Instructions for Godex Stand Alone Printer

Getting Started

1. Plug power cord into back of printer and into wall (Do not plug keyboard in just yet).
2. Load stickers into machine making sure the sticker is facing up and make sure at least one sticker is hanging out of the front of the machine.
3. Turn power to printer on by pressing the smaller button on the top left hand side of the printer.
4. Once the display reads "Ready" press the tiny round button on the back of the printer next to the power cord until the display reads "Auto Sensing". It will feed out a couple of stickers and stop. Once stopped press the feed button (the button on the top right side of the printer) once and it should feed out a sticker to where you can tear it off at the perforation mark on the sticker.
5. Next you will plug the keyboard into the USB port on the back of the printer and give it a few seconds to recognize the keyboard. The display should now show you a list of the Formats loaded into the printer.
6. Your LCD should read "001/004", "Form Name", "First Service". "Generic", "Last Service", "Next Service". (See next page for format samples).

Printer Formats

Form 1/First Service
Form 2/Generic
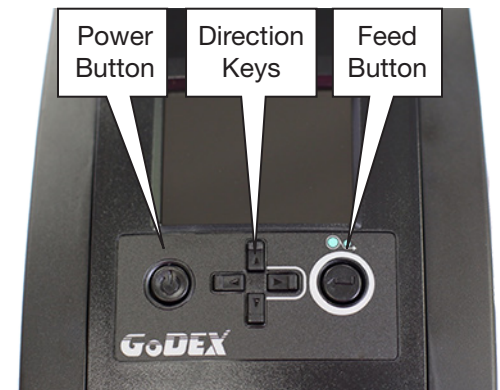Form 3/Last Service
Form 4/Next Service
(See Page 3 for label examples)

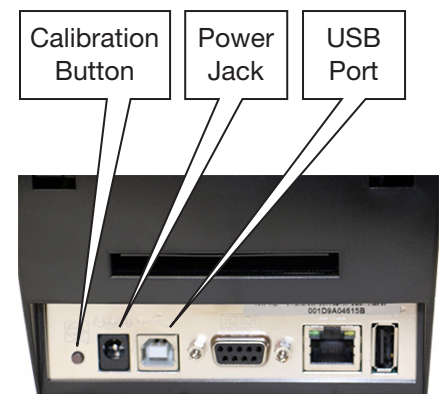## Setting Up and Changing Company Information

1. Your LCD screen should read Recall Label at the top followed by a list of the form names, from here you will press "Esc" one time.
2. There should now be a list of options starting with "Shop" that is highlighted. Press Enter.
3. Use the backspace key to erase any info that is currently loaded in the printer and type in your company name (23 characters max). Press Enter and the screen will return to the option list.
4. Press the down arrow one time so that "Street" is highlighted. You will then Press Enter.
5. Use the backspace key to erase any info that is currently loaded in the printer and type in your street address (30 characters max). Press Enter and the screen will return to the option list.
6. Press the down arrow one time so that "City" is highlighted. You will then Press Enter.
7. Use the backspace key to erase any info that is currently loaded in the printer and type in your city, state, and zip (30 characters max). Press Enter and the screen will return to the option list.
8. Press the down arrow one time so that "Phone number" is highlighted. You will then Press Enter.

Open Printer

Power Button	Direction Keys	Feed Button

Operation Panel

Calibration Button	Power Jack	USB Port

Printer Rear Ports

Ref:GSAP-Comgraphx.ai

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9. Use the backspace key to erase any info that is currently loaded in the printer and type in your phone number (30 characters max). Press Enter and the screen will return to the option list.
10. From here press Esc one time. You should see an icon of a bar code with a blue arrow and at the bottom of your screen it will say "Recall Label". Press Enter.
11. You are now back at your format list and can start printing.

Start Printing
1. Select a form from above by pressing the up or down arrows until the name of the form you wish to use is highlighted.
2. Once you have selected which form you would like to use press enter. You will go through a series of prompts.
   a. Days Adjust – enter in the number of days you want your printer to add to today's date
   b. Current Mileage – enter the current mileage of the vehicle
   c. Miles Adjust – enter in the number of miles you want your printer to add to the current mileage you entered (i.e. current mileage 10000, miles adjust 3000, your printer will print 13000. If you do not want to add any miles just type in 0)
   d. Grade – enter grade of oil
   e. Message 1 – enter a custom message or leave blank (will hold 17 characters)
   f. Message 2 – continue custom message or leave blank (will hold 17 characters)
   g. Press enter and your label will print
3. To return back to the form menu press the Esc key on keyboard.

FAQ'S
1. My LCD Display says "Ready" and it won't do anything? Press the F1 key and this will take you to your form screen.
2. How do I get back to where I can change my company information? Press the Esc key one time from your main format screen, and your screen displays "Shop"
3. Where do I call for tech support on this printer? 888-307-5352
4. Where do I call to order more supplies? 800-331-4438
5. In the options list there is an option for a QR Code and for a Logo, can my printer print these items? No, at this time this printer does not have those options availible.
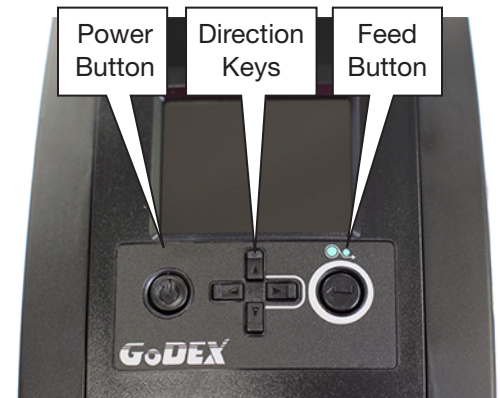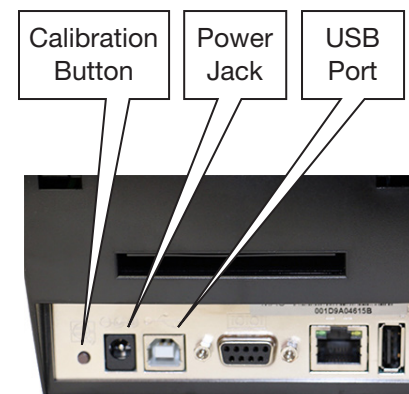
For Tech Support Please Call:
888-307-5352
Mon – Fri, 8am to 5pm CST

Open Printer

| Power Button | Direction Keys | Feed Button |

Operation Panel

| Calibration Button | Power Jack | USB Port |

Printer Rear Ports

Instructions for Godex Stand Alone Printer

Printer Format Label Examples

NEXT SERVICE DUE

First Service
Date: 05/01/2013
Mileage: 13000
Grade: 10w30

message line 1
message line 2

Your Company Name
Your Street Address
City, ST, ZIP
Phone Number

Form 1
First Service

NEXT SERVICE DUE

Date: 05/01/2013
Mileage: 13000
Grade: 10w30

message line 1
message line 2

Your Company Name
Your Street Address
City, ST, ZIP
Phone Number

Form 2
Generic

NEXT SERVICE DUE

Last Service
Date: 05/01/2013
Mileage: 13000
Grade: 10w30

message line 1
message line 2

Your Company Name
Your Street Address
City, ST, ZIP
Phone Number

Form 3
Last Service

NEXT SERVICE DUE

Next Service
Date: 05/01/2013
Mileage: 13000
Grade: 10w30

message line 1
message line 2

Your Company Name
Your Street Address
City, ST, ZIP
Phone Number

Form 4
Next Service

Ref:GSAP-Comgraphx.ai

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