

DuraLabel[®] 7000

QuickStart Guide



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Introduction

Thank you for purchasing the DuraLabel 7000 wide-format label and sign printer. This guide will provide the steps needed to start making labels immediately. For more details, refer to the DuraLabel 7000 User's Guide.

Please contact us for all your labeling needs. From standardized to custom labels, we're ready to provide the labeling supplies you need. Please call 1-800-788-5572 today to get your labeling problems solved.

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Unpack Printer & Supplies

Check that all equipment and supplies are present and undamaged before proceeding.

Equipment Checklist

- The DURALABEL 7000 thermal transfer printer unit with cutter
- Ribbon paper core
- Ribbon supply/rewind spindle (2 pieces)
- Label supply roll spindle
- Power supply
- Power cord
- CD with printer driver and label templates

If any parts are missing, please contact the Graphic Products customer service department.

Connect Printer, Install & Configure Driver

Connect the Printer

1. Connect the printer to a power supply using the provided power adapter.
2. Connect the printer to a computer using either the RS-232 or USB cable.
3. Turn the printer ON using the power switch.
4. A Found New Hardware dialogue window may appear. If so, select **“No, not at this time.”**

Install Software & Driver

1. Insert the DuraLabel 7000 CD into the CD-ROM drive.
2. At the prompt, select **“Install the software automatically”** and click **“Next.”**
3. Follow the on-screen prompts to install drivers.



Configure Driver

1. Go to **“Start >> Control Panel >> Printers and Faxes.”**
2. Right-click on the DuraLabel 7000 and choose **“Printing Preferences.”**
3. Click on **“Page Setup.”**
4. Set Media Setting to **“Continuous.”**

Load Supplies

****IMPORTANT**** Always turn OFF the power first!

There is an instructional video on how to properly load supplies into the DuraLabel 7000 printer located on the installation cd.

1. Ensure that printer is turned OFF before loading supplies.
2. Open the printer cover by lifting up on the handle on the right side of the printer.
3. Open cutter module by pressing down and letting it fall forward.
4. Open ribbon carriage by pulling the *print head lever* outward and turning it counterclockwise to a horizontal position.

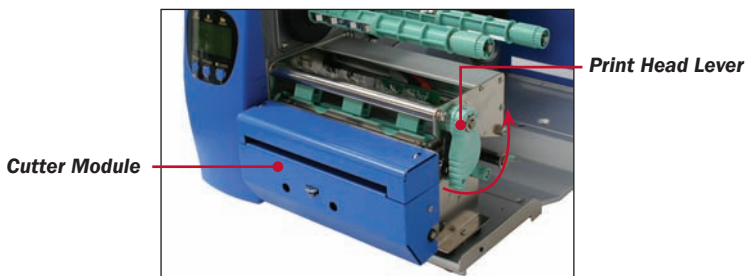


Figure 1

Load Vinyl Supply

1. Unlock the *label alignment guide* and pull the *label supply guide* up and away from the *label roll bar*.

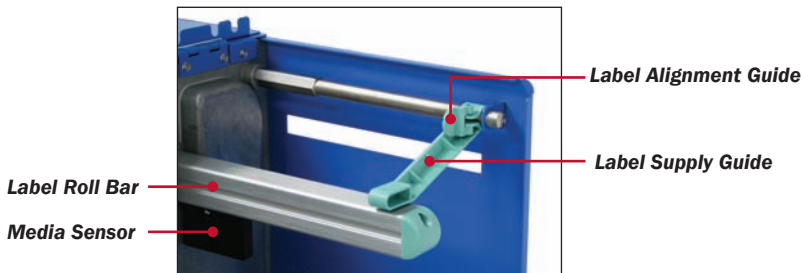


Figure 2

- Slide a roll of vinyl onto the *label roll bar* with the vinyl hanging toward the front of the printer.



Front End of Printer

Figure 3

Back End of Printer

- Thread the vinyl under the *label tension plate* and the print head mechanism. Vinyl should pass over and slightly beyond the *platen roller*. Vinyl must pass under the *media sensor* located under the *print head mechanism*.
- Adjust *label guide* to secure vinyl in place.

