

FormsPro 5100 Series Quick Setup Instructions

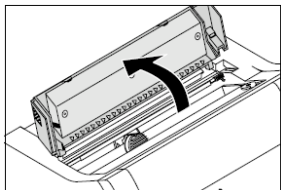
 Drivers, User Manuals, and SW Utilities available @ www.printek.com

1

Unpack the Printer: Remove all packing materials, and place on a solid, flat surface. — **Connect** the power and host interface cables. — **Turn the Printer On**

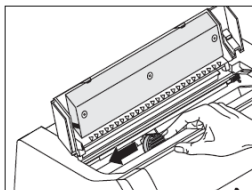
2

A



Install the Ribbon – Move the paper to the park position. Open the printer top cover.

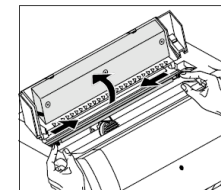
B



Cautiously slide the print head carriage to the left stop (viewed from the printer front).

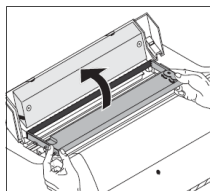
WARNING: Let printhead cool if necessary.

C



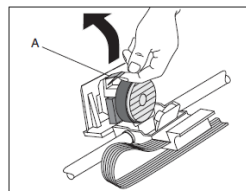
Move the colored friction tabs on the right and on the left into the direction of the respective arrows shown in the figure and raise the friction mechanism.

D



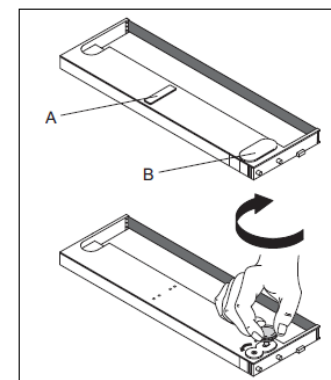
Remove the used cassette.

E



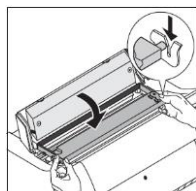
Raise the colored insertion tongue **A**.

F



Remove the colored protections **A** and **B**.

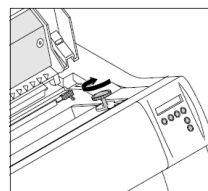
G



Slightly tilt the ribbon cassette forwards and thread in the ribbon between the colored insertion tongue and the ribbon support (transparent plastic plate).

Align and insert the cassette into the guides on the left and right, then press down until it clicks into place.

H

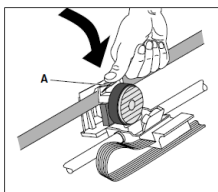


Insert the colored tension knob into one of the two locations.

Turn the tension knob in direction of the arrow to take up slack in the ribbon until it is seated correctly at the bottom in the ribbon support. **WARNING:** Remove the knob.

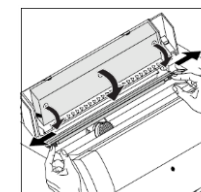
Insert the colored ribbon tension knob into the right-hand front location of the new ribbon cassette. Turn the knob in the direction of the arrow in order to take up slack of the ribbon.

I



Press down the colored insertion tongue **A**.

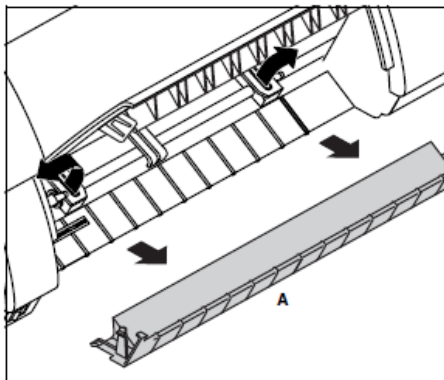
J



Press the friction mechanism down until it clicks into place. Close the top cover.

3

A

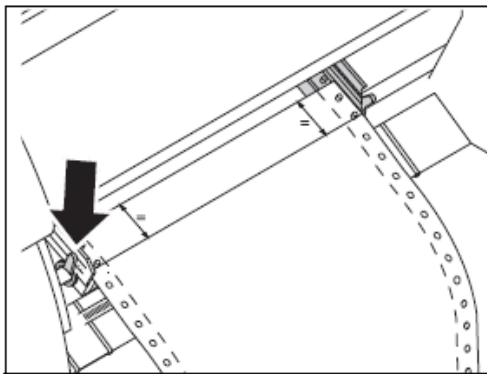


Load Paper – Raise the front cover.

Remove the bottom cover **A**.

Open the right and left tractor flaps.

B

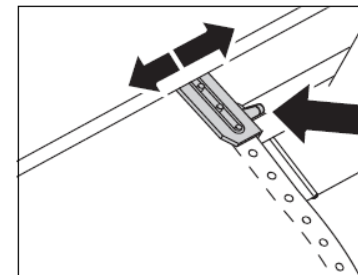


Open the colored latch lever and align the tractor so that the first printing position on the paper matches the **X** mark on the printer housing.

Lock the colored lever again.

Place fanfold paper into the left-hand tractor.

C



Open the colored latch lever of the right-hand tractor and align it to the paper width.

