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HP Designjet T610 Printer Series - Load a roll into the 44-inch printer

[Easy loading procedure](#)[Paper menu procedure](#)

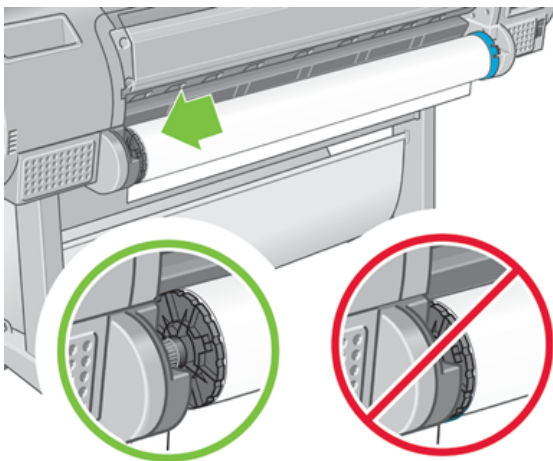
There are two ways to load a roll. The easy loading procedure is recommended.

⚠ CAUTION: To start these procedures you must have a roll loaded on the spindle.

Easy loading procedure

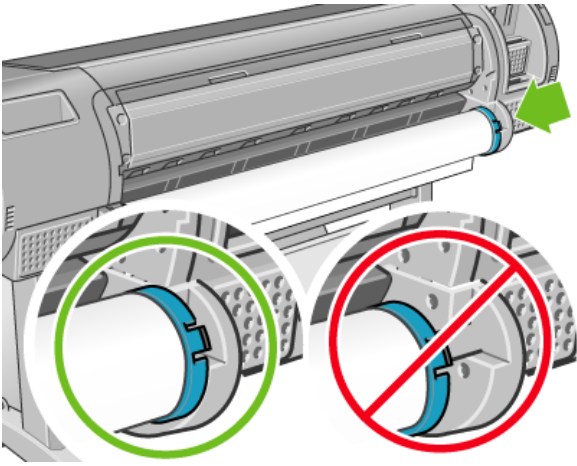
1. Standing behind the printer, rest the spindle's black end on the left side roll holder. Do not put the end completely into the roll holder.

Figure 1: Correct position of the spindle



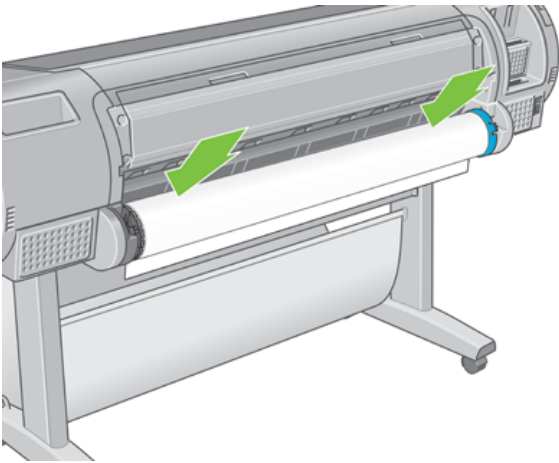
2. Rest the blue end of the spindle on the right side roll holder.

Figure 2: Fitting the spindle into the printer



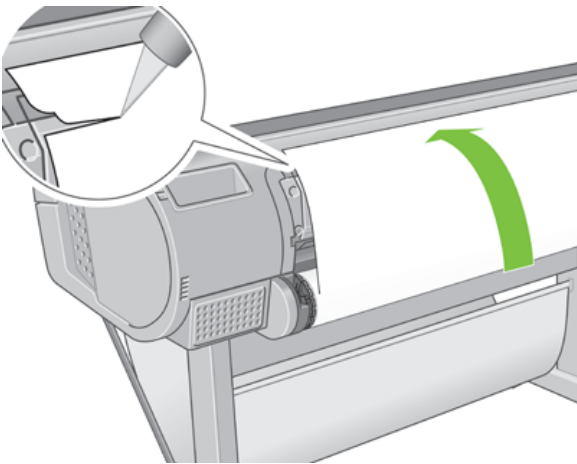
3. With both hands, push the spindle into both roll holders at the same time. The spindle snaps into place.

