



X950 Series

User's Guide

August 2015

www.lexmark.com

Machine type(s):

7558

Model(s):

032, 036, 232, 236, 432, 436, 496

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Safety information


Connect the power cord directly to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.


 **CAUTION—POTENTIAL INJURY:** Do not use this product with extension cords, multioutlet power strips, multioutlet extenders, or other types of surge or UPS devices. The power rating capacity of these types of accessories can be easily overloaded by a laser printer and may result in poor printer performance, property damage, or potential fire.

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

 **CAUTION—POTENTIAL INJURY:** The lithium battery in this product is not intended to be replaced. There is a danger of explosion if a lithium battery is incorrectly replaced. Do not recharge, disassemble, or incinerate a lithium battery. Discard used lithium batteries according to the manufacturer's instructions and local regulations.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

 **CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.


 **CAUTION—POTENTIAL INJURY:** Before moving the printer, follow these guidelines to avoid personal injury or printer damage:


- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.
- Lift the printer off the optional drawer, and set it aside instead of trying to lift the drawer and printer at the same time.


Note: Use the handholds located on both sides of the printer to lift it off the optional drawer.

Use only the power cord provided with this product or the manufacturer's authorized replacement.


This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

 **CAUTION—POTENTIAL INJURY:** To reduce risk of fire, use only the telecommunications (RJ-11) cord provided with this product or a UL Listed 26 AWG or larger replacement when connecting this product to the public switched telephone network.


 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.


 **CAUTION—SHOCK HAZARD:** Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.


This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.


 **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.

Refer service or repairs, other than those described in the user documentation, to a professional service person.

 **CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables from the printer before proceeding.

 **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.


 **CAUTION—POTENTIAL INJURY:** To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

 **CAUTION—TIPPING HAZARD:** Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.

SAVE THESE INSTRUCTIONS.


Learning about the printer

Finding information about the printer

| What are you looking for? | Find it here |
|---|--|
| Initial setup instructions: <ul style="list-style-type: none"> • Connecting the printer • Installing the printer software | Setup documentation—The setup documentation came with the printer and is also available at http://support.lexmark.com . |
| Additional setup and instructions for using the printer: <ul style="list-style-type: none"> • Selecting and storing paper and specialty media • Loading paper • Configuring printer settings • Viewing and printing documents and photos • Setting up and using the printer software • Configuring the printer on a network • Caring for and maintaining the printer • Troubleshooting and solving problems | <i>User's Guide</i> and <i>Quick Reference Guide</i> —The guides are available at http://support.lexmark.com . Note: These guides are also available in other languages. |
| Information on setting up and configuring the accessibility features of your printer | <i>Lexmark Accessibility Guide</i> —This guide is available at http://support.lexmark.com . |
| Help using the printer software | Windows or Mac Help—Open a printer software program or application, and then click Help . Click  to view context-sensitive information. Notes: <ul style="list-style-type: none"> • Help is automatically installed with the printer software. • The printer software is located in the printer program folder or on the desktop, depending on your operating system. |

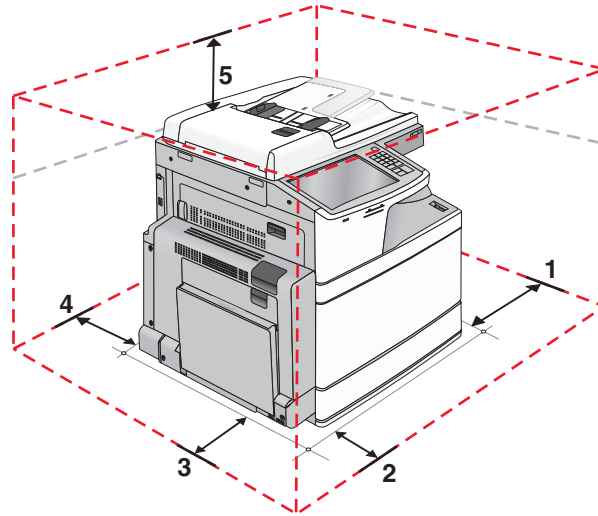
| What are you looking for? | Find it here |
|--|---|
| <p>The latest supplemental information, updates, and customer support:</p> <ul style="list-style-type: none"> • Documentation • Driver downloads • Live chat support • E-mail support • Voice support | <p>Lexmark support Web site— http://support.lexmark.com</p> <p>Note: Select your country or region, and then select your product to view the appropriate support site.</p> <p>Support telephone numbers and hours of operation for your country or region can be found on the support Web site or on the printed warranty that came with your printer.</p> <p>Record the following information (located on the store receipt and at the back of the printer), and have it ready when you contact customer support so that they may serve you faster:</p> <ul style="list-style-type: none"> • Machine Type number • Serial number • Date purchased • Store where purchased |
| <p>Warranty information</p> | <p>Warranty information varies by country or region:</p> <ul style="list-style-type: none"> • In the U.S.—See the Statement of Limited Warranty included with this printer, or go to http://support.lexmark.com. • In other countries and regions—See the printed warranty that came with this printer. |

Selecting a location for the printer

 **CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

When selecting a location for the printer, leave enough room to open trays, covers, and doors. If you plan to install any options, then leave enough room for them also. It is important to:

- Set up the printer near a properly grounded and easily accessible electrical outlet.
- Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer:
 - Away from the direct airflow of air conditioners, heaters, or ventilators
 - Free from direct sunlight, humidity extremes, or temperature fluctuations
 - Clean, dry, and free of dust
 - Away from stray staples and paper clips
- Allow the following recommended amount of space around the printer for proper ventilation:

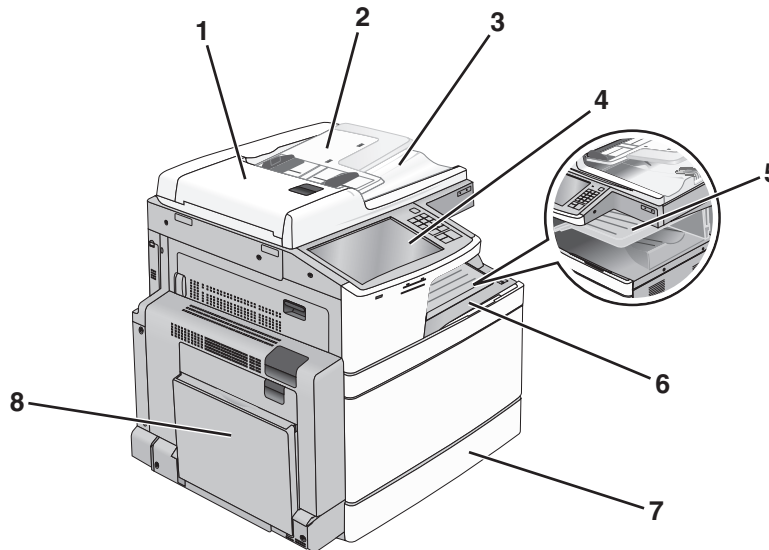


| | | |
|---|------------|-----------------------|
| 1 | Right side | 307.34 mm (12.1 in.) |
| 2 | Front | 444.5 mm (17.5 in.) |
| 3 | Left side | 374.65 mm (14.75 in.) |
| 4 | Rear | 100 mm (3.9 in.) |
| 5 | Top | 304.8 mm (12 in.) |

Printer configurations

CAUTION—TIPPING HAZARD: Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.

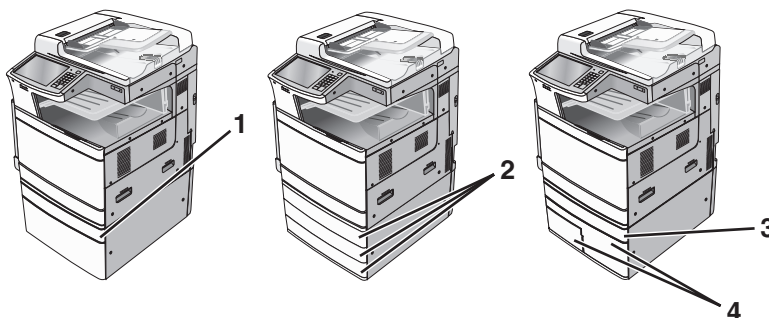
Basic model



| | |
|----------|---------------------------------|
| 1 | Automatic Document Feeder (ADF) |
| 2 | ADF input tray |
| 3 | ADF exit bin |
| 4 | Printer control panel |
| 5 | Exit tray 2 |
| 6 | Standard exit bin |
| 7 | Standard 520-sheet tray |
| 8 | Multipurpose feeder |

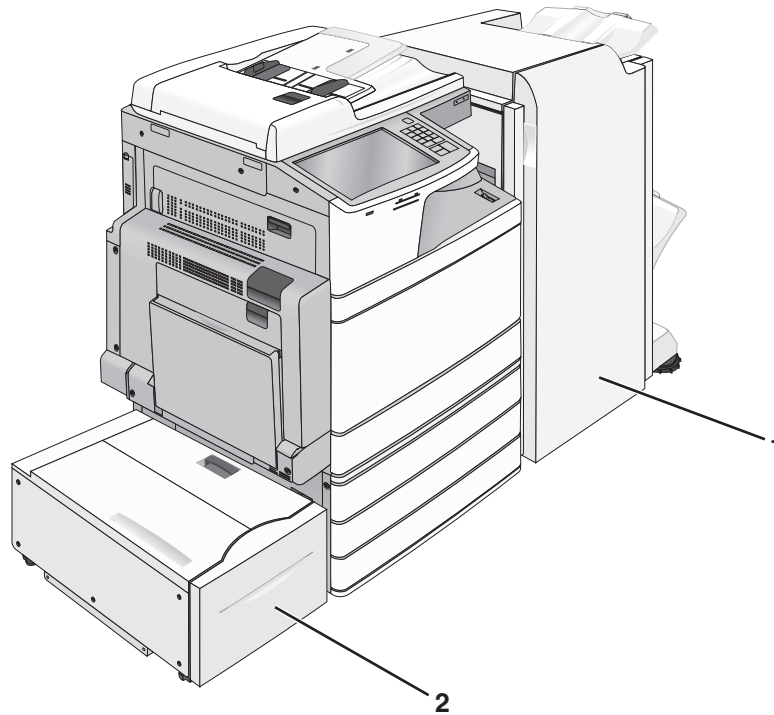
Configured models

You can configure your basic printer by adding optional trays. A 2,000-sheet high-capacity feeder and a finisher bin can also be added.



| | |
|----------|--|
| 1 | Optional 520-sheet tray (Tray 2) |
| 2 | Optional 520-sheet tray (Tray 2, Tray 3, and Tray 4) |
| 3 | Optional 520-sheet tray (Tray 2) |
| 4 | Optional 2,000-sheet tandem-tray module <ul style="list-style-type: none"> • 850-sheet tray (Tray 3) • 1,150-sheet tray (Tray 4) |

Fully configured model



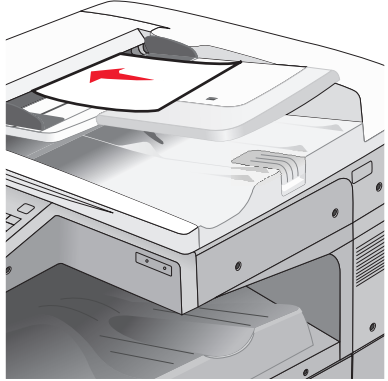
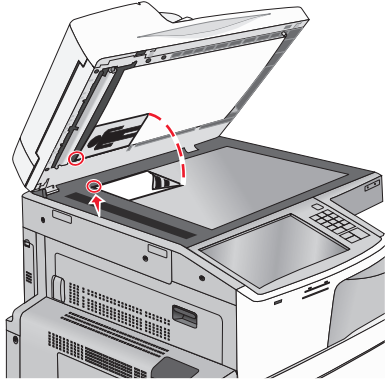
| | |
|----------|---|
| 1 | Finisher bin The finisher bin can either be one of the following: <ul style="list-style-type: none">• Standard finisher (Punch/Stapler)• Booklet finisher (Punch/Stapler/Booklet) |
| 2 | 2,000-sheet high-capacity feeder |

Basic functions of the scanner

The scanner provides copy, fax, and scan-to-network capability for large workgroups. You can:

- Make quick copies, or change the settings on the printer control panel to perform specific copy jobs.
- Send a fax using the printer control panel.
- Send a fax to multiple fax destinations at the same time.
- Scan documents and send them to your computer, an e-mail address, a flash drive, or an FTP destination.
- Scan documents and send them to another printer (PDF by way of FTP).

Understanding the ADF and scanner glass

| Automatic Document Feeder (ADF) | Scanner glass |
|---|--|
|  <p data-bbox="149 766 651 793">Use the ADF for multiple-page documents.</p> |  <p data-bbox="667 766 1469 856">Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p> |

You can use the ADF or the scanner glass to scan documents.

Using the ADF

The ADF can scan multiple pages including two-sided (duplex) pages. When using the ADF:

Note: Duplex scanning is available only in select printer models.

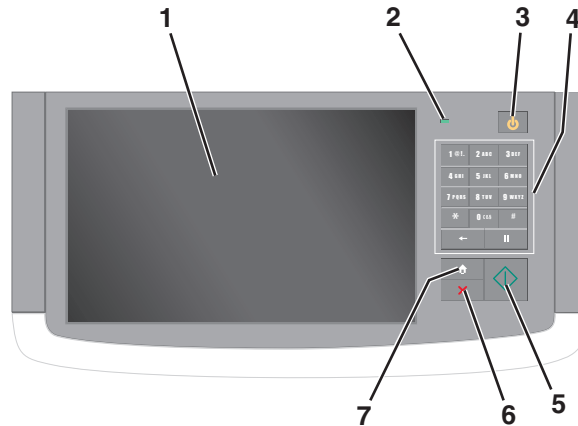
- Load the document into the ADF faceup, short edge first.
- Load up to 110 sheets of plain paper into the ADF.
- Scan sizes from 125 x 85 mm (4.9 x 3.35 in.) wide to 297 x 432 mm (11.69 x 17 in.) long.
- Scan media weights from 38 to 128 g/m² (25.67 to 86.48 lb).
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Using the scanner glass

The scanner glass can be used to scan or copy single pages or book pages. When using the scanner glass:

- Place a document facedown on the scanner glass in the corner with the green arrow.
- Scan or copy documents up to 297 x 432 mm (11.69 x 17 in.).
- Copy books up to 12.7 mm (0.5 in.) thick.

Understanding the printer control panel



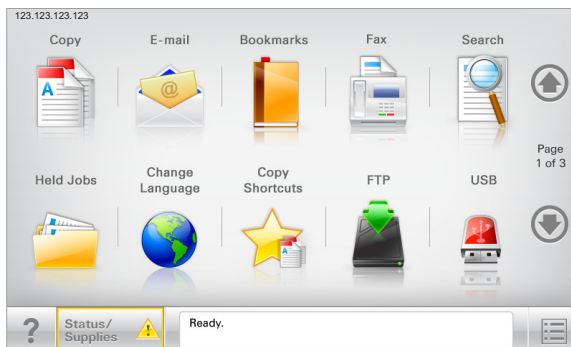
| Item | Description | |
|------|-----------------|---|
| 1 | Display | Shows the status of the printer, and allows printer setup and operation |
| 2 | Indicator light | <ul style="list-style-type: none"> • Off—The printer is off. • Blinking green—The printer is warming up, processing data, or printing. • Solid green—The printer is on, but idle. • Blinking red—The printer requires operator intervention is needed. |
| 3 | Sleep | <p>Enables Sleep Mode or Hibernate Mode</p> <p>The following are the statuses of the indicator light and the Sleep button:</p> <ul style="list-style-type: none"> • Entering or waking from Sleep Mode—The indicator light is illuminated solid green, Sleep button is unilluminated. • Operating in Sleep Mode—The indicator light is illuminated solid green, Sleep button is illuminated solid amber. • Entering or waking from Hibernate Mode—The indicator light is illuminated solid green, Sleep button is illuminated blinking amber. • Operating in Hibernate Mode—The indicator light is unilluminated, Sleep button is blinking amber for 1/10 of a second, then go completely unilluminated for 1.9 seconds in pulsing pattern. <p>The following actions wake the printer from Sleep Mode:</p> <ul style="list-style-type: none"> • Touching the screen or any hard button presses. • Opening an input tray, cover, or door. • Sending a print job from the computer. • Performing a Power On Reset (POR) with the main power switch. |
| 4 | Keypad | Lets you enter numbers, letter, or symbols |
| 5 | Submit | Lets you submit changes made in the printer settings |
| 6 | Stop/Cancel | <p>Stops all printer activity</p> <p>Note: A list of option is displayed once Stopped appears on the display.</p> |
| 7 | Home | Lets you navigate back to the home screen |


Understanding the home screen

Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Touch the home screen buttons and icons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.

Note: Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.





| Touch | To |
|---|---|
| Copy | Access the Copy menus and make copies. |
| E-mail | Access the E-mail menus and send e-mails. |
| Fax | Access the Fax menus and send fax. |
|  | Access the printer menus. Note: These menus are available only when the printer is in the Ready state. |
| FTP | Access the File Transfer Protocol (FTP) menus and scan documents directly to an FTP server. |
| Status message bar | <ul style="list-style-type: none"> Show the current printer status such as Ready or Busy. Show printer conditions such as Toner Low or Cartridge Low. Show intervention messages so the printer can continue processing. |
| Status/Supplies | <ul style="list-style-type: none"> Display a warning or error message whenever the printer requires intervention to continue processing. Access the messages screen for more information on the message, and how to clear it. |
| USB or USB Thumbdrive | View, select, print, scan, or e-mail photos and documents from a flash drive. Note: This button appears only when you return to the home screen while a memory card or flash drive is connected to the printer. |
| Bookmarks | Create, organize, and save a set of bookmarks (URL) into a tree view of folders and file links. Note: The tree view supports only bookmarks created from this function, and not from any other application. |

| Touch | To |
|-----------|--------------------------------|
| Held Jobs | Display all current held jobs. |

Other buttons that may appear on the home screen:

| Touch | To |
|------------------|--|
| Search held jobs | <p>Search on any of the following items:</p> <ul style="list-style-type: none"> • User name for held or confidential print jobs • Job names for held jobs, excluding confidential print jobs • Profile names • Bookmark container or print job names • USB container or print job names for supported file types |
| Release Held Fax | <p>Access the list of held faxes.</p> <p>Note: This button appears only when there are held faxes with a scheduled hold time previously set.</p> |
| Lock Device | <p>Open a password entry screen. Enter the correct password to lock the printer control panel.</p> <p>Note: This button appears only when the printer is unlocked and password has been set.</p> |
| Unlock Device | <p>Open a password entry screen. Enter the correct password to unlock the printer control panel.</p> <p>Note: This button appears only when the printer is locked. The printer control panel buttons and shortcuts cannot be used while this appears.</p> |
| Cancel Jobs | <p>Open the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network.</p> <p>The following options are available under the Print, Fax, and Network headings:</p> <ul style="list-style-type: none"> • Print job • Copy job • Fax profile • FTP • E-mail send <p>Each heading has a list of jobs shown in a column under it which can show only three jobs per screen. If more than three jobs exist in a column, then an arrow appears enabling you to scroll through the jobs.</p> |
| Change Language | <p>Launch the Change Language pop-up window that lets you change the primary language of the printer.</p> |

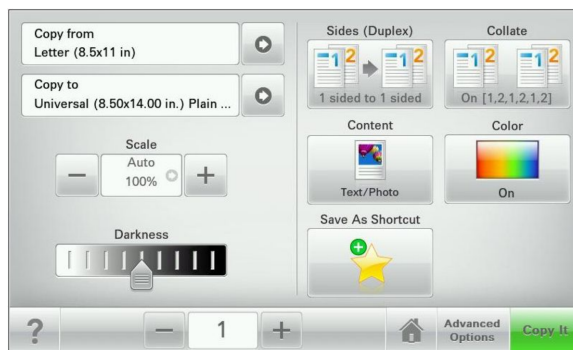
Features

| Feature | Description |
|---|--|
| Menu trail line Sample: <u>Menus</u> > <u>Settings</u> > <u>Copy Settings</u> > Number of Copies | A menu trail line is located at the top of each menu screen. This feature shows the path taken to arrive at the current menu. Touch any of the underlined words to return to that menu. Number of Copies is not underlined since this is the current screen. If you touch an underlined word on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and it does not become the default setting. |
| Attendance message alert  | If an attendance message affects a function, then this icon appears and the red indicator light blinks. |
| Warning  | If an error condition occurs, then this icon appears. |
| Printer IP address Sample: 123 . 123 . 123 . 123 | The IP address of your network printer is located at the top left corner of the home screen and appears as four sets of numbers separated by periods. You can use the IP address when accessing the Embedded Web Server so you can view and remotely configure printer settings even when you are not physically near the printer. |








Using the touch-screen buttons

Note: Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.



Sample touch screen




| Touch | To |
|-------------|--|
| Submit | Submit changes made in the printer settings. |
| Sample Copy | Print a sample copy. |

| Touch | To |
|--|---|
| Right arrow  | Scroll to the right. |
| Left arrow  | Scroll to the left. |
| Home  | Return to the home screen. |
| Right increase  | Select a higher value. |
| Left decrease  | Select a lower value. |
| Exit  | Exit from the current screen. |
| Tips  | Open a context-sensitive Help dialog on the touch screen. |

Other touch-screen buttons

| Touch | To |
|---|---|
| Accept  | Save a setting. |
| Cancel  | <ul style="list-style-type: none"> • Cancel an action or a selection. • Exit a screen and return to the previous screen without saving changes. |

| Touch | To |
|--|-----------------------------|
| Reset  | Reset values on the screen. |

Setting up and using the home screen applications

Notes:

- Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded applications.
- There may be additional solutions and applications available for purchase. For more information, go to <http://support.lexmark.com> or contact the place where you purchased the printer.

Accessing the Embedded Web Server

The Embedded Web Server is the printer Web page that lets you view and remotely configure printer settings even when you are not physically near the printer.

1 Obtain the printer IP address:

- From the printer control panel home screen
- From the TCP/IP section in the Network/Ports menu
- By printing a network setup page or menu settings page, and then finding the TCP/IP section

Note: An IP address appears as four sets of numbers separated by periods, such as **123 . 123 . 123 . 123**.

2 Open a Web browser, and then type the printer IP address in the address field.

3 Press **Enter**.

Note: If you are using a proxy server, then temporarily disable it to load the Web page correctly.

Showing or hiding icons on the home screen

1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings > General Settings > Home screen customization**.

A list of basic printer functions appears.

3 Select the check boxes to specify which icons appear on the printer home screen.

Note: Cleared check box items are hidden.


4 Click **Submit**.

Activating the home screen applications

Your printer comes with preinstalled home screen applications. Before you can use these applications, first activate and set up these applications using the Embedded Web Server. For more information about accessing the Embedded Web Server, see [“Accessing the Embedded Web Server” on page 21](#).

For detailed information about configuring and using the home screen applications, go to the Lexmark Web site at <http://support.lexmark.com>.

Setting up Forms and Favorites

| Icon | Description |
|---|---|
|  | <p>The application helps you simplify and streamline work processes by letting you quickly find and print frequently used online forms directly from the home screen.</p> <p>Note: The printer must have permission to access the network folder, FTP site, or Web site where the bookmark is stored. From the computer where the bookmark is stored, use sharing, security, and firewall settings to allow the printer at least a <i>read</i> access. For help, see the documentation that came with your operating system.</p> |

1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.


2 Click **Settings** > **Device Solutions** > **Solutions (eSF)** > **Forms and Favorites**.

3 Define the bookmarks, and then customize the settings.

4 Click **Apply**.

To use the application, touch **Forms and Favorites** on the printer home screen, and then navigate through form categories, or search for forms based on a form number, name, or description.

Setting up Scan to Network

| Icon | Description |
|---|--|
|  | <p>The application lets you capture a digital image of a hard-copy document and route it to a shared network folder. You can define up to 30 unique folder destinations.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The printer must have permission to write to the destinations. From the computer where the destination is specified, use sharing, security, and firewall settings to allow the printer at least a <i>write</i> access. For help, see the documentation that came with your operating system. • The Scan to Network icon appears only when one or more destinations are defined. |

1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.


2 Click **Settings** > **Device Solutions** > **Solutions (eSF)** > **Scan to Network**.

3 Specify the destinations, and then customize the settings.

4 Click **Apply**.

To use the application, touch **Scan to Network** on the printer home screen, and then follow the instructions on the printer display.


Setting up My MFP

| Icon | Description |
|--|--|
|  | <p>The application lets you customize your touch-screen settings and store those preferences in a flash drive. Each time you want to copy, fax, or scan, insert the flash drive into the USB port of the printer. All your personal preferences are automatically uploaded, including job settings, home screen preferences, and address book.</p> <p>Note: The icon appears only when a flash drive with My MFP settings is inserted into the USB port of the printer.</p> |

To set up My MFP, insert a flash drive into the USB port of the printer, and then follow the instructions on the printer display to run the setup wizard.

To use My MFP, insert the flash drive into the USB port of the printer when you want to copy, fax, or scan.

Understanding WS-Scan

| Icon | Description |
|---|---|
|  | <p>The Web Services-Scan application lets you scan documents at the network printer, and then send the scanned image to your computer. WS-Scan is a Microsoft application that is similar to Scan to Network, but has the capability of sending the scanned image to a Windows-based application. To learn more about WS-Scan, see the Microsoft documentation.</p> <p>Note: The icon appears on the printer home screen only when there is a computer registered with the network printer. The computer must have either Windows 8, Windows 7, or Windows Vista operating system installed.</p> |

Setting up Remote Operator Panel

This application shows the printer control panel on your computer screen and lets you interact with the printer control panel, even when you are not physically near the network printer. From your computer screen, you can view the printer status, release held print jobs, create bookmarks, and do other print-related tasks you might normally do while standing at the network printer.

- 1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Click **Settings > Device Solutions > Solutions (eSF) > Remote Operator Panel**.
- 3 Select the **Enabled** check box, and then customize the settings.
- 4 Click **Apply**.

To use the application, from the Embedded Web Server, click **Applications > Remote Operator Panel > Launch VNC Applet**.

Exporting and importing a configuration

You can export configuration settings into a text file, and then import it to apply the settings to other printers.

Exporting a configuration to a file

- 1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Click **Settings** or **Configuration**.
- 3 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 4 From Installed Solutions, click the name of the application you want to configure.
- 5 Click **Configure > Export**.
- 6 Follow the instructions on the computer screen to save the configuration file, and then type a unique file name or use the default name.

Note: If a **JVM Out of Memory** error occurs, then repeat the export process until the configuration file is saved.

Importing a configuration from a file

- 1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Click **Settings** or **Configuration**.
- 3 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 4 From Installed Solutions, click the name of the application you want to configure.

5 Click **Configure > Import**.

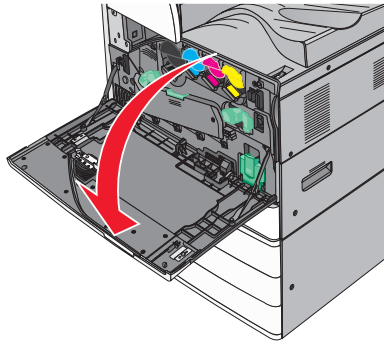
6 Browse to the saved configuration file that was exported from a previously configured printer, and then load or preview it.

Note: If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click **Apply**.

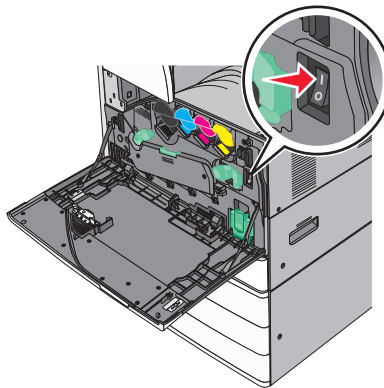
Additional printer setup

Turning on the printer

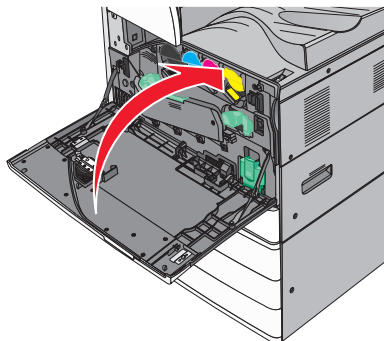
- 1 Open the front door.




- 2 Press the printer power switch.



- 3 Close the front door.



Installing internal options


 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Available internal options

- Memory cards
 - Printer memory
 - Flash memory
 - Fonts
- Firmware cards
 - Bar Code
 - PrintCryption™
- Printer hard disk
- Lexmark™ Internal Solutions Ports (ISP)
 - RS-232-C Serial ISP
 - Parallel 1284-B ISP
 - MarkNet™ N8250 802.11 b/g/n Wireless ISP
 - MarkNet N8130 10/100 Fiber ISP
 - MarkNet N8120 10/100/1000 Ethernet ISP

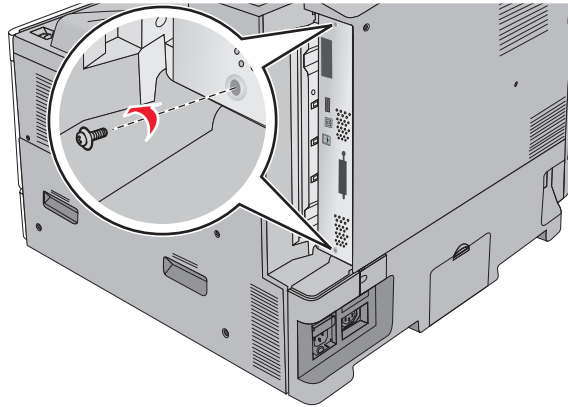
Note: An external kit is needed to support the ISP.

Accessing the system board

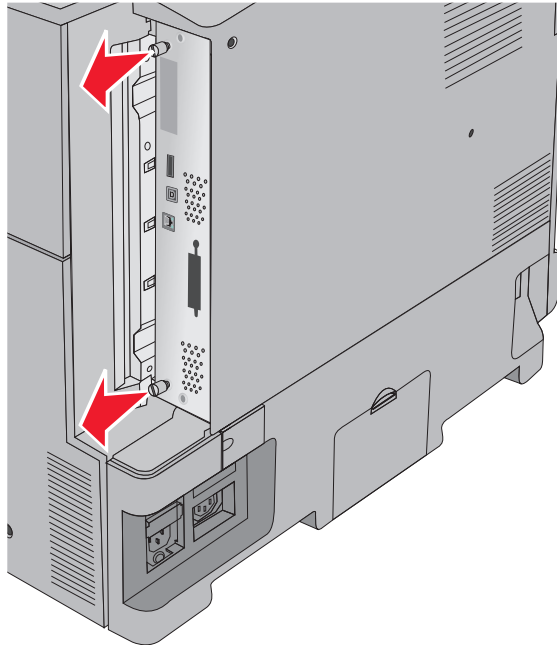
 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Note: This task requires a flathead screwdriver.

- 1 Turn the screws counterclockwise to loosen them.

