

Mobile Print Station™ 150 XL

== *User's Guide* ==



1-800-788-5572

P.O. BOX 4030
BEAVERTON, OR 97076

www.DuraLabel.com

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V. 1.2

Graphic Products, Inc.

1-800-788-5572

Local: 503-644-5572

www.DuraLabel.com

www.GraphicProducts.com

E-mail: info@GraphicProducts.com

Mobile Print Station™ 150 XL

6.4.2 Other Software

The Mobile Print Station™ 150 XL includes, in addition to Microsoft software, the following licensed software:

- Adobe® Reader® 8.2 - Use of Adobe Reader is subject to the End User License Agreement available online at <http://www.adobe.com/products/eulas/>.
- OpenOffice Writer, Open Office Draw, and Open Office Calculator
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Table of Contents

1. Introduction	pg. 2
1.1 Specifications	pg. 2
1.2 Operating Environment and Safety Precautions	pg. 2
2. Getting Started	pg. 3
2.1 Quick Start Procedure	pg. 3
2.2 Unpack and Inspect	pg. 4
2.2.1 Equipment Checklist.....	pg. 4
2.2.2 MPS 150 XL Parts	pg. 4
2.3 Starting the MPS 150 XL	pg. 10
2.3.1 Installing the Battery Pack	pg. 10
2.3.2 Connecting the Power Adapter	pg. 10
2.3.3 Connecting a Label Printer	pg. 10
2.4 Using the MPS 150 XL	pg. 11
2.4.1 The MPS Toolbar.....	pg. 12
2.4.2 Function Keys.....	pg. 13
2.4.3 Shutting OFF the MPS 150 XL.....	pg. 13
3. Creating Labels.....	pg. 14
3.1 Label Creation Using Templates.....	pg. 14
3.1.1 Selecting a Template	pg. 14
3.1.2 Modifying a Template	pg. 14
3.1.3 Printing From a Template	pg. 14
3.1.4 Creating a Custom Template.....	pg. 15
3.2 Label Creation Using Label Writer	pg. 15
3.2.1 Opening a New Document From Template	pg. 15
3.2.2 Formatting a New Document.....	pg. 16
3.2.3 Frames	pg. 17
3.2.4 Inverting Text Color	pg. 18
3.2.5 Inserting and Manipulating Graphics.....	pg. 19
3.2.6 Printing a Label.....	pg. 20
3.2.7 Special Applications	pg. 20
3.3 Creating Barcodes.....	pg. 20
3.4 Label Creation Using DuraSuite	pg. 21
3.5 Creating and Modifying Symbols.....	pg. 21
4. Advanced Functions	pg. 22
4.1 Copying Files To and From the MPS 150 XL	pg. 22
4.1.1 Using the USB Drive.....	pg. 22
4.1.2 Installing Programs	pg. 22
4.1.3 Changing the Desktop Wallpaper	pg. 22
4.1.4 Password Protection	pg. 23
4.2 Changing the Battery Pack	pg. 23
4.3 Using an External Monitor	pg. 24
4.4 Installing an External Pointing Device.....	pg. 24
4.5 Recovering Templates	pg. 24
4.6 Power Saver Mode.....	pg. 25
4.7 Changing Date and Time Settings.....	pg. 25
5. Troubleshooting	pg. 26
5.1 Technical Support.....	pg. 26
6. Appendix	pg. 27
6.1 Declarations and Safety Statements	pg. 27
6.2 Warranty Information	pg. 29
6.2.1 General	pg. 29
6.2.2 Service	pg. 30
6.2.3 Exclusions	pg. 30
6.3 Limitation of Liability.....	pg. 32
6.4 End User License Agreement	pg. 32
6.4.1 Microsoft XP - Embedded Device	pg. 32
6.4.2 Other Software.....	pg. 37
6.5 Copyright Information.....	pg. 37

1. Introduction

Thank you for purchasing the Mobile Print Station™ 150 XL label creation platform. The MPS 150 XL is a dedicated label design and creation engine that provides maximum portability for DuraLabel printers, combined with the design flexibility of a desktop computer.

The MPS 150 XL is engineered for maximum durability and ease of use in an industrial environment. All electronic components use solid-state technology, so there are no moving parts that can be easily damaged. The user interface is simple, intuitive, and able to be used with a minimum of training. This manual provides instructions on setting up and using the MPS 150 XL.

NOTE: All portions of this manual assume that you have a DuraLabel printer correctly loaded with supplies and connected to a power source. If you need help with your printer, please refer to the DuraLabel printer user manuals included on the MPS 150 XL.

1.1 Specifications

Hardware manufacturer: Dell Inc.

Processor: Intel® Atom™ N270

Memory: 512 MB DDR2 RAM

Storage: 16 GB Solid State Drive

Boot time: 25 sec

Display resolution: 10.1" WSVGA (1024 x 600) LED

Connectivity: 3 USB 2.0 ports, VGA - out (D-SUG, 15 pin)

Operating system: Windows XP Embedded

No network or wireless capability

Battery life: Approx. 3 hours; 3-4 days standby time; 2.5 hours full charge time; full battery prints 500 ft label supply

Dimensions: 10.43" x 7.36" x 1.57" (265 x 187 x 39.9mm)

Weight: 2.91 lbs. (1.32 kg)

1.2 Operating Environment and Safety Precautions

The MPS 150 XL uses solid-state components for maximum stability and durability. However, as with any electronic equipment, misuse or exposure to

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environmental extremes could decrease the lifetime of this equipment, and could pose a health hazard.

