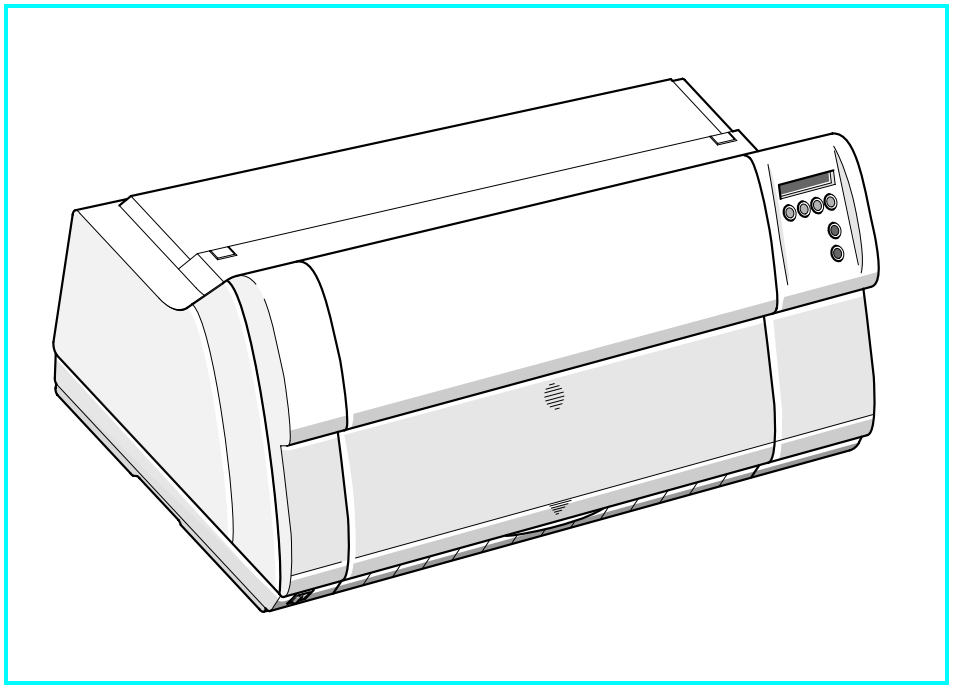
Tally®

T2265
SprintPro

T2280
SprintPro

Operator’s manual

Matrix printer



Important Information

This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in accordance with the manufacturer's instructions, may cause interference in radio and television reception. It has been type tested and found to comply with the limits for class B computing devices in accordance with the specification in subpart J of part 15 of FCC rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a partial installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna,
- Relocate the peripheral away from the receiver,
- Move the peripheral away from the receiver
- Plug the peripheral into a different outlet, so that the peripheral and receiver are on different branch circuits

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet, prepared by the Federal Communications Commission, helpful: "How to Identify and Resolve Radio-TV Interference Problems".

This booklet is available from the U.S. Government Printing Office, Washington DC 20402 Stock No. 004.000.00345.4.

WARNING: To comply with FCC regulations on electromagnetic interference for a class B computing device, the printer cable must be shielded. To assure compliance with FCC regulations for a computing device, use a shielded interface cable with a metal shell connector. The use of cables not properly shielded may result in violating FCC regulations.

This digital apparatus does not exceed the class B limits for radio noise emissions from digital apparatus as set out in the radio interference regulations of the Canadian department of communications.

This unit complies with DOC standard C108.8-M 1983

ATTENTION: Le présent appareil numérique n'ement pas de bruits radioélectriques déspassant les limites applicables aux appareilsnumériquesdelaclasseBprescritesdanslerèglement sur le brouillage radio- électrique édicté par le minstère des communicationsduCanada.

The paper used is made of raw materials treated with a chlorine-free bleaching process.

CE This device fulfils the European standards requirements by complying with the Directive of the Commission dated May 3, 1989 (89/336/EEC) relating to electromagnetic compatibility and the Directive dated February 19, 1973 (73/23/EEC) relating to low-voltage electrical equipment. Conformity with the above mentioned Directives is indicated by the CE symbol attached to the device.

Note: Conformity may be affected by:

- using interface cables not complying with the specifications
- non-observance of important instructions in the operator's manual
- installing components not approved for this device by the manufacturer
- unauthorized manipulation

WARNING For continued protection against risk of fire, replace only with same type and rating of fuse.
Only trained and qualified personnel may open covers or remove parts that are not explicitly shown and described in the User Guide as being accessible to the operator.

ATTENTION Pour ne pas compromettre la protection contre les risques d'incendie, remplacer par un fusible de même type et de mêmes caractèristiques nominales.
Seul un personnel qualifié et formé est habilité à démonter les sous-ensembles de la machine qui ne sont pas formellement indiqués dans le Manuel d'utilisation meme s'ils sont accessibles par l'opérateur.

Operator's Manual QUICK START-UP

ENGLISH

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Introduction

This Operator's Manual is intended as a quick introduction into working with the printer and also to enable inexperienced users to operate the device properly. It describes the most important functions of the printer and contains the essential information for your everyday work with the printer. A more detailed description of the printer, its characteristic features, and further information is contained in the Reference Manual on the Online CD-ROM, which is inserted at the back of this manual.

➤ Symbols used

Important information is highlighted in this manual by two symbols.

STOP CAUTION highlights information which must be observed in order to prevent injuries to the user and damage to the printer.

NOTE highlights general or additional information about a specific topic.

➤ Important safety instructions

Read the following instructions thoroughly before starting up your printer in order to prevent injuries and avoid damage to the device.

- Keep this Operator's Manual in a place which is easily accessible at all times.
- Place the printer on a solid base so that it cannot fall down to the ground.
- Do not expose the printer to high temperatures or direct sunlight.
- Keep all liquids away from the printer.
- Protect the printer from shock, impact and vibration.
- Be sure to connect the printer to a socket with the correct mains voltage.
- The power supply cable may be damaged if the paper edges constantly chafe the insulating sheath. The user must always ensure that there is sufficient distance between the power supply cable and the paper.

STOP *Never carry out maintenance or repair work yourself. Always contact a qualified service technician.*

STOP *Whenever you want to disconnect the printer from the power supply, pull the plug out from the mains socket.*

Additional safety instructions are provided at the relevant places in the text.

➤ Using the Online-CD-ROM

First install the Adobe Acrobat Reader on your hard disk, unless the program has already been installed. To install it, follow the steps described in the README file in the READER directory.

To start the online documentation, call the File Manager (Windows 3.1) or Explorer (Windows 95/98, Windows ME, Windows 2000, Windows NT4) and double click on the START.PDF file. Then follow the instructions and menus on the screen.

➤ Contents of the Online CD-ROM

The Online CD-ROM contains
– the *Reference Manual*: A detailed description of the printer and its impressive features
– *Drivers*: For Windows 3.1, Windows 95/98, Windows ME, Windows 2000, Windows NT4
– *Additional documentation*: Programming instructions and descriptions of the available options

If your CD-ROM is be defective or missing, please consult your dealer. The Online Documentation is also available as a hardcopy (at a cost) or can be downloaded via the Internet.

➤ Hardware requirements

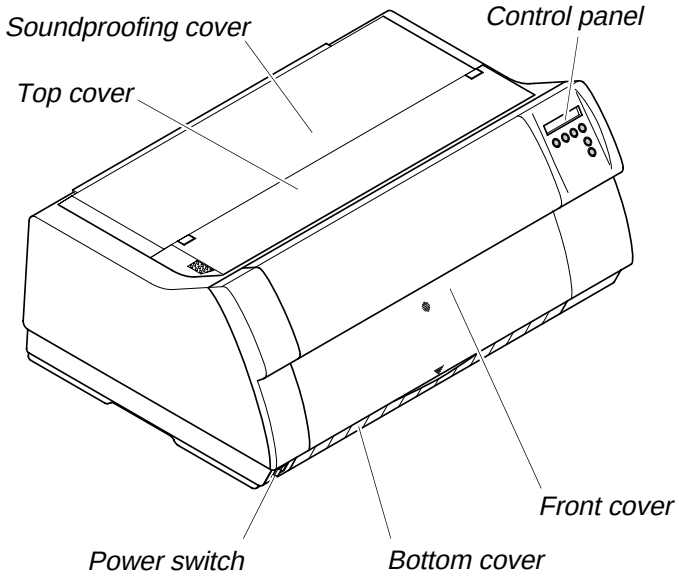
Minimum hardware requirements: PC 486 MHS, quad-speed CD-ROM, 15" display screen, mouse.

