sumitag ™

the global cable identification system

Set-Up & Software Installation Guide
SUMITAG SS-SX Printer

SUMITOMO ELECTRIC
INTERCONNECT PRODUCTS, INC.

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Note: This guide is intended only to cover basic operation of and the most common procedures for your Sumitag® SS printer. For more information, please visit us on the web at www.SumiSupport.com.

Table of Contents

I. Hardware Setup & Procedures

Unpacking and Inspection

This section is designed to assist you in readying the printer for use. Please consider it carefully in order to ensure that you have received all the necessary components for proper operation.

1. Remove the top foam packing piece.
2. Lift printer straight up and out of the box carefully, with adequate assistance.
3. Remove and inspect the accessory kit and supplies.

Important: Save box and all packing materials for future use, in the event the printer needs to be shipped. Units returned for service in non-approved packaging may void the warranty or increase repair costs due to shipping damage.

Verify that the printer box contains the following materials:
- Sumitag® SS Printer
- Power Cord
- USB A-to-B cable
- USB flash drive containing SumiLabel and IMM software, PDF manual, drivers and other utilities.
- A sample ribbon roll with take-up ribbon core (preinstalled on the unit)
- SumiLabel Software and IMM Activation Card

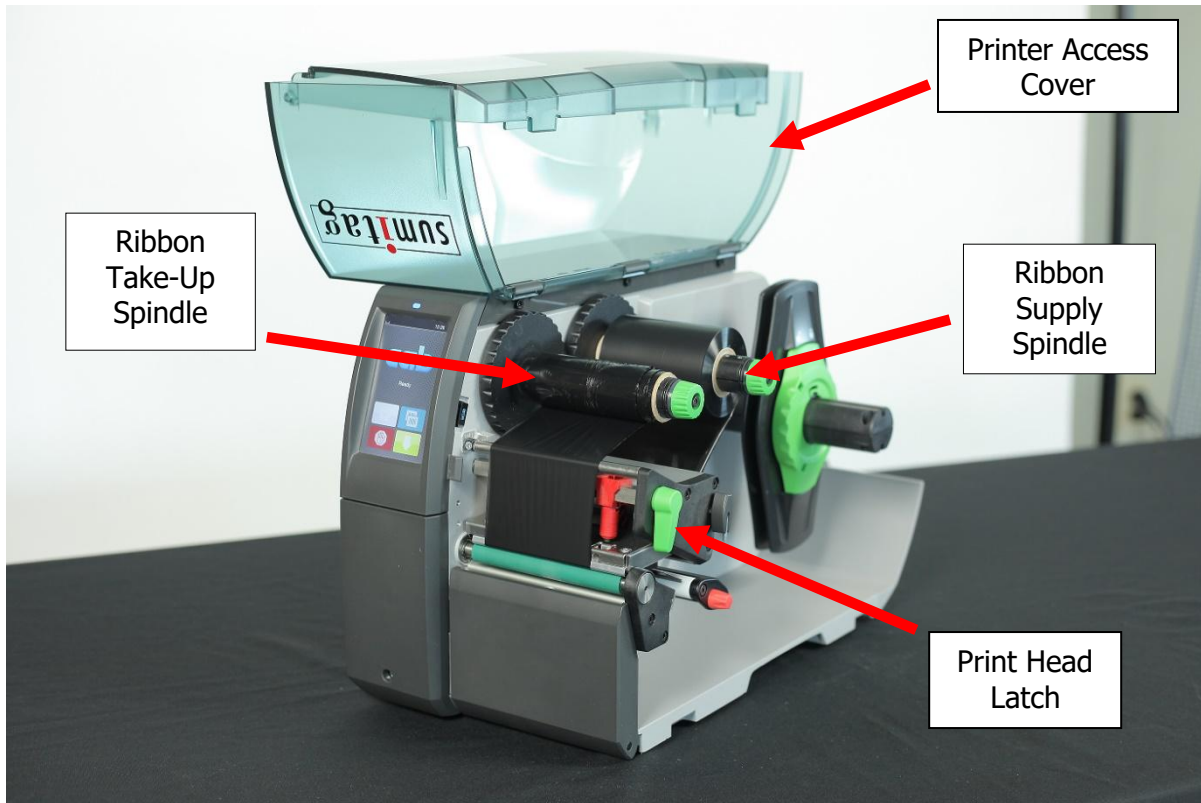# Connecting Printer and Computer

To connect your Sumitag® printer to your computer, you must connect the printer via USB or ethernet. A USB cable is provided with the printer for your convenience. Refer to *Figure 1* below for the labeled ports.

Important: Use the cables that came with the printer, as they have been tested to ensure proper printing.

Figure 1

Power Switch

USB Port (A-to-B)

Ethernet Port

Power Plug Port
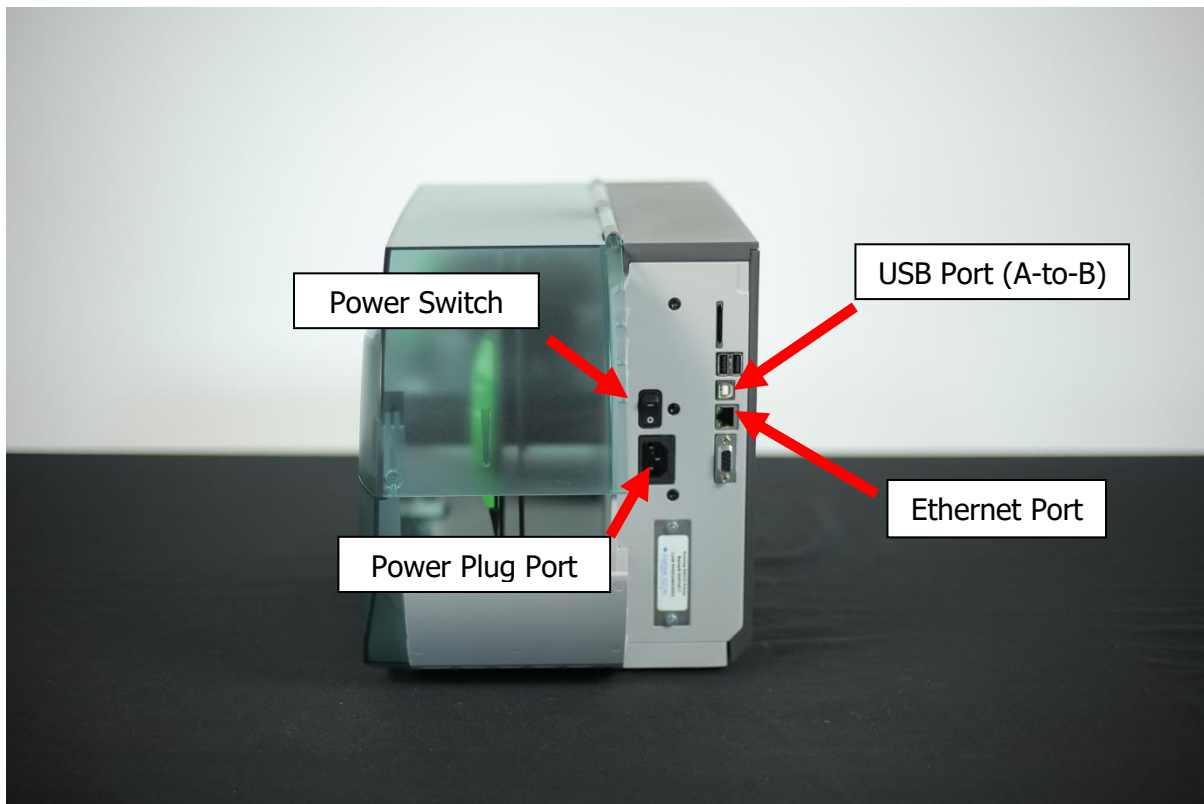
Procedure 1a – Loading the Ribbon

Printer Access Cover

Ribbon Take-Up Spindle

Ribbon Supply Spindle

Print Head Latch

Figure 2

1. Open the **Printer Access Cover**.
2. Rotate the **Print Head Latch** counter-clockwise to open the print head module.
3. Unwrap the ribbon, and place the **Ribbon Supply Roll** on the **Ribbon Supply Spindle** located towards the back of the printer. Slide the core <u>all the way to the back</u> of the spindle.
4. Place the **Ribbon Take-up** core on the **Ribbon Take-Up Spindle**, located towards the front of the printer. Slide the core all the way to the back of the spindle.
5. Route the ribbon under the print head mechanism and around the back of the **Ribbon Take-Up Core**, then attach with tape to the **Ribbon Take-Up Core**.
6. Tighten ribbon by manually rotating the **Take-Up Core** counter-clockwise.
7. To ensure proper ribbon operation, make sure that the ribbon is wound with the ink side out, feeds off the back of the **Ribbon Supply Spindle**, runs under the print head, and is re-wound on the Take-Up spindle starting from the back.

When properly loaded as shown in *Figure 2*, the **Ribbon Supply** will rotate clockwise and the **Ribbon Take-Up** will rotate counter-clockwise. Proper ribbon loading technique is also shown on the diagram inside the **Printer Access Cover.**
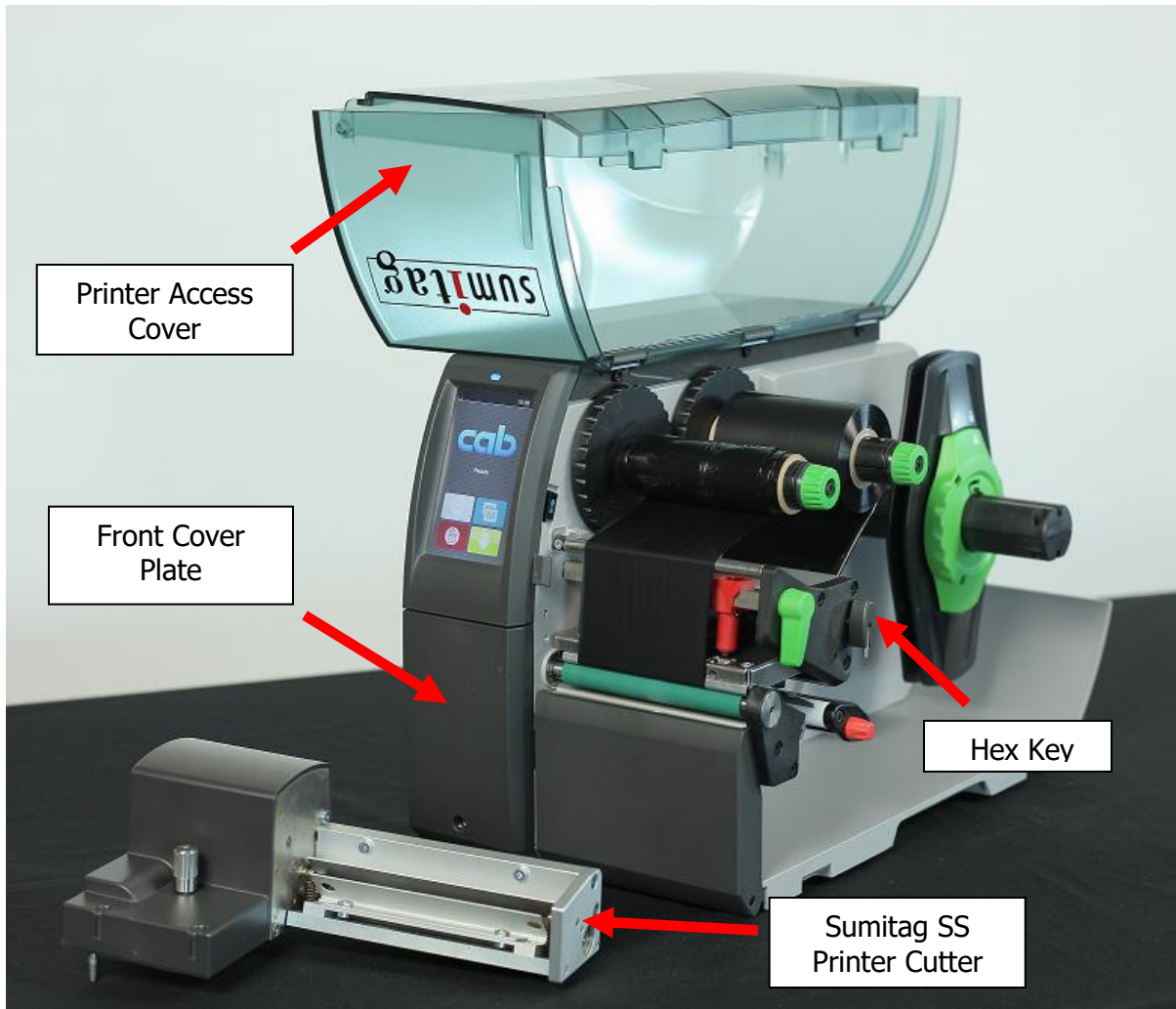
Procedure 1b – Installing the Cutter

Printer Access Cover

Front Cover Plate

Hex Key

Sumitag SS Printer Cutter

Figure 3a

1. Power off the printer.
2. Open the **Printer Access Cover.**
3. Remove the mounting screw on the **Front Cover Plate** with the provided **Hex Key.** Remove the **Front Cover Plate**. See *Figure 3a*
4. Line up the back of the cutter with the mounting points on the printer. See *Figure 3b*

Figure 3b

Properly Align the Cutter
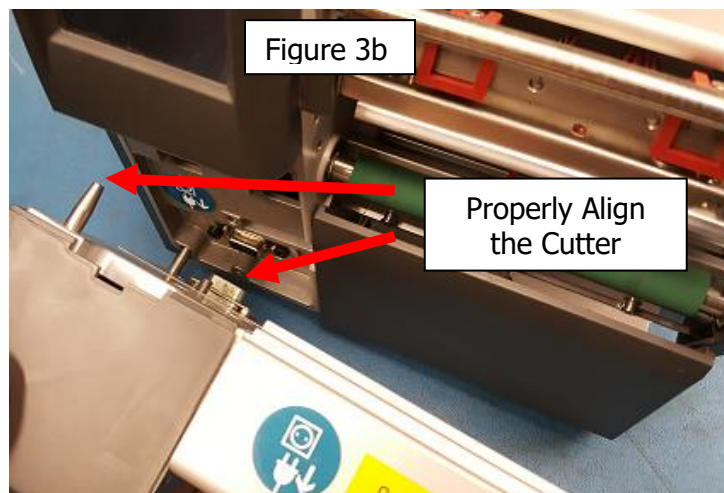
5. After mounting the cutter, turn the thumbscrew a few turns clockwise to lock the cutter into place. *See Figure 3c*

Figure 3c

6. Power on the printer. The cutter will calibrate and cycle a cut.
   CAUTION! Keep clear of the cutter opening when cutter is in use!

