

1 Read This First !

Congratulations....

On your choice of a Citizen CLP 8301 label printer.

Please take a moment to read this Quick Start Guide which will familiarise yourself with the printer and its operation. The printer is a sophisticated but easy-to-use label printer featuring simple media loading, quick connection and a powerful LCD configuration system.

We will guide you through unpacking of the printer from its carton, connection to your computer system and installation of the media including a quick self-test of the printer to ensure it is working.

Safety

But first, please carefully read the safety instructions included in this Quick Start Guide and in more detail in the user manual. Failure to observe the safety precautions could cause serious injury or damage to both you and your property.

Unpacking Your Printer

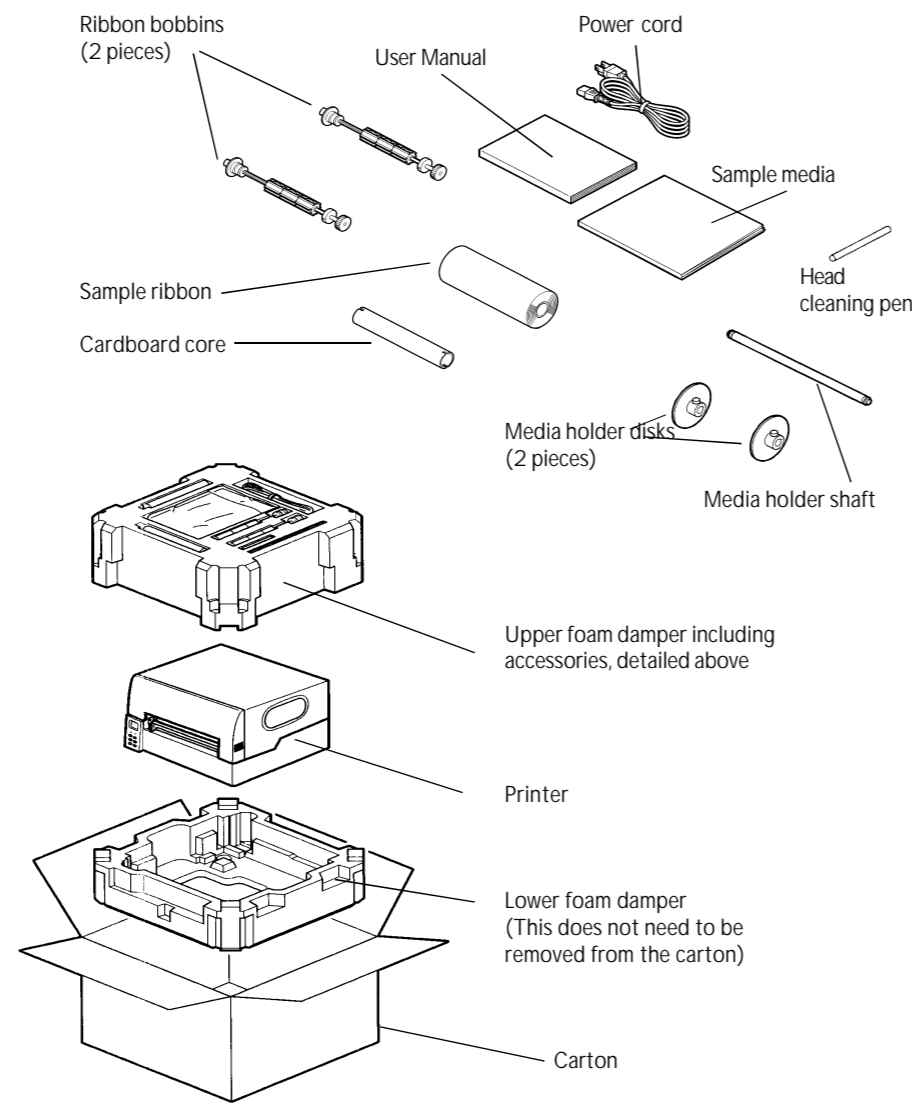
Carefully open the carton and lift out the upper foam damper containing the accessories.

