

# Tally

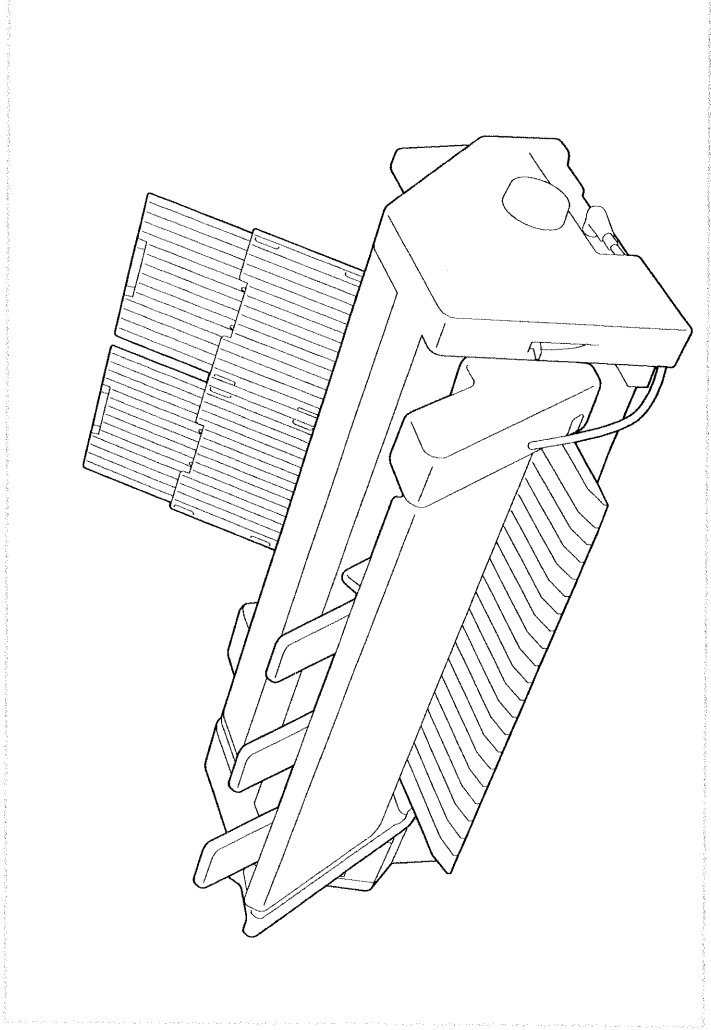
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Operator's Manual	Automatic Sheet Feeder
Bedienungsanleitung	Automatische Einzelblattzuführung
Manuel d'utilisation	Chargeur feuille à feuille automatique
Istruzioni per l'operatore	Cassetto alimentazione carta



- WARNING** Only trained and qualified personnel may open covers or remove parts that are not explicitly shown and described in the Operator's Manual as being accessible to the operator.
- WARNUNG** Das Entfernen oder Öffnen von Abdeckungen und Teilen darf nur durch geschultes Fachpersonal vorgenommen werden. Ausgenommen hiervon sind nur solche Abdeckungen und Teile, deren Entfernen bzw. Öffnen in der Bedienungsanleitung ausdrücklich gekennzeichnet und beschrieben sind.
- ATTENTION** Seul un personnel qualifié et formé est habilité à démonter les sous-ensembles de la machine qui ne sont pas formellement indiqués dans le Manuel Utilisateur même s'ils sont accessibles par l'opérateur.
- ATTENZIONE** Solo personale qualificato può accedere a parti che non siano esplicitamente descritte nel manuale dell'operatore come accessibili all'operatore.



**GB**

This operator's manual was produced in four languages in the following order:  
english ➡ german ➡ french ➡ italian

**D**

Diese Bedienungsanleitung wurde 4-sprachig in der folgenden Reihenfolge erstellt:  
englisch ➡ deutsch ➡ französisch ➡ italienisch

**F**

Ce manuel d'utilisation a été rédigé dans le quatre langues suivantes:  
anglais ➡ allemand ➡ français ➡ italien

**I**

Queste Istruzioni per l'operatore sono state realizzate in quattro lingue nell'ordine:  
inglese ➡ tedesco ➡ francese ➡ italiano



# Automatic Sheet Feeder

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## Operator's Manual

**ENGLISH**



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## Auto Sheet Feeder (ASF)

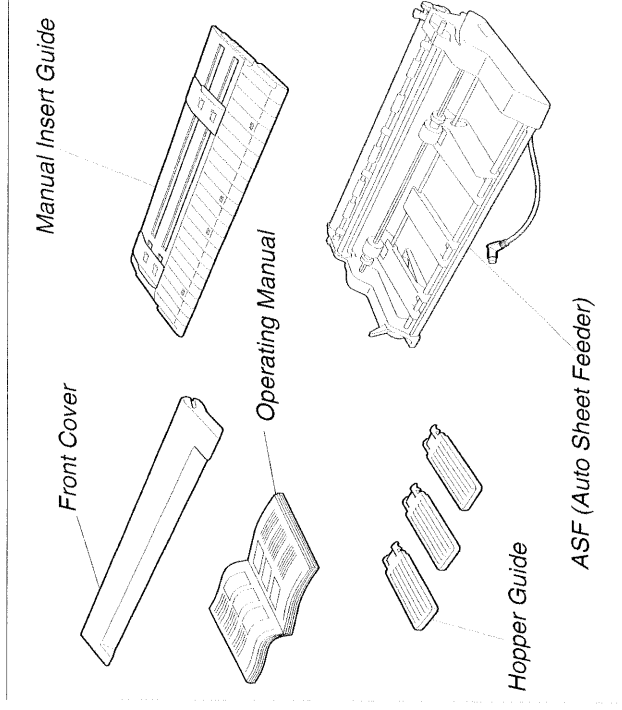
The ASF allows cut sheets or postcards to be fed into the printer automatically. Even with the ASF attached to the printer, you can still use continuous form feed paper or insert single cut sheets manually.

The print mode using the ASF is the "Auto Feed Mode" and the mode to manually insert single cut sheets is the "Manual Insert Mode".