➤ Troubleshooting

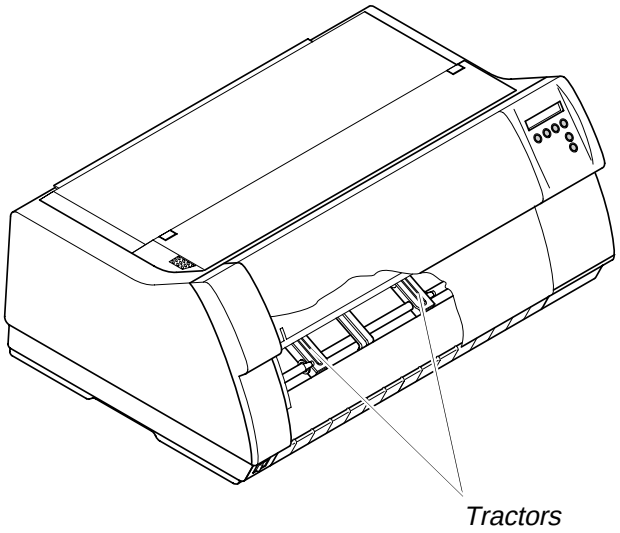
The online documentation supplied on the CD-ROM contains detailed information on troubleshooting.

Printer at a glance

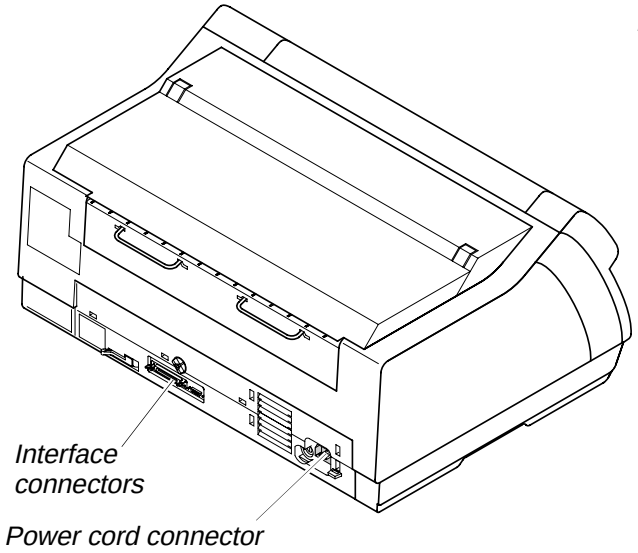
■ View from the front



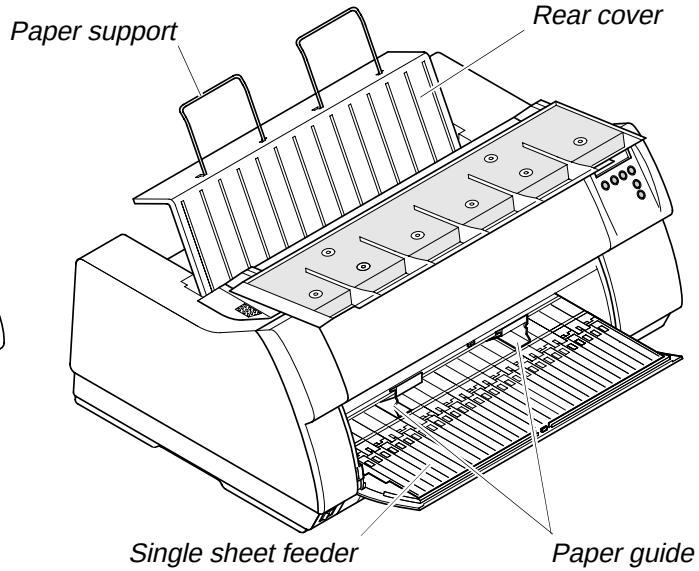
■ Printer in tractor mode



■ View from the rear



■ Printer in single-sheet mode



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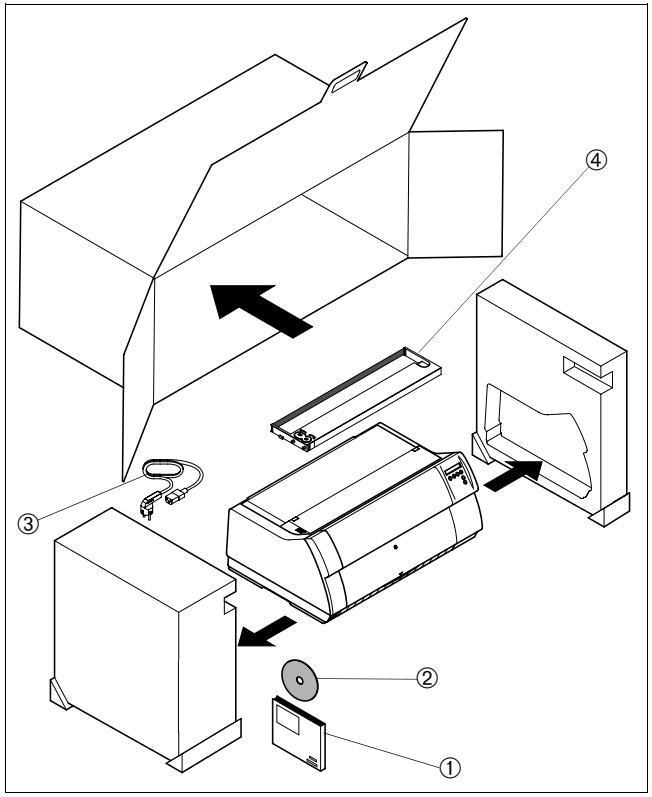
Installation

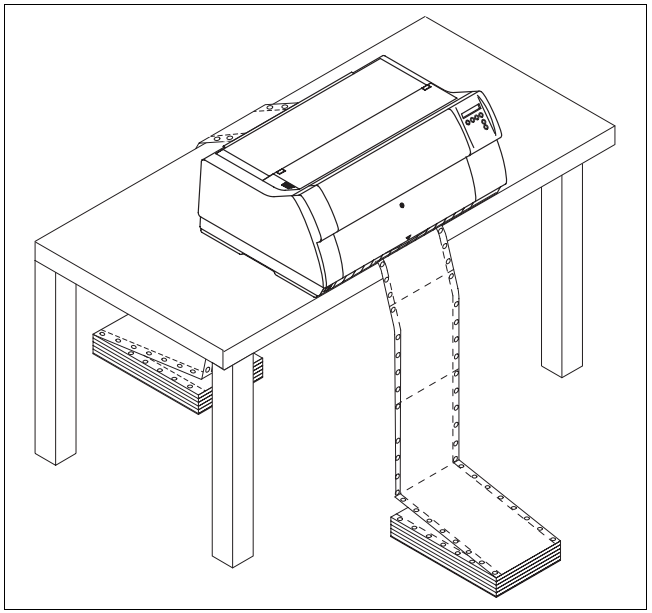
➤ Unpacking the printer



Place your printer on a solid base.
Make sure that the “Up” symbols point in the correct direction.
Open the packaging, take out the accessory cassette and unpack it. Pull the printer out of the cardboard box towards you and remove the remaining packaging material.
Check the printer for any visible transport damage and missing items. In addition to this Operator’s Manual (①) the CD-ROM (②, at the back of this manual), the power cable (③) and the ribbon (④) must be included.
If you find any transport damage or if any accessories are missing, please contact your dealer.

➤ Placing your printer

Place the printer on a solid, flat, surface, ensuring that the printer is positioned in such a way that it can not topple, and that there is easy access to the control panel and paper input devices. Also ensure that there is sufficient space for the printed output.



