

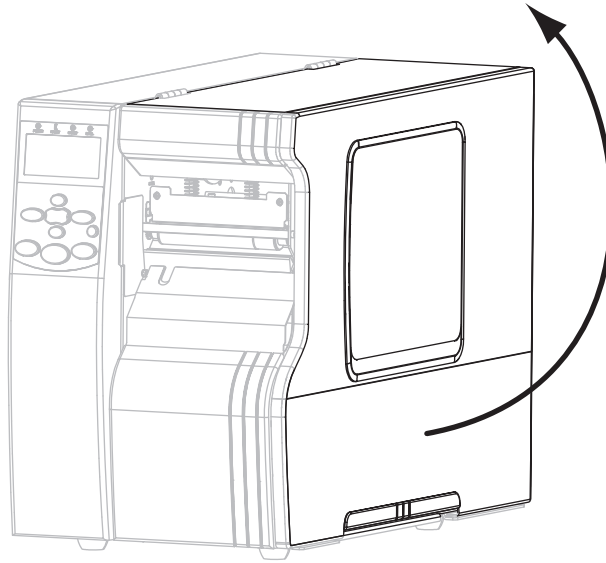
## Prepare the Media for Loading

You can use roll media or fanfold media in your printer. Roll media hangs on and is loaded from the media supply hanger. Fanfold media is stored away from or in the bottom of the printer and can drape across the media supply hanger.

### Roll Media

To place roll media on the media supply hanger, complete these steps:

1. Raise the media door.



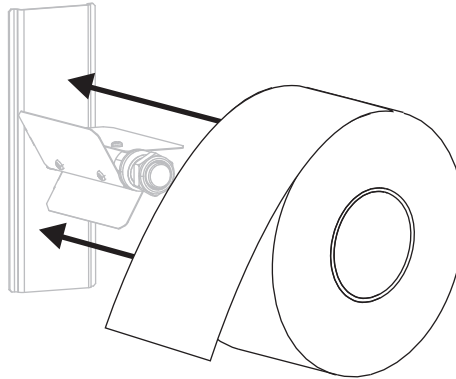
2. Remove and discard any tags or labels that are dirty or that are held by adhesives or tape.

Tag Stock	Labels
A line drawing showing two hands peeling a rectangular tag from a roll of tag stock. The tag has a perforated edge.	A line drawing showing two hands peeling a rectangular label from a roll of labels. The label has a perforated edge and a small graphic on it.

3. Follow the instructions for your printer model to insert media into the printer.

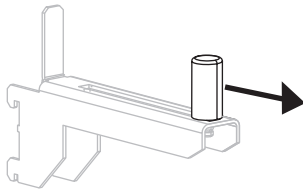
**110Xi4/R110Xi4 600 dpi**

- a. Place the roll of media on the media supply spindle. Push the roll back as far as it will go.

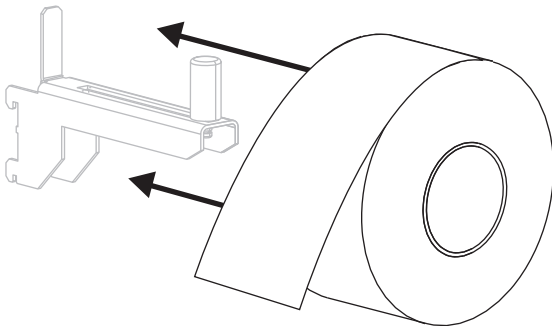


**110Xi4/R110Xi4 200 dpi and 300 dpi**

- a. Pull out the media supply guide as far as it goes.

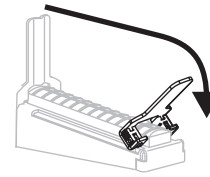


- b. Place the roll of media on the media supply hanger. Push the roll as far back as it will go.

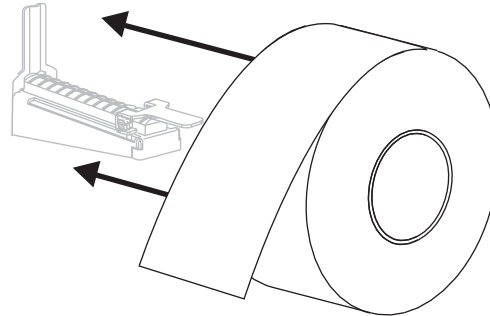


**Other Xi4 Models**

- a. Slide out and flip down the media supply guide.

