ZEBRA TECHNOLOGIES

ZE500 Quick Reference Guide

Use this guide to operate your print engine on a daily basis. For more detailed information, refer to the *User Guide*.

Print Engine Orientation

The ZE500 print engines are available in a right-hand configuration (the print mechanism is on the right) and a left-hand configuration (the print mechanism is on the left).
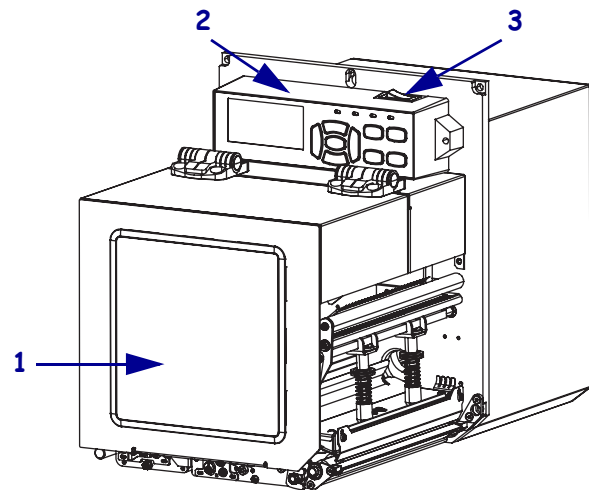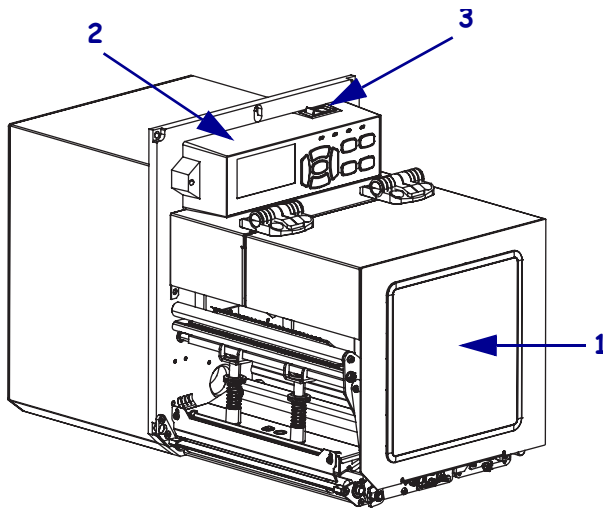
Figure 1 • Left-Hand (LH) Print Engine

Figure 2 • Right-Hand (RH) Print Engine

1	media door
2	control panel
3	power switch

Print Engine Components

Figure 3 shows the components inside the media compartment of a right-hand print engine. A left-hand unit contains a mirror image of these components. Familiarize yourself with these components before continuing with the print engine setup procedure.

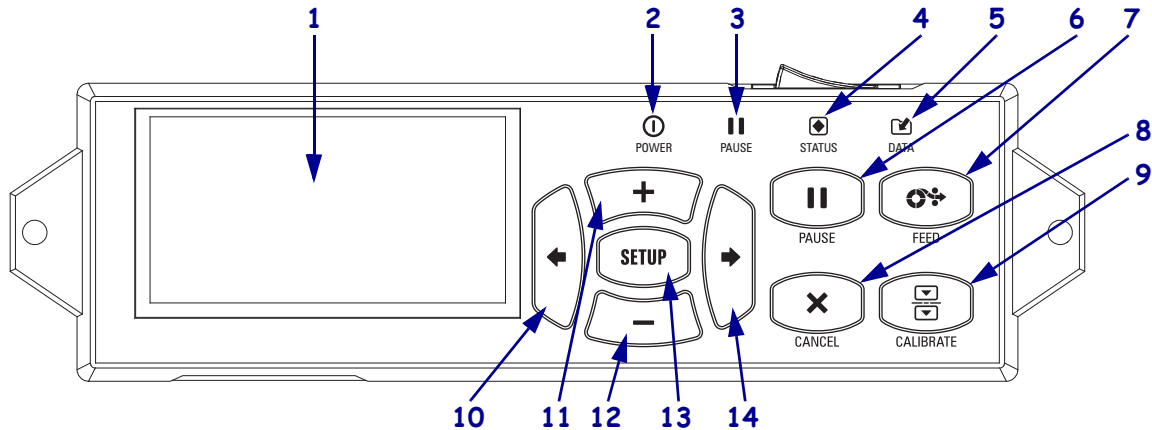**Figure 3 • Print Engine Components (RH model shown)**
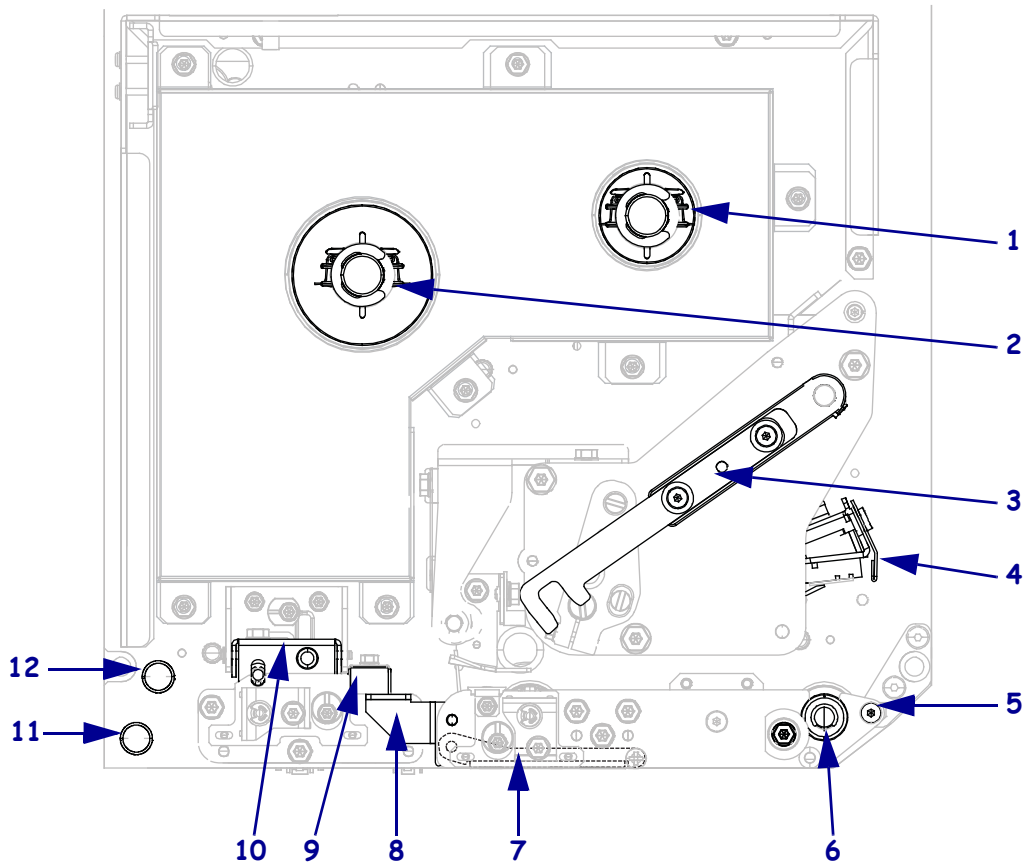
1	ribbon take-up spindle	**7**	peel roller assembly (hidden when closed)
2	ribbon supply spindle	**8**	peel roller latch
3	printhead-release latch	**9**	media guide
4	printhead assembly	**10**	pinch roller assembly
5	peel bar	**11**	lower guide post
6	platen roller	**12**	upper guide post

