03 - Load Direct Thermal Labels (When Not Using Ribbon)

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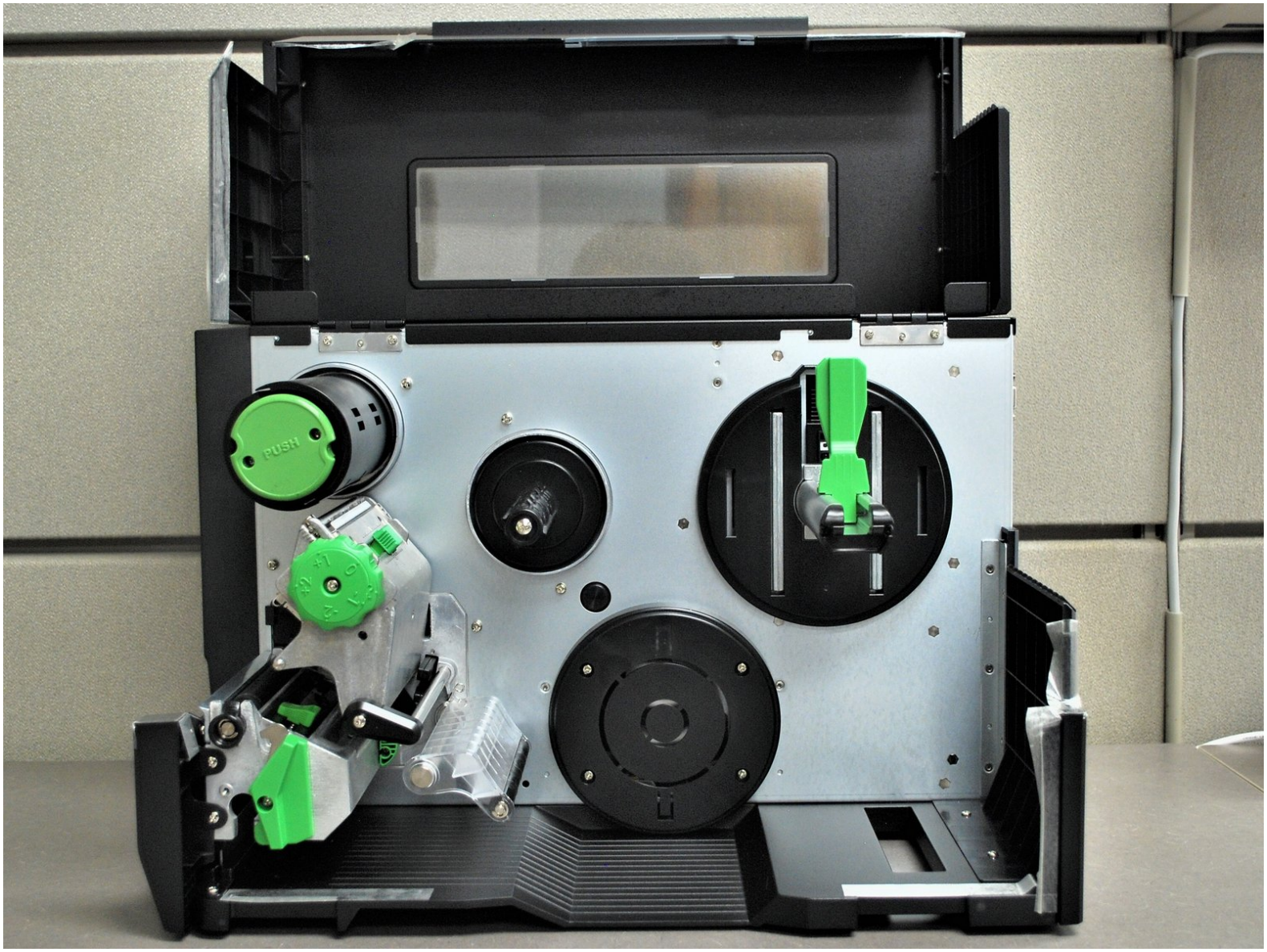