Following these precautions will help to prevent damage to the MPS 150 XL:

- The MPS 150 XL should not be used in environments with temperatures above 35 °C (95 °F) or below 5 °C (41 °F).
- Disconnect the AC power and remove the battery pack before cleaning. Wipe the computer with clean, lightly-dampened cloth. Remove any excess moisture with a dry cloth.
- Do not expose the MPS 150 XL to excessive dirt, dust, or moisture. Do not expose to strong magnetic or electrical fields.
- Do not press or touch the display panel. Do not place objects on top of the MPS 150 XL. Do not store the MPS 150 XL with small objects that may enter or scratch the MPS 150 XL.
- The MPS 150 XL may become warm during use. Do not carry or cover the MPS 150 XL with any material that will reduce air circulation while the computer is powered ON.
- Use only the supplied AC power adaptor with the MPS 150 XL.
- Do not attempt disassembly or servicing of the MPS 150 XL or battery pack except as described in this manual. Refer all servicing to qualified personnel.

2. Getting Started

2.1 Quick Start Procedure

To start designing and printing labels immediately, follow these quick steps:

1. Unpack the MPS 150 XL and inspect for damage.
2. Install the battery pack.
3. Connect the MPS 150 XL to an AC power source using the power adapter.
4. Using any USB slot, connect the MPS 150 XL to a DuraLabel printer with the USB cable.
5. Open the display panel and press the power switch to start the MPS 150 XL.

More information on each of these steps is provided in the following sections.

2.2 Unpack and Inspect

Unpack all components and inspect them carefully for damage. In case of evident damage, contact the carrier directly to specify the nature and extent of the damage. Please retain the packaging materials in case you need to reship the MPS 150 XL.

2.2.1 Equipment Checklist

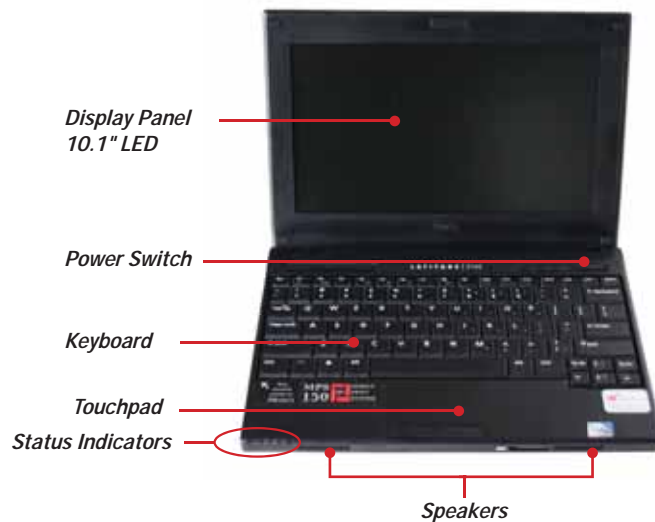
The MPS 150 XL package should contain the following parts:

- MPS 150 XL
- AC adapter
- Battery pack
- Mini optical mouse
- QuickStart Guide
- USB Thumb Drive 256 MB (disk drive for loading templates or backup)
- User's guide

If any of these components is missing, please contact customer service at **1-800-788-5572**.

2.2.2 MPS 150 XL Parts

Top Side View



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6.4 End User License Agreement

6.4.1 Microsoft XP – Embedded Device

You have acquired a device (“DEVICE”) that includes software licensed by Graphic Products, Inc. from Microsoft Licensing, GP or its affiliates (“MS”). Those installed software products of MS origin, as well as associated media,

Display Panel: An 10.1" WSVGA LED display provides excellent viewing free from flickering and radiation to minimize eye strain. The display has a viewable resolution of 1024 x 600.

Power Switch: The power switch powers ON the MPS 150 XL, and recovers from the power-saver mode. Press the button to turn ON the MPS 150 XL, and press and hold to turn OFF the MPS 150 XL. The power switch only works when the display panel is opened.

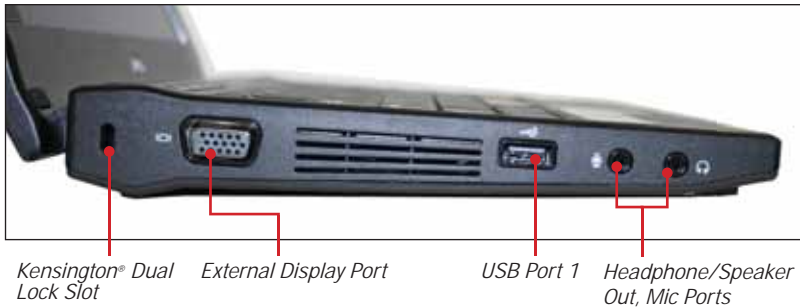
Keyboard: The keyboard contains a number of built-in hardware functions, accessible by pressing a key with a blue label while pressing and holding the FN key. (See section 2.4.2 for more details.)

Touchpad and Buttons: The touchpad and button act as a pointing device that provides the same functions as a mouse. Drag a finger along the touch pad to move the cursor. The left and right sides of the button below the mouse are equivalent to the left and right buttons on a mouse respectively.

Status Indicator Lights: From left to right, the status lights indicate the following functions:

- *Power:* The power indicator is lit when the MPS 150 XL is powered ON. When the MPS 150 XL is in power saver mode, the indicator light blinks slowly.
- *Battery:* The battery indicator is lit when the battery is being charged. The battery charges automatically when the power adaptor is connected. The battery indicator is off when the battery is fully charged, or when the battery is completely dead. If the battery power is less than 10% and the power adaptor is not connected, the battery indicator light blinks.
- *Solid state disk indicator:* The solid-state disk indicator blinks when information is read from or written to the disk drive.
- *Wireless indicator:* The MPS 150 XL has no wireless capabilities. This light will always remain dark.

Left Side View



Kensington® Dual Lock Slot: The lock slot allows the MPS 150 XL to be secured using Kensington® compatible security products. These products usually include a metal cable and lock that prevent the MPS 150 XL from being removed from a fixed object.

