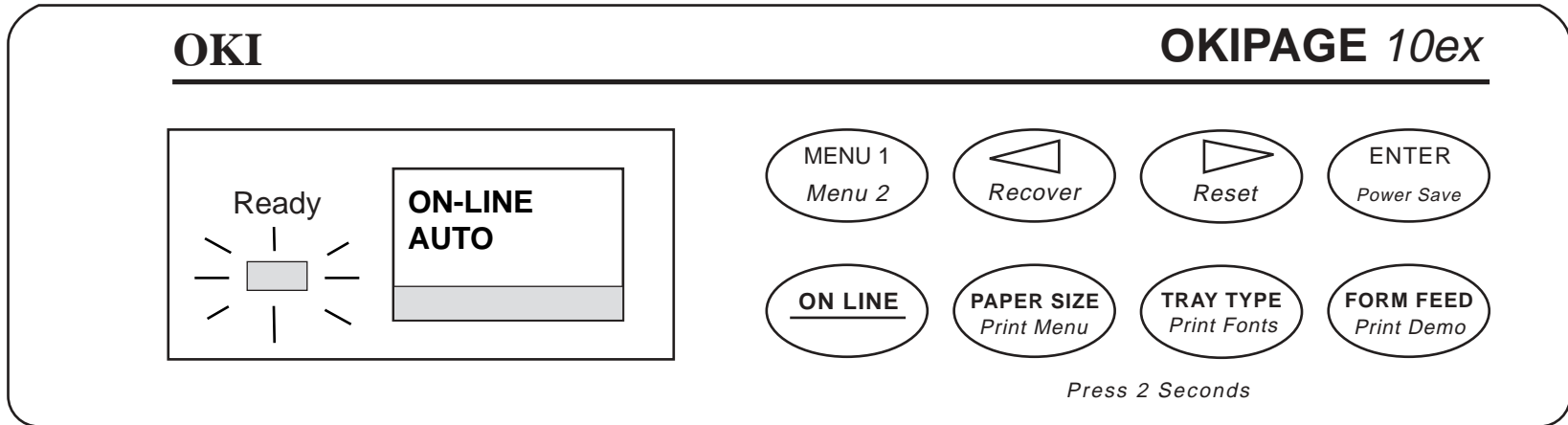


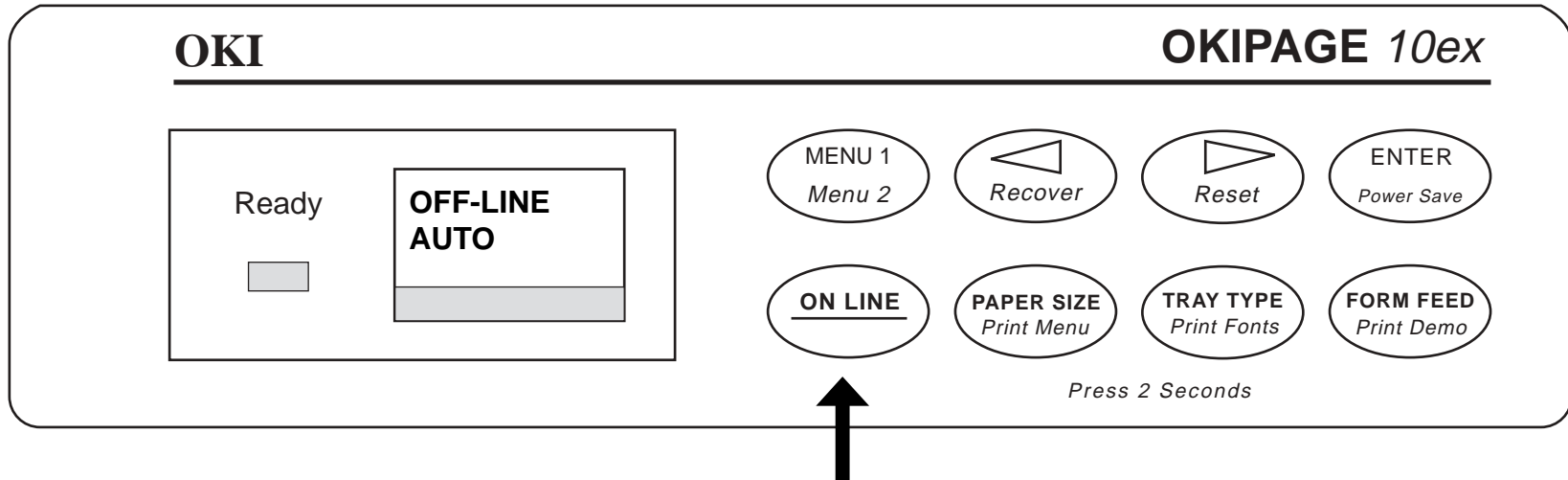
# Setting up your OKIDATA 10ex to automatically switch to lower paper tray.

