**QuickStart** 

### Welcome!

Thank you for buying our label and sign maker, a tool that we know will make your job easier and your workplace better organized.

Your system lets you quickly type labels and print them on adhesive-backed tape that comes in a wide range of sizes, colors and materials. Whether you need narrow labels to identify modular drawers or wide labels to use for warning signs, this system can do the job.

Your system provides flexibility in many ways:

- Create labels in any quantity, from 1 to 100—or more.
- Print labels using a wide range of ribbon and tape colors.
- Change the look of a label by using underlining, italics and other options—all at the touch of a key.
- Create labels that meet your special needs by adding bar codes, graphics and other special features.
- Save labels for future use so you can reprint without retyping.
- Use the system on its own or connect it to your personal computer.

You will find hundreds of uses for clear, easy-to-read labels and signs all over your warehouse, maintenance, engineering, or production floor, office or facility. And we have designed the system to be extremely easy to use. Anyone can step up to the system and create a label that is professional-looking, easy to apply and durable—in minutes. If you are using the system for the first time, follow

the instructions in this section to set up and start your system. You may also want to refer to the Quick Reference Card which you can pull out from underneath your system. Your system will be ready for work in no time!

## Setting Up the System

#### Installing the operating system card

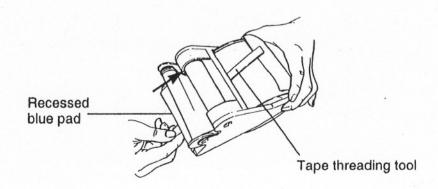
The operating system (OS) card is probably already installed. However, if you need to install the card, you must first remove the existing OS card. To perform the complete procedure, follow the steps in the instruction sheet included with the OS card kit.

#### Rethreading tape through the supply cartridge

Occasionally, it may happen that the tape in your supply cartridge is no longer extending outside of the cartridge. You can easily rethread it using the provided tape threader tool. Three reusable tape threader tools are included in the cleaning kit.

To rethread the tape through the supply cartridge:

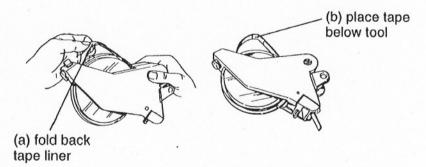
- 1. Hold the supply cartridge in one hand. With your other hand, insert the tape threading tool into the tape opening under the recessed blue pad.
- 2. Continue to insert the tape threading tool until its leading edge protrudes approximately 3 inches.



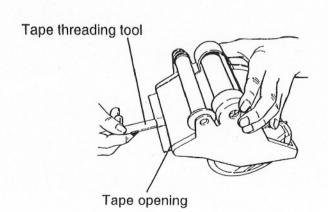
- 3. Place the supply cartridge on a flat surface. Peel back approximately <sup>1</sup>/<sub>2</sub> inch of tape from the liner.
- 4. Place the tape threading tool on the tape liner midway between the tape edges. Press down on the tape so the tape threading tool adheres to the tape.



If you're using <sup>1</sup>/<sub>2</sub> inch tape, you also need to perform one of the following steps. Either (a) fold back the tape liner or (b) place a narrow piece of clear tape below the tape threading tool.



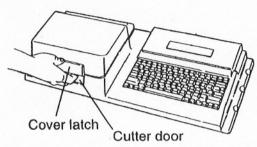
5. Holding the supply cartridge in your hand, slowly pull the tape threading tool back out through the tape opening. Peel off the tape from the tape threading tool.



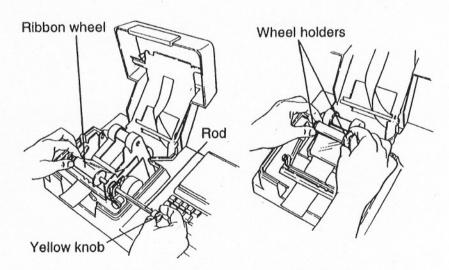
#### Installing a supply cartridge

Follow the steps below to install a supply cartridge for the first time or to remove a cartridge and install a new one.

1. Pull up on the cover latch to open the printer cover.



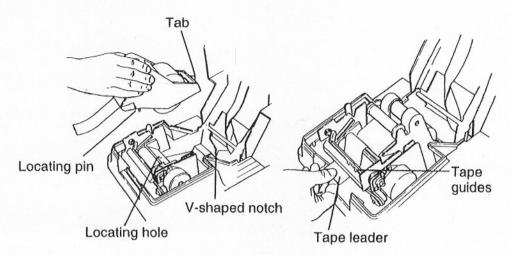
- 2. Lift the cover and open it as far as it will go.
- 3. If you are removing a cartridge, hold onto the ribbon wheel with your left hand. With your right hand, pull the yellow knob to the right to release the rod from inside the wheel. Place the ribbon wheel between the wheel holders on the cartridge. Remove the entire cartridge.