With two hands and, if necessary with someone else's assistance, lift the printer out of the box holding the bottom of the printer firmly. Ensure there is space to set the printer down before you lift it from the packing. Keep the carton, packing materials and printer mechanism travelling tape for future shipment.

In some cases, your supplier or Citizen may have added extra items required for your particular installation such as additional CD-ROM, cable or manuals. Instructions for each of these items will be included within the individual packages.

If you have any questions, or if you find any of the items are missing, please initially refer back to your supplier. Otherwise, contact details for our offices are shown on the back page of this Quick Start Guide.

Carton Contents - Accessories



2 Remove Packing

Removing Adhesive Tapes

- The printer is shipped with adhesive tape in place to hold the top cover closed. Simply remove the two pieces of tape on either side of the top cover. Then open the top cover by lifting up and tipping it backwards.
- There are two pieces of tape on the right side of the printer preventing the head release levers from being pressed. Carefully remove these pieces of tape.
- Lastly, there is another strip of adhesive tape holding the mechanism closed for shipping. Remove the tape and attached paper by carefully peeling from the case. A piece of paper is also inside the mechanism to protect the printhead.

Windows® Driver Installation

If you are using Windows® 98, NT4, 2000, XP or 2003 or any newer versions of Windows®, the latest printer drivers will usually be supplied on CD in the box by your dealer. If the drivers are not included with the printer, you can download the latest version free-of-charge from our web site, details of which are on the back of this Quick Start 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. Follow any on-screen instruction and also instructions supplied with any additional CD-ROM or floppy disk included with your printer.

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.

3 Connection

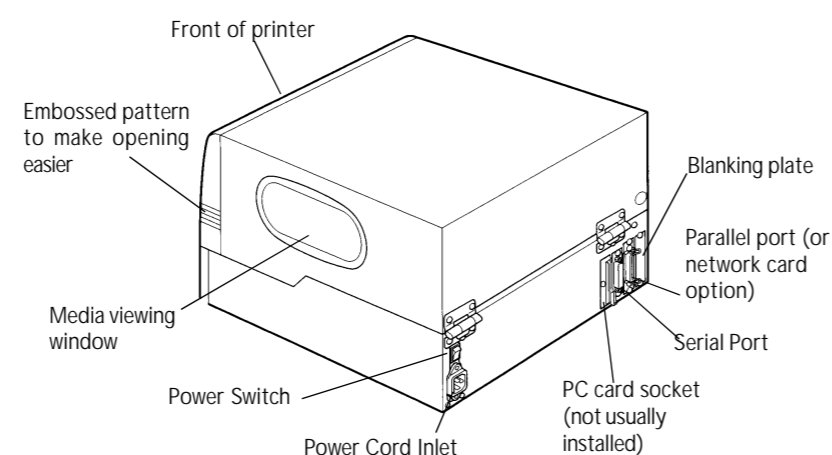
Connection to Power

- Ensure the power switch is turned OFF.
- Connect the power cord supplied to the printer's power cord inlet.
- Insert the plug of the power cord in the AC outlet.
- Turn the power switch on and the LCD panel on the front of the printer will display "Power On" and, after a few seconds of testing, it will display "Ready".

Connection to a Computer

This product has two interfaces as standard that can be used to receive printing data: a serial port (RS232C) and a parallel port. An optional internal Ethernet (LAN) port, an internal Wireless LAN port or enhanced "1284" parallel port can be added by your dealer. With the exception of a wireless LAN connection, an interface cable is necessary to connect the printer to a computer.

- With the power turned off, connect one end of the interface cable to the interface connector on the back of the printer and secure it with locks or locking screws, where available.
- Connect the other end of the interface cable to the interface connector on the computer and secure it with locks or locking screws, where available.



* For Further Information . . .

For further information and more detailed instructions on the use of your new printer, please refer to the complete user manual accompanying your printer.

Alternatively, please contact one of our local sales offices:

Citizen Systems Europe GmbH
Mettinger Strasse 11
D-73728 Esslingen
Germany
Tel: +49 (0) 711 3906 400
<http://www.citizen-europe.com>

Citizen Systems Europe UK
Park House, 643-651 Staines Road
Feltham, Middlesex, TW14 8PA
United Kingdom
Tel: +44 (0) 20 8893 1900
<http://www.citizen-europe.com>

Citizen America Corporation
2102 Alton Parkway, Unit A
Irvine, CA 92606. U.S.A.
Tel: (949) 428-3700
<http://www.citizen-america.com>



Caution Use an AC outlet that accepts a three-pronged plug. Otherwise, static electricity may be generated and there will be danger of electric shock.