Most Okidata printers in the CancerHelp kiosks were originally shipped without the 500 sheet auxiliary paper tray. Therefore, the printer will need to be setup specially to switch trays when the paper supply in the upper tray is exhausted. Below, is an illustration of how the printer control panel should look when you first walk up to it. **Please note that the Ready light is ON and the LCD readout says ON-LINE AUTO.**



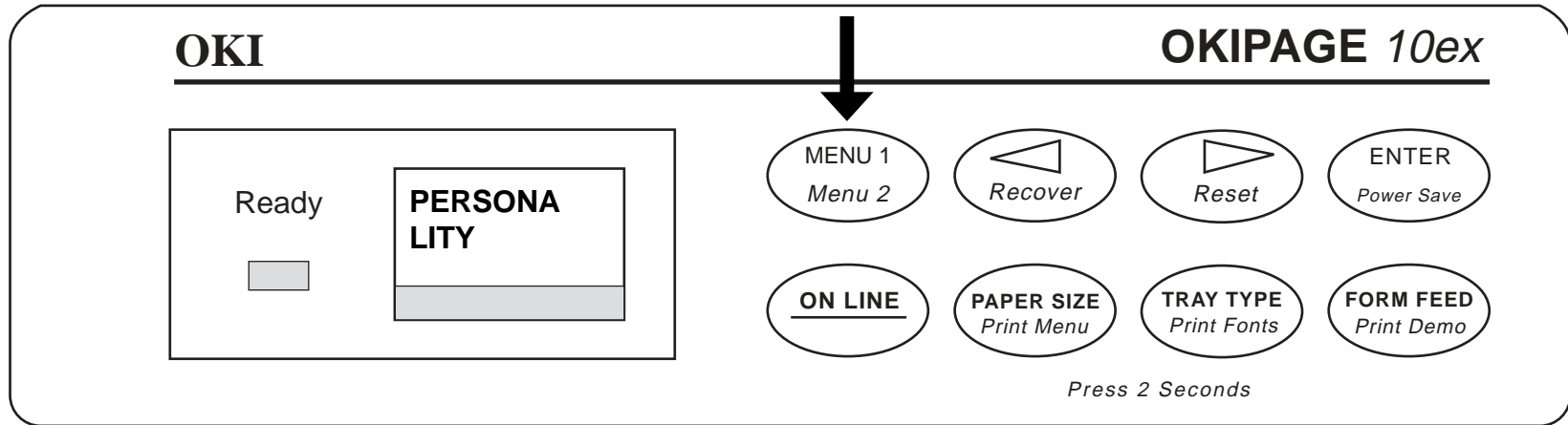
**To program the printer follow these steps:**

1.) Press the **ON LINE Button** once and the LCD readout should change to **OFFLINE- AUTO** and the Ready Light will go off as shown in the illustration below.

