

TOSHIBA

TOSHIBA Barcode Printer B-EV4T SERIES

SUPPLY LOADING INSTRUCTIONS

This sheet contains only the supply loading procedures. Please be sure to read the Owner's Manual in the CD-ROM for further information about this printer.

WARNING!

- Do not touch any moving parts. To reduce the risk of fingers, jewellery, clothing, etc. being drawn into the moving parts, be sure to load the media once the printer has stopped moving completely.
- To avoid injury, be careful not to trap your fingers while opening or closing the Top Cover.

CAUTION!

Be careful not to touch the Print Head Element when opening the Top Cover. Failure to do this may cause missing dots by static electricity or other print quality problems.

1. Loading the Media

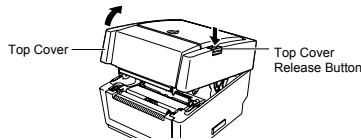
NOTE:

- Please perform a media sensor calibration whenever you change the media type.
- The size of the media which can be loaded inside the printer is as follows:
Outer roll diameter: Max. 127mm (5")
Inner core diameter: 25.4 (1") mm or 38.1 mm (1.5")
When the outer roll diameter exceeds 127 mm or the inner core diameter exceeds 38.1 mm, an optional External Media Roll Hanger is required. For details, refer to the Installation Guide for the External Media Roll Hanger.
- When labels are used for printing, please only use outside wound labels.
Use of an inside wound label causes a paper jam.

	Outside wound	Inside wound
Label	Usable	Not usable
Tag paper	Usable	Usable

This document describes how to load a media and ribbon in the printer. This printer accepts label rolls, tag rolls, and fanfold paper stocks. Please use TOSHIBA TEC approved media.

- Press down the Top Cover Release Button to unlock the Top Cover, then fully open the Top Cover.



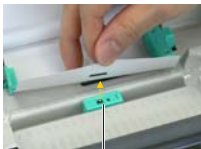
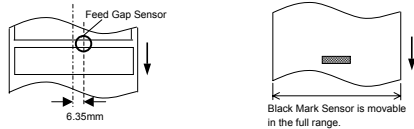
1

- Adjust the media sensor position and select a sensor type to be used. (Refer to the Owner's Manual, Section 2.9.1).

This printer is provided with a Black Mark Sensor which detects black marks printed on the reverse side of the media, and a Feed Gap Sensor which detects inter-label gaps. As the Feed Gap Sensor position is fixed, it is not necessary to move it. When using the Black Mark Sensor, align it with the centre of a black mark. Failure to do this disables the detection of black marks, resulting in an error.

NOTES:

- The sensor type used in the last print job has been selected. To change the sensor type, refer to the Owner's Manual, Section 2.9.1 Media Sensor Calibration.
- The Feed Gap Sensor is positioned 6.35 mm right from the media centre.
- The Black Mark Sensor is movable in a range of media width.

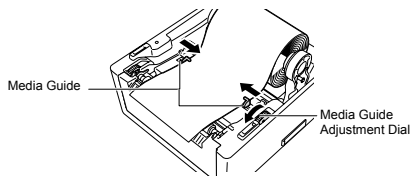


Black Mark Sensor

- Pass the media between the Media Guides, and turn the Media Guide Adjustment Dial in the arrow indicating direction to adjust the Media Guides to the media width.

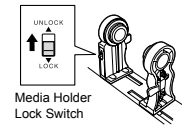
NOTE:

Be careful the Media Guides do not squeeze the media. Doing so bends the media, causing a paper jam or feed failure.

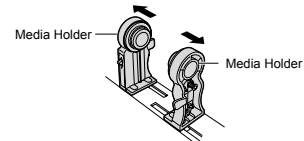


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- Slide the Media Holder Lock Switch to the Unlock (▲) side to release the Media Holders.



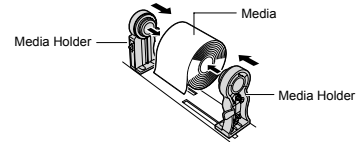
- Open the Media Holders.



- Place a media roll between the Media Holders so that the media is fed with the print side facing up. Fit the projection of the Media Holders into the core. Make sure that the projection of the both Media Holders is engaged with the core firmly.

NOTES:

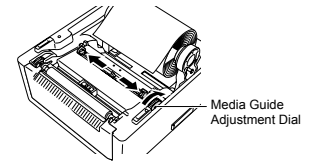
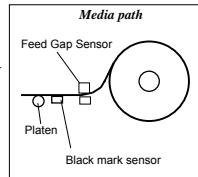
- Refer to the Supply Path Label attached inside of the Top Cover.
- Make sure that the print side faces up.
- Cut the leading edge of the media straight with scissors.



- Turn the Media Guide Adjustment Dial in the arrow indicating direction to move the Media Guides outward.

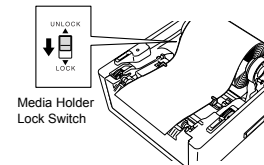
NOTE:

Do not forcibly move the Media Guides by hand, as doing so may break the Media Guides.

