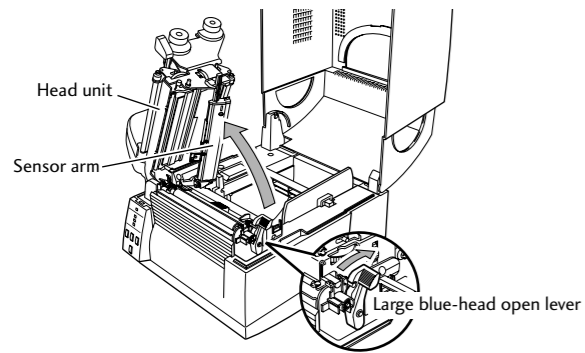




### 3 Media Installation

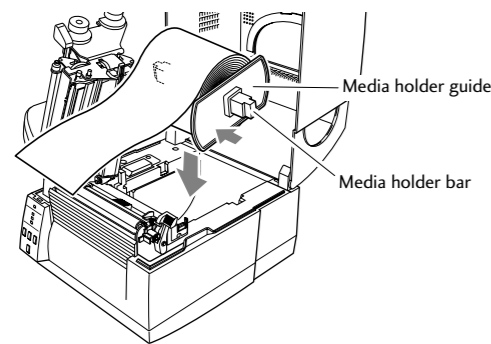
#### Installing the Media

a. Push the large blue head open lever to release the head unit and then raise it to the position shown below. On the CL-S621 and CL-S631, you will also need to raise the sensor arm by simply lifting it in the same way; the CL-S521 does this automatically.



b. Firstly, slide the two black plastic parts of the media holder assembly together. Ensure correct alignment of the guide with the bar as it can only be installed in one direction.

c. Slide the roll of media over the media bar. The media guide must be on the right side of the roll of media (as viewed from the front of the printer) with the ribbed surface of the media guide touching the media roll as shown in the illustration.

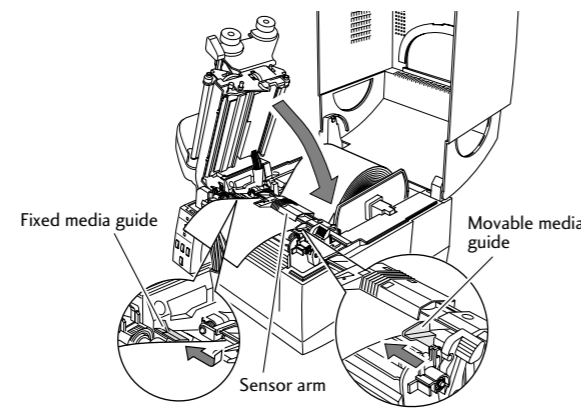


d. Set the media roll and media holder in to the printer as shown above. It is advisable to pull a length of media forwards and through the mechanism ready for later positioning.

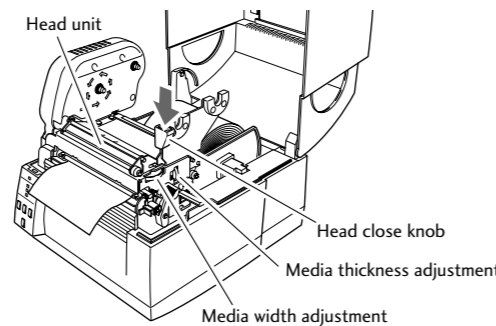
e. Move the media roll so it is touching the leftside of the housing. Then slide the black media guide so it is touching the media on the right side. Do not try to hold the media too tightly with these guides as it will cause the printer to jam during printing.

f. You may need to adjust the media sensors as described in section 6. This will depend on the media types you are using.

g. Align the media with the left fixed media guide, align the right movable media guide with the media width, and lower the sensor arm.



h. Lower and lock the head unit. Align it with the width of the media that has been set, then set the media width and media thickness adjustment dials. See section 5 for more info.

