

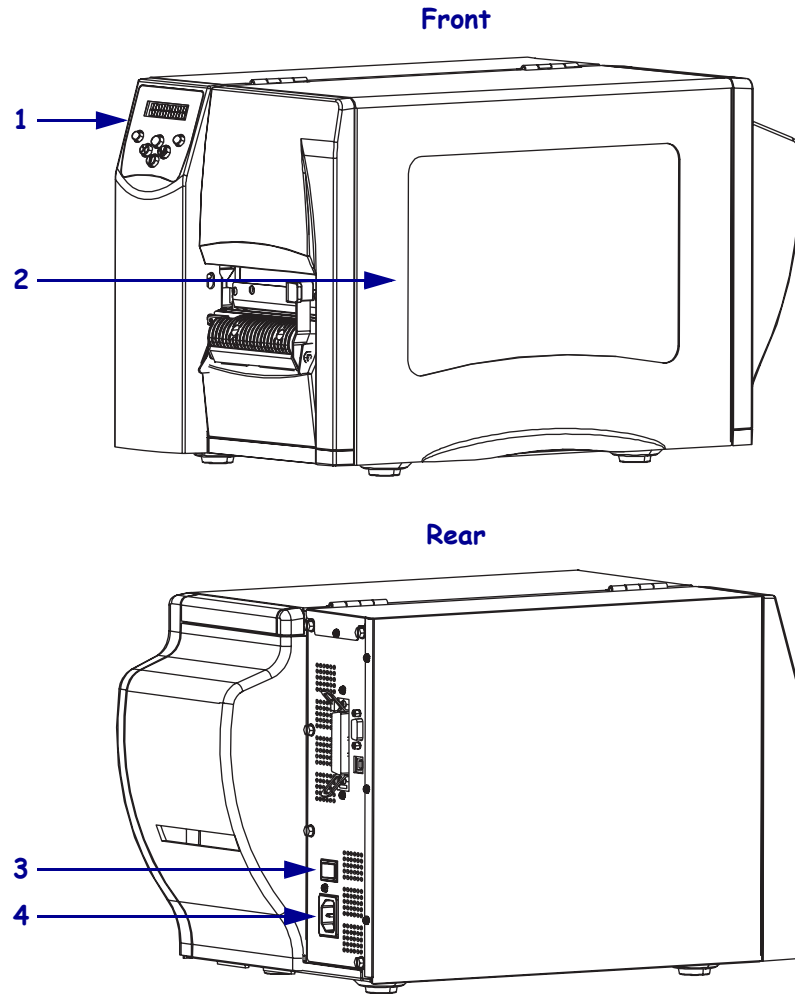


S4M Quick Reference Guide

Use this guide to operate your printer on a daily basis. For more detailed information, refer to the *S4M User Guide*.

External View

Figure 1 • Exterior of Printer

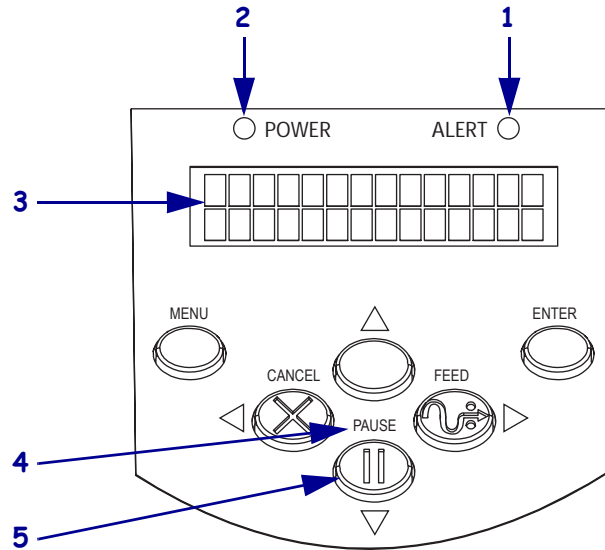


1	Control panel
2	Media door
3	Power switch (O = Off, I = On)
4	AC power connector

Control Panel

See [Figure 2](#) for the lights that reflect basic operation and the buttons that you may need to press during basic operation.

