



## User Guide

**LEITZ<sup>®</sup>**  
**ICON<sup>™</sup>**  
SMART LABELING SYSTEM<sup>™</sup>

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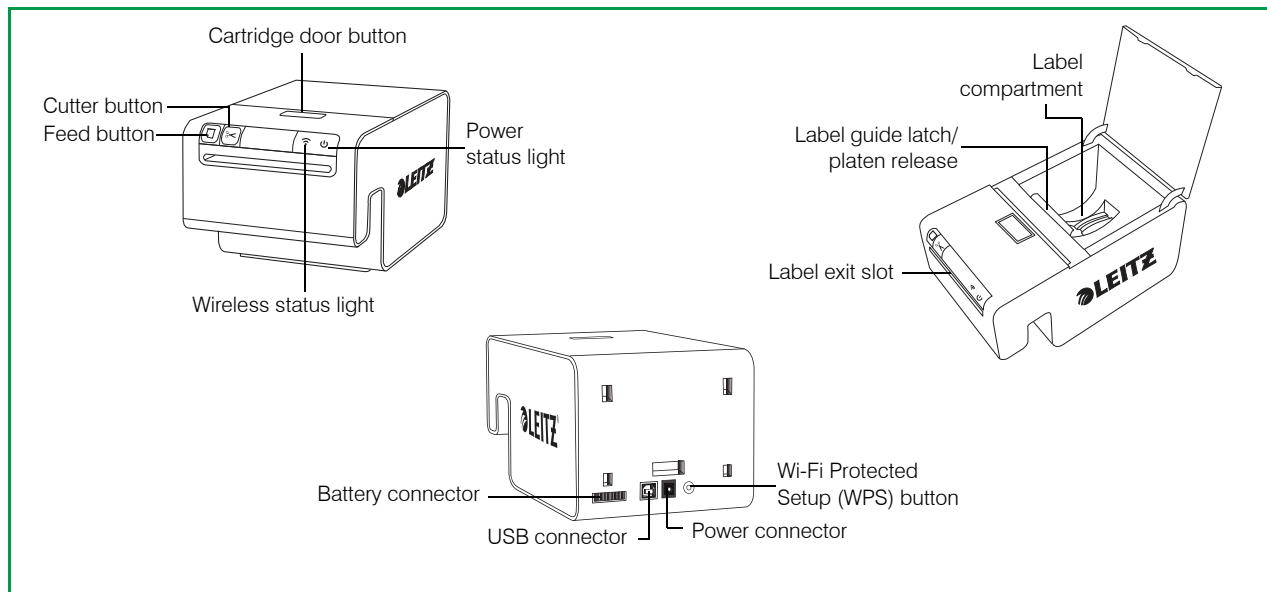
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## About the Leitz Icon Printer

The Leitz Icon printer is the heart of your Icon Smart Labeling System. Using the printer, you can print a wide variety of labels, name and visitor badges, lever arch file labels, and more. Because the printer can cut labels to size, you can use a single label cartridge to print many different types of labels, minimizing the need to switch cartridges. When you do need to change cartridges, you have a choice of paper or plastic self-adhesive labels, as well as non-adhesive card stock. All label types are available in multiple widths to meet a variety of applications.

The printer connects to your computer wirelessly or using the included USB cable.

### Getting to Know the Printer



### Status Lights

The printer has a power status light and a wireless status light. These two lights indicate the current status of the printer. For information about printer errors indicated through the status lights, see **Printer Errors** on page 21.

#### Power Status Light

The power status light indicates the power status of the printer.

Status Light	Printer Status
Solid	Printer is receiving power
Dimmed	Printer is in sleep mode
Flashing	Error (no paper, cutter jam, etc.)
Off	Printer is not receiving power

#### Wireless Status Light

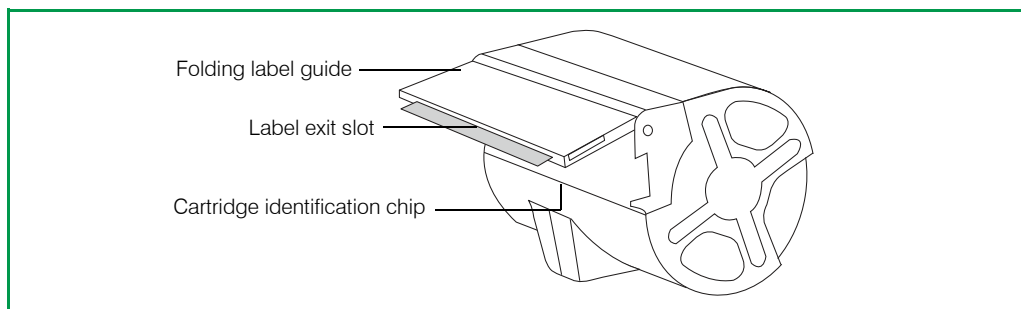
The wireless status light indicates the wireless connection status of the printer.

Status Light	Printer Status
Solid	Printer is connected wirelessly
Flashing	WPS connection in progress
Dimmed	Print is in sleep mode
Off	Wi-Fi is inactive

## Getting to Know the Intelligent Label Cartridge

Leitz Icon Intelligent Label Cartridges are easy to load into the printer and are recyclable\*. Each cartridge has a folding label guide that opens to load and print labels and closes to protect labels during storage. The Intelligent Label Cartridge uses a special cartridge identification chip to relay information about the label cartridge, such as the type and size of the labels, the capacity of the label cartridge, and the number of labels remaining, to the software.

**NOTE** Avoid handling the cartridge identification chip as this may damage the chip. If the chip becomes damaged, the label cartridge may not work properly.



\*Intelligent Label Cartridges may not be recyclable in your area.

## System Requirements

The Leitz Icon Software is available for both Mac and Windows. In addition, the Leitz Icon app is available for designing and printing labels from many iOS and Android devices.

Operating System	Minimum System Requirements
Windows	Windows 7 SPI, 8, 10, or later
Mac	Mac OS X v10.9 or later
iOS	Apple iOS 9 or later
Android	Android OS 4.1.2 or later

## About the Software

For detailed information about the Leitz Icon Software for Mac, Windows, iOS, or Android, refer to the **Leitz Icon Software Help** (available from the **Help** menu).

## Getting Started


Complete the procedures in the following sections to get started with your Leitz Icon printer.

- **Installing the Software**
- **Connecting the Power**
- **Connecting the Printer to Your Computer (Windows)** or **Connecting the Printer to Your Computer (Mac)**
- **Loading Labels**
- **Printing Labels**

## Installing the Software

Visit the Leitz website at [www.leitz.com/icon/support](http://www.leitz.com/icon/support) to download the latest version of the software or the Leitz Icon app for iOS or Android.

## Installing the Software

1. Download the latest version of the Leitz Icon Software from the Leitz website.
2. Double-click  to start the installer.
3. Follow the on-screen instructions to install the software.

