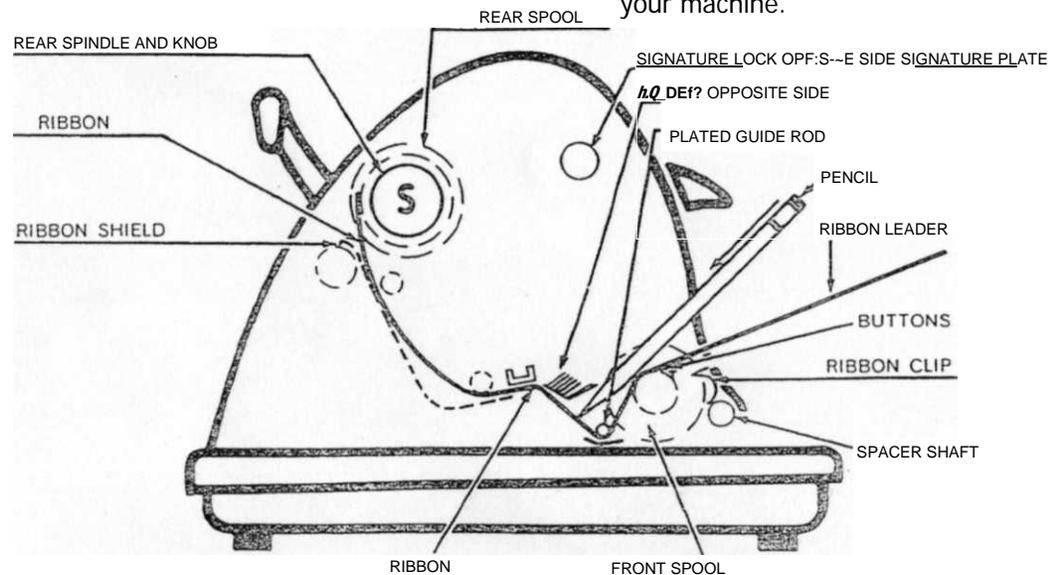


## Changing a Ribbon on your Paymaster 875

### Unlock and remove signature plate from right side

1. Remove front and rear doors by turning front and rear knobs.
2. Try to turn knob on left side of machine, marked "S", in clockwise direction (towards front of machine) until ribbon is completely wound on the rear spool.
3. Should the knob be locked, hold the knob tightly (to prevent turning) with fingers of left hand and operate machine once to reverse ribbon feed. This will unlock knob and permit you to wind ribbon on rear spool.
4. After ribbon is wound on rear spool, operate machine until metal ribbon clip at end of ribbon, in front of machine, is on top of front spool.
5. Pull metal ribbon clip on front end of ribbon toward you to unhook from front spool.
6. Turn "S" knob clockwise (towards front of machine) and fully wind ribbon on rear spool.
7. Hold ribbon on rear spool (to keep from turning; and unscrew "S" knob completely by turning knob towards back of machine (counterclockwise).
8. Lift out ribbon and rear spool. Remove cellophane from new ribbon and spool. **(Do not remove tape that is on ribbon)**. Place new ribbon and spool, with toothed wheel of spool on left side of machine, into machine.
9. Turn front spool until two round buttons are straight up.
10. Remove holding tape from new ribbon and feed the cardboard ribbon leader downward in front of arrow until it comes under the signature plate holder. At this point the ribbon leader is forced down-ward by inserting a pencil over the front ribbon spool and guiding the leader under the plated round guide rod and over the front spool.
11. Pull the leader forward until the holes in the ribbon are over the spacer shaft.
12. Tear off cardboard ribbon leader.
13. Fasten the metal ribbon clip under the buttons by rotating the metal clip forward over the ribbon and pushing the holes in the metal ribbon clip under the two buttons on the spool.
14. Hold ribbon on rear spool (to keep from turning) and screw in "S" knob until tight.
15. Operate machine a number of times to see that ribbon is winding properly.
16. Replace front and rear doors.
17. Replace signature plate, lock, and remove signature key.
18. For your protection, a record of the number of checks printed with your machine should be kept. This is most important when you have your signature plate in the machine. This may be done by re-cording the number on your counter which is located on the right front of the base of your machine.



Study drawing and read instructions completely before operating or before changing a ribbon on your ma-

Brought to you by CheckWriter Associates International, Inc.  
<http://www.checkwriters.com/> | (800) 833-3335