SAFETY INSTRUCTIONS

For the safe operation of your printer, please read the following important operation and safety instructions carefully. Failure to observe these precautions can result in personal injury or property damage or, in extreme situation, serious injury or death.

1. Read all of these instructions and save them for later reference.

2. Follow all warnings and instructions marked on the product.

3. Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners, thinner, trichloroethylene, benzene, ketone or similar chemicals. Instead use a damp cloth for cleaning, when the printer is disconnected from the mains supply.

4. Do not use this product near water or where a chemical reaction can occur such as in a laboratory or where there is a lot of oil, dust, salt or iron particles.

5. Do not place this product on an unstable cart, stand or table. The product may fall, causing serious damage to the product and people around it.

6. Slots and openings on the cabinet and the back or bottom are provided for ventilation.

7. To ensure reliable operation of the product and to protect it from overheating, do not block or cover these openings. The openings should never be blocked by placing the product on a bed, sofa, rug or other similar surface. This product should never be placed near or over a radiator or heat source. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.

8. This product is equipped with a built-in installation unless proper ventilation is provided. This plug will only fit into grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the safety purpose of the grounding-type plug.

9. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be walked on. Do not pull on the power cord or data cables or keep them under tension.

10. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 75 amperes for 220/240V outlet and 15 amperes for a 120V outlet.

11. Never push objects or any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.

12. Except as explained elsewhere in this manual, don't attempt to service or disassemble this product yourself. Opening and removing those covers that are marked "Do Not Remove" may expose you to dangerous voltage points or other risks. Refer all servicing on those compartments to service personnel. The mains plug on this equipment must be used to disconnect mains power. Please ensure that the socket outlet is installed near the equipment and shall be easily accessible.

15. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
a. When the power cord or plug is damaged or frayed.
b. If liquid, aerosol chemicals or other chemicals have been spilled into the product.
c. If the product has been exposed to rain or water or excessive humidity.
d. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
e. If the product has been dropped or knocked or the cabinet has been damaged.
f. If the product exhibits a distinct change in performance, indicating a need for service.
16. Discard or safely store the plastic packing bag. This bag should be kept away from children. If the bag is pulled over child's head, it may cause suffocation.
17. Make sure if you open the top cover, it is opened all the way. If only partially open, the cover could slam shut, possibly causing injury.
18. When the cover is open, be careful of the corners of cover. They could cause injury.
19. Do not open the control panel properly. A careless, rough handling may cause problems or malfunction. Operate the control panel properly. A careless, rough handling may cause problems or malfunction.
20. Do not use such sharp-edged tool as a ballpoint for operation.
21. If a problem occurs during printing, stop the printer immediately and unplug the power cord from the outlet.
22. The contents of this manual may be changed without prior notice.
23. Reproduction, transfer, or transmission of the contents of this manual without prior consent is strictly prohibited.
24. We are not liable for any damage resulting from the use of the information contained herein, regardless of errors, omissions, or misprints.
25. We are not liable for any problems resulting from the use of optional products and consumable supplies other than the designated products contained herein.
26. We are not liable for any damage caused by user's erroneous use of the printer and inadequate environment.
27. Data residing in the printer is temporary. Therefore, all data will be lost if power is lost. We are not liable for any damage or loss of profits caused by data loss due to failures, repairs, inspections, etc.
28. Please contact us if there are any mistakes or ambiguities within this manual.
29. If there are missing or incorrectly collated pages in this manual, contact us to obtain a new manual.
30. Trademarks or registered trademarks of other companies and products are included in this manual. Citizen acknowledges all trademarks.

