

Follow the instructions for the type of paper you are using.

Loading Single Sheet Paper:

If you have already loaded fanfold paper into the printer, be sure to park it before inserting the single-sheet paper. See "Paper Park Function" section of this file.

1. Raise the flip-up cover and pull the paper selection lever to the friction feed position.
2. Align the left edge of the paper with the mark on the left side of the separator. Slide the paper down the flip-up cover and into the printer until you feel some resistance. Then, using both hands, push the paper about 1/8 inch further into the printer.
3. Be sure that the printer is on. Pull the paper bail roller lever toward you. This automatically feeds the top edge of the paper to the print start position.
4. Push the bail roller lever back to its original position so that the paper bail is against the paper.

Loading Fanfold Paper:

1. Remove the back cover using both hands.
2. Position the right and left tractors to match the width of your paper.
  - ° Pull the left tractor set lever toward you and align the left tractor with the left edge of the paper. Then, push the tractor set lever back to lock the left tractor in place.
  - ° Open the pin-feed paper clamp. Align the left guide holes in the paper with the pin-feed sprockets and close the pin-feed clamp.
  - ° Pull the right tractor set lever toward you. Then, open the pin-feed clamp.
  - ° Align the right guide holes in the paper with the pin-feed sprockets and close the pin-feed clamp.
  - ° Adjust the position of the right tractor to remove any horizontal slack in the paper. Then, push the right tractor set lever back to lock the right tractor in place.
3. Set the paper selection lever to the tractor feed position.
4. Turn the platen knob approximately 1/4 turn the advance the paper to a position just under the edge of the metal paper guide.

Note: If you advance the paper too far, you will disable the auto-load feature.

5. Be sure that the printer is on. Pull the paper bail lever toward you. This automatically feeds the top edge of the paper to the print start position.
6. Push the paper bail lever back to its original position so that the paper bail is against the paper.
7. Reinstall the back cover.
8. Raise the flip-up cover so that you can use the paper cutter edge of the front cover to tear off fanfold paper.

Paper Park Function:

After loading fanfold paper into the printer, you can load and use single sheets without removing the fanfold paper.

1. Remove any previously printed sheets of fanfold paper by tearing off the last sheet at its perforation.
2. Be sure the printer is off line. Press and hold [ON/OFF LINE] and then press [FORM FEED]. This feeds the fanfold paper in a reverse direction until it stops just before reaching the tractor unit.
3. Set the paper selection lever to the friction feed position. Then, load a single sheet of paper into the printer and proceed with printing.

To resume printing on fanfold paper, eject the single-sheet paper loaded in the printer and set the paper selection lever to the tractor feed position. Then, pull the paper bail lever toward you. After the paper feeds to the print-start position, push the paper bail lever back to its original position.

Tear-Off Function:

When using fanfold paper, the tear-off function operates at the end of each printed page, so that you can tear the paper at the perforation. You can disable this function by setting the tear-off menu to "invalid".

Note: Be sure to set the form length menu correctly so that the tear-off function operates properly.

Tear-Off function in on-line mode:

1. If the last bit of data received is a form feed code and the printer does not receive any further data for 3 seconds, the paper automatically feeds to the front of the printer. The perforation stops at the paper cutter edge of the front cover.
2. Tear off the printed page at the perforation.

3. When the printer receives additional data, the paper retracts to the print-start position and printing begins.

Tear-Off function in the off-line mode:

1. When you finish printing, press [ON/OFF LINE] to set the printer to off line. Then, press [FORM FEED]. The paper feeds to the next top-of-form position. If you do not press any control panel switch for 3 seconds, the paper feeds until the perforation is at the edge of the paper cutter.
2. Tear off the printed page at the perforation.
3. Press [ON/OFF LINE] to retract the paper to the print-start position and to set the printer on line.