



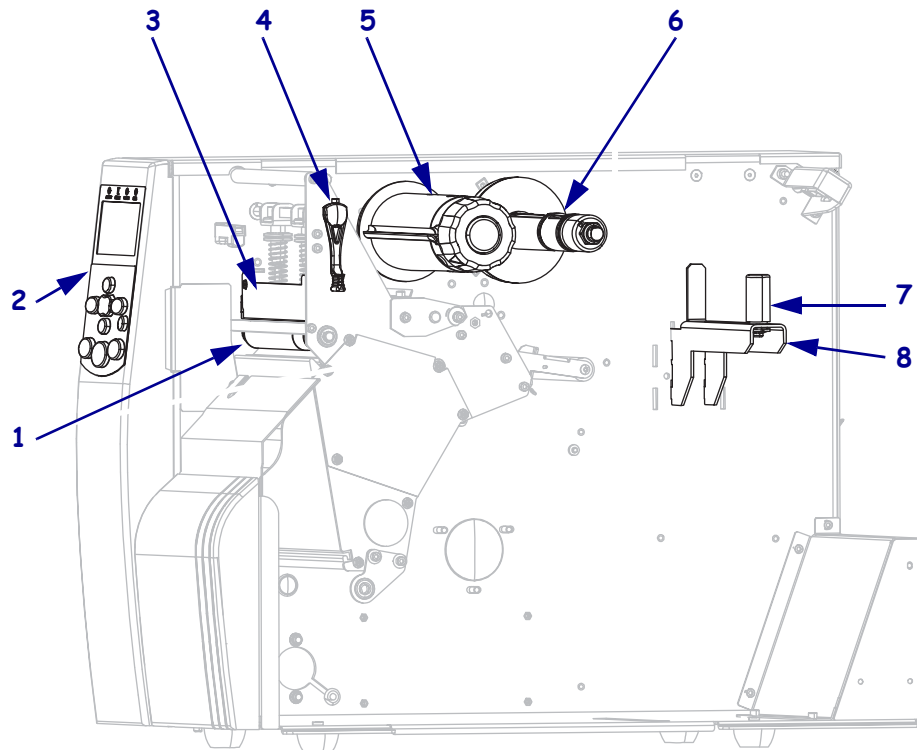
# Xi4 Quick Reference Guide

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

## Printer Components

Figure 1 shows the components inside the media compartment of your printer. Depending on printer model and the installed options, your printer may look slightly different. Familiarize yourself with these components before continuing with the printer setup procedure.

Figure 1 • Printer Components

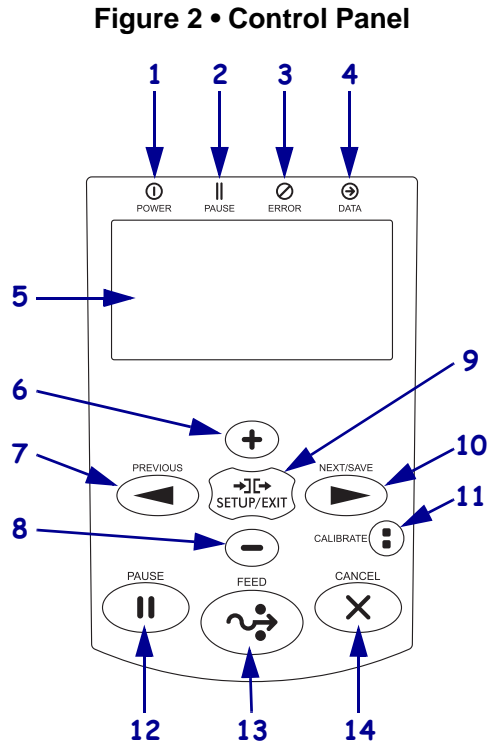


1	Platen roller	5	Ribbon take-up spindle
2	Control panel	6	Ribbon supply spindle
3	Printhead assembly	7	Media supply guide
4	Printhead-open lever	8	Media supply hanger*

\* The media hanger varies by model. The 110Xi4 media hanger is shown.

## Control Panel

The control panel (Figure 2) indicates the printer’s operating status and controls basic printer operation.



1	Power light	On when the printer is on.
2	PAUSE light	On when the printer is paused.
3	Error light	Blinks when the printer needs attention.
4	Data light	Blinks quickly when the printer is receiving data.
5	LCD	Shows the printer’s operating status.
6	PLUS (+)	Changes the parameter values. Common uses are to increase a value, to answer “yes,” to scroll through choices, or to change values while entering the printer password.
7	PREVIOUS	When in Setup mode, scrolls the LCD to the previous parameter. Press and hold to scroll quickly.
8	MINUS (-)	Changes the parameter values. Common uses are to decrease a value, to answer “no,” to scroll through choices, or to change the cursor position while entering the printer password.
9	SETUP/EXIT	Enters and exits Setup mode.
10	NEXT/SAVE	<ul style="list-style-type: none"> <li>When in Setup mode, scrolls the LCD to the next parameter. Press and hold to scroll quickly.</li> <li>When exiting Setup mode, saves any changes that you made in the configuration and calibration sequence.</li> </ul>

<b>11</b>	<b>CALIBRATE</b>	Calibrates the printer for the following: <ul style="list-style-type: none"><li>• Media length</li><li>• Media type (continuous or non-continuous)</li><li>• Print method (direct thermal or thermal transfer)</li><li>• Sensor values</li></ul>
<b>12</b>	<b>PAUSE</b>	Starts or stops printer operation when pressed.
<b>13</b>	<b>FEED</b>	Forces the printer to feed one blank label each time the button is pressed.
<b>14</b>	<b>CANCEL</b>	Cancels print jobs when the printer is paused.

