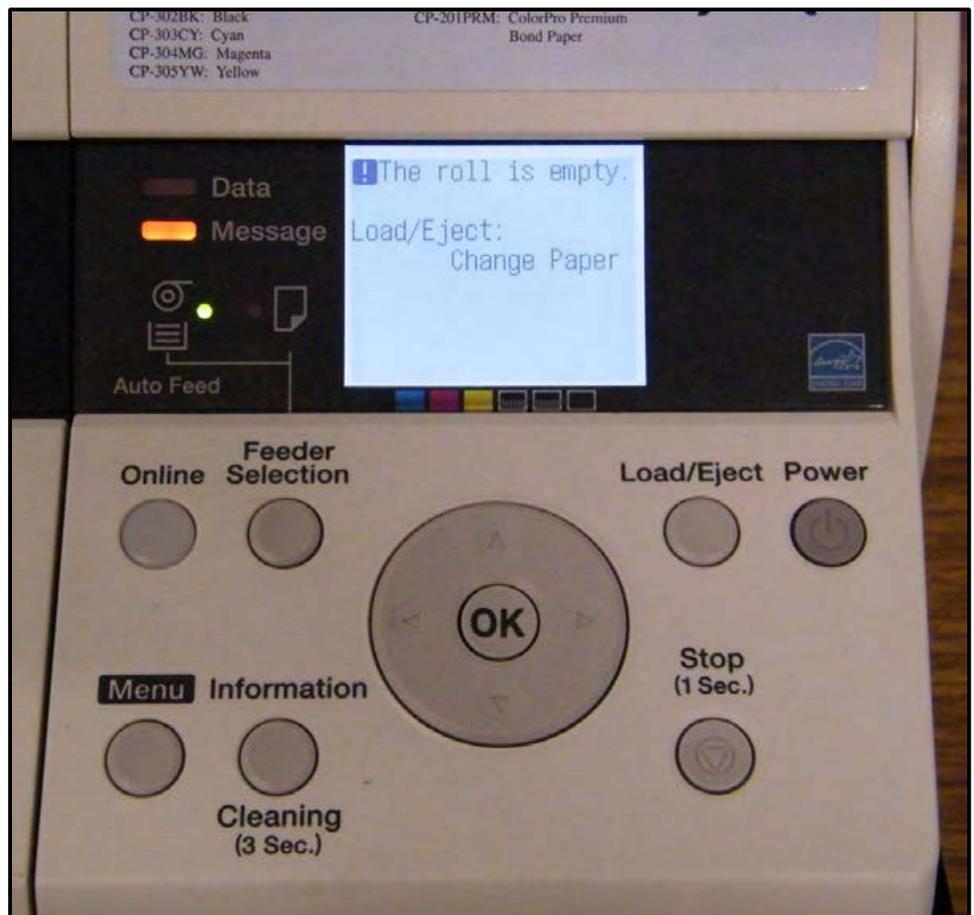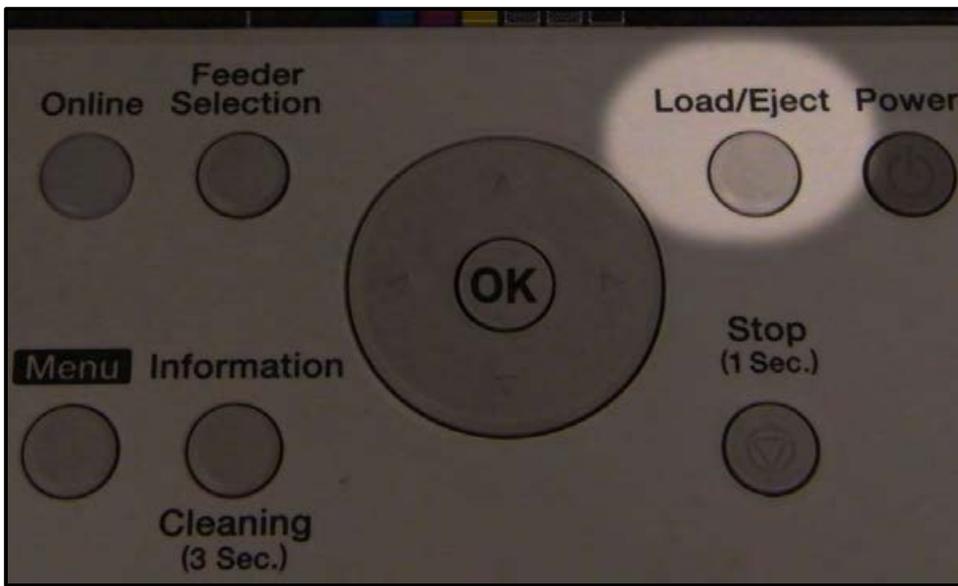# HOW-TO: Change a roll of paper on the VariColorPro poster printer