Control Panel

All controls and indicators for the print engine are located on the control panel (Figure 4). The power switch is located on top of the control panel.

Figure 4 • Control Panel

1	The **display** shows the print engine's operating status and allows the user to navigate the menu system.		
2	**POWER light**	On when the print engine is on.	
3	**PAUSE light**	On when the print engine is paused.	
4	**STATUS light**	Off	Normal operation—no print engine errors.
		Blinking	A print engine error exists. Check the display for more information.
5	**DATA light**	Off	Normal operation. No data being received or processed.
		On	The print engine is processing data or is printing. No data is being received.
		Blinking	The print engine is receiving data from or sending status information to the host computer.
6	The **PAUSE button** starts or stops print engine operation when pressed.		
7	The **FEED button** forces the print engine to feed one blank label each time the button is pressed.		
8	The **CANCEL button** cancels print jobs when the print engine is paused.		
9	The **CALIBRATE button** calibrates the print engine for media length and sensor values.		
10	The **LEFT ARROW** navigates to the previous parameter in the menus.		
11	The **PLUS (+) button** changes the parameter values. Common uses are to increase a value, to scroll through choices, or to change values while entering the print engine password.		
12	The **MINUS (-) button** changes the parameter values. Common uses are to decrease a value, to scroll through choices, or to change the cursor position while entering the print engine password.		
13	The **SETUP/EXIT button** enters and exits configuration mode.		
14	The **RIGHT ARROW** navigates to the next parameter in the menus.		

Preparing the Print Engine for Use

After you have familiarized yourself with the print engine components and the control panel, prepare the print engine for use.


Caution • When you are loading media or ribbon, remove all jewelry that could come into contact with the printhead or other print engine parts.


Caution • Before touching the printhead assembly, discharge any built-up static electricity by touching the metal print engine frame or by using an anti-static wriststrap and mat.

To set up the print engine, complete these steps:

1. Unpack and inspect the print engine. If necessary, report any shipping damage. For more information, refer to the *User Guide*.

2. Mount the print engine in the preselected location or applicator.

3. Plug the female end of the A/C power cord into the A/C power connector on the back of the print engine.
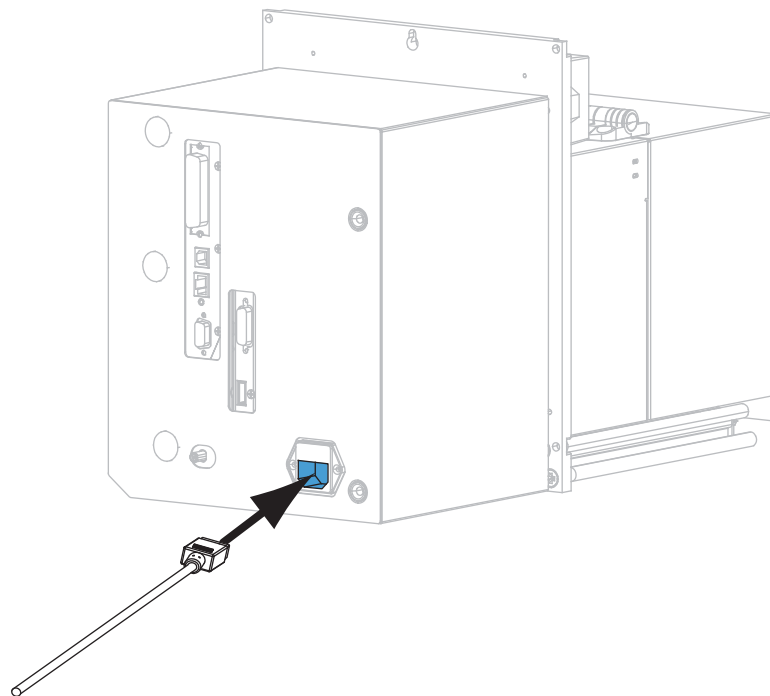
4. Plug the male end of the A/C power cord into an appropriate power outlet.
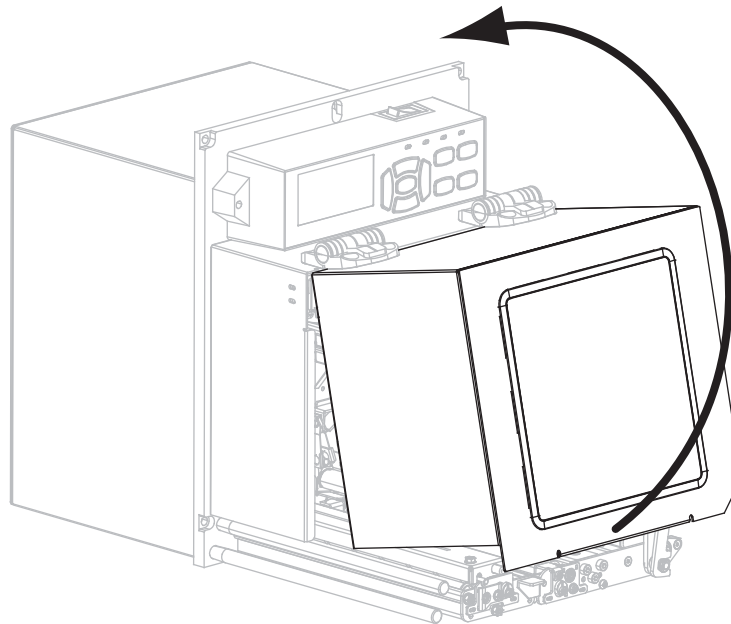
115 V AC