7. The cutter is now ready to use with the printer.

# Procedure 2a – Loading Sumitag Continuous Tubing
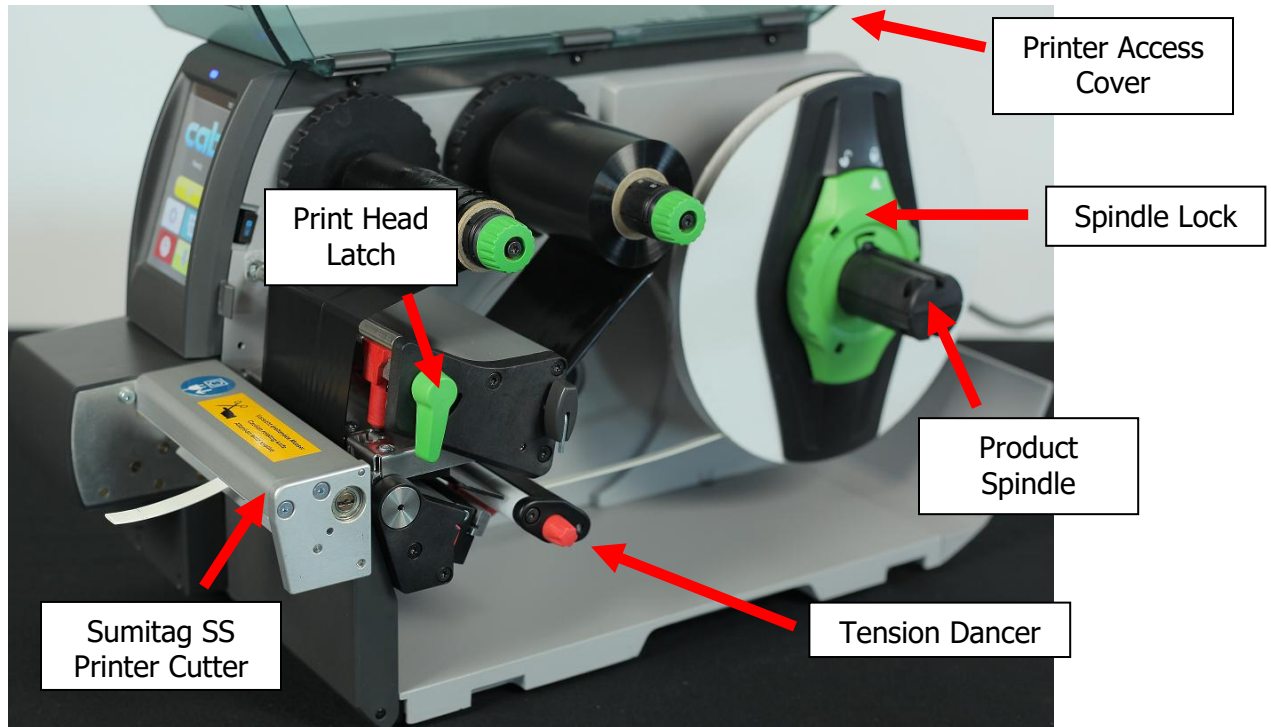
Figure 3a

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® tubing spool onto the **Product Spindle**. Tubing should be feeding clockwise from under the spool.
5. Route the Sumitag HPC tubing through the printer as follows:
   a. First**,** guide the tubing under the Print Head and out through the cutter.
   b. Slide the tubing under the **Tension Dancer** between the red guide fingers.
   c. Using the red knob, adjust the red fingers until they are in close proximity, but not touching, the tubing on each side.
   **Important: The tubing should move freely between the guides.**
6. Slide the sensor out over the tubing so that the amber LED is directly over the tubing. See *Figure 3b*
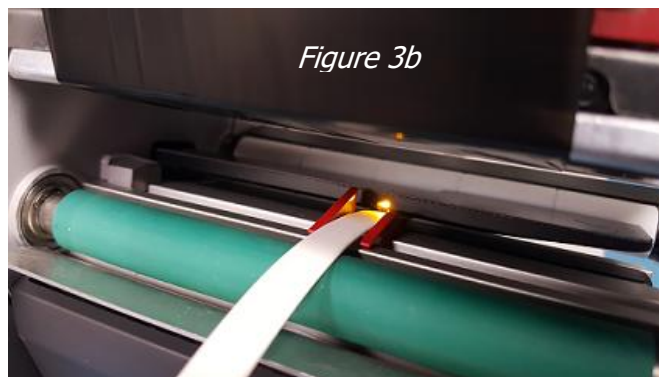
7. Turn the **Print Head Latch** clockwise to the fully closed position. You are now ready to print.

Procedure 2b – Loading Sumitag Formatted Product

In addition to being able to print on spooled tubing, the Sumitag SS Printer can also run on formatted product. The following steps will show how to load and calibrate this product.

Important: The Cutter will not be used 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*
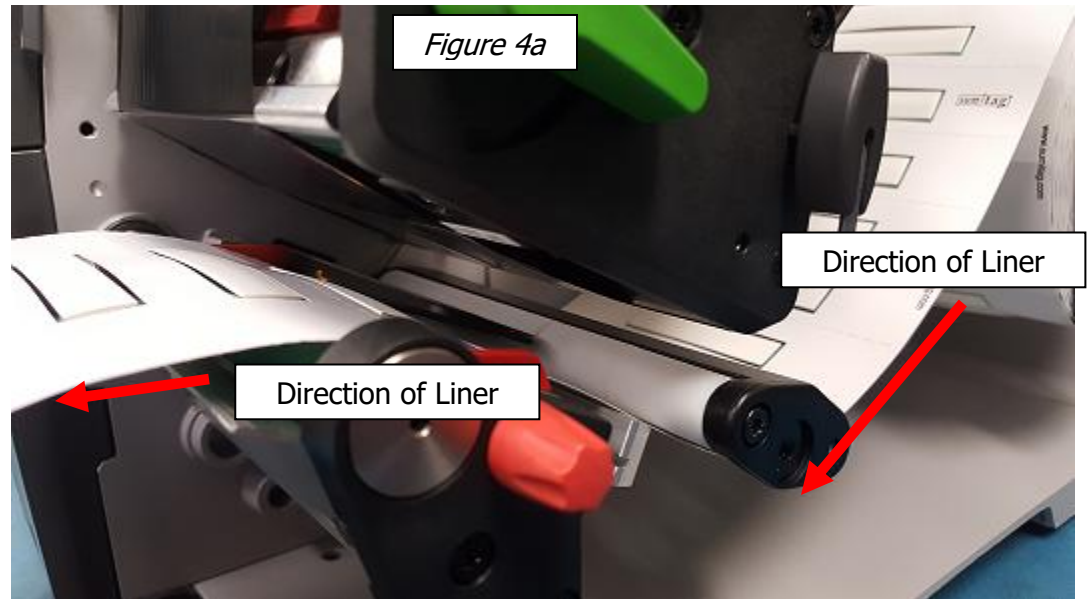
Figure 4a

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*
   Close down the Print Head.

Sensor Position LED

Inside Edge of Liner

Figure 4b
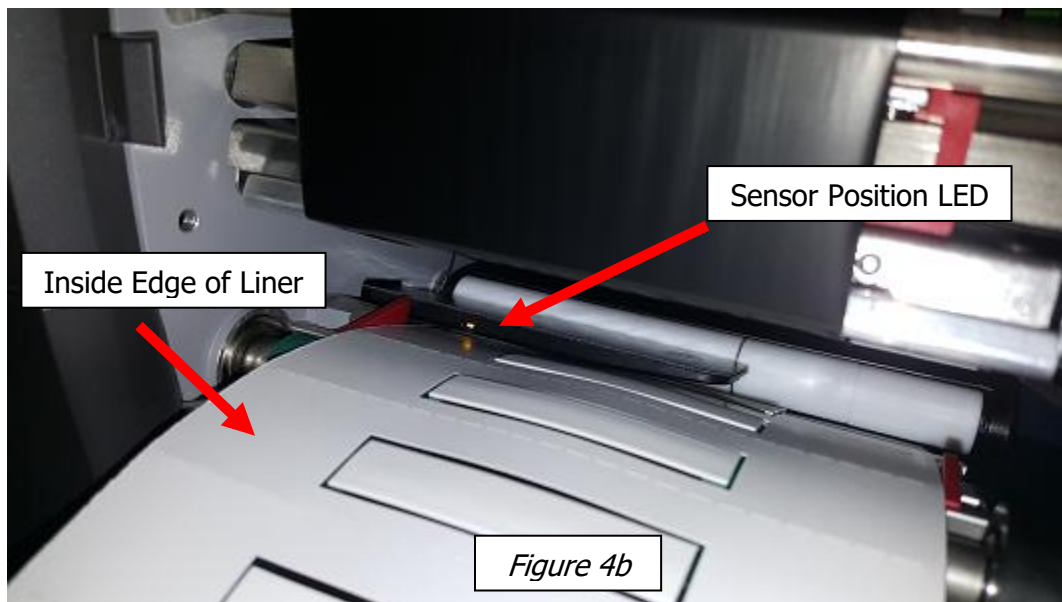
Procedure 3a – Calibrating Sumitag Formatted Product

Before printing on Sumitag Formatted Product, it must first be calibrated in the printer. With the product loaded (See Procedure 3a for loading instructions) and the print head closed, it is now ready for calibration.

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

2. 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.

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

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

II. Software Installation

The Sumilabel software suite is comprised of several pieces of software—Sumilabel and IMM—which work in tandem to provide a world-class marking experience. It can be installed in several different ways, depending on the needs of your organization.

 If necessary, the activation process can be completed over an internet connection, phone or even e-mail, at your discretion.

The foundation of the Sumilabel experience is IMM, which should be installed first.

Installing IMM

IMM, or the "Inventory Management Module", is the portion of the software suite which handles the QR Codes used for inventory control. Spools of Sumimark and Sumitag tubing are stored and processed by their unique code within this module.

As advised by the "Welcome" screen, you would do well to close other applications during the installation process.
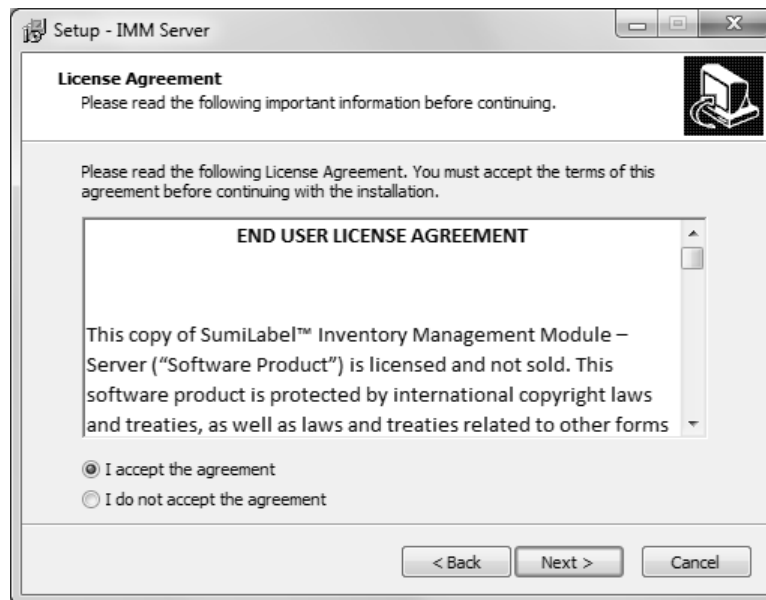
As with all software, the use of IMM is bound by an End User License Agreement. Be sure to peruse the agreement and select "I accept the agreement" once you are satisfied.
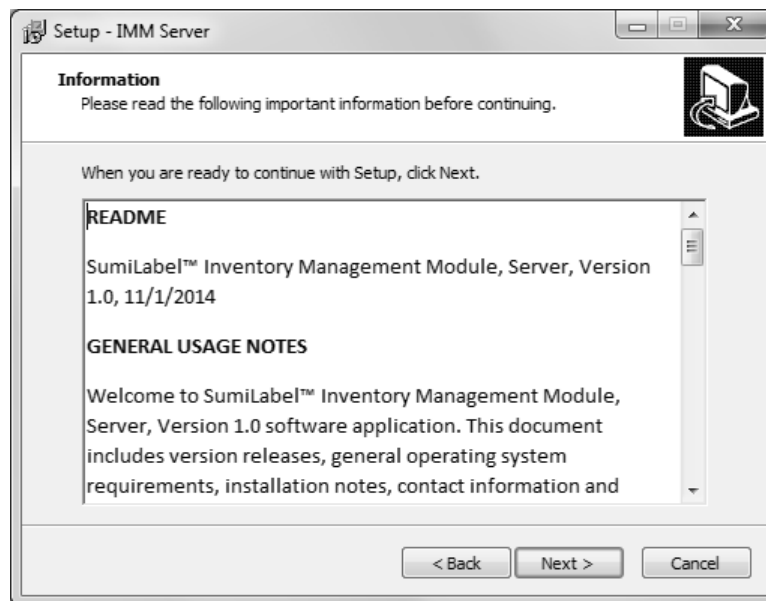

