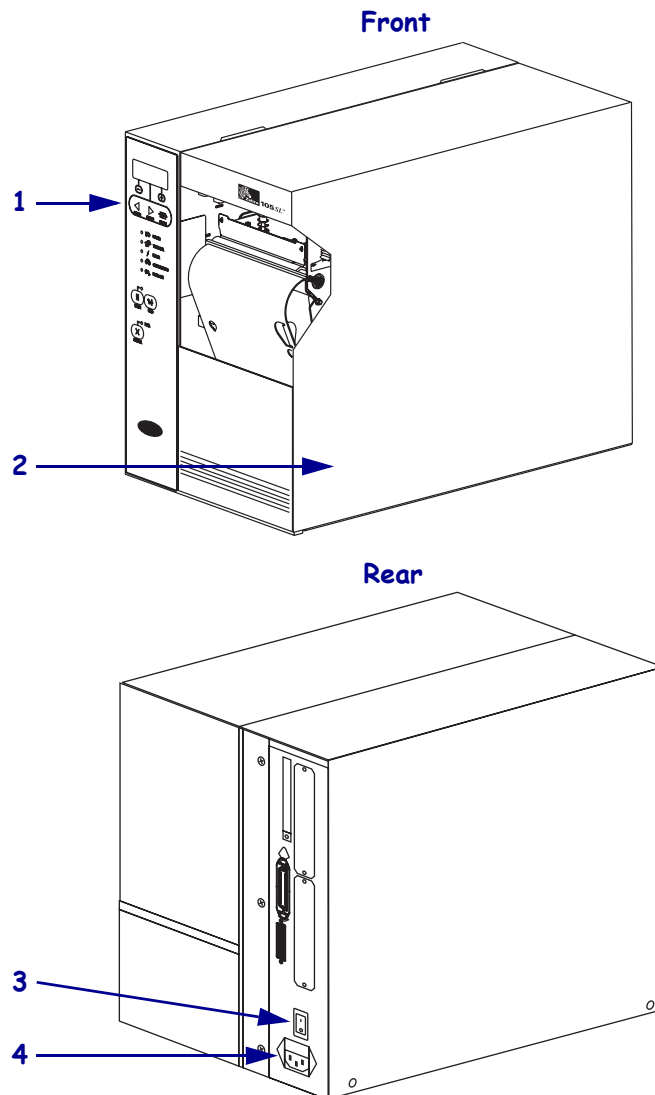# 105*SL* Quick Reference Guide

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

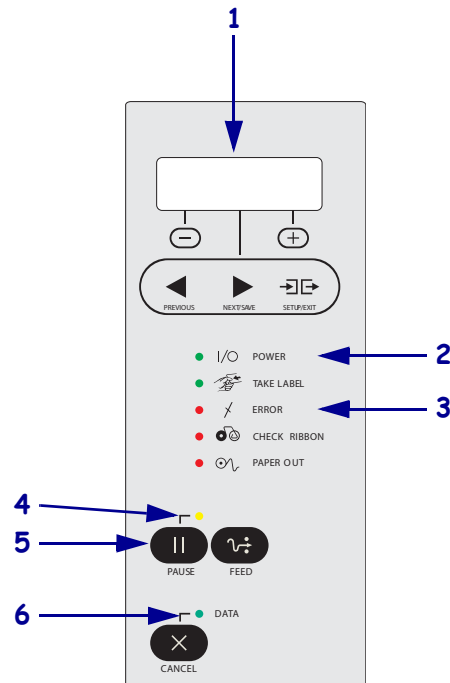## External View

Figure 1 • Exterior of Printer

Front

Rear

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

Control Panel

The control panel (Figure 2) contains the lights that reflect basic operation and the buttons that you may need to press during basic operation.
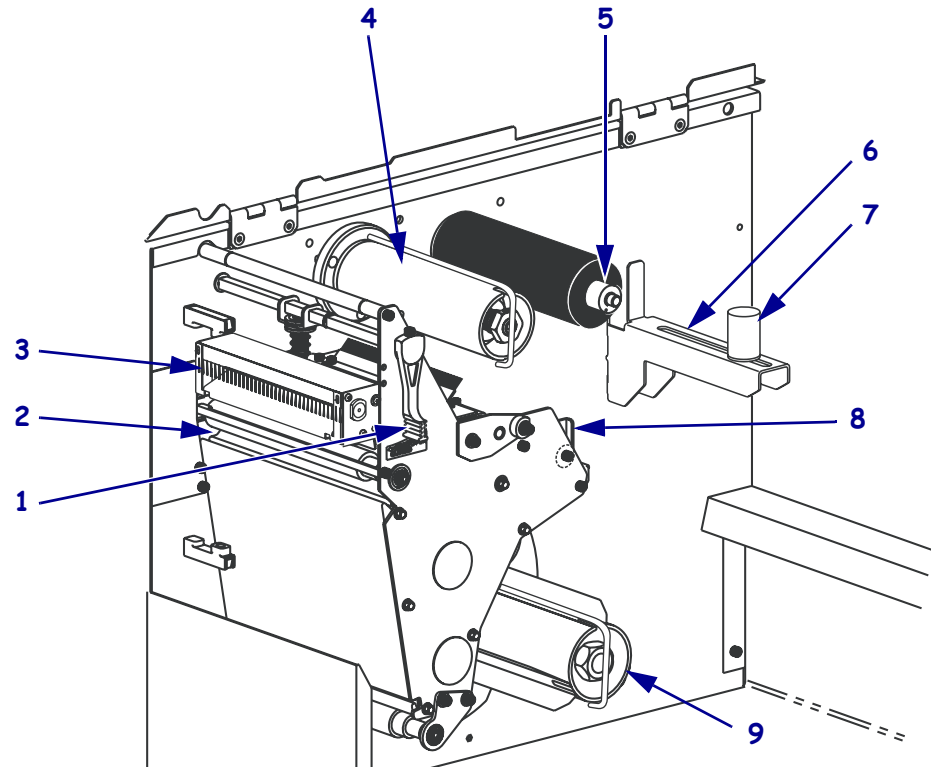
Figure 2 • Control Panel

1	LCD	Shows the printer's operating status.
