

## Introduction

The FormSaver model of the 4800 series printers provides the capability to print at the top of the first and succeeding forms, eject a printed form to the top paper exit for tear-off end then, after ejection, retract the next form to the first print line. This eliminates the loss of one or more forms normally experienced in many printing applications when a form is ejected to be torn off or examined. FormSaver printer models have an additional paper drive mechanism capability and forms control. Forms can be ejected automatically based on data and form conditions or manually by the operator. This addendum explains how to enable this feature via the menu and defines the meaning of the options and menu selections.

## Checking current setting

While in **Local**, press the PROGRAM pushbutton to enter the Program Mode.

Pressing the NEXT OPTION or PREVIOUS OPTION pushbutton will change the LCD to display another menu item. Go to the **Forms Eject** menu.

Pressing the ENTER pushbutton at this point will display one of the following as the current setting:

**Normal FF**-Normal form feed. No special form ejection.

**AutoEject** - Paper moves to tear-off position when printing is completed

**Rear Exit** - Paper is feed through rear exit of printer

**Top Exit** - Paper is feed through top exit of printer

## Automatic ejection function

At the **Normal FF** entry of the **Forms Eject** menu, press the NEXT OPTION pushbutton to display **AutoEject**. When selected (by pressing ENTER), two additional menu entries are available.

The first is the **IdleTimeout** option. IdleTimeout defines the time elapse after the job is printed until the paper will be moved (ejected) to the tear-off position. This value can be set from 0 to 90 seconds.

The second entry is **StartEject**. This entry allows the operator to define when the ejection occurs. Two options are available for this entry: 1) The ejection will be activated if the printer is at the end of the form *and* there has been no print activity for the IdleTimeout period. This option is the default. 2) The ejection will be activated if there has been no print activity for the IdleTimeout period.

When the printer has moved the form to the tear-off position, "AutoEjected" will be displayed on the LCD.

To adjust the tear-off position, the operator must use the FORMFEED pushbutton to position the paper to the tear bar.

While the form is in the ejected position, the UP and DOWN pushbuttons can be used to fine tune the eject distance. Once the form has been properly positioned, relative to the tear bar, the **ENTER pushbutton must be pressed** in order to record the new "tear-off eject distance".

When a form is in the ejected position, pressing the FORMFEED pushbutton will cause a retraction of the form. If the form is not in the ejected position the FORMFEED pushbutton will move the paper to the tear-off position. (Printer must be ONLINE If printer is OFFLINE and FORMFEED pushbutton is pressed, a full formfeed will be performed.)

## Manual tear-off function

The **Forms Eject** menu of the Program Menu also provides access to the manual tear-off function. Selecting **Rear Exit** or **Top Exit** as the paper eject path will activate this function.

Once manual tear-off is activated, the FORMFEED pushbutton on the control panel will function as a "tear-off" key only when the printer is online

The **RetractMov** menu entry allows the operator to define the position on the form where printing will resume after the paper retracts following a manual *tear-off operation*. Two menu selections define the retract move selection:

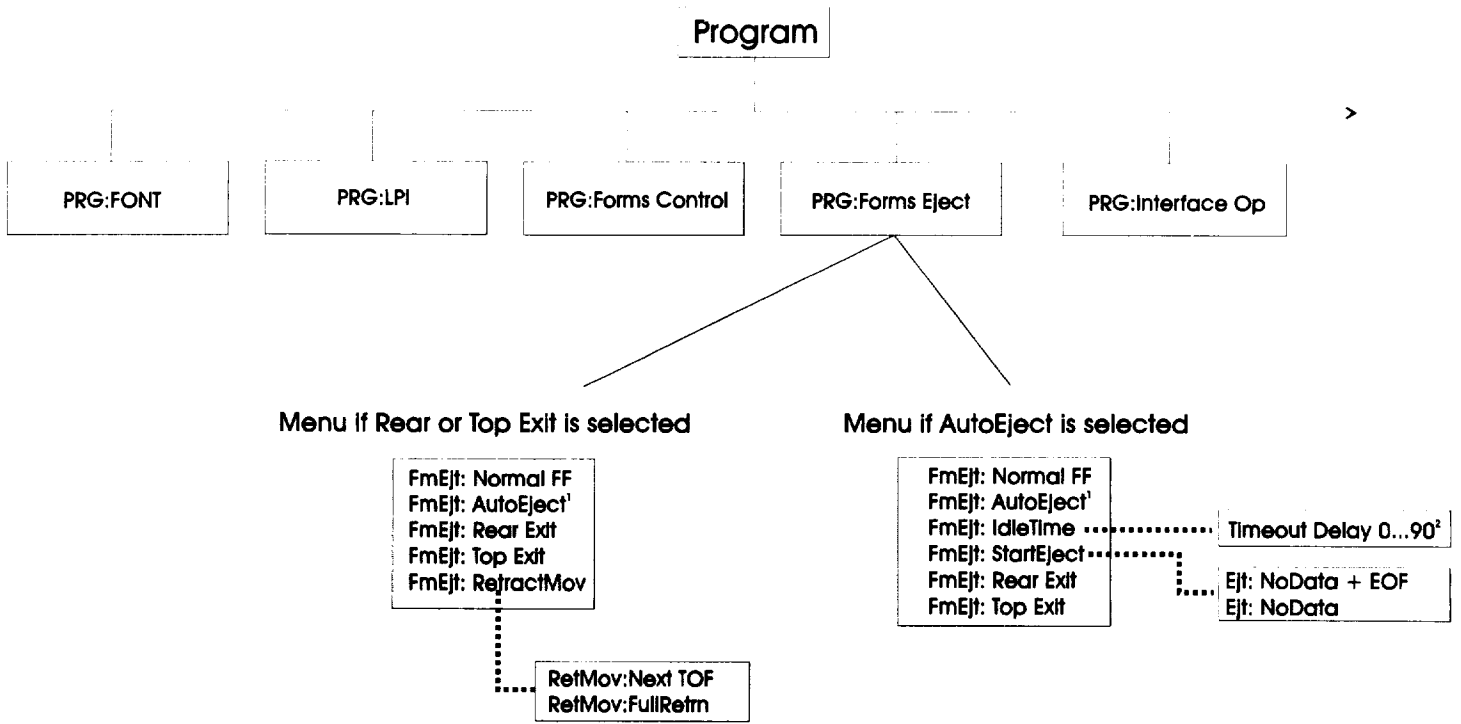
- 1 ) **FullRetrn** - Moves the perforation of the form just printed to the tear-off position. After a pause of 15 seconds (a tone sounds 2 seconds before the paper moves), the paper retracts to the first print position of the next form to be printed. This procedure is provided for printers with the zero-tear function.
- 2) **Next TOF** - Moves the perforation of the form just printed to the tear-off position. After a pause of 15 seconds (a tone sounds 2 seconds before the paper moves), the printer moves the paper to the top print position on the form *following* the form that was in position at the time of tear-off. This procedure is provided for printers without the zero-tear function.

While the form is in the ejected position, the UP and DOWN pushbuttons can be used to fine tune the eject distance. Once the form has been properly positioned, relative to the tear bar, the ENTER pushbutton must be pressed in order to record the new "tear-off eject distance".

## Menu Overview

The graphic on the next page provides an overview of the menu selections involved in the above procedures.

OVERVIEW OF MENU OPTIONS - FORMSAVER MODELS



<sup>1</sup> Since the AutoEject function is designed for demand document and zero-tear applications, the printer top exit is automatically selected.

<sup>2</sup> The value is set by using the ↑ and ↓ pushbuttons on the control panel.