

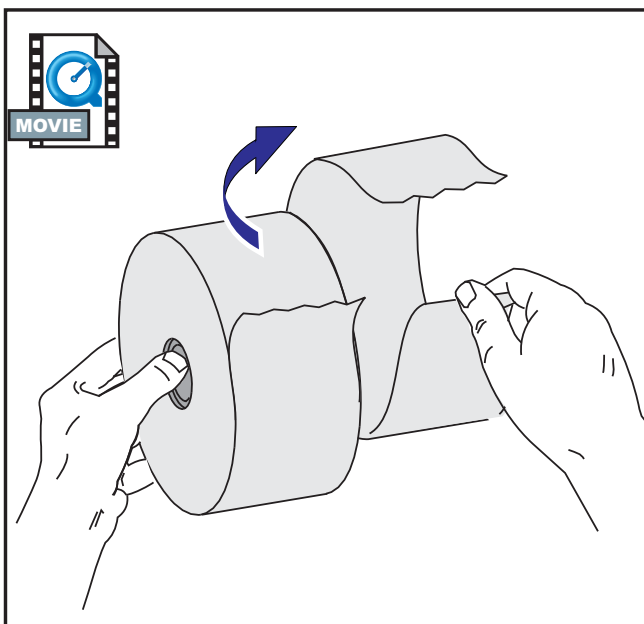
# Loading Roll Media



When you load media, you must place the roll on the media hangers and then adjust the media guides.

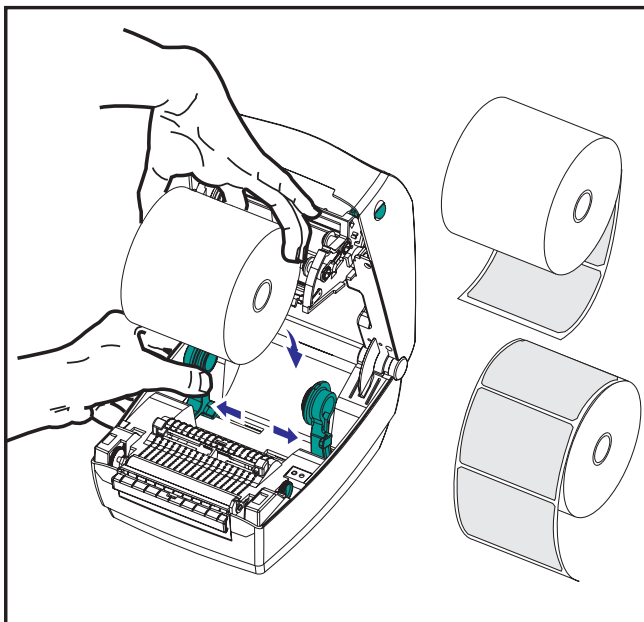
You must use the correct media for the type of printing you require. When printing without a ribbon, you must use direct thermal media. When using ribbon, you must use thermal transfer media. The printer's ribbon sensor detects motion of the supply spindle.

