

# DuraLabel<sup>®</sup> 4000

## QuickStart Guide



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**Read Me  
First!**

## **Minimum System Requirements**

Operating System – *Windows: 2000 SP4, XP SP2, Vista and 7*

Memory – *128 MB RAM*

Additional Requirements – *USB 1.1 or 2.0 and IT administrative privileges*

# INTRODUCTION

Congratulations on your new purchase of the DuraLabel 4000! This QuickStart Guide is included to get you printing as quickly as possible.

With this guide you will learn how to set up your printer, load supplies and print labels.

The ribbon and various print media for the DuraLabel 4000 have been optimized for compatibility and print quality. Only authorized supplies from Graphic Products will print correctly in the DuraLabel 4000.

If you need further assistance setting up your printer, please refer to the [DuraLabel 4000 User's Guide \(included on the installation CD\)](#), visit [www.DuraLabel.com](http://www.DuraLabel.com) or give us a call.

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

**\*\*IMPORTANT\*\*** For Upgrading from an existing DuraLabel driver installation!

## 1. UPGRADE DRIVER

In order to upgrade DuraLabel printer drivers the previous driver will need to be uninstalled. Please follow these steps:

1. Insert the installation CD into the CD-ROM.
2. Press the **Uninstall Driver** button on the installation screen.
3. Click **Remove printer drivers** and click **Next**.
4. Click **Use advanced printer driver removal options** and click **Next**.
5. Check all existing DuraLabel printers and click **Next**.
6. Check all existing DuraLabel drivers and click **Next**.
7. Check all existing DuraLabel components and click **Next**.
8. Check the files associated with the deleted items you wish to remove and click **Next**.
9. Check through the list provided and click **Finish**.
10. Click **Restart**.

The DuraLabel 4000 printer driver may now be installed. Begin with page 8, Step 3 “Connect Printer” of the QuickStart Guide.

**IMPORTANT!** Always turn OFF the printer when loading supplies. Always wait at least 5 seconds before turning ON the power.

## 2. LOAD PRINTER

See the “Load Printer” section in the 4000 User's Guide for a more detailed explanation of supply loading.

The ribbon and various print media for the DuraLabel 4000 have been optimized for compatibility and print quality. Only authorized supplies from Graphic Products will print correctly in the DuraLabel 4000.

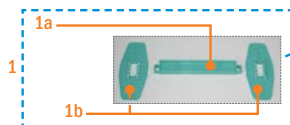
# Printer Inside Parts

## 1. Label Supply Spindle (outlined)

1a. Supply Shaft

1b. Label Stop Plates (2)

1c. Label Mount Slots (2)