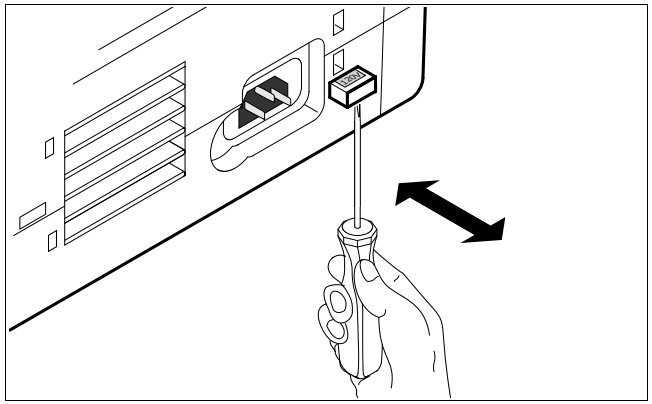
If you expect that frequent forward and reverse feeds will occur, you should place the printer as shown in the figure, if possible.

When selecting the printer location, observe the following additional instructions:

STOP *Never place the printer in the vicinity of inflammable gas or explosive substances.*

- Do not expose the printer to direct sunlight. If you cannot avoid placing the printer near a window, protect it from the sunlight with a curtain.
- When connecting a computer to the printer, make sure not to exceed the maximum cable length (see Reference Manual on the Online CD-ROM, *Technical Specifications*).
- Ensure sufficient distance between the printer and any heating devices/radiators.
- Avoid exposing the printer to extreme temperature or air humidity fluctuations. Protect the printer from dust.
- It is recommended to install the printer in a place which is acoustically isolated from the workplace because of the noise it may produce.

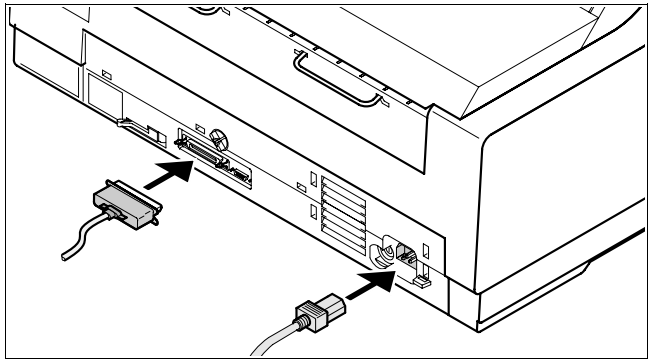
➤ Connecting the printer



Make sure that the printer is set to the correct voltage (e.g. 230 V in Europe, 120 V in the U.S.A.). To do this, check the plate above the power inlet at the rear of the printer.
If the setting is incorrect, set the coloured switch at the rear of the printer to the correct position, using a pointed object (e.g. screwdriver, ball pen or tweezers).

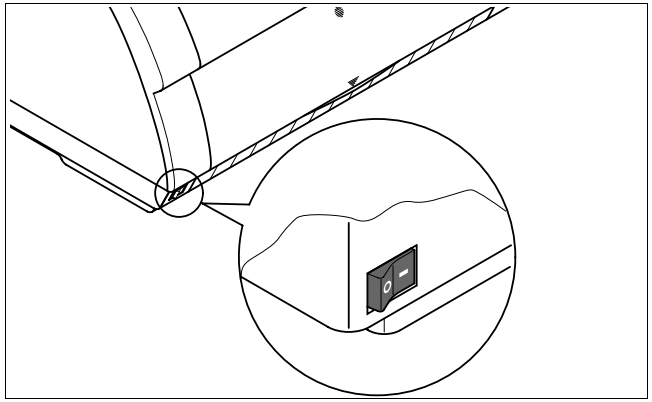
STOP

Make sure that the printer is switched off before setting the correct voltage; otherwise severe damage may be caused.
Never switch on the printer if the voltage setting is incorrect, since this may cause severe damage to the printer.



Make sure that the printer and the computer are switched off, and connect the printer to the computer with the data cable (interface cable).
Connect the power cable to the power inlet of the printer.
Connect the power cable plug to a mains socket.

➤ Switching on the printer



The power switch for switching on the printer is located at the bottom left at the front of the printer when viewed from the front.

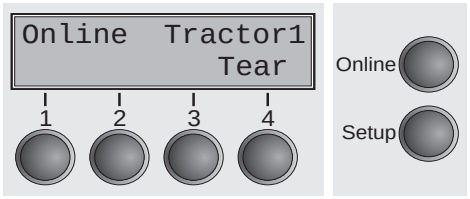
Control panel

The control panel and the keys are used for controlling the printer operation.

The upper line of the display shows whether the printer is in **Online** *or* **Offline** *mode and the paper path selected (***Tractor1** *or* **Single***).*

➤ Online mode

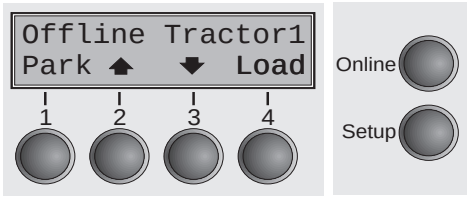
After switching on, the printer is automatically set to online mode. Only in this mode can it receive data from the computer.



- **Tear** key (4): Activates the tear function when fanfold paper is loaded (see page 19, *Moving the paper to the tear position*). If **Load** is displayed above this key, no paper is loaded in the printer; press the key to feed paper to the printing position.
- **Setup** key: Sets the printer to setup mode.
- **Online** key: Sets the printer to offline mode.

➤ Offline mode

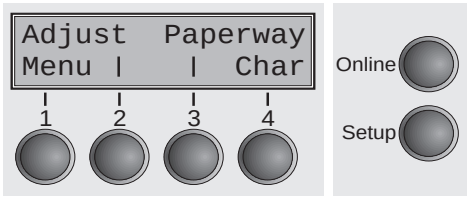
Only in this mode is it possible to perform step, line, or form feeds from the control panel (see page 18, *Paper transport*); however, data cannot be received.



- **Park** key (1): Clears the paper path with paper loaded and activates paper path quick selection (see page 14, *Changing the paper type*).
- Key ▲ (2): Short keypress: Microstep forward.
  Long keypress: Continuous paper feed.
- Key ▼ (3): Short keypress: Microstep reverse.
  Long keypress: Continuous paper reverse feed back to the park position.
- **Load** key (4): If no paper is loaded, see above.
  If paper is loaded: Short keypress: Line Feed (**LF**);
  long keypress: Form Feed (**FF**).
- **Setup** key: Sets the printer to setup mode.
- **Online** key: Sets the printer to online mode.

➤ Setup mode

In this mode, the following settings are available:

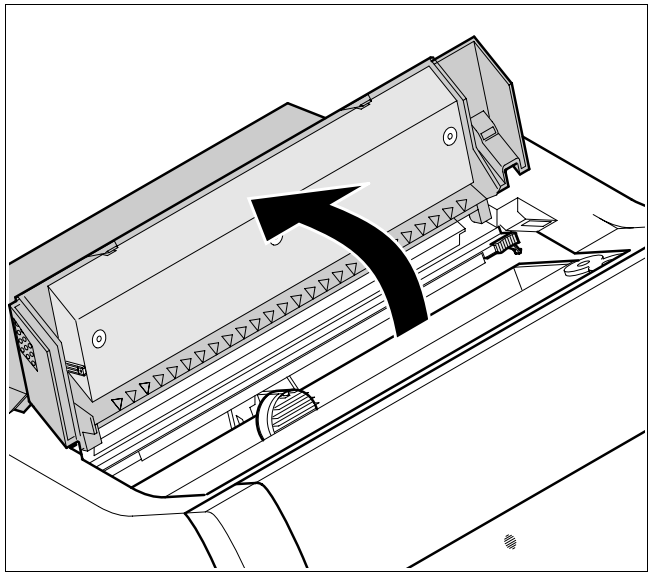


- **Setup** key: Sets the printer to setup mode, in which the following settings can be selected:
- **Menu** key (1): Other menu settings.
- **Adjust** key (2): Tear position, first printing line and print head gap.
- **Paperway** key (3): Paper path.
- **Char** key (4): Font and number of characters per inch.

