

# Basic Operations

## Loading and Removing the Roll Paper

Load roll paper after attaching the supplied roll paper adapters.



**Important:**

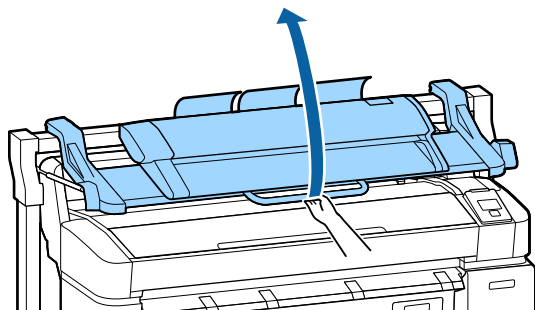
Insert the paper just before printing. The roller may leave an impression on paper that is left in the printer.

**Note:**

- ❑ The paper that can be used in the printer is detailed in the following section.

➤ [“Supported Media” on page 199](#)

- ❑ When the optional Multifunction Scanner has been attached to the printer using the dedicated stand, raise the scanner until you hear a click.



On the T7270D/T5270D, the methods for loading roll paper on Roll 1 and Roll 2 are different. After attaching the roll paper adapter, see the following sections.

Loading on Roll 1 ➤ [“Loading Roll Paper on Roll 1” on page 30](#)

Loading on Roll 2 ➤ [“Loading Roll 2 \(T7270D/T5270D only\)” on page 33](#)

## Attaching the Roll Paper Adapter

- 1 Turn on the printer by pressing the button.

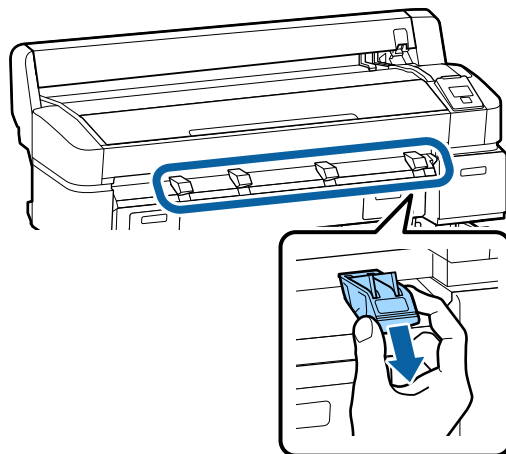
**Note:**

- ❑ Closing the paper basket makes the work easier.

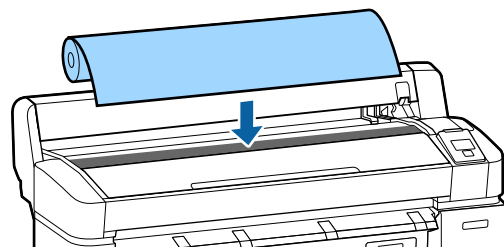
T7270/T5270/T3270 ➤ [“Storing and Opening” on page 48](#)

T7270D/T5270D ➤ [“Storing” on page 51](#)

- ❑ Leaving the poster board supports raised can cause jams; lower all the supports before proceeding. To lower the supports, grasp them, pull them diagonally downward, and then release.



- 2 Place roll paper on the roll rest on top of the printer.



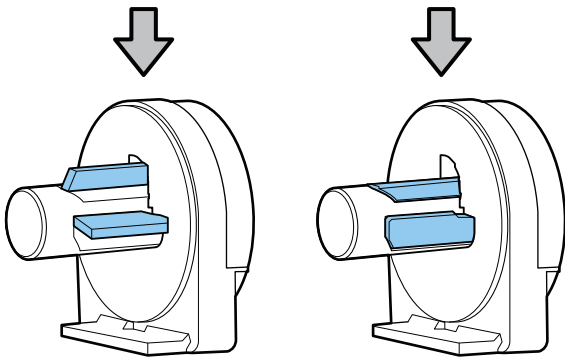
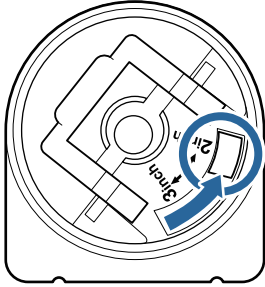
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- 3 Move the size switch levers of the two supplied roll paper adapters in accordance with the roll-core size of the roll paper to be loaded.

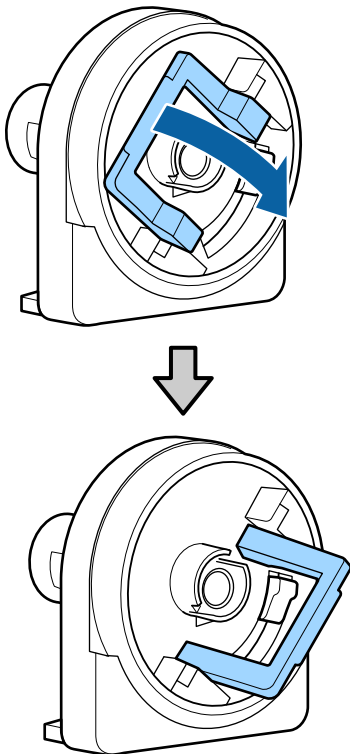
3-inch core



2-inch core

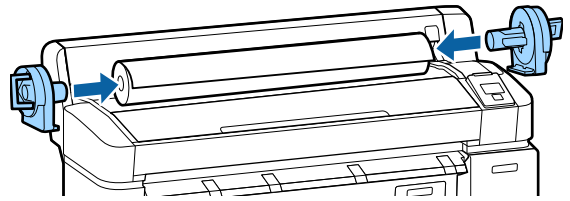


- 4 Raise the adapter lock lever to release the lock on each of the two roll paper adapters.

