LabelTac® 6 Reference Guide

powered by Creative Safety Supply

phone 1-877-356-6584
web labeltac.com
email info@labeltac.com

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LabelTac® Printers are professional thermal transfer printing systems, designed for creating custom vinyl labels and signs, in-house, for a variety of applications including:

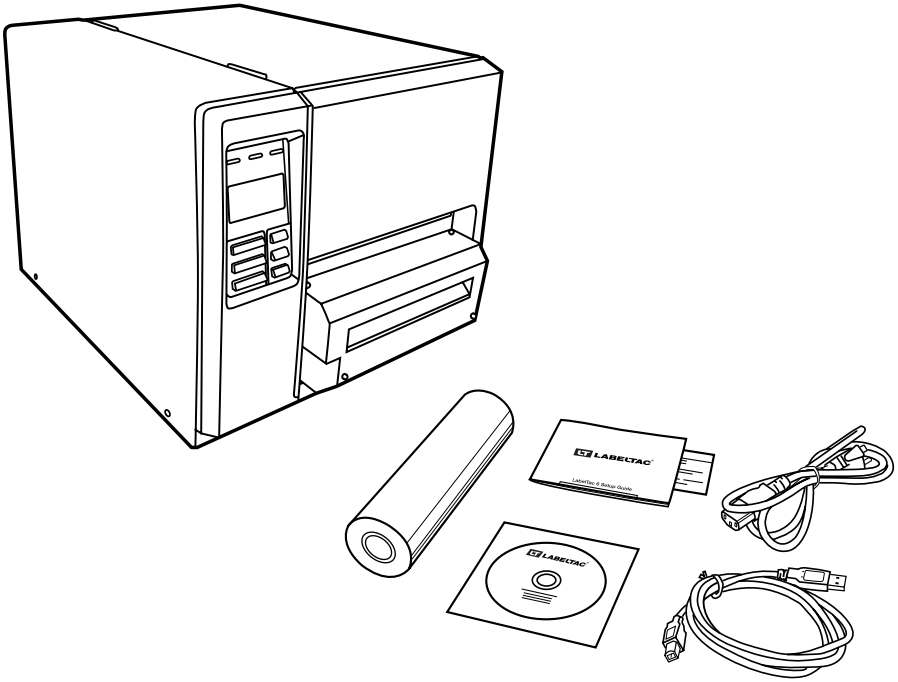
Pipe Marking, Safety, Arc Flash, OSHA, Racks/Warehouses, Tool Identification, Lean & 5S, Kaizen, Kanban, Hazmat, ANSI/ASME & more.

We're here to help!

Please give us a call or email if you need any help with installing or operating your LabelTac® Printer:

phone **1-877-356-6584**
web **www.labeltac.com**
email **info@labeltac.com**

What's in the box

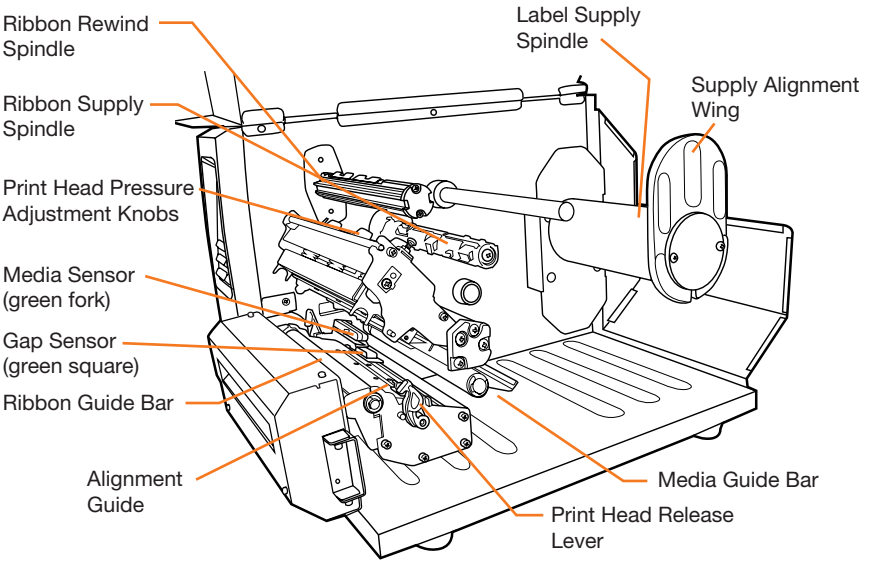


Included

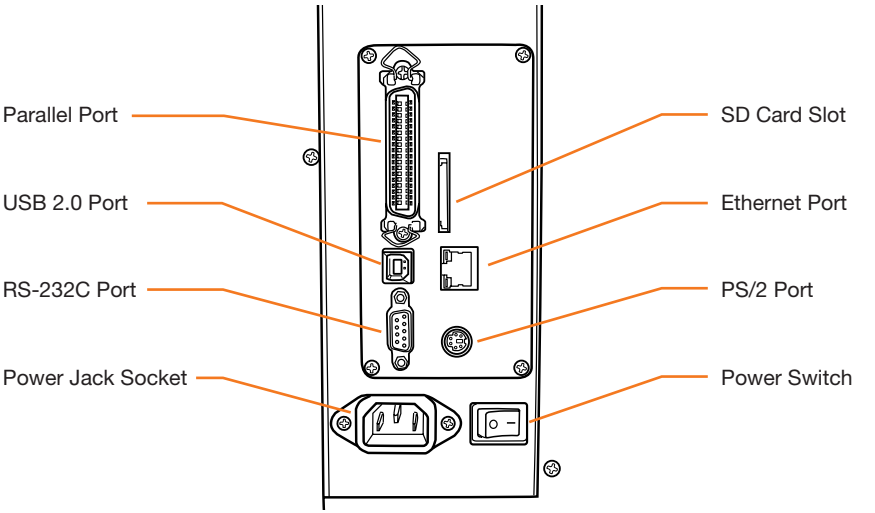
- LabelTac 6 Printer
- USB Cable
- Power Cable
- Install CD
- Setup Guide & Lit
- 1 Black Print Ribbon*

* Print ribbon ships pre-installed for convenience

Your Printer

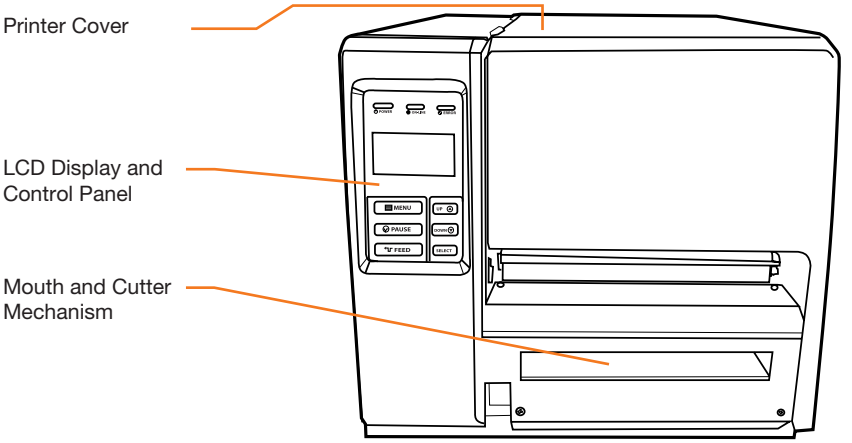


Not Pictured / Not Visible: Ribbon Sensor (black fork), Platen Roller (black roller)

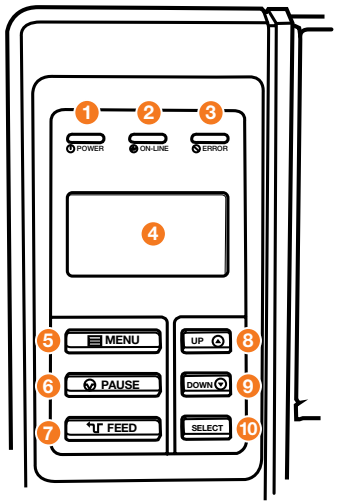


Rear Panel

Your Printer (cont'd)



1. Power LED
2. On-line LED
3. Error LED
4. LCD Screen
5. Menu Button
6. Pause Button
7. Feed Button
8. Up Button
9. Down Button
10. Select Button



LCD Display / Control Panel

Before you continue...

