
Media Handling

See these sections to load and handle media on your product.

[Roll Paper Handling](#)

[Loading Single Cut Sheets](#)

[Compatible Epson Papers](#)

[Paper or Media Type Settings - Printing Software](#)

[Selecting the Paper Settings for Each Source - Control Panel](#)

[Creating Custom Paper Configurations](#)

Roll Paper Handling

See these sections to load, cut, and remove roll paper in your product.

[Loading Roll Paper](#)

[Cutting Roll Paper](#)

[Removing Roll Paper](#)

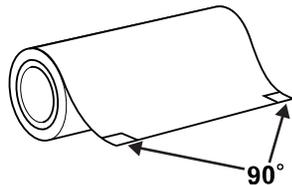
Parent topic: [Media Handling](#)

Loading Roll Paper

Load roll paper onto the spindle before loading the roll onto the printer.

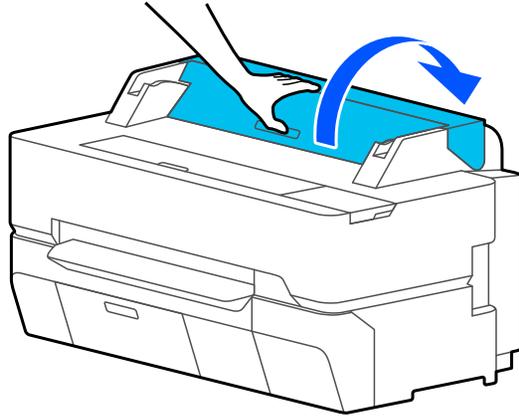
Note: To prevent dust from accumulating inside the printer, always keep the roll paper cover and cut sheet cover closed unless you are loading or unloading media.

1. Remove any tape and protective paper from the roll. Make sure the paper is cut straight across to avoid paper feeding problems.

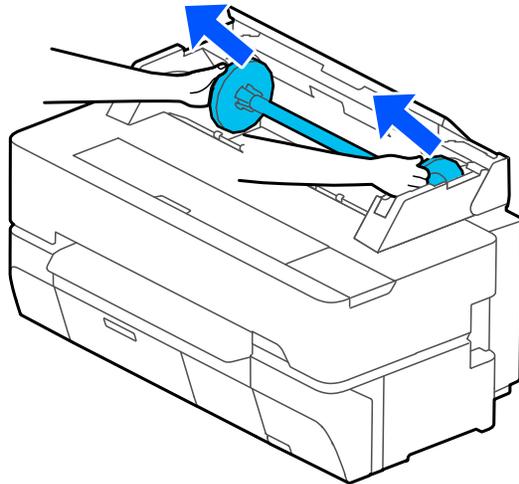


Note: Avoid touching the surface of your paper or leaving it on a dusty area.

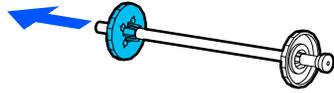
2. Make sure **Load paper** is displayed on the home screen. If it is not shown, make sure to remove any roll paper or cut sheet paper from the printer.
3. Open the cut sheet and roll paper covers.