COMPLIANCE STATEMENT FOR EUROPEAN USERS

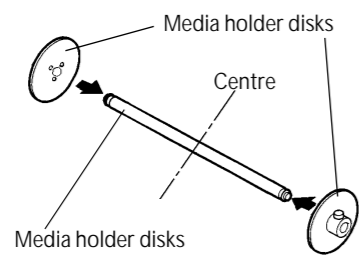
CE marking shows conformity to the following criteria and provisions:
Low Voltage Directive (73/23/EEC)/EN60950
EMC Directive (89/336/EEC)/EN55022, EN55024, EN61000-3-2 & EN61000-3-3

Thermal Label & Barcode Printer

CLP-8301

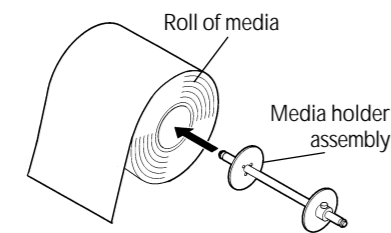
4 Media (Paper) Installation

- a. Put both media holder disks on the media holder shaft to make the media holder assembly



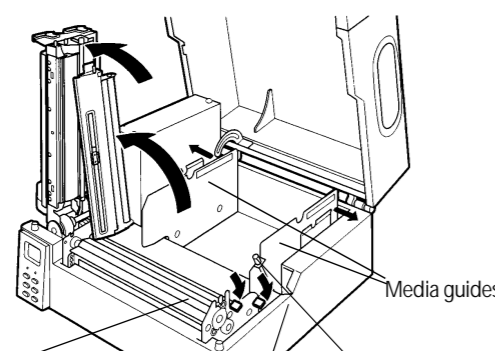
Adjust both disks according to the width of the roll media so that they are the same distance from the center of the media holder shaft and inside the media core.

- b. Insert the media holder assembly into the media core.



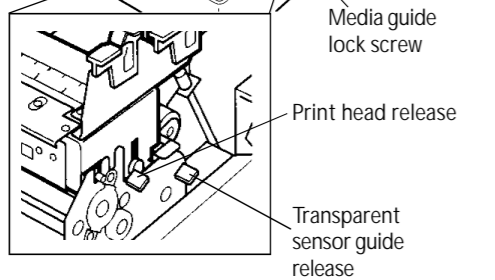
- c. Load the media into the printer by referring to the diagrams and the following steps.

- d. Open the top cover all the way until it stops.



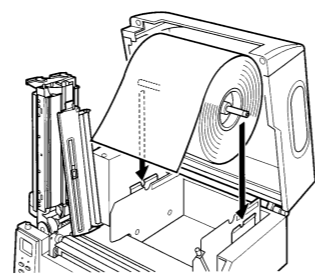
- e. Unlock the printhead assembly by pushing the printhead release lever and raise it until it stops and stands upright. At the same time unlock the transparent sensor guide by pushing the transparent sensor guide release lever and raise it until it stops.

- f. Unlock the media guide lock screw and move both side media guides to their maximum outward position.

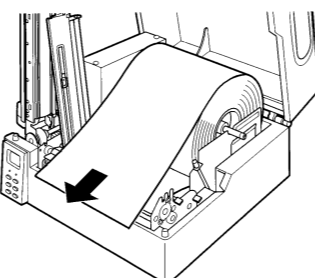


- g.. Install the roll of media by placing the

media holder shaft onto the round notches on the media guides and media holder shaft supporting plates.

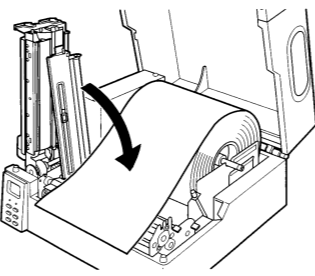


- h. Move both media guides using both hands so that they come into contact with the edges of the roll. There should be no space between media guides and media.



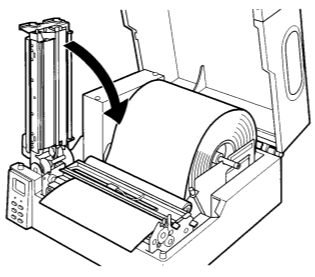
- i. Lock the media guides with the media guide lock screw turned clockwise.

- j. Route the roll media over the platen out to the front of the printer.

