

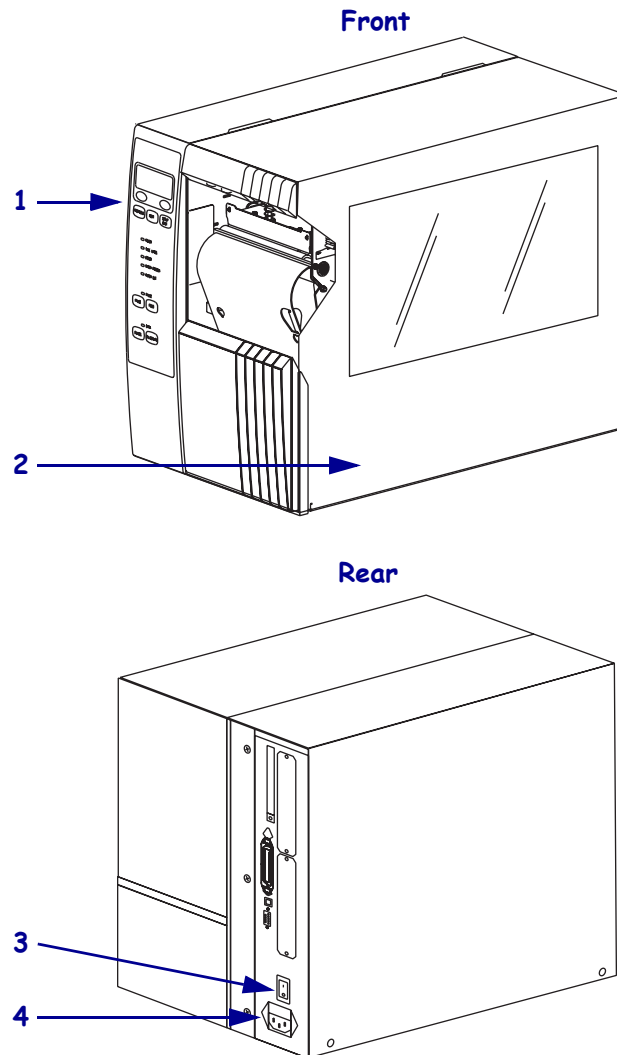


Xi//Plus/RXi Quick Reference Guide

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

External View

Figure 1 • Exterior of Printer

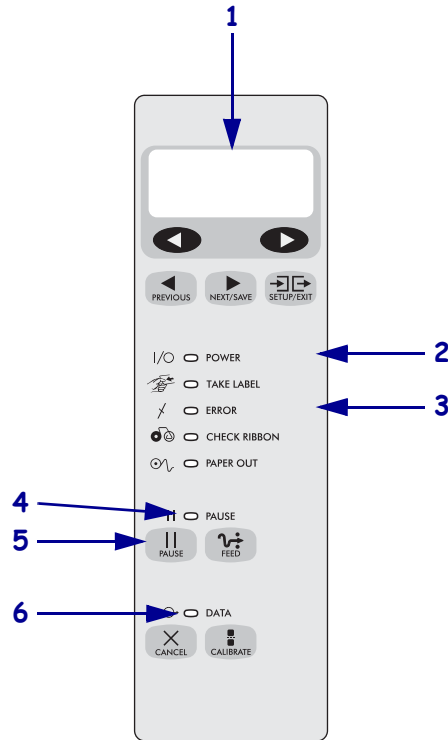


1	Control panel
2	Media door
3	Power switch (O = Off, I = On)
4	AC power connector

Control Panel

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

Figure 2 • Control Panel

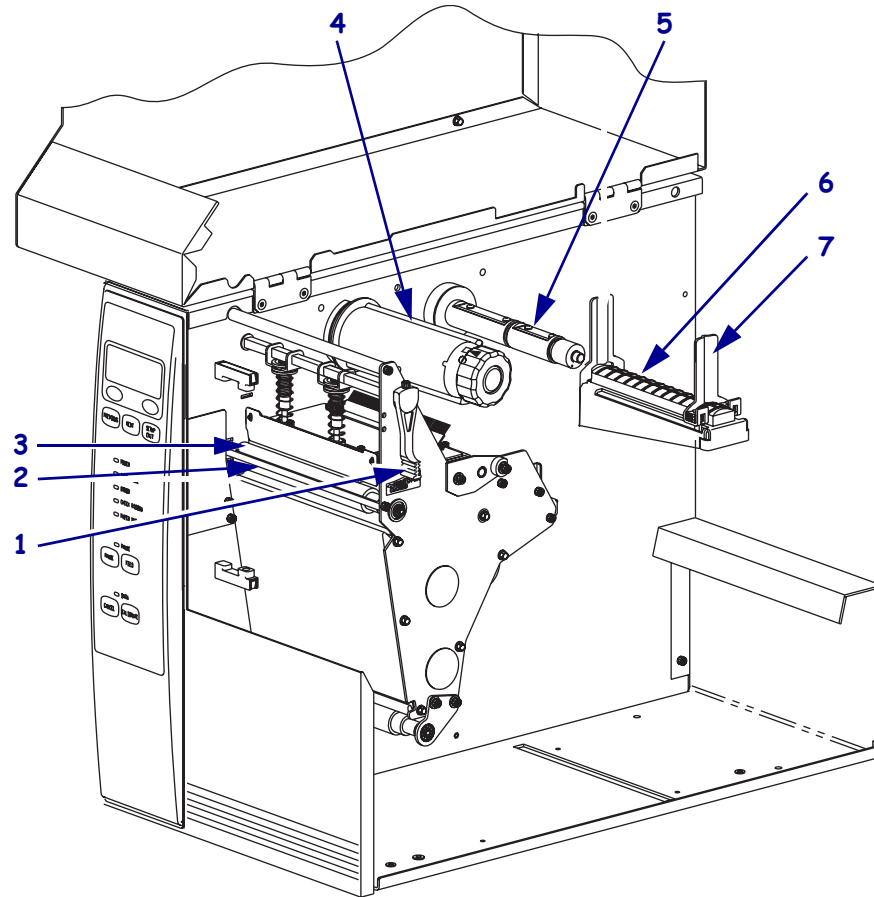


1	LCD	Shows the printer’s operating status.
2	Power light	On when the printer is on.
