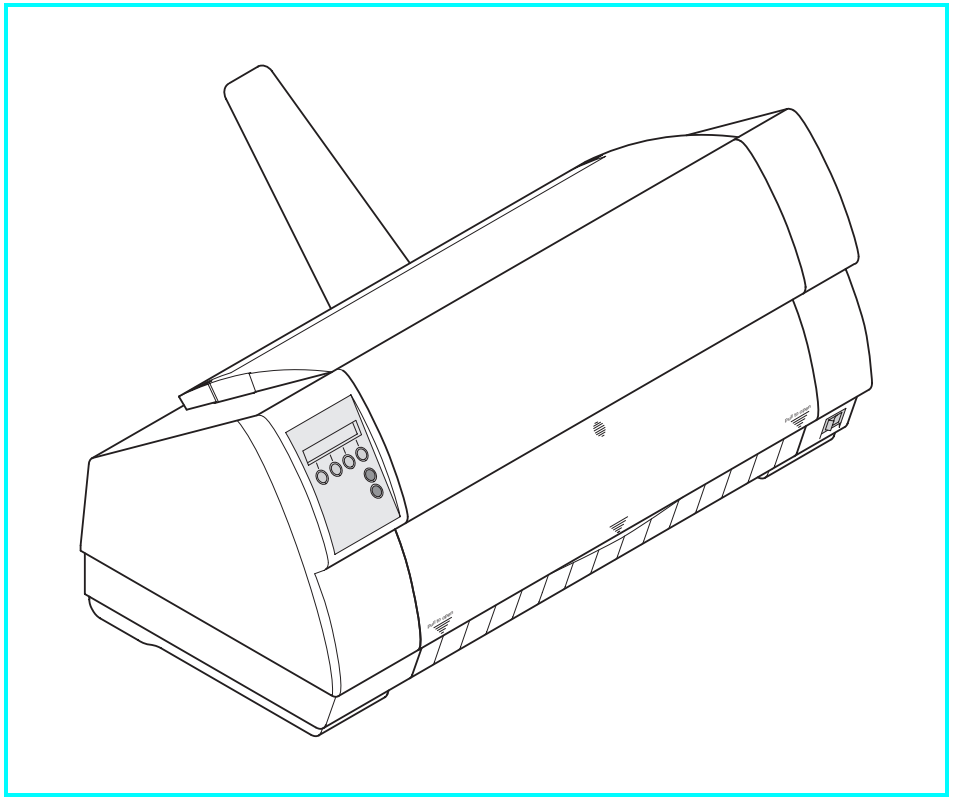
Tally®

T2150

T2250

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 appareils numériques de la classe B prescrites dans le règlement sur le brouillage radio- électrique édicté par le minstère des communications du Canada.

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

Das verwendete Papier ist aus chlorfrei gebleichten Rohstoffen hergestellt.

Le papier utilisé est fabriqué à partir de matières premières blanchis sans chlore.

La carta utilizzata è prodotta con materiali sbiancati senza cloro.

El papel utilizado ha sido fabricado con un proceso de blanqueo libre de cloro.

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

CE Dieses Gerät erfüllt die Anforderungen der Europäischen Normen durch Einhaltung der Richtlinie des Rates vom 3. Mai 1989 (89/336/EWG) bezüglich der Elektromagnetischen Verträglichkeit sowie die Richtlinie vom 19. Februar 1973 (73/23/EWG) bezüglich Elektrischer Betriebsmittel mit Niederspannungen. Die Konformität zu den oben angeführten Richtlinien ist durch das am Gerät angebrachte CE-Zeichen gekennzeichnet.

Hinweis: Die Konformität kann beeinflußt werden durch:

- Benutzung von nicht spezifizierten Schnittstellenkabeln
- Nichtbeachtung wichtiger Hinweise der Bedienungsanleitung
- Ersetzen von Bauteilen, die nicht vom Hersteller für dieses Gerät freigegeben wurden
- Eingriffe durch Unbefugte

CE Cet appareil remplit aux exigences des normes européennes en respectant la directive du Conseil du 3 mai 1989 (89/336/CE) relative à la compatibilité électromagnétique et la directive du 19février 1973 (73/23/CE) en matière du matériel à basse tension. La conformité aux directives mentionnées ci-dessus est repérée par la marque de conformité de la Communauté Européenne (CE).

Remarque: La conformité peut être influencée par:

- l'utilisation de câbles d'interface non spécifiés
- le non-respect de consignes importantes du manuel d'utilisation
- le remplacement de composants qui n'ont pas été homologués pour cet appareil par le constructeur
- l'intervention de personnes non autorisées

CE Questo apparecchio soddisfa le richieste delle norme europee rispettando la direttiva del consiglio del 3 Maggio 1989 (89/336/CEE) relativa alla compatibilità elettromagnetica nonché la direttiva del 19 Febbraio 1973 (73/23/CEE) relativa a mezzi di produzione elettrici a bassa tensione. La conformità alle direttive sopra citate è contrassegnata con il simbolo CE applicato sull'apparecchio.

Nota: La conformità può essere influenzata tramite:

- Utilizzo di cavi interfaccia non specificati
- Inosservanza di importanti indicazioni delle istruzioni per l'uso
- Sostituzione di componenti per i quali non è stato dato il benestare dal produttore per questo apparecchio
- Interventi tramite persone non autorizzate

CE Este equipo corresponde a lo exigido en las normas europeas a base del cumplimiento de la directriz del Consejo del 3 de mayo de 1989 (89/336/CEE) en lo que se refiere a la compatibilidad electromagnética así como de la directriz del 19 de febrero de 1973 (73/23/CEE) en lo que se refiere a los materiales eléctricos con bajas tensiones. Para señalizar la conformidad con las directrices antes mencionadas, el equipo está dotado de la marca CE.

Indicación: La conformidad puede estar influida por:

- la utilización de cables de interface no especificados
- la inobservancia de indicaciones importantes contenidas en el manual de servicio
- la sustitución por componentes, que no han sido homologados por el fabricante para el equipo en cuestión
- intervenciones de personas no autorizadas

WARNING 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.

WARNUNG Das Entfernen oder Öffnen von Abdeckungen und Teilen darf nur durch geschultes Fachpersonal vorgenommen werden. Ausgenommen hiervon sind nur solche Abdeckungen und Teile, deren Entfernen bzw. Öffnen in der Bedienungsanleitung ausdrücklich gekennzeichnet und beschrieben sind.

ATTENTION 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.

ATTENZIONE Solo personale qualificato puo'accedere a parti che non siano esplicitamente descritte nelle Istruzioni per l'operatore come accessibill all'operatore.

ADVERTENCIA Las cubiertas y piezas sólo deberán ser quitadas o abiertas por personal especializado. Se exceptúan de esta regla sólo las cubiertas y piezas cuya retirada y apertura estén indicadas y descritas expresamente en las Instrucciones de uso.