4. Remove the spindle.

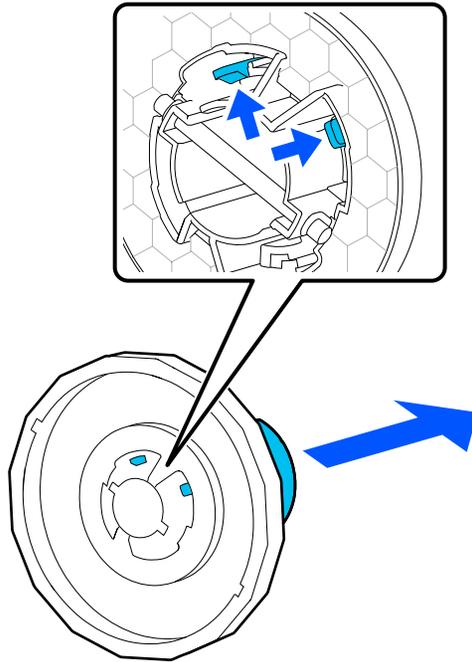


5. Remove the transparent paper stop from the spindle.

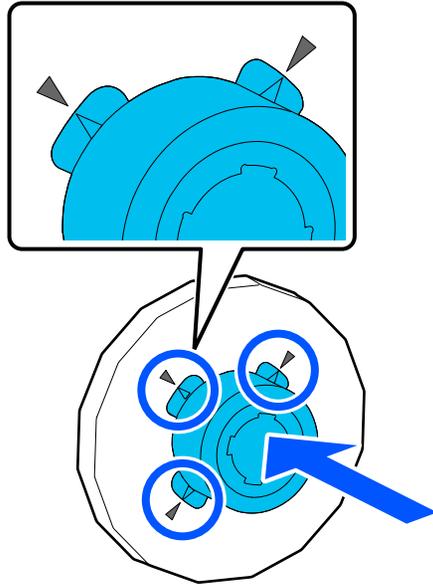


6. Do one of the following:

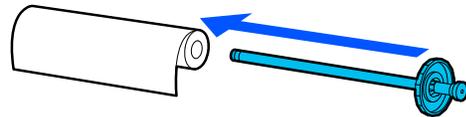
- **2-inch roll core:** If installed, remove the 3-inch core adapters from both paper stops. Push the two tabs on the paper stop to remove the adapter.



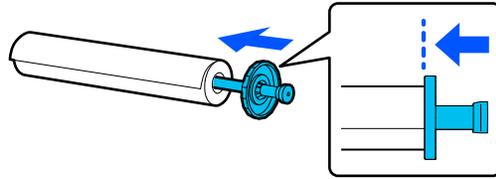
- **3-inch roll core:** Install the 3-inch core adapters on both paper stops. Align the triangle marks on the paper stop with the triangle marks on the adapter and push the adapter in until the tabs are secured.



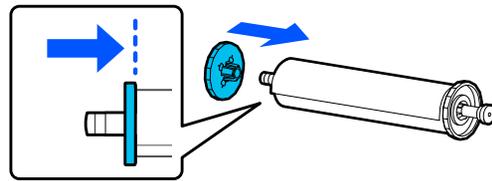
7. Insert the spindle into the roll paper core as shown, with the lead edge of the roll paper facing as shown.



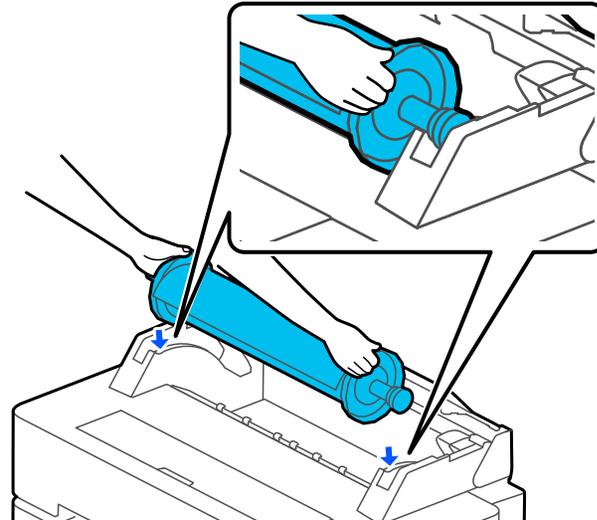
8. Push the fixed paper stop against the roll paper until there is no gap between the paper stop and the roll paper.



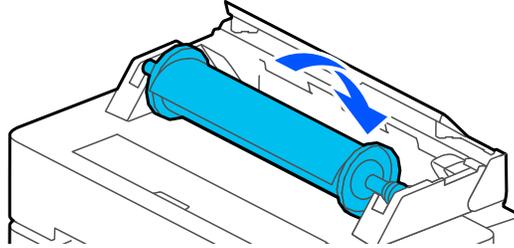
9. Attach the transparent paper stop to the spindle and press it in until there is no gap between the paper stop and the roll paper.



