

**PASSPORT® SYSTEM PRINTER
QUICK REFERENCE GUIDE
July 2011**

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Consumables

For part number and ordering information for paper, ribbon cartridges, spools, and miscellaneous items, refer to PT-1798 Consumables Parts List.

Trademark Information

Passport® is a registered trademark of Gilbarco Inc.

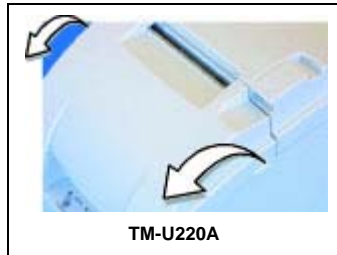
Epson® is a registered trademark of Seiko Epson Corporation.

Okidata® is a registered trademark of Oki Electric Industry Company, Ltd.

Note: Appearance of printer differs by model.

INSERTING/REPLACING THE RIBBON CASSETTE

1. Ensure that there are no active print jobs; then, open printer cover. For TM-U220A, use the tabs on the sides of the cover, as shown in the following figure:

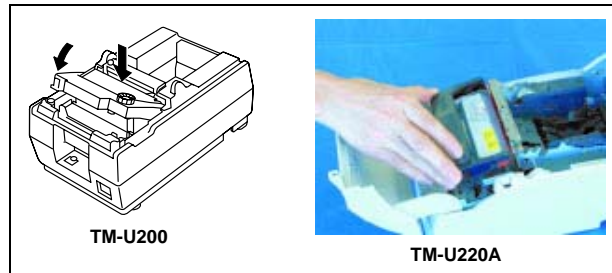


2. Turn the ribbon cassette's knob 2 or 3 times in the direction of the arrow to remove any slack in the ribbon.

CAUTION

Never turn the feed knob for the ribbon cassette in the opposite direction of the arrow marked on the cassette.

3. When replacing the cassette, lift the left side of the ribbon cassette and remove it.
4. Insert the ribbon as shown in the following figure; then, push the ribbon cassette until it clicks.
Note: Install the ribbon between the print head and the platen (roller) without wrinkles or creases.



5. Turn the ribbon cassette's knob 5 or 6 times in the direction of the arrow to take up any slack in the ribbon.

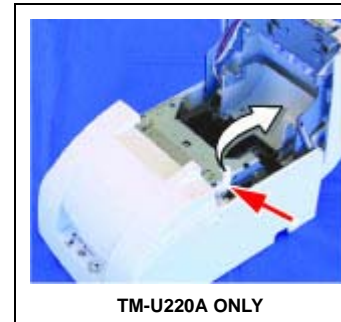
CAUTION

Avoid touching the print head, which may be hot.

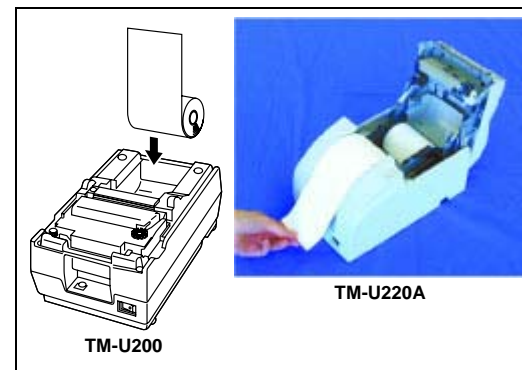
6. Close the printer cover.

