

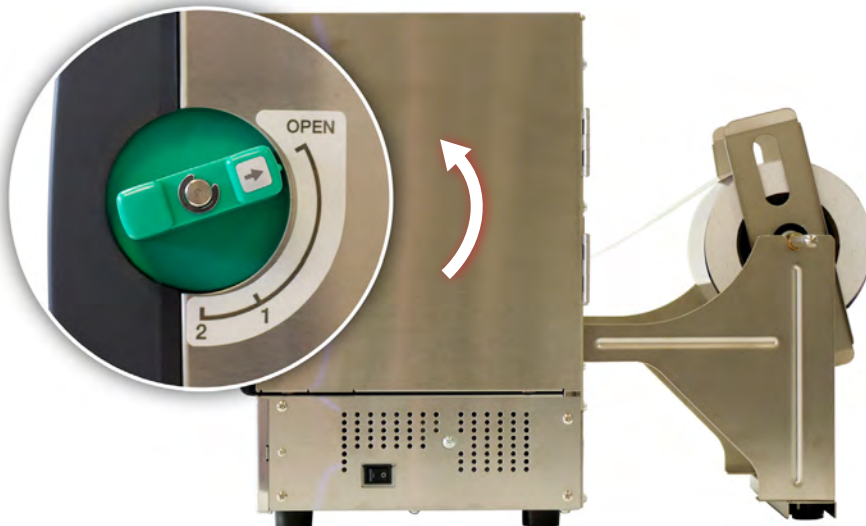
How to load thermal ribbon

Summary

This guide will show you how to load a thermal ribbon onto a Toshiba B-SX6.

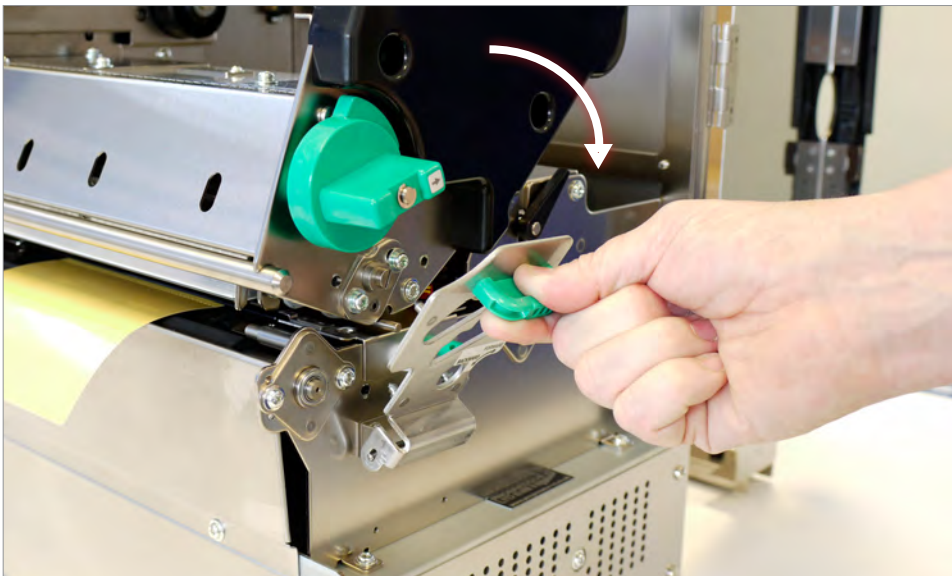
1. Unlock the printer and open

Turn the green switch to Open to open the side panel then lift the top panel up to access the internal mechanisms of the printer.



2. Open the print head lock plate

At the front of the printer is a locking plate open this by pulling firmly on the green handle. The printhead may drop a little but this is normal. This allows access to feed the ribbon across the print head.



