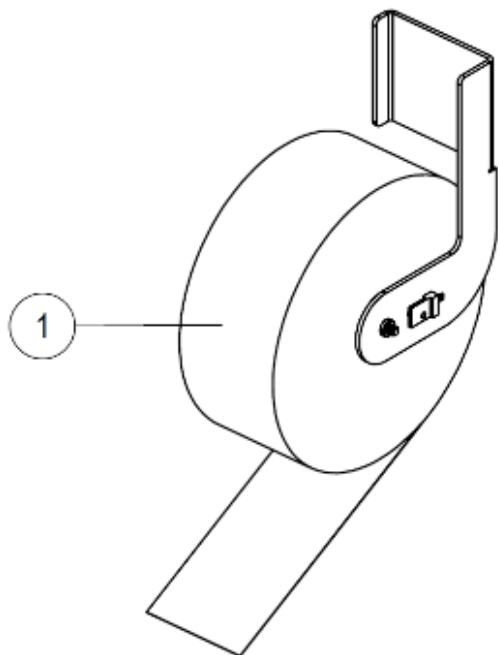# How To Load Printer Paper in the MS1™

This task topic discusses how to load paper in the IPS Group, Inc. **MS1™** printer.

Depending upon the customer and their type of preferred paper, the roll uses either a bottom-feed paper path, or a top-feed paper path. After loading a completely new roll of paper, you must log the paper change in the meter.

Bottom-feed paper and path

Bottom-feed paper is rolled with the thermal (printable) side on the outside. The correct way for most cities to route paper from its roll (denoted by 1 in the following figure) and into the printer, is from the bottom (underneath) the paper roll. The following figures show examples of the bottom-feed paper and path into the printer.
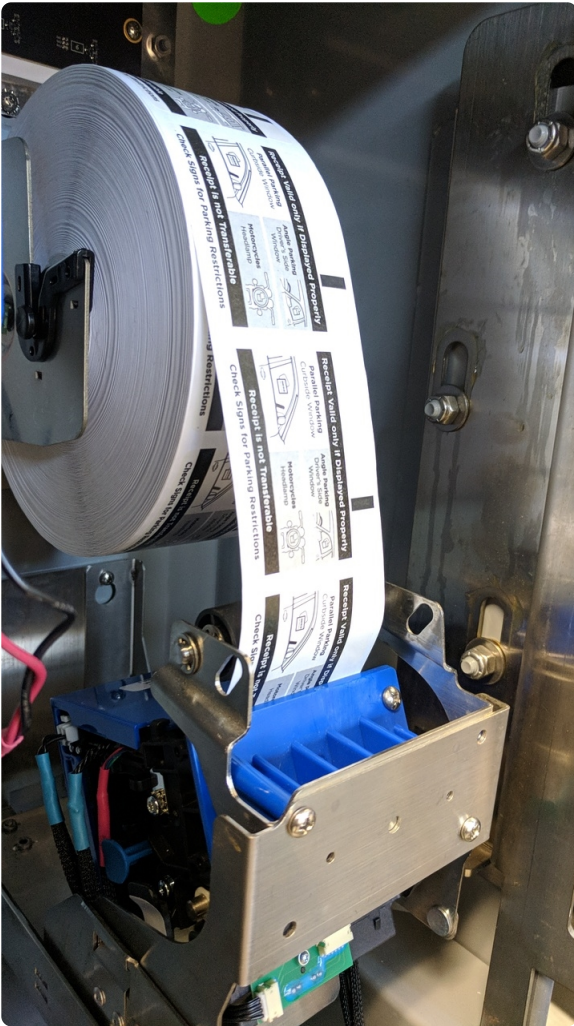

Paper from bottom of the roll

Bottom-feed paper and path into printer

Top-feed paper and path

Top-feed paper is rolled with the thermal side on the inside. The correct way for top-feed customers (e.g. Seattle) to route paper from its roll and into the printer, is from "over the top" of the paper roll. The following figure shows an examples of the top-feed paper and path into the printer.
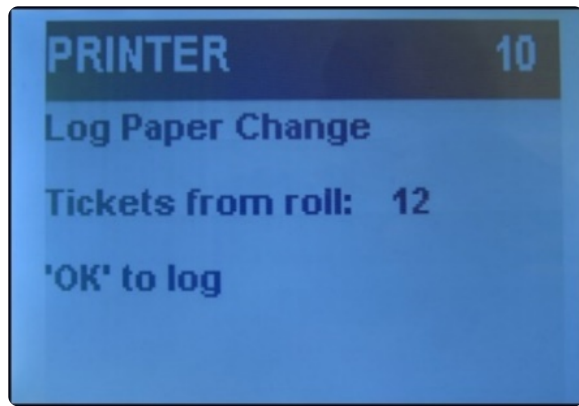
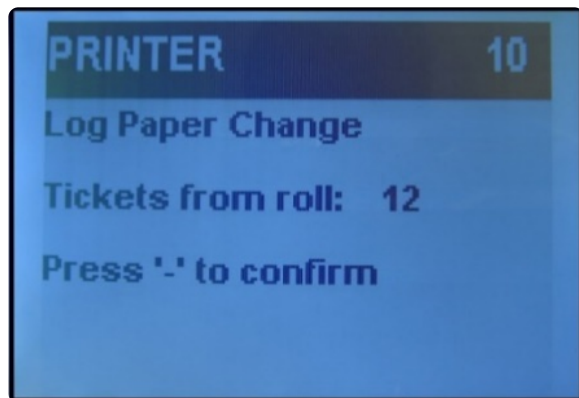**Top-feed paper and path into printer**

Logging a paper change

In order for the **pay station** to count the amount of tickets printed from the current paper roll, you must manually log the paper change in the Diagnostics menu.

To log the paper roll change:

1. Insert and remove a Diagnostics card into the card entry slot to enter Diagnostics mode.
2. Press ➕ (more time) / ➖ (less time) to scroll to the Printer screen.
3. Press ✓ (OK) to enter the Printer menu.
4. Within the Diagnostics > Printer menu, press ➕ (more time) / ➖ (less time) to scroll to the Log Paper Change screen.
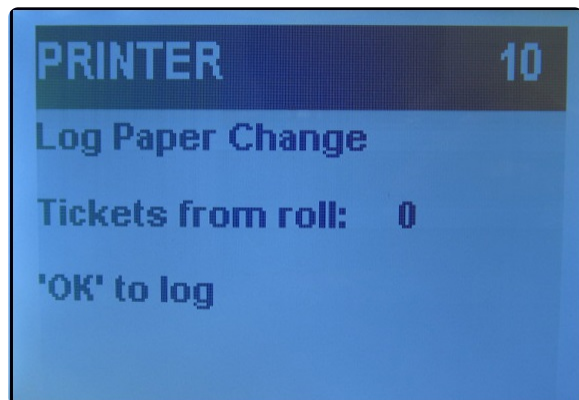
5. Press ✓ (OK) to select a paper change.

6. Press ▬ (less time) to confirm the creation of the paper change log.

The Tickets from roll counter resets to 0 (zero).

7. Press ✕ (cancel) to exit Diagnostics mode.

The paper change is logged into the Diagnostics menu.