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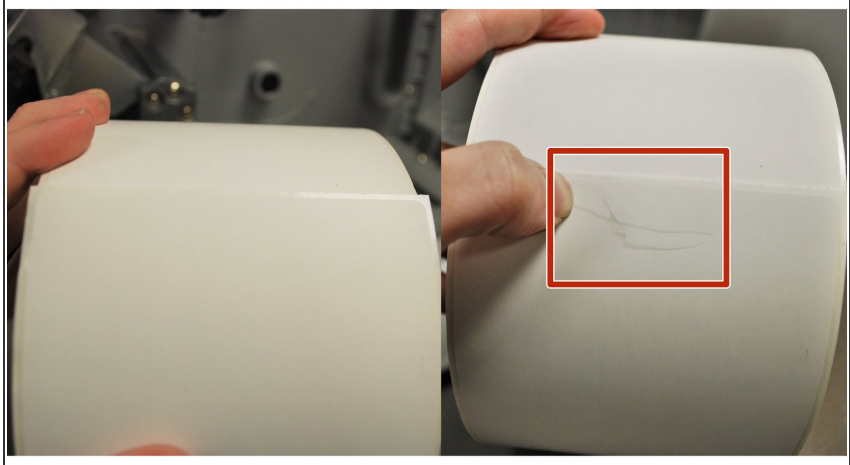
INTRODUCTION

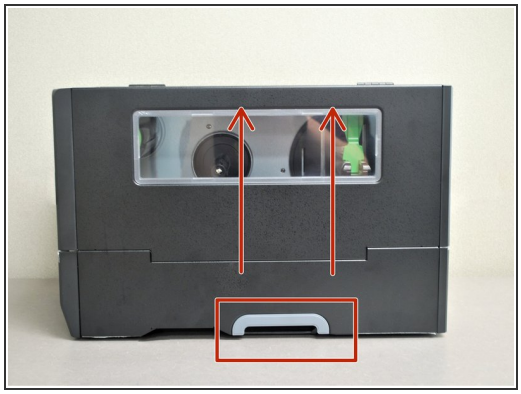
How to load Direct Thermal labels in your Global Shop industrial printer.

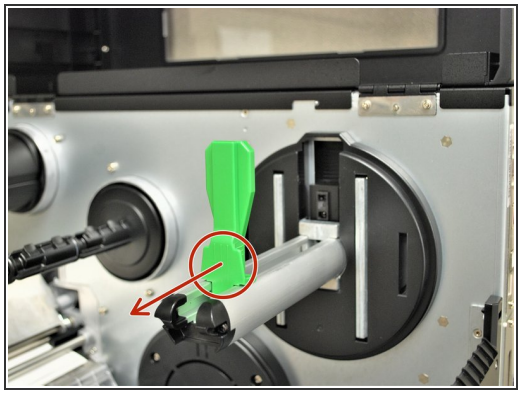
Step 1 — Identifying your Labels

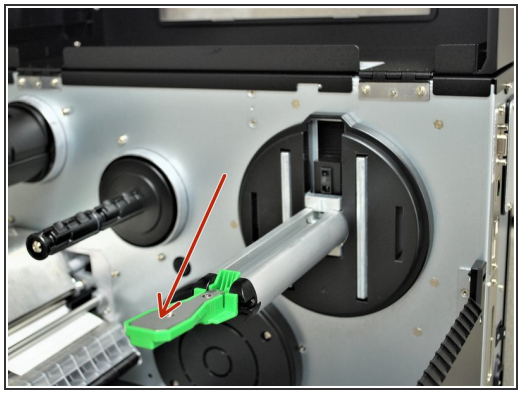


- Direct transfer labels will show a grey mark if you scrape your thumbnail along it, while thermal transfer will not. Make sure the labels you are using are of the **Direct Thermal** variety.