For further details on paper, refer to Part II of the Operator's Manual, *About Paper*.

If any problem arises when using the ASF, refer to Part II of the Operator's Manual, *Troubleshooting*.

### Confirming the Accessories



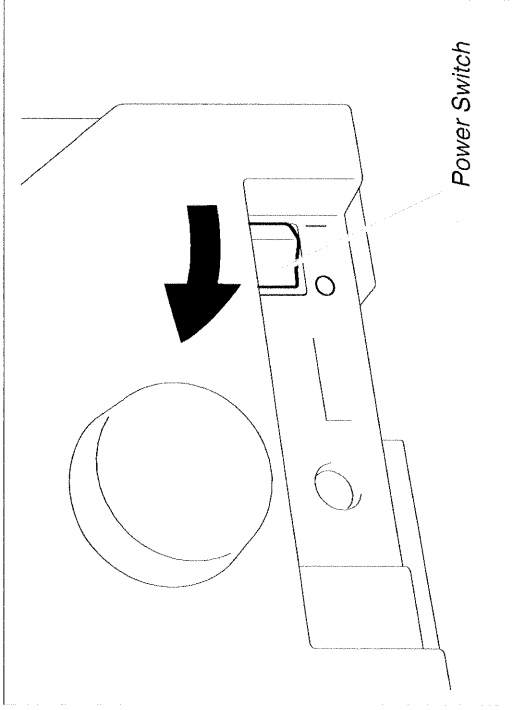
Check that the following accessories are all included with the ASF unit.

Should any item be damaged, please do not hesitate to contact the store where the product was purchased.

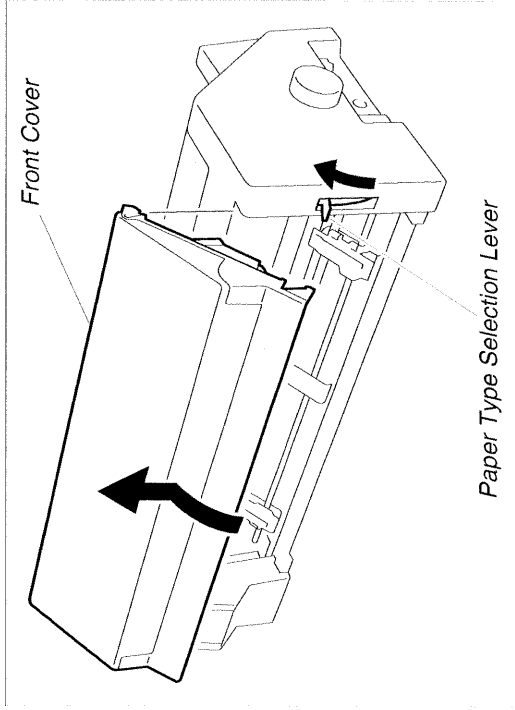
Please keep the carton and packing materials. They will be necessary for moving or transporting the ASF unit.

## Attaching the ASF

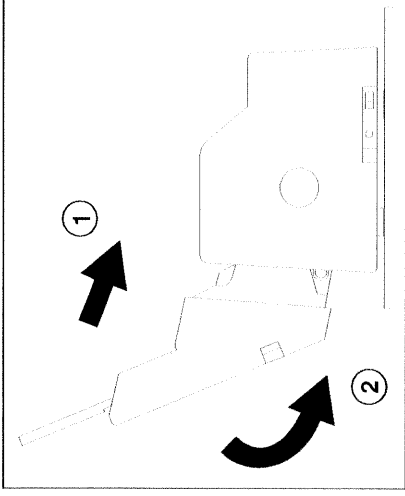
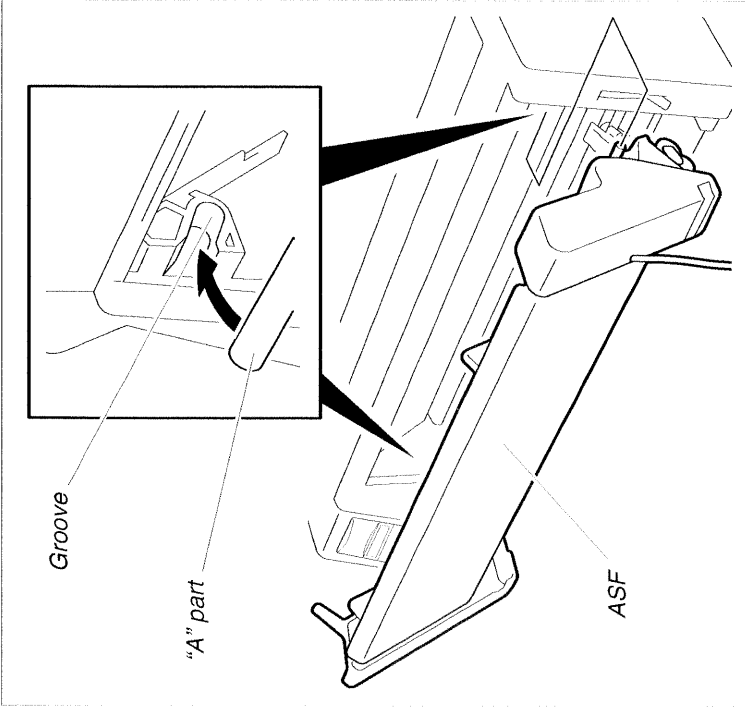
Turn the the printer Power Switch OFF ("O").



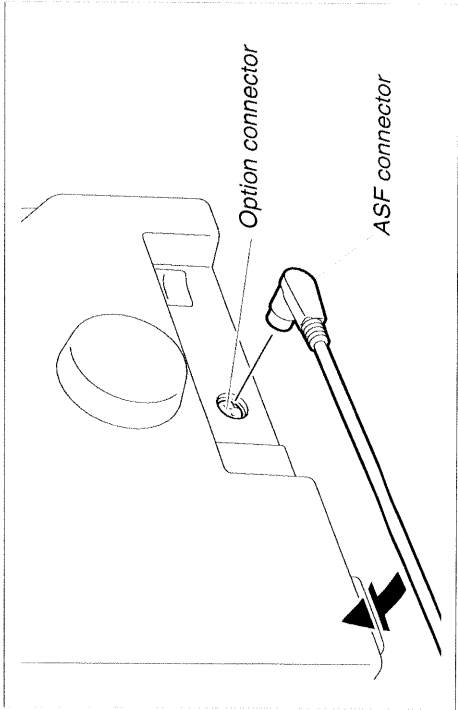
Open the Front Cover halfway and remove it.  
Push up the Paper Type Selection Lever to Cut Sheet Paper Mode.



