	Chemical Safety Program
TU TOWSON UNIVERSITY™	**Hazard Communication Program**
	Standard Operating Procedure

CIDB Printer Use

Scope

The scope of the procedure pertains to the maintenance and operation of desktop printer units (Zebra, Model GX420t only) for use with chemical inventory. The attached computer will use ZDesigner Printer Driver in order to operate the specified printer. Printer units are limited to use with Vertere ChIM, otherwise known as the Chemical Inventory Database (CIDB). Units may only be used to print barcoded inventory tags (item tags).

Responsibilities

A. **Environmental Health & Safety (EHS)**
   1. EHS will track and maintain desktop printer units.
   2. EHS will install desktop printing units in the appropriate office location. It is recommended to store units only in secure, clean, temperature-controlled locations.
   3. If software updates or parts (including ribbon and label stock) are required, EHS will purchase, deliver, and install the parts.
   4. EHS will provide desktop printer training as it relates to CIDB.

B. **Other Departments/End User**
   1. Other departments and end users will responsibly use desktop printer unit(s) as it relates to CIDB.
   2. It is the responsibility of end users to inform EHS that unit(s) are inoperative or require repair.
   3. It is the responsibility of supervisors or operations managers in other departments to inform EHS that members require training.
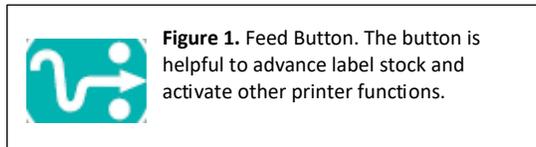
Procedure

A. **Print Tags**
   1. Refer to Steps F1-F3 in the Chemical Inventory Database (CIDB) Program Manual.

B. **Set Printer Darkness and Speed**
   1. Load Ribbon and Label Stock
      a) Place the appropriate ribbon (e.g. 5100 Series ribbon) and label stock (e.g. PolyPro 4000T) into the printer and adjust appropriately, pulling the first label to the mouth of the printer.
      b) Attach the adhesive strip from the ribbon end to the empty spool and rotate the ribbon slowly until the black strip is under the print head. The label may need to be advanced using the Feed button to adjust the alignment of the label. Feed button may vary in color from that shown below in Figure 1.

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Figure 1. Feed Button. The button is helpful to advance label stock and activate other printer functions.

2. Adjust Printer Settings
   a) Assure printer is on and that the USB cord is connected to the desktop computer.
   b) The printer can be set from computer (recommended).
   i. *On the desktop computer, click the **Start** button. Click **Control Panel** and then double-click **Devices and Printers**.*
   ii. *Right-click on the icon for the printer of interest (e.g. ZDesigner GX420t), and select **Printer Properties**.*
   iii. *Click the **General** tab and press the "**Preferences…**" button.*
   iv. *Set the speed to 2 [/s].*
   v. *Set the darkness to 28.*
   vi. *Check each value to verify that they are correct, then click Apply, and click OK.*
   vii. *Once back in the **General** tab, click **Print Test Pages** button to create a test print. A Windows symbol should be printed on the label.*
   c) Alternatively, the printer can be manually set.
   i. *Manually set the printer by firmly holding the Feed button until the LED flashes green six (6) times and release. This will begin a slow procession of labels of increasing darkness in increments of four with 30 being the highest setting (0,4,8...24,28,30). The LED will flash red in between prints.*
   ii. *When the label with the desired darkness is printed, press the Feed button, again.*
   iii. *Do a test print from the CIDB to verify that accurate printing.*

C. Set Printer Label Size
   1. Load Label Stock
      a) Change the label stock to a roll of the preferred label size. Approved choices for label stock includes PolyPro 4000T or stock with comparable print/adhesive quality and sizes of 2" X 1.25" (Regular) and 1.5" X 0.5" (Small).
      b) Add the roll to the printer and adjust appropriately, pulling the first label to the mouth of the printer.

   2. Adjust Printer Settings
      a) Make sure the printer is on.
      b) Manually reset the printer by firmly holding the Feed button until the LED flashes green two (2) times and release. The labels will advance and stop. The labels may be re-adjusted within the printer after the printer stops.
      c) Upon printing tags from CIDB, the settings will restrict the label print to the size of the new adjustments.