3	Error light	Blinks when the printer needs attention.
4	PAUSE light	On when the printer is paused.
5	PAUSE button	Starts or stops printer operation when pressed.
6	Data light	Blinks quickly when the printer is receiving data.

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 • Printer Components



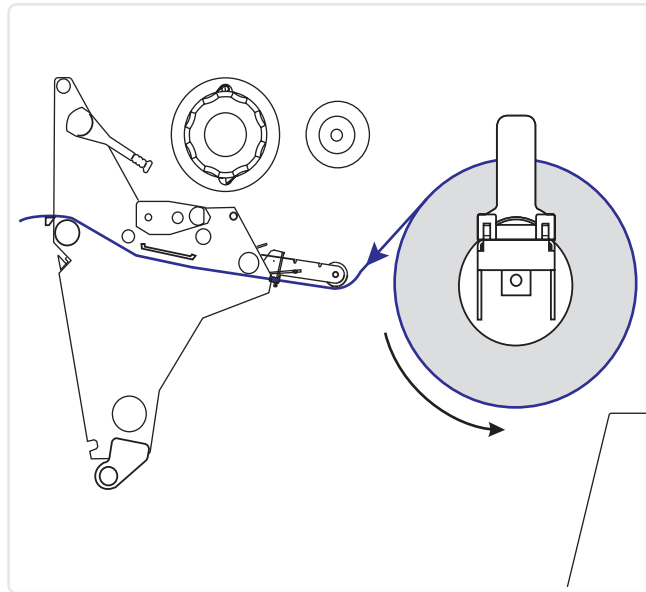
1	Printhead-open lever	5	Ribbon supply spindle
2	Peel-off/tear-off bar	6	Media supply hanger
3	Platen roller	7	Media supply guide
4	Ribbon take-up spindle		

