ALTEC
INDUSTRIAL IDENTIFICATION

ATP User manual

Installation of your printer and consumables

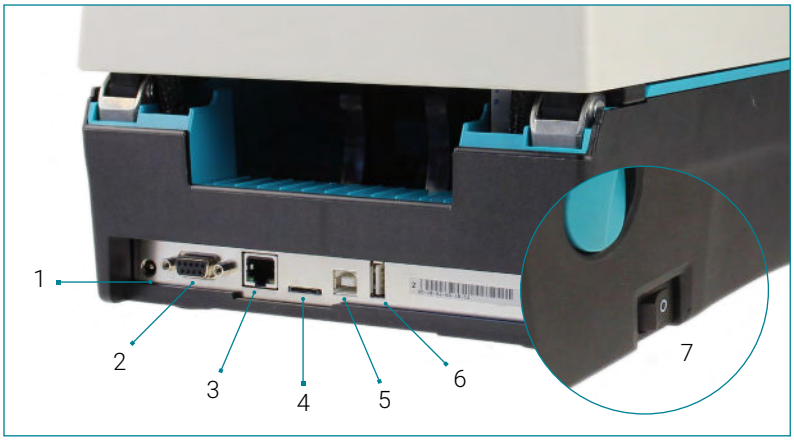
Make everything unique

1. Unpacking the printer

- Carefully unpack the printer from the box and remove all packaging material.
- Make sure the power switch is turned off (right side of the printer).
- Connect the printer to the computer with the provided USB cable (or an ethernet cable).
- Plug the power cord into the power cord socket.
- Install the Windows driver.
  You can download the driver via: www.altec.be/labelprinters/desktop-labelprinters

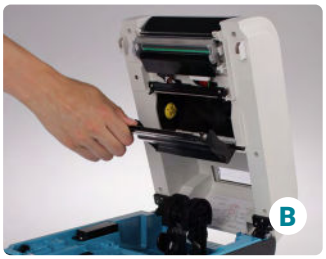
Connections

1. Power jack socket
2. Serial port
3. Ethernet interface
4. MicroSD card socket
5. USB interface – connect to a PC
6. USB host – connect to a keyboard / barcode scanner
7. ON/OFF switch



2. Installing the ink ribbon

Open the top cover of the printer by pulling the green levers – located on each side of the printer – and lifting the top cover to the maximum open angle.



Open the ribbon access cover.

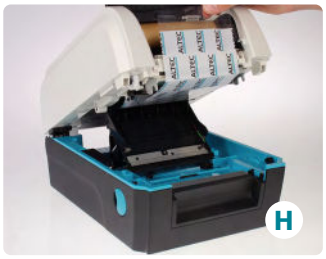
Insert the first grey spindle into the ribbon core. Make sure the ribbon unwinds backwards, with the yellow side on the left.

Place the ink ribbon in the printer with the right side first by pressing the spring. Then align the yellow notches on the left side to mount it.

Insert the second grey spindle into the paper core (waste roll).

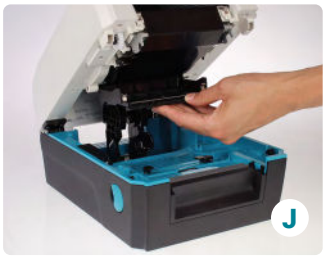
Place the waste roll in the top cover. Install it by attaching the right side first. Then align the yellow notches on the left side to mount it.

Take the sticky edge of the ink ribbon and pull it to the waste roll.



Stick the sticky edge of the ink ribbon onto the waste roll.

Turn the ink ribbon until the black ribbon reaches the waste roll.



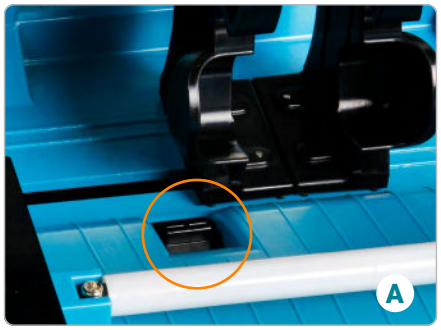
Close the ribbon access cover. The ink ribbon is installed.

Installing the ink ribbon

Instruction video

- More information: www.altec.be/support/veelgestelde-vragen/

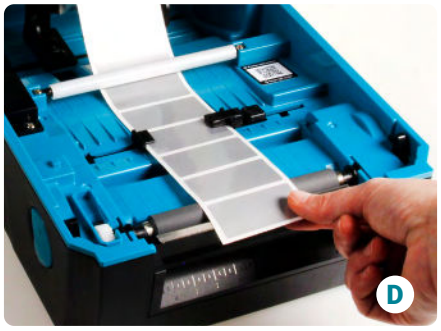
3. Loading media



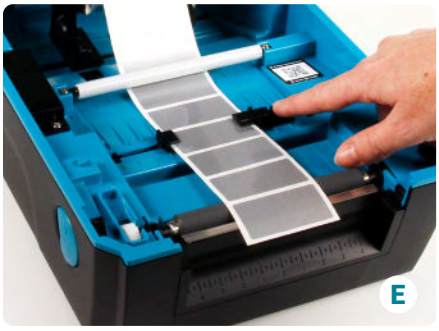
Make sure the (square) lock of the label holders is set to open.