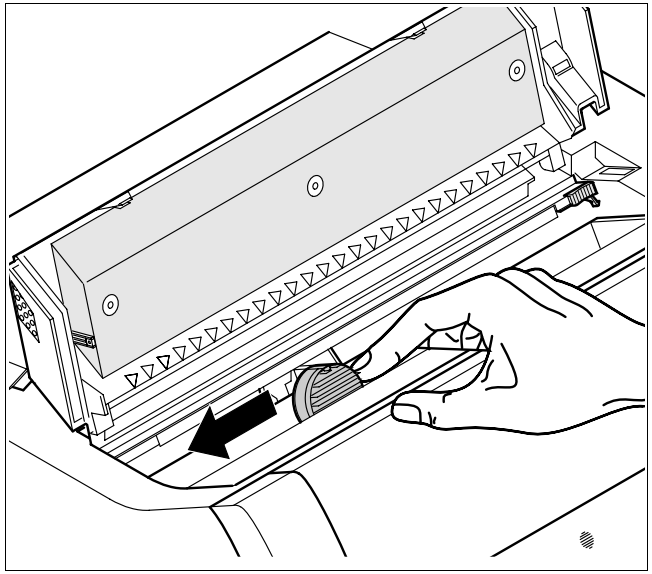
*Access to the other menu settings (**Menu**) may be disabled by the manufacturer. For information on how to enable access and about the available settings, refer to the Reference Manual on the Online CD-ROM (chapter The Menu, section Enabling the menu).*

Changing the ribbon cassette

Before opening the cover, make sure that the printer is switched on so that it can execute automatic preparations for ribbon changing (widening the print head gap).

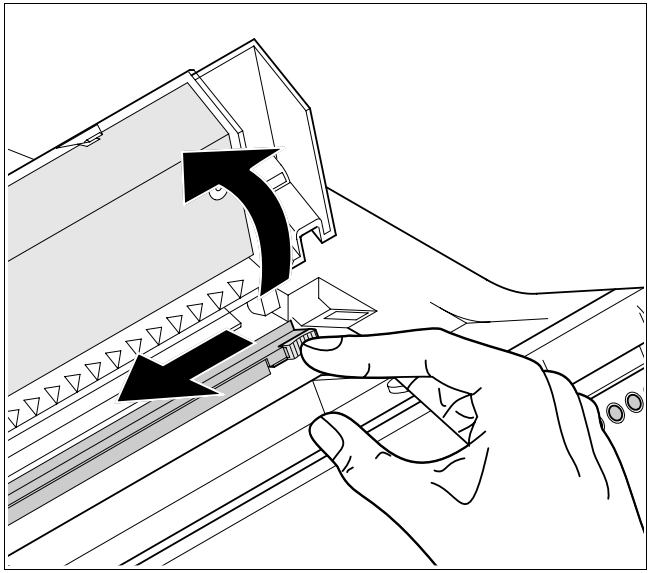


Move the paper to the park position.
Open the printer top cover.

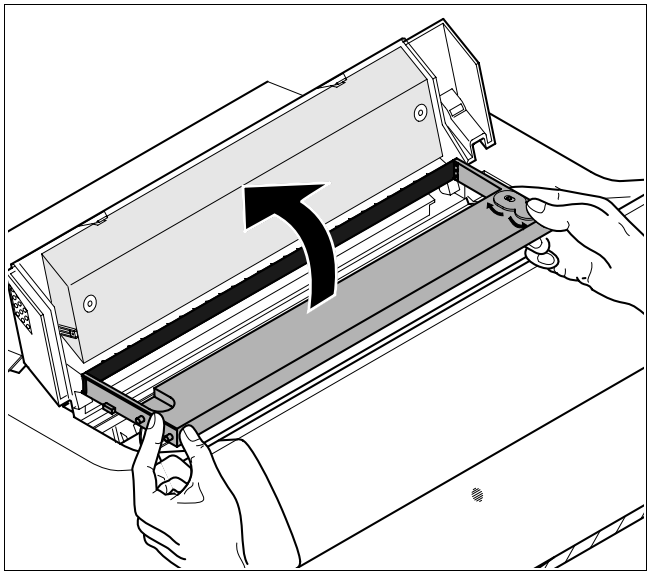


Carefully slide the print head carriage to the left stop (viewed from the printer front).

STOP *The print head becomes hot during printing. For this reason, let it cool down before touching it.*

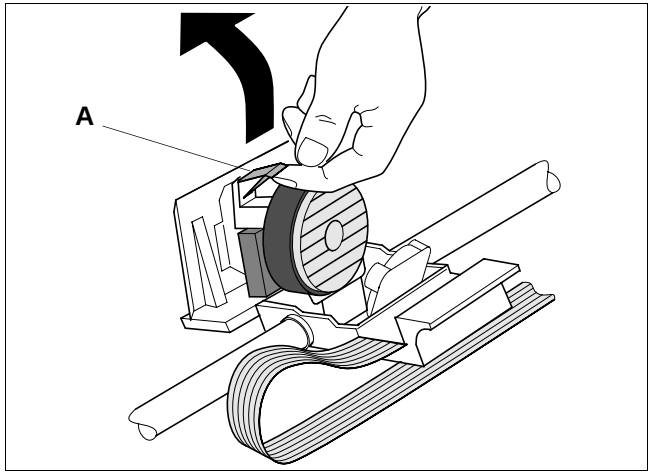


Move the coloured friction tab to the left (direction of the arrow) as shown in the figure and raise the friction mechanism.

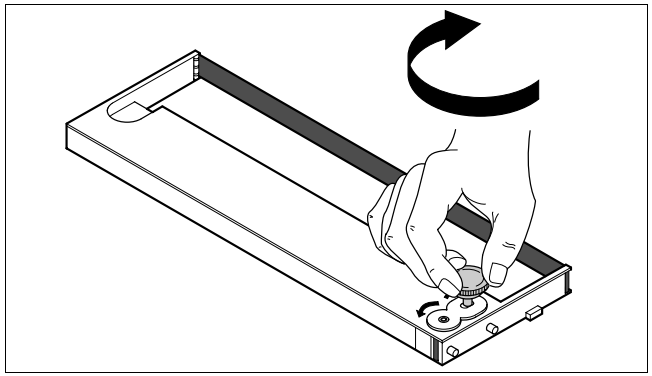


Remove the used cassette.

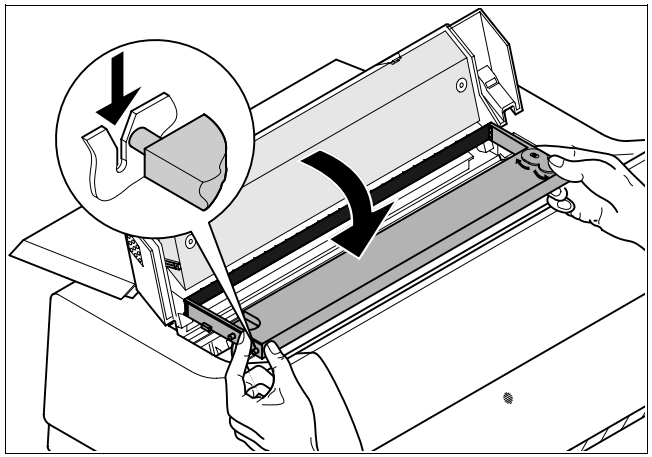
We recommend use of genuine ribbon cassettes only.



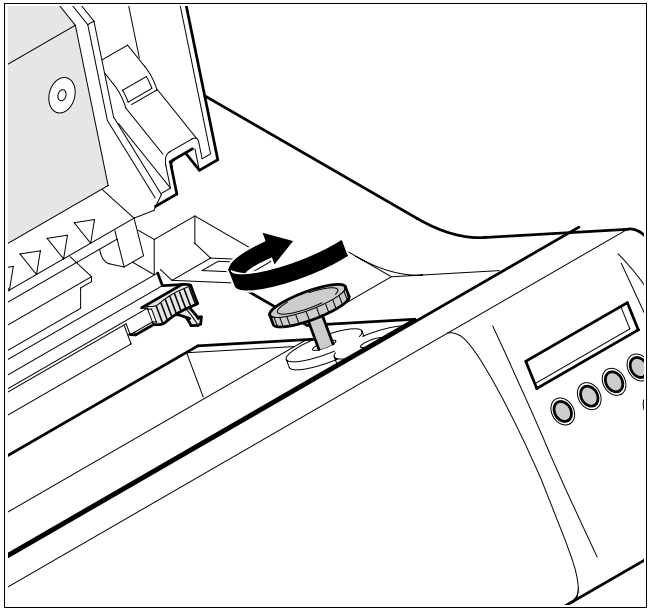
Raise the coloured insertion tongue **A**.