Load Media

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

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

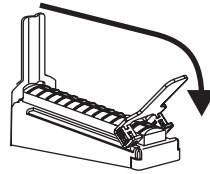


To load roll media in Tear-Off mode, complete these steps:

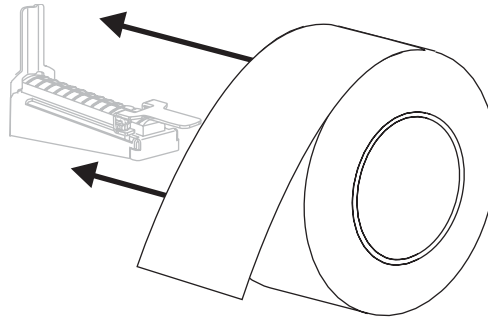
1. Remove and discard any tags or labels that are dirty or that are held by adhesives or tape.

Tag Stock	Labels

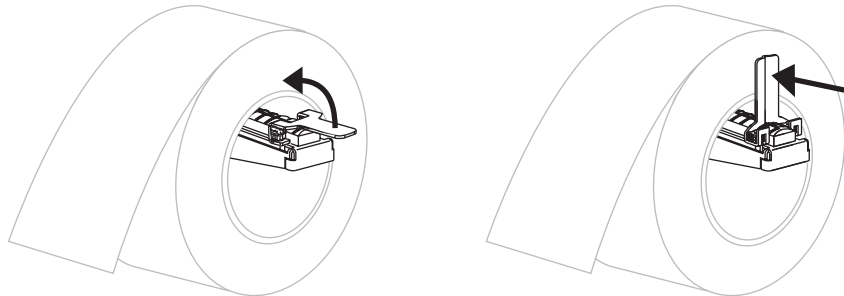
- Slide out and flip down the media supply guide.



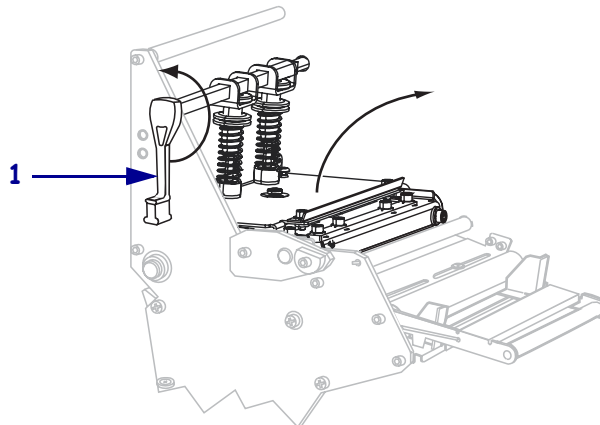
- Place the roll of media on the media supply hanger. Push the roll back as far as it will go.



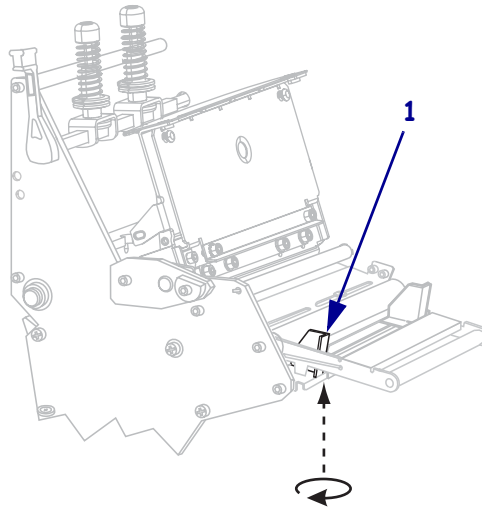
- Flip up the media supply guide, and then slide it in until it touches the edge of the roll.



