

HOW TO LOAD LABEL MEDIA

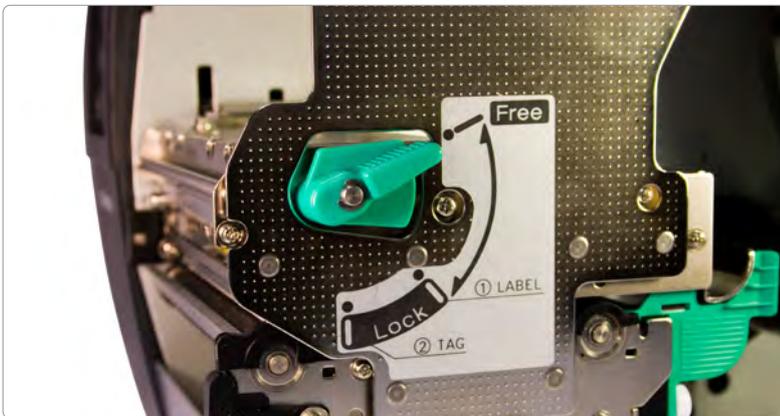
Summary

The Toshiba B-SX4/B-SX5 can be used with a wide variety of label media that are loaded onto its internal media supply holder. This guide will show you how to load a new roll of label media.

Note: This procedure can be performed with a loaded thermal ribbon and the power switched on.

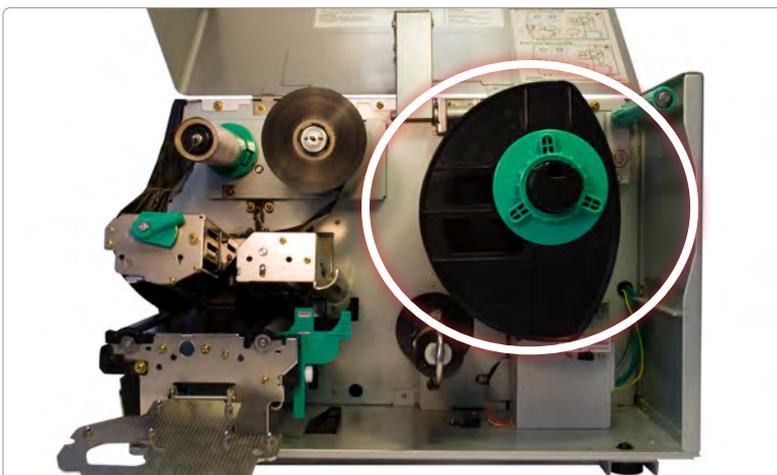
1. Open the printer cabin and side panel

Open the printer cabin then unlock the side panel by turning the green lever to the 'Free' position and open.



2. Locate the media supply holder and open

Locate the 'media supply holder' at the back of the printer and remove the 'Self centering label guide' by turning the green grip anti-clockwise and slide the guide away from the holder.



TOSHIBA

DOCUMENT DETAILS

Products

Toshiba B-SX4, Toshiba B-SX5

Article updated

25 August 2009

Website location

www.progressive-id.co.uk/help

Support contact

support@progressive-id.co.uk
01892 837722

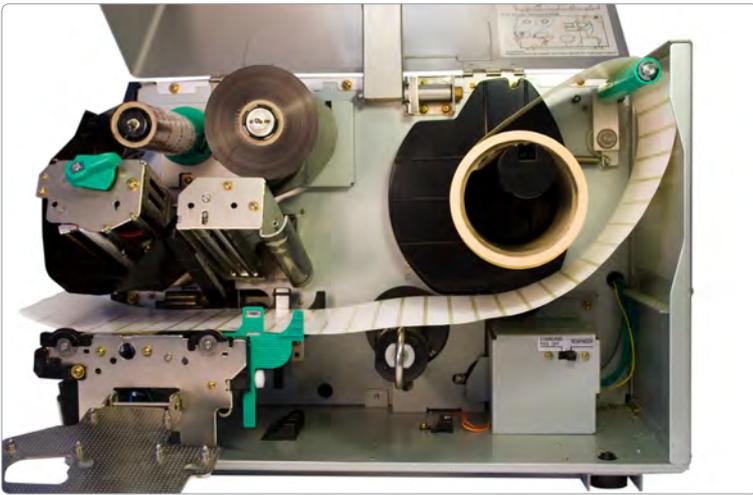
3. Load a new roll of label media

Label media is supplied either 'inside wound' or 'outside wound' and this changes how you load the media onto the 'Media supply holder' (most labels are supplied outside wound).

