

CheckWriter Associates International Inc.

<http://www.checkwriters.com> | (800) 833-3335

Ribbon Installation Procedure

1. To correctly install the MICR ribbon in any TIMEC encoder:
2. Remove the ribbon from the plastic bag; remove the red retaining clip from the cassette, discard clip.
3. Place a pencil or your index finger between the cassette and the inner surface of the ribbon; gently ease the ribbon away from the cassette, effectively creating a bigger loop of ribbon for installation.
4. With the ribbon lid removed: place the cassette in the ribbon well, ensuring the two back tangs on the cassette slot into the two openings in the back of the ribbon well.
5. Lower the cassette into the ribbon well easing the ribbon loop over the print head cover letting the ribbon slide all the way down into position.
6. With your right hand gently press down on the top surface of the cassette while turning counter-clockwise the orange take up button of the cassette. You should feel the button engage the ratchet of the ribbon feed during this process of taking up the slack in the ribbon loop.
7. Before putting the ribbon lid back in place, please encode a document ensuring that the ribbon is operating correctly.
8. Return the ribbon lid back in location.