Load Media in Tear-Off Mode

Tear-Off is the default mode. Figure 11 shows roll media loaded in Tear-Off mode.

**Caution** • While performing any tasks near an open printhead, remove all rings, watches, hanging necklaces, identification badges, or other metallic objects that could touch the printhead. You are not required to turn off the printer power when working near an open printhead, but Zebra recommends it as a precaution. If you turn off the power, you will lose all temporary settings, such as label formats, and you must reload them before you resume printing.

To load media in Tear-Off mode, complete these steps:

1. Set the printer to Tear-Off mode. See *Select Print Mode* on page 89 for instructions.

2. Insert media into the printer. See *Insert Media into the Printer* on page 39 for instructions.

3. Open the printhead assembly by rotating the printhead-open lever counterclockwise.
4. Loosen the thumb screw (not visible from this angle) that is located on the bottom of the outer media guide (1).

5. Slide the outer media guide all the way out.

6. Thread the media under the lower roller (1) and the upper media sensor assembly (2).
7. Push the media forward until it passes under the printhead assembly (1), under the snap plate (2), and then over the platen roller (3).

8. Align the media with the inner media guide (1). Slide in the outer media guide (2) until it just touches the edge of the media.
9. Tighten the thumb screw (not visible from this angle) that is located on the bottom of the outer media guide (1).

10. Push down the printhead assembly (1), and then rotate the printhead-open lever clockwise until it locks into place (2).
Insert Media into the Printer

This section shows how to insert roll or fanfold media into the printer. Fanfold media is loaded the same way as roll media.

Roll Media

To insert roll media, complete these steps:

1. Remove and discard any tags or labels that are dirty or that are held by adhesives or tape.

<table>
<thead>
<tr>
<th>Labels</th>
<th>Tag Stock</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Labels diagram]</td>
<td>![Tag Stock diagram]</td>
</tr>
</tbody>
</table>

2. Pull out the media supply guide as far as it goes.

3. Place the roll of media on the media supply hanger. Push the roll as far back as it will go.
4. Slide in the media supply guide until it touches the edge of the roll.

Fanfold Media

To load fanfold media, complete these steps:

1. Thread the fanfold media through the rear access slot (1) or the bottom access slot (2). Using the media supply hanger is optional.

Figure 9 • Rear Feed Using Media Supply Hanger

Figure 10 • Bottom Feed Without Using Media Supply Hanger
2. Do you wish to use the media supply guide?

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Continue with the media loading procedure for the desired print mode.</td>
</tr>
</tbody>
</table>
| Yes   | **a.** Pull the media supply guide out as far as it goes.  

![Diagram 1](image1.png)

**b.** Drape the media over the media supply hanger.  

![Diagram 2](image2.png)

**c.** Slide in the media supply guide until it touches, but does not restrict, the edge of the media.  

![Diagram 3](image3.png)
### Adjust the Tear-Off Position

This parameter establishes the position of the media over the tear-off/peel-off bar after printing. See Figure 18. Higher numbers move the media out (the tear line moves closer to the leading edge of the next label), and lower numbers move the media in (the tear line moves closer to the edge of the label just printed).

**Figure 18 • Tear-Off Position Adjustment**

```
1  Media direction
2  Factory-set tear line location at position 00
```

**Default:** +0

**Range:** –120 to +120

**To change the value shown:**

1. Press PLUS (+) to increase the value. Each press adjusts the tear-off position by four dot rows.
2. Press MINUS (-) to decrease the value. Each press adjusts the tear-off position by four dot rows.

### Select Print Mode

Print mode settings tell the printer the method of media delivery that you wish to use. Make sure that your printer can support the selected option.

**Default:** TEAR-OFF

**Selections:** TEAR-OFF, PEEL-OFF, CUTTER, REWIND

**To change the value shown:**

1. Press PLUS (+) or MINUS (-) to scroll through the options.