

**BIOBASE**

**Table-Top Autoclave  
BKMZA  
User Manual**

**BIOBASE GROUP**

**Version 2021.02**

## Preface

Thank you for choosing our autoclave, please read the operation manual carefully before using it.

Safety Tips:



This sign indicates internal earthing protection of the machine.

Scald-proof



This sign can be seen after opening the door.

Important safety tip



This prompts the operator this part is the important safety information.

Security considerations:

Please read the safety warnings and precautions provided in this user guide to ensure that you use the autoclave safely. If you do not follow the instructions provided in the manual, the protection offered by the equipment may be damaged.

1. Use a separate protective earthing power socket of three holes 220V/10A, and make sure the protective earthing terminal to a reliable connection.
2. Insert the autoclave power plug completely into the power socket, and do not use the power other than those specified.
3. Do not use wet hands to pull the plug.
4. Do not damage, modify, stretch, or excessively bend or twist the power cord, but also do not put heavy objects on the power cord.
5. Do not place the autoclave on an unstable table, such as a shaky table, ramps or the will-shake position.
6. Do not block or cover the autoclave door, air vents, or heat-sink window.
7. Do not put anything on the autoclave.
8. If you find autoclave is smelly or unusual noisy in the using process, immediately turn off the power. Then please contact your local dealer or our sales and service department
9. If the autoclave is not to be used for a period of time, the power cord plug should be power off and remove the battery of the main board.
10. Do not place the autoclave near the heat source.
11. The LCD screen may work unstably if there is interference in the power grid when the equipment is in use. The operator can equip it with a voltage regulator in order to solve the above problems.
12. Autoclave package (or product) must be accompanied by chemical indicator.
13. Autoclave is not suitable for sealing liquid, the product that is not resistant to high temperature and high pressure.
14. Users should confirm the local altitude when using for the first time. If the altitude is more than 200 meters, the highland setting should be modified. Detailed operation please check the 6.3.2

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## 1.Introduction

This sterilizer is composed of control panel, sterilization chamber, sealing door.

In the sterilization process, the temp. error is 0~4°C between Max temp. and preset temp. The timing error should be less than 10% of the preset value. The sterilizer has 121 or 134°Cset program.

This sterilizer has good sealing effect, the sterilization effect is accord with the standard 4.15 terms.

The electrical safety performance should be accord with the requirements of the registration product standard appendix H & J.

The pressure volume is accord with the national standard GB 150 requirements.

Accord with the registration standards of BKM series small steam sterilizer.

Classify

By anti electric shock type: I equipment

Equipment is not AP or APG type

By running pattern: continuous operation

Application range

It is mainly used in medical institution where users need to sterilize various surgical instruments, dressings, glassware, and injection equipment.

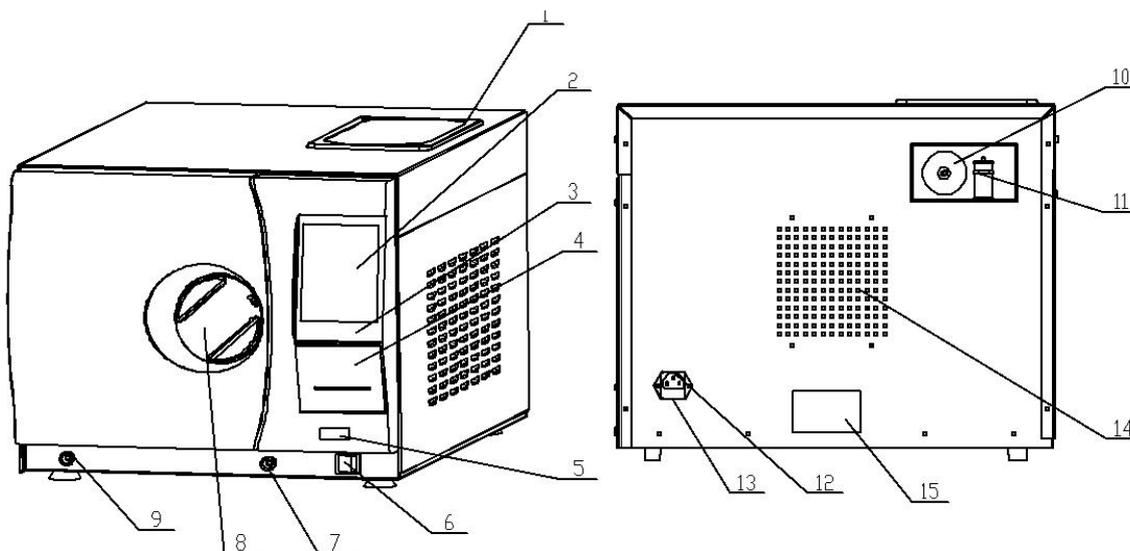
Note: make sure the sterilizer is well grounded when using

Model	BKMZA
Capacity (L)	18

## 2. Technical parameters

- (1) Chamber Size:  $\Phi 247\text{mm} \times 360\text{mm}$
  - (2) Power: AC220V $\pm$ 22V 50/60Hz
  - (3) Consumption: 1950VA
  - (4) Sterilization Temp: 121 $^{\circ}$ C/134 $^{\circ}$ C
  - (5) Power Fuse: F10A/250V
  - (6) Water Consumption: 0.5L~2.5L
  - (7) Ambient Temp.: 5~40 $^{\circ}$ C
  - (8) External Size (W\*H\*D): 600x495x410mm
  - (9) Net Weight: 48Kg
  - (10) Noise: <60dB
- Use Environment
- (11) Relative Humidity: Max 80%, no condensation
  - (12) Atmospheric Pressure: 76Kpa-106kpa

## 3. Product structure diagram



- |                          |                 |                           |                  |
|--------------------------|-----------------|---------------------------|------------------|
| 1. Distilled water tank  | 2. LCD screen   | 3. Button panel           | 4. Printer       |
| 5. USB data hole         | 6. Power switch | 7. Distilled water outlet | 8. Door handle   |
| 9. Condensate tank drain | 10. Air filter  | 11. Safety valve          | 12. Power socket |
| 13. Insurance tube       | 14. Condenser   | 15. Label                 |                  |

## 4. Installation

- \* The autoclave must be placed in a horizontal work surface
- \* Leave at least 10cm around the autoclave, at the top of at least 30cm, around maintain good ventilation
- \* Don't cover the sterilizer doors or vents, don't place near the source of radiation
- \* Don't put in the liquid splashing place
- \* Don't be near any heat source

## 5. Operation

### 5.1 Preparation

#### 5.1.1 Open the door

When the first time use, remove the instrument tray, instrument rack and other accessories from the chamber, then remove the packaging.

#### 5.1.2 Connect the power

Insert one end of the wire in the power socket and connect the other end to the socket on the back of the autoclave



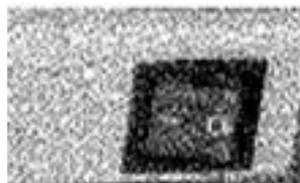
**Note:**The power supply outlet must be reliably grounded, connecting wires must be reliable and secure.

#### 5.1.3 Turn on the power

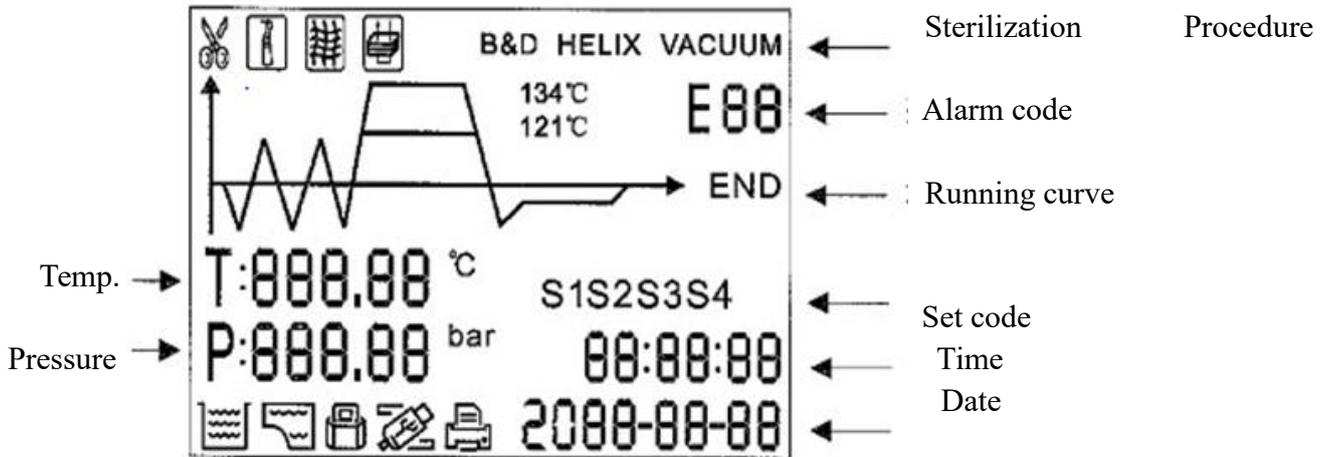
Press the power switch, after power is connected, LCD will show.