## Installing the Leitz Icon App

1. Open a web browser on your iOS or Android device.
2. In the address bar, type **www.leitz.com/icon/support** to visit the Leitz website.
3. Click the link to download the app from the App Store or from Google Play™.

The Apple App Store or Google Play automatically launches and displays the installation screen for the Leitz Icon app.

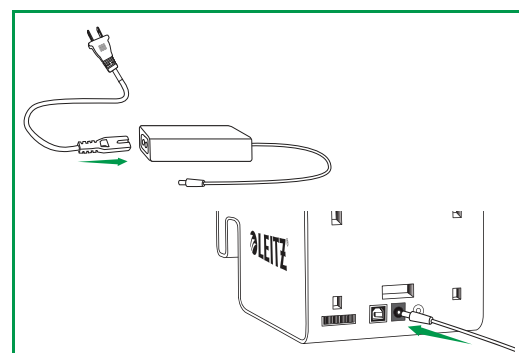
4. Click **Install**.

## Connecting the Power

The printer is powered using the included AC power adapter and power cord.

1. Plug the power cord into the power adapter.
2. Plug the power adapter into the power connector on the back of the printer.
3. Plug the power cord into an available power outlet.

An optional, external, rechargeable battery is available for using the printer as a portable device. Refer to **Using the Battery** on page 19 for information on using the optional battery.



## Connecting the Printer to Your Computer (Windows)

After downloading and installing the software, connect the power to the printer (see **Connecting the Power**).

**NOTE** Software installation must be complete before connecting the printer to your computer.

You can use the Add Printer Wizard to connect your Leitz Icon printer to your computer. Several options are available for connecting the Leitz Icon printer to your computer.

- Connect the printer using USB
- Connect the printer using your wireless network
- Connect the printer using access point (Soft AP) mode


## Starting the Add Printer Wizard

After downloading and installing the software, you are prompted to restart your computer. Once your computer restarts, the Add Printer Wizard starts automatically.

**NOTE** If the Add Printer Wizard does not start automatically, you can access the wizard by starting Leitz Icon Software and clicking **Add Network Printer** in the dialogue box that appears.

If you already have a Leitz Icon printer connected to your computer and want to change the connection method or add another Leitz Icon printer, you can start the Add Printer Wizard from within Leitz Icon Software.

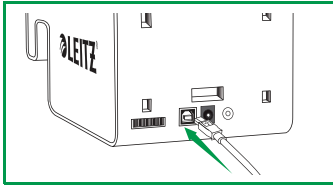
### To start the Add Printer Wizard from Leitz Icon Software

1. Click  to start Leitz Icon Software.
2. On the **Help** menu, click **Add printer**.



## Connecting the Printer Using USB

1. In the **Add Printer Wizard**, select **USB**, and then click **Next**.
2. Plug the USB cable into the USB connector located on the back of the printer.



3. Plug the other end of the USB cable into an available USB port on your computer.
4. Click **Close** to close the **Add Printer Wizard**.

The necessary driver to print to your printer is installed. Once the installation is complete, you will be able to print your first label.

## Connecting the Printer Using Your Wireless Network

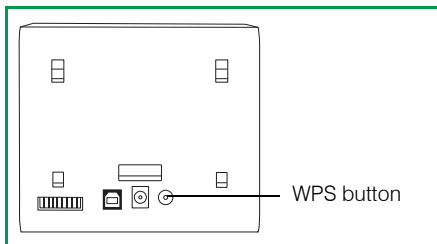
You can connect the printer to your wireless network using the Leitz Icon Add Printer Wizard or using WPS (Wi-Fi Protected Setup).

### Connecting the Printer to your Wireless Network Using WPS

You can quickly connect the printer to your wireless network using WPS.

**NOTE** To connect your printer to your wireless network using WPS, you must use a router with WPS support.

1. Press the WPS button located on the back of the printer.  
The Wireless status light begins to blink.



2. Within two minutes, press the WPS button on your router.  
Refer to the router documentation for instructions on locating the WPS button.

When the printer is connected to your wireless network, the Wireless status light stops blinking and turns solid green.

### Connecting the Printer to your Computer Using the Leitz Icon Add Printer Wizard

1. In the **Add Printer Wizard**, select **Wi-Fi**, and then click **Next**.
2. Select **Infrastructure**, and then click **Next**.
3. Click **Soft AP**, and then click **Next**.
4. From the list of available wi-fi access points, select the printer ID of the Leitz Icon printer you want to connect to your wireless network, and then click **Connect**.

The Printer ID is formatted as **ICON-xyyzz** and can be found on the label on the bottom of your printer.

**NOTE** If the label on the bottom of your printer does not contain the Printer ID, you can determine the Printer ID using the printer's MAC address. In this case, the Printer ID is formatted as **ICON-xyyzz**, where xyyzz is the last six characters of your printer's MAC address (found on the label on the bottom of your printer). For example, if your printer's MAC address is **MAC:00:1E:CO:13:13:A5**, the Printer ID is **ICON-1313A5**.

5. Enter your user name and password in the **User name** and **Password** boxes.

The default user name and password are as follows.

**User name:** Admin

**Password:** password

6. From the list of available wireless networks, select your wireless network, and then click **Connect**.
7. When prompted, enter the password for your wireless network, and then click **OK**.

The printer is connected to your wireless network and added to the computer and is now available for printing.

## Connecting the Printer Using Access Point (Soft AP) Mode

The printer can act as its own access point, or Soft AP, allowing a direct wireless connection between the printer and your computer. Using access point mode, you can wirelessly connect the printer to your computer without connecting to an existing wireless network.

### To connect the printer using access point mode

1. In the **Add Printer Wizard**, select **Wi-Fi**, and then click **Next**.
2. Click **Soft AP**, and then click **Next**.
3. From the list of available wi-fi access points, select the printer ID of the Leitz Icon printer you want to connect to your wireless network, and then click **Connect**.

The Printer ID is formatted as **ICON-xyyzz** and can be found on the label on the bottom of your printer.

**NOTE** If the label on the bottom of your printer does not contain the Printer ID, you can determine the Printer ID using the printer's MAC address. In this case, the Printer ID is formatted as **ICON-xyyzz**, where xyyzz is the last six characters of your printer's MAC address (found on the label on the bottom of your printer). For example, if your printer's MAC address is **MAC:00:1E:CO:13:13:A5**, the Printer ID is **ICON-1313A5**.

4. Enter your user name and password in the **User name** and **Password** boxes.

The default user name and password are as follows.

**User name:** Admin

**Password:** password

The printer is now available for printing.

## Connecting the Printer to Your Computer (Mac)

Several options are available for connecting the Leitz Icon printer to your computer.

