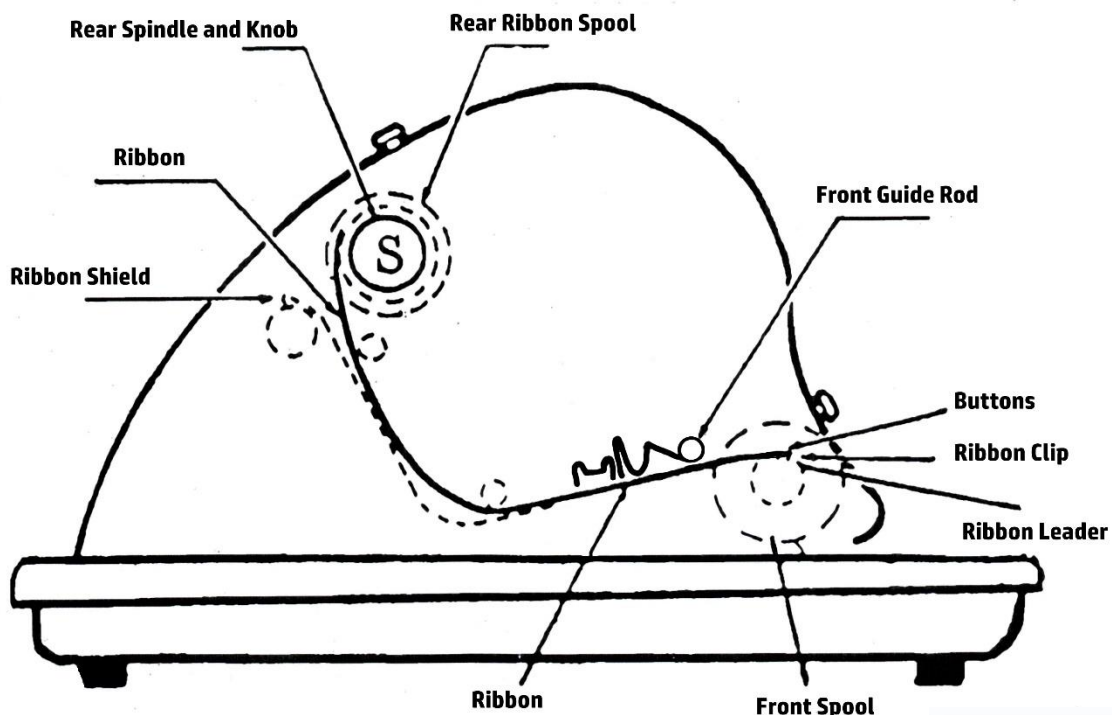


INSTRUCTIONS FOR CHANGING RIBBON IN THE PAYMASTER 8000 CHECK WRITER

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 a clockwise direction (towards the front of the machine) until ribbons is completely wound on the rear spool. Should the knob be locked, hold the knob tightly (to prevent turning) with fingers of left hand and operate machine once to reverse the ribbon feed. This will unlock knob and permit you to wind ribbon on rear spool.
3. 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.
4. Pull metal ribbon clip on front end of ribbon toward you to unhook from front spool.
5. Turn "S" knob clockwise (towards front of machine) and fully wind ribbon on rear spool.
6. Hold ribbon on rear spool (to keep from turning) and unscrew "S" knob completely, by turning knob towards back of machine (counter-clockwise).
7. Lift out ribbon and rear spool. Remove cellophane from new ribbon and spool (DO NOT remove tape that is on the ribbon). Place new ribbon and spool, with toothed wheel of spool on left side of machine, into machine.
8. Turn front spool until two round buttons are straight up.
9. Remove holding tape from new ribbon and feed cardboard ribbon leader downward in front of arrow until it comes out the front of the machine under the plated round front guide rod and over the front spool.
10. Pull the leader forward until the holes in the ribbon are over the two round buttons.
11. Fasten the metal ribbon clip under the buttons by pushing the holes in the metal ribbon clip under the two buttons on spool.
12. Tear off cardboard ribbon leader.
13. Hold ribbon on rear spool (to keep from turning) and screw in "S" knob until tight.
14. Operate machine a number of times to see that ribbon is winding properly.
15. Replace front and rear doors.



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