

SCRIBE 612 PRINTER



SCRIBE 602/612 PRINTERS

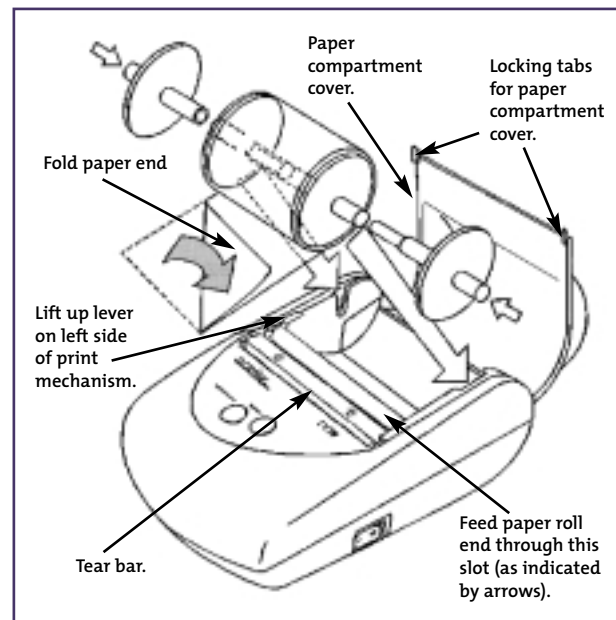
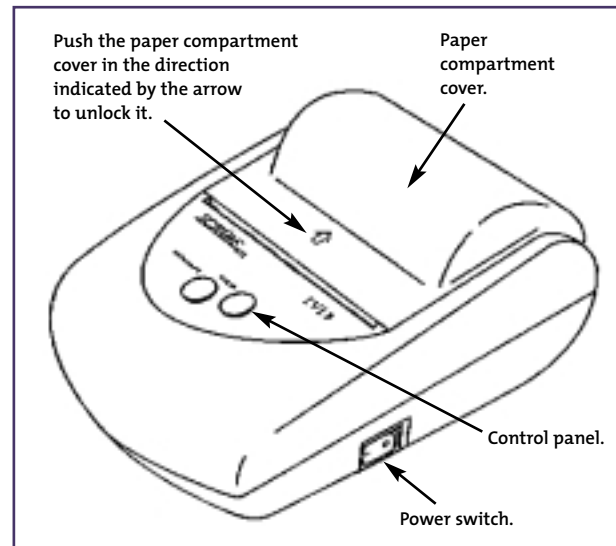
Quick Reference Guide

Your VISA Merchant Number is

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HOW TO REPLACE PAPER ROLL

1. Unlock paper compartment cover by pushing cover back from closed position (as indicated by arrow) and lift cover to open (cover opens on its rear hinge). If installing paper for first time, go to step 4.
2. Cut or tear off any remaining part of existing paper roll. Remove spindle from inside of paper roll and set aside. Discard used roll.
3. Press "Feed/Copy" button to feed any remaining paper through printer mechanism and discard. DO NOT pull paper through.
4. Unfasten end of new paper roll and tightly fold over one corner on end to form a sharp point (as shown in the picture at right).
5. Insert spindle into new paper roll and place roll and spindle into paper roll compartment with paper feeding from bottom.
6. Pull up lever on left side of print mechanism and insert pointed end of paper roll into slot at front of paper compartment until paper appears through tear bar. Pull folded portion of paper through until it clears tear bar.
7. Lower lever on side of print mechanism and press "Feed/Copy" button to advance paper through until about two inches of paper are showing; tear off excess paper using tear bar.
8. Close paper compartment cover pushing cover in reverse direction of arrows until locking tabs on sides click into locked position.
9. Perform a Printer Test (61+ENTER), if desired.