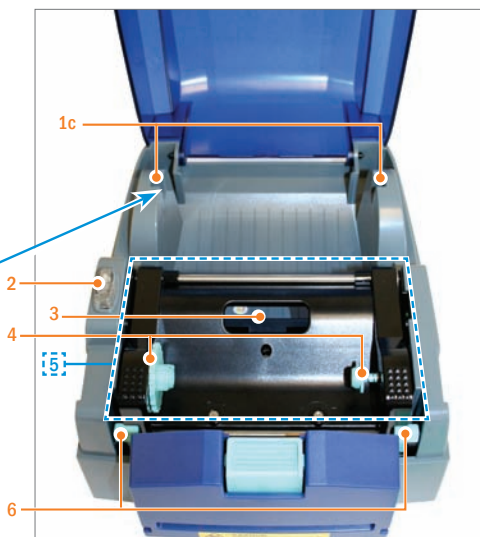
2. LED Light

3. Ribbon Observing Window

4. Ribbon Rewind Wheel

5. Print Carriage (outlined)

6. Locking Levers

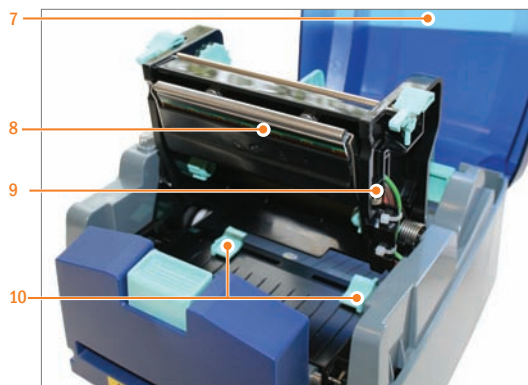


7. Printer Cover

8. Thermal Print Head

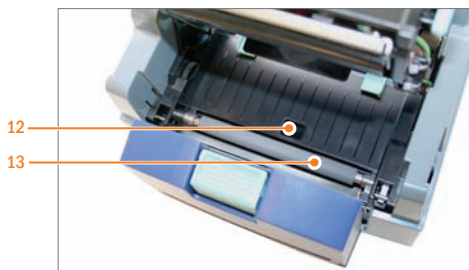
9. Print Line Adjustment Gear

10. Label Guides



12. Label Sensor

13. Platen Roller

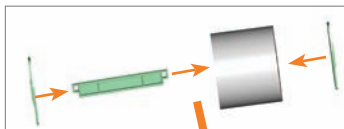


## Load Label Supply

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

1. Open the printer cover.

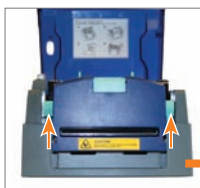
2. Place the label supply onto the supply shaft and assemble the label stop plates on each end of the supply shaft.



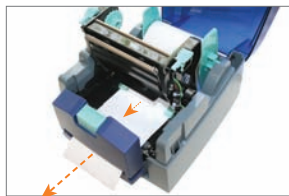
3. With the label supply extending over the top, towards the front of the printer, place the loaded label supply spindle in the label mount slots at the back of the printer.



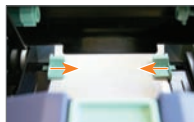
4. Press the locking levers inward, and then lift up the print carriage.



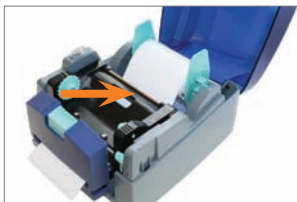
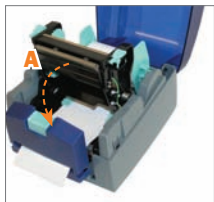
5. Feed the end of the label supply under the print carriage and through the manual cutter module, leaving an inch or two of label supply visible outside of the printer.



6. Align the label guides to the edge of the label supply by sliding both label guides toward the label supply at the same time.

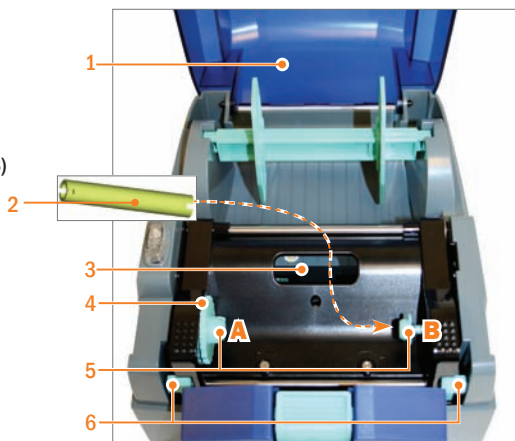


7. Close the printing carriage (A) by gently pressing down until it locks into place.

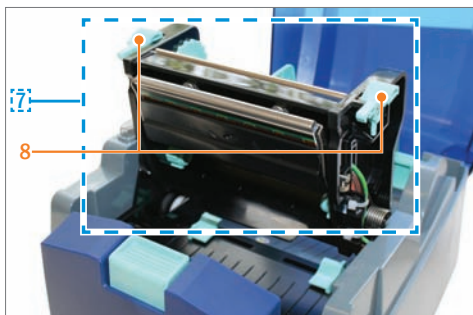


## Printer Ribbon Parts

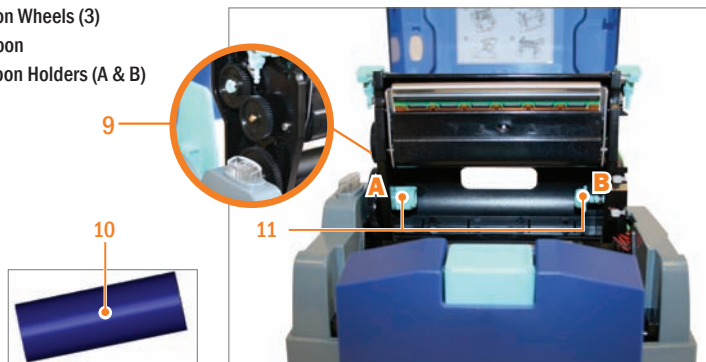
1. Printer Cover
2. Ribbon Rewind Core
3. Ribbon Observing Window
4. Ribbon Rewind Wheel
5. Ribbon Rewind Holders (A & B)
6. Locking Levers



