Important Message About Cartridge Recycling!
Please Read Before Opening Your Inkjet Cartridge Box

At Lexmark, we take our commitment to the environment seriously, and we encourage our customers to participate in our easy, no-cost method for returning empty Lexmark cartridges to Lexmark for proper recycling. We will insure that cartridges are properly handled with zero waste to landfills.

Go to [www.lexmark.com/recycle](http://www.lexmark.com/recycle). Follow instructions to request postage-paid bags. Bags usually arrive within 7–10 days.

Place the empty Lexmark-branded inkjet cartridge(s) in the postage-paid return bag, and then seal the bag. If you're sending single-color tanks, we recommend that you send at least two at a time to maximize the environmental benefits.

Mail the bag to Lexmark's recycling partner. The bag is pre-addressed.

Visit [www.lexmark.com/recycle](http://www.lexmark.com/recycle) to learn more about recycling.

Lexmark-branded cartridges are always made with all new parts, though components may contain recycled material. For warranty returns, call 1-800-332-4120.

This patented printer is licensed for, and designed to work with, only genuine Lexmark inkjet cartridges for the life of the patented printer. You agree to: (1) use only genuine Lexmark inkjet cartridges with this printer except as otherwise provided below, and (2) pass this license/agreement to any subsequent user of this printer. The patented Lexmark inkjet cartridges and their contents are licensed subject to a restriction that they may be used only once. After this single use, the license to use the print cartridges and their contents terminates, and you agree to return them only to Lexmark for recycling. Replacement inkjet cartridge(s) sold without these terms are available through [www.lexmark.com](http://www.lexmark.com) and may be refilled by you, or a third party, as the only cartridge alternative to be used with the licensed printer.

Important safety information

Connect the power cord to an electrical outlet that is near the product and easily accessible.

Do not place or use this product near water or wet locations.

Use only the power supply and power cord provided with this product or the manufacturer's authorized replacements.

**CAUTION—POTENTIAL INJURY:** Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.

**CAUTION—SHOCK HAZARD:** Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.
## Contents

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Finding information about the printer

The *Quick Reference Guide* contains basic instructions on how to accomplish common printer tasks like printing, copying, and scanning. It also includes information on troubleshooting common printer setup problems.

For additional information about the printer, see the following:

<table>
<thead>
<tr>
<th>What are you looking for?</th>
<th>Find it here</th>
</tr>
</thead>
</table>
| Initial setup instructions                                   | • *Quick Setup Sheet*  
• Hardware Setup Wizard¹  
• "Installing the printhead without the CD" on page 12 of this Quick Reference Guide² |
| Additional setup and instructions for using the printer       | Comprehensive *User’s Guide* installed automatically with the printer software.¹  
After installing your printer, you can access the *User’s Guide* from the printer program folder:  
**For Windows users**  
1 Click **Start**.  
2 Click **All Programs** or **Programs**, and then select the printer program folder from the list.  
3 Select **View User’s Guide**.  
**For Macintosh users**  
1 From the Finder desktop, double-click the printer folder.  
2 Double-click **User’s Guide**. |
| Help using the printer software                              | Software Help installed automatically with the printer software.¹  
Click **Help** from any printer software program or application. |
| The latest supplemental information, updates, online technical support, and telephone support | Support Web site—support.lexmark.com |

¹ Available on the installation software CD and on the Lexmark Web site at www.lexmark.com/publications/.  
² Refer to this section if you are installing the printhead without the installation software CD.

Minimizing your printer's environmental impact

We are committed to protecting the environment and are continually improving our printers to reduce their environmental impact. By selecting certain printer settings or tasks, you may be able to reduce your printer's environmental impact even further.
Conserving energy

- **Eco-Mode.** This feature sets the screen brightness to low and sets the printer to change to Power Saver mode after the printer is left idle for 10 minutes. Eco-Mode is enabled by default in your printer.
- **Select the lowest Power Saver timeout.** The Power Saver feature puts the printer in a minimum-power standby mode after the printer has been idle for a set amount of time (the Power Saver timeout).
- **Share your printer.** Wireless/network printers allow you to share a single printer among multiple computers, thus conserving energy and other resources.

Conserving paper

- **Print more than one page image on one side of the paper.** The “Pages per sheet” feature allows you to print multiple pages on one sheet. You can print up to 8 page images on one side of a sheet of paper.
- **Print on both sides of the paper.** Duplexing lets you print on both sides of the paper manually or automatically (depending on your printer model).
- **Preview print jobs before printing.** Use the preview features found in Toolbars, the Print or Print Preview dialog, or the printer display (depending on your printer model).
- **Scan and save.** To avoid printing multiple copies, you can scan documents or photographs and save them to a computer program, application, or flash drive for presentation.
- **Use recycled paper.**

Conserving ink

- **Use Quick Print or Draft Mode.** These modes can be used to print documents using less ink than normal and are ideal for printing documents that are mostly text.
- **Use High Yield cartridges.** Inks in High-Yield cartridges allow you to print more pages with fewer cartridges.
- **Clean the printhead.** Before replacing and recycling your ink cartridges, try using the “Clean Printhead” and “Deep Clean Printhead” features. These features clean the printhead nozzles to improve the quality of your prints.

Recycling

- **Return ink cartridges for reuse or recycling through the Lexmark Cartridge Collection Program.** To return an ink cartridge, go to [www.lexmark.com/recycle](http://www.lexmark.com/recycle). Follow the instructions to request a postage-paid bag.
- **Recycle the product packaging.**
- **Recycle your old printer instead of throwing it away.**
- **Recycle paper from discarded print jobs.**
- **Use recycled paper.**

To read the Lexmark Environmental Sustainability Report, see [www.lexmark.com/environment](http://www.lexmark.com/environment).

