**Purpose:**

This procedure describes how to replace old labels and ribbons on the Hematrax printer with new labels and ribbon

**Procedure:**

|  |  |
| --- | --- |
| **Step** | **Action** |
| **Part A: Remove Label and Ribbon from Printer**  |
| **1** | * Turn Power switch off
* Power switch is located back of printer
 |
| **2** | * Open Side Panel
 |
| **3** | * Release the printhead located at the front by pressing the latch at the lower right side
 |
| **4** | * Rewind label back through printer
 |
| **5** | * Remove the label spool from printer by flipping the latch down and sliding the roll out
 |
| **6** | * If removing ribbon also then go to next step
* If not replacing ribbon then go to Part B Installing labels and ribbon
 |
| **7** | * Lower the printhead but do not clamp down
 |
| **8** | * Firmly grasp the ribbon with both hands and tear it
 |
| **9** | * Remove the unused spool of ribbon from the below
 |
| **10** | * Push the printhead down and secure
 |
| **11** | * Wind up excess ribbon by rotating the spool pressure knob clockwise
 |
| **12** | * Remove the used ribbon by grasping the roll, depress the black knobs and pull the roll sideways and outwards
 |
| **13** | * Discard the used ribbon and used label spool
 |
| **Part B: Installing Labels and Ribbon in Printer**  |
| **1** | * Turn Power off
 |
| **2** | * Open side panel
 |
| **3** | * Open new roll of ribbon and labels
 |
| **4** | * Using a dust can spray the printhead, sensor area to remove any dust and
* debris
 |
| **Step** | **Action** |
| **Part B: Installing Labels and Ribbon in Printer continued.**  |
| **5** | * Slide in new roll of labels
 |
| **6** | * Release printhead
	+ ***Note****: Keep hands clear from touching the printhead*
 |
| **7** | * + - Slide the label through the black guide
* ***Note****: Adjust label guide to proper width if need*
 |
| **8** | * Feed2-3 labels through the front of printer
 |
| **9** | * Red dot shines from the sensor under the label
 |
| **10** | * Adjust sensor location to about 1 inch from label edge
* ***Note****: If red laser sensor is dirty use a alcohol wipe to remove any dust and debris*
 |
| **11** | * Lower printhead but do not secure
 |
| **12** | * Prepare ribbon by unrolling part of the blue leader
 |
| **13** | Insert ribbon onto spindle * ***Note:*** *Be sure to install ribbon all the way to spindle edge*
 |
| **14** | * Pull blue ribbon leader under printhead
 |
| **15** | Separate 2 labels from spool * Remove label but save the backing
 |
| **16** | * With the shiny side of backing facing down, attach the blue ribbon leader
 |
| **17** | * Wrap label backing around the ribbon take up spool
 |
| **18** | * Wrap the ribbon around the spool 4-5times
 |
| **19** | * Push the printhead down and secure
 |
| **20** | * Turn Power to the printer on
 |
| **21** | * Printer will prepare ribbon and self test
 |
| **22** | * Close the side panel
 |
| **23** | * Logon to Hematrax and print full face label
 |
| **24** | * Keep printing labels until no visible smudges or marks are seen on the unit face label
 |
| **25** | * Printer is ready for use
 |
| **Part C: Adjusting the Label Printer/Ribbon** |
| **1** | * If the label printer does not print the label in the correct alignment
 |
| **2** | * Press the Setup/Exit button on the printer
 |
| **3** | * Hit the + button until “Label Top” is seen
 |
| **4** | * Hit Select
 |
| **5** | * Use the + or – to move the label up or down
 |
| **6** | * Click on Setup/Exit to save changes
 |
| **7** | * If label needs to be adjusted sideways…
 |
| **8** | * Go to Setup/Exit and select Left Position
 |
| **9** | * Use the + or – to move the label left or right
 |
| **10** | * Keep adjusting until the label is aligned and prints in the correct position
 |
| **11** | * Click on Setup/Exit, Save changes and exit
 |

**References:**

Hematrax ISBT 128 Blood and Blood Component Stand Alone Labeling Application, Version 6.2.1

Changing Ribbons on the ZM-400 Printer video