Quick Start

MilliSentials™ Lab Labeling System

MISELLABST	MISELLABSA	MISELLABSC	MISELLABSL	MISELLABSB
MISELLABSI	MISELLABSJ	MISELLABSE	MISELLABSR	MISELLABSN

Introduction

The MilliSentials™ Lab Labeling System combines laboratory grade adaptable labels with a compact WiFi® printer and custom developed software, to streamline laboratory labeling workflows.

What's in the box

MilliSentials™ Lab Printer

AC power supply, power cord

USB cable

MilliSentials™ Lab Adaptable Labels

MilliSentials™ Lab Printer Ribbon

Two (2) cardboard core adapters, diameters of 1 inch and 0.5 inch

Two (2) plastic core adapters

USB flash drive includes:
- MilliSentials™ Lab Labeling System Software
- Zebra® Setup Utilities Software
- Settings Reset File (ZD620mirror2.txt)

Additional items needed

- PC computer with Windows® 10 operating system. Other devices are also compatible. For a full list, download the user guide from the MilliSentials™ Lab Labeling System product page at SigmaAldrich.com.

- Network connection, if desired. For directions on how to connect your printer to a network, download the full user guide from the MilliSentials™ Lab Labeling System product page at SigmaAldrich.com.

Watch the Setup Video

View the code using your smart phone's camera (IOS or Android) and a notification should pop up. Follow the prompt on your device to access the setup video webpage. Once there, click on the video to watch step by step instructions.

The video is also available at SigmaAldrich.com on the Setting up MilliSentials™ Lab Labeling System page.

Merck

Printer Setup

Open the printer by pulling both yellow release latches on either side of the printer. The lid lifts upward.

Install the Ribbon

1. Locate one of the plastic core adapters and push through the ribbon core, in the orientation shown.

2. Place the plastic core adapter in the lower supply spindle as shown with notches on the left lining up.

3. Unwrap the ribbon ensuring the adhesive remains attached. With the adhesive from the ribbon packaging facing up, place the 1-inch cardboard adapter onto the adhesive and roll the adapter away from you to tighten and secure.

4. Gently pull the ribbon up and over the printhead onto the top take-up spindle, in the orientation shown.

5. Advance the take-up spindle away from you to remove any slack in the ribbon.
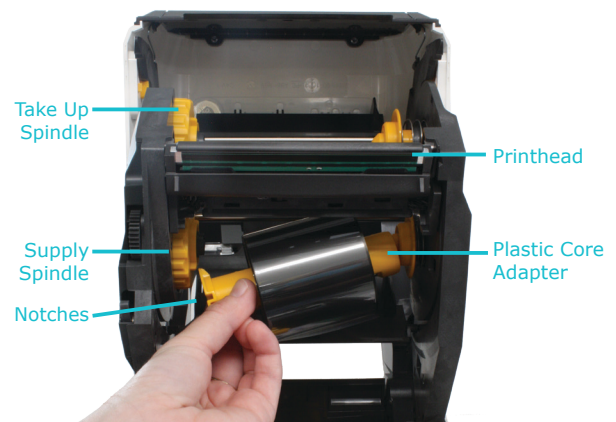
TIP: The dull-side of the ribbon should be facing out. To check if properly installed, gently place a label, adhesive-side-down, onto the exposed ribbon, and pull the label off the ribbon. If the ribbon is properly installed, the label adhesive should show black marks.
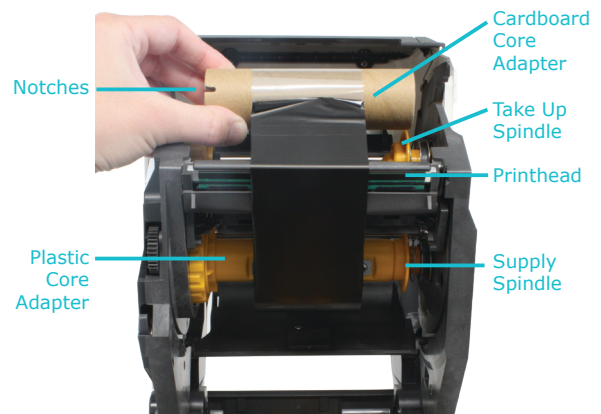
Install the Labels

