

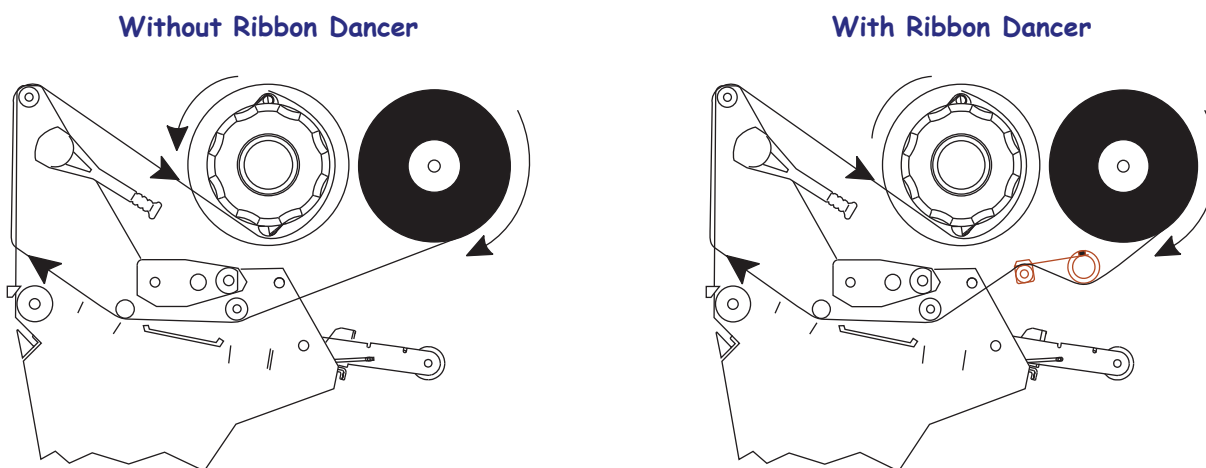
## Load Ribbon

Use the instructions in this section to load ribbon for use with thermal transfer labels. For direct thermal labels, do not load ribbon in the printer. The ribbon path is slightly different for printers with ribbon dancers (Figure 11).



**Important** • Use ribbon that is wider than the media to protect the printhead from wear. Ribbon must be coated on the outside.

Figure 11 • Ribbon Path



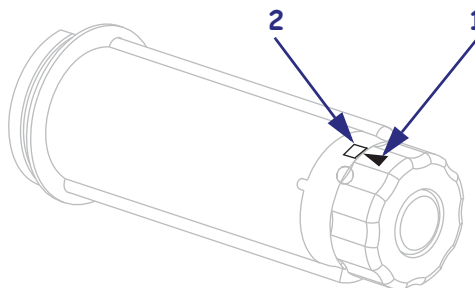
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**Caution** • While performing any tasks near an open printhead, remove all rings, watches, hanging necklaces, identification badges, or other metallic objects that could touch the printhead. You are not required to turn off the printer power when 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.

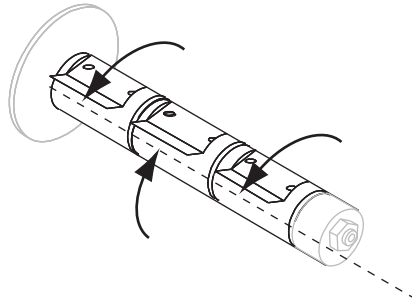
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### To load ribbon, complete these steps:

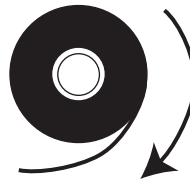
1. Align the arrow (1) on the ribbon take-up spindle knob with the notch (2) in the ribbon take-up spindle.



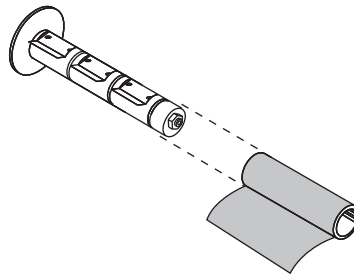
2. Align the segments of the ribbon supply spindle.



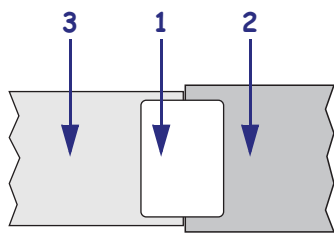
3. Orient the ribbon with the loose end unrolling clockwise.