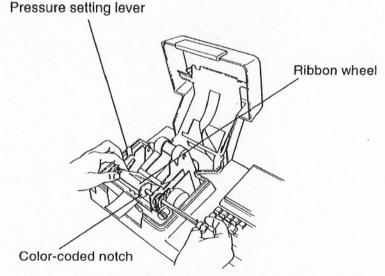
If you are not removing a cartridge, pull the yellow knob to the right to release the rod.

4. Pull out a few inches of tape from the new cartridge.

5. Place the new cartridge in the machine, feeding tape through the tape guides and aligning the tab in the rear of the cartridge into the "V-shaped" notch. Place the locating pin into the locating hole.



6. Insert the rod through the ribbon wheel and place the ribbon wheel in the appropriate color-coded notch.



- 7. Remove any wrinkles in the ribbon by turning the top of the ribbon wheel toward you.
- 8. Move the pressure setting lever to the appropriate slot (A, B, C or D) according to the label on the cartridge.
- 9. Close the printer cover firmly. Ensure the cutter door is flipped up.

#### Turning the system on

Refer to the system diagram near the front of this user's guide for the location of the parts mentioned.

- 1. Plug one end of the power cord into the system and the other end into a standard electrical outlet.
- 2. Press the on/off switch to the "1" position to turn the system on. The switch is located at the rear of the system, above the power cord. The system briefly displays an introductory message.
- 3. If for some reason you have not installed a supply cartridge, the following message displays.

Unknown cartridge type. Reload cartridge

Load a supply cartridge as described in "Installing a supply cartridge" earlier in this section. If you do not load a supply cartridge, the system assumes you will print with a 4-inch supply. (You must install a cartridge before you print.)

4. The display screen now looks like the following. (If your screen is not readable, you need to adjust the screen brightness dial.) This is called the *text* entry area, and it allows you to begin typing labels. Notice the blinking underscore character, which is called the *cursor*. The cursor indicates where the information you are about to enter will be inserted.

|   | Line 1 / Area 1 / Label 1 |
|---|---------------------------|
|   | <br>                      |
|   |                           |
|   |                           |
|   |                           |
| _ |                           |
|   |                           |

### **Creating a Label**

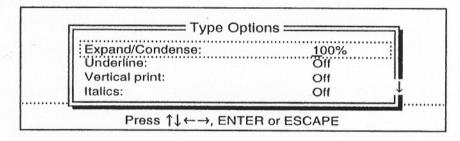
After you have installed the operating system card and a supply cartridge and have plugged in and turned on the system, your system is ready to go to work. Follow these simple steps to type and print a label.

1. The label you are going to create looks like this:

## Part # 1234X Pin Spring

To begin, type this text: **Part #**. Press the Space bar. If you make a mistake, use the BACKSPACE key or the DELETE key to erase a character.

2. Notice that our sample shows the part number underlined. To underline, press the TYPE OPTIONS function key at the top of the keyboard. The display screen looks like this:



This is called a *selection window*, and it allows you to make choices about how your label will look.

3. Use the ↓ key to move the cursor to the Underline option. Now press the → key to change the word "Off" to "On." This turns underlining on. Press the ENTER key to return to the text entry area.

Notice that a rectangular character appears in the screen. This is called a *change marker*, and it shows where you have turned the Underline option on.

- 4. Type: 1234X.
- 5. You also need to tell the system where it should stop underlining. Press the TYPE OPTIONS key again to display the Type Options window.
- 6. Use the ↓ key to move the cursor to the Underline option. Now press the → key to change the word "On" to "Off." This turns underlining off. Press the ENTER key to return to the text entry area.

Notice that another rectangular character appears in the screen. This change marker shows where you have turned the Underline option off.

- 7. Press the ENTER key to start a new line in the label. Type: **Pin Spring**.
- 8. To print the label, press the PRINT key. The system prints the label and cuts the tape for you. That is all you need to do!

If you are going to type more labels, press the CLEAR key to remove your first label from the screen. See "Clearing" in the *System Basics* section.

# **Applying a Label**

To apply a label to something, hold the tape in one hand. Run the thumb or index finger of your other hand across the edge of the tape to separate the tape from the backing. Remove the backing and place the label on a clean surface.