Last revised: Fall 2010

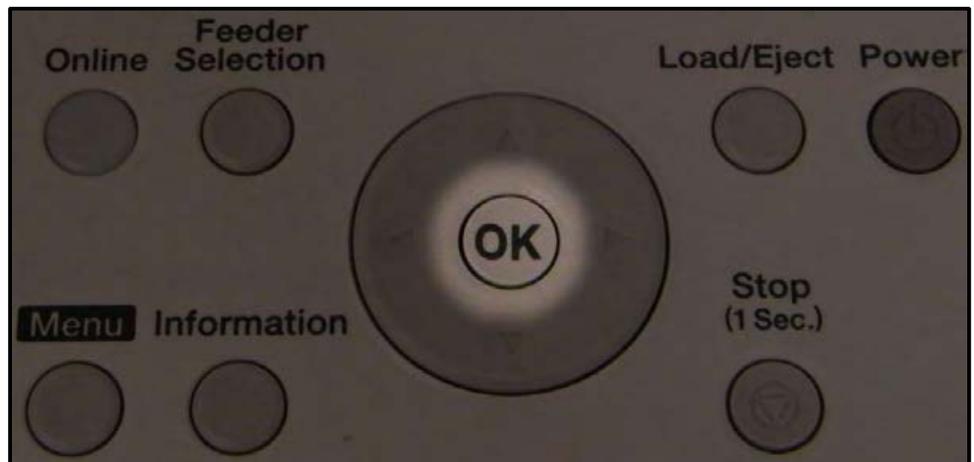This guide can be used to replace an empty roll of paper or change to a different roll of paper on the VariColorPro.