IMPORTANT

BEFORE INSTALLING DRIVERS...

Please connect your LabelTac® Printer to both your computer and to power, and make sure the printer is turned on.

See pages 7-9 for connection instructions.

Let us install LabelTac® for you, for free!

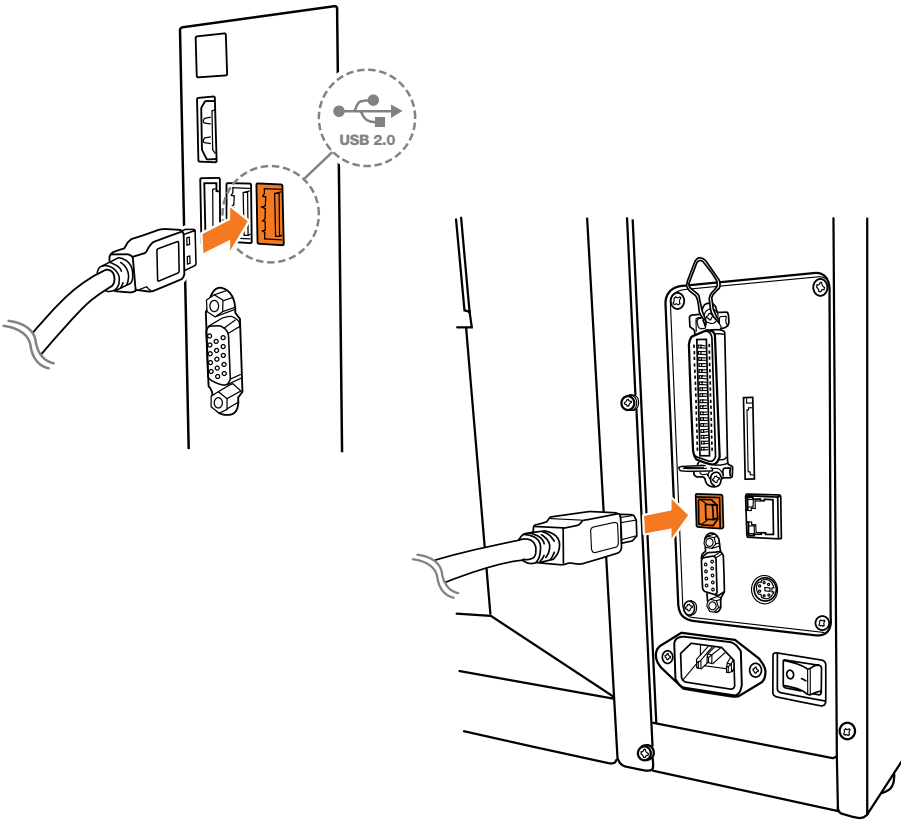
We offer a quick 5-minute remote installation- Go ahead, let us do the work while you grab a cup of coffee! Call us at 1-877-356-6584. Mon-Fri, 6am-3:30pm (PST)

