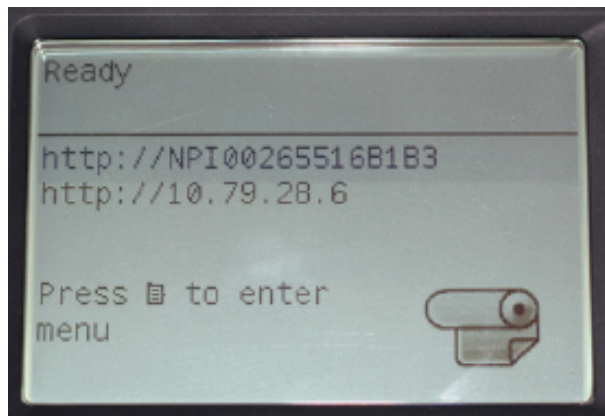# Loading Paper In To the Plotter
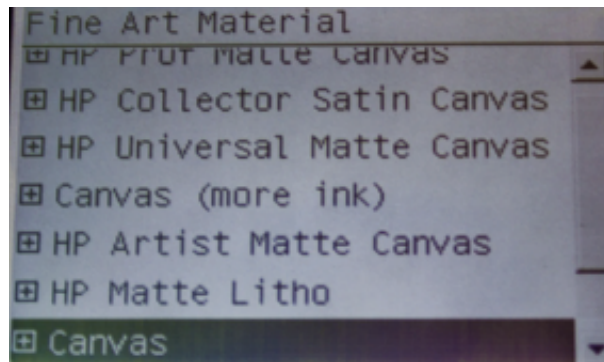

1. Make sure the plotter is at the "Ready for paper" screen.

2. Gently push the paper roll into the grooves until you hear a click sound. The spindle lock lever will click lock the spindle in place. Make sure the paper edge comes up from the top of the roll and the blue roller lock must be on the left.

**3. Push t___
sure "Pa___
push "O___**

4. Select "Paper load", then "Load roll". The plotter will ask you to feed paper through the roller.

5. Feed the paper on the front side of the roller and up into the printer. Make sure that you are not rolling the paper only around the black spool, but in the diagonally angled grey metal slot. Gently push the paper until you hear a beep sound AND feel the paper is slowly getting pulled by the plotter. DO NOT lift the blue lever and try to force feeding the paper, since the plotter auto-load the paper itself after it detects the paper.

**6. If plott___
paper, it___
top figur___
press OK___
the botto___
After this___
feed pap___
-- refer s___**

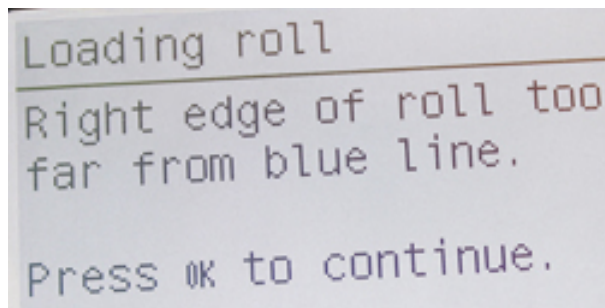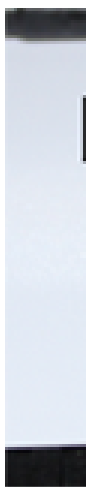|		
Ready http://NPI00265516B1B3 http://10.79.28.6 Press ▤ to enter menu	**Fine Art Material** ⊞ HP Prof Matte Canvas ⊞ HP Collector Satin Canvas ⊞ HP Universal Matte Canvas ⊞ Canvas (more ink) ⊞ HP Artist Matte Canvas ⊞ HP Matte Litho ⊞ Canvas	Sel ☑ H ☐ H ☐ H ☐ H ☐ H ☐ H
7. If semi-glossy paper with media tracking information (barcode) is loaded properly, you dont need to select paper category and roll length, as the plotter scans the barcode and selects paper profile for you. If paper is aligned, the plotter should be at Ready screen. You are now ready to print. If paper is misaligned, refer to step 10-12	**8.** If canvas matte paper is being loaded, you will need to manually select the paper type. For our standard canvas material, select "Fine Art Material" then scroll down to "Canvas". Roll length should be Unknown. You need to advance canvas after loading. Refer Tips and Tricks on top of this page for instruction. Note the plotter cannot cut the canvas, so it cannot print media tracking information on canvas roll. Therefore paper type and length cannot be determined by the plotter, we have to manually select this info.	**9.** If you paper wi (barcode the pape material "HP Univ for medi
Loading roll Right edge of roll too far from blue line. Press OK to continue.	**Lift blue lever to align right edge with blue line**	
10. If paper is misaligned, you will see above message. Follow the menu, press OK button on the plotter to continue.	**11.** Follow the menu, open the window, lift blue lever to align right edge of paper with blue line. If you see the message shown in step 6 asking you to remove the paper, simply follow the menu, then re-feed the paper.	**12.** Adjus aligned v lower the then foll the pape