Printer models

The installation software CD that came with your printer works for the following printer models:

- Lexmark S305
- Lexmark S308

About your printer
Printer features

Your printer comes with full features that will help you manage and accomplish printing and imaging tasks:

- **Wireless.** Print and scan from virtually anywhere in your home or office over a secure wireless network, as well as share the printer among multiple computers.
- **Print.** Print high quality documents and PDFs faster from a computer, from a USB flash drive, or from a Bluetooth device.
- **Copy.** Copy documents and photos with one-touch, computer-free black or color copying.
- **Scan.** Scan thick books, reports, and other multiple-page documents easily with the high resolution flatbed scanner.
- **Photo printing.** Print photos directly from digital memory cards, PictBridge-enabled digital cameras, and USB flash drives. Select photos to print using the proof sheet for computer-free printing.
- **Eco-Mode.** Save energy by using Eco-Mode. It automatically dims the printer display light and puts the printer into Power Saver mode after 10 minutes of inactivity.

Understanding the parts of the printer

<table>
<thead>
<tr>
<th>Use the</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Paper support</td>
<td>Load paper.</td>
</tr>
<tr>
<td>2 Paper guide adjustment lever</td>
<td>Adjust the paper guides.</td>
</tr>
<tr>
<td>3 Wi-Fi indicator</td>
<td>Check wireless status.</td>
</tr>
<tr>
<td>4 Card reader light</td>
<td>Check card reader status. The light blinks to indicate that a memory card is being accessed.</td>
</tr>
<tr>
<td>5 Memory card slots</td>
<td>Insert a memory card.</td>
</tr>
<tr>
<td>6 PictBridge and USB port</td>
<td>Connect a PictBridge-enabled digital camera, USB Bluetooth adapter or a flash drive to the printer.</td>
</tr>
<tr>
<td>7 Paper exit tray</td>
<td>Hold paper as it exits.</td>
</tr>
<tr>
<td>8 Printer control panel</td>
<td>Operate the printer.</td>
</tr>
</tbody>
</table>
### Using the printer control panel

The following diagrams explain the sections of the printer control panel:

**About your printer**

8
<table>
<thead>
<tr>
<th>Use the:</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1     Power button</td>
<td>• Turn the printer on and off.</td>
</tr>
<tr>
<td></td>
<td>• Switch to Power Saver mode.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> When the printer is on, press ⌃ to switch to Power Saver mode. Press and hold ⌃ for three seconds to turn off the printer.</td>
</tr>
<tr>
<td>2     Copy button</td>
<td>Access the copy menu and make copies.</td>
</tr>
<tr>
<td>3     Scan button</td>
<td>Access the scan menu and scan documents.</td>
</tr>
<tr>
<td>4     Photo button</td>
<td>Access the photo menu and print photos.</td>
</tr>
<tr>
<td>5     Color/Black</td>
<td>Switch to color mode or black-and-white mode.</td>
</tr>
<tr>
<td>6     Start button</td>
<td>Start a print, scan, or copy job, depending on which mode is selected.</td>
</tr>
<tr>
<td>7     Cancel button</td>
<td>• Cancel a print, copy, scan, or fax job in progress.</td>
</tr>
<tr>
<td></td>
<td>• Exit from a menu level of the Copy, Scan, Photo, or File Print menu to the top level of a menu.</td>
</tr>
<tr>
<td></td>
<td>• Exit from a menu level of the Setup menu to the top level of the previous mode.</td>
</tr>
<tr>
<td></td>
<td>• Clear current settings or error messages, and return to default settings.</td>
</tr>
<tr>
<td>8     Display</td>
<td>View:</td>
</tr>
<tr>
<td></td>
<td>• Printer status</td>
</tr>
<tr>
<td></td>
<td>• Messages</td>
</tr>
<tr>
<td></td>
<td>• Menus</td>
</tr>
</tbody>
</table>
## Using memory cards and flash drives

### Using a memory card or flash drive with the printer

Memory cards and flash drives are storage devices frequently used with cameras and computers. You can remove the memory card from the camera or the flash drive from the computer and insert it directly into the printer.

#### 1 Insert a memory card into the card slot or a flash drive into the USB port.

#### Inserting a memory card

- Insert the card with the brand name label facing right.
- Make sure any arrows on the card point toward the printer.
- If necessary, connect the memory card to the adapter that came with it.
- Make sure that the memory card inserted is supported by the printer. For more information, see “Supported memory cards and file types” on page 11.

#### Notes:
- The flash drive uses the same port that is used for a PictBridge camera cable.
- An adapter may be necessary if your flash drive does not fit directly into the port.

### Using memory cards and flash drives (continued)

#### Inserting a flash drive

- The flash drive uses the same port that is used for a PictBridge camera cable.
- An adapter may be necessary if your flash drive does not fit directly into the port.

---

**About your printer**

10
**Warning—Potential Damage:** Do not touch any cables, any network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device. A loss of data can occur.

2 Look for **Memory Card Detected** or **Storage Device Detected** on the display.

**Notes:**
- If the printer does not recognize the memory device, then remove and reinsert it.
- If a flash drive or a digital camera set to mass storage mode is inserted into the USB port while a memory card is in the card slot, then a message appears on the display prompting you to choose which memory device to use.