230 V AC
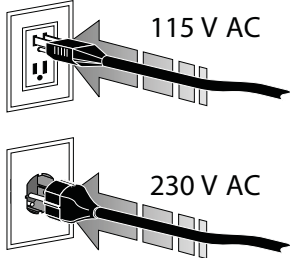
5. Connect the print engine to a computer using one or more of the available connections. The standard connections are shown here. A ZebraNet wireless print server option 'may also be present on your print engine.
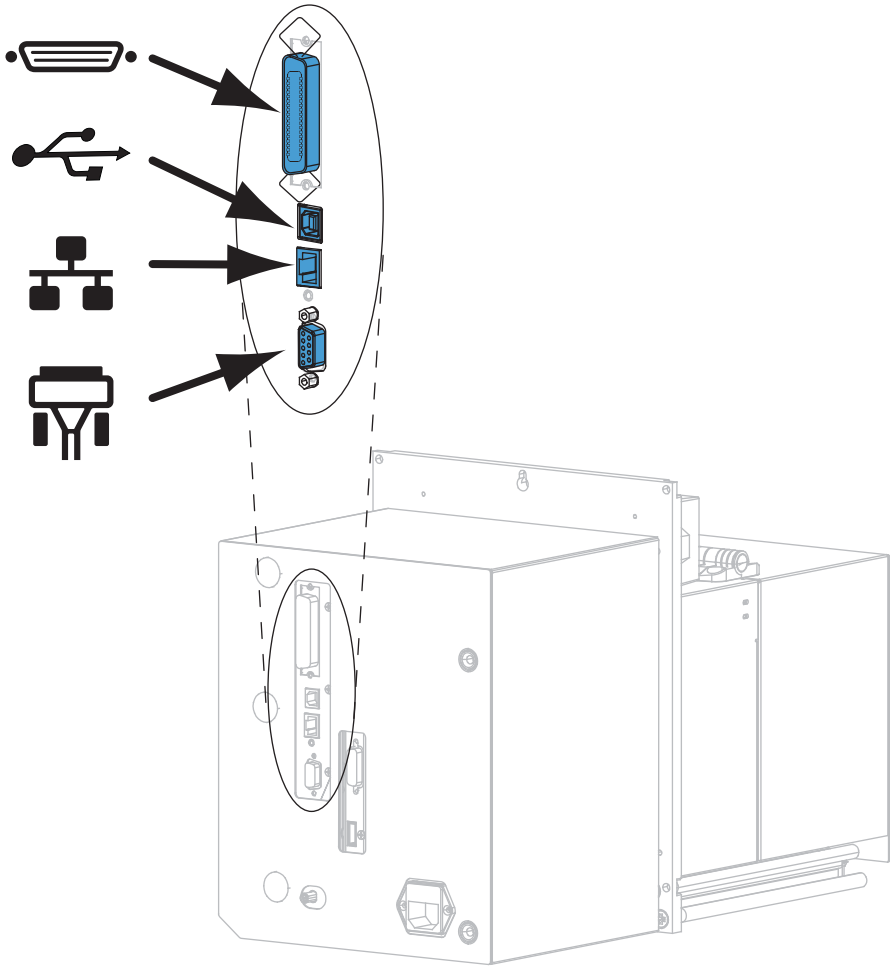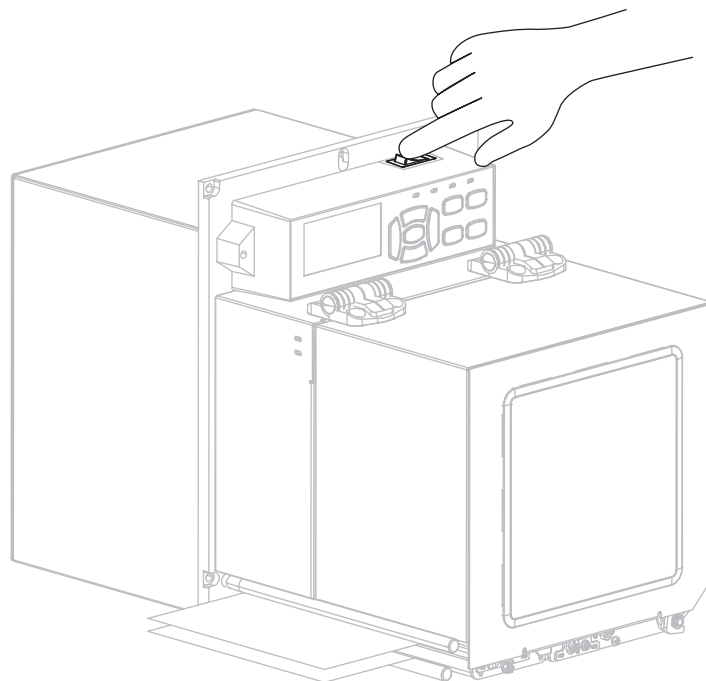
	parallel port
	USB 2.0 port
	wired Ethernet port
	serial port

6. Raise the media door.

7. Load ribbon (if using Thermal Transfer mode) and media into the print engine (see *Load Ribbon and Media* on page 7).

8. Turn on (**I**) the print engine.

The print engine boots up and performs a self-test.

Load Ribbon and Media

Use the instructions in this section to load ribbon (if used) and media in a ZE500 print engine. Ribbon is used with thermal transfer labels. For direct thermal labels, do not load ribbon in the print engine. For instructions for loading in different print modes, refer to the *User Guide*.

Caution • When you are loading media or ribbon, remove all jewelry that could come into contact with the printhead or other print engine parts.

Important • Use ribbon that is wider than the media to protect the printhead from wear. Ribbon must be coated on the outside (refer to the *User Guide* for more information).

Note • For optimal printing quality and proper printer performance across our product line, Zebra strongly recommends the use of genuine Zebra™ supplies as part of the total solution. Specifically, the ZE500 print engines are designed to work only with genuine Zebra™ printheads, thus maximizing safety and print quality.

To load ribbon and media, complete these steps:

Loading Ribbon

1.

