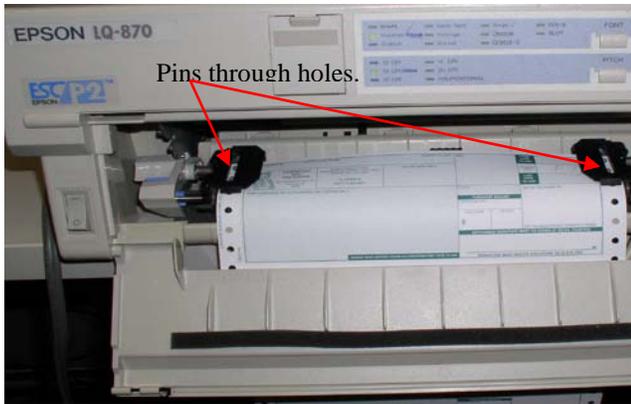


Check Printer Instructions

Loading Checks: When loading the checks in the printer make sure the tractor pins go *all the way through the holes* in the checks. Also make sure the checks are straight and untwisted from the stack to the printer.



Adjusting Checks Left and Right: Sometimes you might need to move the checks left or right. Unload the checks. Use the small grey levers on either side to release the tractors to slide them left and right. Be sure to lock the grey levers down after each adjustment.

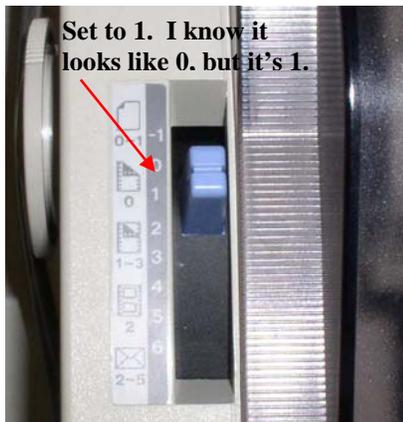


Left and Right Lock Levers

Paper thickness: Now that the checks are loaded, let's check the paper thickness lever and paper path lever to make sure they are in the correct locations. The paper thickness lever is *blue* and on the *left side* of the printer. To print the fastest make sure it is on the number 1. You can try moving it from 0, 1, and 2 and you will hear the difference in position 1. It is faster and higher pitched.

Paper Path lever: The Paper Path lever is *ivory* and is on the *right side* of the printer. It has four positions. The correct position is one click forward from all the way back. This selects front tractor feed checks. If this lever gets bumped it might be a good idea to make sure it is in this position before turning on the printer.

Paper thickness lever



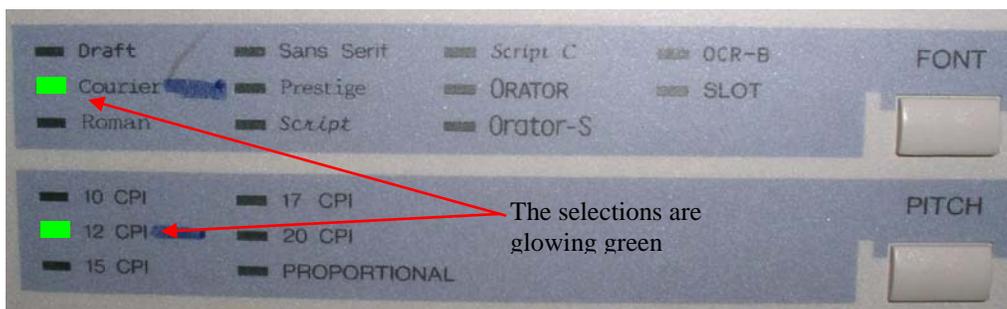
One click forward from all the way back.