The Readme included with IMM Setup familiarizes you with the system requirements, installation steps, and contact information for technical support. Take a look and click "Next >" when you're ready.
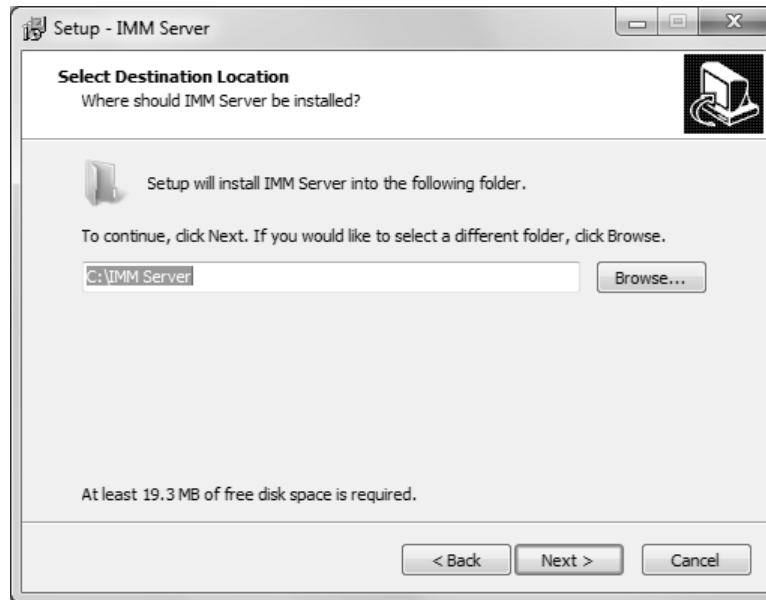
If you like, you may change the directory to which IMM will be installed. The default directory is "C:\IMM_Server", but it can be modified as necessary to best suit your situation. The "Browse…" button will open another window with a Folder Browser to assist you in selecting IMM's new home.
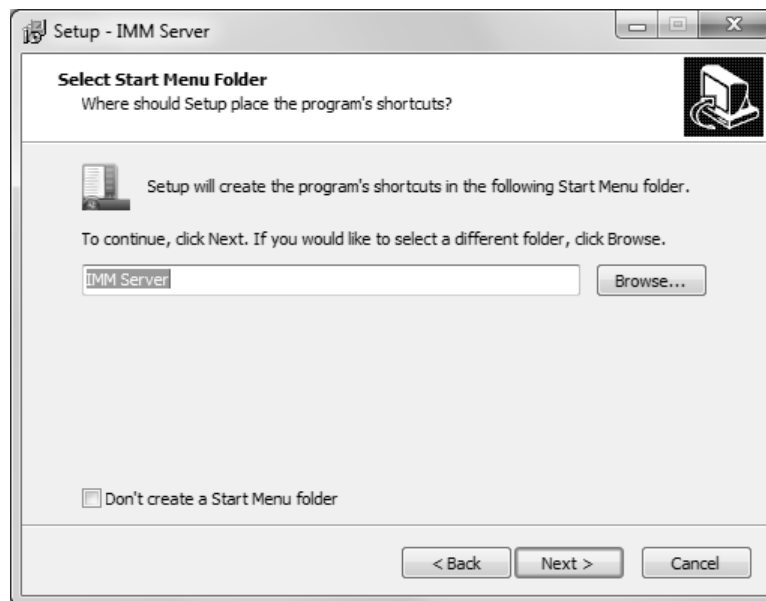
If you wish to customize the Start Menu folder that will be generated when IMM is installed, you may do so on this screen. If you wish to prevent Setup from creating a Start Menu folder, simply check the box labelled "Don't create a Start Menu folder".
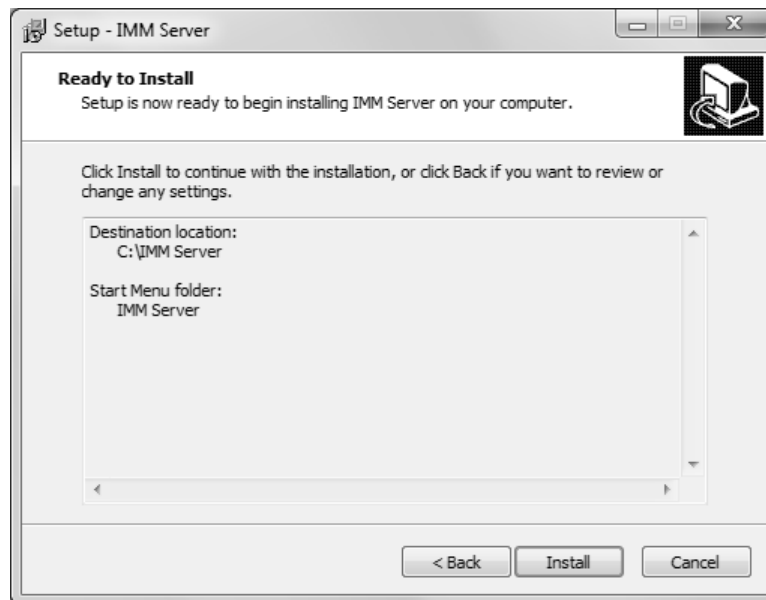
The "Ready to Install" screen is your last opportunity to review the details of the installaiton before Setup proceeds to make them a reality.

NOTE: After you click "Install", you will be required to uninstall the software if you are dissatisfied with the installation directory, Start Menu folder, shortcuts, and more. Be sure to review this page to your satisfaction before continuing.
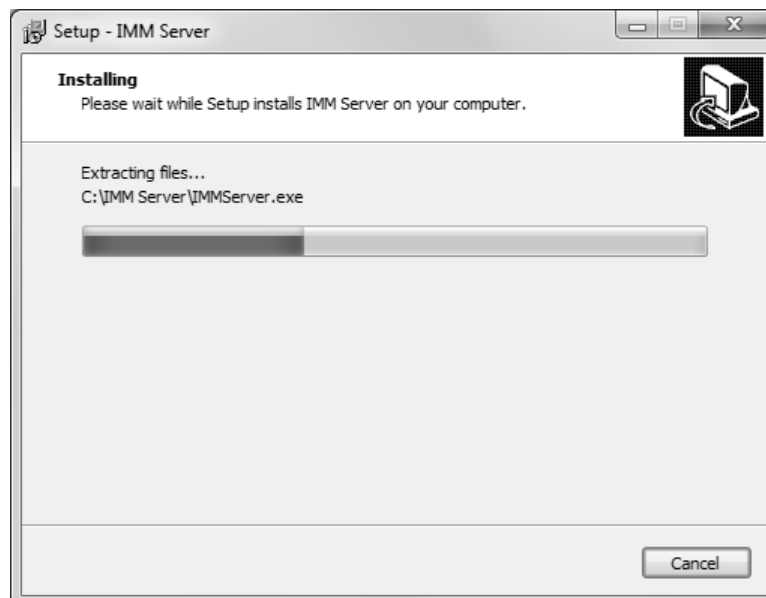
Give Setup a moment to process the installation tasks . . .

The IMM is now installed and ready for activation. Your IMM Activation Serial Number is included in the accessory packaging. You can perform a self-activation with an internet connection. If you do not have an internet connection or are having problems with the activation, please contact us at *Identification@seipusa.com*.

Installing Sumilabel

Sumilabel is the main portion of the software suite. It is where the markers are created, edited, and ultimately dispatched to the printer.
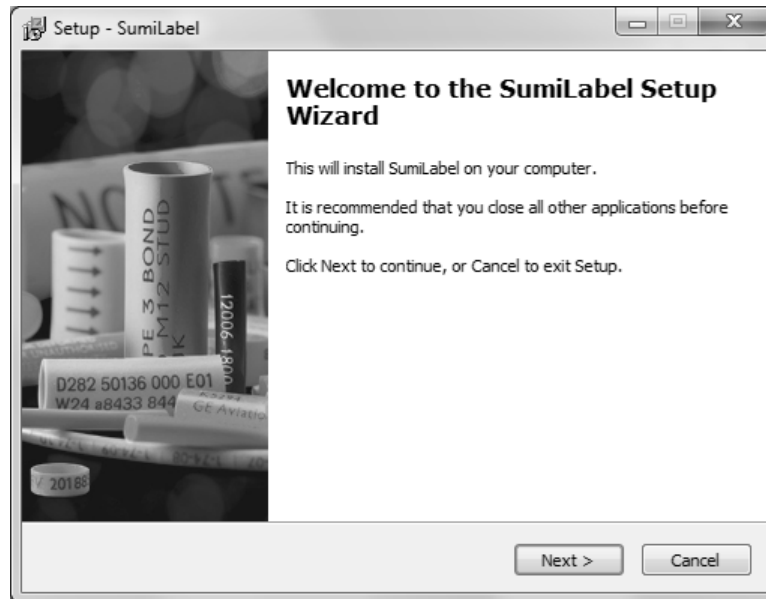
Installing your Sumilabel software is as easy as following the prompts.
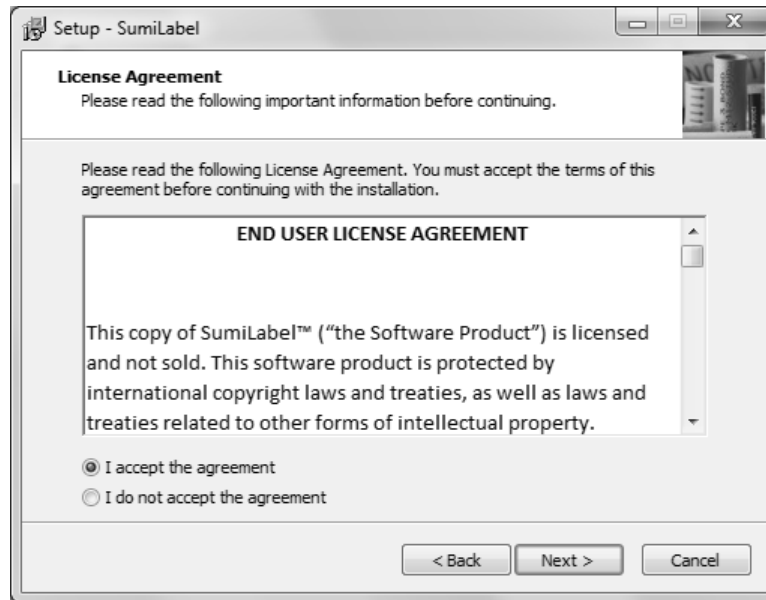
As with all software, the use of Sumilabel is bound by an End User License Agreement. Be sure to peruse the agreement and then select "I accept the agreement".
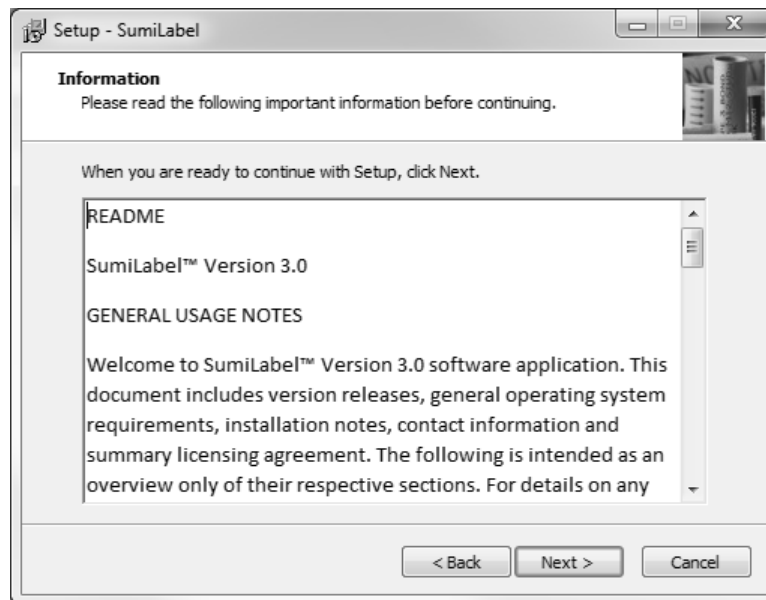
The Readme included with SumiLabel Setup familiarizes you with the system requirements, installation steps, and contact information for technical support. Take a look and click "Next >" when you're ready.
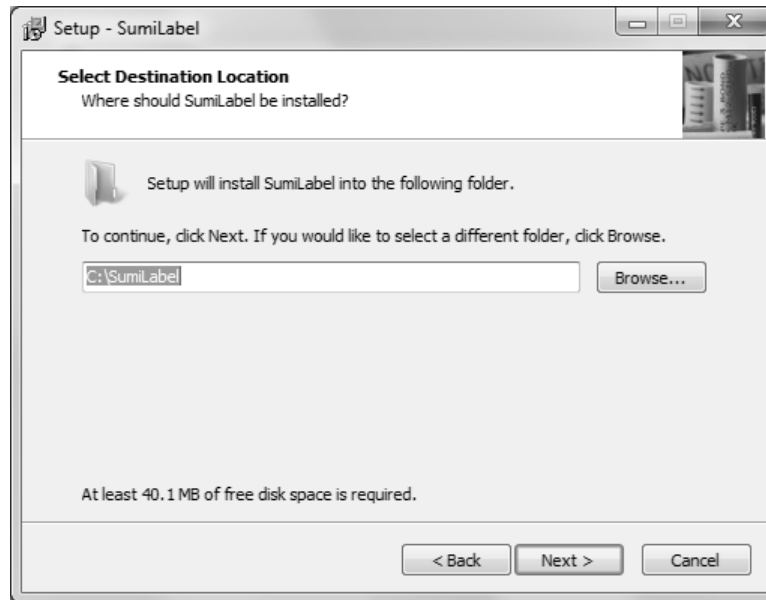
If you like, you may change the directory in which Sumilabel will be installed. The default directory is "C:\SumiLabel", but it can be modified as necessary to best suit your organization's particular configuration of storage drives and directories. The "Browse…" button will open another window with a Folder Browser to assist you in selecting Sumilabel's new home.
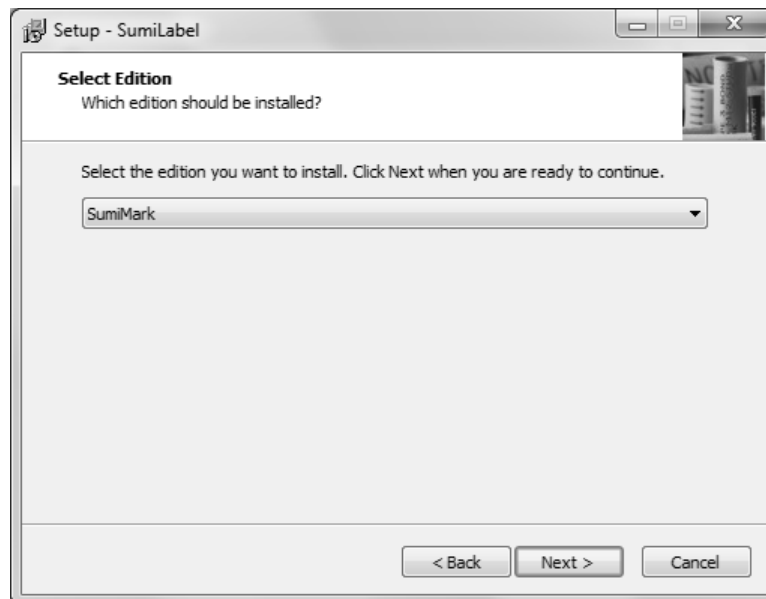
It is very important that you select the proper edition of Sumilabel software during installation for proper use. Despite the existence of a "Sumitag" edition, accessible from the drop down menu, both Sumimark and Sumitag printers west of the Atlantic utilize the "SumiMark" edition of the software, with the "SumiTag" edition reserved for European and other clients.
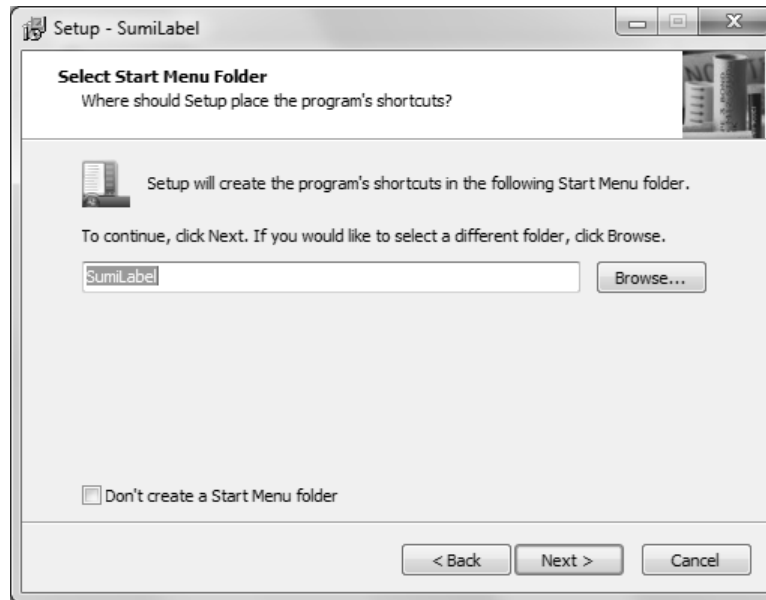
If you wish to customize the Start Menu folder that will be generated when SumiLabel is installed, you may do so on this screen. If you wish to prevent Setup from creating a Start Menu folder, simply check the box labelled "Don't create a Start Menu folder".
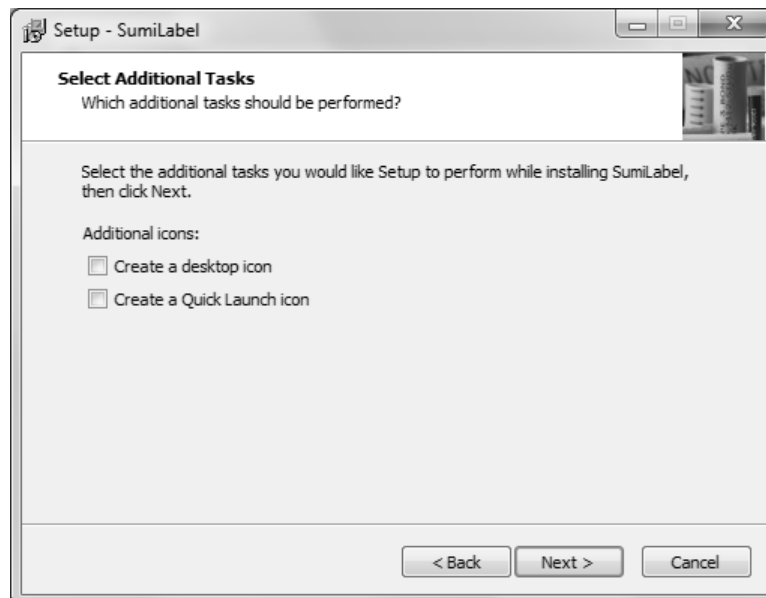
If you wish to have Sumilabel shortcuts on your Desktop or in your Quick Launch bar, check the appropriate boxes here, then click "Next >" to continue.
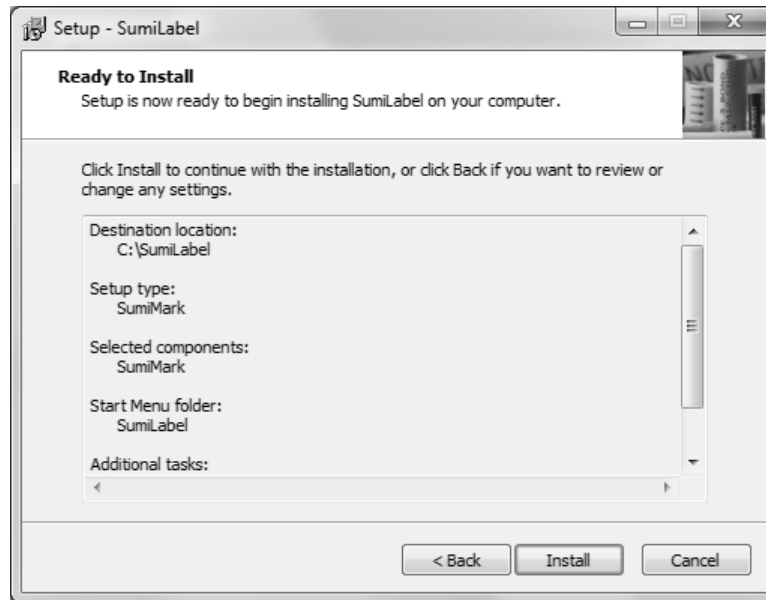
The "Ready to Install" screen is your last opportunity to review the details of the installaiton before Setup proceeds to make them a reality.