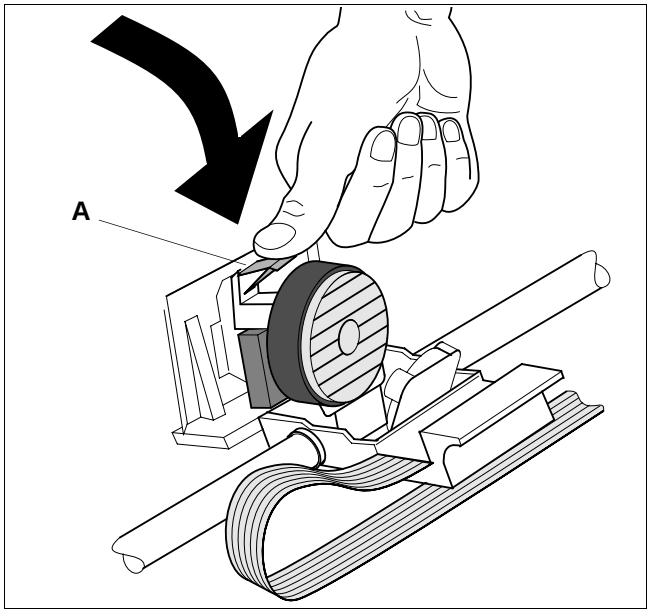
Insert the coloured ribbon tension knob into the right-hand front location of the new ribbon cassette. Turn the knob in the direction of the arrow in order to take up the slack of the ribbon.



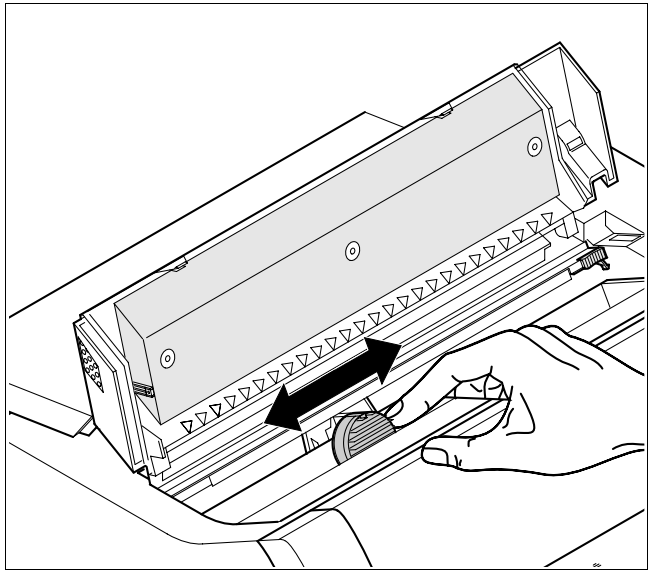
Tilt the ribbon cassette slightly forward, and thread in the ribbon between the coloured insertion tongue and the ribbon support (transparent plastic plate).
Align the cassette and insert it, then press down until it clicks into place.



Insert the coloured tension knob into one of the two locations. Turn the tension knob to take up slack in the ribbon until it is seated correctly at the bottom in the ribbon support.

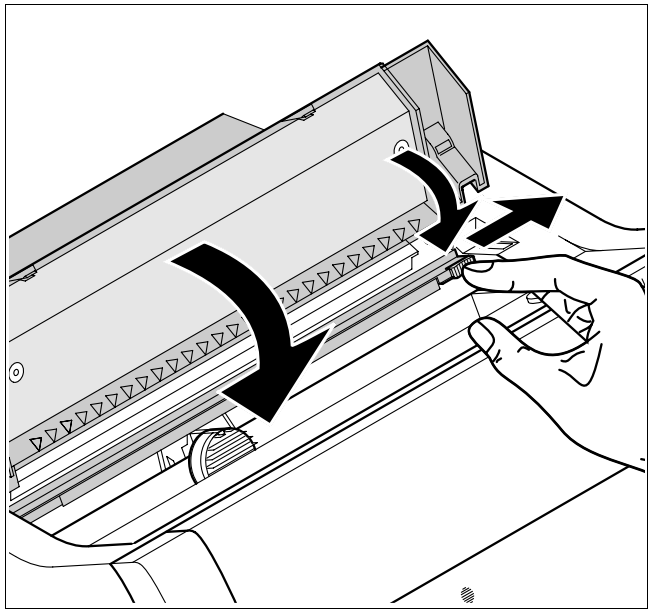


Press down the coloured insertion tongue **A**.



Move the print head carriage backwards and forwards several times. If the ribbon is correctly seated, there must be no perceptible resistance.

The ribbon should be transported during the travel from left to right. If this is not the case, you should check that the ribbon cassette is correctly inserted on the right.



Press the friction mechanism down until it clicks into place. Close the front section of the top cover.

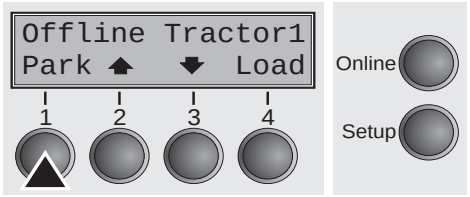
Paper handling

This section describes how to set the paper type, load fanfold paper and single sheets, transport paper and move the paper to the tear position.

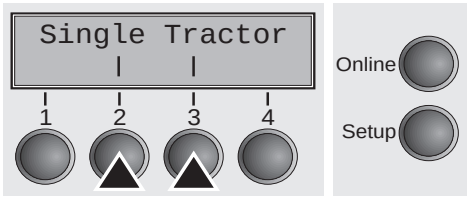
➤ Changing the paper type

You can change the paper type either from an application program, by means of the paper path quick selection feature or in the **Setup** menu. In this section, the quick selection feature is described; for detailed information on how to make this setting via the **Setup** menu, refer to the Reference Manual on the Online CD-ROM.

On some printer models, the single sheet paper source cannot be selected since these models are not designed for manual single sheet feeding.



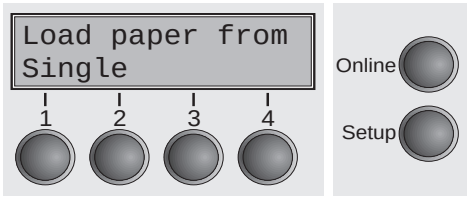
Make sure that the printer is in offline mode; press the **Online** key, if necessary.
Press the **Park** (1) key. If fanfold paper is loaded in the printer, it is fed to the tear position. The text **tear paper off** appears in the display. Then press any key. If a single sheet is loaded in the printer, it is ejected.



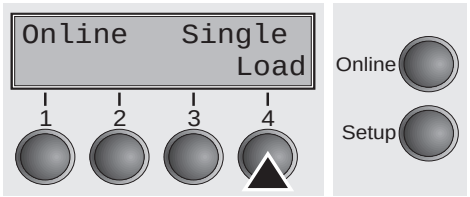
Use one of the marked keys to select the desired paper path, for example, **Single** (2).

If you do not make a selection within 5 seconds, the menu is closed.

The printer returns to offline mode. The display alternates between the basic menu and the menu in the following figure:



Insert a single sheet (for the procedure, see page 17, *Loading single sheets*).



Press the **Online** key to set the printer to ready status. When the printer receives data from the computer, the single sheet is automatically loaded. Press the **Load** (4) key to load the single sheet before starting the printout.

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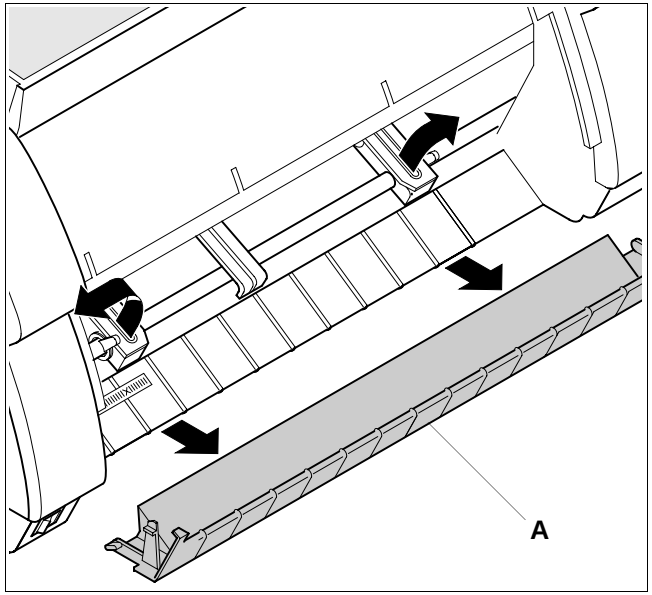
➤ Loading paper

Your printer can process both fanfold paper and single sheets. For information on the supported paper sizes, please refer to page 25 (*Paper specifications*).