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 is to enable also unexperienced users to handle 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 included at the back of this manual.

➤ Symbols used

Important information is highlighted in this manual by two symbols.

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

NOTE marks 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.
- Make 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. Rather, contact a qualified service technician in each case.*

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

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

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➤ 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 Windows Explorer 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 powerful features
– *Drivers* for Windows 95/98/ME, Windows NT 4, Windows 2000
– *Additional documentation*s: Programming instructions and descriptions of the available options

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

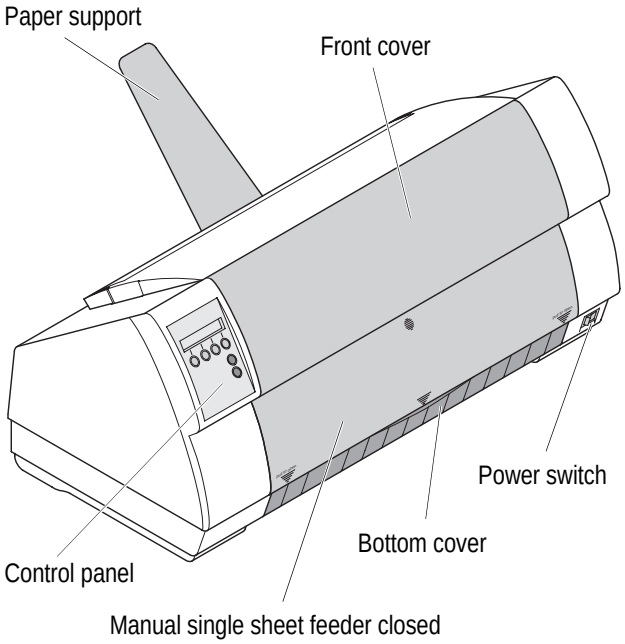
➤ Hardware requirements

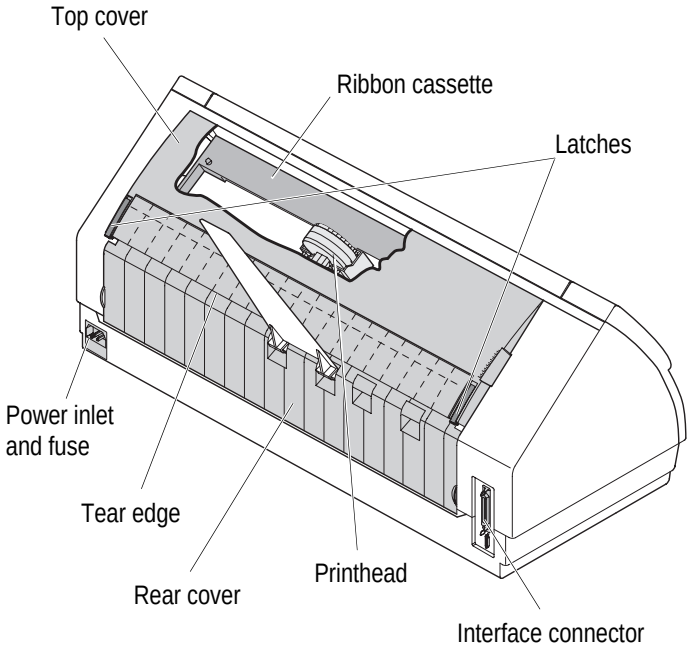
Minimum hardware requirements: PC AT 486, quad-speed CD-ROM, 15" display screen, mouse.

➤ Troubleshooting

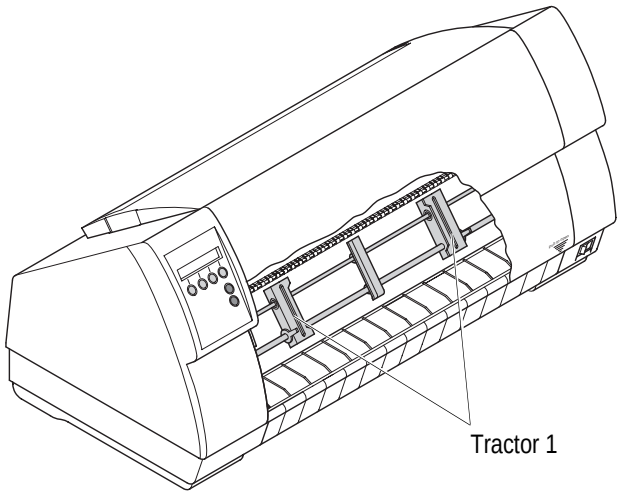
The reference manual on the online CD-ROM contains detailed information on troubleshooting.

Printer at a glance

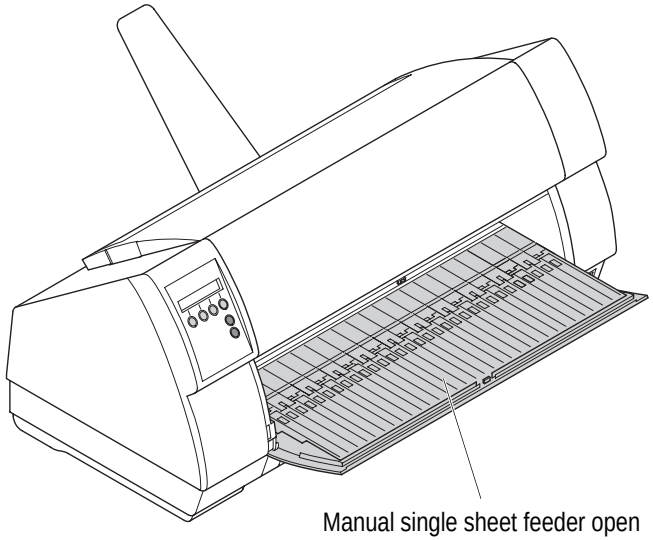




Printer in fanfold paper mode



Printer in single sheet mode



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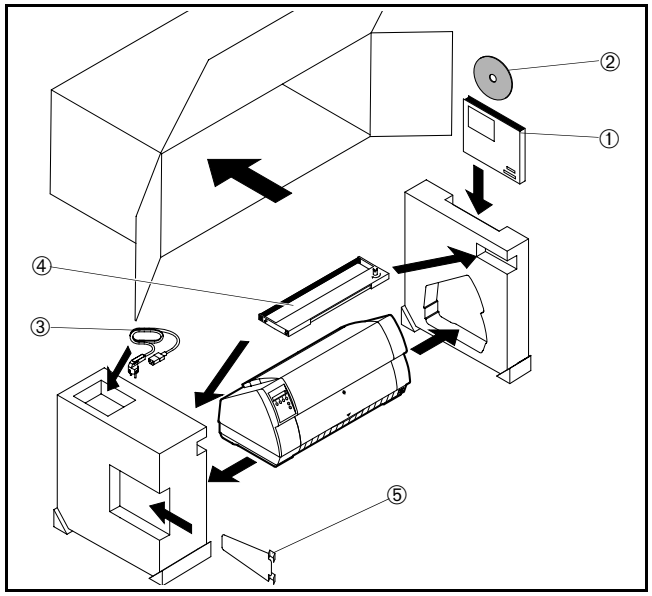
Installation