Step 2 — Opening and Prepping Printer

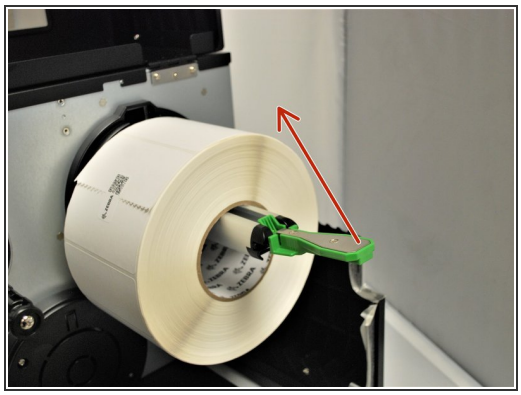
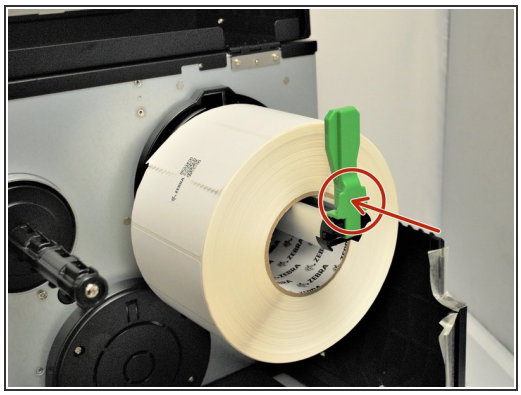
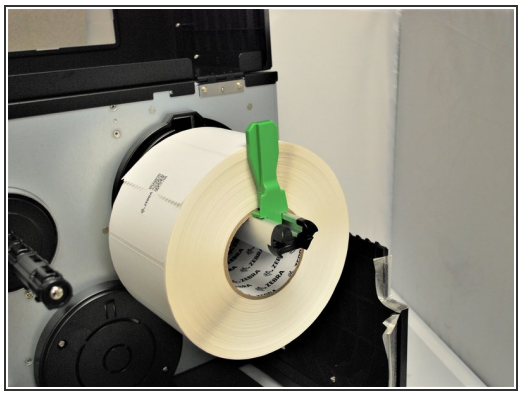






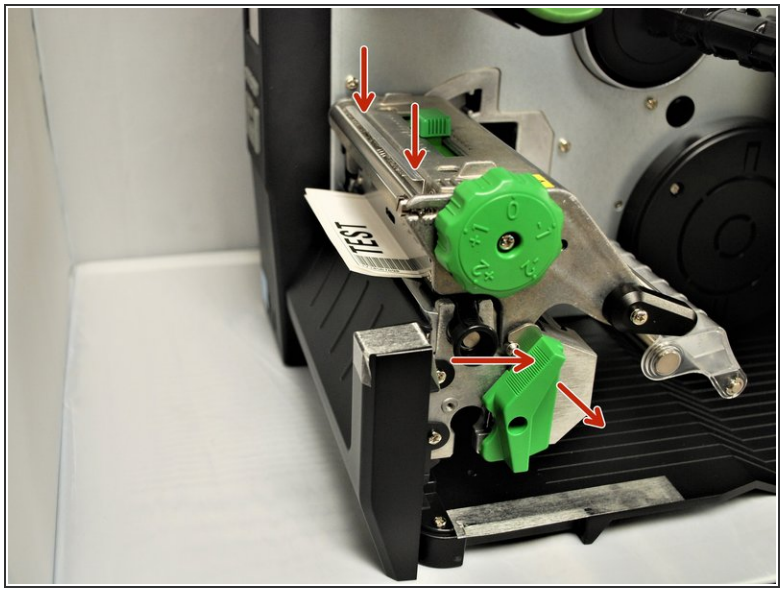
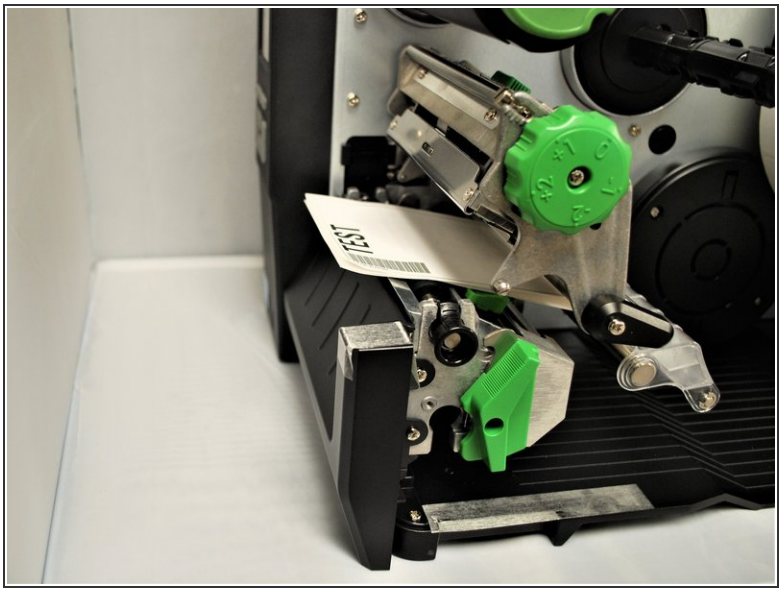
- Grab the bottom of the cover and lift all the way open, until it's resting on the top of the printer.
- Locate the green label roll guard pictured and pull away from the printer.
  - ⓘ Be sure to grab this by the bottom of the guard to help pull it with ease.
- Fold down the label roll guard away from the printer.

