**Purpose:**

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

**Procedure:**

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| **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