Open the media holders by pressing your thumbs outwards.

Place a roll of labels between the holders.



Lead the media under the white label guide bar. Then place it between the black media guides and pull it over the grey bar (platen roller).

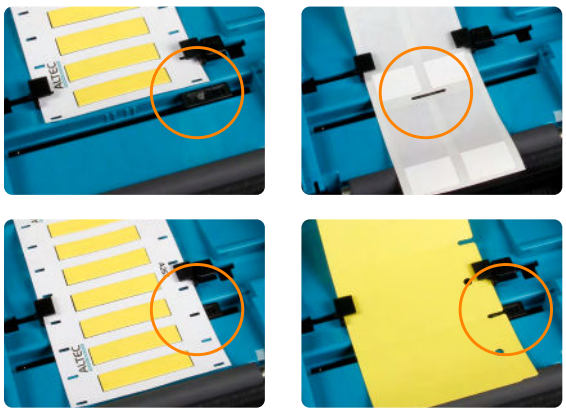


Move the black media guides / gap sensor to fit the media width by pushing the media guide adjustment button. Make sure they aren't pushed too tight.

Close the top cover of the printer.

Sensor setup

Use the black mark sensor when there is a space between the labels or a cut out notch in the media. Position this sensor accurately under the notch of the label. The two small dots of the sensor should be exactly under the gap.



Loading media

Instruction video

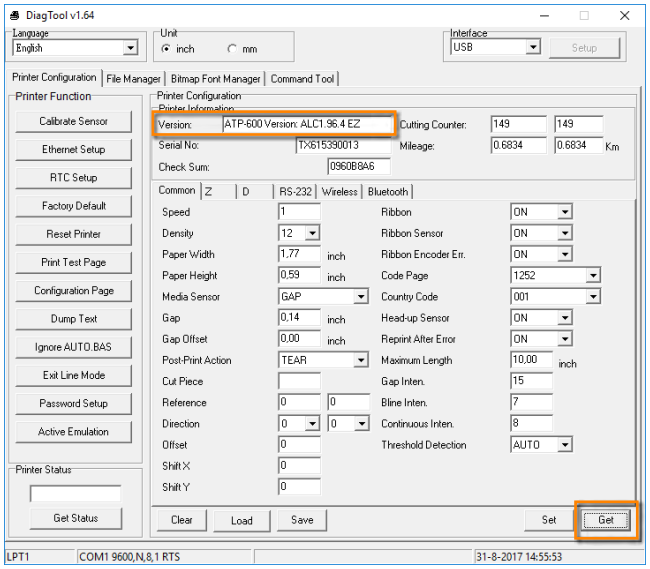
- More information: www.altec.be/support/veelgestelde-vragen/

Optional - Connecting the printer to a network

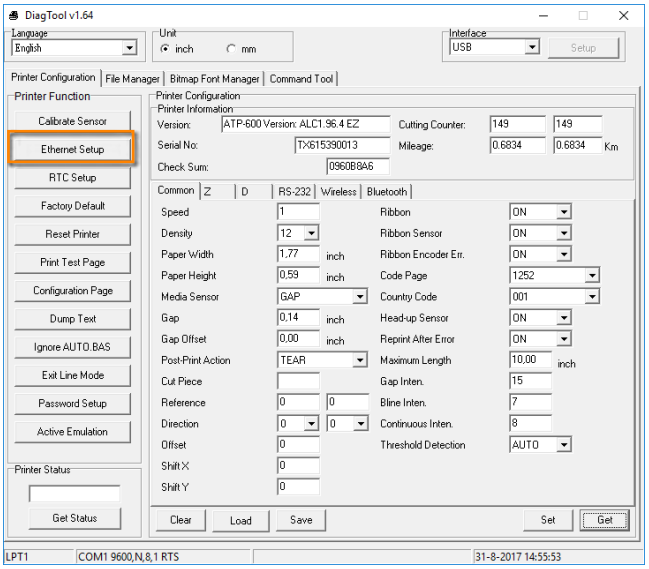
Ethernet setup

To connect the printer to a network, you can install an IP address. Use DiagTool for this configuration. You can find this tool on our website: www.altec.be/labelprinters/atp-300-pro/

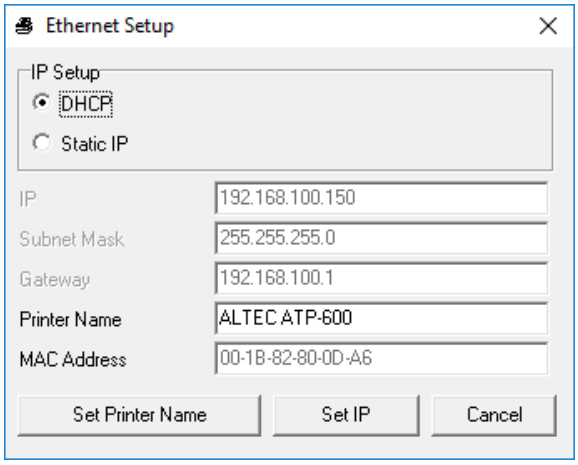
Connect the printer to a computer with the USB cable and start DiagTool:



Click '**Get**' to receive all information from the printer. The detected printer can be found under '**Version**'.



