

# OPERATING INSTRUCTIONS

## MODEL 325 PRINTER

### REVIEW SCALE OPERATING MANUAL BEFORE OPERATING PRINTER

#### 1.0 OPERATION

- 1.1 YOUR TOLEDO MODEL 325 PRINTER OPERATES ON 120 VAC (+10% -15%) PROVIDED THROUGH YOUR TOLEDO MODEL SCALE.

UNDER NO CIRCUMSTANCES SHOULD POWER BE APPLIED DIRECTLY TO THE PRINTER. WHEN APPLYING POWER TO YOUR TOLEDO MODEL SCALE, OBSERVE THE FOLLOWING.

**WARNING:** FOR CONTINUED PROTECTION AGAINST SHOCK HAZARD, CONNECT TO PROPERLY GROUNDED OUTLET ONLY.

**DO NOT REMOVE THE GROUND PRONG**

- 1.2 Your Toledo Model 325 printer is equipped with two (2) lights (LED's) on the front panel. As you face the printer from the label delivery end, the LED's indicate the following.
- 1.2.1 The left LED when lighted indicates: POWER ON.
- 1.2.2 The right LED when lighted indicates: LOW LABEL STOCK OR AN ERROR CONDITION.
- 1.3 Printing and Label Delivery
- 1.3.1 To generate a label for a specific customer transaction, refer to your scale operator manual.

#### 2.0 LOADING LABEL STOCK

**WARNING:** TURN OFF POWER TO THE PRINTER BEFORE CLEANING OR LOADING LABELS. POWER IS TURNED OFF BY SWITCHING THE "ON/OFF" SWITCH ON THE REAR SIDE OF THE PRINTER TO THE "OFF" POSITION.

- 2.1 Open the right side cover (as you face the label delivery end) to expose the print deck and label supply.
- 2.2 Remove the front cover to expose the printhead assembly.
- 2.3 Pull printhead locking lever forward to raise print-head assembly (see Figure 1).
- 2.4 Remove the spent paper core.

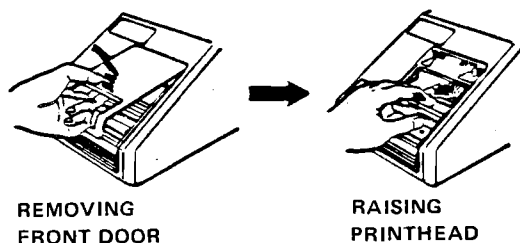


Figure 1

- 2.5 Remove the liner take up clip and the spent liner from the take up spool.
- 2.6 Place a new roll of labels on the hub, strip off 4-5 labels before threading the liner, and then thread per Figure 2.
- 2.7 Insert the liner take up clip into the take up spool.
- 2.8 Lower the printhead assembly and replace the front cover. Close the right side cover and return the power switch to the "ON" position. Replace the rear cover.
- 2.9 Press the label advance button on the front of the printer to advance the label stock until a label can be removed.
- 2.10 Remove the label and continue normal operation.

#### 3.0 CARE AND MAINTENANCE

**WARNING:** DO NOT SPRAY OR WASHDOWN. HAZARD OF ELECTRICAL SHOCK OR BURN.

- 3.1 **TURN OFF** power to the printer. Power is turned off by switching the "ON/OFF" switch on the rear of the printer to the "OFF" position.
- 3.2 Use only a clean damp cloth to wipe the exterior surfaces. Solvents and chemicals may harm the surface of your Model 325 printer.

#### 4.0 CLEARING A LABEL JAM (Under Printhead)

**DO NOT USE A METAL OBJECT TO REMOVE ANY JAMMED LABELS.**

- 4.1 Remove rear cover and turn OFF the printer.
- 4.2 Remove the front cover to expose the printhead assembly.
- 4.3 Remove the label guide with the jammed label attached. (See Figure 2)
- 4.4 Clean any adhesive or debris buildup.
- 4.5 Replace the label guide and front cover and turn the printer ON. Replace the rear cover.