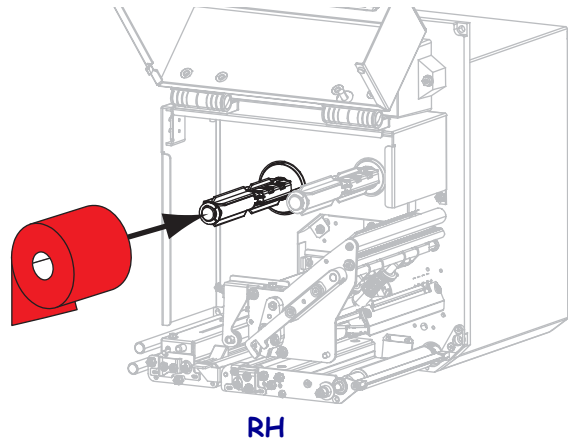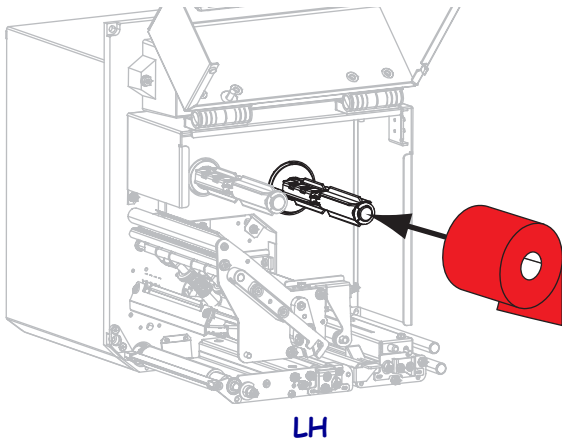**Caution •** The printhead may be hot and could cause severe burns. Allow the printhead to cool.

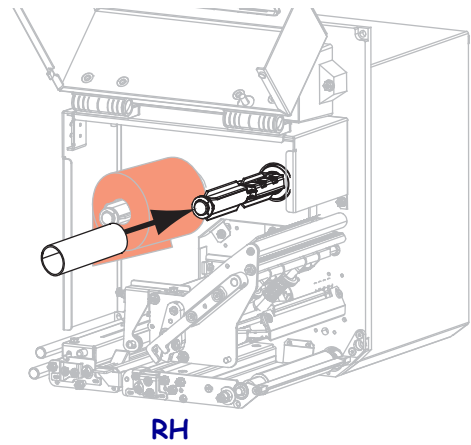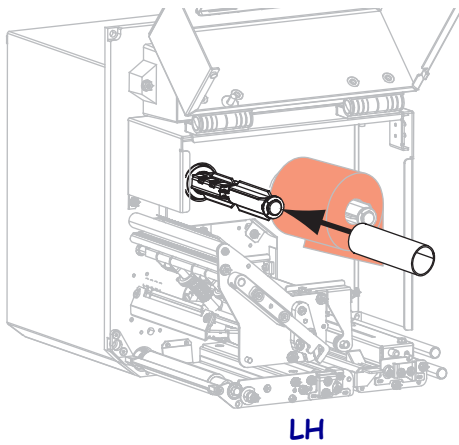Rotate the printhead-release latch to the open position.

LH RH
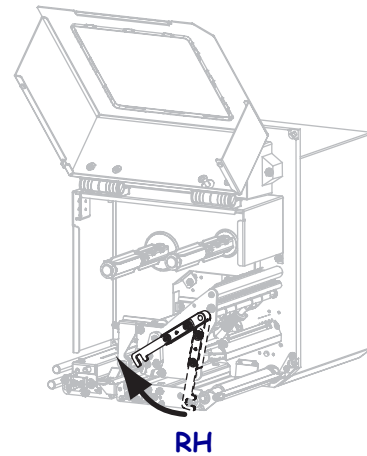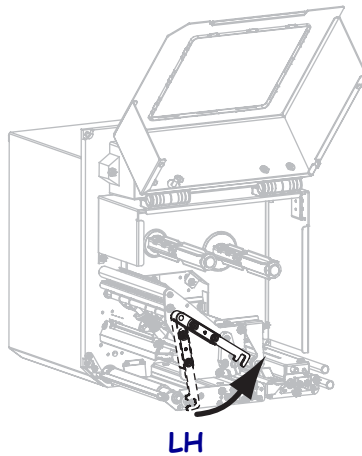
2. Position the ribbon roll with the loose end unrolling in the direction shown.

LH   RH
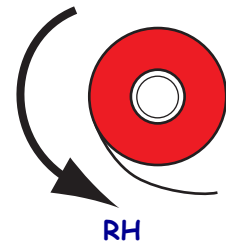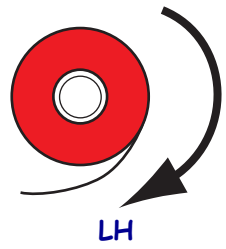
**3.** Place the roll of ribbon on the ribbon supply spindle. Push the roll back as far as it will go.

LH   RH

**4.** Place an empty ribbon core on the ribbon take-up spindle. Push the core back as far as it will go.

LH   RH

5.

⚠️ **Caution** • The printhead may be hot and could cause severe burns. Allow the printhead to cool.

Thread the ribbon under the lower ribbon guide roller **(1)**, under the printhead assembly **(2)**, and then over the upper ribbon guide roller **(3)**.

LH | RH
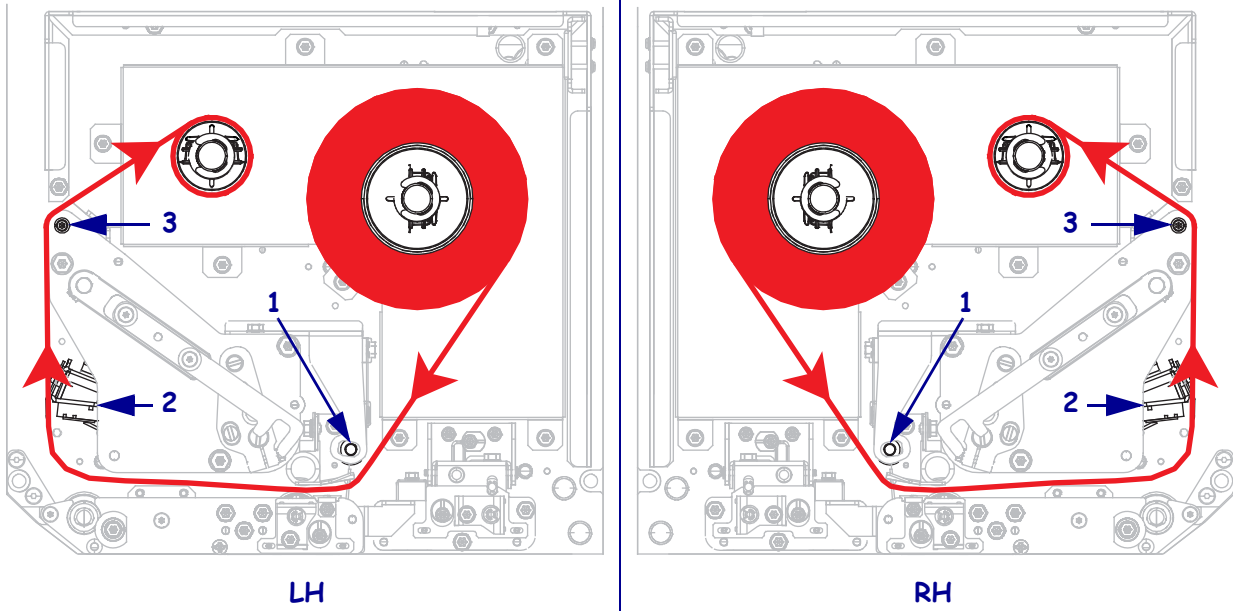
6. Wind the ribbon around the core on the ribbon take-up spindle.
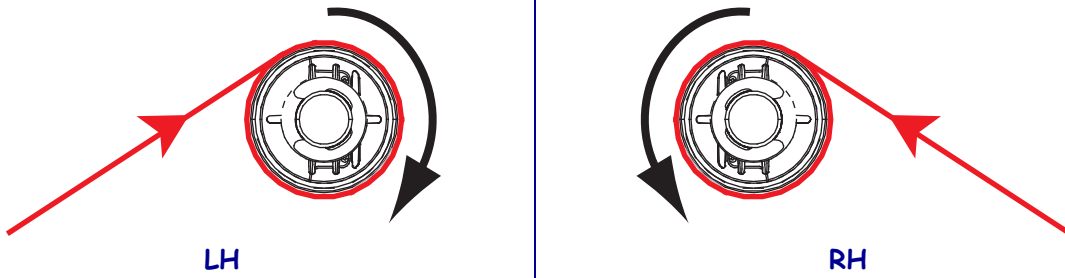
LH | RH