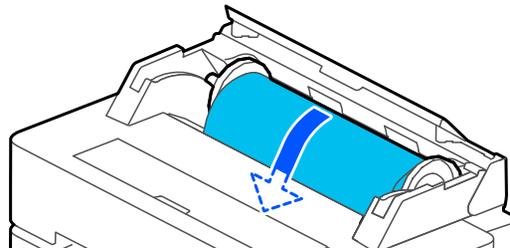
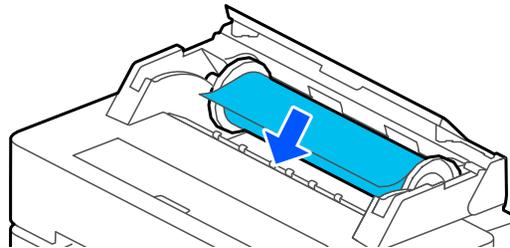
10. Place the roll paper into the spindle holders with the black end of the spindle on the right.



11. Slide the spindle along the spindle holders to fully load the roll.



12. Insert the leading edge of the roll paper into the paper feeder until you hear a beep.



Note: Make sure the leading edge of the roll paper is not bent or skewed, or a paper jam or skew error may occur.

13. Close the roll paper cover and the cut sheet cover.

14. Select the paper type you loaded on the LCD screen and set the remaining amount, if necessary.

Note: If the roll paper has a barcode printed on it, the printer will read it and automatically load the correct settings. If you do not select settings within 90 seconds, the printer uses the displayed settings automatically.

15. Open the paper basket.

Note: If you are printing banners or other media larger than can fit in the paper basket, close the paper basket. Hold the ejected paper in both hands and support it so that the paper does not touch the floor.

Parent topic: [Roll Paper Handling](#)

Related references

[Compatible Epson Papers](#)

[Roll Paper Options - Windows](#)

[Paper Specifications](#)

Related tasks

[Removing Roll Paper](#)

[Selecting Advanced Settings - Mac](#)

Cutting Roll Paper

The printer has a built-in cutter that can automatically cut most paper types. When Auto Cut is turned on, paper is automatically cut after each page prints, or if the roll paper leading edge is not straight.

Caution: The built-in cutter is not recommended for use with commercially available canvas or synthetic paper, as it may dull the blade and require more frequent blade replacement. When you print on this paper type, turn off the **Auto Cut** setting and cut the print off the roll manually.

To switch between automatic or manual cutting methods, adjust the **Auto Cut** settings in the printer driver. The setting selected in the printer driver overrides the control panel setting.

[Cutting Roll Paper Manually](#)

Parent topic: [Roll Paper Handling](#)

Related references

[Roll Paper Options - Windows](#)

Related tasks

[Selecting Advanced Settings - Mac](#)

Cutting Roll Paper Manually

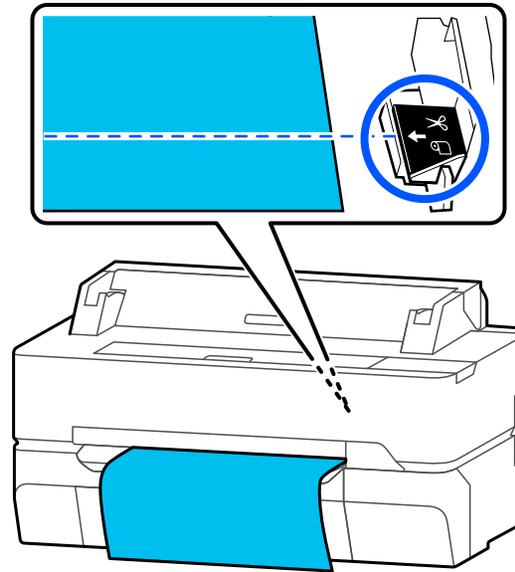
You can keep your prints on the roll until you manually cut them.

