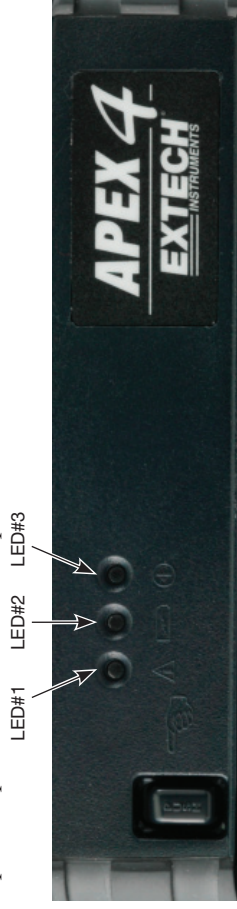


## Status Indicator LEDs

Press the ON/OFF button to turn the printer on. Three LED indicators located on the top of the printer indicate various printer functions.



The table below describes the normal function of each of the Printer's Status LEDs

LED	Status	Condition	Function
LED #1	Green	Flashing	Power is ON and the printer is in USB mode
		Steady	Communicating with host
LED #1	Blue	Flashing	Power is ON and the printer is in Bluetooth mode
		Steady	Transmitting/receiving
LED #2 Battery	Amber	Flashing	Power is ON and the printer is in 802.11b/g mode
		Steady	Transmitting/Receiving
LED #3 Magnetic Card Reader & Printer Error	Green	Steady	Battery is being charged. The LED will turn off when the battery is fully charged
		Flashing	<ul style="list-style-type: none"> <li>Indicates that MCR or SCR is ready to accept data</li> <li>Indicated that printer is in USB Boot-loader mode (USB cable is plugged in and Dip Switches 5 and 7 are on)</li> </ul> <b>Note: if USB is unplugged, LED will flash Amber until printer is reset manually</b>

Please refer to User's Guide for detail Error/Warning LED Panel. A copy of the User's Guide is available on [www.exttech.com/printers](http://www.exttech.com/printers).

## Performing Self Test

1. The printer must be OFF.
2. Press and hold the Paper Feed Button.
3. While holding the Paper Feed Button, press the ON/OFF Button and release.
4. A self-test will print. The self-test shows the printer firmware version, the current printer settings and a list of any optional or special features installed.

**Communication: All APEX 4 printers ship in USB and Bluetooth™ mode. IrDA, 802.11g and MCR are optional features. Refer to the User Guide for set-up instructions.**

# Model APEX 4 Mobile Printer

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## Quick Start Guide

Thank you for selecting the APEX 4 Portable Printer. This guide provides an illustrative reference of the initial steps to quickly get your Model APEX 4 up and running. To keep your printer performing at its best, please replace the battery every 15 – 18 months and perform routine maintenance as specified in the maintenance section of this guide. Refer to the User's Guide for more detailed information on the operation and use of the Model APEX 4. A copy of the User's Guide is available on [www.exttech.com/printers](http://www.exttech.com/printers).

## APEX4 Overview





Please refer to the General Precautions and Safety Information listed in the User Guide. A copy of the User's Guide is available on [www.extech.com/printers](http://www.extech.com/printers)

## Installing the Battery

Your APEX 4 printer comes with a 7.4V, 2250mAh Lithium-Ion Battery. Batteries are shipped uncharged. **NOTE:** In 15 – 18 months, please replace the battery. The date code on the battery will help determine when you need to replace it. The first two digits represent the year and the next two the week of manufacture.

1. Unlock the battery door by sliding the battery door locking tab down.
2. Open the battery door to an angle of about 90 degrees. (Do not force open)
3. Insert battery as shown (non-contact end first) allowing the contact end to drop into place).



Battery Door Tab



Li-Ion Battery

**Note:** Ensure that the battery side that has the two (2) contact terminals faces down in order to make contact with the spring probes inside the battery compartment.

4. Close and lock the battery door by sliding the battery door locking tab up.

## Charging the Battery

For optimal performance, we recommend charging the battery twice before initial use. Charge the battery for 3 hours; disconnect power adaptor, reconnect and charge again. After this initial charge, charge battery for 180 minutes whenever the low battery indicator comes on or as directed by your IT team.

1. Plug battery charger adaptor output cable in the battery charger connector.
2. Plug battery charger adaptor into the appropriate AC line voltage socket.
3. LED will illuminate indicating that the battery is being charged.
4. The battery will be fast charged and after 180 minutes the LED will turn off.



## Installing the Paper Roll

The APEX 4 has a “drop-in” paper load system. You can quickly and easily change the paper roll by pressing the Paper Door Release Button.

1. Press the paper door release button. The door will open slightly.

**Note:** Paper Door Release button must be depressed when opening and closing paper door.



Paper Door Release Button



The Paper Door Release button must be depressed when opening and closing the paper door. Opening the paper door without pressing the Paper Release Button can cause damage to your printer

2. Install paper roll



**Note:** Pull Paper roll leader out of printer. Note direction of paper travel

3. While pressing Paper Door Release button, close paper door.
4. Press paper door down and let go of the Paper Door Release button.
5. Turn on the printer by pressing Power Feed button and test the paper advance function by pressing the Paper Feed button. Verify that paper advances correctly.

## Tearing Paper

To tear paper: The printer's paper door acts as a tear bar. Pull one edge of the paper against the tear bar as indicated, then tear down and across against the tear bar to tear the paper.



**Careful!** The tear bar may have sharp edges. Pulling up and/or sideways without using the tear bar can cause a paper jam due to paper misalignment in the print head mechanism.

