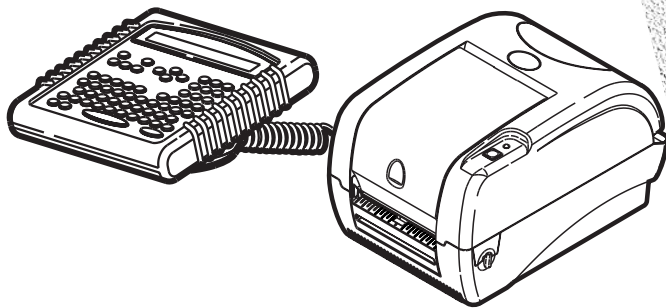


# User Manual



**Monarch®  
9416® XL®  
Fixed  
Format  
Kit**



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### **CANADIAN D.O.C. WARNING**

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicte par le ministère des Communications du Canada.

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# INTRODUCTION

# 1

The Monarch® M09416™ Kit allows you to easily create barcode labels. There are two sizes of labels and 11 preset formats available. The Monarch® M09416™ Kit uses a M09416TT04 Printer that prints at 203 DPI (Dots Per Inch) only.

This manual includes information about

- ◆ unpacking the components.
- ◆ connecting the cables.
- ◆ using the keyboard.
- ◆ printing labels.

## Overview

---

The 939i keyboard contains many preset formats for you to enter and print your own batch data. An optional scanner is available to scan data, instead of entering it at the keyboard.

There are two standard size labels available.

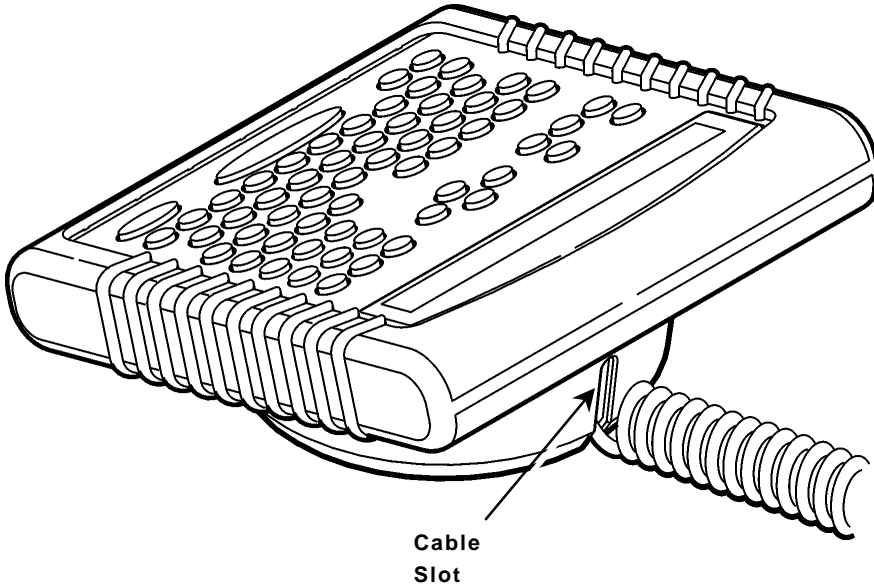
- ◆ 1.5" x 1.1" (1511, formats 1-10)
- ◆ 4.0 x 2.0" (4020, format 11, Address Labels)

## Unpacking the kit components

---

After you unpack the kit, you should have the keyboard, the printer, two power supplies, two power cords, and the adaptor cable. Look through all packaging material for parts. Keep the box and packaging material in case an item ever needs repair.