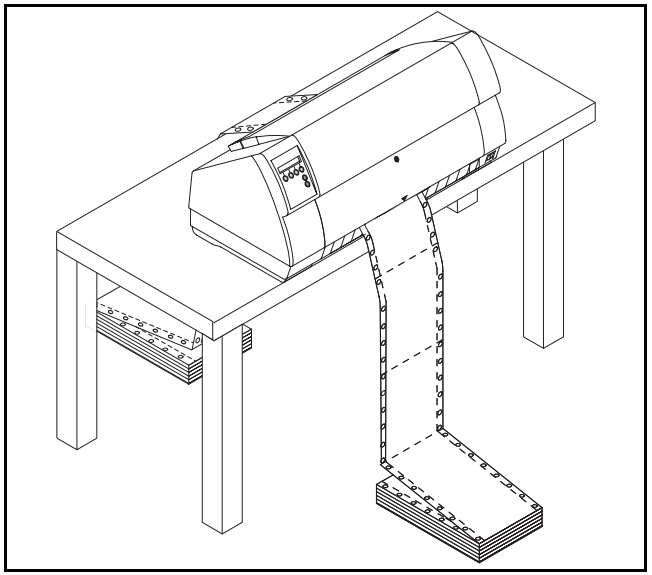
➤ **Unpacking the printer** Place your printer on a solid base.Make sure that the “Up” symbols point to the correct direction.



Open the packaging and take out the ribbon cassette. 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 completeness. Apart from this Operator’s Manual (①), the CD-ROM (②, at the back of this manual), the power cable (③), the ribbon (④) and the paper support (⑤) 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 and non-slip surface in such a way that it cannot fall down. Make sure to facilitate access to the control panel and the paper input trays and to leave sufficient space for the paper ejected.



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 easily inflammable gas or explosive substances.

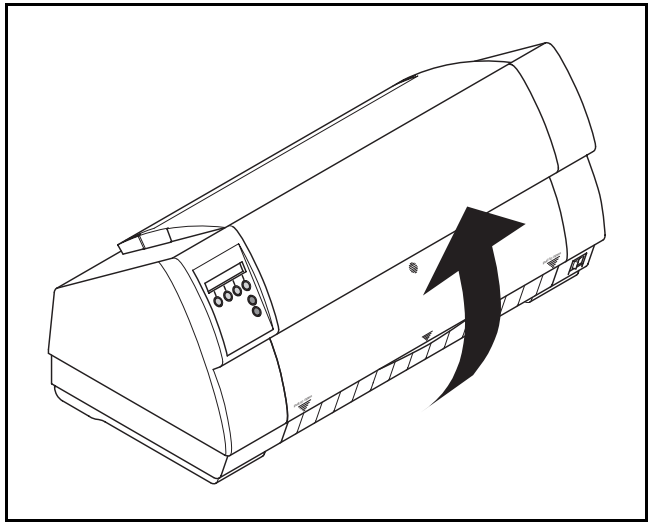
- Do not expose the printer to direct sunlight. If you cannot avoid placing the printer near a window, protect it from the sunlight with a curtain.
- When connecting the computer with the printer, make sure not to exceed the permitted cable length (see Reference Manual on the online CD-ROM, *Technical specifications*).
- Ensure sufficient distance between the printer and any heating 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.

➤ Checking the printer voltage

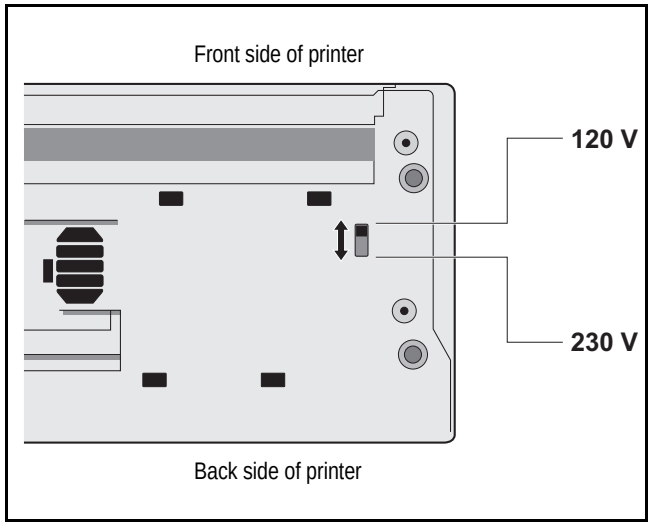
Make sure that the device has been set to the correct voltage (e.g. 230 V in Europe, 120 V in the USA). To do this, check the type plate above the power inlet at the back of the printer.

STOP

Never switch on the printer if the voltage setting is incorrect, since this may result in severe damage.

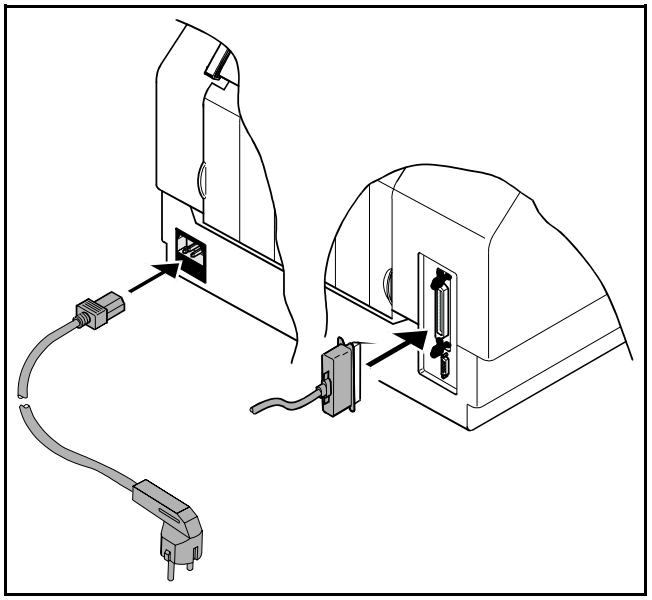


You can set the printer to the correct mains voltage yourself. To do this, cautiously place the printer on its back side.



