Loading roll media

To change the roll

You can order spare spindles as accessories—see page 10–18. In this way, you can keep different rolls on different spindles and make this task easier. However, except where noted, this section assumes that you are using the same spindle for both the old and the new roll.

1 If you are using the legs option, be sure the printer wheels are locked (the brake lever pressed down) to prevent the printer from moving.
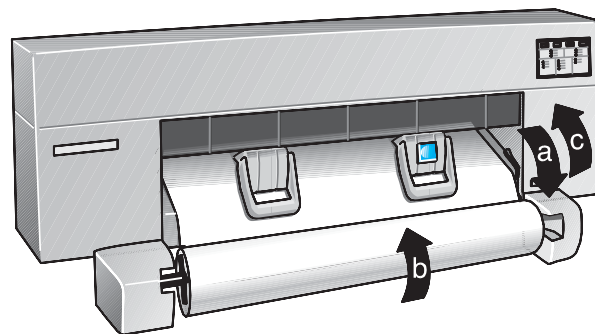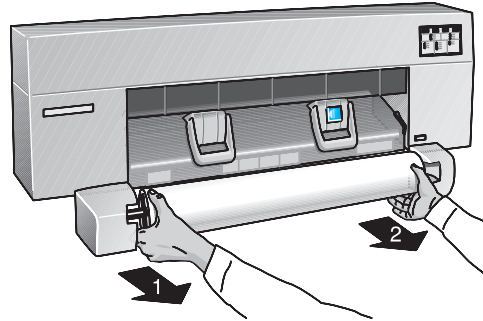
WARNING

In the next step:

Don't touch the plastic strip that runs the length of the printer behind the cartridge carriage.

Keep hair, jewelry, clothing, and foreign objects away from the printer mechanisms.

2 *If the old roll is not used up*, then remove the media from the media path, as explained here.

   a Lower the media lever to release the media and lift the bail.

   b Turn the roll on the spindle to wind the media out of the printer and onto the roll.
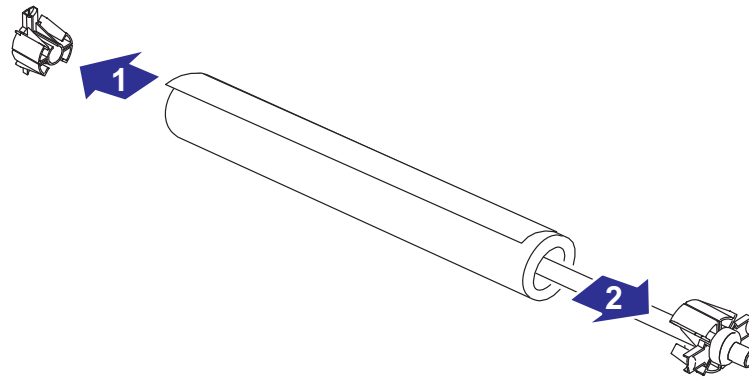
   c Raise the media lever.

MEDIA

2

3 Remove the **old roll** by pulling firmly first on the left end of the spindle and then on the right. You may find that you have to push your thumbs against the cover of the roll-feed assembly while pulling the roll with your fingers to be able to release the spindle.

If the new roll is on a different spindle, then you can skip steps 4 and 5, and go straight to step 6.
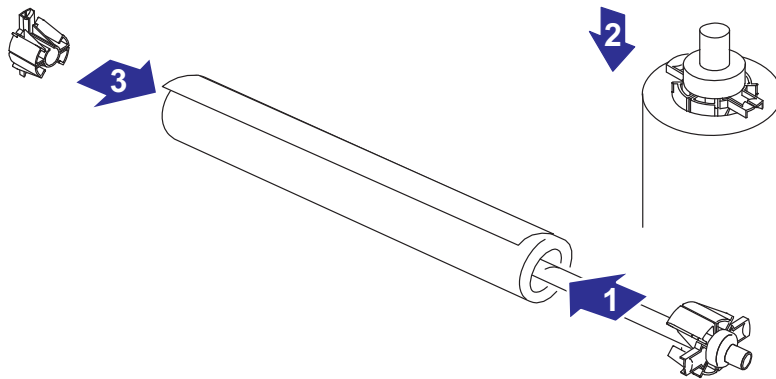
4 Remove the left media stop, and then remove the roll from the spindle, with the right media stop still connected to the spindle.
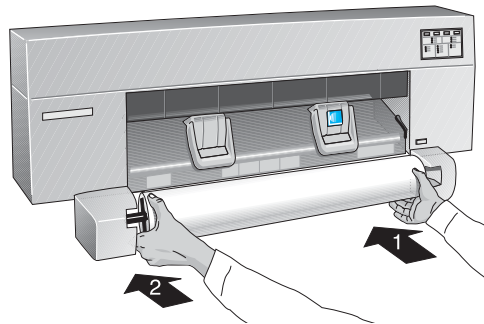
5 Remove the **new roll** from its wrapping, place it on the spindle, so that, as the media winds up from behind the roll, the media stop still on the spindle is on the right. Push the right media stop so that it is flush against the end of the roll (2 in the illustration below). Then insert the left media stop on the left end of the spindle.