The system will display the position of the door, the water level, the current program, date, time, etc.

If the system self-test found the problem, the alarm will be issued.



## Picture description



-  Flashing indicates water tank lack water
-  Flashing indicates water tank exceeds the max level
-  Flashing indicates condensate water tank exceeds the max level
-  Twinkling shows door unlocked, constant lighting shows door locked
-  Constant lighting indicates the output function of USB is working
-  Constant lighting indicates the print function is working

### 5.1.4 Adding distilled water

Removing the water storage cover of autoclave from its top as shown, you can directly pour water into it as you can see water storage. When reach the highest water level,  Will twinkle with beep. Please stop adding water.

Attention: water level should not over the vents of water storage.

## 5.2 Preparation of the equipment

In order to get a better effect of sterilization and protect sterilization items, please operate as follows:

- 1、 make sure that different mental instrument puts on different mechanical disk, or isolate them totally.
- 2、 You'd better to insert sterilization paper and medical cotton between instruments and mechanical disk in order to avoid being touch directly, if the material is not stainless steel.
- 3、 Ensure every instrument get sufficient space



- 4、 Containers like glass cup and tube etc should put down or invert for avoiding water accumulation.
- 5、 Every mechanical disk is not supposed to overload(please find in appendix)
- 6、 Do not fold up mechanical disk for using, or place it directly in the cavity of the sterilizer
- 7、 Please use handheld instrument every time you fetch instrument
- 8、 Every instruments should be packed independently, if several devices must be packed in a bag
- 9、 Each package bag to be sealed
- 10、 Ensure that sterilization with the paper side up, the plastic side down



**Please try to sterilize after using sterilized package for extending storage time**

## 5.3 Sterilization procedure choice

### 5.3.1 Interface display

Interface displays real-time temperature, pressure Sterilization status, time, and The alarm code.

### 5.3.2 TEMP Button

Choose the temperature of sterilization

### 5.3.3 PROGRAM Button

Choose the program of sterilization

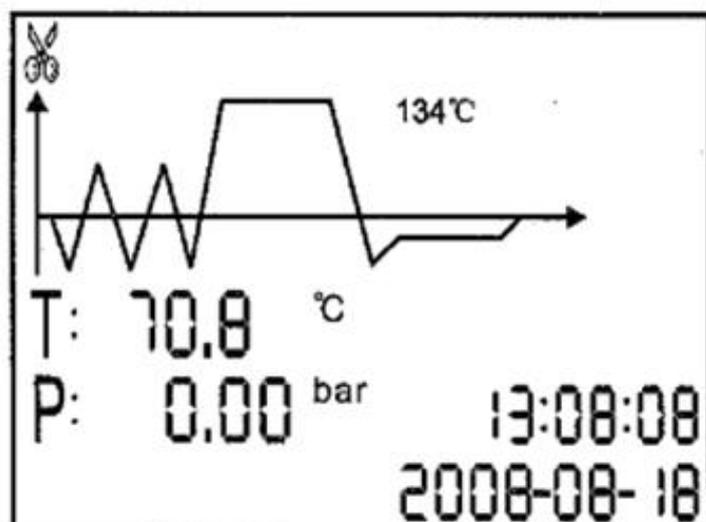
### 5.3.4 START/STOP Button

Using this button to start sterilization procedure, if push this button in 3second, you can terminate the program. Pushing this button in 10 seconds after trouble solved can delete the display of wrong equipment information.

### 5.3.5 choosing program

Pushing TEMP button to choose the temperature of sterilization, and PROGRAM button for choosing the way the sterilization. The procedure can be seen in appendix 2.

	Solid instrument
	Packaging instrument
	Fabric
	Enhanced sterilization
B&D	B&D TEST
HELIX	HELIX TEST
VACUUM	VANCUUM TEST



## 5.4 Program operation

Put items need to be sterilized into the cavity of sterilizer, please use handheld instrument

## 5.4.1 Close the door

Close the door after items is in, then revolving door handle clockwise to the maximum position

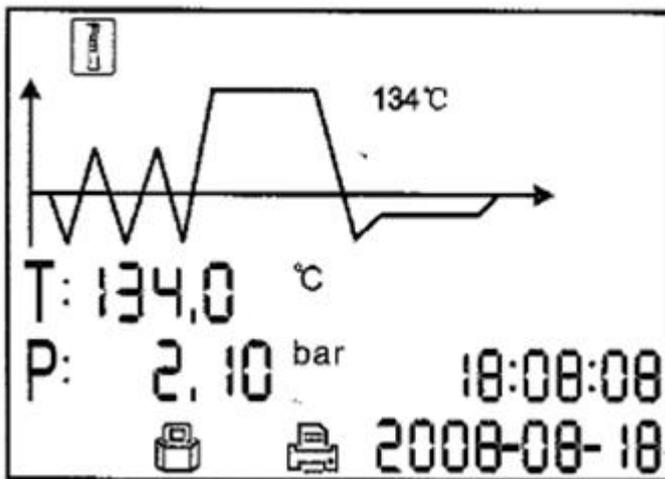
ATTENTION: Door handle must be to the right of the maximum position, otherwise the door may be opened and the emergence of the door is forced to open



## 5.4.2 Start the sterilization process

The sterilizer will start to work automatically when start button pushed.

Total time is about 15-60minutes(please find in appendix 2)



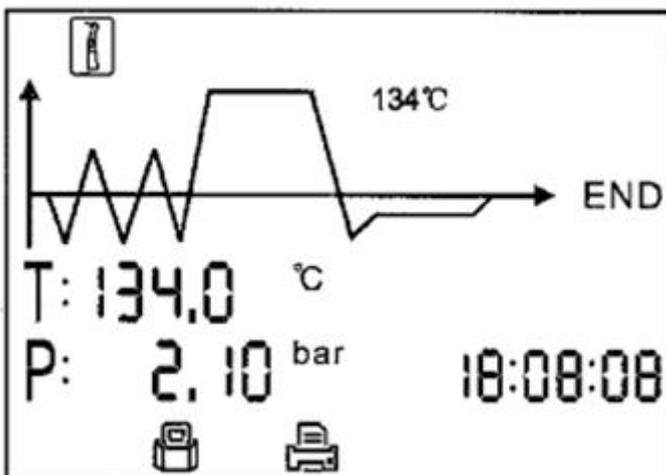
Hereby display total Time for sterilization, When entering the sterilization holding time or the drying process, display the countdown



Attention: when the door is not closed to its right position,  will twinkle, at this time, the starting program won't work although starting button is pushed.

## 5.4.3 Sterilization finished

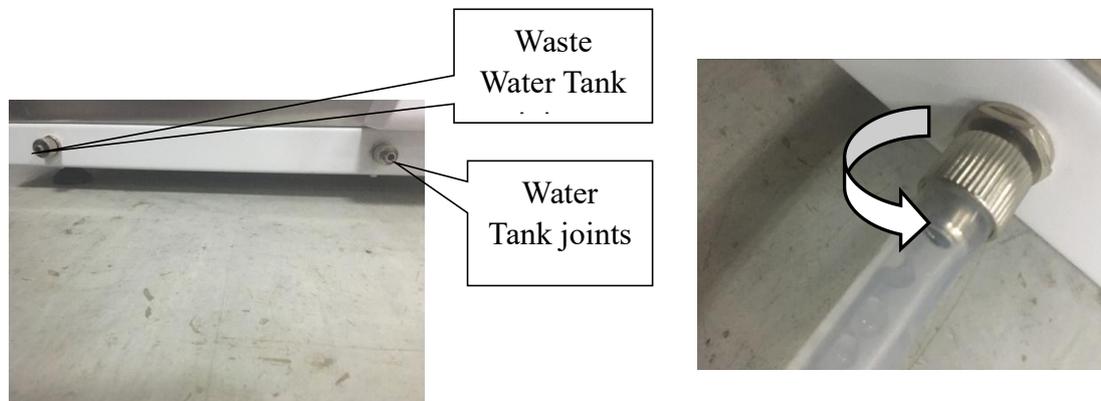
At the end of a sterilization, program will display END. If you are already connected to the printer, then the printer will print sterilization information. When the screen displays the pressure to "0", you can open the sterilizer door and remove sterilized items.





Make sure to use a handheld instrument tray gripping items from being burned.

