



READ ME FIRST

DuraLabel **KODIAK** MAX

QUICK START GUIDE



800-788-5572
DuraLabel.com

Safety Instructions

Please review the following safety instructions before using the printer:

- Kodiak Max is intended for indoor use only. Keep the printer away from extreme humidity (>85%) and prolonged exposure to direct sunlight.
- Disconnect the printer from its power source when not in use.
- Do not pour liquids onto the printer or printer parts. For ordinary cleaning, follow the instructions included in the user guide.
- Only qualified service personnel should attempt to repair the printer.
- Kodiak Max supply may build a small static charge during loading or use. Do not operate near flammable materials.
- Never attempt to move or lift the printer by yourself; two person lift required.



Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

In addition, to prevent damage to Kodiak Max and to avoid nullifying the printer warranty, please follow these rules:

- Only use official Kodiak Max supplies from DuraLabel in your printer.
- Read all instructions in this quick start guide completely.

If something seems to be wrong with Kodiak Max, please contact DuraLabel support by calling **800-788-5572** or visiting ***DuraLabel.com***.

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Getting Started

Thank you for choosing the DuraLabel Kodiak Max. With this desktop printer, producing custom labels and signs is fast and easy. This guide will show you how to set up your new Kodiak Max, load supplies, and start printing labels. Your printer comes with LabelForge PRO label design software already loaded.

In the Box

In Kodiak Max's box, you will find the following:



**Items stowed inside printer's lid*

Getting to Know Your Kodiak Max

Get started quickly using your new DuraLabel Kodiak Max printer. For more information, contact support at **800-788-5572** or visit **DuraLabel.com**.



Kodiak Max weighs about 56 pounds (~25.4 kilograms). We recommend having two people work together to unpack or reposition the printer.

FRONT VIEW

USB Ports:

Connect USB drives or other peripherals



Adjustable Touchscreen:

Move screen up to 90 degrees

Cutter Slot: Finished labels will come out here

BACK VIEW



Additional USB Ports

(behind removable panel) for wireless keyboard receiver and Wi-Fi USB Adapter (preinstalled)