**Supported memory cards and file types**

<table>
<thead>
<tr>
<th>Memory Card</th>
<th>File Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Secure Digital (SD)</td>
<td>Documents:</td>
</tr>
<tr>
<td>• Micro Secure Digital (with adapter) (Micro SD)</td>
<td>• .doc (Microsoft Word)</td>
</tr>
<tr>
<td>• Mini Secure Digital (with adapter) (Mini SD)</td>
<td>• .xls (Microsoft Excel)</td>
</tr>
<tr>
<td>• MultiMedia Card (MMC)</td>
<td>• .ppt (Microsoft PowerPoint)</td>
</tr>
<tr>
<td>• Reduced Size MultiMedia Card (with adapter) (RS-MMC)</td>
<td>• .pdf (Adobe Portable Document Format)</td>
</tr>
<tr>
<td>• MultiMedia Card mobile (with adapter) (MMCmobile)</td>
<td>• .rtf (Rich Text Format)</td>
</tr>
<tr>
<td>• Memory Stick</td>
<td>• .docx (Microsoft Word Open Document Format)</td>
</tr>
<tr>
<td>• Memory Stick PRO</td>
<td>• .xlsx (Microsoft Excel Open Document Format)</td>
</tr>
<tr>
<td>• Memory Stick Duo (with adapter)</td>
<td>• .pptx (Microsoft PowerPoint Open Document Format)</td>
</tr>
<tr>
<td>• Memory Stick PRO Duo (with adapter)</td>
<td>• .wpd (WordPerfect)</td>
</tr>
<tr>
<td>• xD-Picture Card</td>
<td>Images:</td>
</tr>
<tr>
<td>• xD-Picture Card (Type H)</td>
<td>• JPEG</td>
</tr>
<tr>
<td>• xD-Picture Card (Type M)</td>
<td>• TIFF</td>
</tr>
<tr>
<td>• Secure Digital High Capacity (SDHC)</td>
<td></td>
</tr>
</tbody>
</table>
Installing the printhead without the CD

1 Open the printer, and then remove the packaged printhead from the printer.

2 Raise the printer control panel, and then remove the ink cartridges from the paper exit tray.

3 Connect the power cord, and then turn on the printer.

Warning—Potential Damage: Read the safety information included with this product before connecting power or making any cabling connections.
4 Open the printer, and then remove any tape from the latch.

5 Lift the latch.

6 Remove the printhead from the disposable container.

7 Insert the printhead, and then close the latch until it clicks.

8 Close the printer.

9 Install the ink cartridges. For more information, see “Replacing ink cartridges” on page 15.
# Ordering and replacing ink cartridges

## Ordering ink cartridges


Lexmark S300 Series models (except Lexmark S308)

<table>
<thead>
<tr>
<th>Item</th>
<th>Return Program Cartridge</th>
<th>Regular cartridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black cartridge</td>
<td>100</td>
<td>100A</td>
</tr>
<tr>
<td>High yield black cartridge</td>
<td>100XL</td>
<td>100XLA</td>
</tr>
<tr>
<td>Yellow color cartridge</td>
<td>100</td>
<td>100A</td>
</tr>
<tr>
<td>High yield yellow color cartridge</td>
<td>100XL</td>
<td>100XLA</td>
</tr>
<tr>
<td>Cyan color cartridge</td>
<td>100</td>
<td>100A</td>
</tr>
<tr>
<td>High yield cyan color cartridge</td>
<td>100XL</td>
<td>100XLA</td>
</tr>
<tr>
<td>Magenta color cartridge</td>
<td>100</td>
<td>100A</td>
</tr>
<tr>
<td>High yield magenta color cartridge</td>
<td>100XL</td>
<td>100XLA</td>
</tr>
</tbody>
</table>

1 Licensed for a single use only. After use, return this cartridge to Lexmark for remanufacturing, refilling, or recycling.

2 Available only on the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com).

Lexmark S308 models

<table>
<thead>
<tr>
<th>Item</th>
<th>Return Program Cartridge</th>
<th>Regular cartridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black cartridge</td>
<td>108</td>
<td>108A</td>
</tr>
<tr>
<td>High yield black cartridge</td>
<td>108XL</td>
<td>108XLA</td>
</tr>
<tr>
<td>Yellow color cartridge</td>
<td>108</td>
<td>108A</td>
</tr>
<tr>
<td>High yield yellow color cartridge</td>
<td>108XL</td>
<td>108XLA</td>
</tr>
<tr>
<td>Cyan color cartridge</td>
<td>108</td>
<td>108A</td>
</tr>
<tr>
<td>High yield cyan color cartridge</td>
<td>108XL</td>
<td>108XLA</td>
</tr>
<tr>
<td>Magenta color cartridge</td>
<td>108</td>
<td>108A</td>
</tr>
<tr>
<td>High yield magenta color cartridge</td>
<td>108XL</td>
<td>108XLA</td>
</tr>
</tbody>
</table>

1 Licensed for a single use only. After use, return this cartridge to Lexmark for remanufacturing, refilling, or recycling.

2 Available only on the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com).
Replacing ink cartridges

Make sure you have a new ink cartridge or cartridges before you begin. You must install new cartridges immediately after removing the old ones or the ink remaining in the printhead nozzles may dry out.

1 Turn on your printer.

2 Open the printer.

Note: The printhead moves to the cartridge installation position.

3 Press the release tab, and then remove the used ink cartridge or cartridges.

4 Install each ink cartridge. Use two hands to install the black cartridge.

Note: Install the new ink cartridges immediately after removing the protective cap to avoid exposing the ink to air.

5 Close the printer.
Maintaining ink cartridges

In addition to the following tasks that you can perform, your printer performs an automatic maintenance cycle every week if it is plugged into an electrical outlet. It will briefly come out of Power Saver mode or will temporarily power on if it is turned off.

Aligning the printhead

If the characters or lines on your printer image appear jagged or wavy, then you may need to align the printhead.

Using the printer control panel

1. Load plain paper.
2. From the printer control panel, press 
3. Press the arrow buttons to scroll to Maintenance, and then press 
4. Press the arrow buttons to scroll to Align Printer, and then press 
5. Press again.
An alignment page prints.

Note: Do not remove the alignment page until printing is finished.

Using the printer software

For Windows users

1. Load plain paper.
2. Click or Start.
3. Click All Programs or Programs, and then select the printer program folder from the list.
4. Select Printer Home.
5. Choose your printer from the printer drop-down list.
6. From the Maintenance tab, click Align cartridges.
7. Follow the instructions on the computer screen.

