



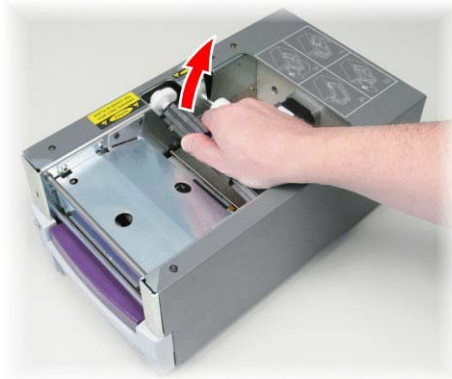
## Installing a Prism Printer Ribbon

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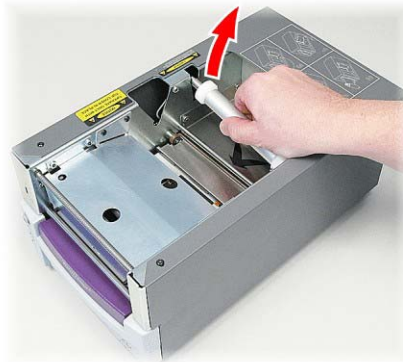
We recommend you store all ribbons at a temperature between 60°–95°F, and avoid moisture or direct sunlight. If you are replacing the ribbon, now is a good time to clean the printhead.

### **Procedure**

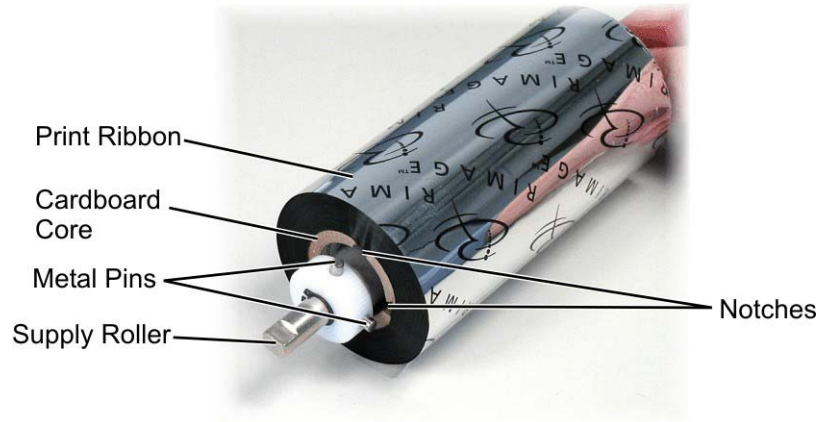
1. Power on the printer.
2. Remove the top cover.
3. Pull up the Take-up Roller so the end with the gear comes up first as shown below, and remove the Take-up Roller out of the printer.



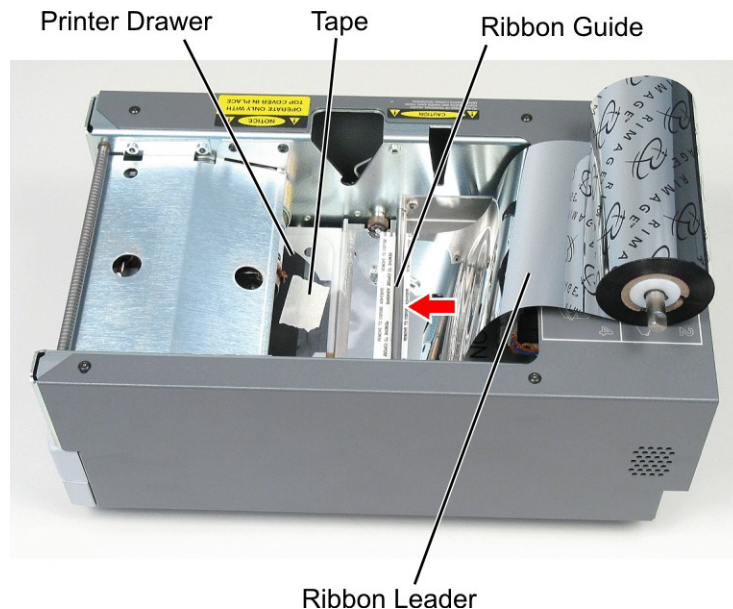
4. Remove the Supply Roller by pulling up on the end as shown.



- Slide the Print Ribbon onto the Supply Roller, as shown in the figure below. Align the two Notches of the Cardboard Core to the Metal Pins on the Supply Roller.

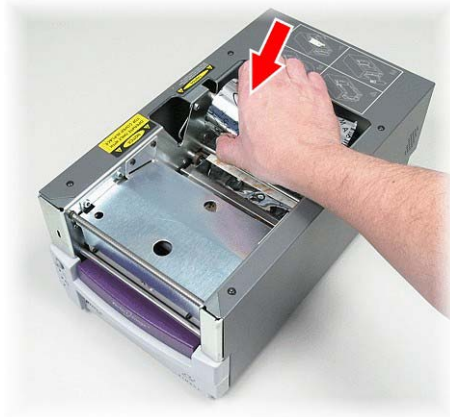


- Peel the Ribbon Leader from the Supply Ribbon.
- Pass the Ribbon Leader *under* the Ribbon Guide (metal shaft) as shown.