Power Socket

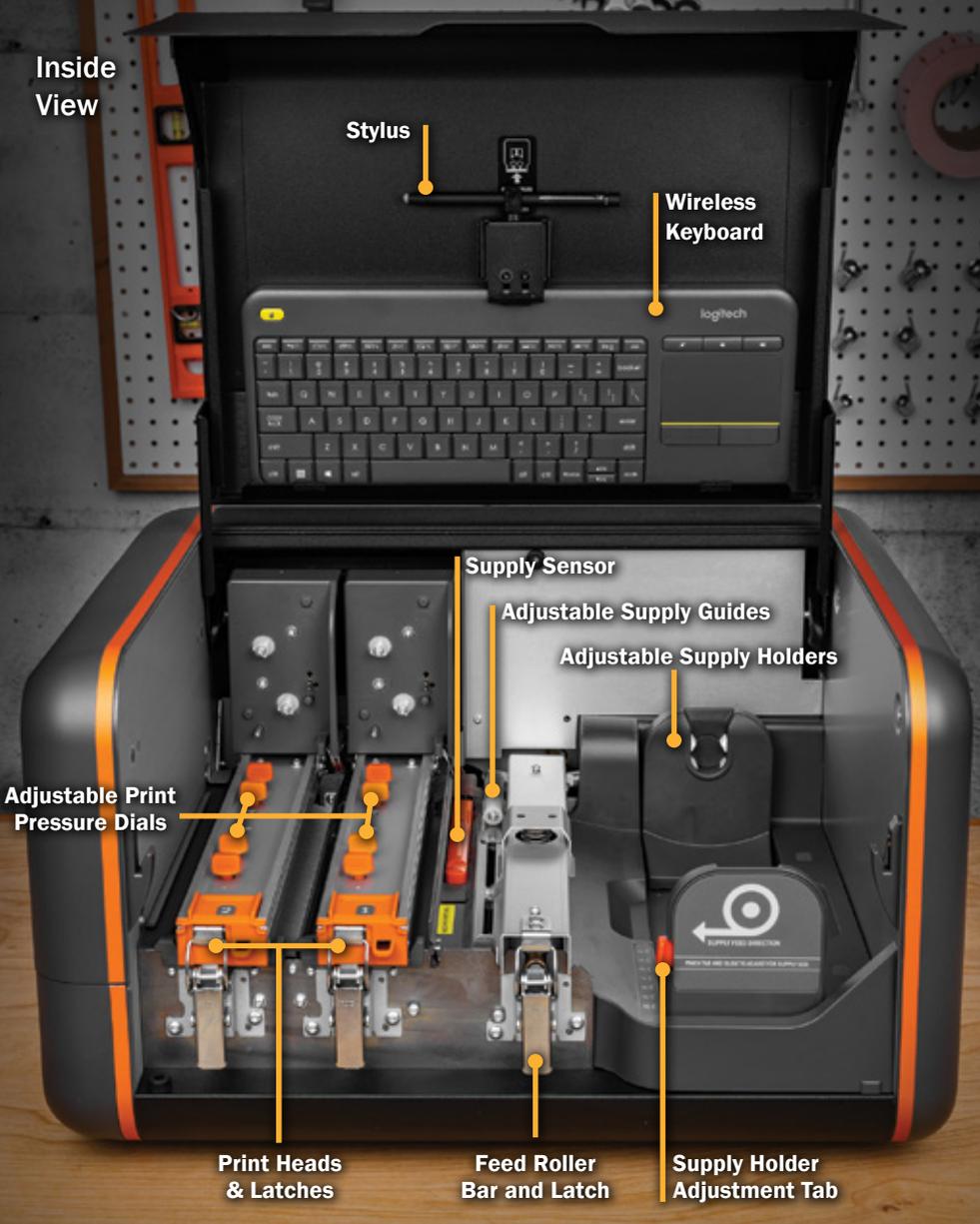
Power Switch

USB-B Port

Ethernet Port



Inside View



INITIAL SETUP

1. Set Kodiak Max on a flat, stable surface. During normal operation and maintenance of the printer you will need access to the front and right side of the printer.
2. Raise the lid to its fully-upright position, where it will hold.
3. Remove the keyboard from its storage location under the lid, and remove the battery protection tab from the keyboard's battery compartment and power it on.

Supply Loading

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

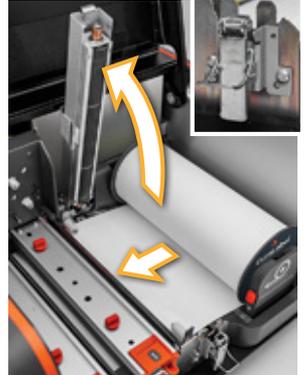
LOAD SUPPLY



1. Squeeze the orange tab on the adjustable supply holder, and slide the holder to the mark for your supply's width.



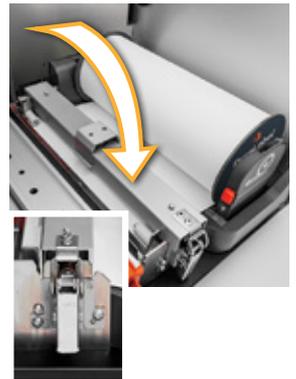
2. Rest the gears on the supply's end caps into the slots on the supply holders. The end cap with the DuraLabel Printers and Supplies label should face away from the inner wall of the printer.



3. Unlatch the feed roller bar and let it rise out of the way. Pull the end of your supply away from the roll and under this bar.



4. Slide the adjustable supply guides together ensuring the supply remains between the two guides and under the white rollers. Push the supply forward, under the metal guide with the orange sensor to the line shown on the yellow label.



5. Lower and latch the feed roller in place.

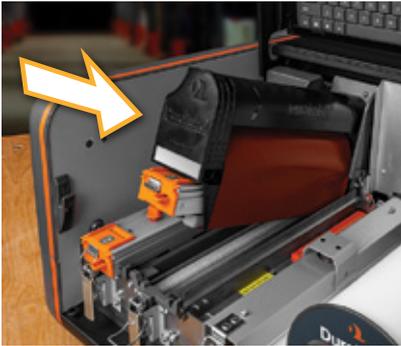
INSTALL RIBBON CARTRIDGE



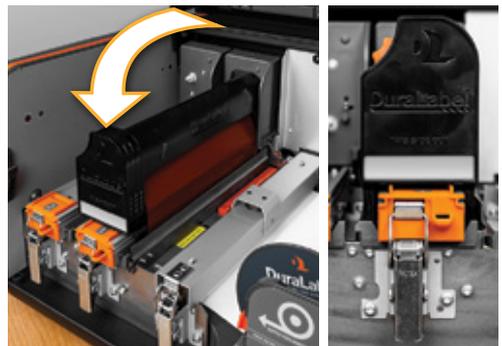
1. Unlatch one of the print heads and raise it by its orange tab until it can no longer be raised where it will hold.



