

Loading Paper:

Note: There are three positions on the paper release lever.

- Free (toward the back): Set to this position to correct a paper jam.
- Tractor (center position): Set to this position when using fanfold paper.
- Friction (toward the front): Set to this position when using single-sheet paper.

Change the release lever position only when the paper is not loaded. Use the paper park function, if necessary. If you change the lever position with the paper loaded, "PAPER LEVER ERR." appears on the display to prevent a paper jam.

Loading Single Sheet Paper:

Note: Standing at the front of the printer, the single sheet pages should be loaded from the front, at the left most position. The paper will eject from the rear of the printer.

This printer has a straight through paper path. This will make the paper loading method "different" than other dot matrix printers. Follow the instructions below carefully.

1. Turn on the printer.
2. Set the paper release lever to the friction position.
3. Adjust the paper guide to LETTER SIZE or A4, according to the size of the paper you are using.
4. Position the left edge of the paper against the paper guide and insert it straight into the front opening in the printer. Then, press [FF/LOAD]. You do not need to press [FF/LOAD] if you previously set the LOADING MODE menu to AUTOMATIC.
 - * The paper advances to the print start position.
 - * OFF LINE appears on the display. (If you previously set the LOADING MODE menu to AUTOMATIC, ON LINE appears.)
 - * The space between 0 and 136 on the printer cover scale is the printing range. 0 is the print start position.
 - * If the paper is not straight, eject it and reload it. To eject the paper, press and hold [ON/OFF LINE] and then press [FF/LOAD]. REMOVE PAPER appears on the display. Remove the paper, and then reload it.
5. If the printer is not yet on line, with the ON LINE indicator lighted, press [ON/OFF LINE].

Loading Fanfold Paper:

Note: Standing at the front of the printer, the tractor feed paper should be loaded from the rear in the right most position. The paper will eject towards the front of the printer.

1. Turn off the printer.
2. Set the paper release lever to the tractor position.
3. Remove the tractor cover.
4. As you face the front of the printer, adjust the left and right tractors to match the width of the paper.
 - * Raise the lock lever of the right tractor and move the tractor to the right edge of the paper. Lower the lock lever to lock the tractor in place.
 - * Open the paper guide and place the holes in the right edge of the paper over the sprocket pins. Then, close the paper guide.
 - * Raise the lock lever of the left tractor to release the tractor. Then, open the paper guide.
 - * Place the holes in the left edge of the paper over the sprocket pins. Then, close the paper guide.
 - * Slide the left tractor to the left to take up any slack in the paper. Then, lower the lock lever to lock the tractor in place.
5. Align the paper with the center of the scale at the back of the top cover. This is the print start position.
 - * If the paper is not aligned with the print start position, lift up the lock levers of both tractors, align the paper with the print start position, and lower the lock levers to lock the tractors in place.
6. Put the tractor cover back in place.
7. Turn the printer ON. Then, press [FF/LOAD]. This feeds the leading edge of fanfold paper to the print-start 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. (This function does not work when the TEAR-OFF menu option is set to OFF).

When the printer is On Line:

1. The paper automatically feeds to the front of the printer if the last bit of data received is a form feed code and no further data is received for one to five seconds. (You can select the number of seconds by using the TEAR-OFF menu.) The perforation stops at the front edge of the printer cover and the message TEAR OFF POS appears on the display.
2. Tear off the printed page at the perforation.
3. When the printer receives further data, the paper retracts to the print-start position and printing begins.

When the printer is Off Line:

1. Press [ON/OFF LINE] when you finish printing to set the printer to off line. Then, press [FF/LOAD]. The paper feeds to the next top-of-form position. If you do not press any control panel switch for one to five seconds, the message TEAR OFF POS appears on the display.

2. Tear off the printed page at the perforation.
3. Press [ON/OFF LINE] to retract the paper to the print-start position.

Paper-Park Function:

You can insert single-sheet paper and print without removing fanfold paper. This function is called the paper-park function.

1. Set the printer to off line.
2. If necessary, tear off printed fanfold paper.
3. Press [FF/LOAD] while pressing and holding down [ON/OFF LINE]. The fanfold paper retracts to a fixed tractor position. PAPER EMPTY appears on the display and you hear four beeps.

NOTE: You might need to actuate the paper park function more than once until the fanfold paper retracts to the park position.

Move the release lever to the friction position. Then, insert and print on a single sheet of paper.

4. To restart printing on fanfold paper, remove the single-sheet paper from the printer and move the release lever to the tractor position. Then, press [FF/LOAD].

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