Note: The green 'tension bar' does not have to be used but does ensure a smooth feed when printing the labels. It is recommended to use the tension bar when loading large label rolls.

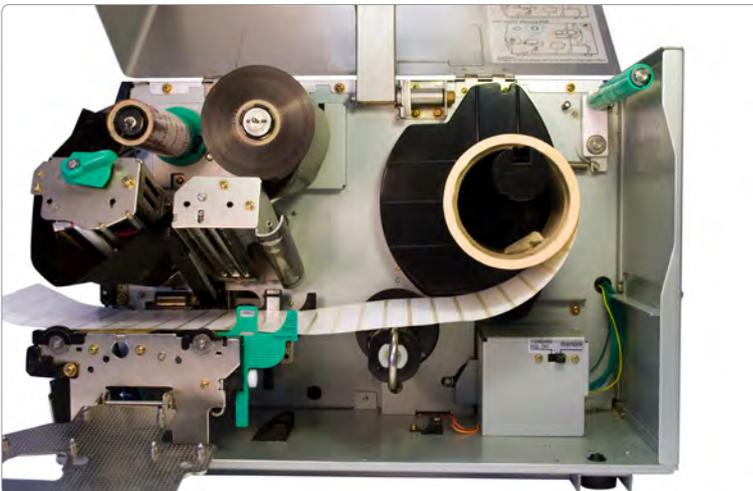
Inside wound using the tension bar

Slide the label roll onto the 'Media supply holder' with the open end on top. Refit the 'Self centering label guide' until both sides are gently touching the label roll and lock in place by turning the green grip clockwise. Gently pull the open end over the green 'tension bar' at the back of the printer and then feed underneath the roll of labels towards the printhead block.



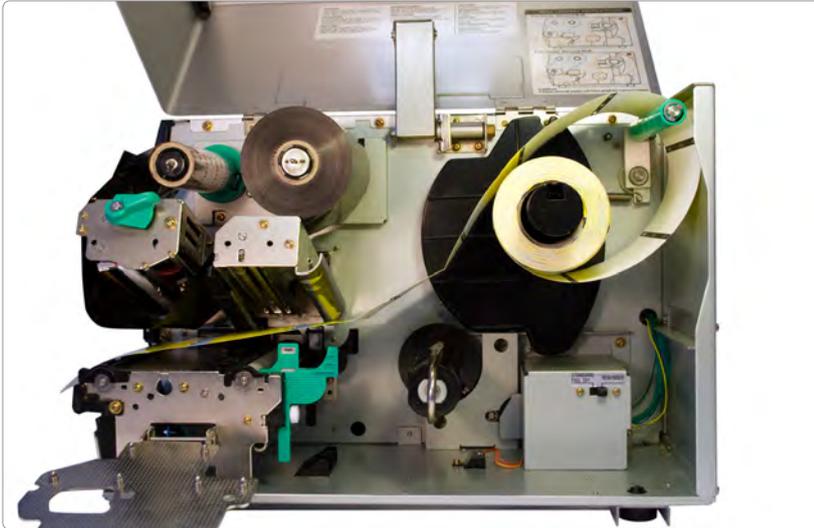
Inside wound without using the tension bar

Slide the label roll onto the 'Media supply holder' with the open end underneath. Refit the 'Self centering label guide' until both sides are gently touching the label roll and lock in place by turning the green grip clockwise. Gently pull the open end and feed towards the printhead block.



Outside wound using the tension bar

Slide the label roll onto the 'Media supply holder' with the open end underneath. Refit the 'Self centering label guide' until both sides are gently touching the label roll and lock in place by turning the green grip clockwise. Gently pull the open end over the green 'tension bar' at the back of the printer and over the top of the roll of labels and feed towards the printhead block.

