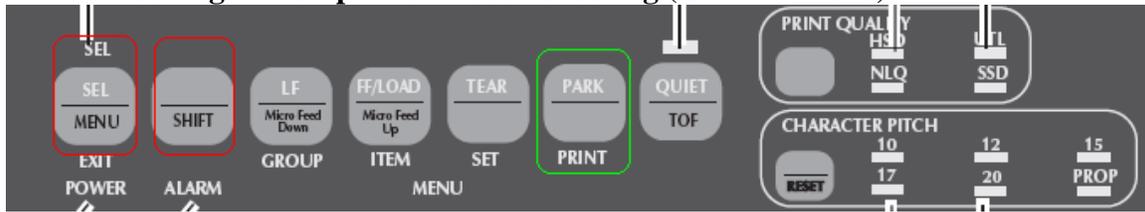


Print the settings to compare or troubleshooting (OKIDATA320):



- 1 Make sure paper is loaded in the printer.
- 2 Enter the Menu Mode (**SHIFT + SEL**).
- 3 Press PRINT (**PARK** key).
- 4 To exit (**SHIFT + SEL**).
5. Might need to hit the (SEL) button to switch the printer online if it doesn't print.

If the print job does not start at the right position (top) [Proper way to load the paper]:

- Press the "PARK" button. This will unload the paper.
 - Make sure that the paper is in the paper tractors properly.
 - Press the "FF/LOAD" button which will load the paper.
- Please make sure that we don't adjust the paper (very important!) after the paper is loaded with the "FF/LOAD" button.
- Try to print the document again.

If the print job side margins are incorrect.

- Move the two papers feed tractors sideways. (At the black pins where we load the paper there is a ledge to unlock to we can adjust the page.)

If the print job doesn't fit on a single page [Too much vertical space in-between lines]:

Locate the LPI settings and change them

- Enter Menu mode like was done to print the settings (SHFT+SEL)
 - Press the "LF/GROUP" button to change the group
 - Press the "?/ITEM" button to change to the item that you wish to change
 - Press the "TEAR/SET" button to change the setting
 - Exit the command mode of the printer in the same method used to enter
- Basically (SHIFT+SEL) than hit the (LF) button until we see a line "Rear Feed – Line Spacing" printed than hit the (TEAR/SET) to change the number. Then hit (SHFT+SEL) to exit menu mode. Might need to hit the (SEL) button to switch the printer online if it doesn't print.

If the printer does not start the next page on new page:

Adjust the "Auto LF" (menu) feature.

If the printer indents every lines [Stair stepping lines]:

Adjust the "Auto CR" (menu) feature.

If the font size is incorrect:

We can try the CPI feature on the front panel. Larger the CPI smaller the text. Or program the CPI permanent by the menu features. Or if we want a lot lines or chars on a single page ask us for "compress 10CPI" feature in PDS.

Print quality/speed:

On the front panel we can switch between HSD-UTL-NLQ-SSD.

! ● *If you turn the platen knob when the printer is turned on, you will cause the Top of Form to mis-align. Always turn the printer off before turning the platen knob!*

! ● *Always determine the status of the Forms Tear-Off menu setting BEFORE setting the Top of Form. Refer to "Using Your Printer, Top of Form, Forms Tear-Off Status (ON or OFF). Check your settings page."*

Setting Top of Form, Forms Tear-Off ON (Step A)

- 1 Turn the printer ON.
- 2 Park the paper.
- 3 With paper out of the unit, (red alarm light should be on) press SHIFT (1) and QUIET/TOF (5) to reset the current Top of Form.
- 4 Press FF/LOAD (3) to load the paper.
- 5 Press SEL/MENU (6) to take the printer off line.
The SEL light goes out.
- 6 Wait until the paper moves up to the tear position, then press and hold TEAR (4).
The paper moves to the current Top of Form.
Keep pressing and holding TEAR.
- 7 Press and hold SHIFT and release TEAR.

Setting Top of Form, Forms Tear-Off OFF (Step B)

- 1 Turn the printer ON.
- 2 Press SEL/MENU (6) to take the printer off line. The SEL light goes out.
- 3 Press and hold SHIFT (1).
Then, press LF / Micro Feed Down (2) or FF/LOAD / Micro Feed Up (3), depending on which direction you want to move the paper to align the tear-off position.

If it still doesn't line up:

- Hold "SHIFT" and "Micro feed Down" (also labeled as LF) until the paper goes up (Or FF to move down. This only jumps the paper 6 lines max).
- Try to print the document again. Please make sure we don't adjust the paper by the handle (nob). If we did just hit "PARK" than "FF/LOAD" described above.

If the printer prints in random positions the sensors can be bad (requires service).

