# Paper Handling
Load a roll onto the spindle

1. Make sure that the printer wheels are locked (the brake lever is pressed down) to prevent the printer from moving.
2. Release the spindle lock on the right-hand side.
3. Remove the first end of the spindle from the right-hand side of the printer, and then move the spindle to the right in order to extract the other end. Do not insert your fingers into the spindle supports during the removal process.

Figure : Removing the spindle from the printer
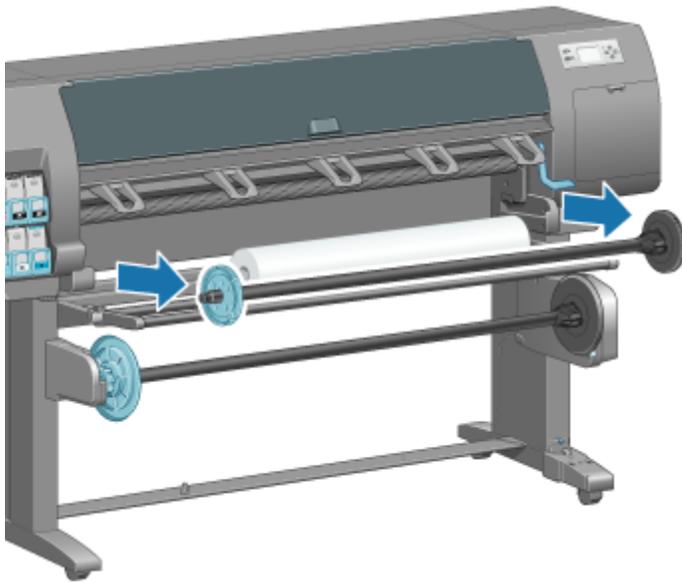
The spindle has a hub at each end to keep the roll in position. Remove the blue hub at the left end to mount a new roll. The hub slides along the spindle to hold rolls of different widths.
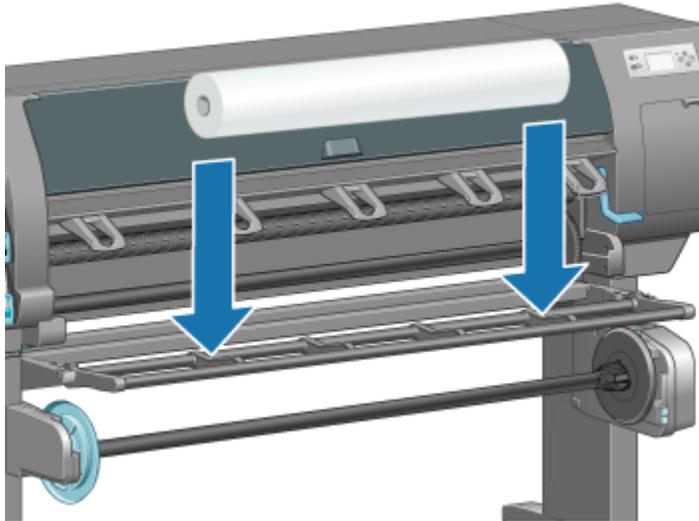
4. Slide the lever-lock on the blue hub to the unlocked position and remove the hub (1) from the left end of the spindle.

Figure : Removing the hub from the spindle

5. Rest the roll of paper that you want to load on the loading table. The roll might be long and heavy, and you might need two people to handle it.

Figure : Rest the roll on the loading table

6. Slide the spindle into the roll. Make sure that no space exists between the roll and the fixed hub at the right end of the spindle.