1. Slide the yellow label roll holders apart and insert the label roll as shown. Labels should face outward.

2. Thread the labels under the label guides and pull until the labels touch the roller.
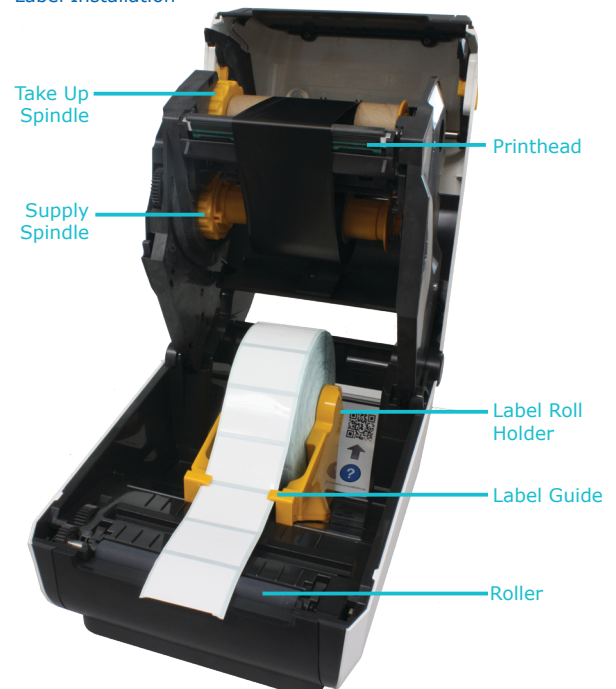
Close the printer lid.

Ribbon Installation, Steps 1-2

- Take Up Spindle
- Printhead
- Supply Spindle
- Plastic Core Adapter
- Notches

Ribbon Installation, Steps 3-5

- Notches
- Cardboard Core Adapter
- Take Up Spindle
- Printhead
- Plastic Core Adapter
- Supply Spindle

Label Installation

- Take Up Spindle
- Printhead
- Supply Spindle
- Label Roll Holder
- Label Guide
- Roller

Software Installation

Two printer software applications are on the USB flash drive provided with the MilliSentials™ Lab Labeling System: MilliSentials™ Lab Labeling System Software and Zebra Setup Utilities. Both applications must be installed on your Windows® 10 computer to communicate with the printer.

1. Plug the USB flash drive into your computer.

2. Double click on the MilliSentials Lab Labeling System Software folder and then on the **MilliSentials Lab Labeling System Software_Windows** application. Select "Run" to start installation.

   TIP: Installation from the USB flash drive should be done in RUN mode. Extracting the zip folders from the USB flash drive will corrupt the files.

3. Double click on the application in the Zebra Setup Utilities folder to start the installation wizard. Follow the prompts to install.

The MilliSentials™ Lab Labeling System is also compatible with macOS devices and smart phones. A full list of compatible operating systems and installation instructions are available in the user guide at SigmaAldrich.com on the MilliSentials™ Lab Labeling System product page.

Communicate with the Printer

1. Plug in the printer into an electrical outlet. Press the power button located on the top of the printer.

2. Using the grey USB cable (provided), connect the printer to the computer. The USB port is located on the back of the printer.

3. Open Zebra® Setup Utilities, select **USB** and **INSTALL PRINTER**

4. Select **ZDesigner ZD620-300dpi ZPL** on the printer list. (Optional- rename printer)

5. Select **USB** under available ports menu.

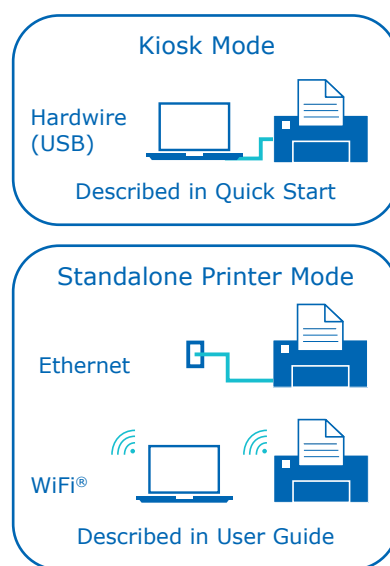6. Allow the installation to finish and close the program.

TIP: Test your printer connection by printing a test configuration report. On the Zebra Setup Utilities home screen, highlight your newly installed printer. Click **OPEN PRINTER TOOLS** and click on **PRINT CONFIGURATION LABEL**. If the printer responds and prints, then you have installed it correctly. If the printer does not print, the most likely cause is that the number of the USB port selected is incorrect. Repeat the installation using the correct USB port number.

Choose the Right Connection for Your Lab

There are several ways of connecting your printer and computer, including via USB cable ("Kiosk Mode"), ethernet, or network via WiFi® ("Standalone Printer Mode"). Connecting your printer via USB cable, is the fastest way to get set up and start printing labels and will be described here in the Quick Start Guide.

Kiosk Mode
Hardwire (USB)
Described in Quick Start

Standalone Printer Mode
Ethernet
WiFi®
Described in User Guide

Note: A connection via USB cable also allows for wireless printing with a network connection.

The connection can be changed at any time, as lab needs change. For a full overview of the different options including wireless printing, consult the User Guide on the MilliSentials™ Lab Labeling System product page at SigmaAldrich.com or watch the setup video.