External Display Port: The 15-pin D-sub monitor port supports a standard VGA-compatible device such as a monitor to allow viewing on a larger external display.

USB Port 1: The USB port allows connection of keyboards, label printers, and other USB 2.0/1.1 compatible devices. USB ports support hot-swapping of equipment.

Headphone/Speaker Out, Mic Ports: The headphone/speaker out and mic ports support most audio equipment. Use of the headphones/speaker out port automatically disables the built-in speakers.

The warranty only covers failures or malfunctions occurring during the warranty period and in normal use conditions as well as for any material or workmanship defect.

The warranty will not apply if:

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- b) the Mobile Print Station™ 150 XL has a serial number that has been altered, defaced, or removed; or
- c) there is damage to the Mobile Print Station™ 150 XL or other problems caused by equipment, components, or other devices that are not the Mobile Print Station™ 150 XL, whether or not purchased at the same time as the Mobile Print Station™ 150 XL; or
- d) there is damage caused by improper installation or improper connection to a peripheral device (printer, optical drive, etc.); or
- e) there is damage caused by an external electrical fault or accident; or
- f) there is damage or loss of any program, data, or removable storage media, or if there are costs from recovering any program or data; or
- g) there is damage from use of parts not manufactured or sold by Graphic Products, Inc.; or
- h) there is damage to or loss of any program, data, or removable storage media, or if there are costs from recovering any program or data; or
- i) there is damage from third-party software or from virus(es); or
- j) there is software loss or data loss that may occur during repair or replacement.

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faults, normal wear and tear, or any other event, act, default, or omission outside Graphic Products, Inc.'s control.

Batteries are covered by a 9-month warranty from the date of purchase.

All components repaired or replaced by Graphic Products, Inc.'s service site will be under warranty for the remaining period of warranty, or for no less than 3 months.

6.2.2 Service

If service is required, contact Graphic Products, Inc. for repair or exchange. When preparing your Mobile Print Station™ 150 XL for delivery to Graphic Products, Inc.'s service site, you will need to enclose a copy of your sales invoice/receipt detailing the purchase of your Mobile Print Station™ 150 XL. If you do not have the invoice/receipt, we will use the original shipping date as your purchase date. Please note: Graphic Products, Inc. reserves the right to request the original documents.

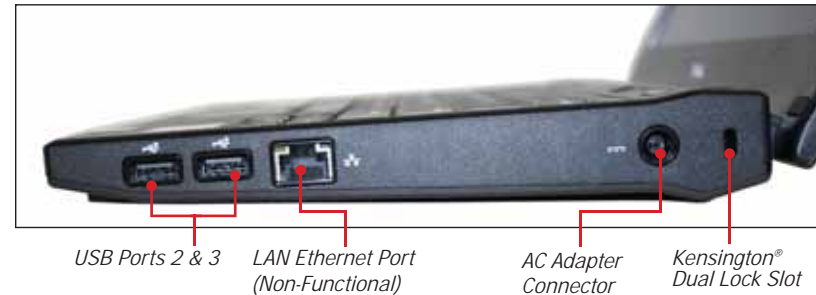
Package your Mobile Print Station™ 150 XL in the original packaging, as this will provide better protection for the Mobile Print Station™ 150 XL during delivery. Warranty may be voided if the Mobile Print Station™ 150 XL is damaged due to improper packaging.

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Right Side View



USB Ports 2 and 3: The USB ports allow connection of keyboards, label printers, and other USB 2.0/1.1 compatible devices. USB ports support hot-swapping of equipment. Port 2 is toward the rear of the MPS 150 XL, and port 3 toward the front.

LAN Ethernet Port: The MPS 150 XL has an Ethernet port due to manufacturing requirements. However, the port is non-functional as the MPS 150 XL does not support any form of networking.

AC Adapter Connector: Connect the AC adapter to the AC adapter connector on the MPS 150 XL and to an electrical outlet for electrical power supply. This will also charge the MPS 150 XL battery pack.

Kensington® Lock Port: The lock slot allows the MPS 150 XL to be secured using Kensington® compatible security products. These products usually include a metal cable and lock that prevent the MPS 150 XL from being removed from a fixed object.

Rear Side View



Battery Pack

Battery Pack: The battery pack temporarily provides power to the MPS 150 XL while it is disconnected from a power source. Battery life is around 3 hours, and varies depending on use. The battery pack is automatically charged when the MPS 150 XL is connected to an AC power source.

CAUTION:

When you disconnect the AC adapter cable from the computer, grasp the connector, not the cable itself, and pull firmly but gently to avoid damaging the cable. When you wrap the AC adapter cable, ensure that you follow the angle of the connector on the AC adapter to avoid damaging the cable.

Nordic Lithium Cautions (for lithium-ion batteries)

CAUTION! Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

For more information on product compliance, compatibility and safety, visit http://www.dell.com/downloads/global/corporate/envirom/comply/latit_2100.pdf

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6.2.1 General

Graphic Products, Inc. warrants this Mobile Print Station™ 150 XL to be free from defects in workmanship and materials for a period of 9 months from the date of purchase, except for batteries. If the product fails during normal and proper use within the warranty period, Graphic Products, Inc. will, at its option, repair or replace the product. This warranty does not include failure caused by improper installation, operation, cleaning or maintenance, accident, damage, misuse, abuse, non-Graphic Products, Inc. modifications to the product, software

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UL Safety Notices

Required for UL 1642 covering primary (nonrechargeable) and secondary (rechargeable) lithium batteries for use as power sources in products. These batteries contain metallic lithium, or a lithium alloy, or a lithium ion, and may consist of a single electrochemical cell or two or more cells connected in series, parallel, or both, that convert chemical energy into electrical energy by an irreversible or reversible chemical reaction.

