

## I. SETUP LAPTOP



1. Place laptop on top shelf of podium



2. Plug in laptop power cable (White)



3. Plug in Mouse USB cable (Yellow)



4. Plug in printer cable (Red)



5. Plug in scanner cable (Green)



6. Plug in blue ethernet cable

## II. SETUP MONITOR



1. Place monitor on top shelf of podium



2. Monitor should be placed to side farthest from free photo station and angled away from free photo station (as pictured).



3. Plug in Monitor VGA cable to Laptop



4. Plug in Monitor Power cable

SALES 6x8 PODIUM DETAILED SETUP GUIDE

## SALES 6x8 PODIUM DETAILED SETUP GUIDE



Place printer on lower shelf of podium. Plug in USB printer cable and printer power cable.



### 1. Open Printer

- Power on printer (bottom front right corner)
- Open front panel by pulling on the blue latch on the bottom front of printer.



### 2. Installing the Ink

- Remove ink ribbon tray
- Insert ink ribbon into tray. Be sure both spools are snapped into place. Ribbon should roll over the top - see instructions on ribbon tray.
- Slide loaded tray into printer - orange side first



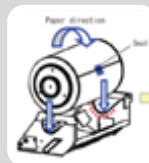
### 3.1 Installing Paper

- Push the blue, media release button on left side of printer media drawer. This will allow access to the paper compartment.
- Next remove clear scrap box
- **IMPORTANT: KEEP AN UP TO DATE COUNT OF REMAINING PAPER AND INK ROLLS/BOXES**



### 3.2 Installing Paper

- Insert new roll of media on black spools. Make sure there is no space between paper and spools
- **IMPORTANT: USE ONLY 6x8 PAPER and INK at the FREE 6x8 PRINTSTATION**



### 3.3 Installing Paper

- The paper should be rolled over the top with the end of the paper facing you



### 3.4 Installing Paper

- Rotate paper forwards until the printer beeps twice to confirm paper is properly loaded. Printer must be on when loading paper.



### 4. Close Printer

- Replace the scrap box
- close the paper compartment
- Fully close printer media drawer
- Printer will cycle through lights and print four blank test prints
- Printer is ready when only GREEN power light is on



### Printer Error Lights

- Power light and Paper light=reload paper/load new paper and ribbon
- Power light and Ribbon light=reload ribbon/load new ribbon and paper
- Any other error lights call your technical support numbers listed on reverse