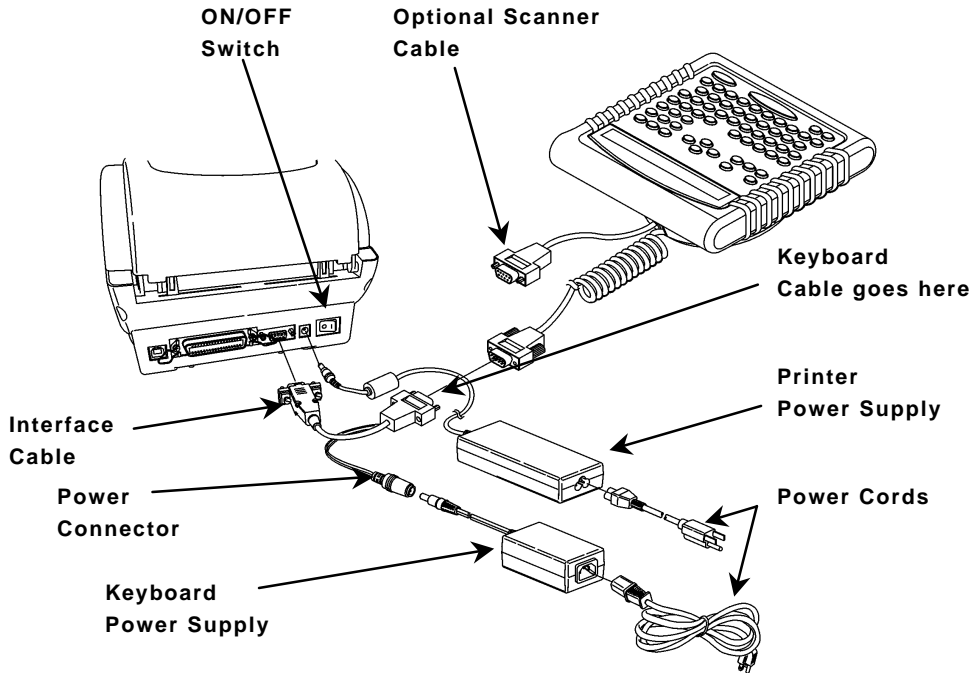
1. Pull the long, coiled cable out from the bottom of the keyboard's base.
2. Slide the first loop in the cable slot as shown.



## Connecting the Cables

---

1. Turn OFF the printer before you connect any cables.
2. Plug the 9-pin coiled keyboard cable into the 9 pin connector on the interface cable.



3. Secure the other 9 pin end of the interface cable to the 9-pin port on the printer. Tighten the screws on the cable connectors.
4. Connect the power cord to the power supplies. The small power supply goes to the Keyboard. The large power supply goes to the printer.
5. Connect the power supply to the printer and the power supply to the keyboard.

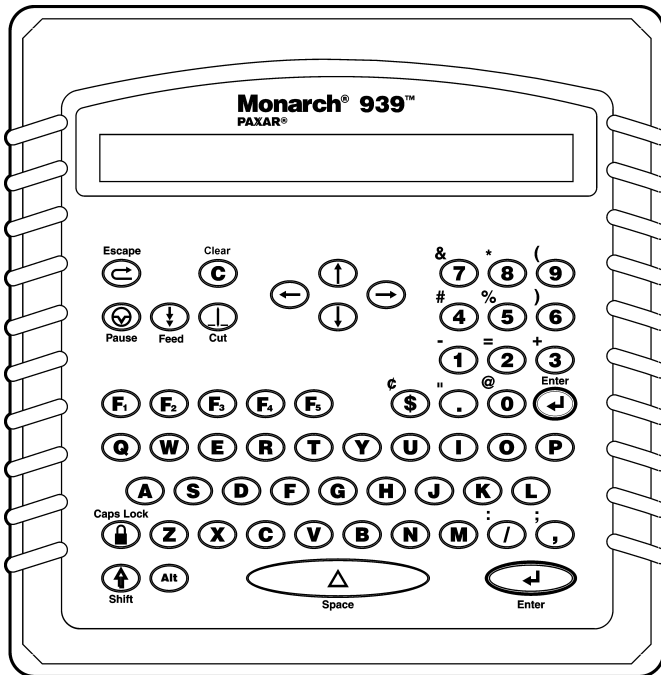
The 939i keyboard does not have an ON/OFF switch. If you plug the power supply into a grounded electrical outlet, power remains On until it is unplugged. The 9416 printer has an ON/OFF switch.

6. Plug the power supplies into
  - ◆ grounded electrical outlets or
  - ◆ a switched (ON/OFF) power strip

## Using the Keyboard



















---

The keyboard has full alphabetic keys with 10 numeric keys, five function keys, four arrow keys, and several special keys.