1. Turn off the **Auto Cut** setting in the printer driver or the control panel, depending on the situation:
 - If you want to cut the paper manually, turn off the setting in the printer driver. Select **Advanced > Roll Paper Option > Auto Cut**.

Note: The **Auto Cut** setting in the printer driver overrides the control panel setting. The printer driver setting returns to automatic cutting when you close the application.

- If you are using a paper type that cannot be cut with the built-in cutter, turn off the setting in the control panel. From the roll paper information area, select **Advanced Media Setting > Auto Cut > Off**.
 - If you want to turn off Auto Cut during enlarged copying, HP-GL/2 mode printing, or printing directly from the flash drive, turn off the setting in the control panel. From the roll paper information area, select **Advanced Media Setting > Auto Cut > Off**. The setting option will be saved for the currently selected paper type.
2. Print your document and wait for printing to finish.
 3. From the roll paper information area, select **Feed/Cut Paper**.

4. To move the paper into cutting position, press and hold **Forward** or **Backward** until the position you want to cut appears at the dotted line as shown.



5. To cut the paper, select **Cut**.
 - If the **Auto Cut** setting is turned off only in the printer driver, the paper is cut and the paper leading edge returns to the print wait position.
 - If the **Auto Cut** setting is turned off in the control panel, select **Cut** to manually cut the paper with scissors or select **Print Cutting Guideline** to print a line on the paper to guide with manual cutting. Select **Done** when you are finished to rewind the paper.

Parent topic: [Cutting Roll Paper](#)

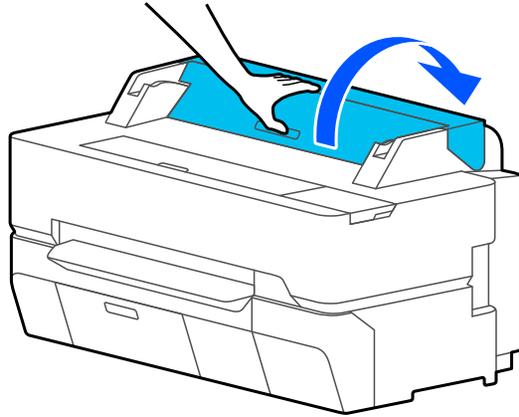
Removing Roll Paper

When you finish printing on roll paper, you should remove it from the printer to avoid indenting or creasing the lead edge of the paper.

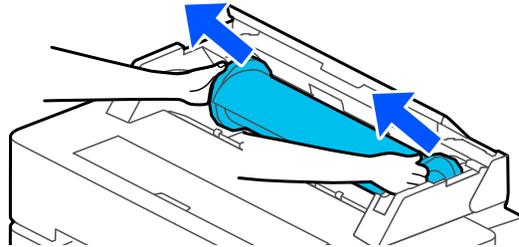
1. Select **Remove** on the LCD screen. The roll paper rewinds automatically.

Note: Make sure the roll paper is rewound completely before removing it from the printer.

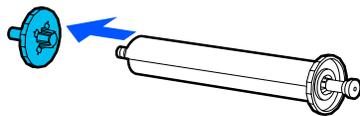
2. Open the cut sheet cover and roll paper cover.



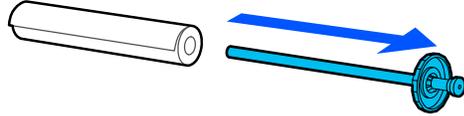
3. Hold both ends of the spindle and lift it up from the spindle holders.



4. Remove the transparent paper stop from the spindle.



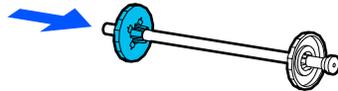
5. Remove the spindle from the roll paper.



6. Place the roll paper in its original package.

Note: Store roll paper on its end or horizontally (if the packaging end-caps are installed). Never store roll paper on its side, as a flat spot can develop and lead to imaging artifacts on the prints. Do not store roll paper in dusty areas. Print head maintenance and cleanings increase if dust accumulates on the paper.

7. Attach the transparent paper stop to the empty spindle.



8. Place the spindle back into the printer.

