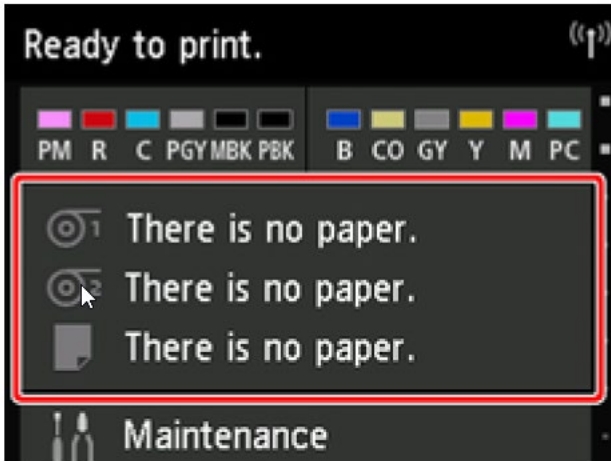**LOFFLER**

Changing Paper on wide format:
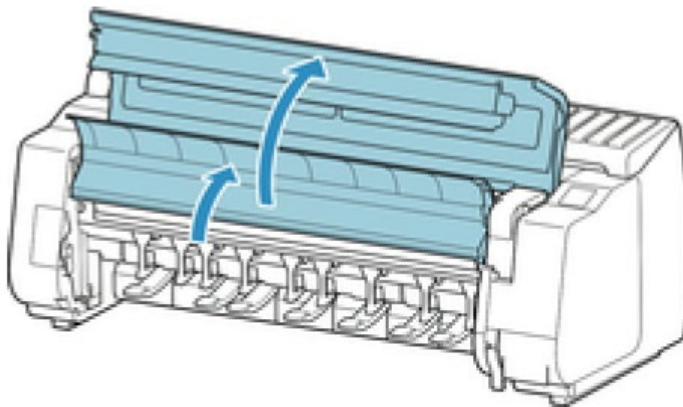*Always load rolls when the printer is on to insure correct advancing.*

For the Upper Roll:
1. Select the paper settings display area on the home screen.
2. Select the paper to replace (Roll 1). Touch on the roll icon.

3. Select either Load Paper or Replace Paper, watch for message and select Yes.
4. The device will walk the user through the steps and prompt the user to open the cover and lift out the roll holder.
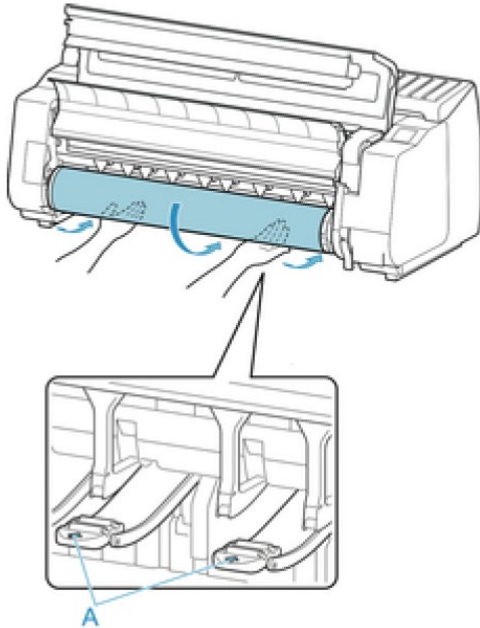

5. Stand the holder on the floor with the right side down, unlock the end to load new roll onto roll holder so that when the roll is in the machine, the paper will feed under the roll. Lock the roll onto the roll holder.
6. Load the roll into the machine, keeping the paper rolled tightly. Be sure to enter the side with the R on the right side.
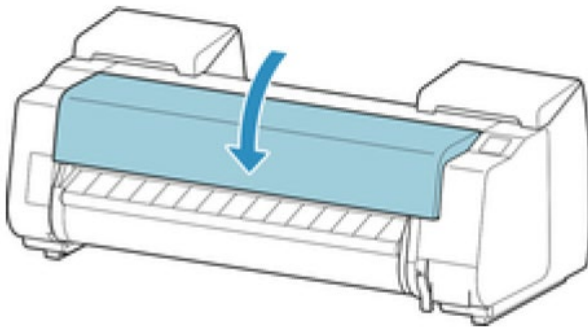
LOFFLER

7. Begin rolling the paper down with leading edge between roll paper and arrows (A) directly beneath it and feed the paper until the machine makes a sound (user may also feel the machine "grab" the paper).