## Control Keys

-  Escape. Returns the display to the previous menu. Also clears an error.
-  Clear. Clears the entire field.
-  Pause. Stops printing.
-  Feed. Feeds a blank label if there is no print job. Prints a label in on-demand (peel) mode. Prints a label with error information that is useful to your System Administrator if an error is displayed.
-  Cut. Cuts the supply.
-   Displays menu items and allows you to move the cursor.
-   Moves between fields in Batch Entry.
-  Enter. Selects the displayed menu item.
-  Shift. Toggles between upper and lower-case. Use with other keys to display ¢, ", @, :, ;, -, =, +, #, %, (, ), &, \*.
-  Caps Lock. Allows you to type all upper-case characters. When the caps lock is on, a padlock symbol is displayed in the upper right-hand corner.
-   Functions keys that are reserved for future use.
-  Config Menu. Function key that allows you to 1. Select Print mode, and 2. Set Supply Type.
-  Preset Data. Allows you to set the printer to remember data you enter in a format.
-  RePrint Qty. The last format reprints quantity of labels you enter.
-  Space. Inserts a blank space between characters.



# SETTING UP THE PRINTER

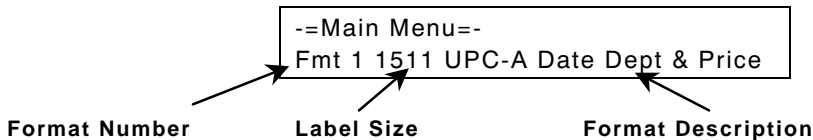
## 2

1. Turn **ON** the printer. On the back of the printer, press (I) to turn on and (O) to turn off the printer. On the 939i keyboard display, the Enter Date prompt appears.

```
Enter Date – MM/DD/YY
             **/**/**
```

2. Type in today's date and press **Enter**.

**NOTE:** Once the keyboard's date has been set, if power to the keyboard stays on, the date advances automatically after 24 hours. If the keyboard loses power, the date needs to be re-entered. If you need to change the date for any reason, unplug power to the keyboard then reconnect and re-enter the date.



Before you start printing formats, set your print mode to Continuous or On-Demand and set your supply type to Black Mark or Die Cut. In Continuous Mode, the printer prints one label or a strip of labels without stopping, when you press **Enter**. In On-Demand mode, the printer prints one label then prints the next label once you remove the previous label. See "Selecting a Print Mode" for more information.

Black Mark Supply has sense marks (black marks) on the back of them which the printer uses to calibrate the supply. Die Cut Supply does not have black marks. See "Selecting a Supply Type" for more information.

## Selecting a Print Mode

---

To select a print mode:

1. Press **F<sub>3</sub>**.

```
--Config Menu-- --Esc to exit
1. Set Print Mode
```

2. Press **Enter** or **1**.
3. Select either **1** for Continuous feed, or **2** for On-Demand. The printer returns to the Format Menu.

```
Select Print Mode
1=CONTINUOUS, 2=On-Demand >
```

## Selecting a Supply Type

---

To select a supply type:

1. Press **F<sub>3</sub>**.

```
--Config Menu-- --Esc to exit
1. Set Print Mode
```

2. Choose the Select Supply Type Menu by pressing the
  - ◆ arrow keys to scroll up (→) or down (←) in the Config menu until you see Select Supply Type. Press **Enter**.
  - ◆ number key corresponding to a menu. For example, enter **2** to choose the Select Supply Type menu.

```
Select Supply Type
1=Black Mark, 2=DIE CUT
```

3. Press **1** for Black Mark, **2** for DIE CUT labels. The printer returns to the Format Menu.

## Using Special Functions

---

You can use the following Special Function Keys to

- ◆ Set Preload Data
- ◆ Repeat Last Entry

The Preload Data function keeps format characters you entered in memory. With Preload Data turned on, the first data entry prompt reappears on the display automatically after you print. Press **Escape** to return to the Format Menu.

1. Press **F<sub>4</sub>**.

Preload Data  
1=Yes/2=No

2. Select **1** to retain data. If you press **2**, the printer does not keep data you previously entered in memory. The printer returns to the Format Menu.

To reprint the last format:

1. Select **F<sub>5</sub>**.

RePrint Qty  
\*\*\*

2. Enter up to three numeric digits.
3. Press **Enter**.

The last format reprints with the quantity of labels you entered.

**NOTE:** This feature cannot be preset. It works only after printing labels.



# PRINTING LABELS

## 3

This chapter describes the data entry procedures for each format.

**Reminder:** If you make a mistake entering data, press the **Clear** key to clear the row. Press the **Back Arrow** key to backspace one character.

