



## **SERVICE MANUAL**

# **HP C2858A/C2859A DRAFTING PLOTTERS**

### **SERIAL NUMBERS**

This manual applies directly to HP C2858A and C2859A  
plotters with serial numbers prefixed USA.

For additional information about serial numbers, see  
SERIAL NUMBER INFORMATION in Chapter 1.

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**C2858-90000**

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This service manual contains information necessary to test, adjust, and service the Hewlett-Packard Models C2858A and C2859A DesignJet 650C plotters. It is designed to help you easily find the cause of a C2858A/C2859A hardware problem and to perform the necessary repairs and adjustments to get the plotters into proper operating condition.

Service strategy for this manual is to support the products to the field replaceable unit.

For ease of reference, this manual is divided into ten chapters as follows:

Chapter 1	Product Information
Chapter 2	Site Planning and Requirements
Chapter 3	Installation and Configuration
Chapter 4	Preventive Maintenance
Chapter 5	Functional Overview
Chapter 6	Removal and Replacement
Chapter 7	Adjustments/Calibrations
Chapter 8	Troubleshooting
Chapter 9	Product History
Chapter 10	Parts and Diagrams

## **Chapter 1. Product Information**

This chapter contains general information regarding the C2858A and C2859A DesignJet 650C plotters. A description of the plotters features, options and accessories, performance characteristics, and serial number information, is included in this chapter.

## **Chapter 2. Site Planning and Requirements**

Included in this chapter is pre-installation information regarding the physical, environmental and electrical requirements for proper installation and operation of the plotters.

## **Chapter 3. Installation and Configuration**

In this chapter you will find installation, configuration and plotter verification procedures. Included is information on ink cartridge and media loading, accessing the front-panel menu structures for plotter configuration and instructions on how to perform built-in demonstration plots to verify proper plotter operation.

Sample of manual. Download All 198 pages at:

<https://www.arepairmanual.com/downloads/1993-hp-c2858a-and-c2859a-plotter-service-repair-workshop-manual/>

## **Chapter 4. Preventive Maintenance**

Chapter 4 contains information you will need to keep the plotters in their best operating condition. Included are procedures that can be performed by the user.

## **Chapter 5. Functional Overview**

This chapter contains a simplified description of the plotter circuits and mechanical functions.

## **Chapter 6. Removal and Replacement**

Procedures for the removal and replacement of field replaceable units are provided in this chapter along with electrostatic discharge information and recommended tools to perform repairs.

## **Chapter 7. Adjustments**

Here you will find descriptions of any adjustments and calibrations that may be required to return the plotter to proper operating condition.

## **Chapter 8. Troubleshooting**

Included in Chapter 8 are service tests, error codes and messages, and diagnostic information to assist you in troubleshooting and solving plotter symptoms and failures.

## **Chapter 9. Product History**

Chapter 9 provides historical tracking of changes made to the plotters. The differences between earlier versions of the plotters and the version described in the main body of this manual are identified.

## **Chapter 10. Parts and Diagrams**

In this chapter you will find drawings for purposes of identifying the various field replaceable assemblies. Also in this chapter are associated parts lists for ordering replacement parts shown on the drawings.

## **Glossary**

The glossary contains a listing of terms used throughout the manual.

## **Index**

Use the index to find references and locate subject matter in this manual.

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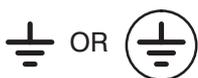
## General Definitions of Safety Symbols



International caution symbol (refer to manual): the product will be marked with this symbol when it is necessary for the user to refer to the instruction manual in order to protect against damage to the instrument.



Indicates dangerous voltage (terminals fed from the interior by voltage exceeding 1000 volts must also be marked).



Protective conductor terminal. For protection against electrical shock in case of a fault. Used with field wiring terminals to indicate the terminal which must be connected to ground before operating equipment.



Low-noise or noiseless, clean ground (earth) terminal. Used for a signal common, as well as providing protection against electrical shock in case of a fault. A terminal marked with this symbol must be connected to ground in the manner described in the installation (operating) manual, and before operating the equipment.



Frame or chassis terminal. A connection to the frame (chassis) of the equipment which normally includes all exposed metal.



Alternating current



Direct current



Alternating or direct current

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### WARNING

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The WARNING sign denotes a hazard. It calls attention to a procedure, practice, or the like, which, if not correctly performed or adhered to, could result in personal injury.

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### CAUTION

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The CAUTION sign denotes a hazard. It calls attention to an operating procedure, practice, or the like, which if not correctly performed or adhered to, could result in damage to or destruction of part or all of the product.

## INTRODUCTION

This chapter contains a listing of documentation supplied with the HP C2858A and C2859A DesignJet 650C plotters. Also provided are: descriptions of the plotters, information on the plotter features, options and accessories, performance characteristics, and plotter serial number information.