- Do not dispose of MPS 150 XL battery packs in a fire, as they may explode. Check the local codes for possible special disposal instructions to reduce the risk of injury to persons due to fire or explosion.
- Do not use power adapters or batteries from other devices to reduce the risk of injury to persons due to fire or explosion. Use only UL certified power adapters or batteries supplied by the manufacturer or authorized retailers.

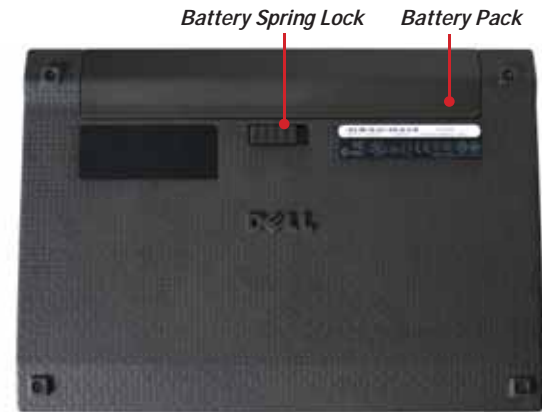
Power Safety Requirement

Products with electrical current ratings up to 6 A and weighing more than 3 kg must use approved power cords greater than or equal to: H05VV-F, 3G, 0.75 mm² or H05VV-F, 2G, 0.75 mm².

WARNING:

The AC adapter works with electrical outlets worldwide. However, power connectors and power strips vary among countries. Using an incompatible cable or improperly connecting the cable to the power strip or electrical outlet may cause fire or equipment damage.

Bottom Side View



Battery Spring Lock: The battery spring lock holds the battery pack in position. It will lock automatically when the battery pack is inserted, and must be held in the unlocked position (red mark visible) to remove the battery pack.

Battery Pack: The battery pack provides power to the MPS 150 XL when moving temporarily between locations. Battery life is about 3 hours depending on use. The battery charges automatically when the MPS 150 XL is connected to an AC power source. Do not attempt to disassemble the battery pack.

2.3 Starting the MPS 150 XL

To start the MPS 150 XL, open the display panel and press the power switch. You may connect USB devices such as label printers any time, whether the MPS 150 XL is powered ON or OFF. You may also connect or disconnect the power adapter at any time.

2.3.1 Installing the Battery Pack

To install the battery pack, turn the MPS 150 XL over so the bottom side is facing up. Slide the battery pack into the rear side of the MPS 150 XL until the battery spring lock clicks into place. The red mark should be no longer visible. Turn over the MPS 150 XL.

2.3.2 Connecting the Power Adapter

To connect the power adapter, swing the prongs outward from the body of the adapter and insert them into a power outlet. Then insert the round plug at the other end of the cord into the power port of the MPS 150 XL.

NOTE: The power adapter converts AC power from a wall outlet to the DC power required by the MPS 150 XL. The power adapter is designed to work with any 100–120V or 220–240V outlet. Voltages outside this range can damage the MPS 150 XL and lead to loss of data. Do not use a different power adapter to power the MPS 150 XL.

NOTE: The power adapter may become warm or hot while in use. Do not cover, and avoid contact.

2.3.3 Connecting a Label Printer

To connect a DuraLabel printer, use the included USB cord to connect the printer to a USB port on the MPS 150 XL. Any available port can be used; however, selecting a port other than port 1 will require adjusting the default printer when printing labels (see section 3.2.6). Insert the flat end of the USB cord into the MPS 150 XL and the other end into the label printer. Power ON the label printer. The printer is selected from the printer icon of **Select Printer** menu.

6. Appendix

6.1 Declarations and Safety Statements

Federal Communications Commission Statement

This device complies with FCC Rules Part 15. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and
- This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the Federal Communications Commission (FCC) rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or Relocate the Receiving Antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experience radio/TV technician for help.

NOTE: The use of a shielded-type power cord is required in order to meet the FCC emission limits and to prevent interference to the nearby radio and television reception. It is essential that only the supplied power cord be used. Use only shielded cables to connect I/O devices to this equipment. You are cautioned that changes or modifications not expressly approved by the party responsible for compliance could void your authority to operate the equipment.

5. Troubleshooting

MPS 150 XL won't turn on.

Battery may be dead. Connect the MPS 150 XL to a working AC power source using the power adapter.

Labels won't print.

Make sure a label printer is connected and powered ON. In the Print window, verify that the proper printer model and port is selected. The port number of the selected printer should match the number on the USB port label to which the printer is connected.

Labels run off the edge of the ribbon.

Verify that the proper printer model is selected in the **Print** window. Make sure the Label Writer page format is correct. (See section 3.2 for more details.) In particular, make sure page orientation (Portrait/Landscape) is appropriate for label contents.

Only a small portion of label area can be used.

Set all the label margins to 0. (See section 3.2 for more details.)

Saved files disappear on reboot.

User files must be saved in My Documents or one of its subfolders. Files saved elsewhere on the hard drive will be lost on reboot.

Error message appears while saving files.

An error message claiming the computer is out of memory will appear when more than 200 KB is saved to a non-user area (any place other than My Documents and its subfolders). Check that files are being saved to the user area. If the error message still appears, delete old files to free up hard disk space.

5.1 Technical Support

If you have a question or problem with the MPS 150 XL or any other Graphic Products equipment or supplies, and need technical support, please contact us at 1-800-788-5572 (toll free) or 503-644-5572 (local) during business hours. We are open 6:00 AM to 5:00 PM Pacific time, Monday - Friday, except major holidays.

If multiple label printers are connected to the MPS 150 XL, click on the Printer Control button on the MPS Toolbar and select the desired printer from the window that appears. The printer model name and the port assignment must both match the hardware configuration in order to print successfully.