- Connect the printer using USB
- Connect the printer using your wireless network
- Connect the printer using access point (Soft AP) mode

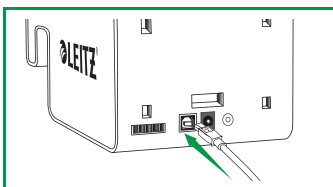
**NOTE** Software installation must be complete before connecting the printer to your computer.

## Connecting the Printer Using USB

After downloading and installing the software, connect the power to the printer (see **Connecting the Power**) and attach the USB cable to your computer.

**NOTE** Software installation must be complete before connecting the printer to your computer.

1. Plug the USB cable into the USB connector located on the back of the printer.



2. Plug the other end of the USB cable into an available USB port on your computer.

The necessary driver to print to your printer is installed. Once the installation is complete, you will be able to print your first label.

## Connecting the Printer Using Your Wireless Network

Connecting the printer to your computer using your wireless network is a two-step process.

1. Connect the printer to your wireless network.
2. Add the printer to your computer and install the printer driver.

### Connecting the Printer to Your Wireless Network

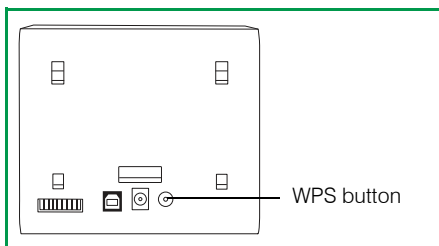
You can connect the printer to your wireless network using WPS (Wi-Fi Protected Setup) or the Leitz Icon Control Panel.

#### Connecting the Printer to your Wireless Network Using WPS

You can quickly connect the printer to your wireless network using WPS.

**NOTE** To connect your printer to your wireless network using WPS, you must use a router with WPS support.

1. Press the WPS button located on the back of the printer.  
The Wireless status light begins to blink.



2. Within two minutes, press the WPS button on your router.  
Refer to the router documentation for instructions on locating the WPS button.

When the printer is connected to your wireless network, the Wireless status light stops blinking and turns solid green.

#### Connecting the Printer to your Wireless Network Using the Leitz Icon Control Panel

The Leitz Icon printer includes a built-in web server. The web server appears in your web browser as the Leitz Icon Control Panel. If your router does not support WPS or if you have trouble connecting your printer to your wireless network using WPS, you can use the Leitz Icon Control Panel to connect the printer to your wireless network. For details about connecting your printer to your wireless network using the Leitz Icon Control Panel, see **Connecting the Printer to Your Wireless Network** on page 17.

## Adding the Printer to Your Computer and Installing the Printer Driver

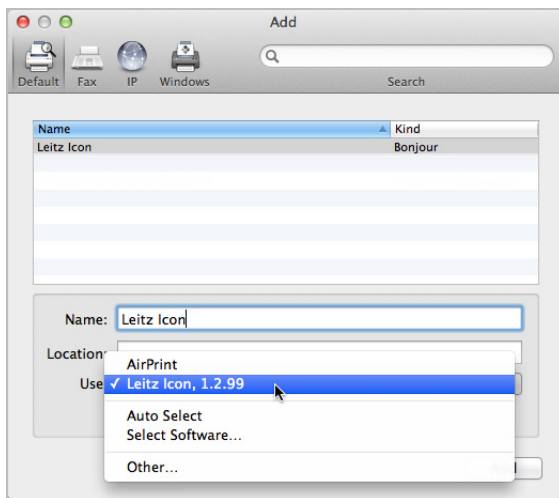
After you connect the printer to your wireless network, you must next add the printer to your computer and install the printer driver.

### Adding the Printer to Your Computer and Installing the Printer Driver

1. Start **System Preferences**.
2. Under **Hardware**, click **Print & Scan**.
3. Under the printer list, click **+**, and then click **Add Printer or Scanner**.  
The Add dialog box appears.
4. Click **Leitz Icon** in the list of available printers.  
The **Kind** column should display Bonjour.

5. In the **Use** list, do one of the following:

- Select **Leitz Icon**.



**NOTE** If more than one Leitz Icon version appears in the list, select the most recent version.

- If **Leitz Icon** does not appear in the list, do the following:
  - a. Click **Select Software**.
  - b. In the **Printer Software** dialog box, click **Leitz Icon**.
  - c. Click **OK**.

6. (Optional) In the **Name** box, type a useful, recognizable name for the printer such as **Matt's Leitz Icon**.

7. (Optional) In the **Location** box, type the location of the printer such as **Matt's Office**.

8. Click **Add**.

The printer is added to the Printers list and is now available for printing.

## Connecting the Printer Using Access Point (Soft AP) Mode

The printer can act as its own access point, or Soft AP, allowing a direct wireless connection between the printer and your computer. Using access point mode, you can wirelessly connect the printer to your computer without connecting to an existing wireless network.

### To connect the printer using access point mode

1. On your computer, search for available wireless networks.

For information on searching for wireless networks, see the documentation for your computer.

2. From the list of available networks, select your printer ID.

The Printer ID is formatted as **ICON-xyyz** and can be found on the label on the bottom of your printer.

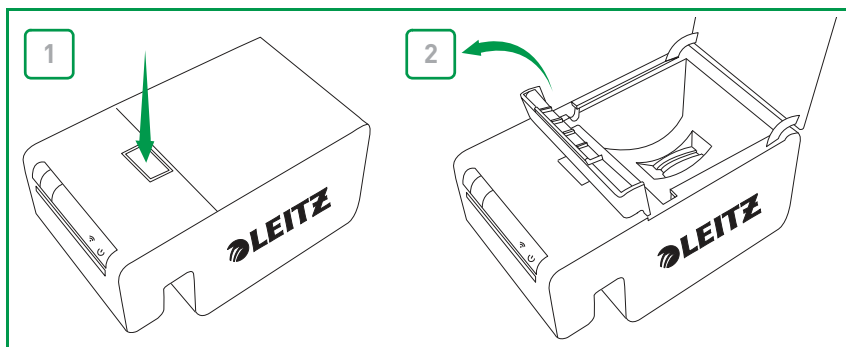
**NOTE** If the label on the bottom of your printer does not contain the Printer ID, you can determine the Printer ID using the printer's MAC address. In this case, the Printer ID is formatted as **ICON-xyyz**, where **xyyz** is the last six characters of your printer's MAC address (found on the label on the bottom of your printer). For example, if your printer's MAC address is **MAC:00:1E:CO:13:13:A5**, the Printer ID is **ICON-1313A5**.

3. Click **Join** or **Connect**.

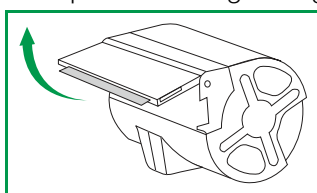
The printer is now available for printing.