Step 1
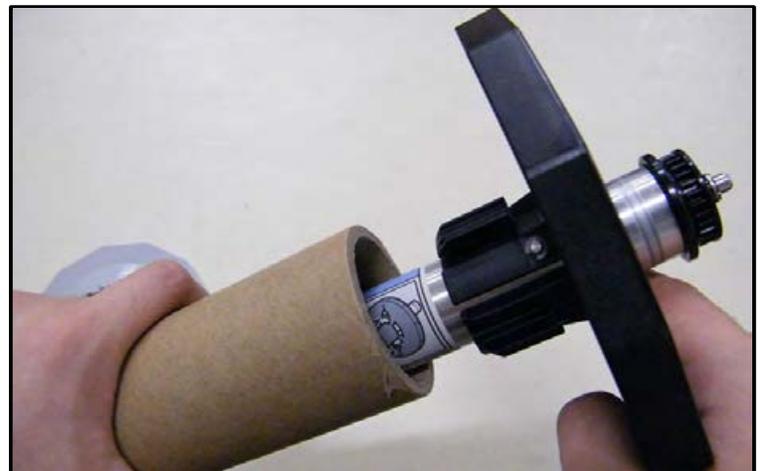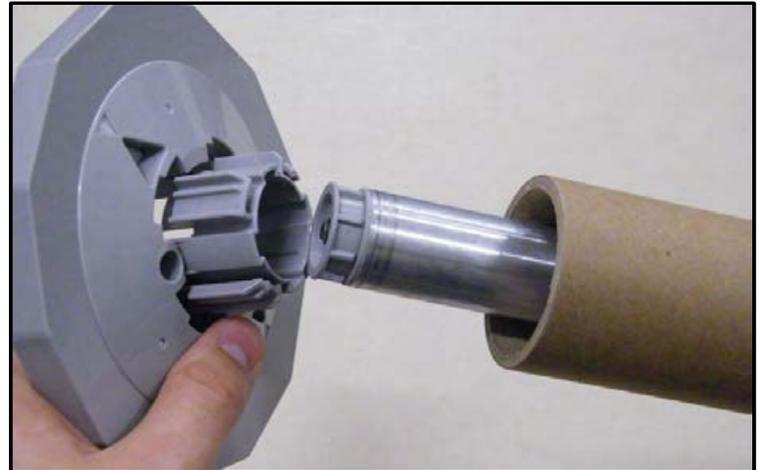Press the "Load/Eject" button on the printer's control panel.
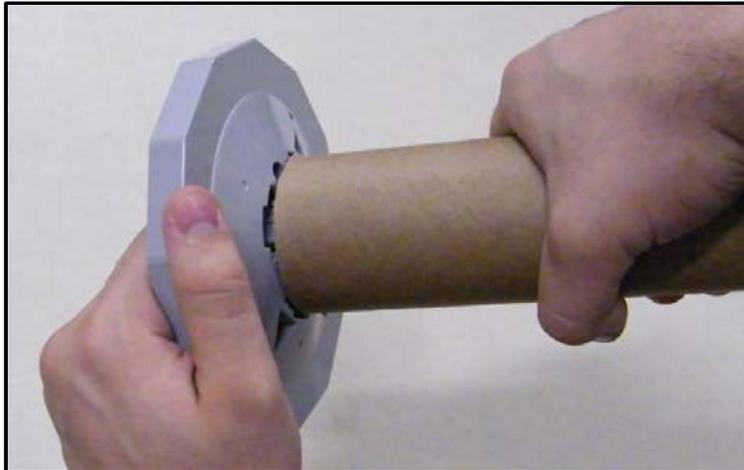

Step 2
If the roll holder is empty, remove any excess paper. Then, press the "OK" button on the printer's control panel and take the roll holder out of the printer.