Figure 2 • Control Panel

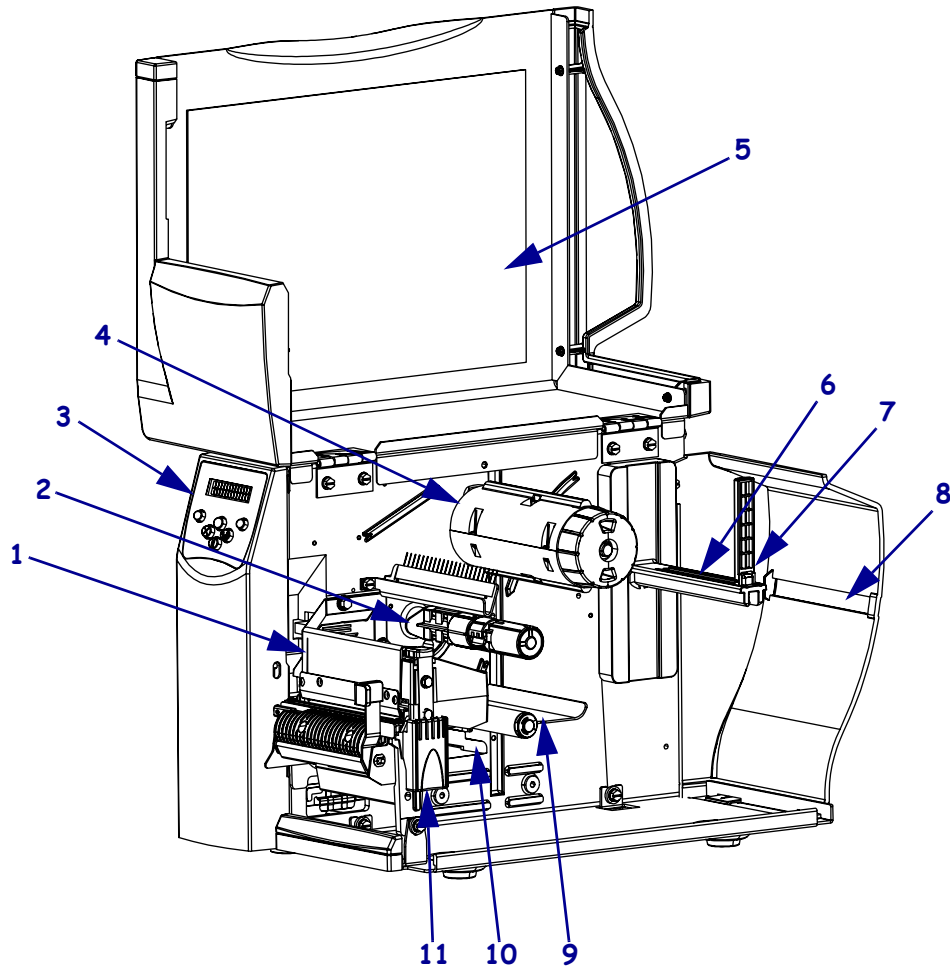


1	Alert light	Blinks or remains on when the printer needs attention.
2	Power light	Indicates that the printer is on.
3	LCD	Shows the printer's operating status.
4	PAUSE light	Blinks when the printer is paused.
5	PAUSE button	Starts or stops printer operation when pressed.

Printer Components

Figure 3 shows the components inside the media compartment of your printer. Depending on installed options, your printer may look slightly different.

Figure 3 • S4M Printer Components



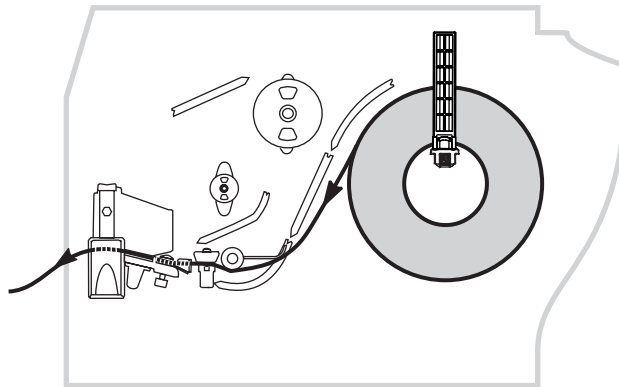
1	Printhead assembly	7	Media supply guide
2	Ribbon supply spindle*	8	Fanfold media slot
3	Control panel	9	Dancer assembly
4	Ribbon take-up spindle*	10	Media guide
5	Media door	11	Printhead release latch
6	Media supply hanger		

* Present only on printers that have the Thermal Transfer option installed.