NOTE: After you click "Install", you will be required to uninstall the software if you are not content with the installation directory, Start Menu folder, shortcuts, and more. Be sure to review this page to your satisfaction before continuing.
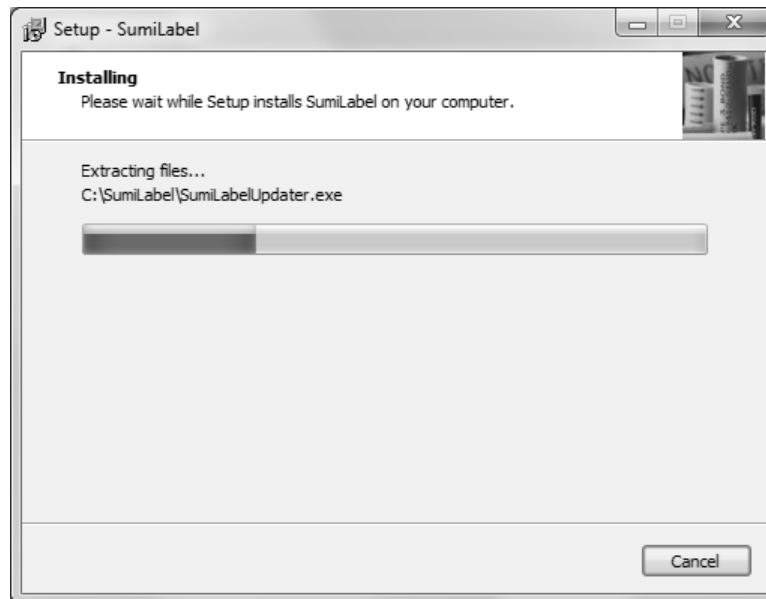
Give Setup a moment to process its installation tasks . . .
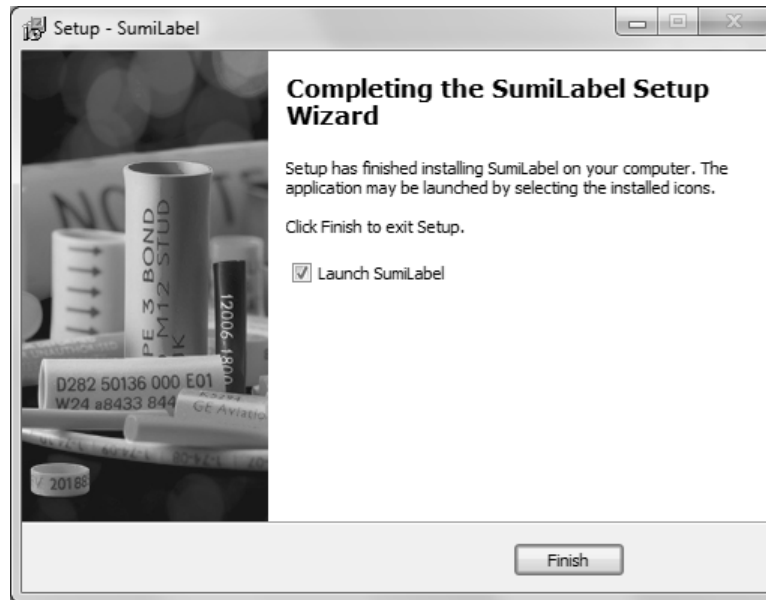
And then you're done! Sumilabel is installed and ready for activation. Your Sumilabel Activation Serial Number is included in the accessory packaging. You can perform a self-activation with an internet connection. If you do not have an internet connection or are having problems with the activation, please contact us at Identification@seipusa.com.

Installing the Printer Driver

If you have just installed SumiLabel for the first time on the PC, it will be necessary for you to install the printer driver. For this example, the driver will be installed under the USB port.

1. Open the Sumitag USB on the PC

    a. Click on **Printer Drivers**:

    b. Then select **Sumitag Printer Driver**:

    c. Select **PrnInst.exe**
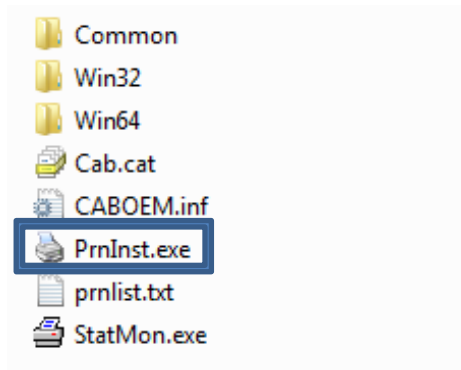
2. The **Printer Installation Wizard** will open. Select **Next**
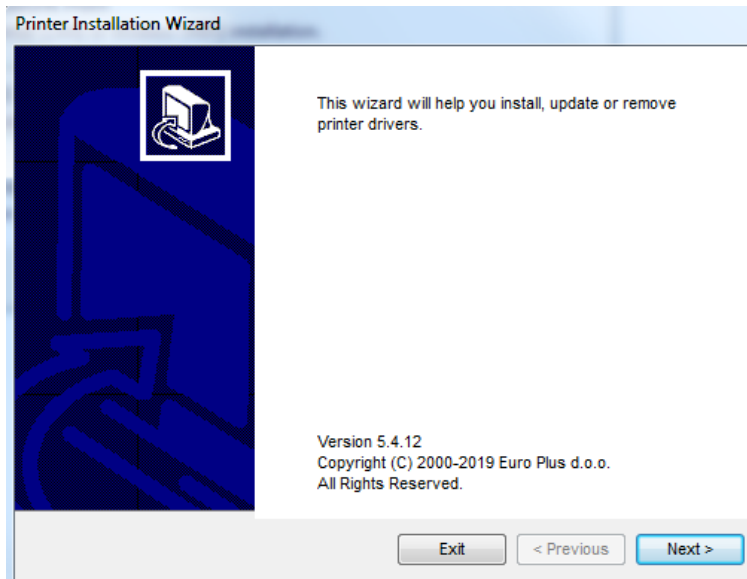
a. Choose **Install Printer Driver**
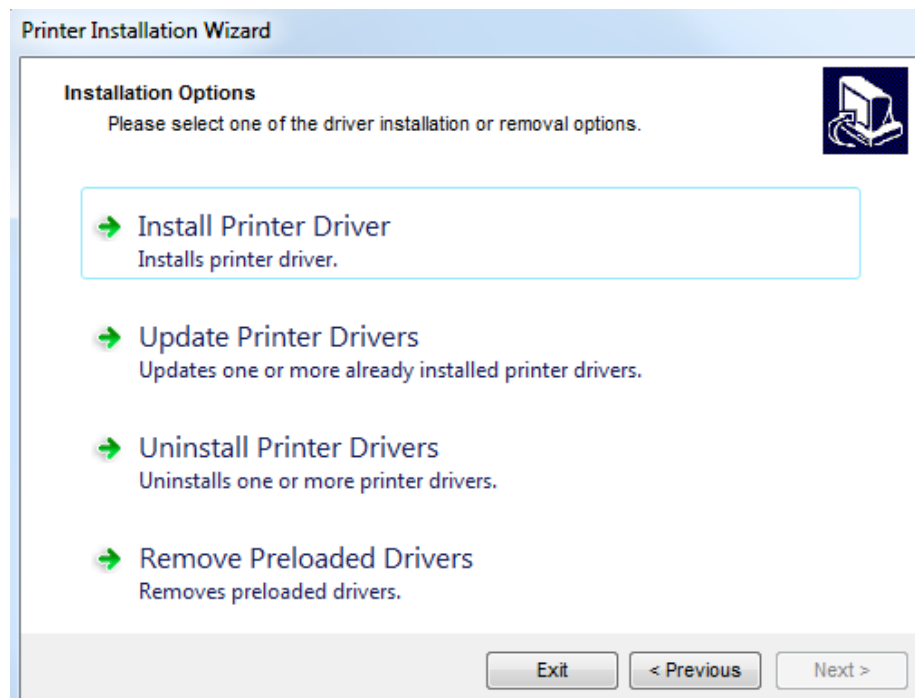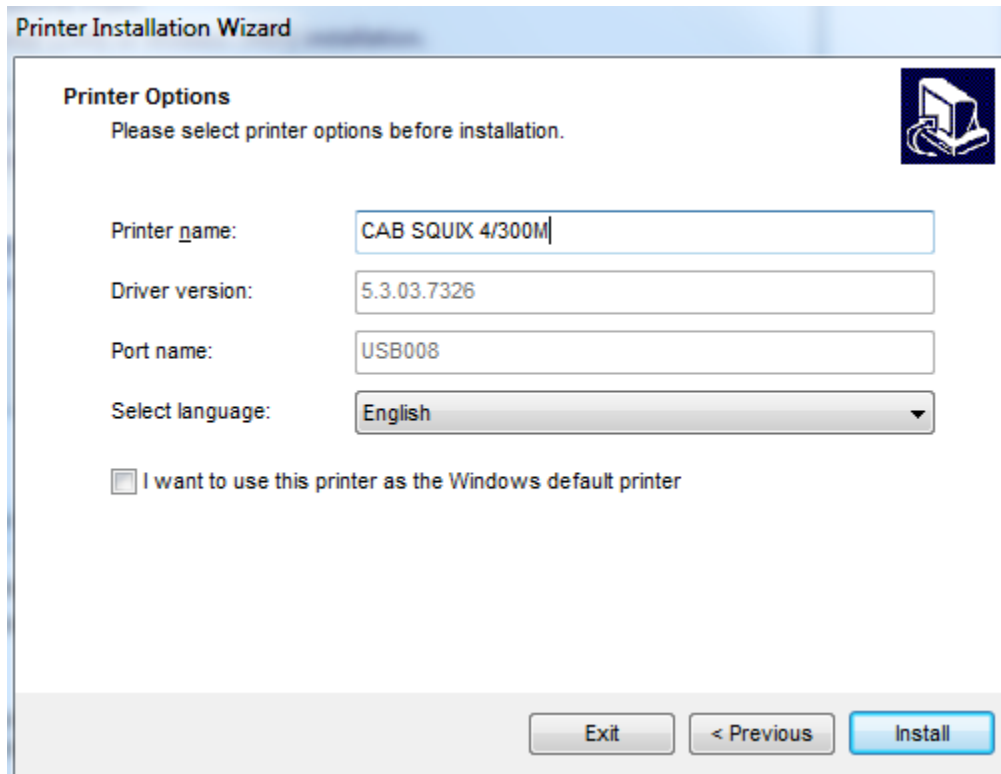
b. Then select **USB Port**
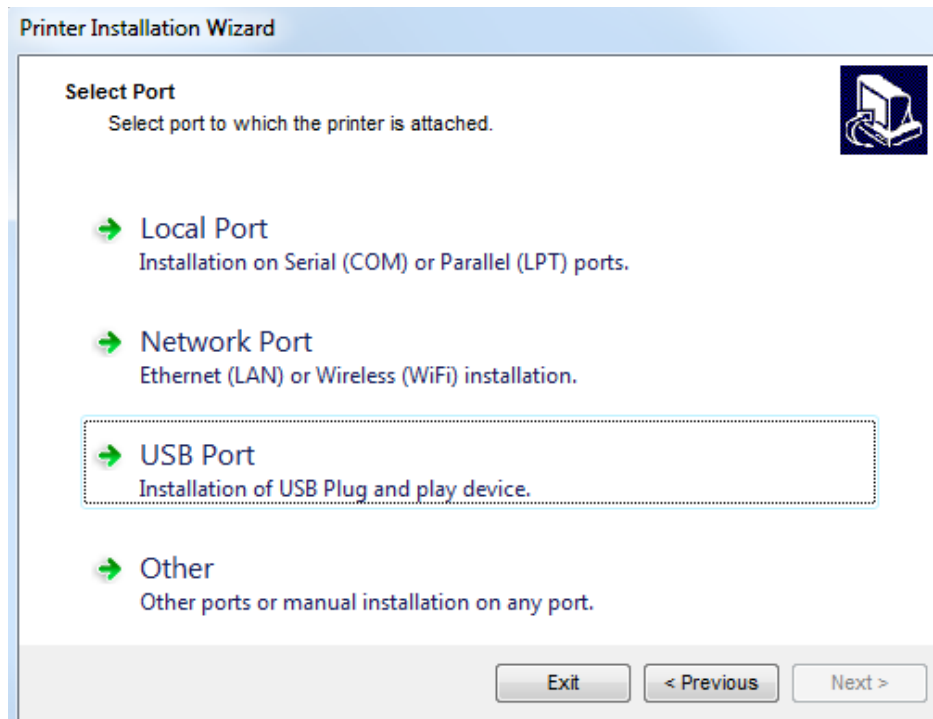
c. Now the Wizard will attempt to detect your USB connected printer. Make sure the USB cable is connected and the printer is turned ON.
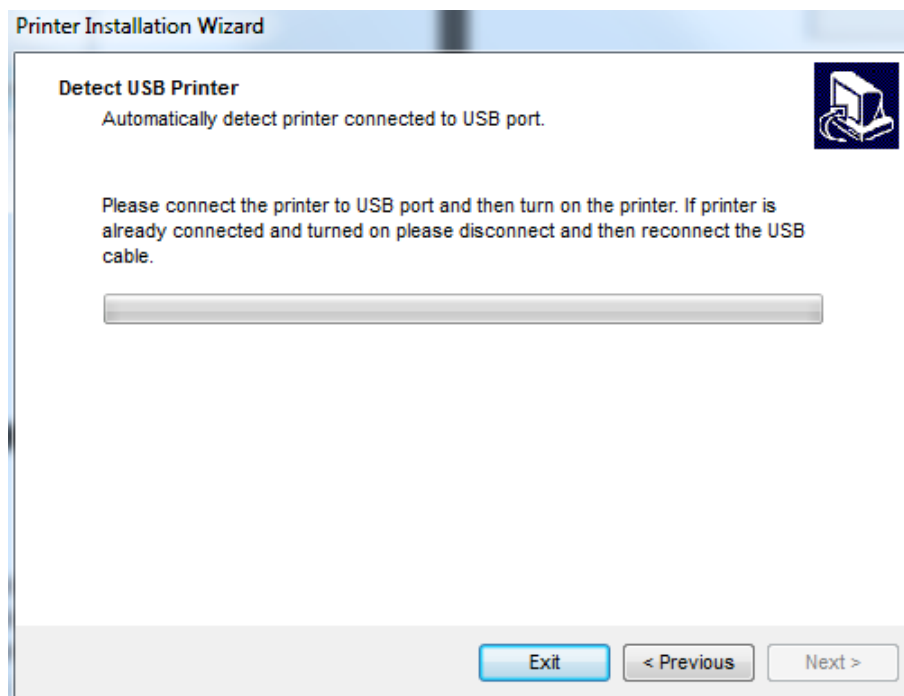
d. Once the printer is detected, click **Install** to install printer driver.

Printer Installation Wizard

Printer Options
Please select printer options before installation.

Printer name:	CAB SQUIX 4/300M
Driver version:	5.3.03.7326
Port name:	USB008
Select language:	English
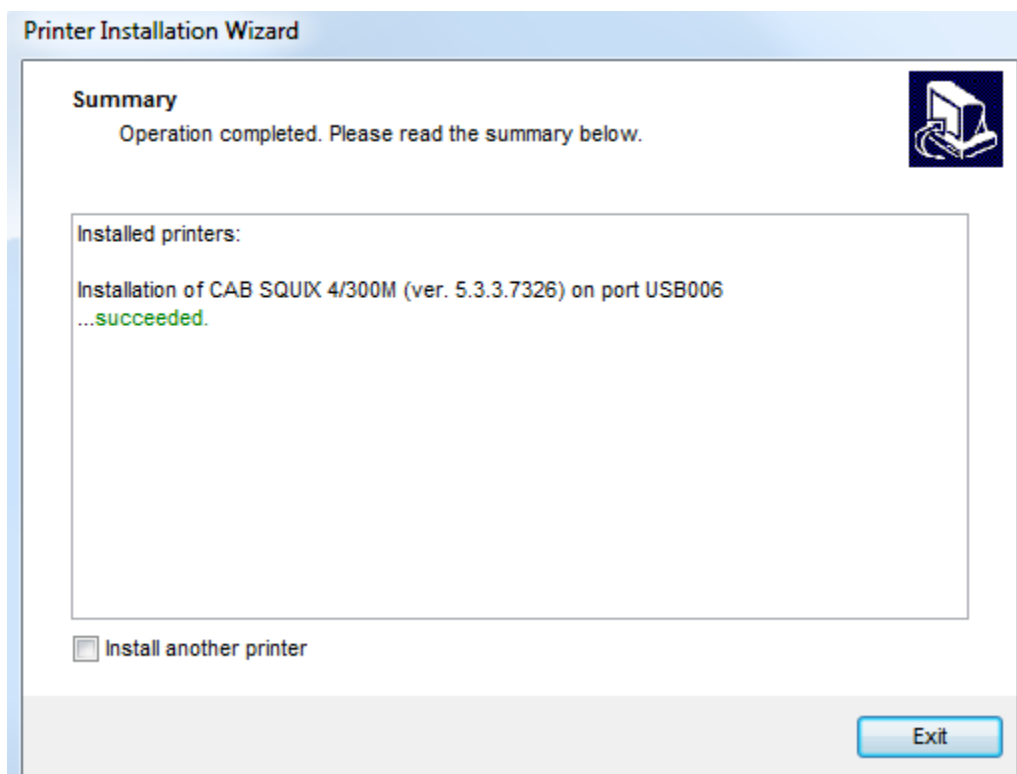
☐ I want to use this printer as the Windows default printer

Exit   < Previous   **Install**

e. When the **Summary** notification appears confirming the driver has installed successfully, click on **Exit** to close the Wizard.

Printer Installation Wizard

Summary
Operation completed. Please read the summary below.

Installed printers:

Installation of CAB SQUIX 4/300M (ver. 5.3.3.7326) on port USB006
...succeeded.

☐ Install another printer

Exit

Assign the Sumitag SS-SX printer in Sumilabel:
- **Sumilabel Explorer** screen
-On the Explorer screen click on **OPTIONS**
-Select **PRINTER OPTIONS**
-Highlight the **CAB SQUIX 4/300M** in the **System Installed Printers** box / Click **ADD** /
Printer will appear in **Application Printers** box below
-Check the default box next to the printer
-Click **OK**

II. QR Labels and the IMM

Before any printing can take place on the Sumimark printer, QR footage codes from the SumiMark spools will need to be entered into the IMM.

Each Sumimark branded spool will have a QR label available on it (See *Example 1*).
This label code provides the software with the digital footage of which is needed to print.

If your Sumimark spools do not have these labels, please request replacements at www.SumiSupport.com. Replacement labels, upon approval and product verification, can be provided.
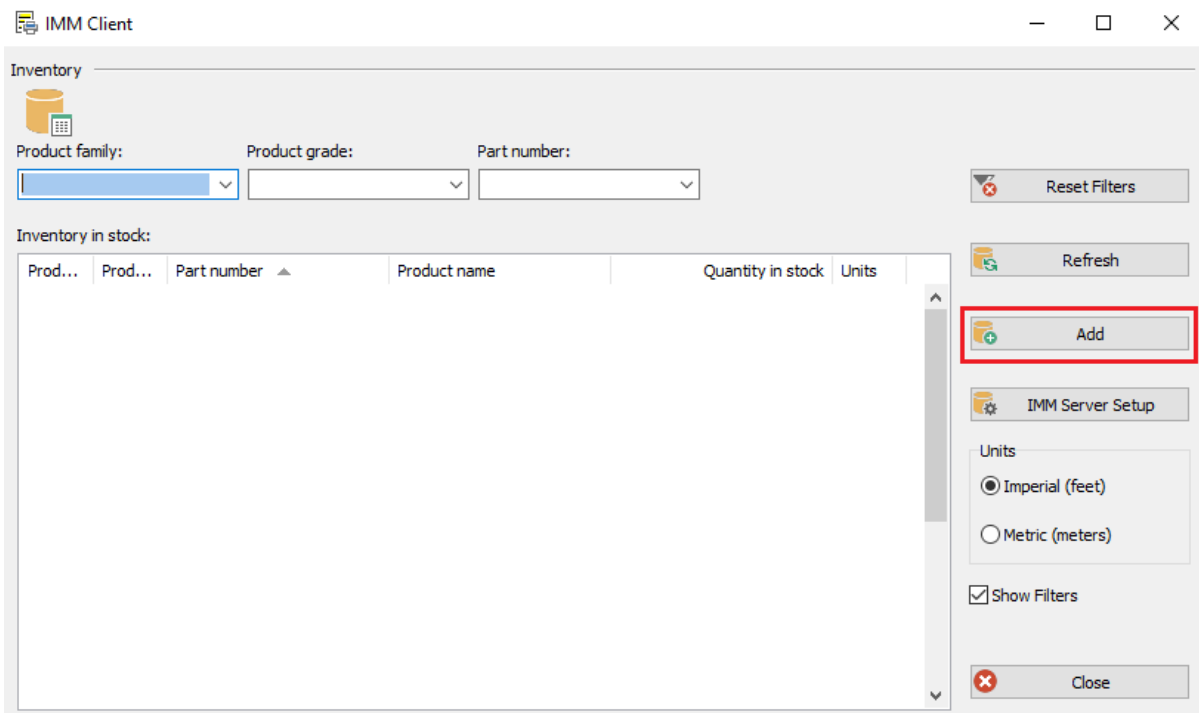

Example 1

Entering Footage in IMM

Open Sumilabel.
On the Sumilabel Explorer screen, click **Tools** then **Inventory**.
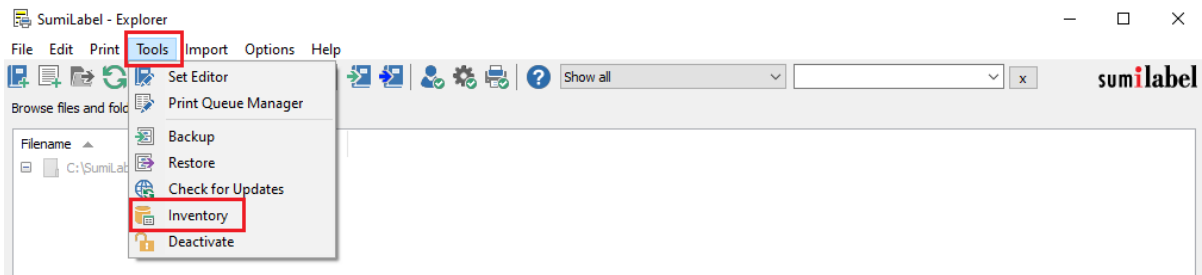
When the IMM Client window opens, select **Add**.