2.4 Using the MPS 150 XL

The MPS 150 XL uses a stripped-down version of the Windows operating system. Many features and procedures are identical to those used on a desktop computer. However, since the MPS 150 XL is a dedicated label printing engine, many options are not available, and others, though similar in function to Windows, present a different appearance.



The most important difference between the MPS 150 XL and a standard Windows computer is that the MPS 150 XL lacks a START button and taskbar at the bottom of the screen. Instead, a menu at the top of the screen contains all of the major functions of the MPS 150 XL. This MPS Toolbar is the primary tool for navigating the system. Most features can be accessed directly from the MPS Toolbar.

Another difference between the MPS 150 XL and Windows is that only a limited portion of the system can be modified by the user. Only the My Documents folder and its subfolders is accessible for saving user files. Changes to other folders will be lost when the MPS 150 XL is restarted. In addition, user programs cannot be installed on the MPS 150 XL. Only manufacturer-supplied upgrades will be accepted by the system.

HINT: Move the cursor off the bottom of the screen to reveal additional viewing area.

2.4.1 The MPS Toolbar

From left to right on the display, the MPS Toolbar contains the following items:



- 1. DuraSuite:** DuraSuite allows printing arc flash and RTK labels on die-cut, preformatted label stock. For more information on DuraSuite, see the manual contained on the MPS Toolbar.
- 2. Templates:** Clicking Templates reveals a drop-down menu containing major categories of label templates. Selecting a category displays a pop-up window containing the labels in that category. Also available from the Templates menu is a list of available symbols.
- 3. Programs:** The Programs menu contains the tools used for label creation and system management. The following programs are installed on the MPS 150 XL:
 - *Label Writer:* Operates like a word processor to format, design, and print custom labels, as well as to modify existing templates.
 - *Arc Flash /NFPA:* Opens the DuraSuite Labeling program.
 - *EZBarCode:* Generates barcodes that can be imported into Label Writer.
 - *Label SpreadSheet:* Allows automatic number sequencing of labels.
 - *Calculator:* The standard Windows calculator.
 - *Paint:* Microsoft Paint for creating and modifying symbols and graphics.
 - *Printer Control:* Selects and manages label printer.
 - *Control Panel:* Manages system functions.
 - *Task Manager:* Opens Window Task Manager.
 - *Label Draw:* Operates as a basic drawing and illustrator program.
- 4. Training:** The training menu contains user manuals and instructional videos related to the MPS 150 XL, DuraLabel printers, and included software. It also includes How-to tutorials and templates for performing specific labeling tasks.
- 5. Disk Indicators:** A button labeled C: indicates the built-in hard drive. Clicking on this button will open Windows Explorer. If an SD card is inserted in the card reader, a button labeled D: will appear next to the hard disk indicator.
- 6. Select Printer:** Simple printer selection form with preferences button.
- 7. My Documents:** This button provides a shortcut to the user area for storing and managing files.

original template is needed, follow these steps to replace the edited template with the original:

- 1.** Click on the hard drive indicator in the MPS Toolbar.
- 2.** Browse to the folder **C:\GraphicProducts\BackUp\Default User**
Locate the desired template in this folder.
- 3.** Drag and drop the template file to same folder as the modified copy in **C:\Documents and Settings\Default User\My Documents\DLP Templates and Symbols.**
- 4.** Click **OK** at the prompt to overwrite the copy with the original template.

HINT: If desired, an entire template folder may be recovered using the same procedure.

4.6 Power Saver Mode

The MPS 150 XL enters power saver mode if the display panel is shut while the computer is powered ON, or by pressing FN + F1. In power saver mode, user data is saved to memory and the computer appears to be off. The power indicator light will flash slowly while the MPS 150 XL is in power saver mode.

To recover from power saver mode, press the power switch.

4.7 Changing Date and Time Settings

To change the date and time settings, click on the **Time/Date** indicator in the MPS Toolbar. Select the desired date from the calendar, and click in the blank under the clock to adjust the time.

To change the time zone setting, or to toggle automatic daylight savings time setting, select the **Time Zone** tab and select the desired time zone from the pull-down list. Click on the check box at the bottom to disable automatic daylight savings time adjustment.

NOTE: Changes to the time zone settings will not take effect until the MPS 150 XL is restarted.

4.3 Using an External Monitor

The MPS 150 XL is capable of connecting to an external VGA-compatible device, such as a monitor or projector, in order to offer a larger viewing area.

- With the MPS 150 XL powered OFF, plug the external monitor into a power source and into the external display port on the MPS 150 XL. Power ON the MPS 150 XL.
- Once the computer is fully started, press and hold the FN key while pressing F5. This will toggle the display to the external monitor.
- Pressing FN + F8 a second time will cause the display image to appear on both monitors.
- Pressing FN + F8 a third time will cause the external monitor to act as an extension of the LED monitor. Scrolling off the right side of the LED will move the cursor to the external monitor, effectually doubling the available viewing area.
- Pressing FN + F8 a fourth time will return to LED-only display.

4.4 Installing an External Pointing Device

The MPS 150 XL supports most USB-compatible pointing devices, including computer mice and trackballs. To install a pointing device, plug it into any available USB port on the MPS 150 XL. The computer will automatically recognize the device.

NOTE: It is possible to connect a non-USB pointing device with the MPS 150 XL by using an appropriate adapter. However, connecting a non-USB device will require the system to be restarted before the MPS 150 XL will recognize the device.

4.5 Recovering Templates

A backup copy of all manufacturer-supplied label templates is permanently maintained. If changes have been made to the supplied templates, and the

8. Battery Status: The battery icon changes to show the remaining battery charge. An "X" through the battery signifies a 10% charge is left.

9. Graphic Products Contact Information: This button reveals a screen with customer-support and reordering information.

10. Shutdown Button: Clicking this button powers OFF the MPS 150 XL.

11. Date/Time Indicator: The icon shows the time. Moving the cursor over the icon shows the date. Click on the icon to adjust the clock and calendar settings.