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## DESCRIPTION

HP C2858A and C2859A DesignJet 650C plotters provide graphic displays of computer program output data. They operate with a number of computer systems and graphic terminals, using either RS-232-C or Centronics external controllers. With one of several optional, modular input/output (MIO) cards installed, the plotter can operate: with an HP-IB external controller, within a Novell Ethernet or Token ring network, as a TCP/IP host workstation, with a LAN Manager, with Ethertalk and with Apple LocalTalk.

The C2858/9A DesignJet 650C plotters will accept drawing data from Computer Aided Design (CAD) software programs supporting the HP-GL (vector), the HP-GL/2 (vector), HP RTL (raster), and PJI languages. HP-GL/2 is available with Kanji character sets when the Kanji ROM SIMM is installed. Postscript is also available when the PostScript ROM SIMM upgrade is installed.

The HP C2858/9A DesignJet 650C plotters (see Figure 1-1) are large-format, color and monochrome, ink-jet plotters designed to plot monochrome plots on commonly available opaque bond paper, translucent (Japanese tracing) paper, vellum, or special inkjet-compatible drafting film. Quality color output is only supported when using HP special inkjet paper. C2858/9A DesignJet 650C plotters can produce plots on single-sheet media or roll-feed media. Large format plots of high resolution and quality are generated for applications such as computer aided design (CAD), computer aided manufacturing (CAM), mapping, mechanical and architectural drawings, and general drafting.

Five high-capacity ink cartridges are provided with the C2858/9A plotters. Selectable pen-width settings are modified to ISO standard pen widths. The cartridges simultaneously scan across the media providing 300 dpi resolution in draft and final modes, 300 dpi addressable resolution for color in enhanced mode and 600 dpi addressable resolution for monochrome in enhanced mode.

C2858A plotters can plot on media sizes ranging from International Standards Organization (ISO) sizes A1 through A4, American National Standards (ANSI) sizes A through D, and architectural media sizes C and D. Model C2859A plotters can plot on media sizes ranging from International Standards Organization (ISO) sizes A0 through A4, American National Standards (ANSI) sizes A through E, and architectural media sizes C through E. Roll-feed capability allows the plotters to perform long-axis plotting in lengths up to 50 feet.

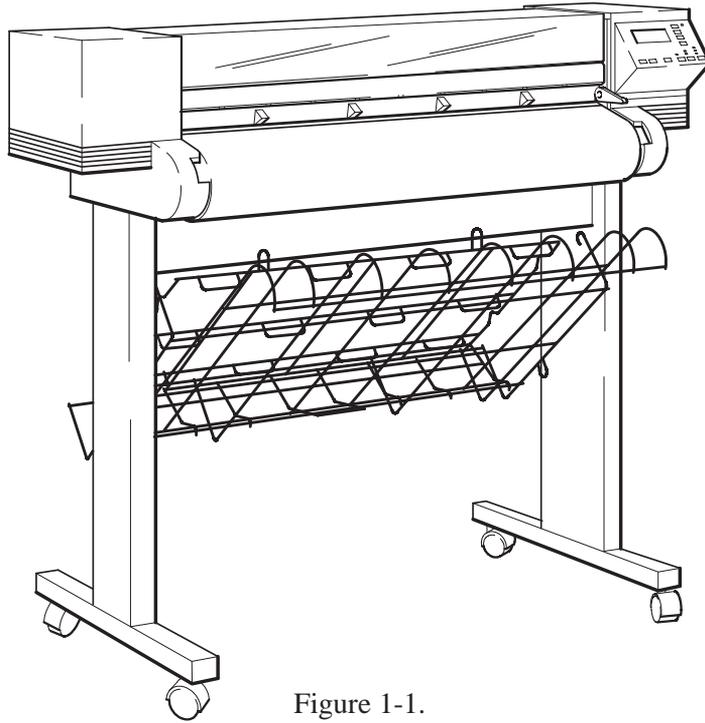


Figure 1-1.

The standard HP C2858/9A DesignJet 650C has four megabytes of on-board random access memory (RAM). Memory expansion upgrades to 20 MB are available as well as various ROM enhancement and modular I/O options. Other features that are standard include:

- Automatic media edge sensing
- Automatic pen alignment, testing and servicing
- Automatic media stacking with adjustable media bin
- An automatic, single-axis cutter
- Queueing, nesting and expanded margin capabilities
- Easy-to-read 2 row by 20 character vacuum fluorescent display (VFD)
- Built-in diagnostic and demonstration plot routines

---

## OPTIONS

### PLUG-IN MEMORY

C2858/9A DesignJet 650C plotters have two memory expansion sockets. Each can hold either a four-megabyte or eight-megabyte, Single In-line Memory Module (SIMM). Therefore, memory can be expanded by 4, 8, 12 or 16 megabytes. The SIMM part numbers are:

- Four Mbyte SIMM = P/N C2065A
- Eight Mbyte SIMM = P/N C2066A

### ROM ENHANCEMENT MODULES

Two ROM expansion sockets are also provided in the C2858/9A DesignJet 650C plotters. Each will hold a single ROM enhancement SIMM. The ROM SIMMS could include firmware revision upgrades or language enhancements. A Kanji ROM SIMM is available for Japanese users who require the Kanji character sets. A PostScript upgrade is also available in ROM SIMM. The part numbers for the kits are:

- Kanji ROM Kit = P/N C2847-60031
- PostScript ROM Kit = P/N C2882A

### MODULAR INPUT/OUTPUT (MIO) PCAs

Interface circuitry is provided on the plotters which allows the user to install HP supported modular I/O (MIO) cards for several interface applications. Although multiple protocols may reside on an MIO, they are not simultaneously supported, only one protocol at a time can be used. The MIO card part numbers are:

- Multi-protocol Ethernet for Novell, TCP/IP, LAN Manager, Ethertalk with RJ-45 (twisted pair) and BNC (ThinLAN) connectors) = P/N J2372A with RJ-45 (twisted pair) connector only = P/N J2371A
- Multi-protocol Token Ring for Novell, LAN Manager = P/N J2373A
- HP-IB = P/N C1642A
- Apple LocalTalk = P/N J2341A

## ACCESSORIES

The items listed in Table 1-1 are supplied with each plotter. Miscellaneous application notes, flyers and driver disks are also provided. Depending upon the country of destination, the part numbers of items listed as English or U.S. will differ. Accessories available for use with the C2858/9A DesignJet 650C plotters are listed in the Supplies Catalog.

Table 1-1. Accessories Supplied

Description	Qty	HP Part Number
C2858A/C2859A Manual Kit (English) includes: Using Your Plotter's Front Panel Guide, Setting Up For Plotting Guide, and Quick Reference Guide	1	C2858-90051
Power Cord (U.S.)	1	8120-1378
Media Sampler Roll (CX Jet Series)		
24"x150' C2858A	1	51631D
36"x150' C2859A	1	51631E
Pens:		
Black	2	51640A
Cyan	1	51650C
Magenta	1	51650M
Yellow	1	51650Y
Hardware Kit	1	C2847-60061
Cable Management Hardware Kit	1	C2847-60030
Front Panel Overlay (English)	1	C2858-60026
Guide/Cutter Holder	1	C1633-40094
Manual Cutter	1	17291C
Supplies Catalog	1	5091-3485EUS
Supplies Catalog Update	1	5091-6787EUS
Unpackaging Instructions	1	C2858-90003
Spindle Assembly:		
C2858A	1	C2847-60033
C2859A	1	07596-60060
Spindle Flange	1	07596-40076
Spindle Spacer	1	07596-40077

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## PERFORMANCE CHARACTERISTICS

Table 1-2 lists the performance characteristics of the plotters.

Table 1-2. Performance Characteristics

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### Accuracy

$\pm 0.38$  mm (0.015 in.) or  $\pm 0.2\%$  of the specified vector length, whichever is greater at 23 °C (73 °F) at 50-60% RH, on HP film (monochrome mode only).

### Throughput

D-sized loaded vertically:	plain paper monochrome	special paper monochrome	special paper color
Draft mode	1.8 min.	1.8 min.	3.4 min.
Final mode	3.2 min.	2.7 min.	4.3 min.
Enhanced mode	6.5 min.	6.5 min.	8.7 min.

### Resolution

Draft Mode	300 dpi addressable
Final Mode	300 dpi addressable
Enhanced Mode	300 dpi addressable (color) 600 dpi addressable (monochrome)

### Margins

Leading and Trailing	17 mm ( $\pm 2$ mm) (normal plot area), 10 mm (expanded plot area)
Sides	5 mm (normal or expanded plot area)

### Media Dimensions

Sheet and Roll	
Maximum Widths	D (A1)-size 619 mm (24 in.) E (A0)-size 917 mm (36 in.)
Roll	
Maximum Media Length	150 feet (125 ft. for film)

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## SERIAL NUMBER INFORMATION

If the plotter serial number has a lower revision letter than the one shown on the title page, information in the Product History chapter, Chapter 9, will adapt this manual to that plotter.

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# Chapter 2      Site Planning and Requirements

## INTRODUCTION

This chapter contains information concerning the electrical requirements for the installation of HP C2858A and C2859A plotters. Also included is information on environmental operating conditions and physical specifications for the plotters.

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---

## ELECTRICAL SPECIFICATIONS

### POWER REQUIREMENTS

HP C2858A and C2859A DesignJet 650C plotters have self-adjusting power supplies and do not require voltage selector or switch settings prior to use. Table 2-1 lists the power requirements for the plotters.

