

# Horizon Hard Cassette

## Media Loading

### Codonics Horizon Hard Cassette Media Loading Instructions

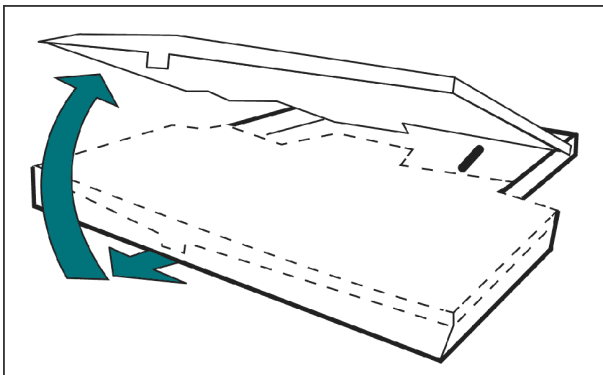
#### Summary

This Technical Brief describes how to load Codonics DirectVista® Media into the Codonics hard cassette.

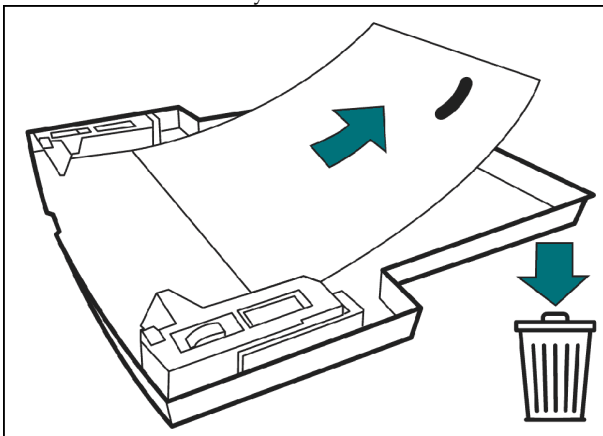
#### Media Loading

**NOTE:** The steps shown in this Technical Brief are demonstrated using 14x17 media but apply to all sizes except where noted.

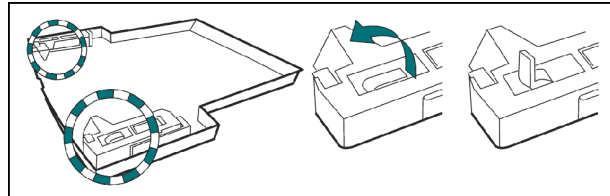
1. Remove the hard cassette lid cover. Pull outward on the tab at the rear of the cassette and lift upward to remove.



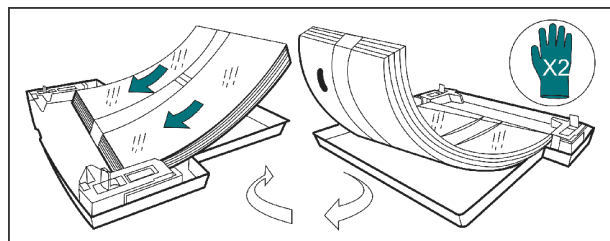
2. If the cassette has been previously used, remove the old backer board and discard. New media will always come with a replacement backer board which should always be used with the new media.



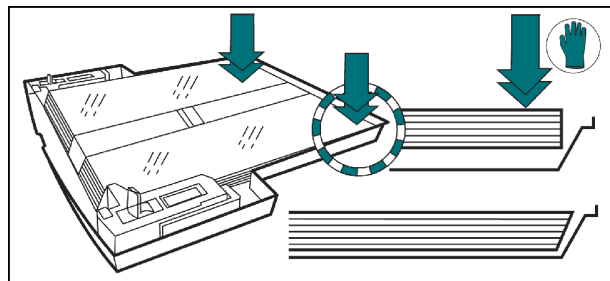
3. Release the media tension lever on both sides of the cassette.