Figure : Sliding the roll onto the spindle
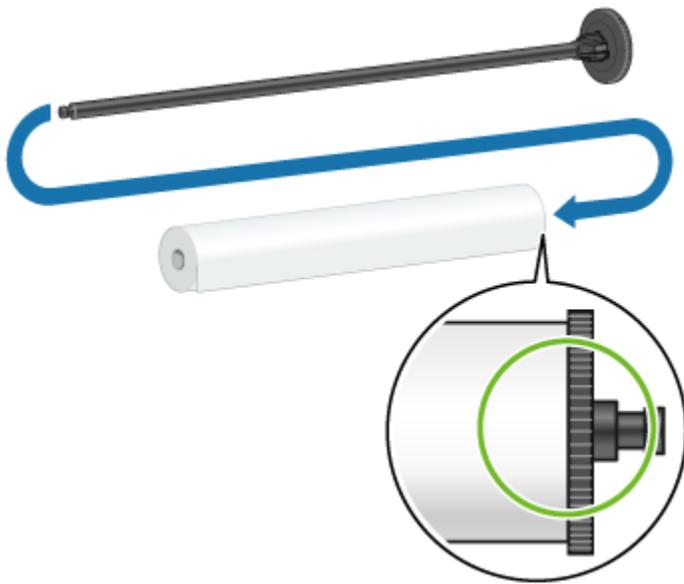
Make sure that the paper will wind off the roll in the correct direction. If it does not, remove the spindle from the roll, turn the roll 180° and rest it on the loading table. Then slide the spindle into the roll.

A label on the spindle also shows the correct winding direction.

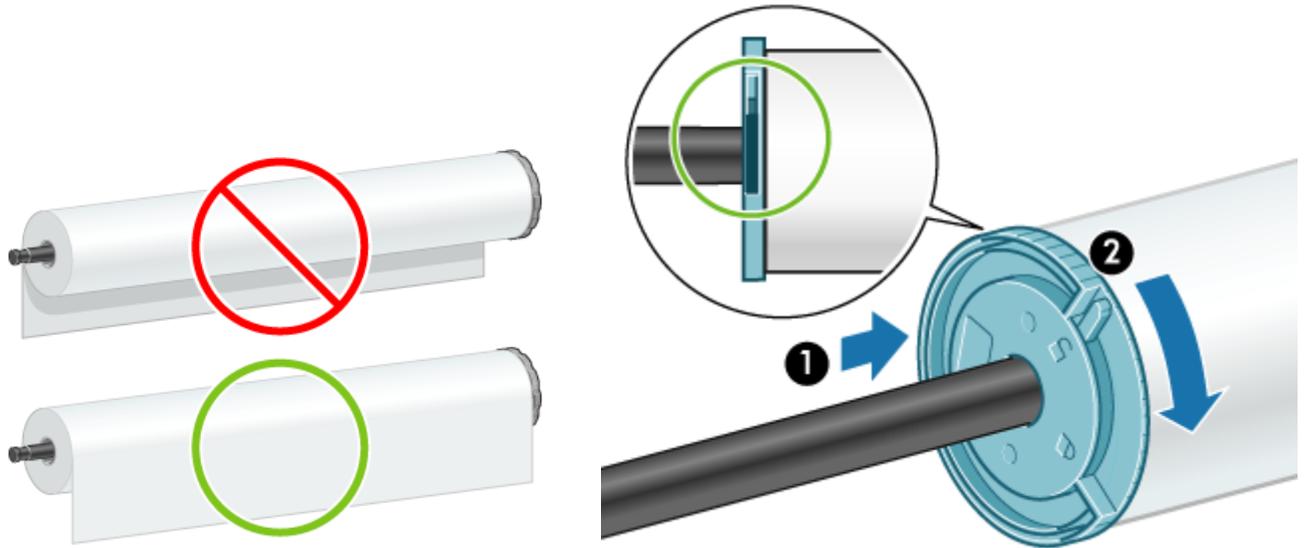**Figure : The correct roll winding direction**

Figure : Placing the hub on the spindle

7. Put the blue hub on to the upper end of the spindle, and push it towards the end of the roll as shown in step 1 in the following image. Then slide the lever-lock to the locked position as shown in step 2.

8. With the blue hub on the left, insert the spindle into the left side of the printer (1), and then into the right side of the printer (2).

