

Xi4™/RXi4™ 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.

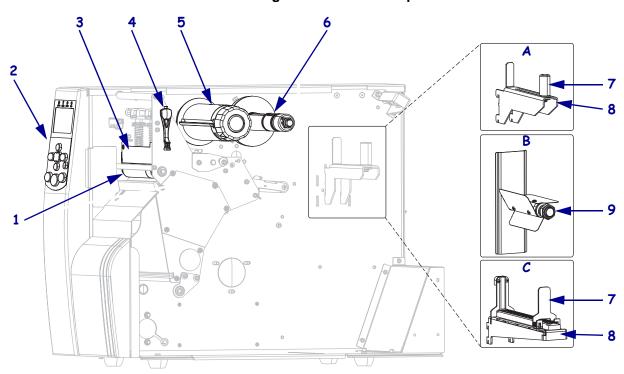


Figure 1 • Printer Components

1	Platen roller
2	Control panel
3	Printhead assembly
4	Printhead-open lever
5	Ribbon take-up spindle
6	Ribbon supply spindle

^{*} Determined by printer model. See A, B, or C.

7	Media supply guide*
8	Media supply hanger*
9	Media spindle*
A	Used in 110Xi4/R110Xi4 200 dpi and
	300 dpi models.
В	Used in 110Xi4/R110Xi4 600 dpi models.
С	Used in all other Xi4 models.

Control Panel

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

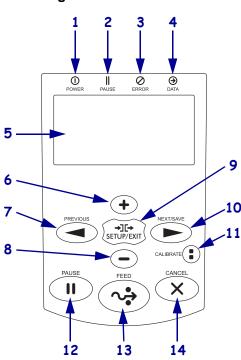


Figure 2 • Control Panel

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	When in Setup mode, scrolls the LCD to the next parameter. Press and hold to
		scroll quickly.
		When exiting Setup mode, saves any changes that you made in the configuration
		and calibration sequence.
		 When in Setup mode, scrolls the LCD to the next parameter. Press and hold to scroll quickly. When exiting Setup mode, saves any changes that you made in the configuration.

11	CALIBRATE	Calibrates the printer for the following:
		Media length
		Media type (continuous or non-continuous)
		Print method (direct thermal or thermal transfer)
		Sensor values
12	PAUSE	Starts or stops printer operation when pressed.
13	FEED	Forces the printer to feed one blank label each time the button is pressed.
14	CANCEL	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.



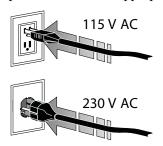
Caution • Before touching the printhead assembly, discharge any built-up static electricity by touching the metal printer frame or by using an anti-static wriststrap and mat.

To set up the printer, complete these steps:

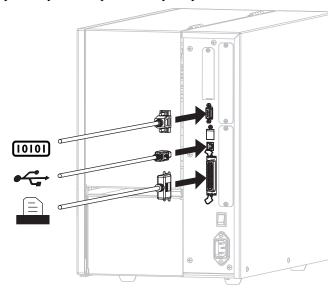
- **1.** Select a location for the printer that meets these conditions:
 - must be a solid, level surface of sufficient size and strength to hold the printer
 - must include enough space for ventilation and for accessing the printer components and connectors
 - should be within a short distance of an 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.

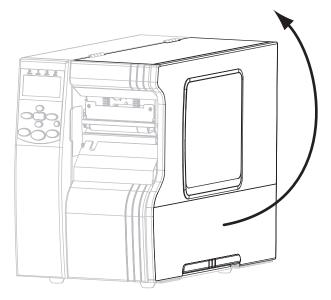


6. Connect the printer to a computer using one or more of the available connections. The standard connections are shown here. ZebraNet wired and wireless print server options or an applicator port may also be present on your printer.



[10101]	Serial port
	USB port
	Parallel port

7. Raise the media door.

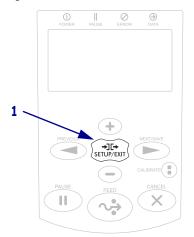


- **8.** Load media into the printer (see *Load Media* on page 9).
- **9.** When using thermal transfer media, load ribbon into the printer (see *Load Ribbon* on page 16). Direct thermal media does not use ribbon.
- **10.** Turn on (**I**) the printer.



The printer boots up and performs a self-test. $\mbox{\bf PRINTER}$ 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.

Xi4

RXi4

PRINTER CONFIG	URATION
Zebra Technologies ZTC R110Xi4-203dpi ZP ZBR2293523	L
#11 0 P P P P P P P P P P P P P P P P P P	ARKNESS RINT SPEED EAR OFF EAR OFF RINT HODE EAR OFF RINT HODE ENOR TYPE RINT HITHOD RINT
OFF A ENABLED S ENABLED S ENABLED R EVEN S S S S S S S S S S S S S S S S S S S	AUD TATA BITS ARTTY TATA ARTTY TAT
NONE F T FW VERSION I 11/04/09 R	ORMAT CONVERT WINAX/COAX ID DLE DISPLAY TC DATE
ULIOS NE NE NE NE NE NE NE N	51 VERSION BI STATUS BI ST

- 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.

