

# How to Load Paper in the Plotters



→ Step 1:

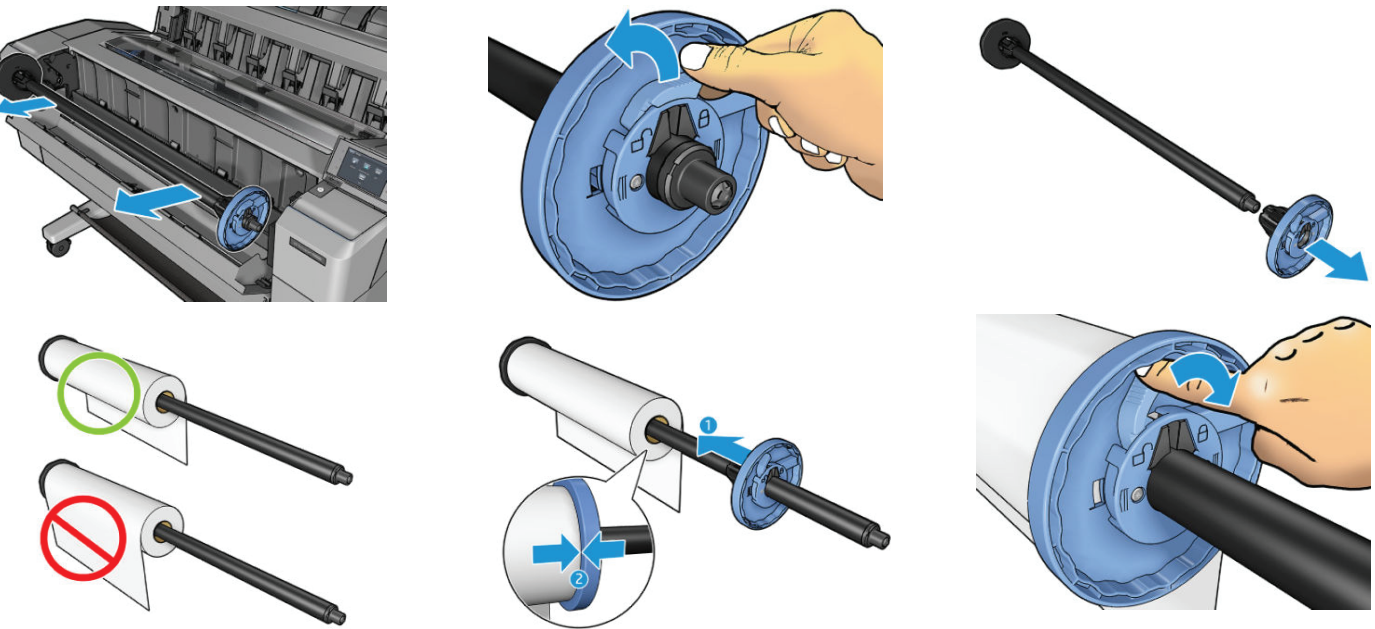
Press **Settings** (⚙️) > **Paper** (📄) > **Roll 1 or 2** > **Load**  
The front panel will give you instructions to open the roll cover.

**PRO TIP**

Only open ONE roll cover at a time. If you open a roll cover and the roll of paper inside was already loaded, the roll will be UNLOADED and you will have to reload it later.

→ Step 2:

Remove the spindle with the empty roll. Unlock the blue cap and remove the old roll. **Slide a new roll onto the spindle with the edge facing away from you on your left**, applying pressure until the roll slides over the black plug at the end of the spindle. Secure the other end of the roll by sliding the blue cap into the top of the roll. Press firmly until there is no gap and the roll remains fixed without wobble. **Close the latch on the blue plug to lock in place.**

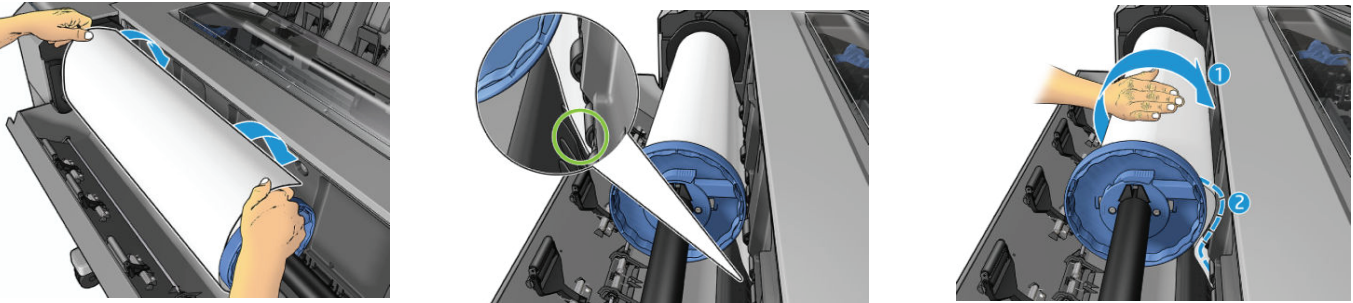


→ Step 3:

**Load the spindle into the plotter with the blue cap on the right.** Test to see if the spindle rolls without clicking to ensure that it was placed in the plotter properly.

→ Step 4:

Remove tape (don't worry if it tears). Insert the edge of the paper into the plotter. Begin unrolling the paper and feeding it into the slot until you feel slight resistance. The plotter should start taking the paper. **DO NOT CLOSE THE ROLL COVER YET.**



→ Step 5:

Follow the instructions on the front panel.  
Paper Type: **Bond and Coated** > **HP Universal Bond**  
Length: **150 ft** for new rolls or **Unknown** for unloaded roll  
When the panel tells you to close the roll cover, then the paper is completely loaded.

**PLEASE NOTE**

The tape from the roll usually damages the paper. To fix this:

Press **Settings** (⚙️) > **Settings** (⚙️) > **Paper** > **Move** > **Select roll** > **Advance**  
Hold down advanced until the damaged parts are visible to you and then:  
Return to **Paper**. Choose **Form feed & Cut** > **Select roll**  
Remove the scrap of paper and place in recycling.



**NEED ADDITIONAL HELP?**

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