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.
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.

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.

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

Lower the lock levers to lock the adapters in place.

Loading Roll Paper on Roll 1

Buttons that are used in the following settings
Basic Operations

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.
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.

Close the roll paper cover.

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