On the left side you can see 2 examples of the information that will be used from the labels. The blank box on the top will populate after scanning the QR label with a 2D scanner.

If a 2D scanner is not available, the bottom 6 boxes is where you can manually enter the 24 character code.

Once the label has been scanned or manually entered successfully, a confirmation notification will appear in the summary area. Select **Close**.

Once the IMM Client window opens, click on **Refresh**. The recently entered QR label will now appear in the listing along with how much footage there is available for printing.
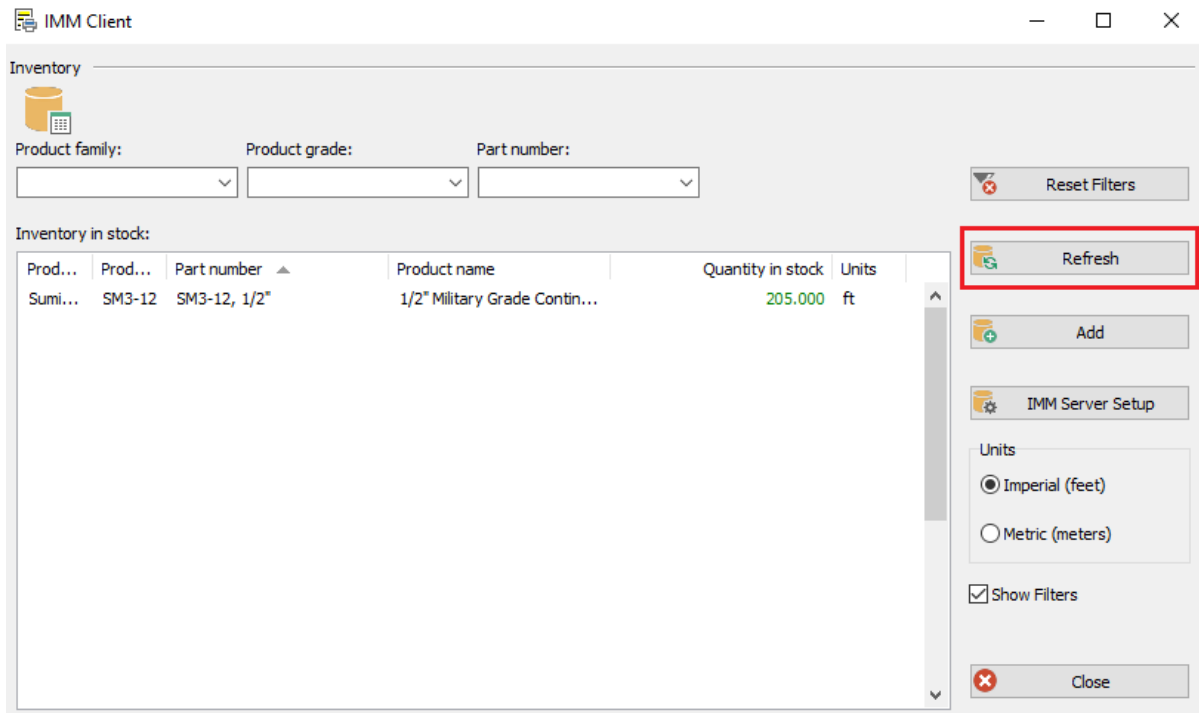
The IMM Client window can now be closed. You are now ready to create your markers.
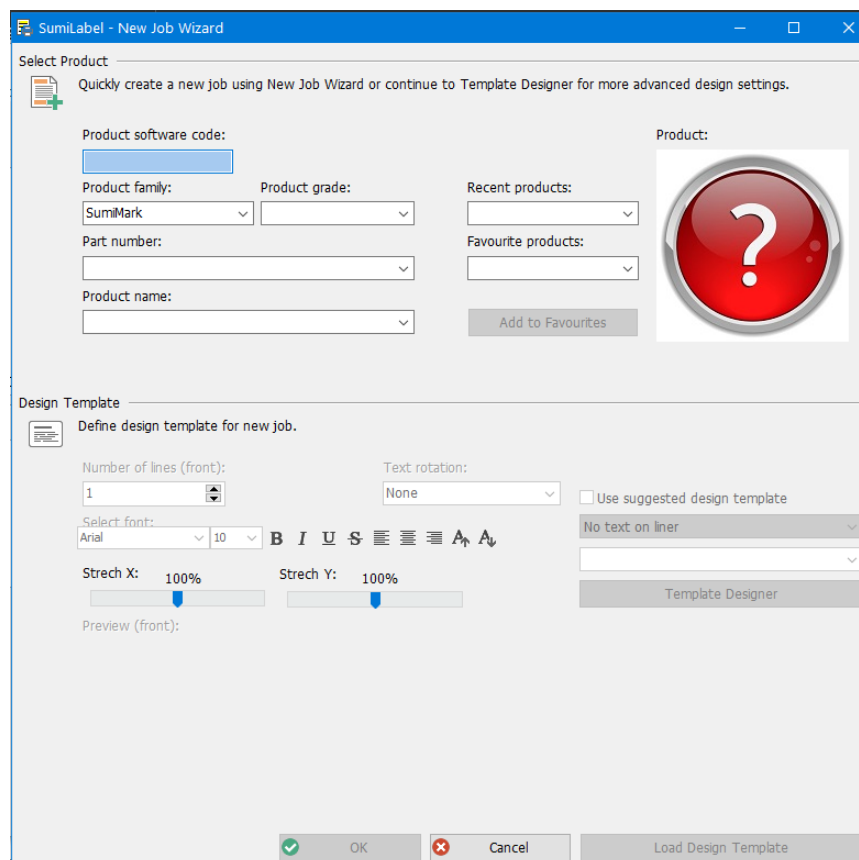
III. Introduction to Sumilabel

Sumilabel organizes your markers according to an intuitive hierarchy. There are three types of items in the chain: Sets, Jobs, and individual Markers. Every Set is comprised of one or more Jobs, and every Job is comprised of one or more Markers.

In addition, each Job can use a different type or size of tubing, helping you organize your work according to the scope of your projects.

When a new project comes along, you'll want to create a new Set for it. How, you ask?
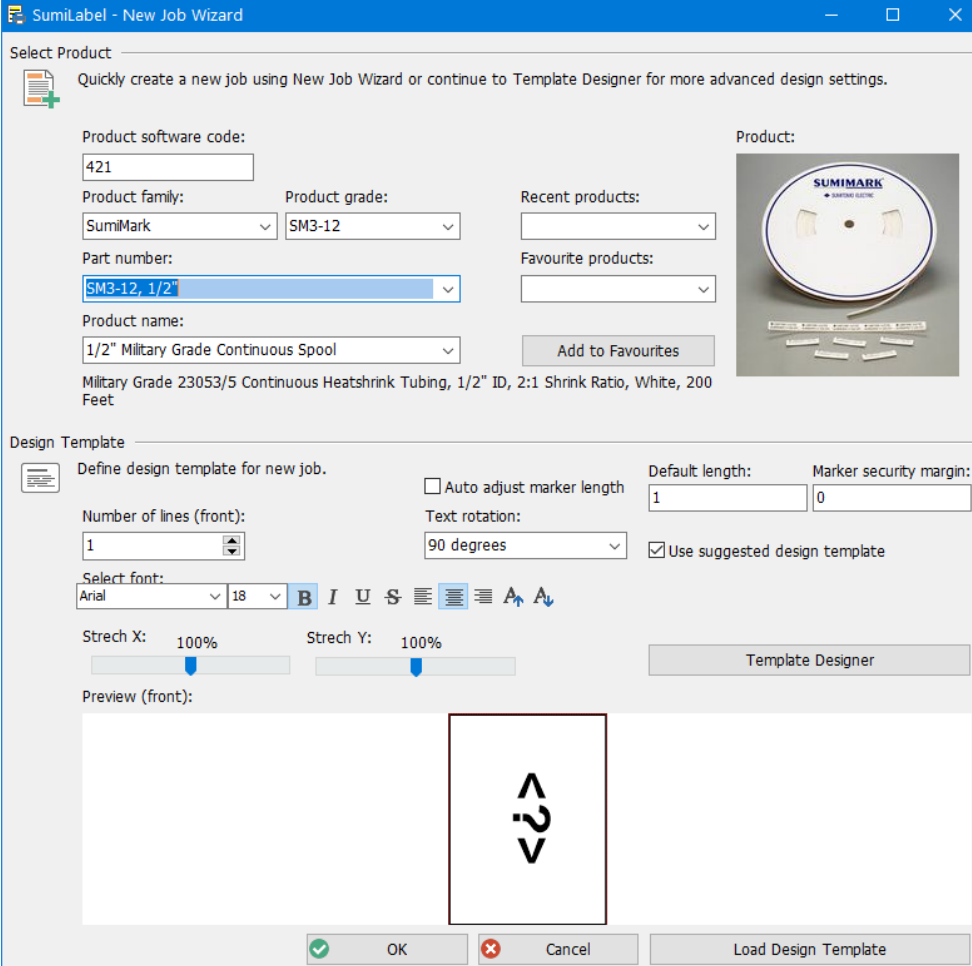
The New Job Wizard

To create a new Set, simply click the New Set icon or navigate to File -> New -> Set. This will open the New Job Wizard, and will be your first opportunity to modify the type, size, and base template for your markers.

The upper portion of the New Job Wizard window contains several dropdown menus for you to select the specific product being printed upon. There are three key aspects to each product: the Product grade (e.g. SM3-12), the Part number (e.g. 1/2"), and the Product name (Automatically populated upon selecting both the Product grade and the Part number, e.g. 1/2" Military Grade Continuous Spool).

The lower portion of the New Job Wizard contains the Design Template, where you are free to modify the base template used for markers in the first Job of your new Set.

There are several key elements to understand in order to make effective use of the Design Template. Note that your choices will apply to every marker in the first Job of your set unless otherwise specified.

- **"Number of lines (front)"** sets the default of number of lines for your markers. Got a series of three-line markers you need to make? Up the number of lines to three, and away you go! As you can tell, this is for the front side of the marker only. But for all intents and purposes, **unless you have the SumiTag DS printer**, you'll only be dealing with the "front" side of your markers anyways.

- The **"Select font"** section controls the style of the marker's text in terms of font, modifiers, and size in the same fashion as any text editor. (e.g. Times New Roman, 12 pt., Bold, Center Aligned)

- **"Default length"** defines the default minimum length (in Inches) for your markers. When a new marker is added to the Job, it will assume the length specified here, with a few exceptions for choosing a length shorter than the combined security margins or the length of text in an Auto-adjusting marker.

- The **"Auto adjust marker length"** checkbox will set your markers to automatically add length to accommodate the longest string of text or otherwise display all elements on your marker. Uncheck this for fixed-length markers—when a line of text is too long to fully display, the editor will notify you by changing the text to be red.

- **"Marker security margin"** allows you to set (in Inches) the amount of blank marker to be left at either end.

Use the **"Preview (front)"** window to verify that your marker template is arranged properly, then click OK to progress to the Basic Editor where you can begin entering text.


