

Ejecting a Certex Money Order

Insert your key into the printer lock, unlock the lid, lift it away and remove it, set it aside.

Look at the inner-workings of the printer.

On the bottom right-hand side, just to the right of the printer ribbon, there's a silver metal bracket¹.

That metal bracket is bent at a 90 degree angle and is located approximately two inches from the bottom right-hand corner of the printer. There are some wires that go to that metal bracket. They're in place with set screws.

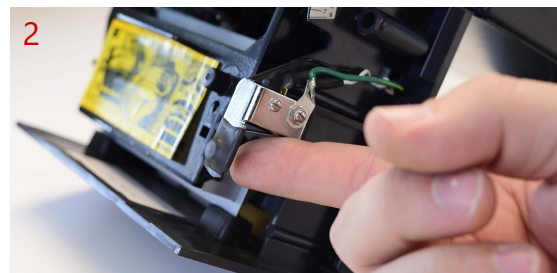
Place your right index finger behind and below that silver metal bracket and lift straight up².

This will activate a switch in the printer and you'll see the money order advance forward.

Hold that switch in place.

With your left hand, press the 'Load' button at the same time.

This will eject your form from a Certex printer.



To view a video of this guide, [click here](#).

If you have questions, please call our Help Desk at 800.621.8030.