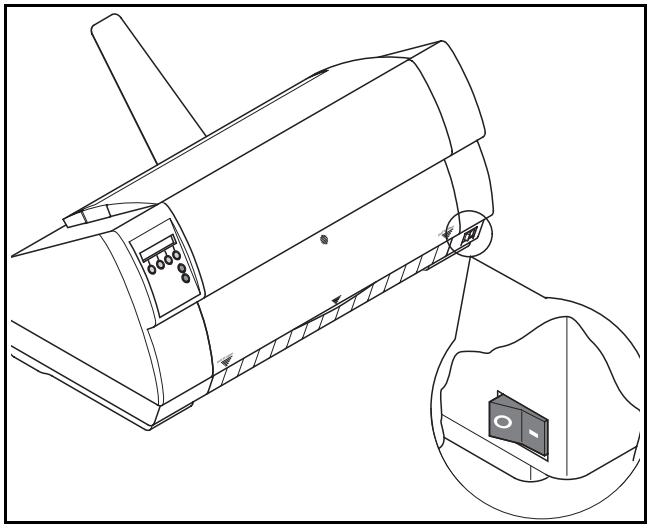
Use a suitable object (e.g. a screwdriver, but never a pencil) to set the slide switch on the left at the bottom of the printer to the correct voltage.

➤ Connecting the printer



Make sure that the printer and the computer are switched off and connect the data cable between the printer and the computer. 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 front bottom right of the printer.

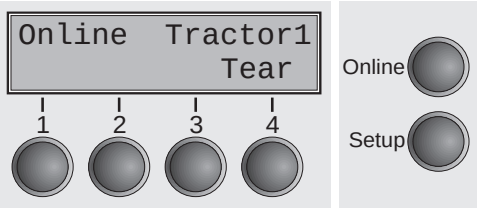
Control panel

The control panel and the keys are used for controlling 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

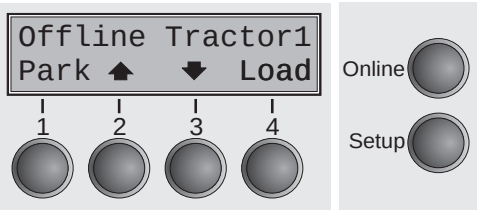
After switching on, the printer is automatically set to online mode. Only in this mode it can receive data from the computer.



- **Tear** key (4): Activates the tear function when fanfold paper is loaded (see page 18, *Moving the paper to the tear position*). If **Load** is displayed above this key, no paper is loaded in the printer or at the park position. 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

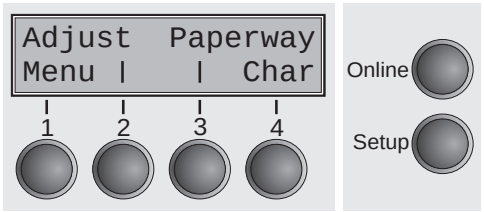
Only in this mode it is possible to perform step, line, or form feeds from the control panel (see page 17, *Paper transport*); however, data cannot be received, *Paper transport*).



- **Park** key (1): Clears the paper path with paper loaded and activates paper path quick selection (see page 13, *Paper path quick selection*)
- Key ▲ (2): Short keypress: Microstep forward.
  Long keypress: Continuous paper feed.
- Key ▼ (3): Short keypress: Microstep reverse.
  Long keypress: Continuous paper reverse feed up to the park position.
- **Load** key (4): Loads paper from the set paper source; the display changes to LF/FF.
  LF/FF key (4): 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:

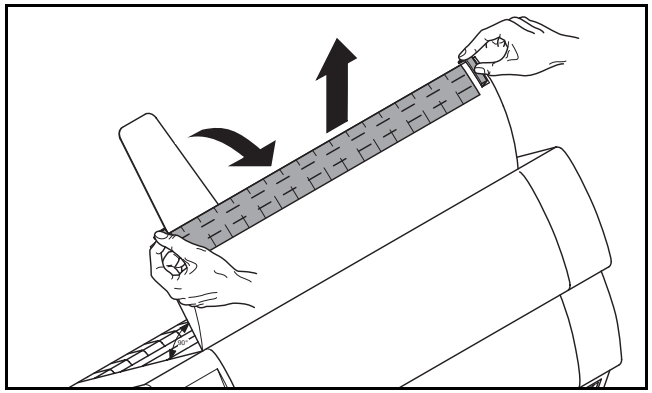


- **Setup** key: Sets the printer to setup mode, in which the following settings can be selected:
- **Menu** key (1): Other menu settings.
- **Adjust** key (2): Tear position, first printing line and print head gap.
- **Paperway** key (3): Paper path.
- **Char** key (4): Font and number of characters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

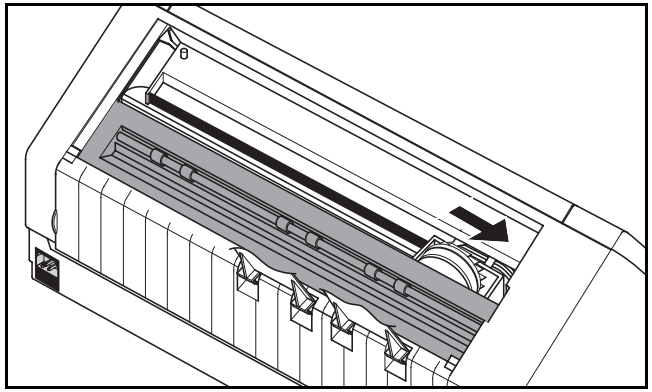
*Access to the other menu settings (**Menu**) may be disabled by the manufacturer. For information on how to enable access and about the available settings, refer to the Reference Manual on the Online CD-ROM (section on "Enabling the menu").*

Changing the ribbon cassette

Remove all the paper from the printer and make sure that the printer is switched off before opening the cover.



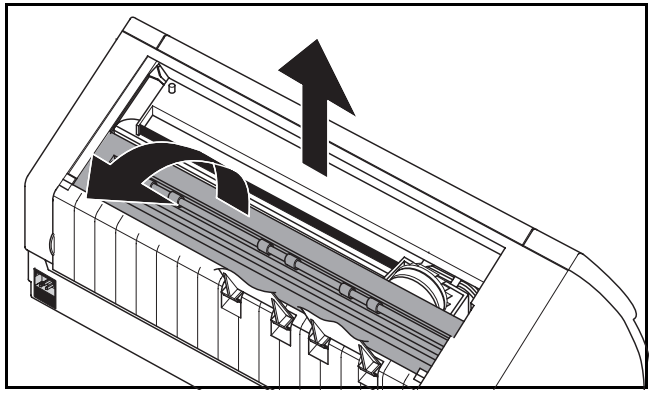
Press the two slide latches, raise the top cover to an angle of 90 degrees relative to the top cover of the printer and remove it.