Step 3
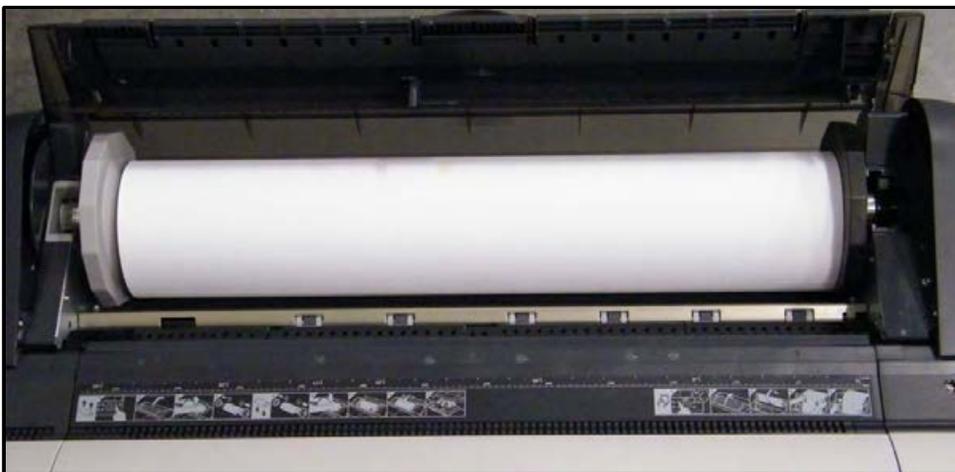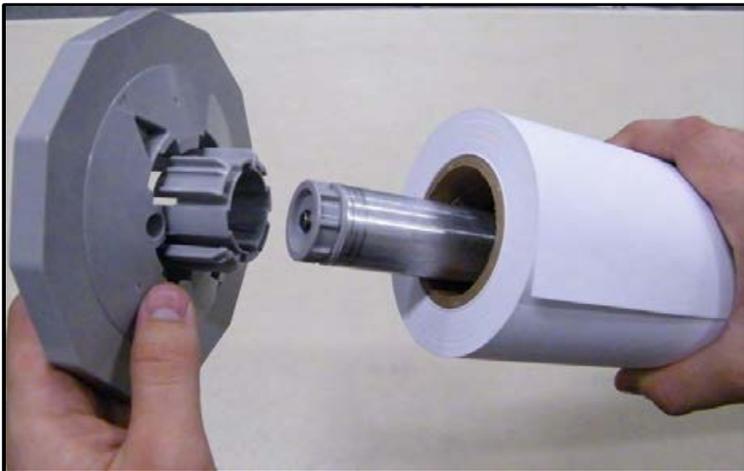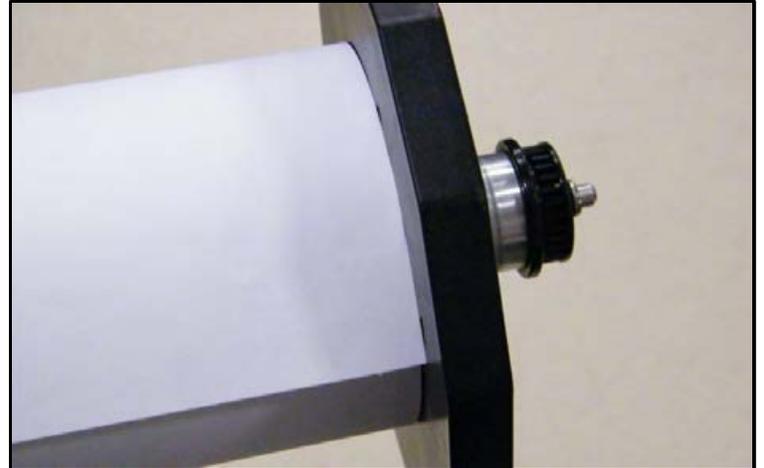Remove the empty roll from the roll holder.

Remove the gray end cap from the left first, then take the empty roll off of the black end.

Step 4

Load the new roll of paper onto the roll holder, the paper facing down over the top.

IMPORTANT: Make sure that both end caps are flush, pressed firmly against the ends of the paper!

Step 5

Place the full roll holder back into the printer.

Step 6

Make sure the paper is wound tightly on the roll. Grasp the middle of the roll and slowly, evenly roll it towards the feeder. Then, grasp the right side and feed it into the printer, making sure the right side of the paper is even and parallel with the black end cap of the roller.