## Preparing the Printer for Use

After you have familiarized yourself with the printer components, prepare the printer for use.

---

**Caution** • When you are loading media or ribbon, remove all jewelry that could come into contact with the printhead or other printer parts.

---



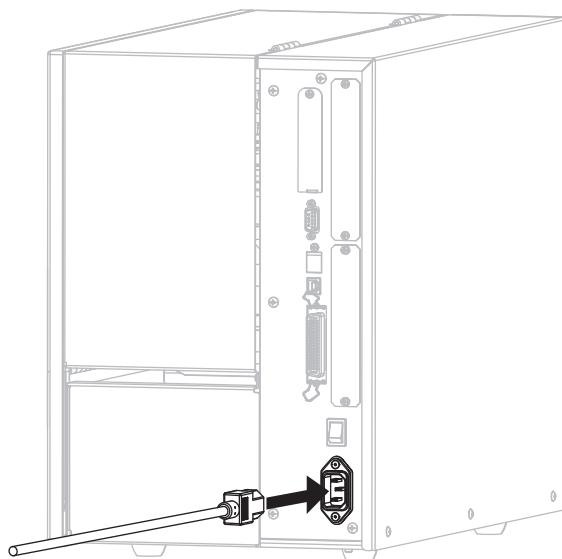
---

**Caution** • Before touching the printhead assembly, discharge any built-up static electricity by touching the metal printer frame or by using an anti-static wriststrap and mat.

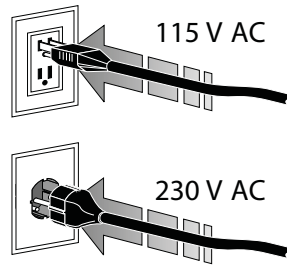
---

### To set up the printer, complete these steps:

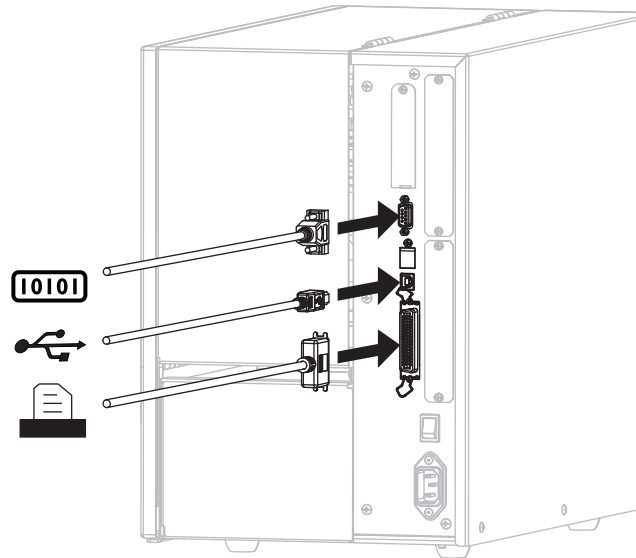
1. Select a location for the printer that meets these conditions:
  - must be a solid, level surface of sufficient size and strength to hold the printer
  - must include enough space for ventilation and for accessing the printer components and connectors
  - should be within a short distance of an appropriate power outlet that is easily accessible
2. Unpack and inspect the printer. If necessary, report any shipping damage. For more information, refer to the *User Guide*.
3. Place the printer in the preselected location.
4. Plug the female end of the A/C power cord into the A/C power connector on the back of the printer.






5. Plug the male end of the A/C power cord into an appropriate power outlet.

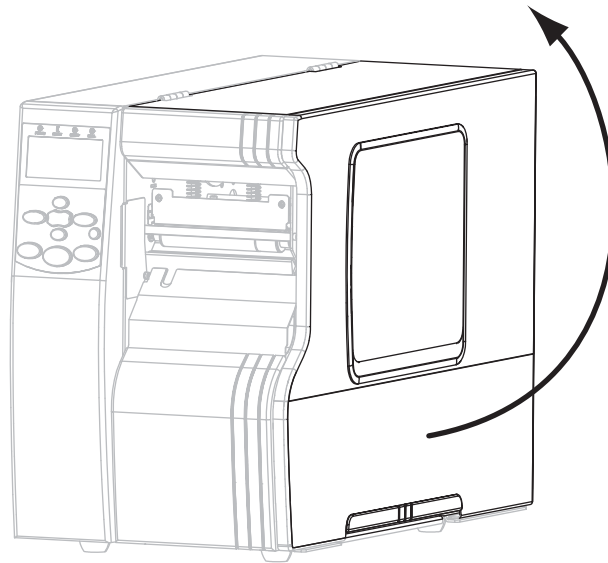


6. Connect the printer to a computer using one or more of the available connections. The standard connections are shown here. ZebraNet wired and wireless print server options or an applicator port may also be present on your printer.