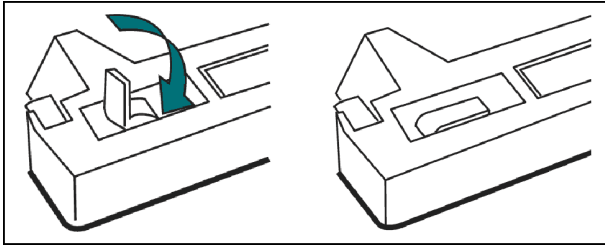
4. Remove the media pack from the shipping carton.
5. Carefully remove the media from the shipping bag. It is recommended that media be handled while wearing latex gloves to avoid fingerprints on the media.
6. Load the media into the cassette as shown. Place the media in the cassette, making sure the included backer board is on the bottom. The oval cut out in the backer board should align with the oval pattern in the hard cassette.



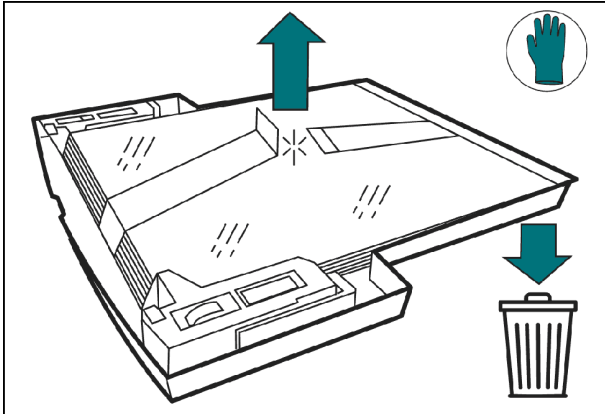
7. Carefully push down on both front corners of the media to seat properly in the cassette.



- Close the media tension lever on both sides of the cassette.

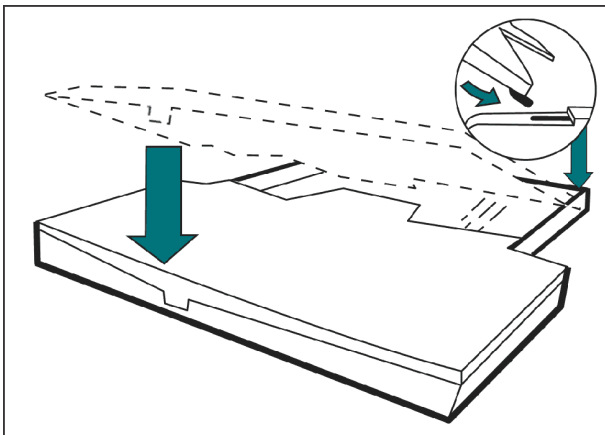


- Remove and discard the media band.



**NOTE:** DirectVista 8x10 and 11x14 size media comes packaged with a media band that runs the opposite direction.

- Reinstall the hard cassette lid cover. Insert the front tabs into the cassette body and snap the tab at the rear of the cassette into place.



## Hard Cassette Cleaning Instructions

It is important to periodically clean the hard cassette to keep it free of dust and debris. You should clean the hard cassette every 500 sheets, if you notice image quality problems or if there is visible accumulation of debris.

- Remove the hard cassette from the Horizon Imager.
- Remove the hard cassette lid cover, any media and backer board if present. Reference steps earlier in this Technical Brief.
- Turn the hard cassette over to remove any debris.
- Use a platen roller wipe (shipped with this cassette and in every case of media) to gently clean the inside of any dust or debris. Wait for the hard cassette to dry thoroughly.



**CAUTION:** Be sure to wear the appropriate eye protection.

- For hard to reach areas, compressed air may be used.

## Technical Support

If problems occur that are not covered by these instructions, please contact Codonics Technical Support at any time.

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Email: [support@codonics.com](mailto:support@codonics.com)

Website: [www.codonics.com](http://www.codonics.com)

*Get it all with just one call*

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