Selecting Paper

The printer can handle either single sheets or continuous forms. Single sheets, also called cut sheets, include envelopes and non-continuous, multipart forms. Continuous forms include labels and multipart forms fed into the printer using the forms tractors.
For best results, use paper that meets the specifications listed in the following table. (See Appendix B, “Printer and Paper Specifications,” for detailed specifications.) If you are unsure of the suitability of a particular type of paper, try testing the paper or consult your dealer.

Paper Specifications

Paper Size

Parameter	Fixed Unit	Portable Unit
Width -- Cut Sheet	102 to 267 mm	102 to 248 mm
Width -- Fan-Fold	102 to 216 mm	102 to 216 mm
Length	102 mm or greater	102 to 279 mm
Thickness	Up to 0.35 mm	Up to 0.35 mm

Paper Thickness and Number of Copies

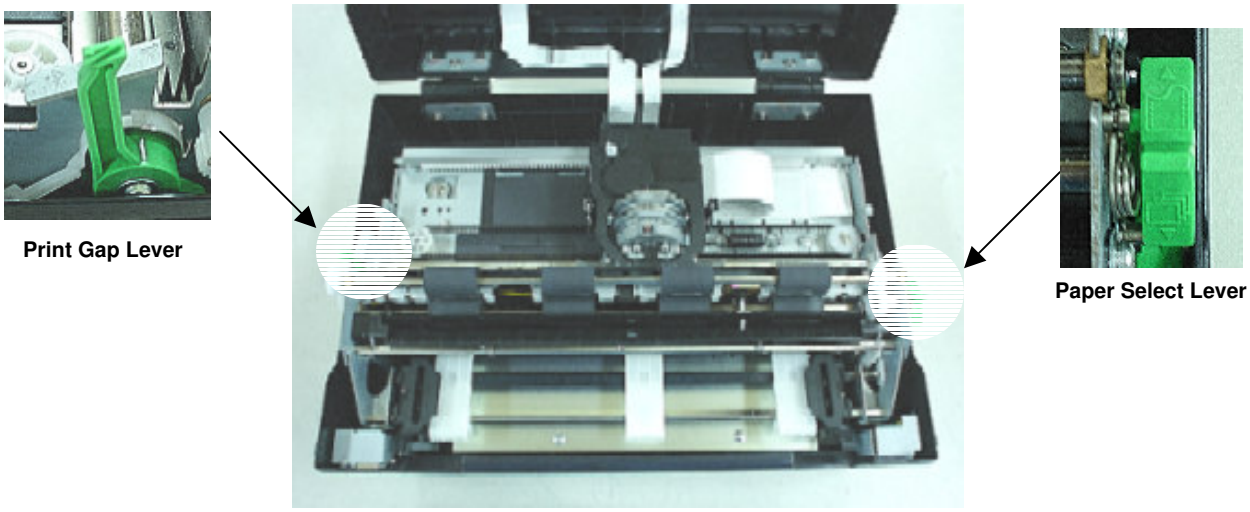
Description	
Thickness	0.35 mm (0.014 in) maximum total thickness.
Copies	1 to 3 copies, including the original. For carbon-interleaved paper, the carbon counts as a copy.

Overview of Paper Operations

The following levers and buttons are used in paper handling:
Lift the cover to locate these levers inside the printer.

- Print Gap lever on the left side under the cover
- Paper Select lever on the right side under the cover

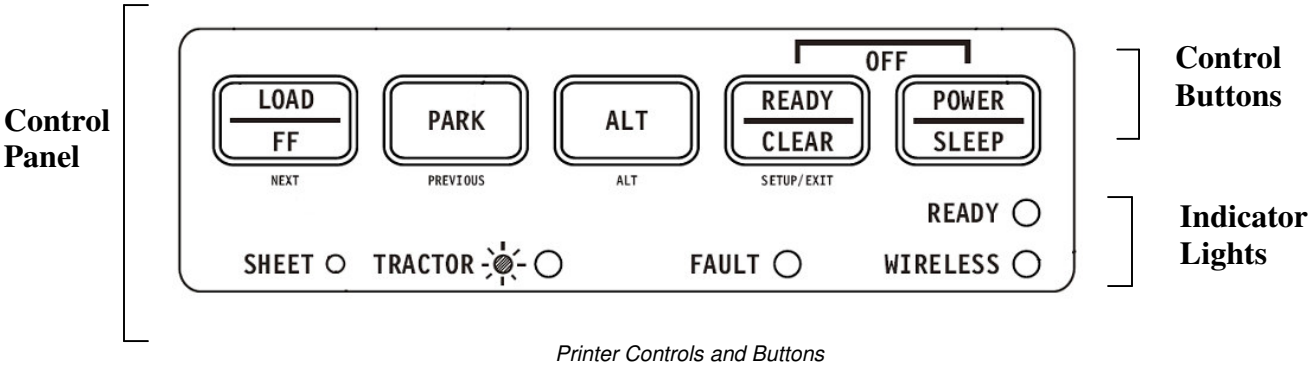
The following figure shows the location of each lever, indicators, and buttons:



Print Gap Lever

Paper Select Lever

- All buttons on the control panel for primary and alternative functions are labeled below and above respectively.



