12. Make the Print Cards page easily accessible.

- a. **Option 1:** Bookmark the page www.cardisle.com for easy access.
- b. **Option 2:** The tab will open by default when opening Google Chrome.
 - i. Click the three dots to the right of the taskbar and choose settings.
 - ii. Scroll down all the way down to “**On startup**” and choose “**Open a specific page or set of pages.**”
 - iii. Choose “**Add new page**” and copy and paste the Partner Tools URL. © Card Isle Corporation

13. Place Card Isle decal prominently on your store window or door to let customers know this is a Card Isle printing location.

- a. Tape the top of the decal to the desired location (see **Figure 13**).
- b. Remove the back of the decal (see **Figure 14**).
- c. Use something with a straight edge, such as a credit card, to flatten decal against the surface, starting from the top (see **Figure 15**).
- d. When secure, remove the plastic sheet covering the front of the decal (see **Figure 16**).
- e. See **Figure 17** for example of how decal should look when placed correctly.



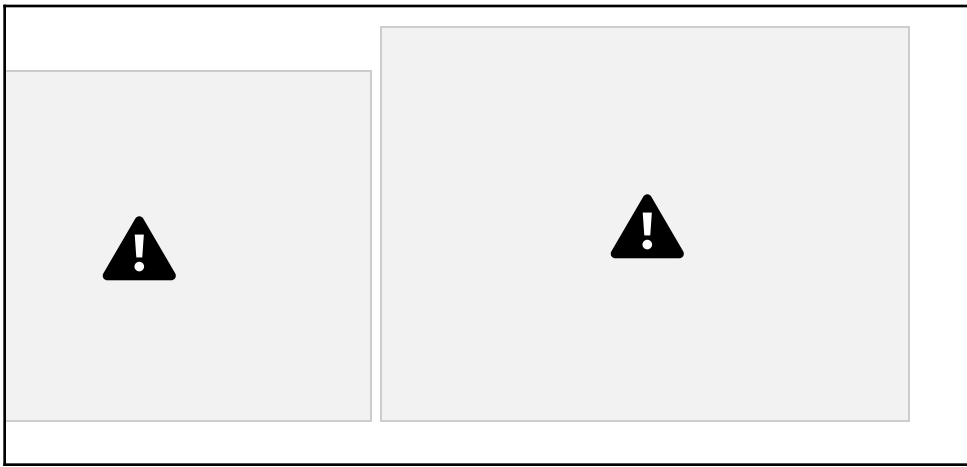


Figure 16 Figure 17

14. After all above steps have been completed, please give us a call to confirm your setup at (929) 900-4753.