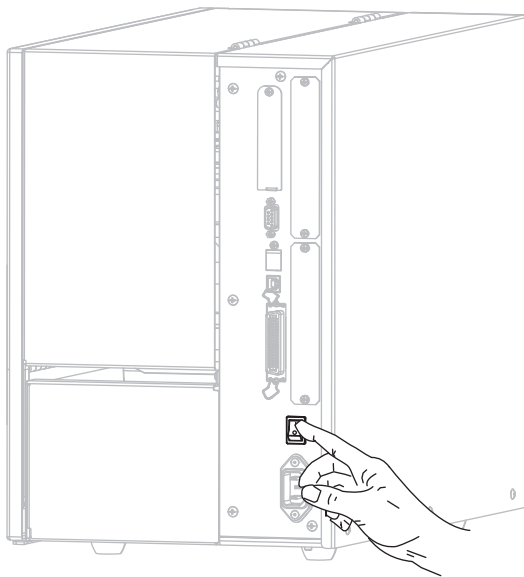


	Serial port
	USB port
	Parallel port

7. Raise the media door.



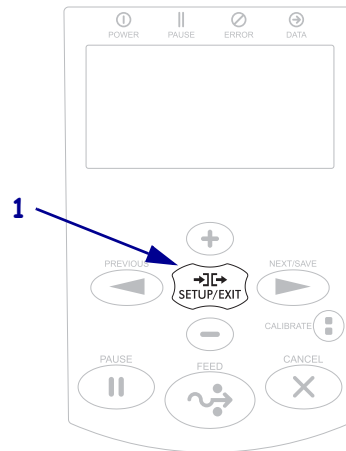
8. Load media into the printer (see [Load Media on page 9](#)).
9. When using thermal transfer media, load ribbon into the printer (see [Load Ribbon on page 15](#)). Direct thermal media does not use ribbon.
10. Turn on (I) the printer.



The printer boots up and performs a self-test. **PRINTER READY** displays when the printer is ready to print.

11. To verify that the media and ribbon are loaded correctly, print a printer configuration label.

a. On the control panel, press **SETUP/EXIT**.

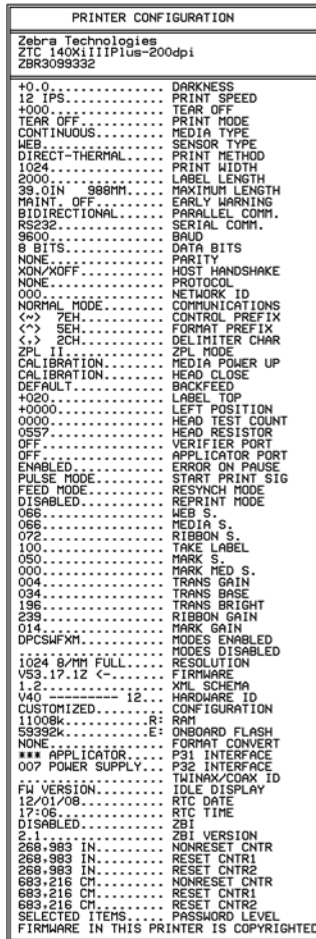


b. Press **PREVIOUS** or **NEXT/SAVE** until you scroll to:



- c. Press PLUS (+) to select **PRINT**.

If the media and ribbon are loaded correctly, a printer configuration label prints. A sample label is shown here.



- d. To exit Setup mode, press **SETUP/EXIT**, and then press **NEXT/SAVE**.

12. To test the connection between your printer and your computer, use a label design package to create a sample label and send it to the printer. Zebra recommends ZebraDesigner Pro. You can download this software from <http://www.zebra.com/software> and operate it in Demo mode to print a sample label.

## Load Media

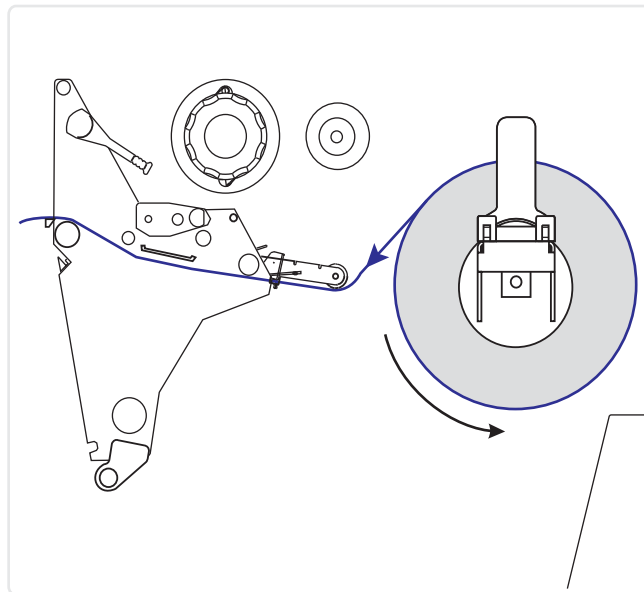
Use the instructions in this section to load roll media in Tear-Off mode (Figure 3). For instructions for loading fanfold media or for loading in different print modes, refer to the *User Guide*.

