Installation Guide

Stock and Spool the Verifone Printer

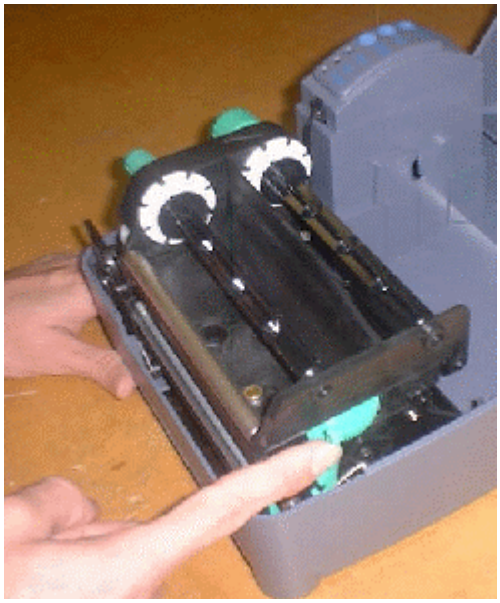
Step 1:

Open the top of the printer by pressing firmly on the blue tabs on either side of the front cover.

Remove the Styrofoam packaging, test print page, and shipping tape.

Step 2:

Push the vertical green lever on the right side of the print head carrier back until the print head carrier assembly releases.



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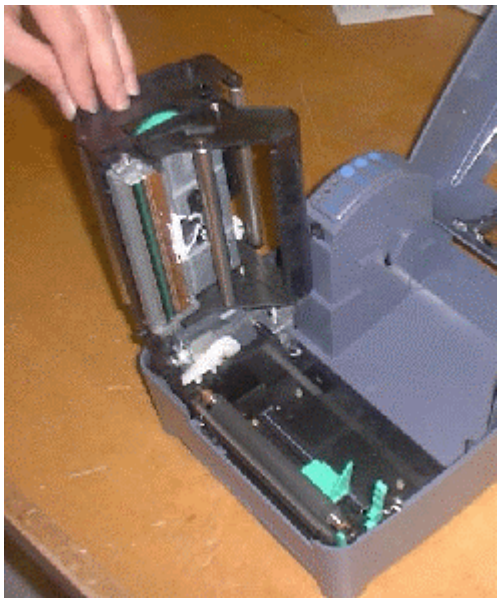
Step 3:

Once the print head carrier assembly is released, swing it up and to the left out of the way.



Step 4:

Locate the spindle and spindle guide.

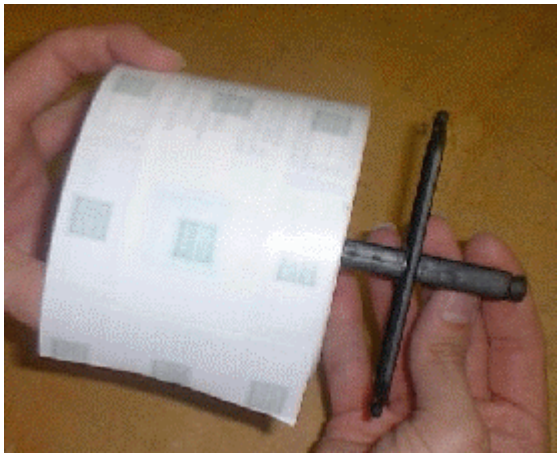
Insert the spindle into the guide, leaving approximately 1 inch sticking through the guide.

Step 5:

Locate the blank license paper stock and remove the shipping tape.

Hold the license paper roll so that the shiny side of the paper comes over the top of the roll.

Insert the spindle into the cardboard core in the license paper stock roll. The spindle guide should be on the right.



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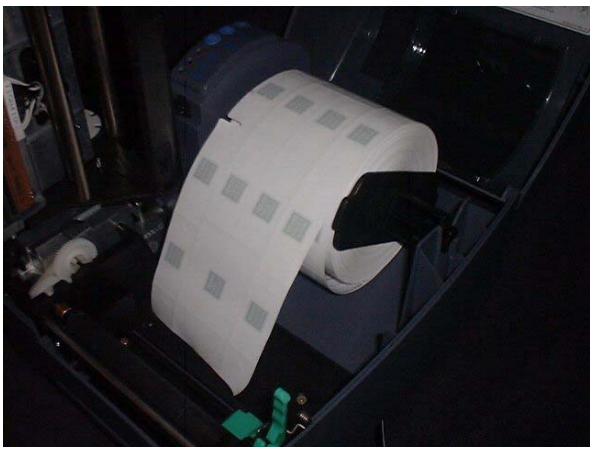
Step 6:

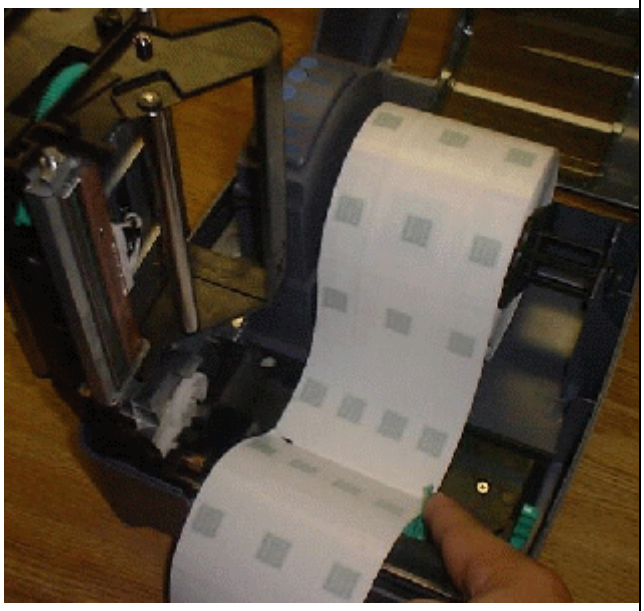
Insert the assembled roll into the printer. The spindle will rest inside two grooves.



Step 7:

Feed enough of the blank paper so that it can lie in the bottom of the printer and overlap the front.

Slide the green paper guide to the left until it is just touching the license paper.



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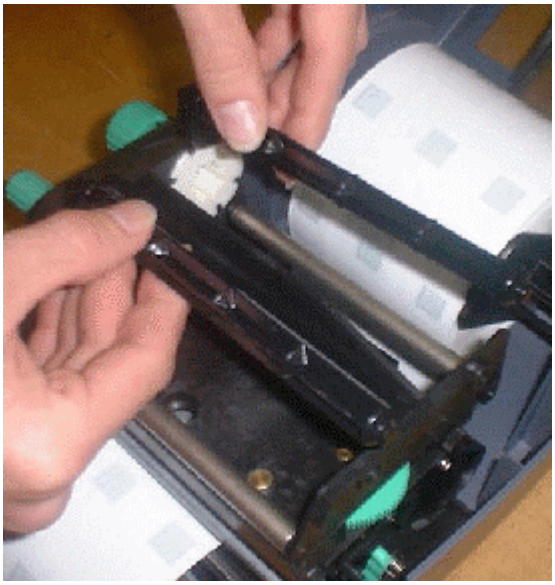
Step 8:

Remove the two ribbon spindles (black plastic rods) on the print head carrier assembly by pushing the spindles to the left and lifting up.

Keep one of the spindles.



Step 9:

Find the license printing spool (ribbon) and remove it from the packaging.

Step 10:

Place the full ribbon hub into the rear position on the print head carrier.

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Step 11:

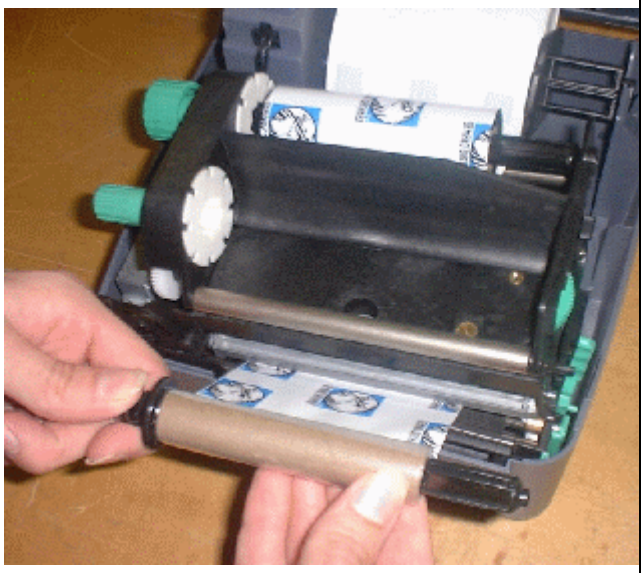
Guide the ribbon through the print head carrier assembly.