- Tape the Ribbon Leader to the back of the Printer Drawer as shown above.

10. Install Supply Roller as shown. Leave some slack in the ribbon leader.



11. Push the Unit Attention button so that the printer drawer comes out. This automatically threads the ribbon to the front of the printer.

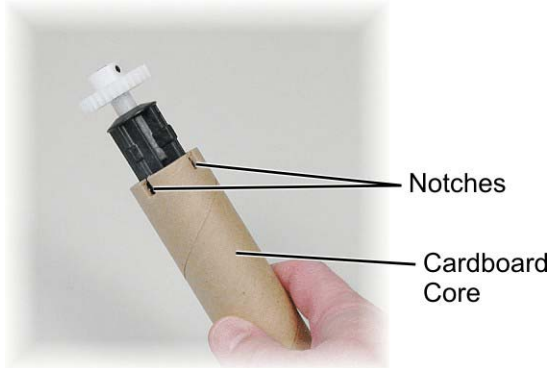


12. Remove the tape from the Printer Drawer.

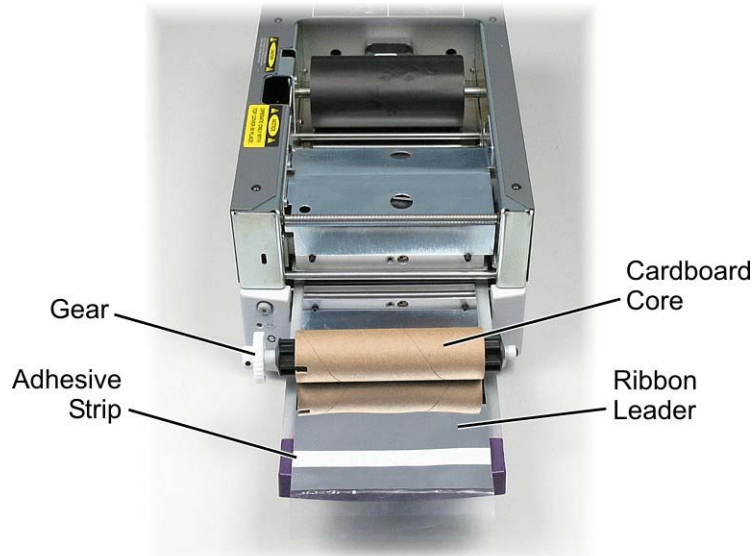
13. Remove the adhesive strip from the ribbon leader.



14. Place the new empty Cardboard Core on the Take-up Roller. It is notched to fit only one way.



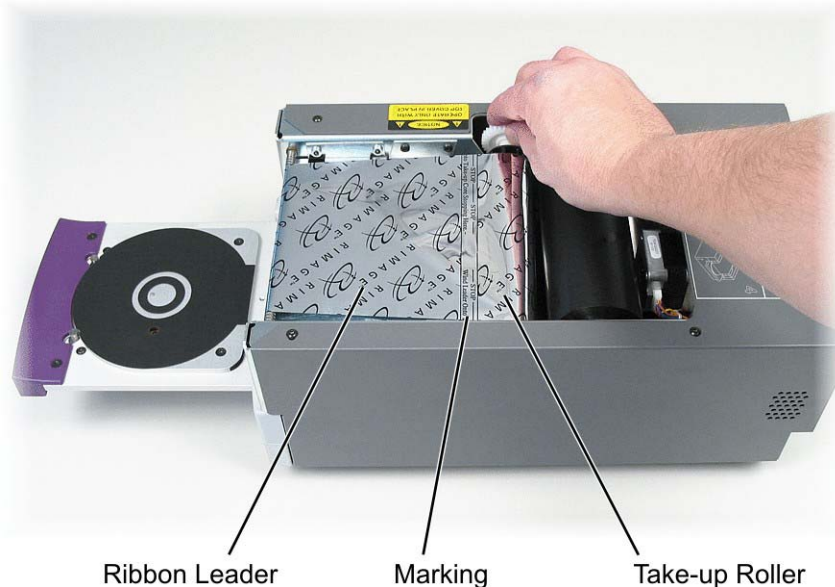
15. Place the Take-up Roller on top of the Ribbon Leader as shown. The gear must be on the correct side.



16. Pull the Ribbon Leader up over the Cardboard Core and attach the Adhesive Strip to the Cardboard Core so the edges on the Ribbon Leader are aligned to the edges of the Cardboard Core. The arrow below illustrates the wrap direction.



17. Roll up the ribbon leader so it is wrapped only once around the roller. Do not go past the marking on the leader that states – **STOP - Wind Leader Onto Take-up Core Stopping here.**
18. Install the cardboard Take-up Roller in the printer as shown. At this time, the ribbon should be tight and there should be no creases in the ribbon.



19. Install the Take-up Roller in the printer and press down firmly until the Take-up Roller snaps into place.
20. The “**STOP - Wind Leader Onto Take-up Core Stopping here**” marking on the Ribbon Leader should not be rolled onto the take-up roller. The marking should not be past the point shown in the above picture. If the marking is on the roller, pull the Take-up Roller out and roll back the ribbon. Take up the slack by rolling the supply roller back.
21. Press the Unit Attention button to close the drawer. The ribbon should be pulled tight after it runs the ribbon validation process.
22. Install the top cover.