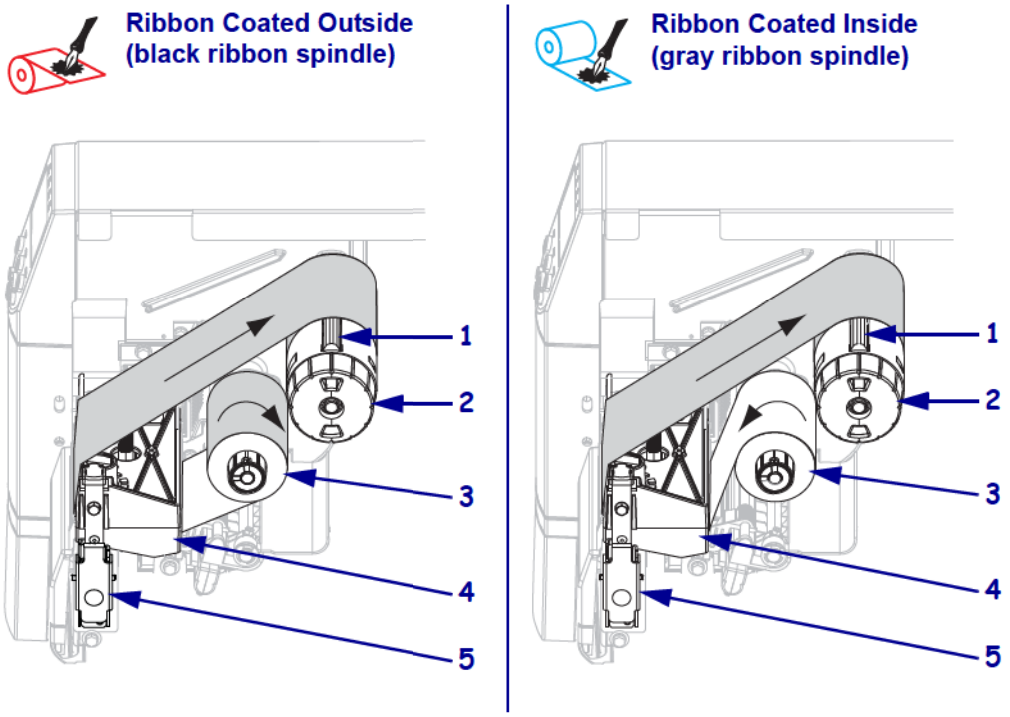
Load Ribbon

Always use ribbon that is wider than the media to protect the printhead from wear. For direct thermal printing, do not load ribbon in the printer.

The standard Thermal Transfer option (black ribbon spindle) uses ribbon coated on the outside, and the alternate Thermal Transfer option (gray ribbon spindle) uses ribbon coated on the inside. To avoid damaging your printer, follow the directions for the Thermal Transfer option installed in your printer.

Figure 8 shows the ribbon paths for ribbon coated on the outside and ribbon coated on the inside. The coated surfaces of the ribbon are shown in gray when they are visible. To determine which side of a ribbon is printed, see *Coated Side of Ribbon* on page 36.

Figure 8 • Ribbon Path



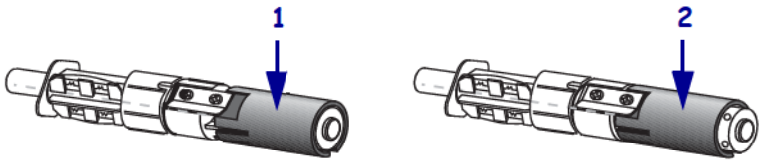
1	Tension blade
2	Ribbon take-up spindle
3	Ribbon supply spindle
4	Printhead assembly
5	Printhead release latch

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 ribbon, complete these steps:

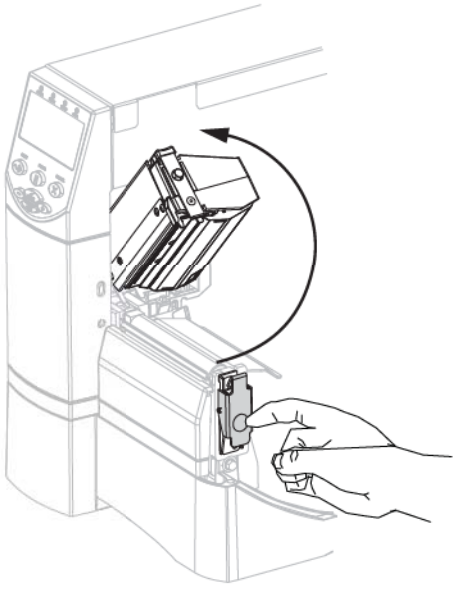
1. Set the ribbon supply spindle for normal or low tension.
   - To place the ribbon supply spindle in the **normal position**, firmly pull out the spindle end cap until it extends and clicks in place, as shown in Figure 9. Use this setting for most applications.
   - To place the ribbon supply spindle in the **low-tension position**, firmly push in the end cap until it retracts and clicks in place, as shown in Figure 9. Use this setting when using a narrow ribbon or if normal tension hampers ribbon movement.