The Set Editor

In the Set Editor, your view should look something like this:
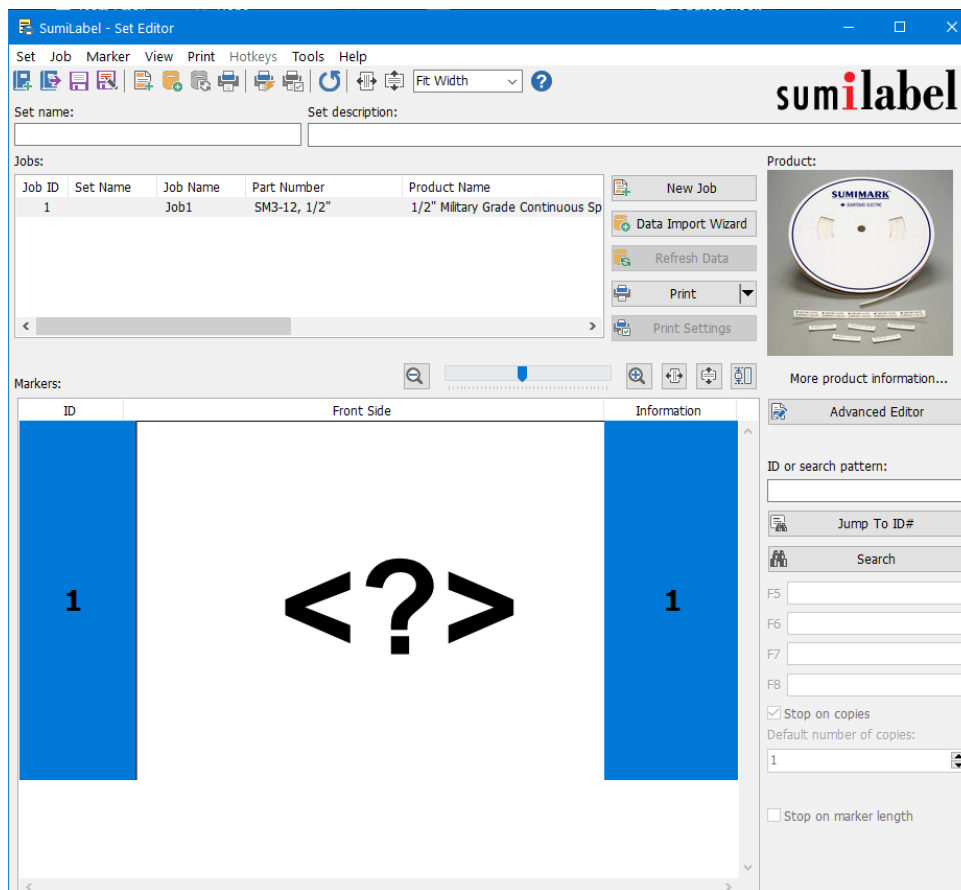

The **<?>** symbol indicates a blank text element on your marker, ready to be filled with information. Bear in mind that the **<?>** symbol is a placeholder; if you were to print this marker, the result would be a completely blank marker sized to your default length.

To begin entering text, either double click the marker in question to enter the mode for editing your markers.
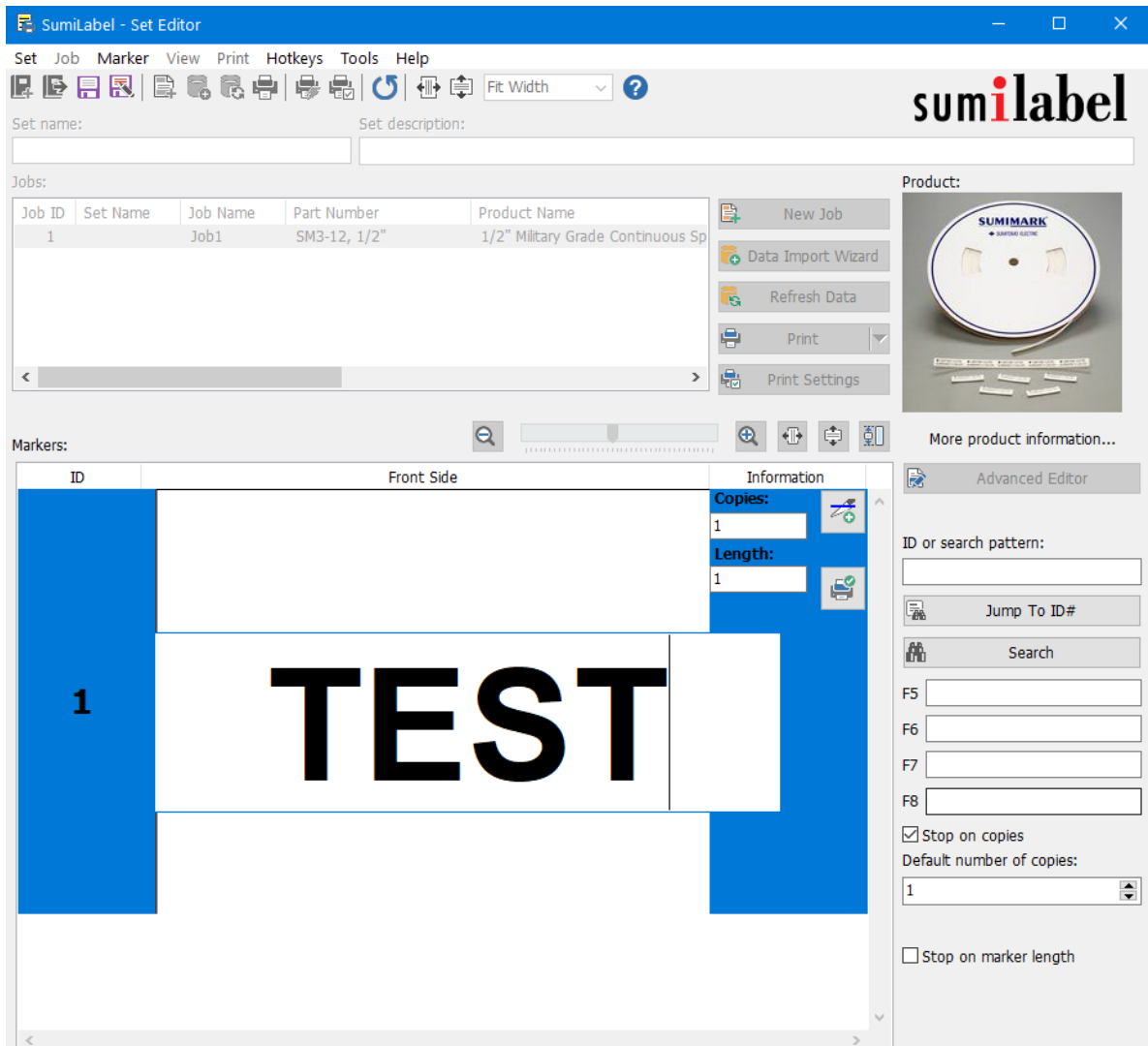
You'll notice that the first text element (or only text element) of your marker has been opened for editing once you have double-clicked on the element. Note that in the event of multi-line markers, no matter where you double-click on the marker, the first text element on the marker will always be the first field that is opened for editing.

After typing a line of text, press Enter on your keyboard to confirm the contents of that text element and move on to the next element. If there are no additional lines of text on the marker (or if there's only one to begin with) then the number of copies field for this marker will be highlighted. By default, Sumilabel assumes you're going to want at least one of each marker, so this field will automatically have "1" upon creation of a new marker. You can change the default number of copies in the User Options.
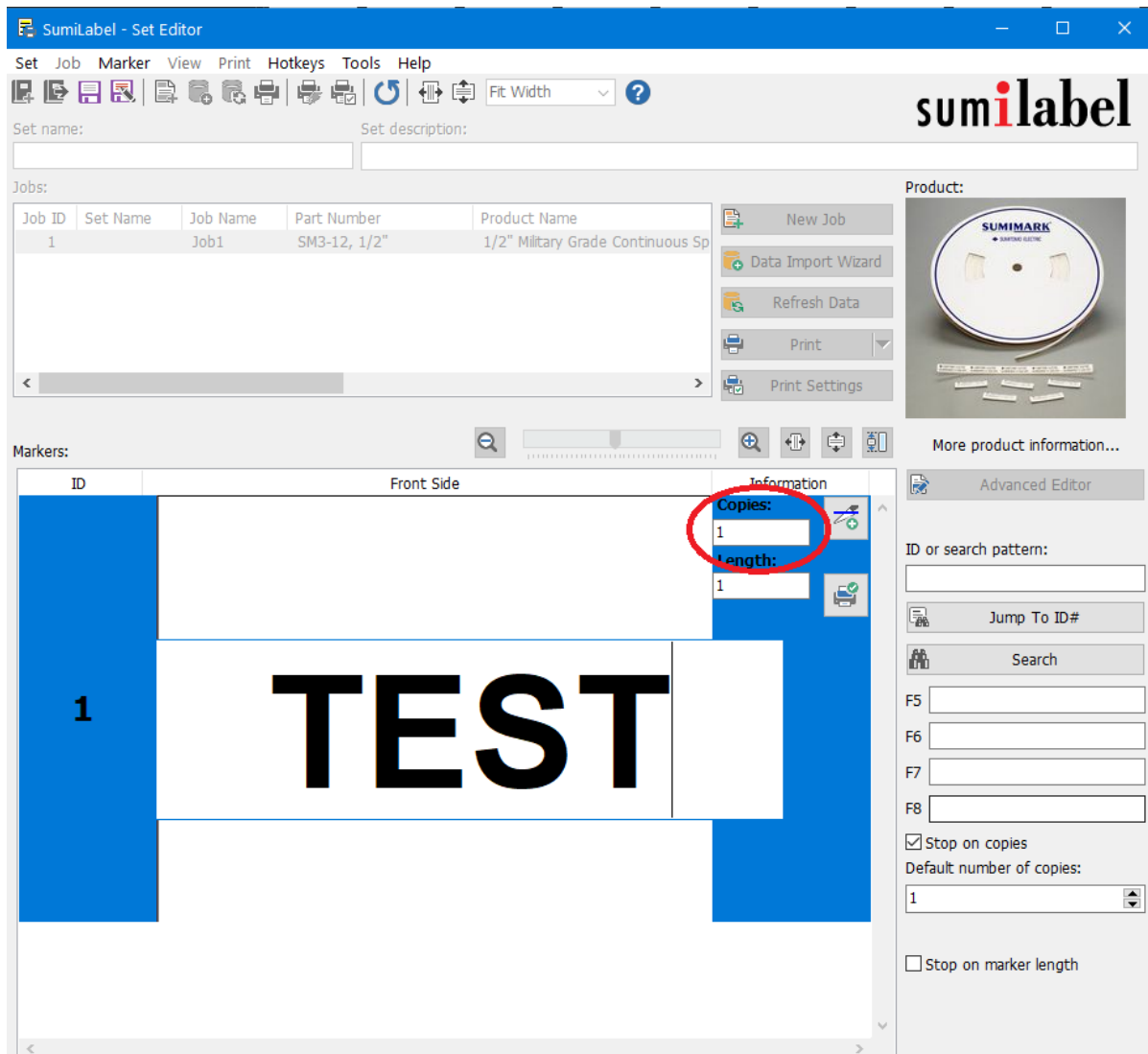
As you look at your markers in the Basic Editor, you'll see a column to the left labeled "ID" and a number. That number is the position of that marker in the Job. For instance, ID 1 is marker #1 in this job, ID 2 is marker #2, and so on.

When a marker is not currently selected or being worked on, the column to the right, labeled "Information", shows the number of copies of that marker. For instance, ID 1 and a 3 to the right indicated that three (3) copies will be made of marker #1 if the job is sent to the printer without modification.

After choosing the number of copies for a given marker, pressing Enter again will automatically create another marker **based on the design template you created for the set**, and will open up the field text element for editing.

Enter the text as desired and set the number of copies for your next marker. Repeat until you've entered all of your markers. If you need to make changes to a marker just double-click on that specific one.

Other options for manipulating markers are available to you as long as you're not in "Data entry mode", visible from the context menu opened by right clicking with any marker selected.
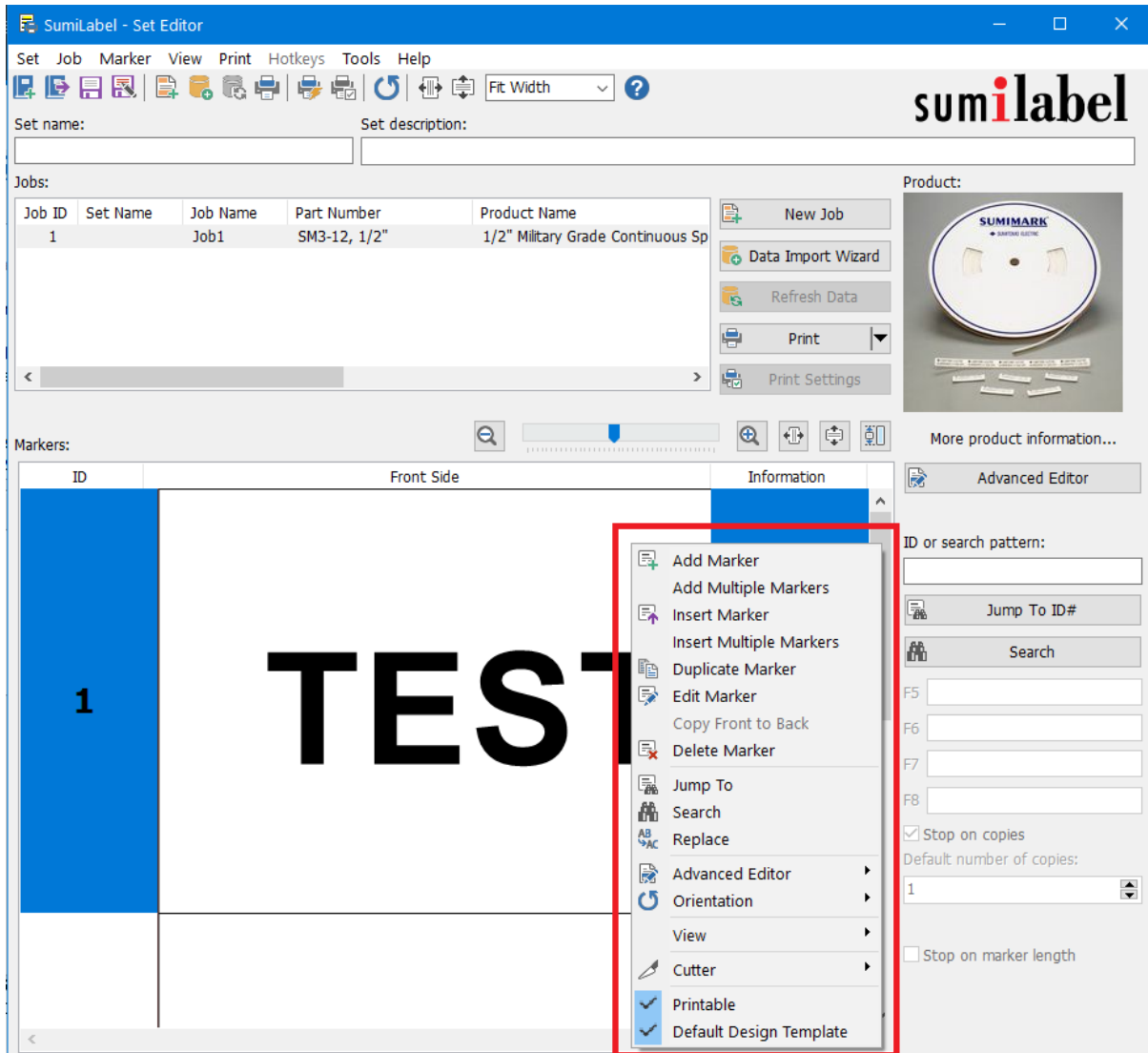
From the context menu, you can choose to:

- Add another marker to the end of the Job
- Insert a marker at the selected position (ID)
- Duplicate the selected marker
- Drop into editing the selected marker
- Copy all elements from the front to the back of a marker (Only applicable for Sumitag DS printers)
- Delete the selected marker

Advanced Features

Sumilabel comes with several advanced features that will make the process of developing complex, multi-element markers easy as a recipe.