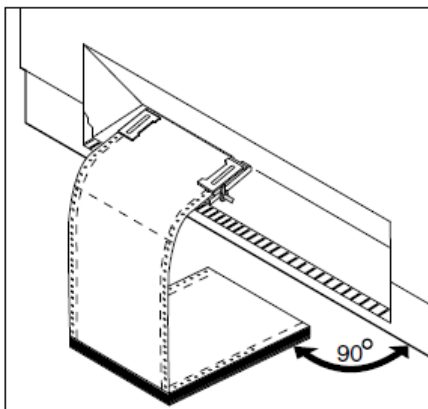
Insert the fanfold paper into the right-hand tractor.

Make sure that it is inserted by the same length as on the left-hand tractor in order to avoid any paper jam.

Close the tractor flap and lock the tractor by turning the tractor lever to the rear.

CAUTION: Do not tension the paper excessively to avoid tearing the perforation holes; do not allow excessive slack since in this case the paper will bulge and there may be problems in the feeding process.

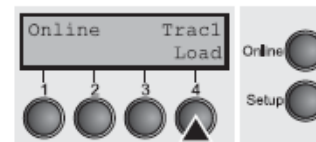
D



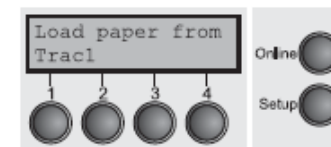
Make sure to align the paper stack in parallel with the printer and that the paper flow is unobstructed.

E

Lower the front cover. Switch the printer on. The active paper source (**Tractor 1**) appears in the display. The display alternates between...



And...



The paper is automatically loaded when the printer is in online mode and receives data from the computer.

Note: For FormsPro 5102 printers, see additional included instruction Part Number 7621 for paper loading.

4

Review the configuration settings described on the next page. When complete, press the “Online” button to allow the printer to receive data and begin printing.

FormsPro 5100 Series Setup Menu Reference

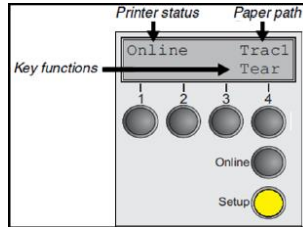
LCD Control Panel Display Function View

The LC Display details all the important printer settings and which functions are currently assigned to which keys. Example below:

The upper line indicates that the printer is either in **Online** or **Offline** mode.

- The example below displays the printer's status as in the **Online** mode.
- The selected paper path is **Trac 1**
- The function is **Tear** indicating that key function is currently active in manual mode.
- Once changes have been made and saved, press **Online** to return to the main menu.

Select **Setup** to access Online MENU (Primary) and to change printer configurations.



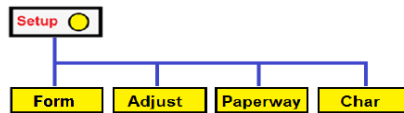
Control Panel

There are three levels to make Configuration changes through the FP5100 control panel:

- Setup
- Primary Menu
- Sub-Menu

1. Press **Setup** to access any of the Primary Menus:

- Form
- Adjust
- Paperway
- Char



2. Example: Select **Form** to access **Sub-Menus**

3. Select **Next** until you see the **Sub-Menu** where you will make change settings.

4. Make your changes in the **Sub-Menu**.

Then save the changes by pressing **Set**. When you have made your changes, press **Setup**.

Default Configuration Settings

NAME	FORM 0
Font	Draft
CPI	10 CPI
LPI	6 LPI
Skip	0.0Inch
ESCChar	ESC
Emulate	Epson LQ-2550
Bidir	On
CG-Tab	Graphic
CharSet	Extended
Country	E-US ASCII
SI.Zero	Off
Auto-CR	On
Auto-LF	Off
AutoTear	Tear=1s
Width	13.6Inch
LeftMrg	0/10"
RightMrg	136/10"
Paphand	On
Barcode	Off
Barmode	Unsecured
Tractor1	*
Formlen	Letter 11"
Head	18
FormAdj	12/72"
Tractor2	
Interf.	Shared
Buffer	256 KB
CX-bid	On
Form	1
TearAdj Form1	0/72"
AutoTRA	Off
Quietm.	Off
AGA	On
AGA offset	0
Pap.back	Normal
PMS	Low
APW	Off
AED	On
Sound	On
FFmode	On
Wrap	On
Rightzo	Off
Leftzon	Off
Head up	Off
Pagewid	136/10"
Physlm	0/10"
Hvy Form	Off
Sleepmod	On
Bar Top	Off
LCPtop	Off
Ignore	Off
FFaftLC	On
GrSpeed	High
Jobcntl	Off
FL-Ctrl	System

Printer Path Flow: Sub Menu Chart

Form	Adjust	Paperway	Char
Back - Print- Form - Next	Head AGA	Tractor	Font
	TOF		CPI
	Tear		
Back - Reset - QuiteM - Next			
Back - Font - CPI - Next			
Back - LPI - Skip - Next			
Back - Esc Char - Emulate - Next			
Back - BiDir - I/O - Next			
Back - Cg-Tab - Charset - Next			
Back - Country - SI Zero - Next			
Back - Auto-CR - Auto-LF - Next			
Back - Frm Lock - Language - Next			
Back - Paper - Auto Tear - Next			
Back - Width - Color Option - Next			
Back - Barcode - Barmode - Next			
Back - BarTop - LCPTop - Next			
Back - FF Mode - Paper Opt - Next			
Back - Left Margin - Right Margin - Next			
Back - FF at LC - Paphand - Next			