Click on '**Ethernet setup**' to change the network settings.



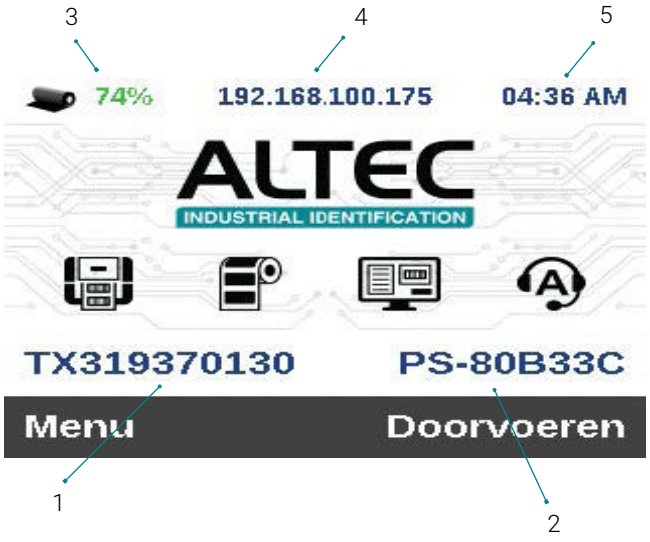
Choose '**DHCP**' or '**Static IP**' in '**Ethernet setup**'.

Static IP | **Recommended**
Insertion of a specific IP address, determined by a network administrator.

DHCP
Automatically assigning an IP address by the server.

Click '**Set IP**' to send the desired settings to the printer.

Need help with 'DiagTool'?
More instructions needed for the advanced functions of DiagTool?Contact our support team via 02 270 34 88



1. Serial number printer
2. Host name
3. Remaining ink roll
4. IP address
5. Time

4. Cleaning procedure

1 • Turn off the printer, remove all consumables and unplug the power cord.

2 • Open the printer and check all parts for glue or label residue. If possible, use compressed air to clean printer parts that are difficult to reach.

3 • Use Cleaning Wipes to remove glue residue or remaining label parts. Wipe the printer parts clean and give the cleaning liquid time to work. Persistent glue residue can be removed by using Label Remover (I009260).

4 • It is recommended to clean the printhead every maintenance. Carefully wipe along the entire length of the bar to make sure all residue is removed.

5 • You can use the same act for the media guide bar and the platen roller. This will maintain the grip on your labels.

6 • You can even use your Cleaning Wipes for the exterior of your printer. If the exterior of your printer has to be cleaned regularly, due to its surroundings, it's recommended to use the Surface Cleaner (I009258). Wipe the surface to apply an anti-static coating.

When do I have to clean my printer?
Regular maintenance will extend the life of your printer and printhead. How often you should clean your printer depends on the amount of prints it runs. Cleaning is recommended every time you replace a roll of material and/or ink ribbon. As the complete maintenance of your printer only takes 5 minutes, it is a very good investment to avoid future problems.

A·care

A.care: Simplicity is our plan for your efficiency

We offer a Cleaning Wipe, free of charge, with every film to give you the opportunity to clean the printhead and platen roller at regular intervals.

Note:
Altec offers you these products, which are specially designed, to clean our printers.
Use of other products is done at your own risk. All our products are environmentally friendly, skin-friendly and biodegradable.

The A.Care cleaning is formulated to give you good print quality for as long as possible and prolong the life of your printer and printhead. Good print quality is only guaranteed if the printer has full contact with your media at all times. Any form of contamination such as dust, label or glue residue will shorten the service life of the printhead. It is therefore in your best interest to keep your printhead and printer clean.

Cleaning products:

I019039

• Cleaning Wipes

These wipes have been developed specifically for cleaning equipment and delicate surfaces. Thanks to their special structure, they leave no residue or dust when cleaning your printer.

I009256

• Dust Remover (430g)

Frequent printing causes dust in the printer, on the platen roller and on the sensor. This can compromise your operational convenience. This dust remover is the ideal way to remove residual dust from your printer and to ensure smooth operation even longer. This cleaning compressed gas can also be useful for cleaning hard-to-reach parts of the system cases, key boards, etc.

I009260

• Label Remover (100ml)

This liquid serves to remove label and glue residue from plastic and metal surfaces. Spray the label remover on the label, let it sit for a few minutes and your label will come off easily. Use one of our Cleaning Wipes to remove any glue residue and dry briefly.

I009258

• Surface Cleaner (100ml)

After using your printer and other devices, they may store static electricity. This attracts dust and reduces the printer's performance. This surface cleaner for plastic materials has an antistatic effect. Apply the surface cleaner to a dust-free cloth and rub the surfaces inside and outside the printer. Soak for a while and wipe dry.

- More information: www.altec.be/support/veelgestelde-vragen/

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