The printer will pull the paper in and run some tests on it. This may take a minute so be patient.
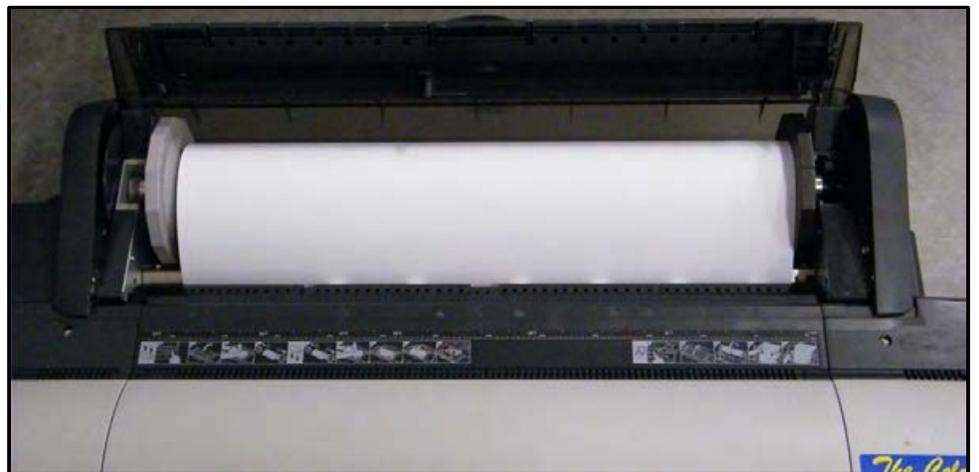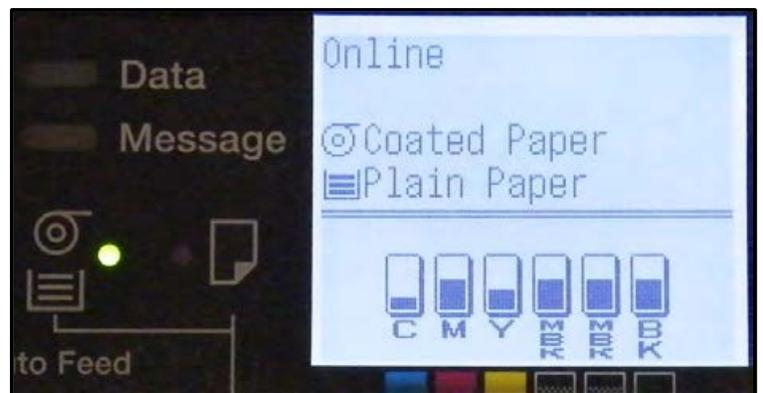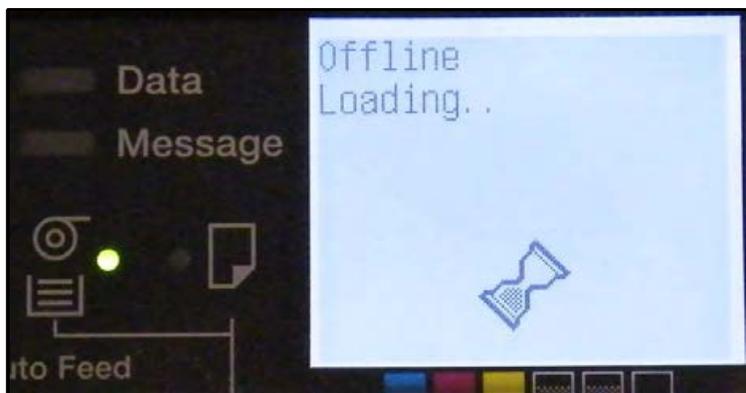
Note: The roll media type should be "Coated Paper" by default. It does not matter what you select as the roll media type, the computer sends the roll information to the printer when a print job is scheduled. Setting the roll media type on the printer is purely for visual purposes.
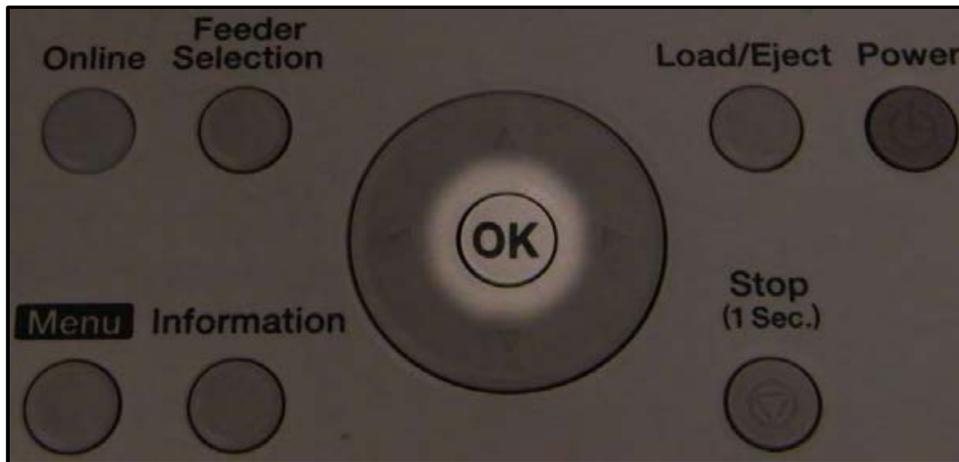
Step 7
When prompted for the roll media type, press the "OK" button.

Now you are finished loading paper into the VariColorPro poster printer. Any print jobs that have been scheduled will automatically resume.