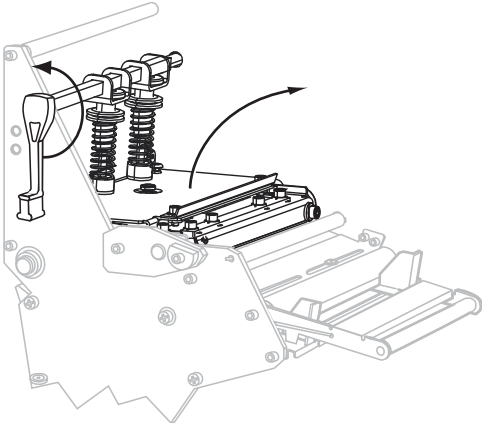
4. Place the roll of ribbon on the ribbon supply spindle. Push the roll back as far as it will go.



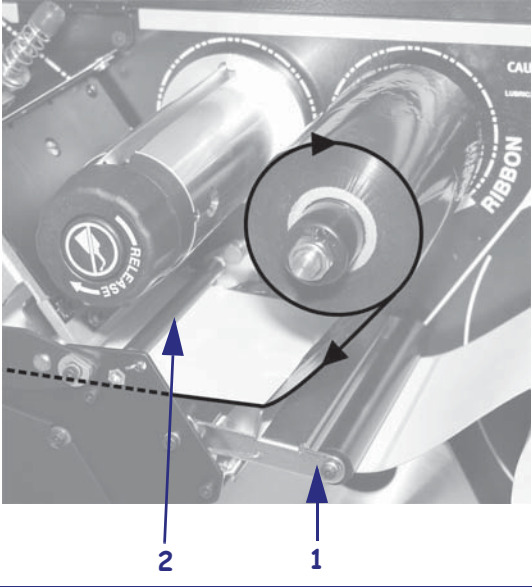
5. A ribbon leader makes ribbon loading and unloading easier. Does your roll of ribbon have paper or something else attached to the end to serve as a ribbon leader?

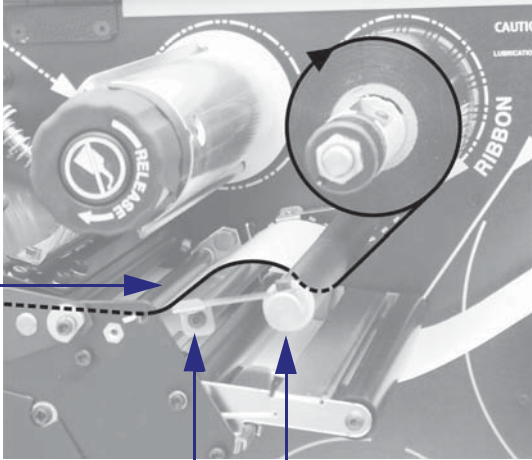
If...	Then...
Yes	Continue with the next step.
No	<p>a. Tear off a strip of media (labels and liner) about 6–12 in. (150–305 mm) long from the roll.</p> <p>b. Peel a label from the media strip.</p> <p>c. Use this label (1) to attach the end of the ribbon (2) to the media strip (3). The media strip acts as a leader.</p> 