TOSHIBA

DOCUMENT DETAILS

Products
Toshiba B-SX6

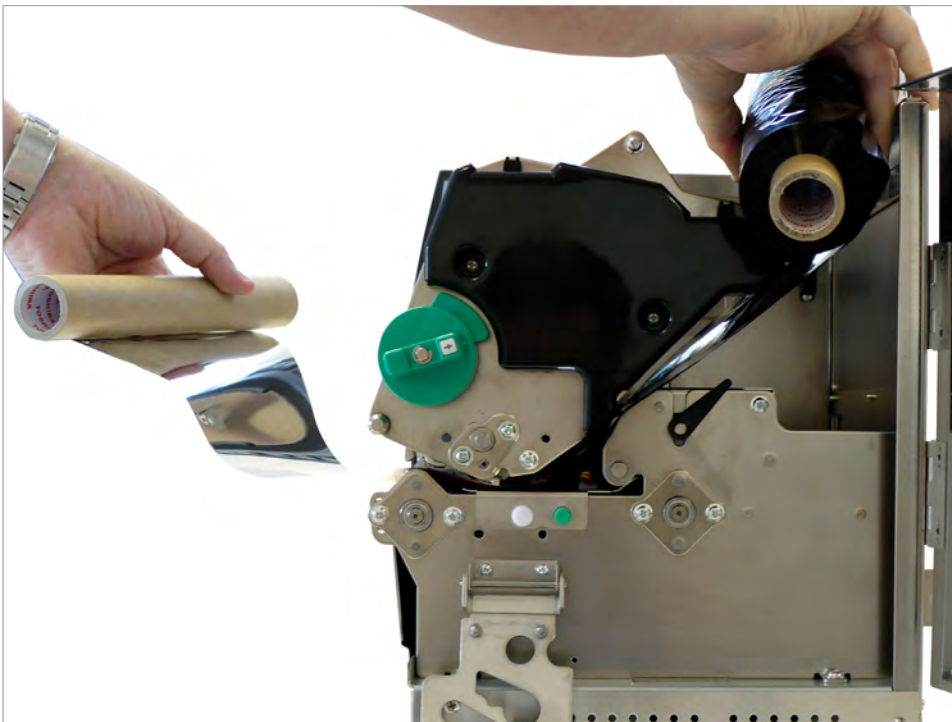
Article updated
27 April 2011

Website location
www.progressive-id.co.uk/help

Support contact
support@progressive-id.co.uk
01892 837722

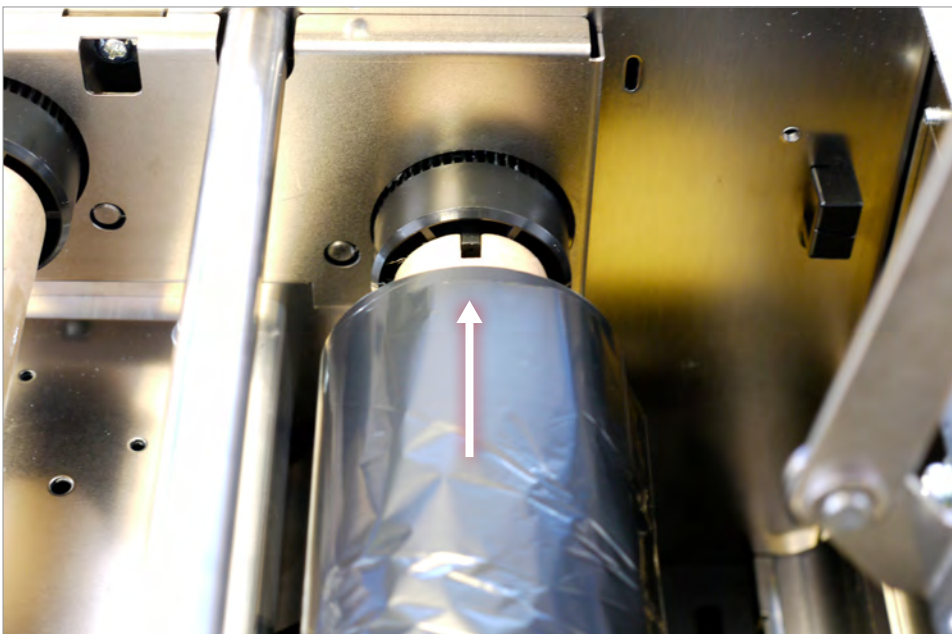
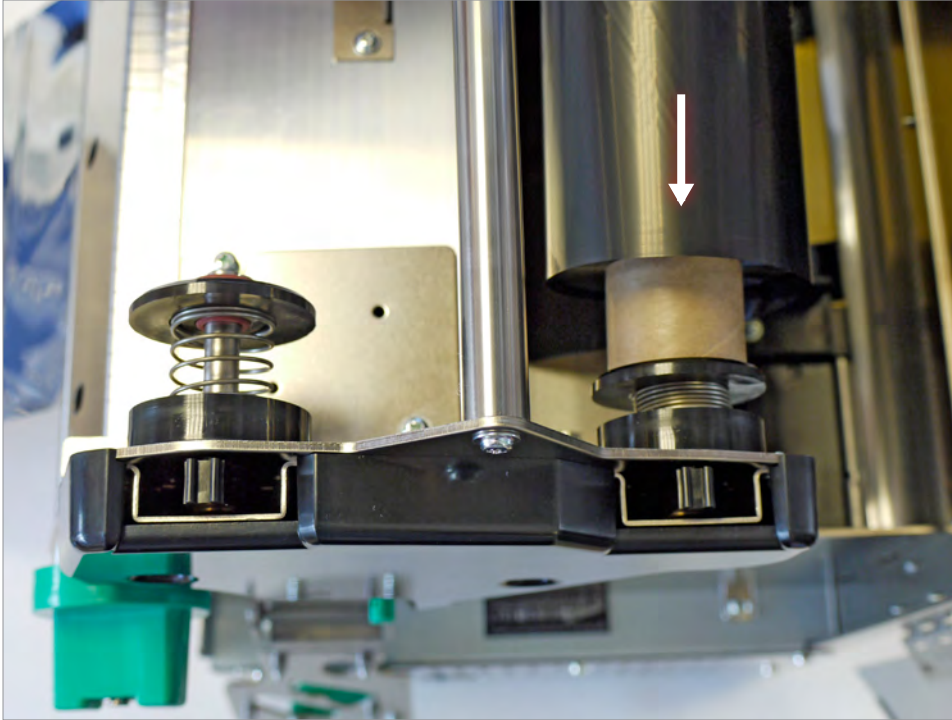
3. Feed ribbon through printer

