



Use of Zebra GC420t printer



United Nations
Educational, Scientific and
Cultural Organization

Regional Centre for
Library Information Systems and
Current Research Information Systems
Regionalni center za knjižnične
informatijske sisteme in informatijske
sisteme o raziskovalni dejavnosti



© IZUM, 2024

IZUM, COBISS, COMARC, COBIB, COLIB, CONOR, SICRIS, E-CRIS, COBISS3, mCOBISS, COBISS+, dCOBISS, COBISS4, SGC, COBISS Lib, COBISS Cat, COBISS Ela are registered trademarks owned by IZUM.

CONTENTS

1	Introduction	1
2	Printer installation.....	1
3	Setting up the driver	1
4	Settings in the COBISS Lib application.....	5
5	Potential printing problems	8
5.1	Label misalignment.....	8
5.2	Skipping a label.....	9
5.3	Cleaning the thermal printhead	10

FIGURES

Figure 1:	GC420t printer	1
Figure 2:	Control panel with printers and devices	2
Figure 3:	Printing Defaults	2
Figure 4:	Printer properties	3
Figure 5:	Advanced Setup	3
Figure 6:	Dithering type	4
Figure 7:	Control panel and printing preferences.....	4
Figure 8:	COBISS Lib user interface	5
Figure 9:	COBISS Lib user interface and logical destinations	5
Figure 10:	Logical destination editor	6
Figure 11:	Logical destinations setup.....	6
Figure 12:	Details	7
Figure 13:	Refresh settings in the COBISS Lib user interface	7
Figure 14:	Logical destinations editor for member labels.....	8
Figure 15:	Loading factory defaults	8
Figure 16:	Calibrating medium	9
Figure 17:	Cleaning the printhead.....	10

1 Introduction

This document presents the use of the printer (connecting to power supply, changing paper, etc.) when working in the COBISS system.



Figure 1: GC420t printer

2 Printer installation

It is recommended that the printer is installed by a technically skilled person.

For the initial installation and printer settings, follow the instructions on the official Zebra manufacturer website (<https://www.zebra.com/us/en/support-downloads/printers/desktop/gc420t.html>).

For easier use of the printer, video instructions are available for the following:

- description of printer functionalities,
- printer installation and settings,
- black ribbon loading,
- label insertion,
- label format calibration and
- cleaning the printhead.

On the website, you will also find the required ZDesigner drivers and manuals with detailed instructions for working with the printer.

3 Setting up the driver

It happens quite frequently that the wrong driver is installed by default, namely *ZDesigner GC420t (EPL)*. In this case, the existing driver must be replaced with *ZDesigner GC420t*.

Once the driver is installed, adapt its settings. Go to **Control Panel** and select **Devices and Printers**. All available printers will be displayed. Select *ZDesigner GC420t* and right-click on it. Select **Printer properties** from the additional options (Figure 2).