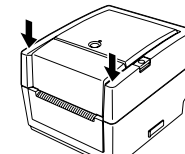


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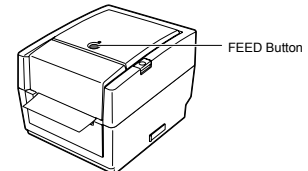
- Push the Media Holders against the media roll to firmly hold it, then slide the Media Holder Lock Switch to the Lock (▼) side.



- Close the Top Cover gently and push down the arrow-indicating portions until they click.



- Press the [FEED] button to check for a proper media feed.



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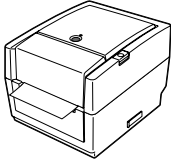
There are three issue modes available for this printer.

Batch mode:

In the batch mode, the media is continuously printed and fed until the number of media specified in the issue command has been printed.

CAUTION!

To separate the printed media from the media roll in batch mode, be sure to tear off the media at the Media Outlet or cut the media past the Strip Plate. If you tear off the media at the Print Head by mistake, be sure to feed one label (10 mm or more) with the FEED Button prior to a next issue. Failure to do this may cause a paper jam.



Strip mode (Option):

When issued in the strip mode, labels are automatically removed from the backing paper each time a label is printed.

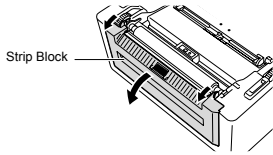
How to set the media

When issuing labels in the strip mode, set the label in the following procedure:

1. Load the media as described on the previous pages.
2. Open the Strip Block by pulling it out.

NOTE:

When issuing labels without removing them from the backing paper, it is not necessary to pass the media through the Strip Block.



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Cut mode (Option):

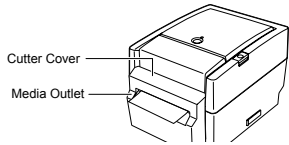
WARNING!

HAZARDOUS MOVING PARTS
KEEP FINGERS AND OTHER BODY PARTS AWAY
 The cutter is sharp, so care must be taken not to injure yourself when handling the cutter.

CAUTION!

1. Be sure to cut the backing paper of the label. Cutting labels will cause the glue to stick to the cutter which may affect the cutter quality and shorten the cutter life.
2. Use of tag paper of which thickness exceeds the specified value may affect the cutter life.

When the Cutter is installed, the media is automatically cut.
 After loading the media as described on the previous pages, insert the leading edge of the media through the Media Outlet of the Cutter Cover.

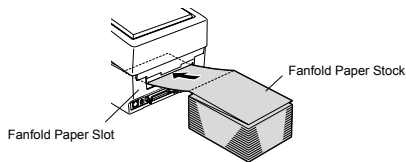


How to Load Fanfold Paper Stock

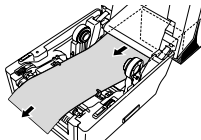
1. Place the fanfold paper stock on the rear of the printer, and insert the leading edge of the paper into the Fanfold Paper Slot.

NOTE:

- When placing fanfold paper stock on the rear of the printer, the following care should be taken.
1. Face the print surface up.
 2. The fanfold paper stock is parallel to and level with the fanfold paper slot.
 3. Interface cables do not interfere with the feed of fanfold paper.

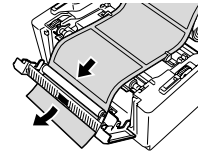


2. Refer to the previous pages to feed the fanfold paper through the printer until it extends past the media outlet.



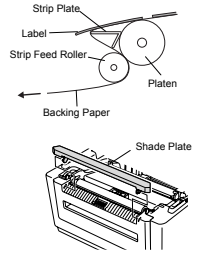
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3. Remove enough labels from the leading edge of the media to leave 20 cm of backing paper free, and insert the top edge of the backing paper into the media slot in the Strip Block.

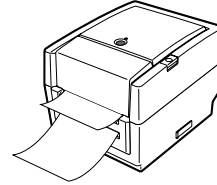


NOTES:

1. When the media is correctly set, the backing paper is supposed to be pinched by the Platen and the Strip Feed Roller as shown below.
2. If the peel-off issue is performed under intense light, the strip sensor may not correctly detect the presence of a printed label on the strip shaft. In this case, reduce the intensity of the light or fit the Shade Plate to the Strip Block as shown in the figure.



4. Close the Strip Block and Top Cover.

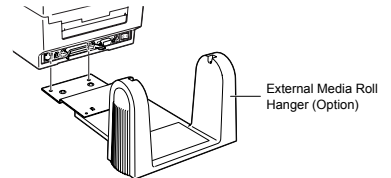


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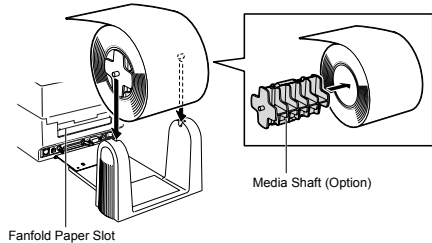
How to Load Paper Stock on External Media Roll Hanger (Option)

When a media roll has an outside diameter exceeding 127 mm (5") and the inner core diameter of 76.2 mm (3"), the optional External Media Roll Hanger is required.