## Loading Labels

1. Push the button on the top of the printer to open the cartridge door.
2. Lift the label guide latch as shown.

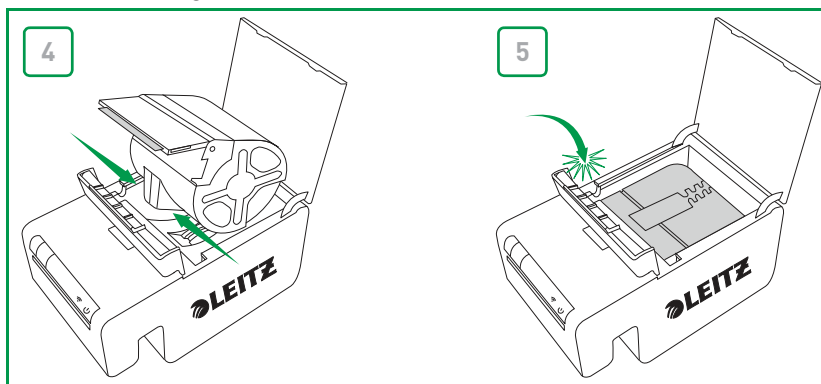


3. Pull open the folding label guide on the label cartridge.



**NOTE** Avoid handling the cartridge identification chip as this may damage the chip. If the chip becomes damaged, the label cartridge may not work properly.

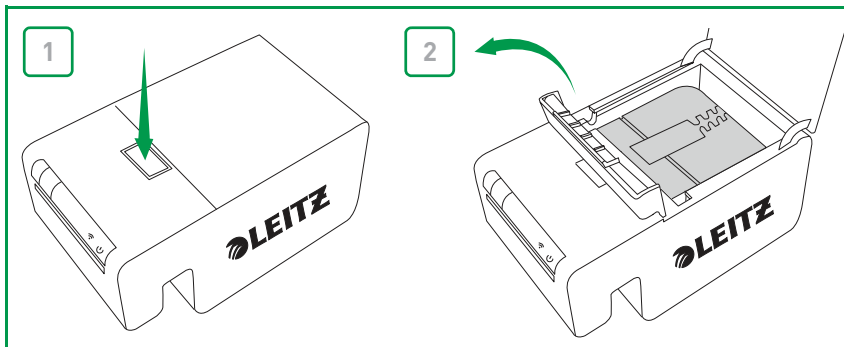
4. Place the cartridge into the printer as shown.  
Make sure the cartridge is centered and seated securely in the printer.
5. Lower the label guide latch.



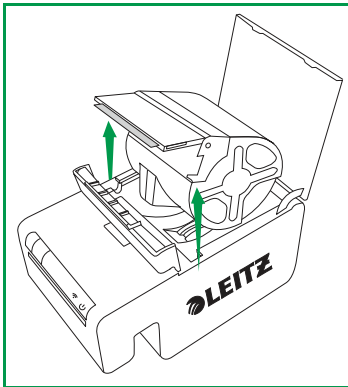
6. Close the cartridge door.  
The printer automatically feeds the labels to the starting position.

## Unloading Labels

1. With the printer powered on, push the button on the top of the printer to open the cartridge door.  
The labels are retracted into the cartridge.
2. Lift the label guide latch as shown.

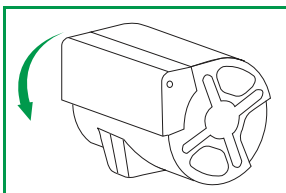


3. Carefully lift the cartridge from the label compartment.



**NOTE** Avoid handling the cartridge identification chip as this may damage the chip. If the chip becomes damaged, the label cartridge may not work properly.

4. Close the folding label guide on the label cartridge.

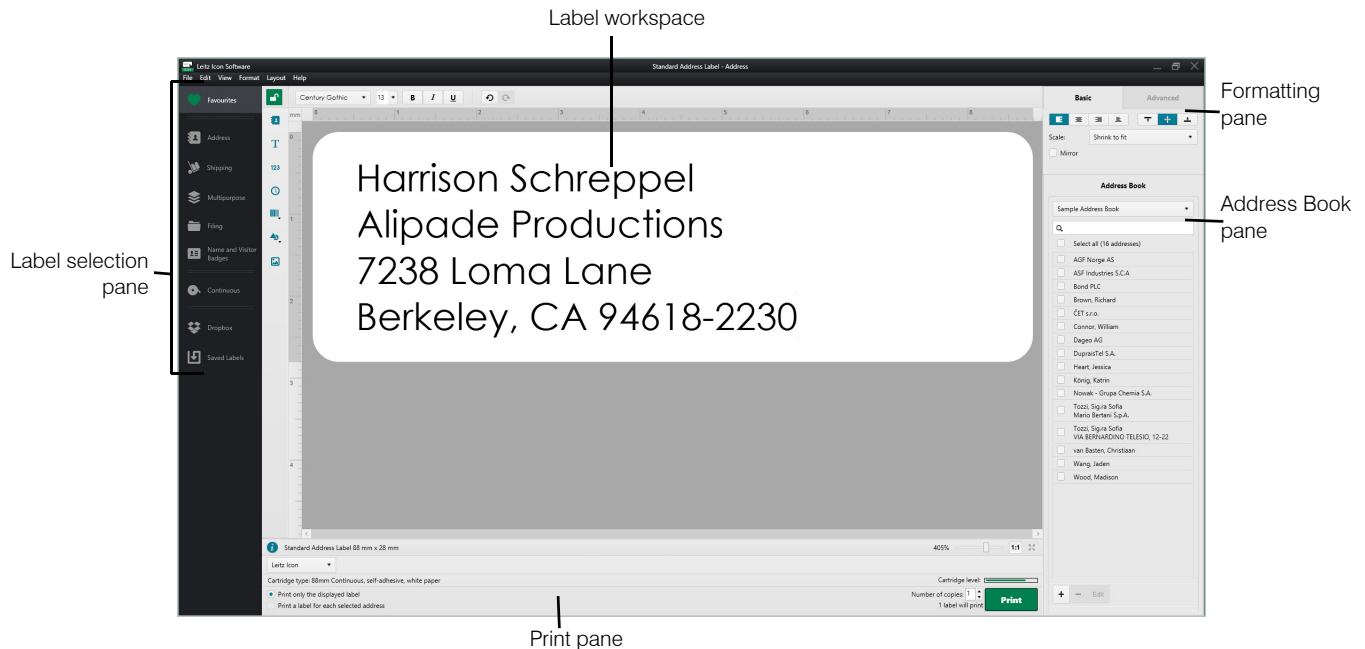


**NOTE** Do not push labels back into the label cartridge. Doing so can damage the labels, and render the labels unusable or cause the labels to jam inside the printer. If any labels are protruding from the label exit slot, use a pair of scissors to cut off the excess. If this is a recurring problem, it could be an indication that you should use the cleaning card to clean the paper path.