Paper path lever



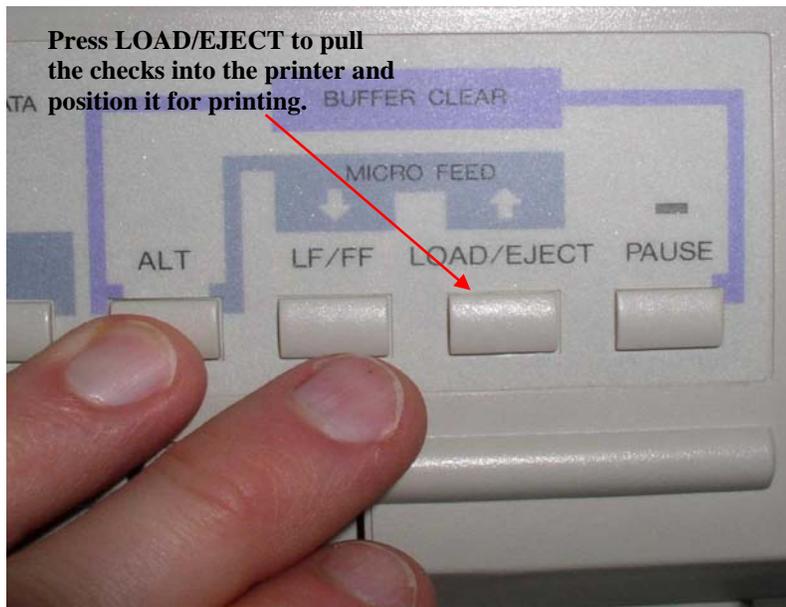
Font & Pitch

Now turn the printer on and make sure the *Courier* (font) and *12* (pitch) are glowing green. To change the FONT press the FONT button until Courier is selected. The correct PITCH is 12 CPI. Press the PITCH button until 12 is selected. It will remember both settings even after you turn it off.



Check Printer Instructions

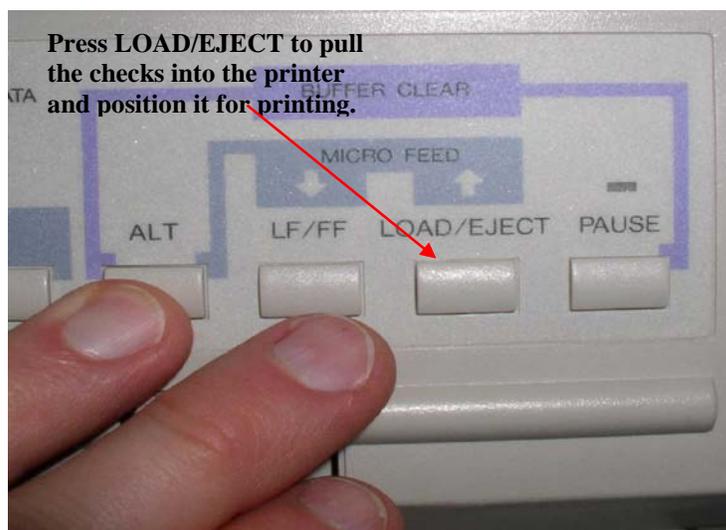
Pulling checks into printer: The checks need to be pulled into the printer and positioned correctly so the client and food information prints in the right location. Press the LOAD/EJECT button to pull the checks into the printer.



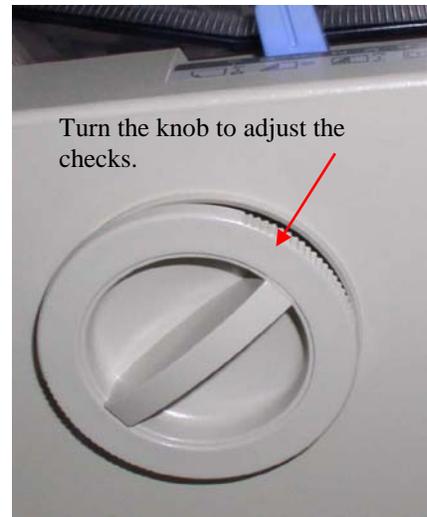
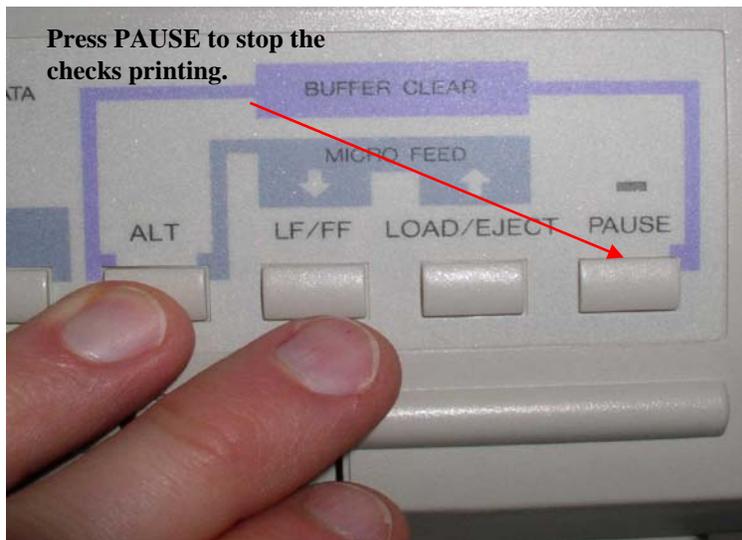
When the paper is correctly loaded it should just barely be visible above the ribbon when you flip open the printer lid.



