

NOTE: When loading paper (single-sheet or fanfold), be sure to correctly insert the paper into the opening.

Fanfold Paper:

The printer accepts standard fanfold paper from 3 to 10 inches wide.

1. Turn off the printer
2. Set the paper lever to the forward position.
3. Open the back cover to expose the tractors
4. Open the pin-feed paper clamps.
5. Feed the paper through the opening between the printer and the back cover.
6. If necessary, pull the tractor lock lever to release the pin-feed clamp and adjust the pin-feed paper clamp positions for the width of the paper.
7. Align the first two sprocket holes in the paper with the pin-feed sprockets.
8. Close the pin-feed clamps, and adjust the position of the paper. There are reference marks on the printer to show the recommended left edge position for the two most common paper sizes.

NOTE: Do not position the left edge of the paper more than 1/2 inch from the end of the platen. The paper must cover the groove in the left side of the platen, or the printer signals a paper out alarm.

9. Close the back cover and access cover. Lay the paper rack flat on the printer. Open the guide wire to prevent the paper from curling back into the printer.
10. Turn on the printer. The print head moves to the left side of the platen and the control panel lights. The on/off line indicator blinks to tell you that there is no paper loaded.
11. Pull the bail lever forward. The paper automatically feeds into the printer and the on/off line indicator stops blinking.
12. Push the bail lever back to close the bail.

NOTE: Do not use [LINE/FORM] to load paper.

If fanfold paper is correctly loaded, it should enter through the slot between the body of the printer and the back cover. Once the paper is loaded and the printer is on, check the on/off line indicator on the front panel.

When the indicator remains lit, the paper is loaded correctly and the printer is ready for operation.

Notes:

- * Be sure the paper is positioned so that it can travel through the printer without binding.
- * Do not let printed paper pile up on top of unprinted paper. This can cause the printed paper to be pulled into the paper insertion opening. This could jam the paper feed or damage the printer.

* When using fanfold paper, try to place the paper on the same level as the printer.

Single-Sheet Paper:

1. Turn on the printer.
2. If you have fanfold form paper in the printer, press [QUIET/PARK] while the printer is off line to move the paper out of the paper path. It is not necessary to remove the paper from the tractors because it will not affect single-sheet paper feeding.
3. Push the paper level to the rear position.
4. Push back the guide wire to its locked position on the paper rack, Then, raise the rack to its upright position.
5. Set a sheet of paper on the paper rack. Do not insert the paper into the opening, as this might disable the auto-loading mechanism.
6. Adjust the guides so that they are barely touching the edges of the paper. There is a reference mark on the rack for the left paper edge.

NOTE: Position the left edge of the paper 1/2" or less from the end of the platen. The paper must cover the groove in the left side of the platen, or the printer signals a paper out alarm.

7. Pull the bail lever forward. The paper automatically feeds into the printer.
8. Push the bail back. If necessary, adjust the paper position using the platen knob.

The printer goes on line after loading the paper.