2.4.2 Function Keys

The MPS 150 XL allows a number of hardware functions to be controlled using the blue-colored keys on the keyboard. To operate these functions, press and hold the FN key (located at the lower left of the keyboard) while pressing the appropriate key. The following functions are operable on the MPS 150 XL:

- F1** Places the MPS 150 XL in power-saving mode (save-to-RAM)
- F4** NUM Lock - toggles numeric keypad ON and OFF (blue numbers & blue math symbols on the keyboard)
- F5** Scroll Lock - toggles scroll lock ON and OFF
- F8** Toggles between the LED display and an external monitor or both: LED Display -> External monitor -> Both (extend or clone) (See section 4.3)

Additionally, pressing and holding the FN key while pressing the "up" or "down" arrows adjusts the brightness of the display screen.

- FN ↑** Increases display brightness of display screen
- FN ↓** Decreases display brightness of display screen

2.4.3 Shutting OFF the MPS 150 XL

To power OFF the MPS 150 XL, close any open programs. Then either click the **Shutdown** button on the MPS Toolbar, or press and hold the power switch. Shut the display panel.

3. Creating Labels

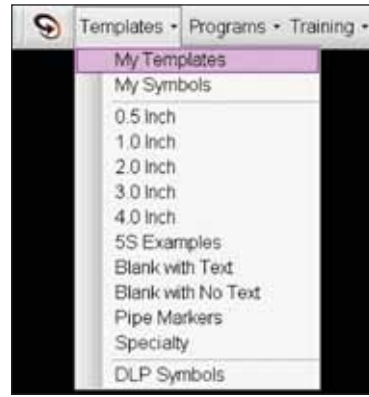
3.1 Label Creation Using Templates

3.1.1 Selecting a Template

Click on **Templates** from the MPS Toolbar. Click to select a category from the drop-down menu that appears. A window listing available templates for that category appears. Double-click to select a template. The template will open in Label Writer.

HINT: Most templates appear in more than one category. For instance, a 2x4 blank template can be found in both the 2.0-Inch and Blank with No Text categories.

HINT: Templates can also be accessed from inside Label Writer. Select File >> Open from the toolbar. A list of template folders appears in a new window. Select the desired template from these folders. The template opens in a Label Writer window.



3.1.2 Modifying a Template

Templates can be modified like any other label using Label Writer (see section 3.2). Many templates contain frames for entering custom text. Click inside the frame and use the keyboard to enter or modify text.

NOTE: If a manufacturer-supplied template is modified and then saved, it is possible to recover the original template (see section 4.5). User-created templates cannot be recovered if the original is overwritten.

3.1.3 Printing From a Template

Select **File >> Print** from the Label Writer tool bar. In the window that appears, verify that the correct printer and port number is selected, select the desired number of copies, and then click **OK** to print.

Browse. Navigate to the **My Symbols** folder, select the desired image, and click **Open**. Then click **OK** to make the change.

4.1.4 Password Protection

The MPS 150 XL has a password protection option. To enable, from the MPS Toolbar, select **Programs >> Password Control, Add User** and complete by clicking **Enable Lock**. After a shutdown or return from the screensaver, a logon prompt will display. Once a user is added, several other password options appear on the Toolbar. Under **Password Control** the following items are shown:

- Add User
- Change Password
- Delete User
- Disable Station Lock (toggle - disable/enable)

To disable the station lock, select the 4th bullet above. To immediately lock the station, select **Programs >> Lock Station Now**.

In case of forgotten password, contact Graphic Products at **1-800-788-5572**.

4.2 Changing the Battery Pack

Removing the Battery Pack

1. Make sure the MPS 150 XL is powered OFF and the AC adaptor is disconnected from the back of the computer.
2. Close the MPS 150 XL and turn it over so the bottom is facing up.
3. Slide battery locks outward toward the edges.
4. Pull battery pack toward rear of the MPS 150 XL to remove.

NOTE: Do not dispose of used battery packs in municipal waste, as they contain harmful materials that can leach into ground water. Do not dispose batteries in a fire or incinerator, as they may explode. Consult local authorities for proper disposal methods.

Installing a Battery Pack

1. With the MPS 150 XL still powered OFF and turned upside down, slide the battery pack into the MPS 150 XL until the spring battery lock clicks into place.
2. The red mark should be not visible.

4. Advanced Functions

4.1 Copying Files To and From the MPS 150 XL

The MPS 150 XL has no network or wireless capabilities. The only way to move files created on another computer to the MPS 150 XL, or to move MPS 150 XL files to another computer, is to use a USB drive or SD card.

NOTE: No Recycle Bin exists on the MPS 150 XL to recover deleted files. Deleted files cannot be restored. Use caution when deleting.

4.1.1 Using the USB Drive

To copy non-program files, such as images, templates, or spreadsheets, onto the MPS 150 XL, first load the files onto the included USB drive. Insert the drive into any unused USB port on the side of the MPS 150 XL. After a few moments, a button labeled **D:** will appear on the MPS Toolbar. Click on this button to view the contents of the USB drive. Drag and drop files to the desired location on the MPS 150 XL using the folder tree at the left of the window.

NOTE: The only user-rewriteable portions of the built-in hard drive are the My Documents folder and its subfolders. This is the default location for all user functions, including saving new or modified templates, images, or other documents. Files changed, deleted, moved, or otherwise modified in other portions of the file structure will automatically revert to their original state when the MPS 150 XL is rebooted.

4.1.2 Installing Programs

The MPS 150 XL cannot install or run user programs. Only manufacturer-supplied upgrades can be installed on the machine.