## *Placing the Roll in the Media Compartment*

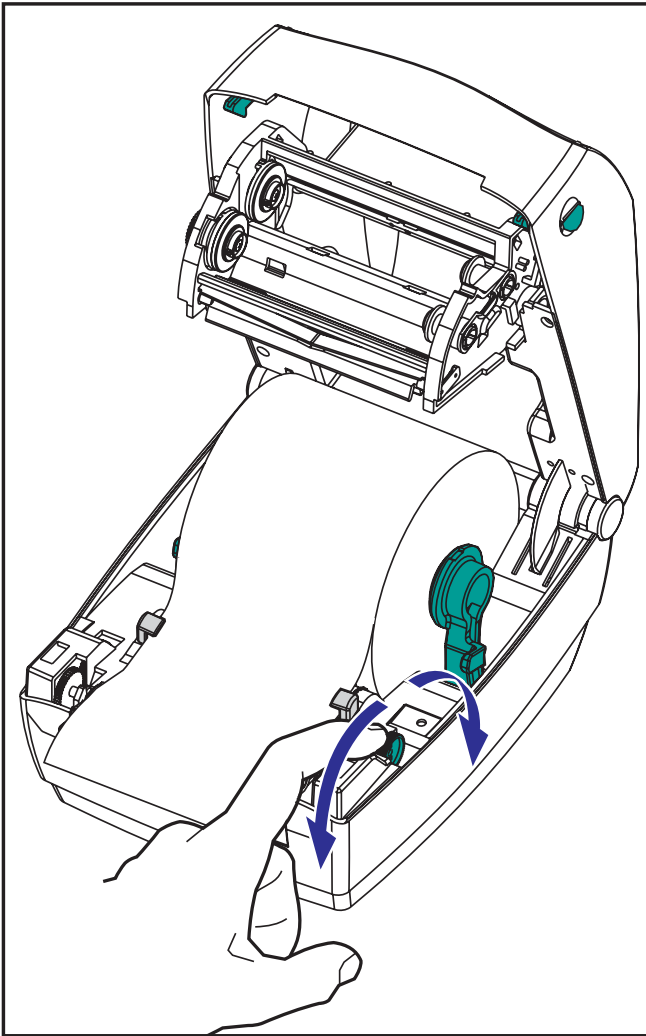


Whether your roll media is inside or outside wound you load it into the printer the same way.

1. Open the printer. Remember that you need to pull the release levers toward the front of the printer.
2. Remove the outside length of media. During shipment, the roll may become dirty when handled or dusty when stored. Removing the outside length avoids dragging adhesive or dirty media between the print head and platen.
3. Separate and hold open the media hangers.
4. Orient the media roll so that its printing surface will be up as it passes over the platen.
5. Lower the roll between the hangers and close them onto the core.



## Adjusting the Guides



The adjustable guides direct the media toward the platen and print head.

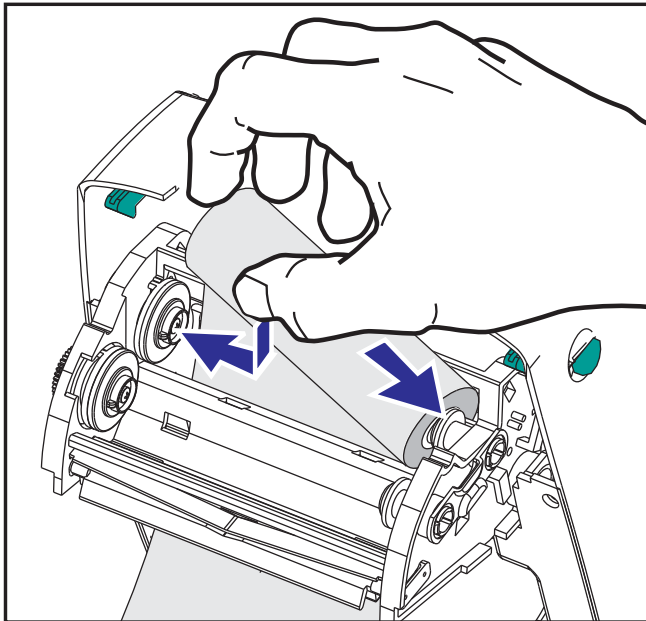
1. Open the media guides by turning the guide adjuster knob to the rear.
2. Thread the media through the guides.
3. Close the media guides by turning the guide adjuster knob to the front. They should just touch, but not restrict, the edges of the media.
4. Unless you need to load ribbon, close the top cover. Remember that you need to release the cover lock, lower the top cover, and press down until the latches snap into place.

# Loading Ribbon



You must use thermal transfer media (accepts wax and/or resin transferred off a ribbon) when you use a ribbon. When loading ribbon, you install the supply and take-up rolls, then tighten the ribbon on the carriage.