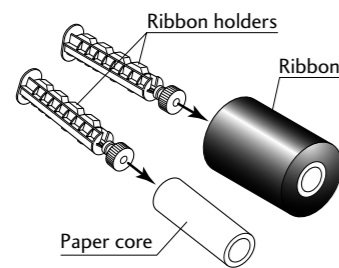


i. With the power switched on, push the FEED key to feed the media. It will halt at the next print start position.

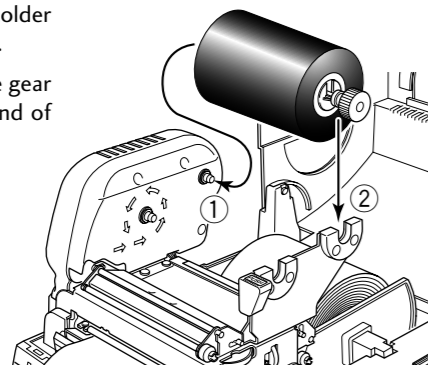
### 4 Ribbon Installation (For the CL-S621 and CL-S631 only)

a. Check the kind of ribbon used and set the ribbon winding direction using menu setup mode or operation panel. This is the method for installing an outside wound ribbon (also known as "ink out").

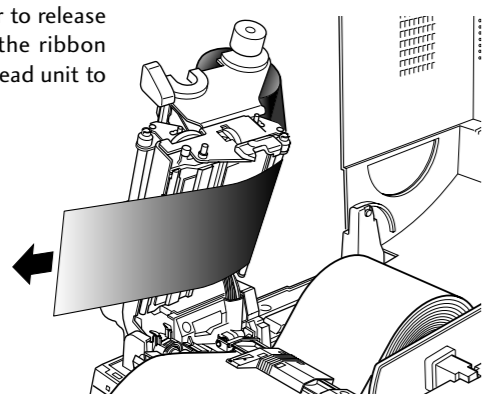
b. Place the new, unused ribbon and the paper core (tube) on to a ribbon holder each. Insert the ribbon holders all the way in to the ribbon and paper core.



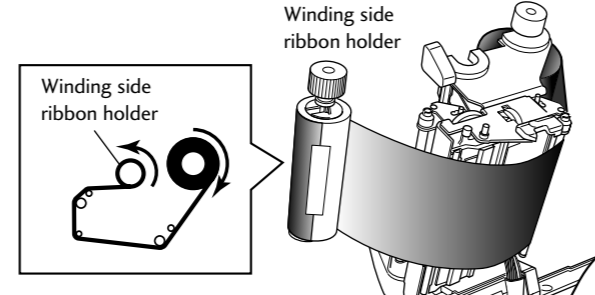
c. Install the unused ribbon and holder in to the rear ribbon drive unit. The splines on the ribbon drive gear mechanism engage with the end of the ribbon holder.



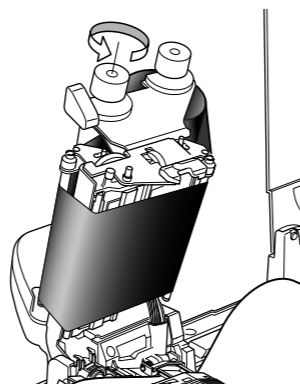
d. Push the head open lever to release the head unit. Pull out the ribbon from the bottom of the head unit to the ribbon winding side.



e. Using the adhesive leader of the ribbon or some adhesive tape, fix the ribbon that you have pulled out on the ribbon holder on which the paper tube has been set and wind it on the ribbon holder.