Table 2-1. Power Requirements

---

Voltage Requirements	Source	
	Voltage	Current (max)
	100 Vac	1.4 A
	120 Vac	1.2 A
	220 Vac	650 mA
	240 Vac	600 mA
Frequency	47-53 Hz and 57-63 Hz	
Consumption	140 Watts maximum	

### LINE CORD SET

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#### WARNING

**The ac power outlet (mains) must have a protective earth (ground) terminal. Serious shock hazard leading to death or injury may result if the plotter is not properly grounded.**

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The configuration of the ac line cord set required for use with the plotters is determined by the country of destination for the plotters. Refer to Chapter 3 for a listing of the available ac line cord connectors.

---

## ENVIRONMENTAL SPECIFICATIONS

Table 2-2 lists environmental specifications for the plotters.

Table 2-2. Environmental Specifications

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Temperature		
	Storage	-40 to +70 °C (-40 to +158 °F)
	Operating	0 to +55 °C (+32 to +131 °F)
	Optimal Operating	+15 to +30 °C (+59 to +86 °F)
Relative Humidity (Operating)		20 to 80 % RH

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## PHYSICAL SPECIFICATIONS

The plotter physical specifications are listed in Table 2-3.

Table 2-3. Physical Specifications

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	C2858A	C2859A
Length	1092 mm (43 in)	1372 mm (54 in)
Depth	711 mm (28 in)	711 mm (28 in)
Height	1169 mm (46 in)	1219 mm (48 in)
Weight	58 kg (128 lbs)	70 kg (155 lbs)
Packaging:		
Plotter Body		
Length	1270 mm (50 in)	1574 mm (62 in)
Width	584 mm (23 in)	584 mm (23 in)
Height	635 mm (25 in)	635 mm (25 in)
Weight	68 kg (150 lbs)	68 kg (150 lbs)
Leg Pack		
Length	940 mm (37 in)	1219 mm (48 in)
Width	711 mm (28 in)	762 mm (30 in)
Height	229 mm (9 in)	229 mm (9 in)
Weight	21 kg (45 lbs)	25 kg (55 lbs)

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## **CABLE RESTRICTIONS**

Cable restrictions for the plotter are determined by the type of interface being used. Recommendations for each interface are supplied in the following paragraphs.

### **RS-232-C INTERFACE**

The use of short cables (each less than 15 metres or 50 feet) is recommended for the RS-232-C Interface. Longer cables are permissible, provided the load capacitance does not exceed 2500 picofarads.

### **CENTRONICS INTERFACE**

The use of short cables (each less than 2 metres or 6.6 feet) is recommended for the Centronics Interface.

### **HP-IB INTERFACE**

The HP-IB (Hewlett-Packard Interface Bus) allows up to 15 devices to be connected. The maximum cable length is restricted to 2 metres (6.6 ft.) per device up to a total of 20 metres (65.8 ft.). The devices may be connected in a star or linear bus network.

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# Chapter 3

# Installation and Configuration

## INTRODUCTION

This chapter contains the information required to configure and verify proper operation of the HP C2858A and C2859A DesignJet 650C plotters. Print cartridge and media loading procedures, as well as front panel menu structures, are also provided.

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## **INSTALLATION INSTRUCTIONS**

### **USER-INSTALLABLE MODULES**

Expansion sockets located behind a panel at the rear of the plotter allow the user to install additional memory modules. These SIMMs (single in--line memory modules) are available in 4MB and 8MB sizes. Installation is accomplished by removing the access panel (4 screws), installing the module(s), and reattaching the access panel. ROM sockets are also provided for use with ROM enhancements as developed. Installation instructions are provided with the modules and also provided in Chapter 6 of this manual. Information on ordering the memory expansion and ROM modules is provided in Chapter 1 of this manual.

An interface port on the back of the plotter allows the user to select one of several available modular interfaces at a time. The modular I/O cards can be easily changed to match the desired application. Installation instructions are provided with the modules and also provided in Chapter 6 of this manual. Information on ordering the modular I/Os is provided in Chapter 1 of this manual.

### **CONNECTIVITY**

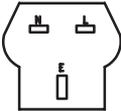
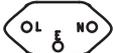
Depending upon the interface and hardware being used to drive the plotters, different cables could be required. A listing of cables and other connectivity related issues is provided in the DesignJet 650C documentation listed in Chapter 1 of this manual.

### **LINE VOLTAGE AND FUSING**

The HP C2858/9A DesignJet 650C plotter's power supply automatically adjusts to the input voltage. The plotter's autoranging power supply accepts an input of 90 to 264 Vac.

### **POWER CORD CONFIGURATIONS**

Power cord configurations shipped with the plotter depend upon the country of destination for the plotter. See Figure 3-1 for information on the power cord configurations available for use with the plotters. When connecting the plotter to the ac source, ensure that the appropriate power cord is used.