Printer Controls and Buttons

The following table summarizes the use of levers and buttons in paper handling. More detailed information is provided later in this chapter.

Caution:	*To load or feed paper, the printer must be:* • *In the Ready state but not receiving or printing data* • *In the Pause state*

Levers and Buttons Used for Paper Handling

Lever/Button	Purpose	Action
FF/LOAD	Form Feed	Press FF/LOAD to execute a form feed. Continuous forms are fed forward by one page. Single sheets are ejected.
	Load paper	Press FF/LOAD to feed paper to the top of form position.
PARK	Unload forms	Press PARK to retract continuous forms to the "park position."
SETUP/EXIT + ALT	Enter Top-of-Form (TOF) Adjustment	Press SETUP/EXIT and ALT at the same time to enter TOF Adjustment mode where the paper loading position can be adjusted. See Top-of-Form Adjustment later in this chapter.
Paper select lever *	Select paper path	Move the paper select lever forward for continuous sheets. Move the paper select lever backward for single forms.
Print Gap Lever	Adjust for paper thickness or number of copies	Select the number corresponding to the number of copies (including the original). Vary the setting upward or downward to optimize printing.

* The following graphics are engraved on the casing.

Continuous Forms

Single Sheet

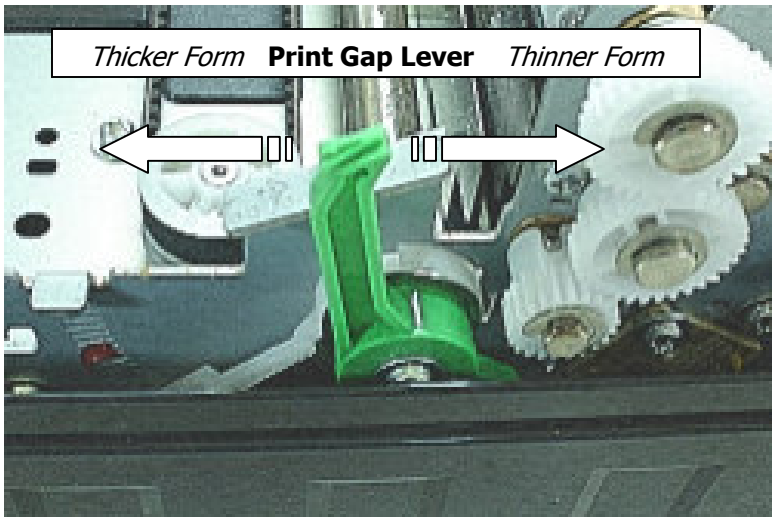
Adjusting for Paper Thickness

The printer can handle paper with different thicknesses, including multipart forms with up to four parts (original plus three copies). For details on paper thickness specifications, see Appendix B "Printer and Paper Specifications."

The Print Gap lever, located on the left under the cover, allows you to adjust for different paper thicknesses. Be sure to adjust the Print Gap lever whenever you change the number of copies being printed.

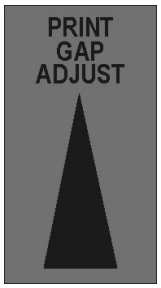
The print gap lever has twelve settings.
Moving the Print Gap lever to front of printer reduces the Print Gap.

Adjusting the Print Gap Lever



← Rear of Printer ***Left Side View*** Front of Printer →

Small Print Gap



Large Print Gap

Important:
Open Print Gap lever to maximum to replace ribbon.

Caution: *If printing smears, the ribbon misfeeds, or the paper jams, move the lever one position wider.*

Using Continuous Forms

Continuous forms paper, fanfolded at the horizontal perforations, is ideal for printing rough drafts, long files, forms and invoices. The paper is fed into the printer using the forms tractor unit. The Push tractor is at the front/bottom of the printer. The paper is loaded and adjusted via pushbuttons. The forms may be advanced to tear off position by operator or automatically through a timeout.