



DuraLabel **KODIAK**

QUICKSTART GUIDE

READ ME FIRST



800.788.5572

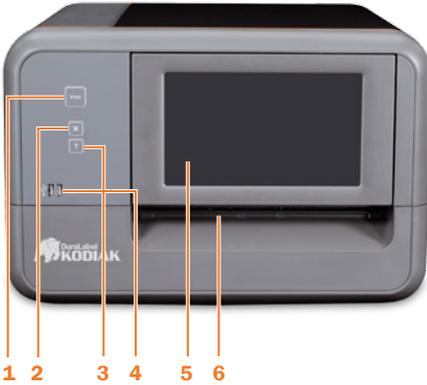
DuraLabel.com

Kodiak Quickstart Guide

This document will help you quickly get started using your new DuraLabel Kodiak printer. For more information, see your Kodiak User Guide, or contact Graphic Products by calling 800.788.5572 or visiting GraphicProducts.com.

1. Getting to Know Your Kodiak

FRONT VIEW:



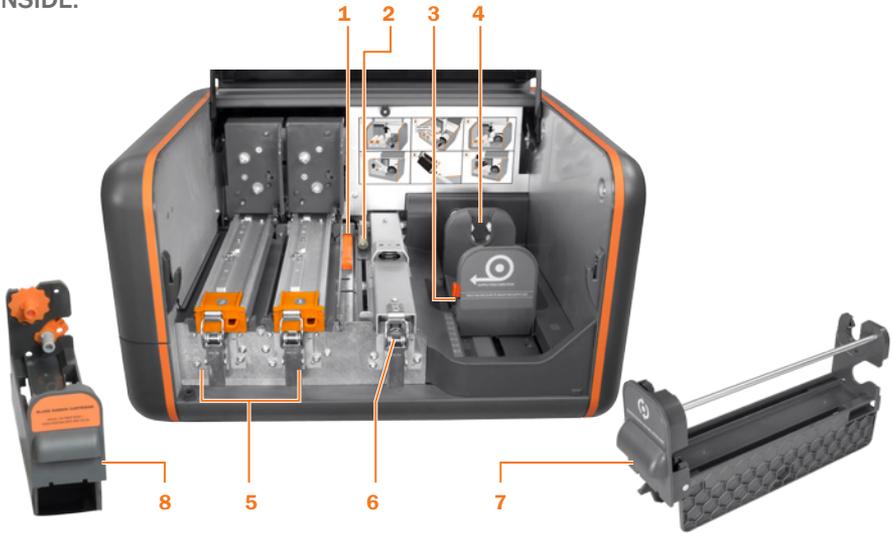
- 1. Print Button:** Print one copy of the current label
- 2. X (Cancel) Button:** Cancel the current print job
- 3. ? (Help) Button:** Open the help window for the current program
- 4. USB Ports:** Connect wireless keyboard adapter here
- 5. Adjustable Touchscreen:** Stylus (not required) is stowed in the lower right corner
- 6. Cutter Slot:** Finished labels will come out here

BACK VIEW:



- 1. Power Socket**
- 2. Power Switch**
- 3. USB-B Port**
- 4. Ethernet Port**
- 5. Additional USB Ports** (behind removable panel)

INSIDE:



- 1. Supply Sensor**
- 2. Adjustable Supply Guides**
- 3. Supply Holder Adjustment Tab**
- 4. Adjustable Supply Holders**
- 5. Print Heads and Latches (2)**
- 6. Feed Roller Bar and Latch**
- 7. Ribbon Cartridges (2)**
- 8. Blank Ribbon Cartridge**

2. Setup and Supply Loading

Kodiak weighs about 42 pounds (about 20 kilograms). We recommend having two people work together to unpack or reposition the printer.

You will need one roll of label stock and two loaded ribbon cartridges (or one loaded ribbon cartridge and one blank ribbon cartridge) in order to print.

