

### Loading Paper:

Follow these steps to load paper into the paper tray.

1. Open the paper tray guides and extend the paper support.
2. Lift the cassette lever. Fan the edges of the paper and stack it to ensure feeding. Then insert the paper into the cassette. The cassette holds to 100 sheets of standard weight (16-28 lbs) paper.
3. Adjust the guides to the width of the paper. Lower the cassette lever to its original position.

- \* Do not load paper above the left guide line.
- \* Do not insert paper while the cassette lever is down.
- \* Do not insert paper while the printer is operating.

When printing on legal-size paper, use the support extension.

Manual Feed Printing:
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If you need to manually feed several sheets of different-sized paper, set the printer to manual feed. The printer will not print until you press FF. For manual feed printing, follow these steps.

1. Set the printer off line.
2. Press FUNCTION. The printer displays DIRECTORY = MAIN
3. Press SET. The printer displays PAPER SIZE = LTR\*
4. Press UP ARROW twice until the printer displays MANUAL FEED = OFF\*.
5. Press SET. OFF starts flashing.
6. Press UP ARROW. OFF changes to ON.
7. Press SET, the FUNCTION. The display returns to normal and MANUAL turns on.

To exit the manual feed mode, follow the above procedure but select OFF instead of ON in Step 6.

After you select the manual feed mode, follow these steps to use manual feed.

1. Lift the cassette lever and remove all paper from the multipaper cassette.
2. Lower the cassette lever. Insert a single sheet until it touches the cassette feed roller. Adjust the paper guides to the width of the paper.
3. Press ON LINE and print from the computer. The READY indicator flashes.
4. When the computer finishes sending print data, PUSH F.F. KEY appears on the display. Press FF to start printing.

After the page prints, the printer displays MC EMPTY. Insert another sheet of paper and press ON LINE. The printer displays PUSH F.F. KEY. Press FF to print another page.

Using Form Feed:
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When you use most software, the printer automatically prints all the information sent by the computer and ejects the paper. If your software does not do this, the READY indicator blinks and DATA EXIST appears on the display. Press FF to print the information in the printer's buffer.

#### Selecting a Paper Eject Mode:

You can use either of the two paper eject modes: face-down or face-up.

**FACE-DOWN EJECT:** Press the paper eject selection lever on the back of the printer toward the front of the printer. Paper ejects face down onto the top cover. You can stack up to about 100 sheets of standard paper (16-20 lbs) on the top cover.

**FACE-UP EJECT:** Pull the paper eject selection lever toward the back of the printer. Pages eject from the back of the printer.

In face-up eject mode, paper advances straight from the front to the back of the printer without making any sharp bends. This makes the face-up paper eject mode more suitable for printing on thick paper, envelopes, transparent sheets, and labels.

#### Printing on Thick Paper:

Follow these steps to print on thick paper.

1. Set the printer off line.
2. Press FUNCTION. The printer displays DIRECTORY = MAIN
3. Press SET. The printer displays PAPER SIZE = LTR \*.
4. Press UP ARROW three times so that printer displays THICK PAPER = OFF \*.
5. Press SET. OFF starts flashing.
6. Press UP ARROW. OFF changes to ON.
7. Press SET, then FUNCTION. The display returns to normal and # appears on the right.
8. Set the paper eject lever for face-up eject and use manual feed for thick paper printing.

To exit the thick paper mode, follow the above procedure but select OFF instead of ON in Step 6.

#### Double-Sided Printing:

Place the unprinted surface of the page up, then insert it top first using the manual feed mode. The print quality on the second side is not as good as on the first side. Also, a paper jam is more likely to occur this way than with one-sided printing.

#### Selecting Paper:

This printer can print on specially made transparent sheets and labels as well as on normal paper.

Normal Paper:

The paper sizes you can use in the automatic feed mode include Letter, Legal, A4, B5, and Executive. For manual feed mode you can use a paper size from 3 1/4 x 5 3/16" to 8 1/2 x 14".

The range of paper weights is:

Automatic feed: 16-28 lbs.

Manual feed: 16-32 lbs.

Note: If you use a paper type other than those recommended, the print quality might not meet specifications or the paper might double feed or jam.

WARNING: Do not use paper with print already on it. If the ink melts, it can damage the printer. Some kinds of ink might generate harmful gasses when melting. (You can feed laser-printed paper through multiple times.)

Special Paper:

Special paper includes envelopes, transparent sheets, and label sheets. Use manual feed for special paper.

WARNING: Before using special paper, be sure to contact your local Radio Shack store to select the type of paper suitable for this printer. Use of inappropriate paper can result in lower print quality, paper jams, or contamination of the drum due to the glue leaking from the label sheet.

Envelopes:

This printer uses a heat fixing method. The envelope passes through the printer at a high temperature (392°F for about 1 second) and under pressure (7-11 lb/in to the 2nd power.) The glue used on the envelope must not burn or melt. Also, there must not be folds made in the course of manufacture, transport, or storage, or wrinkles due to overlapping or moisture absorption.

Transparent Sheets:

Transparent sheets must not melt or curl excessively at high temperatures (392°F for about 1 second) and pressures (7-11 lb/in to the 2nd power). The film edge must be cut with the same accuracy as that of cut sheets.

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Label Sheets:

Label sheets are composed of a printing surface, and adhesive, and a carrier sheet. The adhesive must never come in contact with the photosensitive drum of feed roller. There must be no space between labels and labels must not peel off of the carrier sheet. The size of labels and carrier sheet must be exactly equal. The adhesive must not melt or swell at the high temperatures (392°F for about 1 second) and pressures (7-11 lb/in to the 2nd power).

Note: Using damp, curled, or torn paper might cause a jam, paper curl, or unclear print. Avoid using such paper.

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