## 5.5.4 Drain Valve



1、 Insert the drain plug into the drain connector

2、 After the drain plug is inserted, turn the drain connector counterclockwise and the water is automatically discharged.



3、 After the drainage, turn the drain joint clockwise to seal the drain.

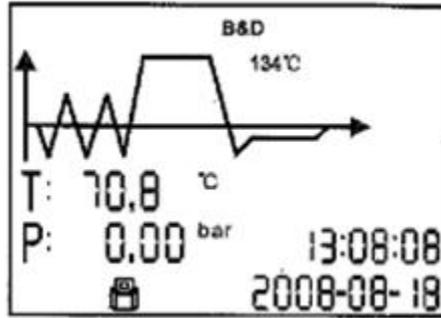
**Note: Ensure that the drainage pipe at the lowest position of the equipment when draining, otherwise the water tank will not drain the water**

## 5.5 Test Program

5.5.1 Press PROGRAM key, choose "B&D" test program.

5.5.1.1 put "B&D" test paper into the chamber of autoclave

5.5.1.2 Start the program and start working, at the end, check the test paper to see whether reached sterilization.

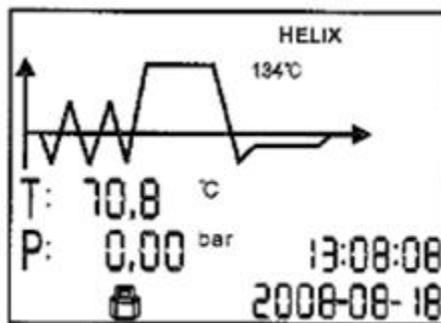


**5.5.2 Choose HELIX test program**

5.5.2.1 put HELIX test paper into HELIX test tube.

5.5.2.2 Put HELIX test tube into the chamber of autoclave, and press START to start program.

5.5.2.3 After sterilization is complete, check the test paper to see whether it reach requirements

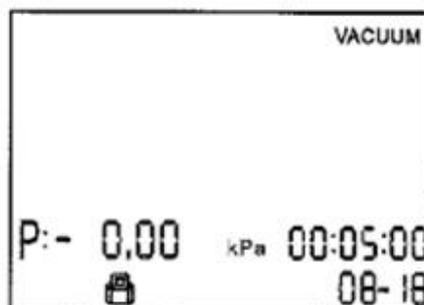


**5.5.3 choose VACUUM test program**

5.5.3.1 close the door, start program.

5.5.3.2 Results will be displayed after the sterilization.

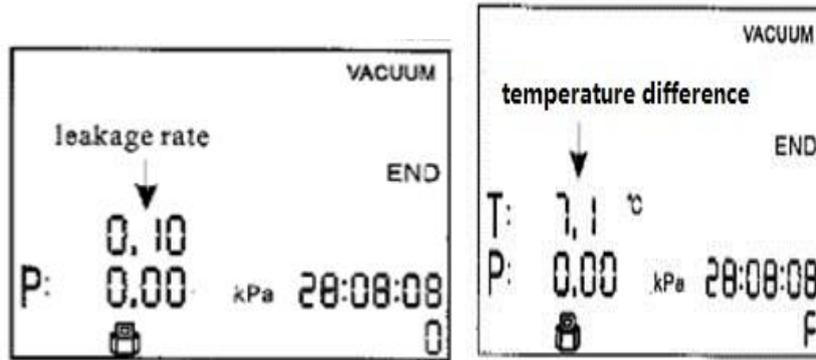
5.5.3.3 According YY0646 requirements, within 10 minutes, the air leakage rate of no more than 0.13kpa / min, if meets the requirements, the interface will show "O", Otherwise, it displays "FAIL4", indicates failure.



5.5.3.4 If during the test, the temperature fluctuations more than 3 degrees, "FAIL2" will show,

representing the void.

You need to wait for sterilization chamber to cool, and then doing it again.



**Note:** Vacuum test program must be run when the sterilization chamber is in cold state . Otherwise there will be running more than 3 degrees temperature fluctuations Situation.

## 6. Advanced Settings

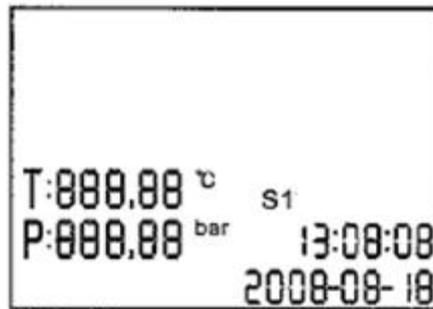
### 6.1 Enter setup interface

6.1.1 Press on START, open the main power.

After the buzzer sounds, Enter the setting interface.

6.1.2 press PROGRAM, choose setup state S1,S2,S3,S4

Press START to enter the relevant setup state.



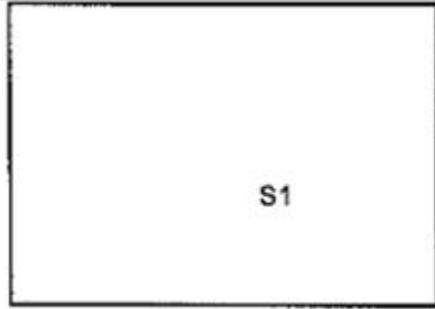
### 6.2 S1 State

On S1 state, you can adjust time and date.

6.2.1 After entering the state, the default selected hours of high, the bit display, press the PROGRAM key, the selected flash will move to the next number.

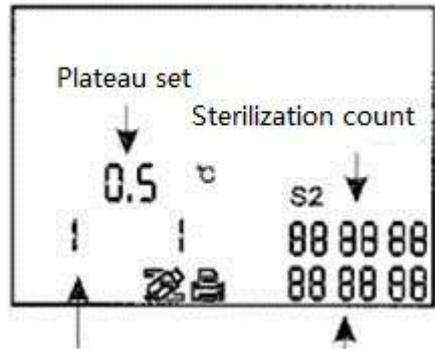
6.2.2 Press TEMP, number flashing will add 1, and 0-9 cycles.

6.2.3 Adjustment is completed, press the START button, the adjusted value is saved.



**6.3 S2 State**

**6.3.1** In this state, you can view Sterilization count and equipment number, but you can't change it



**6.3.2 Set the highland set**

If you use at high altitudes, you need to set the following highland setting parameters:

- 1.0>h>0.5km, 0.5;1.5>h<1.0km,1.0
- 2.0>h>1.5km,1.5;2.5>h>2.0km,2.0
- 3.0>h>2.5km,2.5;3.5>h>3.0km,3.0
- 4.0>h>3.5km,3.5;4.5>h>4.0km,4.0

Note: Standard atmosphere 100 KP, every rise by 0.5 km above sea level, the pressure drop 5 kpa.



If you set parameter value exceeds 2.0, you need to re-evaluate the sterilizing effect, you can extend the time to improve sterilization Sterilization.

**USB**            The factory code

**6.3.3 Print and USB Settings**

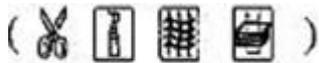
1 open the function, 0 close the function. To the left of the parameter indicates USB. The right of the parameters indicates the printer.



Users must not modify the factory code, the code set up and follow up by manufacturer, for the maintenance

## 6.4 S3 state

6.4.1 This state is to adjust the sterilization time and drying time



Press PROGRAM to choose program.

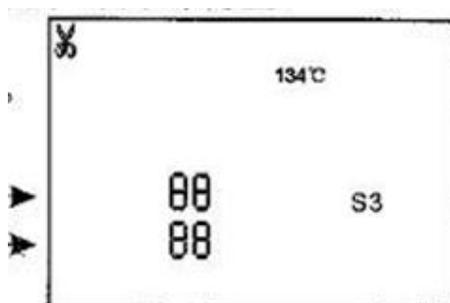
Press TEMP to choose sterilization temperature.

Press START again to adjust the sterilization time and drying time

6.4.2 Press TEMP to change value

Press PROGRAM to choose the value need to change.

6.4.3 press START to save and out.



6.4.4 Sterilization time range 1-60

Drying time range 0-20

The adjustment of the drying time is refers to the adjustable part of the drying time.

Drying time points fixed drying time and adjustable drying time . Fixed time of about 7 minutes.

**Note: Unless it is necessary, we do not recommend users to easily adjust parameters.**

## 6.5 S4 State

S4 is set up for the manufacturer, the user must not to adjust the Settings.