Make sure to pass the ribbon between the metal roller rods and black plastic paper guide.

Flip the print head carrier assembly back to its original position.

Step 12:

Insert ribbon spindle into the empty take-up core.



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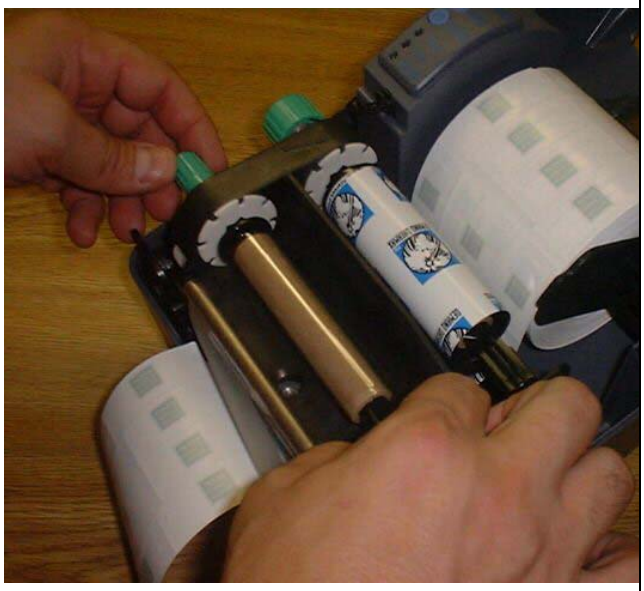
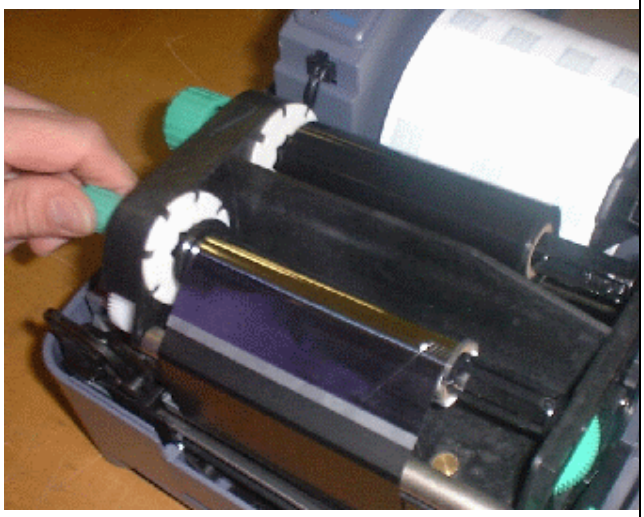
Step 13:

Place the empty end of the replacement ribbon in the first position on the print head carrier.



Step 14:

Manually turn the take up roller counterclockwise until the black print ribbon is exposed.



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Step 16:

Latch the print head carrier assembly making sure that it is securely locked into position.

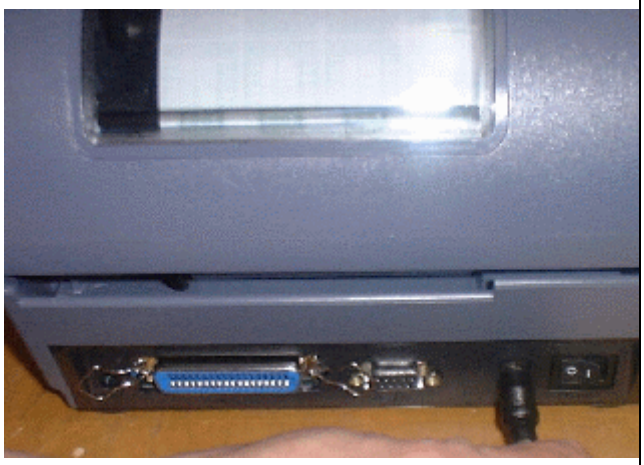
Close the cover of the printer.

Step 17:

Locate the power supply for the VeriFone Printer.

Plug the round end of the power supply cord into the back of the printer.

Plug the other end into an electrical outlet.



Step 18:

Hold down the F3 button while turning on the printer.

Do not release the F3 button until the yellow paused light is off.

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Step 19:

Press F2 to feed one complete license.

If the red Fault light comes on, press F2 again to feed another license. It may take several licenses for the fault to clear.

You have completed stocking and spooling the VeriFone printer.