**SpineOMatic and Okidata Printer Configurations - Cal Poly Pomona**

**Environment**

OS: **Windows 7**

Printer Model: **Okidata Microline 320 Turbo**

Label: spine & pocket labels -- **3” sheet, 2 sets labels per sheet**



**Okidata settings**: page length is set to 3”

**Add custom size paper to the printer driver**

1. Open ‘Devices and Printers’ in the Control Panel
2. Select the printer: Okidata ML 321 Turbo/D (IBM)
3. Click ‘**Print server properties**’ on the menu bar

1. Click ‘**Create a new form**’ and enter a Form name, e.g., PerLabel,
2. Enter the width and height for your label stock



1. Click ‘**Save Form**’ to save the new form settings
2. Click ‘OK’ to exit.

**SpineOMatic Print Setup**

1. Select ‘Batch print’ (there are two sets of labels per sheet)



1. Printer settings:
	1. Click  to select the Okidata printer;
	Click ‘Preferences’ to set printing preferences
	
	2. Click ‘Advanced..’ to select the newly created form
	
	3. For Paper/Output, Select the new form, e.g, PerLabel, from the drop down list;
	Click ‘OK’ to save the settings
	
2. Define rows, columns, label height, label width, etc. for the label sheet

**SpienOMatic Call Number Format**

1. Select Pocket Labels
2. Set Pocket label distance
3. We select ‘Custom’ format to print only title on the pocket label