2. Holding the ribbon cartridge on the side imprint with the DuraLabel logo (with the rolls facing up), insert it into the printer so the loose section of ribbon, on the bottom side of the ribbon cartridge, is positioned beneath 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 into place by slightly lifting the print head up, by its orange tab, then allowing it to slowly lower. Once properly positioned, be sure to secure the print head using the latch.

5. Repeat the ribbon loading process for both ribbons that you will use.



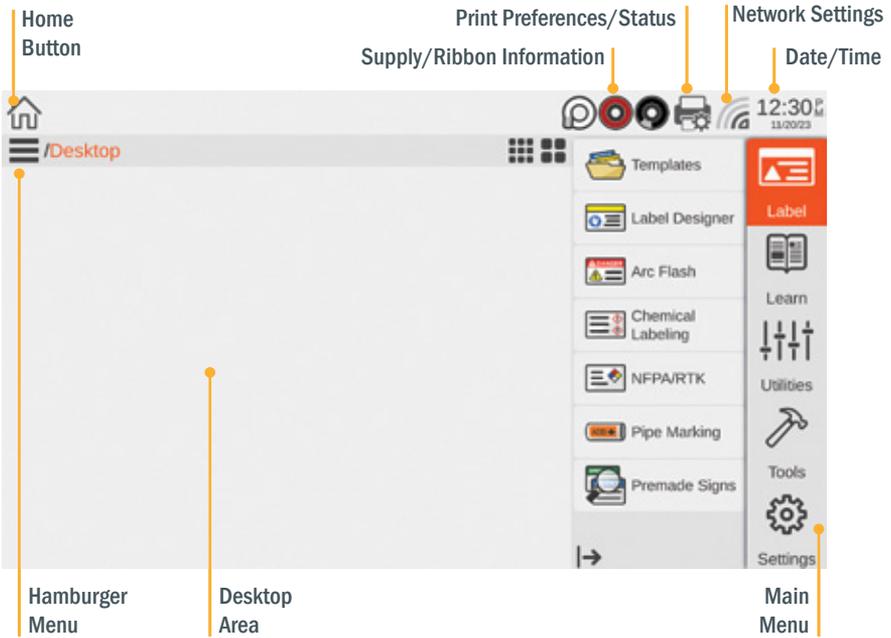
NOTE: *The Blank Ribbon Cartridge must be loaded in print head 1 if only using 1 ribbon color*

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

Navigating LabelForge PRO on Kodiak Max

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

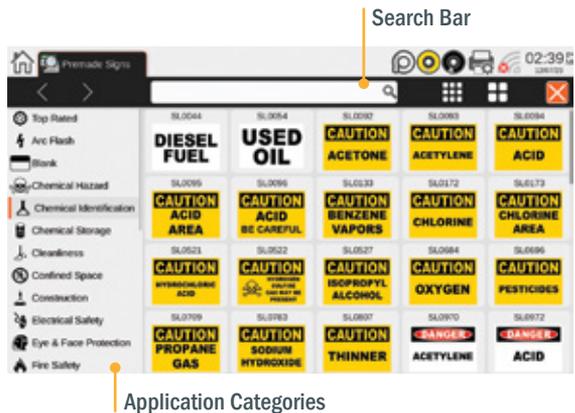
KODIAK MAX HOME SCREEN



Kodiak Max includes six labeling software modules. Label Designer offers freedom and control for fully customized labels and signs, while Premade Signs provides print ready designs. The other four modules provide simple and powerful ways to create specific types of labels.