## Printing Labels

Using the Leitz Icon printer, you can print a wide variety of self-adhesive labels as well as non-adhesive name and visitor badges, lever arch file labels, and appointment cards.

For detailed information about printing labels using the Leitz Icon Software, refer to the **Leitz Icon Software Help** (available from the **Help** menu).



### To print a label

1. Click  to start Leitz Icon Software.
2. On the label selection pane, click the label category that contains the type of label you want to create.  
The label selection pane expands to display the label types for the selected category.
3. Click the label type that you want to create.  
The label selection pane expands again to display the available templates for the selected label type.
4. Click the label template that you want to use to create your label.  
The selected label is displayed in the label workspace.
5. Click once on the displayed label and type the text for the label.
6. If desired, use the formatting pane to change the text formatting.
7. Click **Print** to print the label.

## Using the Leitz Icon Control Panel

You can use the Leitz Icon Control Panel to connect your printer to your wireless network, view and change your connection and AirPrint settings, view the status of the printer, and view information about the label cartridge inserted in the printer.

See **Connecting the Printer to Your Wireless Network** on page 17 for information about using the Leitz Icon Control Panel to connect the printer to your wireless network.

### Accessing the Leitz Icon Control Panel

You can access the Leitz Icon Control Panel from any web browser.

#### To access the Leitz Icon Control Panel

1. On your computer, search for available wireless networks.

For information on searching for wireless networks, see the documentation for your computer.

2. From the list of available networks, select your printer ID.

The Printer ID is formatted as **ICON-xyyyzz** and can be found on the label on the bottom of your printer.

**NOTE** If the label on the bottom of your printer does not contain the Printer ID, you can determine the Printer ID using the printer's MAC address. In this case, the Printer ID is formatted as **ICON-xyyyzz**, where xyyzz is the last six characters of your printer's MAC address (found on the label on the bottom of your printer). For example, if your printer's MAC address is **MAC:00:1E:CO:13:13:A5**, the Printer ID is **ICON-1313A5**.

3. Click **Join** or **Connect**.

4. Once connected, start a web browser on your computer.

5. In the address bar, type **192.168.4.1** and then press **Enter**.

6. Enter your user name and password in the **User name** and **Password** boxes.

The default user name and password are as follows.

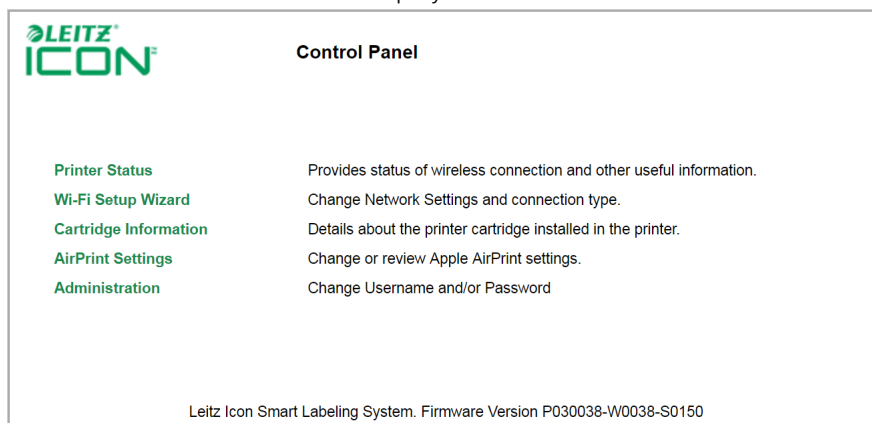
**User name:** Admin

**Password:** password

See **Changing the User Name and Password** on page 18 for information on changing the user name and password.

7. Click **OK**.

The Leitz Icon Control Panel is displayed.





## Connecting the Printer to Your Wireless Network

8. In the Leitz Icon Control Panel, click **Wi-Fi Setup Wizard**.

9. Click **Connect to Existing Network**.

The Select Your Wireless Network page is displayed.

10. Select your wireless network in the **Available Networks** list.

11. If prompted, enter your network password and then click **OK**.

12. Click **Next**.

The Connection Settings page is displayed with the most common, default setting selected.

13. Unless you are performing an advanced installation needing a specific static IP address, click **Next** to use the default settings.

14. On the **Confirm & Connect** page, click **Connect**.

As the printer connects to the selected network, you may hear a noise as the printer resets. At the same time, the wireless connection from your computer to the printer is dropped and you will need to reconnect your computer to your wireless network.

15. Close the Leitz Icon Control Panel.

## Viewing the Printer Status

The Printer Status page displays the network status and settings for the printer.

### To view the printer status

- In the Leitz Icon Control Panel, click **Printer Status**.

The Printer Status page is displayed.

## Changing the Network Settings

You can make changes to the network settings using the Setup Wizard.

### To change the network settings

1. In the Leitz Icon Control Panel, click **Wi-Fi Setup Wizard**.

The Setup Wizard starts and guides you through the process of changing your settings.

2. Follow the instructions in the wizard to change your network settings.

3. Click **Connect** to save the changes and connect to your network using the new settings.

## Using AirPrint

You can use AirPrint to print to the Leitz Icon printer from your iOS device. AirPrint is enabled by default. You can change the AirPrint settings or disable AirPrint using the Leitz Icon Control Panel.

**NOTE** To set up your printer with AirPrint, your printer must be first be connected to your wireless network.

### To change the AirPrint settings

1. In the Leitz Icon Control Panel, click **AirPrint Settings**.

The AirPrint Settings page is displayed.

2. Make any desired changes to the network settings.

**NOTE** One common change to the AirPrint settings is to change the printer name if the printer is used at a location where there are multiple Leitz Icon printers in use. This makes it easy to identify your Leitz Icon printer

3. Click **Save**.

### To disable AirPrint on the printer

- In the Leitz Icon Control Panel, clear the **Enable AirPrint to allow printing from iPhone/iPad and other iOS devices** check box.

## Viewing Label Cartridge Information

You can view information about the label cartridge currently in the printer, such as the type and size of the labels, the capacity of the label cartridge, the number of labels remaining, and the item number to use for reordering labels.

### To view label cartridge information

- In the Leitz Icon Control Panel, click **Cartridge Information**.  
The Cartridge Information page is displayed.

## Changing the User Name and Password

You can change the user name and password used for logging into the Leitz Icon Control Panel. Changing the user name and password is recommended.

The default user name and password are as follows.

**User name:** Admin

**Password:** password

### To change the user name and password

1. In the Leitz Icon Control Panel, click **Administration**.  
The Administration page is displayed.
2. Type a new user name in the **New Login Name** box.
3. Type a new password in the **New Password** box.
4. Type the password again in the **Confirm Password** box.
5. Click **Save**.

## Using the Battery

An optional, external, rechargeable battery (part number 7002-00-00) is available for using the printer as a portable device. Visit the Leitz website at [www.leitz.com/icon](http://www.leitz.com/icon) for information about ordering the optional battery.