INITIAL SETUP

1. Set Kodiak on a flat, stable surface. You will normally need access to the front of the system (with the touchscreen) and the right side (where the black lid has a handle).
2. Note that the power switch and the socket for the power cord are both located on the back of the system.
3. Raise the lid to its fully-upright position, where it will hold.
4. Remove the keyboard from its storage location in the lid, plug the wireless keyboard adapter into one of Kodiak's USB ports, and set the keyboard aside.

LOAD LABEL STOCK



1. Squeeze the orange tab on the adjustable supply holder, and slide the holder to the mark for your label stock's width.
2. Rest the gears on the ends of the supply's end caps into the slots on the supply holders. The end cap with a Kodiak label should face you.
3. Unlatch the feed roller bar and let it rise out of the way. Pull the end of your label stock forward and under this bar.
4. Slide the adjustable supply guides so that your label stock will fit under the white rollers. Push the label stock forward, under the metal guide with the orange sensor.
5. Lower and latch the feed roller bar.

LOAD RIBBON INTO RIBBON CARTRIDGE



1. Insert an empty take-up roll (with orange toothed ends) into the top of an empty ribbon cartridge.
2. Locate the arrow on the end cap of a fresh roll of ribbon. Align this arrow with the arrow on the side of the ribbon cartridge. Slide the ribbon roll into place.
3. Begin unwinding the ribbon from its fresh roll. Pull the end of the ribbon down, under the bottom of the cartridge, and up to the empty take-up roll.
4. Adhere the end of the ribbon to the take-up roll. Turn the take-up roll to remove any slack.

INSTALL RIBBON CARTRIDGE INTO KODIAK



1. Unlatch one of the print heads and raise it by its orange tab until it clicks into position, where it will hold.
2. Hold a loaded ribbon cartridge so the handle faces you, the two legs of the cartridge are on either side of the print head, and the loose ribbon at the bottom of the cartridge is below the print head.
3. Slide the cartridge onto the rails of the print head. It should slide smoothly back until the number on the print head is visible; you may hear the cartridge click into place.
4. Lower the print head by its orange tab, and latch it down.
5. Repeat the ribbon loading process for both ribbons that you will use. If you are using a black ribbon, place it on print head 2.

Once your supplies are loaded, close the lid and turn on your Kodiak.

3. Connecting Kodiak to a PC (Optional)

Kodiak’s built-in touchscreen allows you to create signs and labels even without a computer, but you can also connect Kodiak to a computer for additional versatility. To quickly set up Kodiak for use with a PC, follow these steps:

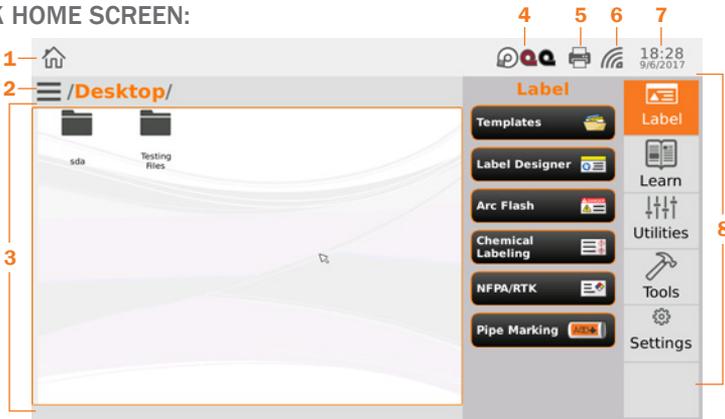
1. Connect Kodiak to your PC with the USB cable, and turn Kodiak on.
2. Insert the DuraLabel Kodiak Installation CD into your computer’s CD drive. When the startup screen appears, choose Install Driver. Follow the prompts to complete the driver installation. You may be prompted to restart your computer.
3. From the installation CD’s startup screen, choose Install LabelForge PRO. Follow the prompts to complete the software installation.

