

Zebra ZT230 Label Printer set up

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Purpose: Guide the clinic staff on the correct setup of new Zebra ZT230 label printers

Prerequisite: Zebra ZT230 Thermal label printer removed from the box and all packing material removed. The printer should be connected to the network and power.

ZT230 Label setup

The roll of labels needs to be mounted on holder at the rear of the printer and held in place with tall yellow guide bar. The guide bar should be firmly against the label roll to prevent any movement. In order to load the labels the yellow bar may need to be dropped down flat and pulled out so that the roll can go over it and onto the gray holder. Once the labels are against the inside of the printer the yellow guide can be pulled out and up once clear of the roller and then pushed back into position.

The PRINTHEAD needs to be raised to facilitate positioning of the labels. In order to raise the PRINTHEAD the user would place their thumb on the curved rubber piece on the printhead support bar and lift up and back.

Once the printhead is raised the labels are fed under the tension bar (the gray bar with the spring attached) and through the slotted sensor and out through the open print head. The labels should be pushed against the inside of the printer. The labels are held in place by the triangular guide bar with the short yellow handle. The guide should be against the side of the labels without causing them to bind.

Before closing the printhead the gap sensor needs to be adjusted. This is the red light that goes through the bottom of the labels right before the white roller. The light needs to be centered width wise on the label (about 2 inches to the right of the wall of the printer). The light is moved by the yellow handle under where the light is mounted. The light assembly may be stiff to begin with but will move without much resistance.

Once all adjustments are made the print head should be closed and the printer should be power cycled (turn off and on the power switch or unplug and reseal the power plug). This process will allow the printer to calibrate the end of the label and should be done whenever the labels are replaced.

Once the labels are loaded correctly and the printer is assembled a Service Now ticket should be submitted (or updated if this is an RMA replacement printer) so that the printer can be configured with the correct IP address and other settings.