INSERTING/REPLACING THE PAPER ROLL

1. Ensure that there are no active print jobs, then open the printer cover. For TM-U220A, use the tab on the roll paper cover.
Also, for TM-U220A ONLY: Open the unit using the unit open lever, as shown in the following figure:



2. When replacing paper, cut the paper and then remove the paper roll from the printer. Remove the remaining paper from the feeder.
3. Using scissors, cut the leading edge of the new paper roll.
4. Insert the paper roll, as shown in the following figure:



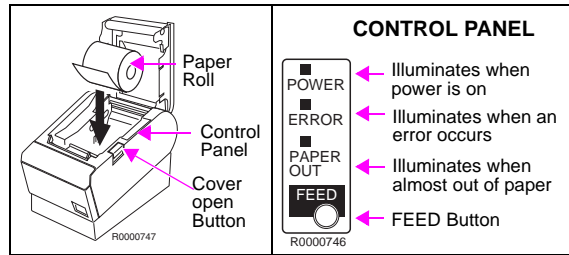
5. Hold both edges of the paper, and insert it straight into the paper slot. The printer feeds the paper automatically.
For TM-U220A, if using the take-up spool, remove the journal take-up spool, and insert 2" of paper in the spool. Insert the journal take-up spool into the printer. Close the unit. Press **PAPER FEED** to take up the paper with the spool.
6. Cut the paper on the manual cutter.
For TM-U220A, close the unit and then cut the paper.
7. Close the printer cover (TM-U200) or the roll paper cover (TM-U220A).

Thermal Receipt Printer - Epson

LOADING PRINTER PAPER

Note: To prevent data loss, Ensure that the printer is not receiving data.

1. Open the paper roll cover by pressing **cover-open**.
2. Remove the unused paper roll core, if applicable.
3. Insert the paper roll as shown in the following figure. Ensure that you insert the paper roll in the correct direction.
4. Pull out a small amount of paper; then close the cover.
5. Tear off the excess paper.



ADVANCING THE PAPER

Press **FEED** (see diagram above), to advance the paper as follows:

- To advance paper by one line, press **FEED** once.
- To feed paper continuously, press and hold **FEED**.

Report Printer - Okidata® Digital LED Report Printer

Note: Okidata consumables are also available from Pen-Tech Sales, Inc. at 1-888-852-6002.

LOADING PAPER

1. Slide the paper tray out of the printer.
Note: Paper gauge indicates how much paper remains in the tray.
2. Adjust the tray guides for the correct paper size.
3. Fan a stack of paper and place it in the paper tray under the tabs.
 - Do not fill above the “PAPER FULL” mark.
 - Ensure that the paper is not folded or creased.
 - For a letterhead, place the paper print side down, top-edge facing you.
4. Place the paper tray in the printer and push it to close until the tray locks in place.

REPLACING TONER CARTRIDGE

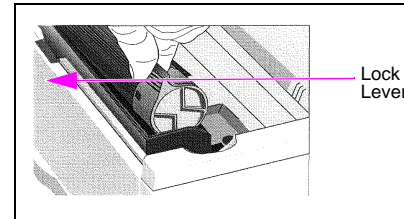
Note: Replace toner cartridge after TONER LOW displays on the printer's front operator panel.

1. Turn the printer power off.
2. Open the printer cover.

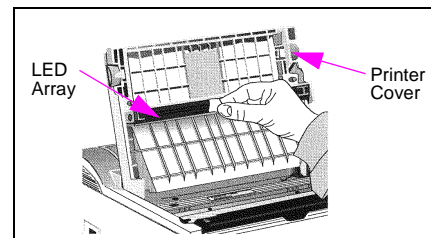
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Report Printer - Okidata® Digital LED Report Printer (continued)

3. Grasp the lock lever and pull it towards the front of the printer to unlock the cartridge. Lift the toner cartridge out carefully, and discard the used toner cartridge.



4. Follow the instructions included in the toner cartridge kit to install the toner cartridge.
5. Clean the LED array. The LED array is on the underside of the printer cover.



6. Wipe the LED array gently with one of the following:
 - Cleaning pad, included in the toner cartridge kit
 - Soft, clean cloth with a small amount of rubbing alcohol
7. Close the printer cover.
8. Turn the printer power on.

DRUM REPLACEMENT

For image drum replacement and resetting procedures, refer to MDE-3840 Okidata LED Laser Printer (PA034000XX) Installation and User Instructions.

CAUTION

Not resetting the drum counter may lead to unnecessary drum replacement. Always reset the drum counter each time a new drum is installed.