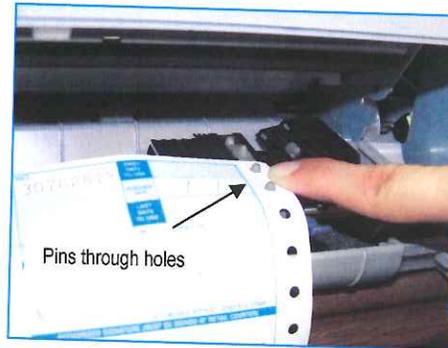


Check Printer Instructions

Epson LQ-870

1. Load checks:

- Locate the holes on each side of the check
- Place the top two holes of the check inside the tractor pins of the printer (see photo below)
- Make sure the checks are straight (untwisted) from the stack to the printer



2. Adjust checks left & right: (if needed)

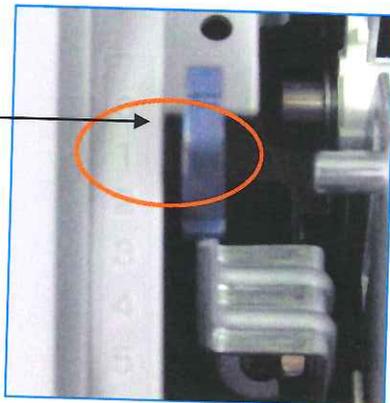
- Unload the checks.
- Use the left & right lock levers to release the tractors to slide them left and right. (see photo below)
- Be sure to lock the gray levers down after each adjustment.



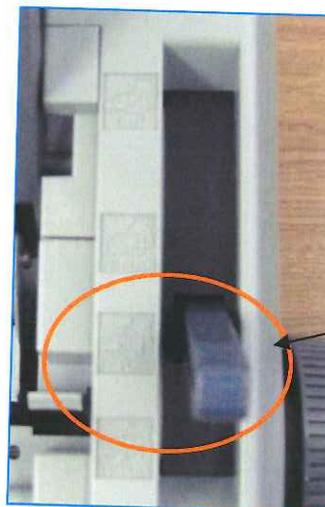
3. Set paper thickness: Once the checks are loaded, check the paper thickness lever and path lever to make sure it is set correctly. The paper thickness lever is blue and on the left side of the printer. To print the fastest, make sure the lever is set on the number 1.

4. Set Paper Path Lever: The paper path lever is blue and is on the right side of the printer. It has four positions. The correct position is all the way forward, then one click back.

Paper
Thickness
Lever



Paper Path
Lever

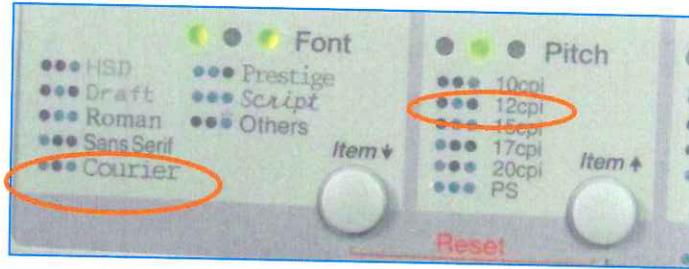


5. Set Font :

- Turn on the printer
- Font should be set to "Courier"
- To change the font press the Item button until Courier is selected

6. Set Pitch:

- Pitch should be set at 12 CPI
- Press the Item button until the correct pitch is selected



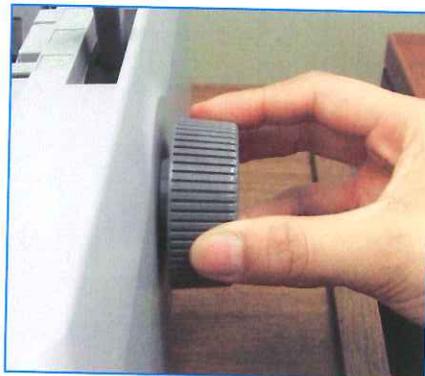
7. Pull checks into printer:

- The checks must be pulled into the printer and positioned correctly so the checks print information in the right place.
- Press Load/Eject button to pull the checks into the printer (see left photo below)
- When checks are correctly loaded, the first check should be barely visible above the ribbon when you flip open the printer cover (see right photo below of correctly loaded checks)



8. Re-adjusting the check position:

- If the checks are not correctly positioned after loading, turn off the printer.
- Turn the wheel on the right side of the printer to adjust the checks. (see photo below)

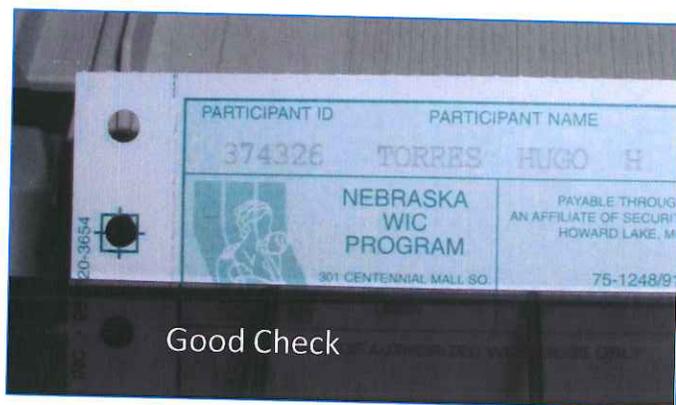


9. **Pause Button** (can be used to stop printing checks so they can be realigned in the middle of the printing process):
- If you are printing a large number of checks, you might have to manually adjust the print location while it is printing.
 - Press the Pause button and printing will stop.



Sample – Good check

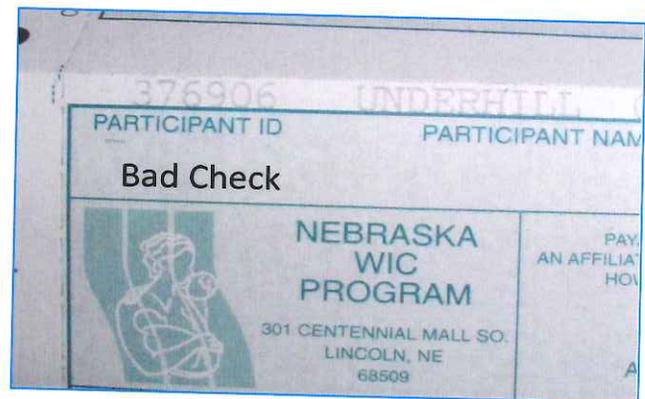
- Printing is in the correct place on the check



Good Check

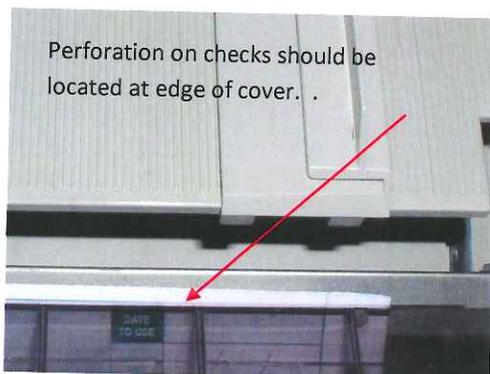
Sample – Bad check

- Printing is not aligned
- Printing is too high so the checks need to be rolled up



10. Tear Off Checks

- When you need to tear off checks, the checks will feed up to the edge of the built in cover and you can easily tear them off along the perforations.
- If checks are not lined up correctly with the cover, use the wheel to adjust them before tearing them off.



11. Reset

Press set button to reset the checks to where the next set of checks will print.

