TOSHIBA

TOSHIBA Barcode Printer

B-SV4T 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.
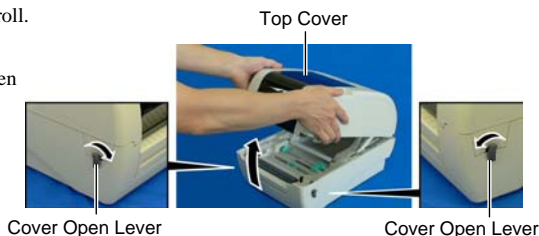
1. Loading the Media

WARNING!
1. *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.* 2. *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.

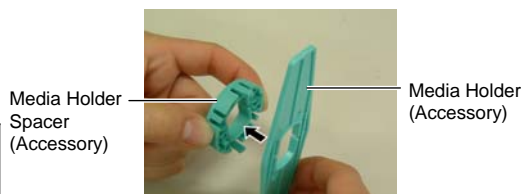This section describes in detail how to load a media roll.

1. Turn OFF the printer.

2. Turn the Cover Open Levers frontward, and open the Top Cover.
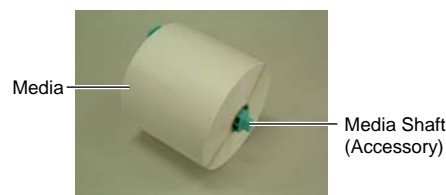

Top Cover

Cover Open Lever   Cover Open Lever

3. When the inner core diameter of the media roll is 25.4 mm (1") , remove the Media Holder Spacers from the Media Holders. The Media Holder Spacers are required to print media rolls with 38.1-mm (1.5") inner core diameter.

NOTE:
When the outer roll diameter exceeds 127 mm (5") or the inner core diameter exceeds 38.1 mm (1.5"), an optional External Media Roll Hanger is required.

Media Holder Spacer (Accessory)   Media Holder (Accessory)

4. Insert the Media Shaft into the paper core so that the print side faces up as shown below.

Media   Media Shaft (Accessory)

5. Hold the Media Holder with the smooth side facing the media roll, align the Media Holder's centre hole with the Media Shaft, and then install the Media Holder by sliding it onto the Media Shaft. Make sure that the media roll is positioned at the centre of the Media Shaft.
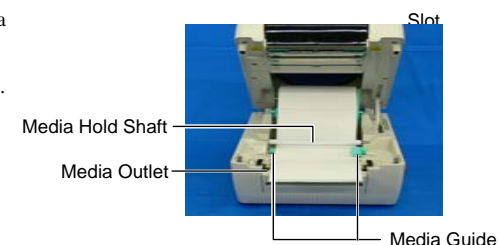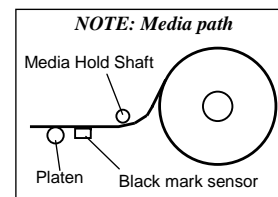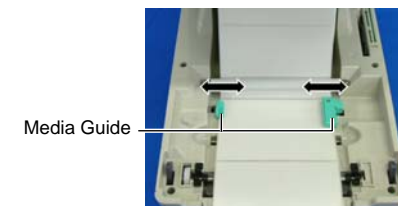

Media Shaft   Media Holder

6. Insert the both ends of the Media Shaft into the slots of the printer to place the Media Holder Ass'y into the printer. Make sure that the media feeds from the top, as shown in the picture.

Media Shaft

Media Holder Ass'y

Slot

7. Insert the leading edge of the media under the Media Hold Shaft, and feed the media between the Media Guides.

8. Pull the media until it extends past the Media Outlet.

NOTE: Media path
Media Hold Shaft Platen   Black mark sensor

Slot

Media Hold Shaft

Media Outlet

Media Guide

9. Manually adjust the Media Guide position to the media width.
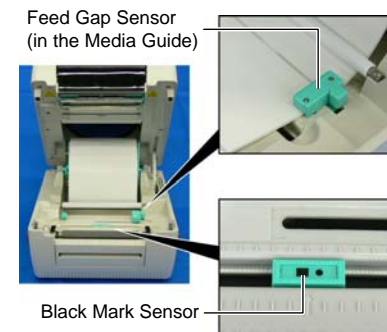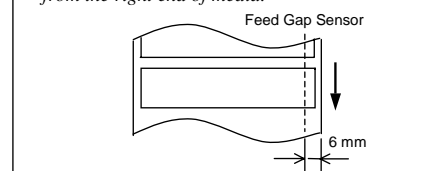

