

Follow the instructions below to load fanfold or single-sheet paper.

Single-Sheet Paper

You can set the printer to automatically feed single-sheets of paper, even with fanfold paper loaded in the printer.

1. Turn on the printer. Be sure the tractor is in the push position.
2. If you have fanfold paper in the printer, slide the selection bar to ON LINE and press ON LINE to set the printer to off-line mode. Then press PARK/LOAD to move the paper out of the paper path. You might have to press PARK/LOAD several times before the paper fully retracts to the parking position. It is not necessary to remove the paper from the tractors because it does not affect single-sheet paper feeding.
3. Set the paper lever to the single sheet setting and change the paper rack to the single-sheet position.
4. Adjust the paper guides to the proper width.
 - ° Slide the left paper guide to the desired position and insert the paper with its left edge along the left paper guide.
 - ° Slide the right paper guide to the left to match the paper width.
5. Set a sheet of paper in the paper rack. The printer automatically advances the paper around the platen to the first printing position. If necessary, adjust the paper position using the paper feed knob.
6. Slide the right paper guide against the right edge of the paper. This ensures proper operation of the paper empty switch and also reduces the possibility of a paper jam.
7. Press ON LINE to place the printer on line (ready for operation).

Fanfold Paper

The printer accepts standard fanfold paper from 4 to 10 inches wide. When you load fanfold paper, turn the paper feed knob to align the first perforation immediately under the tear edge of the top cover.

You can use either the push tractor mode or pull tractor mode for fanfold paper feeding. The printer comes supplied with the tractor unit set to the push tractor mode. Normally you would use this setting.

When you need to print on thicker paper (such as four-part copies or labels), use the pull tractor mode with the paper feeding through the slot on the bottom of the printer (bottom feed). This feeds paper almost straight through the printer without "curling" it around the platen. Note, however, that you cannot perform a top-of-form setting, a perforation tear off, or the paper parking function when you use the pull tractor mode. We also recommend that you use a printer stand to feed paper from the bottom

of the printer when you use the pull tractor mode.

Push Tractor Mode

1. Turn off the printer and remove the paper rack to expose the tractor.
2. Set the paper lever toward the front of the printer to the fanfold paper symbol.
3. Open the pin-feed paper clamps.

If necessary, pull the tractor lock levers to release the pin-feed paper clamps, and adjust the pin-feed paper clamp positions for the width of the paper.

4. Align the first two sprocket holes in the paper with the pin-feed sprockets.
5. Close the pin-feed clamps and adjust the position of the paper.
6. Replace the paper rack on the printer.
7. Turn on the printer.
8. Make sure the selection bar is positioned to ON LINE (see "Basic Controls.")
9. Press PARK/LOAD. The printer advances the paper to the first printing position. PAPER EMPTY disappears from the display.
10. Press ON LINE to place the printer on line.

Notes:

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

Pull Tractor Mode

You must change the tractor unit's position before you can use the pull tractor mode. Remember, you cannot perform a top-of-form setting, a perforation tear-off, or the paper parking function when you use this mode.

NOTE: When printing with the tractor in the pull position, the first sheet is unusable.

1. Open the top cover.
2. Turn off the printer and remove the paper rack to expose the tractor.

3. Facing the front of the printer, press the mounting levers on each side of the tractor unit with your thumbs, and push the tractor unit toward the back of the printer.
4. Hook the round pins on the bottom of the spring arms on each end of the tractor unit into the notches in the printer.
5. Pull the tractor top ends slightly forward until the bottom notches on each end engage with the front pins in the printer.
6. Set the paper lever toward the front of the printer (to the fanfold paper symbol).
7. Open the top cover and move the print head to the middle of the exposed ribbon. The plastic paper guide on the print head guides the paper when you advance it.
8. Insert the paper into the slit on the bottom of the printer.
9. When the top edge of the paper comes out between the platen and the print head, pull the paper up to the tractors.
10. If necessary, pull the tractor lock levers to release the pin-feed paper clamps. Adjust the pin-feed paper clamp positions for the width of the paper.
11. Open the pin-feed paper clamps. Align the first two sprocket holes in the paper with the pin-feed sprockets.
12. Close the pin-feed clamps and adjust the position of the paper.
13. Turn the paper feed knob to advance the paper to the correct printing position.
14. Replace the top cover. Re-install the paper rack onto the printer.
15. Turn the printer on.

Restoring the Tractor Unit to the Push Tractor Position

To restore the tractor unit to its original position:

1. Open the rear half of the top cover. Remove the paper and paper rack.
2. Using both hands, grasp both ends of the tractor unit, keeping your thumbs on the mounting levers.
3. Press and hold the mounting levers on both ends and lift up the tractor unit.
4. Slide the tractor unit down into the printer from the rear. Press and hold the mounting levers again while you pull the tractor unit forward. Both ends lift up slightly as they snap into place.
5. Close the rear half of the top cover and replace the paper rack.