

This can also be viewed online at: [www.sandhurstautoprint.co.uk](http://www.sandhurstautoprint.co.uk)

## Printer Ribbon Change

### Step 1

- Important! Turn Printer Off ('O' Position)
- Check printer is off by ensuring all printer lights on front panel are off



### Step 2

- Open printer lid to allow ribbon change.
- Take note of existing, used ribbon path



### Step 3

- Raise print head assembly by pressing down green release lever



### Step 4

- Remove used ribbon from mountings by pushing against black spring-loaded mounting spigot



### Step 5

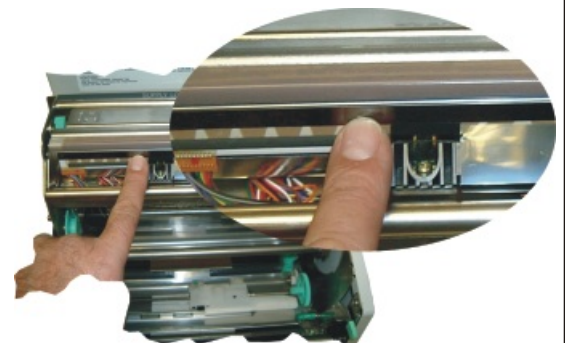
- Cut and separate used ribbon from machine
- Remove Empty cardboard tube from mountings by pushing against black spring-loaded mounting spigot



### Step 6

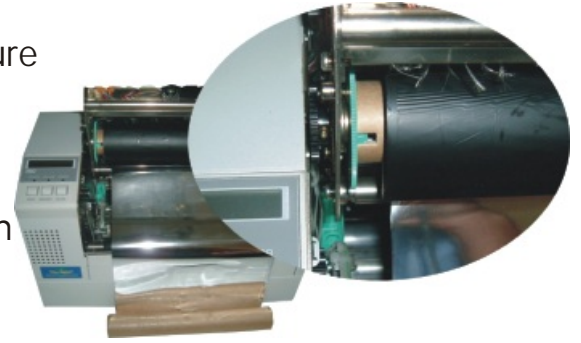
#### **IMPORTANT:**

- Whilst ribbon is removed (and whenever print quality is poor), clean printhead strip carefully with *Isopropanol Alcohol* or *Brake & Clutch Cleaning Fluid* applied to a soft, clean cloth



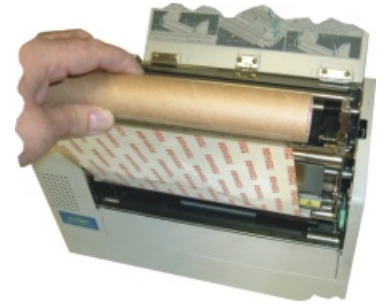
## Step 7

- Insert new ribbon into rear / lower spring-loaded mountings making sure that the ribbon unwinds from the UNDERSIDE of the roll and goes under raised assembly only. Ensure notch in cardboard tube locates with green gear tab



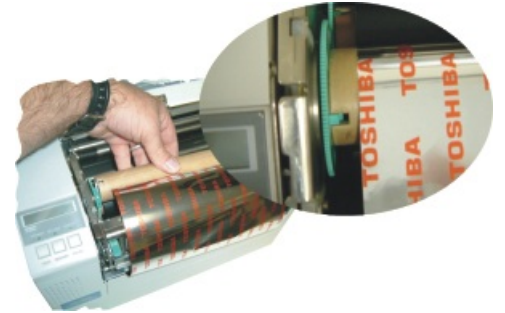
## Step 8

- Bring 'tail' of new ribbon (which is pre-attached to empty cardboard tube) up the front of printhead assembly



## Step 9

- Insert new ribbon into front / upper spring-loaded mountings. Ensure notch in cardboard tube locates with green gear tab



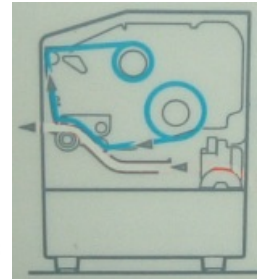
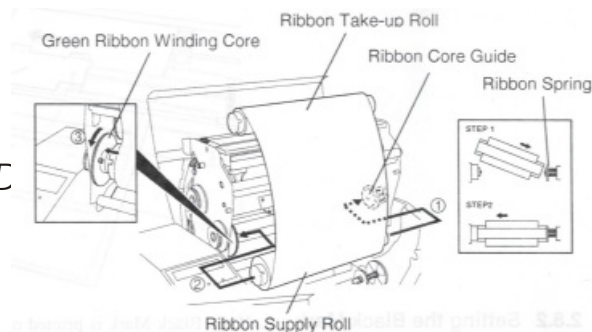
## Step 10

- Take up the slack ribbon by rolling left-hand green gear towards centre of machine. 2-3 revolutions is enough



## Step 11

- **MAKE SURE RIBBON FOLLOWS CORRECT PATH AS ILLUSTRATED & AS PER THE BLUE LINE IN THE 'SUPPLY PATH' DIAGRAM ON INSIDE LID**



## Step 12

- Close the entire printhead assembly & lid firmly down: DO NOT SLAM but make sure the assembly is fully engaged on both left & right hand ends
- Make sure the green tensioner lever is in the down position to ensure correct ribbon tension & print quality