Load Media

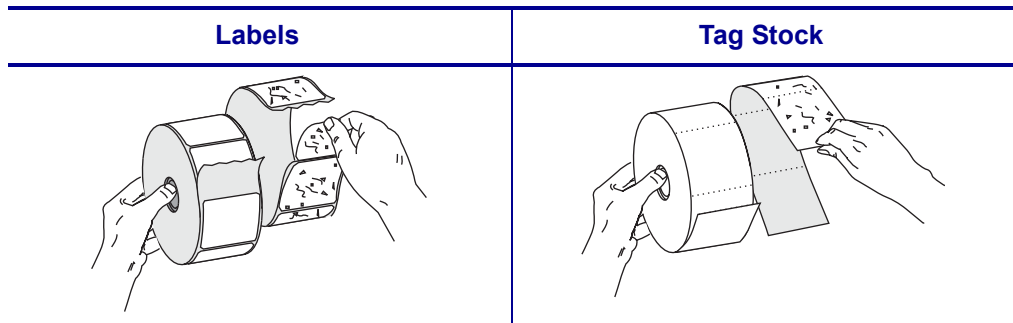
Use the instructions in this section to load roll media in Tear-Off mode (Figure 4). For instructions for loading fanfold media or for loading in different print modes, refer to the *User Guide*.

Figure 4 • Tear-Off Mode Media Path

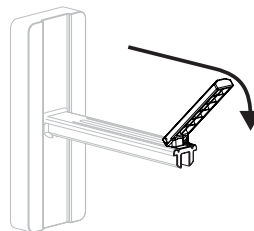


To Load Roll Media in Tear-Off Mode, complete these steps:

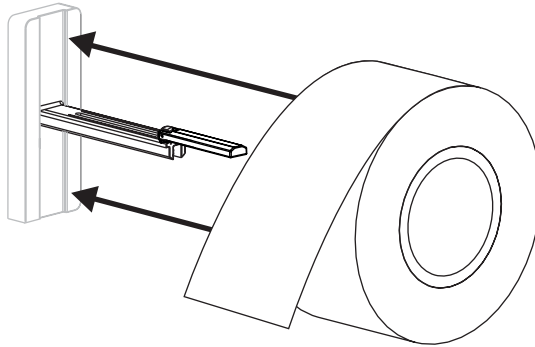
1. Remove and discard one full revolution of labels or tags and any liner.



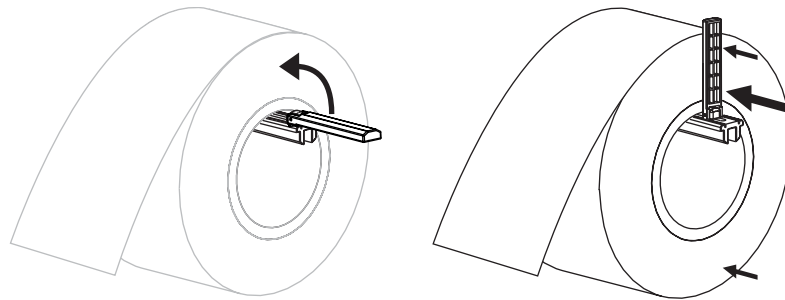
2. Flip down the media supply guide.



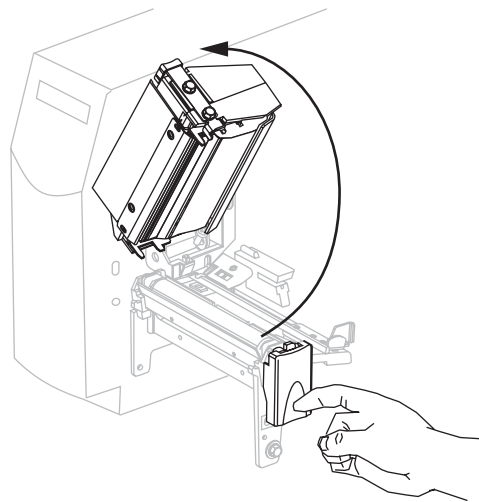
3. Place the roll of media on the media supply hanger. Push the roll as far back as it will go.