2	Power light	Indicates that 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.
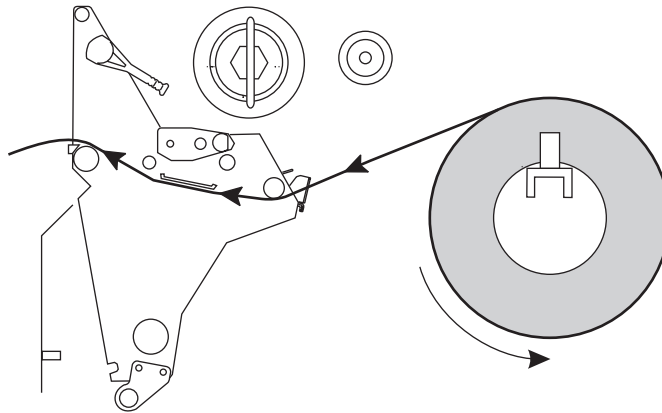
Figure 3 • Printer Components

1	Printhead-open lever	**6**	Media supply hanger
2	Platen roller	**7**	Media supply guide
3	Cutter (optional)	**8**	Outer media guide
4	Ribbon take-up spindle	**9**	Rewind spindle (optional)
5	Ribbon supply spindle		

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*.
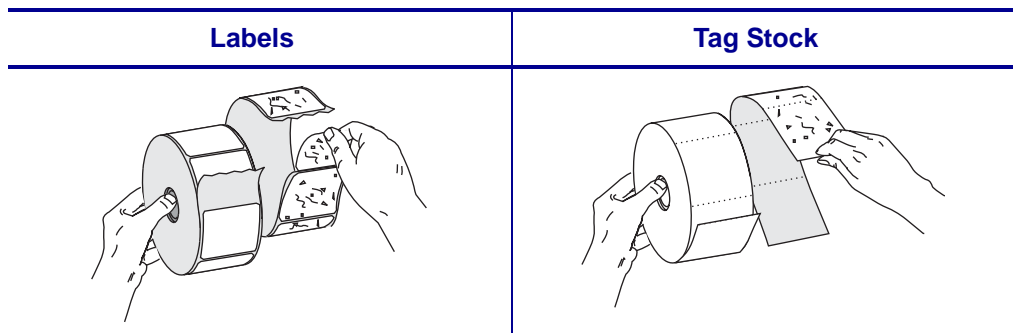
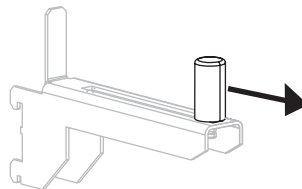**Figure 4 • Tear-Off Mode Media Path**