Figure 9 • Ribbon Spindle—Normal and Low Tension



1	Normal Position (Spindle End Cap Extended)
2	Low-Tension Position (Spindle End Cap Retracted)

2. Press the printhead release latch to open the printhead assembly. Lift the printhead until it latches open.

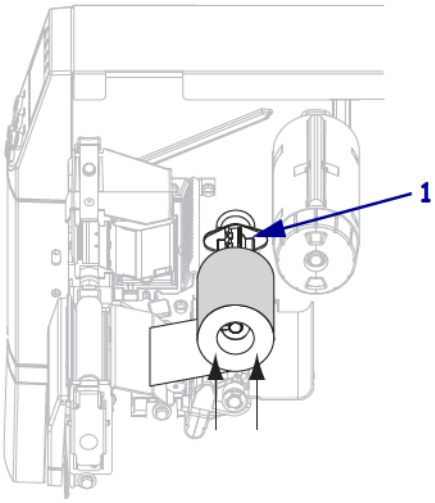


3. Insert the ribbon into the printer. In this step, follow the instructions for the Thermal Transfer option installed in your printer.

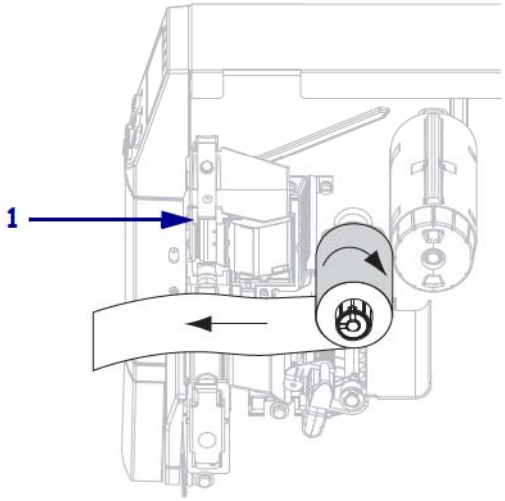
Ribbon Coated Outside (black ribbon spindle)

a. Hold the ribbon with the loose end unrolling clockwise.

b. Place the roll of ribbon on the ribbon supply spindle (1) and push it all the way back.



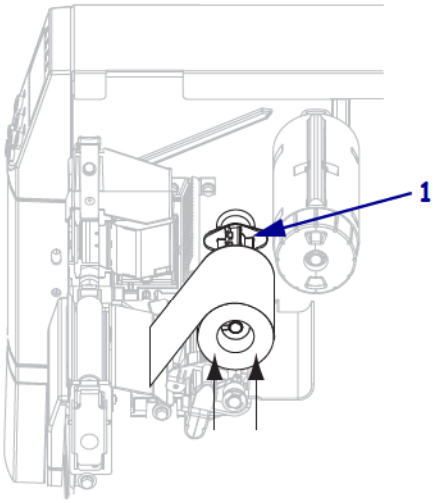
c. Pull the end of the ribbon under the printhead assembly (1) and out the front of the printer. Extend the ribbon approximately 24 in. (610 mm) out of the printer.



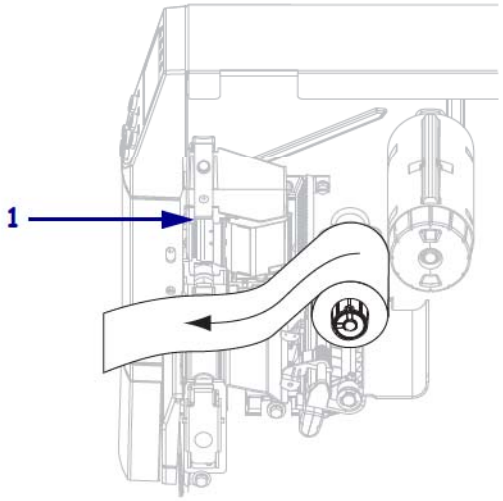
Ribbon Coated Inside (gray ribbon spindle)

a. Hold the ribbon with the loose end unrolling counterclockwise.

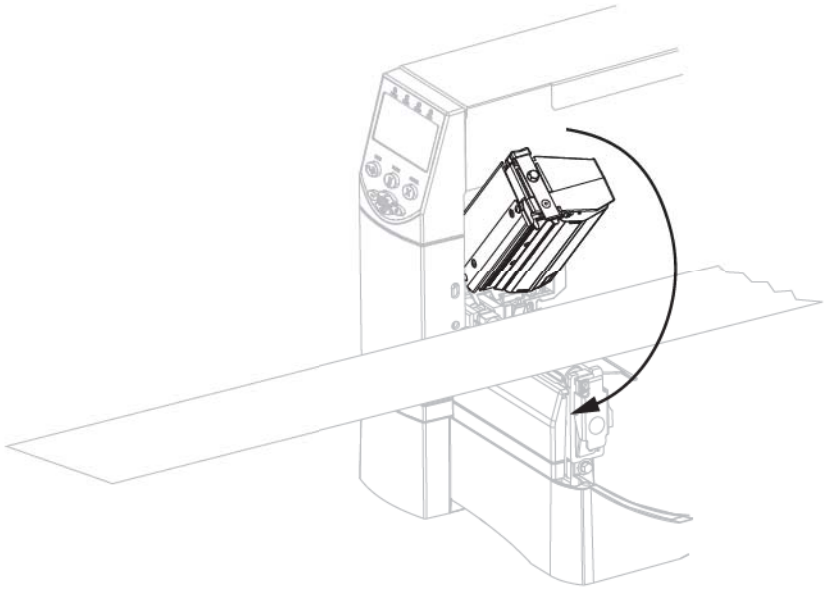
b. Place the roll of ribbon on the ribbon supply spindle (1) and push it all the way back.



