

DuraLabel TORO[®]

PORTABLE STANDALONE PRINTER

QUICKSTART GUIDE

READ ME FIRST



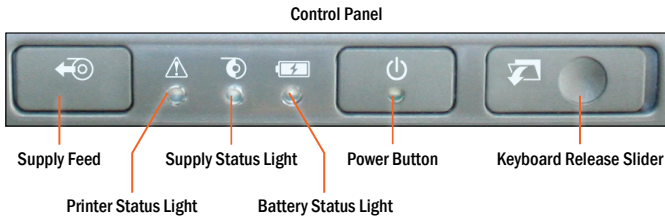
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1. Getting Started

Thank you for choosing the DuraLabel Toro. With this guide, you'll quickly learn how to set up your Toro, load supplies, and start printing labels.

1. Unpack the Toro and verify that the following components are included:
 - Toro Printer
 - AC Power Brick/Adapter and Cord
 - Wireless Mouse
 - Wi-Fi USB Adapter
 - Battery and Battery Charger (if purchased)
 - HDMI to DVI Cable (if purchased)
2. Place the Toro printer with the Control Panel facing toward you.
3. Plug the AC power brick/adapter into a standard, grounded three-prong wall outlet, then plug the other end into the Toro.
4. Push the Keyboard Release Slider on the control panel to the right and swing the keyboard down.
5. Push the screen release button to the right of the computer screen. Pull the screen up until it locks on the desired position.



REMINDER: Periodic cleaning is required for your printer's operation, as adhesive and dust will build up during use. Clean the print head, platen roller, and cutter blades with a provided cleaning swab, or with isopropyl alcohol and a soft cloth, after every 2-3 rolls of supply. See your printer's User Guide for details, or watch instructional videos at [GraphicProducts.com/support](https://www.GraphicProducts.com/support).

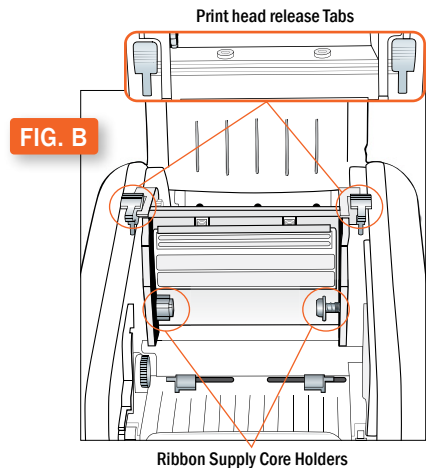
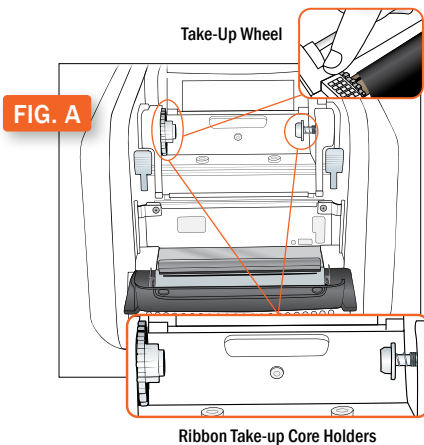
2. Loading Ribbon and Label Stock

To load your Toro with supplies, you will need to raise the hinged cover. The cover will hold at the fully-opened position.

2.1 Loading Ribbon

The printing ribbon provides the “ink” for the printing process. As labels are printed, the used ribbon will be collected on a take-up roller for later disposal.

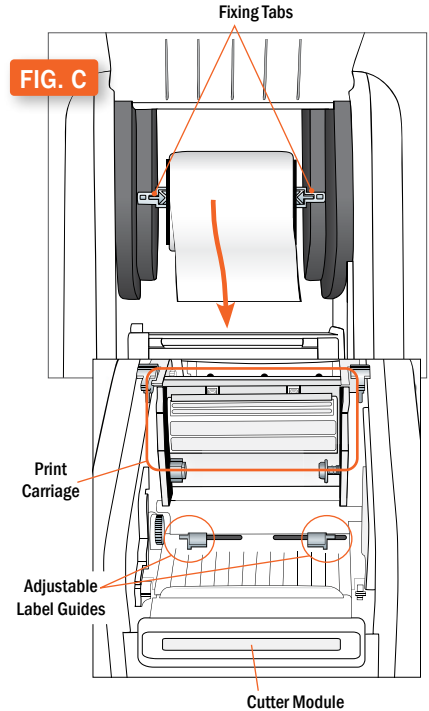
1. Start with a fresh, empty ribbon take-up core. Fit one end of the core onto the gray spring-loaded holder on the top of the print head carriage. Then, fit the other end of the ribbon core onto the wheeled holder (Fig. A). Turn the take-up core or holder by hand, until the tab on the holder locks into the notch in the core.
2. Then, push the gray print head release tabs (Fig. B) to release the print head carriage. It will spring upward. Hold the new roll of ribbon so the loose end falls to the rear of the printer. Fit one end of the ribbon core onto the gray spring-loaded holder (Fig. B) on the underside of the print head carriage.
3. Then, fit the other end of the ribbon core onto the geared holder. Turn the ribbon core by hand until the tab on the holder locks into the notch in the core.
4. Pull the loose end of the ribbon up and around the print carriage and use a small piece of label stock or tape to secure the end of the ribbon to the top of the empty rewind core.
5. Pull the ribbon snug by turning the gray take-up wheel (Fig. A).



