# BANKjet® 1500 — Training Guide

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Loading a New Paper Roll (refer to label inside rear cover)

1) Use the Open Cover Button to open the rear cover.
2) Insert the new paper roll so that the paper unwinds from the bottom of the roll, and that the leading edge of the paper is aligned to the line on the front cover. Make sure the paper does not extend beyond the line on the front cover.
3) Close the rear cover on the paper. The BANKjet's Insta-Load® feature will automatically complete the loading process.
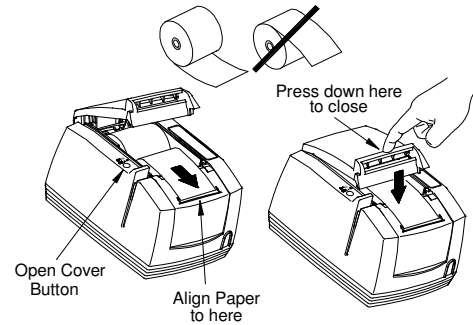
Using the Reverse Feed Feature
Holding the New Cartridge and Feed Buttons down at the same time, with the printer covers open, will reverse the paper out of the paper path.

Press down here to close

Open Cover Button

Align Paper to here

Installing New Ink Cartridges (refer to label inside front cover)

Do not touch the ink cartridge's metallic connector area with your fingers. Touching this area will contaminate the cartridges connector surface.

1) Open the front cover of the printer and pull down (release) the blue cartridge latch.
2) Take out the old ink cartridge.
3) Place the new ink cartridge into the carriage by holding the tab to ensure clean installation.

**- Black ink cartridges go into left carriage.**
- Color ink cartridges go into right carriage.
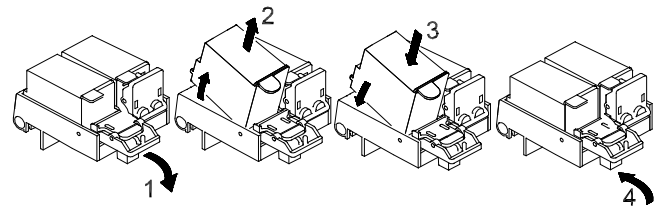
4) Close (engage) the blue latch and both printer covers.
5) Always initialize the newly installed ink cartridges by pressing the NEW CARTRIDGE Button immediately after closing the printers covers.

Inserting Validation Forms (validate single ply forms only)

1) Insert a square, smooth corner of the validation form into the validation slot, using the right edge of the validation slot as a guide. When the form is detected, the FORM light changes from blinking to steady on.
2) RELEASE THE FORM. The form will be automatically drawn into the printer and printing will begin.
3) When printing is complete, the printer will feed the form out. Remove the form.
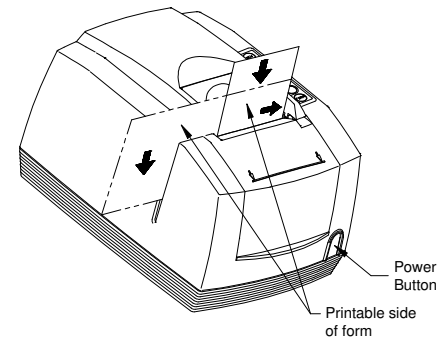
Printable Side of Form
Always insert forms so that the printed side of the form is facing the front of the printer.

Power Button

Printable side of form

Quick start reference to using Keypad Buttons

What Buttons do I use when…	Do this…
Turning the Printer ON	Press and release the front Power Button
Turning the Printer OFF	Press and release the front Power Button
Removing the Ink Low Warning After Installing New Ink Cartridges	Press and release the New Cartridge Button immediately after installing any new ink cartridge(s).
Cleaning the Ink Cartridges	Press and release the New Cartridge Button. Repeat up to 3 times.
Printing the Ink Level Status	Press and release the New Cartridge Button.
Feeding Paper	Press the Feed Button. Press once to advance one line. Press and hold for continuous feed.
Reverse Feeding Paper	With printer covers open, press and hold the New Cartridge and Feed Buttons at the same time.

Overview of Printer Controls

POWER Button (Located on the front of printer)
When the printer is in the OPERATIONAL/ON mode, the green POWER indicator light will be illuminated. None of the keypad indicator lights are illuminated when the printer is in the STANDBY/OFF mode.

NEW CARTRIDGE Button
The NEW CARTRIDGE Button works with the Left and Right Cartridge Indicator Lights to allow an operator to monitor and replace ink cartridges as ink levels become low. The primary functions of the NEW CARTRIDGE Button are:

Cartridge Status Monitoring
Ink is monitored by the printer. When the ink supply is low, the indicator light for the left or right ink cartridge will blink. After replacing the ink cartridge(s), press the NEW CARTRIDGE Button to inform the printer that a new ink cartridge has been installed.

Printing Cartridge Status
Press the NEW CARTRIDGE Button to print the current status of the ink cartridges.

FEED Button
The FEED Button is used to advance paper. If an inserted form is present in the printer, the FEED Button will move the form in an upward direction. If no form is present , the receipt paper will be advanced. Pressing the FEED Button momentarily, will feed one line of paper at a time. Pressing and holding the FEED Button will feed paper continuously until the FEED Button is released.

OPEN COVER Button
Use the Open Cover Button to open the rear cover.
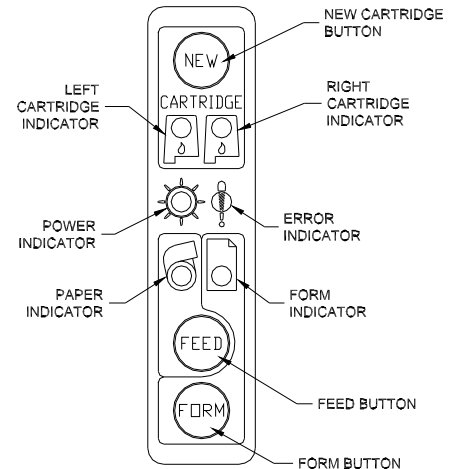
Transporting Printers

Warning: Never transport printers with an ink cartridge installed.

Troubleshooting

Paper Jams
Jams should be cleared immediately.
Clearing a Paper Jam
1) Open rear cover.
2) Remove any paper exiting the printer.
3) Reverse Feed the paper. (with covers open, press and hold New Cartridge and Feed buttons)
4) Open the front cover and check that all paper has been removed. The carriage can be pushed to the right or left.
5) Reload the paper following the instructions under the rear cover.

Clearing a Validation Jam
1) If a form fails to exit the Validation Module, pressing the Feed button will back the form out.
2) Forms may be removed by opening the front cover and pulling the form out from under the carriage.

If, after completing the installation procedures, your printer experiences problems or shows blinking indicator lights, the following information will assist you in eliminating the most obvious problems. The table below lists issues that may be experienced during setup. The keypad diagrams below are to explain the most common indicator lights.

Problem	Remedy
Printer lights are not ON	Press Power Button to place printer in OPERATIONAL/ON mode.
Printer does not seem to have any power	Confirm power is available, and the power cord is fully seated in the power supply's power socket.
Printer lights are ON, but it will not print	Check to see if the printer covers are properly closed.
Inconsistent printing, or failure to print.	Check to see if the printer's ink cartridges are fully seated into the cartridge carriage.
Paper Indicator light is illuminated.	Install new paper roll and check to be sure covers are closed properly.

The dark spots on the diagrams below signify either a solid or blinking indicator light.

Cover Open	Out of Paper	Paper Low	Right Cartridge Low	Left Cartridge Low	Both Cartridges Low	Right Cartridges Removed	Left Cartridge Removed

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