Start by unrolling the ribbon and start at the corner of the print head feed carefully across the print head. Continue to feed across the print head so that both ribbon cores are roughly parallel with each other and the print head.



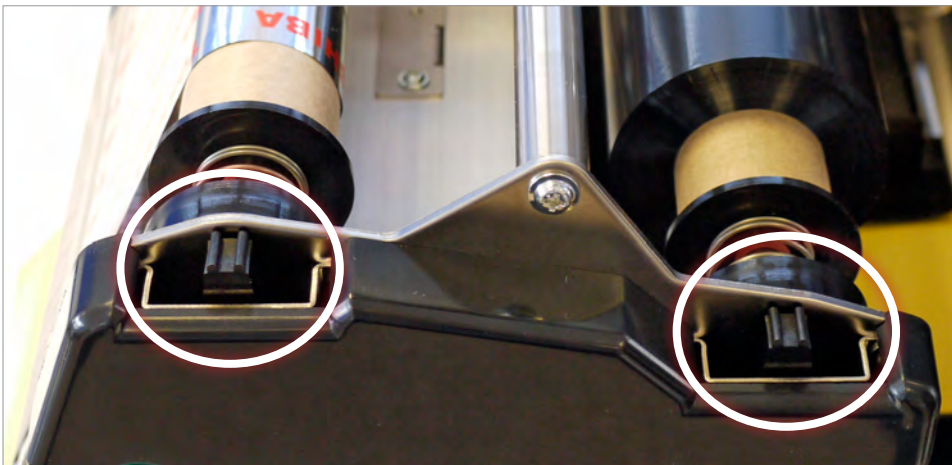
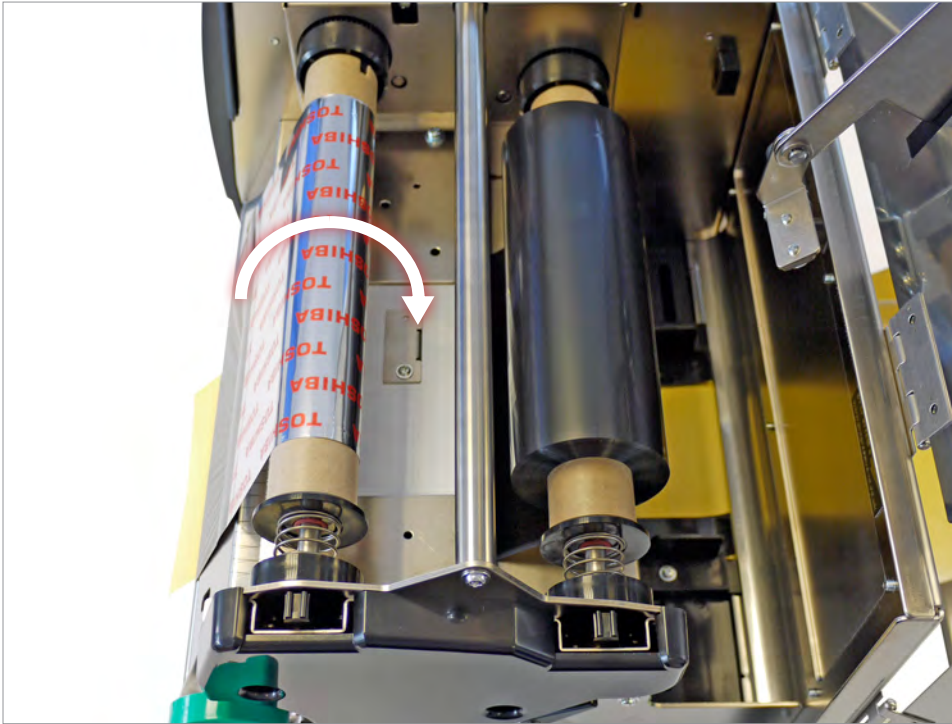
4. Attach ribbon cores onto the ribbon holders

To attach the ribbon core to the ribbon holder push the core onto the spring holder. On the other side of the printer line up the notch between the ribbon holder and the ribbon core. You may need to rotate the ribbon holder to line up correctly. Repeat with the front ribbon core.