Connecting Your Printer via USB Cable

1. Connect the printer to your computer using the grey USB cable provided.

2. Open MilliSentials™ Lab Labeling System Software on your computer. A short information walkthrough will guide you through aspects of the software.

3. Log into the program by clicking the **LOGIN** icon in the bottom right of the homescreen and clicking **SIGN UP**. Follow the instructions to log in for the first time.

4. From the homescreen of the software, click on the sidebar menu and then click on **SETTINGS**.

5. Click on **ZDesigner ZD620-300dpi ZPL** or the printer's name if it had been changed in previous steps and click **UPDATE**.

6. Click on the sidebar menu and click on Print. At the top right a printer icon will be displayed.

   A green printer icon in the MilliSentials™ Lab Labeling System Software confirms you have a successful connection with the printer.

   A red printer icon indicates the printer is not connected. For troubleshooting the printer connection, download the full user guide from the product page at SigmaAldrich.com.

7. You are ready to print!

Printing Labels

The MilliSentials™ Lab Adaptable Labels have been designed with custom perforations which allow for different label configurations.

The labels can be used for 0.5-0.6mL tubes, 1-2mL tubes, plates and dishes, and 5mL+ tubes.
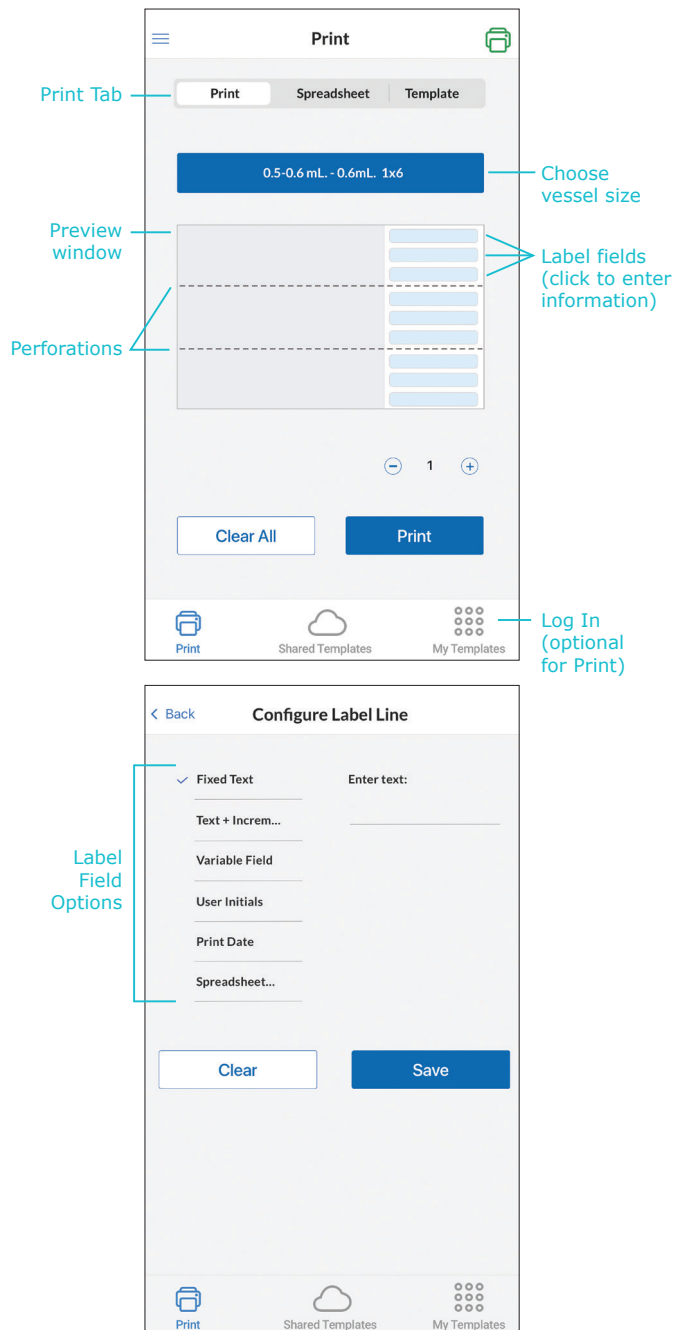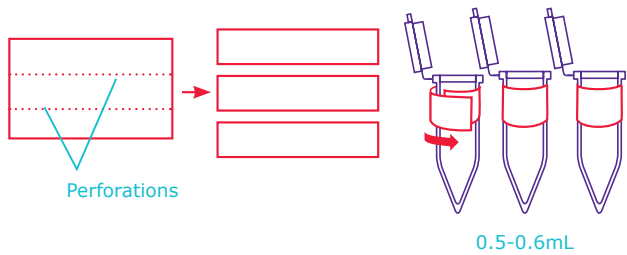

Perforations

0.5-0.6mL

Print

This example creates labels for a 0.5-0.6mL tube.