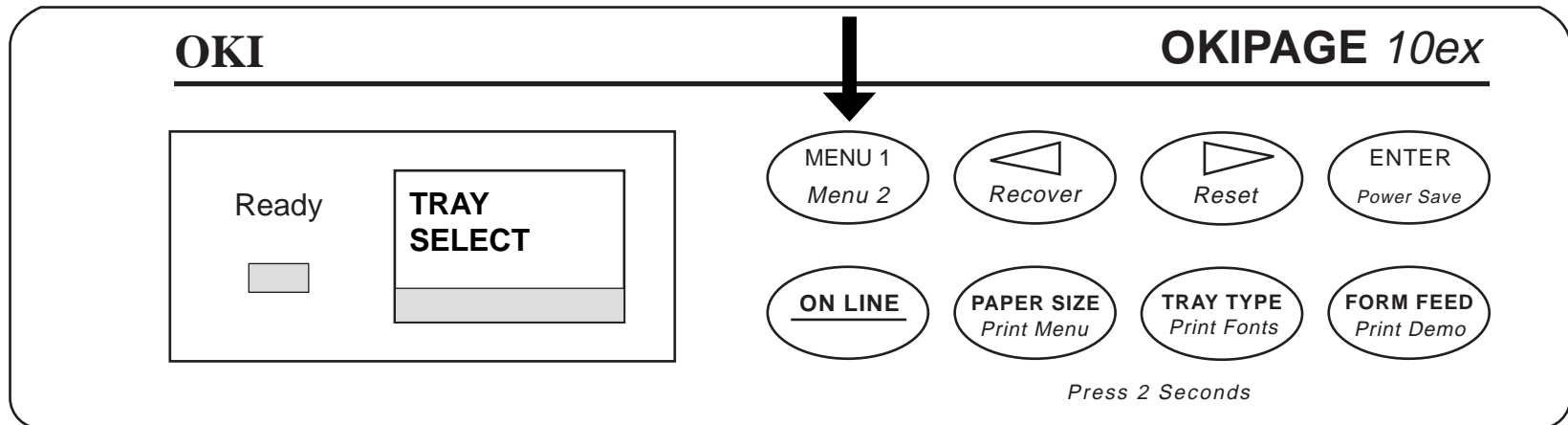


# Setting up your OKIDATA 10ex to automatically switch to lower paper tray.

2.) Press the **MENU 1** Button and the LCD Readout will change to **PERSONALITY**

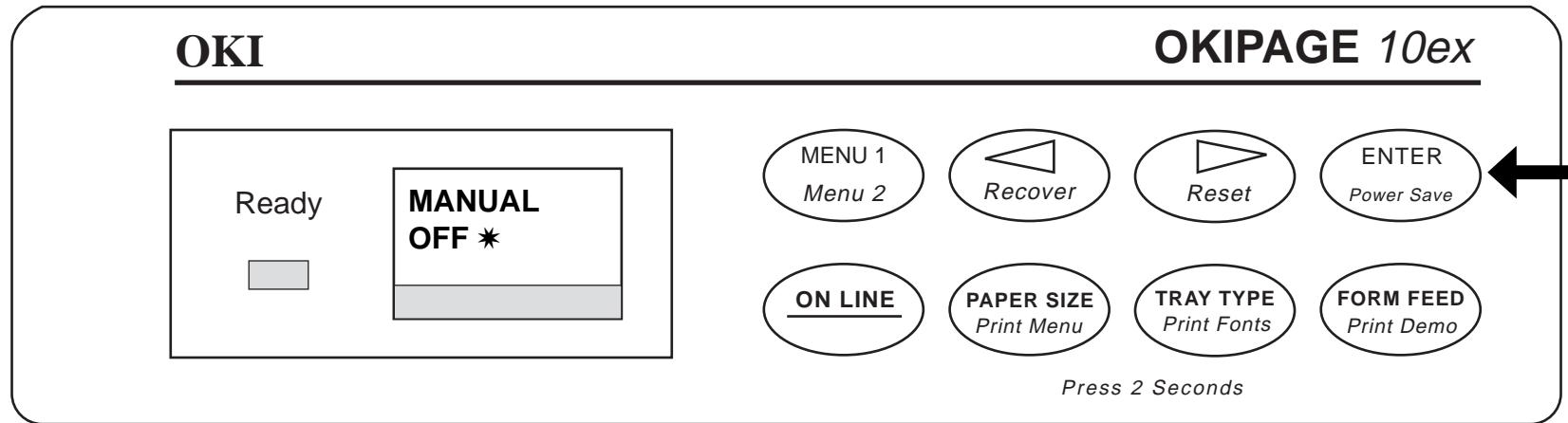


3.) Press the **MENU 1** Button again and the LCD should read as **TRAY SELECT**.