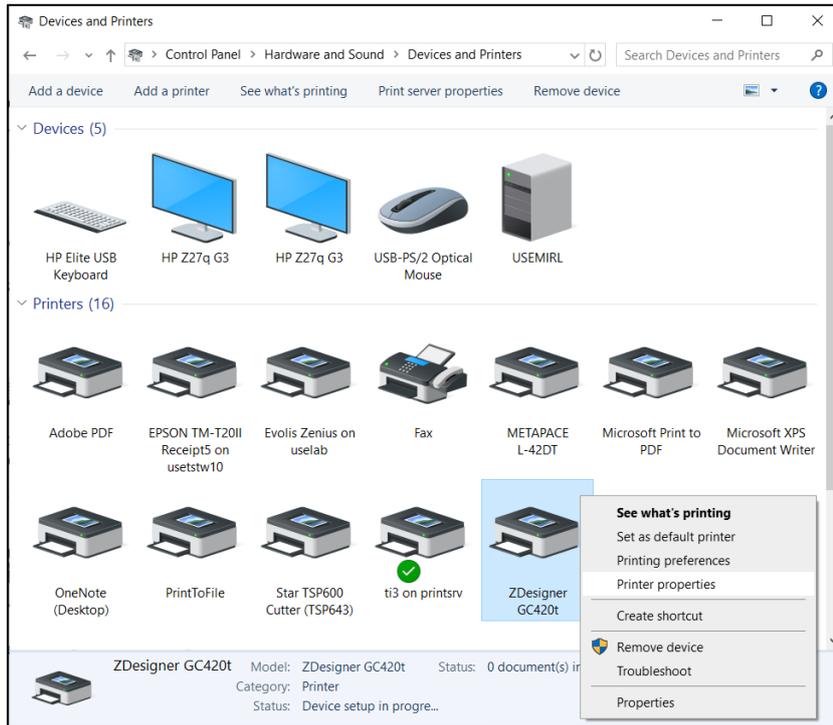


Figure 2: Control panel with printers and devices

Once you click **Printer properties**, a new window will open. In the **Advanced** tab, select the option **Printing Defaults ...** (Figure 3).

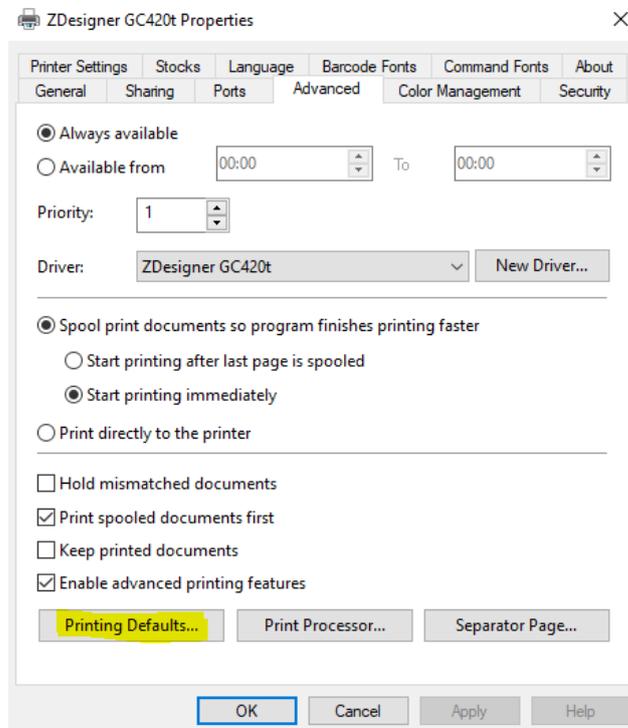


Figure 3: Printing Defaults

A new window will open where you can set up the required parameters (Figure 4).

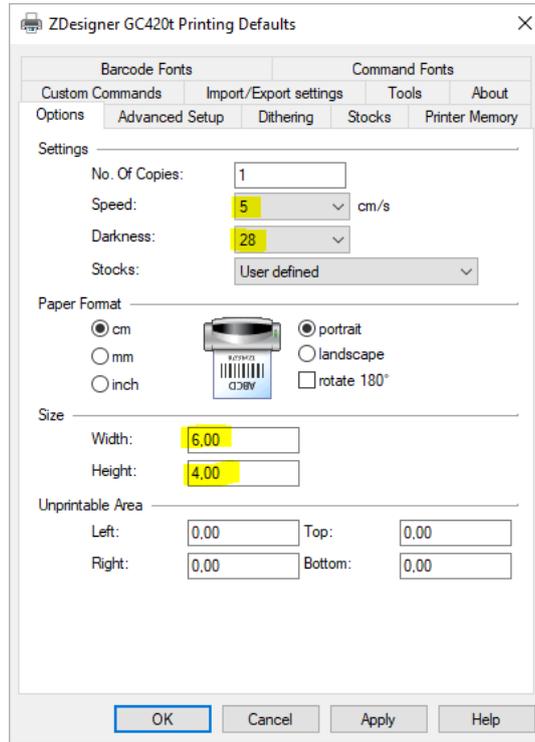


Figure 4: Printer properties

Once you edit the settings in the **Options** tab, click the **Advanced setup** tab, where you have to make sure that *Thermal Transfer* is selected for **Media type** and that the top adjustment is 0.10 cm (Figure 5).