Connecting LabelTac®

Step 1: Connect to PC

1 Connect one end of the USB cable to an available USB 2.0 port on the back of your computer.

2 Connect the other end of the cable to the USB port on your LabelTac 6 printer.

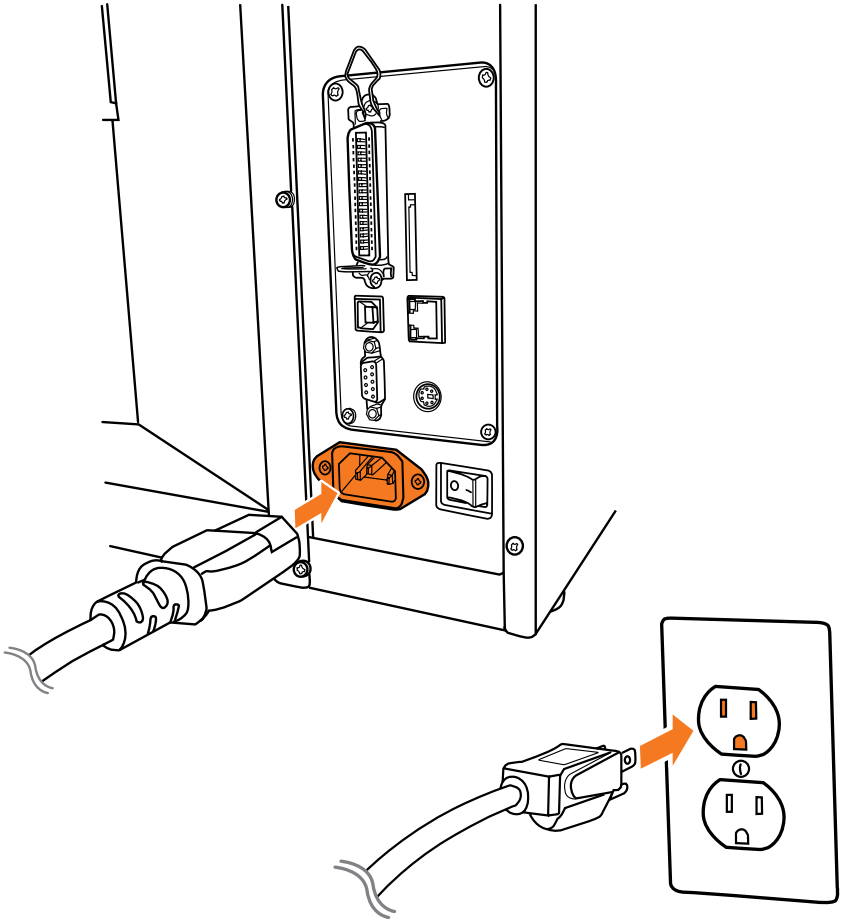


Connecting LabelTac®

Step 2: Connect to Power

1 Connect one end of the power cord to the power port on the back of the LabelTac®.

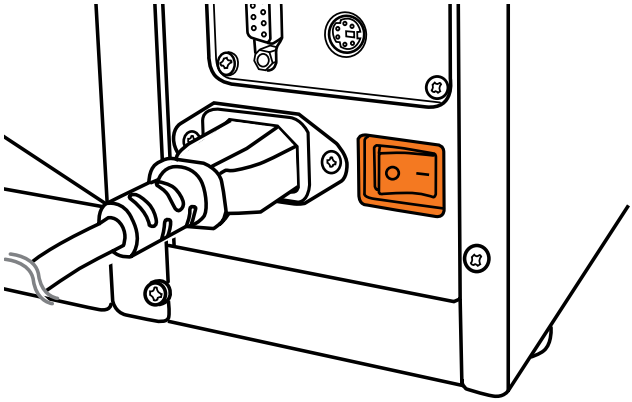
2 Connect the other end of the cable to a power outlet.



Connecting LabelTac® (cont'd)

Step 3: Turn on your printer

1 Flip power switch from 'off' position (O) to 'on' position (I). The LCD screen and Power LED will come on, indicating that the LabelTac® is powered on and ready.



Installing LabelTac® drivers

1. Insert LabelTac® Install CD. The install menu should auto load. If it doesn't, open the CD and run setup.exe manually.
2. Select 'Install Printer Drivers' and click 'Next'. (If a pop-up appears about making changes to your computer, select 'Yes' and continue)
3. Select how your printer will be connected and click 'Next'. (USB, ethernet, other)
4. Select 'Install a driver for a Plug and Play printer' (you should see LabelTac 6 listed) and click 'Next'.
5. If desired, change printer's name and sharing options or leave everything else as-is, and click 'Next'.
6. Click 'Finish' to start the installation. (If a pop-up appears about driver software publishers, select 'Install this driver software anyway' and continue) Click 'Close' when complete.

Need a hand with installation?

Our representatives are available Mon-Fri, 6am-3:30pm (PST) to assist in a variety of ways with installing your printer. Call us toll free at 1-877-356-6584.

