

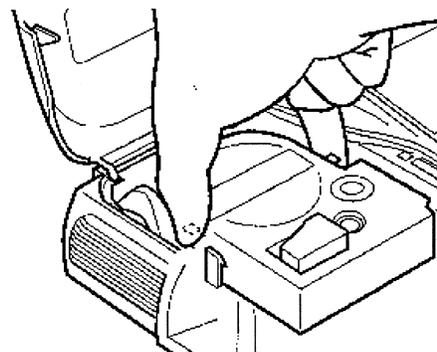
IMPORTANT! IMPORTANT!

Replacing a Tape Cartridge

Turn Machine **OFF**

To Take Out Used Cartridge

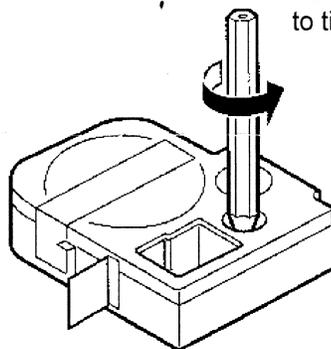
1. Make sure MACHINE is off.
2. Raise the cover. Then remove the used cartridge by grasping it on both sides and pulling it straight up and out.



To Load a New Cartridge

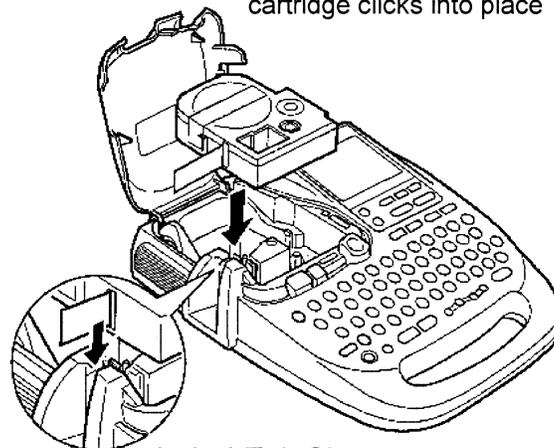
1. Take the new tape cartridge from its box and make sure the tape extends out at least 1/4 inch. Slowly pull out tape with your finger to extend tape 1/4 inch.
2. If the ink ribbon within the tape cartridge appears loose, tighten it with a pencil by turning gently counterclockwise as shown.
3. Push the tape cartridge straight down into the unit until it clicks. Make sure that the tape extending from the cartridge fits into the label exit slot at the left.
4. Press the cover down firmly but gently until cover "snaps" closed.

Turn counterclockwise to tighten ink ribbon



▲ Tape Extended 1/4"

Push straight down firmly until cartridge clicks into place



NOTE: Cartridge is in correctly when it is all the way down in the machine pocket and lying flat.