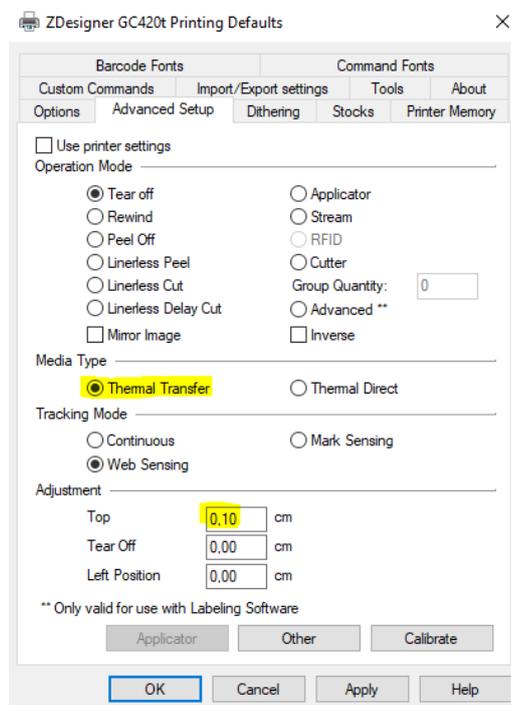


Figure 5: Advanced Setup

Lastly, check if *None* is selected under **Dithering type** (Figure 6).

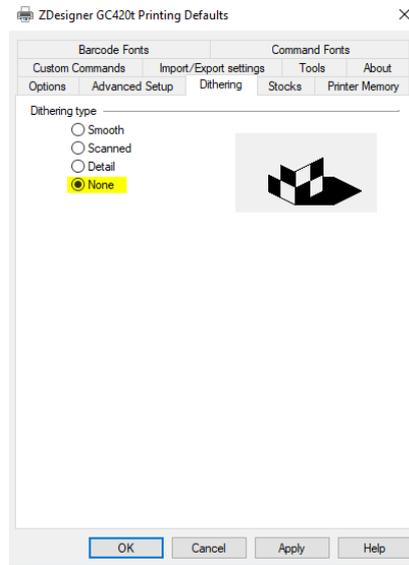


Figure 6: Dithering type

It is recommended to use the same settings for the **Printing preferences** option (Figure 7).