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

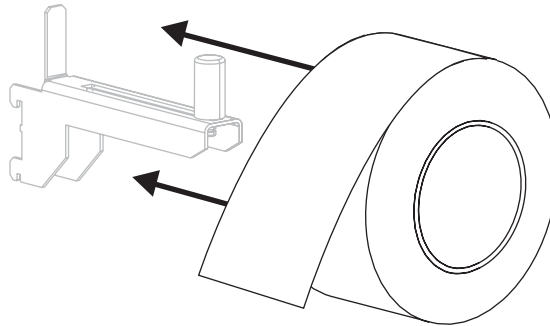## To Load Roll Media in Tear-Off Mode, complete these steps:

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

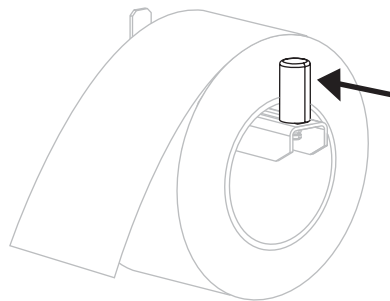| Labels	Tag Stock

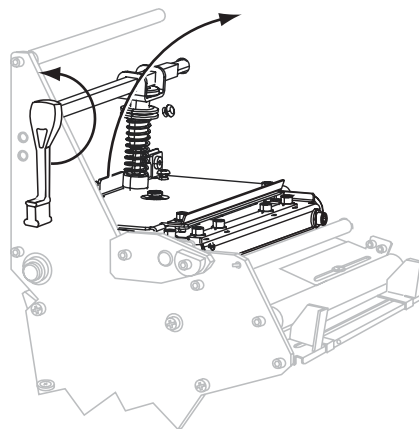**2.** Pull the media supply guide out as far as it goes.

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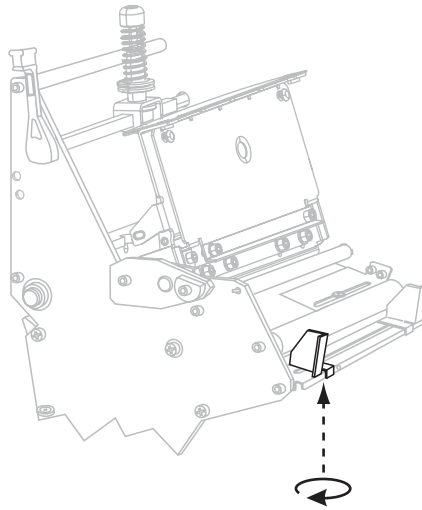

4. Slide in the media supply guide until it touches, but does not restrict, the edge of the roll.
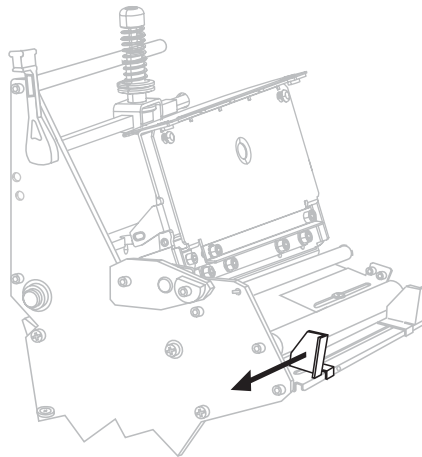