For Macintosh users

1. Load plain paper.
2. From the Finder desktop, double-click the printer program folder.
3. Select Printer Utility from the list.
4. From the Maintenance tab of the Printer Utility dialog, click Print Alignment Page.
5. Follow the instructions on the computer screen.

If you aligned the cartridges to improve print quality, then print your document again. If print quality has not improved, then clean the printhead nozzles.
Cleaning the printhead nozzles

Poor print quality is sometimes due to clogged printhead nozzles. Clean the printhead nozzles to improve the quality of your prints.

Notes:
- Cleaning the printhead nozzles uses ink, so clean them only when necessary.
- Deep cleaning uses more ink, so try the Clean Printhead option first to save ink.
- If the ink levels are too low, you must replace the ink cartridges before you can clean the printhead nozzles.

Using the printer control panel
1. From the printer control panel, press 
2. Press the arrow buttons to scroll to Maintenance, and then press 
3. Press the arrow buttons to scroll to Clean Printhead or Deep Clean Printhead, and then press 
4. Press to clean the printhead nozzles.
   A cleaning page prints.

Using the printer software

For Windows users
1. Click or Start.
2. Click All Programs or Programs, and then select the printer program folder from the list.
3. Select Printer Home.
4. From the Maintenance tab, click Clean Cartridges.

For Macintosh users
1. From the Finder desktop, double-click the printer program folder.
2. Select Printer Utility from the list.
3. From the Maintenance tab, select Clean Print Nozzles.
   A cleaning page prints.

Ordering and replacing ink cartridges
Using the printer software

Minimum system requirements

The printer software requires up to 500 MB of free disk space.

Supported operating systems

- Microsoft Windows 7 (Web only)
- Microsoft Windows Vista
- Microsoft Windows XP
- Microsoft Windows 2000 (SP4 or greater)
- Macintosh PowerPC OS X v10.3.9 or later
- Macintosh Intel OS X v10.4.4 or later
- Linux Ubuntu 8.04 LTS and 8.10 (Web only)
- Linux OpenSUSE 11.0 and 11.1 (Web only)
- Linux Fedora 10 (Web only)

Installing the printer software

Note: If you installed the printer software on this computer before but need to reinstall the software, then uninstall the current software first.

For Windows users

1. Close all open software programs.
2. Insert the installation software CD.
   
   If the Welcome screen does not appear after a minute, then launch the CD manually:
   
   a. Click 📀, or click Start and then click Run.
   
   b. In the Start Search or Run box, type D:\setup.exe, where D is the letter of your CD or DVD drive.
3. Follow the instructions on the Welcome screen.

For Macintosh users

1. Close all open software applications.
2. Insert the installation software CD.
   
   If the installation dialog does not appear after a minute, then click the CD icon on the desktop.
3. Double-click Install.
4. Follow the instructions on the installation dialog.
Using the World Wide Web

2. From the Drivers & Downloads menu, click Driver Finder.
3. Select your printer, and then select your operating system.
4. Download the driver and install the printer software.

Using the Windows printer software

Software installed during printer installation

When you set up the printer using the installation software CD, all the necessary software was installed. You may have chosen to install some additional programs. The following table provides an overview of various software programs and what they can help you do.

If you did not install these additional programs during initial installation, then reinsert the installation software CD, run the installation software, and then select Install Additional Software from the Software Already Installed screen.

Printer software

<table>
<thead>
<tr>
<th>Use the</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lexmark™ Printer Home (referred to as Printer Home)</td>
<td>• Launch applications or programs.</td>
</tr>
<tr>
<td></td>
<td>• Access the Fax Solutions software.</td>
</tr>
<tr>
<td></td>
<td>• Scan or e-mail a photo or document.</td>
</tr>
<tr>
<td></td>
<td>• Edit scanned documents.</td>
</tr>
<tr>
<td></td>
<td>• Scan documents to PDF.</td>
</tr>
<tr>
<td></td>
<td>• Adjust settings for the printer.</td>
</tr>
<tr>
<td></td>
<td>• Order supplies.</td>
</tr>
<tr>
<td></td>
<td>• Maintain ink cartridges.</td>
</tr>
<tr>
<td></td>
<td>• Print a test page.</td>
</tr>
<tr>
<td></td>
<td>• Register the printer.</td>
</tr>
<tr>
<td></td>
<td>• Contact technical support.</td>
</tr>
<tr>
<td>Lexmark Fast Pics (referred to as Fast Pics)</td>
<td>Manage, edit, transfer, and print photos and documents.</td>
</tr>
<tr>
<td>Lexmark Toolbar (referred to as Toolbar)</td>
<td>• Print black or text-only Web pages to save ink.</td>
</tr>
<tr>
<td></td>
<td>• Schedule automatic printing of Web pages.</td>
</tr>
<tr>
<td></td>
<td>• Access Picnik and edit photos online.</td>
</tr>
<tr>
<td></td>
<td>• Print, scan, or convert local files from Windows.</td>
</tr>
<tr>
<td>Use the</td>
<td>To</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lexmark Fax Solutions</td>
<td>- Send a fax.</td>
</tr>
<tr>
<td>(referred to as Fax Solutions)</td>
<td>- Receive a fax in three-in-one printers.</td>
</tr>
<tr>
<td></td>
<td>- Add, edit, or delete contacts in the built-in phone book.</td>
</tr>
<tr>
<td></td>
<td>- Access the Lexmark Fax Setup Utility in four-in-one printers. Use the Fax Setup Utility to set the Speed Dial and Group Dial numbers, set Ringing and Answering, and print fax history and status reports.</td>
</tr>
<tr>
<td>Abbyy Sprint OCR</td>
<td>Scan a document and produce text that you can edit with a word-processing program.</td>
</tr>
<tr>
<td>Lexmark Wireless Setup Utility</td>
<td>- Set up the wireless printer on a wireless network.</td>
</tr>
<tr>
<td>(referred to as Wireless Setup Utility)</td>
<td>- Change the wireless settings of the printer.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This program is installed automatically with the printer software if the printer has wireless capability.</td>
</tr>
<tr>
<td>Lexmark Service Center</td>
<td>- Troubleshoot the printer.</td>
</tr>
<tr>
<td>(referred to as Service Center)</td>
<td>- Access the printer maintenance functions.</td>
</tr>
<tr>
<td></td>
<td>- Contact technical support.</td>
</tr>
<tr>
<td></td>
<td><strong>Notes:</strong></td>
</tr>
<tr>
<td></td>
<td>- This program is installed automatically with the printer software.</td>
</tr>
<tr>
<td></td>
<td>- You may be prompted to install this program from the Web, depending on your printer model.</td>
</tr>
<tr>
<td>Printing Preferences</td>
<td>When you select <strong>File → Print</strong> with a document open and then click <strong>Properties</strong>, a Printing Preferences dialog appears. The dialog lets you select options for the print job, such as the following:</td>
</tr>
<tr>
<td></td>
<td>- Select the number of copies to print.</td>
</tr>
<tr>
<td></td>
<td>- Print two-sided copies.</td>
</tr>
<tr>
<td></td>
<td>- Select the paper type.</td>
</tr>
<tr>
<td></td>
<td>- Add a watermark.</td>
</tr>
<tr>
<td></td>
<td>- Enhance images.</td>
</tr>
<tr>
<td></td>
<td>- Save settings.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Printing Preferences is installed automatically with the printer software.</td>
</tr>
</tbody>
</table>