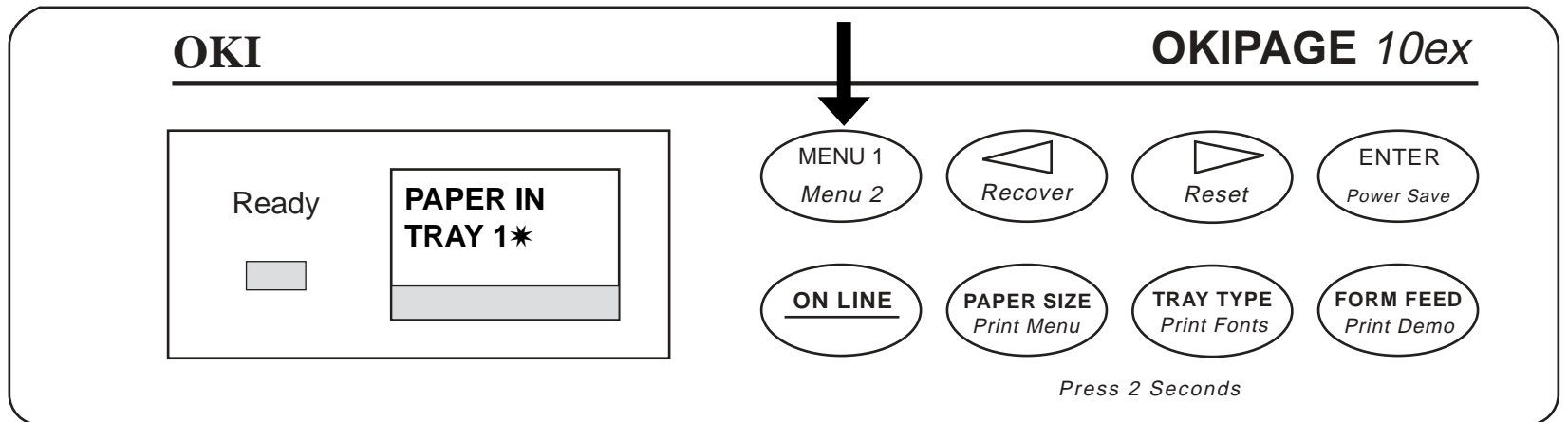


# Setting up your OKIDATA 10ex to automatically switch to lower paper tray.

4.) Press the **ENTER** and the LCD should read out as **MANUAL OFF \***. Please note that when the asterisk appears that means that the command is active.

