

You can load either fanfold or single sheet paper in the printer. To load fanfold paper, you must position the tractor in the push-tractor or the pull-tractor position. In the push-tractor mode, the tractor pushes fanfold paper from the top-back area of the printer to the print head and platen. the printer comes set to the push-tractor mode.

Use the push-tractor mode when you are printing on regular fanfold paper. Use the pull-tractor mode for printing on thicker fanfold materials, such as four-part copies or labels.

Loading Fanfold Paper in the Push-Tractor Mode:
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To feed paper into the printer using the push-tractor mode, do the following:

1. Remove the paper rack.
2. Place the fanfold paper stack behind the printer and on the same surface as the printer.
3. Pull the left and right tractor lock levers to release the tractors, and position them to match the width of your paper.
4. Open the pin-feed paper clamps.
5. Align the paper's guide holes with the pin feed sprockets.
6. Close the pin feed clamps.

NOTE: Adjust the position of the fanfold paper stack so that the pin feed sprockets can evenly pull paper from the stack.

7. Set the paper lever toward the front of the printer.
8. Install the paper rack for fanfold paper. Then, turn on the printer.
9. Set the MENU switch to the ON LINE position.
10. Press PARK/LOAD. The top edge of the first sheet feeds to the TOF (top of form) position.
11. Press the ON LINE button to place the printer on line.

NOTES:

- \* Do not let printed paper accumulate on top of the fanfold paper stack. This could jam the paper feed mechanism or damage the printer. Instead, tear off printed paper or let it fall behind the fanfold paper stack.
  - \* If the PAPER OUT indicator lights, the paper is loaded incorrectly.
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## Loading Fanfold Paper in the Pull-Tractor Mode:

When you use the pull-tractor mode, the printer pulls fanfold paper from the bottom of the printer to the top of the printer, passing the paper between print head and platen. In this case, we recommend you place the printer on a printer stand that has a hole in the center of the top surface. The printer stand's hole lets the printer pull paper up from the paper stack.

To load paper in the pull-tractor mode, use these steps:

1. Remove the paper rack.
2. Turn the platen knob counter-clockwise until the tractor is empty.
3. Open and lift the top cover as shown.
4. Press the mounting levers on each side of the tractor with your thumbs, and push the tractor toward the back of the printer. Then, carefully lift the tractor out of the printer.
5. Position the tractor in the printers notches and pull it slightly toward the front of the printer.
6. Insert the paper into the slit on the bottom of the printer. You might find this easier to do if you set the printer upright.
7. Manually feed the paper through the printer until it comes out between the platen and the print head. Then, pull the paper up to the tractor.
8. Open the pin feed paper clamps. Then, align the guide holes in the paper with the pin feed sprockets.
9. Close the pin feed paper clamps.

NOTE: Adjust the position of the fanfold paper supply so that the pin feed sprockets can evenly pull paper from the stack.

10. Place the printer back to its normal position.
11. Turn the platen knob to advance the second sheet's top edge slightly above the print head.

NOTE: When printing with the tractor in the pull position, you can not print on the first sheet.

12. Replace the top cover.
13. Install the paper rack.

NOTE: You can not use the TOF, perforation tear-off, or paper parking features when you use the pull tractor mode.

## Loading Single Sheet Paper:

To load and use single sheet paper, do the following:

NOTE: If you are using fanfold paper, you must park the fanfold paper and set the tractor to the push tractor position before you install single sheet paper.

1. Turn on the printer. Then, install the paper rack in the single sheet position.
2. Set the paper lever to the back position.
3. Align the left paper guide to the desired position. Then, insert a sheet of paper and slide the right paper guide against the right edge of the paper.

If you slide the left paper guide to the indentation, your printer prints at the paper's left edge until you specify a left margin using your software's commands. Otherwise, you can adjust the position of the left guide to manually set the margin.

NOTES:

\* If you position the left paper guide to the right of the indentation, the printer might print on the platen.

\* The paper must be positioned near the left end of the platen; otherwise, the printer signals a paper-out indication.

4. Insert a sheet of paper in the paper rack. The printer automatically advances the paper around the platen to the first printing position.
5. Press the ON LINE button to place the printer on line.

NOTE: Printing continues until the last line on the sheet of paper is printed. Then, the PAPER OUT indicator lights and the printer goes off line (the printer stops printing).

If needed, you can insert an additional sheet and set the printer on line. Your software might require you send to a command to the printer before printing continues. Otherwise, you should insert additional sheets (one sheet at a time) and press ON LINE (after inserting a sheet) until all data in the printer's memory is printed, or until you set the printer off line.

If necessary, you can adjust the position of the paper's top edge while the printer is off line by turning the platen knob.

If you need to slightly align the paper to the right or left, set the printer off line and press and hold LF/FF until the paper feeds out from the printer. Then, set the paper guides for the position you want and insert a sheet of paper in the paper rack.

NOTE: Be sure to set the paper lever to the back position when you use single sheet paper.

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