### Connecting the Battery

The battery connects to the back of the printer. The four guides on the battery help to align the battery for a secure connection to the printer.

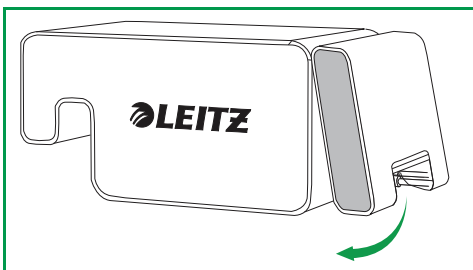
#### To connect the battery

1. Tilt the battery and slide the top hooks into the top two slots on the back of the printer as shown.

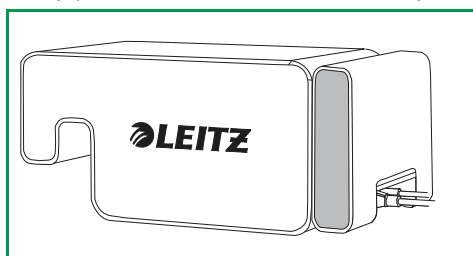


2. Rotate the bottom of the battery downward toward the bottom of the printer until the bottom guides on the battery are aligned with the bottom two slots on the back of the printer.

Make sure the connector on the bottom corner of the battery aligns with the battery connector on the back of the printer.



3. Gently press the bottom of the battery in toward the printer until the battery snaps into place.



## Charging the Battery

The battery charges when connected to the printer and the printer is connected to a power source. Charging pauses temporarily during printing. The battery can be used portably for approximately 12 hours, printing up to 1200 address labels, on a single charge. The charge level of the battery is displayed in the Leitz Icon Software print pane, and is also available on the Printer Status page of the Leitz Icon Control Panel. See **Viewing the Printer Status** on page 17 for information on viewing the printer status in the Control Panel.

### To charge the battery

1. Connect the battery to the printer as described in **Connecting the Battery**.
2. Plug the power cord into the power adapter.
3. Plug the power adapter into the power connector on the back of the printer.
4. Plug the power cord into an available power outlet.

## Disconnecting the Battery

When disconnected from the printer, the battery should be stored in a cool, dry place.

### To disconnect the battery

1. Grip the battery with your thumb on top and one or more fingers on the battery latch.



2. Squeeze the battery latch open and tilt the bottom part of the battery away from the printer as shown.



3. Rotate the bottom of the battery up and away from the printer, and then pull the top part of the battery away from the printer to fully disconnect the battery.



## Caring for the Printer

The Leitz Icon printer requires very little maintenance. You may occasionally need to clean the label cartridge compartment, the exterior of the printer, and the paper path.

If you experience lighter than normal printing or labels are protruding from the label cartridge when the cartridge is removed from the printer, use the included cleaning card to clean the paper path.

### To clean the label cartridge compartment

1. Push the button on the top of the printer to open the cartridge door.
2. Wipe the label cartridge compartment with a clean, dry, lint-free cloth.

### To clean the exterior of the printer


- Wipe the exterior of the printer with a soft, damp cloth.

**NOTE** Do not use cleaning tissues or chemical substances which might damage the surface

### To use the cleaning card

1. Push the button on the top of the printer to open the cartridge door.
2. Remove the label cartridge as described in **Unloading Labels** on page 14.
3. With the label guide latch in the open position, insert the cleaning card into the label feed slot approximately 3 cm (1.2").
4. Close the label guide latch.

**NOTE** Keep the cartridge door open while using the cleaning card.

5. Press and hold  until the cleaning card exits through the label exit slot.
6. Flip the cleaning card over and repeat steps 3-5.

## Troubleshooting

This section includes information about what to do if you encounter a problem with your printer. If you need further assistance, please visit the Support section of the Leitz website at [www.leitz.com/icon/support](http://www.leitz.com/icon/support).

### Printer Errors

In addition to indicating the power and wireless connection status of the printer, the power and wireless status lights can also indicate printer errors and other information.

Error/Status	Power Status Light	Wireless Status Light
Printer out of paper or Label loading failed	Flashing once per second	As is; indicates wireless status
Cutter jam	Both status lights flash simultaneously twice per second	
Invalid or unreadable label cartridge or No markings detected on backside of label	Status lights flash alternately; each light flashes once per second	
WPS connection in progress	On (Solid)	Flashing once per second
Thermal print head too hot	Both status lights flash simultaneously once every 5 seconds	

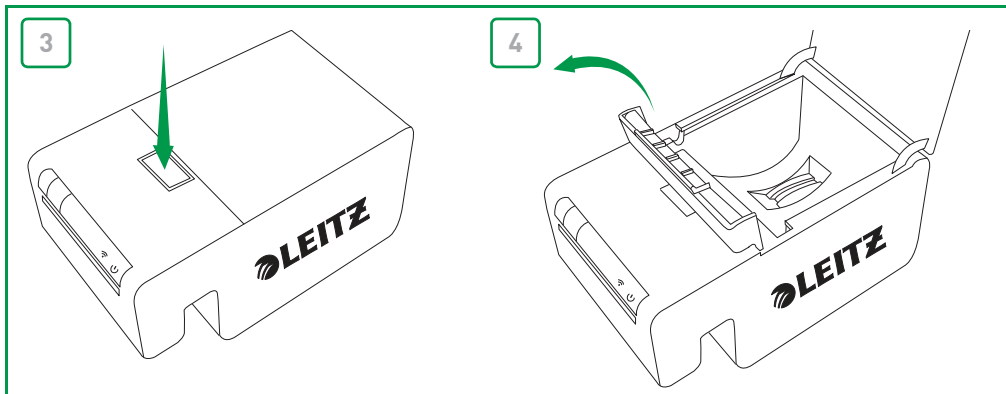
For information about the power and wireless connection status, see **Status Lights** on page 6.

## Clearing Label Jams

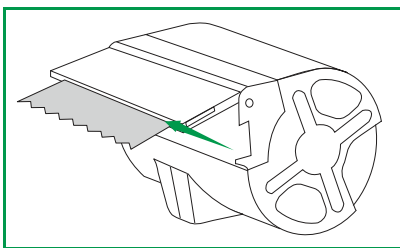
The label guide latch also acts as a platen release.

### To clear a label jam

1. Disconnect the power cord and battery from the printer to power off the printer.
2. Tear off any labels that have already fed through the label exit slot.
3. Push the button on the top of the printer to open the cartridge door.
4. Lift the label guide latch/platen release as shown.



5. Remove the label cartridge from the cartridge compartment, pulling the extruded labels from the label entrance slot.
6. Use a pair of scissors to cut off any labels that have exited the label cartridge.