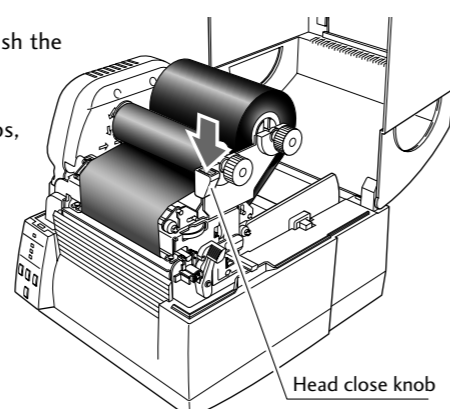


f. Put the ribbon holder on which the paper tube has been set in the ribbon drive unit, then rotate it in the direction shown by the arrow to remove slack and wrinkles from the ribbon.



g. Push the head close knob to lower and lock the head unit. Be sure to always push the head close knob to lock the head unit

h. If the ribbon is wrinkled, push the FEED key until the wrinkles disappear. If the wrinkles do not disappear or if it slips, perform ribbon balance adjustment and ribbon tension adjustment as described in Chapter 3 of the full user's manual on the CD supplied.



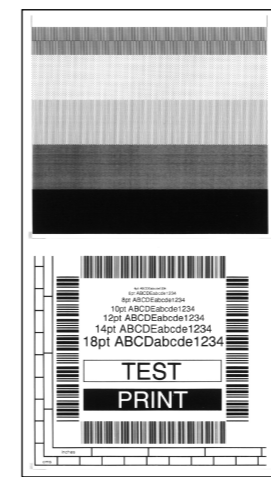
### 5 Self Tests and Printer Configuration

#### Self Test Print

Performing a self test print is an easy way to check on the state of printer setting and printing quality. Install the media as explained in sections 3 & 4 and then operate the printer as follows.

##### For label media

Turn on printer power while pushing the FEED key. When the PRINT LED has begun to flash slowly, release the FEED key.

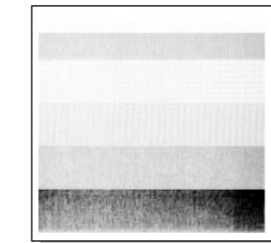


##### For continuous media

Turn on printer power while pushing the FEED key. When the PRINT LED has stopped flashing slowly and has begun to flash rapidly, release the FEED key.

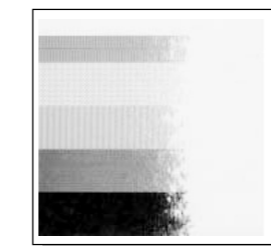
The printer will produce the self test shown, then it will stop. To repeat, press the FEED key again. To exit, switch of the printer.

#### Media Adjustments



Using the Self Test Print shown above, you can make adjustments to the printer settings such as media width and media thickness (printhead pressure). The location of these two adjustments is explained in section 3.h and also shown on the labels on the printer's mechanism.

The first sample, left, shows an incorrectly set "media thickness adjustment". For standard label media, it is recommended you set the blue dial to the "0" position.

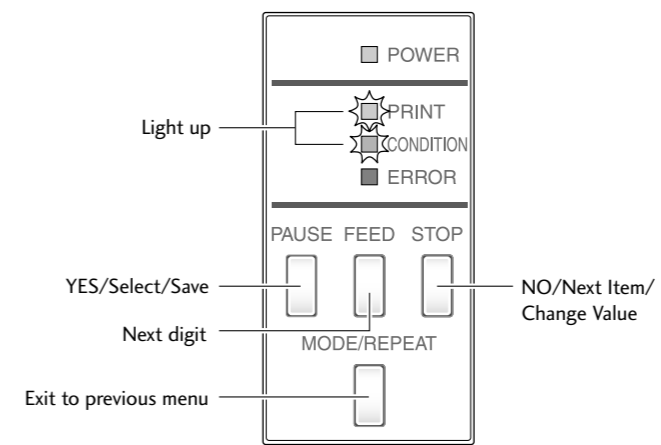


The second sample, left, shows an incorrectly set "media width adjustment". For 4-inch or 100mm wide media, the adjuster should be set to the "9" position on the blue dial.

The settings shown above are for general label media and may not apply to specialist media.