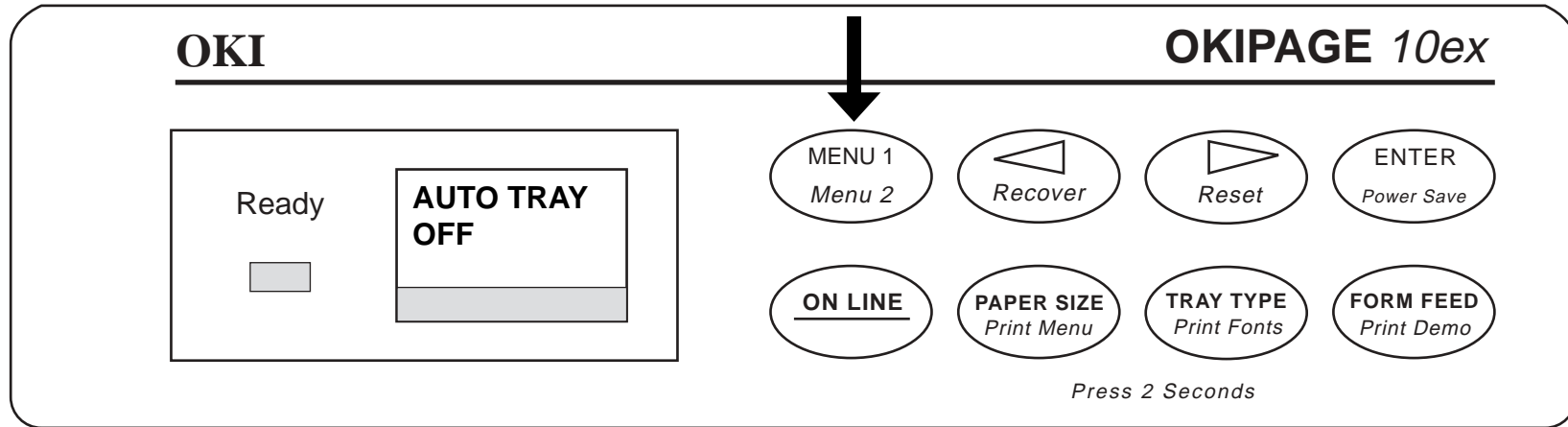


5.) Press the **MENU 1** Button and the LCD should read out as **PAPER IN TRAY 1 \***.

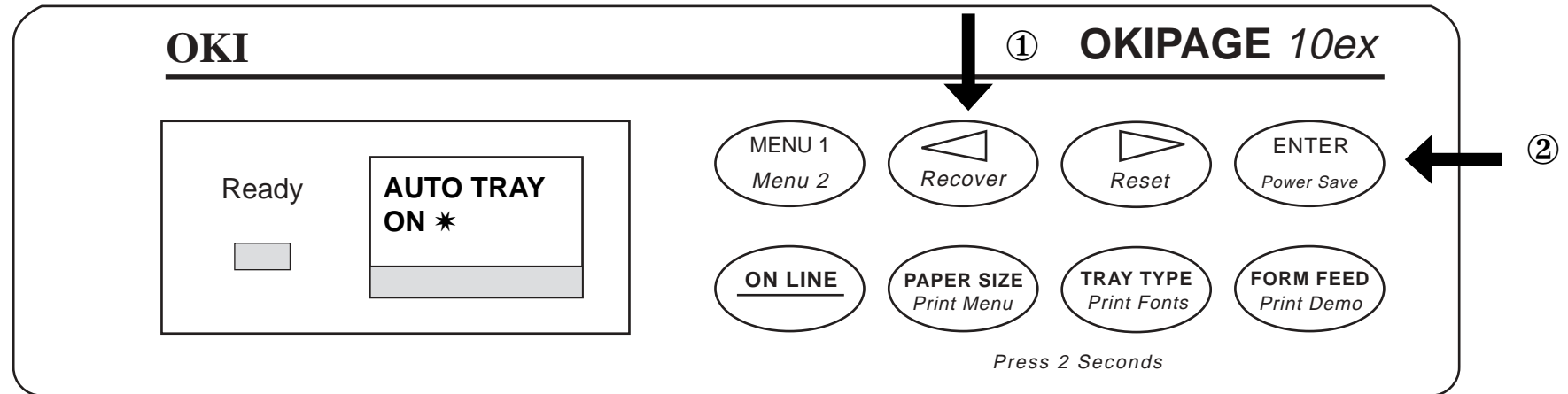


# Setting up your OKIDATA 10ex to automatically switch to lower paper tray.

6.) Press the **MENU 1** Button. The LCD readout should **AUTO TRAY OFF**.