6 Put the loaded spindle back in the printer, pushing first the right side into place and then the left.
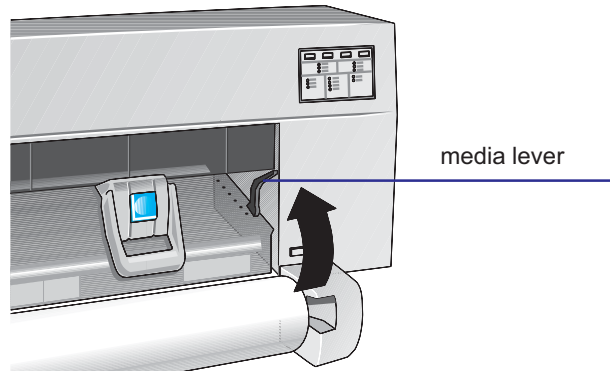
Make sure that each end of the spindle slots firmly into place with an audible "click".
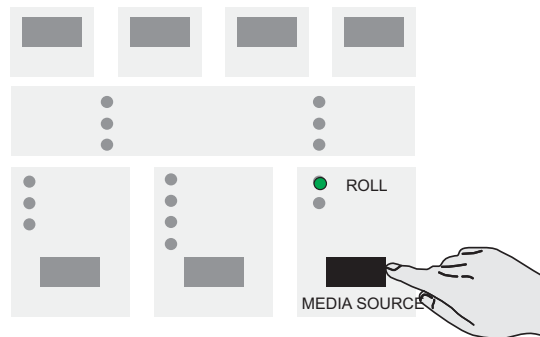
WARNING   **It is important to make sure that the spindle is firmly in place, otherwise it could fall off the printer.**

To feed roll media into the printer

1 Make sure that the cover is closed and that the media lever is raised.

media lever

2 On the front panel, make sure the **Roll** light is on, to indicate that you are going to load a roll. Select **Roll** by pressing the **Media Source** button.
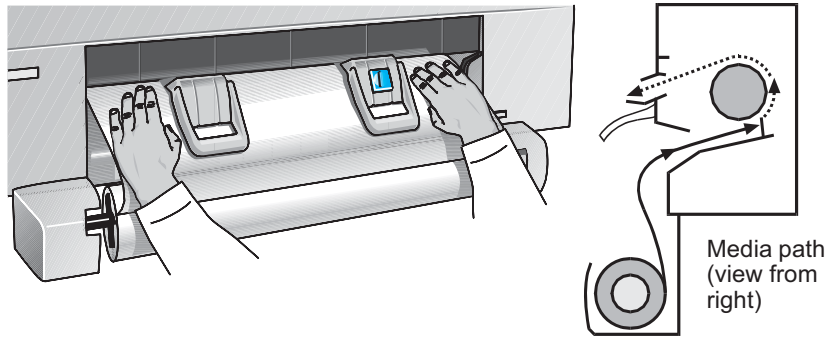
● ROLL

MEDIA SOURCE

3 *Which side down?* As you load the roll, it is the *underside* on which the printer will print. With most media types, the two sides are different and so it is important to load the media correctly. See the table on page 2–4.

