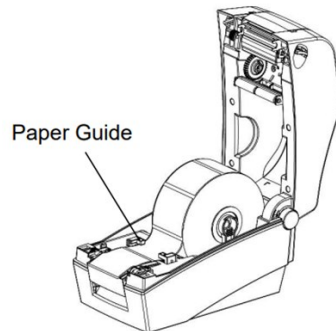


# STERIDATE QUICK GUIDE

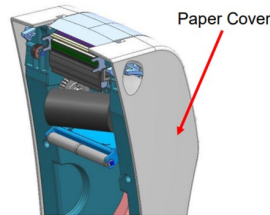
## A. LOADING LABELS

1. Open the Paper Cover.
2. Spread the Paper Holder and insert paper roll with printing surface facing up.
3. Adjust the Paper Guide to the width of the paper.

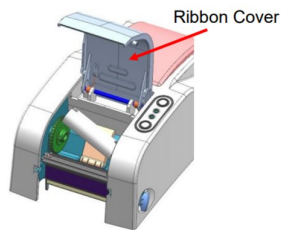


## B. LOADING THE RIBBON

1. Open the Paper Cover and insert the ribbon.



2. Open the Ribbon Cover and insert the core.



3. Adhere or apply tape to the coiling portion of the ribbon.

## C. PRINTING LABELS

1. Press **Log In**. Enter your Employee ID and press **Enter**. This will log out the previous user.
2. Press **Category** desired on left hand side (6 options available).
3. Select a desired label from button or drop down box.
4. Enter the number of labels desired and press **Print**.

**\*For detailed instructions see pg. 21-23 of User Guide**

## D. SETTINGS MENU

1. To start the application, double click on the SteriDate icon on the desktop.
2. Press **Login**. Enter the Administrator's Password (is case sensitive, default is the word Admin) and press **Enter**.
3. Press **Settings**.
4. Edit the settings as needed and press **Done**.

## E. EDIT CATEGORY PROPERTIES

1. From the Settings screen, turn on **Edit Mode** by checking box, and then press **Done**.
2. Press any of the five color-coded **Category** buttons.
3. Edit the settings as needed and press **Done**.

## F. CREATING NEW LABELS

1. **Login** with the Administrator's Password (PW is case sensitive, default is Admin) and press **Settings**.
2. Check the **Edit Mode** checkbox and press **Done**.
3. Press **Communication** and select a **Button**.
4. Enter or edit the label properties and press **OK**.
5. Return to **Settings**, uncheck checkbox to turn off the **Edit Mode** and resume Print Mode.

## G. CALIBRATE THE PRINTERS

1. With the printer in Standby Mode, press the Pause button for two seconds (LED 1 is Orange).
2. Once the LED 2 blinks Green four times, press the Feed button.
3. Printer feeds paper and calibrates Gap Sensor automatically.

## **OTHER QUICK TIPS:**

1. **SETTING UP THE TERMINAL AND PRINTERS**—See *p.7 of User Guide*.
2. **INSTALLING PRINTERS**—See *p.8-11 of User Guide*.
3. **INSTALLING DATA FILES**—See *p.13 of User Guide*.

## **NEED HELP?**

**CALL OR EMAIL TODAY TO  
ORDER LABELS & SUPPLIES!**

**For Customer Service/Accounts Payable:**  
 Call: (201) 587-9100 – press 2  
 Email: [customerservice@medvantage.org](mailto:customerservice@medvantage.org)

**For Technical Support:**  
 Call: (201) 587-9100 – press 1  
 Email: [support@medvantage.org](mailto:support@medvantage.org)

**For Sales:**  
 Call: (201) 587-9100 – press 3  
 Email: [info@medvantage.org](mailto:info@medvantage.org)

**Hours:**  
 Monday-Thursday: 8:30 AM - 4:30 PM/Friday: 8:30 AM - 3:00 PM ET



## **Remember!**

The MedVantage Support Program provides technical support at no charge to current customers purchasing labels and supplies from MedVantage.