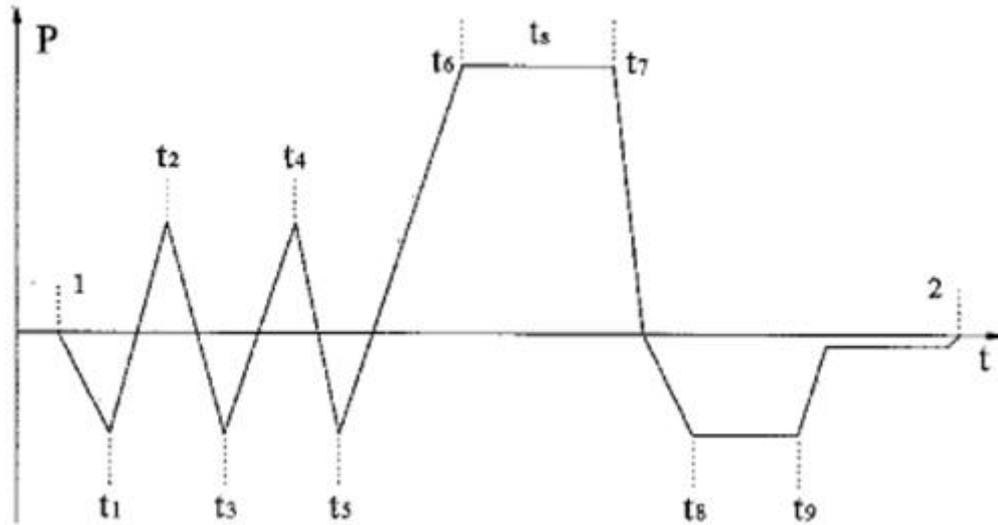
## 6.6 Printer (Optional)

6.6.1 The printer is installed in the front of the autoclave.

6.6.2 The sterilization data will be printed automatically upon the selected program finishes.



## Sample of the printed sterilization data



Program: WRAPPED

Temperature:134

Pressure: 210.0kpa

Vacuum Num: 3

Dry Time: 10Min

Ster Time:4.0Min

Start Time:05:38:12/88.1°C

T1:05:40:03/84.7°C/-70.0kpa

T2:05:42:23/101.8°C、52.0kpa

T3: 05:44:15、79.4 °C/-70.0kpa

T4:05:46:21/108.5°C/50.3kpa

T5:05:49:49/91.6°C/-70.0kpa

T6:05:57:34/134.5°C/229.3kpa

TS:134.5°C/225.2kpa

MAX.Temperature:135.0°C

MIN.Temperature: 134.0°C

MAX.Pressure:230.4kpa

MIN.Pressure:220.4kpa

T7: 06:00:10/134.5°C/223.8kpa

T8:06:03:36/110.7°C/-60.2kpa

T9:06:06:22/102.3°C/-60.2kpa

End Time:06:10:34/71.3°C

Cycle No: 0015

Ster Value: Success

Date: 2011-06-30

S/N: BK000010

Program:Vacuum test

Tp: 1 °C

P1: -70kpa

P2: -69.0kpa

rate of pressure rise:0.1kpa

Start Time:08:22

End Time:09:01

Date:2011-06-30

Test Value : Success

S/N: BK000010

Operator

( Average temperature/ Average pressure )

( Maximum temperature )

( Minimum temperature )

(Maximum pressure )

(Minimum pressure )

( Times of Sterilization )

( Sterilization Result )

Operator

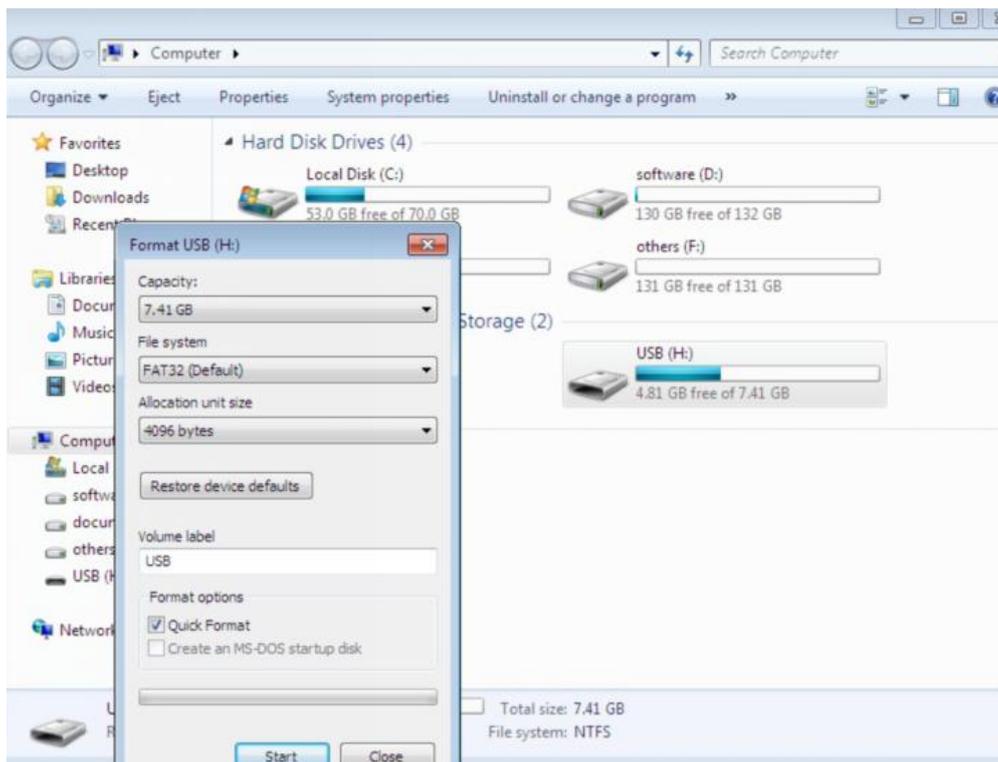
## 6.7 USB Port

### 6.7.1 Plug the USB disk to the port on the front of the autoclave



### 6.7.2 Data transfer is completed when the screen indicates “END”.

Note: The disk must adopt FAT32. Hard disks are not accepted.



## 7.Maintenance

Maintenance Required	Operation
Daily	Cleaning the door gasket and the mating surface
	Cleaning the outside of the door
Weekly	Cleaning the water reservoir
	Cleaning the inner chamber
Every 3 to 6 months (Every 200 operations )	Changing the air filter
Yearly	Changing the door gasket

### 7.1 Cleaning the distilled water reservoir

#### Cleaning the distilled water reservoir by using medical disinfectant or distilled water

1.Drain the water reservoir out and wipe out the fouling by using no-shedding cloth dipped with medical disinfectant or distilled water.



### 7.2 Cleaning inner chamber

7.2.1 Remove trays and racks

7.2.2 Clean up by using no-shedding cloth dipped with distilled water or medical disinfectant.

7.2.3 Clean the trays and racks using the same method as mentioned in 7.2.2



### 7.3 Changing air filter

7.3.1 Air filter is in the back of the autoclave (as shown in the picture)

7.3.2 Pull out the filter

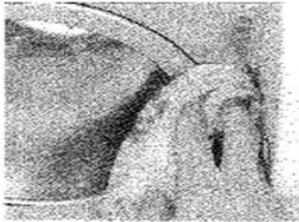
7.3.3 Change the filter

7.3.4 Connect the new filter to the tube and push it back to the hole.



### 7.4 Cleaning door gasket and the mating surface

Clean up the door gasket and the mating surface using no-shedding cloth dipped with distilled water.



### 7.5 Changing door gasket

7.5.1 Open the door of the autoclave.

7.5.2 Remove the gasket

7.5.3 Clean up the mating surface

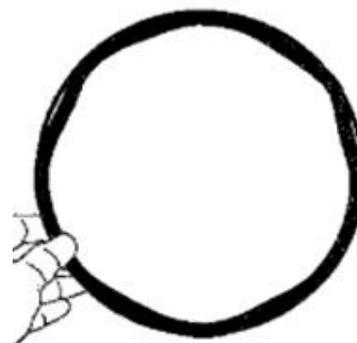
7.5.4 Wet the new gasket

7.5.5 Install the new one by following steps



1. Embed the 2 spots (up and down) equably into groove

2. Embed the 2 spots (right and left) equably into



3. Embed the other parts by diagonal way.

4. Press the gasket equably by hand.



Notice: Before changing the gasket, ensure that the sterilizer is cool, in order to avoid scald.