While aligning the "A" parts of the ASF unit to their respective grooves on both sides of the printer, press them in (1). Then rotate the bottom of the ASF to secure it to the printer (2).



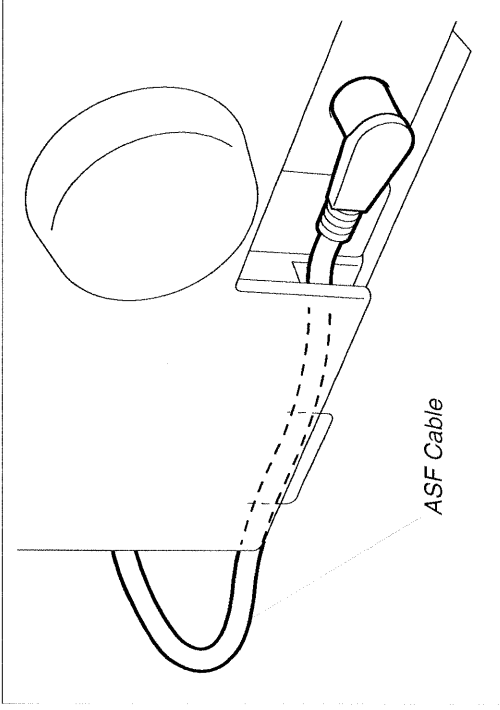
Connect the ASF connector to the printer Option Connector.



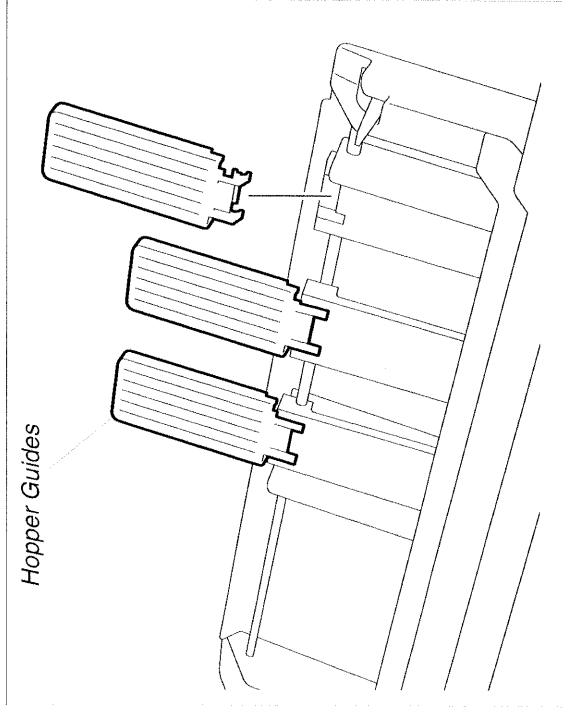


## Attaching the ASF

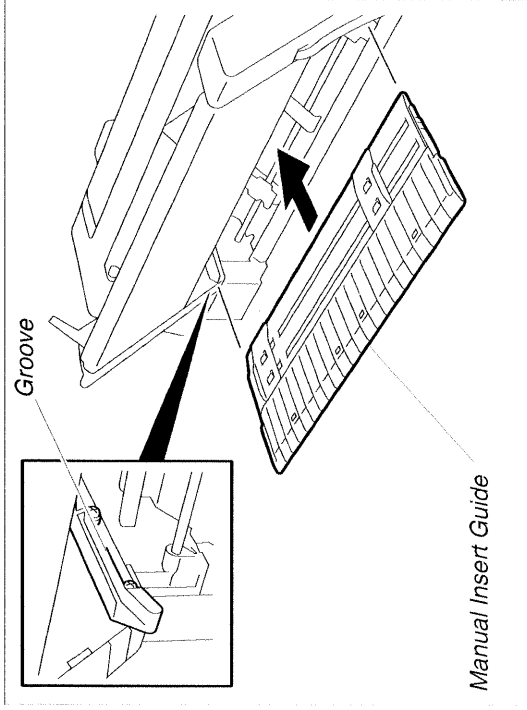
Secure the ASF cable as shown in the figure.



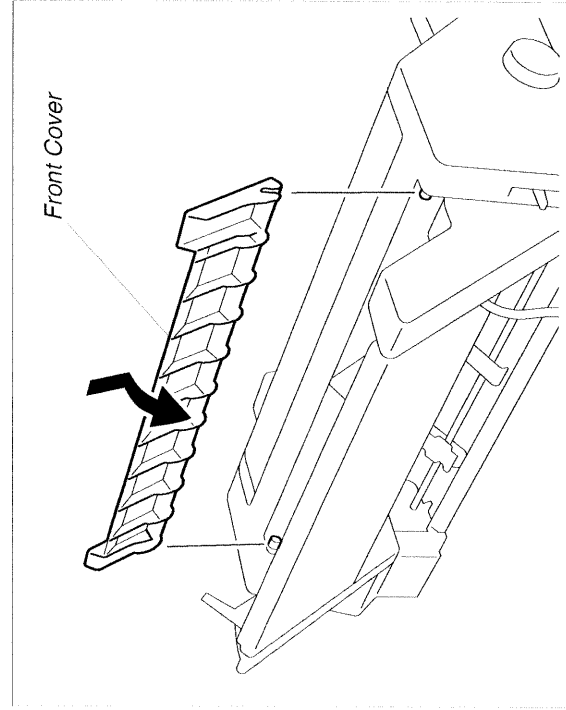
Attach the Hopper Guides to the ASF.



Push the Manual Insert Guide all the way in along the grooves on both sides of the ASF until it locks.