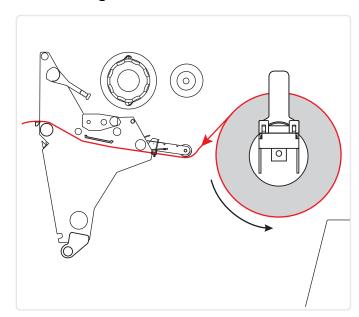
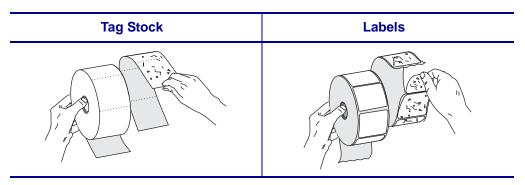


Figure 3 • Tear-Off Mode Media Path

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

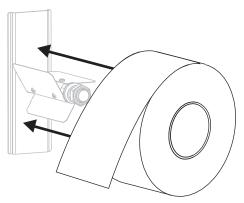
1. Remove and discard any tags or labels that are dirty or that are held by adhesives or tape.



2. Follow the instructions for your printer model to insert media into the printer.

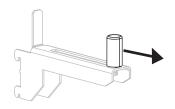
110Xi4/R110Xi4 600 dpi

a. Place the roll of media on the media supply spindle. Push the roll back as far as it will go.

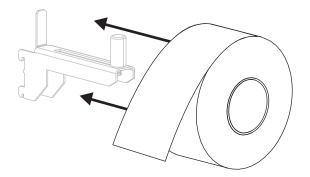


110Xi4/R110Xi4 200 dpi and 300 dpi

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.

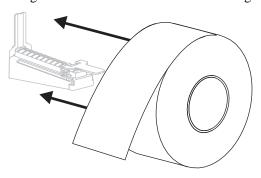


Other Xi4 Models

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

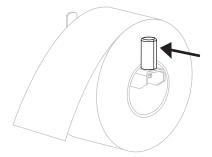


b. Place the roll of media on the media supply hanger. Push the roll back as far as it will go.



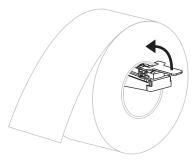
110Xi4/R110Xi4 200 dpi and 300 dpi

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

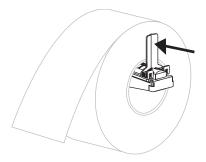


Other Xi4 Models

c. Flip up the media supply guide.



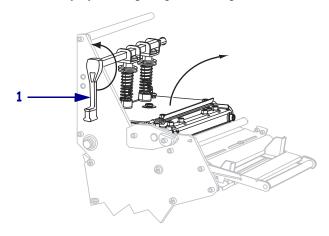
d. Slide in the media supply guide until it touches the edge of the roll.



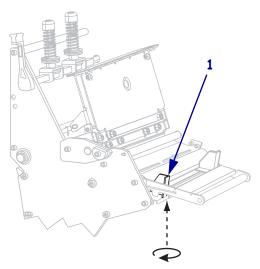


Caution • The printhead may be hot and could cause severe burns. Allow the printhead to cool.

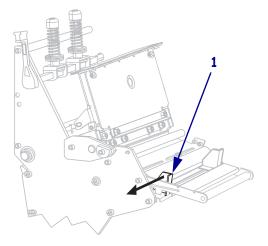
Open the printhead assembly by rotating the printhead-open lever (1) counter-clockwise.



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

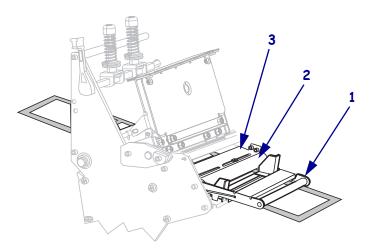


5. Slide the outer media guide (1) all the way out.

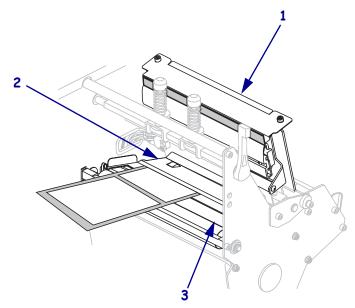


6. If your printer includes a media dancer assembly (1), thread the media under the media dancer assembly roller. For all printers, thread the media under the media guide roller (2) and then the upper media sensor (3).

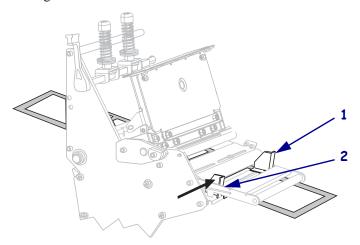
Important • Make sure that you thread the media under these components. If you thread the media over them, the media obstructs the ribbon sensor and causes a false RIBBON OUT error.



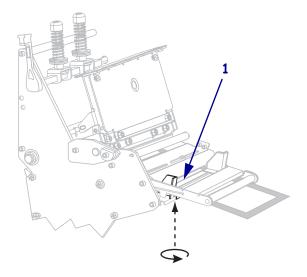
7. Push the media forward until it passes under the printhead assembly (1), under the snap plate (2), and then over the platen roller (3).