Loading Media

7. Load media on the media supply reel of the applicator (refer to the applicator's documentation for more information).

8. Press the release button on the pinch roller assembly. Allow the assembly to pivot upward.
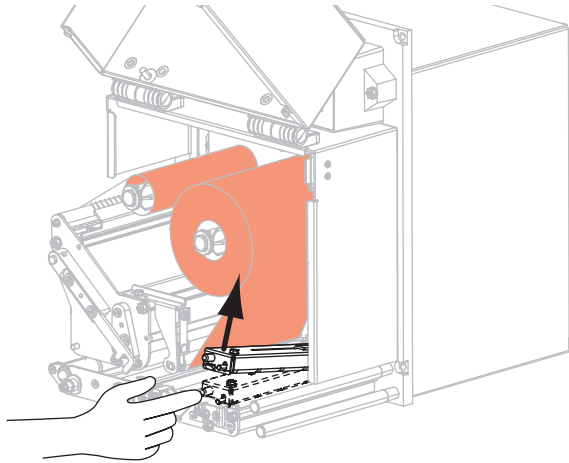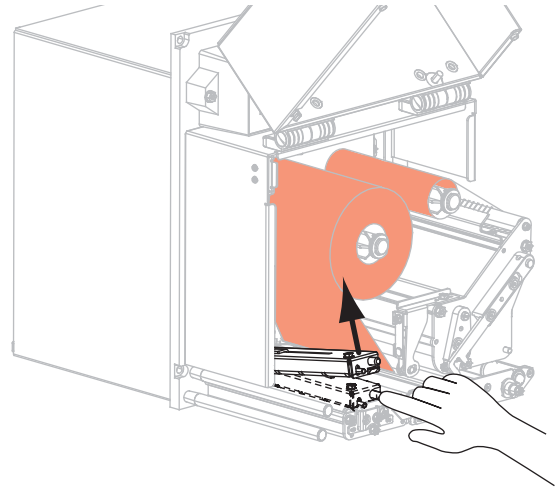
LH   **RH**