Installing templates and symbols

1. From the LabelTac® Install CD menu, select ‘Install Templates & Symbols’.
2. Choose the folder you would like to install the templates and symbols, and then click ‘Install’. (We recommend installing to your desktop for easy access when creating signs and labels)

   Click ‘Close’ when complete.

LabelTac® Printers include hundreds of templates and symbols to help you make professional signs and labels quickly and easily.

Once installed, you will see two folders named ‘Templates’ and ‘Symbols’.

The Templates folder contains customizable industrial templates in MS Word and OpenOffice formats, and is divided into subfolders based on application as well as by size/width.

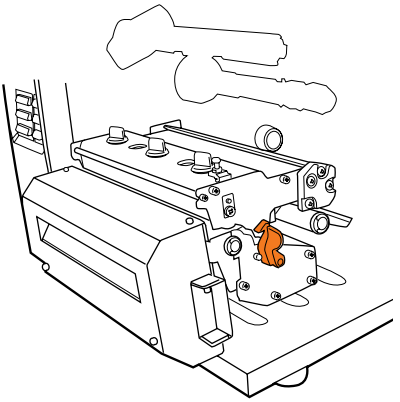
The Symbols folder contains useful symbols often found on industrial labels in a resizable PNG format. The folder is also divided into subfolders by application, and all also appear together in an ‘(ALL SYMBOLS)’ folder.

Loading print ribbon

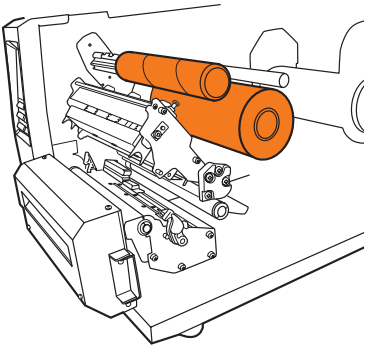
1. Lift printer cover open. Push print head release lever to open print head mechanism. (a)
2. Insert the ribbon onto the ribbon supply spindle (rear), and the blank cardboard core onto the ribbon rewind spindle (front). (b)
3. Route the ribbon through the ribbon sensor slot and up and over the print head. (c) Stick the ribbon onto the ribbon rewind cardboard core with tape or a piece of LabelTac® supply, being sure to keep the ribbon as flat and wrinkle-free as possible.
4. Wind the ribbon rewind spindle by hand until the ribbon is smooth, properly stretched and wrinkle-free.
5. Close print head mechanism by pressing down on both sides, making sure the latches are engaged properly. (d) Close the printer cover.

Loading print ribbon (cont'd)

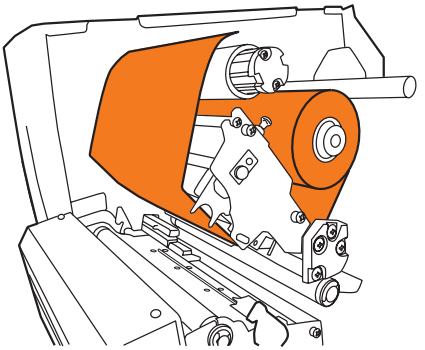
(a)



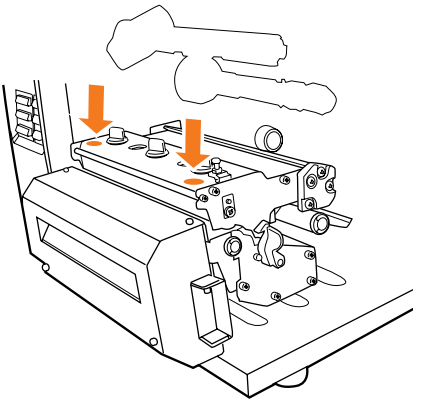
(b)



(c)



(d)