6. Open the printhead assembly by rotating the printhead-open lever counter-clockwise.

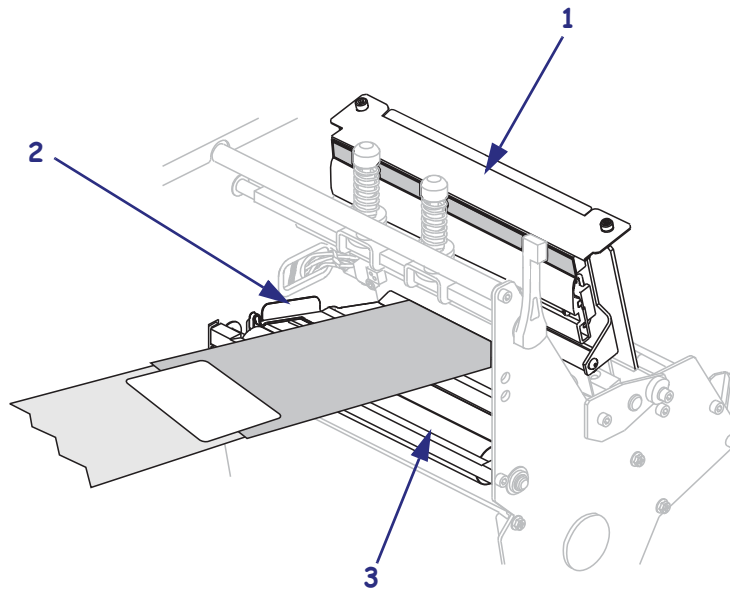


7. Does your printer contain a ribbon dancer assembly? (See Figure 11 on page 49 for the ribbon dancer location.)

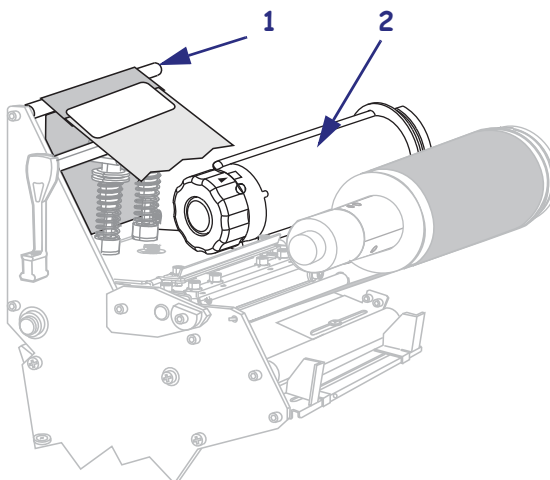
If...	Then...
No	<p>Thread the ribbon over the media dancer assembly (1) and under the ribbon guide roller (2).</p>  <p>The photograph shows a close-up of the printer's internal mechanism. A circular roller is labeled '1' and is the media dancer assembly. A smaller roller below it is labeled '2' and is the ribbon guide roller. A ribbon is shown being threaded over roller 1 and under roller 2. A 'RELEASE' button is visible on the left, and 'RIBBON' is printed on the right side of the assembly.</p>

If...	Then...
Yes	<p>a. Thread the ribbon through the ribbon dancer. The ribbon must go under the upper roller (1) and then over the lower roller (2).</p> <p>b. Thread the ribbon under the ribbon guide roller (3).</p> 

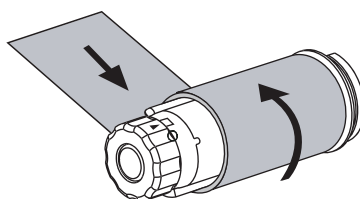
8. Push the ribbon leader forward until it passes under the printhead assembly (1), over the snap plate (2), and then over the platen roller (3).



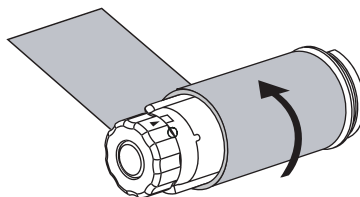
9. Bring the ribbon leader over the upper ribbon roller (1) and then toward the ribbon take-up spindle (2).



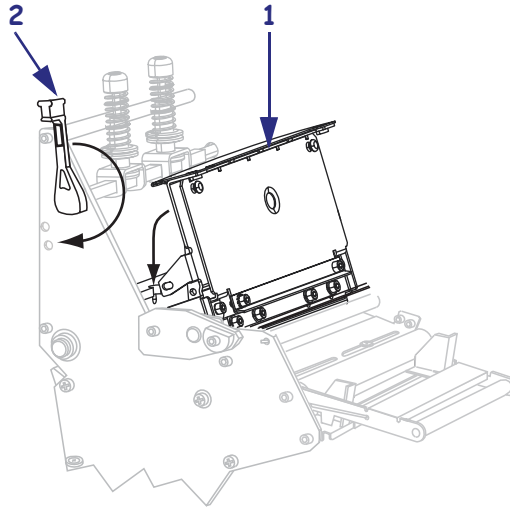
10. Wind the ribbon leader and attached ribbon counterclockwise around the ribbon take-up spindle.



11. Rotate the spindle counterclockwise several turns to wind the ribbon and remove any slack.



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



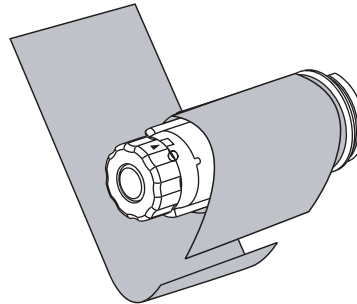
## Remove Used Ribbon

Remove used ribbon from the ribbon take-up spindle each time you change the roll of ribbon.

**To remove used ribbon, complete these steps:**

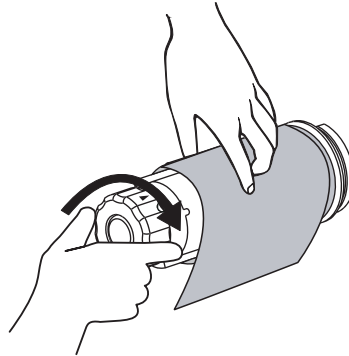
1. Has the ribbon run out?

If the ribbon...	Then
Ran out	Continue with the next step.
Did not run out	Cut or break the ribbon before the ribbon take-up spindle.



2. While holding the ribbon take-up spindle, turn the ribbon release knob clockwise until it stops.

The ribbon release bars pivot down, easing the spindle's grip on the used ribbon.



3. Slide the used ribbon off of the ribbon take-up spindle and discard.