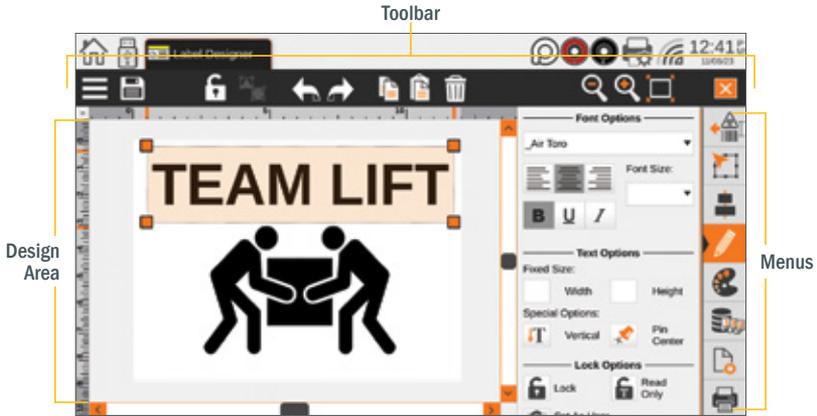
PREMADE SIGNS

Use the Premade Sign library to search for signs specific to your needs. The library includes thousands of preformatted signs that can be printed instantly or customized for the unique signage needs of your workplace. Easily search from a list of application-specific categories or use the search bar to locate keywords contained within the sign.



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**
-  **Lock/Unlock**

-  **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

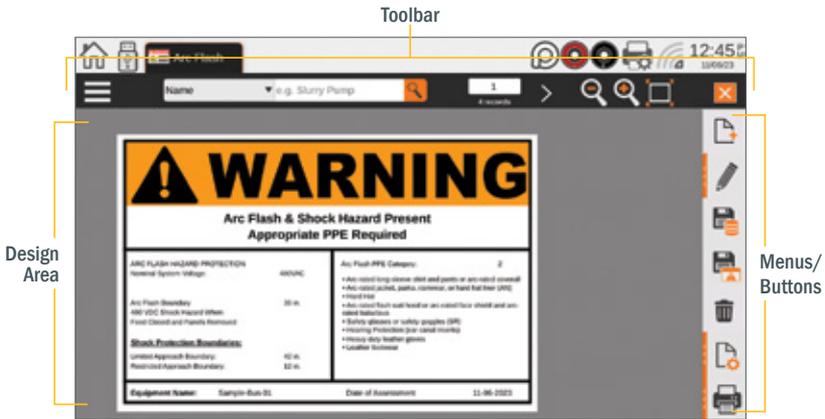
Quick steps to create a custom label:

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



Record Number



Zoom In/Out/Fit to Screen



Close Program

Menus/Buttons



New Record: Creates new, blank record



Delete Record: Remove current record from database



Edit Record: Enter label details—header, project name, label info, PPE info, shock hazards info



Label Settings: Adjust label size, toggle label elements such as grid or header



Save Database: add entry to current database



Print Settings: Adjust print settings



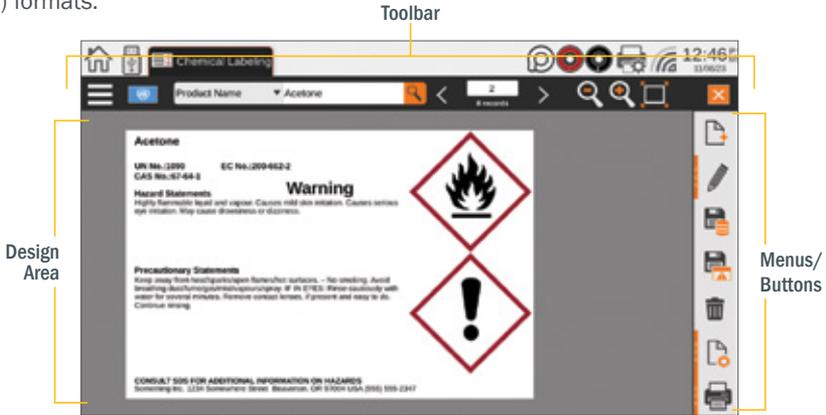
Save Label: export label to edit in Label Designer module

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 check box 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