---

**Caution** • When you are loading media or ribbon, remove all jewelry that could come into contact with the printhead or other printer parts.

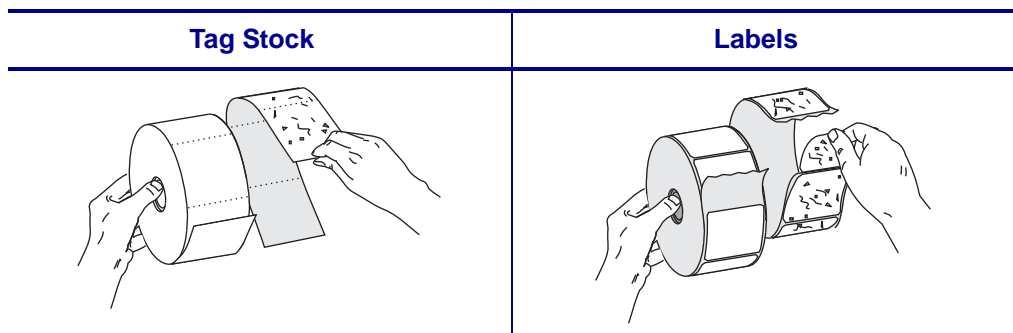
---

**Figure 3 • Tear-Off Mode Media Path**



**To load roll media in Tear-Off mode, complete these steps:**

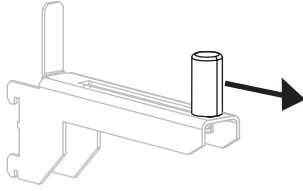
1. Remove and discard any tags or labels that are dirty or that are held by adhesives or tape.



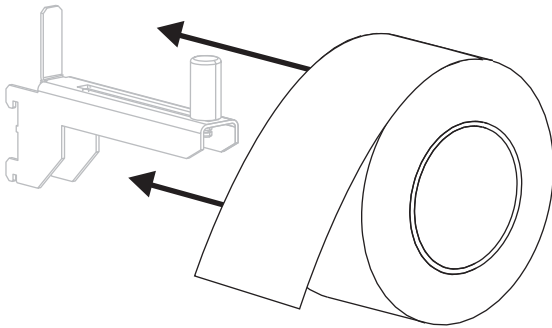
2. Insert the media into the printer.

**110Xi4**

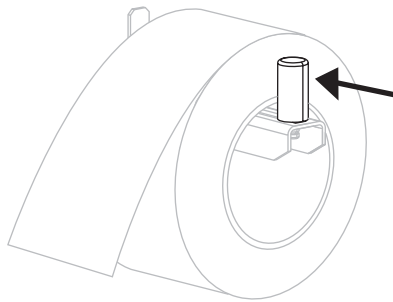
- a. Pull out the media supply guide as far as it goes.



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

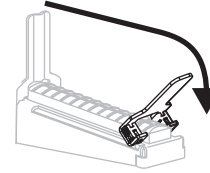


- c. Slide in the media supply guide until it touches the edge of the roll.

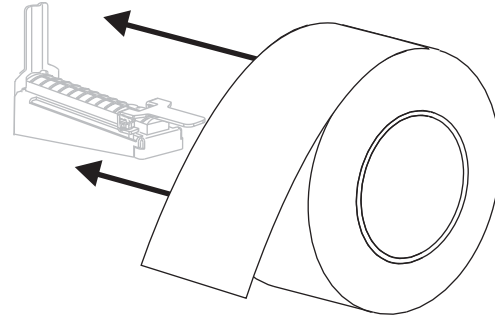


**Other Xi4 Models**

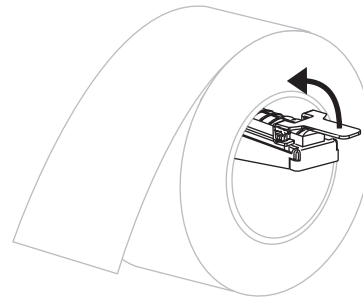
- a. Slide out and flip down the media supply guide.



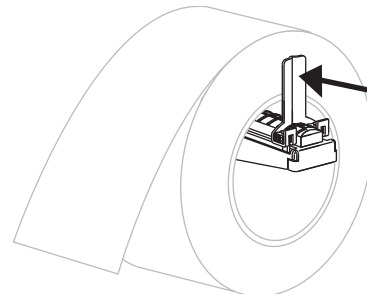
- b. Place the roll of media on the media supply hanger. Push the roll back as far as it will go.



- c. Flip up the media supply guide.



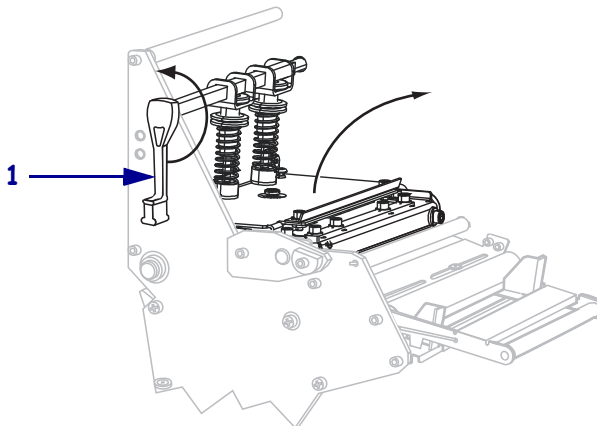
- d. Slide in the media supply guide until it touches the edge of the roll.