To start printing formats:

1. Turn **ON** the printer. On the back of the printer, press (I) to turn on and (O) to turn off the printer. On the 939i keyboard display, the Enter Date prompt appears.

```
Enter Date – MM/DD/YY
          **/**/**
```

2. Type in today's date.
3. Press **Enter**.

```
-=Main Menu=-
Fmt 1 1511 UPC-A Date Dept & Price
```

4. Select a format by pressing the arrow keys to scroll up (→) or down (←).
5. Press **Enter**.

See the following format descriptions.

## Format 1: UPC-A Date Dept & Price

---

1. Load 1.5" x 1.1" (1511) labels.



2. Enter the data as prompted:

Prompt	What You Do
UPC BARCODE	Scan a bar code or enter 12 numeric digits (leaving the last asterisk on the display unused). Press <b>Enter</b> .
DEPT	Enter up to four characters. Press <b>Enter</b> .
PRICE	Enter up to five numeric digits. <b>Do Not</b> enter a decimal point or dollar sign. Those characters are automatically printed. Press <b>Enter</b> .
PRINT QTY:	Enter up to three numeric digits. Press <b>Enter</b> .

**NOTE:** The keyboard uses the system date (MM/DD/YY) that you entered when you first powered on the keyboard and printer.



## Format 2: UPC-Sys 2 Date Dept & Price

---

1. Load 1.5" x 1.1" (1511) labels.



2. Enter the data as prompted:

Prompt	What You Do
DEPT	Enter up to four numeric digits. Press <b>Enter</b> .
PRICE	Enter up to four numeric digits. <b>Do Not</b> enter a decimal point or dollar sign. Those characters are automatically printed. Press <b>Enter</b> .
PRINT QTY:	Enter up to three numeric digits. Press <b>Enter</b> .

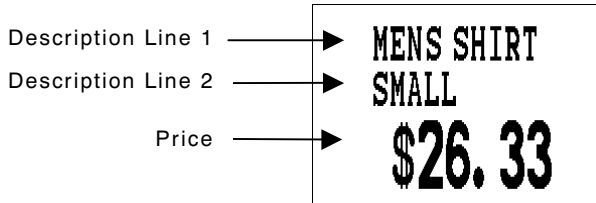
### NOTES:

- ◆ The keyboard uses the system date (MM/DD/YY) that you entered when you first powered on the keyboard and printer.
- ◆ The bar code consists of data from two other fields. Note that in the example above, bar code characters 2-5 (numbered right to left) are the price (5604) and characters 7-11 are the department (75120). If you enter less than the maximum number of digits in either field, the printer zero-pads the data from the left in the bar code.
- ◆ Character 6 is also a check digit (in addition to character 1).
- ◆ Character 12 is fixed. The bar code is defined to contain specially-defined data.

## Format 3: 2 Lines & Price

---

1. Load 1.5" x 1.1" (1511) labels.



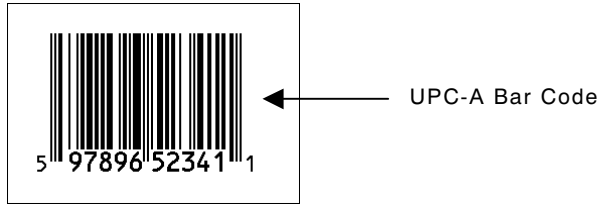
2. Enter the data as prompted:

Prompt	What You Do
LINE 1	Enter up to 10 characters. Press <b>Enter</b> .
LINE 2	Enter up to 10 characters. Press <b>Enter</b> .
PRICE	Enter up to five numeric digits. <b>Do Not</b> enter a decimal point or dollar sign. Those characters automatically print. Press <b>Enter</b> .
PRINT QTY:	Enter up to three numeric digits. Press <b>Enter</b> .

## Format 4: UPC-A Only

---

1. Load 1.5" x 1.1" (1511) labels.



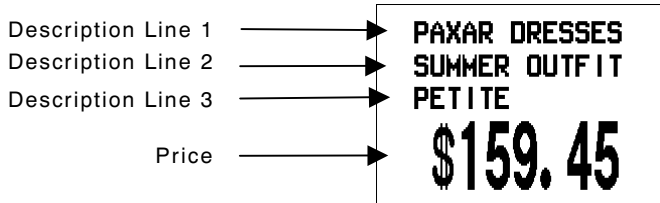
2. Enter the data as prompted:

Prompt	What You Do
UPC BARCODE	Scan a bar code or enter 12 numeric digits. Character 12 is a check digit (leaving the last asterisk on the display unused). Press <b>Enter</b> .
PRINT QTY:	Enter up to three numeric digits. Press <b>Enter</b> .