If you think a partial label may be stuck in the printer, you can access the platen and cutter by removing the front panel of the printer. See the video at [www.leitz.com/icon/support](http://www.leitz.com/icon/support) for instructions on removing the printer panel.

**CAUTION:** The cutter blade is exposed when the front panel of the printer is removed. The blade is extremely sharp. Use caution when working with or near the cutter blade.

## Resetting the Printer

You can reset the printer to the factory default settings. Resetting the printer reverts all settings to the factory default settings. Any settings, including wireless settings, that have been changed are lost.

### To reset the printer

1. Disconnect the power cord and battery from the printer to power off the printer.
2. With the printer off, press and hold the WPS button on the back of the printer and reconnect the power cord to the printer.
3. Continue to hold the WPS button for five seconds, and then release the button.

## Connecting to the Wireless Network

If your wireless network does not appear in the list of available networks when running the Wi-Fi Setup Wizard from the Leitz Icon Control Panel (see **Connecting the Printer to Your Wireless Network** on page 17), check for the following:

- A Wi-Fi router supports many channels. Although parts of the world support channels 12 and 13, the Leitz Icon printer supports only channels 1-11. Go to the Wireless settings for your router and verify that your router is not set to use channel 12 or 13. If it is, change the settings to use a channel between 1 and 11. Note that all other devices on the network will automatically adapt to this change without needing further setup.

If the initial wireless connection is made, but is then lost, check for the following:

- The default setting for some routers is to disconnect devices after a certain period of time. Go to the setup menu for your router and disable the function for disconnection passive devices or session timeout. This setting may have a different name, depending on the type of router you are using.

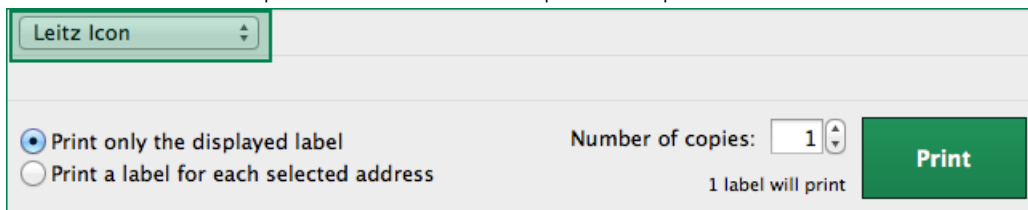
## Printing Labels

If you are having trouble printing, check that the print button in the software is green.



If the print button is not green, the software is unable to communicate with the printer; check for the following:

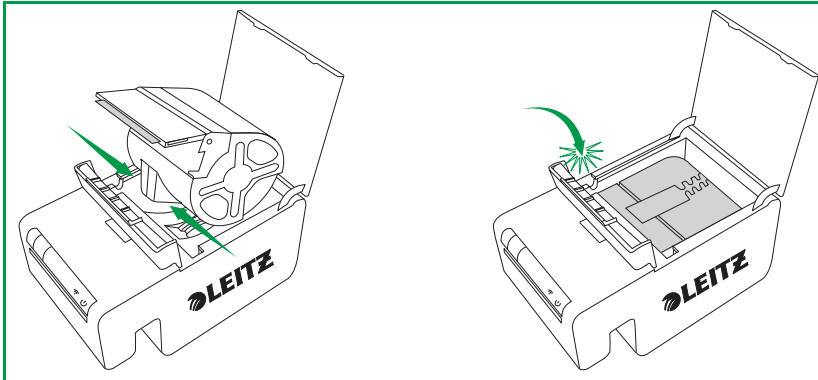
- Make sure power is connected to the printer.
- Make sure the correct printer is selected in the printer drop-down list.



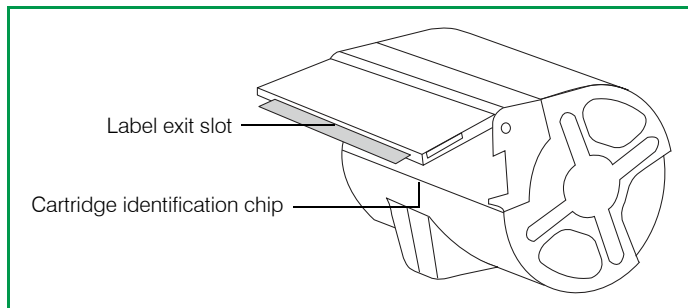
- An old print job may be blocking the print spooler. Check the status of your printer in your Windows or Mac printer settings.
- If the printer is connected using the USB cable, make sure the cable is connected properly. See **Connecting the Printer Using USB** on page 9 for more information.
- If the printer is connected through your wireless network, look for the printer ID in your list of available networks. If you see your printer ID, the printer is no longer connected to your wireless network and must be reconnected. In most cases, the printer will automatically reconnect if you unplug the printer power, and then plug it in again. If cycling the printer power does not cause the printer to reconnect, then you must reconnect it. See one of the following for more information:
  - **Connecting the Printer to Your Computer (Windows)** on page 8
  - **Connecting the Printer to Your Computer (Mac)** on page 10
- If the printer is connected using Access Point (Soft AP) Mode, make sure your computer is connected to the wireless network indicated by your printer ID. See one of the following for more information:
  - Windows: **Connecting the Printer Using Access Point (Soft AP) Mode** on page 10
  - Mac: **Connecting the Printer Using Access Point (Soft AP) Mode** on page 12
- Make sure the printer driver is configured correctly for your printer. See **Adding the Printer to Your Computer and Installing the Printer Driver** on page 11 for more information.

If the print button is green but the label cartridge information is not displayed, check for the following:

- Make sure the cartridge is seated properly in the cartridge compartment and that the label guide latch is in the fully closed position.



- Make sure the labels are flush with the label exit slot on the label cartridge.
- Make sure the cartridge identification chip is present and not damaged. If the chip is missing or broken, the label cartridge will not function; insert a new label cartridge.



- Make sure the cartridge is loaded with the cartridge identification chip seated properly against the identification chip reader (the recess with the three gold pins).
- Make sure the labels are not obstructed in the paper path.

## Incorrect Label Cartridge Information

If the label cartridge information displayed in the software indicates that the label cartridge is empty but you believe there are still labels remaining, check the following:

- Verify the details of your label cartridge in the Leitz Icon Control Panel. See **Viewing Label Cartridge Information** on page 18 for more information.
- Open and close the cartridge door and then check the cartridge information again.
- Restart your computer and then check the cartridge information again.

## Contacting Customer Support

Visit the Leitz website at [www.leitz.com/icon/support](http://www.leitz.com/icon/support) for information about contacting customer support.



## Technical Information

### Technical Specifications

The following table list the technical specifications of the Leitz Icon printer.