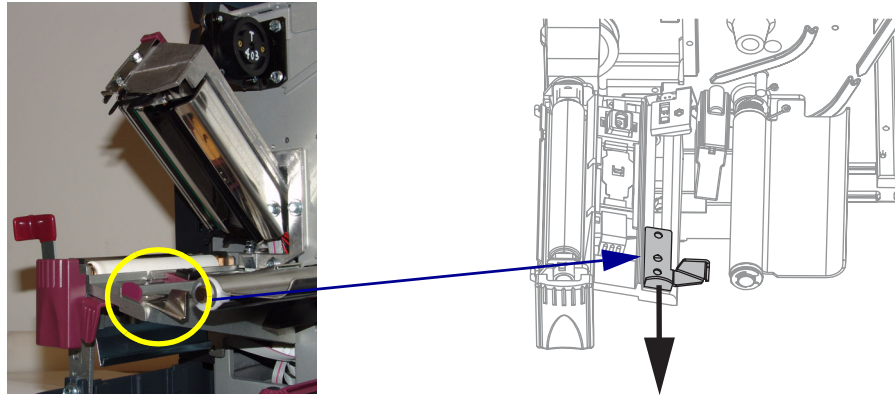
4. Flip up the media supply guide, and then slide it in until it touches, but does not restrict, the edge of the roll.



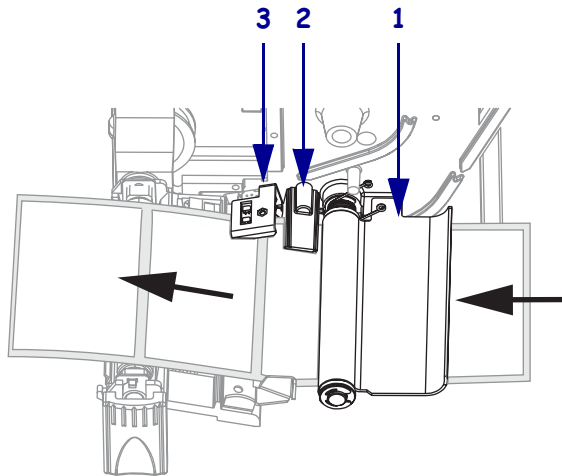
5. Press the printhead release latch to open the printhead assembly. Lift the printhead until it latches open.



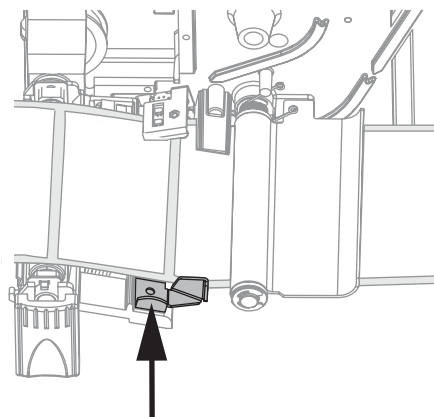
6. Slide out the media guide.



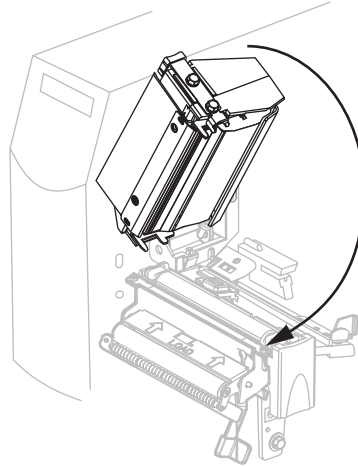
7. Feed the media under the dancer assembly (1), through the slot in the transmissive sensor (2), and under the ribbon sensor (3). Push the media to the back of the transmissive sensor.



8. Slide in the media guide until it just touches the edge of the media.



9. Close the printhead assembly.



10. If the printer is paused (the PAUSE light is blinking), press PAUSE to enable printing.

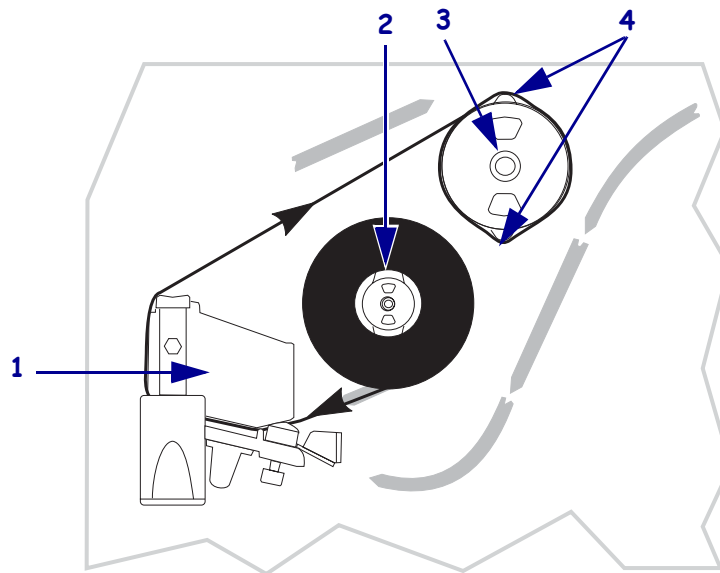
Load Ribbon

This section applies only to printers that have the Thermal Transfer option installed.