4 On the front panel, select the media type you are loading by pressing the **Media Type** button.

5 If the leading edge of the roll is uneven, you may find it easier to load if you trim it now, for example with scissors.
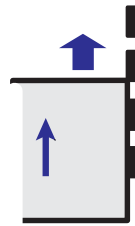
6 Wind the media from the roll and hold it ready to load into the printer. Hold the media near its edges, about 18 cm (7 in) from the top.
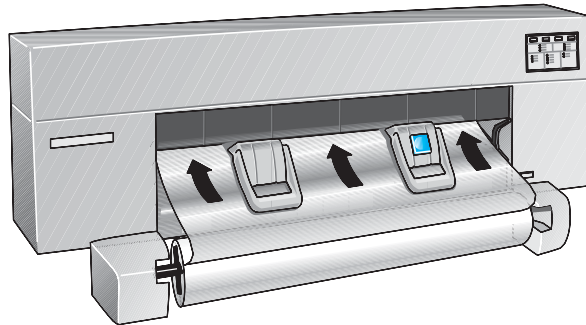

Media path
(view from
right)

Don't hold the media right at the top, as you would have to adjust your grip as you push it into the printer, and this would probably make you misalign it.
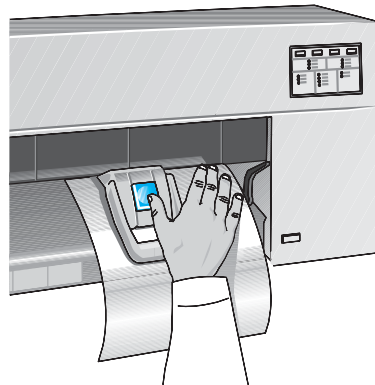
7 Align the right-hand side of the media with the line of holes on the printer.

MEDIA

2

8 Make sure the entire top edge of the roll—left and right—is placed inside the entry slot. While keeping the right-hand side aligned with the line of holes, push the media up into the entry slot. You will feel the media come up against the media stops.

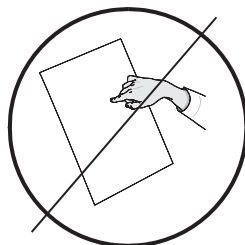**9** Using your right thumb, press the **Load Media** button.

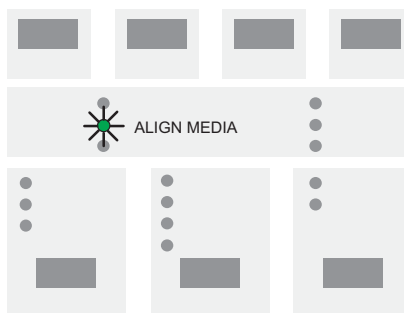The printer will start to take the media from you. At this point, let go!

Don't touch the media while the printer feeds it out again a short way, as this would probably misalign it.
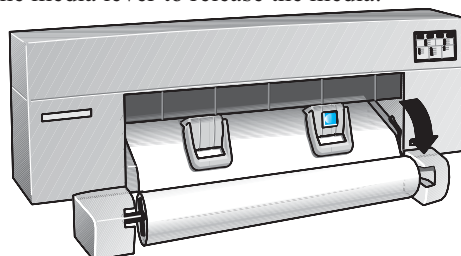

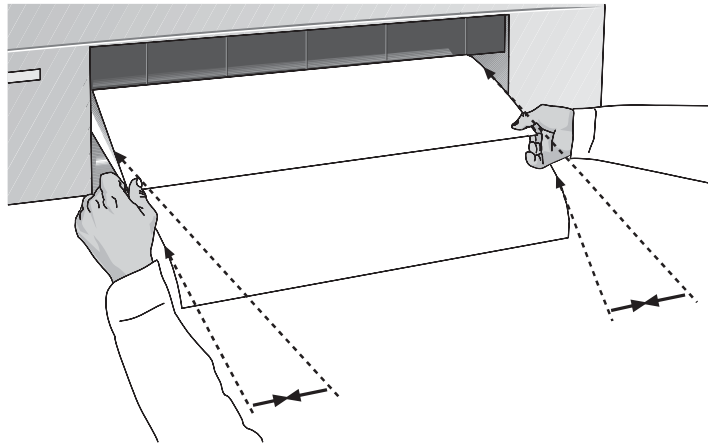10 *Realigning the media is an **essential**, not optional, part of the roll-loading procedure.*

When the **Align Media** light is flashing, the printer is waiting for you to realign the media, as explained below.

11 Lower the media lever to release the media.

12 Align the edges of the media coming *out* of the printer with the same edges going *into* the printer, by pulling them taut with both hands and aligning them by eye. Make sure that the right-hand side of the media is aligned with the line of holes on the printer, and the roll. You may need to manually unroll a small amount of the media from its roll, to align the sheet satisfactorily.

13 Raise the media lever.