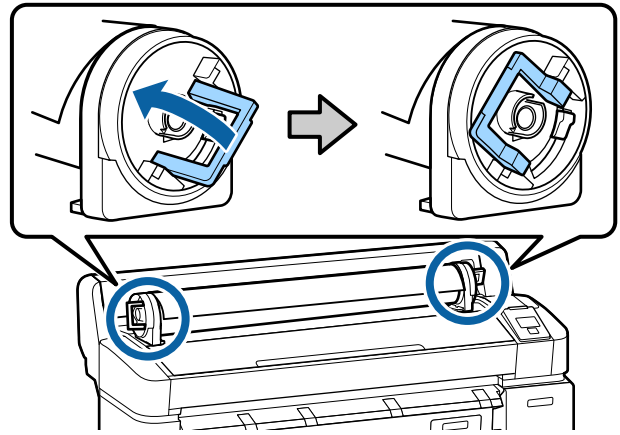


- 5 Attach an adapter to each end of the roll.

Press the adapters in until they are fully inserted in the roll, with no gaps.

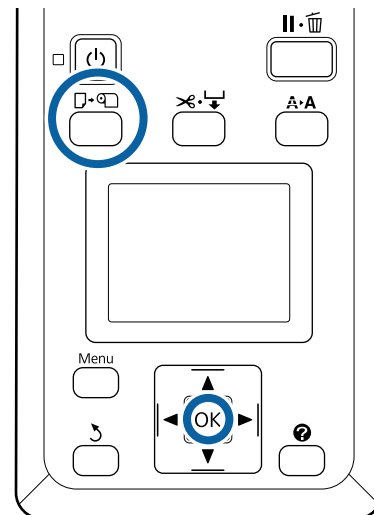


- 6 Lower the lock levers to lock the adapters in place.



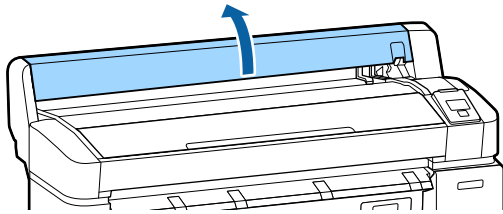
## Loading Roll Paper on Roll 1

Buttons that are used in the following settings

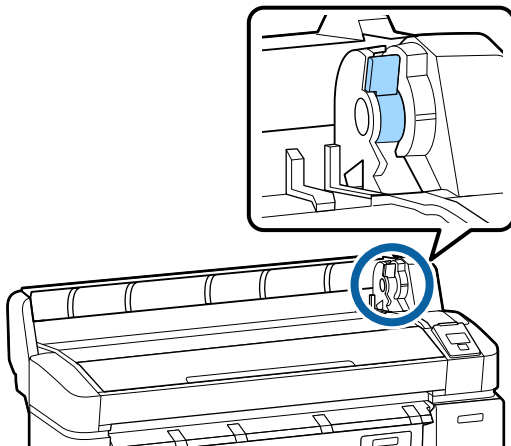


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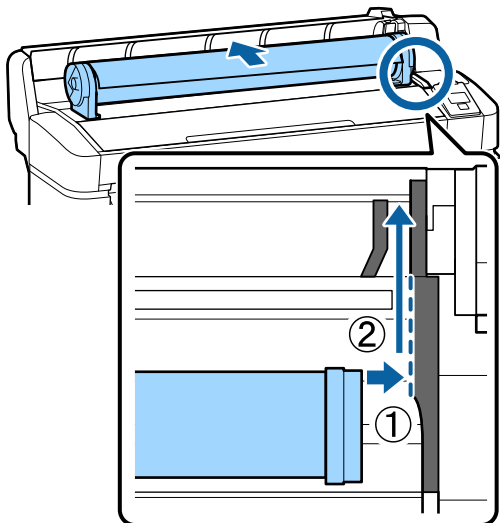
- 1 Open the roll paper cover.




- 2 Confirm that the adapter holder lock lever is raised.



- 3 Slide the roll paper right until it contacts the adapter guide. Next, following the adapter guide, slide the roll slowly inside.



- 4 Press the  button on the control panel. Confirm that **Roll Paper** or **Roll 1** is highlighted in the display and press the OK button.

- 5 Make sure that the roll paper is free of slack and the end is not folded, and then insert it into the paper slot.