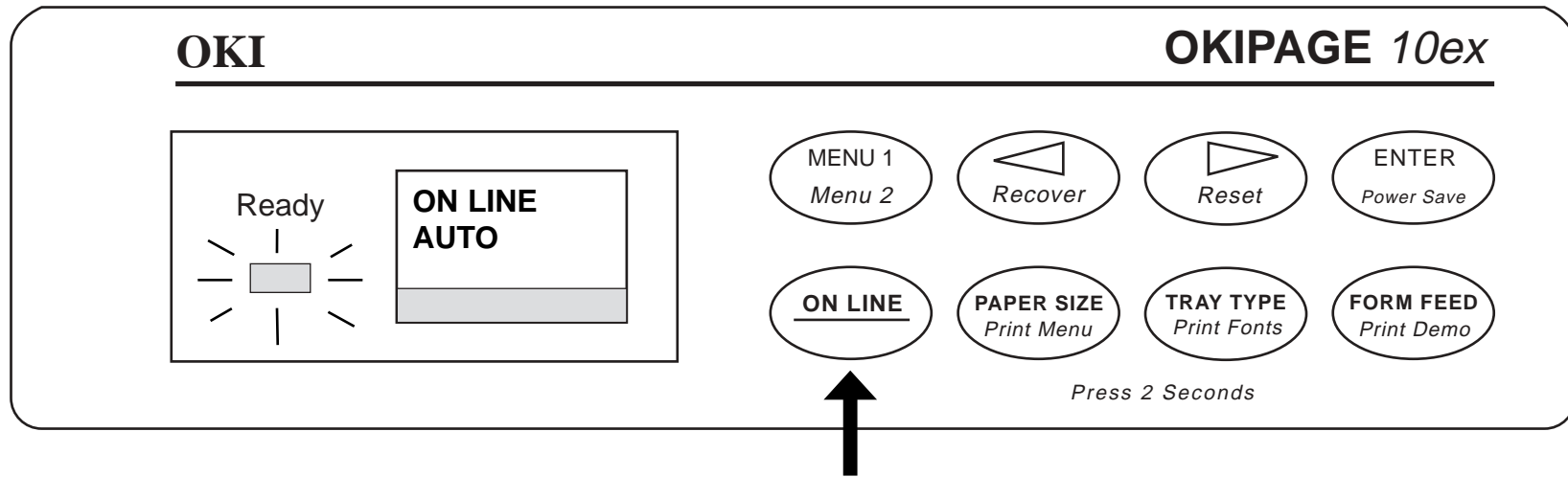


7.) Press the **Recover** ① Button and the LCD should read out as **AUTO TRAY ON \***. Press **ENTER** ② to save this command.

