

Oki Data B4600n LED Printer  
Installation and Training Module  
March 2012

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**Objectives**

- Printer components
- Connecting printer components
- Monitoring usage
- Menu Map
- Setup for TX-WIN or FoxFire printing
- Reminders and troubleshooting

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Oki Data B4600n LED Printer  
**PRINTER COMPONENTS**

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### Printer Components

- You should receive the following components for the printer install
  - Oki Data B4600n LED printer
  - Power cable
  - USB cable
  - Toner cartridge
  - Spare toner cartridge



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### Printer Components



- Stop and read the notice taped to the printer
- Contact the Service Desk – do not turn on or connect anything

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### Printer Components

- A service desk agent will begin the driver installation for Oki Data B4600n LED printer
- The agent will advise you to remove packaging tape from printer



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### Printer Components



Top cover release button



Toner Cartridge

- Press the top cover release button
- Lift out toner cartridge from printer

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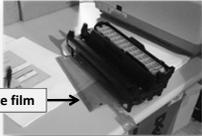
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### Printer Components

- Remove orange film from toner cartridge  
– *This is very important!*
- Toner cartridge with orange film removed
- Insert cartridge back into printer



Orange film



Orange film removed from toner cartridge

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Oki Data B4600n LED Printer

## CONNECTING THE PRINTER

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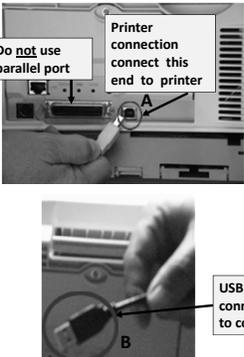
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### Connecting Cables



- Connect power cord
- Connect printer cable (A) to the printer
- Connect the USB end of the printer cable (B) to your workstation or laptop

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Oki Data B4600n LED Printer

## CONFIGURATION UTILITY

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### Configuration Utility

- Press <Alt><Tab> to see configuration utility
- Select Start | Oki Data Configuration if utility is not immediately visible

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### Set Configuration Utility for Printing

- Use the mouse to select desired setting
- Select TexasWIN or FoxFire/Windows
- Select desired copy count



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Oki Data B4600n LED Printer

### MONITORING USAGE

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### Monitoring Usage

- You should regularly monitor three printer functions
  - Paper Level
  - Image Drum Life
  - Toner Level

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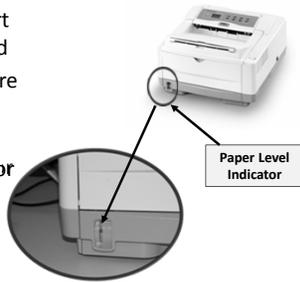
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### Paper Level

- Red indicator will start to fall as paper is used
- Replenish paper before indicator reaches the bottom
- Clinic is responsible for purchasing paper



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### Image Drum Life

- Replace the image drum when LCD panel displays "CHANGE DRUM"
- This message displays when drum reaches 90% of its life
- Call the service desk to order image drum
- Do not expose green image drum surface to normal room light for more than 5 minutes



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### Toner Level



- Replace toner cartridge when LCD panel displays "Toner Low"
- Turn off printer and let cool at least 10 minutes before opening top cover

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Oki Data B4600n LED Printer

## MENU MAP

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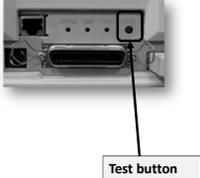
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### Menu Map

- Access Menu Map by pressing and holding the black button labeled "TEST" for 3 seconds
- Button located on back of printer above the large silver connector
- Turn to page 2 of your print out




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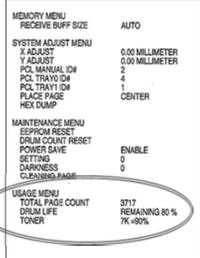
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### Menu Map

- The printer Menu Map provides access to four menus
  - Memory Menu
  - System Adjust Menu
  - Maintenance Menu
  - Usage
- We will focus on the Usage Menu




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Oki Data B4600n LED Printer

**REMINDERS & TROUBLESHOOTING**

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**Reminders & Troubleshooting**

- Once a workstation or laptop is configured for a specific Oki Data printer, you can only use that printer with that specific workstation or laptop
- The new Oki Data print cannot be relocated or switched out in your office
- If a new printer is received, workstations and laptops must be reconfigured to work with the replacement printer

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**Reminders & Troubleshooting**

- If you have a problem with your font while printing a grocery list, make sure you have selected the TX-WIN configuration and not still configured for FoxFire
  - Check your LCD panel “PPR” indicates printer is configured for TX-WIN.
  - “PCL” indicates printer is configured for FoxFire.

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Oki Data B4600n LED Printer  
**SUMMARY**

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**Summary**

- You must contact service desk to **begin** the printer install
- Remember to remove orange film from toner cartridge...failure to remove orange film **will** result in damage to printer drum
- Select desired print mode for TX-WIN or FoxFire

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**Summary**

- Monitor usage regularly
  - Paper Level on front lower left of printer
  - Image Drum life from front LCD panel
  - Toner Level from front LCD panel
- Use the Menu Map to monitor usage
  - Press and hold test button for 3 seconds to print Menu Map

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### Summary

- On page 2 of Menu Map look at Usage Menu section to monitor
  - Total Page Count
  - Drum Life
  - Toner Level

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Oki Data B4600n LED Printer

### REVIEW QUESTIONS

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### Review Question #1

1. When your site receives the Oki Data printer what does the message taped to the printer read?
  - a) Disregard this printed message it does not pertain to you
  - b) Contact your admin office
  - c) Stop DO NOT TURN ON OR CONNECT ANYTHING PRIOR TO CONTACTING THE SERVICE DESK!! 1-800-650-1328

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### Review Question #1

1. When your site receives the Oki Data printer what does the message taped to the printer read?
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### Review Question #2

2. Total time for your printer installation should be about?
  - a) 5 minutes
  - b) 10 minutes
  - c) About 30-45 minutes

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### Review Question #2

2. Total time for your printer installation should be about?
  - a) 5 minutes
  - b) 10 minutes
  - c) About 30-45 minutes

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### Review Question #3

3. How do you access the configuration utility?
- a) Press <Alt> <Tab>
  - b) <Ctrl> <Alt> <Del>
  - c) Click Start > Oki Data Configuration
  - d) A and C

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### Review Question #3

3. How do you access the configuration utility?
- a) Press <Alt> <Tab>
  - b) <Ctrl> <Alt> <Del>
  - c) Click Start > Oki Data Configuration
  - d) A and C

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### Review Question #4

4. How do you access the Menu Map?
- a) Press the Menu Map button on the LCD panel
  - b) Press and hold the Test button for 3 seconds
  - c) There is no such thing as a Menu Map
  - d) It will display on the LCD panel

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**Review Question #4**

4. How do you access the Menu Map?
- a) Press the Menu Map button on the LCD panel
  - b) Press and hold the Test button for 3 seconds
  - c) There is no such thing as a Menu Map
  - d) It will display on the LCD panel

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**This concludes our  
Oki Data B4600 training**

Thanks for your participation

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❖ **Special thanks to Sandi Castro, Jimmy Turek, Terry Sheltra and Bernie Wilson**

- ❖ For technical questions, Please contact the Service Desk at (800) 650-1328.
- ❖ For questions or comments about this class, please contact us at [WicAppTraining@dshs.state.tx.us](mailto:WicAppTraining@dshs.state.tx.us) or fax us at: (512) 341-4479

**WIC Automation Support Team**

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