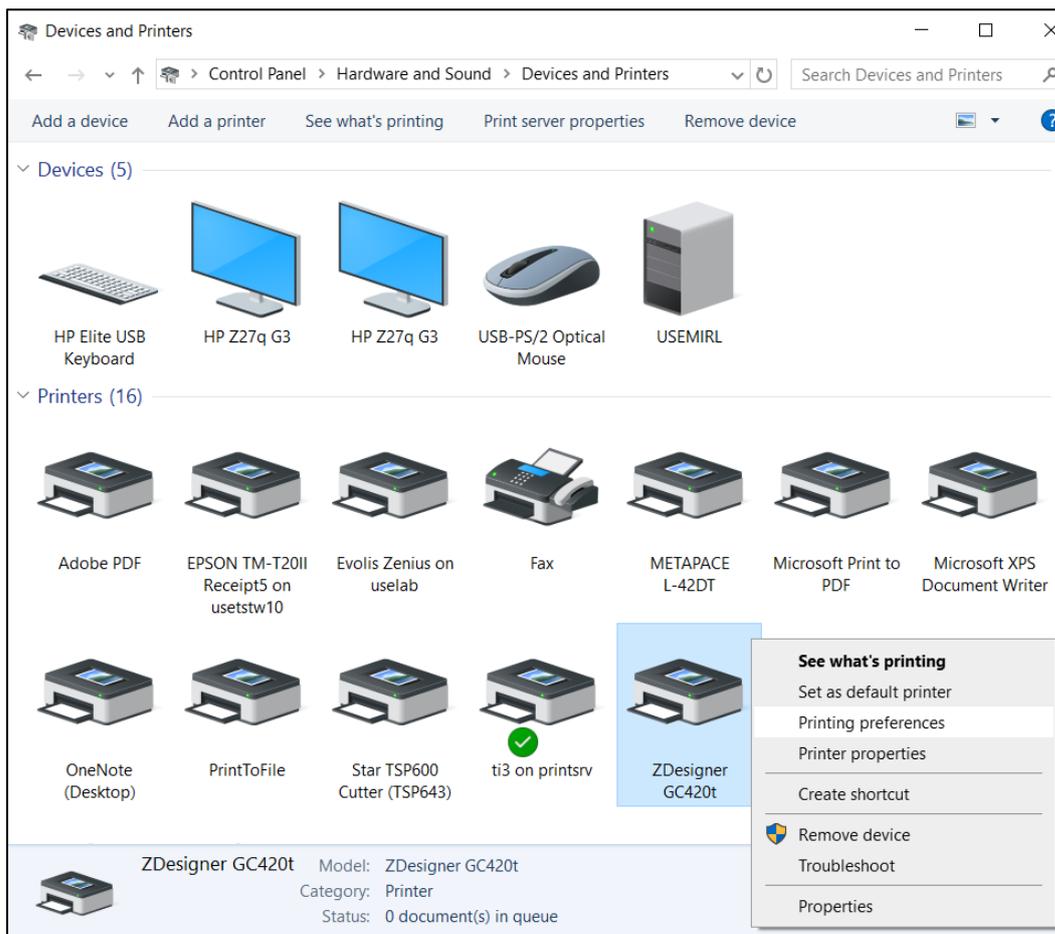


Figure 7: Control panel and printing preferences

4 Settings in the COBISS Lib application

To use the printers in COBISS Lib, the COBISS DGW service must be installed beforehand. https://www.cobiss.net/doc/Namescanje_COBISS_DGW_EN.pdf

To check if the installation was successful, you can use the **Settings and administration / Server / Test connection with COBISS DGW** method in COBISS Lib. The message *COBISS DGW is connected!* means that the installation was successful and that you can continue adding printers to the logical destinations (Figure 8).

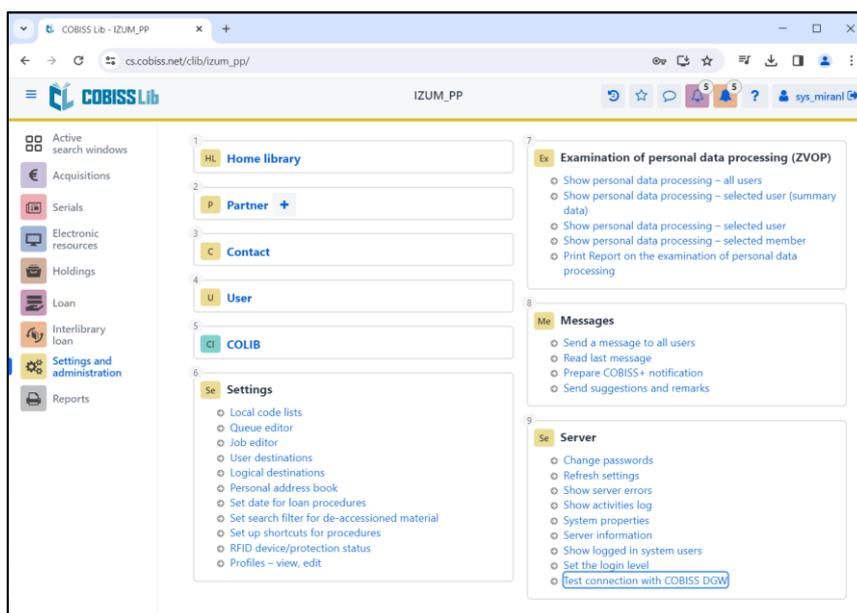


Figure 8: COBISS Lib user interface

In COBISS Lib select **Settings and administration / Settings / Logical destinations** (Figure 9).