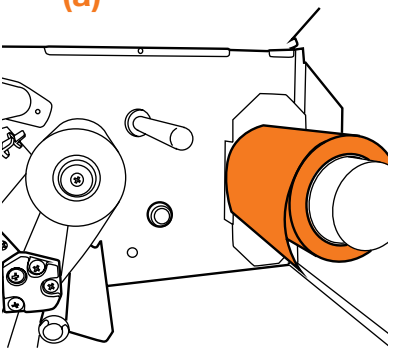


Loading tape supply

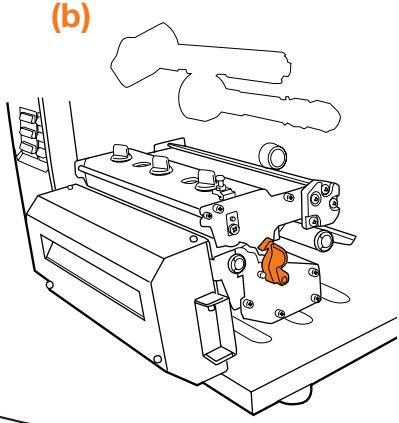
1. Lift printer cover open. Remove the green media retainer from the media supply spindle.
2. Place a roll of supply on the spindle. (a) Replace the media retainer so that it sits snug against the loaded supply.
3. Push print head release lever to open print head mechanism. (b)
4. Route the supply over the silver media guide bar, under the spring loaded damper, between the green media alignment guides and then out through the mouth of the printer. (c)
5. Press down to unlock and move the sliding alignment guide until it meets the edge of the supply. (d)
6. Close print head mechanism by pressing down on both sides, making sure the latches are engaged properly. Close the printer cover.

Loading tape supply (cont'd)

(a)



(b)



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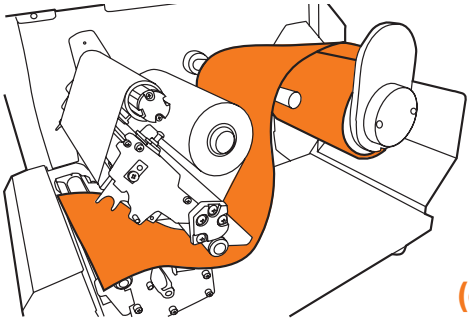
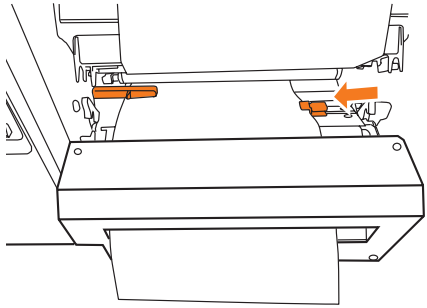


(d)



How to make labels

How LabelTac® works

LabelTac® Printers are designed to work with PC's running Microsoft Windows XP or later.

The printer interfaces into your system like a normal printer, allowing virtually any program to print to it, including:

- Microsoft Word (preferred)
- LabelDirect
- Apache OpenOffice
- Seagull Bartender
- Adobe Creative Suite
- Google Docs

Getting started

Creating labels and signs with LabelTac® is easy-

1 Start with one of our pre-made templates (see page 11 for information on installing templates) and customize to fit your needs & application...

OR

2 Start from scratch in any word or image processing program.

We find Microsoft Word to be the easiest program to design labels and signs, but if you don't have access to Word on your computer, we include LabelDirect software on the install CD. OpenOffice or Bartender are also great free alternatives. The majority of the templates that we include with your LabelTac® are in Word format.

How to make labels (cont'd)

Setting up your document (label size)

The size of the label or sign that will print is determined by the page size in your word/image processing program.

For example- if you want to print a 6"x9" sign, simply set your page size in the program's settings to 6" height and to 9" width.

Be sure to load appropriate width material for your job- for the above example, you would want to load 6" wide material.

Designing your label

Once you've set your document to the size you want to print your label, you can start placing whatever you want into the label- text, images/logos, borders- and what you see on your screen is what will print on your label.

The LabelTac 6 is a monochrome thermal transfer printer, so when you print your label, the areas of your label that are black (or dark) on-screen will print to the ribbon, while the areas that are white (or light) will not print, allowing the color of the tape you use to remain visible.

For example- if you have yellow vinyl material loaded, and a blue print ribbon- the elements on screen that are black will print to the blue ribbon, and the elements that are white will not print- resulting in a blue on yellow final label.

Designing your label in black and white or grayscale will produce the best results.