8. Lower the output guide.
9. Close the top cover.

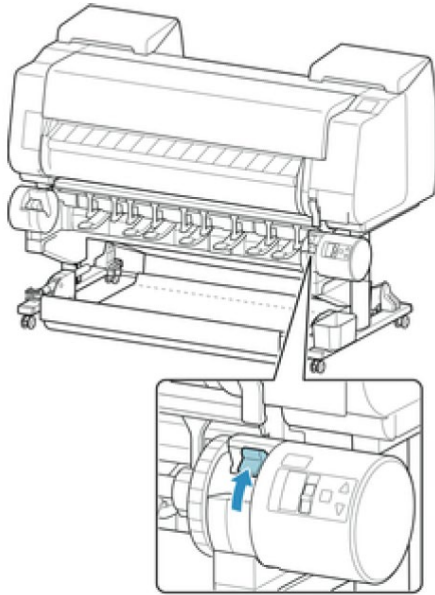10. Select Start Feeding and the paper will be advanced.

LOFFLER

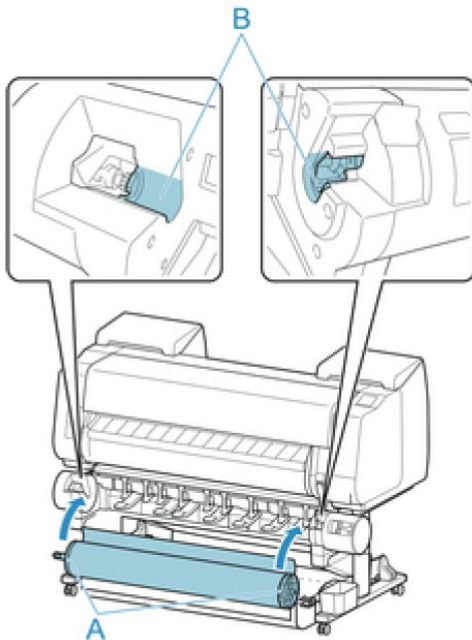**For the Lower Roll (Optional):**
1. Follow steps 1-3 above (same for upper roll).
2. Change the Roll Holder Lock switch to release position.

3. Hold flanges (A) so roll holder's white gear is on left, align roll holder shaft with roll holder slot left and right guide grooves (B), load.
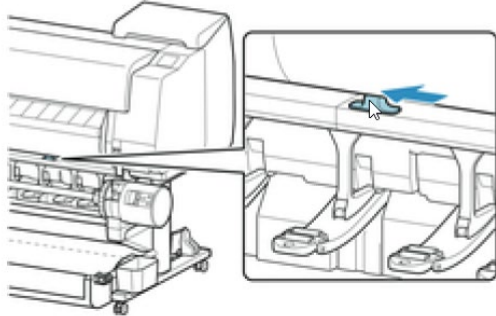

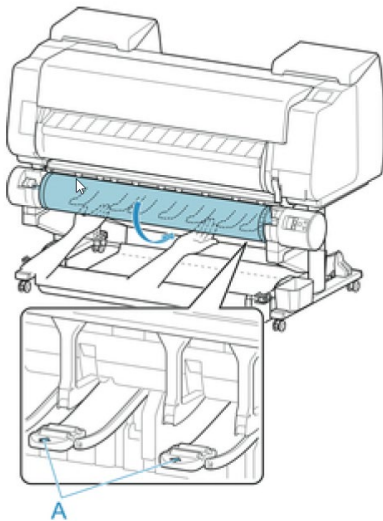4. Change Roll Holder Lock switch to locked position.

5. if desired, change Feed Flap switch on top of roll unit to feed icon position on left.

6. Begin rolling the paper down with leading edge between roll paper and arrows (A) directly beneath it, and feed roll paper until a sound is heard.

7. Select Start Feeding and the paper will advance.

11/9/21