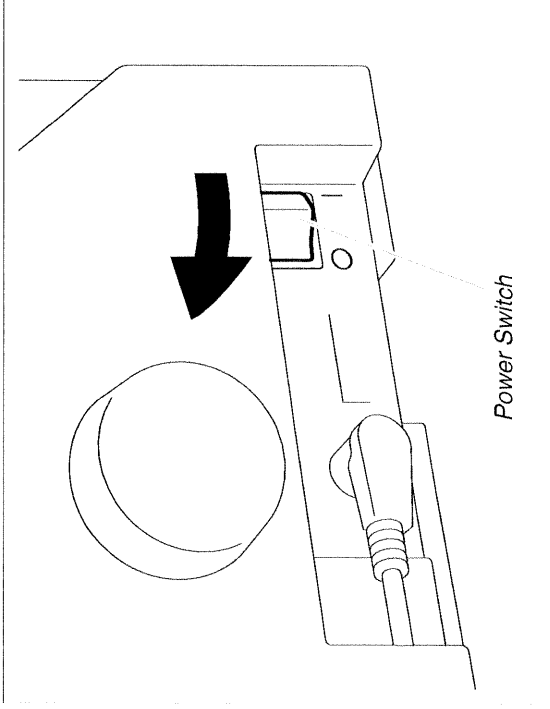


Attach the Front Cover (which is included in the package as an accessory) to the printer.

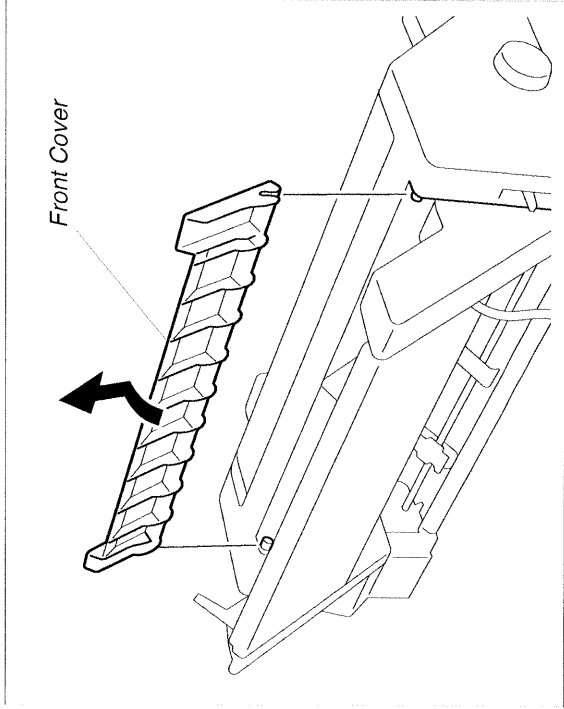


## Detaching the ASF

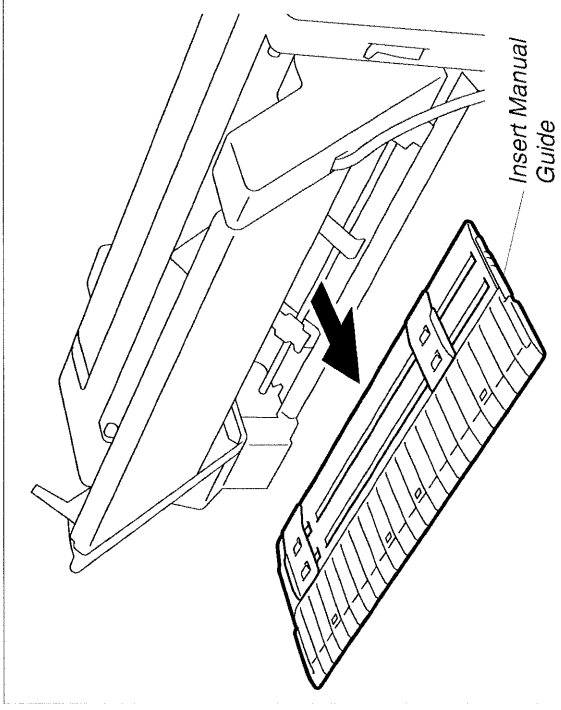
Turn the the printer Power Switch OFF ("O").



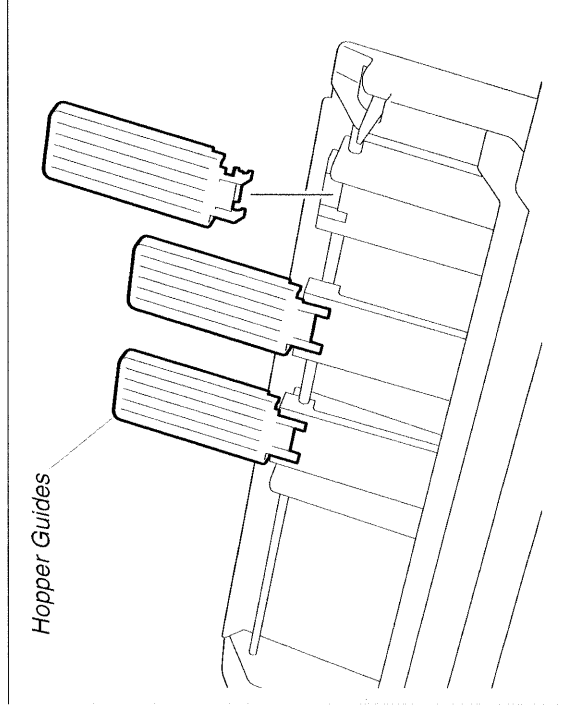
Open the Front Cover halfway, and remove it.