		<u>Option No.</u>
<b>BS 1363A</b>		
	250 Vac, 13 A, Single Phase plug rating. For use in United Kingdom, Cypress, Nigeria, Zimbabwe, Singapore.	<b>900</b>
<b>AS C112</b>		
	250 Vac, 10 A, Single Phase plug rating. For use in Australia, New Zealand.	<b>901</b>
<b>CEE 7-VII</b>		
	250 Vac, 10/16 A, Single Phase plug rating. For use in East and West Europe, Egypt.	<b>902</b>
<b>NEMA 5-15P</b>		
	125 Vac, 15 A, Single Phase plug rating. For use in Canada, Mexico, Philippines, Taiwan, Saudi Arabia, UL approved in the United States	<b>903</b>
<b>NEMA 6-15P</b>		
	250 Vac, 15 A, Single Phase plug rating. For use in Canada, UL approved in the United States.	<b>904</b>
<b>SEV 1011</b>		
	250 Vac, 10 A, Single Phase plug rating. For use in Switzerland.	<b>906</b>
<b>DHCK-107</b>		
	250 Vac, 10 A, Single Phase plug rating. For use in Denmark.	<b>912</b>
	250 Vac, 10 A, Single Phase plug rating. For use in India, Republic of South Africa.	<b>917</b>
<b>MITI 41-9692</b>		
	125 Vac, 12 A, Single Phase plug rating. For use in Japan.	<b>918</b>

**NOTE:** All plugs are viewed from the power outlet connector end.  
L = Line or Active Conductor (also called “live” or “hot”)  
N = Neutral or Identified Conductor  
E = Earth or Safety Ground

Figure 3-1.

---

## USER INFORMATION AND OPERATION

### MEDIA GUIDELINES

Guidelines on media handling are:

- **The leading edge** must be straight and each side must be loaded evenly. If the leading edge is jagged, trim it with the media knife (located in the manual holder at the back of the plotter) using the track on top of the plotter as a guide.
- **If media is curled**, load it with the curl up. The exception to this is film media, which must always be loaded with the plotting side (matte side) down.
- **Roll media** must be flush with the right edge of the core.
- **Film** should be handled by the edges or when wearing cotton gloves. Load film with the matte side down (shiny side up).

### MEDIA TYPE AND PRINT QUALITY

DesignJet 650C plotters have several combinations of plotting modes. Each mode is dependent upon the color/monochrome setting, media type, and print quality settings input through the front panel. Interaction between the settings produces the ten modes. Each mode has a unique combination of print resolution, number of passes and resultant ink-drying time.

Media Type is set through the front panel when media is loaded into the plotter. The front panel display prompts the user to select for sheet or roll loading and then to scroll through the menu and select for one of the five media types listed below. The menu selection should be set to match the media type being used.

- Opaque bond (paper)
- Film
- Special paper
- Vellum
- Translucent

A front panel button allows you to plot in one of three Plot Quality modes. Continuous pressing of the button toggles through the modes and the associated LEDs are lit indicating the current print quality mode selection. The Plot Quality modes are:

- Draft
- Final
- Enhanced

Real-time switching between plotting modes is not supported. If the user selects another mode while plotting, the plotter waits until the current plot is finished and then switches to the newly selected mode.

## MEDIA CUTTING AND STACKING

Automatic and manual cutting of plots is available on the C2858/9A. In roll media operations, the user can choose between continuous plotting or cutting plots off the roll automatically as they are completed.

- **Automatic cutting**      When roll media is loaded, whether or not queueing is ON, the plotter automatically cuts plots and drops them into the media bin. When queueing and nesting are ON, the plotter cuts each nest. The automatic cutter can be programmatically disabled. When cutting is disabled, the plotter draws tick marks at the plot margins to indicate the end of a plot or nest. The automatic cutter can be enabled programmatically or by cycling power.
- **Manual cutting**      The front panel **Form Feed/Cut** button can be used to feed the media out and cut it after a plot is completed.
- **Media stacking**      Unattended stacking of cut sheets is provided by the adjustable media bin. The user must adjust the movable shelf of the bin according to the length of the cut sheets. Bin capacity is 20 sheets.
- **Manual cutter**      A manual cutter is provided with the plotter for hand-cutting of media and is stored in the manual holder on the back of the plotter.

## USABLE MEDIA SIZES

Media of different types and sizes can be used on the plotters. Refer to Table 3-1 for the media sizes usable on each plotter.

