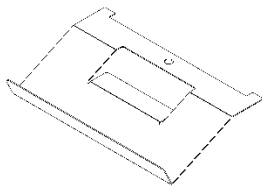# Load paper & ribbon

Release 7.3

August 2016
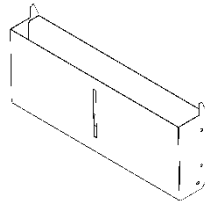
Loading Paper and Ribbon for the new ID station printer

Caution: This printer weighs about 10Kg. Please handle it carefully. When lifting the printer, always hold bottom of printer. Otherwise, the printer may be damaged.
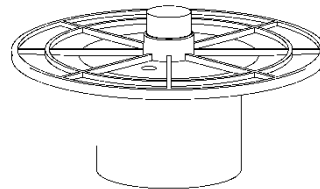
You will be needing the printer and its accessories (see below) to load paper. And of course you will need a media box containing two rolls and two sets of ribbons. Each roll and ribbon holds 300 prints.
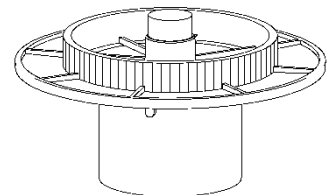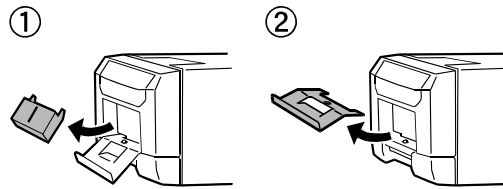
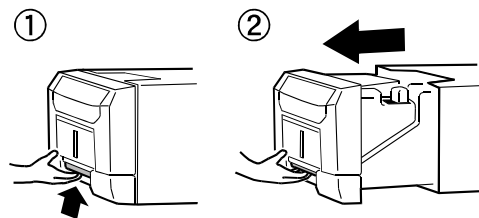| Tray	Dust Box	Paper Flange(White)	Paper Flange (Blue)

Box of media

Loading the Ribbon
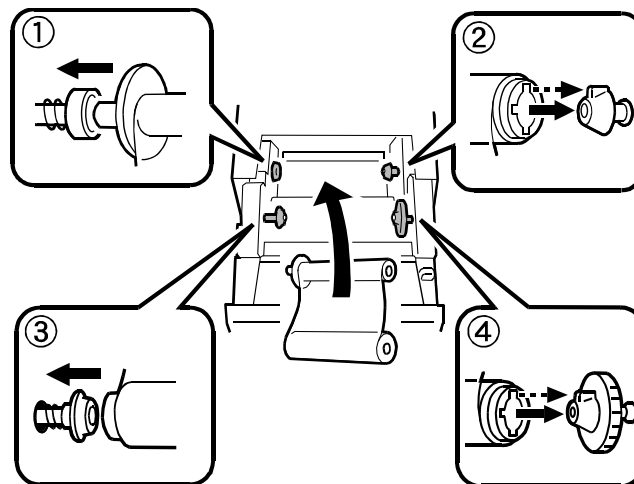
Remove the dust box and tray.

①   ②

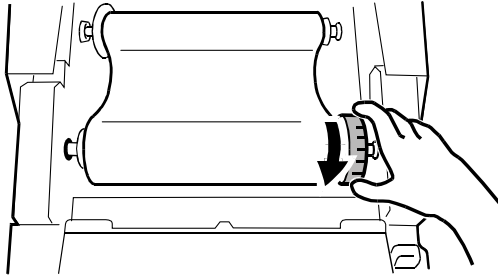Carefully lift the drawer lever and pull the drawer unit

①   ②

Attention: Do not open the drawer unit quickly or with unnecessary force. Do not press the drawer unit or place a heavy object other than paper after opening the drawer unit.

Insert the ribbon as shown. Note that the PINK bar is placed in the lowest holder (pink on the left side) and the GREEN bar is placed in the highest holder (green part right)
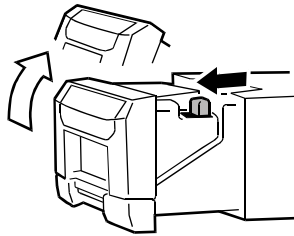
①   ②

③   ④

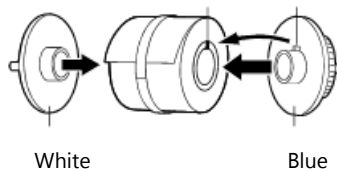Take the slack of the ink ribbon by turning the ink ribbon supply core.
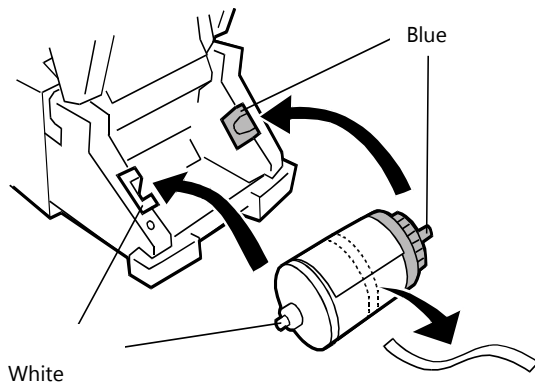

Loading Paper

Make sure the power of the printer is switched ON (the printer will tell you when the paper is properly loaded). Pull out the drawer unit and pull the lever to open the open guide unit.

Attention: Do not open the drawer unit quickly or with unnecessary force.
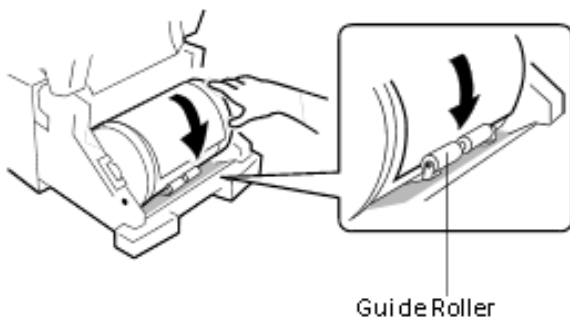
Put the the paper flanges (white and blue) as shown below.
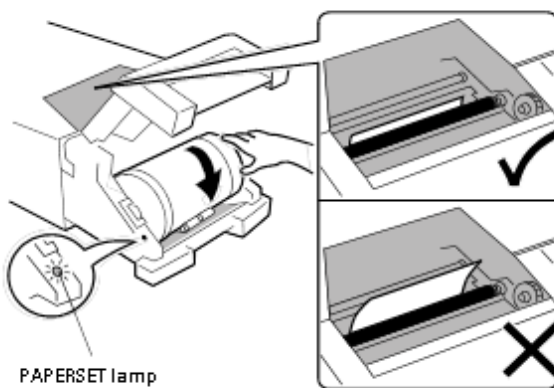

White   Blue

Blue

White

Now put the roll of paper with the flanges into the printer. The white flange on the left and the blue on one the right side.

Remove the pink paper ribbon.

Guide Roller

Now take the edge of the paper and insert the edge of paper <u>under</u> the guide roller by rotating the paper flanges.

PAPERSET lamp

Insert the paper until the PAPER SET light is lit.

Close the drawer unit. In case that both the paper and the ink ribbon are loaded into the printer and the drawer unit is closed, initialization starts and four sheets of paper are ejected automatically.

Restore the paper bin

Insert the claw of the tray first and insert the projected section of the printer in the hole at the tray.