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

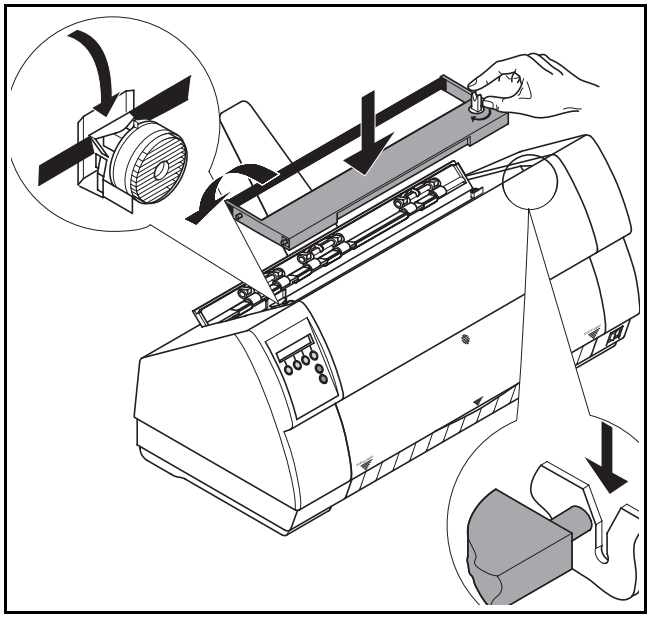
STOP

The print head becomes hot during printing. You should therefore let it cool down for some time before touching it.

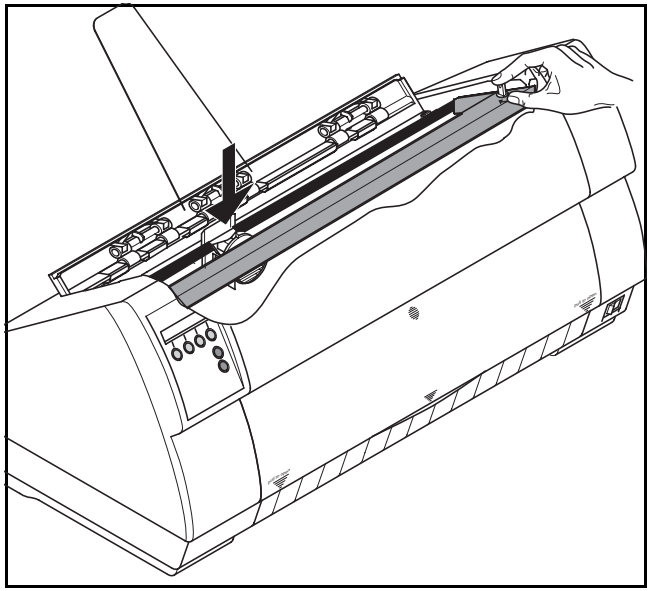


Raise the printer bar cover and remove the used cassette.

We recommend use of genuine ribbon cassettes only.



Turn the coloured ribbon feed knob at the right of the new ribbon cassette in the direction of the arrow in order to take up slack of the ribbon.
Slightly tilt the ribbon cassette forwards in such a way that it is parallel to the housing top and thread in the ribbon in front of the print head. Locate the two projections in the left and right guide rails of the printer and gently press down on both sides until it clicks into place. In this way, the cartridge is automatically positioned correctly.



Use the knob on the right side of the cassette to take up slack of the ribbon again. Thereby the ribbon will slide over the plastic noses on the left and right of the print head into the correct position.
Press the printer bar cover down until it clicks into place, remount the top cover, making sure that the projections on the cover are inserted correctly into the recesses of the printer housing, and close it.

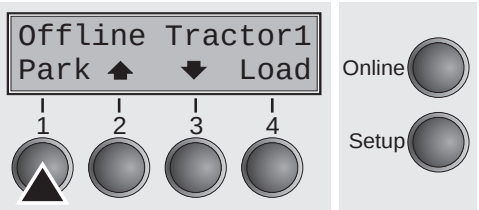
ENGLISH

Paper handling

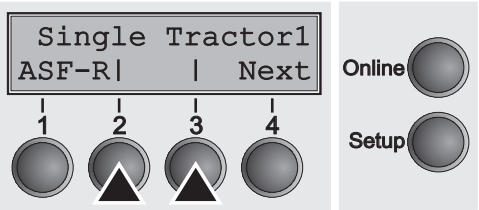
This section describes how to set the paper type, load fanfold paper and single sheets, transport paper and move the paper to the tear position.

➤ Paper path quick selection

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.



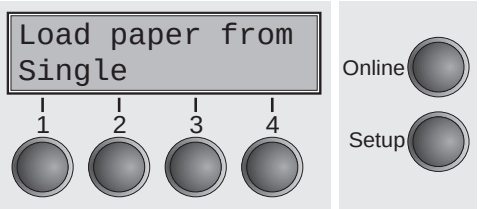
Make sure that the printer is in offline mode; press the **Online** key, if necessary. Press the **Park** (1) key and follow the messages in the display. If fanfold paper is loaded in the printer, it is fed to the tear position. The text **Tear paper off** appears in the display. Then press any key.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



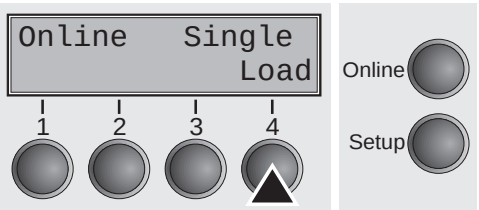
Use one of the marked keys to select the desired paper path, for example, **Single** (2).

*If the printer has the standard paper sources only (***Single** *sheet and* **Tractor 1***), please select from these only.*
If you do not make a selection within 5 seconds, the menu is closed.

The display alternates between the basic menu and the menu in the following figure:



Insert a single sheet (for the procedure, see page 14, *Loading paper*).



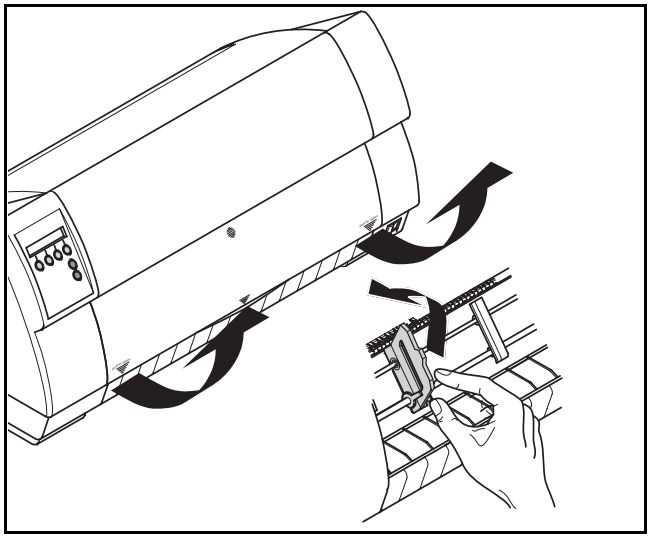
Press the **Online** key to set the printer to ready status. When the printer receives data from the computer, the single sheet is automatically loaded. Press the **Load** (4) key to load the single sheet before starting the printout.