Table 3-1. Media Sizes

C2858A	C2859A
ISO A4 - A1	ISO A4 - A0
ANSI A - D	ANSI A - E
ARCH A - D	ARCH A - E
JIS B4 - B2	JIS B4 - B1
Oversize A2	Oversize A1
24 in. Wide Roll	24 in. Wide Roll
	36 in. Wide Roll

## LOADING ROLL MEDIA

If the spindle is already loaded into the plotter, remove the spindle by opening the roll cover and pulling on both ends of the spindle to remove it from the plotter. To load roll media into the plotter, put a roll of media on the plotter spindle and insert the spindle in the plotter by performing the following steps:

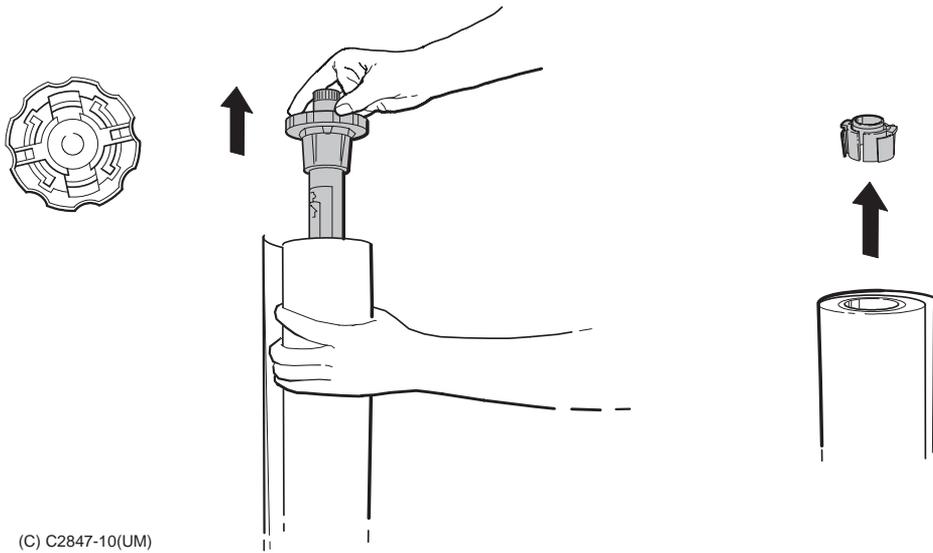
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### WARNING

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**Be sure that the plotter wheels are locked to prevent the plotter from moving while loading roll media. To lock the wheels, press the locking levers on the wheels to the down position.**

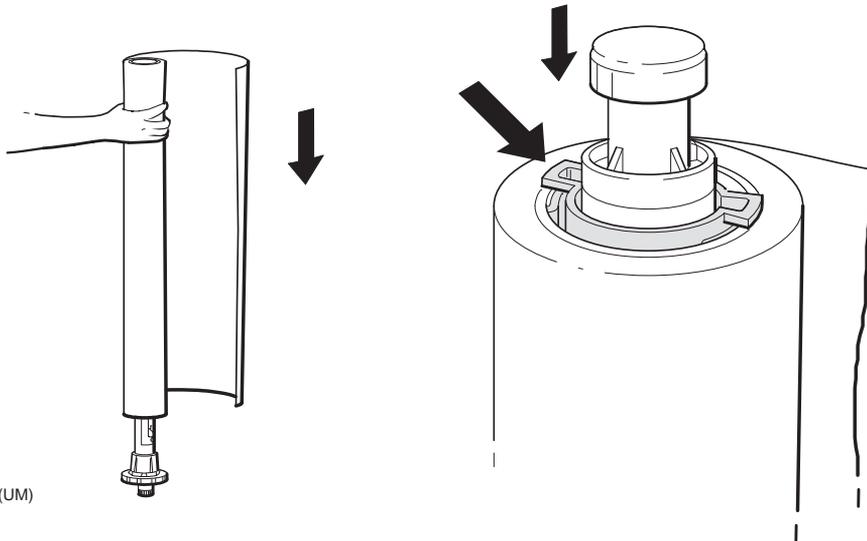
1. Standing the spindle on the end opposite the large, scalloped media stop, *pull* the scalloped media stop to release the spindle from the used roll. Set the spindle aside. Turn the used roll over and slip the endcap out with your finger. See Figure 3-2.
2. Slide the roll onto the spindle with the leading edge winding clockwise. Push the endcap into the media core, making sure the tabs are flush against the edge of the roll. See Figure 3-3.



(C) C2847-10(UM)

Removing the Media Stop and Endcap

Figure 3-2.



(C) C2847-16(UM)

Sliding the New Roll onto the Spindle

Figure 3-3.

3. Open the roll cover and insert the spindle, with the endcap at the left and the media stop at the right. Firmly push on both ends. See Figure 3-4.

