IDXPERT™ Handheld Labeler
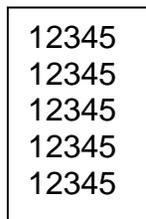
Training Tutorial

Cartridges needed to complete this tutorial:

- XPS-187-1
- XC-1500-580 (any color combination)
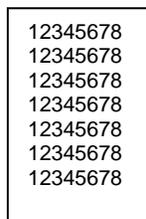- XSL-103-427
- X-24-428-SVBB-BK
- X-103-498
- XC-475-412

Exercise 1: Make a Wrap around wire marker.

1. Insert X-103-498 cartridge
1. When installing a new cartridge **ALWAYS** go through these checks:
    a. Media is in the guides of the cartridge
    b. 1/8" of media extends beyond the end of the cartridge
    c. Be sure an intact notch is immediately adjacent to the cut edge of the supply, i.e. that the media's been cut between labels and not through the middle of a label. If it has been cut in the wrong place, use a scissors to cut the media between labels.
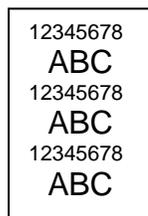   d. Press FEED before the first print
2. Type: 12345
3. Press: Print

```
┌─────────────┐
│  12345      │
│  12345      │
│  12345      │
│  12345      │
│  12345      │
└─────────────┘
```

4. Reduce the font size to 10pt. Press the Font Size button
5. Press the 2nd soft key (down arrow) or the blue down arrow once to get to 10pt. font.
6. Press: Enter (note in the Status row how your font is now at 10pt.)
7. Add "678" to your legend.
8. Press: Print

```
┌─────────────┐
│  12345678   │
│  12345678   │
│  12345678   │
│  12345678   │
│  12345678   │
│  12345678   │
│  12345678   │
└─────────────┘
```
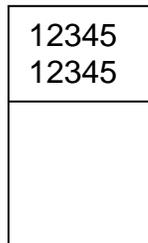
9. Press: Enter (now you're on the 2nd line – see Status row)
10. Type: ABC
11. Increase type size on the 2nd line to 13pt. (press Font Size; press the up arrow key once; press enter.)
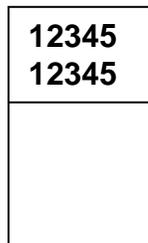12. Press: Print

```
┌─────────────┐
│  12345678   │
│   ABC       │
│  12345678   │
│   ABC       │
│  12345678   │
│   ABC       │
└─────────────┘
```

Exercise 2: Make a Self-Laminating Label

1. Change label cartridge to XSL-103-427. To do this, unlock the locking lever, pop the old cartridge out and remove it.
2. When installing a new cartridge ALWAYS go through these checks:
    a. Media is in the guides of the cartridge
    b. 1/8" of media extends beyond the end of the cartridge
    c. Check the notch
    d. Press FEED before the first print
3. Check and insert the XSL-103-427 cartridge. Lock the locking lever and press FEED.
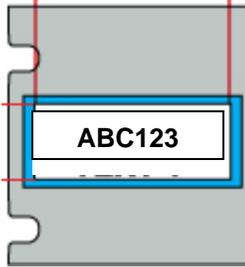4. Type: 12345
5. Press: Print

<div style="border:1px solid black; display:inline-block; padding:1em;">

12345
12345

</div>

6. Let's make the font bolder.
7. Press: Font Size button
8. Press the 3rd soft key (Bold), which turns bold ON – this acts like a toggle switch turning Bold on and off.
9. With Bold On; press Enter (note how text on screen appears bolder)
10. Press: Print

<div style="border:1px solid black; display:inline-block; padding:1em;">

12345
12345

</div>

11. To clear text from the screen press: Press and hold the Function button while you also press the Delete (Clear/Esc) button.
12. Down arrow to Clear All and press Enter.

Exercise 3: Make a PermaSleeve Label

1. Change your cartridge to: XPS-187-1 (refer to instructions above if necessary).
2. Make sure you do all the necessary checks – you must do this EVERY time you change your cartridge. Make sure you train your customers to do this!!!
3. Type: ABC123
4. Press: Print

Note: Permasleeve legends to not automatically repeat in IDXPERT. However, if your font is small enough, you can place multiple lines of text on a sleeve.

At this time, you have just completed the majority of applications for which customers use this printer. Let's take a look at a few more.

Exercise 4: Die Cut Label that isn't a Wire Marker

1. Install X-24-428-SVBB-BK; make sure to do the proper checks.
2. Enter: SWITCH 2
3. Press: Print

```
┌────────────────────┐
│                    │
│     SWITCH 2       │
│                    │
└────────────────────┘
```

4. Lower the font size as low as it will go (4pt.).
5. Print again.

```
┌────────────────────┐
│                    │
│      SWITCH 2      │
│                    │
└────────────────────┘
```
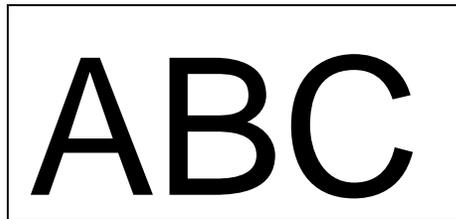
6. Notice that no matter how small the font size is, this legend is not repeated like it is for Wire Marker labels. Some cartridges default to Wire Marker Mode and others do not.
7. You can tell whether a label is in Wire Marker mode or not by looking at the Status line on the Display (it will say either Wire or Gen). If your label is in General mode and you want it to be in Wire Marker mode, follow these steps.
8. Press the Menu button once. Notice that the Status line changes.
9. Press the 1st Soft Key under FRMT (Format).
10. You now can choose from Gen (general) or Wire mode. Press the 2nd Soft Key under Wire and Press Enter.
11. Notice that now your Status line tells you you are in Wire Mode.
12. Press: Print

```
┌────────────────────┐
│      SWITCH 2      │
│      SWITCH 2      │
│      SWITCH 2      │
│                    │
└────────────────────┘
```
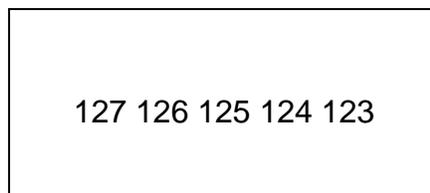
Exercise 5: Continuous Tape Label