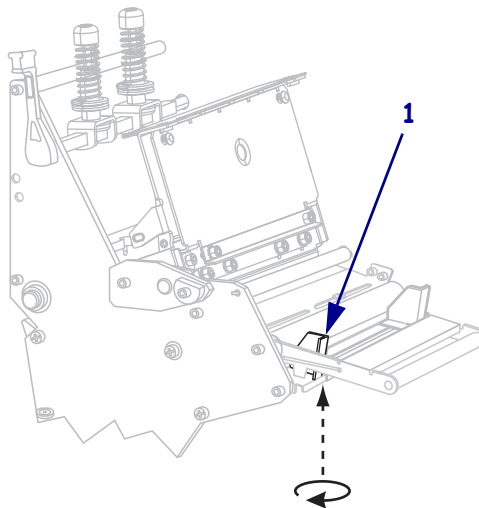


3. **Caution** • The printhead may be hot and could cause severe burns. Allow the printhead to cool.

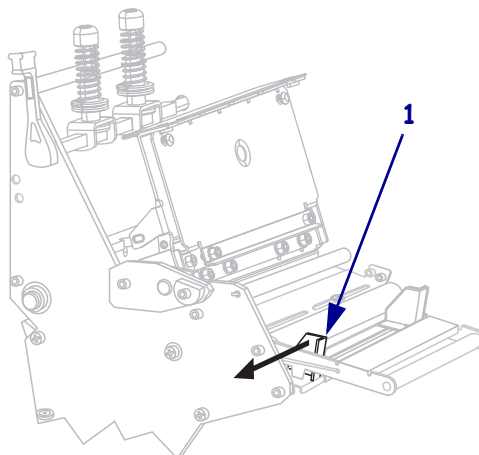
Open the printhead assembly by rotating the printhead-open lever (1) counter-clockwise.



4. Loosen the thumb screw (not visible from this angle) that is located on the bottom of the outer media guide (1).



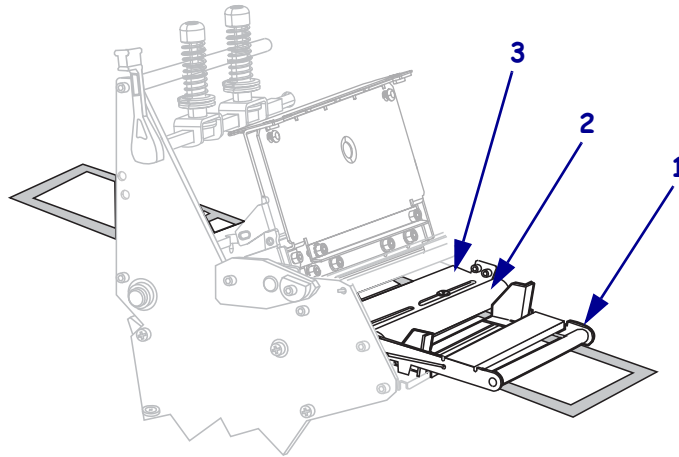
5. Slide the outer media guide (1) all the way out.



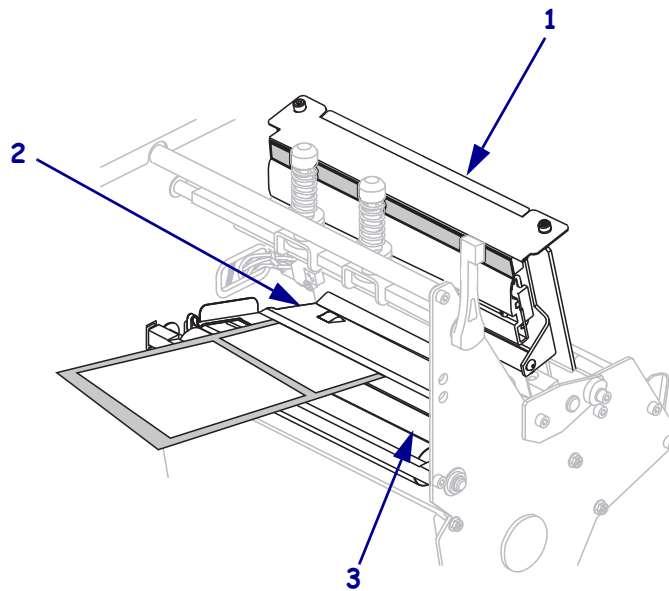
6. If your printer includes a media dancer assembly (1), thread the media under the media dancer assembly roller. For all printers, thread the media under the media guide roller (2) and then the upper media sensor (3).