5. Open the printhead assembly by rotating the printhead-open lever counter-clockwise.
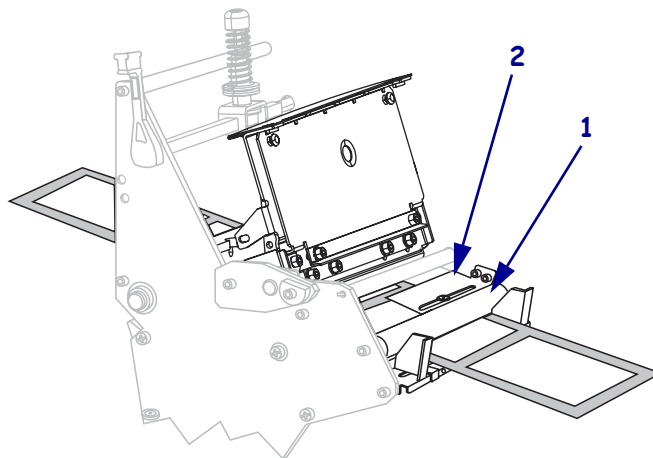
6. Loosen the thumb screw on the bottom of the outer media guide (not visible from this angle).
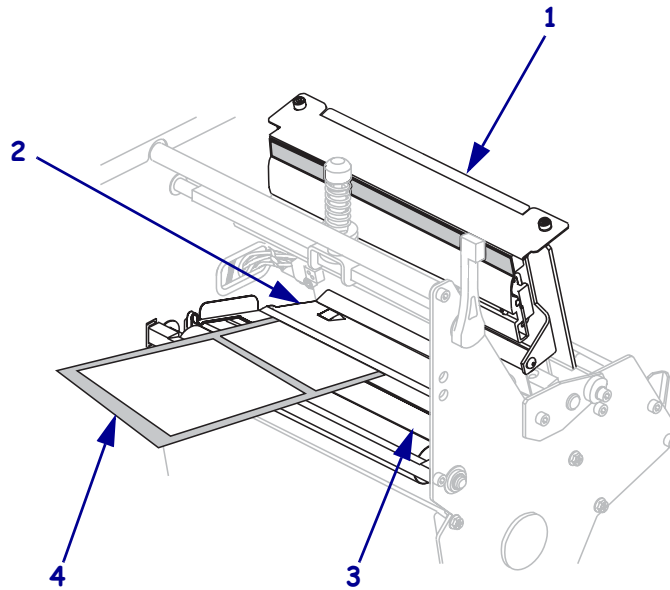
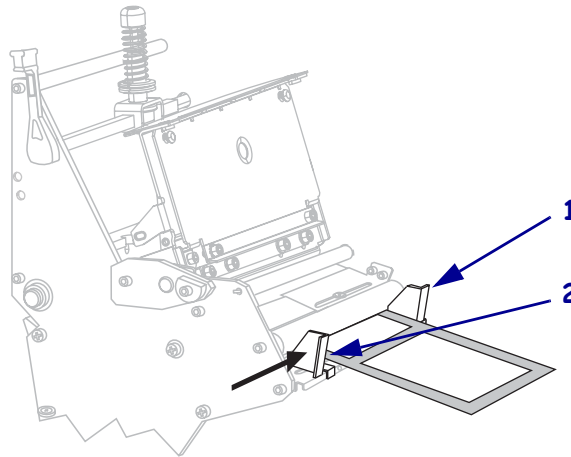**7.** Slide the outer media guide all the way out.

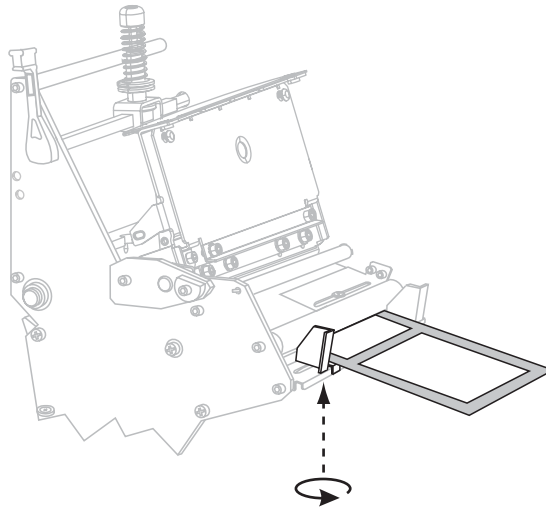**8.** Thread the media under the lower roller (1) and the upper media sensor (2).