➤ Loading paper

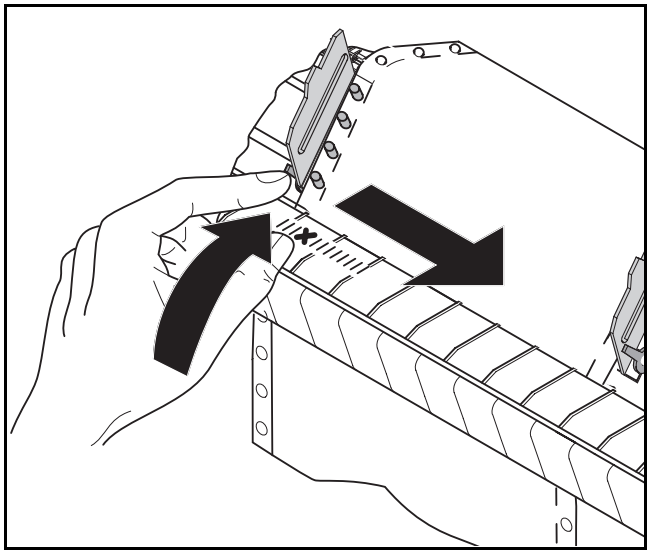
Your printer can print both fanfold paper and single sheets. For information on the paper sizes you can use, please refer to page 24 (*Paper specifications*).

You should only use those paper types which are approved for this printer. For more information, refer to the reference manual on the online CD-ROM.

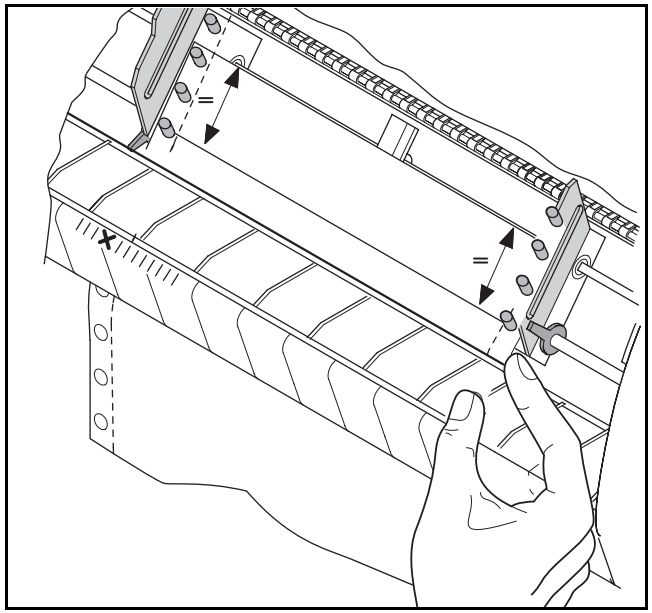
Fanfold paper



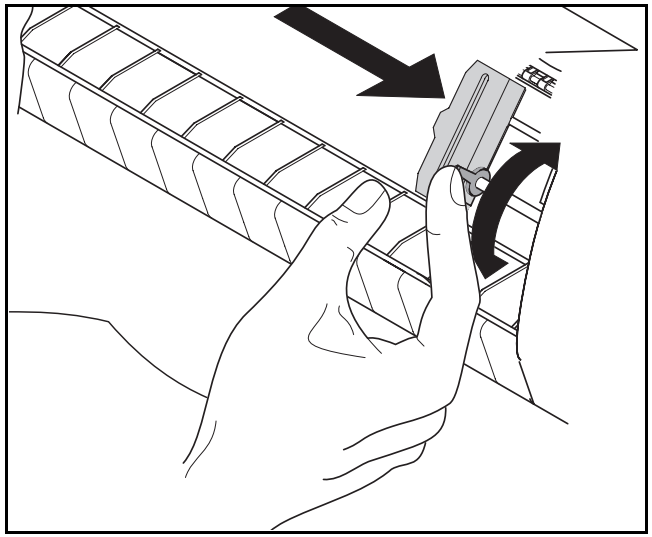
Make sure that the printer is set for fanfold paper printing. If necessary, change the paper type (see page 13, *Paper path quick selection*).
Raise the front cover, taking it by the areas marked with arrows on the left and right.
Open the right and left tractor flaps.
You may also want to remove the bottom cover in order to facilitate loading the fanfold paper. However, you can also feed paper to the tractor with the bottom cover mounted.



First insert fanfold paper into the left-hand tractor. Make sure that at least three paper transport holes are positioned on the tractor pins. Close the left tractor flap.
Open the coloured latch lever and align the tractor so that the first printing position on the paper matches the **X** mark on the printer housing.
Lock the lever again.



Align the right-hand tractor to the width of the paper and insert the paper. 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 slide the tractor to the right until the paper is slightly tensioned.

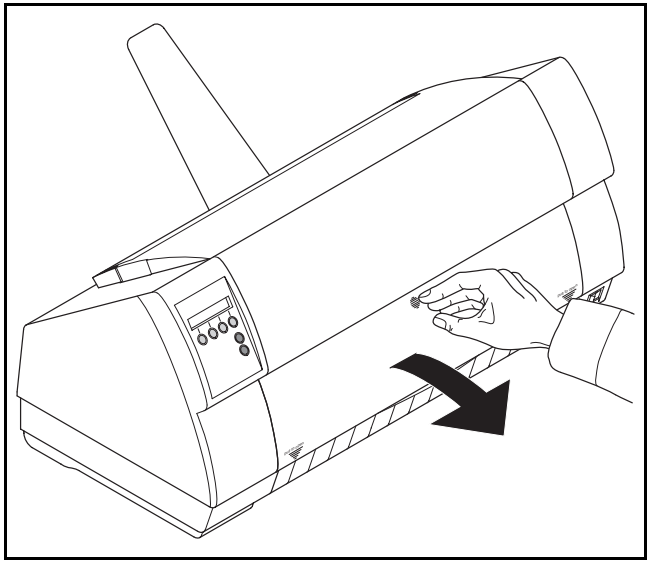
STOP

Do not tension the paper excessively to avoid tearing the perforation holes; do not allow excessive slack since in this case the paper will bulge and there may be problems in the feeding process.

Then lock the tractor.
Switch on the printer. The active paper source (**Tractor1**) 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.

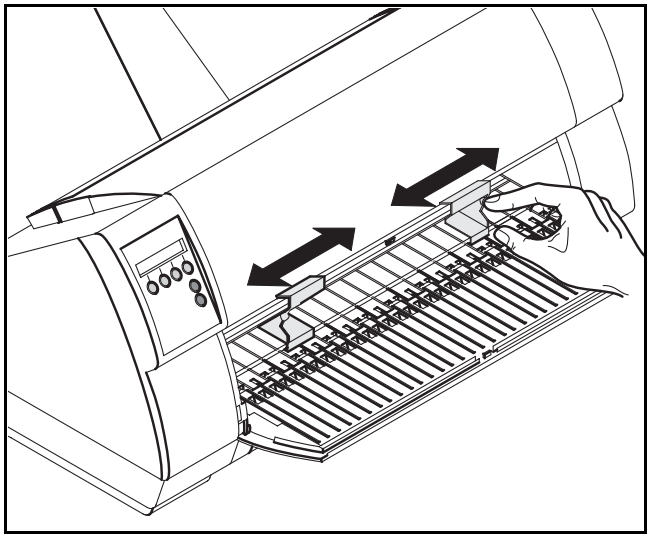
Remove the paper support before starting to print fanfold paper.