<b>Power</b>			24 V DC, 4 A
<b>Printer type</b>			Direct thermal
<b>Resolution</b>			300 dots per inch (DPI)
<b>Print width:</b>			960 dots (81.3 mm/3.2 inches)
<b>Maximum paper width</b>			91 mm (3.58 inches)
<b>Interface</b>	Wi-Fi	2.4GHz, 802.11b/g	
	USB	Full Speed USB 2.0 Printer Class Device	
<b>Maximum print speed</b>			200 labels per minute (4-line standard address label using USB connection)
<b>Duty Cycle</b>	Printer	2000 labels per hour	
	Cutter	1800 cuts per hour	
<b>Size</b>	Printer	Height	112.25 mm (4.42 inches)
		Width	128.85 mm (5.07 inches)
		Depth	217.25 mm (8.55 inches)
	Battery	Height	111.25 mm (4.38 inches)
		Width	128.85 mm (5.07 inches)
		Depth	49.54 mm (1.95 inches)
	Printer with Battery attached	Height	112.25 mm (4.42 inches)
		Width	128.85 mm (5.07 inches)
		Depth	257.75mm (10.15 inches)
<b>Weight</b>	Printer	1.27 kg (2.8 lbs)	
	Battery	502 g (1.1 lbs)	

## Warranty and Disposal

Esselte offers a 2 year warranty for the Leitz Icon Smart Labeling System connected to the date of purchase.

\*This warranty can be extended by one year upon registration at: [www.leitz.com/icon](http://www.leitz.com/icon)

In case of problems or questions, please contact:

### UK & Ireland

ESSELTE UK Ltd.

Waterside House, Cowley Business Park,

Uxbridge, Middlesex UB8 2HP

UNITED KINGDOM

Tel.: 0845 678 1801

Fax: 01895 878901

[www.esselte.co.uk](http://www.esselte.co.uk)

## Terms and Conditions of Warranty

1. Each device is guaranteed against all defects in material and/or workmanship for a period of 2 (2+1\*) years from the date of purchase.
2. No claim will be accepted without a written description of the fault.
3. All devices for repair are to be returned to Esselte. To make a claim under the warranty, the devices must be returned carriage paid to ESSELTE, together with this warranty card and in adequate packaging. No liability will be accepted by ESSELTE for goods damaged during transportation as a result of unsuitable packaging.
4. Under this warranty we undertake to replace the damaged parts and carry out the appropriate repair work.
5. This manufacturer's warranty is granted by us voluntarily and in addition to the seller's statutory liability for material defects\*\*. The seller's statutory liability for material defects is not limited by this manufacturer's warranty.

\*\*The customer's statutory right, applicable in the case of claims made solely against the seller in the event of a material defect and under certain other conditions, to claim remedial action, a price reduction, rescission of the purchase agreement and/or compensation within 24 months of handover. Another important precondition is that the fault must have already existed when the Leitz device was handed over. The onus is on the customer to provide proof of such a fault after six months have elapsed. This liability for material defects does not entitle the customer to make a claim against the manufacturer.

### Furthermore, the warranty is subject to the following conditions:

- a. The warranty certificate must have been completed by the salesperson (sales date and company stamp).
- b. The device must have been used strictly in accordance with the operating instructions since its purchase.
- c. The identified damage must not have been caused by an accident, misuse, alteration or improper use.
- d. Without prejudice to any claims arising from the Product Liability Act, ESSELTE does not accept liability for damage, loss or expense of any kind, resulting from, caused by or linked to a fault in the device or its accessories.

## Disposal of Old Equipment

This symbol of a crossed out waste bin on a product, its packaging and/or accompanying documents means that the product is subject to the European directive 2002/96/EC as well as national law for implementation of the directive. Directive and law prescribe that electrical and electronic products must not be disposed of with household waste.

The customer must dispose of the product by delivering it to a designated station for collection, treatment and recycling of waste electrical and electronic equipment. The correct disposal of your old appliance is free of charge and will help prevent potential negative consequences for the environment and human health.

For more information about disposing your old appliance, contact your city office, waste disposal service, or the shop where you purchased the product.



## Regulatory Compliance

This product uses radio equipment which fully complies with the European harmonised standards of RED (Radio Equipment Directive) 2014/53/EC.

The complete EU declaration of conformity can be downloaded at: <http://assets.esselte.com/globalassets/global/ce-declaration.pdf>

### FCC Class B Information

**NOTE** This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

To assure continued compliance, any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

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## Safety Information

### Intended Use

This device has been developed for printing labels and similar items using Leitz Icon Intelligent Label Cartridges. The printer should be used only for this purpose, as described in this user guide.

### Precautions for Setup

**CAUTION:** This device is not intended for use in the direct field of view at visual display workplaces. To avoid incommoding reflections at visual display workplaces this device must not be placed in the direct field of view.

- The printer is for indoor use only. Do not use outdoors.
- The printer power adapter is designed for 100 - 240 V, 50/60 Hz. Verify the outlet voltage is within this range before plugging in your power adapter. Use only a genuine Leitz adapter, model SRPS-09604 manufactured by Shanghai ShenRui Electric Co Ltd.
- Place the device close to an accessible power outlet. Make sure the power cord can be easily disconnected from the power outlet at all times.
- Protect the power cord and the power adapter from being strained, pinched, or buckled.
- Place the cord out of walkways to prevent people from tripping over the cord.
- Use only the power adapter provided with the printer. Use of an incorrect power adapter may cause overheating or fire.
- Do not bend or place a heavy object on the power cord as it could damage the cord and result in risk of electric shock or fire.
- Do not use the power cord if damaged or frayed.
- Be sure to hold only the connector end of the power cord when disconnecting. Repeated pulling on the cord could damage the cord.
- When using the optional external rechargeable battery, use only a genuine Leitz battery (part number 7002-00-00).

### Precautions for Operation

- Protect the printer from moisture and do not operate if power cord or plug are defective.
- Never touch a power plug with wet hands.
- Do not place anything on top of the printer and do not insert anything into the label exit slot.
- Never insert objects of any kind into the printer as they may harm the mechanisms or electrical components within the printer.
- Never spill liquid of any kind on the printer.
- Do not use the printer near water or in extreme humidity.
- Do not drop or hit the printer.

### Precautions for Cleaning, Transport, and Storage

- Use a soft, damp cloth and to clean the exterior of the printer. Do not use cleaning tissues or chemical substances which might damage the surface.
- The printer is designed to allow access to the paper path for clearing label jams. Refer to **Clearing Label Jams** on page 22 for instructions on clearing label jams. Do not open the printer housing or try to repair the printer in any other way. For information on printer repair, contact Customer Support.
- The thermal print head may become very hot while printing. If you need to clear a label jam, unplug the printer and allow sufficient time for the print head to cool before accessing the paper path.
- **CAUTION:** The cutter blade is sharp and may be exposed when accessing the paper path. Be careful not to touch the cutter blade.
- This printer contains no user-serviceable parts. Do not attempt to service the printer yourself. Repair service should be performed by a trained technician.