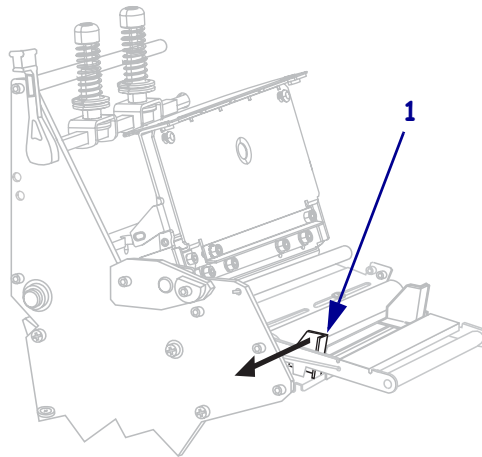
- Open the printhead assembly by rotating the printhead-open lever (1) counter-clockwise.



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



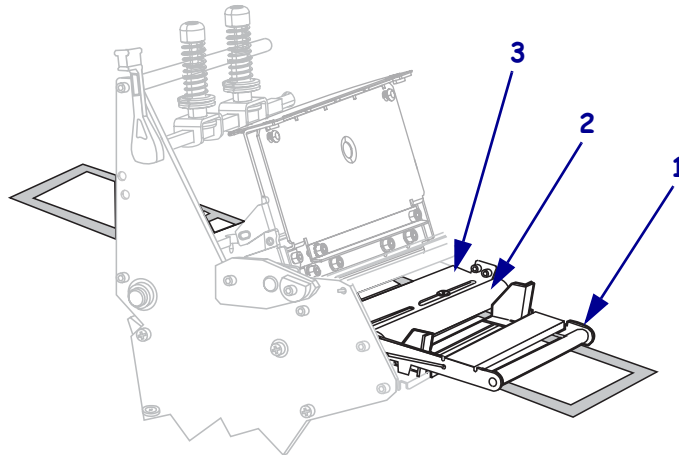
7. Slide the outer media guide (1) all the way out.



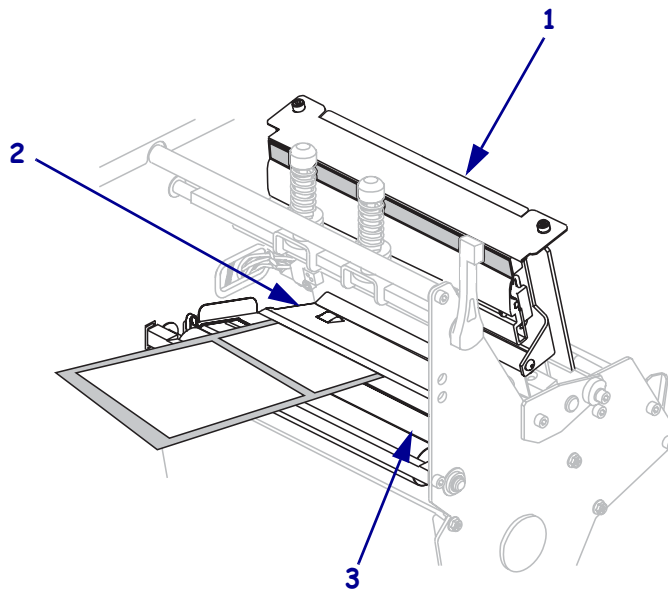
8. If your printer includes a media dancer assembly (1), thread the media under the media dancer assembly roller. For all printers, thread the media under the media guide roller (2) and then the upper media sensor (3).