7. Print Carriage (outlined)
8. Locking Levers



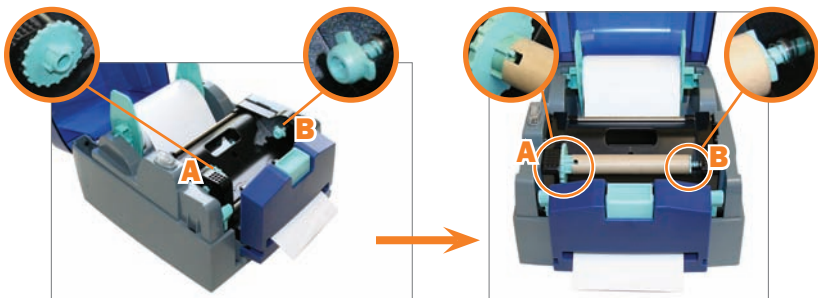
9. Ribbon Wheels (3)
10. Ribbon
11. Ribbon Holders (A & B)



## Load Ribbon

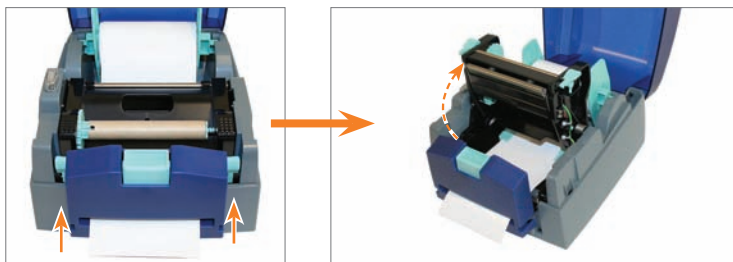
**IMPORTANT!** Always turn OFF the power first!

1. With the printer cover open, install one end of the ribbon rewind core onto ribbon rewind holder **A**, located inside right. Install the other end of the ribbon rewind core onto ribbon rewind holder **B**, located inside left.

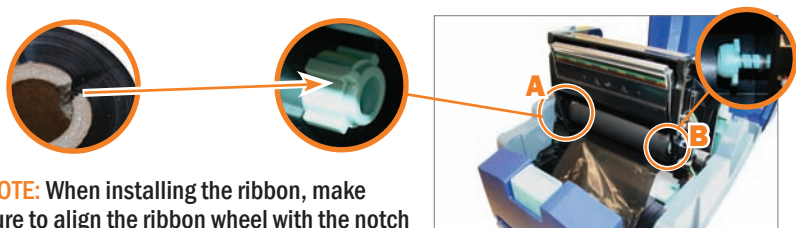


**NOTE:** Make sure to align the notch on the ribbon rewind core with the notch on ribbon rewind holder A. You may rotate the ribbon rewind wheel to help align the ribbon rewind core.

2. Press the locking levers inward; then lift up on the print carriage.

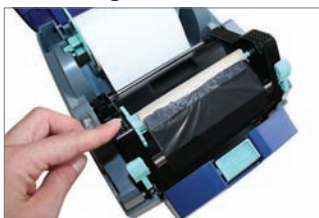


3. Hold the ribbon so that the loose end of the ribbon falls to the rear of the printer, then install one end of the ribbon onto ribbon holder (B), located inside right; then install the other end of the ribbon onto ribbon holder (A), located inside left.

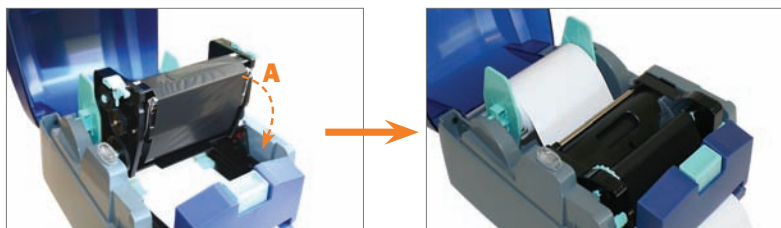


**NOTE:** When installing the ribbon, make sure to align the ribbon wheel with the notch on the ribbon holders. You may rotate the ribbon rewind wheel to help align the ribbon, as shown in the figure below.

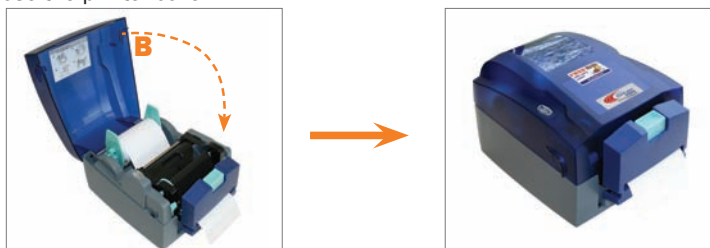
4. Extend the ribbon back over the “top” of the print carriage and, using a small piece of tape, adhere the ribbon onto the ribbon rewind core.