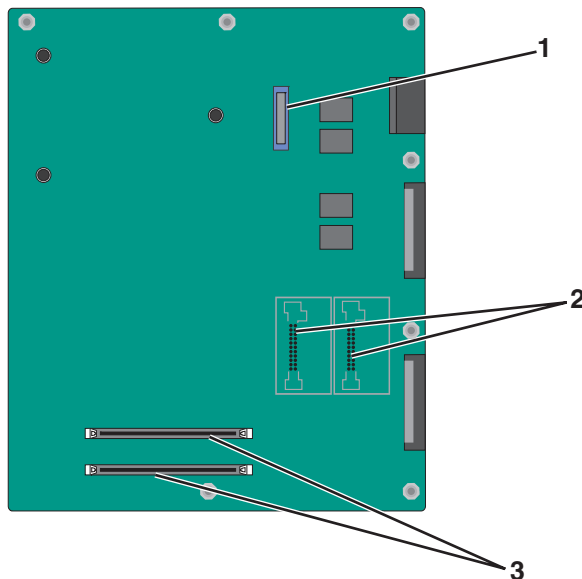


- 2 Pull the system board forward to remove it.



- 3 Use the following illustration to locate the appropriate connectors.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.



| | |
|----------|---|
| 1 | ISP connector |
| 2 | Firmware and flash memory card connectors |
| 3 | Memory card connectors |

4 Push the system board back into place.

Installing a memory card

⚠ CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

An optional memory card can be purchased separately and attached to the system board.

1 Access the system board.

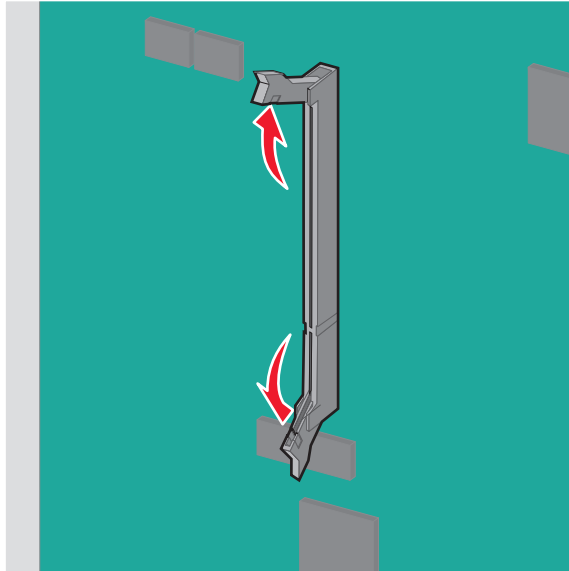
For more information, see [“Accessing the system board” on page 27.](#)

Note: This task requires a flathead screwdriver.

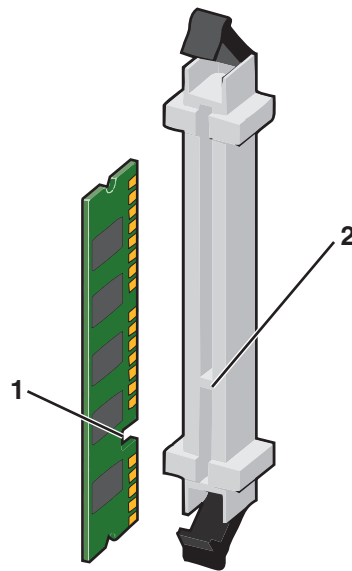
2 Unpack the memory card.

Note: Avoid touching the connection points along the edge of the card.

- 3** On the system board, open the memory card connector latches.

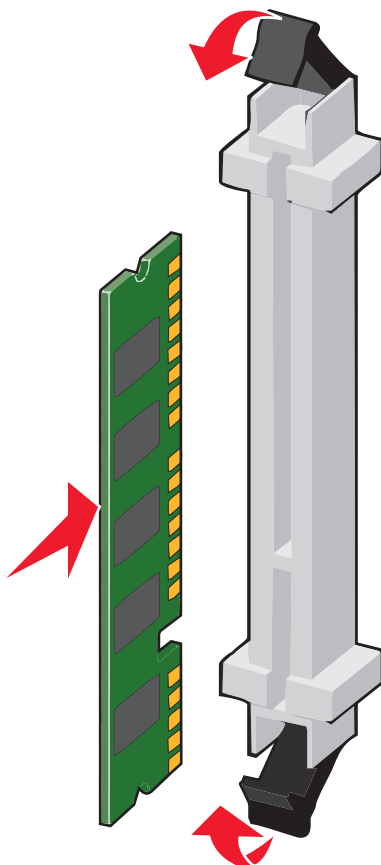


- 4** Align the notch on the memory card to the ridge on the connector.



| | |
|---|-------|
| 1 | Notch |
| 2 | Ridge |

- 5 Push the memory card into the connector until it *clicks* into place.



Installing a flash memory or firmware card

The system board has two connections for an optional flash memory or firmware card. Only one of each may be installed, but the connectors are interchangeable.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

- 1 Access the system board.

For more information, see [“Accessing the system board” on page 27](#).

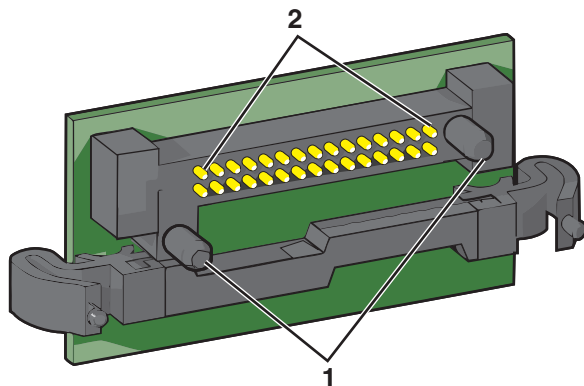
Notes:

- This task requires a flathead screwdriver.
- Do not unplug the fan cable upon opening the metal panel.

- 2 Unpack the card.

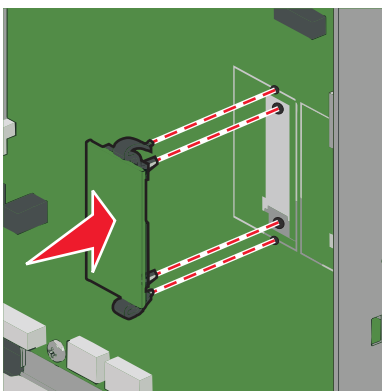
Note: Avoid touching the connection points along the edge of the card.

3 Holding the card by its sides, align the plastic pins on the card with the holes on the system board.



| | |
|----------|--------------|
| 1 | Plastic pins |
| 2 | Metal pins |

4 Push the card firmly into place.



Notes:

- The entire length of the connector on the card must touch and be flush against the system board.
- Be careful not to damage the connectors.

Installing an Internal Solutions Port

The system board supports one optional Lexmark Internal Solutions Port (ISP).

Note: This task requires a flathead screwdriver.

⚠ CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

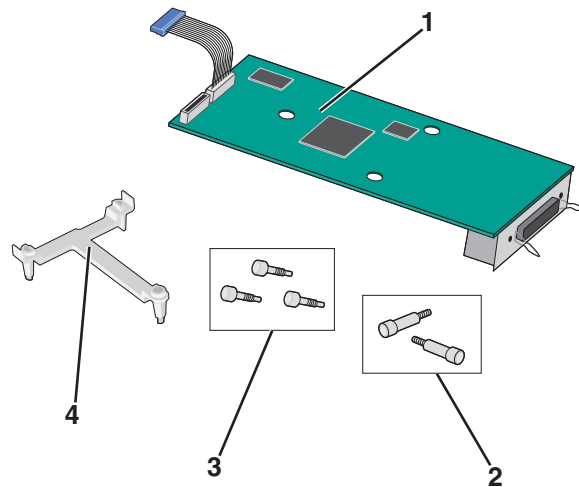
1 Access the system board.

For more information, see [“Accessing the system board” on page 27.](#)

2 Remove the printer hard disk.

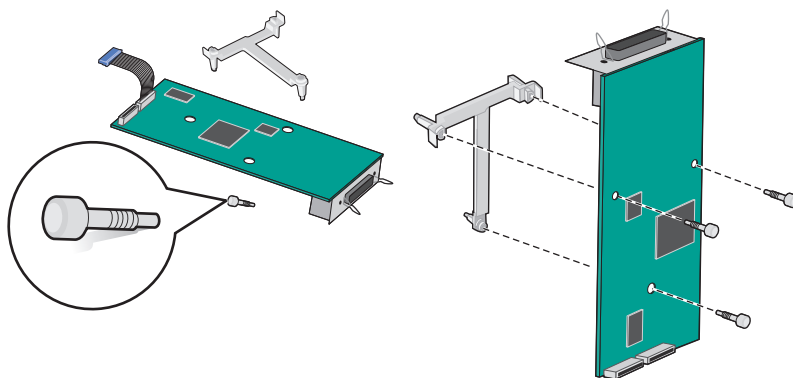
For more information, see [“Removing a printer hard disk” on page 39](#)

3 Unpack the ISP kit.

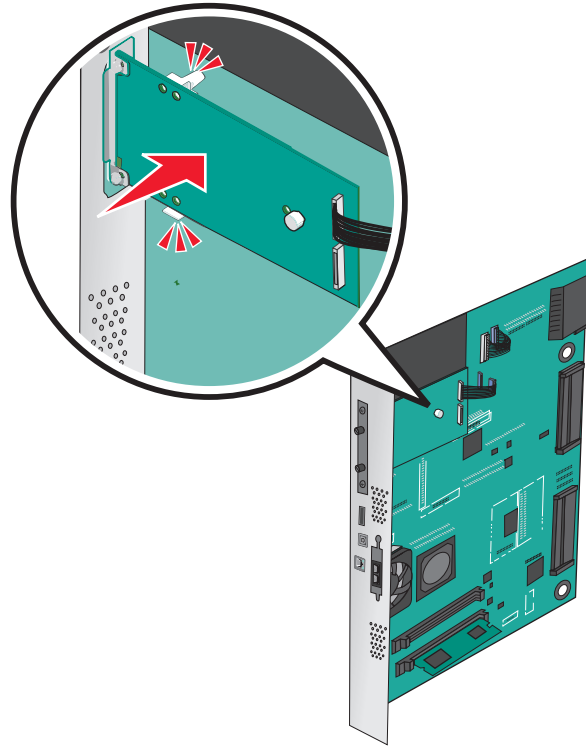


| | |
|----------|--------------------------------|
| 1 | ISP solution |
| 2 | Screws for the ISP solution |
| 3 | Screws for the plastic bracket |
| 4 | Plastic bracket |

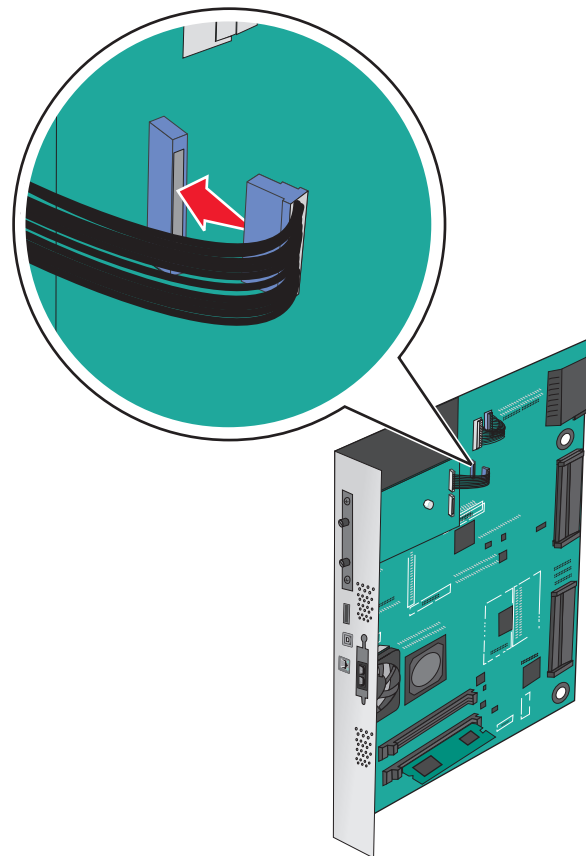
4 Use the provided screws to attach the plastic bracket to the ISP solution.



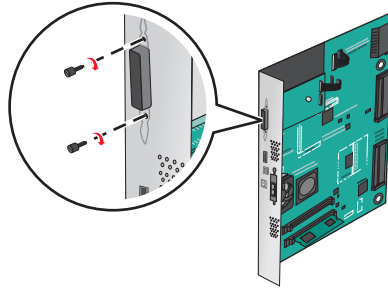
- 5** Use the provided screw to attach the ISP solution to the system board cage.



- 6** Connect the ISP solution interface cable into the receptacle of the system board.



- 7 Firmly connect the ISP solution to the system board cage using two screws.



Installing a printer hard disk

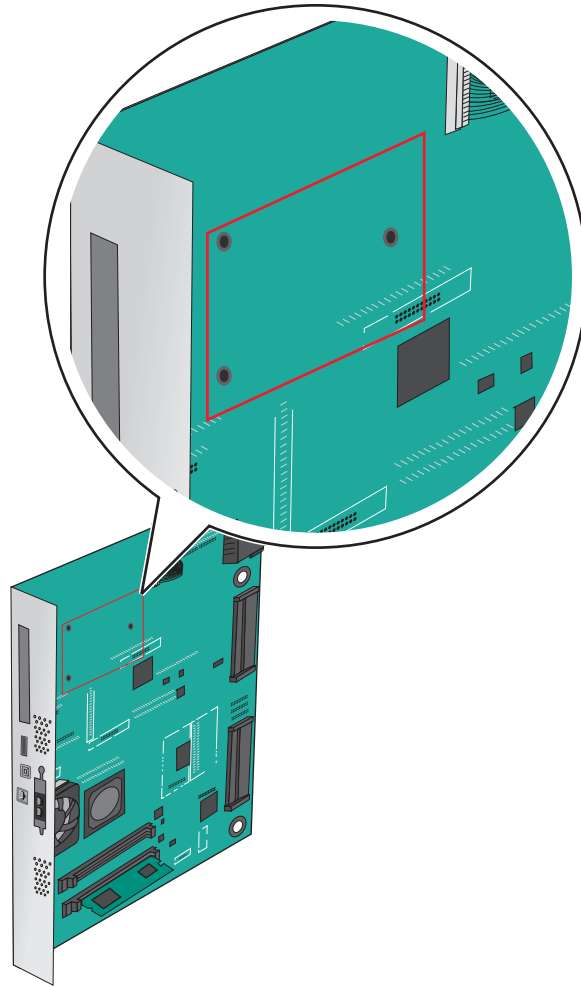
Note: This task requires a flathead screwdriver.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

- 1 Access the system board.
For more information, see [“Accessing the system board” on page 27.](#)
- 2 Unpack the printer hard disk.

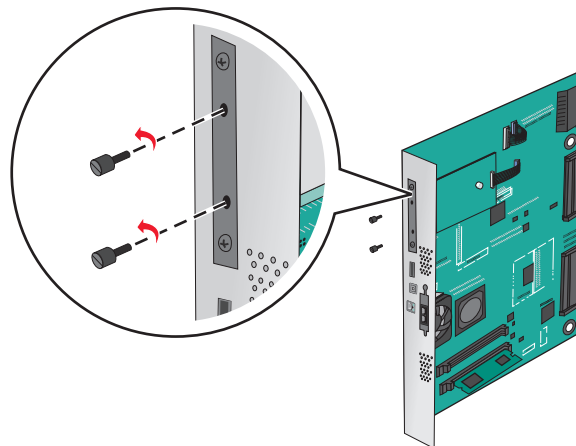
- 3 Locate the appropriate connector on the system board.



Note: If an optional ISP is currently installed, then the printer hard disk must be installed onto the ISP.

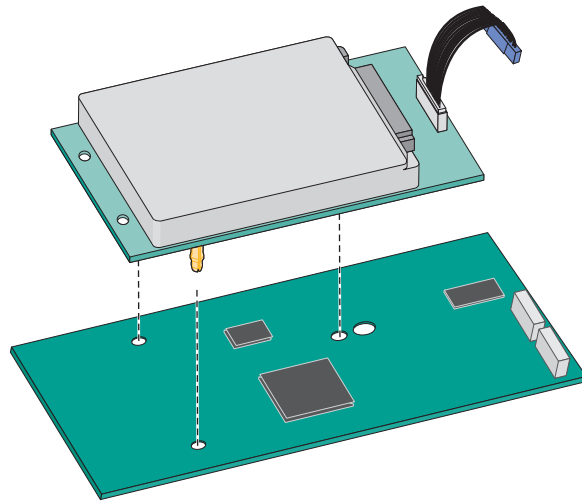
To install a printer hard disk onto the ISP:

- a Using a flathead screwdriver, loosen the screws.



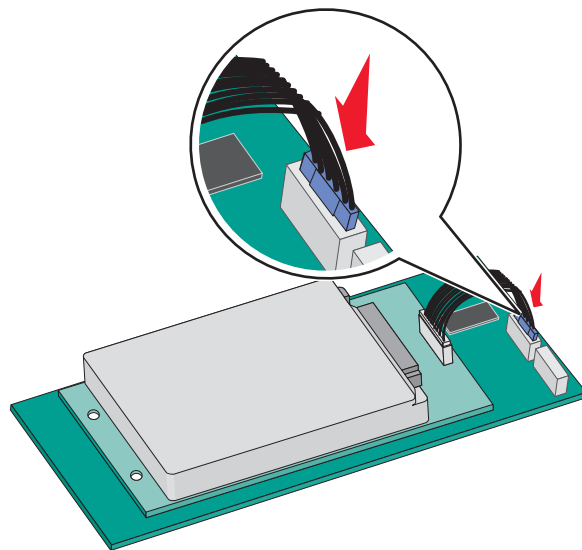
- b Remove the screws attached to the printer hard disk mounting bracket, and then remove the bracket.

- c** Align the standoffs of the printer hard disk to the holes in the ISP, and then press down on the printer hard disk until the standoffs are in place.



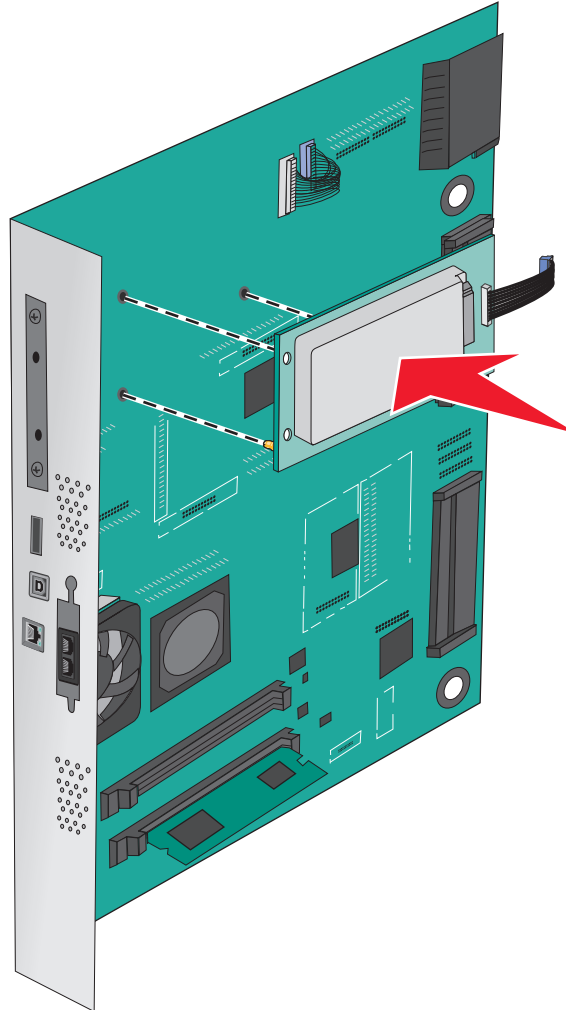
- d** Insert the plug of the printer hard disk interface cable into the receptacle of the ISP.

Note: The plugs and receptacles are color-coded.

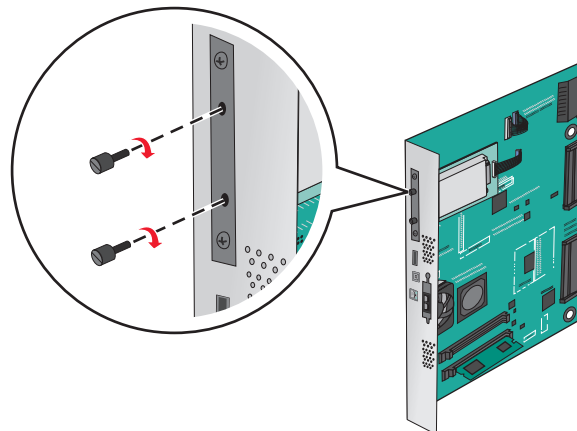


To install a printer hard disk directly on the system board:

- a Align the standoffs of the printer hard disk to the holes in the system board, and then press down on the printer hard disk until the standoffs are in place.

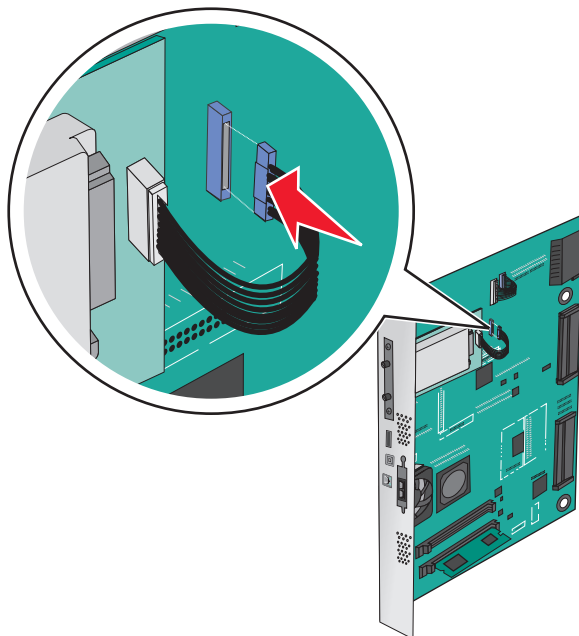


- b Use the two provided screws to attach the printer hard disk mounting bracket.



- c Insert the plug of the printer hard disk interface cable into the receptacle of the system board.

Note: The plugs and receptacles are color-coded.



Removing a printer hard disk

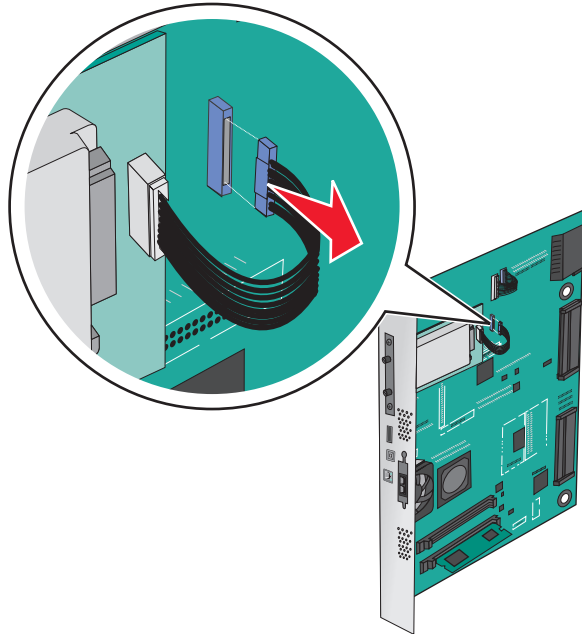
Note: This task requires a flathead screwdriver.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

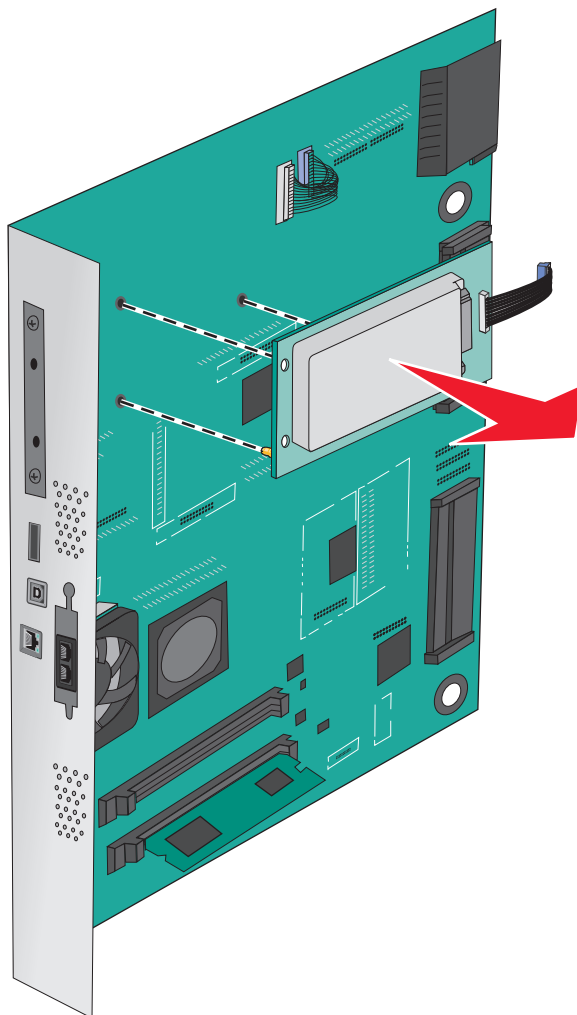
- 1 Access the system board.

For more information, see [“Accessing the system board” on page 27](#).

- 2 Unplug the printer hard disk interface cable from the system board, leaving the cable attached to the printer hard disk. To unplug the cable, squeeze the paddle at the plug of the interface cable to disengage the latch before pulling the cable out.



- 3 Remove the screws while holding the printer hard disk in place, and then remove the printer hard disk.




- 4 Set aside the printer hard disk.

Installing hardware options

Order of installation

- CAUTION—TIPPING HAZARD:** Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.
- CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

 **CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

Install the printer and any optional trays or finishers you have purchased in the following order:

Using a one-tray module

- Optional 520-sheet tray (Tray 2)
- Printer
- 2,000-sheet high-capacity feeder
- Finisher

Using a three-tray module

- Three-tray module
- Printer
- 2,000-sheet high-capacity feeder
- Finisher

Using a tandem-tray module


- Tandem-tray module
- Printer
- 2,000-sheet high-capacity feeder
- Finisher


For information on installing a one-tray module, three-tray module, tandem-tray module, high-capacity feeder, or any of the finishers, see the setup documentation that came with the option.


Installing optional trays

The printer supports the following optional trays:

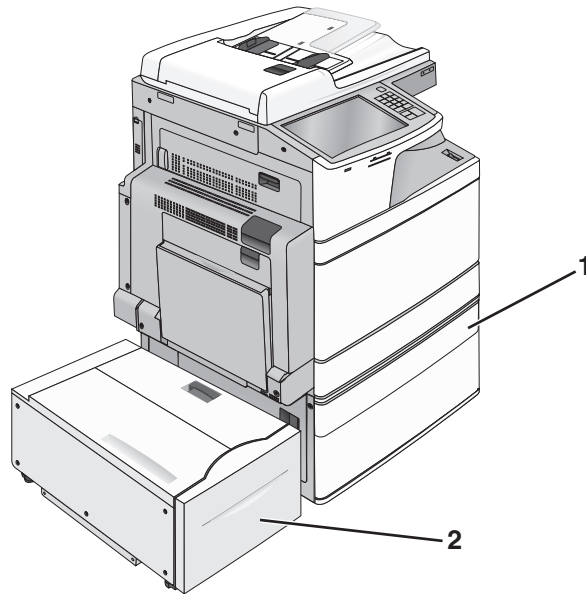
- 1-tray module
- 3-tray module
- Tandem-tray module
- High-capacity feeder

 **CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

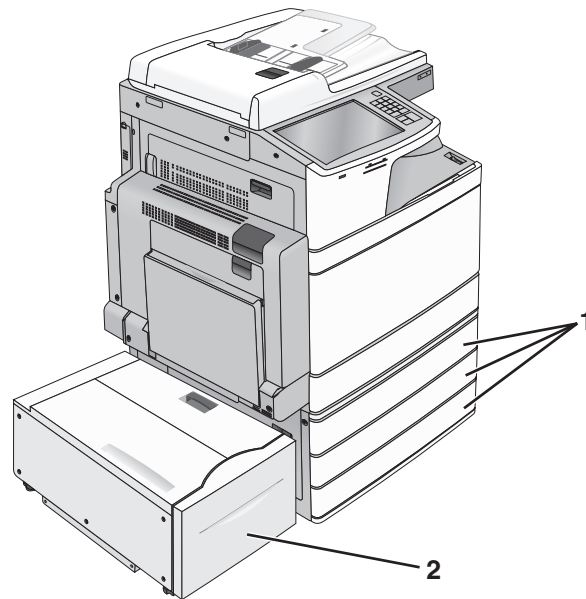
 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

 **CAUTION—TIPPING HAZARD:** Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.

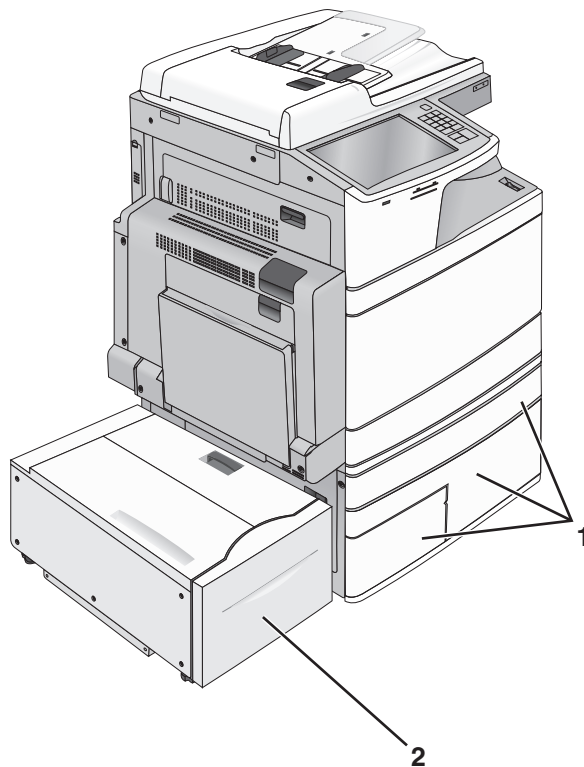
- 1 Unpack the optional tray, and then remove all packing material.
- 2 Place the tray near the printer.
- 3 Turn off the printer.
- 4 Align the printer with the tray, and then lower the printer into place.



| | |
|---|----------------------------------|
| 1 | 1-tray module |
| 2 | 2,000-sheet high-capacity feeder |



| | |
|---|----------------------------------|
| 1 | 3-tray module |
| 2 | 2,000-sheet high-capacity feeder |



| | |
|---|----------------------------------|
| 1 | Tandem-tray module |
| 2 | 2,000-sheet high-capacity feeder |

- 5 Turn the printer back on.
- 6 Set the printer software to recognize the optional tray. For more information, see [“Updating available options in the printer driver” on page 47.](#)

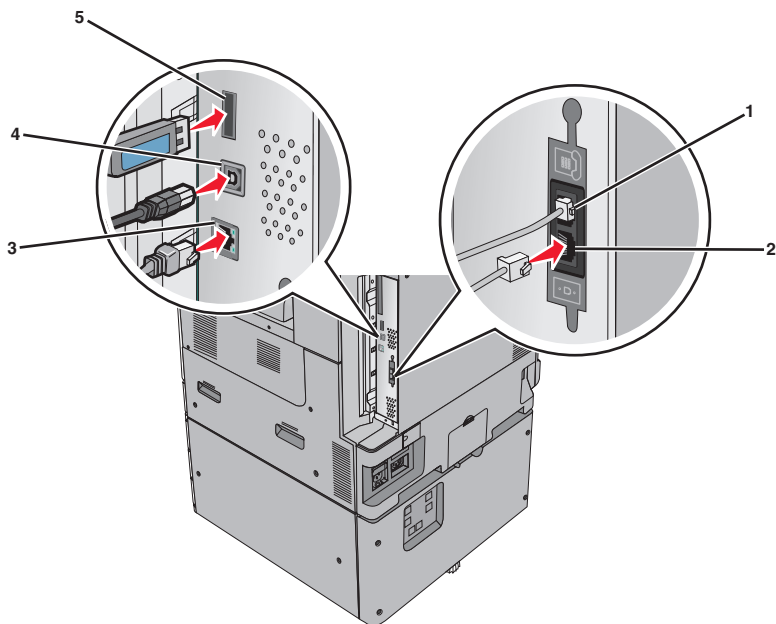
Attaching cables

⚠ CAUTION—POTENTIAL INJURY: 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.