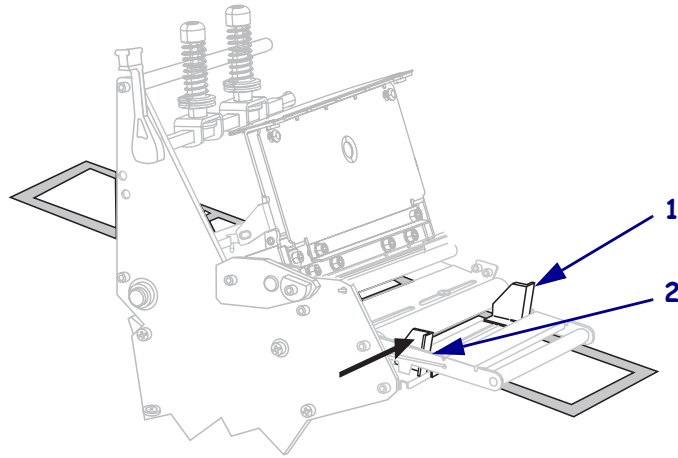
Important • Make sure that you thread the media under these components. If you thread the media over the them, the media obstructs the ribbon sensor and causes a false **RIBBON OUT** error.



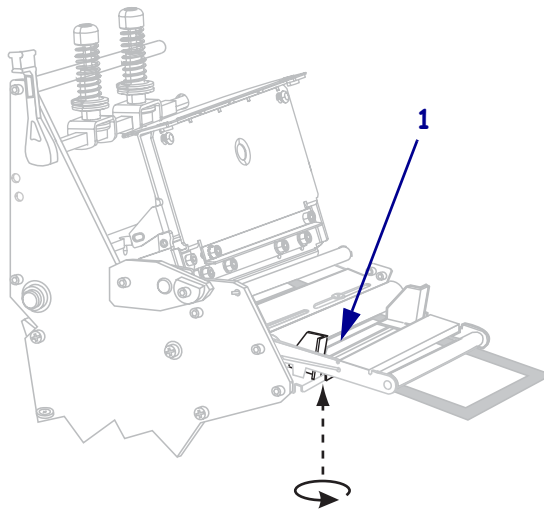
9. Push the media forward until it passes under the printhead assembly (1), under the snap plate (2), and then over the platen roller (3).



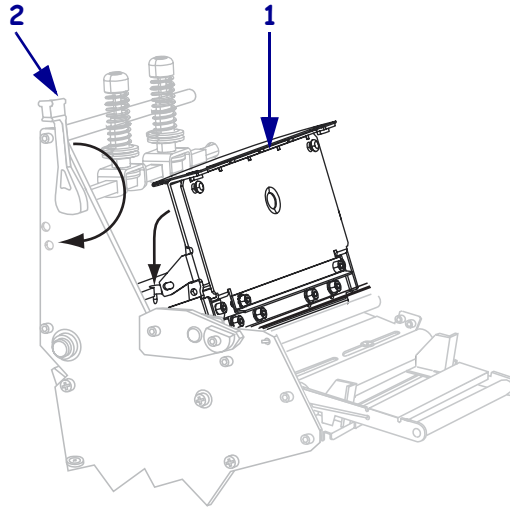
10. Align the media with the inner media guide (1). Slide in the outer media guide (2) until it touches the edge of the media.