4.1.3 Changing the Desktop Wallpaper

To change the Desktop image, insert a USB drive with the desired image into any unused USB port. Click on the **D:** button in the MPS Toolbar. Select the image file in the window that appears, and drag it to the My Symbols folder on the MPS 150 XL.

From the MPS Toolbar, select **Programs >> Control Panel**. In the window that appears, select **Display**. In the new window, select the **Desktop** tab, then click

3.1.4 Creating a Custom Template

Design the label as desired using Label Writer (see section 3.2). Select **File >> Save As** from the Label Writer tool bar. Select the folder **My Templates** from the menu that appears. Enter the desired template name and click **Save**.

To add a template to the Label Writer Templates menu, design the label as desired. Select **File >> Save Templates** from the Label Writer Toolbar. In the window that appears, enter a name for the template, select **My Templates** from the **Categories** menu, and click **OK** to save.

NOTE: Templates should always be saved in My Templates or one of its subfolders. Saving to other locations may cause the template to be lost when the MPS 150 XL is restarted.

3.2 Label Creation Using Label Writer

The MPS 150 XL Label Writer is based on OpenOffice Writer word processing software. The basic principles of label creation in Label Writer are the same as in Microsoft Word or other programs (see the DuraLabel PRO 300 User's Manual for more information). However, there are some differences in the software, which will be detailed in this section.

3.2.1 Opening a New Document From Template

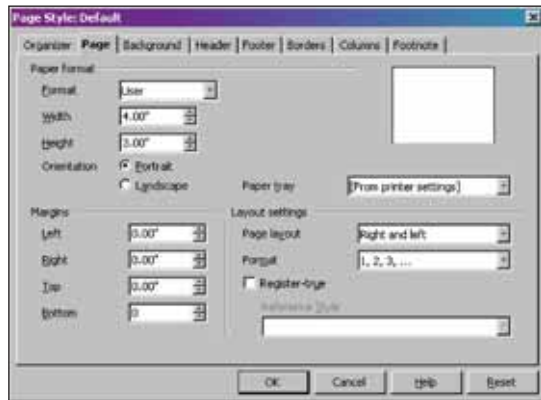
To create a new document, select **File >> New Document from Template** in the Label Writer tool bar.

- To open a blank, unformatted document, select the **New Document** icon in the menu at the right of the New Document window, then select **Text Document** from the menu in the center of the window and click **Open**. The new document must then be formatted as described in section 3.2.2 in order to print properly.
- To open a preformatted template, select the **Templates** icon in the menu at the right of the New Document window. Select **My Templates** in the center menu, and browse to find a template that matches the desired size of the label. (Additional templates can be added to this list; see section 3.1.4). A preview of the template appears at the right of the window. Select the desired template and click **Open**.

3.2.2 Formatting a New Document



To select the size and orientation of your label, select **Format >> Page** from the Label Writer toolbar. Select the **Page** tab in the window that appears.



- Set **Format** to “User” in the drop-down menu at the top left of the window.
- If the width of the label is the width of the supply in the printer, set **Orientation** to “Portrait,” the width to the width of the supply, and the height to the desired height of the label.
- If the height of the label is the width of the supply in the printer, set **Orientation** to “Landscape,” the width to the desired width of the label, and the height to the width of the supply.
- Set label margins as desired using the menus at the bottom left of the window.

HINT: Set all the margins to zero to allow use of the entire label area.

A preview of the page format is shown in the upper right of the window. Verify that the page is formatted correctly, then click **OK** to make the changes.

HINT: If the label size is significantly smaller than a standard 8½” x 11” page, it may appear excessively small on the display. To change the magnification, select **View >> Zoom** in the Label Writer toolbar. Select Entire Page in the window that appears. Click **OK** to make the change.



Format a label as desired in Label Writer (see section 3.2). Insert a frame large enough to hold the barcode. Place the text cursor inside the frame. From the Label Writer toolbar, select **Edit >> Paste** to insert the barcode into the label document. Label Writer will treat a barcode like text.

3.4 Label Creation Using DuraSuite

DuraSuite allows arc flash labels and NFPA Right-To-Know labels to be printed on pre-formatted, die-cut labels. Open DuraSuite by clicking the DuraSuite logo or by selecting **Programs >> Arc Flash and NFPA** in the MPS Toolbar.

To learn how to create arc flash labels or RTK labels using DuraSuite, please refer to the DuraSuite manual included on the MPS 150 XL (select **Training >> Manuals >> DuraSuite** from the MPS Toolbar).

3.5 Creating and Modifying Symbols

The MPS 150 XL includes Microsoft Paint for use in creating and modifying symbols and graphics. For help using this program, please refer to the Help menu provided within the program.

NOTE: Images created using Microsoft Paint should be saved to folder titled My Documents\My Symbols. This is not the default directory for saving Paint files. You will need to navigate to this folder in order to save new or modified images. Files saved in a folder outside My Documents will be lost upon restarting the MPS 150 XL.

To flip a graphic horizontally or vertically, right-click on the graphic and select Picture from the pop-up menu. Select the **Picture** tab in the window that appears. Check the boxes for the desired changes. A preview of the flipped picture appears at right. Click **OK** to make the change.

3.2.6 Printing a Label

To print a label, select **File >> Print** from the Label Writer toolbar. In the window that appears, verify that the correct printer model and printer port are selected. Click the **Up and Down** buttons at the lower right of the window to select the desired number of copies. Click **OK** to print.

3.2.7 Special Applications

Label Writer can be for a variety of special applications, including automatic number sequencing, mail merge functionality, printing multiple wire wraps, and creating table tents. Tutorials and templates for a variety of special applications can be found by selecting **Training >> How To** from the MPS Toolbar.

NOTE: Some of the tutorials refer to programs not included with the MPS 150 XL, such as Microsoft® Word and Excel. The general principles and procedures in these tutorials are valid for use with Label Writer and Label SpreadSheet, respectively. However, some of the specific steps may vary.