2.2 Loading Label Stock

Your label stock is the base material for your labels, or the “paper” in the printing process. For each roll of ribbon you use in the Toro, you will probably use three or four rolls of label stock.

1. Place label supply onto the supply spindle and slide the fixing tabs onto either side (Fig. C) to hold the roll in the center of the spindle.
2. With the label supply unrolling from the top of the roll and feeding toward the print head carriage, rest the supply spindle into its slots in your Toro.
3. Feed the end of the label supply under the print carriage, threading it between and beneath the gray adjustable label guides, and over the top of the rubber roller near the cutter module.
4. Slide the gray adjustable label guides together to keep the label stock centered, but not so tight as to bend or wrinkle the label stock.
5. Close the print head carriage by pressing it down into place, and then close the Toro cover.



When loading supplies, you can also flip the cutter module down to provide more room. Simply pull the top edge of the cutter module away from the rest of the Toro; it will rest in its lowered position. If you lower the cutter module while changing supplies, be sure to raise it back into place before closing the Toro lid.


3. Printer Settings

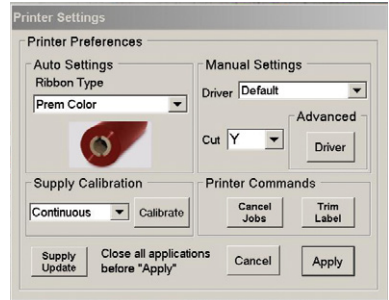
Your Toro's printing settings can be accessed through the printer icon on the toolbar that appears along the top of the screen.

If you change ribbon types, you will need to select the current ribbon under "Ribbon Type" in this window.

If you change from one type of label stock to another, you may need to select the current supply type in the "Supply Calibration" section.

- Continuous: an uninterrupted, continuous roll of label stock (the most common supply type)
- Black Mark: a roll of partially pre-printed labels, with black marks on the backing to distinguish one label from the next
- Die-Cut: a roll of pre-cut labels, usually pre-printed with some elements, with small gaps between labels

For further assistance setting up your printer, please refer to the Toro User Guide. Select the  button in the Toro toolbar. You will find the User Guide for your system, How-To videos for Toro operations, and a label example library.



Printer Settings window

4. Wi-Fi Connection

The wireless networking capabilities allow you to share Toro over a wireless network, or access information over a network for the labels you design on the Toro. Your Toro will have a small USB Wi-Fi adapter connected to one of the USB ports.

To connect your Toro to a wireless network, follow these steps.

1. In Toro's Programs menu, highlight Control Panel and choose All Settings.
2. In the Control Panel, click Network.
3. On the left side of the Network window, select Wireless.
4. The dropdown menu for Network Name will show you the available wireless networks. Choose a network.

Once you are connected to a wireless network, you can choose to have Toro automatically reconnect to that network.

5. Battery (Optional)

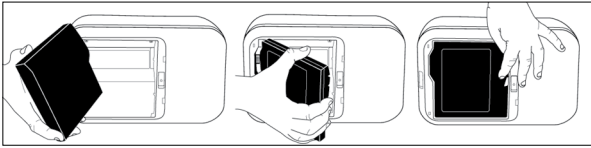
If purchased, the Toro battery will allow label design and printing even without an AC power supply. A fully-charged battery will provide power for about three hours of continuous printing, or 30 hours of sleep mode. Recharging the battery typically takes about three hours.

5.1 Charging the Battery

The Toro battery should be charged only with the charging unit provided. Plug the charging unit into the Toro battery and place the battery on a clean and dry surface. Then, plug the charger into an AC outlet. The light on top of the charger will glow red. When the charger light turns green, the charge is complete. A typical charging time is three hours; do not leave the battery connected to the charger for more than 24 hours at a time.

5.2 Battery Loading

The battery mounts into the back of the Toro. Remove the battery cover door by pushing the slider downward and pulling the door away. Position the battery so the cut-outs are aligned and the contacts are in position with the contact interface. Push the battery in until it locks into place.