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



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



Load Ribbon

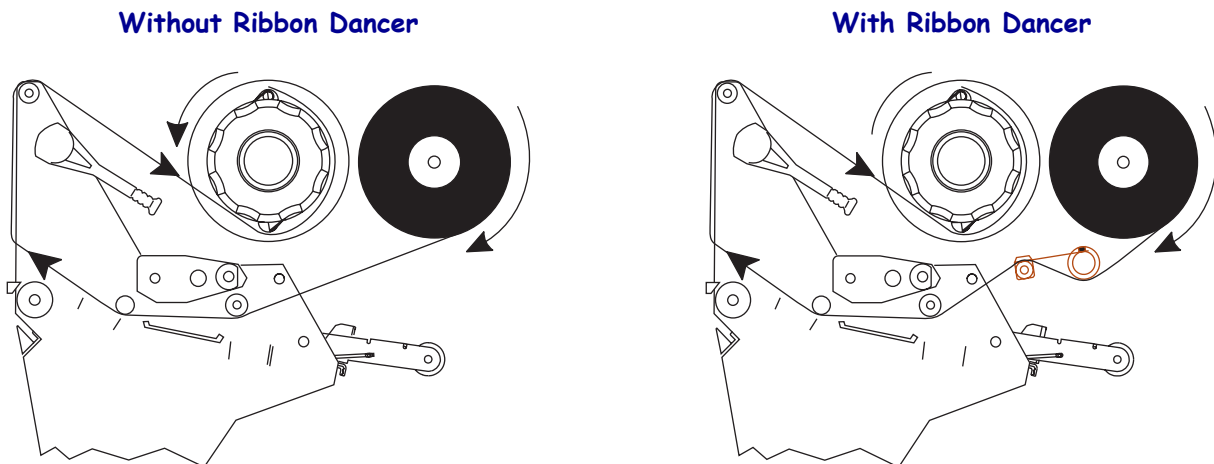
Caution • When you are loading media or ribbon, remove all jewelry that could come into contact with the printhead or other printer parts.

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. The ribbon path is slightly different for printers with ribbon dancers (Figure 5).



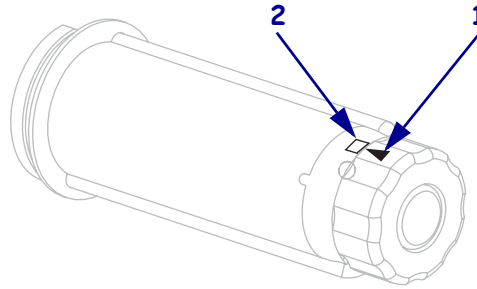
Important • Use ribbon that is wider than the media to protect the printhead from wear. Ribbon must be coated on the outside (refer to the *User Guide* for more information).

Figure 5 • Ribbon Path

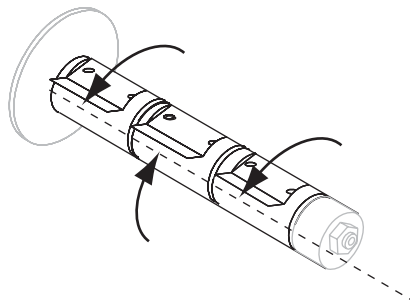


To load ribbon, complete these steps:

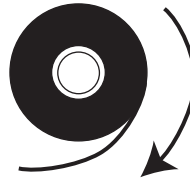
1. Align the arrow (1) on the ribbon take-up spindle knob with the notch (2) in the ribbon take-up spindle.



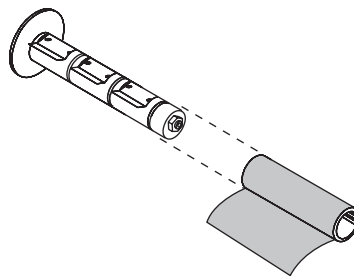
2. Align the segments of the ribbon supply spindle.



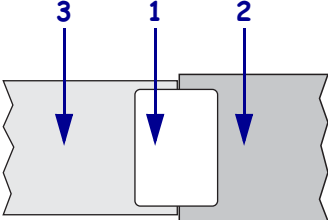
3. Orient the ribbon with the loose end unrolling clockwise.



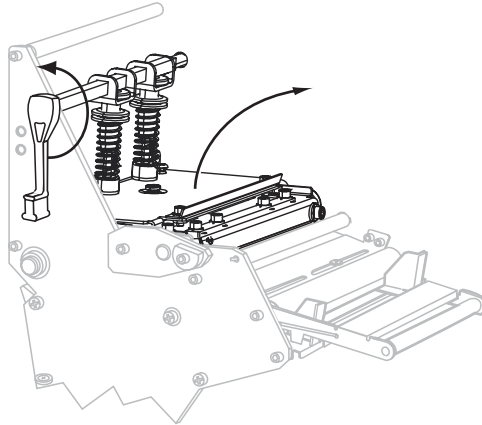
4. Place the roll of ribbon on the ribbon supply spindle. Push the roll back as far as it will go.