### When the Auto Loading is set to On on the T7270D/T5270D

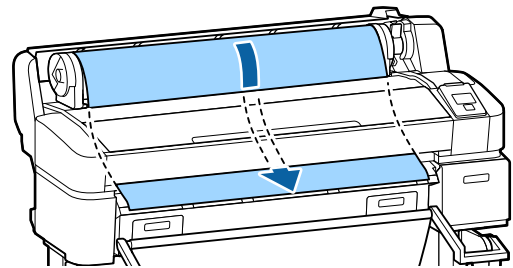
When roll paper is being inserted, a beep tone sounds. If you hear the sound, proceed to Step 6.

### T7270/T5270/T3270

#### When the Auto Loading is set to Off on the T7270D/T5270D.

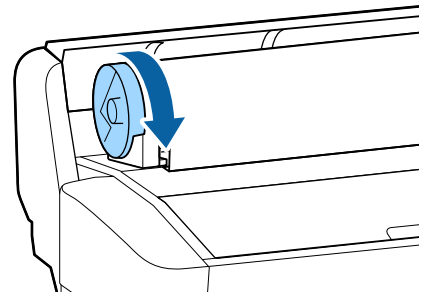
Pull the edge of the paper straight outside the printer as shown.

If the edge of the paper is not horizontal or not cut cleanly, you can use the built-in cutter to make a cut in Step 6.



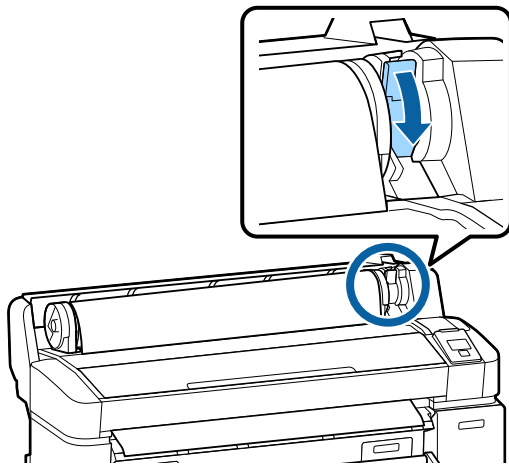
#### Note:


*Do not touch the paper where it will be printed. After loading the roll paper, rotate the roll paper adapters as shown to feed the paper through.*



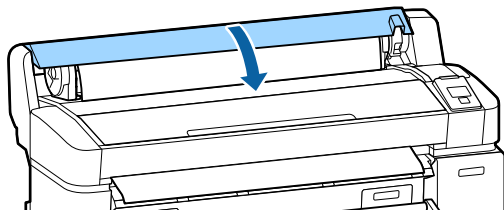
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- 6 Lower the roll paper lock lever, and then press the OK button.



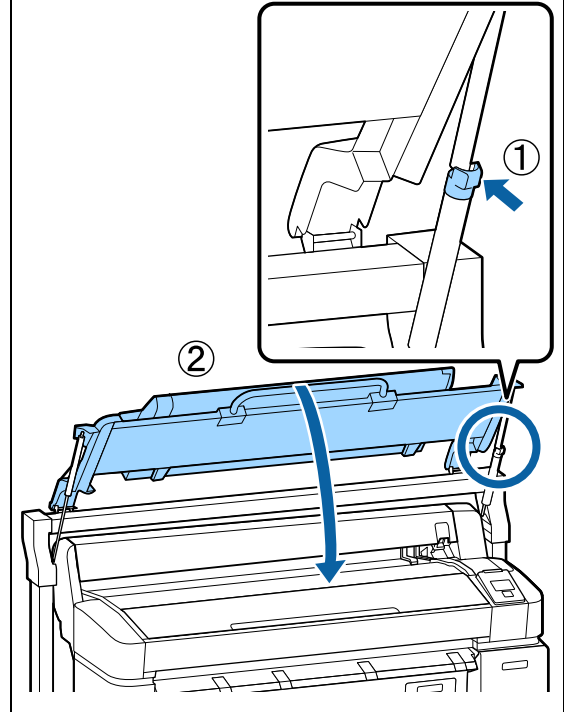
When the **Auto Loading** setting is set to **Off** on the T7270/T5270/T3270 or T7270D/T5270D, you can cut the edge of the roll paper with the built-in cutter by pressing the OK button, and then pressing the  button within 5 seconds.

- 7 Close the roll paper cover.



**Note:**

When the optional Multifunction Scanner has been raised upon loading roll paper, make sure to return the scanner back in place for use.



- 8 Check the media type.

**If an identification barcode is printed on the roll**

When the paper is loaded, the barcode is read automatically, and the Media Type and Roll Paper Remaining settings are configured automatically.

After **Ready** is displayed, you can print.

**If an identification barcode is not printed on the roll**

The display shows the Media Type currently selected with the printer.

To print with the displayed settings, use the ▼/▲ buttons to select **Keep Settings Above**, and press the OK button.

To change the settings, select **Change Settings**, and press the OK button.

 [“Viewing and Changing Media Settings” on page 45](#)