Connect the printer to the computer using a USB cable or Ethernet cable.

Be sure to match the following:

- The USB symbol on the cable with the USB symbol on the printer
- The appropriate Ethernet cable to the Ethernet port



| | |
|---|------------------|
| 1 | Telephone port |
| 2 | Fax port |
| 3 | Ethernet port |
| 4 | USB printer port |
| 5 | USB port |
| <p>Warning—Potential Damage: Do not touch the USB cable, any network adapter, or the printer in the area shown while actively printing. A loss of data or a malfunction can occur.</p> | |

Verifying printer setup

Once all hardware and software options are installed and the printer is turned on, verify that the printer is set up correctly by printing the following:

- **Menu settings page**—Use this page to verify that all printer options are installed correctly. A list of installed options appears toward the bottom of the page. If an option you installed is not listed, then it is not installed correctly. Remove the option and install it again.
- **Network setup page**—If your printer is a network model and is attached to a network, print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

Printing a menu settings page

From the home screen, navigate to:

 > **Reports** > **Menu Settings Page**

Printing a network setup page

If the printer is attached to a network, then print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

- 1 From the home screen, navigate to:



> **Reports** > **Network Setup Page**

- 2 Check the first section of the network setup page, and confirm that the status is **Connected**.

If the status is **Not Connected**, then the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and then print another network setup page.

Setting up the printer software

Installing the printer software

Notes:

- If you installed the printer software on the computer before but need to reinstall the software, then uninstall the current software first.
- Close all open software programs before installing the printer software.

- 1 Obtain a copy of the software installer package.

- From the *Software and Documentation* CD that came with your printer.
- From our Web site:

Go to <http://support.lexmark.com>, and then navigate to:

SUPPORT & DOWNLOAD > select your printer > select your operating system

- 2 Double-click the software installer package.

Wait for the installation dialog to appear.


If you are using a *Software and Documentation* CD and the installation dialog does not appear, then do the following:

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type **D:\setup.exe** > **OK**.

In Windows 7 or earlier

- a Click  or click **Start**, and then click **Run**.
- b In the Start Search or Run dialog, type **D:\setup.exe**.
- c Press **Enter**, or click **OK**.

In Macintosh

Click the CD icon on the desktop.

Note: **D** is the letter of your CD or DVD drive.

- 3 Click **Install**, and then follow the instructions on the computer screen.

Updating available options in the printer driver

When any hardware options are installed, you may need to manually add the options in the printer driver to make them available for use.

For Windows users

- 1 Open the printers folder.

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type **control printers** > **OK**

In Windows 7 or earlier

a Click  or click **Start**, and then click **Run**.

b In the Start Search or Run dialog, type **control printers**.

c Press **Enter**, or click **OK**.

- 2 Depending on your device, do either of the following:
 - Press and hold the printer you want to update.
 - Right-click the printer you want to update.
- 3 From the menu that appears, do either of the following:
 - For Windows 7 or later, select **Printer properties**.
 - For earlier versions, select **Properties**.
- 4 Click the **Configuration** tab.
- 5 Do either of the following:
 - Click **Update Now - Ask Printer**.
 - Under Configuration Options, manually add any installed hardware options.
- 6 Click **Apply**.

For Macintosh users

- 1 From the Apple menu, navigate to either of the following:
 - **System Preferences** > **Print & Scan** > select your printer > **Options & Supplies** > **Driver**
 - **System Preferences** > **Print & Fax** > select your printer > **Options & Supplies** > **Driver**
- 2 Add any installed hardware options, and then click **OK**.

Networking

Notes:

- Purchase a MarkNet N8352 wireless network adapter before setting up the printer on a wireless network. For information on installing the wireless network adapter, see the instruction sheet that came with the adapter.
- A Service Set Identifier (SSID) is a name assigned to a wireless network. Wired Equivalent Privacy (WEP), Wi-Fi Protected Access (WPA), WPA2, and 802.1X - RADIUS are types of security used on a network.

Preparing to set up the printer on an Ethernet network

To configure your printer to connect to an Ethernet network, organize the following information before you begin:

Note: If your network automatically assigns IP addresses to computers and printers, continue on to installing the printer.

- A valid, unique IP address for the printer to use on the network
- The network gateway
- The network mask
- A nickname for the printer (optional)

Note: A printer nickname can make it easier for you to identify your printer on the network. You can choose to use the default printer nickname, or assign a name that is easier for you to remember.

You will need an Ethernet cable to connect the printer to the network and an available port where the printer can physically connect to the network. Use a new network cable when possible to avoid potential problems caused by a damaged cable.

Preparing to set up the printer on a wireless network

Notes:

- Make sure your access point (wireless router) is turned on and is working properly.
- Do not connect the installation or network cables until prompted to do so by the setup software.

Make sure you have the following information before setting up the printer on a wireless network:

- **SSID**—The SSID is also referred to as the network name.
- **Wireless Mode (or Network Mode)**—The mode is either infrastructure or ad hoc.
- **Channel (for ad hoc networks)**—The channel defaults to automatic for infrastructure networks.

Some ad hoc networks will also require the automatic setting. Check with your system support person if you are not sure which channel to select.

- **Security Method**—There are four basic options for Security Method:
 - WEP key
If your network uses more than one WEP key, then enter up to four in the provided spaces. Select the key currently in use on the network by selecting the default WEP transmit key.
 - WPA or WPA2 preshared key or passphrase
WPA includes encryption as an additional layer of security. The choices are AES or TKIP. Encryption must be set for the same type on the router and on the printer, or the printer will not be able to communicate on the network.
 - 802.1X–RADIUS
If you are installing the printer on an 802.1X network, then you may need the following:
 - Authentication type
 - Inner authentication type
 - 802.1X user name and password
 - Certificates
 - No security
If your wireless network does not use any type of security, then you will not have any security information.
Note: Using an unsecured wireless network is not recommended.

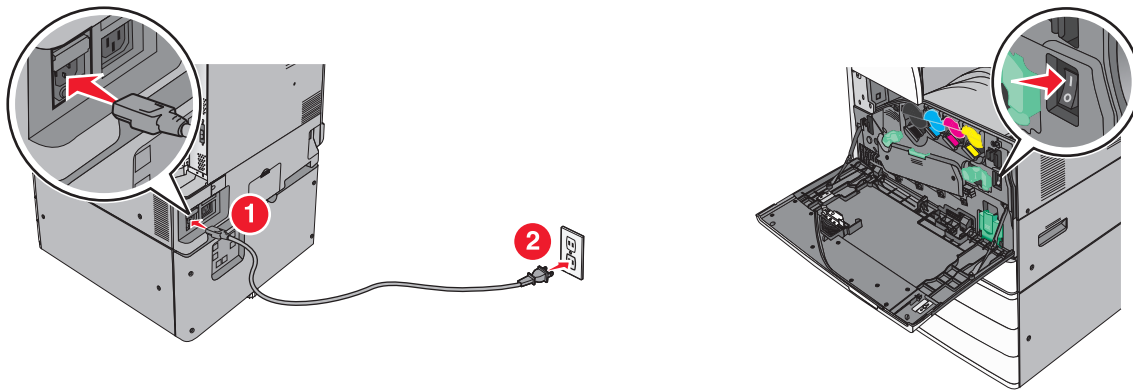
Notes:

- If you do not know the SSID of the network that your computer is connected to, then launch the wireless utility of the computer network adapter, and then look for the network name. If you cannot find the SSID or the security information for your network, then see the documentation that came with the access point or contact your system support person.
- To find the WPA/WPA2 preshared key or passphrase for the wireless network, see the documentation that came with the access point, see the Embedded Web Server associated with the access point, or consult your system support person.

Installing the printer on a wireless network (Windows)

Before installing the printer on a wireless network, make sure:

- Your wireless network is set up and is working properly.
 - The computer you are using is connected to the same wireless network where you want to set up the printer.
- 1 Connect the power cord to the printer, then to a properly grounded electrical outlet, and then turn on the printer.



Note: Make sure the printer and the computer are fully on and ready.

Warning—Potential Damage: Do not connect the USB cable until instructed to do so on the computer screen.



2 Obtain a copy of the software installer package.

- From the *Software and Documentation* CD that came with your printer.
- From our Web site:

Go to <http://support.lexmark.com>, and then navigate to:

SUPPORT & DOWNLOAD > select your printer > select your operating system

3 Double-click the software installer package.

Wait for the installation dialog to appear.


If you are using the *Software and Documentation* CD and the installation dialog does not appear, then do the following:

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type **D:\setup.exe** > **OK**

In Windows 7 or earlier

- Click  or click **Start**, and then click **Run**.
- In the Start Search or Run dialog, type **D:\setup.exe**.
- Press **Enter** or click **OK**.

Note: **D** is the letter of your CD or DVD drive.

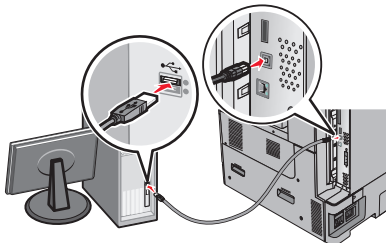
4 Click **Install**, and then follow the instructions on the computer screen.

5 Select **Wireless connection** when asked to choose a connection type.

6 From the Wireless Configuration dialog, select **Guided Setup (Recommended)**.

Note: Choose **Advanced Setup** only if you want to customize your installation.

7 Temporarily connect a USB cable between the computer on the wireless network and the printer.



Note: After the printer is configured, the software will instruct you to disconnect the temporary USB cable so you can print wirelessly.

8 Follow the instructions on the computer screen.

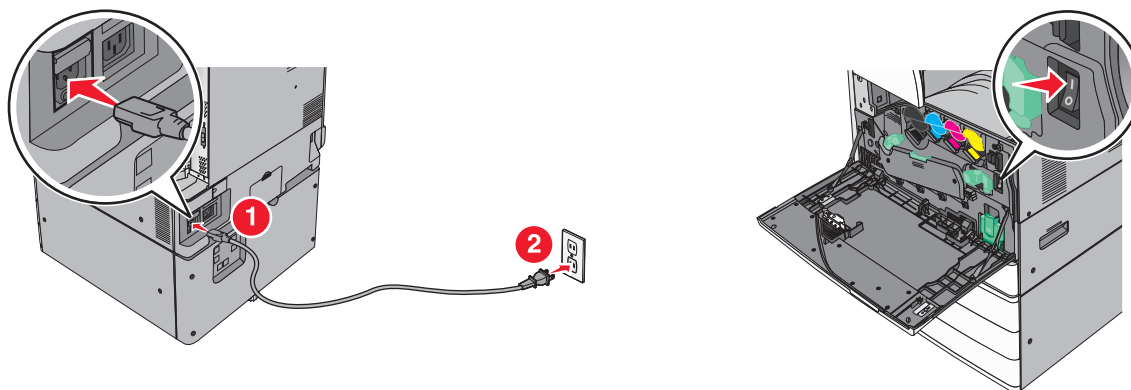
Note: For more information on allowing other computers on the network to use the wireless printer, see the *Networking Guide*.

Installing the printer on a wireless network (Macintosh)

Note: Make sure to disconnect the Ethernet cable when installing the printer on a wireless network.

Prepare to configure the printer

1 Connect the power cord to the printer, then to a properly grounded electrical outlet, and then turn on the printer.



2 Locate the printer MAC address.

a From the printer control panel, navigate to:

Home > Reports > [checkmark] > Network Setup Page > [checkmark]
or

Menu > Reports > Network Setup Page

b In the Standard Network Card section, look for **UAA (MAC)**.

Note: You will need this information later.

Enter the printer information

- 1 Access the AirPort options:

In Mac OS X version 10.5 or later

From the Apple menu, navigate to either of the following:

- **System Preferences > Network > Wi-Fi**
- **System Preferences > Network > AirPort**

In Mac OS X version 10.4

From the Finder, navigate to:

Applications > Internet Connect > AirPort

- 2 From the Network Name pop-up menu, select **print server [yyyyyy]**, where the **y**'s are the last six digits of the MAC address located on the MAC address sheet.
- 3 Open a Web browser.
- 4 From the Bookmarks menu, select **Show** or **Show All Bookmarks**.
- 5 Under COLLECTIONS, select **Bonjour** or **Rendezvous**, and then double-click the printer name.
Note: The application referred to as *Rendezvous* in Mac OS X version 10.2 is now called *Bonjour* by Apple Inc.
- 6 From the Embedded Web Server, navigate to the location of the wireless settings information.

Configure the printer for wireless access

- 1 Type the network name (SSID) in the appropriate field.
- 2 Select **Infrastructure** as your Network Mode setting if you are using an access point (wireless router).
- 3 Select the type of security you want to use to protect the wireless network.
- 4 Enter the security information necessary for the printer to connect to the wireless network.
- 5 Click **Submit**.
- 6 Open the AirPort application on the computer:

In Mac OS X version 10.5 or later

From the Apple menu, navigate to either of the following:

- **System Preferences > Network > Wi-Fi**
- **System Preferences > Network > AirPort**

In Mac OS X version 10.4

From the Finder, navigate to:

Applications > Internet Connect > AirPort

- 7 From the Network pop-up menu, select the name of the wireless network.

Configure your computer to use the printer wirelessly

To print on a network printer, each Macintosh user must install a custom printer driver file and create a print queue in the Printer Setup Utility or Print Center.

1 Install a printer driver file on the computer:

- a Obtain a copy of the software installer package.
 - From the *Software and Documentation* CD that came with your printer.
 - From our Web site:
Go to <http://support.lexmark.com>, and then navigate to:
SUPPORT & DOWNLOAD > select your printer > select your operating system
- b Double-click the installer package for the printer.
- c Follow the instructions on the computer screen.
- d Select a destination, and then click **Continue**.
- e From the Easy Install screen, click **Install**.
- f Type the user password, and then click **OK**.
All necessary applications are installed in the computer.
- g Click **Close** when the installation is complete.

2 Add the printer:

a For IP printing:

In Mac OS X version 10.5 or later

- 1 From the Apple menu, navigate to either of the following:
 - **System Preferences > Print & Scan**
 - **System Preferences > Print & Fax**
- 2 Click **+**.
- 3 If necessary, click **Add Printer or Scanner** or **Add Other Printer or Scanner**.
- 4 Click the **IP** tab.
- 5 Type the IP address of the printer in the address field, and then click **Add**.

In Mac OS X version 10.4

- 1 From the Finder, navigate to:
Applications > Utilities
- 2 Double-click **Printer Setup Utility** or **Print Center**.
- 3 From the Printer List, choose **Add**, and then click **IP Printer**.
- 4 Type the IP address of the printer in the address field, and then click **Add**.

b For AppleTalk printing:

Notes:

- Make sure AppleTalk is activated on your printer.
- This feature is supported only in Mac OS X version 10.5 or earlier.

In Mac OS X version 10.5

- 1 From the Apple menu, navigate to:
System Preferences > Print & Fax
- 2 Click +, and then navigate to:
AppleTalk > select the printer from the list > Add

In Mac OS X version 10.4

- 1 From the Finder, navigate to:
Applications > Utilities
- 2 Double-click **Printer Setup Utility** or **Print Center**.
- 3 From the Printer List, click **Add**.
- 4 Click **Default Browser** tab > **More Printers**.
- 5 From the first pop-up menu, select **AppleTalk**.
- 6 From the second pop-up menu, select **Local AppleTalk Zone**.
- 7 Select the printer from the list, and then click **Add**.

Changing port settings after installing a new network ISP

Notes:

- If the printer has a static IP address, then you do not need to make any changes.
- If the computers are configured to use the network name, instead of an IP address, then you do not need to make any changes.
- If you are adding a wireless ISP to a printer previously configured for an Ethernet connection, then make sure the printer is disconnected from the Ethernet network.

For Windows users

- 1 Open the printers folder.
- 2 From the shortcut menu of the printer with the new ISP, open the printer properties.
- 3 Configure the port from the list.
- 4 Update the IP address.
- 5 Apply the changes.

For Macintosh users

- 1 From System Preferences in the Apple menu, navigate to the list of printers, and then select + > **IP**.
- 2 Type the IP address in the address field.
- 3 Apply the changes.

Setting up serial printing (Windows only)

After installing the serial or communication (COM) port, configure the printer and the computer.

Note: Serial printing reduces print speed.

- 1** Set the parameters in the printer.
 - a** From the control panel, navigate to the menu for the port settings.
 - b** Locate the menu for the serial port settings, and then adjust the settings, if necessary.
 - c** Save the settings.
- 2** From your computer, open the printers folder, and then select your printer.
- 3** Open the printer properties, and then select the COM port from the list.
- 4** Set the COM port parameters in Device Manager.

Use the Run dialog box to open the command prompt, and then type **devmgmt .msc**.

Minimizing your printer's environmental impact

Lexmark is committed to environmental sustainability and is continually improving its printers to reduce their impact on the environment. We design with the environment in mind, engineer our packaging to reduce materials, and provide collection and recycling programs. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment
- The Lexmark recycling program at www.lexmark.com/recycle

By selecting certain printer settings or tasks, you may be able to reduce your printer's impact even further. This chapter outlines the settings and tasks that may yield a greater environmental benefit.

Saving paper and toner

Studies show that as much as 80% of the carbon footprint of a printer is related to paper usage. You can significantly reduce your carbon footprint by using recycled paper and the following printing suggestions, such as printing on both sides of the paper and printing multiple pages on one side of a single sheet of paper.

To save paper and energy using one printer setting, see [“Using Eco-Mode” on page 57](#).

Using recycled paper

As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser/LED printers. For more information on recycled papers that work well with your printer, see [“Using recycled paper and other office papers” on page 76](#).

Conserving supplies

Use both sides of the paper

If your printer model supports two-sided printing, then you can control whether print appears on one or two sides of the paper.

Notes:

- Two-sided printing is the default setting in the print driver.
- For a complete list of supported products and countries, go to <http://support.lexmark.com>.

Place multiple pages on one sheet of paper

You can print up to 16 consecutive pages of a multiple-page document onto one side of a single sheet of paper by setting multiple page printing (N-Up) for the print job.

Check your first draft for accuracy

Before printing or making multiple copies of a document:

- Use the preview feature to see how the document looks like before you print it.
- Print one copy of the document to check its content and format for accuracy.

Avoid paper jams

Correctly set the paper type and size to avoid paper jams. For more information, see [“Avoiding jams” on page 262](#).

Saving energy

Using Eco-Mode

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > General Settings > Eco-Mode > select a setting > Submit**.

| Choose | To |
|---------------------|--|
| Off | Use factory default settings for all settings associated with Eco-Mode. This setting supports the performance specifications of your printer. |
| Energy | Reduce energy use, especially when the printer is idle. <ul style="list-style-type: none"> • Printer engine motors do not start until it is ready to print. You may notice a short delay before the first page is printed. • The printer enters Sleep mode after one minute of inactivity. • When the printer enters Sleep mode, the printer control panel display and the standard exit bin lights are turned off. • If scanning is supported, the scanner lamps are activated only when a scan job is started. |
| Energy/Paper | Use all the settings associated with Energy mode and Paper mode. |
| Paper | <ul style="list-style-type: none"> • Enable the automatic duplex feature. • Turn off print log features. |

Reducing printer noise

To select a Quiet Mode setting using the Embedded Web Server:

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > General Settings > Quiet Mode > select a setting > Submit**.

| Choose | To |
|---|--|
| Off Note: Selecting Photo from the driver may disable Quiet Mode and provide better print quality and full speed printing. | Use factory default settings. This setting supports the performance specifications of your printer. |
| On | Reduce printer noise. <ul style="list-style-type: none"> • Print jobs will process at a reduced speed. • Printer engine motors do not start until a document is ready to print. There will be a short delay before the first page is printed. • If your printer has faxing capability, fax sounds are reduced or disabled, including those made by the fax speaker and ringer. The fax is placed in standby mode. • The alarm control and cartridge alarm sounds are turned off. • The printer will ignore the Advance Start command. |

Adjusting Sleep mode

1 From the home screen, navigate to:

 > **Settings** > **General Settings** > **Timeouts** > **Sleep Mode**

2 In the Sleep Mode field, select the number of minutes the printer is idle before it enters Sleep mode.

3 Apply the changes.

Using Hibernate Mode

Hibernate is an ultra-low power operating mode. When operating in Hibernate mode, the printer is essentially off, and all other systems and devices are powered down safely.

Note: The Hibernate and Sleep modes can be scheduled.

Using the Embedded Web Server

1 Type the printer IP address in the address field of your Web browser.

If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **General Settings** > **Sleep Button Settings**.

3 From the Press Sleep Button or Press and Hold Sleep Button drop-down, select **Hibernate**.

4 Click **Submit**.

Using the printer control panel

1 From the home screen, navigate to:



> **Settings** > **General Settings** > **Press Sleep Button** or **Press and Hold Sleep Button** > **Hibernate**

2 Touch **Submit**.

Adjusting the brightness of the printer display

To save energy, or if you have trouble reading from the display, adjust the brightness of the display.

Using the Embedded Web Server

1 Open a Web browser, and then type the printer IP address in the address field.

Notes:

- The IP address is located on the upper portion of the home screen. It appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Select **Settings** > **General Settings**.

3 In the Screen Brightness field, enter the brightness percentage you want for the display.

4 Apply the changes.

Using the control panel

1 From the home screen, navigate to:



> **Settings** > **General Settings**

2 In the Screen Brightness field, enter the brightness percentage you want for the display.

3 Apply the changes.

Recycling

Lexmark provides collection programs and environmentally progressive approaches to recycling. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment
- The Lexmark recycling program at www.lexmark.com/recycle

Recycling Lexmark products

To return Lexmark products for recycling:

1 Go to www.lexmark.com/recycle.

2 Find the product type you want to recycle, and then select your country or region from the list.

3 Follow the instructions on the computer screen.

Note: Printer supplies and hardware not listed in the Lexmark collection program may be recycled through your local recycling center. Contact your local recycling center to determine the items they accept.

Recycling Lexmark packaging

Lexmark continually strives to minimize packaging. Less packaging helps to ensure that Lexmark printers are transported in the most efficient and environmentally sensitive manner and that there is less packaging to dispose of. These efficiencies result in fewer greenhouse emissions, energy savings, and natural resource savings.

Lexmark cartons are 100% recyclable where corrugated recycling facilities exist. Facilities may not exist in your area.

The foam used in Lexmark packaging is recyclable where foam recycling facilities exist. Facilities may not exist in your area.

When you return a cartridge to Lexmark, you can reuse the box that the cartridge came in. Lexmark will recycle the box.

Returning Lexmark cartridges for reuse or recycling

Lexmark Cartridge Collection Program diverts millions of Lexmark cartridges from landfills annually by making it both easy and free for Lexmark customers to return used cartridges to Lexmark for reuse or recycling. One hundred percent of the empty cartridges returned to Lexmark are either reused or demanufactured for recycling. Boxes used to return the cartridges are also recycled.

To return Lexmark cartridges for reuse or recycling, follow the instructions that came with your printer or cartridge and use the prepaid shipping label. You can also do the following:


- 1 Go to www.lexmark.com/recycle.
- 2 From the Toner Cartridges section, select your country or region.
- 3 Follow the instructions on the computer screen.

Loading paper and specialty media

Setting the paper size and type

The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set manually for all trays that do not contain plain paper.

From the home screen navigate to:

 > **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type > **Submit**

Configuring Universal paper settings

The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set paper size to Universal for the specified tray when the size you want is not available from the Paper Size menu. Then specify all of the following Universal size settings for your paper:

- Units of Measure
- Portrait Width
- Portrait Height

The following are the supported Universal sizes:

- 76.2–296.93 x 76.2–1219.2 mm (3–11.69 x 3–48 inches)
- 297.18–320.29 x 76.2–609.6 mm (11.70–12.61 x 3–24 inches)
- 320.55–609.6 x 76.2–320.29 mm (12.62–24 x 3–12.61 inches)
- 609.85–1219.2 x 76.2–296.93 mm (24.01–48 x 3–11.69 inches)

1 From the home screen, navigate to:

 > **Paper Menu** > **Universal Setup** > **Units of Measure** > select a unit of measure

2 Touch **Portrait Width** or **Portrait Height**.

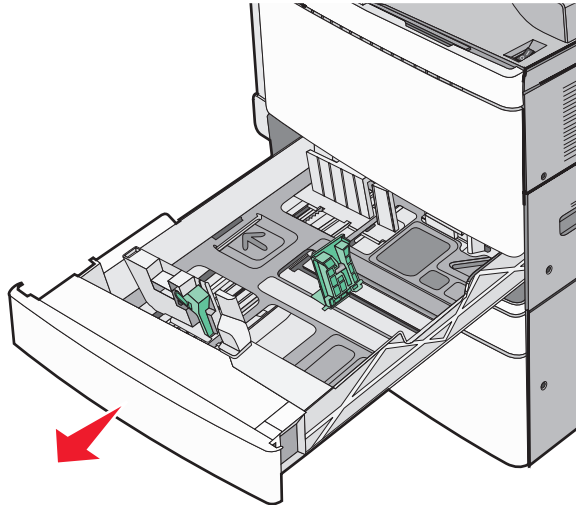
3 Select the width or height, and then touch **Submit**.

Loading the standard or optional 520-sheet tray

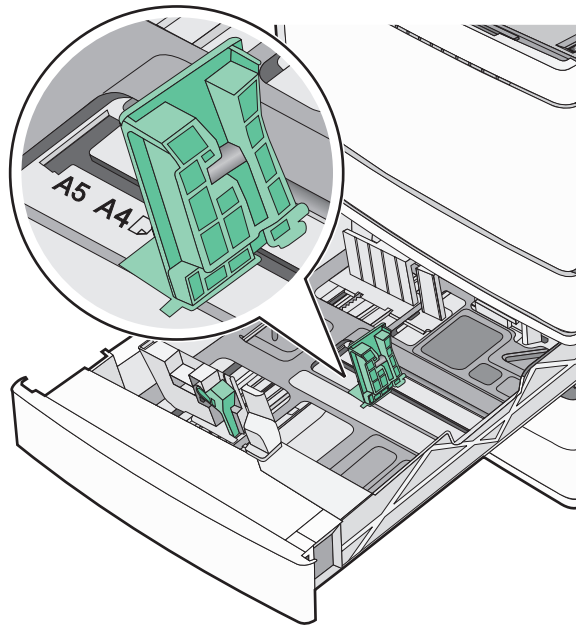
The printer has one standard 520-sheet tray (Tray 1), and may have one or more optional 520-sheet trays. All 520-sheet trays support the same paper sizes and types.

⚠ CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

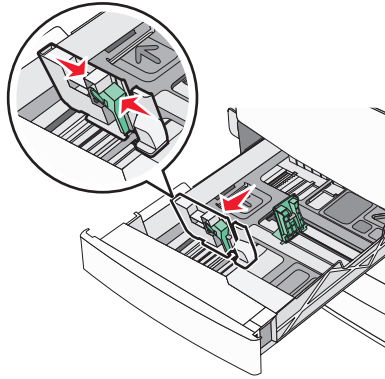
1 Pull the tray out.



Notice the size indicators at the bottom of the tray. Use these indicators to help position the length and width guides.

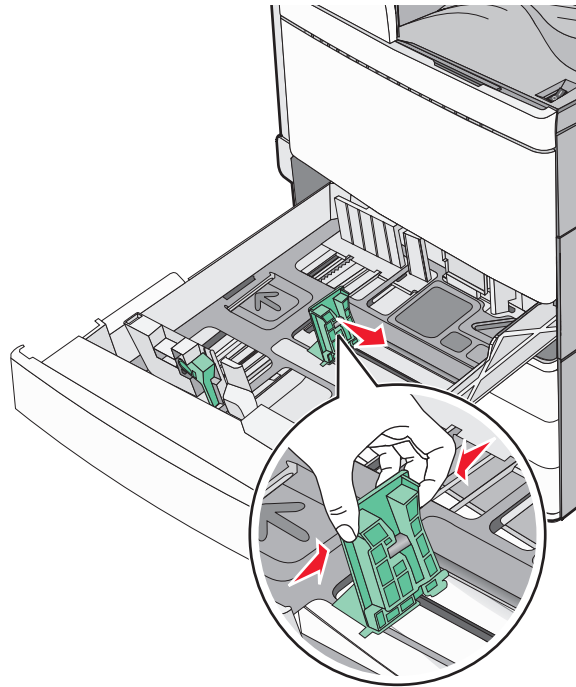


- 2 Squeeze and then slide the width guide to the correct position for the paper size loaded.

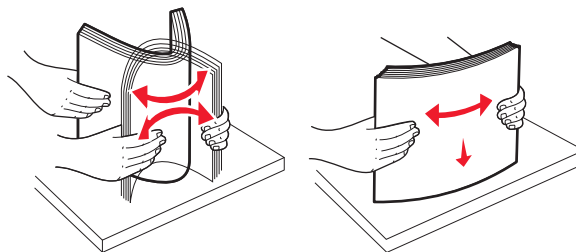


- 3 Squeeze and then slide the length guide to the correct position for the paper size loaded.

Note: The length guide has a locking device. To unlock, slide the button on top of the length guide down. To lock, slide the button up when a length has been selected.



- 4 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

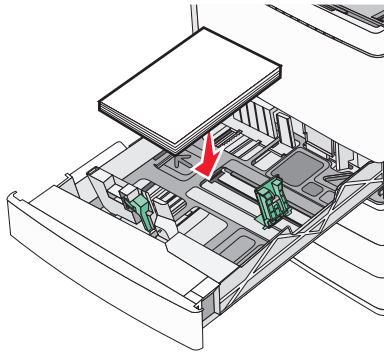


- 5 Load the paper stack with the recommended print side faceup.

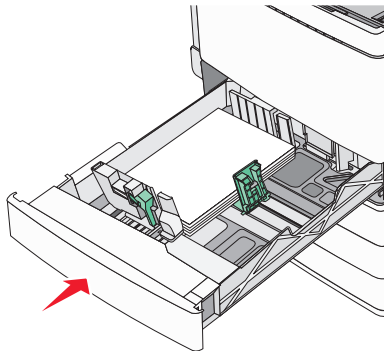
Notes:

- Place print side facedown for duplex printing.
- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads with the header on the left side of the tray.
- Make sure the paper is below the maximum fill line located on the edge of the paper tray.

Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.



6 Insert the tray.



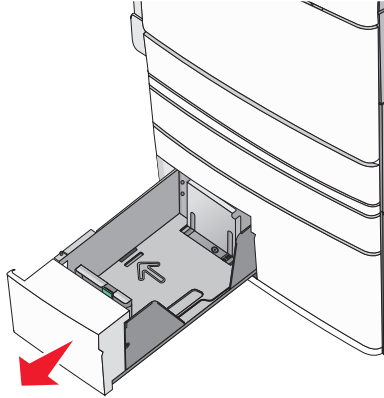
7 From the printer control panel, verify the Paper Size and Paper Type setting for the tray based on the paper you loaded.

Loading the optional 850- and 1,150-sheet trays

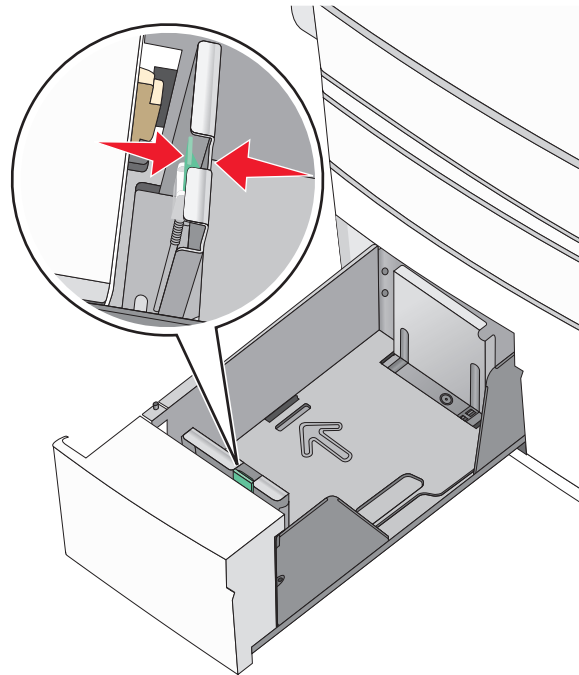
The 850- and 1,150-sheet trays support the same paper sizes and types, and require the same process for loading paper.

⚠ CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

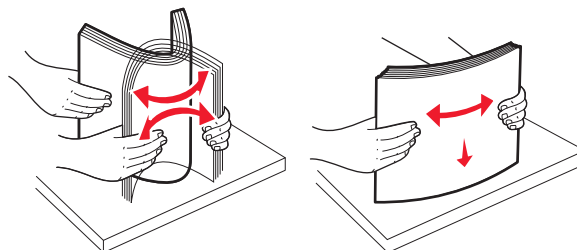
1 Pull the tray out.



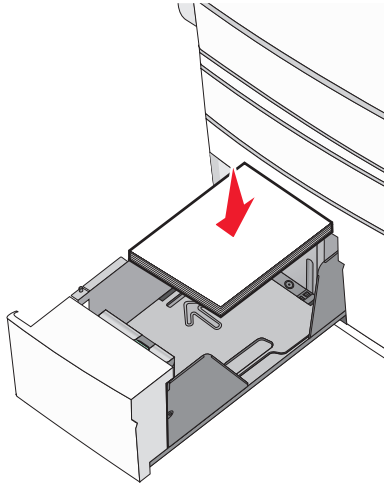
2 Squeeze and then slide the length guide to the correct position for the paper size you are loading.



3 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 4 Load the paper stack with the recommended print side faceup.

**Notes:**

- Place print side facedown for duplex printing.
- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads faceup with the header on the left side of the tray.
- Place letterheads facedown with the header on the right side of the tray for duplex printing.
- Make sure the paper is below the maximum fill line located on the edge of the paper tray.

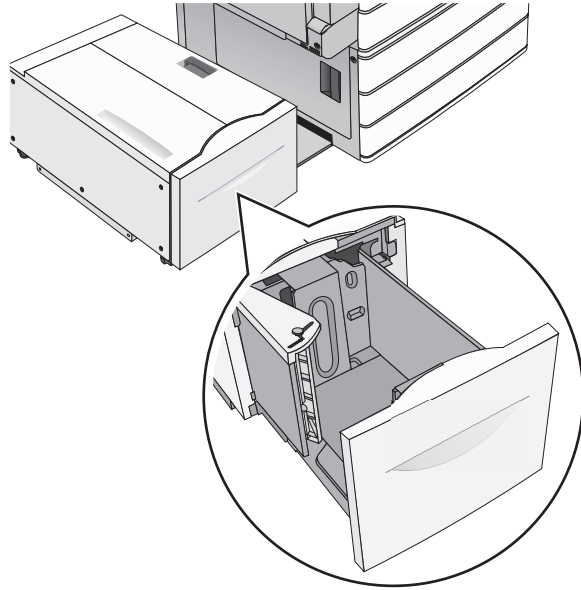
Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.

- 5 Insert the tray.
- 6 From the printer control panel, verify the Paper Size and Paper Type setting for the tray based on the paper you loaded.

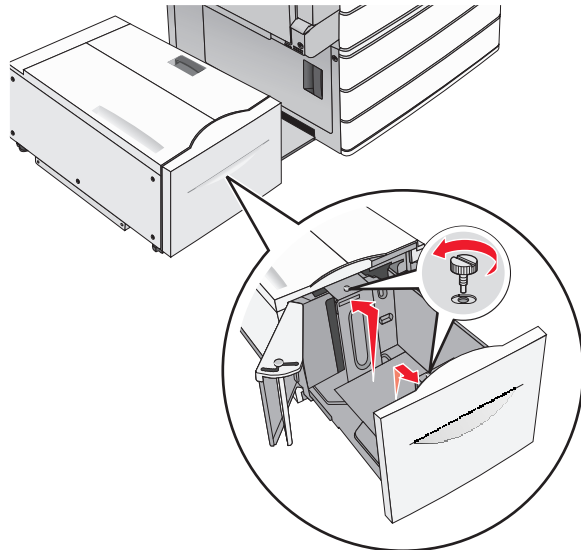
Loading the 2000-sheet high-capacity feeder

The high-capacity feeder can hold up to 2,000 sheets of letter-, A4-, and legal-size paper (80 g/m² or 20 lb).

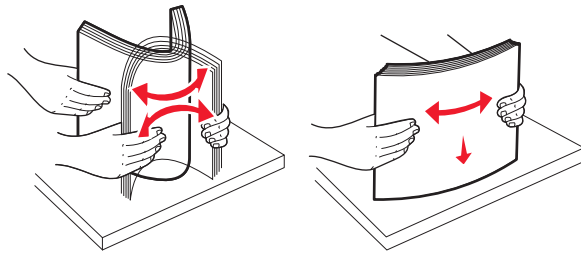
- 1 Pull the tray out.



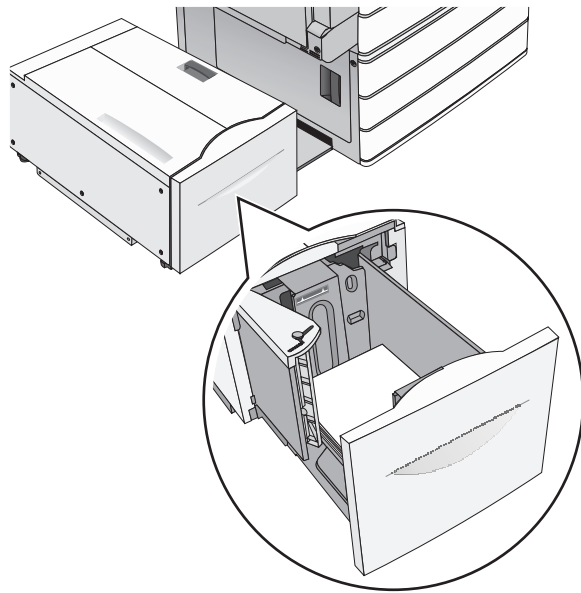
- 2 Adjust the width guide as necessary.



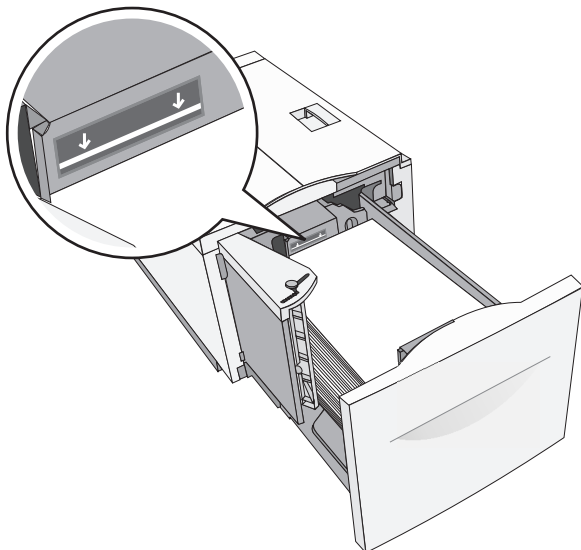
- 3** Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 4** Load paper into the tray with the print side faceup.



Note: Make sure the paper is below the maximum fill line located on the edge of the paper tray. Overloading the tray can cause paper jams and possible printer damage.



Notes:

- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads faceup with the header on the left side of the tray.
- Place letterheads facedown with the header on the right side of the tray for duplex printing.

5 Insert the tray.

Loading the multipurpose feeder

The multipurpose feeder can hold several sizes and types of print media, such as transparencies, labels, card stock, and envelopes. It can be used for single-page or manual printing, or as an additional tray.

The multipurpose feeder can hold approximately:

- 100 sheets of 75-g/m² (20-lb) paper
- 10 envelopes
- 75 transparencies

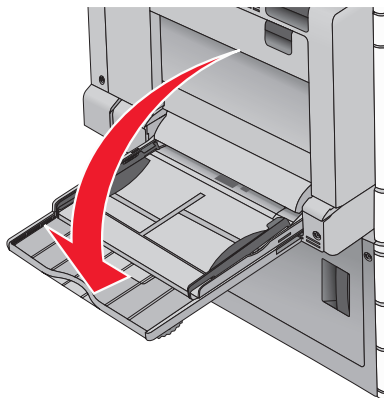
The multipurpose feeder accepts paper or specialty media within the following dimensions:

- Width—89 mm (3.5 in.) to 229 mm (9.02 in.)
- Length—127 mm (5 in.) to 1270 mm (50 in.)

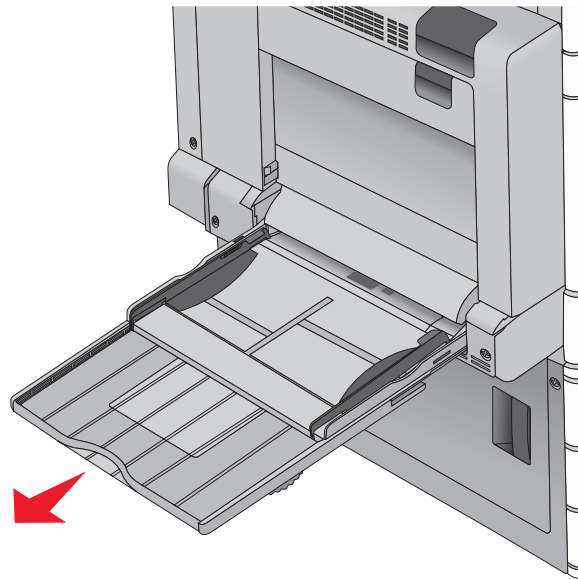
Note: Maximum width and length can be applied only to short-edge feeding.

Note: Do not add or remove paper or specialty media when the printer is printing from the multipurpose feeder or when the printer control panel indicator light is blinking. Doing so may cause a jam.

1 Pull down the multipurpose feeder door.

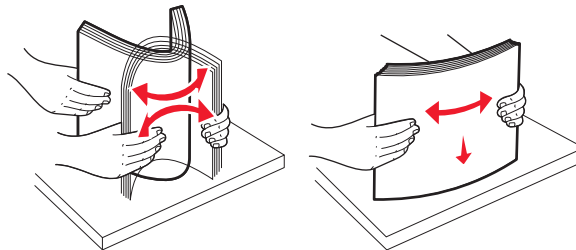


- 2 For paper or specialty media that is longer than letter-size paper, gently pull the extension until it is fully extended.

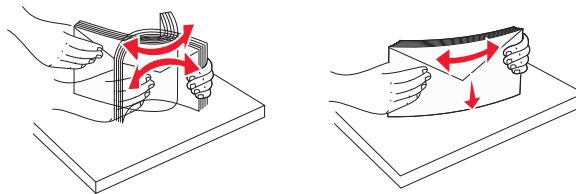


- 3 Flex the sheets of paper or specialty media back and forth to loosen them. Do not fold or crease them. Straighten the edges on a level surface.

Paper

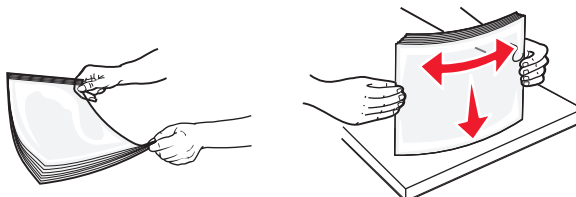


Envelopes

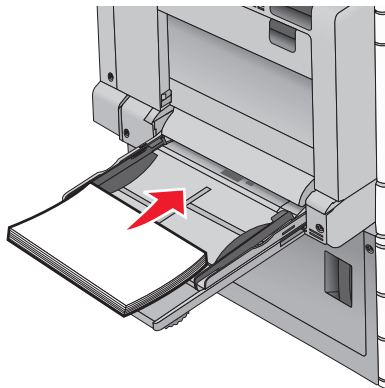


Transparencies

Note: Avoid scratching or touching the print side.

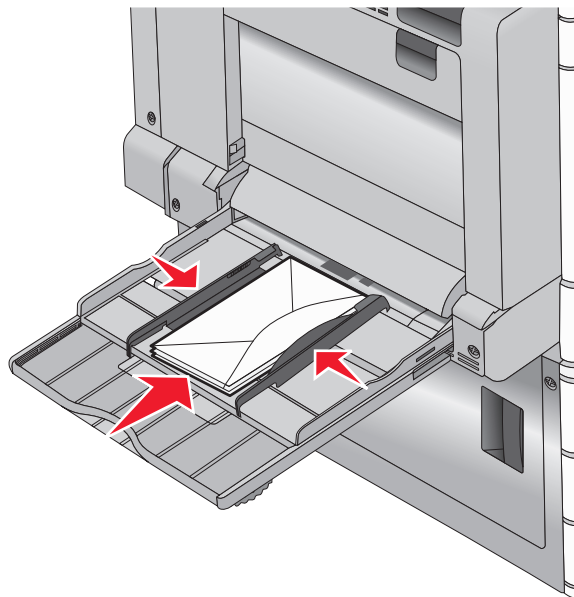


- 4 Push the paper pick tab, and then load the paper or specialty media. Slide the stack gently into the multipurpose feeder until it comes to a stop, and then release the paper pick tab.



Warning—Potential Damage: Pulling the paper out, without pushing the paper pick tab first, may cause jams or the paper pick tab to break.

- Load paper and transparencies with the recommended print side facedown and the long edge entering the printer first.
- For duplex letterhead printing, place the letterhead faceup and the header entering the printer last.
- Load envelopes with the flap side up and to the right.

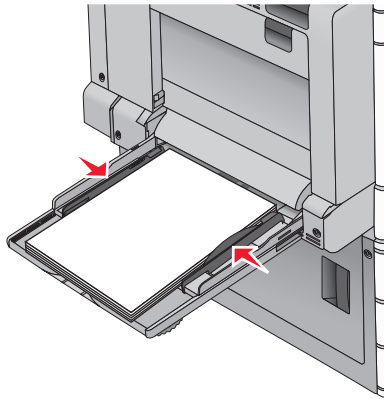


Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

Notes:

- Do not exceed the maximum stack height by forcing paper or transparencies under the stack height limiter.
- Load only one size and type of paper at a time.

- 5 Adjust the width guide to lightly touch the edge of the stack. Make sure the paper or specialty media fits loosely in the multipurpose feeder, lies flat, and is not bent or wrinkled.



- 6 From the printer control panel, set the Paper Size and Paper Type for the multipurpose feeder (MP Feeder Size and MP Feeder Type) based on the paper or specialty media loaded.

Linking and unlinking trays

When one linked tray becomes empty, paper feeds from the next linked tray. We recommend giving all custom paper, such as letterhead and different colored plain papers, a different custom type name so that the trays they are in do not automatically link.

Linking and unlinking trays

- 1 Open a Web browser, and then type the printer IP address in the address field.

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings** > **Paper Menu**.

- 3 Change the paper size and type settings for the trays you are linking.

- To link trays, make sure the paper size and type for the tray match that of the other tray.
- To unlink trays, make sure the paper size or type for the tray does *not* match that of the other tray.

- 4 Click **Submit**.

Note: You can also change the paper size and type settings using the printer control panel. For more information, see [“Setting the paper size and type” on page 61](#).

Warning—Potential Damage: Paper loaded in the tray should match the paper type name assigned in the printer. The temperature of the fuser varies according to the specified paper type. Printing issues may occur if settings are not properly configured.

Creating a custom name for a paper type

If the printer is on a network, you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **Paper Menu** > **Custom Name** > type a name > **Submit**.

Note: This custom name will replace the Custom Type [x] name under the Custom Types and Paper Size and Type menus.

3 Click **Custom Types** > select a paper type > **Submit**.

Assigning a custom paper type name

Assign a custom paper type name to a tray when linking or unlinking trays.

From the home screen, navigate to:

 > **Paper Menu** > **Paper Size/Type** > select a custom paper type name > select a tray > **Submit**

Configuring a custom name

If the printer is on a network, then you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

1 Type the printer IP address in the address field of your Web browser.

Note: If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **Paper Menu** > **Custom Types** > select the custom name you want to configure > select a paper or specialty media type > **Submit**.

Paper and specialty media guide

Notes:

- Make sure that the paper size, type, and weight are set correctly on the computer or on the printer control panel.
- Flex, fan, and straighten specialty media before loading them.
- The printer may print at a reduced speed to prevent damage to the fuser.
- For more information on card stock and labels, see the *Card Stock & Label Guide* on the Lexmark support Web site at <http://support.lexmark.com>.

Paper guidelines

Paper characteristics

The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock.

Weight

The printer trays can automatically feed paper weights from 60 to 300 g/m² (16–80 lb bond) grain long. Paper lighter than 60 g/m² (16 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 75 g/m² (20 lb bond) grain long paper. For paper smaller than 182 x 257 mm (7.2 x 10.1 in.), we recommend 90 g/m² (24 lb) or heavier paper.

Notes:

- The duplex unit supports only 60–169 g/m² (16–32 lb bond) paper weights.
- The multipurpose feeder supports 60–300 g/m² (16–80 lb bond) paper weights.

Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems.

Smoothness

Paper smoothness directly affects print quality. If paper is too rough, then toner cannot fuse to it properly. If paper is too smooth, then it can cause paper feeding or print quality issues. Always use paper between 100 and 300 Sheffield points; however, smoothness between 150 and 200 Sheffield points produces the best print quality.

Moisture content

The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance.

Store paper in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time to several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 60–135 g/m² (16–36 lb bond) paper, grain long paper is recommended. For papers heavier than 135 g/m², grain short is recommended.

Fiber content

Most high-quality xerographic paper is made from 100% chemically treated pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling.

Unacceptable paper

The following paper types are not recommended for use with the printer:

- Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise print location on the page) greater than ±2.3 mm (±0.9 in.), such as optical character recognition (OCR) forms

In some cases, registration can be adjusted with a software application to successfully print on these forms.

- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers, or curled papers
- Recycled papers that fail EN12281:2002 (European)
- Paper weighing less than 60 g/m² (16 lb)
- Multiple-part forms or documents

Selecting paper

Using the appropriate paper prevents jams and helps ensure trouble-free printing.

To help avoid paper jams and poor print quality:

- *Always* use new, undamaged paper.
- Before loading paper, know the recommended printable side of the paper. This information is usually indicated on the paper package.
- *Do not* use paper that has been cut or trimmed by hand.
- *Do not* mix paper sizes, types, or weights in the same tray; mixing results in jams.
- *Do not* use coated papers unless they are specifically designed for electrophotographic printing.

Selecting preprinted forms and letterhead

Use these guidelines when selecting preprinted forms and letterhead:

- Use grain long for 60 to 90 g/m² (16 to 24 lb) weight paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid papers with rough or heavily textured surfaces.

Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must be able to withstand temperatures up to 190°C (374°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not. When in doubt, contact the paper supplier.

Preprinted papers such as letterhead must be able to withstand temperatures up to 190°C (374°F) without melting or releasing hazardous emissions.

Using recycled paper and other office papers

As an environmentally conscientious company, Lexmark supports the use of recycled paper produced specifically for use in laser (electrophotographic) printers.

While no blanket statement can be made that all recycled paper will feed well, Lexmark consistently tests papers that represent recycled cut size copier papers available on the global market. This scientific testing is conducted with rigor and discipline. Many factors are taken into consideration both separately and as a whole, including the following:

- Amount of post-consumer waste (Lexmark tests up to 100% post-consumer waste content.)
- Temperature and humidity conditions (Testing chambers simulate climates from all over the world.)
- Moisture content (Business papers should have low moisture: 4–5%.)
- Bending resistance and proper stiffness means optimum feeding through the printer.
- Thickness (impacts how much can be loaded into a tray)
- Surface roughness (measured in Sheffield units, impacts print clarity and how well toner fuses to the paper)
- Surface friction (determines how easily sheets can be separated)
- Grain and formation (impacts curling, which also influences the mechanics of how the paper behaves as it moves through the printer)
- Brightness and texture (look and feel)

Recycled papers are better than ever; however, the amount of recycled content in a paper affects the degree of control over foreign matter. And while recycled papers are one good path to printing in an environmentally responsible manner, they are not perfect. The energy required to de-ink and deal with additives such as colorants and “glue” often generates more carbon emissions than does normal paper production. However, using recycled papers enables better resource management overall.

Lexmark concerns itself with the responsible use of paper in general based on life cycle assessments of its products. To gain a better understanding of the impact of printers on the environment, the company commissioned a number of life cycle assessments and found that paper was identified as the primary contributor (up to 80%) of carbon emissions caused throughout the entire life of a device (from design to end-of-life). This is due to the energy-intensive manufacturing processes required to make paper.

Thus, Lexmark seeks to educate customers and partners on minimizing the impact of paper. Using recycled paper is one way. Eliminating excessive and unnecessary paper consumption is another. Lexmark is well-equipped to help customers minimize printing and copying waste. In addition, the company encourages purchasing paper from suppliers who demonstrate their commitment to sustainable forestry practices.

Lexmark does not endorse specific suppliers, although a converter's product list for special applications is maintained. However, the following paper choice guidelines will help alleviate the environmental impact of printing:

- 1 Minimize paper consumption.
- 2 Be selective about the origin of wood fiber. Buy from suppliers who carry certifications such as the Forestry Stewardship Council (FSC) or the Program for the Endorsement of Forest Certification (PEFC). These certifications guarantee that the paper manufacturer uses wood pulp from forestry operators that employ environmentally and socially responsible forest management and restoration practices.
- 3 Choose the most appropriate paper for printing needs: normal 75 or 80 g/m² certified paper, lower weight paper, or recycled paper.

Unacceptable paper examples

Test results indicate that the following paper types are at risk for use with laser printers:

- Chemically treated papers used to make copies without carbon paper, also known as *carbonless papers*
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise location on the page) greater than ± 2.3 mm (± 0.9 in.), such as optical character recognition (OCR) forms. In some cases, registration can be adjusted with a software application to successfully print on these forms.)
- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers or curled papers
- Recycled papers that fail EN12281:2002 (European testing)
- Paper weighing less than 60 g/m² (16 lb)
- Multiple part forms or documents

For more information about Lexmark, visit www.lexmark.com. General sustainability-related information can be found at the **Environmental Sustainability** link.

Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40 percent. Most label manufacturers recommend printing in a temperature range of 18–24°C (65–75°F) with relative humidity between 40 and 60 percent.
- Store paper in cartons, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.
- Take paper out of the carton or wrapper only when you are ready to load it in the printer. The carton and wrapper help keep the paper clean, dry, and flat.

Supported paper sizes, types, and weights

The following tables provide information on standard and optional paper sources and the sizes, types, and weights of paper they support.

Note: To use a paper size that is unlisted, configure a Universal paper size.

Supported paper sizes

| Paper size and dimension | 520-sheet tray | 2,000-sheet drawer | MP feeder | Manual paper | Manual envelope | Duplex | ADF | Scanner glass |
|---|------------------|--------------------|------------------|------------------|-----------------|------------------------------------|------------------------------------|--------------------------------------|
| A4 210 x 297 mm (8.27 x 11.7 in.) | √ ¹ | √ ^{1,6} | √ ^{2,6} | √ ^{2,6} | X | √ ^{2,5,6} | √ | √ ^{(1,4,6) & (2,4,5)} |
| A5 148 x 210 mm (5.83 x 8.27 in.) | √ ^{1,5} | X | √ ^{2,5} | √ ^{2,5} | X | √ ^{2,5} | √ ^{(1,4,6) & (1,3,5)} | √ ^{(2,4,6) & (1,3,5,6)} |
| A6 105 x 148 mm (4.13 x 5.83 in.) | X | X | √ ² | √ ² | X | X | X | √ ^{1,3} |
| JIS B5 182 x 257 mm (7.17 x 10.1 in.) | √ ^{1,6} | √ ^{1,6} | √ ^{2,6} | √ ^{2,6} | X | √ ^{2,6} | √ ^{(1,4,6) & (1,3,5)} | √ ^{(2,4,6) & (1,3,5,6)} |
| Letter 216 x 279 mm (8.5 x 11 in.) | √ ¹ | √ ^{1,6} | √ ^{2,6} | √ ^{2,6} | X | √ ^{2,5,6} | √ | √ ^{1,3,4,5,6} |
| Legal 216 x 356 mm (8.5 x 14 in.) | √ ¹ | X | √ ² | √ ² | X | √ ^{(1,4) & (2,3)} | √ ^{1,3,4} | √ ^{(1,4,6) & (2,3,5)} |
| Executive 184 x 267 mm (7.25 x 10.5 in.) | √ ^{1,6} | √ ^{1,6} | √ ^{2,6} | √ ^{2,6} | X | √ ^{(1,4,6) & (1,3,5)} | √ ^{1,3,4,5,6} | √ ^{(1,4,6) & (2,3,5)} |
| JIS B4 257 x 364 mm (10.12 x 14.33 in.) | √ ¹ | X | √ ² | √ ² | X | √ ² | √ ¹ | √ ^{(2,4) & (1,3)} |

¹ Source supports size with *size sensing*.

² Source supports size without *size sensing*.

³ Paper size is supported if set to metric.

⁴ Paper size is supported if set to US.

⁵ Paper size is supported if loaded in short-edge orientation.

⁶ Paper size is supported if loaded in long-edge orientation.

⁷ Custom-size envelope printing is not supported.

⁸ Source can accommodate paper size only up to 11.69 in.

| Paper size and dimension | 520-sheet tray | 2,000-sheet drawer | MP feeder | Manual paper | Manual envelope | Duplex | ADF | Scanner glass |
|--|-------------------|--------------------|-------------------|-------------------|-----------------|-------------------|-------------------------|----------------------------------|
| A3 297 x 420 mm (11.69 x 16.54 in.) | √ ¹ | X | √ ² | √ ² | X | √ ² | √ ¹ | √ ^{1, 3, 4} |
| SRA3 320 x 450 mm (12.59 x 17.71 in.) | √ | X | √ | X | X | √ | X | X |
| 11x17 279 x 432 mm (11 x 17 in.) | √ ¹ | X | √ ² | √ ² | X | √ ² | √ ¹ | √ ^{1, 3, 4} |
| 12 x 18 305 x 457 mm (12 x 18 in.) | √ | X | √ | X | X | √ | X | X |
| Oficio (México) 216 x 340 mm (8.5 x 13.4 in.) | √ ² | X | √ ² | √ ² | X | √ ² | √ ² | √ ² |
| Folio 216 x 330 mm (8.5 x 13 in.) | √ ¹ | X | √ ² | √ ² | X | √ ² | √ ^{1, 2, 3, 4} | √ ^{(2, 4) & (1, 3)} |
| Statement 140 x 216 mm (5.5 x 8.5 in.) | √ ^{1, 5} | X | √ ^{2, 5} | √ ^{2, 5} | X | √ ^{2, 5} | √ ^{1, 4, 5, 6} | √ ^{1, 4, 5, 6} |
| Universal <ul style="list-style-type: none"> • 76.2–296.93 x 76.2–1219.2 mm (3–11.69 x 3–48 in.) • 297.18–320.29 x 76.2–609.6 mm (11.70–12.61 x 3–24 in.) • 320.55–609.6 x 76.2–320.29 mm (12.62–24 x 3–12.61 in.) • 609.85–1219.2 x 76.2–296.93 mm (24.01–48 x 3–11.69 in.) | √ ^{2, 8} | X | √ ² | √ ² | X | √ ² | √ ² | √ ² |
| 7 3/4 Envelope (Monarch) 98 x 191 mm (3.875 x 7.5 in.) | X | X | √ ² | X | √ ² | X | X | X |

¹ Source supports size with *size sensing*.

² Source supports size without *size sensing*.

³ Paper size is supported if set to metric.

⁴ Paper size is supported if set to US.

⁵ Paper size is supported if loaded in short-edge orientation.

⁶ Paper size is supported if loaded in long-edge orientation.

⁷ Custom-size envelope printing is not supported.

⁸ Source can accommodate paper size only up to 11.69 in.

| Paper size and dimension | 520-sheet tray | 2,000-sheet drawer | MP feeder | Manual paper | Manual envelope | Duplex | ADF | Scanner glass |
|---|----------------|--------------------|----------------|--------------|-----------------|--------|-----|---------------|
| 9 Envelope 98 x 226 mm (3.875 x 8.9 in.) | X | X | X | X | X | X | X | X |
| Com 10 Envelope 105 x 241 mm (4.12 x 9.5 in.) | X | X | √ ² | X | √ ² | X | X | X |
| DL Envelope 110 x 220 mm (4.33 x 8.66 in.) | X | X | √ ² | X | √ ² | X | X | X |
| C5 Envelope 162 x 229 mm (6.38 x 9.01 in.) | X | X | √ ² | X | √ ² | X | X | X |
| B5 Envelope 176 x 250 mm (6.93 x 9.84 in.) | X | X | X | X | X | X | X | X |
| Other Envelope ⁷ 76.22 x 76.22 mm (3 x 3 in.) up to 296.93 x 427.48 mm (11.69 x 16.83 in.) | X | X | X | X | X | X | X | X |

¹ Source supports size with *size sensing*.

² Source supports size without *size sensing*.

³ Paper size is supported if set to metric.

⁴ Paper size is supported if set to US.

⁵ Paper size is supported if loaded in short-edge orientation.

⁶ Paper size is supported if loaded in long-edge orientation.

⁷ Custom-size envelope printing is not supported.

⁸ Source can accommodate paper size only up to 11.69 in.

Supported paper types and weights

Printer

The printer supports 60–300 g/m² (16–80 lb) paper weights. The duplex unit supports 60–169 g/m² (16–32 lb) paper weights.