#### Printer Configuration Menu

If the printer power is turn on while the MODE/REPEAT key is pressed, the printer enters menu setup mode. In this mode, the printer's configuration can be changed using the VuePrint Menu System. During menu setting mode, the CONDITION LED is on. Media must be installed in the printer to use the VuePrint menu system.

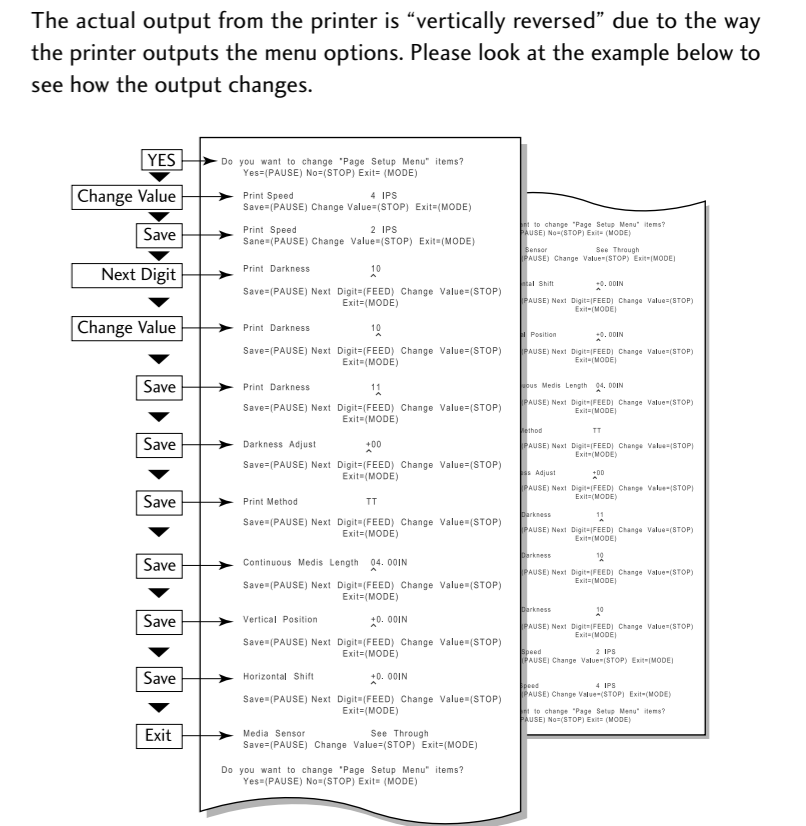


##### Functions of the keys

After each menu item is printed, the printer will also print the function of each of the buttons at that time. They vary slightly depending on the menu selected but generally fit the following guidelines:

- PAUSE key (YES):** It is pushed to either select the current menu option or to save the new setting after which it advances to the next menu.
- STOP key (CHANGE/NO):** Whilst changing a menu value (such as head temperature), pressing this key displays the next menu value available but does not save the setting. In the "main menu", pressing this key moves to the next menu available.
- FEED key (CURSOR):** With some menu options such as head temperature, there is more than one "digit" than can be changed. This key moves the cursor to the next digit.
- MODE/REPEAT key (EXIT):** Exits the current menu or the VuePrint menu system

Shown below is a sample menu output from the VuePrint menu system. This particular example is changing the print speed and print darkness then continues through the remainder of the "Print Setup" menu.