9. Thread the media forward until it passes under the printhead assembly (1), under the snap plate (2), over the platen roller (3), and out the front of the printer (4).
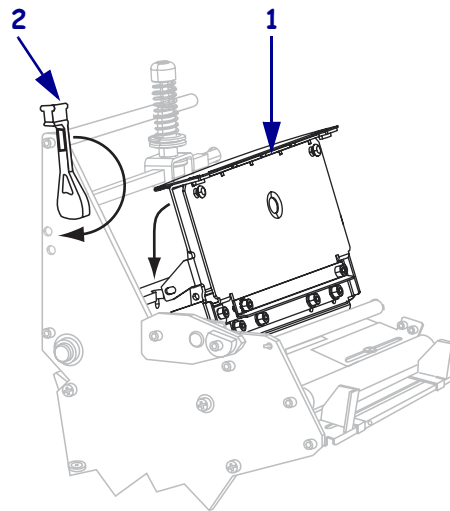

10. Align the media with the inner media guide (**1**). Slide in the outer media guide (**2**) until it just touches the edge of the media.

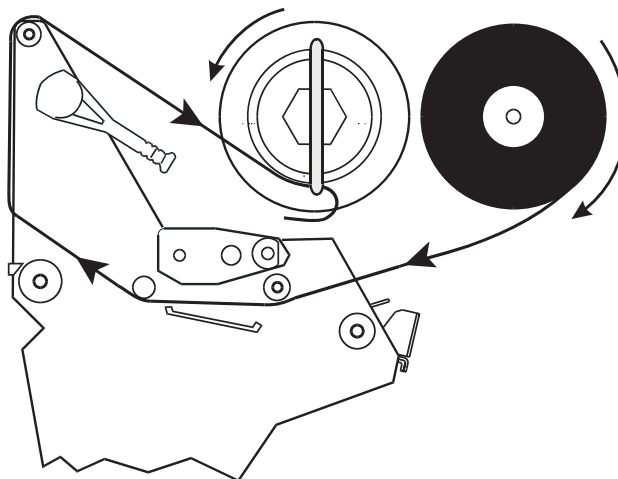**11.** Tighten the thumb screw on the bottom of the outer media guide (not visible from this angle).

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

Load Ribbon

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.
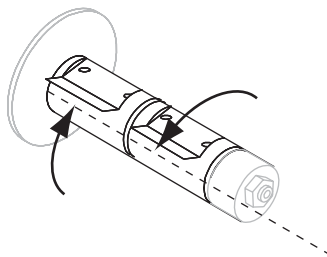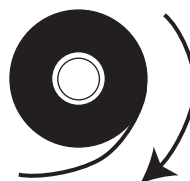
Figure 5 • Ribbon Path

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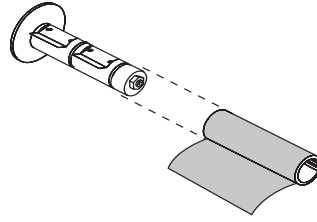

To load ribbon, complete these steps:

1. Align the segments of the ribbon supply spindle.

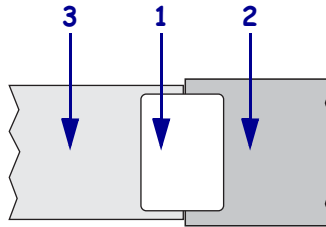**2.** Orient the ribbon with the loose end unrolling clockwise.

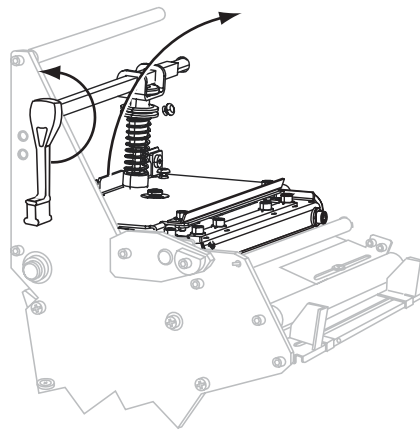**3.** Place the roll of ribbon on the ribbon supply spindle and push it all the way back.