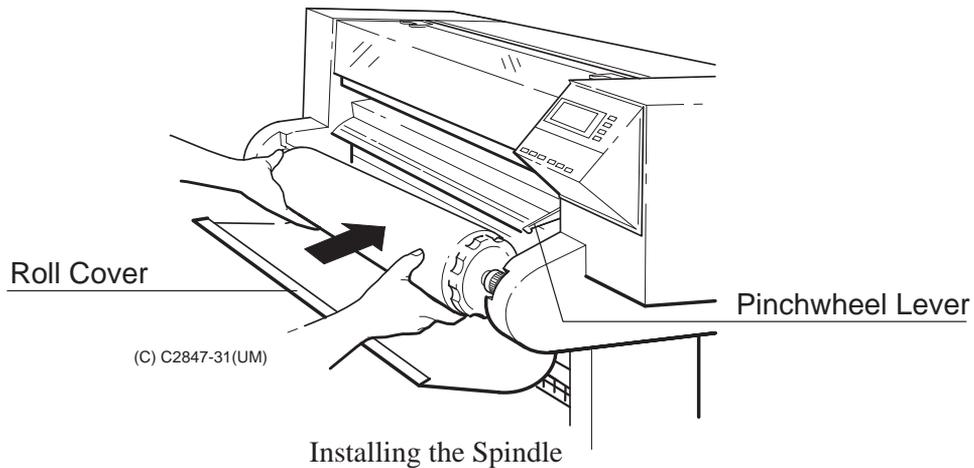


Figure 3-4.

4. Once the roll is in place, push the media all the way to the right, so that it's flush against the media stop.
5. Ensure that the pinchwheel lever at the right of the plotter is down.
6. Turn the plotter ON, if it is not already ON.
7. Grasp the leading edge of the media and pull about one foot (30 cm) of media out from the roll. Check the leading edge of the media. If it appears uneven, or to ensure a straight edge, the edge will need to be trimmed.

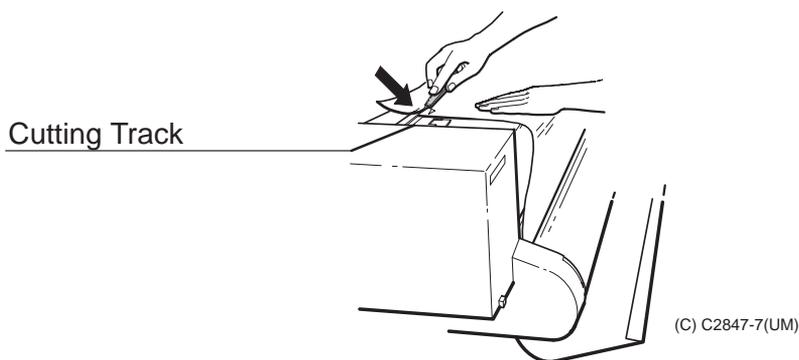
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## WARNING

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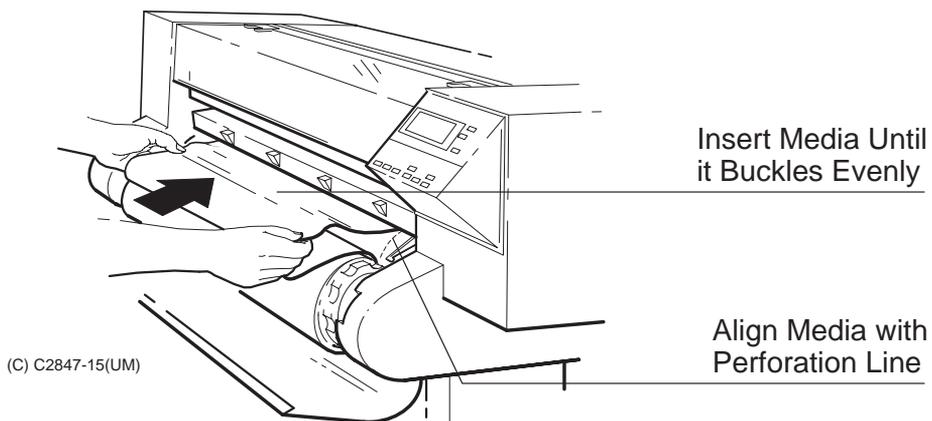
**The cutter blade is very sharp. Use caution when using the cutter to trim or cut media. Keep hands away from the blade when cutting. Retract the blade into the cutter after use.**

8. Trim the leading edge if it's uneven. Pull it over the top of the plotter and lay it over the cutting track. Using the cutter located in the holder at the back of the plotter, cut off the first few inches of the media. See Figure 3-5. Return the cutter to the holder.
9. Load the leading edge, aligning the right edge with the perforated line on the entry platen. Push the media in until it buckles slightly as it hits the stops inside the plotter. Let go when the plotter begins to pull the media in. See Figure 3-6.



Trimming the Leading Edge of the Media

Figure 3-5.



Loading the Leading Edge of the Media

Figure 3-6.

10. When the front panel displays “Sheet load/Roll load,” press the **Down Arrow** button to select “Roll load.”
11. When the front panel displays “SELECT MEDIA,” press the **Up** or **Down Arrow** button to scroll through and select the media choice. Press the **Enter** button to set the plotter for the media type being used. The plotter will now load the roll of media.
12. When indicated on the front panel, raise the pinchwheel lever to the up position.
13. When “Pull ↓ / Align ↔ edges to roll” is displayed on the front panel, pull the left and right edges of the roll toward you until taut. Then align the left and right edges of

the media so that they are flush with the left and right edges of the roll. See Figure 3-7.