You should only use those paper types which are approved for this printer. For more information, please refer to the Reference Manual on the Online CD-ROM.

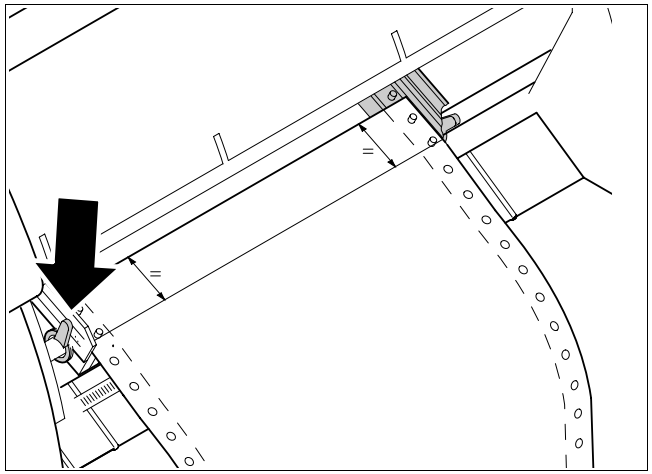
Fanfold paper



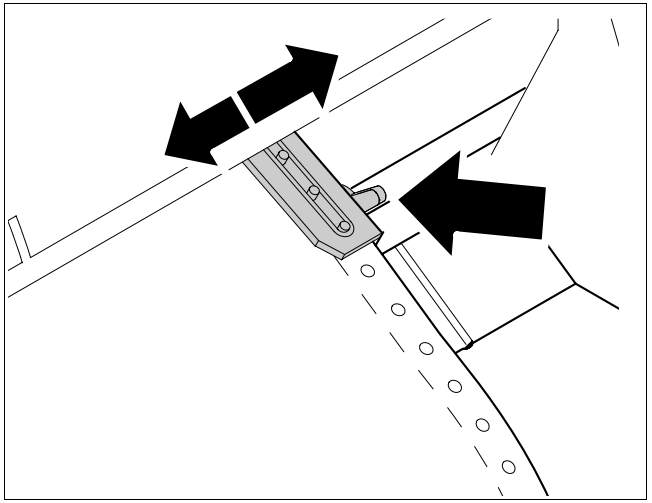
Make sure that the printer is set for fanfold paper printing. If necessary, change the paper type (see page 14, *Changing the paper type*).
Raise the front cover.

Not available on some printer types.

Remove the bottom cover **A**.
Open the right and left tractor flaps.

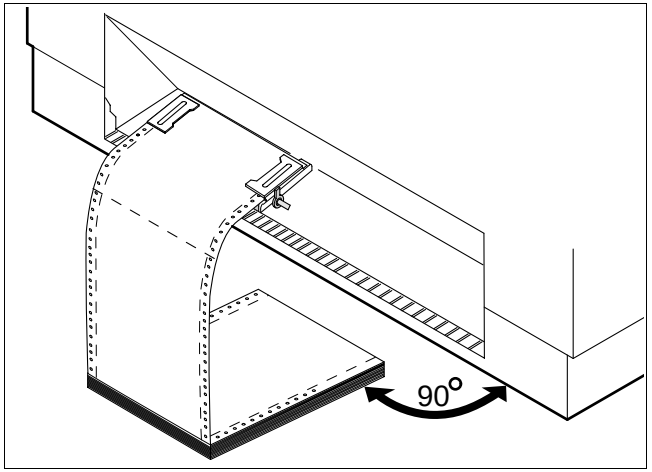


Release the coloured latch lever of the left-hand tractor and align the tractor so that the first printing position on the paper matches the **X** mark on the printer housing.
Lock the coloured lever again.
Place fanfold paper into the left-hand tractor.

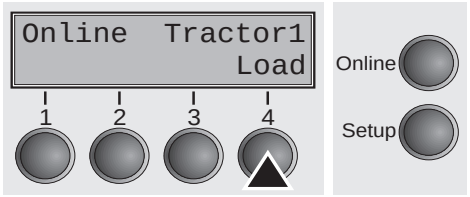


Open the coloured latch lever of the right-hand tractor and align it to the paper width.
Insert the fanfold paper into the right-hand tractor.
Make sure that it is inserted by the same length as on the left-hand tractor in order to avoid any paper jam.
Close the tractor flap and lock the tractor by turning the tractor lever to the rear.

Do not tighten the paper excessively to avoid tearing the perforation holes; do not allow excessive slack or the paper will not remain flat enough to ensure accurate feeding.



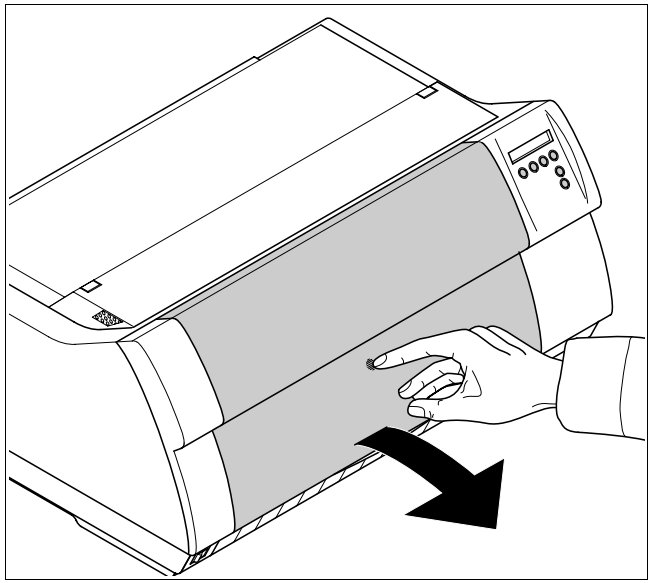
Be sure to align the paper stack in parallel with the printer and that the paper flow is unobstructed.



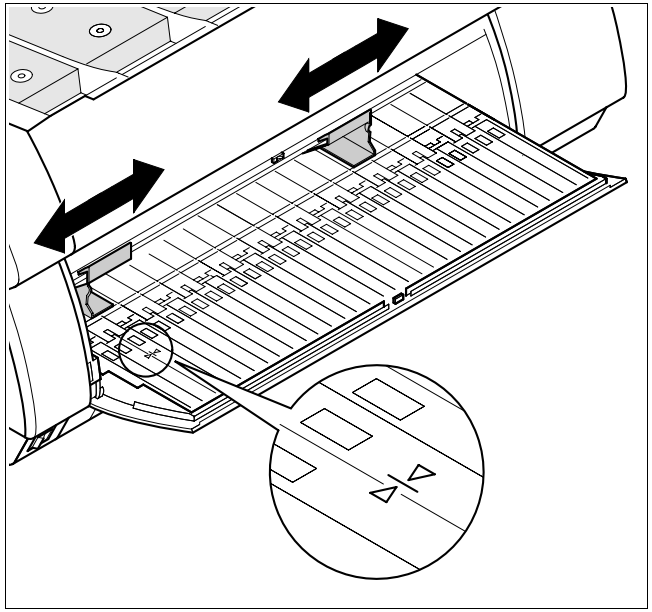
Re-install the bottom cover.
Lower the front cover.
Switch the printer on. The active paper source (Traktor1) appears in the display. The paper is automatically loaded when the printer is in online mode and receives data from the computer.
Press the **Load** (4) key to load paper before starting the printout.

