

<b>Printronic Technical Bulletin</b>	Number 5-0026	Revision A
	Product Type P5000	Date 8/99
<b>Subject</b> Procedure To Set The Top-of-Form Position	Originator MB Tan	Page 1 of 3

## Subject

This Technical Bulletin describes the correct procedure to set the Top-Of-Form (TOF) position.

### Warning!

***Please do not attempt to turn the Vertical-Position-Knob while the printer is 'On-Line'. This action may damage the knob or belt permanently.***

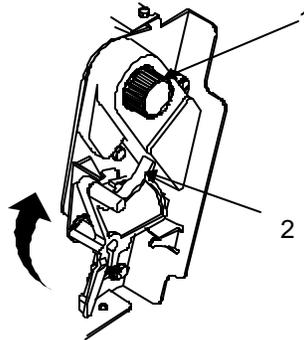
**TIP:** To turn the Vertical-Position-Knob, raise the form thickness lever as far as it will go.

## Information

### A. Setting the Top-of-Form

*(This procedure is available in the Printronix P5000 User Manual under section "Setting up of the Printer")*

1. Be sure the forms thickness lever is lowered. If the printer is off, set the power switch to I (On).
2. Press ON LINE to place the printer in offline mode. The LCD will then display "OFFLINE / CONFIG. CONTROL."
3. Press PAPER ADVANCE several times to ensure the paper feeds properly beyond the tractors and over the lower paper path. Ensure the paper folds properly in the stacking.



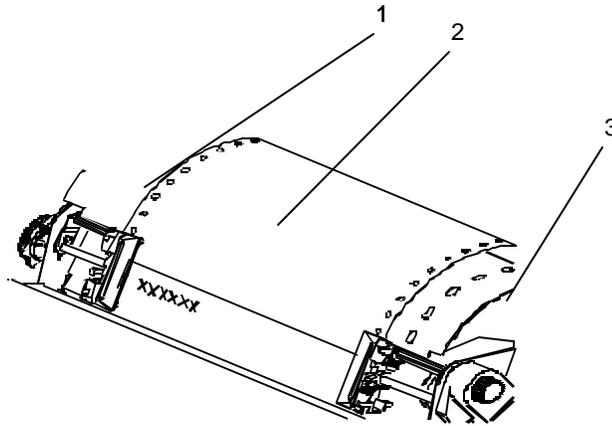
#### Legend:

1. Vertical Position Knob
2. Forms Thickness Lever

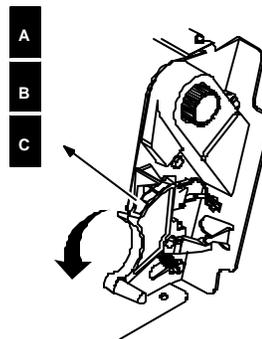
4. Raise the forms thickness lever as far as it will go. This allows you to turn the vertical position knob freely in order to align the top-of-form.

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5. Locate the TOF indicator (1). It is the small tab located on both the right and left tractor door.



6. Turn the vertical position knob (3) to align the top of the first print line with the TOF indicator (2). For best print quality, it is recommended the top-of-form be set at least 1/2 inch below the perforation.



7. Lower the forms thickness lever. Set it to match the paper thickness. (The A-B-C scale corresponds approximately to 1-, 3-, and 6-part paper thickness.)

**NOTE:** Do not set the forms thickness lever too tightly; excessive friction can cause paper jams, ribbon jams with potential for ribbon damage, smeared ink, or wavy print.

8. Press SET TOF. The top-of-form position you have set moves down to the print position.
9. Press CLEAR to remove any fault messages (such as "LOAD PAPER") from the message display.

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10. Press ON LINE to place the printer in online mode.

**B. Precision setting of Top-of-Form (TOF)**

*(This method is suited for a more precise positioning of Top-Of-Form where a previously set TOF requires a finer adjustment)*

1. Place the printer in Off-line mode.
2. Press the "VIEW/EJECT" key quickly on the control panel. *(Note that in off-line mode, holding VIEW/EJECT key down for longer than ½ second will invoke the paper eject function. The amount of paper advanced is determined by the eject mode settings in the configuration menu.)*
3. The paper will move forward about 3 to 4 inches. This facility is provided to view the last printing done.
4. At this stage, "micro-stepping" or form-feed in small increments of 1/72 inch can be made by operating the "▲▼ up/down" arrow keys on the control panel.
5. Move the form/paper by micro-stepping as described above and stop at the desired position.
6. Pressing "VIEW/EJECT" key a second time will move the form back to the newly adjusted print position.

Please refer to the P5000 Series User's Reference Manual, part number 164299-001 for more information.

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