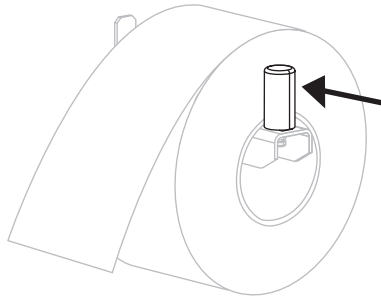


- b. Place the roll of media on the media supply hanger. Push the roll back as far as it will go.



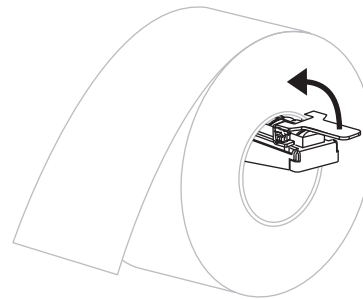
**110Xi4/R110Xi4 200 dpi and 300 dpi**

- c. Slide in the media supply guide until it touches the edge of the roll.

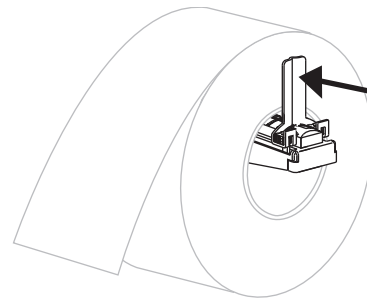


**Other Xi4 Models**

- c. Flip up the media supply guide.



- d. Slide in the media supply guide until it touches the edge of the roll.



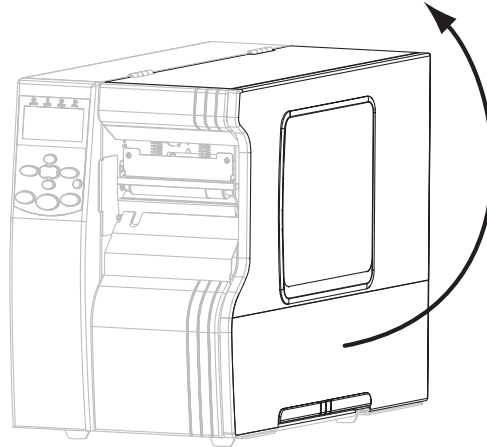
4. Continue with the media loading procedure for the desired print mode.
- *Load Media in Tear-Off Mode* on page 44
  - *Load Media in Peel-Off Mode* on page 48
  - *Load Media in Cutter Mode* on page 55
  - *Load Media in Rewind Mode* on page 60

## Fanfold Media

You can store fanfold media behind the printer (rear feed) or under the printer (bottom feed). Using the media supply hanger is optional.

### To load fanfold media, complete these steps:

1. Raise the media door.



2. Thread the fanfold media through the bottom access slot (1) or the rear access slot (2).

If using...	Then use this access slot...
Bottom feed	A detailed diagram of the printer's bottom feed mechanism. It shows various rollers and guides. A red line with arrows indicates the path of the fanfold media from the bottom access slot, through the rollers, and into the printer's internal path. A blue arrow labeled '1' points to the bottom access slot.

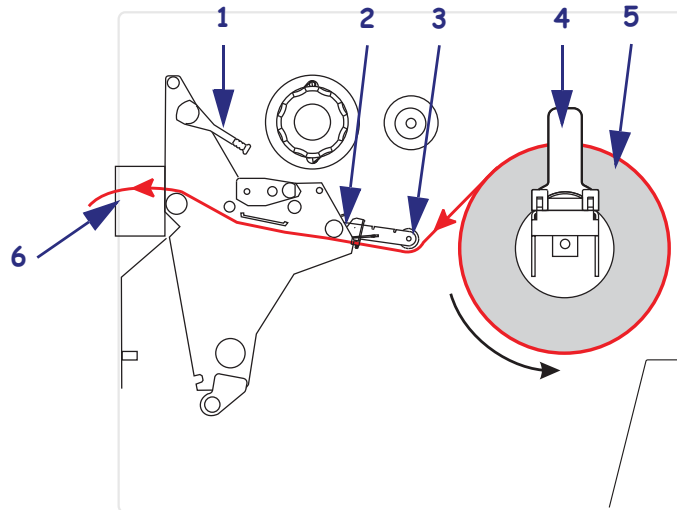
If using...	Then use this access slot...
<p>Rear feed (shown using a media supply hanger)</p>	<div data-bbox="776 279 1382 661"> </div> <p data-bbox="716 695 1427 762"><b>a.</b> Slide out and, if applicable, flip down the media supply guide.</p> <div data-bbox="760 779 1323 940"> </div> <p data-bbox="716 953 1427 1020"><b>b.</b> Drape the media over the media supply hanger or media spindle.</p> <div data-bbox="716 1035 1427 1176"> </div> <p data-bbox="716 1188 1427 1262"><b>3.</b> If applicable, flip up the media supply guide. Slide in the media supply guide until it touches the edge of the media.</p> <div data-bbox="716 1274 1390 1591"> </div>

## Load Media in Cutter Mode

A cutter is a rotating knife with a self-sharpening blade that is attached to the front of the printer. The cutter is used to cut individual labels as they are printed.