1. The **Print Tab** includes a label **Preview**, where you can enter information into the pre-defined **Label Fields**. **Perforations** in the custom label are marked by the dotted lines.

   In this example, the label is perforated into three labels that will fit onto three 0.5-0.6mL tubes (see illustration above).

2. Click on any **Label Field** to enter and save your information.

3. When you select a label field, the **Configure Label Line** menu will open. Here, you can choose from different options to populate your label fields, such as a fixed value or predefined values like user initials and print date. For more information on these different options, download the full user guide.
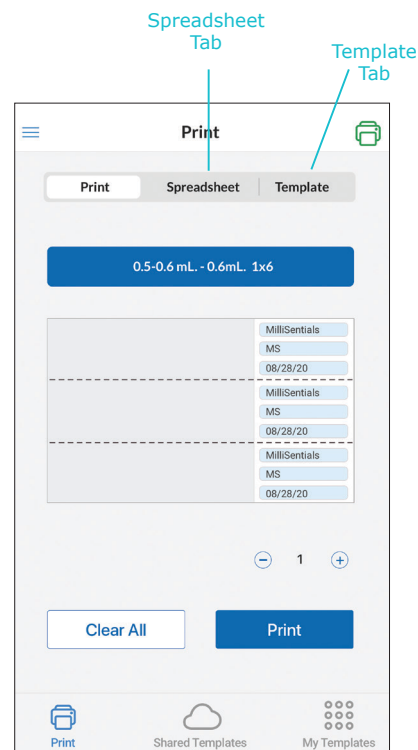
In this example:

- In line 1, a **fixed value** of "MilliSentials" has been entered.
- In line 2, the **user initials** field has been checked. Initials will populate based on your profile.
- In line 3, a **print date** has been checked, the current date will populate from your device.

1. Choose label quantity (number of copies).
2. Click **PRINT**.
3. Labels are perforated and can be separated as shown.

Configure Label Line Menu
Advanced Printing Options

Under the **Configure Label Line** menu, you can choose from fixed value, fixed value with an increment, variable field, print date, and user initials. If a spreadsheet is loaded, spreadsheet printing will also be available. For more information, download the User Guide.

For commonly printed label formats, the template building features allows quick saving, editing and printing to streamline the labeling process. Learn more about creating and sharing templates (using the **Template Tab**), printing from spreadsheets (using the **Spreadsheet Tab**), profile options, and more by watching the set up video or downloading the full user guide on the MilliSentials™ Lab Labeling System product page at SigmaAldrich.com.

Product Ordering

Purchase online at SigmaAldrich.com/products.

MilliSentials™ Lab Labeling System

Includes:

- MilliSentials™ Lab Printer (3-year warranty)
- AC power supply, power cord (country specific)
- USB cable
- USB flash drive contains:
  - ◇ MilliSentials™ Lab Labeling System Software
  - ◇ Zebra® Setup Utilities Software
  - ◇ Settings Reset File (ZD620mirror2.txt)
- MilliSentials™ Lab Adaptable Labels, 1615 labels (1 roll)
- MilliSentials™ Lab Ribbon, 1 ribbon (prints ~6000 labels)
- Two (2) cardboard core adapters, 1 inch and 0.5 inch
- Two (2) plastic core adapters

Country	Catalogue Number
Taiwan	MISELLABST
India	MISELLABSI
APAC	MISELLABSA
Japan	MISELLABSJ
China	MISELLABSC
Europe	MISELLABSE
LATAM	MISELLABSL
Argentina	MISELLABSR
Brazil	MISELLABSB
North America	MISELLABSN

Refills

Refills	Quantity	Catalogue Number
MilliSentials™ Lab Adaptable Labels, 1615 labels (1 roll)	1 roll	MISELADLA
MilliSentials™ Lab Ribbon, 1 ribbon (prints ~6000 labels)	1 ea	MISELPRRI

Notice

We provide information and advice to our customers on application technologies and regulatory matters to the best of our knowledge and ability, but without obligation or liability. Existing laws and regulations are to be observed in all cases by our customers. This also applies in respect to any rights of third parties. Our information and advice do not relieve our customers of their own responsibility for checking the suitability of our products for the envisaged purpose.

The information in this document is subject to change without notice and should not be construed as a commitment by the manufacturing or selling entity, or an affiliate. We assume no responsibility for any errors that may appear in this document.

Contact Information

For the location of the office nearest you, go to SigmaAldrich.com/offices.

Technical Assistance

Visit the tech service page on our website at SigmaAldrich.com/techservice.

Standard Warranty

The applicable warranty for the products listed in this publication may be found at SigmaAldrich.com/terms.

The life science business of Merck operates as MilliporeSigma in the U.S. and Canada.

MERCK