For additional details on this process, see the Kodiak User Guide, or contact Graphic Products for support by calling 800.788.5572 or visiting GraphicProducts.com.

4. Navigating Kodiak Software

While your Kodiak is starting up, you will see a logo screen and hear the motors initialize. Then, the Kodiak Home Screen will appear.

KODIAK HOME SCREEN:

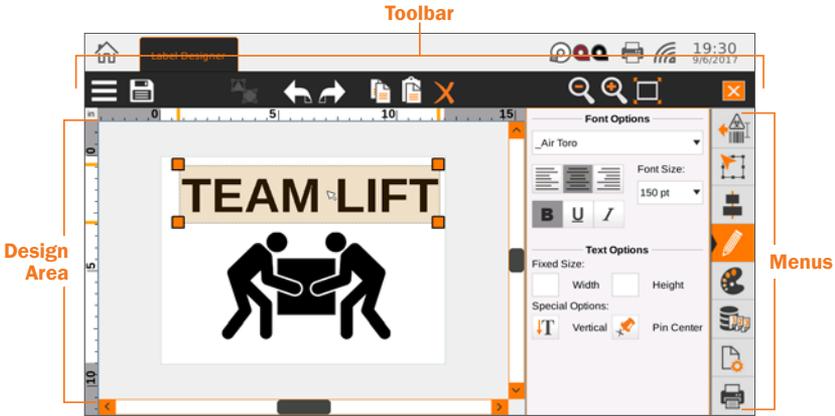


- | | |
|------------------------------|--------------------------------|
| 1. Home Button | 5. Printing Preferences/Status |
| 2. Hamburger Menu | 6. Network Settings |
| 3. Desktop Area | 7. Date/Time |
| 4. Supply/Ribbon Information | 8. Main Menu |

Kodiak includes five labeling software modules. Label Designer offers freedom and control for fully customized labels and signs; the other four modules provide simple and powerful ways to create specific types of labels.

LABEL DESIGNER:

Design new signs or labels from scratch, or modify existing designs.



Toolbar

-  **Hamburger Menu:** New, save as, load, program settings
-  **Quick Save:** Save current design with current file name
-  **Group/Ungroup**

-  **Undo and Redo**
-  **Copy/Paste/Delete**
-  **Zoom In/Out/Fit to Screen**
-  **Close Program**

Menus

-  **Insert:** Insert text, barcodes, images, shapes, symbols
-  **Dimensions:** Control object size, location, rotation
-  **Order:** Align objects, bring to front/send to back
-  **Details:** Additional options for type of object selected
-  **Color:** Choose colors for an object
-  **Data Source:** Connect label to spreadsheet, database*
-  **Label Settings:** Adjust label size and other settings
-  **Print Settings:** Adjust print settings

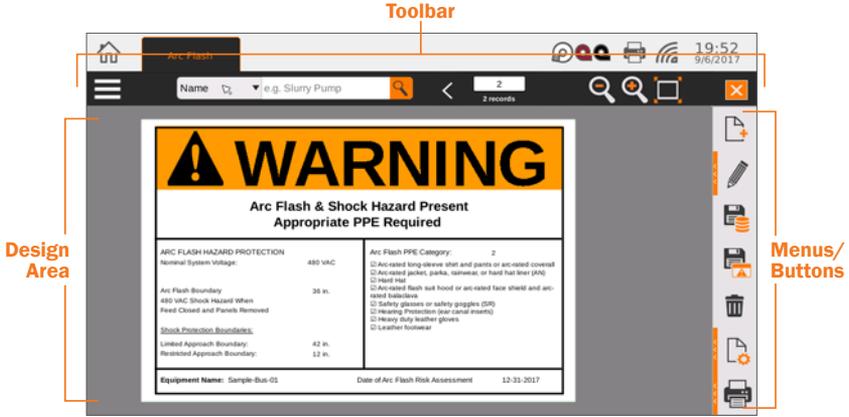
Quick steps to create a custom label:

1. Select *New* from the *Hamburger* menu. Choose settings, click *Finish*
2. Add text, barcodes, images, shapes, or symbols using the *Insert* menu
3. With object selected adjust size, alignment, font, color, etc. with appropriate menu
4. Adjust label and print settings as needed prior to printing

*To connect a database see the *User Guide*

ARC FLASH

Enter data for specialized electrical safety signage, and print labels that comply with the NFPA 70E and CSA Z462 standards.