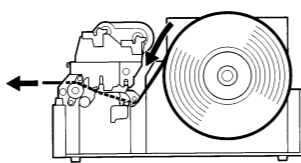


- k. First lower the transparent sensor guide and push down gently to lock. Then lower the printhead assembly fully and push down firmly on the top edge by the ribbon holders to lock in place.

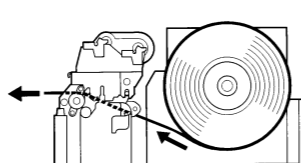
- l. The roll media is now loaded. Lastly close the top cover.



Paper path for outside wound media

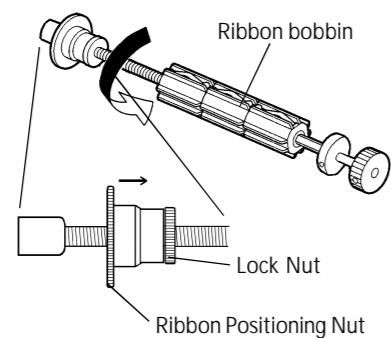


Paper path for inside wound media

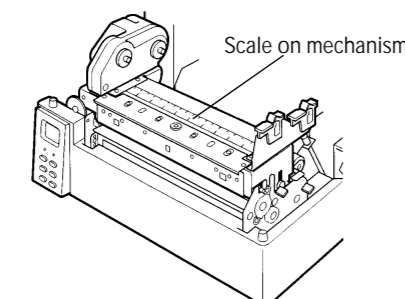


5 Ribbon Installation

The printer's media and ribbon are aligned centrally within the printer's mechanism. The media (paper) is automatically aligned centrally by the media guides. To align the ribbon with the media being used, adjust the flange as follows:

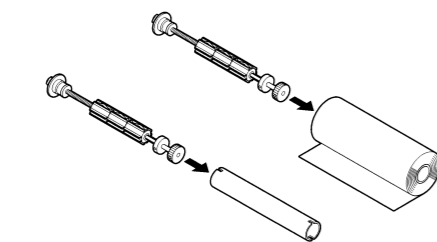


- a. First turn the Lock Nut on the ribbon bobbin anti-clockwise, then turn the Ribbon Positioning Nut anti-clockwise to move the Flange towards the center of the ribbon bobbin and to align it with the edge of the media being used.

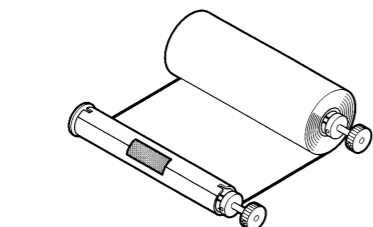


- b. Referring to the scale on the top of the mechanism, adjust the flange so that the ribbon is put in the center of the media. The value of half the ribbon width being used is the actual value on the scale.

- c. Check to see that the ribbon is positioned properly and fix the ribbon positioning nut by turning the lock nut clockwise. Repeat the procedure for the second bobbin.

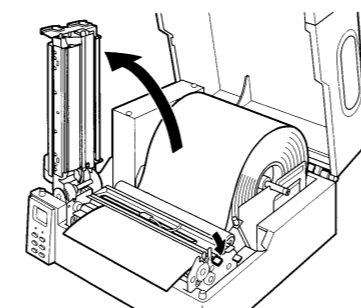


- d. With the two bobbins adjusted, insert one of them into the supply (unused) ribbon core and the other in to the take-up (used) cardboard tube.



- e. Unstick the end of the ribbon and use the adhesive end of the ribbon to stick it to the takeup core. Then slowly wind some ribbon on to the take-up core until the ribbon is secure.

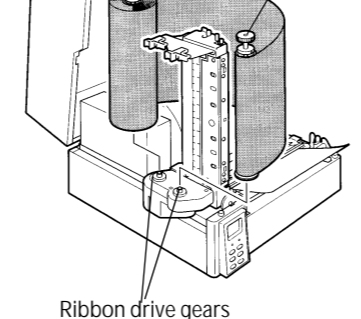
- f. Unlock the printhead assembly by pushing down the printhead release lever and raise it until it stops and stands upright.