5. Rotate the center ribbon rewind wheel clockwise; toward the back of the printer to make the ribbon tight and smooth.
6. Close the print carriage.



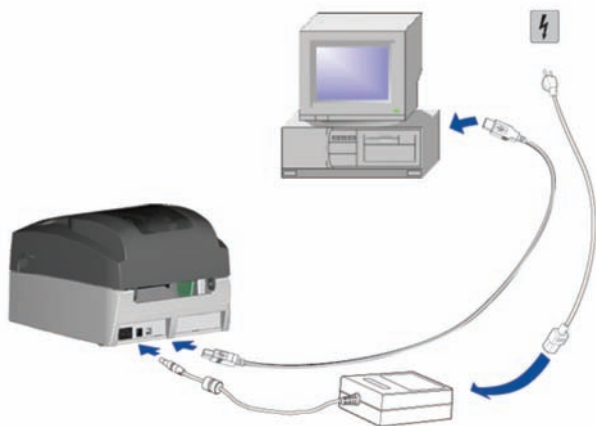
7. Close the printer cover.



### 3. CONNECT PRINTER

**IMPORTANT!** These steps must be done in the order below!

1. Insert DuraLabel 4000 Installation CD into the CD-ROM drive.
2. Connect the power supply.
3. Connect the DuraLabel 4000 to your PC using the USB cable.
4. Turn on the DuraLabel 4000. (The power switch is located on the back of the printer)



### 4. INSTALL USING USB CABLE

**IMPORTANT!** You must have administrative rights in order to perform this installation.

1. A “Found New Hardware” window may appear. If so, select **No, not this time** then click **Next**.
2. Select **Install the software automatically (Recommended)** and click **Next**.
3. A window may appear showing the progress of searching for the files.
4. If a hardware installation window appears, click **Continue Anyway**.
5. A screen may appear showing the progress of copying the files.
6. Click **Finish** to Completing the Found New Hardware Wizard.

## 5. SET UP TO PRINT

When printing labels it is easier to start with an existing template and make modifications than to create a new label from scratch. On the CD splash screen, click on “Install Templates & Symbols”.

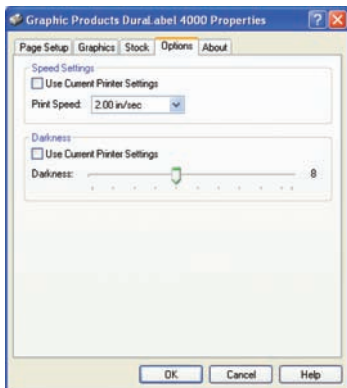
**IMPORTANT!** Perform these changes before opening the document you wish to print.

### Continuous Label Stock

The Default Printing Preferences on your DuraLabel 4000 should be at the proper settings for printing on continuous vinyl and should require no adjustments.

#### To change settings:

1. Select **START >> PRINTERS and FAXES**.
2. Right-click on “DuraLabel 4000” and select **Printing Preferences**.
3. On the Option tab you can adjust the speed and darkness to optimize print quality depending on the ribbon and vinyl supply.



### Die-Cut Label Stock (Arc Flash, RTK, NFPA, & Notice)

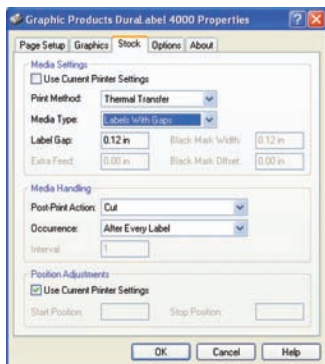
When printing on die-cut labels you need to calibrate the gap sensor and make adjustments in the print driver.

#### To calibrate the gap sensor:

1. Turn off the printer and wait 5 seconds.
2. Hold down the FEED/STATUS button and turn it back on. The feed/status button will blink green twice, switch to solid red, then begin to blink red.
3. Release the button while it's blinking red. Labels will feed through the printer and the gap sensor will be calibrated.

#### To set up the driver for die-cut label stock:

1. Select **START >> PRINTERS and FAXES**.
2. Right-click on “DuraLabel 4000” and select **Printing Preferences**.
3. On the Stock tab under Media Settings change the Media Type to **Labels with Gaps**. (If you do not want to cut between every label, under Media Handling change the Post-Print Action to “None”.)
4. Click **OK** after you have made your changes.





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**[www.DuraLabel.com](http://www.DuraLabel.com)**

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