

Follow the instructions for the type of paper you are using. To change from single-sheet to fanfold paper, or the reverse, see "Changing the Loading Method" later in this section.

CAUTION: Printing without paper can damage the print head or the platen.

Loading Single Single-Sheet Paper:

1. Be sure that the paper rack is in the correct position for single-sheet paper.
2. Move the paper selector to the single-sheet setting.
3. Set a sheet of paper on the paper rack and slide it down behind the platen until the paper cannot slide any farther.

Note: Do not turn the paper feed knob. This prevents you from using the autoload feature.

4. Adjust the paper guide for the paper width you are using, but do not move it outside the range indicated by the square beneath it. The L in the range indicator shows the standard setting for letter-size (8.5" wide) paper.
5. Position the paper so that its left edge is against the left paper guide.
6. Then, slide the right paper guide to the left until it touches the paper's right edge.

CAUTION: Failure to properly position the paper between the guides can cause improper operation of the paper-out sensor or frequent paper jams.

7. Pull the paper bail lever toward the front of the printer. The paper advances to the print-start position.

Note: If the POWER indicator does not stop flashing, remove the paper and load it again.

8. Push the paper bail lever toward the back of the printer so that the bail is against the paper. If necessary, slide the paper bail rollers so that they rest on top of the paper.
9. To adjust the paper's horizontal alignment, set the paper selector to the fanfold setting and adjust the position of the paper. After you align the paper, set the paper selector back to the single-sheet setting.
10. To adjust the paper's vertical alignment, turn the paper feed knob or use the line feed feature to advance the paper.
11. Set the print head adjustment lever to the appropriate position.
12. Press ON/OFF-LINE to set the printer on line.

Loading Fanfold Paper:

You can use 1-part or 2-part, standard, fanfold paper from 4.5 to 10 inches

wide. Follow these steps to load fanfold paper:

1. Remove the paper rack.
2. Position the tractors to match the width of your paper.
3. Open the paper clamps.
4. Align the guide holes in the paper with the sprockets.
5. Close the paper clamps. If necessary, re-position the tractors so that the paper is flat.
6. Set the paper selector to the fanfold setting.
7. Pull the paper bail lever forward to the front of the printer. The paper advances to the print-start position.

Note: If the POWER indicator is flashing, remove the paper and load it again.

8. Push the paper bail lever toward the back of the printer so that the paper bail is against the paper.
9. Install the paper rack in the position for fanfold paper. For proper flow, be sure to attach the paper rack so that the paper feeds underneath it into the printer.
10. Set the print-head adjustment lever to the appropriate position.
11. Press ON/OFF-LINE to set the printer on line.

Notes:

- * To prevent paper skewing or jamming, insert the paper into the printer directly from the back of the printer.
- * Do not let printed paper pile up on top of unprinted paper. This could cause the paper to improperly feed and might damage the printer.

Changing the Loading Method:

To change from fanfold loading to single-sheet loading, do the following.

1. If the printer is on-line, press ON/OFF-LINE to set the printer off line.
2. Keep the paper selector set for fanfold paper.
3. Turn the paper feed knob counterclockwise to roll the paper toward the tractors until the POWER indicator flashes. (It is not necessary to remove the fanfold paper from the tractors.)
4. Raise the paper rack to the position for single-sheet paper.
5. Set the paper selector to the single-sheet setting.
6. Insert a single-sheet of paper and use the auto-load feature to advance the paper.
7. Press ON/OFF-LINE to set the printer on line.

To change from single-sheet loading to fanfold loading, do the following:

1. If the printer is on line, press ON/OFF LINE to set the printer off line.
2. Press and hold down LF/FF to eject the single-sheet paper.
3. Lower the paper rack to the position for fanfold paper.
4. Set the paper selector to the fanfold setting.
5. Pull the paper bail lever toward you to feed fanfold paper to the print-start position.

6. Push the paper bail toward the back of the printer so that the bail is against the paper.
7. Press ON/OFF-LINE to set the printer on line.