- g. Hold both bobbins with a length of about 300 mm (1 ft) of unwound ribbon between the bobbins. The left hand grips the ribbon supply bobbin and the right hand grips the takeup bobbin.

Hold this with the left hand

Hold this with the right hand



- h. Carefully wrap the unwound ribbon around the printhead trying to avoid any wrinkles.

- i. Then insert the bobbins in to the drive gears on the ribbon drive mechanism.

- j. Remove any slack and wrinkles by turning the knob of the ribbon takeup bobbin clockwise. Do not be afraid to 'waste' a little extra ribbon here to ensure the ribbon is seated correctly and wrinkle-free.

- k. Lower the printhead assembly with ribbon and push down firmly to lock. The ribbon is now loaded. Lastly close the top cover.

Remember to use Citizen's thermal transfer ribbons for the best print quality, reliability and to maintain your printer's warranty.

6 Creating a Test and Configuration Print

Your printer can produce a number of test reports and configuration prints. This is to show you that it is operating correctly and that the internal settings are set correctly.

This section will also introduce you to the printer's control panel. The control panel has many options and is extremely sophisticated giving the power and ability needed on a high-performance printer like yours.

However, in many cases, you will only need the more basic features explained here. Full details of the complete menu system are shown in the user manual.

To create a self-test or configuration print, first load the paper media and ribbon in to the printer as explained in sections 4 and 5.

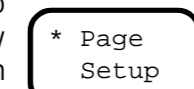
- a. The switch on the printer. The LCD will display a number of messages whilst the printer is starting.



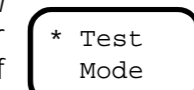
- b. If everything is working correctly, the printer will display "READY". If an error

message is displayed, you should consult your dealer for further information and advise on what to do.

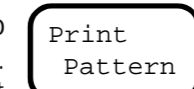
- c. Press the **MODE** key to display the first menu. It will say *** Page Setup**. Menu's with an asterisk (*) before each item are referred to as "group menus". They are the top level menus.



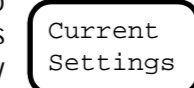
- d. Press the **MENU** key to show the next Group Menu. After pressing the key a number of times, you will see the display saying 'Test Mode'.



- e. Press the **SELECT** key to enter the test mode menu and to display the first option available. The display should show 'Print Pattern'.



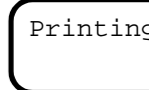
- f. Press the **SELECT** key again to display the possible test patterns available. The first one will say 'Current Settings'.



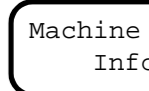
- g. Press **DOWN** to change from 'Current Settings' to 'Pattern Sample'. If you miss the option, just keep pressing the **DOWN** key and you get back to it once more.



- h. When you have selected the 'Pattern sample', press the **SELECT** key. The printer will say 'Printing' and the test pattern should be produced.



- i. Once this is done, you can press **EXIT** to return to the previous menu. You can now make other test prints if you require, such as 'Machine Info' or 'Current Settings'.



- j. If you press **EXIT** several times, you will return to the Ready screen.



The full control panel menu system has many options. Full details on how to modify and change them are given in the user manual.

7 Adjusting the Printer for Specialist Media

Thicker media or card

Not for wider or narrower media

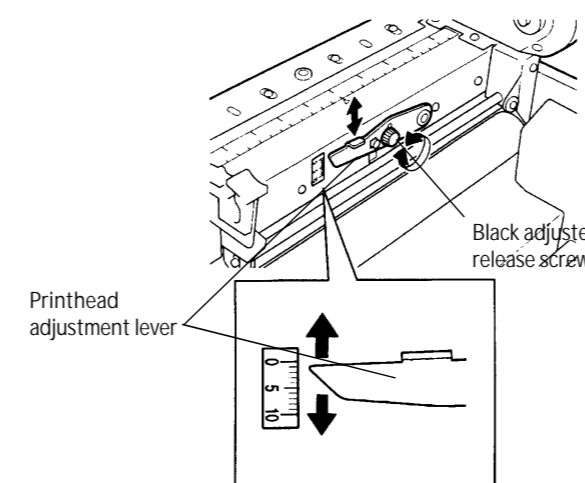
If the media you are using is thicker (like a card or tag, for example) you will need to adjust the Printhead Adjustment Lever to a higher value to get a good print quality.