Note: Labels, transparencies, envelopes, and card stock always print at reduced speed.

| Paper type | 520-sheet tray | 2,000-sheet drawer | MP feeder | Manual paper | Manual envelope | Duplex | ADF | Scanner glass |
|--|----------------|--------------------|-----------|--------------|-----------------|--------|-----|---------------|
| Paper <ul style="list-style-type: none"> • Plain • Bond • Glossy • Colored • Letterhead • Light • Heavy • Preprinted • Recycled | ✓ | ✓ | ✓ | ✓ | X | ✓ | ✓ | ✓ |
| Heavy Glossy | ✓ | ✓ | ✓ | ✓ | X | X | ✓ | ✓ |
| Custom Type [x] | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Rough/Cotton | ✓ | ✓ | ✓ | ✓ | X | X | ✓ | ✓ |
| Rough Envelope | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Card stock | ✓ | ✓ | ✓ | ✓ | X | X | X | ✓ |
| Transparencies | ✓ | ✓ | ✓ | ✓ | X | X | X | ✓ |
| Labels <ul style="list-style-type: none"> • Paper • Vinyl | ✓ | ✓ | ✓ | ✓ | X | X | X | ✓ |
| Envelopes | X | X | ✓ | X | ✓ | X | X | ✓ |

Finisher

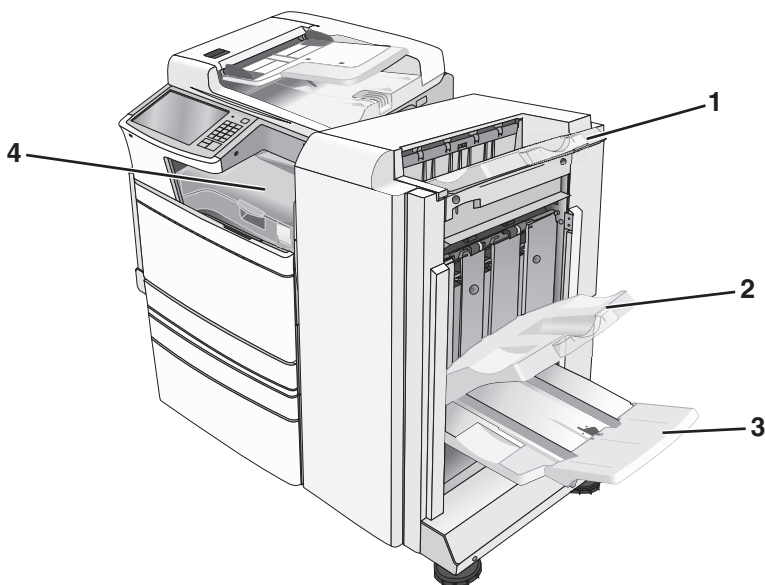
Use this table to determine the possible exit destinations of print jobs which use supported paper types and weights. The paper capacity of each exit bin is listed in parentheses. Paper capacity estimations are calculated based on 75 g/m² (20 lb) paper.

The finisher standard bin supports 60–300 g/m² (16–80 lb) paper weights, bin 1 supports 60–220 g/m² (16–60 lb) paper weights, and bin 2 (booklet-maker) supports 60–90 g/m² (16–24 lb) paper weights plus one additional cover weighted up to 220 g/m² (60 lb).

| Paper type | Standard 500-sheet bin | Second exit bin | Bin 1 | Bin 2 | Bin 3 |
|---------------------|------------------------|-----------------|-------|-------|-------|
| Plain paper | ✓ | ✓ | ✓ | ✓ | ✓ |
| Card stock | ✓ | ✓ | ✓ | ✓ | X |
| Transparency | ✓ | ✓ | ✓ | ✓ | ✓ |
| Recycled | ✓ | ✓ | X | X | ✓ |

| Paper type | Standard 500-sheet bin | Second exit bin | Bin 1 | Bin 2 | Bin 3 |
|-----------------|------------------------|-----------------|-------|-------|-------|
| Glossy | ✓ | ✓ | ✓ | ✓ | X |
| Heavy glossy | ✓ | ✓ | ✓ | ✓ | X |
| Labels | ✓ | ✓ | X | X | X |
| Vinyl labels | X | X | X | X | X |
| Bond | ✓ | ✓ | ✓ | ✓ | ✓ |
| Envelope | ✓ | ✓ | X | X | X |
| Rough envelope | ✓ | ✓ | X | X | X |
| Letterhead | ✓ | ✓ | ✓ | ✓ | ✓ |
| Preprinted | ✓ | ✓ | ✓ | ✓ | ✓ |
| Colored paper | ✓ | ✓ | ✓ | ✓ | ✓ |
| Light paper | ✓ | ✓ | ✓ | ✓ | ✓ |
| Heavy paper | ✓ | ✓ | ✓ | ✓ | X |
| Rough/Cotton | ✓ | ✓ | ✓ | ✓ | ✓ |
| Custom Type [x] | ✓ | ✓ | ✓ | ✓ | ✓ |

Supported finishing features



| | |
|----------|-----------------------|
| 1 | Finisher standard bin |
| 2 | Finisher bin 1 |

| | |
|----------|--------------------------------|
| 3 | Finisher bin 2 (booklet-maker) |
| 4 | Paper transport |

Notes:

- The finisher shown is the booklet finisher. Bin 2 is available only when the booklet finisher is installed.
- All paper tray capacities are based on 75-g/m² (20-lb) paper.

Paper transport

- The paper capacity is 50 sheets.
- Finishing options are not supported in this bin.
- Envelopes are routed here.
- Universal paper is routed here when it is longer than 483 mm (19 inches) or shorter than 148 mm (6 inches).

Finisher standard bin

- The paper capacity is 500 sheets.
- Envelopes and executive-size paper are not supported in this bin.
- Finishing options are not supported in this bin.

Bin 1

- The paper capacity is 3,000 sheets when the standard finisher is installed.
- The paper capacity is 1,500 sheets when the booklet finisher is installed.

| Size | Punch* | Offset | Single/Double staple | Double dual staple |
|------------------|--------|--------|----------------------|--------------------|
| A3 | ✓ | ✓ | ✓ | ✓ |
| A4 | ✓ | ✓ | ✓ | ✓ |
| A5 | X | X | X | X |
| Executive | ✓ | ✓ | ✓ | X |
| Folio | X | ✓ | ✓ | X |
| JIS B4 | ✓ | ✓ | ✓ | X |
| JIS B5 | ✓ | ✓ | ✓ | X |
| Legal | X | ✓ | ✓ | X |
| Letter | ✓ | ✓ | ✓ | ✓ |

* For the Universal paper size, the finishing edge must be at least 9 in. (229 mm) for a 3-hole punch and 10 in. (254 mm) for a 4-hole punch.

Punch—Select from two-, three-, or four-hole punch

Single staple—Use only one staple

Double staple—Use two staples

Double dual staple—Use two sets of two staples. This setting is supported only for widths between 8 in. (203 mm) and 12 in. (297 mm) with lengths between 7 in. (182 mm) and 17 in. (432 mm).

| Size | Punch* | Offset | Single/Double staple | Double dual staple |
|----------------------|--------|--------|----------------------|--------------------|
| Statement | X | X | X | ✓ |
| Tabloid | ✓ | ✓ | ✓ | X |
| Universal | ✓ | ✓ | ✓ | ✓ |
| Envelopes (any size) | X | X | X | X |

* For the Universal paper size, the finishing edge must be at least 9 in. (229 mm) for a 3-hole punch and 10 in. (254 mm) for a 4-hole punch.

Punch—Select from two-, three-, or four-hole punch

Single staple—Use only one staple

Double staple—Use two staples

Double dual staple—Use two sets of two staples. This setting is supported only for widths between 8 in. (203 mm) and 12 in. (297 mm) with lengths between 7 in. (182 mm) and 17 in. (432 mm).

Bin 2 (booklet-maker)

Bin 2 is available only when the booklet finisher is installed. The paper capacity of bin 2 (booklet-maker) is 270 sheets or 18 sets of 15-sheet booklets.

| Size | Bi fold | Booklet fold | Saddle staple |
|-------------------|---------|--------------|---------------|
| A3 | ✓ | ✓ | ✓ |
| A4 (only SEF) | ✓ | ✓ | ✓ |
| A5 | X | X | X |
| Executive | X | X | X |
| SRA3 | ✓ | ✓ | ✓ |
| 12 x 18 | ✓ | ✓ | ✓ |
| Folio | ✓ | ✓ | ✓ |
| JIS B4 | ✓ | ✓ | ✓ |
| JIS B5 | X | X | X |
| Legal | ✓ | ✓ | ✓ |
| Letter (only SEF) | ✓ | ✓ | ✓ |
| Statement | X | X | X |
| Tabloid | ✓ | ✓ | ✓ |
| Universal | X | X | X |

SEF—The paper is loaded in the short edge orientation. The short edge of the paper enters the printer first.

Bi fold—Each page is individually folded and stacked separately.

Booklet fold—A multiple-page job is folded along the center into a single booklet.

Saddle staple—A booklet-fold print job is stapled along the center fold.

| Size | Bi fold | Booklet fold | Saddle staple |
|---|----------|--------------|---------------|
| Envelopes (any size) | X | X | X |
| <p>SEF—The paper is loaded in the short edge orientation. The short edge of the paper enters the printer first.</p> <p>Bi fold—Each page is individually folded and stacked separately.</p> <p>Booklet fold—A multiple-page job is folded along the center into a single booklet.</p> <p>Saddle staple—A booklet-fold print job is stapled along the center fold.</p> | | | |

Setting the finisher exit bin

1 From the home screen, navigate to:

 > **Paper Menu** > **Bin setup** > **Output bin**

2 Select a bin, and then touch **Submit**.

Notes:

- This feature is available only when a finisher is installed.
- The standard finisher bin is the factory default setting.

Printing

The selection and handling of paper and specialty media can affect how reliably documents print. For more information, see [“Avoiding jams” on page 262](#) and [“Storing paper” on page 77](#).

Printing a document

Printing a document

- 1 From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper.
- 2 Send the print job:

For Windows users

- a With a document open, click **File > Print**.
- b Click **Properties, Preferences, Options, or Setup**.
- c Adjust settings as necessary.
- d Click **OK > Print**.

For Macintosh users

- a Customize the settings as needed in the Page Setup dialog:
 - 1 With a document open, choose **File > Page Setup**.
 - 2 Choose a paper size or create a custom size to match the loaded paper.
 - 3 Click **OK**.
- b Customize the settings as needed in the Print dialog:
 - 1 With a document open, choose **File > Print**.
If necessary, click the disclosure triangle to see more options.
 - 2 From the Print dialog and pop-up menus, adjust the settings as needed.
Note: To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder.
 - 3 Click **Print**.

Printing in black and white

From the home screen, navigate to:



> **Settings > Print Settings > Quality Menu > Print Mode > Black Only > Submit**

Adjusting toner darkness

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > Print Settings > Quality Menu > Toner Darkness**.

3 Adjust the toner darkness setting.

4 Click **Submit**.

Using Max Speed and Max Yield

The Max Speed and Max Yield settings let you choose between a faster print speed or a higher toner yield. Max Yield is the factory default setting.

- **Max Speed**—Prints in color unless Black Only is selected in the driver. Prints in black only if the Black Only driver setting is selected.
- **Max Yield**—Switches from black to color based on the color content found on each page. Frequent color mode switching can result in slower printing if the content of pages is mixed.

Using the Embedded Web Server

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Configuration > Print Settings > Setup Menu**.

3 From the Printer Usage list, select **Max Speed** or **Max Yield**.

4 Click **Submit**.

Using the printer control panel

1 Navigate to:

 > **Settings > Print Settings > Setup Menu**

2 From the Printer Usage list, select **Max Speed** or **Max Yield**.

3 Touch **Submit**.

Printing from a mobile device

For the list of supported mobile devices and to download a compatible mobile printing application, visit <http://lexmark.com/mobile>.

Note: Mobile printing applications may also be available from your mobile device manufacturer.

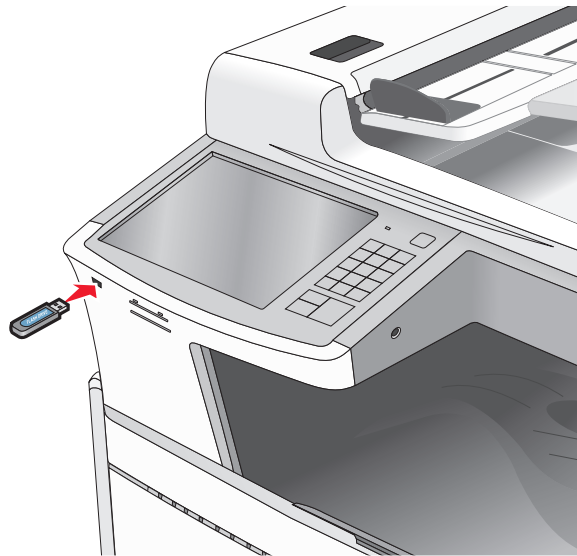
Printing from a flash drive

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, enter the file password from the printer control panel.
- You cannot print files for which you do not have printing permissions.

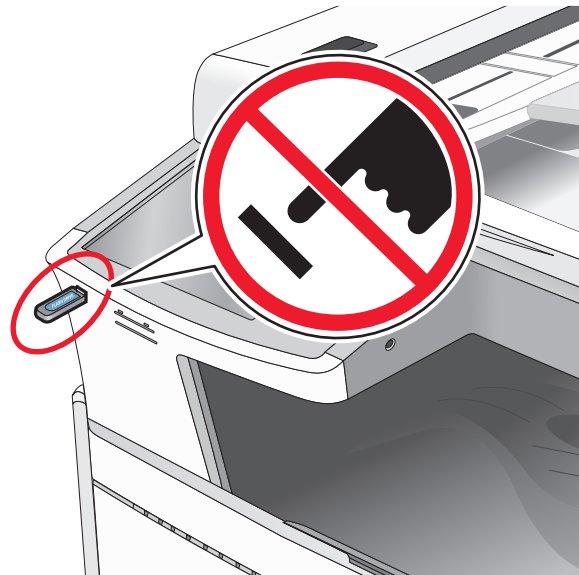
1 Insert a flash drive into the USB port.



Notes:

- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

Warning—Potential Damage: Do not touch the USB cable, 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 From the printer control panel, touch the document you want to print.
- 3 Touch the arrows to increase the number of copies to print, and then touch **Print**.

Notes:

- Do not remove the flash drive from the USB port until the document has finished printing.
- If you leave the flash drive in the printer after leaving the initial USB menu screen, then you can still print files from the flash drive as held jobs.

Supported flash drives and file types

| Flash drive | File type |
|---|---|
| <ul style="list-style-type: none"> • Lexar JumpDrive 2.0 Pro (256MB, 512MB, or 1GB sizes) • SanDisk Cruzer Mini (256MB, 512MB, or 1GB sizes) <p>Notes:</p> <ul style="list-style-type: none"> • Hi-Speed USB flash drives must support the full-speed standard. Devices supporting only USB low-speed capabilities are not supported. • USB flash drives must support the File Allocation Table (FAT) system. Devices formatted with New Technology File System (NTFS) or any other file system are not supported. | <p>Documents:</p> <ul style="list-style-type: none"> • .pdf • .xps • .html <p>Images:</p> <ul style="list-style-type: none"> • .dcm • .gif • .JPEG or .jpg • .bmp • .pcx • .TIFF or .tif • .png |

Printing on specialty media

Tips on using letterhead

- Use letterhead designed specifically for laser/LED printers.
- Print samples on the letterhead being considered for use before buying large quantities.
- Before loading letterhead, flex the sheets to prevent them from sticking together.
- Page orientation is important when printing on letterhead.

| Source | Print side | Paper orientation |
|--|--|--|
| Standard and optional trays (simplex printing) | Preprinted letterhead design is placed faceup. | When feeding short edge, the top edge of the sheet with the logo is placed at the right side of the tray. When feeding long-edge, the letter head should go to the rear of the printer. |
| Standard and optional trays (duplex printing) | Preprinted letterhead design is placed facedown. | The top edge of the sheet with the logo is placed at the right side of the tray. |
| Multipurpose feeder (simplex printing) | Preprinted letterhead design is placed facedown. | The top edge of the sheet with the logo should enter the multipurpose feeder first. |
| Multipurpose feeder (duplex printing) | Preprinted letterhead design is placed faceup. | The top edge of the sheet with the logo should enter the multipurpose feeder last. |
| Note: Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser/LED printers. | | |

Tips on using transparencies

- Print samples on the transparencies being considered for use before buying large quantities.
- Feed transparencies from the standard tray or from the multipurpose feeder.
- From the Paper menu, set the Paper Type to Transparency.
- Use transparencies designed specifically for laser/LED printers. Transparencies must be able to withstand temperatures of 230°C (446°F) without melting, discoloring, offsetting, or releasing hazardous emissions.
- To prevent print quality problems, avoid getting fingerprints on the transparencies.
- Before loading transparencies, flex the stack to prevent sheets from sticking together.
- We recommend Lexmark transparencies. For ordering information, see the Lexmark Web site at www.lexmark.com.

Tips on using envelopes

Print samples on the envelopes being considered for use before buying large quantities.

- Use envelopes designed specifically for laser/LED printers. Check with the manufacturer or vendor to ensure that the envelopes can withstand temperatures up to 220°C (446°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions.
- For best performance, use envelopes made from 90 g/m² (24 lb bond) paper or 25% cotton. All-cotton envelopes must not exceed 70 g/m² (20 lb bond) weight.
- Use only new envelopes from undamaged packages.
- To optimize performance and minimize jams, do not use envelopes that:
 - Have excessive curl or twist
 - Are stuck together or damaged in any way
 - Have windows, holes, perforations, cutouts, or embossing
 - Have metal clasps, string ties, or folding bars
 - Have an interlocking design
 - Have postage stamps attached
 - Have any exposed adhesive when the flap is in the sealed or closed position
 - Have bent corners
 - Have rough, cockle, or laid finishes
- Adjust the width guides to fit the width of the envelopes.

Note: A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes.

Tips on using labels

Notes:

- Single-sided paper labels designed for laser/LED printers are supported for occasional use.
- It is recommended to print no more than 20 pages of paper labels a month.
- Vinyl, pharmacy, and dual-sided labels are not supported.

For detailed information on label printing, characteristics, and design, see the *Card Stock & Label Guide* available on the Lexmark Web site at <http://support.lexmark.com>.

When printing on labels:

- Use labels designed specifically for laser/LED printers. Check with the manufacturer or vendor to verify that:
 - The labels can withstand temperatures up to 210°C (410°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.

Note: Labels can be printed at a higher fusing temperature up to 220°C (428°F) if Label Weight is set to Heavy. Select this setting using the Embedded Web Server, or from the printer control panel Paper menu.

 - Label adhesives, face sheet (printable stock), and topcoats can withstand up to 25 psi (172 kPa) pressure without delaminating, oozing around the edges, or releasing hazardous fumes.
- Do not use labels with slick backing material.

- Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and cartridge warranties.
- Do not use labels with exposed adhesive.
- Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label.
- Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.04 in.) away from edges is recommended. Adhesive material contaminates the printer and could void the warranty.
- If zone coating of the adhesive is not possible, then remove a 1.6 mm (0.06 in.) strip on the leading and driver edge, and use a non-oozing adhesive.
- Portrait orientation works best, especially when printing bar codes.

Tips on using card stock

Card stock is heavy, single-ply specialty media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities.

- From the Paper menu, set the Paper Type to Card Stock.
- Select the appropriate Paper Texture setting.
- Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems.
- Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 220°C (446°F) without releasing hazardous emissions.
- Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer.
- Use grain short card stock when possible.

Printing confidential and other held jobs

Storing print jobs in the printer

You can set the printer to store print jobs in the printer memory until you start the print job from the printer control panel.

All print jobs that can be initiated by the user at the printer are called *held jobs*.

Note: Confidential, Verify, Reserve, and Repeat print jobs may be deleted if the printer requires extra memory to process additional held jobs.

| Print job type | Description |
|----------------|---|
| Confidential | Confidential lets you hold print jobs in the computer until you enter the PIN from the control panel. Note: The PIN is set from the computer. It must be four digits, using the numbers 0–9. |
| Verify | Verify lets you print one copy of a print job while the printer holds the remaining copies. It allows you to examine if the first copy is satisfactory. The print job is automatically deleted from the printer memory once all copies are printed. |
| Reserve | Reserve allows the printer to store print jobs for printing at a later time. The print jobs are held until deleted from the Help Jobs menu. |
| Repeat | Repeat prints <i>and</i> stores print jobs in the printer memory for reprinting. |

Printing confidential and other held jobs

Note: Confidential and Verify print jobs are automatically deleted from memory after printing. Repeat and Reserve jobs are held in the printer until you choose to delete them.

For Windows users

- 1 With a document open, click **File > Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click **Print and Hold**.
- 4 Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
- 5 Click **OK** or **Print**.
- 6 From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > your user name > Confidential Jobs > enter PIN > select print job > specify number of copies > Print
 - For other print jobs, navigate to:
Held jobs > your user name > select print job > specify number of copies > Print

For Macintosh users

- 1 With a document open, choose **File > Print**.
If necessary, click the disclosure triangle to see more options.
- 2 From the print options or Copies & Pages pop-up menu, choose **Job Routing**.
- 3 Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
- 4 Click **OK** or **Print**.

- 5 From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > your user name > **Confidential Jobs** > enter PIN > select print job > specify number of copies > **Print**
 - For other print jobs, navigate to:
Held jobs > your user name > select print job > specify number of copies > **Print**

Printing information pages

Printing a font sample list

- 1 From the home screen, navigate to:



> **Reports** > **Print Fonts**

- 2 Touch **PCL Fonts** or **PostScript Fonts**.

Printing a directory list

A directory list shows the resources stored in a flash memory or on the printer hard disk.



From the home screen, navigate to:



> **Reports** > **Print Directory**

Canceling a print job

Canceling a print job from the printer control panel

- 1 From the printer control panel, touch **Cancel Job** or press  on the keypad.
 - 2 Touch the print job you want to cancel, and then touch **Delete Selected Jobs**.
- Note:** If you press  on the keypad, then touch **Resume** to return to the home screen.

Canceling a print job from the computer

For Windows users


- 1 Open the printers folder.

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type **control printers** > **OK**

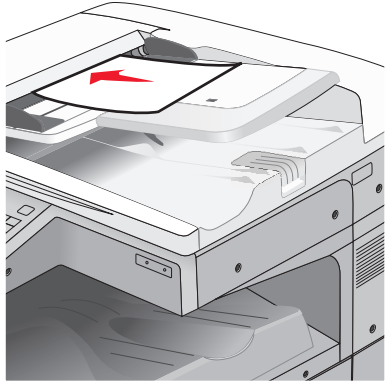
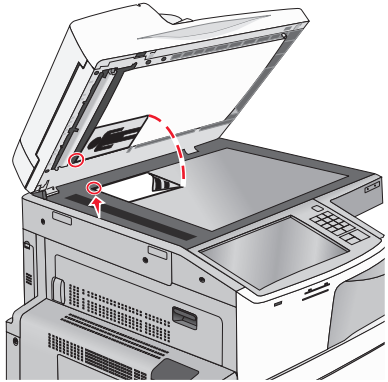
In Windows 7 or earlier

- a Click  or click **Start**, and then click **Run**.
 - b In the Start Search or Run dialog, type **control printers**.
 - c Press **Enter**, or click **OK**.
- 2 Double-click the printer icon.
 - 3 Select the print job you want to cancel.
 - 4 Click **Delete**.

For Macintosh users

- 1 From the Apple menu, navigate to either of the following:
 - **System Preferences > Print & Scan > select your printer > Open Print Queue**
 - **System Preferences > Print & Fax > select your printer > Open Print Queue**
- 2 From the printer window, select the print job you want to cancel, and then delete it.

Copying


| Automatic document feeder (ADF) | Scanner glass |
|---|--|
|  |  |
| <p>Use the ADF for multiple-page documents.</p> | <p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p> |

Making copies

Making a quick copy

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.
- 2 Adjust the paper guides when loading a document into the ADF.

Note: Make sure the size of the original document and the copy paper size are the same. Failure to set the proper size may result to a cropped image.
- 3 From the printer control panel, press  to start copying.

Copying using the ADF

- 1 Load an original document faceup, short edge first into the ADF.



Note: 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.
- 2 Adjust the paper guides.
- 3 From the home screen, navigate to:

Copy > change the copy settings > **Copy It**

Copying using the scanner glass




- 1 Place an original document facedown on the scanner glass in the upper left corner.
- 2 From the home screen, navigate to:
Copy > change the copy settings > **Copy It**
- 3 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.
- 4 Touch **Finish the Job** to return to the home screen.

Copying film photos

- 1 Place a photo facedown on the upper left corner of the scanner glass.
- 2 From the home screen, navigate to:
Copy > **Content** > **Photo** >  > **Photo/Film** >  > **Copy It** > **Scan the Next Page** or **Finish the Job**

Copying on specialty media

Copying on transparencies

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > **Copy from** > size of the original document > 
- 4 Touch **Copy to**, and then select the tray that contains transparencies, or touch **Manual Feeder Size**.
- 5 Load transparencies in the multipurpose feeder.
- 6 From the home screen, navigate to:
 > select the desired size of the transparencies > **Manual Feeder Type** >  > **Copy It**



Copying on letterhead

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > **Copy from** > size of the original document > **Copy to** > **Manual Feeder**

- 4 Place the letterhead faceup, top edge first in the multipurpose feeder.
- 5 Select the size of the letterhead.
- 6 Navigate to:
Continue > Letterhead > Continue > Copy It

Customizing copy settings

Copying to a different size

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **Copy**.
- 4 Touch **Copy from** > select the size of the original document > .
- 5 Touch **Copy to** > select the size of the copy > .
- Note:** The printer will scale the size automatically.
- 6 Touch **Copy It**.

Making copies using paper from a selected tray

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > Copy from > size of the original document > Copy to
- 4 Touch **Manual Feeder** or select the tray that contains the paper type you want to use.
Note: If you choose Manual Feeder, then you will also need to select the paper size and type.
- 5 Touch **Copy It**.

Copying different paper sizes

Use the ADF to copy original documents with different paper sizes. Depending on the paper sizes loaded and the “Copy to” and “Copy from” settings, each copy is either printed on mixed paper sizes (Example 1) or scaled to fit a single paper size (Example 2).

Example 1: Copying on mixed paper sizes

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > **Copy from** > **Mixed Sizes** >  > **Copy to** > **Auto Size Match** >  > **Copy It**

The scanner identifies the different paper sizes as they are scanned. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

Example 2: Copying on a single paper size

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > **Copy from** > **Mixed Sizes** >  > **Copy to** > **Letter** >  > **Copy It**

The scanner identifies the different paper sizes as they are scanned, and then scales the mixed paper sizes to fit on the paper size selected.

Copying on both sides of the paper (duplexing)

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.


Note: 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.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 On the home screen, touch **Copy**.

- 4 From the Sides (Duplex) area, touch the button for your preferred duplexing method.

The first number represents sides of the original documents; the second number represents sides of the copy. For example, select 1-sided to 2-sided if you have 1-sided original documents and you want 2-sided copies.

- 5 Touch , and then **Copy It**.


Reducing or enlarging copies

Copies can be reduced to 25% of the original document size or enlarged to 400% of the original document size. The factory default setting for Scale is Auto. If you leave Scale set to Auto, the content of your original document will be scaled to fit the size of the paper onto which you are copying.

To reduce or enlarge a copy:

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **Copy**.
- 4 From the Scale area, touch the arrows to enlarge or reduce your copies.
Touching “Copy to” or “Copy from” after setting Scale manually changes the scale value back to Auto.
- 5 Touch **Copy It**.

Adjusting copy quality

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > Content
- 4 Touch the button that best represents the content type of the document you are copying:
 - **Text**—Use when the content of the original document is mostly text or line art.
 - **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
 - **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
 - **Photo**—Use when the original document is mostly a photo or an image.
- 5 Touch .
- 6 Touch the button that best represents the content source of the document you are copying:
 - **Color Laser**—Use when the original document was printed using a color laser printer.
 - **Black/White Laser**—Use when the original document was printed using a mono laser printer.
 - **Inkjet**—Use when the original document was printed using an inkjet printer.
 - **Photo/Film**—Use when the original document is a photo from film.
 - **Magazine**—Use when the original document is from a magazine.
 - **Newspaper**—Use when the original document is from a newspaper.

- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

7 Touch  > **Copy It.**

Collating copies

If you print multiple copies of a document, then you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

Collated



Not collated



By default, Collate is set to On. If you do not want to collate your copies, then change the setting to Off:

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > enter the number of copies > **Collate** > **Off** >  > **Copy It**

Placing separator sheets between copies

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

2 If you are loading a document into the ADF, then adjust the paper guides.


3 From the home screen, navigate to:

Copy > **Advanced Options** > **Separator Sheets**

Note: Collate must be set to On for the separator sheets to be placed between copies. If Collate is set to Off, then the separator sheets are added to the end of the print job.

4 Select one of the following:

- **Between Copies**
- **Between Jobs**
- **Between Pages**
- **Off**

5 Touch , and then **Copy It.**

Copying multiple pages onto a single sheet

In order to save paper, you can copy either two or four consecutive pages of a multiple-page document onto a single sheet of paper.

Notes:

- The Paper Size must be set to Letter, Legal, A4, or JIS B5.
- The Copy Size must be set to 100%.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > Advanced Options > Paper Saver > select desired output >  > Copy It

Creating a custom copy job (job build)

The custom copy job or job build is used to combine one or more sets of original documents into a single copy job. Each set may be scanned using different job parameters. When a copy job is submitted and Custom Job is enabled, the scanner scans the first set of original documents using the supplied parameters, and then it scans the next set with the same or different parameters.

The definition of a set depends on the scan source:

- If you scan a document on the scanner glass, then a set consists of one page.
- If you scan multiple pages using the ADF, then a set consists of all scanned pages until the ADF becomes empty.
- If you scan one page using the ADF, then a set consists of one page.

For example:

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > Options > Custom Job > On > Done > Copy It

When the end of a set is reached, the scan screen appears.


4 Load the next document faceup, short edge first into the ADF or facedown on the scanner glass, and then touch **Scan the Automatic Document Feeder** or **Scan the flatbed**.

Note: If required, change the job settings.

5 If you have another document to scan, then repeat the previous step. Otherwise, touch **Finish the job**.


Placing information on copies

Placing the date and time at the top of each page

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > Advanced Options > Header/Footer
- 4 Pick an area of the page where you want to place the date and time.
- 5 Touch **Yes** or **No** >  > **Copy It**.

Placing an overlay message on each page

An overlay message can be placed on each page. The message choices are Urgent, Confidential, Copy, Custom or Draft. To place a message on the copies:

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > Advanced Options > Overlay > select overlay message > .
- 4 Touch **Copy It**.

Canceling a copy job

Canceling a copy job while the document is in the ADF

When the ADF begins processing a document, the scanning screen appears. To cancel the copy job, touch **Cancel Job** on the touch screen.


A “Canceling scan job” screen appears. The ADF clears all pages in the ADF and cancels the job.


Canceling a copy job while copying pages using the scanner glass

Touch **Cancel Job** on the touch screen.

A “Canceling scan job” screen appears. Once the job is canceled, the copy screen appears.