## 7.6 Replacing Fuse

1. Turn off the main power supply

2. Unplug the power line, discharge the fuse holder with a screwdriver



3. Replace a same type fuse

4. Install the fuse holder back



## **8. Transportation and Storage**

**8.1** Shut off the power switch, unplug the cord, and make the sterilizer been cooled down completely.

**8.2** Drain water from reservoir and the condensate collector completely

**8.3** Conditions For Transportation And Storage:

Temperature:  $-20^{\circ}\text{C}\sim+55^{\circ}\text{C}$

Humidity:  $<85\%$

Atmospheric pressure: 50kpa-106kpa

## 9. Alarm

Error Code	Description	Resolve
E01	Steam generator overheating	Check whether the steam generator is disconnected
E02	Chamber overheating	Check whether the inner temperature sensor is disconnected
E03	Exterior overheating	Check whether the exterior temperature sensor is disconnected.
E04	Heating failure	Check whether leakage occurs.
E05	Pressure release failure	Check whether the exhaust valve is blocked.
E06	Door is opening during the cycle	Check whether the door handle screw to the maximum.
E07	Working overtime	Check whether the exhaust valve is normal.
E09	Constant temperature and pressure failure	Check whether there is enough water in the tank. Check whether leakage occurs.
E13	vacuum failure	Check whether vacuum pump and vacuum pump valve work.
E20	Process is terminated by manual	Turn off the power, and turn on again

## 10.Safety Device

### 1.Fuse

Protect the entire device to prevent overload

Action: Cut off current

### 2. Thermal Fuse

Prevent short circuit and transformer overheating

Action: Cut off current of the transformer.

### 3.Safety Valve

Prevent over pressure

Action: Release pressure, when there is over pressure

### 4. Jiggle Switch

Ensure the door closed completely, avoiding safety risk.

### 5.Temperature Protector(Exterior)

Prevent overheating of Exterior heater

Action: Cut off current when the temperature is too high.

### 6. Temperature Protector(Steam Generator)

Cut off current when the steam generator temperature is too high.

### 7. Door safety Interlocking Device

Protect the user's security

Action: when there is pressure in the sterilizer chamber, the security interlock is in a lockdown state to make sure the door is not open.

**Appendix I**

**Adding water suggestions**

<b>Item</b>	<b>Water supply</b>	<b>Condensation residue</b>
<b>Evaporated residue</b>	≤10mg/L	≤1.0mg/kg
<b>Silica</b>	≤1mg/L	≤0.1mg/kg
<b>Iron</b>	≤0.2mg/L	≤0.1mg/kg
<b>Cadmium</b>	≤0.005mg/L	≤0.005mg/kg
<b>Lead</b>	≤0.05mg/L	≤0.05mg/kg
<b>Other heavy metals</b>	≤0.1mg/L	≤0.1mg/kg
<b>Chloride</b>	≤2mg/L	≤0.1mg/kg
<b>Phosphate</b>	≤0.5mg/L	≤0.1mg/kg
<b>Electric conductivity</b>	≤15μS/cm	≤3μS/cm
<b>PH value</b>	5-7.5	5-7
<b>Appearance</b>	Colorless, clean, no precipitation	Colorless, clean, no precipitation
<b>Hardness</b>	≤0.02mmol/L	≤0.02mmol/L

**Appendix II**  
**Sterilization Procedure**

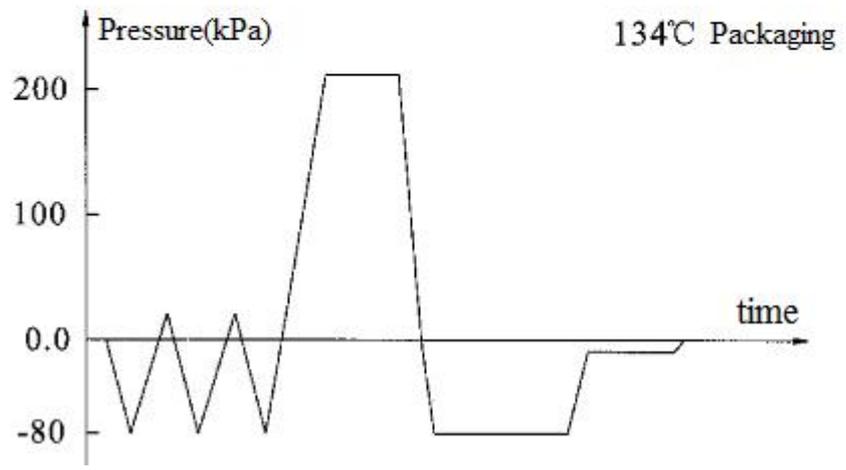
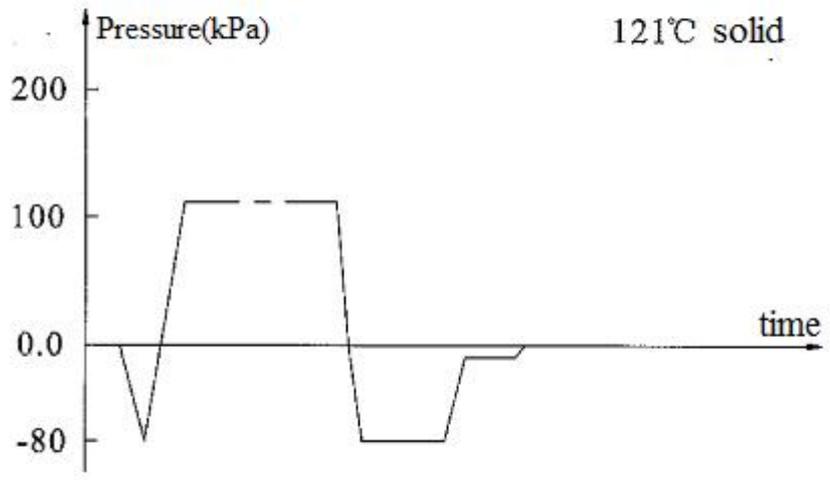
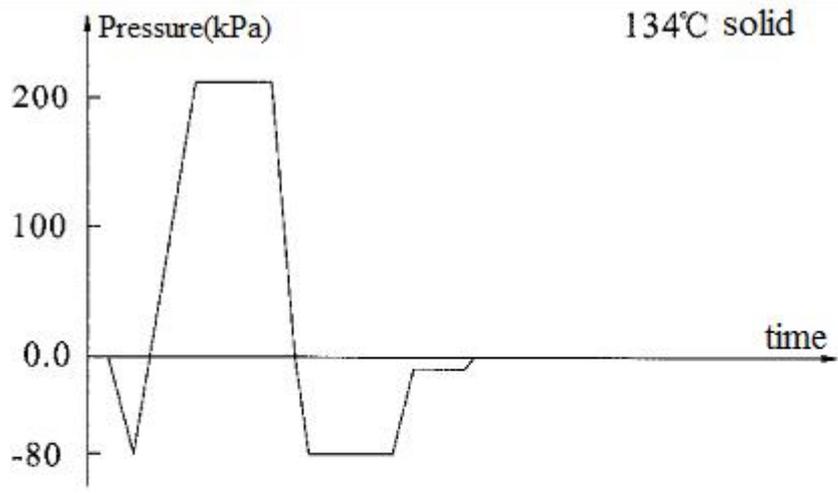
Procedure	Temperature (°C)	Pressure (kpa)	maintain time (minute)	Total time (min)	Instrument type	Max capacity of each tray(kg)	Max capacity (Kg)
Solid instrument	134	210	4	15~20	Encapsulate solid load without package	1.3	4.5
	121	110	20	30~45		1.3	4.5
Packaging instrument	134	210	4	30~45	Hollow equipment without package	1	3
	121	110	20	35~50	Single package solid instrument	1	3
Fabric	134	210	4	35~45	Porous item without package	0.4	0.3
					Porous goods with single packing	0.3	0.9
					Porous goods with double packing	0.25	0.75
	121	110	20	40~55	Hollow equipment with single packing	1.25	4.5
					Solid or hollow load with double package	0.6	1.5
Strengthen the sterilization	134	210	18	45-60	Porous goods without packing	0.4	1.2
					Porous goods with single packing	0.3	0.9
					Porous goods with double packing	0.25	0.75
					Hollow equipment with single packing	1.25	4.5
					Solid and hollow with double package	0.6	1.5
B&D test	134	210	3.5	22~38	—	—	