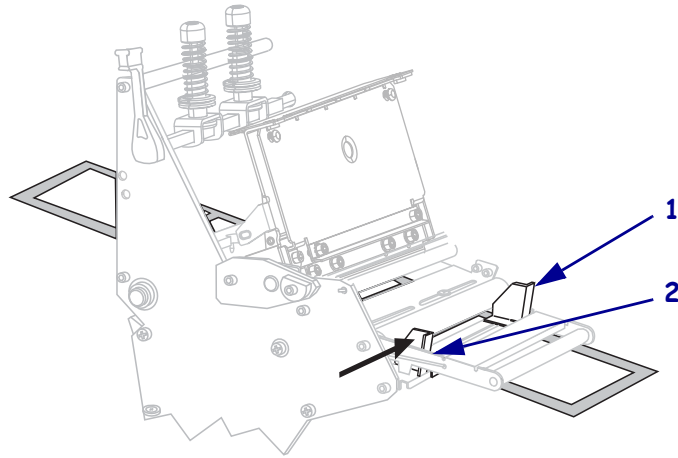
**Important** • Make sure that you thread the media under these components. If you thread the media over them, the media obstructs the ribbon sensor and causes a false **RIBBON OUT** error.



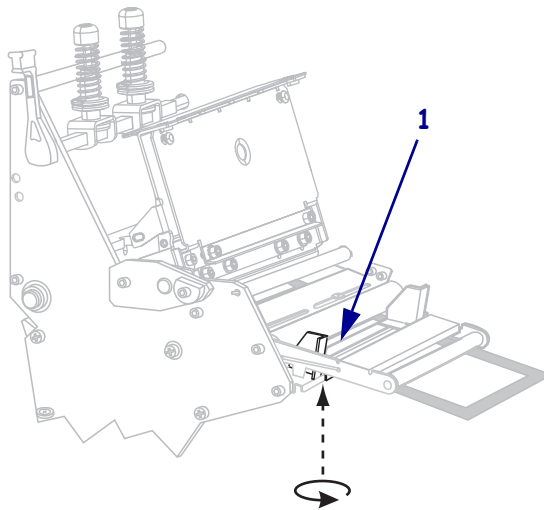
7. Push the media forward until it passes under the printhead assembly (1), under the snap plate (2), and then over the platen roller (3).



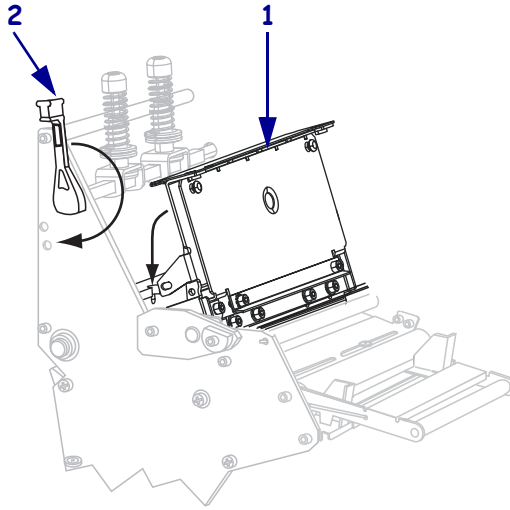
8. Align the media with the inner media guide (1). Slide in the outer media guide (2) until it just touches the edge of the media.



9. Tighten the thumb screw (not visible from this angle) that is located on the bottom of the outer media guide (1).



10. Push down the printhead assembly (1), and then rotate the printhead-open lever (2) clockwise until it locks into place.



## Load Ribbon

Use the instructions in this section to load ribbon for use with thermal transfer labels. For direct thermal labels, do not load ribbon in the printer. Remove used ribbon from the ribbon take-up spindle each time you change the roll of ribbon (see [Remove Used Ribbon on page 21](#)).

---

**Caution** • When you are loading media or ribbon, remove all jewelry that could come into contact with the printhead or other printer parts.

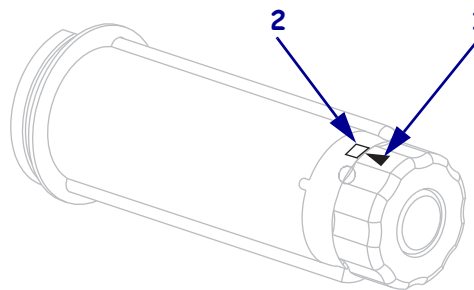
---



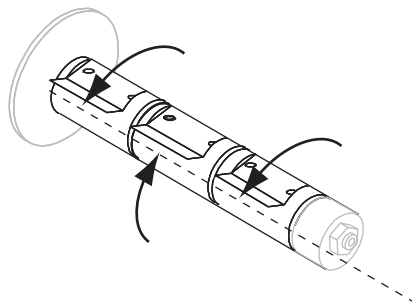
**Important** • Use ribbon that is wider than the media to protect the printhead from wear. Ribbon must be coated on the outside (refer to the *User Guide* for more information).

### To load ribbon, complete these steps:

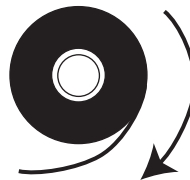
1. Align the arrow (1) on the ribbon take-up spindle knob with the notch (2) in the ribbon take-up spindle.



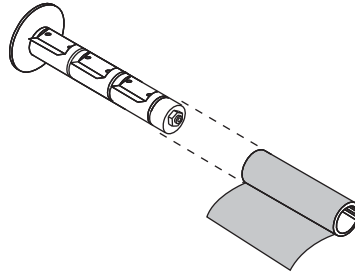
2. Align the segments of the ribbon supply spindle.