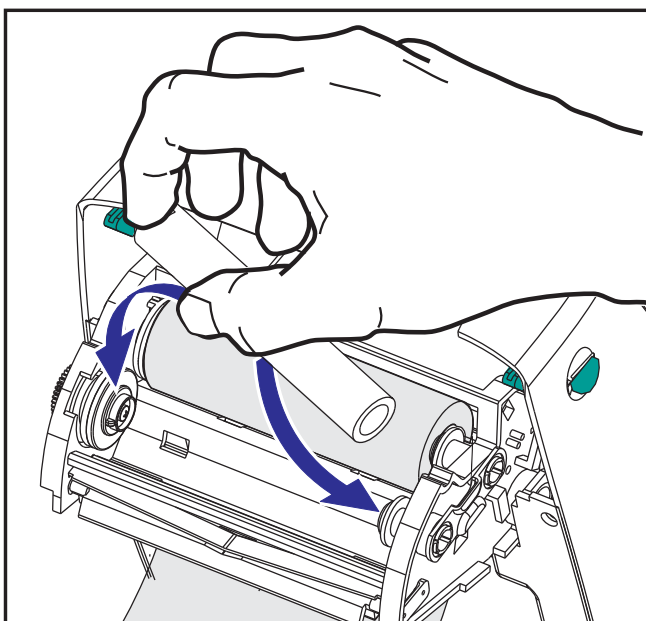
## *Install the Ribbon Supply Roll*



Before following these steps, prepare the ribbon by removing its wrapping and pulling its adhesive strip free.

1. Thread the ribbon through the carriage.
2. Press the right side onto the supply hub.
3. Align the notches on the left side and mount onto the spokes of the left hub.

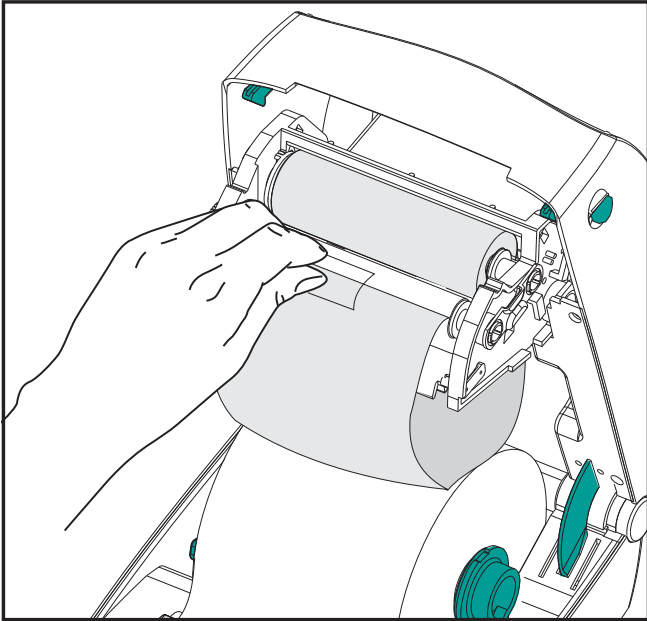
## *Install the Take-Up Core*



1. Press the right side onto the take-up hub.
2. Align the notches on the left side and mount onto the spokes of the left hub.

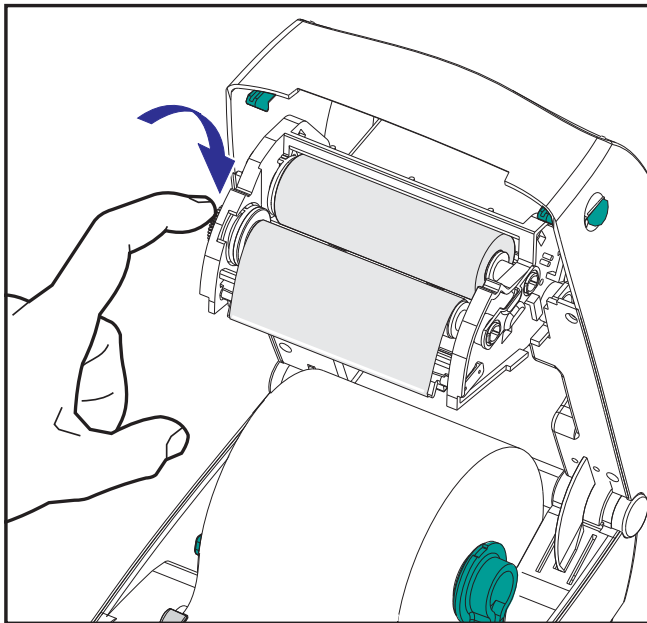
You can find your first ribbon take-up core in the packing box. Subsequently, use the empty supply core to take up the next roll of ribbon.

## ***Attach and Tighten the Ribbon***



You must align the ribbon so that it will be taken straight onto the core.

1. Attach the ribbon to the take up core. Use the adhesive strip on new rolls; otherwise, use tape.



2. Turn the ribbon take-up gear counter-clockwise (top moves toward rear) to remove slack from the ribbon.
3. Close the top cover. Remember that you need to release the cover lock, lower the top cover, and press down until the latches snap into place.