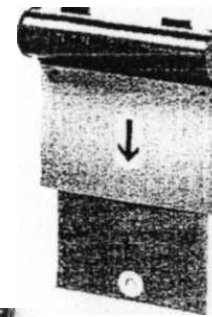


# Paymaster Series 8500 & 9000

## Replacement Ribbon Cartridge Installment Instructions

Your Paymaster is equipped with a Replaceable Ribbon Cartridge (shown at the **right**), which when changed at the proper intervals, will assure consistent, legible, and **secure** imprints. The following twelve (12) step replacement procedure is provided to assist you with the exchange.



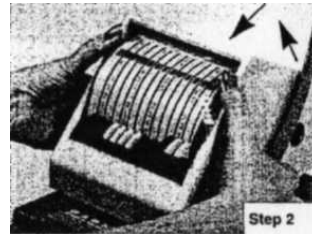
After completing the cartridge exchange, take a few sample impressions to assure that the machine is performing properly and that the print quality meets acceptable standards.

Should you need further assistance with this procedure or have any questions regarding your Paymaster, please contact us at Check-Writer Associates for assistance.

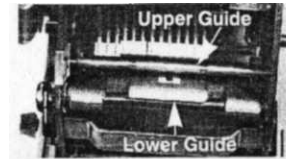
Please read these replacement instructions carefully **before** attempting to replace the



**REMOVAL OF THE TOP COVER**  
Move all fingertip keys to the zero position (where applicable). Remove the screw on the back of the top cover (Step 1). Remove the cover as shown in Step 2. **NOTE:** Upon removal of your top cover, extreme caution should be taken to avoid any contact with the security dye based ink contained in the **OLD** or **NEW** ribbon cartridge. Permanent staining could result from ink contacting the exterior components of your machine.



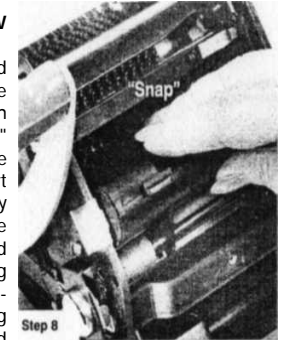
Step 2



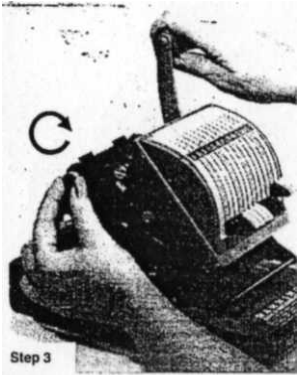
Step 7

### INSTALLATION OF THE NEW CARTRIDGE

Referring to Step 7, locate the "upper" and "lower" cartridge guides in the rear of the machine chassis. Grasp the cartridge with the "arrow" side up and guide the "leader" and the right and left leading edges of the cartridge through the guides. Slowly insert the cartridge into the machine. Carefully guide the hole (A) on the left end of the cartridge into position on the rounded portion (B) of the cartridge retaining spring clip. Push downward and "snap" the cylinder in place as shown in Step 8. Holding the rear cylinder gear, rescrew the red knob in place.



Step 8



Step 3

**REWINDING THE RIBBON**  
Locate the **red cartridge knob** on the left side of the machine (Step 3). Attempt to turn the knob in a clockwise direction. Should the knob be locked, hold the knob tightly (to prevent turning) with the fingers on your left hand and pull the handle slightly forward with your right hand. This will unlock the knob and reverse the direction of the ribbon travel to the rear (Step 4). (You may have to advance the handle several times to provide ample tension to reverse the ribbon mechanism). With the knob now unlocked, rewind all of the ribbon to the rear.



Step 4



Step 9

### CONNECTING THE NEW FRONT RIBBON LEADER

Returning to the front of the machine, rotate the front ribbon spool so that the two (2) pins are upright. Using the "hooked" end of the Leader Tool provided with your new replacement cartridge, locate and grasp the hole in the center of the paper leader as depicted in Step 9. Pull the leader forward and over the front spool. Grasp the paper leader in one hand and the metal leader in the other. Tear off and discard the paper leader (See Step 9). Connect the new metal leader to the two (2) spool pins. Advance the handle slightly several times to assure proper ribbon advancement (Step 10).



Step 10



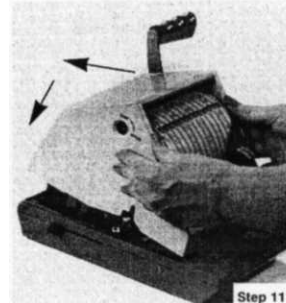
Step 5

### DISCONNECT AND REMOVE THE OLD CARTRIDGE

With all of the ribbon wound to the rear spool, once again hold the cartridge knob tightly and advance the handle slightly forward to reverse the ribbon mechanism back to its forward position. Locate and remove the front metal "leader clip" off of the front spool (Step 5). Hold the rear spool and unscrew the cartridge knob completely out of the machine. Remove the cartridge by pulling upward and out as illustrated in Step 6. Discard the entire used ribbon cartridge assembly, retaining the red knob for use in future installation steps.



Step 6



Step 11

### REPLACING THE TOP COVER

Place the top cover over your machine. Locate the five (5) molded retaining brackets on the inside front portion of the top cover. Carefully position these brackets to the front shaft. Push the cover toward the back of the machine (Step 11). Slowly bring the cover over the machine until it "seats" over the lock to its normal position. To complete the ribbon cartridge exchange, rescrew the top cover retaining screw as shown in Step 12.



Step 12