How to make labels

Adding: Text

The ideal way to add text in labels designed in word processing programs is through the use of “text boxes”. Text boxes are easily resizable and are able to be moved independently of other elements in your label.

Adding: Images & logos

You can add images and logos to your labels by “inserting” them (typically done through your program’s menu bar: Insert > Image > From File) or by copying and pasting them in.

We find that using PNG images produces the highest quality results, though most image file types are supported.

Adding: Borders

Text boxes can also be used to create borders. In the text box options you can usually add a “stroke” or border to the text box and adjust the thickness, style, etc.

Adding: Industrial symbols

You can add industrial symbols (hazard pictograms, warning symbols, NFPA symbols, etc.) to your labels the same way as you would add other images. We include hundreds of free symbols in the LabelTac® ‘Symbols’ folder. (See page 11 for installation instructions for LabelTac® templates & symbols)

Adding: Arrows

Arrows for marking directions or for use with pipe marking labels can also be found in the LabelTac® ‘Symbols’ folder in the ‘Arrows’ sub-folder. You can also insert or paste your own arrows in most image formats into your label.

We're here to help!

Stuck on a label design, or new to LabelTac® and need a label ASAP?

Let us design your label or sign for you, for free!

We can create labels to your specifications and then email them to you... for free, for as long as you own the printer.

All you have to do is open the files, and print them. You can even keep the files for later printing or editing/customization.

Give us a call at **1-877-356-6584**
or email us at **info@labeltac.com**
(or call/email your rep directly)

LED & button functions

The LabelTac 6 has three LED indicators and six buttons.

LED indicators

LED	Status	Description
POWER	Off	Printer power off
	On	Printer power on
ON-LINE	On	Printer is ready
	Blinking	Printer is paused
		Printer is downloading data
ERROR	Off	Printing is ready
	On	Carriage open OR cutter error
	Blinking	No paper, paper jam, or no ribbon

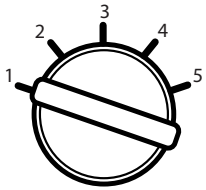
Buttons

Button	Description
MENU	Enter menu system / Back / Exit menu
PAUSE	Pause printing / Resume printing
FEED	Advance material (length of last printed label)
UP	Scroll up in menu options
DOWN	Scroll down in menu options
SELECT	Select the currently highlighted option

Ribbon tension

Your LabelTac 6 printer has been fully tested before delivery. There should be no issues with ribbon “wrinkle”- but in case you do experience ribbon wrinkle, follow the instructions below to resolve.

Ribbon wrinkle displays as diagonal lines of missing print across your label, either from top-left to bottom-right, or from top-right to bottom-left.



Print head pressure adjustment knobs are located on the top of the LabelTac 6’s print heads.

They have 5 levels of pressure- higher numbers increase the print head pressure.

Wrinkle direction	Solution
Top-Left to Bottom-Right	Decrease the left side print head pressure knobs by 1, then print label/sign again to see if the problem is resolved. If the left side knobs are already at 1, increase the right side print head pressure instead.
Top-Right to Bottom-Left	Decrease the right side print head pressure knobs by 1, then print label/sign again to see if the problem is resolved. If the right side knobs are already at 1, increase the left side print head pressure instead.

Troubleshooting

First steps

- Ensure LabelTac® is connected to both AC power and to your computer with USB, and that cables are pushed all the way in.
- Did you install the printer drivers before connecting the printer? This can sometimes cause a problem with your computer not being able to recognize the printer at first. Try uninstalling and re-installing the drivers, or call us at 1-877-356-6584.
- Check the LCD display for error messages. Typically in the case of an error, a message will display on the LCD indicating the source of the error.

LabelTac® printing preferences

LabelTac® printing preferences is accessed by navigating to...

Start Menu > Devices and Printers > LabelTac 6 > Printing Preferences

(...or through your program's print dialog when printing*.)

From this menu you can control many things, including: print speed, "darkness" (print density), graphics rendering, etc.

* Changing settings this way only changes them for the current session. Once you close the document, your printer preferences will revert to their previous settings. If you navigate to printer preferences through Start Menu > Devices and Printers, the settings will be retained.