Canceling a copy job while pages are being printed

- 1 From the printer control panel, touch **Cancel Job** or press  on the keypad.
- 2 Touch the job you want to cancel, and then touch **Delete Selected Jobs**.

Note: If you press  on the keypad, then touch **Resume** to return to the home screen.

Understanding the copy screens and options

Copy from

This option opens a screen where you can enter the paper size of the original document.

- Touch a paper size that matches the original document.
- Touch **Mixed Sizes** to copy an original document that contains mixed paper sizes with the same width.
- Touch **Auto Size Sense** to allow the scanner to automatically determine the size of the original document.

Copy to

This option opens a screen where you can enter the paper size and type on which your copies will be printed.

- Touch the paper size and type that matches the paper loaded.
- If the settings for “Copy from” and “Copy to” are different, then the printer automatically adjusts the Scale setting to accommodate the difference.
- If the paper type or size that you want to copy onto is not loaded in one of the trays, then touch **Manual Feeder**, and manually load the paper in the multipurpose feeder.
- When “Copy to” is set to Auto Size Match, each copy matches the paper size of the original document. If a matching paper size is not in one of the trays, then **Paper size not found** appears and prompts to load a paper in a tray or multipurpose feeder.

Copies

This option allows you to set the number of copies to be printed.

Scale

This option creates an image from your copy that is proportionally scaled anywhere between 25% and 400%. Scale can also be set for you automatically.

- When you want to copy from one size of paper to another, such as from legal-size to letter-size paper, setting the “Copy from” and “Copy to” paper sizes automatically changes the scale to keep all the original document information on your copy.
- Touch the left arrow to decrease the value by 1%; touch the right arrow to increase the value by 1%.
- Hold your finger on an arrow to make a continuous increment change.
- Hold your finger on an arrow for two seconds to cause the pace of the change to accelerate.

Darkness

This option adjusts how light or dark your copies will turn out in relation to the original document.

Sides (Duplex)

Use this option to select duplex settings. You can print copies on one or two sides, make two-sided copies (duplex) of two-sided original documents, make two-sided copies from one-sided original documents, or make one-sided copies (simplex) from two-sided original documents.

Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document. The factory default setting for Collate is on; the output pages of your copies will be ordered (1,2,3) (1,2,3) (1,2,3). If you want all the copies of each page to remain together, turn Collate off, and your copies will be ordered (1,1,1) (2,2,2) (3,3,3).

Content

This option lets you set the original document type and source.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Color

This option enables or disables color for the scanned image.

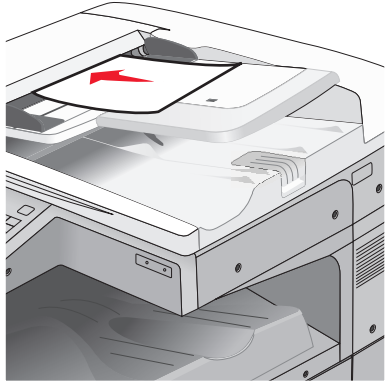
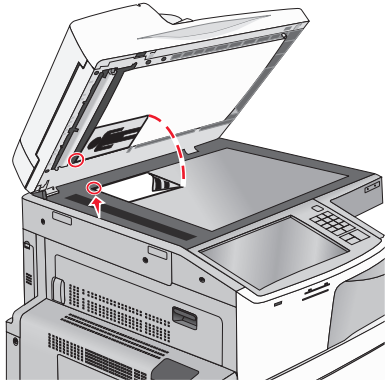
Using the advanced options

These options, among other things, allow you to customize the advanced imaging settings, combine multiple jobs into one, and clean the edges of the document.

Save As Shortcut

This option allows the current settings to be saved as a shortcut by assigning a number.

E-mailing

| Automatic document feeder (ADF) | Scanner glass |
|---|--|
|  |  |
| <p>Use the ADF for multiple-page documents.</p> | <p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p> |

You can use the printer to e-mail scanned documents to one or more recipients. There are three ways to send an e-mail from the printer. You can type the e-mail address, use a shortcut number, or use the address book.

Getting ready to e-mail

Setting up the e-mail function

- 1 Type the printer IP address into the address field of your Web browser.
 - If you do not know the IP address of the printer, you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Settings**.
- 3 Under Default Settings, click **E-mail/FTP Settings**.
- 4 Click **E-mail Settings > Setup E-mail Server**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Submit**.

Configuring e-mail settings

- 1 Type the printer IP address into the address field of your Web browser.
 - If you do not know the IP address of the printer, you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings** > **E-mail/FTP Settings** > **E-mail Settings**.
- 3 Fill in the fields with the appropriate information.
- 4 Click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings**.
- 3 Under Other Settings, click **Manage Shortcuts** > **E-mail Shortcut Setup**.
- 4 Type a unique name for the recipient, and then enter the e-mail address.

Note: If you are entering multiple addresses, then separate each address with a comma (,).

- 5 Select the scan settings (Format, Content, Color, and Resolution).
- 6 Enter a shortcut number, and then click **Add**.


If you enter a number that is already in use, then you are prompted to select another number.

Creating an e-mail shortcut using the touch screen

- 1 From the home screen, navigate to:

E-mail > **Recipient** > type an e-mail address

To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

- 2 Touch .
- 3 Type a unique name for the shortcut, and then touch **Done**.
- 4 Verify that the shortcut name and number are correct, and then touch **OK**.

If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

E-mailing a document

Sending an e-mail using the touch screen

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

Note: Make sure the size of the original document and the copy paper size are the same. Failure to set the proper size may result to a cropped image.

- 3 From the home screen, navigate to:

E-mail > Recipient

- 4 Enter the e-mail address, or press  and then enter the shortcut number.

To enter additional recipients, touch **Next Address**, and then enter the address or shortcut number you want to add.

Note: You can also enter an e-mail address using the address book.



- 5 Touch **Done > Send It**.

Sending an e-mail using a shortcut number

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 Press , enter the shortcut number using the keypad, and then touch .

To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add.

- 4 Touch **Send It**.


Sending an e-mail using the address book

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

E-mail > Recipient(s) >  > enter the name of recipient > Browse shortcuts

4 Touch the name of the recipients.

To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add, or search the address book.

5 Touch **Done**.

Customizing e-mail settings

Adding e-mail subject and message information

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, touch **E-mail**.

4 Type an e-mail address.

5 Touch **Options** > **Subject**.

6 Type the e-mail subject.

7 Touch **Done** > **Message**.

8 Type an e-mail message.

9 Touch **Done** > **E-mail It**.

Changing the output file type

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

2 From the home screen, navigate to:

E-mail > **Recipient(s)** > type the e-mail address > **Done** > **Send as**

3 Select the file type you want to send.

Note: If you select Secure PDF, then you will be prompted to enter your password twice.

4 Touch  > **Send It**.

Canceling an e-mail

- When using the ADF, touch **Cancel Job** while **Scanning** appears.
- When using the scanner glass, touch **Cancel Job** while **Scanning** appears, or while **Scan the Next Page** / **Finish the Job** appears.

Understanding the e-mail options

Recipients

This option lets you enter the destination of your e-mail. You may enter multiple e-mail addresses.

Subject

This option lets you enter a subject line for your e-mail.

Message

This option lets you enter a message that will be sent with your scanned attachment.

File Name

This option lets you customize the attachment file name.

Original Size

This option opens a screen where you can choose the size of the documents you are going to e-mail.

- Touch a paper size button to select that size as the Original Size setting. The e-mail screen appears with the new setting displayed.
- When “Original Size” is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes.
- When “Original Size” is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Resolution

Adjusts the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document. Image resolution can be decreased to reduce the e-mail file size.

Color

This option sets the output color for the scanned image. Touch to enable or disable color.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.

- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Send As

This option lets you set the output type for the scan image.

Select one of the following:

- **PDF**—Use this to create a single file with multiple pages. This can be sent as a secured or compressed file.
- **TIFF**—Use this to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Use this to create and attach a separate file for each page of your original document.
- **XPS**—Use this to create a single XPS file with multiple pages.
- **RTF**—Use this to create a file in editable format.
- **TXT**—Use this to create an ASCII text file with no formatting.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation**— Specifies the orientation of the original document, and then changes **Sides** and **Binding** to match the orientation.
- **Binding**— Specifies if the original document is bound on the long-edge or short-edge side.

Scan Preview

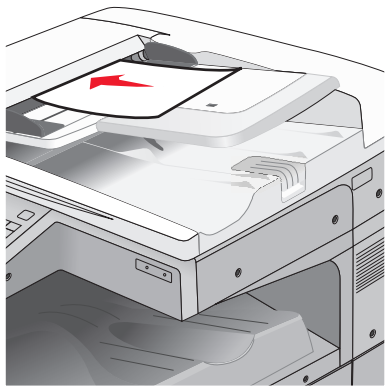
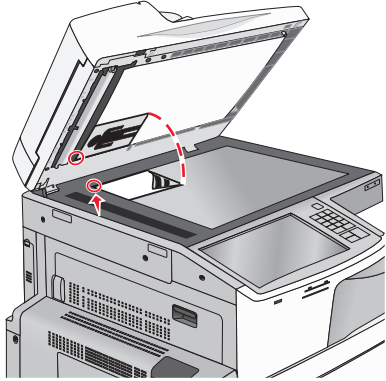
This option displays the first page of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

Using the advanced options

These options, among other things, allow you to customize advanced imaging settings, combine multiple jobs into one, and clean the edges of a document.

Faxing

Note: This is available only in some printer models.

| Automatic document feeder (ADF) | Scanner glass |
|---|--|
|  |  |
| <p>Use the ADF for multiple-page documents.</p> | <p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p> |

Getting the printer ready to fax

⚠ 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.

Notes:

- The following connection methods are applicable only in some countries or regions.
- During the initial printer setup, clear the fax function check box and any other function you plan to set up later, and then touch **Continue**.
- The indicator light may blink red if the fax function is enabled but not fully set up.

Warning—Potential Damage: Do not touch the cables or the printer in the area shown while actively sending or receiving a fax.



Initial fax setup

Many countries and regions require outgoing faxes to contain the following information in a margin at the top or bottom of each transmitted page, or on the first page of the transmission: station name (identification of the business, other entity, or individual sending the message) and station number (telephone number of the sending fax machine, business, other entity, or individual).

To enter your fax setup information, use the printer control panel, or use your browser to access the Embedded Web Server and then enter the Settings menu.

Note: If you do not have a TCP/IP environment, then you must use the printer control panel to enter your fax setup information.

Using the printer control panel for fax setup

When the printer is turned on for the first time or if the printer has been off for an extended time, a series of start-up screens appear. If the printer has fax capabilities, then the following screens appear:

Fax Name or Station Name
Fax Number or Station Number

- 1 When **Fax Name** or **Station Name** appears, enter the name to be printed on all outgoing faxes.
- 2 After entering the Fax Name or Station Name, touch **Submit**.
- 3 When **Fax Number** or **Station Number** appears, enter the printer fax number.
- 4 After entering the Fax Number or Station Number, touch **Submit**.

Using the Embedded Web Server for fax setup

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Fax Settings > Analog Fax Setup**.
- 3 In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.
- 4 In the Fax Number or Station Number field, enter the printer fax number.
- 5 Click **Submit**.

Choosing a fax connection


Notes:

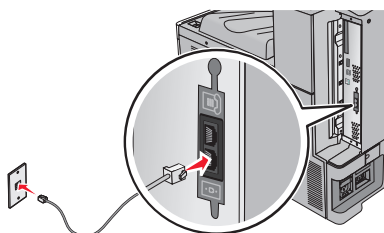
- The printer is an analog device that works best when directly connected to the telephone wall outlet. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps.
- If you want a digital connection such as ISDN, DSL, or ADSL, then a third-party device (such as a DSL filter) is required. Contact your DSL provider for a DSL filter. The DSL filter removes the digital signal on the telephone line that can interfere with the ability of the printer to fax properly.
- You *do not* need to attach the printer to a computer, but you *do* need to connect it to an analog telephone line to send and receive faxes.

| Equipment and service options | Fax connection setup |
|--|---|
| Connect directly to the telephone line. | See “Connecting to an analog telephone line” on page 116 . |
| Connect to a Digital Subscriber Line (DSL or ADSL) service. | See “Connecting to a DSL service” on page 117 . |
| Connect to a Private Branch eXchange (PBX) or Integrated Services Digital Network (ISDN) system. | See “Connecting to a PBX or ISDN system” on page 117 . |
| Use a Distinctive Ring service. | See “Connecting to a distinctive ring service” on page 118 . |
| Connect through an adapter used in your area. | See “Connecting to an adapter for your country or region” on page 118 . |

Connecting to an analog telephone line


If your telecommunications equipment uses a US-style (RJ11) telephone line, then follow these steps to connect the equipment:

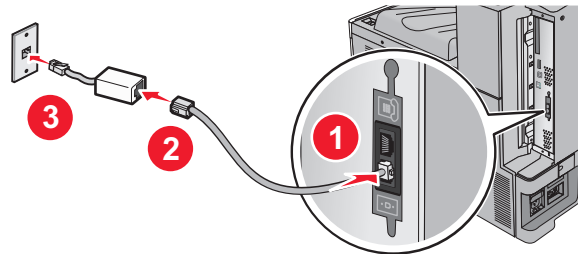
- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.



Connecting to a DSL service


If you subscribe to a DSL service, then contact the DSL provider to obtain a DSL filter and telephone cord, and then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to the DSL filter.
Note: Your DSL filter may look different than the one in the illustration.
- 3 Connect the DSL filter cable to an active telephone wall jack.



Connecting to a PBX or ISDN system

If you use a PBX or ISDN converter or terminal adapter, then follow these steps to connect the equipment:


- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to the port designated for fax and telephone use.

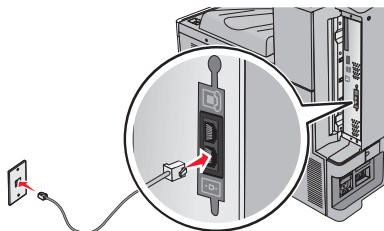
Notes:

- Make sure the terminal adapter is set to the correct switch type for your region.
- Depending on the ISDN port assignment, you may have to connect to a specific port.
- When using a PBX system, make sure the call waiting tone is off.
- When using a PBX system, dial the outside line prefix before dialing the fax number.
- For more information on using the fax with a PBX system, see the documentation that came with your PBX system.

Connecting to a distinctive ring service

A distinctive ring service may be available from your telephone service provider. This service allows you to have multiple telephone numbers on one telephone line, with each telephone number having a different ring pattern. This may be useful for distinguishing between fax and voice calls. If you subscribe to a distinctive ring service, then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.



- 3 Change the Distinctive Rings setting to match the setting you want for the printer to answer:

Note: The factory default setting for distinctive rings is **On**. This allows the printer to answer single, double, and triple ring patterns.

- a From the home screen, navigate to:



> **Settings** > **Fax Settings** > **Analog Fax Settings** > **Distinctive Rings**

- b Select the pattern setting you want to change, and then touch **Submit**.


Connecting to an adapter for your country or region

The following countries or regions may require a special adapter to connect the telephone cable to the active telephone wall jack:

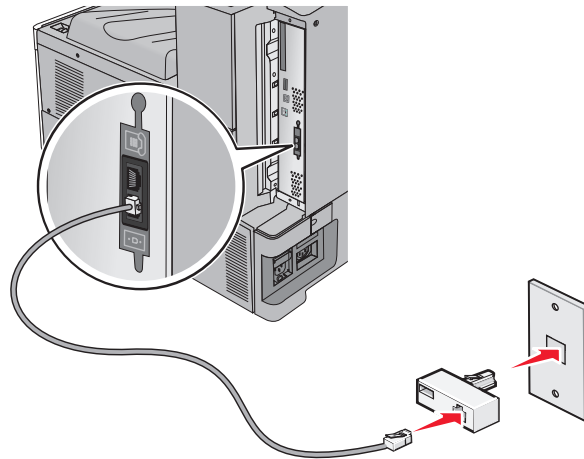
Country/Region

- Austria
- Cyprus
- Denmark
- Finland
- France
- Germany
- Ireland
- Italy
- New Zealand
- Netherlands
- Norway
- Portugal
- Sweden
- Switzerland
- United Kingdom

For some countries or regions, a telephone line adapter is included in the box. Use this adapter to connect an answering machine, telephone, or other telecommunications equipment to the printer.

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to the adapter, and then connect the adapter to the active telephone wall jack.

Note: Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.



Setting the outgoing fax or station name and number

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > Fax Settings > Analog Fax Setup**.

3 In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.

4 In the Fax Number or Station Number field, enter the printer fax number.

5 Click **Submit**.

Setting the date and time

You can set the date and time so that they are printed on every fax you send. If there is a power failure, then you may have to reset the date and time.

1 Type the printer IP address in the address field of your Web browser.

If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Security > Set Date and Time**.

3 In the Set Date & Time field, enter the current date and time.

4 Click **Submit**.

Note: It is recommended to use the network time.

Configuring the printer to observe daylight saving time

The printer can be set to automatically adjust for daylight saving time:

1 Type the printer IP address in the address field of your Web browser.

If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Security > Set Date and Time**.

3 Select the **Automatically Observe DST** checkbox, and then enter the DST start and end dates in the Custom Time Zone Setup section.

4 Click **Submit**.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the printer control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > Manage Shortcuts > Fax Shortcut Setup**.

Note: A password may be required. If you do not have an ID and password, get one from your system support person.

3 Type a unique name for the shortcut, and then enter the fax number.

To create a multiple-number shortcut, enter the fax numbers for the group.

Note: Separate each fax number in the group with a semicolon (;).

4 Assign a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.

5 Click **Add**.

Creating a fax destination shortcut using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Fax > enter the fax number

To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

4 Navigate to:



> enter a name for the shortcut > **Done** > **OK** > **Fax It**

Sending a fax

Sending a fax using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.


Note: 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.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, touch **Fax**.

4 Enter the fax number or a shortcut using the touch screen or keypad.

To add recipients, touch **Next Number** and then enter the recipient's telephone number or shortcut number, or search the address book.

Note: To place a dial pause within a fax number, press . The dial pause appears as a comma in the “Fax to” box. Use this feature if you need to dial an outside line first.

5 Touch **Fax It**.

Sending a fax using the computer

The printer driver fax option lets you send a print job to the printer, which sends the job as a fax. The fax option works as a normal fax machine, but is controlled through the printer driver instead of the printer control panel.

1 With a document open, click **File** > **Print**.

2 Select the printer, and then click **Properties**, **Preferences**, **Options**, or **Setup**.

3 Navigate to:

Fax tab > **Enable fax**

4 Enter the recipient fax number or numbers in the “Fax number(s)” field.

Note: Fax numbers can be entered manually or by using the Phone Book feature

5 If necessary, enter a prefix in the “Dialing prefix” field.

6 Select the appropriate paper size and page orientation.

7 If you want to include a cover page with the fax, then select **Include cover page with fax**, and then enter the appropriate information.

8 Click **OK**.

Notes:

- The Fax option is available for use only with the PostScript driver or the Universal Fax Driver. For information on installing these drivers, see the *Software and Documentation CD*.
- The Fax option must be configured and enabled in the PostScript driver under the Configuration tab before it can be used.
- If the **Always display settings prior to faxing** check box is selected, then you are prompted to verify the recipient information before the fax is sent. If this check box is cleared, then the queued document is sent automatically as a fax when you click **OK** on the Fax tab.


Sending a fax using shortcuts

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. A shortcut number (1–99999) can contain a single recipient or multiple recipients.

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 Press , and then enter the shortcut number using the keypad.

- 4 Touch **Fax It**.

Sending a fax using the address book

The address book enables you to search for bookmarks and network directory servers.

Note: If the address book feature is not enabled, then contact your system support person.

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Fax >  > **Browse shortcuts**

- 4 Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find.

Note: Do not attempt to search for multiple names at the same time.

- 5 Touch **Done** > **Fax It**.

Customizing fax settings

Changing the fax resolution

Settings range from Standard (fastest speed) to Ultra Fine (slowest speed, best quality).

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax > enter the fax number > **Options**
- 4 From the Resolution area, touch the arrows to change to the resolution you want.
- 5 Touch **Fax It**.

Making a fax lighter or darker

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax > enter the fax number > **Options**
- 4 From the Darkness area, touch the arrows to adjust the darkness of the fax.
- 5 Touch **Fax It**.

Sending a fax at a scheduled time

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: 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.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax > enter the fax number > **Options** > **Advanced Options** > **Delayed Send**
Note: If Fax Mode is set to Fax Server, the Delayed Send button will not appear. Faxes waiting for transmission are listed in the Fax Queue.

- 4 Touch the arrows to adjust the time the fax will be transmitted.

The time is increased or decreased in increments of 30 minutes. If the current time is shown, the left arrow is unavailable.

- 5 Touch **Fax It**.

Note: The document is scanned and then faxed at the scheduled time.

Viewing a fax log

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Reports > Fax Job Log** or **Fax Call Log**.

Blocking junk faxes

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Fax Settings > Analog Fax Setup > Block No Name Fax**.

Notes:

- This option blocks all incoming faxes that have a private caller ID or no fax station name.
- In the Banned Fax List field, enter the phone numbers or fax station names of specific fax callers you want to block.

Canceling an outgoing fax

Canceling a fax while the original documents are still scanning

- When using the ADF, touch **Cancel Job** while **Scanning...** appears.
- When using the scanner glass, touch **Cancel Job** while **Scanning...** appears or while **Scan the Next Page / Finish the Job** appears.

Canceling a fax after the original documents have been scanned to memory

- 1 On the home screen, touch **Cancel Jobs**.

The Cancel Jobs screen appears.

- 2 Touch the job or jobs you want to cancel.

Only three jobs appear on the screen; touch the down arrow until the job you want appears, and then touch the job you want to cancel.

- 3 Touch **Delete Selected Jobs**.

The Deleting Selected Jobs screen appears, the selected jobs are deleted, and then the home screen appears.

Understanding the fax options

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Resolution

This options increases how closely the scanner examines the document you want to fax. If you are faxing a photo, a drawing with fine lines, or a document with very small text, then increase the Resolution setting. This will increase the amount of time required for the scan and will increase the quality of the fax output.

- **Standard**—Suitable for most documents
- **Fine 200 dpi**—Recommended for documents with small print

- **Super fine 300 dpi**—Recommended for original documents with fine detail
- **Ultra fine 600 dpi**—Recommended for documents with pictures or photos

Note: **Fine 200 dpi** and **Super fine 300 dpi** is displayed when color printing is selected.

Darkness

This option adjusts how light or dark your faxes will turn out in relation to the original document.

Color

This option enables or disables color in faxing.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding settings.

- **Sides (Duplex)**—Use to specify if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the fax.
- **Orientation**—Use to specify the orientation of the original document, and then changes Sides and Binding to match the orientation.
- **Binding**—Use to specify if the original document is bound on the long-edge or short-edge side.

Scan Preview

This option displays the first page of the image before it is included in the fax. When the first page is scanned, the scanning is paused and a preview image appears.

Delayed Send

This lets you send a fax at a later time or date.

- 1 Set up your fax.
- 2 From the home screen, navigate to:
Delayed Send > enter the date and time you want to send your fax > **Done**

Note: If the printer is turned off when the delayed fax is scheduled to be sent, then the fax is sent the next time the printer is turned on.

This setting can be especially useful in sending information to fax lines that are not readily available during certain hours, or when transmission times are cheaper.

Using the advanced options

These options, among other things, allow you to customize advanced imaging settings, combine multiple jobs into one, and clean the edges of a document.

Holding and forwarding faxes

Holding faxes

This option lets you hold received faxes from printing until they are released. Held faxes can be released manually or at a scheduled day or time.

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > Fax Settings > Analog Fax Setup > Holding Faxes**.

3 In the Print Faxes Password field, enter a password.

4 From the Held Fax Mode menu, select one of the following:

- **Off**
- **Always On**
- **Manual**
- **Scheduled**

5 If you selected Scheduled, then continue with the following steps:

- a** Click **Fax Holding Schedule**.
- b** From the Action menu, select **Hold faxes**.
- c** From the Time menu, select the time you want the held faxes released.
- d** From the Day(s) menu, select the day you want the held faxes released.

6 Click **Add**.

Forwarding a fax

This option lets you print and forward received faxes to a fax number, e-mail address, FTP site, or LDSS.

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > Fax Settings**.

3 From the Fax Forwarding menu, select one of the following:

- **Print**
- **Print and Forward**
- **Forward**

4 From the "Forward to" menu, select one of the following:

- **Fax**
- **E-mail**

- **FTP**
- **LDSS**
- **eSF**

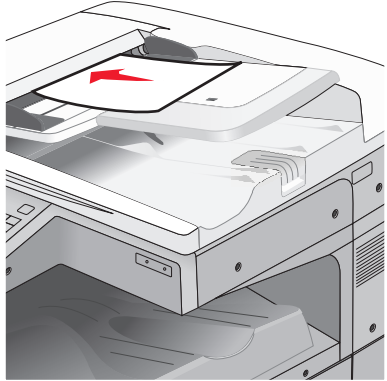
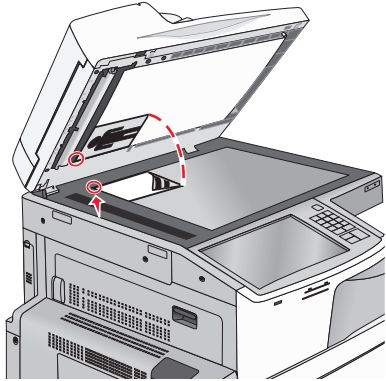
5 In the Forward to Shortcut field, enter the shortcut number where you want the fax forwarded.

Note: The shortcut number must be valid for the setting selected in the “Forward to” menu.

6 Click **Submit**.

Scanning

Scanning to an FTP address

| Automatic document feeder (ADF) | Scanner glass |
|---|---|
|  |  |
| Use the ADF for multiple-page documents. | Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). |

The scanner lets you scan documents directly to a File Transfer Protocol (FTP) server. Only one FTP address may be sent to the server at a time.

Once an FTP destination has been configured by your system support person, the name of the destination becomes available as a shortcut number, or it is listed as a profile under the Held Jobs icon. An FTP destination could also be another PostScript printer; for example, a color document can be scanned and then sent to a color printer.

Creating shortcuts

Instead of entering the entire FTP site address on the printer control panel each time you want to send a document to an FTP server, you can create a permanent FTP destination and assign a shortcut number. There are two methods for creating shortcut numbers: using the Embedded Web Server or using the printer touch screen.

Creating an FTP shortcut using the Embedded Web Server

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings**.

- 3 Under Other Settings, click **Manage Shortcuts**.

Note: A password may be required. If you do not have an ID and password, get one from your system support person.

4 Click **FTP Shortcut Setup**.

5 Enter the appropriate information.


6 Enter a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.

7 Click **Add**.

Creating an FTP shortcut using the touch screen

1 From the home screen, navigate to:

FTP > type the FTP address >  > enter a name for the shortcut > **Done**

2 Verify that the shortcut name and number are correct, and then touch **OK**. If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

If you enter a number that is already in use, then you are prompted to select another number.

3 Touch **Submit**.

Scanning to an FTP address

Scanning to an FTP address using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

FTP > **FTP** > type the FTP address > **Send It**

Scanning to an FTP address using a shortcut number

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

2 If you are loading a document into the ADF, then adjust the paper guides.


3 Press , and then enter the FTP shortcut number.

4 Touch **Send It**.

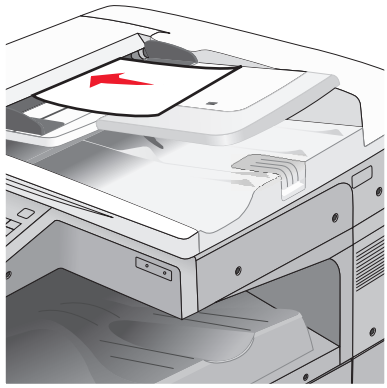
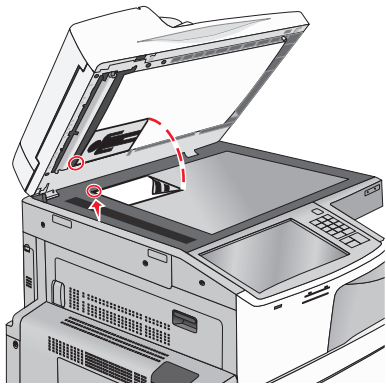
Scanning to an FTP address using the address book

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.
- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 From the home screen, navigate to:

FTP > FTP >  > enter the name of recipient > Browse shortcuts > name of recipient > Search

Scanning to a computer or flash drive

| ADF | Scanner glass |
|--|--|
|  |  |
| <p>Use the ADF for multiple-page documents.</p> | <p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p> |

The scanner lets you scan documents directly to a computer or a flash drive. The computer does not have to be directly connected to the printer for you to receive Scan to PC images. You can scan the document back to the computer over the network by creating a scan profile on the computer and then downloading the profile to the printer.

Scanning to a computer

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Scan Profile > Create**.
- 3 Select your scan settings, and then click **Next**.
- 4 Select a location on your computer where you want to save the scanned output file.

5 Enter a scan name.


The scan name is the name that appears in the Scan Profile list on the display.

6 Click **Submit**.**7** Review the instructions on the Scan Profile screen.

A shortcut number was automatically assigned when you clicked **Submit**. You can use this shortcut number when you are ready to scan your documents.

a Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

b If you are loading a document into the ADF, then adjust the paper guides.**c** Press , and then enter the shortcut number using the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.**d** After entering the shortcut number, the scanner scans and sends the document to the directory or program you specified. If you touched **Profiles** on the home screen, then locate your shortcut on the list.**8** Return to the computer to view the file.

The output file is saved in the location or launched in the program you specified.

Scanning to a flash drive

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: 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.

2 If you are loading a document into the ADF, then adjust the paper guides.**3** Insert the flash drive into the USB port on the front of the printer.

The USB Drive home screen appears.

4 Select the destination folder, and then touch **Scan to USB drive**.**5** Adjust the scan settings.**6** Touch **Scan It**.

Understanding the Scan Center features

The Scan Center software lets you modify scan settings and select where to send the scanned output. Scan settings modified with the Scan Center software can be saved and used for other scan jobs.

The following features are available:

- Scan and send images to your computer
- Convert scanned images to text
- Preview the scanned image and adjust the brightness and contrast
- Make larger scans without losing detail
- Scan two-sided documents

Using the ScanBack Utility

You can use the Lexmark ScanBack™ Utility to create scan-to-PC profiles. The ScanBack Utility can be downloaded from the Lexmark Web site on <http://support.lexmark.com>.

- 1** Set up a scan-to-PC profile:
 - a** Launch the ScanBack Utility.
 - b** Select the printer.
If no printers are listed, then contact your system support person, or click **Setup** to manually search for an IP address or host name.
 - c** Follow the instructions on your computer screen to define the type of document being scanned and what kind of output you want to create.
 - d** Select any of the following:
 - **Show MFP Instructions**—View or print the instructions.
 - **Create Shortcut**—Save this group of settings to use again.
 - e** Click **Finish**.
A dialog box appears with your scan profile information and the status of the received images.
- 2** Scan original documents:
 - a** Load all pages in the ADF or on the scanner glass.
 - b** From the printer control panel, navigate to:
Scan/Email > Profiles > select your scan profile > Submit

Note: The output file is saved in a directory or launched in the application you specified.