Figure 3: Correct position of the spindle



4. If the edge of the roll is not straight or torn (sometimes due to tape used to hold end of the roll), pull paper slightly beyond the cutting groove and use a cutter to cut a straight edge.

Figure 4: Correct position of the spindle

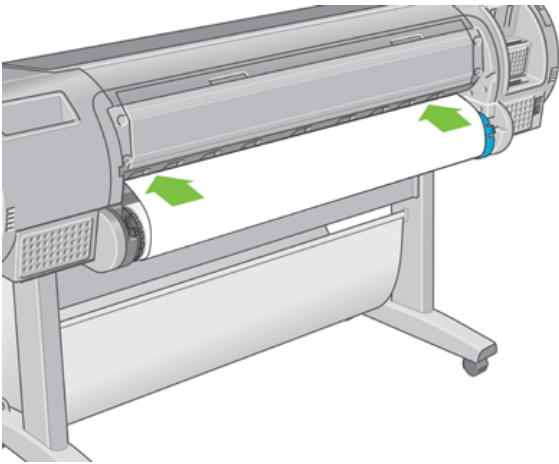


NOTE: Cut the paper as straight as possible, as uneven paper does not load correctly.

5. Insert the edge of the paper into the feeder.

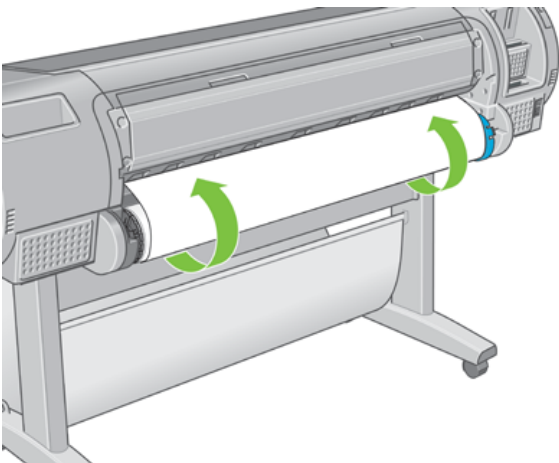
WARNING: Do not push your fingers inside the printer's paper path.

Figure 5: Insert the roll



6. Roll the spindle into the feeder until you feel resistance. The printer detects the paper and feeds it automatically into the printer.

Figure 6: Rolling paper into printer



7. Once the paper is fed into the printer, the front-panel display asks if you are loading a roll or a sheet. Select **Roll** with the Up and Down keys and press OK.

8. Select your paper category and type.


Figure 7: List of paper types

```
Select paper category _____
▶ Bond and Coated Paper
▶ Photo Paper
▶ Film
▶ Technical Paper
▶ Backlit material
▶ Self-Adhesive material
```

NOTE: If you have loaded a paper type whose name does not appear in the paper list, see *The paper type is not in the driver.*

9. The printer checks the alignment and measures the width.

10. Look at the front panel; you may find some instructions there.
11. When the roll is aligned, the front panel displays the Ready message and the printer is ready to print. If the roll is not aligned, follow the instructions on the front-panel display.

NOTE: When prints fall into the basket, they can be torn or get ink marks from other prints. To avoid this, catch your prints as they are cut from the roll and do not stack prints in the basket. You can also turn off the automatic cutter, see *Turn the automatic cutter on and off*, and release your print using the **Form feed and cut** key .

Paper menu procedure

As an alternative you can use the paper menu to start the paper loading process.


1. Follow steps one through four of the Easy loading procedure listed above.
2. Press the **Menu** key to return to the main menu, select the Paper menu icon .
3. Select **Paper load**.

Figure 8: Paper load

```
Paper
├─ Paper load
├─ Unload paper
├─ View loaded paper
├─ Change loaded paper type
└─ Paper types list
```

4. Select **Load roll**.

Figure 9: Paper load

```
Paper load
├─ Load roll
└─ Load sheet
```

5. Select your paper category and type.


Figure 10: List of paper types

```
Select paper category
├─ Bond and Coated Paper
├─ Photo Paper
├─ Film
├─ Technical Paper
├─ Backlit material
└─ Self-Adhesive material
```

6. Continue with step five of the easy loading process, skipping steps eight and nine.

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