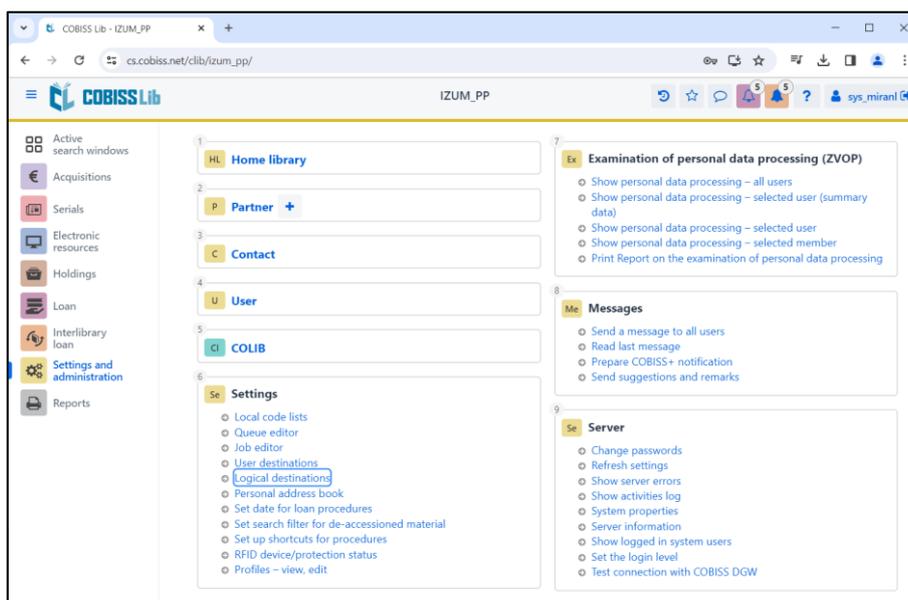


Figure 9: COBISS Lib user interface and logical destinations

The **Logical destinations editor** window will open where you select the option *Label – material: [default local printer]* and click **Edit** (Figure 10).

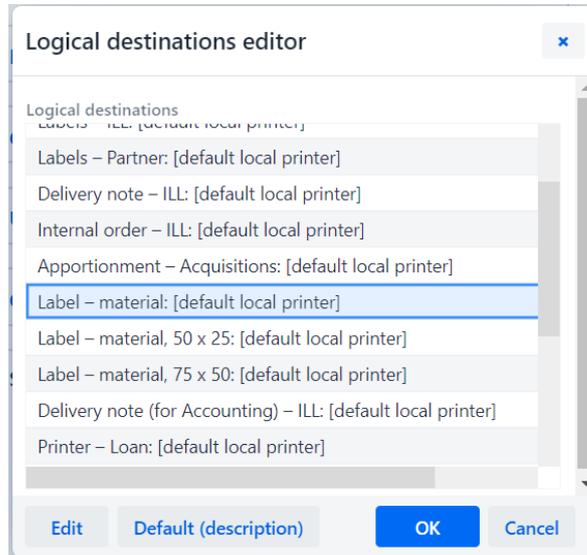


Figure 10: Logical destination editor

The **User destinations** windows will open, where you click the **Add printer** button. From the drop-down list, select the printer *ZDesigner GC420t*, with which you intend to print the labels for the material (Figure 11).

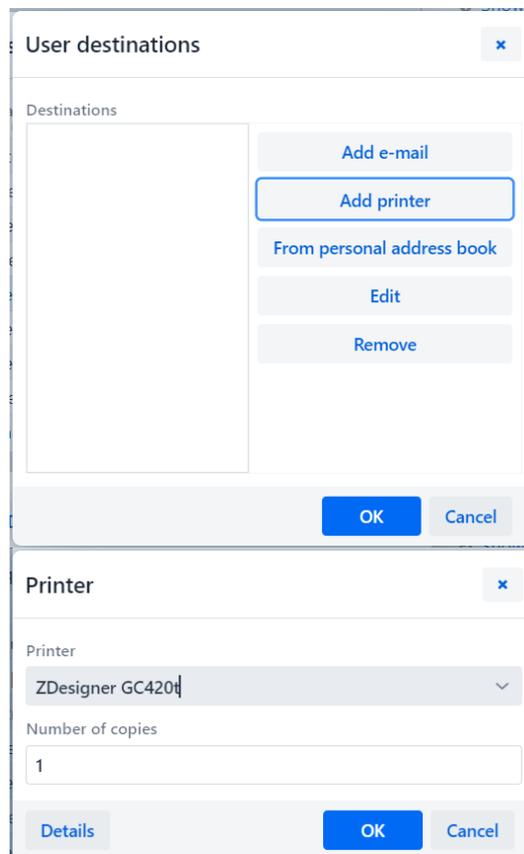


Figure 11: Logical destinations setup

Once you select the printer, click the **Details** button and check whether the additional settings for this printer type are correct (Figure 12).

