**1401 Demo Routine**

**Big Print** – 1403 Printer prints Name(s) and date of demo attendance.

**Step 1**

At the beginning of the first run of the day, keypunch the date card.

Starting with column 1, punch date starting in column 1 in the following format:

Month (sp) dd, (sp) yyyy

 ie: February 4, 2012

Take attendee(s) to 026 Printing Keypunch, and show attendee(s) how to make name card.

**Name Card** – Starting with column 1, punch name starting in column 1 in the following format:

First (sp) Last

 ie: Joe Smith (Hyphenated or last names with special characters are acceptable

 Ie: Beverly D’Angelo, Charlene Hunter-Smith

**Step 2**

1. Take the necessary steps to Power on the 1401 Mainframe to be used
2. Check paper in 1403 – make sure form perforation is even with top of upper hinges.
3. Close print cartridge arm.
4. Check run out at 1402 reader – press NPRO white toggle, and make sure all cards clear of the reader hopper.

**Step 3**

1. Get deck “Big Print”.
2. After last card in the program deck (labeled “LC” on top of card
	1. Remove the old date card
	2. Insert the new **Date Card**.
	3. Next, insert **Name Card (s)**.
	4. Insert the (EOF) card
	5. Insert at least two blank cards
3. Place all cards into hopper of 1402 Reader, face down 9 edge first..
4. Make sure the MODE switch on the 1401 control panel is in the RUN mode
5. Press the System Reset button on the 1401 control panel
6. Press “Load” button on the 1402 card reader.