Media Guide

10. Make sure that the media path through the printer is straight, otherwise a skew feeding or a paper jam may occur.

11. After loading the media, manually set the Media Sensor to the correct position.
The Feed Gap Sensor is included in the right Media Guide. Position of the Feed Gap Sensor can be set by fitting the Media Guides to the media ends.
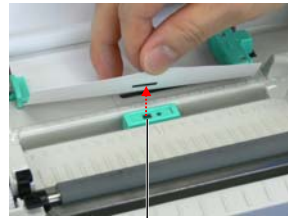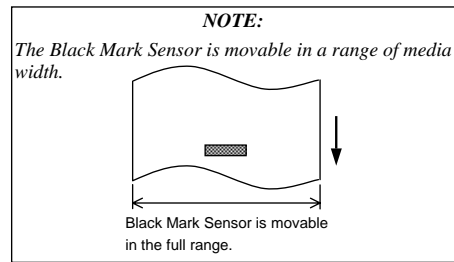
NOTES:
1. *The selected sensor type is the one used in the last print job. The Feed Gap Sensor has been selected as the factory default. To change the sensor type, refer to* **Section 2.9.1 Media Sensor Calibration.** 2. *When the Media Guides are fitted to the media edges, the Feed Gap Sensor is positioned at 6 mm from the right end of media.* Feed Gap Sensor 6 mm

Feed Gap Sensor (in the Media Guide)

Black Mark Sensor

When using the Black Mark Sensor, it should be positioned in line with the centre of the black marks on the reverse side of the media.

> *NOTE:*
>
> *The Black Mark Sensor is movable in a range of media width.*
>
> Black Mark Sensor is movable in the full range.

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/PAUSE 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.
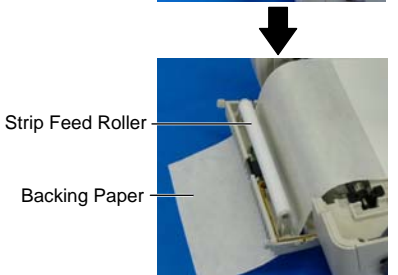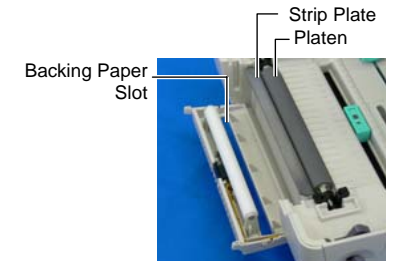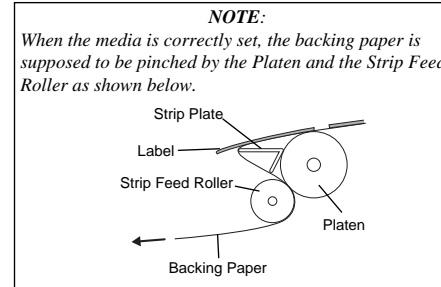
- **How to set the media**

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.
3. Feed the paper through the Media Guide until it extends past the platen.
4. Remove enough labels from the leading edge of the media to leave about 200 mm of backing paper free.