The 'Details' dialog box contains the following settings:

- Printing mode: graphics
- Printer type: (empty dropdown)
- Printer subtype: (empty dropdown)
- Printing style: single sided
- Orientation: portrait

Buttons: OK, Cancel

Figure 12: Details

Once you define all the settings, confirm each choice by clicking the **OK** button. At the end, select **Refresh settings** in the **Settings** (Figure 13).

The screenshot shows the COBISS Lib user interface. The left sidebar contains a menu with 'Settings and administration' selected. The main content area shows a list of settings categories:

- HL Home library
- P Partner +
- C Contact
- U User
- Cl COLIB
- Se Settings
 - Local code lists
 - Queue editor
 - Job editor
 - User destinations
 - Logical destinations
 - Personal address book
 - Set date for loan procedures
 - Set search filter for de-accessioned material
 - Set up shortcuts for procedures
 - RFID device/protection status
 - Profiles – view, edit
- Ex Examination of personal data processing (ZVOP)
 - Show personal data processing – all users
 - Show personal data processing – selected user (summary data)
 - Show personal data processing – selected user
 - Show personal data processing – selected member
 - Print Report on the examination of personal data processing
- Me Messages
 - Send a message to all users
 - Read last message
 - Prepare COBISS+ notification
 - Send suggestions and remarks
- Se Server
 - Change passwords
 - Refresh settings
 - Show server errors
 - Show activities log
 - System properties
 - Server information
 - Show logged in system users
 - Set the login level
 - Test connection with COBISS DGW

Figure 13: Refresh settings in the COBISS Lib user interface

Now you can start printing labels for the material.

If you wish to use the same printer to print labels for members, the process remains identical to the one described in the previous steps. The only difference is setting the logical destination to *Label – Loan (member)* (Figure 14).

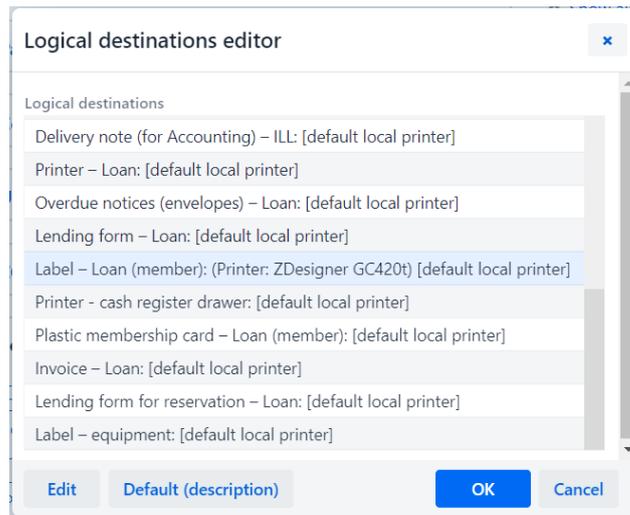


Figure 14: Logical destinations editor for member labels

5 Potential printing problems

5.1 Label misalignment

If labels cannot be printed properly after installing the drivers and setting the logical destinations (e.g. labels are misaligned), the factory default settings should be sent to the printer via the original drivers.

The procedure is as follows: Go to **Control Panel** and click the **Devices and Printers** icon. Find the ZDesigner GC420t printer and right-click on it.

Select *Printing preferences* from the list of options. The **ZDesigner GC420t Printing preferences** window will open, in which you select the **Tools** tab (Figure 15).

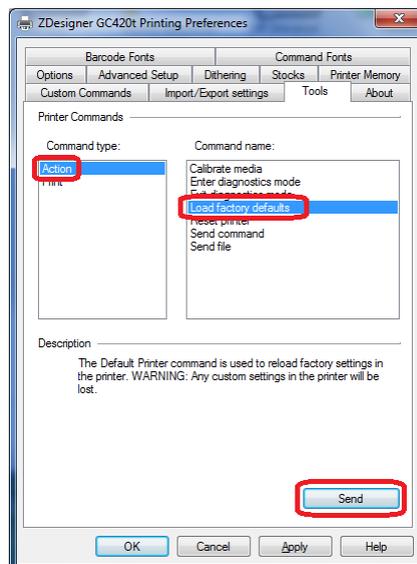


Figure 15: Loading factory defaults

Select *Action* under **Command type**, and select *Load factory defaults* under **Command name**, then click the **Send** button. This command sends the default factory settings to the printer. After that, retry printing the label.

