

The printer memorizes where to print the first line on each sheet. This is called the top-of-form (TOF) position. The default top-of-form position is approximately one inch, as measured from the top edge of the paper to the top of a normal size character in the first line.

You can adjust the top-of-form position within a range of 26/60-inch above the current position to two inches below the current position, in 1/60-inch increments.

Adjust the TOF position as follows.

1. Be sure that the printer's display shows ON LINE and that paper is in a TOF or tear-off position.

Faxback Document # 4226 can provide specific instructions on the auto tear off function.

2. Press either PARK LOAD or LF/FF for more than 1 1/2 seconds to enter the TOF setting mode. The printer retracts paper to the current TOF position if the paper is in the tear-off position. The display changes to VTOP MD.
3. Press PARK/LOAD or LF/FF to move the paper up or down to the desired position. The number after VTOP on the display changes to show the current TOF setting in 1/60-inch increments. VTOP +015 indicates that the paper has moved up 15/60 inch.
4. If you want to store the new TOF position in the printer's memory so the printer always positions the paper there when it is turned on, press QUIET/SAVE twice. The printer memorizes the setting, and displays SAVED. For a temporary setting only, simply press ON LINE.

Note: You can set one VTOP for single sheets and another for fanfold paper and save both settings in one macro. The DMP 250 senses which VTOP to use by the position of the paper lever. This convenience eliminates the need to change the top of form each time you switch between fanfold paper and single sheets.

In addition, since there are four macros and each one stores two VTOP settings, you can save up to eight different starting print positions. For more information on macros, Faxback Document # 4232 can provide specific instruction on creating a macro.