Figure : Fitting the spindle into the printer
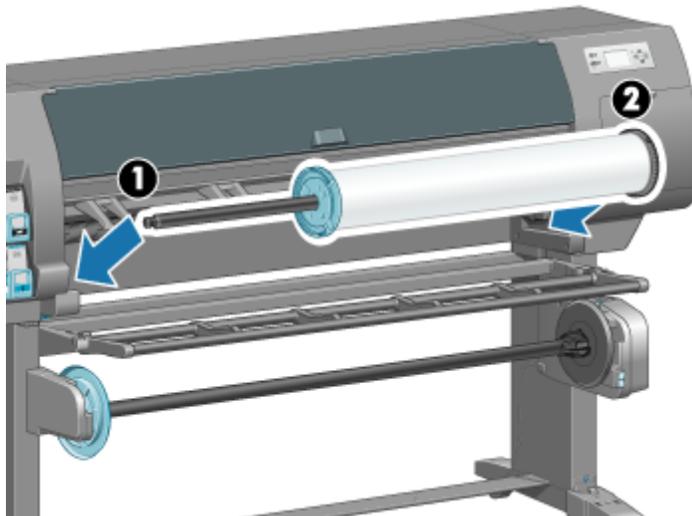
9. Close the spindle lock on the right-hand side.

If you regularly use different paper types, you can change rolls more quickly if you pre-load rolls of different paper types on different spindles. Extra spindles are available for purchase.
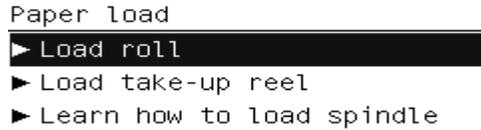
Load a roll into the printer

To start this procedure, you need to have a roll loaded on the spindle.

1. At the printer's front panel, select the ⬜ icon, and then select Paper load > Load roll.

   Figure : Front panel load roll message

   ```
   Paper load
   ► Load roll
   ► Load take-up reel
   ► Learn how to load spindle
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   Alternatively, you can start loading paper without using the front panel, by feeding paper in or lifting the pinch lever when there is no paper loaded.

   If you lift the pinch lever, you will need to align the paper manually; follow the instructions on the front panel.

2. If printing paper info is disabled, the front panel asks you to select the paper type.
3. The front panel asks you to feed paper. When the printer detects the paper, paper checks will begin.
4. If the paper that you are using has a paper-data barcode printed on the leading edge of the roll, and printing paper info is enabled, the printer automatically reads the information. If printing paper info is disabled, the barcode is ignored.

   Figure : Paper-data barcode

   138 feet (42.1 m.) of 42 inch (1067 mm.) Photo Gloss Paper

   If printing paper info is enabled and no barcode is detected on the roll that is being loaded, the front panel asks you to enter the paper type and the length of the roll you are loading. Select the paper category and paper type of the roll. Select the length of the roll.
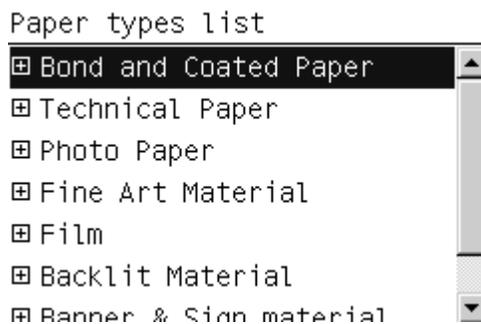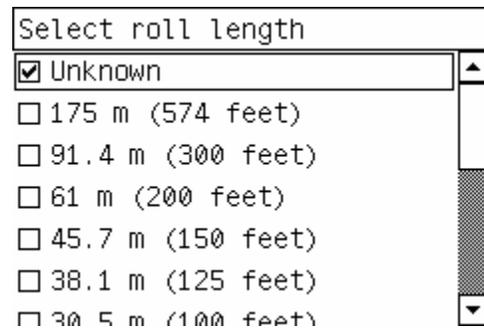
   Figure : Paper categories

   ```
   Paper types list
   ⊞ Bond and Coated Paper
   ⊞ Technical Paper
   ⊞ Photo Paper
   ⊞ Fine Art Material
   ⊞ Film
   ⊞ Backlit Material
   ⊞ Banner & Sign material
   ```

   Figure : Paper lengths

   ```
   Select roll length
   ☑ Unknown
   ☐ 175 m (574 feet)
   ☐ 91.4 m (300 feet)
   ☐ 61 m (200 feet)
   ☐ 45.7 m (150 feet)
   ☐ 38.1 m (125 feet)
   ☐ 30.5 m (100 feet)
   ```

5. If some of the paper checks failed, the front panel explains the problem and helps you to load paper successfully.

During the initial printer setup, printhead alignment and color calibration are performed automatically after the roll is loaded into the printer.