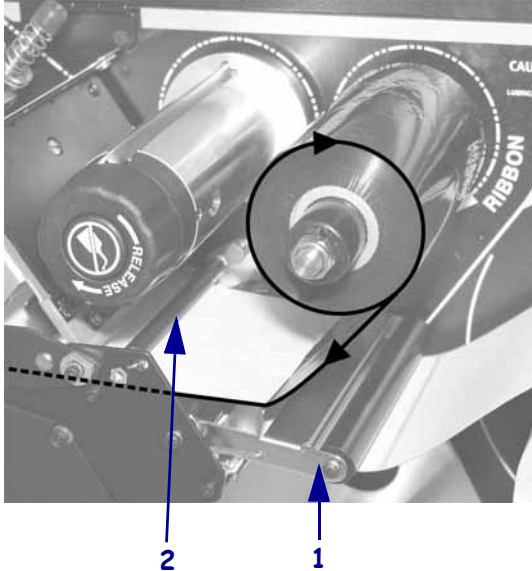
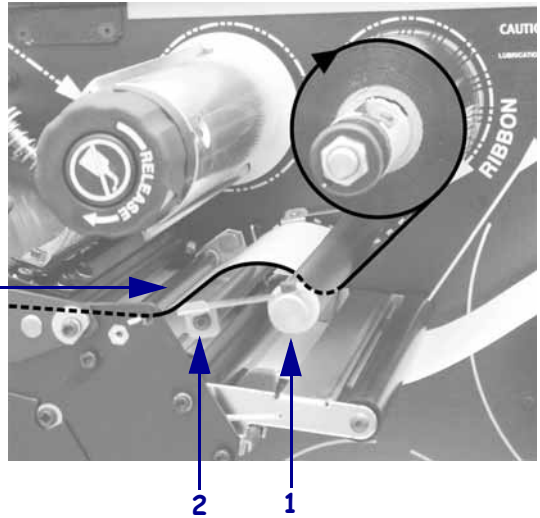
5. A ribbon leader makes ribbon loading and unloading easier. Does your roll of ribbon have paper or something else attached to the end to serve as a ribbon leader?

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> 

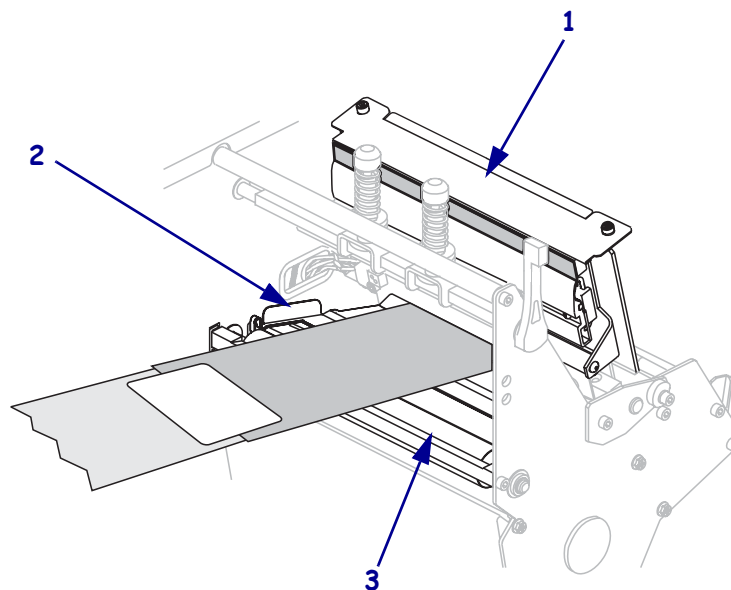
6. Open the printhead assembly by rotating the printhead-open lever counter-clockwise.