**Note:** Your printer may not come with some of these programs or some of the functions of these programs, depending on the features of the printer that you purchased.
Using the Macintosh printer software

Software installed during printer installation

Software resident in the Macintosh OS

<table>
<thead>
<tr>
<th>Use the</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print dialog</td>
<td>Adjust the print settings and schedule print jobs.</td>
</tr>
<tr>
<td>Printer Services dialog (not available in Mac OS X v10.5 or later)</td>
<td>• Access the printer utility.</td>
</tr>
<tr>
<td></td>
<td>• Troubleshoot.</td>
</tr>
<tr>
<td></td>
<td>• Order ink or supplies.</td>
</tr>
<tr>
<td></td>
<td>• Contact Lexmark.</td>
</tr>
<tr>
<td></td>
<td>• Check the printer software version installed on the computer.</td>
</tr>
</tbody>
</table>

Printer software

Applications are installed along with the printer software during installation. These applications are saved in the printer folder that appears on the Finder desktop after installation.

1 From the Finder desktop, double-click the printer folder.

2 Double-click the icon of the application that you want to use.

<table>
<thead>
<tr>
<th>Use the</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lexmark All-In-One Center (referred to as All-In-One Center)</td>
<td>• Scan photos and documents.</td>
</tr>
<tr>
<td></td>
<td>• Customize settings for scan jobs.</td>
</tr>
<tr>
<td>Lexmark Fax Setup Utility (referred to as Fax Setup Utility)</td>
<td>• Customize settings for fax jobs.</td>
</tr>
<tr>
<td></td>
<td>• Create and edit the Speed Dial list.</td>
</tr>
<tr>
<td>Lexmark Network Card Reader (referred to as Network Card Reader)</td>
<td>• View the contents of a memory device inserted into a network printer.</td>
</tr>
<tr>
<td></td>
<td>• Transfer photos and PDF documents from a memory device to the computer over a network.</td>
</tr>
<tr>
<td>Lexmark Printer Utility (referred to as Printer Utility)</td>
<td>• Get help with cartridge installation.</td>
</tr>
<tr>
<td></td>
<td>• Print a test page.</td>
</tr>
<tr>
<td></td>
<td>• Print an alignment page.</td>
</tr>
<tr>
<td></td>
<td>• Clean the printhead nozzles.</td>
</tr>
<tr>
<td></td>
<td>• Order ink or supplies.</td>
</tr>
<tr>
<td></td>
<td>• Register the printer.</td>
</tr>
<tr>
<td></td>
<td>• Contact technical support.</td>
</tr>
<tr>
<td>Lexmark Wireless Setup Assistant (referred to as Wireless Setup Assistant)</td>
<td>Set up the printer on a wireless network.</td>
</tr>
</tbody>
</table>

Note: Your printer may not come with these applications, depending on the features of the printer that you purchased.
Printing

Printing a document

1 Load the paper in the printer.
2 Send the print job:

For Windows users

a With a document open, click File → Print.
b Click Properties, Preferences, Options, or Setup.
c Select the print quality, the number of copies to print, the type of paper to use, and how the pages should print.
d Click OK to close any printer software dialogs.
e Click OK or Print.

For Macintosh users

a With a document open, choose File > Print.
b From the Printer pop-up menu, choose the printer.
c If necessary, click the disclosure triangle.
d From the print options pop-up menu, choose the print quality, the number of copies to print, the type of paper to use, and how the pages should print.
e Click Print.

Printing photos using the printer control panel

1 Load photo paper.
2 From the printer control panel, press 📷.
3 Insert a memory card, flash drive, or digital camera set to mass storage mode.
   If image files and document files are stored in the memory device, then press the arrow buttons to select Photos.
4 Press the arrow buttons to scroll to Easy Photo or Print Photos, and then press OK.

Notes:

- Select Easy Photo if you want to print photos quickly.
- Select Print Photos if you want to customize the photos before printing them.
5 Press the arrow buttons to select a photo printing option, and then press OK.

Note: You can choose to print the most recent photo, print all the photos, print photos that fall within a date range, print photos by selecting the photo numbers on a proof sheet, or print pre-selected photos from a digital camera using Digital Print Order Format (DPOF). The DPOF option appears only when there is a valid DPOF file in your memory device.