5.2 Skipping a label

If the settings do not resolve the problems with label misalignment, you can try with label calibration. You can also use this method if the printer prints one extra blank label in addition to the label for material.

The procedure is as follows: Go to the **Control Panel** and click the **Devices and Printers** icon. Find the ZDesigner GC420t printer and right-click on it. Select *Printing preferences* from the list of options. The **ZDesigner GC420t Printing preferences** window will open, in which you select the **Tools** tab (Figure 16).

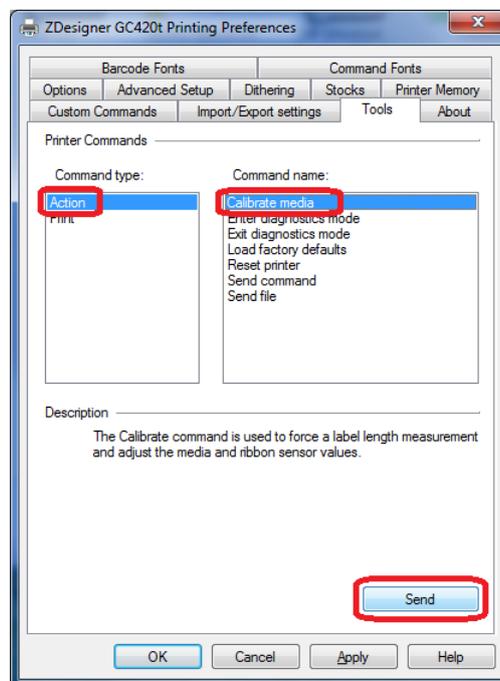


Figure 16: Calibrating medium

Select *Action* under **Command type**, and select *Calibrate media* under **Command name**, and then click the **Send** button. This command sends the parameters for re-calibration to the printer.

After that, retry printing the label.

5.3 Cleaning the thermal printhead

To clean the printhead, use the cleaning pen supplied with your printer containing cleaning solution. Use the cleaning pen tip to remove debris and dust that has built up on the heater element of the thermal printhead. Clean from the middle to the outside.

Only use the cleaning pen to clean the printhead once. An old pen may damage the printhead. Use a soft cloth and alcohol instead of an old cleaning pen.

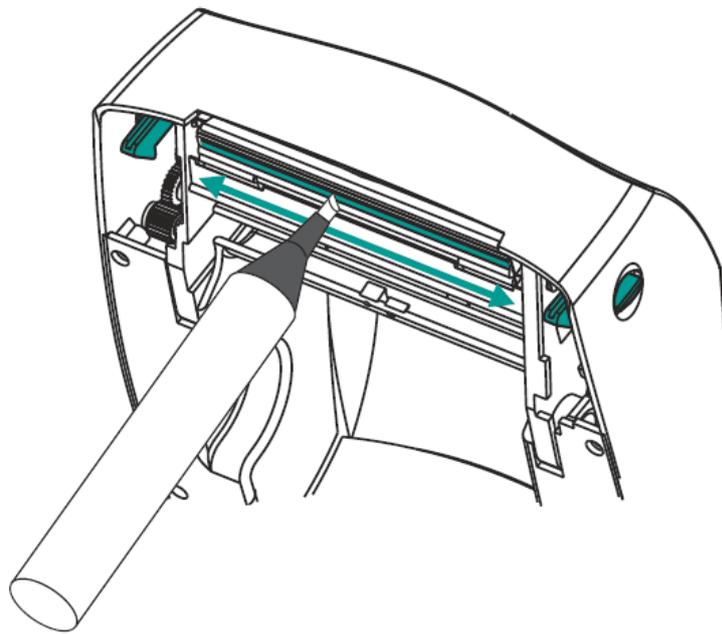


Figure 17: Cleaning the printhead