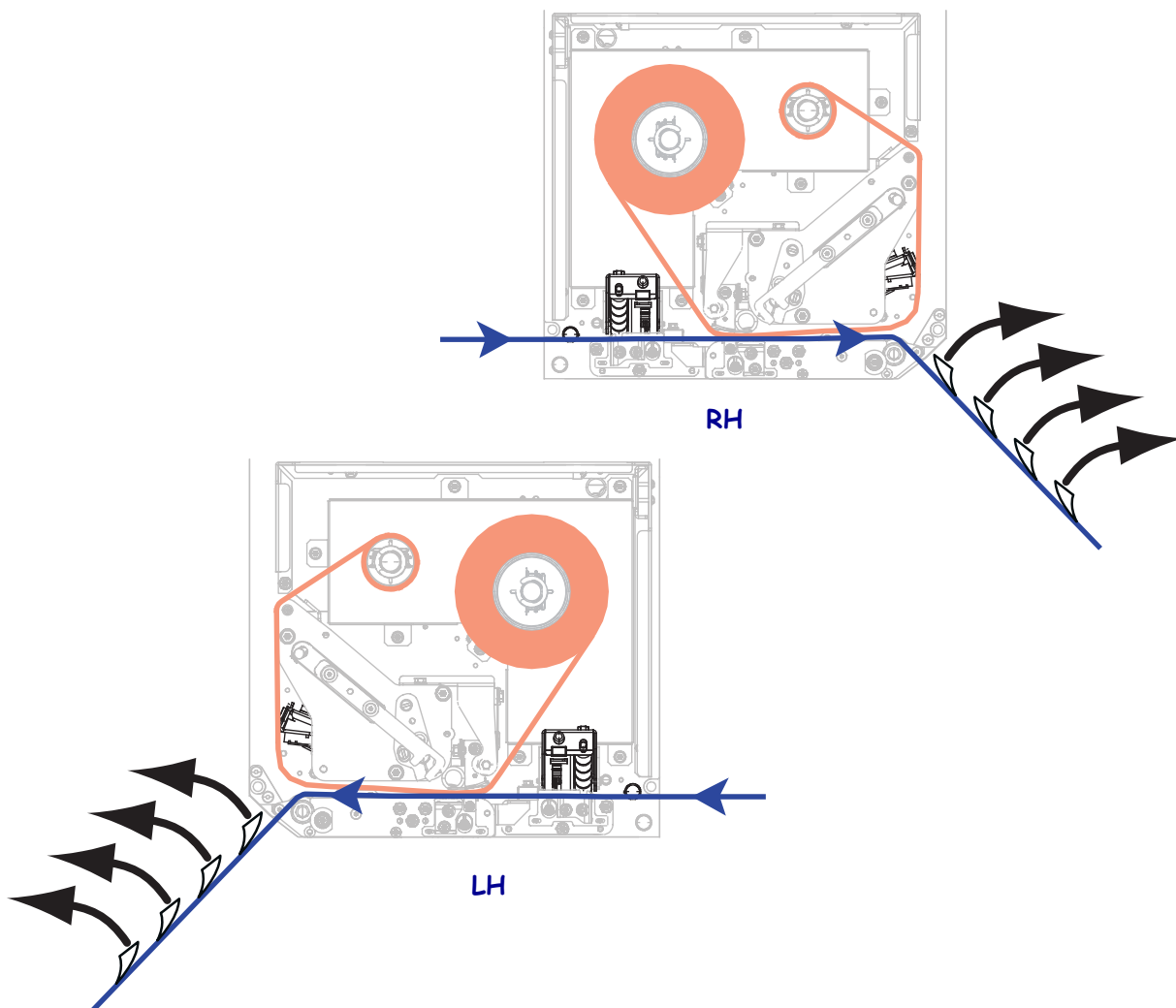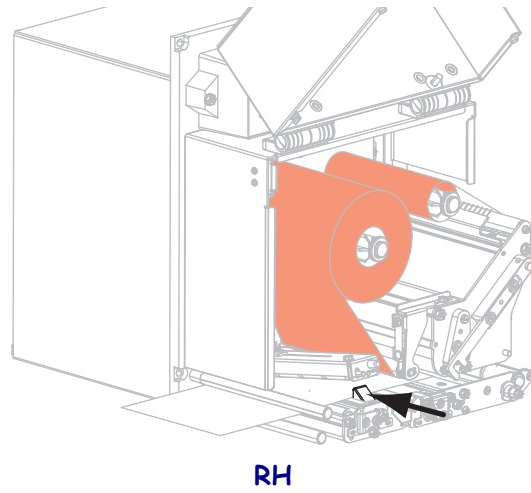**9.** Slide the media guide all the way out.
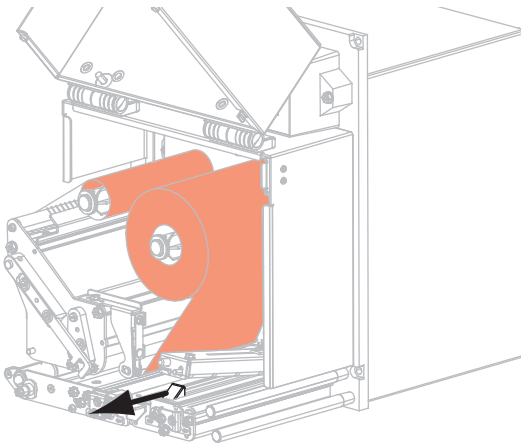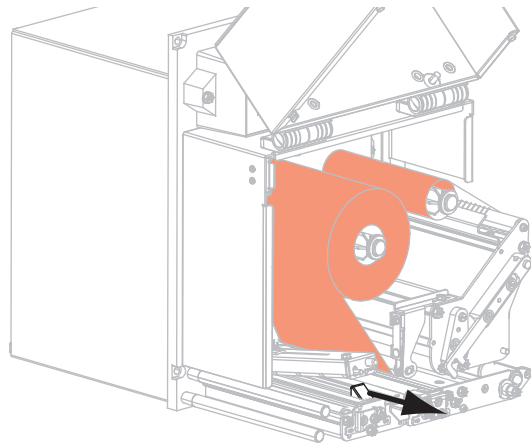
LH   **RH**

10. Thread the media under the upper guide post **(1)**, below the pinch roller assembly **(2)**, and under the printhead assembly **(3)**.
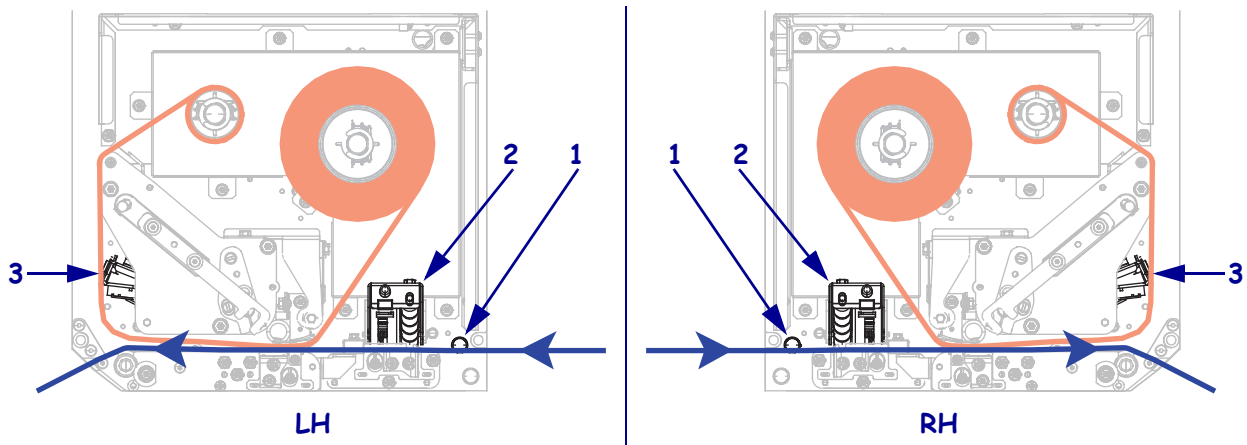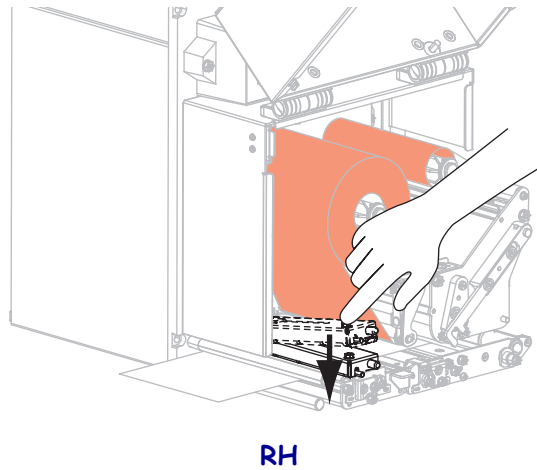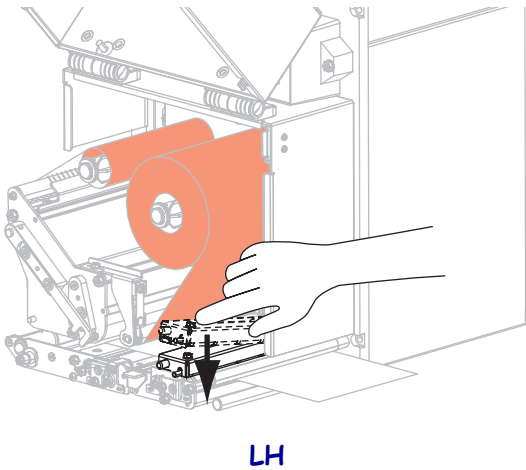

