Labels should be wound on 3” cores with the core extending all the way to the edge of the roll. The recommended copy position for printed labels is number 3 or 4 (see diagram below). This determines which way the label dispenses off of the roll. Labels must be die-cut with a 1/8” (or more) gap. Narrow labels will work but the backing paper for them must be at least 1 ½” inches wide.

There are two 11” long, 1/16” aluminum roll guides and (1) tension spring included with the machine. These guides should be placed on either side of the roll of labels between the metal core inserts and the locking collar. The notches on the end of the guide slide onto the chrome rod at the bottom of the machine. One tension spring goes between the right roll guide and the locking collar on the right side of the roll of labels.
Threading the Labels:

1. Pull locking assembly “E” forward until it swings freely.
2. With labels facing down, unroll about 2 feet (600 mm.) of the labels and bring them under label drive roller, which is located in the middle of the machine. Thread the labels between the top and bottom dispensing tables “A” & “B” and then back towards the label roll. Make sure that the labels are centered over the micro switch lever located behind the front rubber roller. If needed loosen the thumbscrews on either side of label roll and slide the roll to the proper position then re-tighten the thumbscrews.
3. Thread the labels under the locking assembly and over rear rubber roller.
4. Put slight tension on the labels by pulling them towards the back of the machine.
5. While keeping tension on the labels pivot the locking assembly “E” towards the back of the machine until it “clicks” in place over label drive roller. You may need to push hard, but it will “click” when it is locked.

Optional Waste Rewinder

6. If your machine has the optional “Waste Rewinder” after following previous steps, take the waste paper back and over the take up spool, put your spring clip on (be sure not to push clip against frame)

Sensor/Switch Adjustment

7. Simply loosen thumbscrew and slide sensor left/right to desired position, tighten thumbscrew.
8. While thumbscrew is tight, reach under front of machine and grasp sensor housing. Pull housing so metal lever is away from dispensing table, now carefully push housing towards rear of machine until lever JUST makes contact with dispensing table. Sensor is now adjusted.

Call with ANY questions:

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