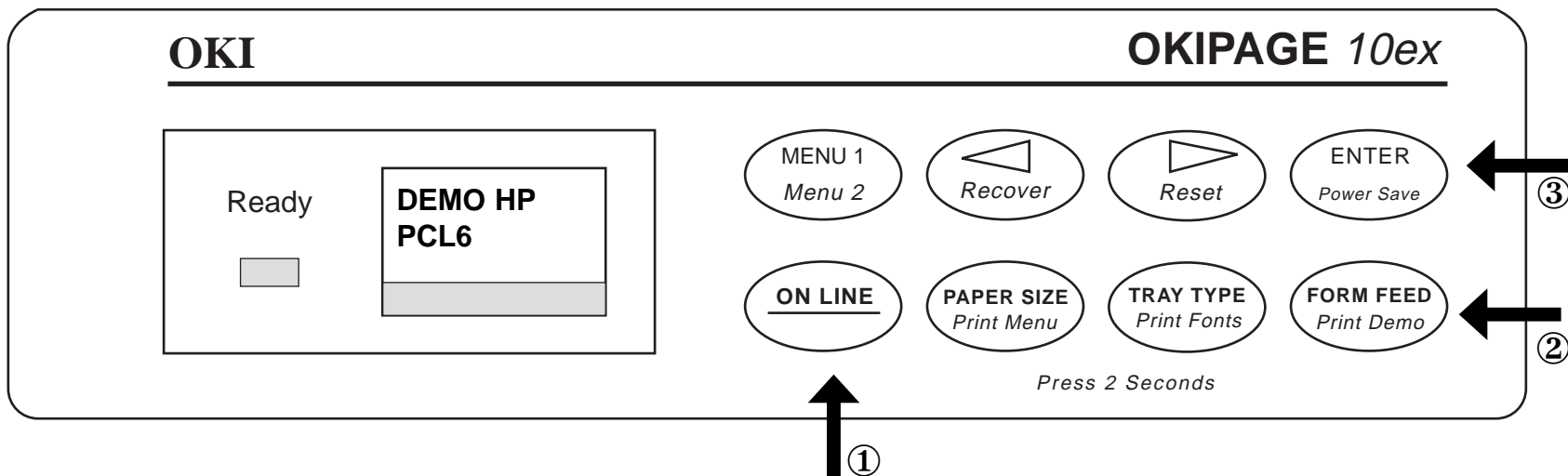


# Setting up your OKIDATA 10ex to automatically switch to lower paper tray.

8.) Press the **ON LINE** Button and the LCD should read out as **ON LINE AUTO**. This will bring the printer back **ON LINE** and the ready light should be illuminated.

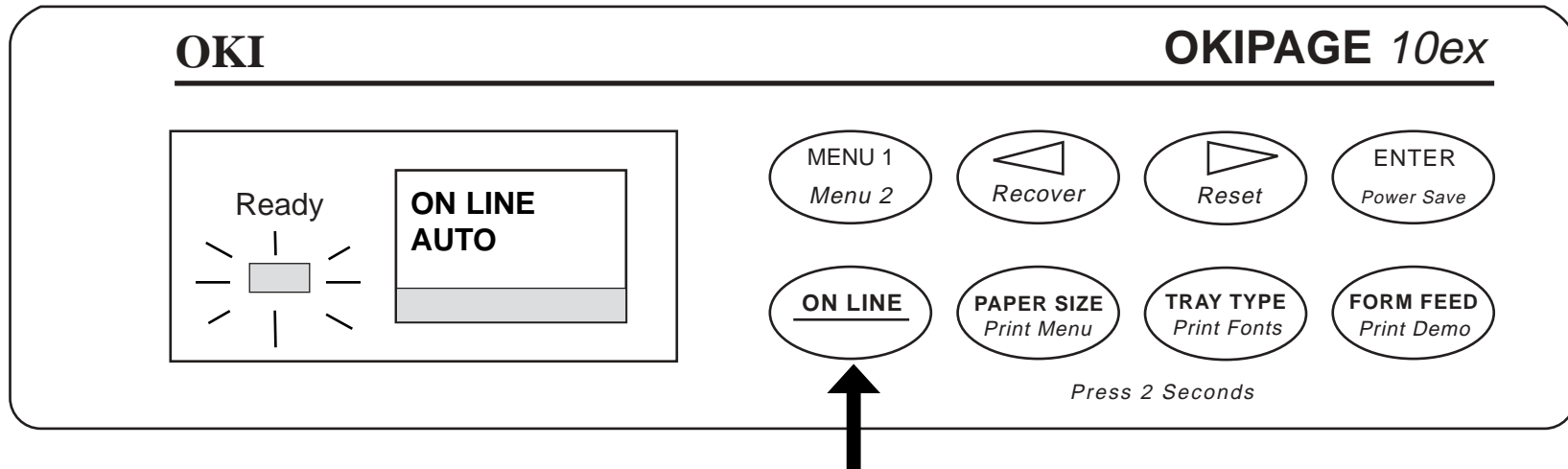


9.) **Test the Printer:** Remove the paper from the top drawer, be sure to push the drawer back in firmly. Press the **ON LINE** ① button to take the printer **OFF LINE**. Then, press and hold for **2 seconds** the **Print Demo** ② button and the LCD will read **DEMO HP PCL6**. Press **ENTER** ③ and the printer will print a test page.



# Setting up your OKIDATA 10ex to automatically switch to lower paper tray.

10.) Press the **ON LINE** button to bring the printer back **ON LINE**. The LCD should read out **ON LINE AUTO** and the ready light should be illuminated.



11.) Finally, load paper in both paper drawers and restart the CancerHelp program by either clicking on the CancerHelp shortcut on the desktop or by restarting your computer. Test the printer once more by selecting a topic and printing it. If you have any additional questions or need further assistance, please feel free to call the CancerHelp Institute @ 847-256-3093