3. Position the ribbon with the loose end unrolling clockwise.

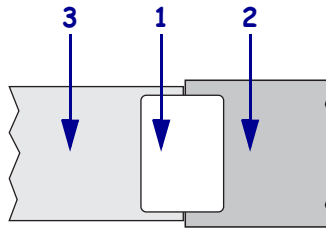


4. Place the roll of ribbon on the ribbon supply spindle. Push the roll back as far as it will go.



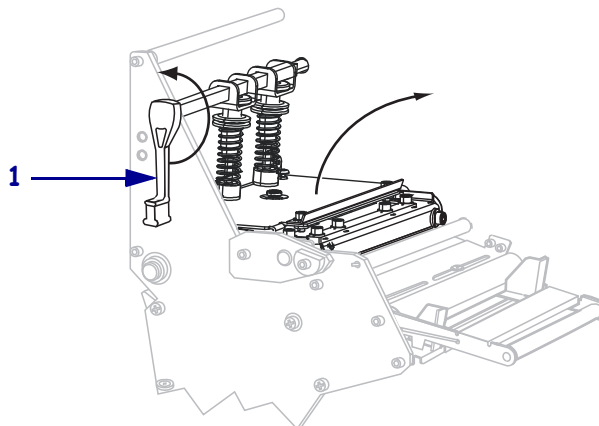
5. A ribbon leader makes ribbon loading and unloading easier. Does your roll of ribbon have paper or something else attached to the end to serve as a ribbon leader?

If...	Then...
Yes	Continue with the next step.
No	<p>a. Tear off a strip of media (labels and liner) about 6–12 in. (150–305 mm) long from the roll.</p> <p>b. Peel a label from the media strip.</p> <p>c. Use this label (1) to attach the end of the ribbon (2) to the media strip (3). The media strip acts as a leader.</p>

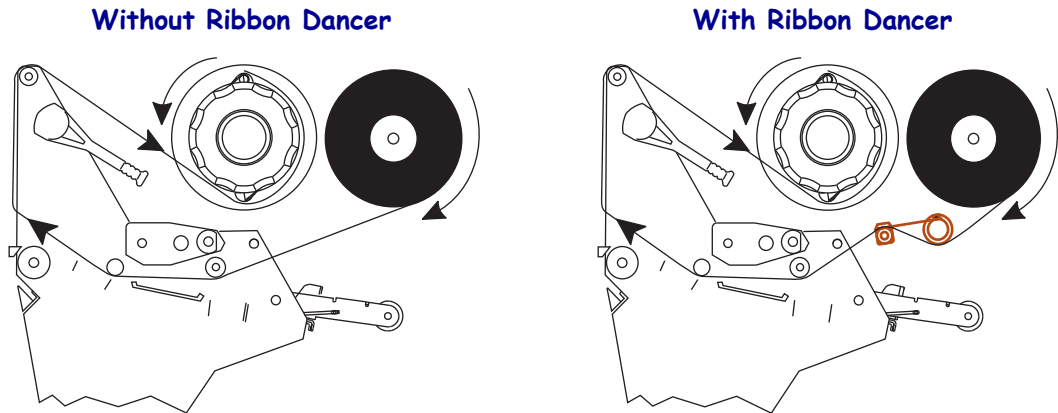


6. **Caution** • The printhead may be hot and could cause severe burns. Allow the printhead to cool.

Open the printhead assembly by rotating the printhead-open lever (1) counter-clockwise.

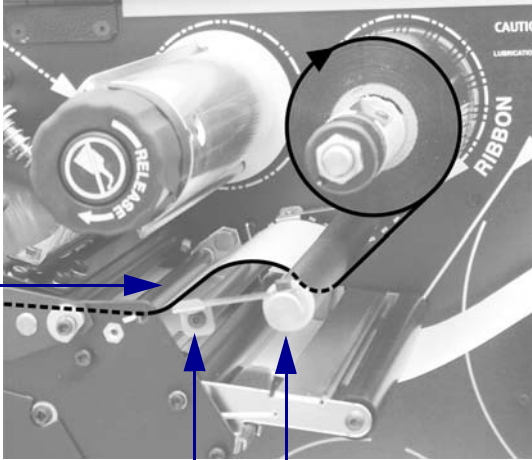


7. The ribbon path is slightly different for printers with ribbon dancer assemblies.

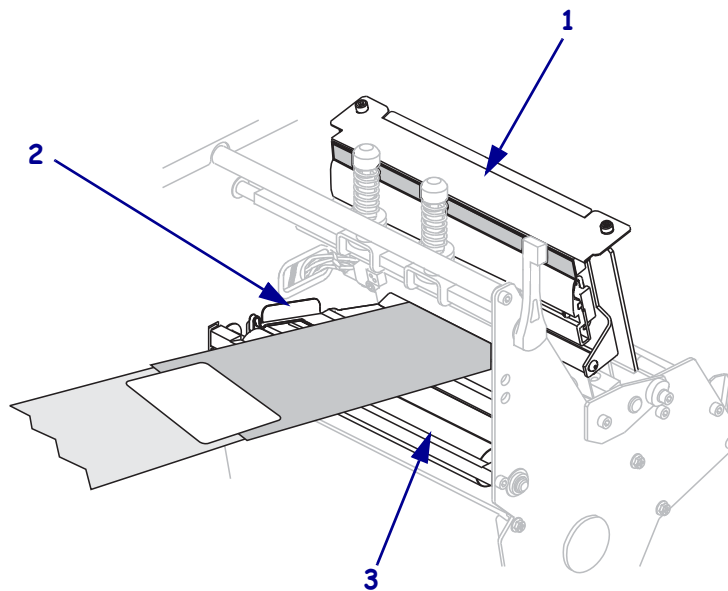


Does your printer have a ribbon dancer assembly?