Note • 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.

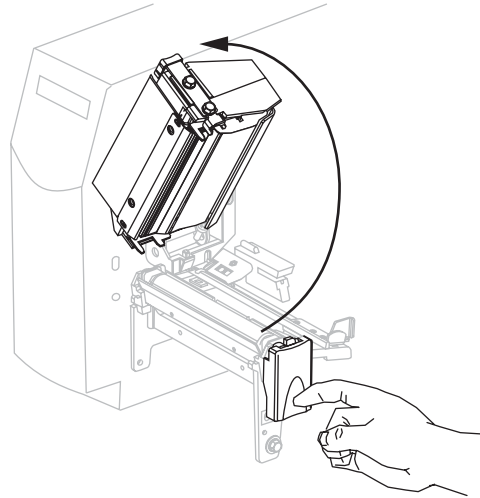
Figure 5 • Ribbon Path



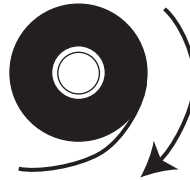
1	Printhead assembly
2	Ribbon supply spindle
3	Ribbon take-up spindle
4	Tension blades

To load ribbon, complete these steps:

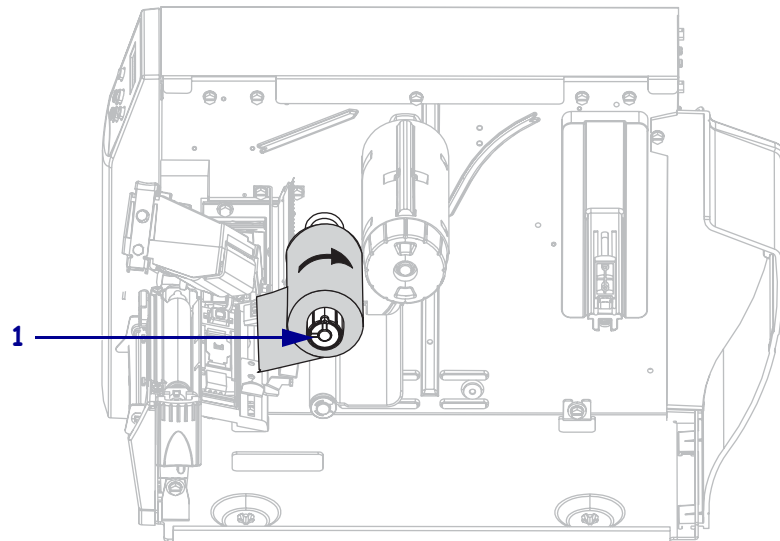
1. Press the printhead release latch to open the printhead assembly. Lift the printhead until it latches open.



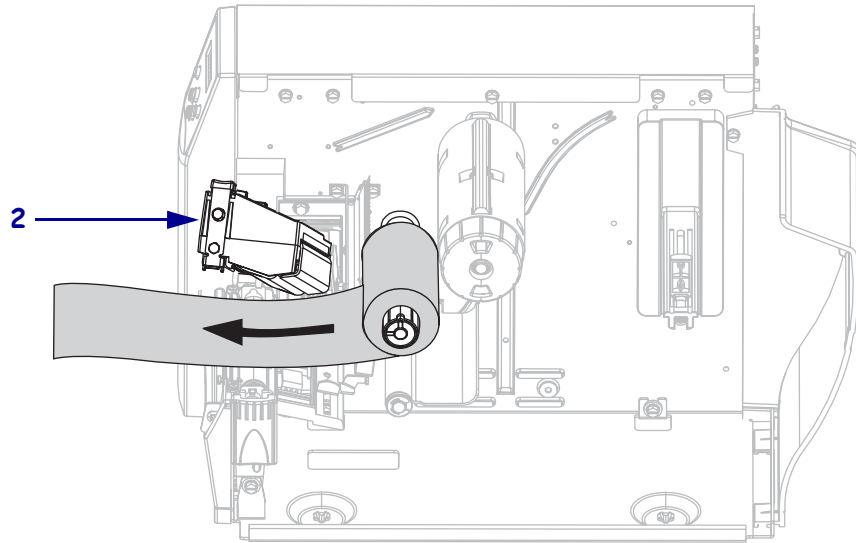
2. Orient the ribbon with the loose end unrolling clockwise.