Step 3 — Loading Labels

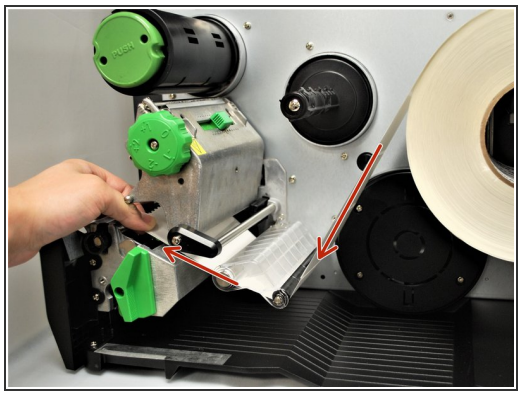
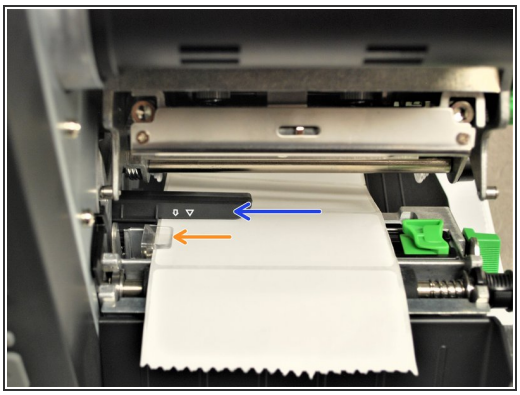
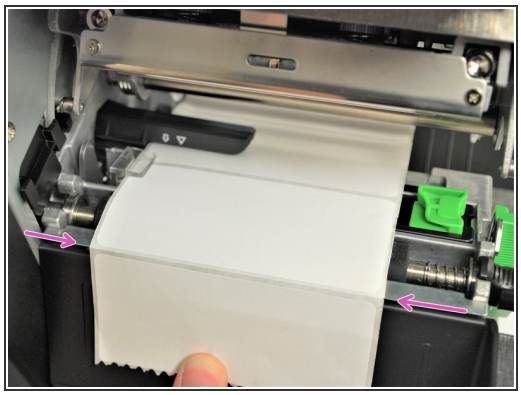
- Place the roll of labels on the label supply spindle, so that they unroll from the top
- Fold the label roll guard back up.
- Press the label roll guard against the side of the roll.
  - ⓘ Be sure to press this by the bottom of the guard to help push it with ease.