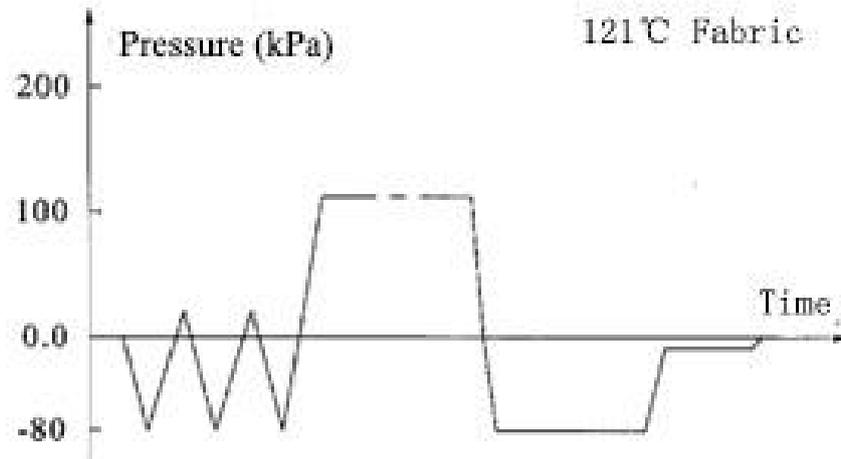
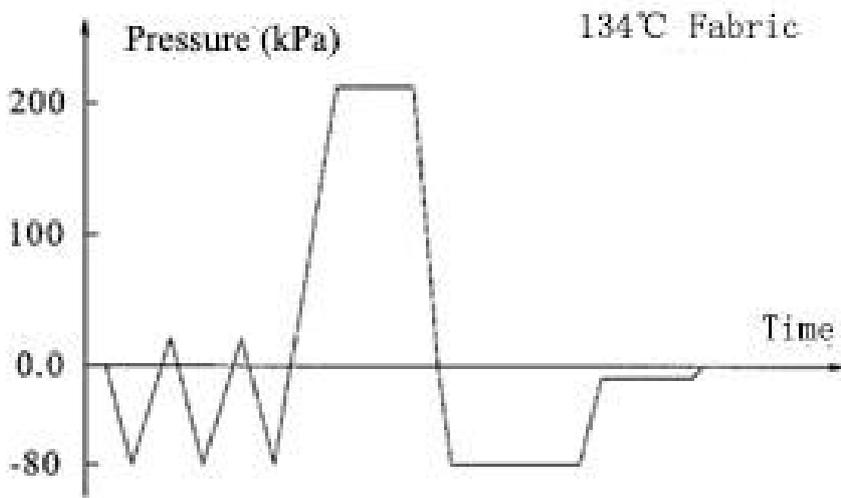
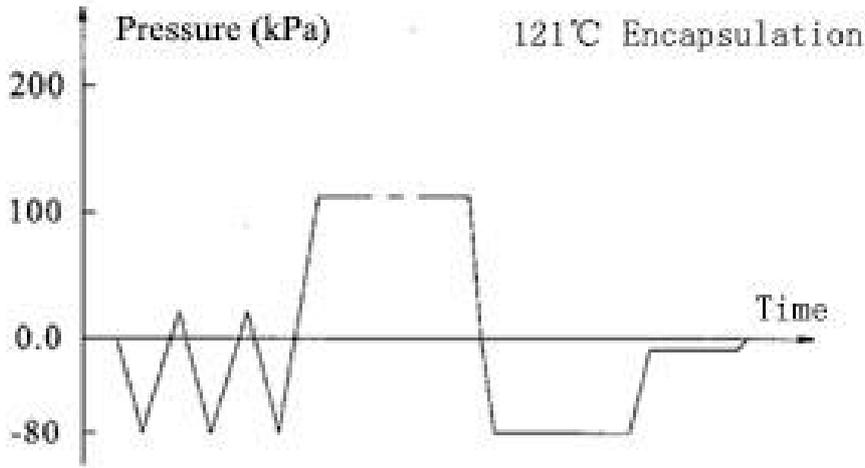
## BIOBASE

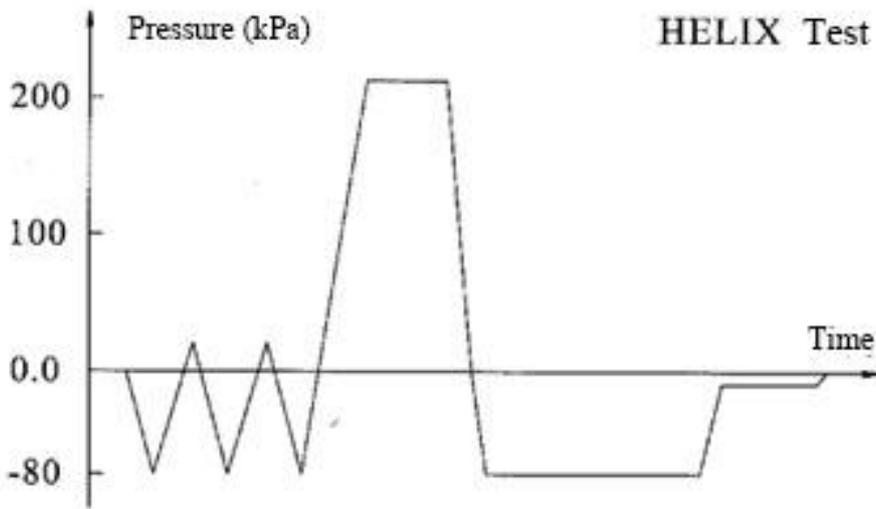
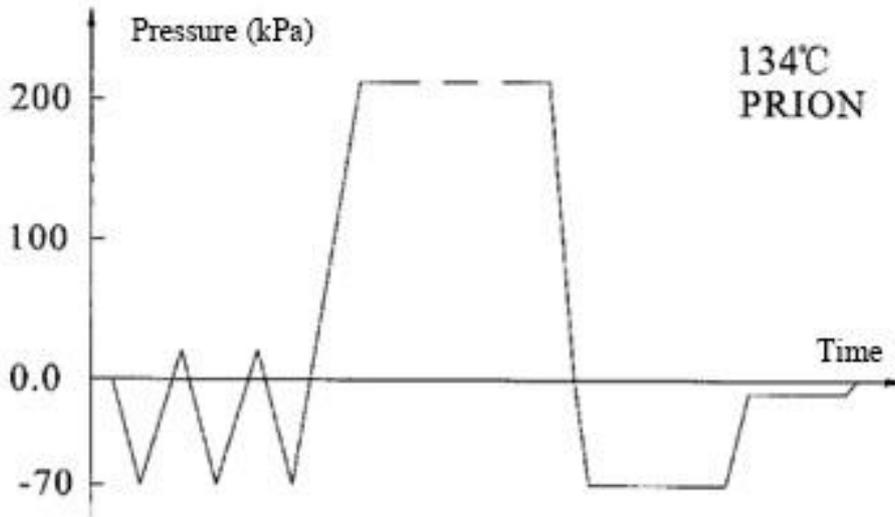
HELIX test	134	210	3.5	22~35	—	—	
Vacuum test	—	—	—	15~20	—	—	

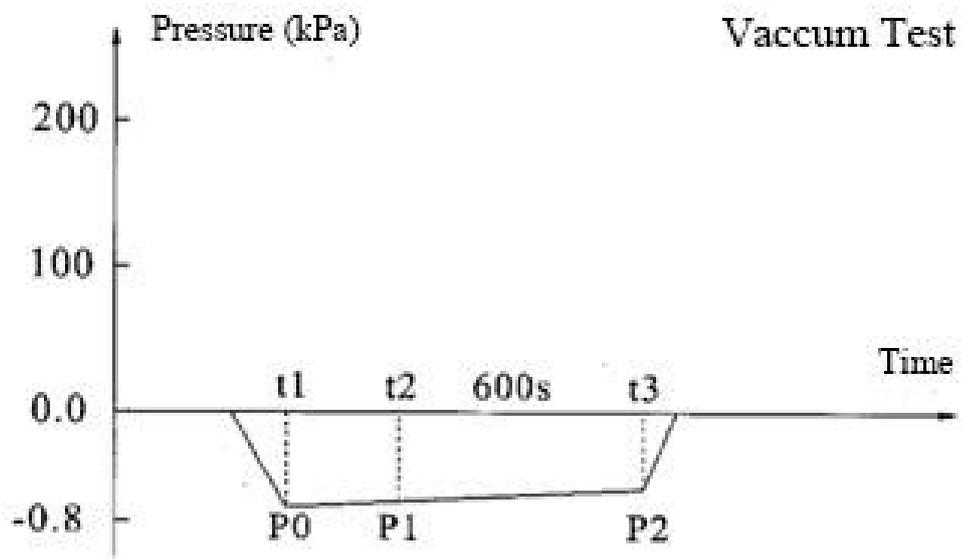
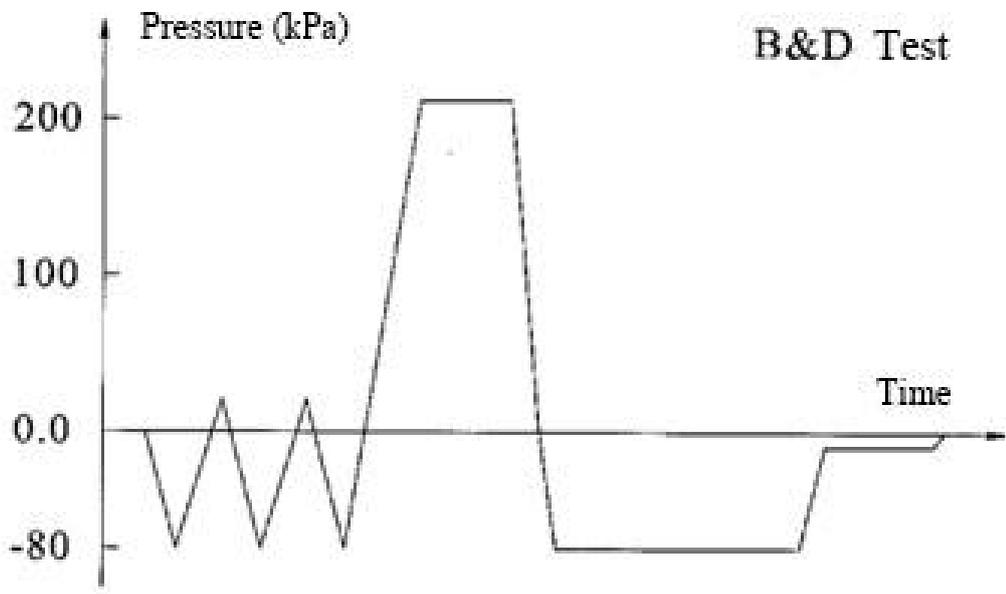
The highest temperature of 134°C sterilization procedure is 137°C.

