



Loading Paper in the Okidata Microline 320

Quick Reference Guide

Loading the Okidata Microline® 320

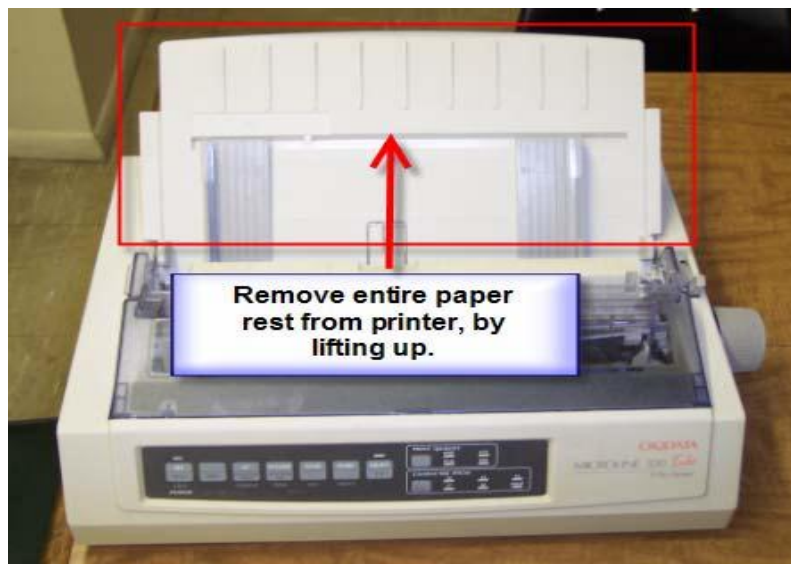
Loading Continuous Forms (Rear Feed)

The manufacturer of the Okidata 320 recommends the rear-feed path for printing reports, etc. on single-thickness, continuous-form paper. For graphics or charts, it's best to use the single-sheet path or top feed process.

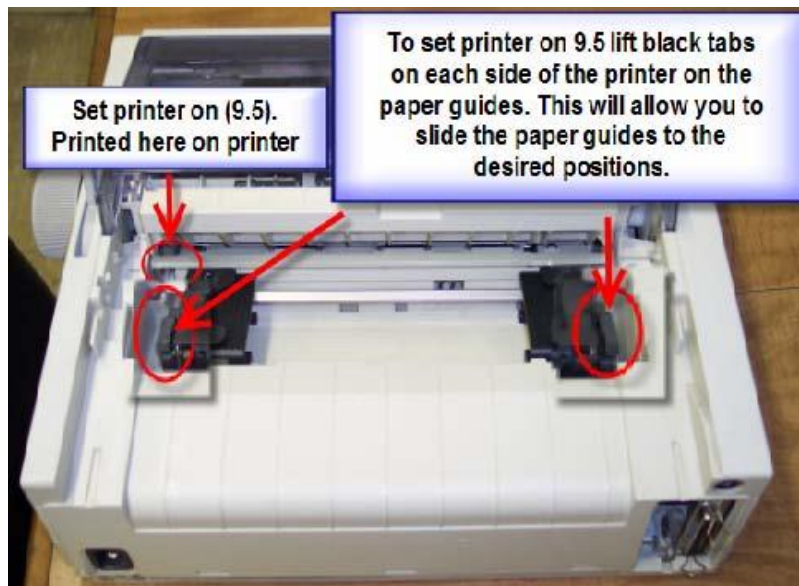
To load the Okidata 320 for invoices or tags follow these easy steps:

Note: *If there is paper in the paper path, be sure to remove it before installing rear-feed paper.*

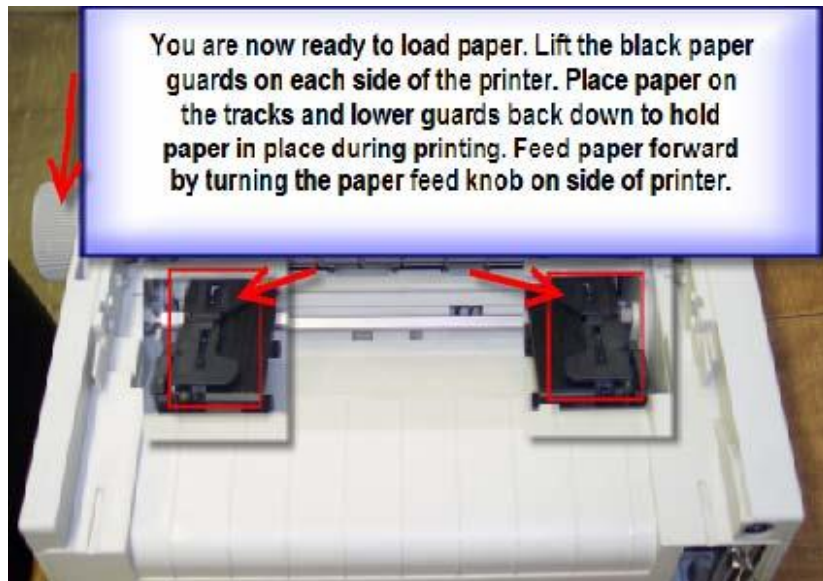
Step 1:



Step 2:



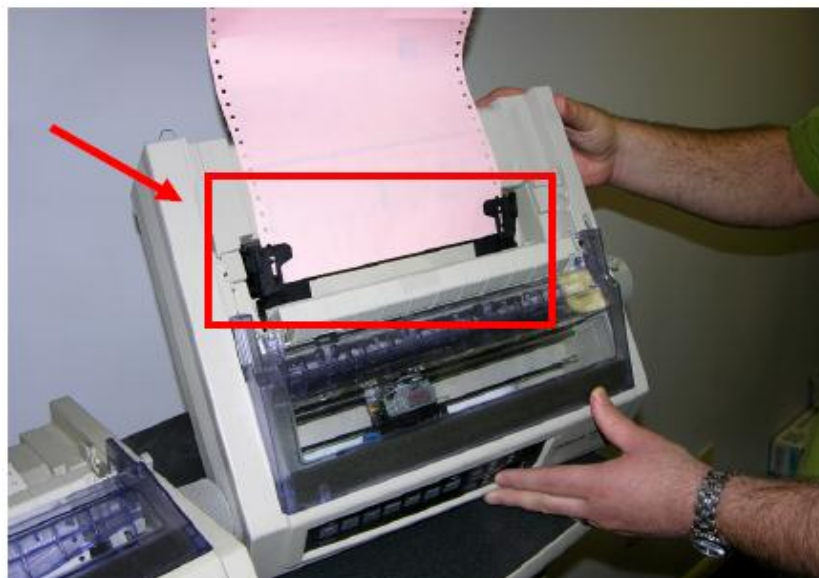
Step 3:



Invoices

To print invoices pull up on the lock levers and open the tractor covers, and then adjust the paper guards to fit the width of the paper.

Place the form face down into the paper guards. Place the first two holes in the paper over the tractor pins on either side of the printer and close the covers.



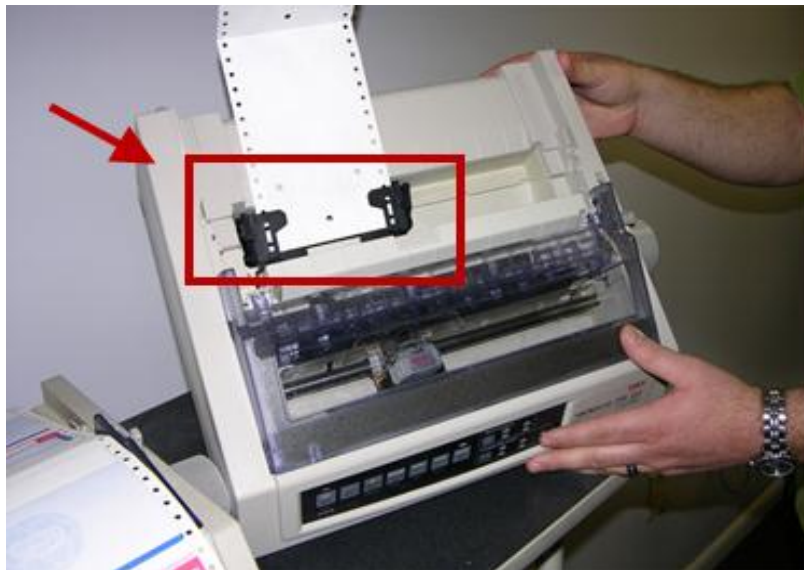
Fine-tune the position of the right tractor to center the holes in the paper on the pins, and push back the right lock lever.

Press the FF/LOAD button to feed the paper into the printer. Alternatively, you can manually turn paper using knob on right hand side. Press the FF/LOAD button to feed the paper into the printer. Alternatively, you can manually turn paper using knob on right hand side.

Tags

To print inventory tags, pull up on the lock levers and open the paper guard covers and then adjust the guards to fit the width of the tags. To print inventory tags, pull up on the lock levers and open the paper guard covers and then adjust the guards to fit the width of the tags.

Place the form face down into the paper guards. Place the first two holes in the paper over the tractor pins on either side of the printer and close the guard covers.



Place the form face down into the paper guards. Place the first two holes in the paper over the tractor pins on either side of the printer and close the guard covers.

Fine-tune the position of the right tractor to center the holes in the paper on the pins, and push back the right lock lever.

Press the FF/LOAD button. The paper feeds into the printer. Alternatively, you can manually turn paper using knob on right hand side. The printer is now ready to print the documents.