#### Caution

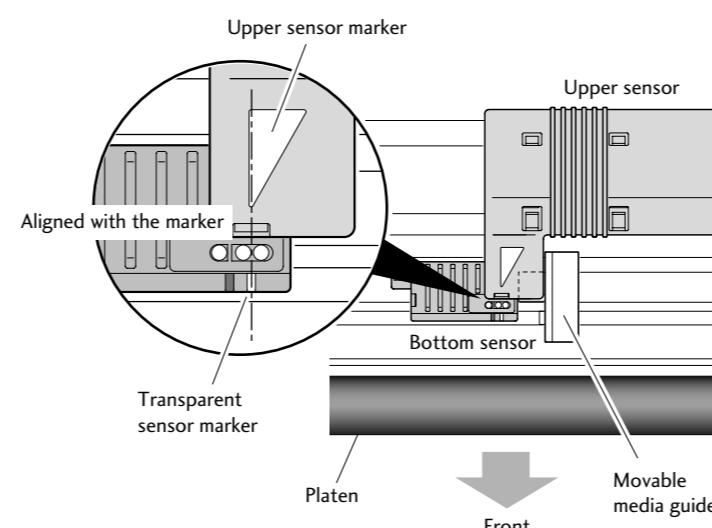
When you are changing a menu value, pressing the "PAUSE" key (YES) causes the printer to save the currently selected parameter. The CONDITION LED flashes briefly. Do not turn off the power to the printer at this time as this may cause a malfunction. If the power is accidentally turned off, first reset the printer to factory defaults.

### 6 Sensor Adjustment for Specialist Media

#### For non-standard media sizes and shapes, you may need to adjust the media sensors from their usual positions

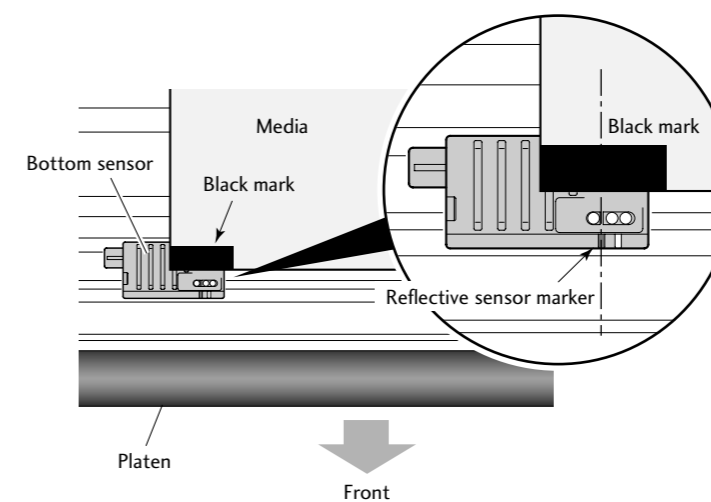
To detect gaps between labels and for media with notches or holes, use the transparent or see-through sensor:

- First, move the lower sensor to the center of the media installed or in line with the hole or notch in the media.
- Then align the upper sensor marker with the lower sensor marker as shown in the diagram below.
- For easy and quick alignment (and to reset to factory positions) slide both the upper and lower sensors to the right-most position of travel. They will now be perfectly aligned over the centre of the mechanism.



To detect media with black 'registration' marks on the back of the media, use the reflective sensor:

- In reflective sensor mode, only the lower sensor is used.
- Adjust the position of the lower reflective sensor so that the marker is at the center of the black mark on the media as shown below.
- The upper sensor arm is still closed over the media to help guide it through the printer, even though the upper sensor arm is no longer used.



### 7 Windows® Drivers

#### Printer Driver Installation

Citizen supply drivers and label design software for a wide range of Windows® operating systems including XP, 2003, Vista, 2008 and Windows 7; they are included on the CD with this printer.

The latest drivers and software including those for any newer versions of Windows® are always available free-of-charge from our web site details of which are on the back of this guide.

Under the latest versions of Windows®, the computer will often automatically detect the presence of the printer. Therefore it is advisable to download the drivers from our web site before installing the printer so the files are ready for installation.

During installation of the printer driver, the computer may ask you to select the printer required.

You will need to click on "Have Disk..." box and then tell the computer the location of the driver files on your hard disk or on the CD ROM. You will usually need to look for the "Citizen.Inf" file.

Your supplier will assist you with the correct drivers and software which are compatible with your particular computer system if you are not using Windows®.

Windows® is a trademark of Microsoft® Corporation.