For normal paper and labels, the printer is adjusted at the factory to the "0" position.

For medium thickness card, move the adjuster to the "5" position. For very thick (stiff) card, move the adjuster to the "10" position.

To change the adjuster:

- Unscrew the small black adjuster release screw.
- Slide the printhead adjustment lever to the required position.
- Re-tighten the black adjuster screw.
- Ensure the black adjuster screw is tightened firmly to avoid it moving in operation.



Specialist Ribbons

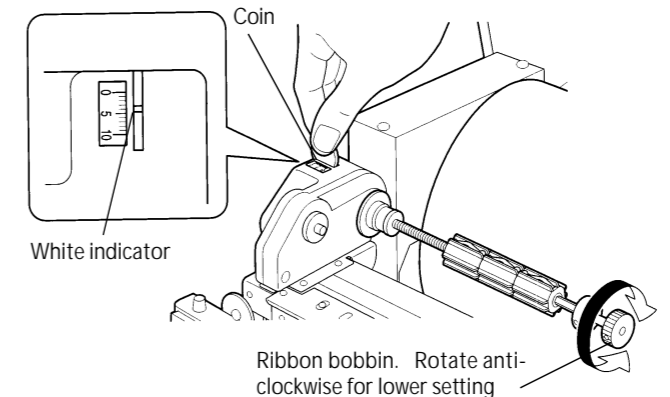
Also including narrow-width ribbons

If you are using a specialist ribbon or one that is less than the full width of the printer, it may be necessary to adjust the ribbon tension to avoid ribbon wrinkle and "Ribbon Out" errors.

- a. Insert a coin in to the slot on the ribbon drive cover as shown below. This stops the white plastic gear from rotating.

- b. With a ribbon bobbin inserted in to the rear holder, turn the bobbin clockwise or anti-clockwise to get the correct setting on the ribbon drive indicator.

The indicator is the left edge of the white plastic



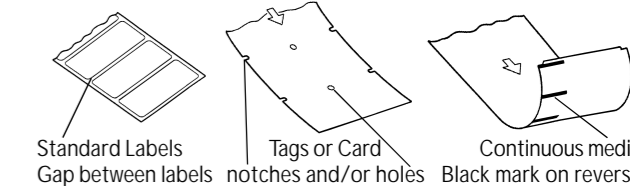
gear visible through the slot in the cover.

- c. For narrow media, or if you are getting false "Ribbon Out" errors on the control panel, adjust the settings towards '0'.

It may be necessary to adjust the "Ribbon Torque" of the destination ribbon. This is done with a control panel setting, explained in the full user manual.

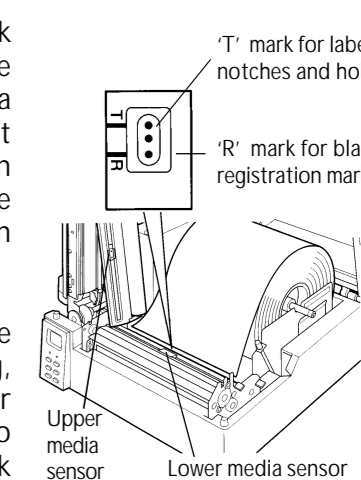
Media Sensor Adjustment

For unusual shaped media, tags, etc.



- a. Unlock the printhead assembly and sensor guide as described in section 4e

- b. For black mark sensing, move the lower media sensor so that the 'R' mark is in the middle of the black mark on the media.



- c. For punched hole or notched tag, move the lower media sensor so that the 'T' mark is aligned with the hole or notch in the media.

- d. Read and note the value on the scale on the media guide plate pointing the 'T' mark (not the 'R' mark, even if you are using black mark sensing)

- e. Lower the transparent sensor guide arm fully and push it down gently to lock.

- f. Move the 'T' pointer of the upper sensor to the same scale position as the lower sensor position noted previously.

- g. The media sensor adjustments are now completed. Lastly lower and close the printhead assembly and top cover.