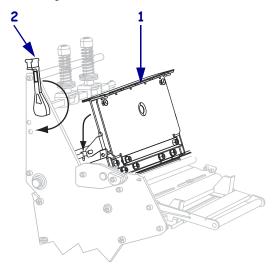
8. Align the media with the inner media guide (1). Slide in the outer media guide (2) until it just touches the edge of the media.



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 22).

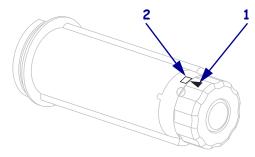
Caution • When you are loading media or ribbon, remove all jewelry that could come into contact with the printhead or other printer parts.



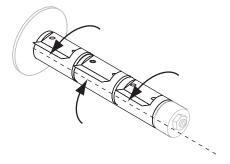
Important • Use ribbon that is wider than the media to protect the printhead from wear. Ribbon must be coated on the outside (refer to the *User Guide* for more information).

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.



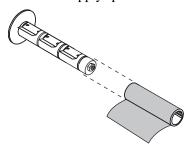
2. Align the segments of the ribbon supply spindle.



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.



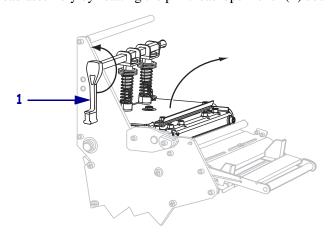
5. A ribbon leader makes ribbon loading and unloading easier. Does your roll of ribbon have paper or something else attached to the end to serve as a ribbon leader?

If	Then
Yes	Continue with the next step.
No	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.
	3 1 2



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

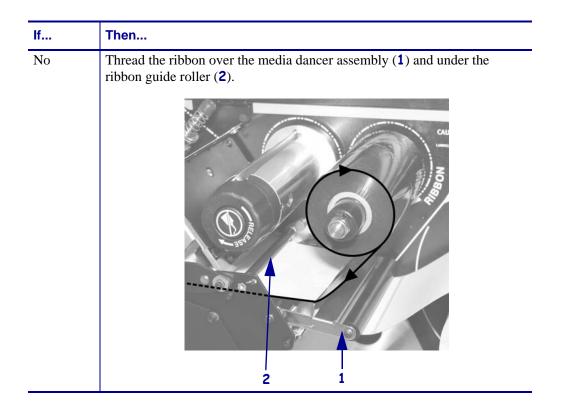
Open the printhead assembly by rotating the printhead-open lever (1) counter-clockwise.

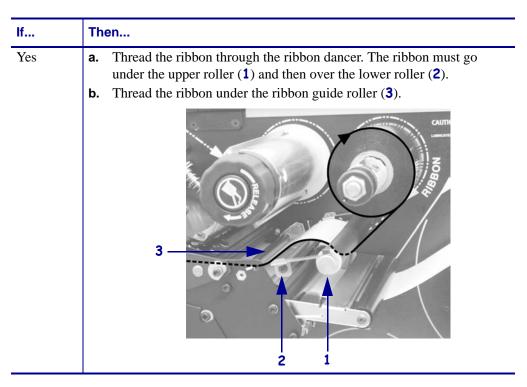


7. The ribbon path is slightly different for printers with ribbon dancer assemblies.

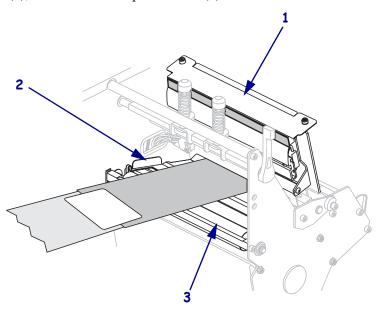
Without Ribbon Dancer With Ribbon Dancer

Does your printer have a ribbon dancer assembly?

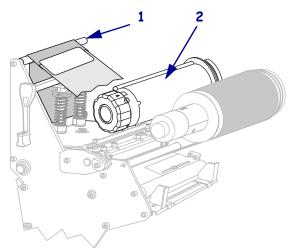




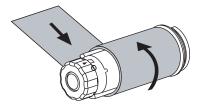
8. Push the ribbon leader forward until it passes under the printhead assembly (1), over the snap plate (2), and then over the platen roller (3).



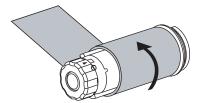
9. Bring the ribbon leader over the upper ribbon roller (1) and then toward the ribbon take-up spindle (2).



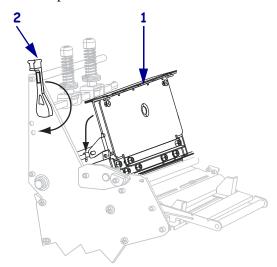
10. Wind the ribbon leader and attached ribbon counterclockwise around the ribbon take-up spindle.



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?

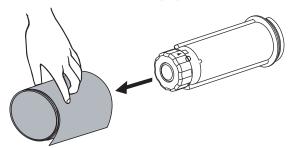
If the ribbon	Then
Ran out	Continue with the next step.
Did not run out	Cut or break the ribbon before the ribbon take-up spindle.

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.



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