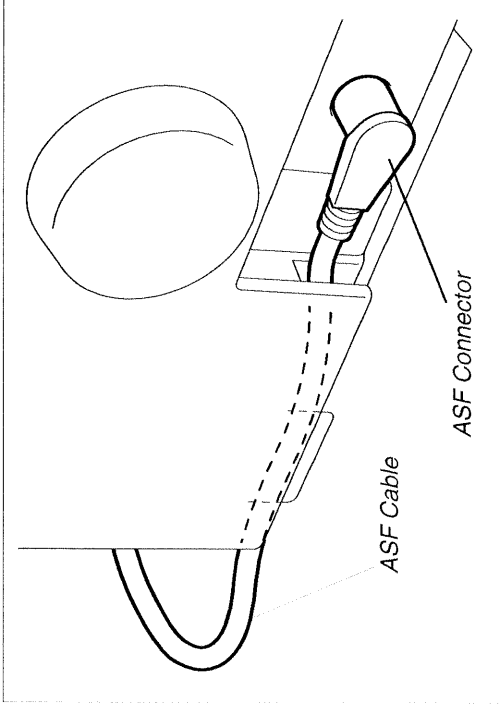
Pull the Manual Insert Guide forward to remove it.



Detach the three Hopper Guides from the ASF.

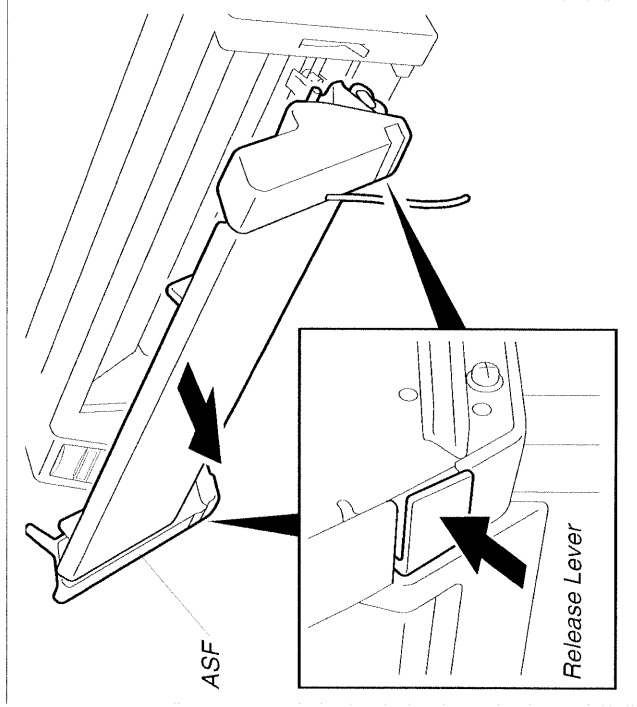


## Detaching the ASF



Unplug the ASF connector from the printer Option Connector.

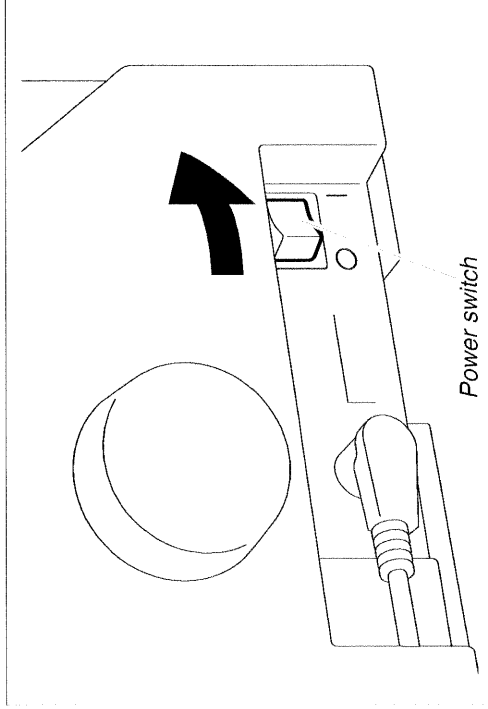
Detach the ASF cable from the printer.



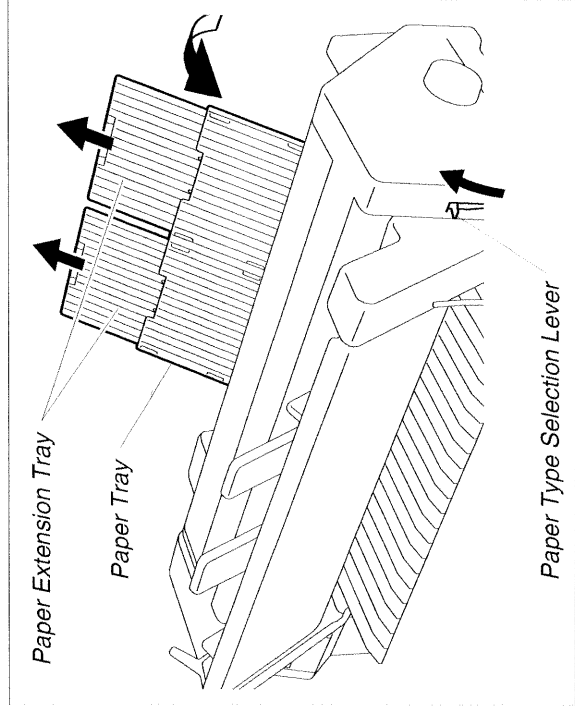
While holding down the Release Levers on both sides of the ASF, withdraw the bottom part of the ASF to detach it from the printer.

### Setting Cut Sheet Paper in Auto Feed Mode

Cut sheet paper in Auto Feed Mode will automatically be loaded into the printer by the ASF. The printout sheets may be fed out to the rear or front, depending on the Initial Setting selection. Refer to Part II of the Operator's Manual, *Initial Setting*.



Turn the the printer Power Switch ON (⏻).

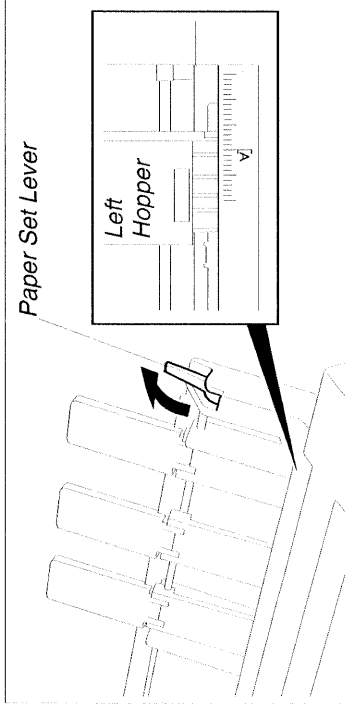


Adjust the Paper Thickness Adjustment Lever according to the type of paper to be used. Refer to Part I of the Operator's Manual, *Setting the print head gap*.

