LABELTAC®

WELCOME TO LABELTAC® - LET'S START LABELING

1 | UNBOX & CHECK CONTENTS

Included Accessories
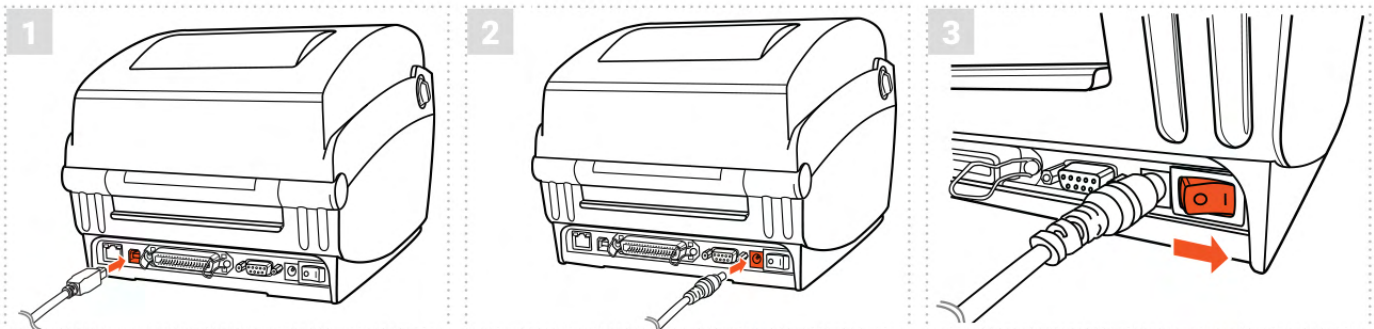
USB Cable   Power Cable   Cleaning Swabs (2)

EVERY LABELTAC® PRINTER COMES WITH:

- ✔ Lifetime Warranty
- ✔ Lifetime Support
- ✔ Free Initital Set-Up

📞 **1-877-356-6584**

2 | CONNECT

1

2

3

Connect the USB cable to the back of your printer and plug the other end into a USB port on your computer.

Connect the the two halves of the power cable and plug into the power jack socket. Plug the other end into a power outlet.

Power on your printer.

Note: It is important that your LabelTac® printer is powered on before installing software.

3 | INSTALL SOFTWARE

Head to the LabelTac® support page, select your printer model, and download the driver for your printer.

↓ **labeltac.com/support**

OR - you can use this QR Code to access the support page for the printer driver and other useful documentation for your LabelTac® 4 printer.

DOWNLOAD THE USER MANUAL

The full LabelTac® 4 User Manual can be downloaded online at ↓ **labeltac.com/manuals**

SUPPORT
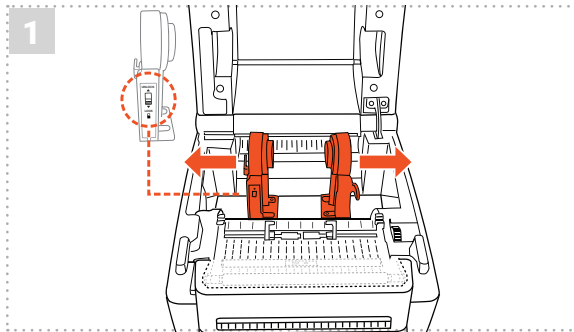
Your LabelTac® printer includes a free, full lifetime warranty on all parts and labor and unlimited support by phone, email or live chat.

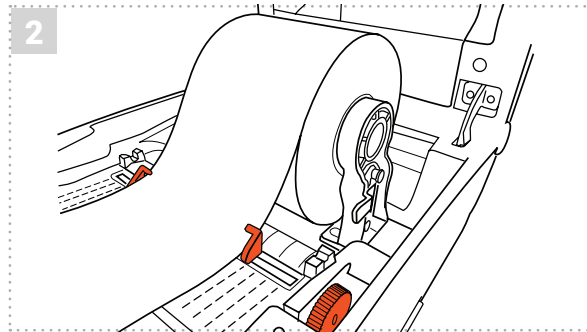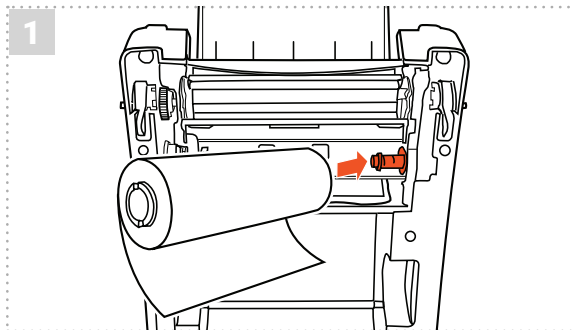|	
Online Support	**labeltac.com/support**
Support by phone	**1-877-356-6584**
Support by email	**support@labeltac.com**

HOW TO | LOAD LABEL SUPPLY

1

Open the printer's cover. Separate the green media holders so they're wider than your supply. (If holders are locked, flip the lock switch on the left holder.) Place the supply roll between the holders, close the holders onto the core, and lock the holders using the switch.
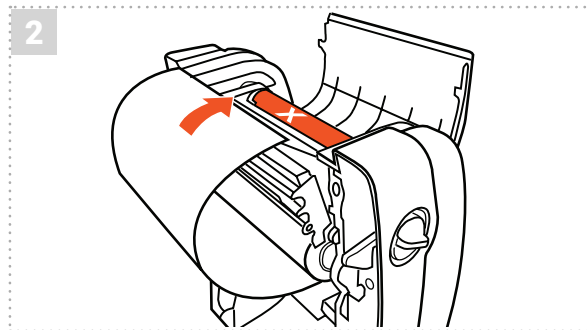
2

Using the green guide adjustment wheel, adjust the media guides so they're wider than the supply. Feed the end of the supply roll through the guides. Then re-adjust the guides so they fit the material. Feed the supply through the cutter and out the mouth of the printer.

HOW TO | LOAD PRINT RIBBON

1

Open the printer cover and ribbon access cover. With the end of the ribbon underneath, insert the ribbon right-side first onto the rear ribbon hub.

2

Insert the empty cardboard core (that came in your ribbon box) onto the front ribbon hub. Pull the end of the ribbon up and over the print head and tape it to the core. Turn the green ribbon rewind gear until the ribbon is tight and wrinkle-free.

Check out videos on loading supplies and learn some helpful label making tips on our YouTube channel

▶ **youtube.com/labeltac**

Need some more help with your printer?

labeltac.com/support 📞 **1-877-356-6584**