Single sheets



Make sure that the printer is set to single sheet mode. If necessary, change the paper type (see page 13, *Paper path quick selection*).
Press the latch at the middle of the front cover. The single sheet input tray opens downwards.

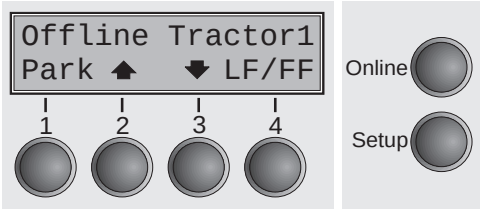
Install the paper support as required for the paper width. You can use an additional paper support in order to position wide single sheets properly (see Accessories, *page 24).*



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 into the input tray as far as possible.
Press the **Online** key to set the printer to ready status.
The sheet 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.

➤ Paper transport

Loaded paper can be transported in the printer in several ways.



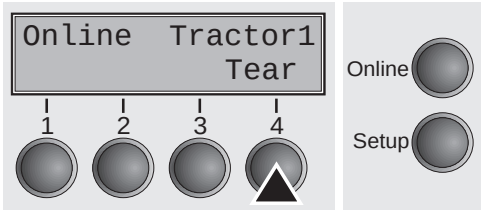
Make sure that the printer is in offline mode; press the **Online** key, if necessary

- Key P**ark** (1): If fanfold paper is loaded in the printer, it is fed to the tear position. If a single sheet is loaded, it is ejected.
- 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
- Key **LF**/**FF** (4): Short keypress: Line feed (**LF**) is executed
  Long keypress: Form feed (**FF**) is executed

The maximum value of the paper return feed is 22 inches.

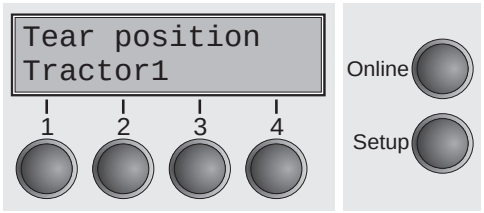
➤ Moving the paper to the tear position

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

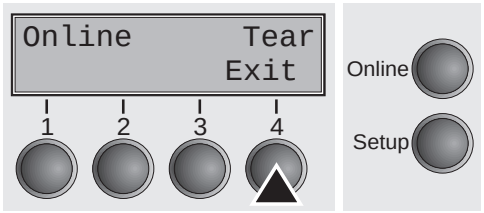


Make sure that the printer is in online mode. Press the **Tear** (4) key. The printer moves the perforation edge of the fanfold paper to the tear edge (see below).

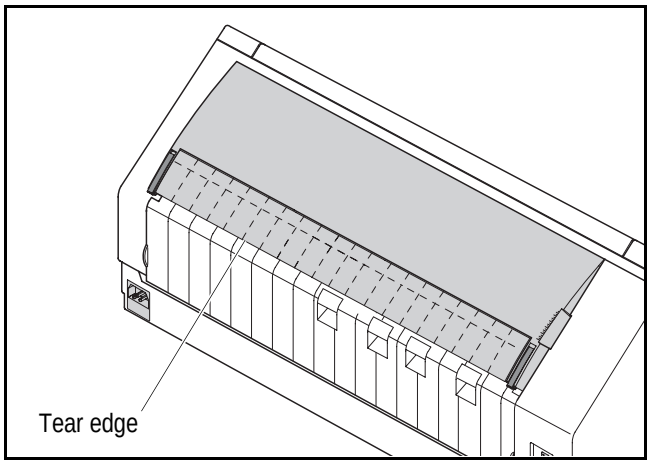
The display alternates between…



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 returns the paper automatically to the first printing position.

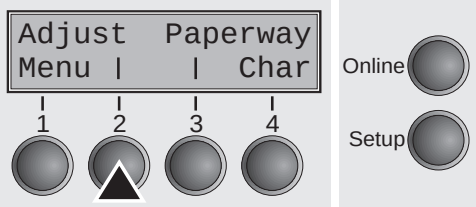


Settings

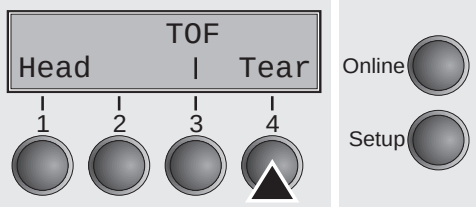
This section describes how to set the tear position, the first printing line, the print head gap as well as the font and the character density.

➤ Setting the tear position

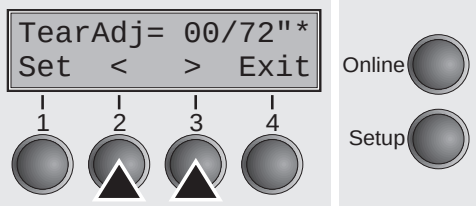
If the tear position of the paper is not aligned with the tear edge of the printer, you can adjust it. Loaded paper may have to be torn and repositioned to the park position.



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



Press the **Tear** (4) key.



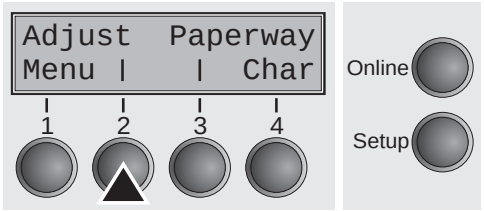
Press the **<** (2) or **>** (3) key to move the perforation to the desired position.
Confirm the setting by pressing the **Set** (1) key.
Press the **Setup** key. The printer is reset to the initial status.

The correction made will be retained after switching off the printer.

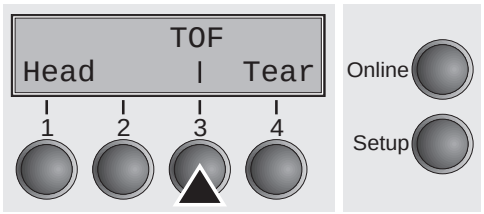
➤ Setting the first printing line (TOF)

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

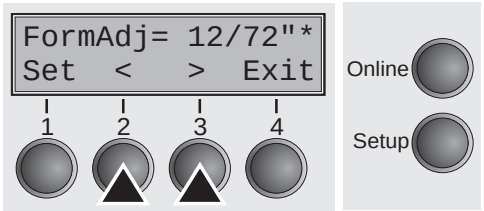
Before using the TOF function (if fanfold paper is used), you should first set the tear position (see above).