6 Adjust the print settings:
   - If you are in the Easy Photo menu, then press the arrow buttons to select the paper size and photo size. Press OK each time you make a selection.
   - If you are in the Print Photos menu, then press the arrow buttons to select the photo size, paper size, paper type, layout, photo effects, and quality of the photos, and to adjust the brightness and color effects of the photos. Press OK each time you make a selection.

7 Press the Color/Black button to set a color or black-and-white print.
   When you select color or black-only printing, the light near your choice comes on.

8 Press OK.

Note: For best results, allow the prints to dry at least 24 hours before stacking, displaying, or storing.

Printing documents from a memory card or flash drive

To enable the File Print function:
   - The printer must be connected to a computer through a USB cable or through a network.
   - The printer and the computer must be on.
   - The memory card or flash drive must contain document files that are supported by the printer. For more information, see “Supported memory cards and file types” on page 11.
   - The computer must contain applications that support the file types in the memory device.

1 Insert a memory card or flash drive.
   When the printer detects the memory device, Memory Card Detected or Storage Device Detected appears on the display.

2 If only document files are stored on the memory device, then the printer automatically switches to File Print mode.
   If document files and image files are stored on the memory device, then press OK to select Documents.

3 Select and print the document:

   If the printer is using a USB connection
   a Press the arrow buttons to select the file name of the document that you want to print or the folder where the document is saved in the memory device.
   b Press OK, and then press OK to start printing the document.
If the printer is using a Wireless connection (selected models only)

a Press the arrow buttons to select the file name of the document that you want to print.

b Press OK, and then wait for the printer to connect to the network computer or to finish searching the network for available computers.

c When prompted, press the arrow buttons to select the name of the network computer, and then press OK to start printing the document.

Notes:

• You may be prompted to enter a PIN if the computer requires it. Enter the PIN using the keypad.
• To assign a computer name and a PIN to the computer, see the Help for the printer software associated with your operating system.

Canceling print jobs

To cancel a print job from the printer control panel, press X. To cancel a print job from the computer, do the following:

For Windows users

1 Click , or click Start and then click Run.

2 In the Start Search or Run box, type control printers.

3 Press Enter, or click OK.

The printer folder opens.

4 Right-click the printer, and then select Open.

5 Cancel the print job:

• If you want to cancel a particular print job, then right-click the document name, and then select Cancel.
• If you want to cancel all print jobs in the queue, then click Printer → Cancel All Documents.

For Macintosh users

1 Click the printer icon on the Dock.

2 From the print queue dialog, choose the job you want to cancel, and then click Delete.
Copying

<table>
<thead>
<tr>
<th>ADF</th>
<th>Scanner glass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the ADF for multiple-page documents.</td>
<td>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</td>
</tr>
<tr>
<td><strong>Note:</strong> The ADF is available only on selected models. If you purchased a printer without an ADF, then load original documents or photos on the scanner glass.</td>
<td></td>
</tr>
</tbody>
</table>

**Tips for copying**

- When using the ADF, adjust the paper guide on the ADF to the width of the original document.
- When using the scanner glass, close the top cover to avoid dark edges on the scanned image.
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

**Making copies**

1. Load paper.
2. Load an original document faceup into the ADF or facedown on the scanner glass.
3. From the printer control panel, press 
4. Press the arrow buttons to select the number of copies, and then press the **Color/Black** button to set a color or black-and-white copy.
   - When you select color or black-only printing, the light near your choice comes on.
5. Press .

**Copying photos**

1. Load photo paper.
2. Place a photo facedown on the scanner glass.
3 From the printer control panel, press \( \text{( Print QB) } \).

4 Press \( \text{( OK) } \) until Photo Reprint appears.

5 Press the arrow buttons to scroll to Yes, and then press \( \text{( OK) } \).

6 Press the arrow buttons to select the desired photo size, and then press \( \text{( OK) } \).

7 Press \( \text{( OK) } \).

**Note:** For best results, allow the prints to dry at least 24 hours before stacking, displaying, or storing.

**Canceling copy jobs**

To cancel a copy job, press \( \text{( Cancel) } \)

Scanning stops and the printer returns to the previous menu.
Scanning

<table>
<thead>
<tr>
<th>ADF</th>
<th>Scanner glass</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</td>
</tr>
<tr>
<td><strong>Note:</strong> The ADF is available only on selected models. If you purchased a printer without an ADF, then load original documents or photos on the scanner glass.</td>
<td></td>
</tr>
</tbody>
</table>

**Tips for scanning**
- When using an ADF, adjust the paper guide on the ADF to the width of the original document.
- When using the scanner glass, close the top cover to avoid dark edges on the scanned image.
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

**Scanning to a local or network computer**

1. Load an original document faceup into the ADF or facedown on the scanner glass.
2. From the printer control panel, press 
3. Press the arrow buttons to scroll to **Computer** or **Network**, and then press 
4. Press the arrow buttons to select the name of a local or network computer, and then press 
   The local or network computer is the destination that will receive the scan.
   **Notes:**
   - You may be prompted to enter a PIN if the computer requires it. Enter the PIN using the keypad.
   - To assign a computer name and a PIN to the computer, see the Help for the printer software associated with your operating system.
5. Wait until the printer has finished downloading a list of the scan applications available on the selected computer.
6. Press the arrow buttons to select an application, and then press 

Scanning

27
7 Press the arrow buttons to select the resolution quality and the original image size. Press \( \square \) each time you make a selection.

8 Press \( \bigcirc \) to start scanning.

The scan is complete when the application you selected in step 6 opens on the destination computer, and the scan appears within the application as a new file.

### Scanning to a flash drive or memory card

Before you begin, make sure your flash drive or memory card is not write protected.

1 Load an original document faceup into the ADF or facedown on the scanner glass.

2 From the printer control panel, press \( \bigcirc \).

3 When Scan to appears on the display, insert the flash drive or memory card.

4 Press the arrow buttons to scroll to USB Flash Drive or Memory Card, and then press \( \square \).

5 Press the arrow buttons to select the resolution quality, the type of output you want to create, and the original image size. Press \( \bigcirc \) each time you make a selection.