## Format 5: 3 Lines & Price

---

1. Load 1.5" x 1.1" (1511) labels.



2. Enter the data as prompted:

Prompt	What You Do
LINE 1	Enter up to 14 characters. Press <b>Enter</b> .
LINE 2	Enter up to 14 characters. Press <b>Enter</b> .
LINE 3	Enter up to 14 characters. Press <b>Enter</b> .
PRICE	Enter up to five numeric digits. <b>Do Not</b> enter a decimal point or dollar sign. Those characters are automatically printed. Press <b>Enter</b> .
PRINT QTY:	Enter up to three numeric digits. Press <b>Enter</b> .

## Format 6: Desc UPC-A Date Dept & Price

---

1. Load 1.5" x 1.1" (1511) labels.



2. Enter the data as prompted:

Prompt	What You Do
DESCRIPTION	Enter up to 14 characters. Press <b>Enter</b> .
UPC BARCODE	Scan a bar code or enter 12 numeric digits. Character 12 is a check digit. (Leave the last asterisk on the display unused). Press <b>Enter</b> .
DEPT	Enter up to four characters. Press <b>Enter</b> .
PRICE	Enter up to five numeric digits. <b>Do Not</b> enter a decimal point or dollar sign. Those characters are automatically printed. Press <b>Enter</b> .
PRINT QTY:	Enter up to three numeric digits. Press <b>Enter</b> .

**NOTE:** The keyboard uses the system date (MM/DD/YY) that you entered when you first powered on the keyboard and printer.

## Format 7: Desc UPC-Sys 2 & Dept

---

1. Load 1.5" x 1.1" (1511) labels.



2. Enter the data as prompted:

Prompt	What You Do
DESCRIPTION	Enter up to 14 characters. Press <b>Enter</b> .
DEPT	Enter up to 5 numeric digits. Press <b>Enter</b> .
PRICE	Enter up to 4 numeric digits. <b>Do Not</b> enter a decimal point or dollar sign. Those characters are automatically printed. Press <b>Enter</b> .
PRINT QTY:	Enter up to three numeric digits. Press <b>Enter</b> .

### NOTES:

- ◆ The keyboard uses the system date (MM/DD/YY) that you entered when you first powered on the keyboard and printer.
- ◆ The bar code consists of data from two other fields. Note that in the example above, bar code characters 2-5 (numbered right to left) are the price (2495) and characters 7-11 are the department (75120). If you enter less than the maximum number of digits in either field, the printer zero-pads the data from the left in the bar code.
- ◆ Character 6 is also a check digit (in addition to character 1).
- ◆ Character 12 is fixed. It indicates that the bar code is defined to contain specially-defined data.

## Format 8: EAN-8 Date Dept & Price

---

1. Load 1.5" x 1.1" (1511) labels.



2. Enter the data as prompted:

Prompt	What You Do
EAN8 BARCODE	Scan a bar code or enter eight numeric digits (leaving the last asterisk on the display unused). Press <b>Enter</b> .
DEPT	Enter up to four characters. Press <b>Enter</b> .
PRICE	Enter up to five numeric digits. <b>Do Not</b> enter a decimal point or dollar sign. Those characters are automatically printed. Press <b>Enter</b> .
PRINT QTY:	Enter up to three numeric digits. Press <b>Enter</b> .

### NOTES:

- ◆ The keyboard uses the system date (MM/DD/YY) that you entered when you first powered on the keyboard and printer.
- ◆ Character 8 in the EAN8 Barcode is the check digit.

## Format 9: UPC-E Date Dept & Price

---

1. Load 1.5" x 1.1" (1511) labels.



2. Enter the data as prompted:

Prompt	What You Do
UPC-E BARCODE	Scan a bar code or enter six numeric digits (Leave the last asterisk on the display unused). Press <b>Enter</b> .
DEPT	Enter up to four characters. Press <b>Enter</b> .
PRICE	Enter up to five numeric digits. <b>Do Not</b> enter a decimal point or dollar sign. Those characters are automatically printed. Press <b>Enter</b> .
PRINT QTY:	Enter up to three numeric digits. Press <b>Enter</b> .