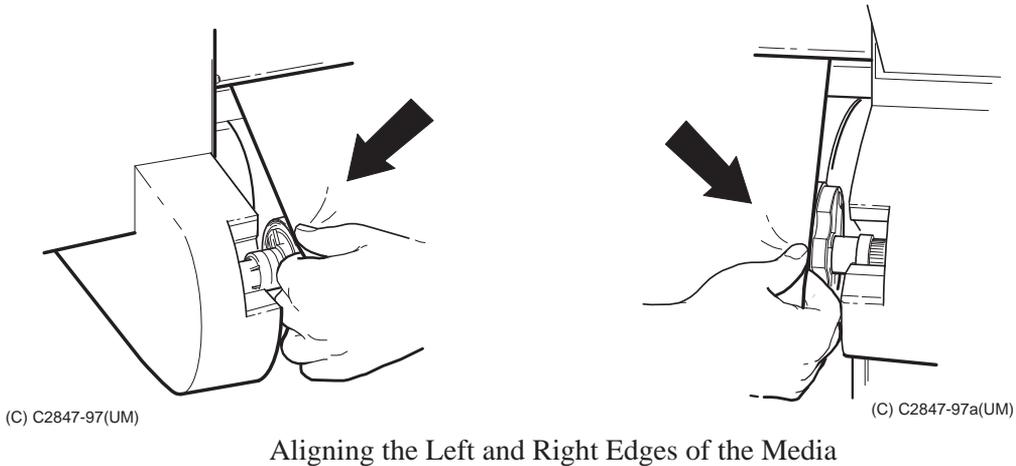


Figure 3-7.

14. When the front panel instructs you, lower the pinchwheel lever. The plotter checks to make sure the roll is properly aligned.
15. When “Close roll cover/Continue →” is displayed, rewind the media stop to take up any slack in the roll. Make sure the leading edge of the media is outside the roll cover, then close the roll cover. Press the **Down Arrow** button to continue. The plotter trims off the first few inches of media. When roll loading is complete, the “STATUS Ready to plot” message is displayed.

## UNLOADING ROLL MEDIA

To unload roll media from the platen without removing the spindle from the plotter, do the following steps:

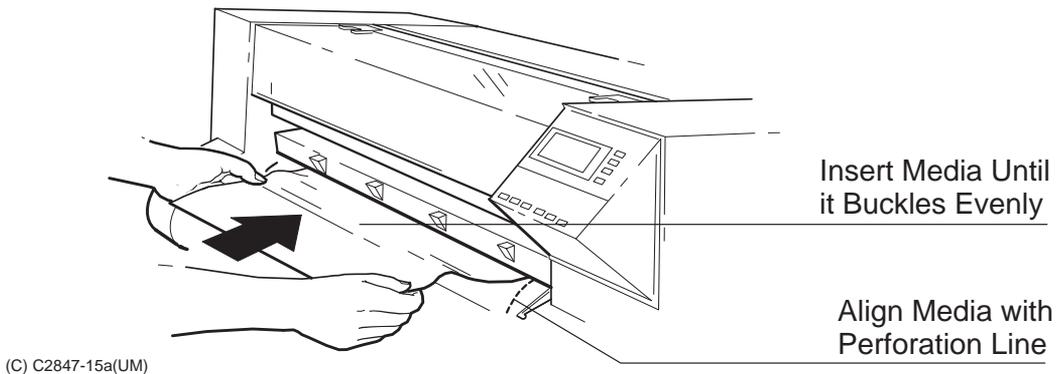
1. Raise the pinchwheel lever to the up position.
2. Open the roll cover and turn the media stop to wind the media back onto the spindle.
3. Close the roll cover.
4. Lower the pinchwheel lever to the down position.

To remove the spindle with roll media, perform steps 1 and 2 above, then pull on both ends of the spindle to remove it from the plotter.

## LOADING SHEET MEDIA

To load sheet media, perform the following steps:

1. Ensure that the pinchwheel lever is down and the roll cover is closed.
2. Load the leading edge of the sheet making sure to push the sheet in straight (not skewed) while aligning the right edge of the sheet with the perforated line on the entry platen. See Figure 3-8.



Loading Sheet Media

Figure 3-8.

3. Push the sheet in until it buckles slightly as it hits the stops inside the plotter. (The buckling should be even across the width of the sheet.) Let go as soon as the plotter begins to pull the media in.
4. When the front panel displays “Sheet load/Roll load,” press the **Up Arrow** button to select “Sheet load.”
5. When the front panel displays “SELECT MEDIA,” press the **Up** or **Down Arrow** button to scroll through and select the media choice. Press the **Enter** button to set the plotter for the media type being used. The plotter will now load the sheet of media.
6. The plotter moves the sheet in and out to check its size and alignment, then advances it to the start of the page. When sheet loading is complete, the “STATUS Ready to plot” message is displayed.