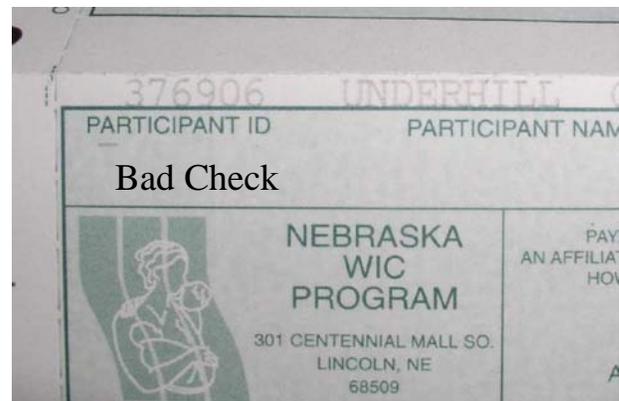
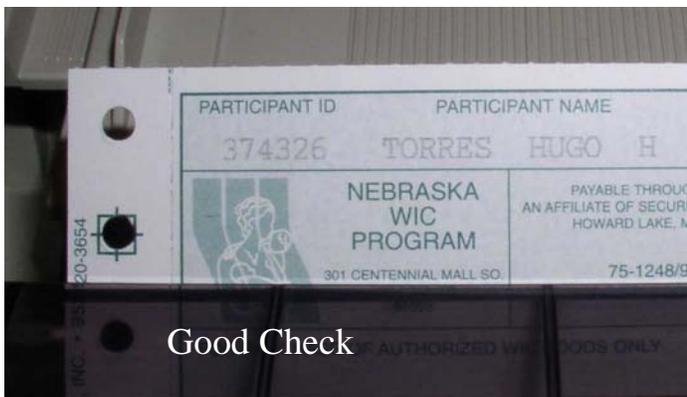
Re-adjusting the check position: If the paper did not correctly position after loading you can adjust it using the ALT button on the front. To move the paper lower, hold down ALT with one finger and repeatedly press LF/FF. To move the paper higher, hold down ALT with one finger and repeatedly press LOAD/EJECT. If the printer begins beeping, you have reached the maximum adjustment. The printer will remember this setting when you turn it off.



If you are printing a large number of checks or pre-printing checks for an entire clinic, you might have to manually adjust the print location while it is printing. To do this, press the PAUSE button and printing will stop. The small light above PAUSE will turn on. Using the Manual print adjust knob on the left side of the printer move the checks slightly up or down to correct for printer slipping. Press the PAUSE button to start printing.



Here is an example of a **good check** and a **bad check**. The bad check is printing too high so the checks should be rolled up.



Tearing off checks: When you need to tear off checks, use the built in TEAR-OFF feature. Press the TEAR-OFF button once and the checks will feed up to the edge of the built in cover and you can easily tear them off. If the checks are not lined up correctly with the cover you can adjust the TEAR-OFF position now. Hold down the ALT button and use the LF/FF to move the checks down or the LOAD/EJECT button to move them up. The printer will remember this position when turned off.