The highest temperature of 121°C sterilization procedure is 124°C.

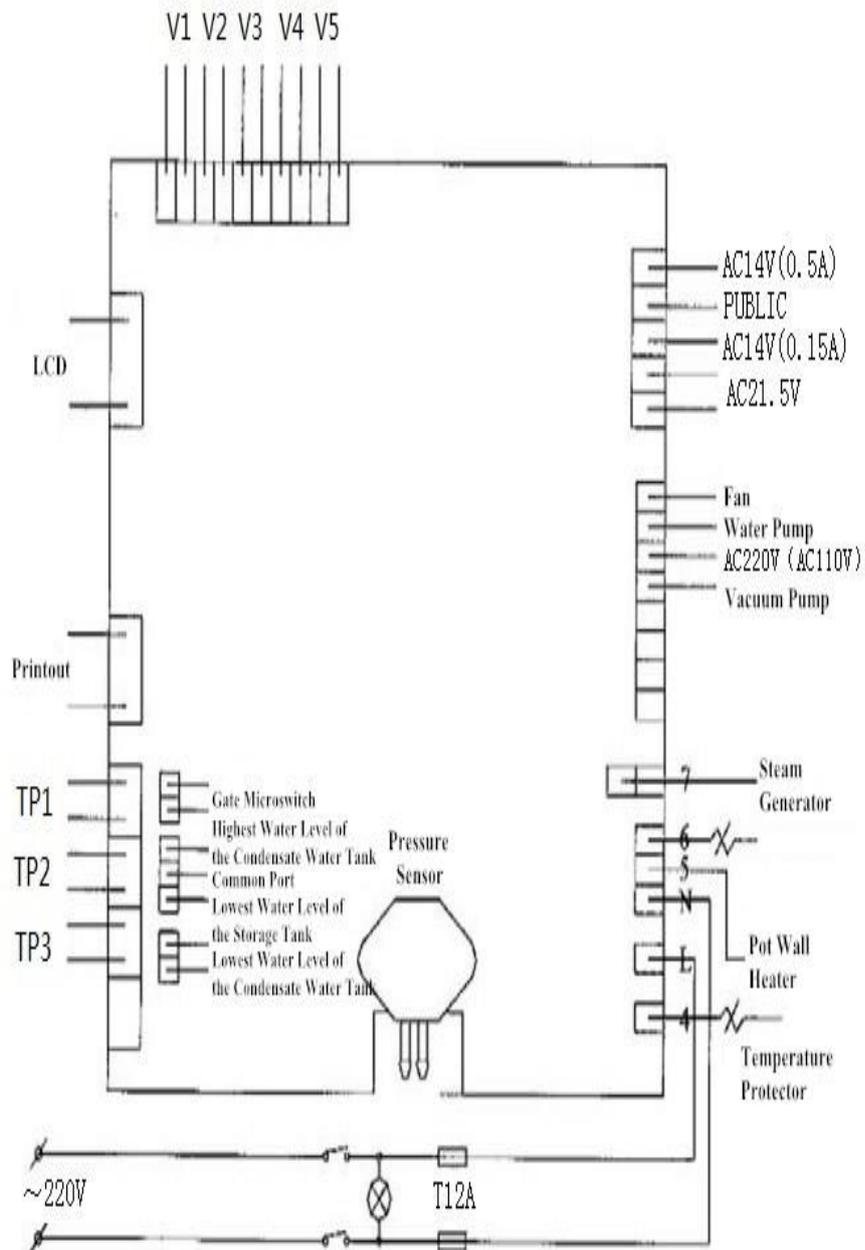








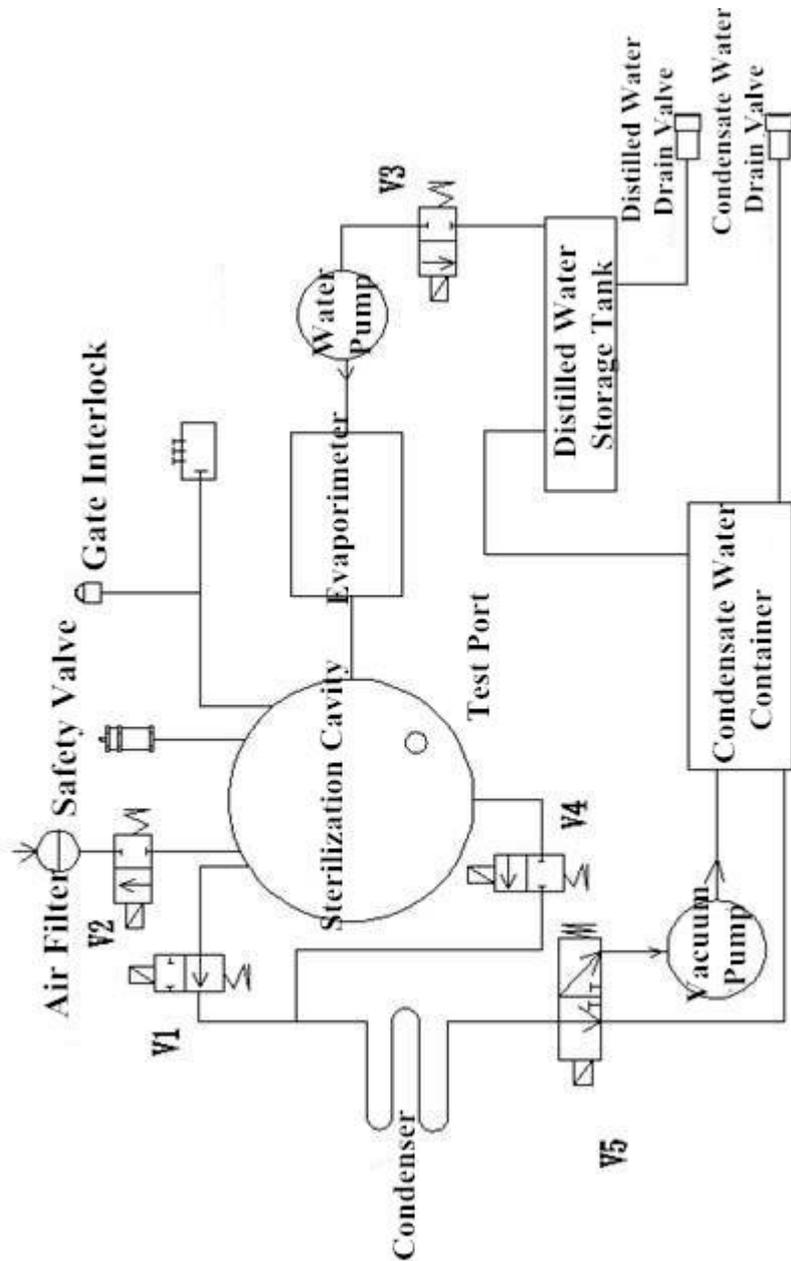
**Appendix III  
Main board diagram**



TP1: Steam Generator Temperature Sensor  
 TP2: Inner Chamber Sensor  
 TP3: External Wall Temperature Sensor  
 V1: Exhaust Valve

V2: Inlet Valve  
 V3: Water Pump Valve  
 V4: Drain Valve  
 V5: Vacuum Pump Valve

## Appendix IV Piping Diagram



- V1: Drain Valve
- V2: Intake Valve
- V3: Water Pump Valve
- V4: Drain Valve
- V5: Vacuum Pump Valve

