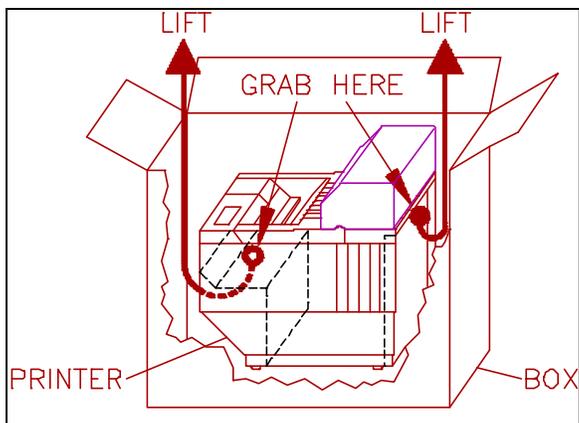


# QUICK START UP PROCEDURE - DOCUMAX/QUIK-CUTTER

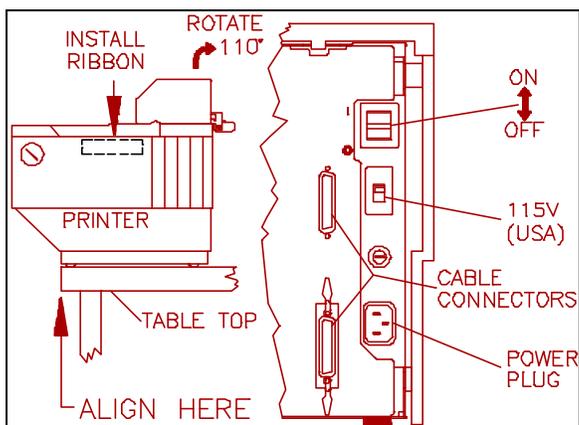
(For Detailed Instructions - See User's Manual)

BBF-104785 Rev.\*

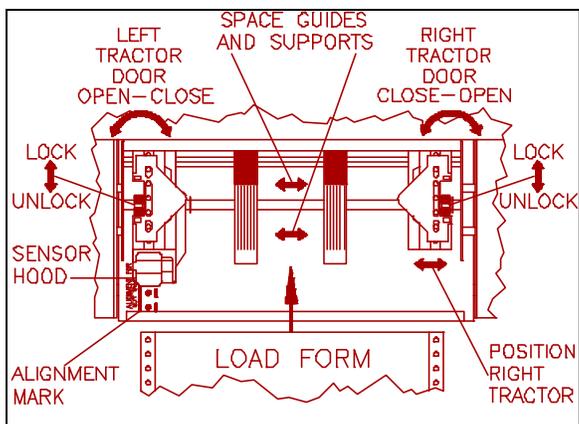


1. Remove top packing material.
2. Grab printer at midpoints indicated. Carefully lift printer from box and remove bag.

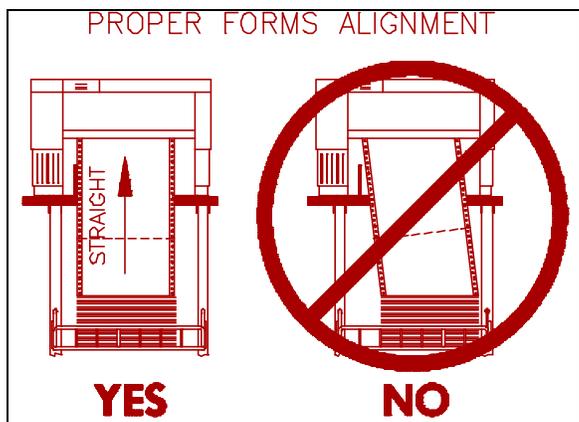
**Printer Weighs Approximately 55 lbs.**



3. **SAVE SHIPPING BOX AND PACKING MATERIALS!**
4. Align lower front of printer with table edge. (For improved forms loading and feeding, use the TG-DOC printer stand available from your distributor).
5. Attach appropriate communication cable from your computer.
6. Verify correct voltage setting (U.S.A. = 115v).
7. Attach power cord and turn power on.
8. Unlock right tractor and position for form width.
9. Equally space **ALL** paper guides and supports.
10. Open both tractor doors, load form, and close tractor doors.