6 Press \( \bigcirc \) to start scanning.

The scan is complete when a message appears on the printer control panel indicating that the file you scanned has been saved.

### Scanning directly to e-mail using the printer software

#### For Windows users

1 Load an original document faceup into the ADF or facedown on the scanner glass.

2 Click \( \bigcirc \) or Start.

3 Click All Programs or Programs, and then select the printer program folder from the list.

4 Select Printer Home.

5 Choose your printer from the printer drop-down list.

6 Click Email, and then select Photo, Document or PDF.

   **Note:** You can select Document only if an OCR application is stored on your computer.

   Scanning starts and the scan progress dialog appears.

7 When the scan is finished, a new e-mail message is created with the scanned document automatically attached.

8 Compose your e-mail message.

   **Note:** If your e-mail program does not open automatically, then you can scan the document to the computer and then send it through e-mail as an attachment.
For Macintosh users
1. Load an original document faceup into the ADF or facedown on the scanner glass.
2. From the Finder desktop, double-click the printer program folder.
3. Double-click the printer Center to open the All-In-One Center.
4. From the “What is being scanned?” menu on the main screen, select a document type.
5. From the “How will the scanned image be used?” menu, choose To be viewed on monitor/web page.
6. From the “Send scanned image to” menu, choose an application.
7. Click Scan.
8. Retrieve the scanned image from the application, and then send it through e-mail as an attachment.

Scanning to a PDF

For Windows users
1. Load an original document faceup into the ADF or facedown on the scanner glass.
2. Click or Start.
3. Click All Programs or Programs, and then select the printer program folder from the list.
4. Select Printer Home.
5. Choose your printer from the printer drop-down list.
6. Click PDF.
   Scanning starts and the scan progress dialog appears.
7. Save the document as a PDF.

For Macintosh users
1. Load an original document faceup into the ADF or facedown on the scanner glass.
2. From the Finder desktop, double-click the printer program folder.
3. Double-click the printer Center to open the All-In-One Center.
4. From the “What is being scanned?” menu on the main screen, choose a document type.
5. Customize the settings as needed.
6. Click Scan.
7. Save the document as a PDF.

Canceling scan jobs
Press X on the printer control panel, or click Cancel on the computer screen.
Troubleshooting

Before you troubleshoot

Use this checklist to solve most printer problems:

- Make sure the power cord is plugged into the printer and into a working electrical outlet.
- Make sure the printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Make sure the printer is turned on.
- Make sure the printer is securely connected to the host computer, print server, or other network access point.
- Check the printer for error messages, and resolve any errors.
- Check for paper jam messages, and clear any jams.
- Check the ink cartridges, and install new cartridges if necessary.
- Use the Service Center to locate and solve the problem (Windows only).
- Turn the printer off, wait about 10 seconds, and then turn the printer back on.

Using the Service Center to solve printer problems

The Service Center provides step-by-step troubleshooting help and contains links to printer maintenance tasks and customer support.

To open the Service Center, use one of these methods:

<table>
<thead>
<tr>
<th>Method 1</th>
<th>Method 2</th>
</tr>
</thead>
</table>
| If it appears on an error message dialog, click the **For additional assistance, use the Service Center** link. | 1 Click 🌐 or **Start**.  
2 Click **All Programs** or **Programs**, and then select the printer program folder from the list.  
3 Select **Printer Home**.  
4 From the Support tab, select **Service Center**. |

If Troubleshooting does not solve your problem

Visit our Web site at **support.lexmark.com** to find the following:

- Knowledgebase articles with the latest information and troubleshooting for your printer
- Live online technical support
- Contact numbers for telephone technical support

Setup troubleshooting

- “Incorrect language appears on the display” on page 31
- “Printhead errors” on page 31
- “Software did not install” on page 33
Incorrect language appears on the display

If the "Before you troubleshoot" checklist does not solve the problem, then try one or more of the following:

**CHANGE THE LANGUAGE USING THE PRINTER MENUS**

1. From the printer control panel, press 📅.
2. Press the arrow buttons to scroll to Defaults, and then press OK.
3. Press the arrow buttons to scroll to Set Defaults, and then press OK.
4. Press the arrow buttons to scroll to Use Factory, and then press OK.
5. Complete the initial printer setup.

**CHANGE THE LANGUAGE USING A BUTTON COMBINATION (IF YOU CANNOT READ THE CURRENT LANGUAGE)**

1. Turn the printer off.
   
   **Note:** If you have set the Power Saver timeout in the Setup menu, then press and hold ⌘ for three seconds to turn off the printer.

2. Press and hold down ⌘ and ⏎, and then press and release ⌘ to turn the printer on.
   
   **Note:** Do not release ⌘ and ⏎ until Language appears on the display, indicating that the printer has been reset.

3. Complete the initial printer setup.

**Printhead errors**

If the "Before you troubleshoot" checklist does not solve the problem, then try the following:
REMOVE AND REINSERT THE PRINTHEAD

1 Open the printer and lift the latch.

2 Remove the printhead.

3 Wipe the printhead contacts using a clean, lint-free cloth.

4 Reinsert the printhead.

Note: If removing and reinserting the printhead does not resolve the error, then contact technical support.
Software did not install
If you encountered problems while installing, or if your printer does not appear in the list in the Printers folder or as a printer option when sending a print job, then try removing and reinstalling the software.

Before you reinstall the software, do the following:

MAKE SURE THAT YOUR COMPUTER MEETS THE MINIMUM SYSTEM REQUIREMENTS LISTED ON THE PRINTER BOX

TEMPORARILY DISABLE SECURITY PROGRAMS IN WINDOWS BEFORE INSTALLING THE SOFTWARE

CHECK THE USB CONNECTION
1. Check the USB cable for any obvious damage. If the cable is damaged, then use a new one.
2. Firmly plug the square end of the USB cable into the back of the printer.
3. Firmly plug the rectangular end of the USB cable into the USB port of the computer.
   The USB port is marked with a USB symbol.