Stand the Paper Stand up in the direction indicated by the arrow.

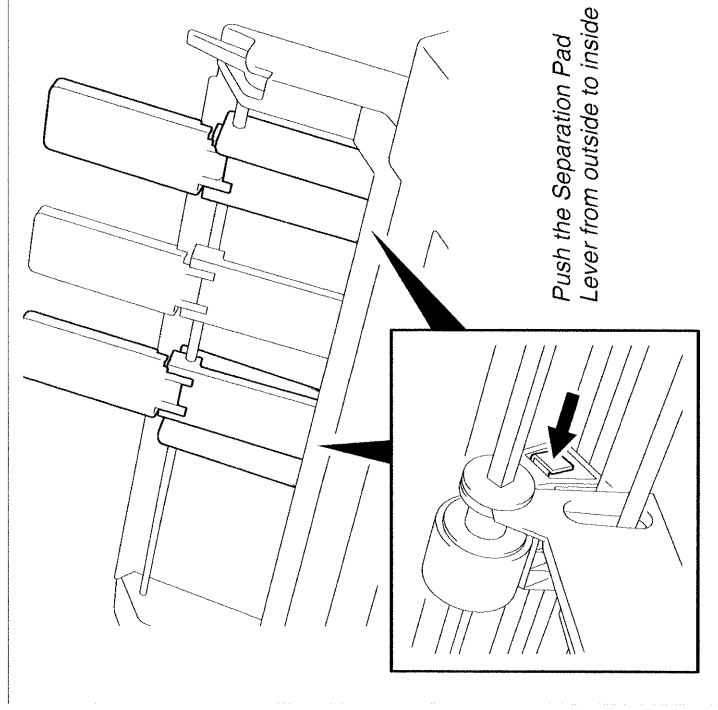
While holding the Paper Stand with one hand, pull out the Paper Extension Trays.

Push up the Paper Type Selection Lever to Cut Sheet Paper Mode.



Turn the ASF Paper Set Lever in the direction indicated by the arrow.

To adjust the left margin, move the Left Hopper left or right. The "[A]" mark is the standard print start position.



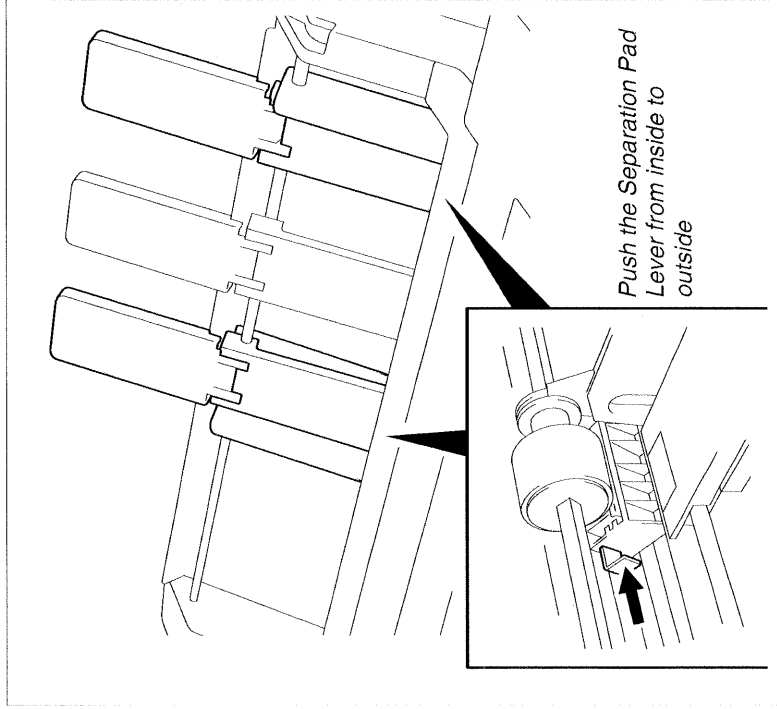
To use any kind of paper, except a left edge bound multi-sheet form, push the Separation Pad Levers Right and Left in the direction indicated by the arrow.



Push these levers all the way in until they click twice. If these levers are not pushed in the direction indicated by the arrow, and any paper other than a left edge bound multi-sheet form is used, the paper may become jammed.

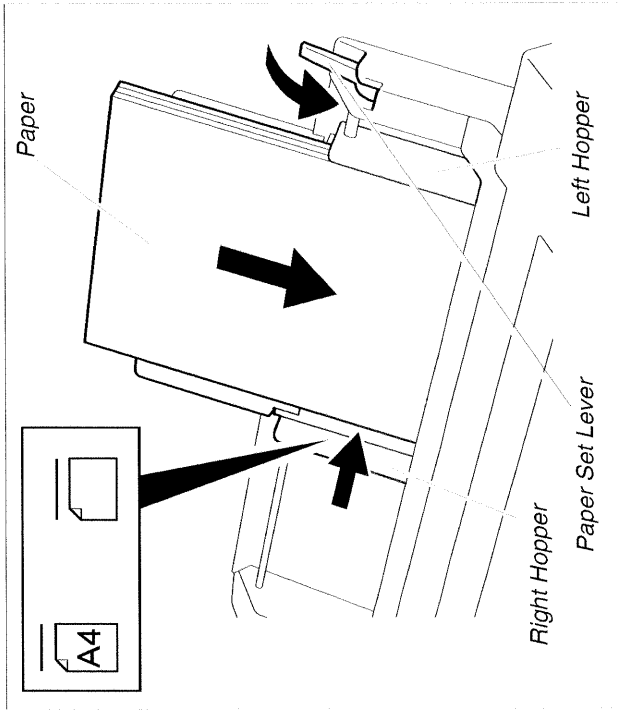


When using a left edge bound multi-sheet form, push the Separation Pad Levers Left and Right in the direction indicated by the arrow.



**i** Push these levers in all way until they click twice. If a left edge bound multi-sheet form is used without pushing in the levers, the paper may become jammed.





