

# Important

## Printer Ribbon Installation Instructions

### Step 1

Step 1: Open the sticker printer by sliding the release latches to the front and lifting the cover. Please note the printer does not need to be disconnected or turned off while completing the ribbon replacement. The inspection stickers can also remain in the printer.



### Step 2

Remove the old ribbon by first peeling the tape from the bottom ribbon tube (#2).

**Do not discard the now empty ribbon tube. It will be needed in the next step.**

The old ribbon can then be removed by gently pressing in on the right side top yellow spindle (#3) and lifting out the ribbon.



### Step 3

Remove the empty ribbon tube from the bottom spindle by gently pressing in on the right side bottom yellow spindle (#4) and lifting out the empty ribbon tube.



**DO NOT DISCARD** - Ribbon Tube will be used in Step 4

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## Step 4

Install the empty ribbon tube (#5) onto the top 2 printer spindles (#6 & 7) by first pressing the right side onto the spring-loaded spindle (#6) then centering the tube onto the left side spindle (#7). Gently spin the tube to engage the notches.



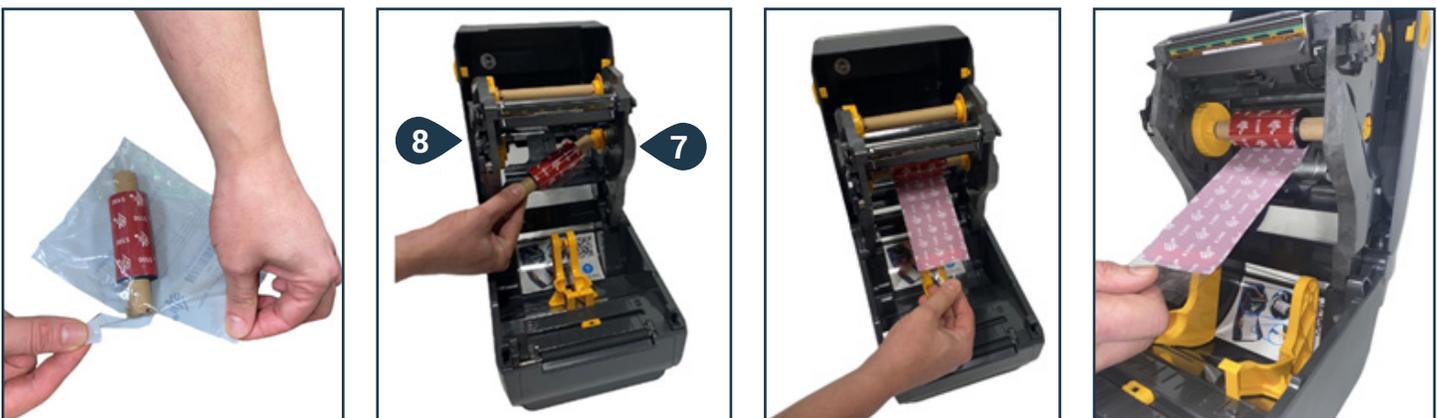
## Step 5

After ensuring that the print head has cooled down. Using the Parsons-approved thermal printhead cleaning pen supplied with the printer, start at the center of the printhead and move towards each outside edge. Rub the pen over the dark stripe several times until clean. Allow the printhead to dry completely before reinstalling the ribbon.



## Step 6

Remove the new ribbon from the package and place the ribbon onto the lower spindles (#7 & 8) by first pressing the right side onto the spring-loaded spindle (#7) then centering the tube onto the left side spindle (#8). Gently spin the tube to engage the notches.



Please note how the ribbon is positioned on the lower spindles. The ribbon should feed off from the bottom as shown in the picture.

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## Step 7

Attach the ribbon to the empty ribbon tube using the adhesive strip on the new ribbon. Extra care should be taken to get the ribbon straight.



## Step 8

Gently turn the wheel on the top spindle towards the rear to remove slack from the ribbon.



## Step 9

Close the printer by pressing down on the lid.



Questions? Please review the FAQs and video demonstrations on the AVIP website or contact the Technical Support Hotline.