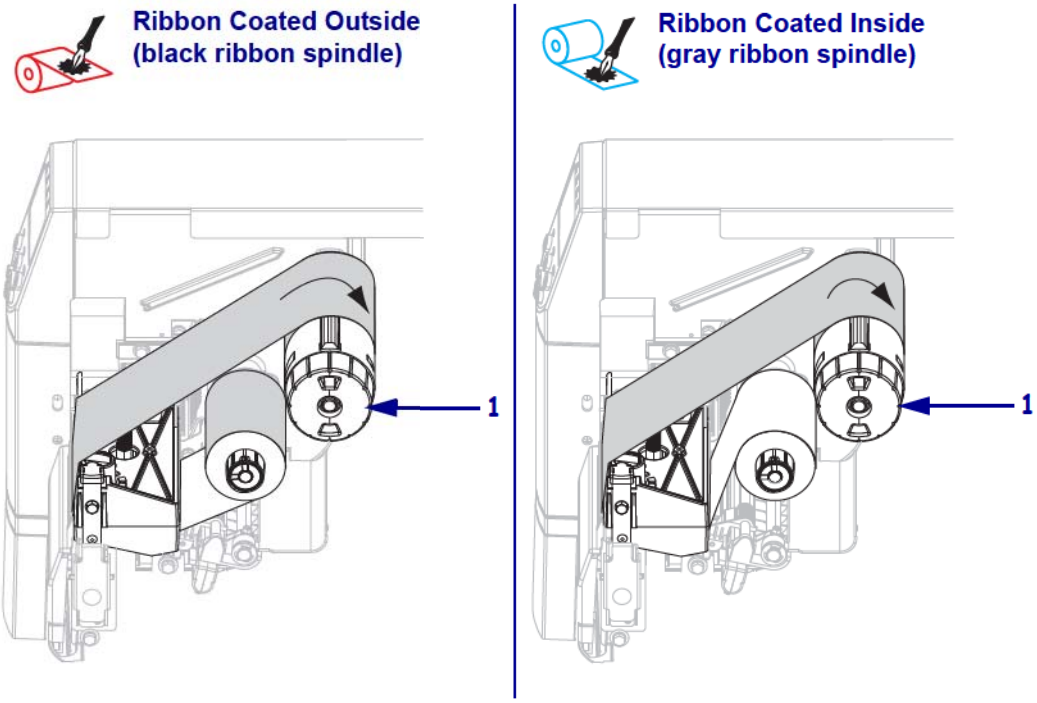
c. Pull the end of the ribbon under the printhead assembly (1) and out the front of the printer. Extend the ribbon approximately 24 in. (610 mm) out of the printer.



4. Close the printhead assembly.



5. Wind the ribbon clockwise onto the ribbon take-up spindle (**1**).

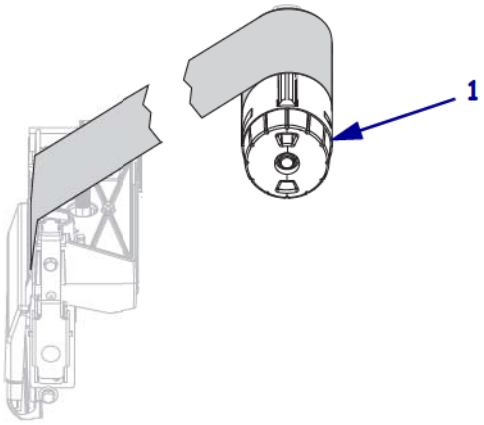


Remove Used Ribbon

To remove used ribbon, complete these steps:

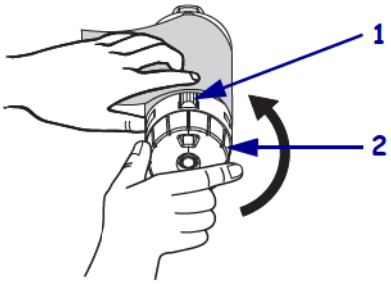
1. **Caution** • Do not cut the ribbon directly on the ribbon take-up spindle. Doing so may damage the spindle.

   If the ribbon has not run out, cut or break it before the ribbon take-up spindle (**1**).



2. To loosen the ribbon, squeeze it against the ribbon take-up spindle tension blades (**1**). At the same time, turn the ribbon take-up spindle release knob counterclockwise (**2**).

   The tension blades collapse into the ribbon take-up spindle, loosening the ribbon.



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