Toolbar

-  **Hamburger Menu:** New record, save record, export label
-  **Search Records:** Search by name, date, project name
-  **Record Number**
-  **Zoom In/Out/Fit to Screen**
-  **Close Program**

Menus/Buttons

-  **New Record:** Creates new, blank record
-  **Edit Record:** Enter label details—header, project name, label info, PPE info, shock hazards info
-  **Save Database:** add entry to current database
-  **Save Label:** export label to edit in Label Designer module
-  **Delete Record:** Remove current record from database
-  **Label Settings:** Adjust label size, toggle label elements such as grid or header
-  **Print Settings:** Adjust print settings

Quick steps to create a new arc flash label:

1. Click the *New Record* button
2. In the *Edit Record* menu choose header type, project name, enter PPE and Shock Hazard information
3. Click the *Save Database* button to add the new label to the current database
4. Adjust label and print settings as needed prior to printing

CHEMICAL LABELING

Create GHS-style chemical labels for safety and compliance, using an editable database of chemical details. Labels can follow HazCom 2012 (United States) or international GHS (UN) formats.



Toolbar

-  **Hamburger Menu:** New record, save record, export label
-  **Country/Authority:** Choose OSHA HazCom 2012, UN international GHS, or custom label format
-  **Search Records:** Search by product name/identifying number
-  **Record Number**
-  **Zoom In/Out/Fit to Screen**
-  **Close Program**

Menus/Buttons

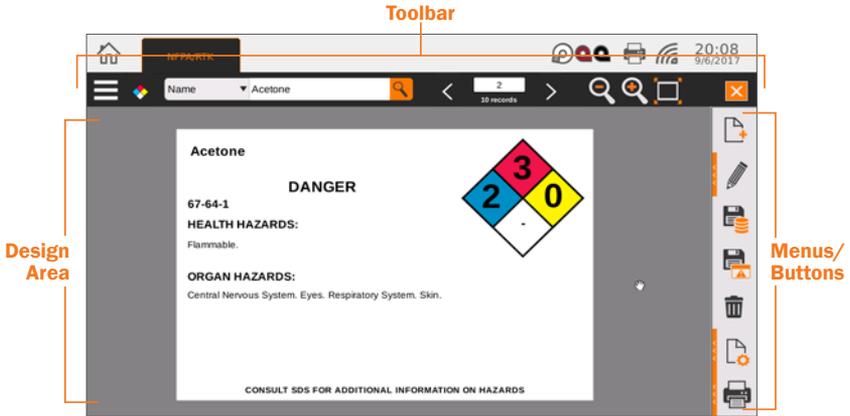
-  **New Record:** Creates new, blank record
-  **Edit Record:** Enter product name, ID numbers, signal word, supplemental info
-  **Save Database:** add entry to current database
-  **Save Label:** export label to edit in Label Designer module
-  **Delete Record:** Remove record from database
-  **Label Settings:** Adjust label size, font, select alternate chemical database
-  **Print Settings:** Adjust print settings

Quick steps to create a new chemical record:

1. Click the *New Record* button
2. In the *Edit Record* menu:
 - Enter product name, identifying numbers, signal word, supplemental info
 - Click checkbox to add/remove/edit Hazard Statements, Precautionary Statements
 - Click the Pencil icon to add or edit a supplier
3. Click the *Save Database* button to add the new label to the current database
4. Adjust label and print settings as needed prior to printing

NFPA/RTK

Create supplemental chemical labels with the NFPA 704 hazard ratings, using an editable database of chemical details.