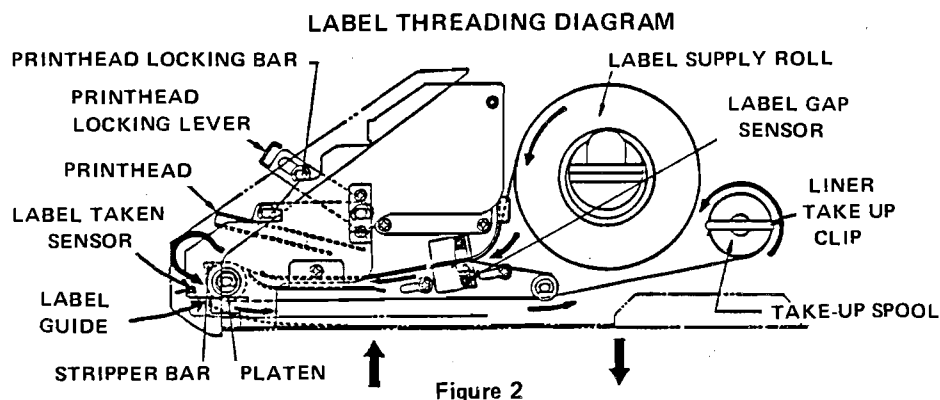


Figure 2

**CAUTION: DO NOT USE A METAL TOOL OR INSTRUMENT TO REMOVE JAMMED LABEL AS THIS CAN CAUSE SEVERE DAMAGE TO ELECTRONIC PARTS.**

**CALL YOUR AUTHORIZED TOLEDO SCALE REPRESENTATIVE SHOULD DISASSEMBLY OF THE MACHINE BE REQUIRED TO TOTALLY REMOVE A JAMMED LABEL OR ITS ADHESIVE RESIDUE.**

#### 4.6 Liner Wrap Up On Drive Roller

- a) Be sure to **TURN OFF** Scale.
- b) **PLACE** Release Roller Arm to the open position.
- c) **REMOVE** (tear off) liner ENTERING and EXITING the Drive Roller.
- d) **GRASP** the liner exiting the Drive Roller and pull liner off Roller.
- e) **RE-INSTALL** and **RE-THREAD** labels per Section 2.0.

### 5.0 CLEANING

The printhead and drive mechanism should be cleaned on a regular basis by the user. Toledo recommends a cleaning frequency of approximately 100,000 labels (Reference label counter under right side cover).

- 5.1 Remove rear cover and **TURN OFF** printer.
- 5.2 Remove front cover and pull printhead locking lever forward to raise printhead assembly.
- 5.3 Remove label stock liner and label guide.
- 5.4 Dust the label taken and label gap sensor with a soft brush (see Figure 2).
- 5.5 Clean along the black resistor line with cleaner I.S.C. 108, Toledo Scale P/N 125875 00A.

**DO NOT SCRAPE OR CLEAN THE THERMAL PRINTHEAD WITH ANY OTHER OBJECT AS PRINTER WARRANTY WILL BE AFFECTED.**

- 5.6 Clean any built-up adhesive or debris from the platen.
- 5.7 Replace label guide and reload label stock.
- 5.8 Lower printhead assembly, replace cover and return the power switch to the **ON** position. Replace rear cover.

### 6.0 PRINTER MALFUNCTION

An apparent printer malfunction can be caused by either the scale or printer. Refer to the scale operators manual to verify proper operation of the scale. Should the printer fail to deliver a label, check the following:

- 6.1 Check paper supply for jams or tears.
- 6.2 Check the side cover and front cover interlock switches, be sure they close properly.
- 6.3 Cycle the printer by pressing the label advance/test button on the front of the printer for two (2) seconds, a test label should be issued.
- 6.4 Check the printer fuses and interconnect cables located under the rear cover.

Should the printer continue to malfunction, call your Authorized Toledo Scale Service Representative.

### 7.0 MOVING THE PRINTER

- 7.1 **TURN OFF** power to the scale and printer by switching the "ON/OFF" switch located on the scale to the "OFF" position and the "ON/OFF" switch on the printer to the "OFF" position. Remove the scale power cord from the A-C outlet.
- 7.2 Refer to your scale manual for instructions on moving the scale and 325 printer.

**CAUTION:** This equipment generates and uses radio frequency energy and if not installed and used properly, i.e., in strict accordance with the instruction manual, may cause harmful interference to the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment.

Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures that may be required to correct the interference.

### 8.0 CLEANING FLUIDS

Clean the Printhead with cleaner I.S.C. 108, Toledo Scale P/N 125875 00A.

**WARNING:** WHEN CLEANING THE MODEL 325 ALL FOOD PRODUCTS AND PACKAGING MATERIALS MUST BE CAREFULLY REMOVED FROM THE AREA OR CAREFULLY PROTECTED. ALL ODORS ASSOCIATED WITH THE SOLVENTS MUST BE DISSIPATED BEFORE FOOD PRODUCTS OR PACKAGING MATERIALS ARE RE-EXPOSED IN THE AREA.

**PLEASE SAVE THESE INSTRUCTIONS  
FOR FUTURE REFERENCE**

Toledo Scale / Worthington, OH 43085 / 1-800-447-9206 / In Ohio call 614-438-4594

**TOLEDO SCALE**  
RELIANCE ELECTRIC 