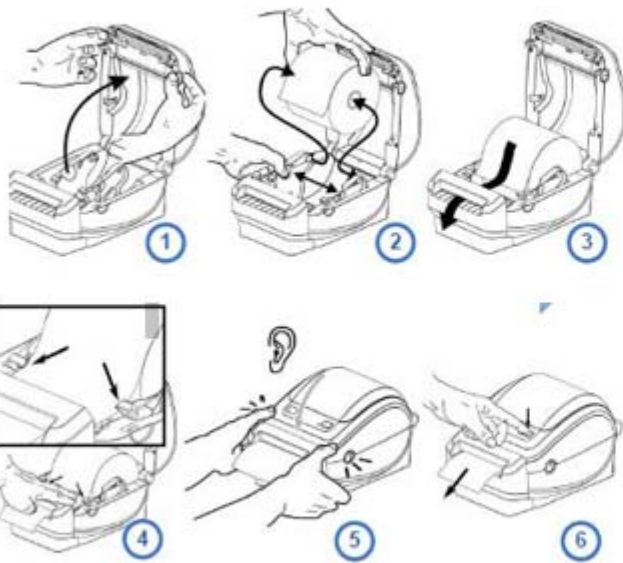


# FSA Printer Quick Reference



**PURVIS SYSTEMS**  
INCORPORATED

## Replacing Printer Paper

- 1) Open printer cover using tabs on the sides and remove expired paper roll
- 2) Using thumbs to open the paper holder, insert new paper roll with paper coming over the top of the roll
- 3) Guide paper through the cutter
- 4) Seat paper beneath guides
- 5) Close printer cover; listen for a click and the paper cutter
- 6) Press the paper feed button to enable printing

## Ordering Additional Printer Paper

Order printer paper through the Telecommunications Service Request (TSR) found on the MCFRS Quicklinks (*Most Common Quicklinks* menu).