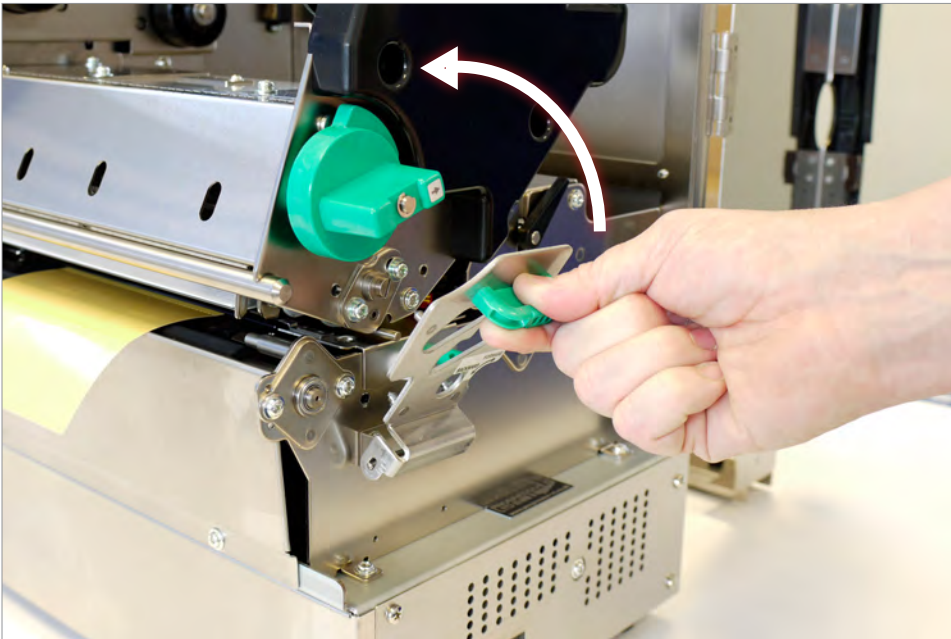
5. Wind up excess slack to remove creasing

Wind up the excess slack by rotating the front ribbon clockwise. On the side of the printhead are two levers next to each ribbon holder. These can be used to adjust the angle of the ribbon cores to prevent creasing. The default position for these is with both levers pointing straight up.



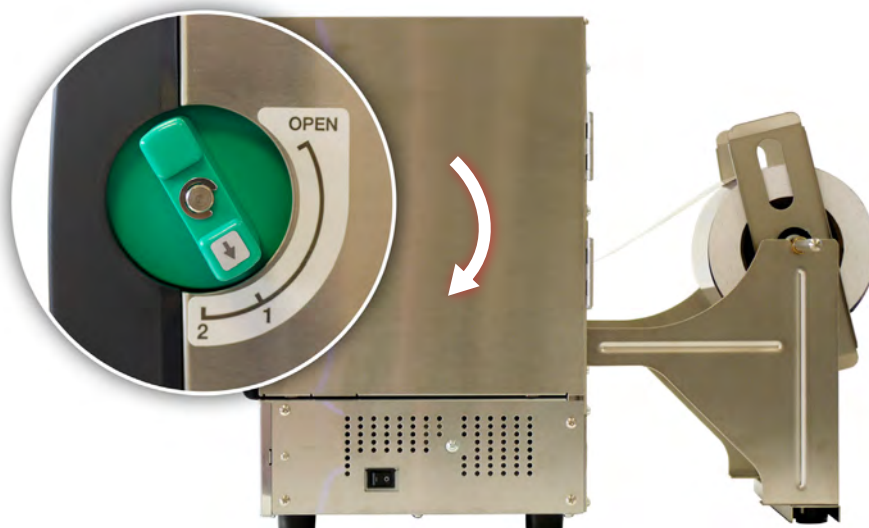
6. Close print head lock plate

With the ribbon in place close the print head lock plate and press firmly to hold.



7. Close printer and lock

Close the top and side panels and lock the printer by turning the green switch to position one for labels and position two for card and tags.



Still need help?

If you are still having problems please give us a call on **01892 837722** or email our support team on **support@progressive-id.co.uk** and tell us your issue. When contacting please state your name and the name of your company.

Also check out our website **www.progressive-id.co.uk/help** for more user guides and support documents.