11. Extend approximately 30 in. (75 cm) of media past the peel bar. Remove and discard the labels from the liner on this exposed media.
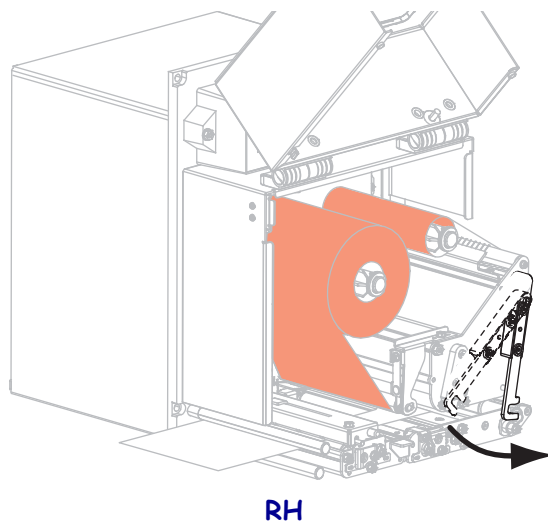
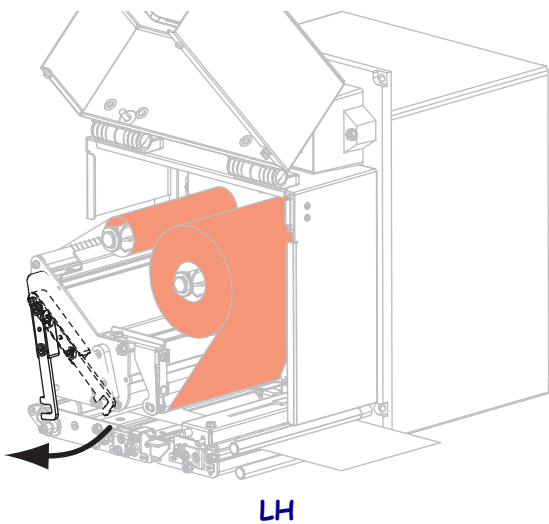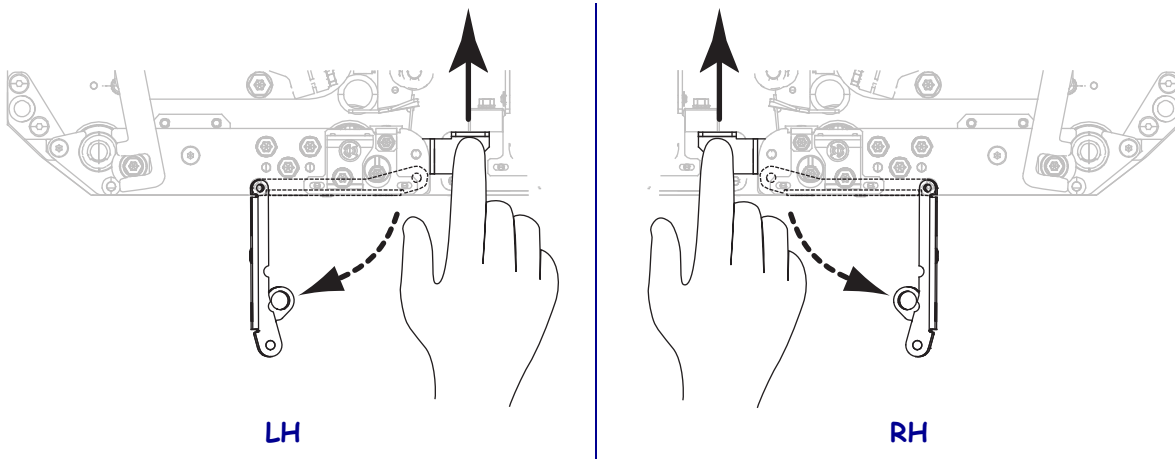**12.** Slide in the media guide until it just touches the edge of the media.

LH

RH
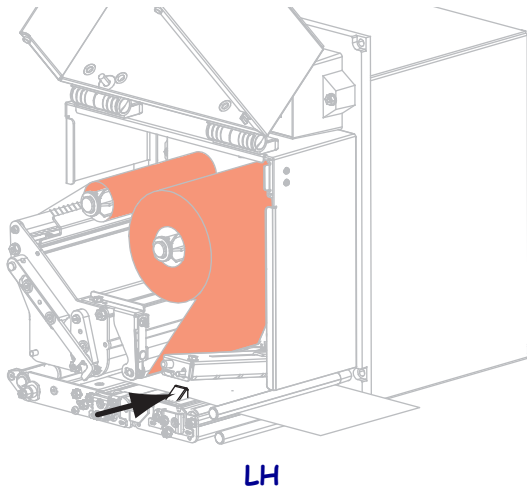
13. Press down on the pinch roller assembly until it locks closed.