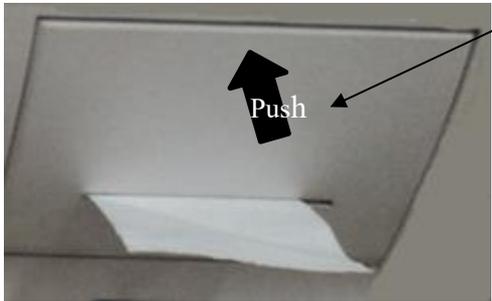
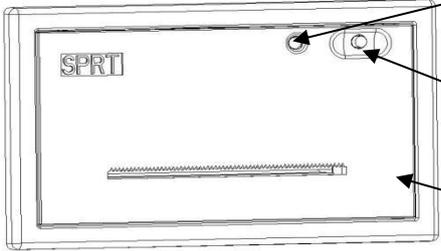
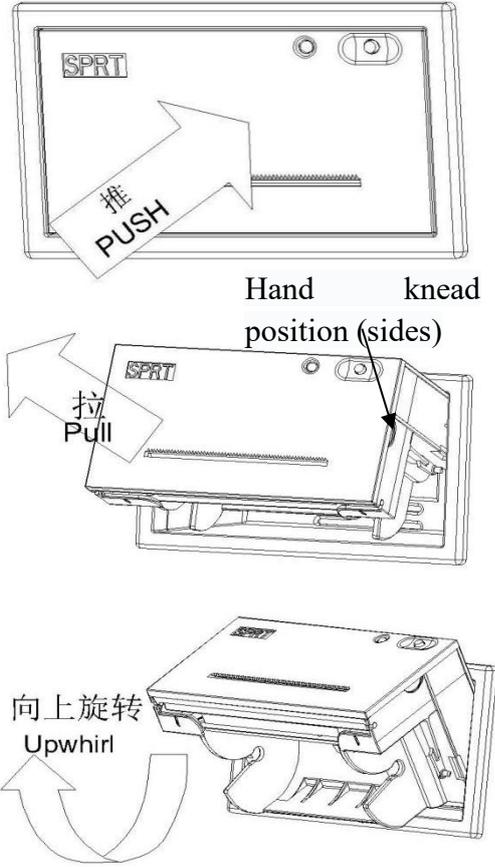
**Appendix V**  
**Packing List for Sterilizer**

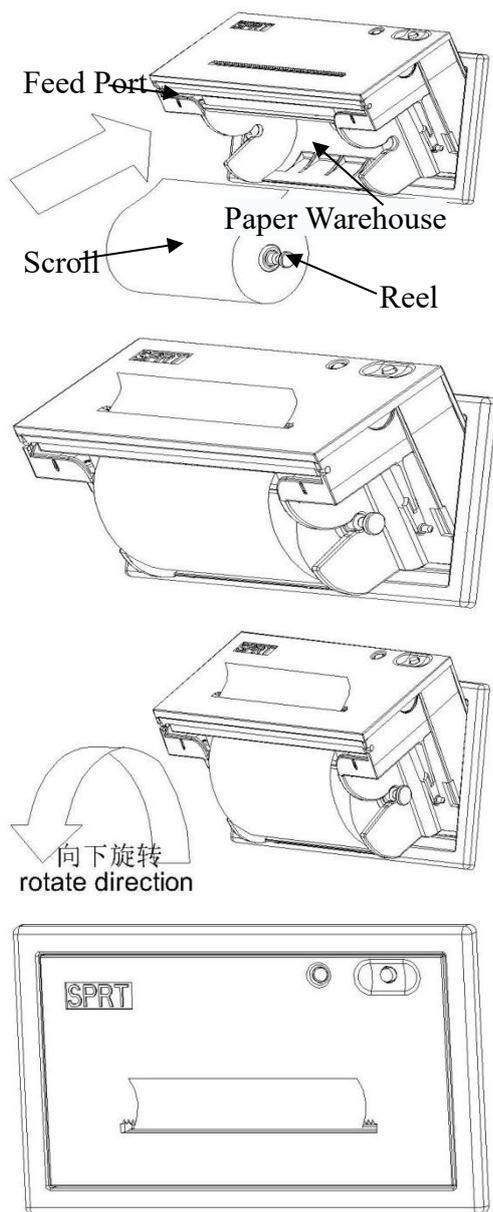
Sequence Number	Name	Quantity	Comment
1	Equipment(Sterilizer BKMZA)	1	
2	Instrument Tray	3	
3	Instrument Rack	1	
4	Instrument Clamp	1	
5	Drain Pipe(60cm)	1	
6	Specification	1	
7	Fuse(F10A/AC250V)	1	
8	Door Seal	1	

<b>Optional accessories</b>			
Sequence Number	Name	Quantity	Comment
1	Printer	1	Consumables are 57mm receipt printing paper
2	Filter	1	Consumable

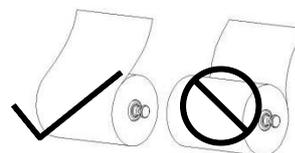
## Appendix VI

### Printer operating instructions

Name	Diagram	instruction
<p style="text-align: center;"><b>Open / Close Printer Shield</b></p>		<p><b>Printer Shield:</b> "Push and push" switches Inward push the upper middle position of the printer shield to switch printer shield. When you open the printer shield, you can see the printer control panel.</p>
<p style="text-align: center;"><b>Printer Control Panel</b></p>		<p><b>State Indicating Light:</b> Light on, printer is online; light go out, printer is not online. <b>Paper Key:</b> When the light on, press down the paper key and start the paper. Loosen the paper key and stop the paper.</p> <p><b>Printer Inner Shell:</b> "Push and push" switches</p>
<p style="text-align: center;"><b>Change Scroll Operating Sequence</b></p>		<p><b>First Step:</b> Inward push the middle position of the printer operation panel. The inner shell of the printer pops up automatically.</p> <p><b>Second Step:</b> When the inner shell of the printer popped up, pinch both sides and pull out by hand and pulled in the end.</p> <p><b>Third Step:</b> Upwhirl as diagram until the card is tight.</p>



**Fourth Step:** Put the paper roll in the paper axis, pinch both sides of the paper shaft, put the paper roll into the paper warehouse, loosen the paper shaft and then tighten it.



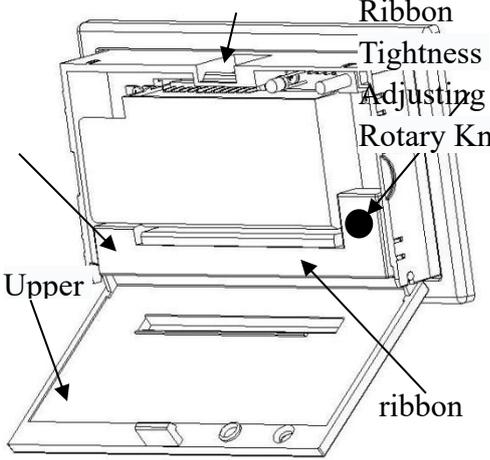
**Note:** Please pay special attention to the direction of the paper roll and must follow the diagram.

**Fifth step:** Turn on the power supply, when the indicating light is bright, press the paper key, put the paper in the feed port, and when the paper is out, loosen the paper key and stop the paper.

**Sixth step:** Pinch both sides of the inner shell, downward rotate the printer inner shell as picture shown, and inward push the printer inner shell.

**Seventh step:** When the inner shell of the printer is fully pushed into and tightly packed with the outer shell, the preparation is completed.

**Note:** The puffiness of the paper cause the printer inner shell inconvenient loading, it can even cause a jam when printing.

<p><b>Change ribbon Operating Sequence</b></p>	<p>Open the lid from here</p>  <p>The diagram shows a cross-section of the printer's internal ribbon mechanism. An arrow points to the top edge of the lid with the text 'Open the lid from here'. Another arrow points to the top of the ribbon cartridge with the label 'Ribbon'. A third arrow points to a circular knob on the right side of the cartridge with the label 'Tightness Adjusting Rotary Knob'. A fourth arrow points to the top surface of the cartridge with the label 'Upper'. A fifth arrow points to the bottom surface of the cartridge with the label 'ribbon'.</p>	<p><b>First Step:</b> Inward push the center area of the printer control panel, and the inner shell of the printer pops up automatically.</p> <p><b>Second Step:</b> Open the lid, and then change the ribbon. When finished, fasten the lid and push into the rear.</p> <p><b>How to change ribbon:</b> Press on the left side of the ribbon, and the ribbon pops up. Remove the ribbon and replace the new ribbon. The new ribbon needs to be adjusted manually (clockwise) and the knob is on the right side of the ribbon.</p>
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