Step 4 — Release and Lift Printhead

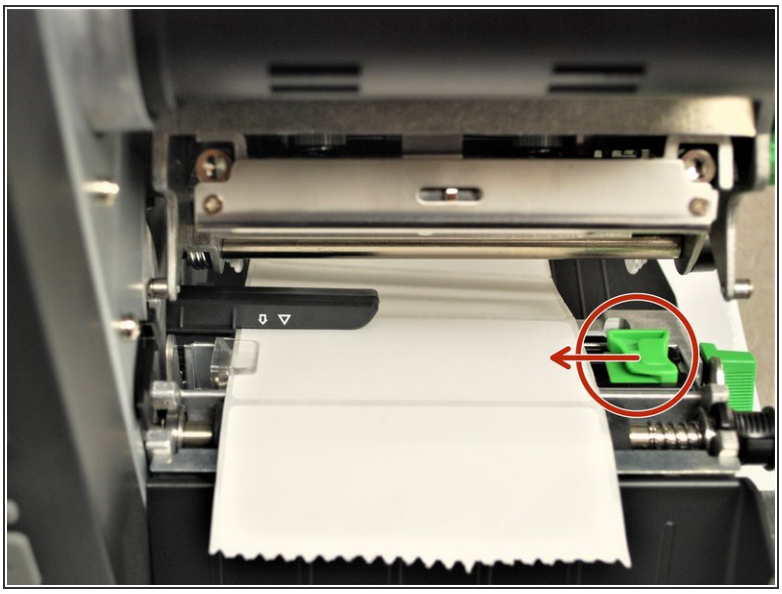
- With one hand, press down on the top of the printhead.
- With the other hand, rotate the green print head release lever clockwise.
- Remove your hand from the printhead and the printhead should now be able to be lifted up.

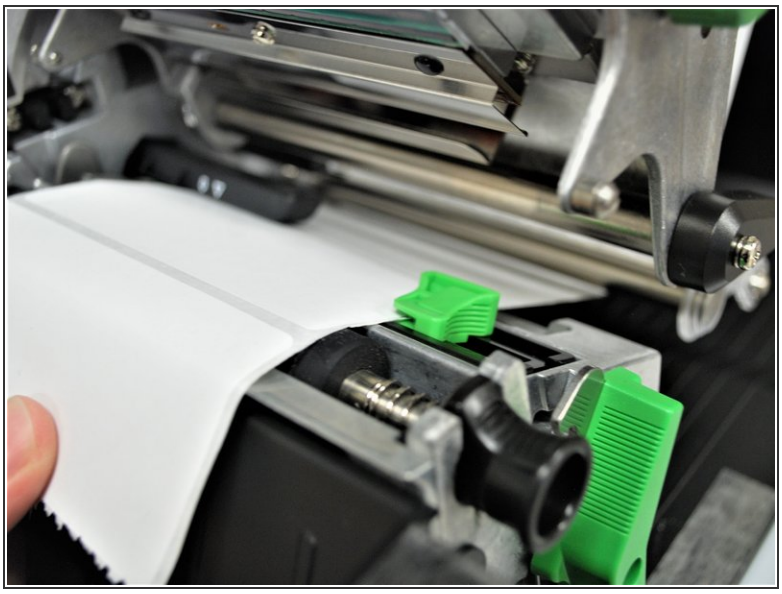
Step 5 — Feeding the Direct Transfer Labels

- Feed the labels under the damper roller (1st picture).
- Feed the labels through/under the black ribbon sensor (blue arrow in the picture) and clear label guide (orange arrow in picture).
- Pull through until the leading edge of one label is even with the tear-off edge (pink arrows).
  - ⓘ The length of the label shown may vary from your own. Be sure to pull it through to a distance equivalent to one label to the first tear-off edge.

