How to load thermal ribbon

Summary
This guide will show you how to load a thermal ribbon onto a Toshiba B-SX6.

1. Unlock the printer and open
Turn the green switch to Open to open the side panel then lift the top panel up to access the internal mechanisms of the printer.

2. Open the print head lock plate
At the front of the printer is a locking plate open this by pulling firmly on the green handle. The printhead may drop a little but this is normal. This allows access to feed the ribbon across the print head.
3. Feed ribbon through printer
Start by unrolling the ribbon and start at the corner of the print head feed carefully across the print head. Continue to feed across the print head so that both ribbon cores are roughly parallel with each other and the print head.
4. Attach ribbon cores onto the ribbon holders
To attach the ribbon core to the ribbon holder push the core onto the spring holder. On the other side of the printer line up the notch between the ribbon holder and the ribbon core, you may need to rotate the ribbon holder to line up correctly. Repeat with the front ribbon core.
5. Wind up excess slack to remove creasing
Wind up the excess slack by rotating the front ribbon clockwise. On the side of the printhead are two lever next to each ribbon holder. These can be used to adjust the angle of the ribbon cores to prevent creasing. The default position for these is with both levers pointing straight up.
6. Close print head lock plate
With the ribbon in place close the print head lock place and press firmly to hold.

7. Close printer and lock
Close the top and side panels and lock the printer by turning the green switch to position one for labels and position two for card and tags.

Still need help?
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Also check out our website www.progressive-id.co.uk/help for more user guides and support documents.