5.3 Battery Maintenance

When the battery is not in use, keep it in a cool, dry place, away from heat or direct sunlight. Do not disassemble your Toro battery. Do not let the metal battery pins come into contact with another metal surface. If you notice any unusual odor, leakage, or swelling in the Toro battery, discontinue use and contact your DuraLabel representative.

5.4 Battery Warnings

- The Toro must be shipped with the battery removed.
- Do not use in static-sensitive environments.

5.5 Battery Storage

- Toro battery storage temperature should be between 10°C and 30°C.
- Keep the Toro battery away from humidity and corrosive environments.
- Charge the Toro battery until it is completely charged before disconnecting from the charging unit.
- Store the Toro battery in a cool, dry place but not below -20°C.
- Check the Toro battery every three months and recharge it.

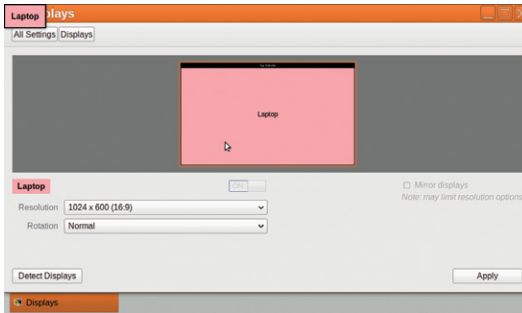
5.6 Cautions

- Never throw the Toro battery into a fire as it could explode.
- Never disassemble the Toro battery, as leakage and damage may occur.
- Puncturing the Toro battery may result in fire.
- Do not step or stand on the Toro battery.
- Do not bring the Toro battery terminals into contact with another metal object.
- Do not expose the Toro battery to any liquid or direct sunlight.
- Do not store the battery in a locked or unventilated vehicle where extreme temperatures may be experienced.
- Always keep the Toro battery out of reach of infants or small children.
- Never dispose of the Toro battery with other solid wastes as it contains toxic substances. Dispose of the Toro battery in accordance with local regulations regarding battery disposal.
- For complete removal of power from Toro, make sure the battery is removed and the wall plug is disconnected.

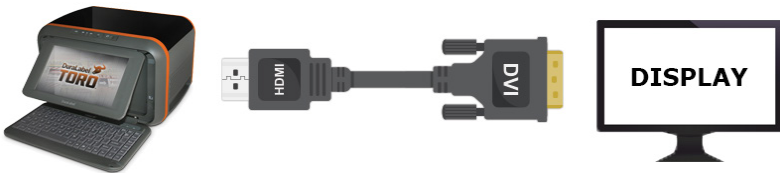
6. Connect to an External Monitor (Optional)

One of Toro's optional expansions is an HDMI port, which allows you to connect your Toro to an external monitor or other display. To use this function, **your Toro will need to be powered on before you plug in the HDMI cable.** Do not connect the HDMI cable until instructed.

1. Once Toro has started up, Toro's built-in touchscreen will show an orange toolbar along the top of the screen.
2. Using the wireless mouse, right click on an empty part of the Toro desktop. In the menu that appears, choose "Change Desktop Background."
3. In the top left corner of the Appearance window, click "All Settings."
4. In the Hardware section of this System Settings window, select "Displays."
5. Confirm that you see only one display, as shown here.

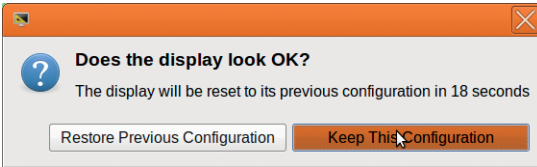


6. Plug the HDMI end (flat and narrow) of the included cable into your Toro. Plug the DVI end into your external monitor or other display. (You can also use a standard HDMI cable, or a DVI to VGA adapter, if necessary; these are not included with your Toro.)



CONNECT TO AN EXTERNAL MONITOR (OPTIONAL)

- Once the cable connects your Toro and your external monitor, a second display will be shown in the Displays window on your Toro. Make sure that the “Laptop” box is selected, and click the On/Off toggle button.
- When the button shows “Off,” click Apply. The Toro’s built-in touchscreen will go black, and your external monitor will be activated instead.
- You should see this prompt on your external monitor. If the display appears correctly, click “Keep This Configuration.” Otherwise, the previous display settings will be restored automatically after about twenty seconds.



NOTE: If your monitor isn't displaying anything, verify everything is connected and that your monitor is set to DVI as the Input Source.

- At this point, you will be able to use your Toro with the external monitor.



Your new display settings will be saved in your Toro. You can disconnect and reconnect this external monitor without reconfiguring any settings, and your system will automatically switch between using the external monitor and Toro’s built-in touchscreen. If you connect a different display, you may need to follow these steps again.

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