Load Ribbon and Media

Use the instructions in this section to load ribbon (if used) and media in a ZE500™ print engine. Ribbon is used with thermal transfer labels. For direct thermal labels, do not load ribbon in the print engine. To determine if ribbon must be used with a particular media, see *When to Use Ribbon* on page 41.

**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.

**Important** • Use ribbon that is wider than the media to protect the printhead from wear. Ribbon must be coated on the outside. See *Coated Side of Ribbon* on page 41 for more information.

**To load ribbon and media, complete these steps:**

**Loading Ribbon**

1. **Caution** • The printhead may be hot and could cause severe burns. Allow the printhead to cool.

   Rotate the printhead-release latch to the open position.
2. Position the ribbon roll with the loose end unrolling in the direction shown.

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

4. Place an empty ribbon core on the ribbon take-up spindle. Push the core back as far as it will go.
5. **Caution** • The printhead may be hot and could cause severe burns. Allow the printhead to cool.

Thread the ribbon under the lower ribbon guide roller (1), under the printhead assembly (2), and then over the upper ribbon guide roller (3).

6. Wind the ribbon around the core on the ribbon take-up spindle.
Loading Media

7. Load media on the media supply reel of the applicator (refer to the applicator’s documentation for more information).

8. Press the release button on the pinch roller assembly. Allow the assembly to pivot upward.

9. Slide the media guide all the way out.
10. Thread the media under the upper guide post (1), below the pinch roller assembly (2), and under the printhead assembly (3).

11. Extend approximately 30 in. (75 cm) of media past the peel bar. Remove and discard the labels from the liner on this exposed media.
12. Slide in the media guide until it just touches the edge of the media.

13. Press down on the pinch roller assembly until it locks closed.

15. Raise the peel roller latch so that the peel roller assembly pivots downward.

16. Thread the liner around the peel bar, under the platen roller, and through the peel roller assembly.

**Important** • If the applicator has an air tube, route the liner between the air tube and the peel bar. Do not thread the liner over the air tube.
17. Rotate the peel roller assembly up until it locks into the closed position.

18. Thread the liner around the take-up spindle of the applicator (refer to the applicator’s documentation for more information).

19. Close the media door.

20. If desired, perform the **CANCEL Self Test on page 131** to verify that your printer is able to print.