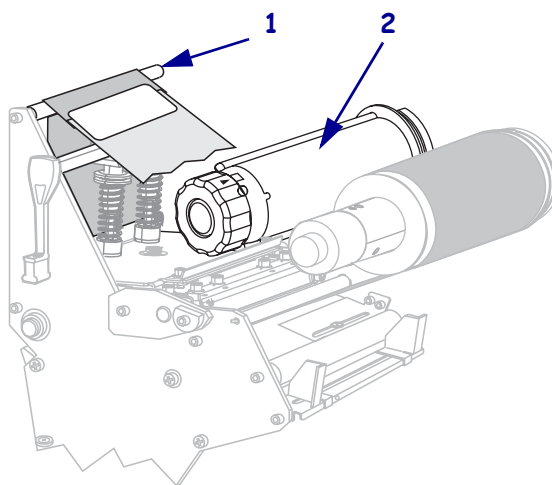
7. Does your printer contain a ribbon dancer assembly? (See [Figure 5 on page 9](#) for the ribbon dancer location.)

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

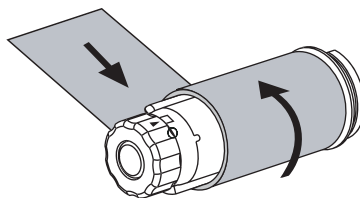
8. Push the ribbon leader forward until it passes under the printhead assembly (1), over the snap plate (2), and then over the platen roller (3).



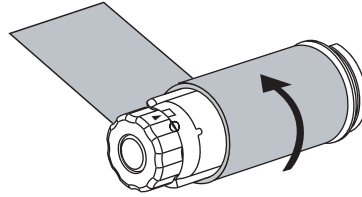
9. Bring the ribbon leader over the upper ribbon roller (1) and then toward the ribbon take-up spindle (2).



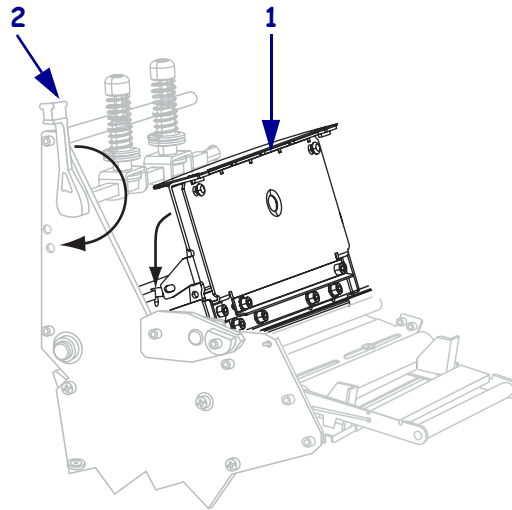
10. Wind the ribbon leader and attached ribbon counterclockwise around the ribbon take-up spindle.



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 clockwise until it locks into place (2).



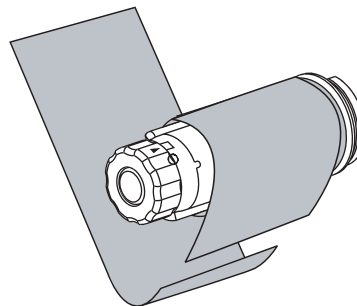
Remove Used Ribbon

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

To remove used ribbon, complete these steps:

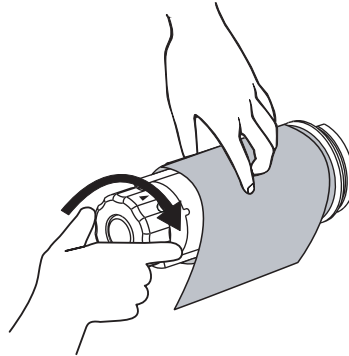
1. Has the ribbon run out?

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.