### NOTES:

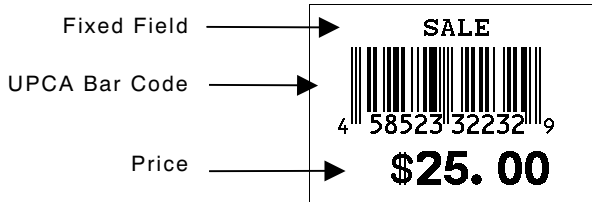
- ◆ The keyboard uses the system date (MM/DD/YY) that you entered when you first turned on the keyboard and printer.
- ◆ The bar code's check digit does not appear.



## Format 10: UPC-A & Price

---

1. Load 1.5" x 1.1" (1511) labels.



2. Enter the data as prompted:

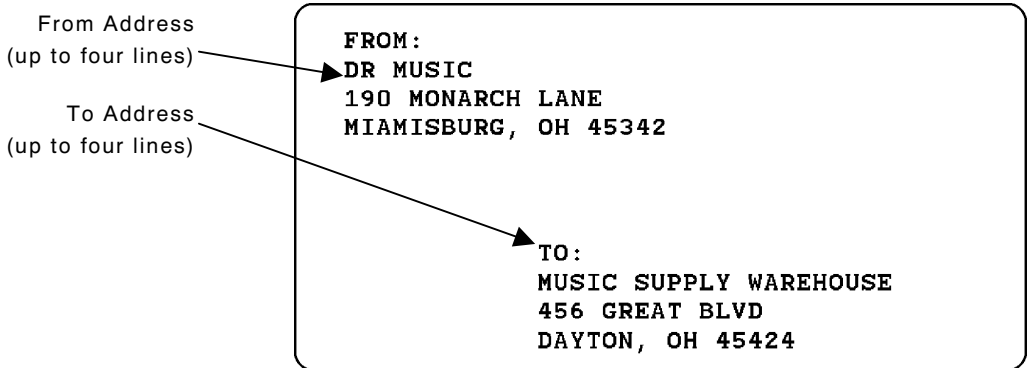
Prompt	What You Do
<i>UPC BARCODE</i>	Scan a bar code or enter 12 numeric digits. Character 12 is a check digit (leaving the last asterisk on the display unused). Press <b>Enter</b> .
<i>PRICE</i>	Enter up to 5 numeric digits. <b>Do Not</b> enter a decimal point or dollar sign. Those characters are automatically printed. Press <b>Enter</b> .
<i>PRINT QTY:</i>	Enter up to three numeric digits. Press <b>Enter</b> .

**NOTE:** The word *SALE* is fixed, appearing on all labels/tags with this format.

## Format 11: To/From Address Label

---

1. Load 4.0" x 2.0" (4020) labels.



2. Enter the data as prompted:

Prompt	What You Do
To Addr Line 1	Enter up to 30 numeric digits or characters. Press <b>Enter</b> .
To Addr Line 2	Enter up to 30 numeric digits or characters. Press <b>Enter</b> .
To Addr Line 3	Enter up to 30 numeric digits or characters. Press <b>Enter</b> .
To Addr Line 4	Enter up to 30 numeric digits or characters. Press <b>Enter</b> .
From Addr Line 1	Enter up to 30 numeric digits or characters. Press <b>Enter</b> .
From Addr Line 2	Enter up to 30 numeric digits or characters. Press <b>Enter</b> .
From Addr Line 3	Enter up to 30 numeric digits or characters. Press <b>Enter</b> .
From Addr Line 4	Enter up to 30 numeric digits or characters. Press <b>Enter</b> .
PRINT QTY:	Enter up to three numeric digits. Press <b>Enter</b> .

# TROUBLESHOOTING

## 4

Problem	Action
The keyboard display is blank.	Make sure the printer is on. Make sure the keyboard cable is securely attached to the printer. If the keyboard was attached while the printer was on, turn the printer <b>OFF</b> and then back <b>ON</b> .
You tried to skip a required field.	This field requires data before continuing to the next field. Enter data and press <b>ENTER</b> .
Letters are not in the expected case.	Make sure the caps lock is not on.
Script is not running.	Turn the printer <b>OFF</b> and then back <b>ON</b> . If this does not solve the problem, contact Technical Support for more information.
Optional scanner does not work.	Make sure the scanner has been enabled. Refer to the 939i OPERATING INSTRUCTIONS “Configuring the Scanner,” for more information.





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