RECONNECT THE PRINTER POWER SUPPLY
1. Turn off the printer, and then unplug the power cord from the wall outlet.
2. Gently remove the power supply from the printer, and then reinsert it.
3. Plug the power cord into the wall outlet, and then turn on the printer.

Print job does not print or is missing pages
If the “Before you troubleshoot” checklist does not solve the problem, then try one or more of the following:

MAKE SURE THE INK CARTRIDGES ARE INSERTED CORRECTLY
1. Turn the printer on, and then open the printer.
2. Make sure the cartridges are inserted correctly.
   The cartridges should click firmly into the matching color slot of the printhead.
3. Close the printer.

SELECT YOUR PRINTER FROM THE PRINT DIALOG BEFORE SENDING THE PRINT JOB

MAKE SURE THE PRINT JOB IS NOT PAUSED

MAKE SURE YOUR PRINTER IS SET AS THE DEFAULT PRINTER
RECONNECT THE PRINTER POWER SUPPLY

1. Turn off the printer, and then unplug the power cord from the wall outlet.
2. Gently remove the power supply from the printer, and then reinsert it.
3. Plug the power cord into the wall outlet, and then turn on the printer.

REMOVE AND RECONNECT THE USB CABLE CONNECTED TO YOUR PRINTER

CHECK THE USB CONNECTION

1. Check the USB cable for any obvious damage. If the cable is damaged, then use a new one.
2. Firmly plug the square end of the USB cable into the back of the printer.
3. Firmly plug the rectangular end of the USB cable into the USB port of the computer. The USB port is marked with a USB symbol.

REMOVE AND REINSTALL THE PRINTER SOFTWARE

Printer is printing blank pages
Blank pages may be caused by improperly installed ink cartridges.

REINSTALL THE INK CARTRIDGES AND DEEP CLEAN AND ALIGN THE PRINthead

1. Reinstall the ink cartridges, see “Replacing ink cartridges” on page 15 for more information.
   If the cartridges do not seem to fit, make sure the printhead is properly seated, and then try installing the cartridges again.
2. Load plain paper.
3. From the printer control panel, press
4. Press the arrow buttons to scroll to Maintenance, and then press OK.
5. Press the arrow buttons to scroll to Deep Clean Printhead, and then press OK.
   A cleaning page prints.
6. Press the arrow buttons to scroll to Align Printer, and the press OK.
   An alignment page prints.
   Note: Do not remove the alignment page until printing is finished.

Printer is busy or does not respond
If the “Before you troubleshoot” checklist does not solve the problem, then try one or more of the following:

MAKE SURE THE PRINTER IS NOT IN POWER SAVER MODE
If the power light is blinking on and off slowly, then the printer is in Power Saver mode. Press to wake up the printer.
If the printer will not come out of Power Saver mode, then reset the power:

1. Unplug the power cord from the wall outlet, and then wait 10 seconds.
2. Insert the power cord into the wall outlet, and then turn on the printer.

If this problem persists, then check our Web site for updates for your printer software or firmware.

**RECONNECT THE PRINTER POWER SUPPLY**

1. Turn off the printer, and then unplug the power cord from the wall outlet.
2. Gently remove the power supply from the printer, and then reinsert it.
3. Plug the power cord into the wall outlet, and then turn on the printer.

**Cannot delete documents from the print queue**

If you have jobs stuck in the print queue and cannot delete them to get other jobs to print, then the computer and printer may not be communicating.

**RESTART THE COMPUTER AND TRY AGAIN**

**Cannot print through USB**

If the "Before you troubleshoot" checklist does not solve the problem, then try one or more of the following:

**CHECK THE USB CONNECTION**

1. Check the USB cable for any obvious damage. If the cable is damaged, then use a new one.
2. Firmly plug the square end of the USB cable into the back of the printer.
3. Firmly plug the rectangular end of the USB cable into the USB port of the computer.
   The USB port is marked with a ♻️ USB symbol.

**MAKE SURE THE USB PORT IS ENABLED IN WINDOWS**

1. Click ☰️, or click **Start** and then click **Run**.
2. In the Start Search or Run box, type `devmgmt.msc`.
3. Press **Enter**, or click **OK**.
   The Device Manager opens.
4. Click the plus sign (+) beside Universal Serial Bus controllers.
   If USB Host Controller and USB Root Hub are listed, then the USB port is enabled.

For more information, see the computer documentation.

**REMOVE AND REINSTALL THE PRINTER SOFTWARE**
Network Troubleshooting

If you are having trouble setting up your printer on a network, print a network setup page, and then see the complete network troubleshooting information in the *Network Getting Started Guide* or the comprehensive *User’s Guide* available on the installation software CD.

Printing a network setup page

A *network setup page* lists the configuration settings of the printer, including the IP address and MAC address of the printer.

1. Load plain paper.
2. From the printer control panel, press 
3. Press the arrow buttons to scroll to *Network Setup*, and then press 
4. Press to select *Print Setup Page*.

The network setup page prints.
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April 2009

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For Lexmark technical support, visit support.lexmark.com.

For information on supplies and downloads, visit www.lexmark.com.

If you don't have access to the Internet, you can contact Lexmark by mail:

    Lexmark International, Inc.
    Bldg 004-2/CSC
    740 New Circle Road NW
    Lexington, KY 40550
    USA

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This product complies with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. this device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

Any questions on this statement should be directed to:

   Director of Lexmark Technology & Services
   Lexmark International, Inc.
   740 West New Circle Road
   Lexington, KY  40550
   (859) 232-3000

For additional compliance information, see the online documentation.

Federal Communications Commission (FCC) compliance information statement

This product complies with Part 68 of the FCC Rules. See the product online documentation for additional compliance information.