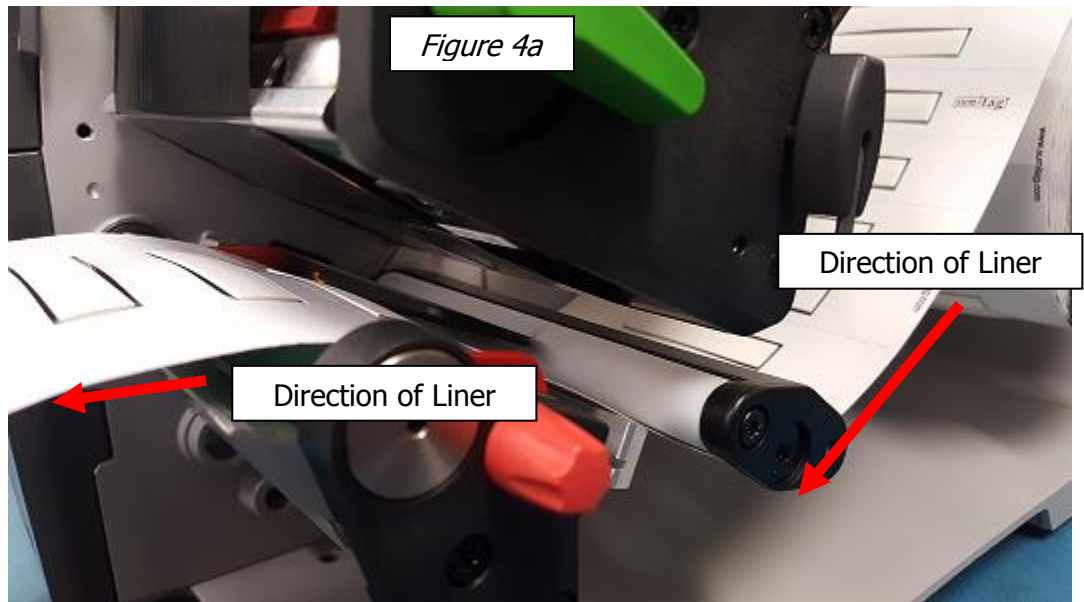# How to Load and Calibrate Formatted Product

Important: The Cutter is not required when using Formatted Product

1. Open the **Printer Access Cover.**

2. Rotate the green **Print Head Latch** counter-clockwise to open the print head.

3. Unlock and remove the **Spindle Lock** from the **Product Spindle**

4. Slide the Sumitag® formatted spool onto the **Product Spindle**. The liner should be feeding counter-clockwise from the top of the spool.

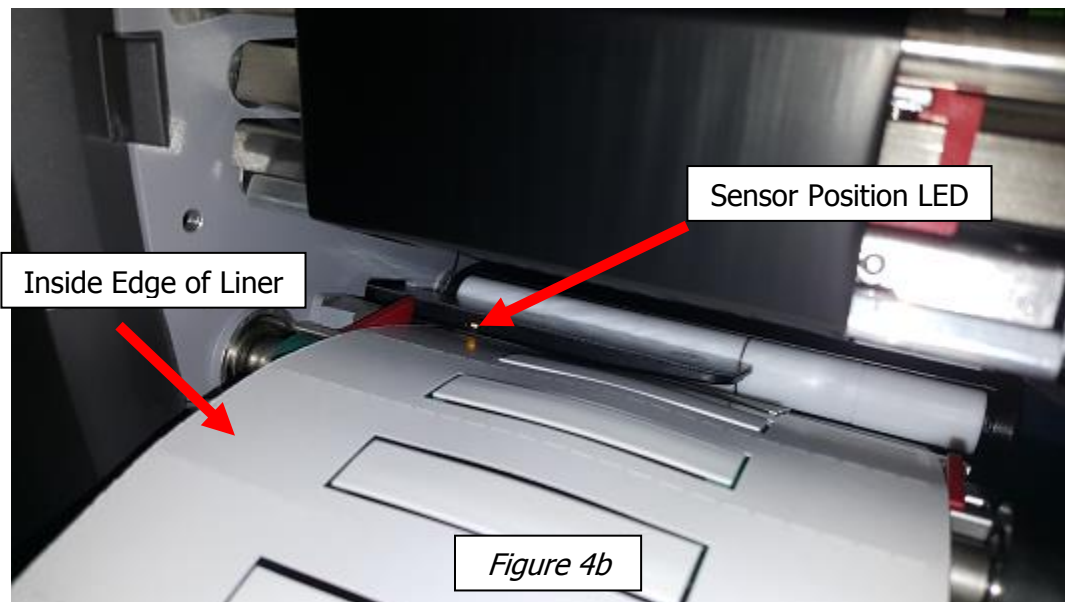5. Route the Sumitag Formatted Product through the printer as follows:

a. Guide the liner under the **Tension Dancer** and the sensor, then finally under the Print Head. Pull it out through the front opening. See *Figure 4a*


Figure 4a

Direction of Liner

Direction of Liner

b. Using the red knob, adjust the red fingers until they are in close proximity, but not touching, the liner on each side.
   Important: The liner should move freely between the guides.

6. Slide the sensor out over the inside **Edge of Liner** so that the amber LED is directly over the position. See *Figure 4b*

Sensor Position LED

Inside Edge of Liner

Figure 4b

7. With the Formatted Product in position, close down the print head.

8. On the front panel, tap the feed icon . The printer will calibrate and feed out approximately 2-4 markers then stop.

9. Press again. If calibrated correctly it will only feed one marker at a time. If it does not, open the print head and check the sensor location (See *Figure 4b*). Close print head and press the feed icon.

10. After calibration is complete, open the print head and roll back the excess fed markers. Close print head

11. Your Formatted Product is now calibrated on the printer and is ready for printing.