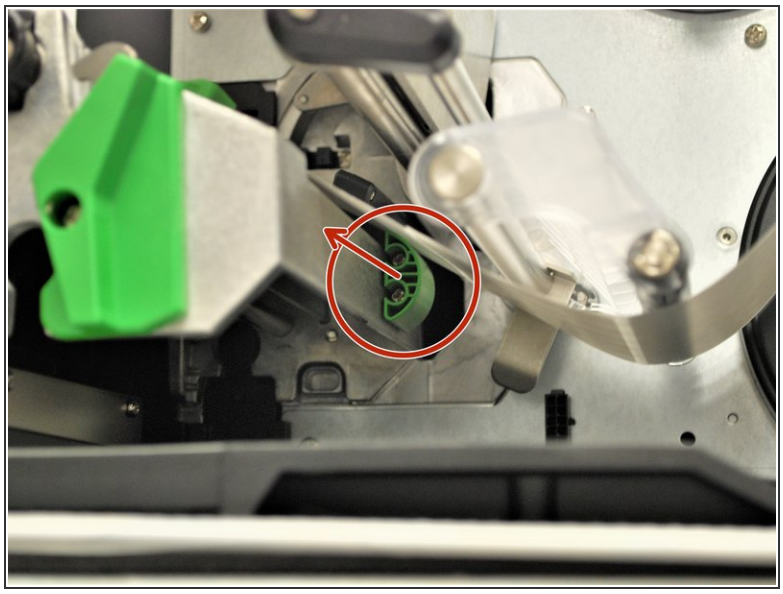
Step 6 — Lining up the Labels





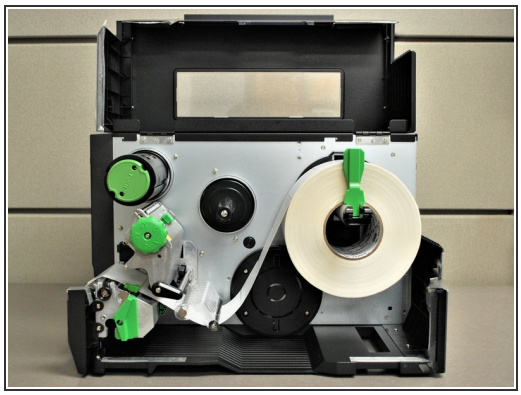
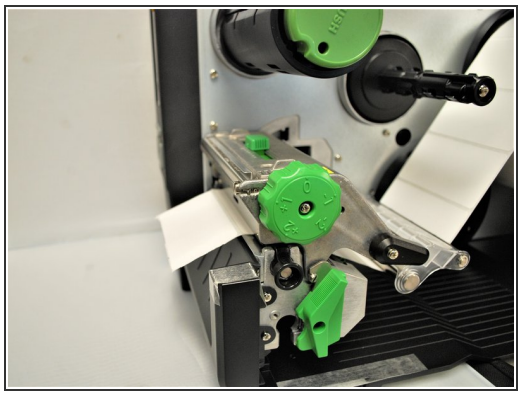
- Make sure the far edge of the label roll lines up with the clear label guide.
- Slide the green front label guide forward until it fits against the close edge of the labels.
  - These guides keep the labels running straight, so it's important to make sure they're not so tight they stop the labels from coming out smoothly.

Step 7 — Adjusting Media Sensor



- Use the green tab (first picture) underneath the damper roller to adjust the ribbon sensor.
- The gap sensor (shown as ▽) on the ribbon sensor (shown with a blue circle in the 2nd picture) should be approximately centered on the label.
  - ⓘ The gap sensor marking indicates the position of the sensor the printer uses to calibrate, so it's important to make sure it's in the right place.

Step 8 — Closing the Printer

- Check the path of the labels. It should look like the first picture here.
- Close the printhead by pressing down firmly on top until you hear a 'click,' making sure that the green print head release lever is latched closed.
- Close the cover.