Figure 9 shows the printer loaded with labels in Cutter mode.

Figure 9 • Media Loaded in Cutter Mode



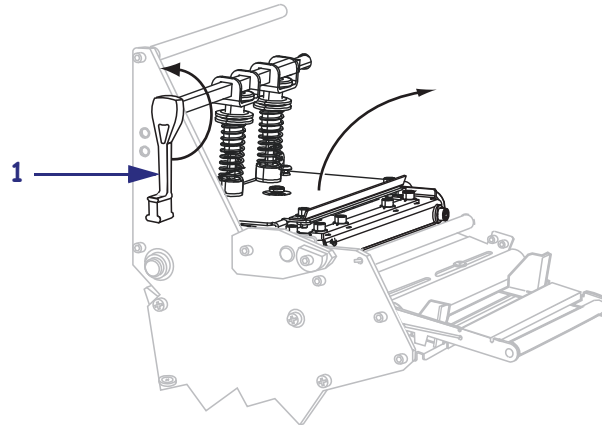
1	Printhead-open lever
2	Media guide
3	Media guide roller
4	Media supply guide
5	Media
6	Cutter

**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.

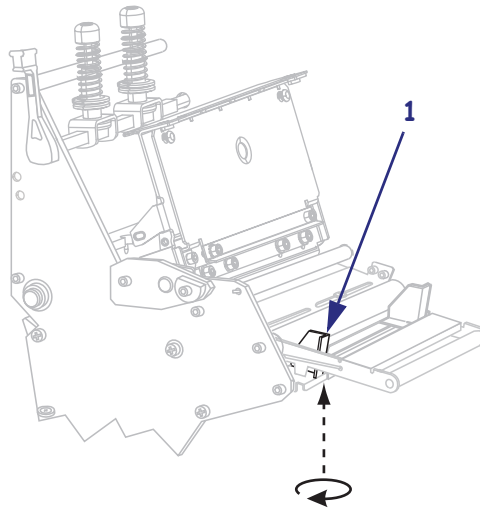
### To set up the printer in Cutter mode, complete these steps:

1. Set the printer to Cutter mode. See [Select Print Mode on page 92](#) for instructions.
2. Insert media into the printer. See [Prepare the Media for Loading on page 39](#) for instructions.

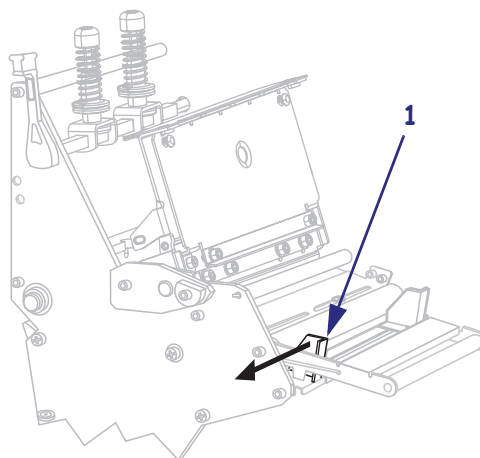
3. Open the printhead assembly by rotating the printhead-open lever (1) counter-clockwise.



4. Loosen the thumb screw (not visible from this angle) that is located on the bottom of the outer media guide (1).



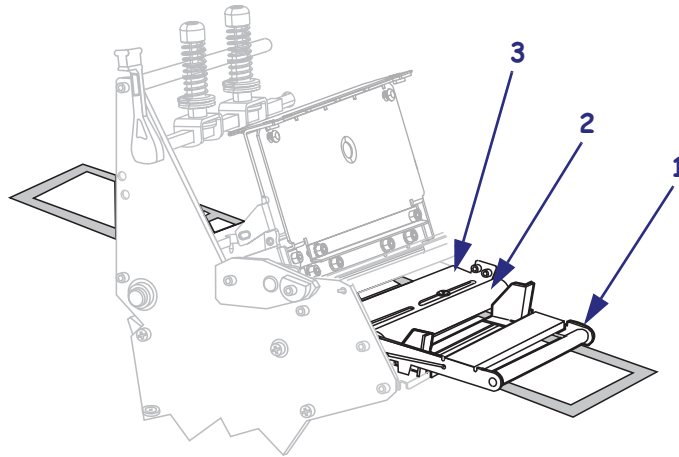
5. Slide the outer media guide (1) all the way out.



