

Loading Money Orders into a Legacy Printer

Always remember to turn the power off first. The power switch is located on the rear of the printer, just above the power cord.

Take your key, insert it into the lock, unlock the lid, and pull the lid towards you until the lid is open and you can see the inner-workings of the printer.

Inside the empty cavity above the printer, will be a little white guide rod¹. Take that guide rod out, set it aside for a moment.

Now take your brand new pack of money orders. Serial number one (1) should be on top, zero-zero (00) should be on the bottom.

Fold the first two money orders over towards you so where you can see the back of the money order.

Place the pack of money orders into the empty cavity and replace the white guide rod¹, making certain that the first money order is traveling over the top of the guide rod.

You'll then take your money order and place it behind the print roller.

On the right-hand side of your print roller, just to the left of the manual advance knob, is a little gray or brown lever². Pull that lever towards you. This releases tension on the roller so paper can be adjusted and put in.

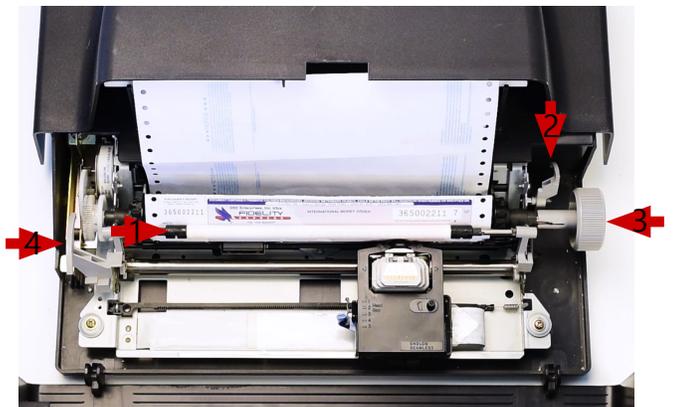
Center the little pegs on the roller with the precut holes on the money order and manually advance them one quarter turn³.

The little lever on the right-hand side², push it back. This holds the paper flat against the roller. Make certain your print head is behind one of the two silver rollers in front of the printer. Advance the paper forward.

On the left-hand side⁴, there's a gray or brown lever, pull it towards you and make sure that the money order paper, as it advances around the roller, is placed underneath this white guide rod. Push that lever back.

Make certain that the serial number of the first money order is hidden behind that white guide rod and that the paper is flat against the printer roller.

When you have your printer paper in this position, close your lid, lock your lid, and you can power your printer back on.



To view a video of this guide, [click here](#).

If you have questions, please call our Help Desk at 800.621.8030.