4. 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?
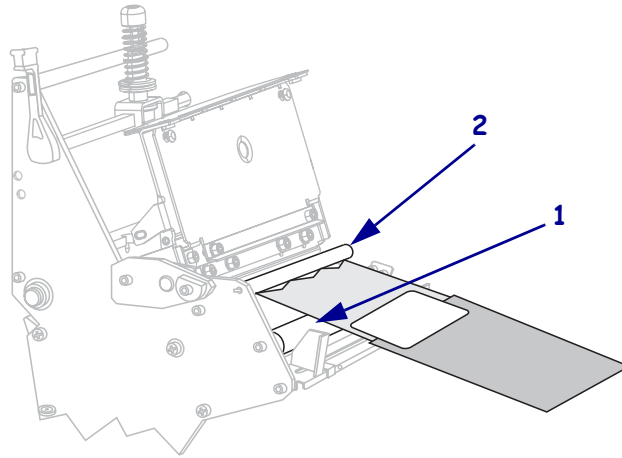
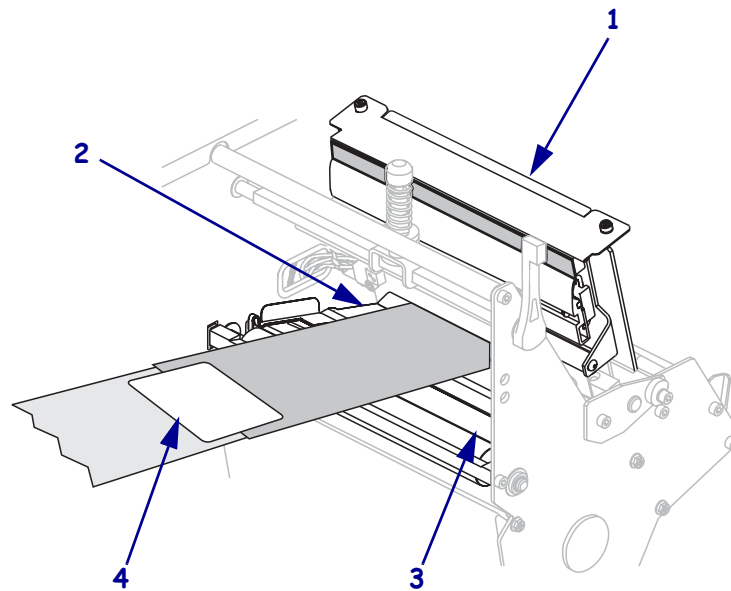| If…	Then…
Yes	Continue with the next step.
No	**a.** Tear off a strip of media (labels and liner) about 6–12 in. (150–305 mm) long from the roll.
	b. Peel a label from the media strip.
	c. Use this label (**1**) to attach the end of the ribbon (**2**) to the media strip (**3**). The media strip acts as a leader.

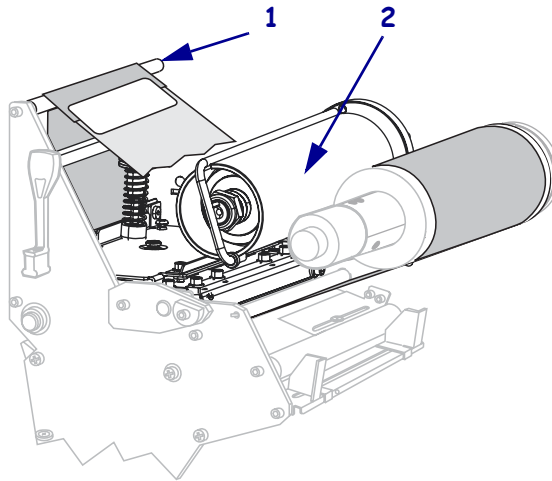**5.** Open the printhead assembly by rotating the printhead-open lever counter-clockwise.