Understanding the FTP options

FTP

This option lets you enter the IP address for the FTP destination.

Note: Addresses should be in dot notation form (for example: **yyy.yyy.yyy.yyy**).

File Name

This option lets you enter the file name of the scanned document.

Original Size

This option opens a screen where you can choose the size of the documents for FTP sending.

- Touch a paper size button to select that size as the Original Size setting. The FTP screen appears with the new setting displayed.
- When “Original Size” is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes.
- When “Original Size” is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Send As

This option lets you set the output type for the scan image.

Select one of the following:

- **PDF**—Use to create a single file with multiple pages. The PDF can be sent as a secured or compressed file.
- **TIFF**—Use to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Use to create and attach a separate file for each page of the original document.
- **XPS**—Use to create a single XPS file with multiple pages.
- **RTF**—Use to create a file in editable format.
- **TXT**—Use to create ASCII text file with no formatting.

Color

This option enables or disables color for the scanned image.

Resolution

This option adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Darkness

This option adjusts how light or dark your files will turn out in relation to the original document.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned.
- **Orientation**— Specifies the orientation of the original document, and then changes the Sides and Binding settings to match the orientation.
- **Binding**— Specifies if the original document is bound on the long-edge or short-edge side.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Scan Preview

This option displays the first page of the original document before it is scanned completely. When the first page is scanned, the scanning is paused and a preview image appears.

Using the advanced options

These options, among other things, allow you to customize the advanced imaging settings, combine multiple jobs into one, and clean the edges of the document.

Understanding the printer menus

Menus list

Supplies

Replace Supply
 Cyan Cartridge
 Magenta Cartridge
 Yellow Cartridge
 Black Cartridge
 Cyan Photoconductor Unit
 Magenta Photoconductor Unit
 Yellow Photoconductor Unit
 Black Photoconductor Unit
 Separator Roll and Pick Assembly
 Waste Toner Bottle
 Staple Cartridge
 Hole Punch Box
 160K Maintenance Kit
 320K Maintenance Kit
 480K Maintenance Kit

Security

Edit Security Setups
 Miscellaneous Security Settings
 Confidential Print
 Erase Temporary Data Files
 Security Audit Log
 Set Date and Time

Option Card Menu

A list of installed DLEs (Download Emulators) appears.²

Paper Menu

Default Source
 Paper Size/Type
 Configure MP
 Substitute Size
 Paper Texture
 Paper Loading
 Custom Types
 Custom Names
 Custom Scan Sizes
 Custom Bin Names
 Universal Setup
 Bin Setup

Network/Ports

Active NIC
 Network¹
 Standard USB
 Parallel [x]
 Serial [x]
 SMTP Setup

Reports

Menu Settings Page
 Device Statistics
 Network Setup Page
 Network [x] Setup Page
 Shortcut List
 Fax Job Log
 Fax Call Log
 Copy Shortcuts
 E-mail Shortcuts
 Fax Shortcuts
 FTP Shortcuts
 Profiles List
 Print Fonts
 Print Directory
 Print Demo
 Asset Report

Help

Print All Guides
 Copy Guide
 E-mail Guide
 Fax Guide
 FTP Guide
 Print Defects Guide
 Information Guide
 Supplies Guide

Settings

General Settings
 Copy Settings
 Fax Settings
 E-mail Settings
 FTP Settings
 Flash Drive Menu
 Print Settings

Manage Shortcuts

Fax Shortcuts
 E-mail Shortcuts
 FTP Shortcuts
 Copy Shortcuts
 Profile Shortcuts

¹ Depending on the printer setup, this menu appears as Standard Network or Network [x].

² This menu appears only when one or more DLEs are installed.

Supplies menu

| Menu item | Description |
|--|--|
| Replace Supply Separator Roll and Pick Assembly Yes No | Provides the option to reset the supply counter for the separator roll and pick assembly <ul style="list-style-type: none"> • Select Yes to reset the supply counter. • Select No to exit. |
| Cyan Cartridge Cartridge Nearly Low Cartridge Low Cartridge Very Low Cartridge Critically Low Invalid Replace Missing or Defective OK Unsupported | Shows the status of the cyan toner cartridge |
| Magenta Cartridge Cartridge Nearly Low Cartridge Low Cartridge Very Low Cartridge Critically Low Invalid Replace Missing or Defective OK Unsupported | Shows the status of the magenta toner cartridge |
| Yellow Cartridge Cartridge Nearly Low Cartridge Low Cartridge Very Low Cartridge Critically Low Invalid Replace Missing or Defective OK Unsupported | Shows the status of the yellow toner cartridge |

| Menu item | Description |
|--|--|
| Black Cartridge Cartridge Nearly Low Cartridge Low Cartridge Very Low Cartridge Critically Low Invalid Replace Missing or Defective OK Unsupported | Shows the status of the black toner cartridge |
| Cyan Photoconductor Unit Early Warning Low Replace Missing OK | Shows the status of the cyan photoconductor unit |
| Magenta Photoconductor Unit Early Warning Low Replace Missing OK | Shows the status of the magenta photoconductor unit |
| Yellow Photoconductor Unit Early Warning Low Replace Missing OK | Shows the status of the yellow photoconductor unit |
| Separator Roll and Pick Assembly OK Replace | Shows the status of the separator roll and pick assembly |
| Waste Toner Bottle Near Full Replace Missing OK | Shows the status of the waste toner bottle |
| Staple Cartridge Early Warning Low Replace Missing OK | Shows the status of the staple cartridge |

| Menu item | Description |
|--|---|
| Hole Punch Box Near Full Replace Missing OK | Shows the status of the hole punch box |
| 160K Maintenance Kit Near End of Life End of Life OK | Shows the status of the maintenance kit |
| 320K Maintenance Kit Near End of Life End of Life OK | Shows the status of the maintenance kit |
| 480K Maintenance Kit Near End of Life End of Life OK | Shows the status of the maintenance kit |

Paper menu

Default Source menu

| Menu item | Description |
|---|--|
| Default Source Tray [x] MP Feeder Manual Paper Manual Envelope | Sets a default paper source for all print jobs Notes: <ul style="list-style-type: none"> • Tray 1 (standard tray) is the factory default setting. • From the Paper menu, Configure MP feeder must be set to Cassette for MP feeder to appear as a menu setting. • If the same size and type of paper are in two trays and the Paper Size and Paper Type settings match, then the trays are automatically linked. When one tray is empty, the print job continues using the linked tray. |

Paper Size/Type menu

| Menu item | Description |
|---|--|
| <p>Tray [x] Size</p> <ul style="list-style-type: none"> Letter Legal Executive JIS-B4 A3 11 x 17 Oficio (México) Folio Statement Universal A4 A5 A6 JIS B5 | <p>Specifies the paper size loaded in each tray</p> <p>Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.</p> |
| <p>Tray [x] Type</p> <ul style="list-style-type: none"> Plain Paper Card Stock Transparency Recycled Glossy Heavy Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Paper Custom Type [x] | <p>Specifies the paper type loaded in each tray</p> <p>Note: Plain Paper is the factory default setting for Tray 1. Custom Type [x] is the factory default setting for all other trays.</p> |
| <p>Note: Only installed trays are listed in this menu.</p> | |

| Menu item | Description |
|--|--|
| <p>MP Feeder Size</p> <ul style="list-style-type: none"> Letter Legal Executive JIS-B4 A3 11 x 17 12 x 18 Oficio (México) Folio Statement Universal 7 3/4 Envelope 10 Envelope DL Envelope C5 Envelope Other Envelope A4 A5 A6 JIS B5 SRA3 | <p>Specifies the paper size loaded in the multipurpose feeder</p> <p>Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.</p> |
| <p>MP Feeder Type</p> <ul style="list-style-type: none"> Custom Type [x] Plain Paper Card Stock Transparency Recycled Glossy Heavy Glossy Labels Bond Envelope Rough Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Paper | <p>Specifies the paper type loaded in the multipurpose feeder</p> <p>Note: Custom Type [x] is the factory default setting.</p> |

Note: Only installed trays are listed in this menu.

| Menu item | Description |
|---|---|
| <p>Manual Paper Size</p> <ul style="list-style-type: none"> Letter Legal Executive JIS-B4 A3 11 x 17 12 x 18 Oficio (México) Folio Statement Universal A4 A5 A6 JIS B5 SRA3 | <p>Specifies the paper size being manually loaded</p> <p>Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.</p> |
| <p>Manual Paper Type</p> <ul style="list-style-type: none"> Plain Paper Card Stock Transparency Recycled Glossy Heavy Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Paper Custom Type [x] | <p>Specifies the paper type being manually loaded</p> <p>Note: Plain Paper is the factory default setting.</p> |
| <p>Manual Envelope Size</p> <ul style="list-style-type: none"> 10 Envelope DL Envelope C5 Envelope Other Envelope 7 3/4 Envelope | <p>Specifies the envelope size being manually loaded</p> <p>Note: 10 Envelope is the U.S. factory default setting. DL Envelope is the international factory default setting. Printing a custom size envelope is not supported.</p> |
| <p>Manual Envelope Type</p> <ul style="list-style-type: none"> Envelope Rough Envelope Custom Type [x] | <p>Specifies the envelope type being manually loaded</p> <p>Note: Envelope is the factory default setting.</p> |
| <p>Note: Only installed trays are listed in this menu.</p> | |

Configure MP menu

| Menu item | Description |
|---|---|
| Configure MP Cassette Manual | Determines when the printer selects paper from the multipurpose feeder Notes: <ul style="list-style-type: none"> • Cassette is the factory default setting. This configures the multipurpose feeder as the automatic paper source. • Manual sets the multipurpose feeder only for manual feed print jobs. |

Substitute Size menu

| Menu item | Description |
|--|--|
| Substitute Size All Listed Off Statement/A5 Letter/A4 11 x 17/A3 | Substitutes a specified paper size if the requested paper size is not available Notes: <ul style="list-style-type: none"> • All Listed is the factory default setting. All available substitutions are allowed. • Off indicates that no size substitutions are allowed. • Setting a size substitution lets the print job continue without a Change Paper message appearing. |

Paper Texture menu

| Menu item | Description |
|--|--|
| Plain Texture Normal Rough Smooth | Specifies the relative texture of the paper loaded |
| Card Stock Texture Normal Rough Smooth | Specifies the relative texture of the card stock loaded Note: Settings appear only if card stock is supported. |
| Transparency Texture Normal Rough Smooth | Specifies the relative texture of the transparencies loaded |
| Recycled Texture Normal Rough Smooth | Specifies the relative texture of the recycled paper loaded |
| Note: Normal is the factory default setting for all paper types except bond, rough envelope and rough/cotton paper. | |

| Menu item | Description |
|--|---|
| Glossy Texture Normal Rough Smooth | Specifies the relative texture of the glossy paper loaded |
| Heavy Glossy Texture Normal Rough Smooth | Specifies the relative texture of the glossy paper loaded |
| Labels Texture Normal Rough Smooth | Specifies the relative texture of the labels loaded |
| Bond Texture Rough Smooth Normal | Specifies the relative texture of the bond paper loaded |
| Envelope Texture Normal Rough Smooth | Specifies the relative texture of the envelopes loaded |
| Rough Envelope Texture Rough | Specifies the relative texture of the envelopes loaded |
| Letterhead Texture Normal Rough Smooth | Specifies the relative texture of the letterhead loaded |
| Preprinted Texture Normal Rough Smooth | Specifies the relative texture of the preprinted paper loaded |
| Colored Texture Normal Rough Smooth | Specifies the relative texture of the colored paper loaded |
| Light Texture Normal Rough Smooth | Specifies the relative texture of the paper loaded |
| Note: Normal is the factory default setting for all paper types except bond, rough envelope and rough/cotton paper. | |

| Menu item | Description |
|--|---|
| Heavy Texture Normal Rough Smooth | Specifies the relative texture of the paper loaded |
| Rough/Cotton Texture Rough | Specifies the relative texture of the cotton paper loaded |
| Custom [x] Texture Normal Rough Smooth | Specifies the relative texture of the custom paper loaded Note: Settings appear only if the custom type is supported. |
| Note: Normal is the factory default setting for all paper types except bond, rough envelope and rough/cotton paper. | |

Paper Loading menu

| Use | To |
|---|--|
| Card Stock Loading Duplex Off | Determine and set two-sided printing for all print jobs with Card Stock as the paper type. |
| Recycled Loading Duplex Off | Determine and set two-sided printing for all print jobs with Recycled as the paper type. |
| Glossy Loading Duplex Off | Determine and set two-sided printing for all print jobs with Glossy as the paper type. |
| Heavy Glossy Loading Duplex Off | Determine and set two-sided printing for all print jobs with Heavy Glossy as the paper type. |
| Bond Loading Duplex Off | Determine and set two-sided printing for all print jobs with Bond as the paper type. |
| Letterhead Loading Duplex Off | Determine and set two-sided printing for all print jobs with Letterhead as the paper type. |
| Preprinted Loading Duplex Off | Determine and set two-sided printing for all print jobs with Preprinted as the paper type. |
| Notes: <ul style="list-style-type: none"> • Off is the factory default setting for all Paper Loading menu selections. • Duplex sets the printer default to two-sided printing for every print job unless one-sided printing is selected from Print Properties or the print dialog, depending on your operating system. | |

| Use | To |
|---|--|
| Colored Loading Duplex Off | Determine and set two-sided printing for all print jobs with Colored as the paper type. |
| Light Loading Duplex Off | Determine and set two-sided printing for all print jobs with Light as the paper type. |
| Heavy Loading Duplex Off | Determine and set two-sided printing for all print jobs with Heavy as the paper type. |
| Rough/Cotton Loading Duplex Off | Determine and set two-sided printing for all print jobs with Rough or Cotton as the paper type. |
| Custom [x] Loading Duplex Off | Determine and set two-sided printing for all print jobs with Custom [x] as the paper type. Note: Custom [x] Loading is available only when the custom type is supported. |
| Notes: <ul style="list-style-type: none"> • Off is the factory default setting for all Paper Loading menu selections. • Duplex sets the printer default to two-sided printing for every print job unless one-sided printing is selected from Print Properties or the print dialog, depending on your operating system. | |

Custom Types menu

| Use | To |
|---|--|
| Custom Type [x] Paper Card Stock Transparency Glossy Rough/Cotton Labels Bond Envelope | Associate a paper or specialty media type with a Custom Type [x] name. Notes: <ul style="list-style-type: none"> • Paper is the factory default setting for Custom Type [x]. • The specialty media type must be supported in the selected tray or feeder in order to print from that source. |
| Recycled Paper Card Stock Transparency Glossy Rough/Cotton Labels Envelope | Specify a paper type when the Recycled setting is selected in other menus. Notes: <ul style="list-style-type: none"> • Paper is the factory default setting. • The Recycled paper type must be supported in the selected tray or feeder in order to print from that source. |

Custom Names menu

| Menu item | Definition |
|----------------------------------|--|
| Custom Name [x] [none] | Specify a custom name for a paper type. This name replaces the Custom Type [x] name in the printer menus. |

Custom Scan Sizes menu

| Menu item | Description |
|--|---|
| Custom Scan Size [x] Scan Size Name Width 1–11.69 inches (25–297 mm) Height 1–17 inches (25–432 mm) Orientation Portrait Landscape 2 scans per side Off On | Specifies a custom scan size name, scan sizes, and options. The custom scan size name replaces Custom Scan Size [x] in the printer menus. Notes: <ul style="list-style-type: none"> • 11.69 inches is the US factory default setting for Width. 297 millimeters is the international factory default setting for Width. • 17 inches is the US factory default setting for Height. 432 millimeters is the international factory default setting for Height. • Portrait is the factory default setting for Orientation. • Off is the factory default setting for 2 scans per side. |

Universal Setup menu

| Use | To |
|---|---|
| Units of Measure Inches Millimeters | Specify the unit of measure. Note: Inches is the U.S. factory default setting. Millimeters is the international factory default setting. |
| Portrait Width 3–48 inches 76–1219 mm | Set the portrait width. Notes: <ul style="list-style-type: none"> • 11.00 inches is the U.S. factory default setting. 297.4 mm is the international factory default setting. • If the width exceeds the maximum, then the printer uses the maximum width allowed. • The width can be increased in 0.01-inch or in 1-mm increments. |
| Portrait Height 3–48 inches 76–1219 mm | Set the portrait height Notes: <ul style="list-style-type: none"> • 17 inches is the U.S. factory default setting. 431.8 mm is the international factory default setting. • If the height exceeds the maximum, then the printer uses the maximum height allowed. • The height can be increased in 0.01-inch or in 1-mm increments. |

Bin Setup menu

| Menu item | Description |
|--|--|
| Output Bin Standard Bin Bin [x] | Specifies the default output bin Note: Standard Bin is the factory default setting. |
| Configure Bins Mailbox Link Type Assignment | Specifies configuration options for output bins Note: Mailbox is the factory default setting. |
| Assign Type/Bin Plain Paper Bin Card Stock Bin Transparency Bin Recycled Bin Glossy Bin Heavy Glossy Bin Labels Bin Bond Bin Envelope Bin Rough Envelope Bin Letterhead Bin Preprinted Bin Colored Bin Light Paper Bin Heavy Paper Bin Rough/Cotton Bin Custom [x] Bin | Selects an output bin for each supported paper type Available selections for each type are: Disabled Standard Bin Bin [x] Note: Disabled is the factory default setting. |

Reports menu

Reports menu

| Menu item | Description |
|---------------------------|---|
| Menu Settings Page | Prints a report on the current printer menu settings. The report also contains information about the status of the supplies and a list of hardware options that are successfully installed. |
| Device Statistics | Prints a report containing printer statistics, such as supply information and details about printed pages |
| Network Setup Page | Prints a report containing information about the network printer settings, such as the TCP/IP address information Note: This menu item appears only in network printers or printers connected to print servers. |

| Menu item | Description |
|-------------------------------|--|
| Network [x] Setup Page | <p>Prints a report containing information about the network printer settings, such as the TCP/IP address information</p> <p>Notes:</p> <ul style="list-style-type: none"> • This menu item is available when there is more than one network option installed. • This menu item appears only in network printers or printers connected to print servers. |
| Shortcut List | Prints a report containing information about configured shortcuts |
| Fax Job Log | <p>Prints a report containing information about the last 200 completed faxes</p> <p>Note: This menu item is available only when Enable Job Log is set to On in the Fax Settings menu.</p> |
| Fax Call Log | <p>Prints a report containing information about the last 100 attempted, received, and blocked calls</p> <p>Note: This menu item is available only when Enable Job Log is set to On in the Fax Settings menu.</p> |
| Copy Shortcuts | Prints a report containing information about copy shortcuts |
| E-mail Shortcuts | Prints a report containing information about e-mail shortcuts |
| Fax Shortcuts | Prints a report containing information about fax shortcuts |
| FTP Shortcuts | Prints a report containing information about FTP shortcuts |
| Profiles List | Prints a list of profiles stored in the printer |
| Print Fonts | Prints a report of all the fonts available for the printer language currently set in the printer |
| Print Directory | <p>Prints a list of all the resources stored on an optional flash memory card or printer hard disk</p> <p>Notes:</p> <ul style="list-style-type: none"> • Job Buffer Size must be set to 100%. • Make sure that the flash memory card or hard disk is installed correctly and working. |
| Print Demo | Prints demo files that are available in the firmware, the flash option, and the disk option |
| Asset Report | Prints a report containing asset information including the printer serial number and model name. The report contains text and UPC barcodes that can be scanned into an asset database. |

Network/Ports menu

Active NIC menu

| Menu item | Description |
|--|---|
| Active NIC Auto [list of available network cards] | Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • This menu item appears only if an optional network card is installed. |

Standard Network or Network [x] menus

Note: Only active ports appear in this menu; all inactive ports are omitted.

| Menu item | Description |
|-------------------------------------|---|
| PCL SmartSwitch On Off | Sets the printer to automatically switch to PCL emulation when a print job requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When Off is used, the printer does not examine incoming data. The printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off. |
| PS SmartSwitch On Off | Sets the printer to automatically switch to PS emulation when a print job requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When Off is used, the printer does not examine incoming data. The printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off. |
| NPA Mode Auto Off | Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated. |

Network Reports menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or **Network [x] > Standard Network Setup** or **Network Setup > Reports** or **Network Reports**

| Menu item | Description |
|-------------------------|---|
| Print Setup Page | Prints a report containing information about the network printer settings, such as the TCP/IP address |

Network Card menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or **Network [x] > Standard Network Setup** or **Network [x] Setup > Network Card**

| Menu item | Description |
|--|--|
| View Card Status Connected Disconnected | Lets you view the connection status of the Network Card |
| View Card Speed | Lets you view the speed of a currently active network card |
| Network Address UAA LAA | Lets you view the network addresses |
| Job Timeout 0 10–225 | Sets the amount of time in seconds before a network print job is canceled Note: 90 seconds is the factory default setting. |
| Banner Page Off On | Allows the printer to print a banner page Note: Off is the factory default setting. |

TCP/IP menu

Note: This menu is available only in network printers or in printers connected to print servers.

| Menu item | Description |
|---------------------|--|
| Set Hostname | Lets you set the current TCP/IP host name Note: This can be changed only from the Embedded Web Server. |
| IP Address | Lets you view or change the current TCP/IP address Note: Manually setting the IP address sets the Enable DHCP and Enable Auto IP settings to Off. It also sets Enable BOOTP and Enable RARP to Off on systems that support BOOTP and RARP. |
| Netmask | Lets you view or change the current TCP/IP netmask |

| Menu item | Description |
|--|---|
| Gateway | Lets you view or change the current TCP/IP gateway |
| Enable DHCP On Off | Specifies the DHCP address and parameter assignment setting Note: On is the factory default setting. |
| Enable RARP On Off | Specifies the RARP address assignment setting Note: Off is the factory default setting. |
| Enable BOOTP On Off | Specifies the BOOTP address assignment setting Note: On is the factory default setting. |
| Enable AutoIP Yes No | Specifies the Zero Configuration Networking setting Note: Yes is the factory default setting. |
| Enable FTP/TFTP Yes No | Enables the built-in FTP server, which allows you to send files to the printer using File Transfer Protocol. Note: Yes is the factory default setting. |
| Enable HTTP Server Yes No | Enables the built-in Web server (Embedded Web Server). When enabled, the printer can be monitored and managed remotely using a Web browser. Note: Yes is the factory default setting. |
| WINS Server Address | Lets you view or change the current WINS server address |
| DNS Server Address | Lets you view or change the current DNS server address |
| Backup DNS Server Address | View or change the backup DNS server addresses. |
| Backup DNS Server Address 2 | |
| Backup DNS Server Address 3 | |

IPv6 menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or **Network [x] > Standard Network Setup** or **Network [x] Setup > IPv6**

Note: This menu is available only for network models or printers attached to print servers.

| Menu item | Description |
|--|--|
| Enable IPv6 On Off | Enables IPv6 in the printer Note: On is the factory default setting. |
| Auto Configuration On Off | Specifies whether the network adapter accepts the automatic IPv6 address configuration entries provided by a router Note: On is the factory default setting. |

| Menu item | Description |
|-----------------------------------|--|
| Set Hostname | Lets you set the hostname |
| View Address | Note: These settings can be changed only from the Embedded Web Server. |
| View Router Address | |
| Enable DHCPv6 On Off | Enables DHCPv6 in the printer Note: On is the factory default setting. |

Wireless menu

Use the following menu items to view or configure the wireless internal print server settings.

Note: This menu is available only in printer models connected to a wireless network.

The Wireless menu is available from the Network/Ports menu:

Network/Ports > Standard Network or **Network [x] > Standard Network Setup** or **Network [x] Setup > Wireless**

| Menu item | Description |
|--|--|
| Wi-Fi Protected Setup Start Push Button | Lets you connect the printer to a wireless network by pressing buttons on both the printer and the access point (wireless router) within a given period of time |
| Wi-Fi Protected Setup Start PIN Method | Lets you connect the printer to a wireless network by using a PIN on the printer and entering it into the wireless settings of the access point |
| Enable/Disable WPS Autodetection Enable Disable | Automatically detects the connection method that an access point with WPS uses—WPS Push Button Configuration (PBC) or WPS Personal Identification Number (PIN) Note: Disable is the factory default setting. |
| Network Mode Infrastructure Ad hoc | Specifies the network mode Notes: <ul style="list-style-type: none"> Ad hoc is the factory default setting. This configures wireless connection directly between the printer and a computer. Infrastructure lets the printer access a network using an access point. |
| Compatibility 802.11b/g 802.11b/g/n | Specifies the wireless standard for the wireless network Note: The 802.11b/g/n is the factory default setting. |
| Choose Network [list of available networks] | Lets you select an available network for the printer to use |
| View Signal Quality | Lets you view the quality of the wireless connection |
| View Security Mode | Lets you view the encryption method that a wireless network uses |

Note: *Wi-Fi Protected Setup (WPS)* is a simple and secure configuration that lets you establish a wireless network and enable network security without requiring prior knowledge of Wi-Fi technology. It is no longer necessary to configure the network name (SSID) and WEP key or WPA passphrase for network devices.

AppleTalk menu

To access the menu, navigate to either of the following:

- **Network/Ports > Standard Network > Standard Network Setup > AppleTalk**
- **Network/Ports > Network [x] > Network [x] Setup > AppleTalk**

| Use | To |
|---|--|
| Activate Yes No | Enable or disable AppleTalk support. Note: No is the factory default setting. |
| View Name | Show the assigned AppleTalk name. Note: The AppleTalk name can be changed only from the Embedded Web Server. |
| View Address | Show the assigned AppleTalk address. Note: The AppleTalk address can be changed only from the Embedded Web Server. |
| Set Zone [list of zones available on the network] | Provide a list of AppleTalk zones available on the network. Note: The default zone for the network is the factory default setting. |

Standard USB menu

| Menu item | Description |
|-------------------------------------|--|
| PCL SmartSwitch On Off | Sets the printer to automatically switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PostScript emulation if the PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PS SmartSwitch is set to Off. |

| Menu item | Description |
|--|---|
| PS SmartSwitch On Off | Sets the printer to automatically switch to PS emulation when a print job received through a USB port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PCL emulation if the PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PCL SmartSwitch is set to Off. |
| NPA Mode Auto On Off | Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. Auto sets the printer to examine data, determine the format, and then process it appropriately. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated. |
| USB Buffer Auto 3KB to [maximum size allowed] Disabled | Sets the size of the USB input buffer Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Disabled turns off job buffering. Any jobs already buffered on the printer hard disk are printed before normal processing resumes. • The USB buffer size value can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the USB Buffer, disable or reduce the size of the parallel, serial, and network buffers. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated. |
| Job Buffering Off On Auto | Temporarily stores print jobs on the printer hard disk before printing Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • On buffers jobs on the printer hard disk. • Auto buffers print jobs only if the printer is busy processing data from another input port. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated. |
| Mac Binary PS Auto On Off | Sets the printer to process Macintosh binary PostScript print jobs Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • On processes raw binary PostScript print jobs. • Off filters print jobs using the standard protocol. |

| Menu item | Description |
|---------------------------------------|---|
| ENA Address yyy.yyy.yyy.yyy | Sets the network address information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port. |
| ENA Netmask yyy.yyy.yyy.yyy | Sets the netmask information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port. |
| ENA Gateway yyy.yyy.yyy.yyy | Sets the gateway information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port. |

Parallel [x] menu

| Menu item | Description |
|--------------------------------------|---|
| PCL SmartSwitch On Off | Sets the printer to automatically switch to PCL emulation when a print job received through a serial port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off. |
| PS SmartSwitch On Off | Sets the printer to automatically switch to PS emulation when a print job received through a serial port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off. |
| NPA Mode Auto On Off | Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated. |

| Menu item | Description |
|---|---|
| Parallel Buffer Auto 3KB to [maximum size allowed] Disabled | Sets the size of the parallel input buffer Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Disabled turns off job buffering. Any print jobs already buffered on the printer hard disk are printed before normal processing resumes. • The parallel buffer size setting can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Parallel Buffer, disable or reduce the size of the USB, serial, and network buffers. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated. |
| Job Buffering Off On Auto | Temporarily stores print jobs on the printer hard disk before printing Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • On buffers print jobs on the printer hard disk. • Auto buffers print jobs only if the printer is busy processing data from another input port. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated. |
| Advanced Status On Off | Enables bidirectional communication through the parallel port Notes: <ul style="list-style-type: none"> • On is the factory default setting. • Off disables parallel port negotiation. |
| Protocol Fastbytes Standard | Specifies the parallel port protocol Notes: <ul style="list-style-type: none"> • Fastbytes is the factory default setting. It provides compatibility with most existing parallel ports and is the recommended setting. • Standard tries to resolve parallel port communication problems. |
| Honor Init Off On | Determines if the printer honors printer hardware initialization requests from the computer Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • The computer requests initialization by activating the Init signal from the parallel port. Many personal computers activate the Init signal each time the computer is turned on. |
| Parallel Mode 2 On Off | Determines if the parallel port data is sampled on the leading or trailing edge of a strobe Note: On is the factory default setting. |

| Menu item | Description |
|---|---|
| Mac Binary PS Auto On Off | Sets the printer to process Macintosh binary PostScript print jobs Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Off filters print jobs using the standard protocol. • On processes raw binary PostScript print jobs. |
| ENA Address yyy.yyy.yyy.yyy | Sets the network address information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port. |
| ENA Netmask yyy.yyy.yyy.yyy | Sets the netmask information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port. |
| ENA gateway yyy.yyy.yyy.yyy | Sets the gateway information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port. |