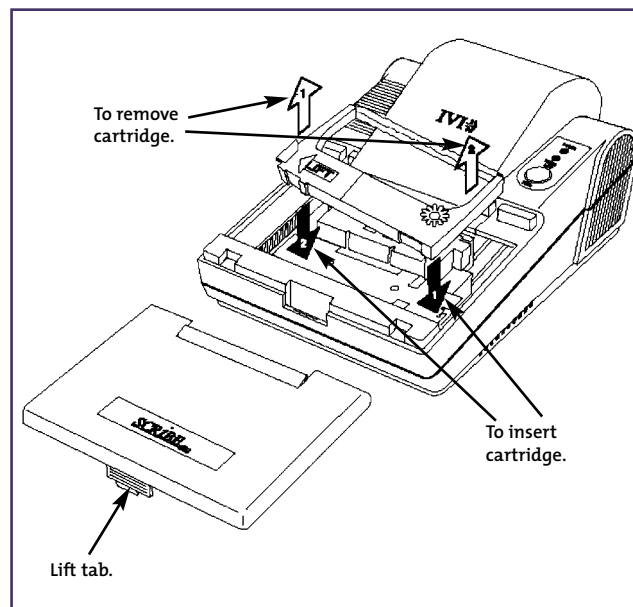
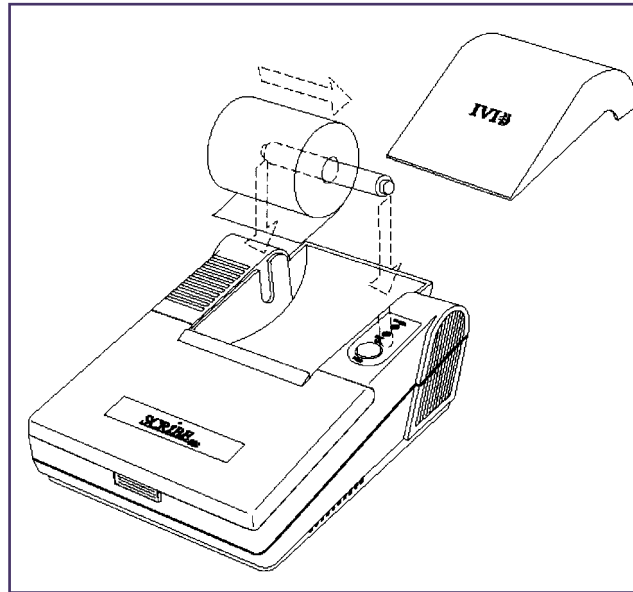


SCRIBE 602 PRINTER

HOW TO REPLACE PAPER ROLL

When the "Paper Low" light on the printer is lit, there is about 20% of the roll left. If a red stripe appears on the paper, the roll should be changed.

1. Remove paper compartment cover by pressing centre rear portion of cover and lifting up.
2. Remove any remaining paper by removing roll and spindle and tearing paper using tear bar on ribbon cover. Press FEED button to feed remaining paper through printer and discard.
3. Ensure end of new roll is straight, not crumpled or folded and copies are same length.
4. Insert spindle into new roll; place roll into paper compartment with paper feeding from bottom of roll, as shown in picture at right.
5. Feed end of paper roll into slot at inside front of paper compartment; press FEED button to feed paper through mechanism until two inches of paper are showing; tear off excess paper.
6. Replace cover by inserting cover bottom under tear bar and snapping back into place.



HOW TO REPLACE PRINTER RIBBON

1. Remove ribbon compartment cover by pressing "lift" tab and lifting off.
2. Remove existing ribbon by first lifting left edge of cartridge using tab provided, then lifting right side out (as shown by the "up" arrows in the picture at left); discard ribbon.
3. Turn tension knob on new ribbon clockwise to remove any slack.
4. Lower right side of new ribbon into printer so it engages the gear mechanism, then snap left side into place (as shown by the "down" arrows in the picture at left), ensuring ribbon slides into ribbon slot.
5. Turn tension knob clockwise again to remove any slack.
6. Replace cover by inserting tabs found just above both sides of tear bar into slots next to paper compartment cover and snapping lift tab at bottom into place.
7. Feed paper approximately 2 inches to ensure paper feeds properly; tear off excess paper.

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