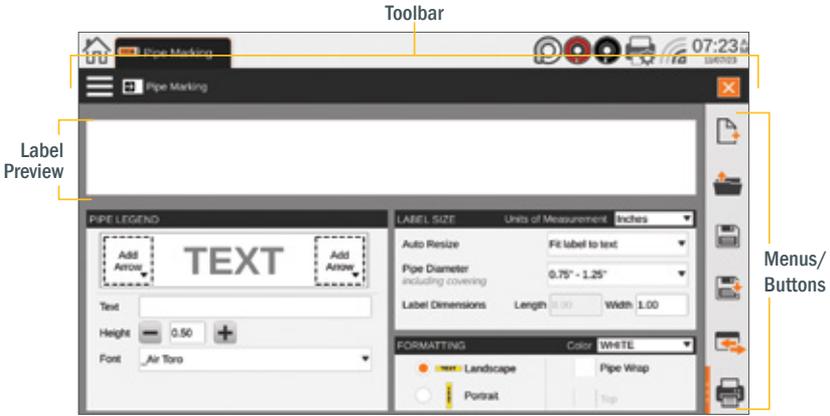
-  **New Record:** Creates new, blank record
-  **Edit Record:** Edit product name, CAS number, signal word, chemical ratings, add hazards, PPE symbols, comments
-  **Save Database:** Add entry to current database
-  **Save Label:** Export label to edit in Label Designer module
-  **Delete Record:** 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*

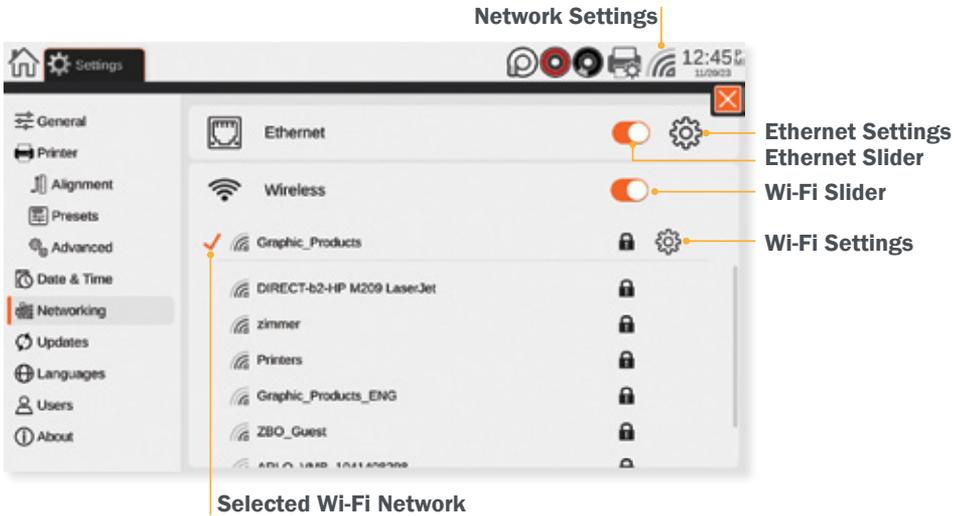
For additional information on each of the label design programs, see the program's Help feature by selecting Help from the Hamburger Menu. You can also see your LabelForge PRO User Guide for more details, or contact support by calling **800-788-5572** or visiting **DuraLabel.com**.

Network Setup

To connect your Kodiak Max to a network, click the **Network Settings** icon on the main toolbar. This utility shows the current network state, and a list of any available Wi-Fi networks.

To connect to a **Wi-Fi network**, select the desired network from the list, and click **Connect**. If a password is required, you will be prompted to enter it.

To connect to a **Ethernet (wired) network**, make sure that your Kodiak Max is physically connected to the network using a standard Ethernet cable.



ETHERNET SETUP

The IP address on the printer will need to be set. This can be done onboard the Kodiak Max by first pressing the Home icon, then navigating to **Settings > Networking** > then select the gear icon next to the slider for Ethernet.

Next, set the option for Automatic to on (moving the slider to the right, shown as an orange slider) to automatically detect the network, or to off (moving the slider to the left, displayed as a gray slider) to manually input the network information. Once the information for the network has been inputted press Save, then turn the printer off for at least 10 seconds prior to powering back on.

Once the printer boots back up, navigate to the Ethernet settings menu. This menu will display the IP address as well as Gateway and Netmask for the connected network. This step is not needed when manually entering the network's information.



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