Troubleshooting (cont'd)

Common issues

Symptom	Causes/Suggested action
Speckling/spotting, rough edges, inconsistent print	Heat (speed/density) settings are too low. In Printing Preferences > Options, try lowering the print speed and/or raising the density. (We find a speed of 2 and density of 10 yields the best results in most cases)
Half-moon arches in print	Heat (speed/density) settings are too high. In Printing Preferences > Options, try raising the print speed and/or lowering the density.
Diagonal lines through print	Ribbon may have an alignment issue. Try re-installing the print ribbon or adjusting the ribbon tension (page 21). To re-install print ribbon: 1 Open printer cover, cut ribbon from rewind hub and remove used print ribbon from cardboard rewind core. 2 Using a piece of scotch tape or LabelTac® material, re-attach print ribbon to the bare cardboard rewind core.
Continuous void through print	This can be a sign of an obstructed or dirty print head. Try cleaning print head with supplied alcohol swabs.
Error LED blinking red	This can indicate: ribbon or supply is missing/ incorrectly loaded/depleted, cutter or paper is jammed, incorrect supply mode (continuous vs die-cut), or a communication/memory error.

When using die-cut labels...

1. Load the die-cut material in the printer, leaving a small amount of the first label leading out of the mouth of the printer.
2. When ready to print your label, first go to 'Printing Preferences' for your LabelTac® (see page 22). In the tabs at the top of the window, click 'Stock'.
3. Under 'Type' in the 'Media Settings' section, change from 'Continuous' to 'Labels with Gaps'. Click OK
4. Change the number of copies to print to '1', (if it isn't set to that already) and click Print/OK to begin printing.

** The printer will print this first label off-center, and the print will overlap into part of the second label. This is normal. (The printer self-calibrates itself by reading the gaps between the labels, and once it reaches the end of the second label, it will be fully calibrated and aligned.)

5. Go back and print the rest of the labels as normal.

To switch back to using standard continuous vinyl, simply return to the 'Printing Preferences' window and change the Media Type back to 'Continuous'.

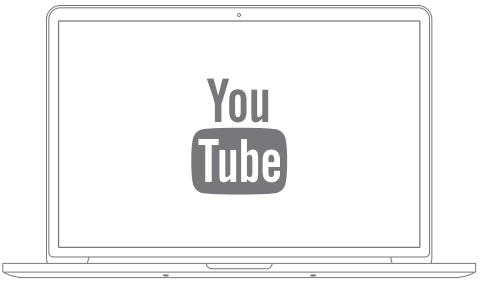
Cleaning your printer

Note: You should clean your LabelTac® printer after every 10 rolls of label supply

1. Lift printer cover open.
2. Take one of the included cleaning swabs and squeeze the clear handle until it ‘cracks’ and alcohol is released into the scrubbing pad.
3. Scrub the printhead firmly from side to side, but not too hard, as vigorous scrubbing can damage the print head. (Removing surface debris will eliminate blank strips in your printing)
4. Clean the mouth of the printer, and the cutter assembly.
5. Clean the platen roller by wiping laterally, turning the roller slightly and wiping again. Repeat until 1 full rotation is made.

Additional cleaning swabs are available at **labeltac.com**

Visit **labeltac.com/support** or our YouTube channel at **youtube.com/labeltac** for helpful videos covering installation, supply loading, cleaning, how to create labels and more.



Warranty

We offer an industry-leading, LIFETIME full warranty to our LabelTac® customers. This is a lifetime warranty on parts, manufacturer defects and even the thermal print head. Our warranty is the label printer equivalent of a “bumper-to-bumper” warranty. If anything goes wrong, we’ve got your back!

For full warranty details, please visit **labeltac.com/labeltac-warranty/**

Contact us

1-877-356-6584
Monday - Friday, 6am - 3:30pm PST (International Support: +1-330-754-0160 (14:00 - 23:30 GMT))

labeltac.com/support
Live chat, how-to videos, frequently asked questions, driver and software downloads + more

info@labeltac.com
Send us an email- we’ll respond to you as quick as we can!