1. Change label cartridge – insert XC-1500-580 (any color combination). Don't forget to go through the checks!
2. When a continuous supply is loaded, you'll see that you have 2 options to choose from:
    a. General ID Menu
    b. Datacomm & T-Block Menu
3. Press Enter at General ID Menu (we'll go through Datacomm & Terminal Block Labeling a little later).
4. Enter: ABC
5. Press: Print. Notice the huge font size – 1.25" font on 1.5" tape!

ABC

Exercise 6: Create a Series of Labels

6. Clear legend and change your font to 26pt.
7. Type: 123
8. Press: Serial
9. At the No. to Serial prompt, type: 5. Press: Enter
10. At the No. of Copies prompt, type: 1. Press: Enter
11. Notice how you get 5 serialized labels. If you had a die cut label supply loaded, you would get these legends printed on 5 labels.
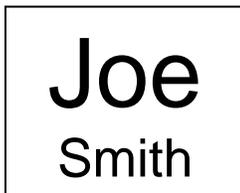
127 126 125 124 123

Exercise 7: Add a symbol to the label

1. Clear label and set font size to 55pt.
2. Press the Symbol button (Function + Serial)
3. Press the scroll down to the Warning category and Press Enter.
4. Press the Up Arrow button once (should see exclamation point inside triangle symbol) and Press Enter.
5. Type: WARNING
6. Press: Print

dWARNING

Exercise 8: Multi-lines of Text

1. Clear label and set font size to 38pt.
2. Type your first name. Press Enter (now you're on the 2nd line).
3. Reduce the font size on the 2nd line to 20pt.
4. Type your last name.
5. Press: Print

Joe
Smith

Exercise 9: Create a Bar Code Label

1. Clear label and set font size to 38pt.
2. Type: 12345
3. Press: Enter
4. Press the Bar Code button (Function + Memory)
5. Type: 12345
6. Press: Print

12345
||||||||||||||||||
12345

Exercise 10: Saving and Recalling a Label

1. With the last label still in your editor, press the Memory button.
2. There are 10 spots to save labels. If a number is bolded, then a label is currently being stored in that location. If it is not bolded, that spot is empty. If you try to save a label in a spot that already has a label saved in it, it will ask if you want to override with the new label (the old label will be lost).
3. Move your cursor to a number that you want to save your label to and press the 1st Soft Key to save your label.
4. Press Function + Delete to leave this screen.
5. Clear your editor.
6. Now we're going to recall your saved label.
7. Press the Memory button.
8. Move your cursor to the number where you saved your label.
9. Press the 2nd Soft Key to recall your file.
10. You should now see your file on your screen.

Exercise 11: Using the Datacomm & Terminal Block Menu

1. Clear the label in the editor.
2. Press: Function + Menu
3. At the menu choice, press the down arrow button to highlight Datacomm & T-Block Menu
4. Now you have 4 options to choose from:
    a. P-PNL = Patch Panel labeling
    b. T-BLK = Terminal Block labeling
    c. DESI = Desi strips
    d. 110 BLK
    e. 66 BLK
    f. BIX
5. For example, we'll create a 110-Block label
6. Select the 110 BLK from the Soft Keys (Press Next at the first set of options)
7. Select 3PR from the Soft Keys
8. Type: 01
9. Press the Serial button
10. Select HORIZ from the Soft Keys
11. At Number of Strips, type: 2 then Enter

Re-do the above exercise but choose BBONE serialization and note the difference.

Re-do the above exercise but choose a 2pr, 4pr, or 5pr configuration and note the difference.

Create 110-Block Strip with one-of-a-kind (non-serialized) data in each cell
1. Insert XC-475-412 cartridge, power ON
2. Select DATA COMM menu
   (if your last legend appears instead of the menu choice screen, then press FUNCTION + CLEAR and select Return to DataComm Menu")
3. Select NEXT on soft keys
4. Select 110BLK on soft keys
6. Select 4PR on soft key…ENTER
7. Type in a legend like **DOG**
8. Press FUNCTION + 0 (this moves you to the next zone/cell)
   (note: on a new v2.0 printer this zero key would have yellow text reading "NEXT ZONE")
9. Type in legend in cell 2 like **G15**
10. Press FUNCTION + 0 *(to get to zone/cell 3)*
11. Change the font size to 6pt. using the FONT key…then type in "NOT IN USE"
12. Press FUNCTION + 0 *(to get to zone/cell 4)*
13. Type in a **space**
14. Press FUNCTION + 0 (to get to zone/cell 5)
15. Type in **222222**
16. Press PRINT

Create a DESI-Strip Faceplate Insert

1. Install XC-475-412 supply cartridge. Don't forget to do the checks.
2. Select Data-Com menu from first screen. Clear your last legend if it still appears on the screen.
3. Select DESI with the Soft Key.
4. If you want to change the width of your strip, select the WIDTH Soft Key (standard with is 1.94").
5. If you want a separator, select the SEP Soft Key (None is the default).
6. Press: Enter
7. Type: A 33 001
8. Press: Print

A 33 001