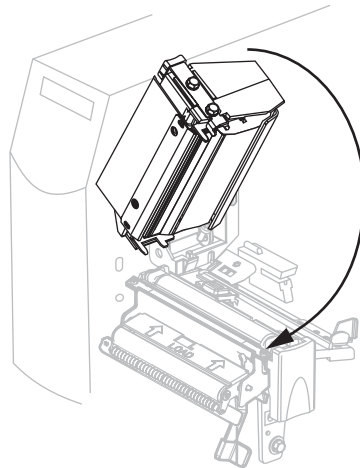
3. Place the ribbon roll onto the ribbon supply spindle (1) and push it all the way back.



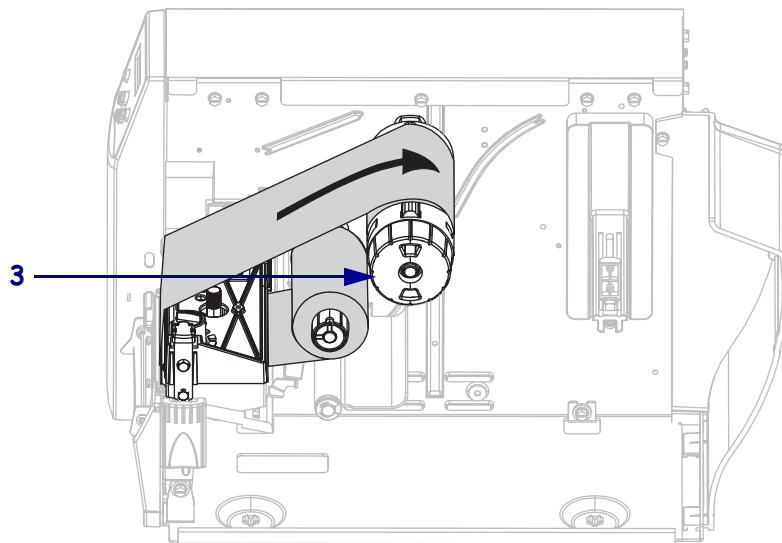
4. Pull the end of the ribbon under the printhead assembly (2) and out the front of the printer.



5. Close the printhead assembly.



6. Wind the ribbon clockwise onto the ribbon take-up spindle (3).

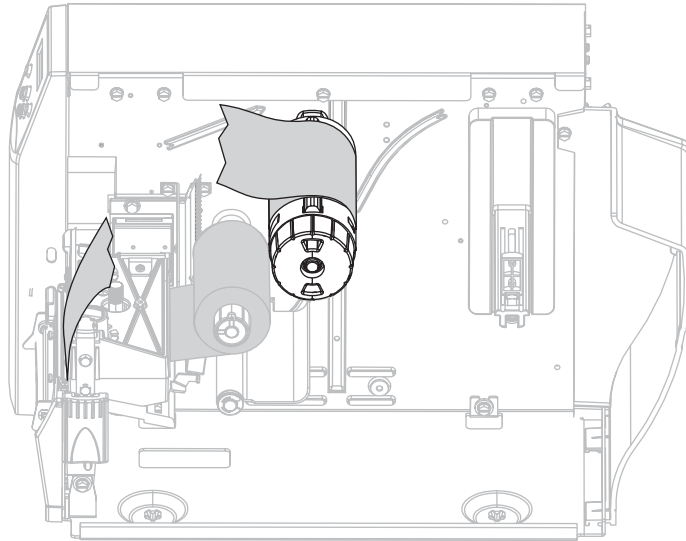


Remove the Ribbon

To remove used ribbon, complete these steps:

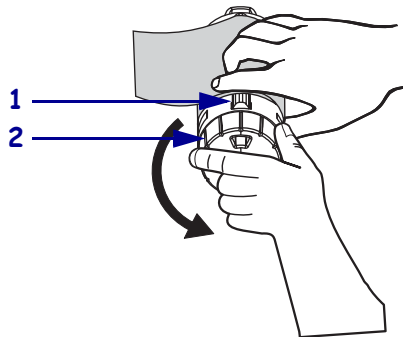
1. If the ribbon has not run out, cut or break it before the ribbon take-up spindle.

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



2. Squeeze the ribbon 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 ribbon off of the ribbon take-up spindle.