Serialization

Sumilabel offers a simplified serialization function which "activates" when the ampersand symbol (&) is placed in a template.

On the Set Editor screen, type in your text. The location of where you want the serialization to be in the text is where you will place the "&" symbol:
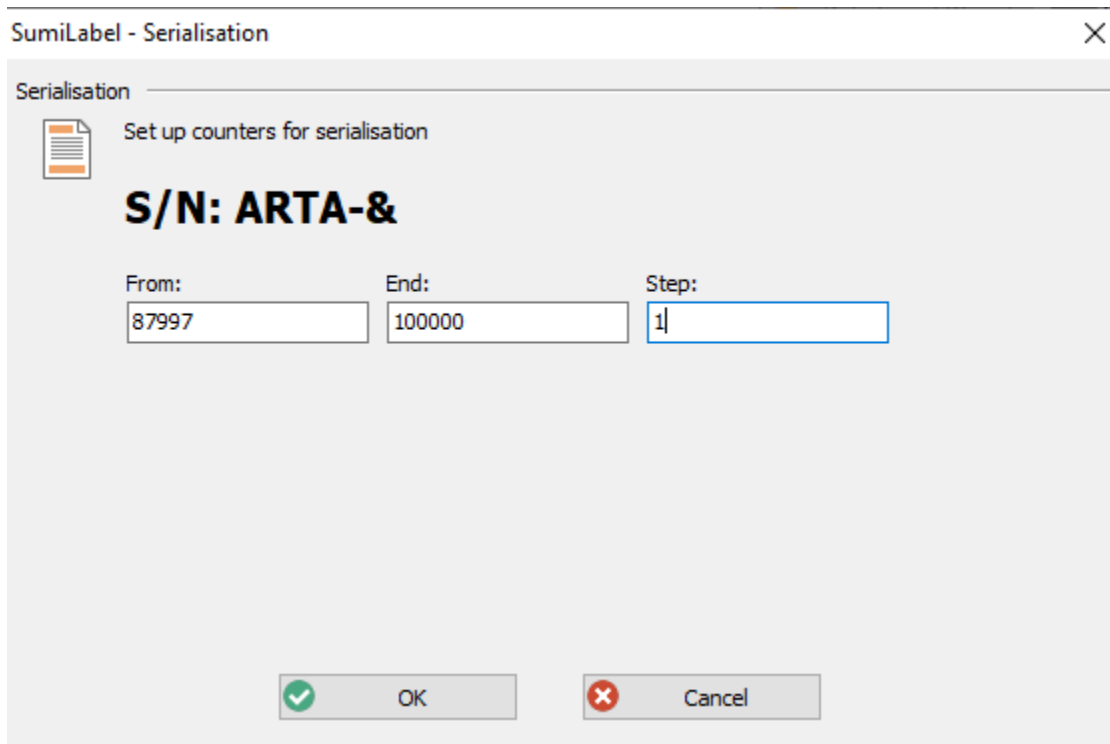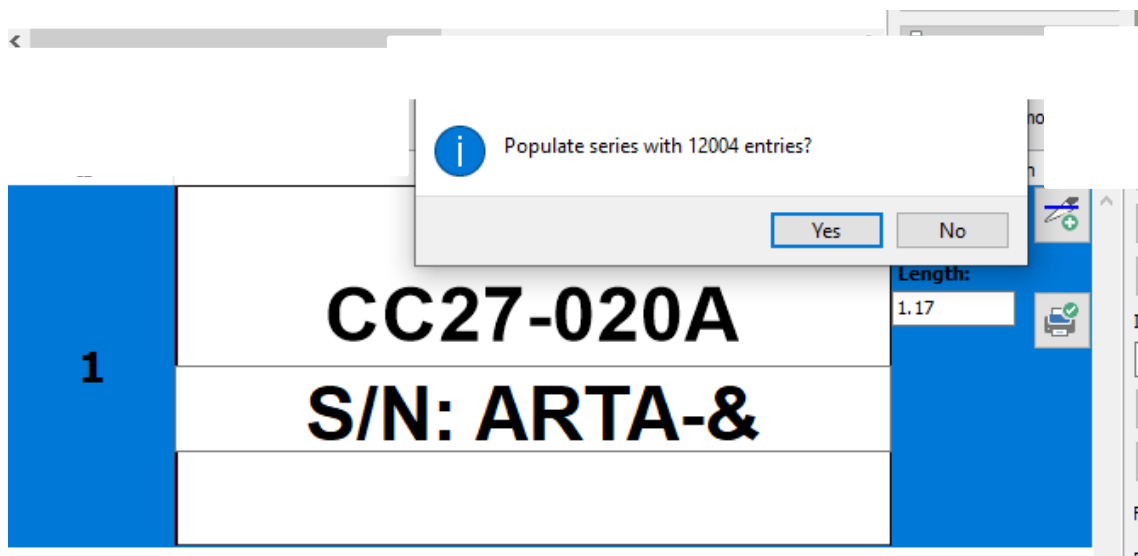
After entering the "&" symbol, press Enter. The Serialization window will appear. **From** is the number you want to start the serialization at. **End** is what number you want the serialization to stop on and **Step** is the increments the counter will increase by. Enter the parameters desired and click OK.
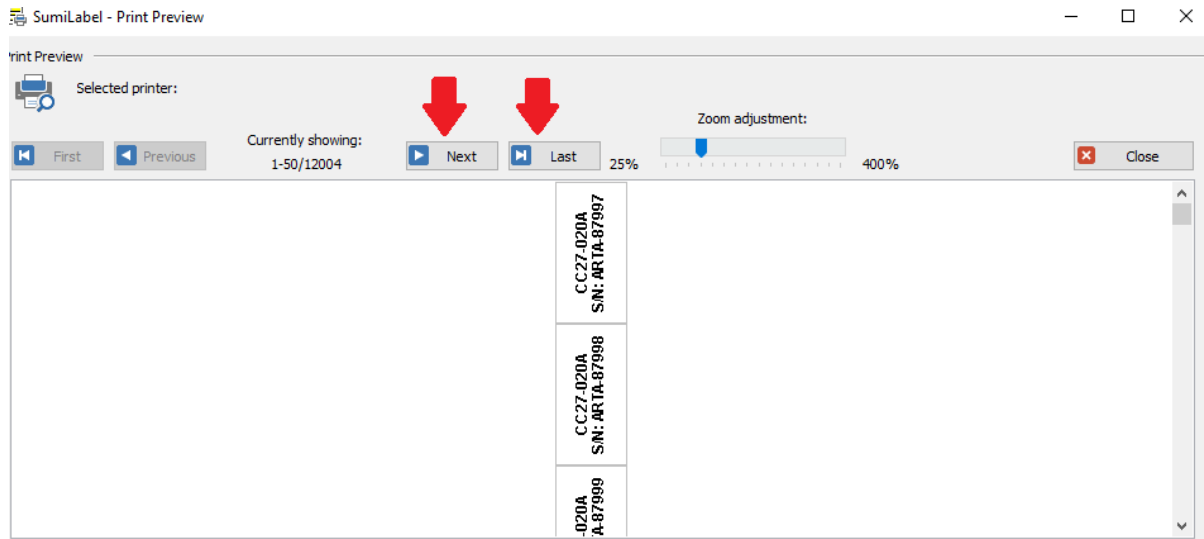

If you choose to have all the markers visible on the Set Editor screen, select Yes. Selecting No will only show the 1st marker.

To view the string after selecting No, go to the Quick Print Preview option.

From there you can see each sequential marker. To view the next set, click on Next or Last

The markers are now ready to print with serialization embedded into them.

Advanced Editor

Used for adding important marker elements like graphics and barcodes in addition to positioning and scaling, the Advanced Editor can be your one-stop-shop for all things marker editing—that is, if you're willing to brave the awesome responsibility that comes with such unbridled power.
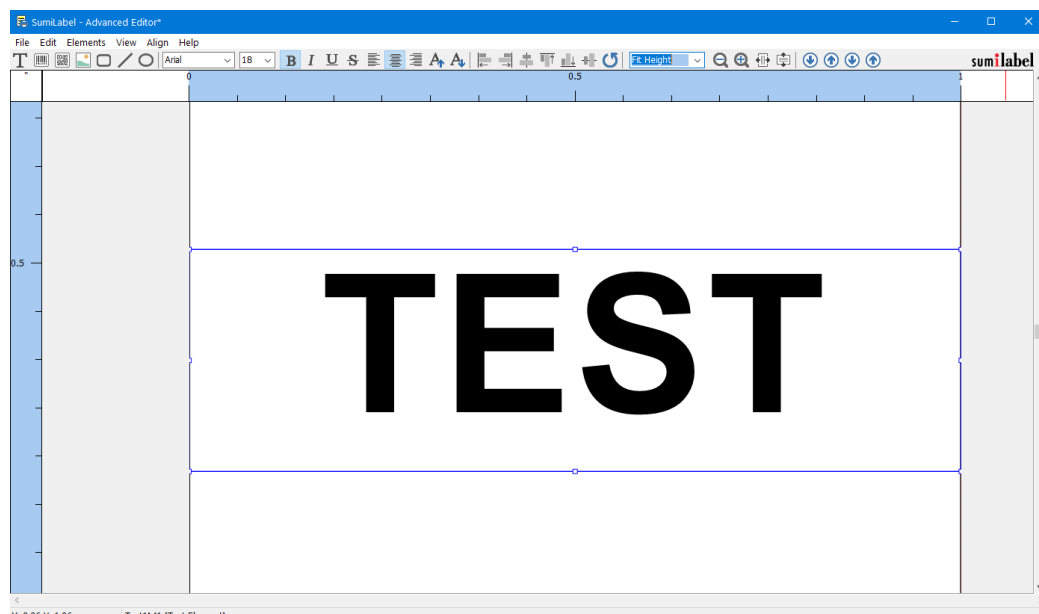
The Advanced Editor considers every individual bit of your marker to be an Element—be it a line of text, a graphic, or a barcode. You can add, move, scale, rotate, and edit Elements from within the Advanced Editor.

Please Note: When saving changes to a marker in the Advanced Editor, before exiting the window, navigate to the "File" menu to view your options. To save a template of the marker as it appears, choose "Save" or "Save As". To apply the changes made in the Advanced Editor to the marker that was selected, choose "Apply". If you wish to overwrite every marker in the Job with every element exactly as it appears in the Advanced Editor, choose "Apply To All".

The same goes for exiting the Advanced Editor. When prompted to save changes to the page (marker), "Yes" will save the changes to the individual marker, while "Yes to All" will overwrite every marker in the Job.

At the left side of the toolbar along the top of the workspace, you will find buttons to insert each type of element: Text, Barcode, 2D Barcode, Image, followed by the Rectangle, Line, and Circle shapes.

Adding elements is as simple as clicking the appropriate icon, then positioning the element within the marker by clicking and dragging it. The image above shows the blue bounding box for the text element on the marker.

By right-clicking on an element, you can open a context menu that includes many different options, one of which is the element's Properties.
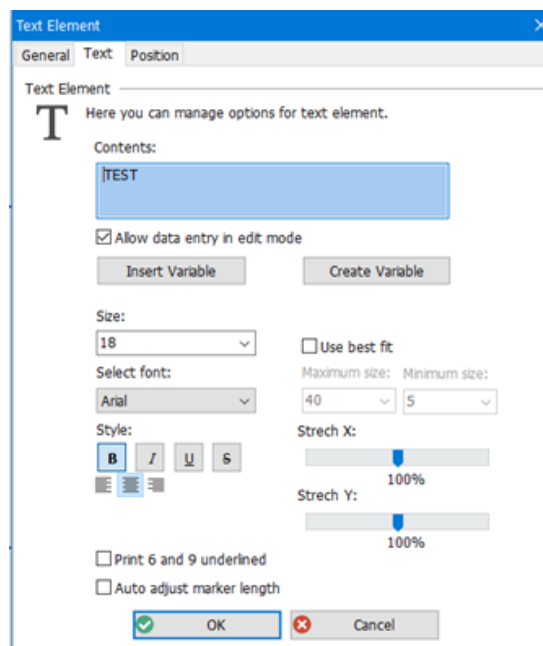
The Properties window for an element within the Advanced Editor opens up every aspect of the element for you to modify as desired. For a Text Element, you're able to change the text, font, font size, style, and alignment, among other attributes.

Additional Resources

For more information on Sumilabel, including recaps of the information contained in this manual and explanations of more advanced features like Variables and the Data Import Wizard, take a look at the support documents and videos available on the web:

https://www.SumiSupport.com

Technical Support

If you have any questions, comments, or concerns about the printer or software, contact our Technical Support department.

Email:	**Identification@seipusa.com**
Phone:	**(760) 761-0600 Option #2**
	Mon-Fri 7am to 3pm PST
Website:	**www.SumiSupport.com**

Please have the following information available:

- Your computer's Operating System and version of Sumilabel software you are using. *Example: Windows 10 and Sumilabel 3.0 Build 150*

- The product you are trying to print on. *Example: SM3-12 – 3/16 inch.*

- Sumimark® IV PLUS or Sumitag® Printer serial number, if applicable.