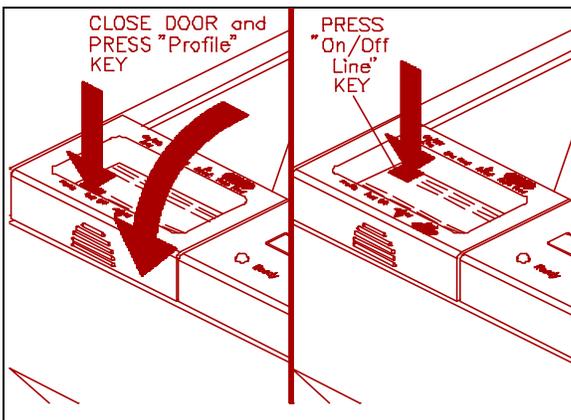
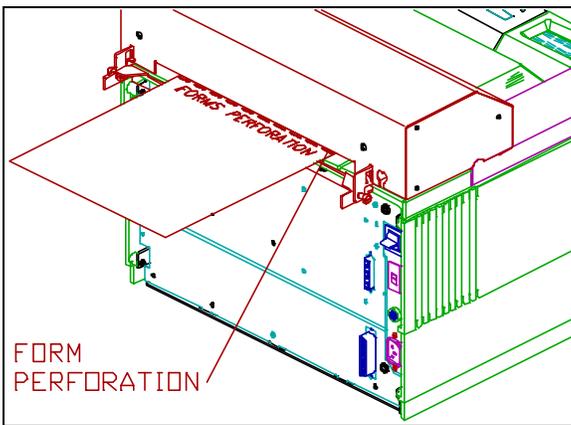
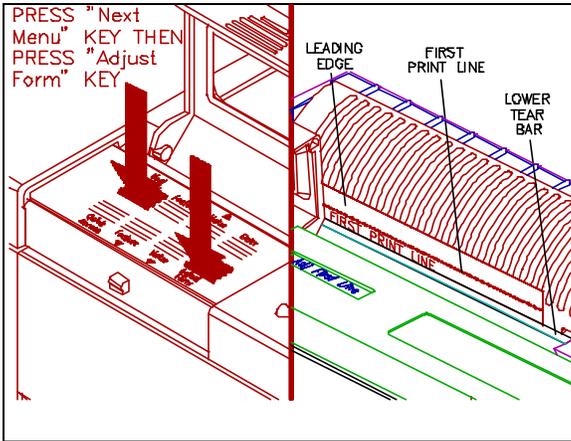
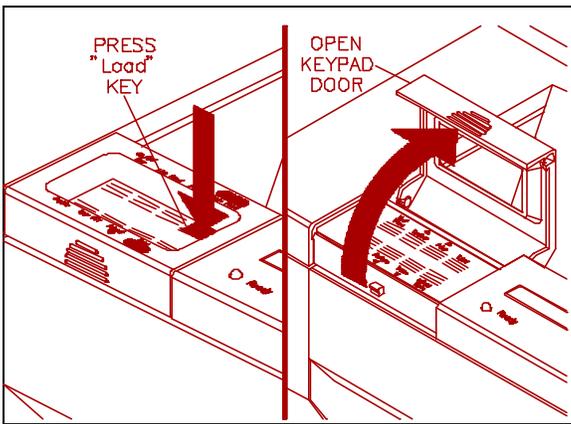
11. Make sure that left edge of form is completely underneath the sensor hood located at the base of the left tractor(s).
12. Verify that left form edge is in line with alignment mark.
13. Adjust right tractor **SLIGHTLY** to remove slack in form and lock tractor. (**Do Not Over-Tension Form!**)
14. Forms should be positioned to feed straight, if not, reposition forms. (For dual path printers, see User's Manual).



15. Install ribbon using instructions provided with ribbon box. Note: Cutter and access lids must be pivoted up to access ribbon.

**Cutter mechanism is heavy and must be pivoted fully in order to stay up.**

16. Press **Load** key. The message "FreshForm=Online"/"Else Press Load", will alternate in the display. If the form you are loading is a fresh form press **Online** key.



17. Open keypad door to access "**Fresh, Profile x**", use the **Value**  $\blacktriangle$  and  $\blacktriangledown$  keys to select the profile that is associated with the new form (Profile 1-4) then press **Enter**. This feature **MUST** be used if a fresh form (separated at perforation boundary) is put into printer and the **Load** key is not used to load the form.

18. To set top of form, (with cutter and access lids in pivoted position) press the **Adjust Form** key.

19. Use **Value** keys to position bottom of FIRST PRINT LINE to top of tear bar located at the top rollers. Press **Adjust Form** key again.

20. (If your form is 9.5" x 11", close keypad door and go to step 25). Press **Quick Access** key until "**Form Length 66**" is displayed.

21. Use **Value** keys to set form length in number of lines. (Example: 3.5" long x 6 lines/inch [default] = 21). Press the **Enter** key.

22. Press **Quick Access** key until "**Right Margin 80**" is displayed. (**CAUTION: NEVER PRINT OFF EDGES OF FORM-PRINthead DAMAGE MAY RESULT!**)

23. Use **Value** keys to set right margin position in number of characters. (Example: 6" wide x 10 char/inch [default] = 60). Press the **Enter** key.

24. Close keypad door and press **Profile** key to save settings.

25. Use caution and slowly lower access covers then cutter to operational position.

26. To set the cut location press the **Form Feed** key followed by the **Tear Off** key. Use the **Adjust**  $\blacktriangle$  and  $\blacktriangledown$  keys to align the forms perforation with the back of the cutter. Press the **Tear Off** key to return the form to print location.

27. To enable the cutter, open the keypad door and press the **Next Menu** key twice to access "**M2 Forms Control**". Use the **Feature**  $\blacktriangledown$  key until you access "**Cutter..Disable**". Use the **Value** keys to enable cutter and press **Enter**. Repeat step 24 to save settings.

Note: The **Auto Tear** feature in **M2** is defaulted to "**Off**." To change this feature, refer to the user manual Chapter 4 Features and Profiles.

28. Press **On/Off Line** key to display "**On Line**" (green light will remain on).

(For Detailed Instructions - See User's Manual)

# REPACKAGING DIAGRAM

(Save Carton And All Shipping Materials)