LH

RH

14. Rotate the printhead-release latch to the closed position.
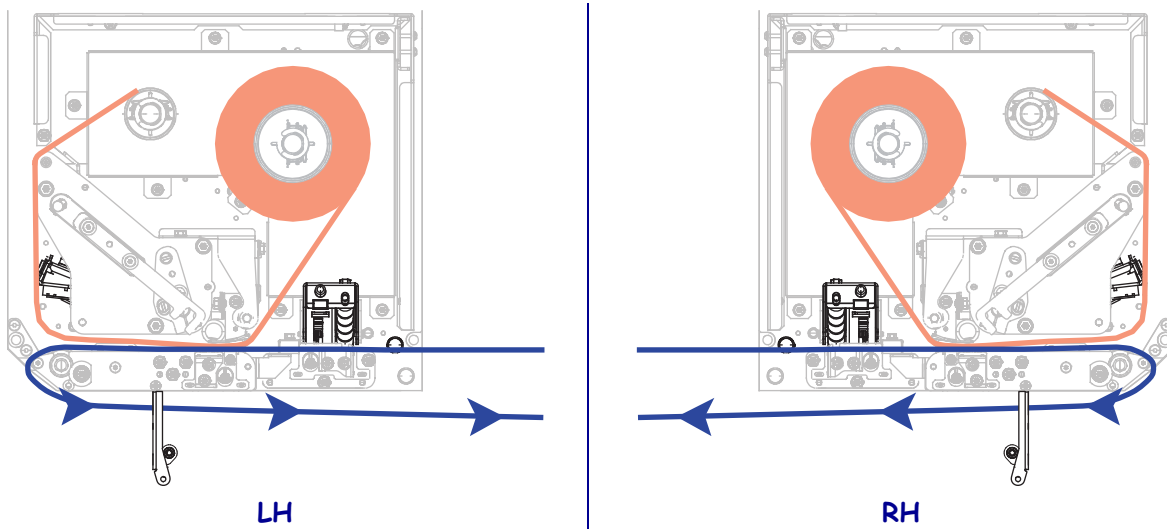

LH

RH

15. Raise the peel roller latch so that the peel roller assembly pivots downward.
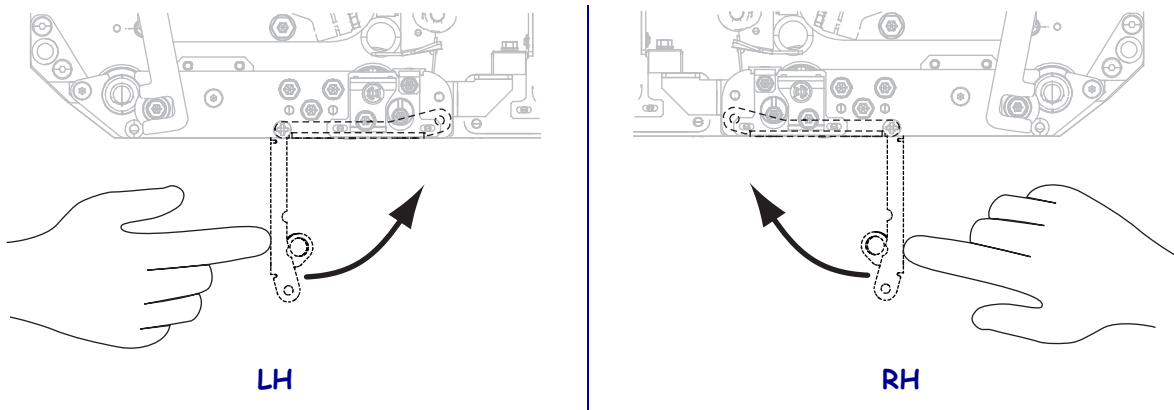

LH

RH

16. Thread the liner around the peel bar, under the platen roller, and through the peel roller assembly.

> **❗ Important •** If the applicator has an air tube, route the liner between the air tube and the peel bar. Do not thread the liner over the air tube.
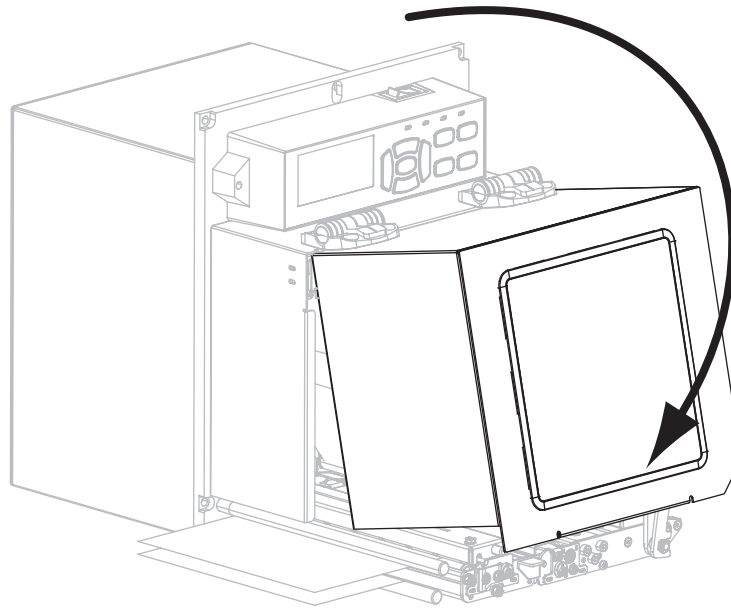

LH

RH

17. Rotate the peel roller assembly up until it locks into the closed position.

LH

RH

18. Thread the liner around the take-up spindle of the applicator (refer to the applicator's documentation for more information).
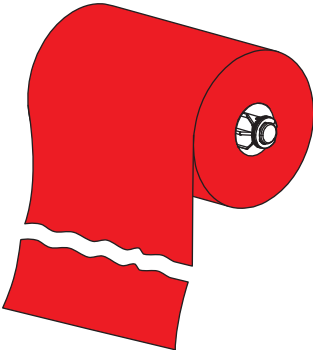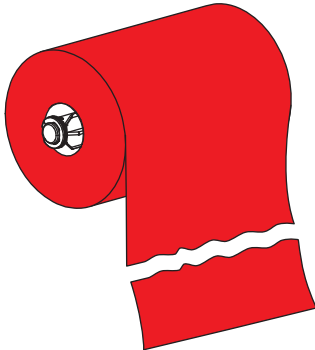
19. Close the media door.

Remove Used Ribbon

Remove used ribbon from the ribbon take-up spindle each time you change the roll of ribbon.

To remove used ribbon, complete these steps:

1. Has the ribbon run out?

If the ribbon...	Then
Ran out	Continue with step 2.
Did not run out	**a.** Cut or break the ribbon before the ribbon take-up spindle. LH RH **b.** Continue with step 2.

2. Slide the core with the used ribbon off of the ribbon take-up spindle.

LH   RH
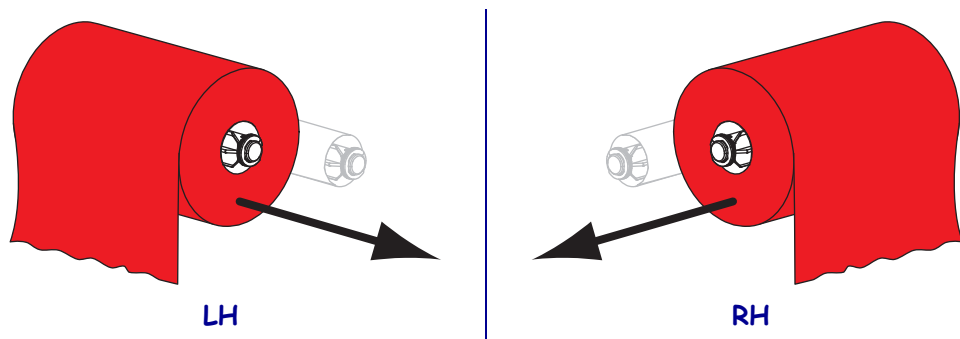
3. Discard the used ribbon. You may reuse the empty core from the ribbon supply spindle by moving it to the ribbon take-up spindle.