1. Fit the protrusions on the bottom of the printer into the holes in the External Media Roll Hanger.



2. Insert the Media Shaft into the core of the media roll.
3. Place it into the cuts of the External Media Roll Hanger.
4. Pull the media forward and insert the leading edge into the Fanfold Paper Slot.



5. Refer to the previous pages to complete the media loading.
6. Close the Top Cover.

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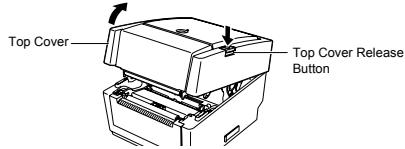
2. Loading the Ribbon

When you use normal media, it is necessary to load a ribbon. Follow the procedure below to load a ribbon properly.

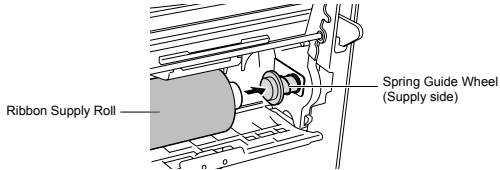
NOTES:

1. Do not load a ribbon when using direct thermal media. Doing so may damage the print head or stain with melted ribbon, which requires a replacement of the print head.
2. Be sure to load the ribbon so that the ink side contacts with the print side of the media. If the ribbon is loaded inside out, nothing can be printed, and eventually the print head will need to be replaced.
3. As the ribbon is very thin, do not pull the ribbon strongly. Doing so may cause the ribbon to be stretched or broken.

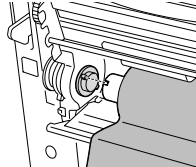
1. Press down the Top Cover Release Button to unlock the Top Cover, then fully open the Top Cover.



2. Fit the core of the Ribbon Supply Roll into both the Spring Guide Wheel and the Guide Wheel (Supply side).
 - (1) Push the right side of the core of the Ribbon Supply Roll against the Spring Guide Wheel and fit the wheel into the core.



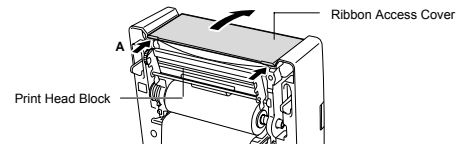
- (2) Fit the left side of the core of the Ribbon Supply Roll to the Guide Wheel, aligning the notch of the ribbon core with the protrusion of the Guide Wheel.



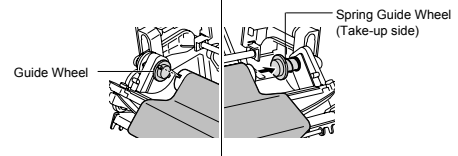
Hold the ribbon firmly while loading it, as it is easily loosened or unrolled.

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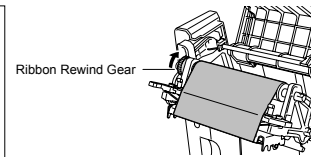
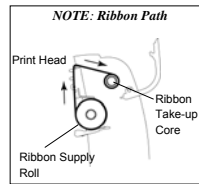
3. Push up the Ribbon Access Cover by the portions indicated by arrows A and fully open it supporting the Print Head Block.



4. Fit the Ribbon Take-up Roll to the Spring Guide Wheel and the Guide Wheel in the same way as the Ribbon Supply Roll.
 - (1) Push the right side of the core of the Ribbon Take-up Roll against the Spring Guide Wheel and fit the wheel into the core.
 - (2) Fit the left side of the core of the Ribbon Take-up Core to the Guide Wheel, aligning the notch of the ribbon core with the protrusion of the Guide Wheel.

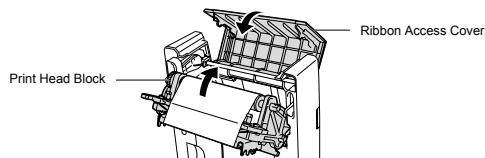


5. Turn the Ribbon Rewind Gear to wind the ribbon leading film onto the Ribbon Take-up Core until the ink ribbon covers the Print Head, and remove any slack of the ribbon.

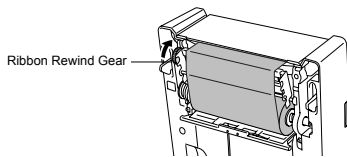


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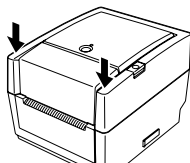
6. Close the Ribbon Access Cover until it clicks.



7. Again, turn the Ribbon Rewind Gear to remove any slack of the ribbon.



8. Close the Top Cover gently and push down the front part of the Top Cover until they click.



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