Single sheets

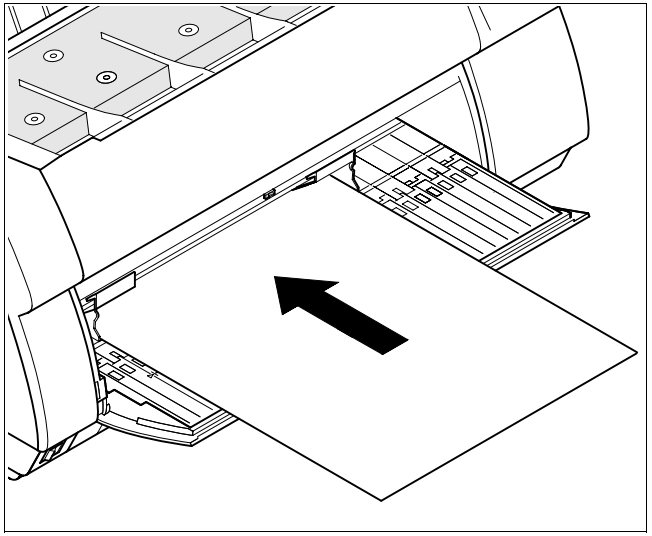
Some printer models are designed for fanfold paper operation only and therefore do not feature a single sheet feeder. The front cover can therefore not be opened on these models.



Make sure that the printer is set to single sheet mode. If necessary, change the paper type (see page 14, *Changing the paper type*).
Press the latch at the middle of the front cover. The single sheet input tray opens downwards.



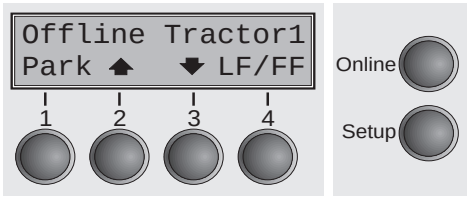
Align the left paper guide with the mark on the left of the single sheet input tray. Adjust the right paper guide to the width of the paper used.



Insert the single sheet as far into the input tray as possible. Press the **Online** key to set the printer to ready status. The sheet is automatically loaded when the printer is in on-line mode and receives data from the computer. Press the **Load** (4) key to load paper before starting the printout.

➤ Paper transport

Loaded paper (fanfold paper/single sheets) can be transported in the printer in several ways.



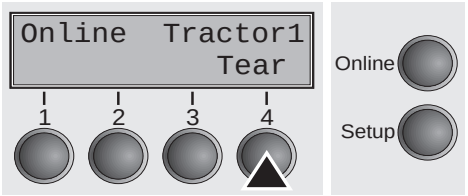
Make sure that the printer is in offline mode; press the **Online** key, if necessary.

- Key ▲ (2)
  Short keypress: Paper is transported upwards step by step.
  Long keypress: Continuous transport upwards.
- Key ▼ (3)
  Short keypress: Paper is transported downwards step by step.
  Long keypress: Continuous transport downwards.
- **LF/FF** key (4)
  Short keypress: Line Feed (**LF**) is effected.
  Long keypress: Form Feed (**FF**) is effected.

ENGLISH

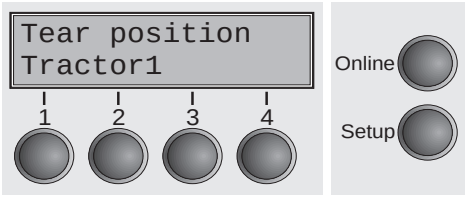
➤ Moving the paper to the tear position

You can use the **Tear** key to move the paper to the tear position.

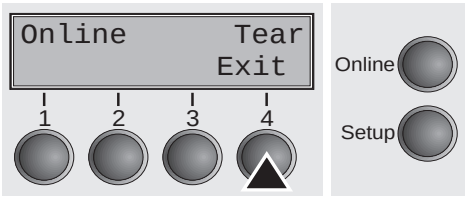


Swing the soundproofing cover towards the front.
Make sure that the printer is in online mode. If necessary, press the **Online** key.
Press the **Tear** (4) key. The printer moves the perforation edge of the fanfold paper to the tear edge of the top cover (see below).

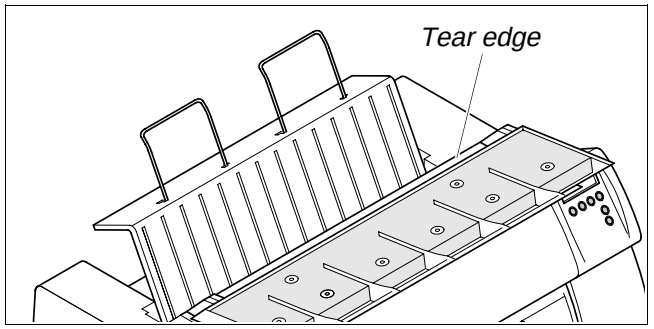
The display alternates between…



and…



After having torn off the paper, press the **Exit** (4) key. The printer returns the paper to the first printing position.
If a print job is active, the printer automatically returns the paper to the first printing position.

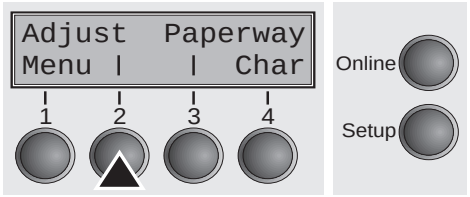


Settings

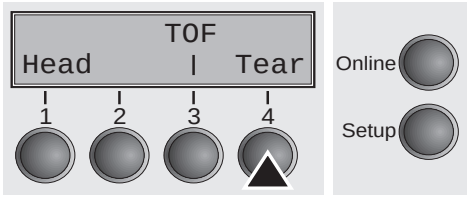
This section describes how to set the tear position, the first printing line, the print head gap as well as the font selection and the character density.

➤ Setting the tear position

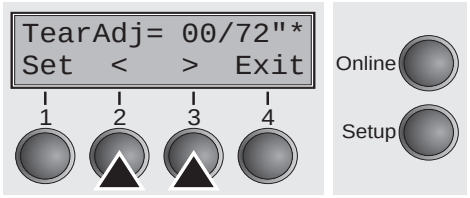
If the tear position of the paper is not aligned with the tear edge of the top cover of the printer, you can adjust it.



Press the **Setup** key. The printer changes to setup mode.
Press the **Adjust** (2) key.



Press the **Tear** (4) key. The printer performs a form feed.



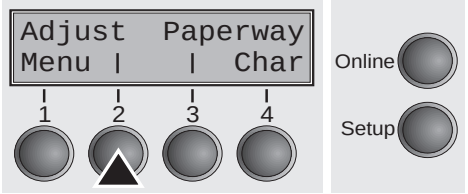
Press the **<** (2) or **>** (3) key to move the perforation to the desired position.
Confirm the input by pressing the **Set** (1) key.
Confirm the input again by pressing the **Setup** key. The printer is reset to the initial status.

The correction made – a maximum of approx. 2.5 cm (1") in each direction – will be retained after switching the printer off.

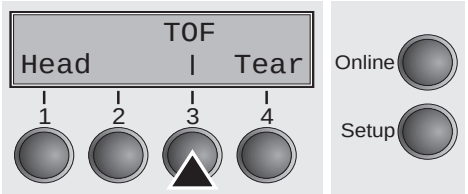
➤ Setting the first printing line (TOF)

You can use the TOF function for setting the position of the first printing line for each paper source and each menu individually.

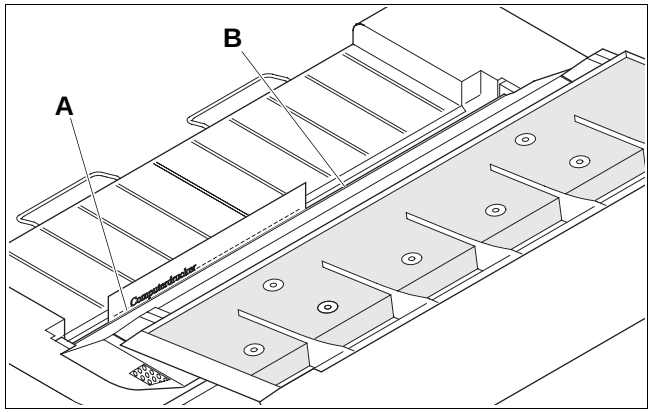
Before using the TOF function (if fanfold paper is used), you should first set the tear position (see above).



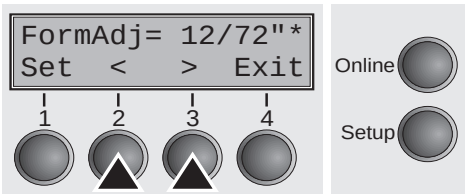
Open the top cover.
Press the **Setup** key. The printer changes to setup mode.
Press the **Adjust** (2) key.