Toolbar

-  **Hamburger Menu:** New record, save record, export label
-  **Authority:** Choose label format: NFPA Diamond, or RTK Color Bar

-  **Search Records:** Search by product name or CAS number
-  **Record Number**
-  **Zoom In/Out/Fit to Screen**
-  **Close Program**

Menus/Buttons

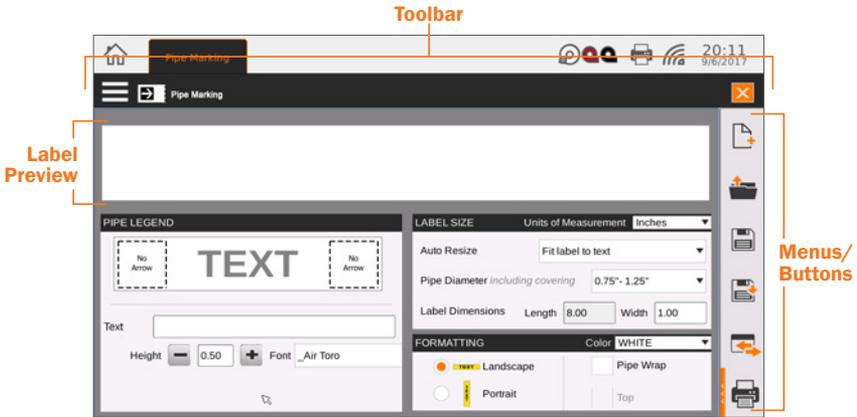
-  **New Record:** Creates new, blank record
-  **Edit Record:** Edit product name, CAS number, signal word, chemical ratings, add hazards, PPE symbols, comments
-  **Save Database:** Add entry to current database
-  **Save Label:** Export label to edit in Label Designer module
-  **Delete Record:** Remove record from database
-  **Label Settings:** Adjust label size, font, toggle PPE symbols and comments, select alternate NFPA/RTK database
-  **Print Settings:** Adjust print settings

Quick steps to create a new chemical record:

1. Click the *New Record* button
2. In the *Edit Record* menu:
 - Enter product name, CAS number, signal word
 - Adjust chemical ratings
 - Add specific ratings, health hazards, organ hazards, PPE symbols, comments
3. Click the *Save Database* button to add the new label to the current database
4. Adjust label and print settings as needed prior to printing

PIPE MARKING

Quickly design pipe labels to match ANSI/ASME A13.1 or the IIAR Bulletin No. 114 standards.



Toolbar

 **Hamburger Menu:** New label, save or export label

 **Module:** Choose pipe marker type—ANSI/ASME, ammonia, arrow wrap

 **Close Program**

Menus/Buttons

 **New:** Creates new, blank label

 **Save As:** Save label as a new name

 **Open:** Open a pipe marking label

 **Export:** Export label to edit in Label Designer module

 **Save:** Save current pipe marking label with current name

 **Print Settings:** Adjust print settings

Quick steps to create a basic pipe marker:

1. Pipe Legend Box:

- Type your label text
- Add arrow to either side of label
- Adjust text size and font

2. Label Size Box:

- Choose auto resize preference
- Select pipe diameter from list, or enter custom size

3. Formatting Box:

- Choose label color
- Select landscape or portrait
- Choose *Pipe Wrap* if desired and select top for label from above the pipe

**Instructions are for ANSI/ASME style, see User Guide for Ammonia and Arrow Wrap*

For additional information on each of the label design programs, see the program's Help feature by selecting Help from the Hamburger Menu, or by pressing the ? (Help) button on the front of your Kodiak. You can also see your Kodiak User Guide for more details, or contact Graphic Products for support by calling 800.788.5572 or visiting GraphicProducts.com.



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