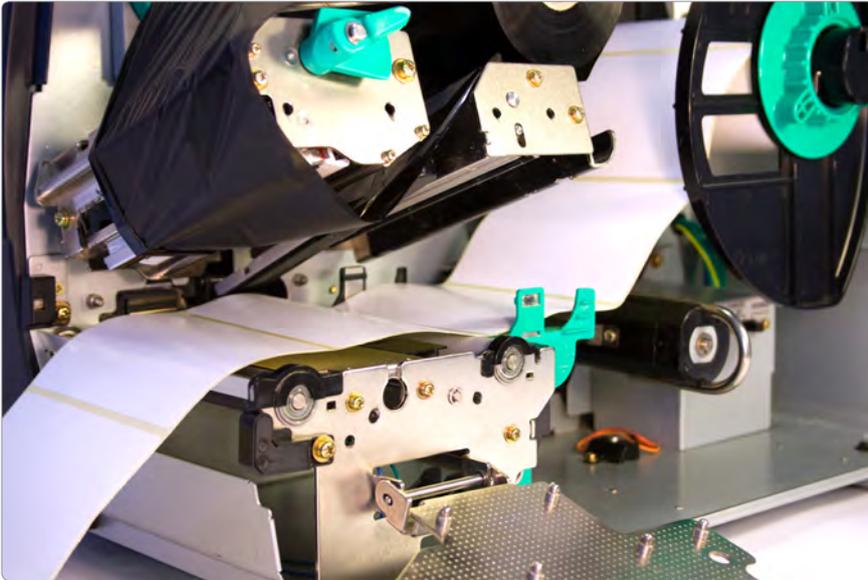
**Outside wound using the tension bar**

Slide the label roll onto the 'Media supply holder' with the open end on top. Refit the 'Self centering label guide' until both sides are gently touching the label roll and lock in place by turning the green grip clockwise. Gently pull the open end and feed towards the printhead block.



4. Raise the printhead and feed the label media through the pathway

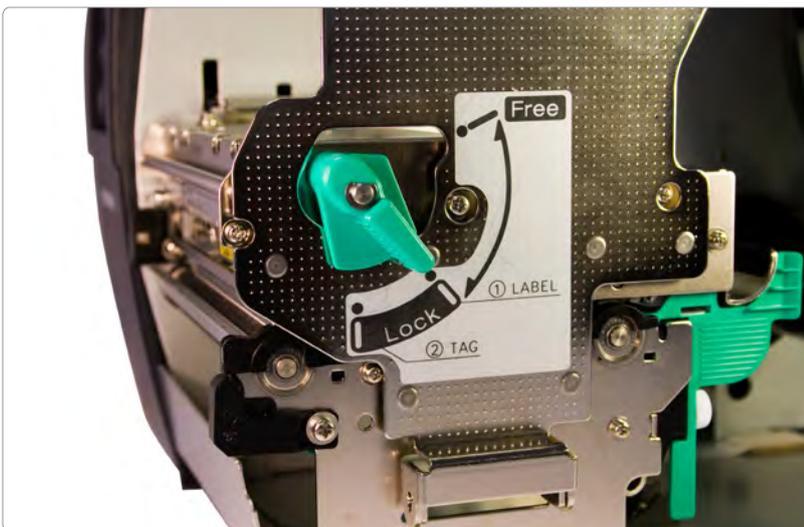
Raise the printhead and open the 'fanfold guide' by loosening the white 'securing nut' and sliding the guides as far apart as possible. Gently feed the labels through the pathway over the platen rollers to the front of the printer. Re-position the 'fanfold guide' so that the guides are just touching the sides of the label roll and secure by tightening the white 'securing nut'.



Note: The labels should be face up as they pass through the pathway. If they are face down then the media is loaded the wrong way round.

5. Lower printhead and close the printer cabin

Lower the printhead then close the side panel and secure by turning the green lever to the 'Lock' position. Close the printer cabin.



6. Calibrate the paper sensors

The paper sensors will need calibrating to ensure that they can detect the gap between labels. This is done from the front panel of the printer:

1. Press and hold 'RESTART' display reads 'RESET'. Press 'PAUSE' display reads 'ON LINE'.
2. Press 'PAUSE' display reads 'PAUSE'. Press and hold 'PAUSE' display reads 'TRANSMISSIVE'.
3. Select the appropriate sensor by pressing 'FEED' or 'RESTART' to toggle between 'TRANSMISSIVE' and 'REFLECTIVE' on the display.
4. Press and hold 'PAUSE' and print between 5-10 labels.
5. Press 'RESTART' display reads 'ON LINE'.

For a more in depth guide to calibrating the paper sensors please see **TOSHIBA B-SX4/B-SX5 USER GUIDE: HOW TO CALIBRATE THE PAPER SENSORS**.

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.