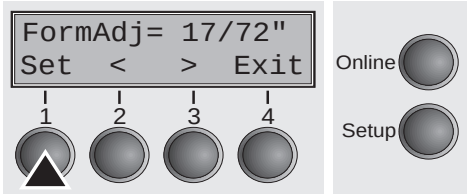
Press the **TOF** (3) key. The printer performs a form feed.



The paper is fed to the position where the bottom edge of the first printing line **A** is aligned with the tear edge of the top cover **B**. The factory setting for the first printing position (TOF) is 12/72".



Press the **<** (2) or **>** (3) key to move the first printing line to the desired position. You can set values from 0 to 220/72" for fanfold paper or for single sheets.



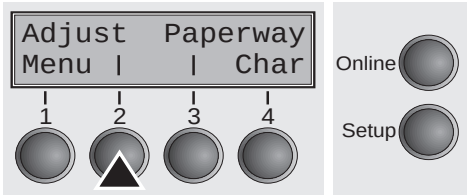
Confirm the input by pressing the **Set** (1) key.
Press the **Setup** key. The printer returns to the initial status.

The setting made will be retained after switching off the printer. For more details, please refer to the Reference Manual on the Online CD-ROM.

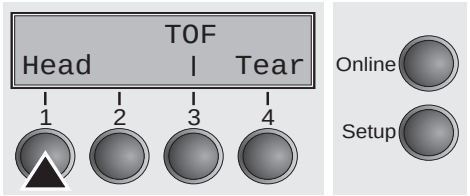
➤ Setting the print head gap

The printer features automatic print head gap adjustment to the thickness of the paper used. In setup mode, you can enter a correction value to modify the head gap that is normally determined automatically. This correction is useful for modifying the appearance of the type face and the impact force for multi-layer paper.

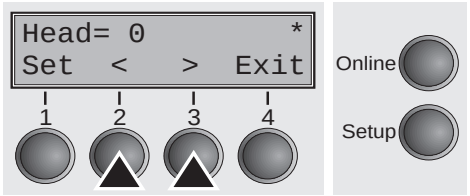
*The AGA (automatic gap adjustment) function must be set to **On**. For more detailed information, refer to the Reference Manual on the Online CD-ROM.*



Press the **Setup** key. The printer changes to setup mode.
Press the **Adjust** (2) key.



Press the **Head** (1) key.

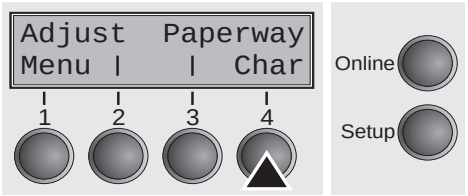


Use the **<** (2) or **>** (3) key to set the range within which the automatic gap adjustment is to be corrected. You can select values in the range from -10 to +10.
Confirm the input by pressing the **Set** (1) key.
Press the **Setup** key. The printer returns to the initial status.

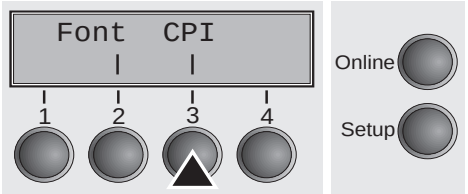
Negative values decrease the print head gap, positive values increase it.
The setting made will be retained after switching off the printer.

➤ Selecting character density and font

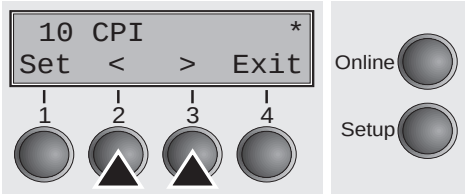
You can use the **CPI** (= **C**haracters **P**er **I**nch) key in setup mode to select the number of characters per inch to be printed. You can use the **Font** key to select resident fonts.



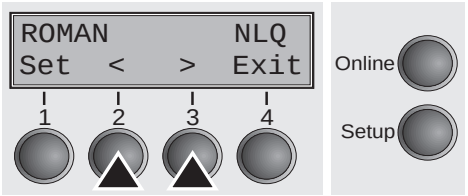
Press the **Setup** key, then the **Char** (4) key.



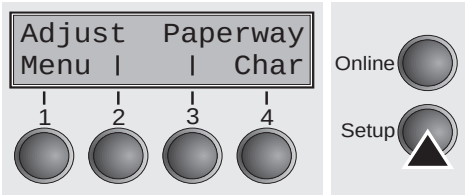
Press the **CPI** (3) or **Font** (2) key (in our example, press **CPI**).



Use the **<** (2) or **>** (3) key to set the desired character density. Confirm the selection by pressing the **Set** (1) key.
You can cancel the selection and leave the setting unchanged by pressing the **Exit** (4) key.



If you pressed the **Font** (2) key, use the **<** (2) or **>** (3) key to select the desired font. Confirm the selection by pressing the **Set** key.
You can cancel the selection and leave the setting unchanged by pressing the **Exit** (4) key.



Press the **Setup** key. The printer returns to the initial status. It is also possible to press the **Online** key. The printer then changes directly to online mode.

The selection made will not be retained after switching off the printer. For more details on how to set the character density permanently, please refer to the Reference Manual on the Online CD-ROM.

Technical data

➤ Printer specifications

Type	T2265	T2280
Printing method	Serial with 24-needle print head	
Printing width	136 characters at 10 cpi	
Print speed **HSQ** (Matrix 12 x 10) **DPQ** (Matrix 12 x 12) **CPQ** (Matrix 24 x 12) **NLQ** (Matrix 24 x 18) **LQ** (Matrix 24 x 36)	(bidirectional mode, 10 cpi) 650 cps 600 cps 300 cps 200 cps 100 cps	(bidirectional mode, 10 cpi) 800 cps 700 cps 330 cps 245 cps 120 cps
Printing rate	540 pages/h 9 pages/min (ECMA)	600 pages/h 10 pages/min (ECMA)
Character densities	10 cpi, 12 cpi, 15 cpi, 17.1 cpi, 20 cpi	
Max. resolution	horizontal: 360 dpi; vertical: 360 dpi	
Emulations	Standard: MTPL, Epson LQ2550/LQ2170, IBM XL 24	
Noise level	≤ 55 dB (A) (LQ Mode Sans Serif)	
Dimensions	624 x 430 x 276 mm (B x T x H)	
Weight	19 kg	
Power supply	U.S.A./Canada 120 V ± 10%, 60 Hz ± 2% Europe 230 V ± 10%, 50/60 Hz ± 2%	
Power consumption	at 100% throughput 60 VA when idling: 20 VA	at 100% throughput 70 VA when idling: 24 VA
Ambient conditions	Temperature: 10° to 35°C; Air humidity: 16% to 73%	
Print head	No. of needles: 24; Needle diameter: 0.25 mm No. of copies: 1 original + 6 copies	
Approvals	ISO 950, CE, GOST, VDE/GS+CB, cULus, FCC/B	

For more information on printer specifications as well as interface specifications, refer to the Reference Manual on the Online CD-ROM.

➤ Paper specifications

Fanfold paper Tractor1 Continuous single forms Single set of forms (requires individual testing)	 Paper weight No. of copies Form thickness (max.)	 60–120 g/m^2 1 + 6 0.60 mm
Single sheet feeder Single sheets Single set of forms (requires individual testing)	 Paper weight No. of copies Form thickness (max.)	 80–120 g/m^2 1 + 5 0.60 mm
Sets of forms	Sets of forms can only be processed if the top edge is bound. ASF-F: Multi-part forms must be loaded with the bound top edge down. They must be tested individually for their suitability.	

For more information on general paper specifications as well as paper specifications for the optional tractor units and the automatic sheet feeder, refer to the Reference Manual on the Online CD-ROM.

Accessories

Ribbon cassettes	Order no.
Black ribbon cassette	060097
Ribbon cassette 1 x red, 3 x black	060099
Ribbon cassette with yellow, magenta, cyan, black	060098
Ribbon cassette with red, green, blue, black	060100

For additional accessories, please refer to the Reference Manual on the Online-CD-ROM.

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