

# Changing a Paymaster 7000 Ribbon

## Removal of Old Ribbon

- Remove front and rear doors by depressing right side of each door latch and lifting door away from machine.
- Pull machine handle and observe rear spool to see in which direction ribbon is winding.
- If ribbon is winding onto the rear spool, hold the ribbon on the front spool firmly, and pull the handle. This will change the direction of the ribbon toward the front spool.
- Grasp spool knob, which is located on right side of machine and turn toward front until ribbon clip is visible on rear spool.
- Pull operating handle forward 2 or 3 times, which will reverse the direction of the ribbon and provide enough slack to unhook the ribbon clip from the rear spool. Turn the spool knob forward front again until the balance of the ribbon is wound on the front spool.
- Grasp the full spool and unscrew the spool knob, turning it clockwise (Left Hand Thread). Remove knob and place aside.
- Raise the spool latch (Nickel Plated Latch at left side of spool), push spool slightly toward the handle side of machine, and pull spool out of machine.

## Installing New Ribbon

- Remove wrapper from new ribbon. Straighten the paper leader on the new spool and lay spool at the front of machine with the toothed wheel to the left.
- Lower front edge of Ribbon Guide Plate by pushing down lightly on the line gauge on the handle side of machine. Feed paper leader under the guide rod and over the guide plate. Release the line gauge and continue to feed the leader until it protrudes out of the rear of the machine\* over the rear spool. Pull the paper leader at the rear thru the machine until the metal clip along end of ribbon is out and over the rear spool.
- Put the new front ribbon spool in place by pressing it against the spring brake at right side of ribbon spool frame. Make sure the spool latch (Nickel Plated Latch at left side of spool) is up while inserting spool, push latch down after spool is completely inserted.
- Replace spool knob by turning in a counter clockwise direction.
- Turn machine so that the rear spool is towards you. Hook the metal clip on the two spool buttons and remove the paper ribbon leader (Tear Off).
- Turn the front spool knob to take up any slack in the ribbon.
- Replace the rear and front doors. Your machine is now ready to operate.