Black Mark Sensor

Strip Block

5. Pass the backing paper over the Platen and the Strip Plate, and insert the leading edge of the backing paper into the Backing Paper Slot.
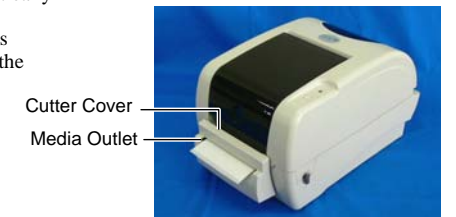
> *NOTE:*
>
> *When the media is correctly set, the backing paper is supposed to be pinched by the Platen and the Strip Feed Roller as shown below.*
>
> Strip Plate
> Label
> Strip Feed Roller
> Platen
> Backing Paper

6. Close the Strip Block and Top Cover.

Strip Plate
Platen
Backing Paper Slot

Strip Feed Roller

Backing Paper

Cut mode (Option):

> **WARNING!**
>
> *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.

Cutter Cover
Media Outlet

2. Loading the Ribbon

When the printer is turned on, it automatically detects whether a ribbon is installed or not and switches the printing method between thermal transfer or direct thermal. If the printer does not detect a ribbon (direct thermal mode), the motor that drives the ribbon spindles will be turned off.
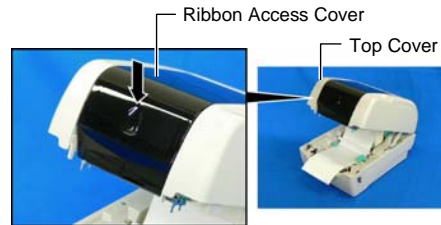
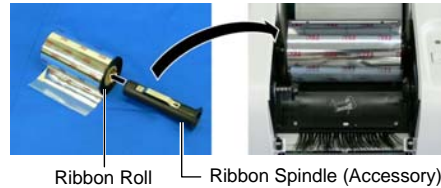| WARNING! |
|---|
| 1. *Do not touch any moving parts. To reduce the risk of fingers, jewellery, clothing, etc. being drawn into the moving parts, be sure to load the media once the printer has stopped moving completely.* |
| 2. *To avoid injury, be careful not to trap your fingers while opening or closing the 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.
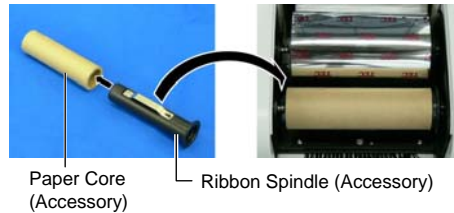
1. Open the Top Cover.
2. Push down on the Ribbon Access Cover to unlock and open.
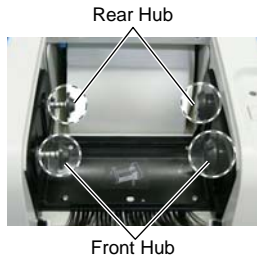
Ribbon Access Cover
Top Cover

3. Insert one of the Ribbon Spindles into a ribbon core in the orientation shown below, with the ink side facing outside. Then, mount it on the Rear Hubs.
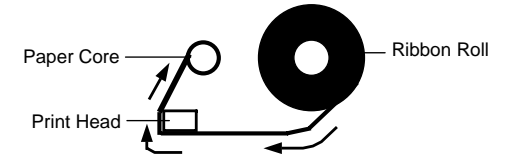
Ribbon Roll — Ribbon Spindle (Accessory)

4. Insert the other Ribbon Spindle into the Paper Core supplied with the printer, and mount it on the Front Hubs.
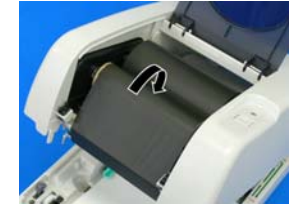
NOTE: Inside of the Ribbon Access Cover

Rear Hub

Front Hub

Paper Core (Accessory) — Ribbon Spindle (Accessory)

5. Pull the leader tape of the ribbon downward, and feed it under the Print Head.
6. Attach the leader tape to the Paper Core with adhesive tape.

Paper Core
Ribbon Roll
Print Head

7. Rotate the Paper Core to take up the ribbon leader tape until it is thoroughly covered by the black section of the ribbon.

NOTES:
1. *Take up any slack in the ribbon.*
2. *Do not load a ribbon when using a direct thermal*

8. Close the Ribbon Access Cover and Top Cover.

TOSHIBA TEC CORPORATION

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