6. Thread the ribbon leader and attached ribbon over the lower roller (**1**) and under the upper roller (**2**).
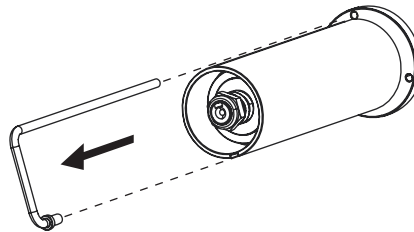
7. Push the ribbon leader forward until it passes under the printhead assembly (1), over the snap plate (2), over the platen roller (3), and out the front of the printer (4).
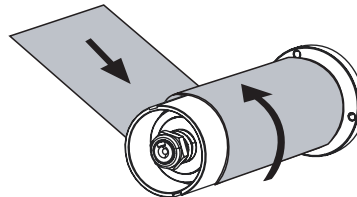
8. Loop the ribbon leader over the upper ribbon roller (**1**) and toward the ribbon take-up spindle (**2**).
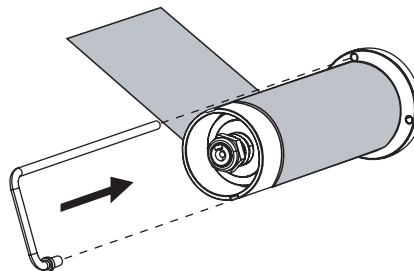

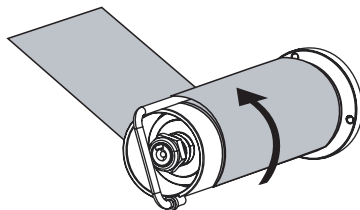**9.** Remove the hook from the ribbon take-up spindle.

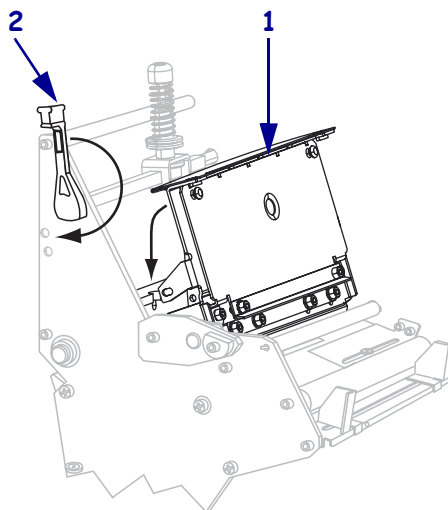**10.** Wind the ribbon leader and attached ribbon counterclockwise around the ribbon take-up spindle.

11. Reinstall the hook. The short end of the hook fits into the notch on the ribbon take-up spindle. The long end of the hook fits into the groove on the opposite side of the notch.

12. Rotate the spindle counterclockwise several turns to wind the ribbon over the hook and remove any slack in the ribbon.

13. Push the printhead assembly down (**1**), and then rotate the printhead lever clockwise until it locks into place (**2**).
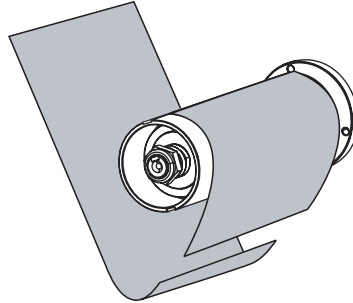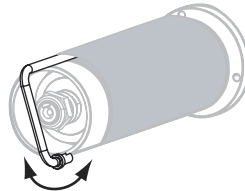
Remove Used Ribbon

Remove used ribbon from the ribbon take-up spindle each time you change the roll of ribbon.
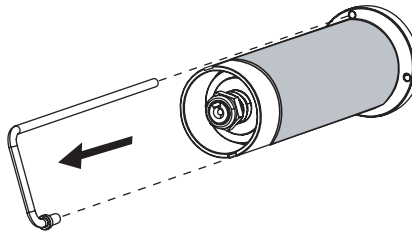
To remove used ribbon, complete these steps:

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

2. Push the hook until it slips out of the groove in the ribbon take-up spindle. Move the hook back and forth to loosen the ribbon.

3. Remove the loosened hook from the ribbon take-up spindle.

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