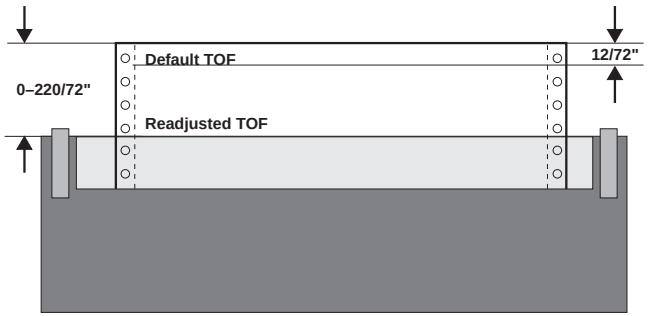
Press the **Setup** key. The printer changes to setup mode.
Press the **Adjust** (2) key.



Press the **TOF** (3) key.
The paper is fed to the position where the bottom edge of the first printing line is aligned with the tear edge. 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 in the range from 0 to 220/72" for fanfold paper and for single sheets.



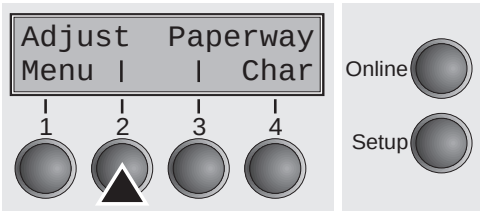
Confirm the setting by pressing the **Set** (1) key.
Press the **Setup** key. The printer is reset to the initial status.

The setting made will be retained after switching off the printer. For more details, refer to the reference manual on the online CD-ROM.

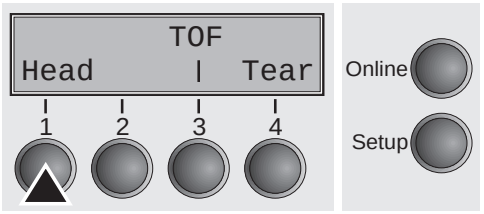
➤ Setting the print head gap

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

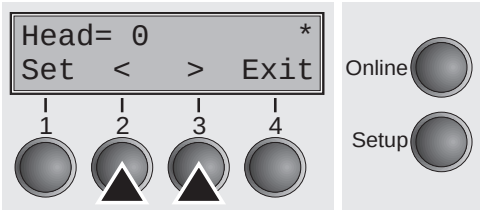
The AGA (automatic gap adjustment) function must be set to "always" or "once". For more details, refer to the reference manual on the online CD-ROM.



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



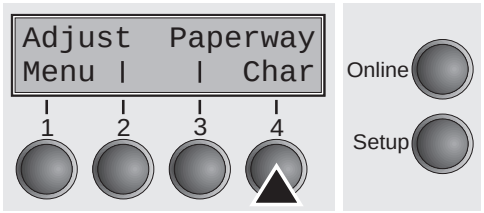
Press the **Head** (1) key.



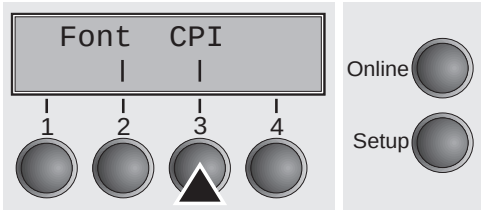
Use the **<** (2) or **>** (3) key to set the range within which the automatic gap adjustment is to be corrected. You can select a value from -10 to +10. Values from 0 to -10 reduce the distance between the print head and the paper, positive values increase the distance.
Confirm the setting by pressing the **Set** (1) key.
Press the **Setup** key. The printer is reset to the initial status.

➤ Selecting character density and font

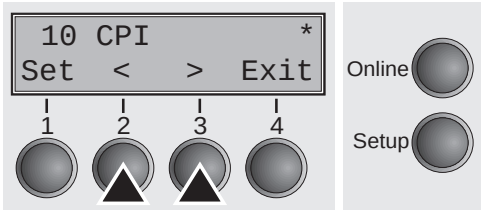
You can use the **CPI** key in setup mode to select the number of characters per inch to be printed. You can use the **Font** key to select fonts.



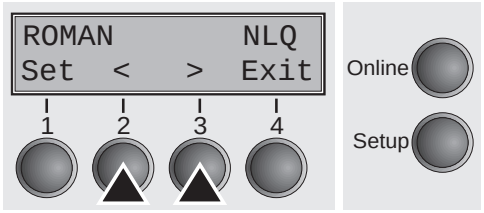
Press the **Setup** key, then the **Char** (4) key.



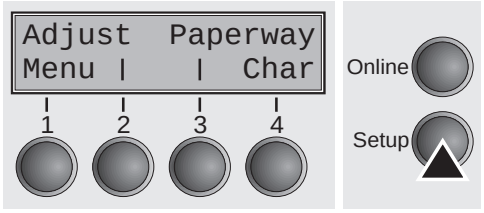
Press the **CPI** (3) or **Font** (2) key (in our example, press **CPI**).



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** key, use the **<** (2) or **>** (3) key to select the desired font. 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.



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

The selection made is not retained after switching off the printer. For details on the permanent setting of the character density, refer to the reference manual on the online CD-ROM.

ENGLISH

Specifications

➤ Printer specifications

Printing method	Serial with 24-needle print head
Printing width	Narrow printer 80 characters at 10 cpi Wide printer 136 characters at 10 cpi
Print speed (in bidirectional mode)	DPQ 500 cps at 10 cpi - matrix 12 x 12 CPQ 225 cps at 10 cpi - matrix 24 x 12 NLQ 180 cps at 10 cpi - matrix 24 x 18 LQ 90 cps at 10 cpi - matrix 24 x 36
Printing rate	430 pages/h; 7,2 pages/min (ECMA)
Character density	5 / 6 / 7,5 / 8,6 / 10 / 12 / 15 / 17,1 / 20 cpi
Resolution (max.)	Horizontally 360 dpi Vertically 360 dpi
Emulations	Standard MTPL (Tally Printer Language), Epson LQ2550, IBM XL 24e
Acoustic noise level	≤ 53 dB(A) in LQ with EN 27779
Dimensions	Narrow printer 424 x 399 x 300 mm (W x D x H) Wide printer 600 x 399 x 300 mm (W x D x H)
Weight	Narrow printer 10.5 kg Wide printer 13.2 kg
Power supply	U.S.A./Canada 120 V ±10%, 60 Hz ±2% Europe 220–240 V ±10%, 50/60 Hz ±2%
Power consumption	at 100% throughput 40 VA_{max} in Sleepmode: ≤10 W
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 + 5 copies
Approvals	ISO 950, CE, GOST, VDE/GS+CB, $_cUL_{us}$, Ulc, 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 tractor 1 Continuous single forms Continuous set of forms (requires individual testing)	 Paper weight No. of copies Form thickness (max.)	 60–120 g/m^2 1 + 5 0.60 mm
Single sheet input tray Continuous single forms Continuous 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. Multi-part forms must be inserted with the bound top edge first. They must be tested for 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

	Order number
Ribbon cassette narrow printer (3,5 Mio. characters)	060 426
Ribbon cassette wide printer (5 Mio. characters)	060 425
Additional paper support	052 127

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

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