6. If your printer includes a media dancer assembly (1), thread the media under the media dancer assembly roller. For all printers, thread the media under the media guide roller (2) and then the upper media sensor (3).

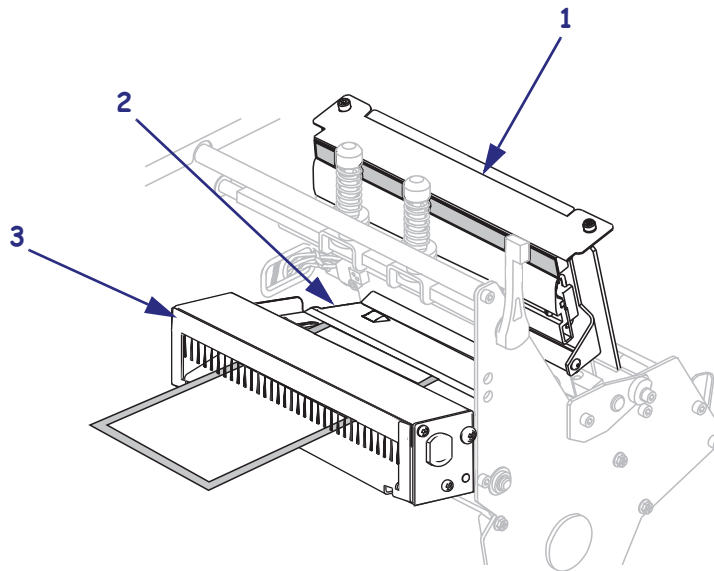


**Important** • Make sure that you thread the media under these components. If you thread the media over them, the media obstructs the ribbon sensor and causes a false **RIBBON OUT** error.



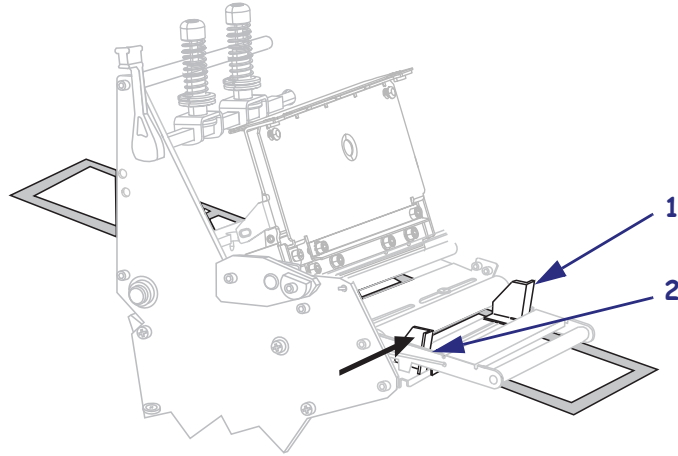
7. **Caution** • The cutter blade is sharp. Do not touch or rub the blade with your fingers.

Thread the media forward until it passes under the printhead assembly (1), under the snap plate (2), and through the cutter assembly (3).

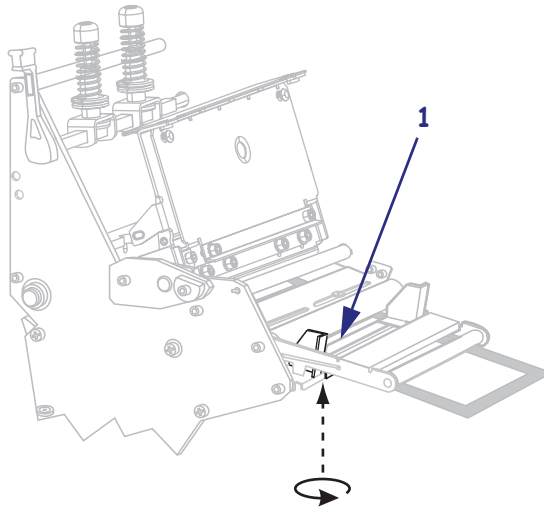




8. Align the media with the inner media guide (1). Slide in the outer media guide (2) until it just touches the edge of the media.



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 (2) clockwise until it locks into place.

