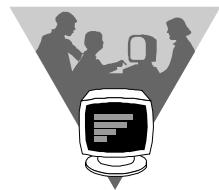




University of Edinburgh



Library Systems Department

Kroy Label Printer

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Author	<i>JB</i>
Tested by	<i>Person who test documentation</i>

1 Document Control

1.1 Amendment History

Version	Date	Description	Initials
1.0	4/3/99	Current and Initial Version (awaiting testing)	JB

1.2 Filename Path

Document can be found at the following path:

\lib-srv4\images\document\training\train0057.doc

2 Introduction

This document aims to give a brief insight into the set-up of the Kroy Label Printer which is now the preferred Label Printer used by various Departments within EUL.

There are four Kroy Printers now operational :

1 in the Main Library Bindery,

1 in the Main Library Short Loan Project Team,

1 in the Darwin Library,

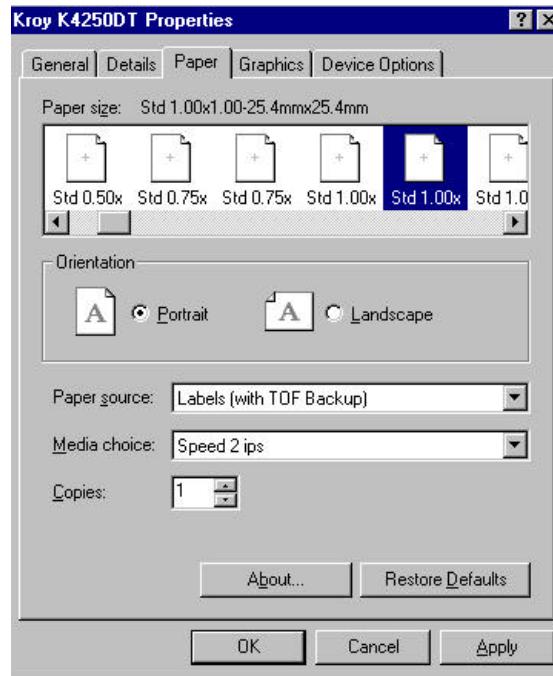
1 in the Law Library

3 Pre-Requisites

To install the Kroy Printer, you will need the Kroy Printer drivers and the Helpdesk login access.

4 Step by Step Instructions

- 1 To install the Kroy Printer, you follow the instructions exactly for installing any other printer, it is basically just a small printer. The model to choose is the K4250DT when installing, this can be chosen when using the 3.86 driver disk.
- 2 Labels can be printed off from within Voyager or from a Word template which is the preferred method, as this allows you to print pages of labels on the one job, whereas from within Voyager you can only print one label at a time at the moment.
- 3 The Kroy printer properties set-up should be set up as below, although you can switch between Portrait and Landscape, depending on which way you want to print onto the labels.



4 There are two Word templates used with the Kroy Printer, one for printing Landscape labels (3 x 2cm) and the other for Portrait labels (2 x 3cm). These are loaded onto the D:/ drive of any PC attached to the Kroy.

Only one Kroy has been networked at the moment, the one in Seminar Room A and this is done just like networking any other printer.

5 Changing rolls of Labels and Ribbons is very straightforward, just follow the diagram on the inside of the Kroy casing. When using a red ribbon for Short Loan books, the Speed should be changed in the Kroy printer properties.
*(Speed should now be 1.5 ips for all ribbons).

PROBLEMS TO WATCH OUT FOR

Don't have label rolls wrapped too tightly after fitting a roll, this can cause overheating on the labels and they become over sticky and become problematic.

Watch for labels coming free from roll and bunching before going through label feeder, - this can cause a label jam. (Remove any labels that get stuck and clean feeder area with white spirits.)

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