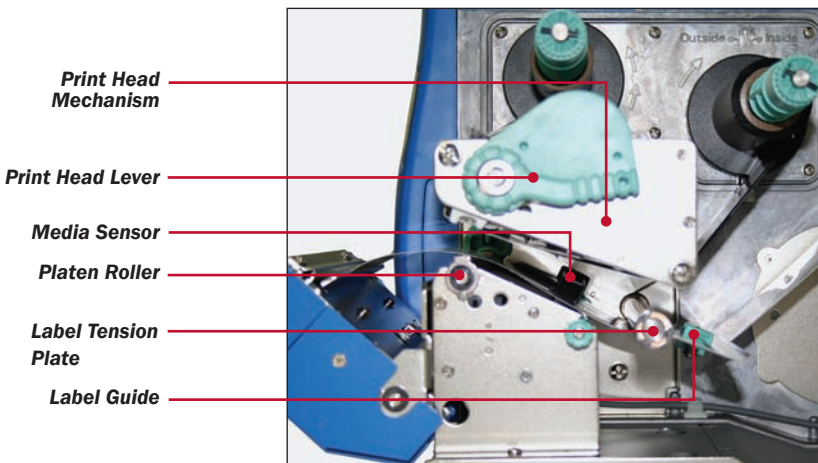


Figure 4

5. Adjust the *label supply guide* to fit beside the vinyl, and lock it in place by the *label alignment guide*.

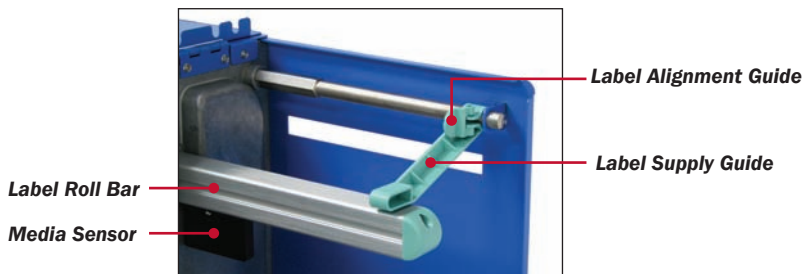


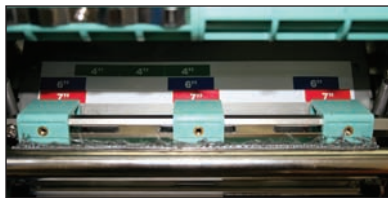
Figure 5

Adjust Printer For Different-Sized Vinyl

The DuraLabel 7000 uses three tape widths: 4", 6" and 7". For the vinyl to feed smoothly through the printer the three Print Head Pressure Tabs need to be set based on the width of the vinyl being used. The Print Head Pressure Tabs are located on top of the print head, just behind (toward the rear of the printer) the cutter mechanism. There are three Print Head Pressure Tabs. Each is held in place by spring pressure. They be moved left and right within a slot in the bar on which they are mounted.

When Using 7" Vinyl

1. Pull and twist the print head release lever to open the print area.
2. Adjust the Pressure Tabs to be aligned with the RED 7" box markers, shown directly behind the Pressure Tabs.



When Using 6" Vinyl

1. Pull and twist the print head release lever to open the print area.
2. Adjust the Pressure Tabs to be aligned with the BLUE 6" box markers, shown directly behind the Pressure Tabs.



When Using 4" Vinyl

1. Pull and twist the print head release lever to open the print area.
2. Adjust the Pressure Tabs to be aligned with the GREEN 4" box markers, shown directly behind the Pressure Tabs.



Load Ribbon Supply

1. Slide an empty supply core onto the *ribbon rewind shaft*.
2. Slide a roll of printer ribbon onto the *ribbon supply shaft*, with the end hanging towards the rear of the printer.
3. Pull the ribbon down and thread it underneath the *print head mechanism*.
4. Thread ribbon over the front and top of the *print head mechanism*, and to the rear of the empty supply core.
5. Tape the ribbon to the empty supply core.
6. Roll the front spindle (ribbon rewind shaft) toward the front of the printer to tighten ribbon and remove flaws and fingerprints.

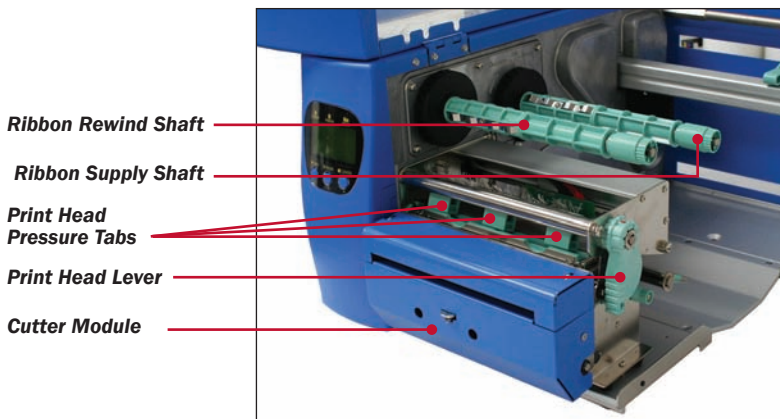


Figure 6

7. Close the ribbon carriage by rotating *print head lever* clockwise while holding *ribbon supply shaft* in place, then push the *print head lever* inward to lock in place.

8. Close the *cutter module* by pushing up and toward the rear of the printer. The end of the vinyl supply should fit through the opening in the *cutter module*.
9. Close the printer cover.
10. Turn the printer ON.

Print a Label

Labels can be created using a variety of common software, including most word processors. The instructions in the following guide are intended for use with Microsoft Word® and other common word processors. In addition, a variety of Word templates are included on the DuraLabel 7000 CD, and are automatically installed at the same time as the printer drivers and other software. These templates are located in the My Documents/DuraLabel 7000 folder.

1. Open Microsoft Word or another word processor.
2. Select the DuraLabel 7000 as the active printer.

Format Document to Print Label

1. Adjust all margins to 0.
2. Adjust paper size and orientation:
 - If label width is the width of the supply, set page width to the width of the supply, page height to the height of the label, and orientation to Portrait.
 - If label height is the width of the supply, set page width to the width of the label, page height to the width of the supply, and orientation to Landscape.
3. Insert a text box into the document.
4. Adjust size and position as desired by clicking and dragging box.
5. Click inside the text box to enter label text.

6. Insert any desired graphics.

Note: The DL7000 is a monochrome printer. Colors other than black and white will interfere with label printing.

7. Print label like a normal document.

Please see pg. 22 of User's Guide for more information about printing die-cut labels.

Please see Section 7, pg. 28 of User's Guide for optimal print settings using the various ribbon colors and types.



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