3.3 Creating Barcodes

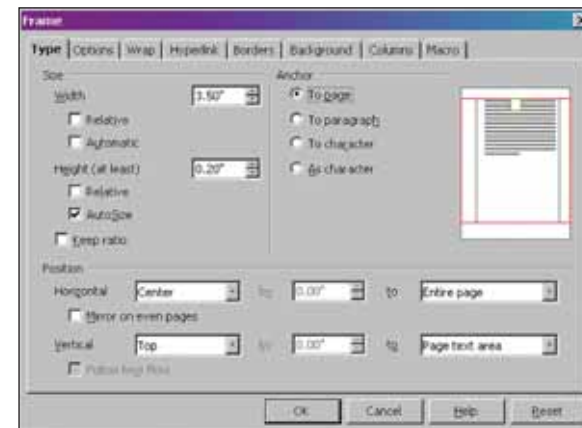
Select **Programs >> EZBarCode** from the MPS Toolbar. Enter the desired text in the blank field. Select the desired barcode format and size from the pull-down menus. Some barcode formats will require you to select additional choices. When the information is correct, click **Go**. A preview of the barcode is shown in the box at bottom left. If the barcode text has been improperly formatted, a description of the problem will appear. When the barcode is finalized, click **Copy**.



3.2.3 Frames

For ease of formatting, all label text should be contained in a frame. This allows separate portions of text to be easily positioned on the label.

- Select **Insert >> Frame** from the Label Writer tool bar. Select the **Type** tab in the window that appears.
- Set the height and width of your frame using the forms at the upper left of the window. The width should be equal to or smaller than the width of your label. The height selected is a minimum value. The actual height of the frame will vary based on the frame's contents.
- Under **Anchor**, select **To page**. Then select the horizontal and vertical position of the frame on the page using the menus at the bottom of the window.



- To add or remove a border from the frame, select the **Borders** tab at the top of the window. Select a line arrangement and a line style for the frame, or select **None** to remove the border.

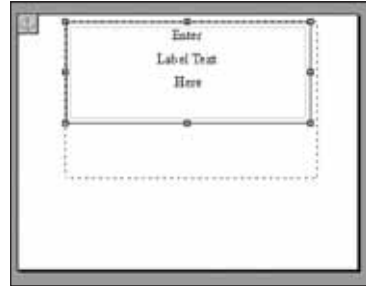
Verify that the frame is formatted as desired, then click **OK** to create the frame. All frame characteristics can be modified after the frame is created.

Adding content to a frame

To insert text or pictures into a frame, insert the text cursor inside the frame by clicking anywhere inside of it. If the frame itself is currently selected (green boxes are visible at sides and corners), it may be necessary to click outside the frame first.

Modifying a frame

To change the size or position of a frame after it has been created, click on the edge of the frame to select it. Click and drag the green boxes to the desired size, or click and drag in the interior of the frame to reposition it. Note that the height of the frame cannot be made shorter than the frame contents will allow.

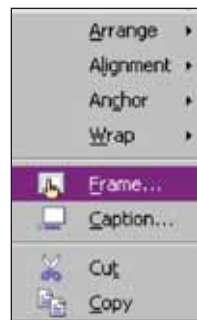


HINT: The frame may also be resized by right-clicking on the edge of the frame, and selecting **Frame** from the pop-up menu. Select the **Type** tab, and enter the desired width and height in the appropriate boxes. Click **OK** to make the changes.

To modify other characteristics of a frame, such as borders and background colors, right-click on the edge of the frame, and select **Frame** from the pop-up menu. Modify the frame properties using the same procedures used in creating the frame.

3.2.4 Inverting Text Color

To create color text on a black background, begin by loading the printer with a vinyl ribbon of the desired text color. Create a label in Label Writer as described above. Right-click on the edge of the frame for which a black background is desired. Select **Frame** from the drop-down menu. Select the **Background** tab. Select **Black** in the palette and click **OK** to make the change. The text will automatically be set in white, which will allow the color of the vinyl ribbon to show through.



NOTE: DuraLabel printers do not support color printing. If a label contains a color other than black or white, it will print as a shade of gray.

HINT: An entire label can be set with a black background, rather than a single frame. Select **Format >> Page** from the toolbar, and select the background color using the same procedures as for a single frame. Click **OK** to make the change.



HINT: If a border is to be visible around a frame with a black background, the border color must be manually changed to white. Right-click on the edge of the frame and select **Frame** from the pop-up menu. Select the **Borders** tab. Change the border color to **White** using the drop-down menu. Click **OK** to make the change.

3.2.5 Inserting and Manipulating Graphics

To insert a graphic, logo, or other image into a label, select **Tools >> Gallery** from the Label Writer toolbar. A gallery of available folders and symbols appears beneath the toolbar. Select the desired image by clicking on it, then drag it onto the page to insert. Once inserted, the graphic can be resized, moved, and flipped vertically or horizontally. To close the gallery, select **Tools >> Gallery** from the toolbar a second time.

HINT: Graphics can also be inserted by selecting **Insert >> Picture >> From File** from the Label Writer toolbar. A list of available folders appears in a new window. Select the desired folder and select an image. Click **Open** to insert the image.

To resize a graphic, click on the edge of the image to select it. Click and drag the green boxes to the desired size of the graphic. Selecting a size proportioned differently from the original may distort the image.

To reposition a graphic, click on the image to select it, then click and drag to the desired location.

HINT: For more precise control of graphic size and placement, right-click on the graphic and select **Picture** from the pop-up menu. Select the **Type** tab in the window that appears. Enter the desired height, width, and placement as for a frame (see section 3.2.3). Selecting the **Keep Ratio** box will avoid distortion. Click **OK** to make the change.