Set cut sheet paper in the ASF aligning it to the Left Hopper.

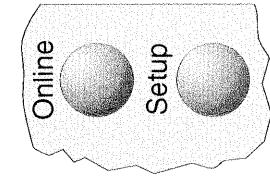
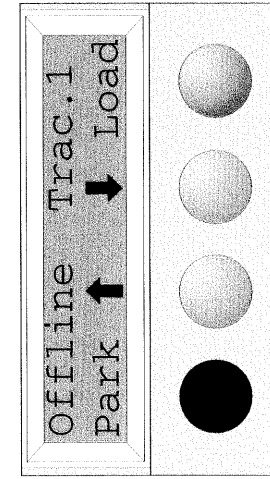


The quantity of paper should not exceed the line marked inside the Right Hopper. As a standard for your reference, up to 150 sheets of 55Kg-paper in A4-size or smaller can be set, or up to 100 sheets if thicker or larger than A4 paper.

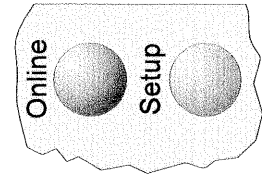
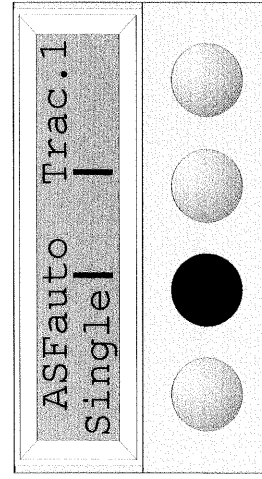
Align the Right Hopper to the right edge of the cut sheet paper.

Place the Paper Plate in the center between the Left and Right Hoppers.

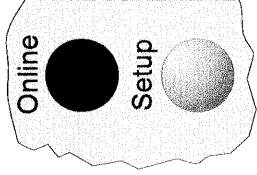
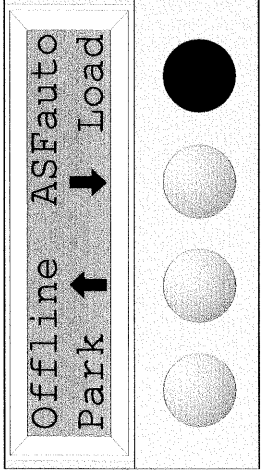
Turn the Paper Set Lever of the ASF up in the direction indicated by the arrow.



Make sure that the printer is in Offline status; press the **Online** key, if necessary. Press the **Park** key.



Select the desired paper path by pressing the desired key, in our example **ASFauto**. The printer returns to Offline mode.

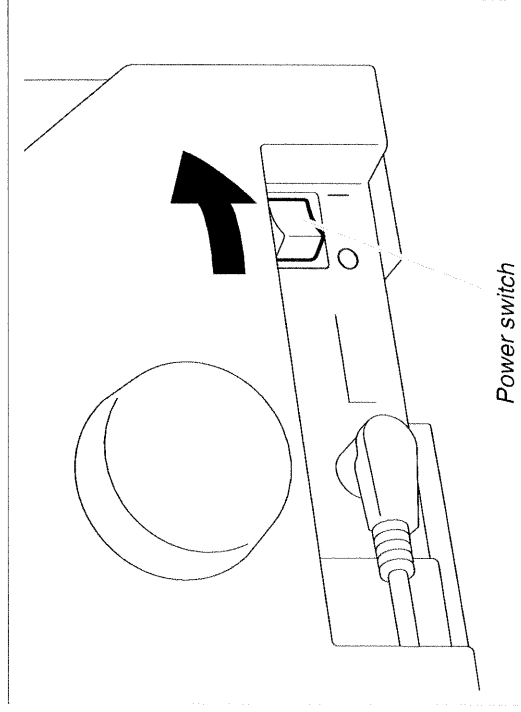


Press the **Online** key to make the printer ready for operation. The single sheet is automatically fed when the printer is in Online status and receives data from the computer. If there is no print job you have to press the **Load** key to load the single sheet before printing.

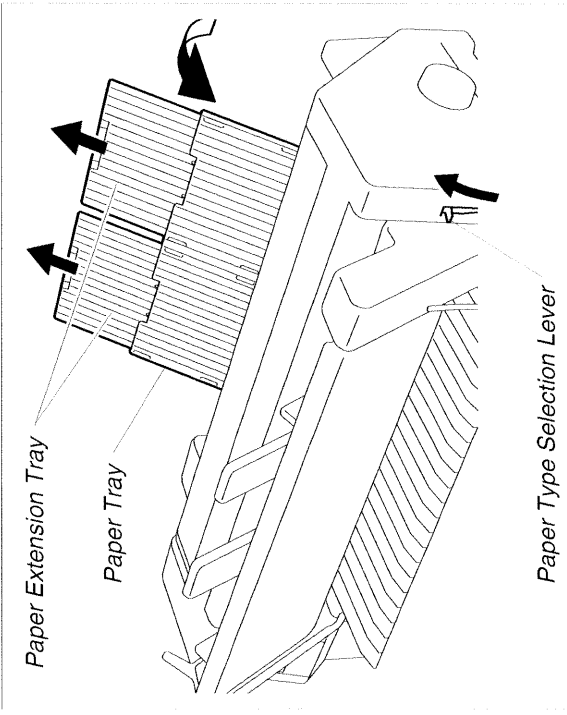


You can also select the paperway via the Setup menu. For further details see Part I of the Operator's Manual, *Changing paper in setup mode*. The paper feed-out capacity is about 30 sheets for 55Kg-paper if the option "Feed-out to Rear" is ON. If the option "Feed-out to Front" is selected, you must remove sheets one by one.

**Setting Cut Sheet Paper in Manual Feed Mode** Cut sheet paper in Manual Feed Mode is to be inserted through the opening near the bottom of the ASF. The printout may be set to feed out to the front or rear in the Initial Setting selection. Refer to Part II of the Operator's Manual, *Initial Setting*.



Turn the printer Power Switch ON ("I").