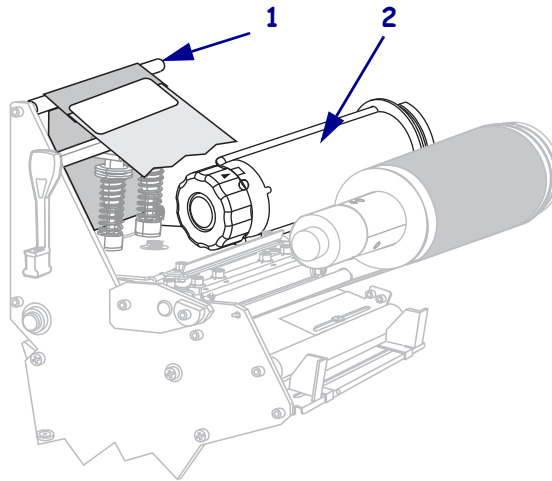
If...	Then...
No	<p>Thread the ribbon over the media dancer assembly (1) and under the ribbon guide roller (2).</p>

If...	Then...
Yes	<p>a. Thread the ribbon through the ribbon dancer. The ribbon must go under the upper roller (1) and then over the lower roller (2).</p> <p>b. Thread the ribbon under the ribbon guide roller (3).</p> 

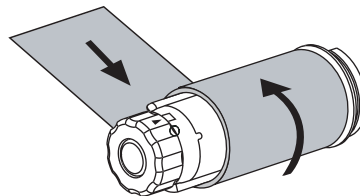
8. Push the ribbon leader forward until it passes under the printhead assembly (1), over the snap plate (2), and then over the platen roller (3).



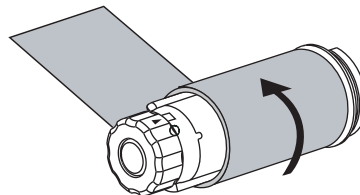
9. Bring the ribbon leader over the upper ribbon roller (1) and then toward the ribbon take-up spindle (2).



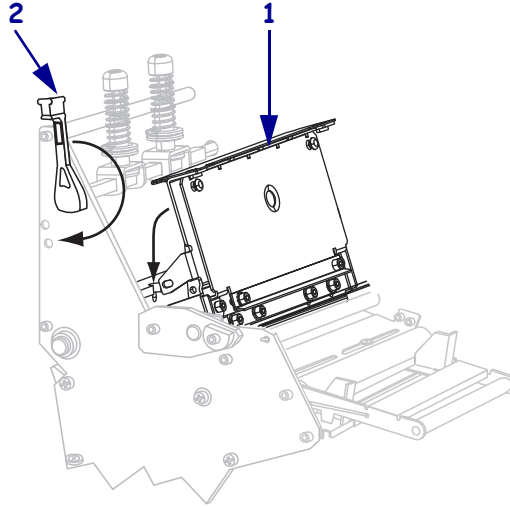
10. Wind the ribbon leader and attached ribbon counterclockwise around the ribbon take-up spindle.



11. Rotate the spindle counterclockwise several turns to wind the ribbon and remove any slack.



12. Push down the printhead assembly (1), and then rotate the printhead-open lever (2) clockwise until it locks into place.



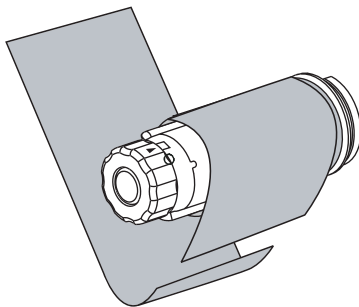
## Remove Used Ribbon

Remove used ribbon from the ribbon take-up spindle each time you change the roll of ribbon.

### To remove used ribbon, complete these steps:

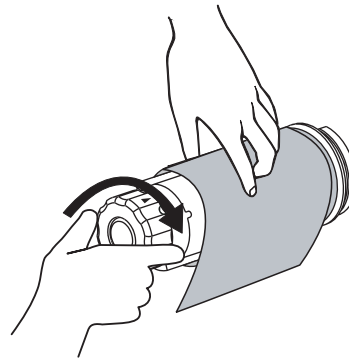
1. Has the ribbon run out?

If the ribbon...	Then
Ran out	Continue with the next step.
Did not run out	Cut or break the ribbon before the ribbon take-up spindle.



2. While holding the ribbon take-up spindle, turn the ribbon release knob clockwise until it stops.

The ribbon release bars pivot down, easing the spindle's grip on the used ribbon.



3. Slide the used ribbon off of the ribbon take-up spindle and discard.

