

# Loading a Roll

## Loading the Roll to Roll Option

Step 1: On the dashboard click roll to roll setup

Step 2: Click Load, the feeder spool and the pickup spool with both rotate to the unlocked position.

Step 3: Load your roll of media on to the pickup spool. The printable side of your media must be face down.

Step 4: Using the Arizona Ruler position the roll into the middle of the machine to do this- match the size of the roll against the ruler.

Step 5: Lock the roll in place using the media clamps.

Step 6: Repeat steps 3 and 4 for your pickup roll, it is recommended that the width of this roll is the same as your media roll.

Step 7: Using the Roll to Roll foot pedals press the right button to feed the media through the media slot at the top of the machine, remember to feed the roll underneath the tension bar.

Step 8: Pull the media down under the light protector over your pickup spool and down so it is in line with your media spool. Pull the media tight and line it up so it will run square as printing.

Step 9: Use the left foot pedal to rewind the media keeping tension in the middle of the roll, attach the media to the pickup spool using masking tape in the middle and then work your way out to the edges placing masking tape every 400mm to 500mm to keep the tension.

Step 10: On the dashboard select the appropriate media profile then click the initialise. The media will then be tensioned and you will be able to print on the roll.

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