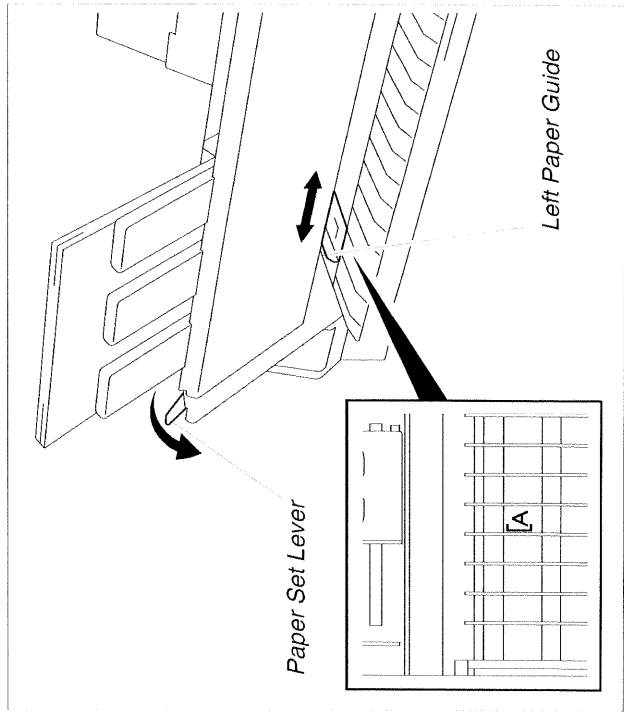


Adjust the Paper Thickness Adjustment Lever position according to the type of paper to be used. Refer to Part I of the Operator's Manual, *Setting the print head gap*.

Stand the Paper Tray up in the direction indicated by the arrow.

While holding the Paper Tray, pull out the Paper Extension Trays.

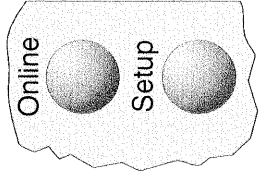
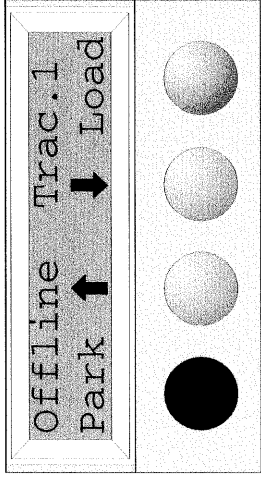
Push up the Paper Type Selection Lever to Cut Sheet Paper Mode.



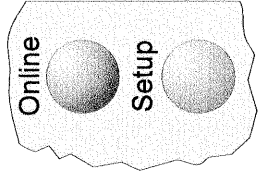
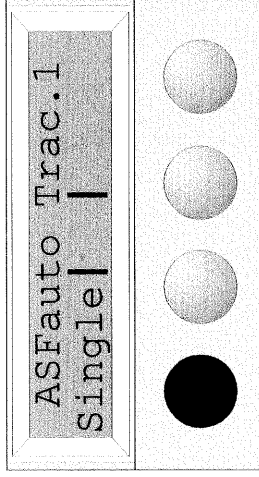
Turn the ASF Paper Set Lever of the ASF down in the direction indicated by the arrow.

To adjust the left margin, move the Left Paper Guide to the left or right. The "A" mark is the standard print start position.

Make sure that the printer is in Offline status; press the **Online** key, if necessary. Press the **Park** key.

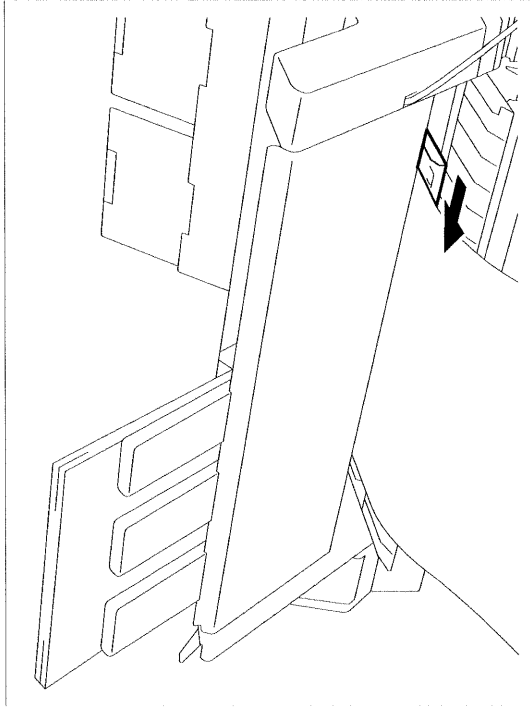


Select the desired paper path by pressing the desired key, in our example **Single**. The printer returns to Offline mode.



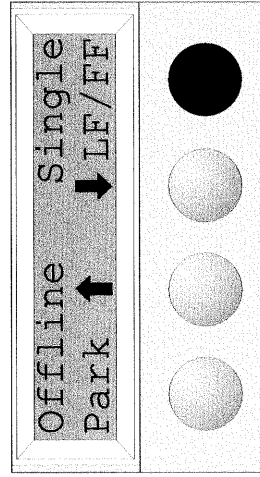
You can also select the paperway via the Setup menu. For further details see Part I of the Operator's Manual, *Changing paper in setup mode*.





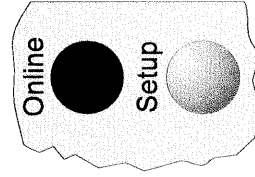
Place cut sheet paper, aligning the left edge of the paper to the Left Paper Guide and then align the Right Paper Guide to the right edge of the paper.

Insert the cut sheet paper between the Left and Right Paper Guides. The paper is automatically fed up to the print start position, the printer is ready to print.



Press the **Online** key to make the printer ready for operation. The single sheet is automatically fed when the printer is in Online status and receives data from the computer.

If there is no print job you have to press the **Load** key to load the single sheet before printing.



The paper feed-out capacity is about 30 sheets for 55Kg-paper (ream) when the option "Feed-out to Rear" is ON. When the option "Feed-out to Front" is ON, you must remove the printed sheets one by one.