Serial [x] menu

| Menu item | Description |
|-------------------------------------|---|
| PCL SmartSwitch On Off | Sets the printer to automatically switch to PCL emulation when a print job received through a serial port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off. |
| PS SmartSwitch On Off | Sets the printer to automatically switch to PS emulation when a print job received through a serial port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the printer does not examine incoming data. The printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off. |

| Menu item | Description |
|--|---|
| <p>NPA Mode</p> <p>Auto On Off</p> | <p>Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol</p> <p>Notes:</p> <ul style="list-style-type: none"> • Auto is the factory default setting. Auto sets the printer to examine data, determine the format, and then processes it appropriately. • When set to On, the printer performs NPA processing. If the data is not in NPA format, it is rejected as bad data. • When set to Off, the printer does not perform NPA processing. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated. |
| <p>Serial Buffer</p> <p>Auto 3KB to [maximum size allowed] Disabled</p> | <p>Sets the size of the serial input buffer</p> <p>Notes:</p> <ul style="list-style-type: none"> • Auto is the factory default setting. • Disabled turns off job buffering. Any jobs already buffered on the disk are printed before normal processing is resumed. • The serial buffer size setting can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Serial Buffer, disable or reduce the size of the parallel, serial, and network buffers. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated. |
| <p>Job Buffering</p> <p>Off On Auto</p> | <p>Temporarily stores print jobs on the printer hard disk before printing</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. The printer does not buffer print jobs on the printer hard disk. • On buffers print jobs on the printer hard disk. • Auto buffers print jobs only if the printer is busy processing data from another input port. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated. |
| <p>Protocol</p> <p>DTR DTR/DSR XON/XOFF XON/XOFF/DTR XONXOFF/DTRDSR</p> | <p>Selects the hardware and software handshaking settings for the serial port</p> <p>Notes:</p> <ul style="list-style-type: none"> • DTR is the factory default setting. • DTR/DSR is a hardware handshaking setting. • XON/XOFF is a software handshaking setting. • XON/XOFF/DTR and XON/XOFF/DTR/DSR are combined hardware and software handshaking settings. |

| Menu item | Description |
|---|--|
| <p>Robust XON</p> <p>Off</p> <p>On</p> | <p>Determines whether the printer communicates availability to the computer</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. • This menu item applies only to the serial port if Serial Protocol is set to XON/XOFF. |
| <p>Baud</p> <p>9600</p> <p>19200</p> <p>38400</p> <p>57600</p> <p>115200</p> <p>138200</p> <p>172800</p> <p>230400</p> <p>345600</p> <p>1200</p> <p>2400</p> <p>4800</p> | <p>Specifies the rate at which data can be received through the serial port</p> <p>Notes:</p> <ul style="list-style-type: none"> • 9600 is the factory default setting. • 138200, 172800, 230400, and 345600 baud rates are only displayed in the Standard Serial menu. These settings do not appear in the Serial Option 1, Serial Option 2, or Serial Option 3 menus. |
| <p>Data Bits</p> <p>8</p> <p>7</p> | <p>Specifies the number of data bits sent in each transmission frame</p> <p>Note: 8 is the factory default setting.</p> |
| <p>Parity</p> <p>None</p> <p>Ignore</p> <p>Even</p> <p>Odd</p> | <p>Sets the parity for serial input and output data frames</p> <p>Note: None is the factory default setting.</p> |
| <p>Honor DSR</p> <p>Off</p> <p>On</p> | <p>Determines whether the printer uses the DSR Signal</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. • DSR is a handshaking signal used by most serial cables. The serial port uses DSR to distinguish data sent by the computer from data created by electrical noise in the serial cable. The electrical noise can cause stray characters to print. Set this to On to prevent stray characters from printing. |

SMTP Setup menu

| Menu item | Description |
|---|---|
| Primary SMTP Gateway | Specifies SMTP server gateway and port information Note: 25 is the default SMTP gateway port. |
| Primary SMTP Gateway Port | |
| Secondary SMTP Gateway | |
| Secondary SMTP Gateway Port | |
| SMTP Timeout 5–30 | Specifies the amount of time in seconds before the server stops trying to send an e-mail Note: 30 seconds is the factory default setting. |
| Reply Address | Specifies a reply address of up to 128 characters in the e-mail sent by the printer |
| Use SSL Disabled Negotiate Required | Sets the printer to use SSL for increased security when connecting to the SMTP server Notes: <ul style="list-style-type: none"> • Disabled is the factory default setting. • When the Negotiate setting is used, the SMTP server determines if SSL will be used. |
| SMTP Server Authentication No authentication required Login/Plain CRAM-MD5 Digest-MD5 NTLM Kerberos 5 | Specifies the type of user authentication required for scan to e-mail privileges Note: “No authentication required” is the factory default setting. |
| Device-Initiated E-mail None Use Device SMTP Credentials | Specifies what credentials will be used when communicating to the SMTP server. Some SMTP servers require credentials to send an e-mail. Notes: <ul style="list-style-type: none"> • None is the factory default setting for Device and User-Initiated E-mail. • Device Userid and Device Password are used to log in to the SMTP server when Use Device SMTP Credentials is selected. |
| User-Initiated E-mail None Use Device SMTP Credentials Use Session User ID & Password Use Session E-mail address & Password Prompt User | |
| Device Userid | |
| Device Password | |
| Kerberos 5 Realm | |
| NTLM Domain | |

Security menu

Editing Security Setups menu

| Menu item | Description |
|--------------------------------|--|
| Edit Backup Password | Creates a backup password Note: This menu item will only appear if a backup password exists. |
| Edit Building Blocks | Edits the Internal Accounts, NTLM, various Setups, Password, and PIN |
| Edit Security Templates | Adds or edits a Security Template |
| Edit Access Controls | Controls access to printer menus, firmware updates, held jobs, and other access points |

Miscellaneous Security Settings menu

| Menu item | Description |
|--|---|
| Login Restrictions Login failures Failure time frame Lockout time Panel Login Timeout Remote Login Timeout | Limits the number and time frames of failed login attempts from the printer control panel before <i>all</i> users are locked out Notes: <ul style="list-style-type: none"> • “Login failures” specifies the number of failed login attempts before users are locked out. Settings range from 1–10 attempts is the factory default setting. • “Failure time frame” specifies the time frame during which failed login attempts can be made before users are locked out. Settings range from 1–60 minutes. 5 minutes is the factory default setting. • “Lockout time” specifies how long users are locked out after exceeding the login failures limit. Settings range from 1–60 minutes. 5 minutes is the factory default setting. 1 indicates the printer does not impose a lockout time. • “Panel Login Timeout” specifies how long the printer remains idle on the Home screen before automatically logging the user off. Settings range from 1–900 seconds. 30 seconds is the factory default setting. • “Remote Login Timeout” specifies how long a remote interface remains idle before automatically logging the user off. Settings range from 1–120 seconds. 10 minutes is the factory default setting. |

| Menu item | Description |
|--|---|
| <p>Security Reset Jumper</p> <p>Access controls="No Security" No Effect Reset factory security defaults</p> | <p>Changes the value of the security settings</p> <p>Notes:</p> <ul style="list-style-type: none"> • Access controls="No Security" retains all the security information that the user has defined. "No Security" is the factory default setting. • "No Effect" means the reset has no effect on the device's security configuration. • "Reset factory security defaults" deletes all security information that the user has defined, and assigns the factory default value to each setting in the Miscellaneous Security Settings section of both the panel and the Web page. |
| <p>LDAP Certificate Verification</p> <p>Demand Try Allow Never</p> | <p>Allows the user to request a server certificate</p> <p>Notes:</p> <ul style="list-style-type: none"> • "Demand" means a server certificate is requested. If a bad certificate is provided or if no certificate is provided, the session is terminated immediately. "Demand" is the factory default setting. • "Try " means a server certificate is requested. If no certificate is provided, the session proceeds normally. If a bad certificate is provided, the session is terminated immediately. • "Allow" means a server certificate is requested. If no certificate is provided, the session proceeds normally. If a bad certificate is provided, it will be ignored and the session proceeds normally. • "Never" means no server certificate is requested. |
| <p>Minimum PIN Length</p> <p>1–16</p> | <p>Limits the digit length of the PIN.</p> <p>Note: 4 is the is the factory default setting.</p> |

Confidential Print menu

| Menu item | Description |
|---|--|
| <p>Max Invalid PIN</p> <p>Off 2–10</p> | <p>Limits the number of times an invalid PIN can be entered</p> <p>Notes:</p> <ul style="list-style-type: none"> • This menu appears only if a formatted, non-defective printer hard disk is installed. • Once the limit is reached, the print job for that user name and that PIN are deleted. |
| <p>Confidential Job Expiration</p> <p>Off 1 hour 4 hours 24 hours 1 week</p> | <p>Limits the amount of time a confidential print job stays in the printer before it is deleted</p> <p>Notes:</p> <ul style="list-style-type: none"> • If the Job Expiration setting is changed while confidential print jobs reside on the printer RAM or printer hard disk, then the expiration time for those print jobs does not change to the new default value. • If the printer is turned off, then all confidential jobs held in printer RAM are deleted. |
| <p>Note: Off is the factory default setting.</p> | |

| Menu item | Description |
|---|--|
| Repeat Job Expiration Off 1 hour 4 hours 24 hours 1 week | Sets a time limit on how long the printer stores print jobs |
| Verify Job Expiration Off 1 hour 4 hours 24 hours 1 week | Sets a time limit on how long the printer stores print jobs needing verification |
| Reserve Job Expiration Off 1 hour 4 hours 24 hours 1 week | Sets a time limit on how long the printer stores print jobs for printing at a later time |
| Note: Off is the factory default setting. | |

Erase Temporary Data Files menu

Erase Temporary Data Files deletes *only* print job data on the printer hard disk that *are not* currently in use by the file system. All permanent data on the hard disk are preserved, such as downloaded fonts, macros, and held jobs.

Note: This menu appears only when a formatted, working hard disk is installed.

| Use | To |
|--|--|
| Wiping Mode Off Auto Manual | Specify the mode for erasing temporary data files. Note: Auto is the factory default setting. |
| Automatic Method Single pass Multi-pass | Specify a method for automatic disk wiping. Notes: <ul style="list-style-type: none"> • Single pass is the factory default setting. • Highly confidential information should be erased using <i>only</i> the Multiple pass method. |
| Manual Method Single pass Multi-pass | Specify a method for manual disk wiping. Note: Single pass is the factory default setting. |

| Use | To |
|--|---|
| Scheduled Method Single pass Multi-pass | Specify a method for a scheduled disk wiping. Note: Single pass is the factory default setting. |

Security Audit Log menu

| Menu item | Description |
|--|---|
| Export Log | Enables an authorized user to export the security log Notes: <ul style="list-style-type: none"> To export the log from the printer control panel, a flash drive must be attached to the printer. From the Embedded Web Server, the log can be downloaded to a computer. |
| Delete Log Yes No | Specifies whether audit logs are deleted Note: Yes is the factory default setting. |
| Configure Log Enable Audit Enable Remote Syslog Remote Syslog Server Remote Syslog Port Remote Syslog Method Remote Syslog Facility Log full behavior Admin's e-mail address Digitally sign exports Severity of events to log Remote Syslog non-logged events E-mail log cleared alert E-mail log wrapped alert E-mail % full alert % full alert level E-mail log exported alert E-mail log settings changed alert Log line endings | Specifies whether and how the audit logs are created Note: Factory default settings enable the security audit log. |

Set Date and Time menu

| Menu item | Description |
|------------------------------|--|
| Current Date and Time | Lets you view the current date and time settings for the printer |

| Menu item | Description |
|--|---|
| Manually Set Date and Time | Note: Date/Time is set in YYYY-MM-DD HH:MM:SS format. |
| Time Zone | Note: GMT is the factory default setting. |
| Automatically Observe DST On Off | Note: On is the factory default setting and uses the applicable Daylight Saving Time associated with the Time Zone setting. |
| Custom Time Zone Setup DST Start Week DST Start DayOff DST Start Month DST Start Time DST End Week DST End Day DST End Month DST End Time DST Offset | Enables the user to set up the time zone |
| Enable NTP On Off | Enables Network Time Protocol, which synchronizes the clocks of devices on a network Note: On is the factory default setting. |
| NTP Server | Lets you view the NTP Server Address |
| Enable Authentication Off On | Lets you change the authentication setting to on or off Note: Off is the factory default setting. |

Settings menu

General Settings menu

| Menu item | Description |
|---|--|
| Display Language English Francais Deutsch Italiano Espanol Greek Dansk Norsk Nederlands Svenska Portugues Suomi Russian Polski Magyar Turkce Cesky Simplified Chinese Traditional Chinese Korean Japanese | Sets the language of the text appearing on the display Note: All languages may not be available for all printers. |
| Eco-Mode Off Energy Energy/Paper Paper | Minimizes the use of energy, paper, or specialty media Notes: <ul style="list-style-type: none"> • Off is the factory default setting. This resets the printer to its factory default settings. • When setting Eco Mode to Energy or Paper, performance may be affected, but print quality is not. |
| ADF Loaded Beep Enabled Disabled | Specifies whether the ADF sounds a beep when paper is loaded Note: Disabled is the factory default setting. |
| Quiet Mode Off On | Minimizes the printer noise Note: Off is the factory default setting. This setting supports the performance specifications for your printer. |

| Menu item | Description |
|---|--|
| Run Initial setup Yes No | Runs the setup wizard Notes: <ul style="list-style-type: none"> • Yes is the factory default setting. • After completing the setup wizard by selecting Done at the Country select screen, the default becomes No. |
| Keyboard Keyboard Type English Francais Francais Canadien Deutsch Italiano Espanol Greek Dansk Norsk Nederlands Svenska Suomi Portugues Russian Polski Swiss German Swiss French Turkce Korean Custom Key [x] Accents/Symbols Tab On Off Russian/Polish Tab On Off Korean Tab On Off | Specifies a language and custom key information for the printer control panel keyboard. The additional tabs enable access to accent marks and symbols from the printer control panel keyboard. |
| Paper Sizes US Metric | Specifies the unit of measurement for paper sizes Notes: <ul style="list-style-type: none"> • Initial setting is determined by your country or region selection in the initial setup wizard. • Changing this setting also changes the default for each input source in the Paper Size/Paper Type menu. |

| Menu item | Description |
|---|---|
| <p>Scan to PC Port Range [port range]</p> | <p>Specifies a valid port range for printers behind a port blocking firewall. The valid ports are specified by two sets of numbers separated by a semicolon.</p> <p>Note: 9751:12000 is the factory default setting.</p> |
| <p>Displayed Information Left side Right side Custom Text [x] [text entry]</p> | <p>Specifies what is displayed on the upper left and right corners of the home screen</p> <p>For the Left side and Right side menus, choose from the following options:</p> <ul style="list-style-type: none"> None IP Address Hostname Contact Name Location Date/Time mDNS/DDNS Service Name Zero Configuration Name Cartridge Level Custom Text [x] <p>Notes:</p> <ul style="list-style-type: none"> • IP Address is the factory default setting for Left side. • Date/Time is the factory default setting for Right side. |
| <p>Displayed Information (continued) [x] Toner [x] Photoconductor Waste Toner Bottle Fuser Transfer Module</p> | <p>Customizes the displayed information for the supplies</p> <p>Select from the following options:</p> <ul style="list-style-type: none"> When to display <ul style="list-style-type: none"> Do not display Display Message to Display <ul style="list-style-type: none"> Default Alternate Default <ul style="list-style-type: none"> [text entry] Alternate <ul style="list-style-type: none"> [text entry] <p>Notes:</p> <ul style="list-style-type: none"> • Do not display is the factory default setting for When to display. • Default is the factory default setting for Message to Display. |

| Menu item | Description |
|---|---|
| <p>Displayed Information (continued)</p> <ul style="list-style-type: none"> Paper Jam Load Paper Service Errors | <p>Specifies what is displayed for Paper Jam, Load Paper, and Service Errors. Available options for each button are:</p> <ul style="list-style-type: none"> Activate <ul style="list-style-type: none"> Yes No Type of Message to Display <ul style="list-style-type: none"> Default Alternate Default Message <ul style="list-style-type: none"> [text entry] Alternate Message <ul style="list-style-type: none"> [text entry] <p>Notes:</p> <ul style="list-style-type: none"> • No is the factory default setting for Activate. • Default is the factory default setting for Type of Message to Display. |
| <p>Home screen customization</p> <ul style="list-style-type: none"> Change Language Copy Copy Shortcuts Fax Fax Shortcuts E-mail E-mail Shortcuts FTP FTP Shortcuts Search Held Jobs Held Jobs USB Drive Profiles and Solutions Bookmarks Jobs by user Forms and Favorites | <p>Lets you add or remove icons that appear on the home screen</p> <p>Available selections for each icon are:</p> <ul style="list-style-type: none"> Display Do Not Display |
| <p>Date Format</p> <ul style="list-style-type: none"> MM-DD-YYYY DD-MM-YYYY YYYY-MM-DD | <p>Formats the printer date</p> |
| <p>Time Format</p> <ul style="list-style-type: none"> 12 hour A.M./P.M. 24 hour clock | <p>Formats the printer time</p> |
| <p>Screen Brightness</p> <ul style="list-style-type: none"> 20–100 | <p>Specifies the brightness of the printer control panel screen</p> |

| Menu item | Description |
|--|--|
| One Page Copy On Off | Sets copies from the scanner glass to only one page at a time Note: Off is the factory default setting. |
| Output Lighting Standard Bin LED Normal/Standby Mode Bright Dim Off Power Saver Bright Dim Off Output Option Bin LEDs Normal/Standby Mode Bright Dim Off Power Saver Bright Dim Off | Sets the amount of light from the standard or optional bin Notes: <ul style="list-style-type: none"> • In Normal/Standby Mode, the factory default setting is Bright. • In Power Saver Mode, the factory default is Dim. |
| Audio Feedback Button Feedback On Off Volume 1–10 | Sets the audio volume for the buttons Notes: <ul style="list-style-type: none"> • On is the factory default setting for Button Feedback. • 5 is the factory default setting for Volume. |
| Tactile Touchscreen Feedback On Off | Provides touch screen sensation feedback Note: On is the factory default setting. |
| Show Bookmarks On Off | Specifies whether bookmarks are displayed from the Held Jobs area Note: On is the factory default setting. When On is selected, bookmarks appear in the Held Jobs area. |
| Allow Background Removal On Off | Specifies whether image background removal is allowed in copy, fax, e-mail, FTP, or scan-to-USB jobs Note: On is the factory default setting. The background of the image will be removed. |
| Allow Custom Job Scans On Off | Lets you scan multiple jobs to one file Note: On is the factory default setting. If On is selected, the Allow Custom Job Scans setting can be enabled for specific jobs. |

| Menu item | Description |
|---|---|
| Scanner Jam Recovery Job level Page level | Specifies how a scanned job should be reloaded if a paper jam occurs in the ADF Notes: <ul style="list-style-type: none"> • Job level is the factory default setting. • If Job level is selected, then the entire job must be rescanned if any pages jam. • If Page level is selected, then rescan from the jammed page forward. |
| Web Page Refresh Rate 30–300 | Specifies the number of seconds between Embedded Web Server refreshes Note: 120 seconds is the factory default setting. |
| Contact Name | Specifies a contact name for the printer Note: The contact name will be stored on the Embedded Web Server. |
| Location | Specifies the location of the printer Note: The location will be stored on the Embedded Web Server. |
| Alarms Alarm Control Cartridge Alarm Staple Alarm Hole Punch Alarm | Sets an alarm to sound when the printer requires operator intervention Available selections for each alarm type are: Off Single Continuous Notes: <ul style="list-style-type: none"> • Single is the factory default setting for Alarm Control. Single sounds three quick beeps. • Off is the factory default setting for Cartridge Alarm. Off means no alarm will sound. • Continuous repeats three beeps every 10 seconds. |
| Timeouts Standby Mode Disabled 1–240 | Specifies the number of minutes of inactivity before the printer enters a lower power state Note: 15 minutes is the factory default setting. |
| Timeouts Sleep Mode 2–240 | Sets the amount of time the printer waits after a job is printed before it goes into a reduced power state Note: 5 minutes is the factory default setting. |

| Menu item | Description |
|--|---|
| <p>Timeouts</p> <p>Hibernate Timeout</p> <ul style="list-style-type: none"> Disabled 1–3 hours 6 hours 1–3 days 1–2 weeks 1 month | <p>Sets the amount of time the printer waits before it enters Hibernate mode</p> <p>Note: 3 days is the factory default setting.</p> |
| <p>Timeouts</p> <p>Hibernate Timeout on Connection</p> <ul style="list-style-type: none"> Do Not Hibernate Hibernate | <p>Sets the printer to Hibernate mode even if there is an active Ethernet connection</p> <p>Note: Do Not Hibernate is the factory default setting.</p> |
| <p>Timeouts</p> <p>Screen Timeout</p> <ul style="list-style-type: none"> 15–300 | <p>Sets the amount of time in seconds the printer waits before returning the printer display to a Ready state</p> <p>Note: 30 seconds is the factory default setting.</p> |
| <p>Timeouts</p> <p>Print Timeout</p> <ul style="list-style-type: none"> Disabled 1–255 | <p>Sets the amount of time in seconds the printer waits to receive an end-of-job message before canceling the remainder of the print job</p> <p>Notes:</p> <ul style="list-style-type: none"> • 90 seconds is the factory default setting. • When the timer expires, any partially printed page still in the printer is printed, and then the printer checks to see if any new print jobs are waiting. • Print Timeout is available only when using PCL emulation. This setting has no effect on PostScript emulation print jobs. |
| <p>Timeouts</p> <p>Wait Timeout</p> <ul style="list-style-type: none"> Disabled 15–65535 | <p>Sets the amount of time in seconds the printer waits for additional data before canceling a print job</p> <p>Notes:</p> <ul style="list-style-type: none"> • 40 seconds is the factory default setting. • Wait Timeout is available only when the printer is using PostScript emulation. This setting has no effect on PCL emulation print jobs. |
| <p>Timeouts</p> <p>Job Hold Timeout</p> <ul style="list-style-type: none"> 5–255 | <p>Sets the amount of time the printer waits for user intervention before it holds jobs that require unavailable resources and continues to print other jobs in the print queue</p> <p>Notes:</p> <ul style="list-style-type: none"> • 30 seconds is the factory default setting. • This menu appears only when a printer hard disk is installed. |

| Menu item | Description |
|--|---|
| Print Recovery Disabled Auto Continue 5–255 | Lets the printer automatically continue printing from certain offline situations when not resolved within the specified time period Note: Disabled is the factory default setting. |
| Print Recovery Jam Recovery Auto On Off | Specifies whether the printer reprints jammed pages Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks. • On sets the printer to always reprint jammed pages. • Off sets the printer to never reprint jammed pages. |
| Print Recovery Page Protect Off On | Lets the printer successfully print a page that may not have printed otherwise Notes: <ul style="list-style-type: none"> • Off is the factory default setting. Off prints a partial page when there is not enough memory to print the whole page. • On sets the printer to process the whole page so that the entire page prints. |
| Press Sleep Button Sleep Hibernate Do Nothing | Determines how the printer, while in idle state, responds to the short press of the Sleep button Note: Sleep is the factory default setting. |
| Press and Hold Sleep Button Do Nothing Sleep Hibernate | Determines how the printer, while in idle state, responds to the long press of the Sleep button Note: Do Nothing is the factory default setting. |
| Factory Defaults Do Not Restore Restore Now | Returns the printer settings to the factory default settings Notes: <ul style="list-style-type: none"> • Do Not Restore is the factory default setting. Do Not Restore keeps the user-defined settings. • Restore Now deletes all downloads stored in RAM. Downloads stored in the flash memory are not affected. |

Copy Settings menu

| Menu item | Description |
|--|---|
| Content Type Text/Photo Text Graphics Photo | Specifies the content of the original document Note: Text/Photo is the factory default setting. |

| Menu item | Description |
|--|---|
| <p>Content Source</p> <ul style="list-style-type: none"> Color Laser Inkjet Magazine Press Black/White Laser Photo/Film Newspaper Other | <p>Specifies how the original document was produced</p> <p>Note: Color Laser is the factory default setting.</p> |
| <p>Color</p> <ul style="list-style-type: none"> On Off | <p>Specifies whether copies are printed in color</p> <p>Note: On is the factory default setting.</p> |
| <p>Allow color copies</p> <ul style="list-style-type: none"> On Off | <p>Lets you enable or disable color in copying</p> <p>Notes:</p> <ul style="list-style-type: none"> • On is the factory default setting. • Setting this to Off will hide all color-specific menus. • This setting overrides the Color setting. |
| <p>Auto Color Detect</p> <ul style="list-style-type: none"> Color Sensitivity <li style="padding-left: 20px;">1–9 Area Sensitivity <li style="padding-left: 20px;">1–9 | <p>Sets the amount of color the printer can detect from the original document</p> <p>Note: This menu item is applicable only when Color is set to Auto.</p> |
| <p>Sides (Duplex)</p> <ul style="list-style-type: none"> 1 sided to 1 sided 1 sided to 2 sided 2 sided to 1 sided 2 sided to 2 sided | <p>Specifies whether an original document is two-sided or one-sided and whether the copy should be two-sided or one-sided</p> <p>Notes:</p> <ul style="list-style-type: none"> • 1 sided to 1 sided—The original document has print on one side and the copy will also have print on one side. • 1 sided to 2 sided—The original document has print on one side, while the copy will have print on both sides. • 2 sided to 1 sided—The original document has print on both sides, while the copy will have print on just one side. • 2 sided to 2 sided—The original document has print on both sides, and the copy will also have print on both sides. |
| <p>Paper Saver</p> <ul style="list-style-type: none"> Off 2 on 1 Portrait 2 on 1 Landscape 4 on 1 Portrait 4 on 1 Landscape | <p>Allows copying two or four sheets of a document on one page</p> <p>Note: Off is the factory default setting.</p> |
| <p>Print Page Borders</p> <ul style="list-style-type: none"> Off On | <p>Specifies whether a border is printed</p> <p>Note: Off is the factory default setting.</p> |

| Menu item | Description |
|--|--|
| Collate On [1,2,1,2,1,2] Off [1,1,2,2,2] | Keeps the pages of a print job stacked in sequence when printing multiple copies Note: On is the factory default setting. |
| Punch Off 2 holes 3 holes 4 holes | Specifies the type of hole punch finishing to be used in a print or copy job Note: Off is the factory default setting. |
| Staple Off Auto Back Dual Dual Double Front | Lets you enable or disable the staple finisher Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu only appears when a staple finisher is installed. |
| Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card ID Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes | Specifies the paper size of the original document Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. |
| Copy To Source Tray [x] Auto Size Match Manual Feeder | Specifies the paper source for copy jobs Note: Tray 1 is the factory default setting. |

| Menu item | Description |
|---|--|
| Transparency Separators On Off | Places a sheet of paper between transparencies Note: On is the factory default setting. |
| Separator Sheets Off Between Copies Between Jobs Between Pages | Places a sheet of paper between pages, copies, or jobs Note: Off is the factory default setting. |
| Separator Sheet Source Tray [x] Manual Feeder | Specifies the separator sheet source Note: Tray 1 is the factory default setting. |
| Darkness 1–9 | Specifies the level of darkness for the copy job Note: 5 is the factory default setting. |
| Output Bin Standard Bin Bin [x] | Specifies the bin to be used for the copy job Notes: <ul style="list-style-type: none"> Standard Bin is the factory default setting. Bin [x] only appears when at least one optional bin is installed. |
| Number of Copies 1–999 | Specifies the number of copies for the copy job Note: 1 is the factory default setting. |
| Header/Footer [Location] Off Date/Time Page number Custom text Print on All pages First page only All but first page Custom text | Specifies header or footer information and its location on the page For the location, choose from the following options: <ul style="list-style-type: none"> Top left Top middle Top right Bottom left Bottom middle Bottom right Notes: <ul style="list-style-type: none"> Off is the factory default setting for the location. All pages is the factory default setting for Print on. |
| Overlay Off Confidential Copy Draft Urgent Custom | Specifies the overlay text printed on each page of the copy job Note: Off is the factory default setting. |
| Custom Overlay | Specifies the custom overlay text Note: A maximum of 64 characters is allowed. |

| Menu item | Description |
|--|--|
| Allow priority copies On Off | Allows interruption of a print job to copy a page or document Note: On is the factory default setting. |
| Custom Job scanning Off On | Lets you copy, in a single copy job, a document that contains mixed paper sizes Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu appears only when a working hard disk is installed. |
| Allow Save as Shortcut On Off | Lets you save custom copy settings as shortcuts Note: On is the factory default setting. |
| Background Removal -4 to 4 | Adjusts the amount of background visible on a copy Note: 0 is the factory default setting. |
| Auto Center Off On | Lets you automatically center the content on the page Note: Off is the factory default setting. |
| Color Balance Cyan - Red Magenta - Green Yellow - Blue | Enables an equal balance of colors in the output |
| Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255 | Specifies which color to drop and adjusts the dropout setting for each color threshold Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold. |
| Contrast Best for content 0–5 | Specifies the contrast used for the copy job Note: Best for content is the factory default setting. |
| Mirror Image Off On | Creates a mirror image of the original document Note: Off is the factory default setting. |
| Negative Image Off On | Creates a negative image of the original document Note: Off is the factory default setting. |

| Menu item | Description |
|---------------------------------------|---|
| Shadow Detail -4 to 4 | Adjusts the amount of shadow detail visible on a copy Note: 0 is the factory default setting. |
| Scan edge to edge Off On | Specifies if the original document is scanned edge-to-edge Note: Off is the factory default setting. |
| Sharpness 1–5 | Adjusts the amount of sharpness of a copy Note: 3 is the factory default setting. |
| Temperature -4 to 4 | Specifies warm or cool outputs. Cool values generate a bluer output than the default while warm values generate a redder output than the default. |
| Sample Copy Off On | Creates a sample copy of the original document Note: Off is the factory default setting. |

Fax Settings menu

Fax Mode (Analog Fax Setup) menu

Analog Fax Setup mode sends the fax job by way of a telephone line.

General Fax Settings

| Menu item | Description |
|--|---|
| Restore Factory Defaults | Restores the factory defaults of all fax settings |
| Optimize Fax Compatibility | Optimizes fax compatibility with other fax machines |
| Station Name | Specifies the name of the fax in the printer |
| Station Number | Specifies the number assigned to the fax |
| Station ID Station Name Station Number | Specifies how the fax is identified |
| Enable Manual Fax Off On | Sets the printer to fax manually, which requires a line splitter and a telephone handset Notes: <ul style="list-style-type: none"> • Use a regular telephone to answer an incoming fax job and to dial a fax number. • Press # 0 on the numeric keypad to go directly to this setting. |
| Memory Use Equal Mostly sent All send All receive Mostly receive | Defines the allocation of non-volatile memory between sending and receiving fax jobs Note: Equal is the factory default setting. |

| Menu item | Description |
|---|---|
| Cancel Faxes Allow Don't Allow | Specifies whether canceling of fax jobs is allowed |
| Fax number masking Off From left From right | Specifies the direction from where digits are masked in an outgoing fax number Note: The number of characters masked is determined by the Digits to mask setting. |
| Digits to mask 0–58 | Specifies the number of digits to mask in an outgoing fax number |
| Fax Cover Page Fax Cover Page Off by default On by default Never use Always use Include to field On Off Include from field Off On From Include Message field Off On Message Include Logo Off On Include Footer [x] Footer [x] | Configures the fax cover page Note: Off by default is the factory default setting for all Fax Cover Page options. |

Fax Send Settings

| Menu item | Description |
|---|---|
| Resolution Standard Fine 200 dpi Super Fine 300 dpi Ultra Fine 600 dpi | Specifies quality in dots per inch (dpi). A higher resolution gives greater print quality, but increases the fax transmission time for outgoing faxes. Note: Standard is the factory default setting. |

| Menu item | Description |
|---|---|
| Original Size Mixed Sizes Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Auto Size Sense | Specifies the size of the original document Note: Mixed Sizes is the U.S. factory default setting. A4 is the international factory default setting. |
| Sides (Duplex) Off Long edge Short edge | Specifies how text and graphics are oriented on a page Note: Off is the factory default setting. |
| Content Type Text Graphics Text/Photo Photo | Specifies the content of the original document Note: Text is the factory default setting. |
| Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other Black and White Laser | Specifies how the original document was produced Note: Color Laser is the factory default setting. |
| Darkness 1–9 | Lightens or darkens the output Note: 5 is the factory default setting. |
| Dial Prefix | Lets you enter a dialing prefix, such as 99. A numeric entry field is provided. |

| Menu item | Description |
|--|---|
| Dialing Prefix Rules Prefix Rule [x] | Establishes a dialing prefix rule |
| Automatic Redial 0–9 | Specifies the number of times the printer tries to send the fax to a specified number Note: 5 is the factory default setting. |
| Redial Frequency 1–200 | Specifies the number of minutes between redials |
| Behind a PABX No Yes | Enables or disables switchboard blind dialing without a dial tone |
| Enable ECM Yes No | Enables or disables Error Correction Mode for fax jobs |
| Enable Fax Scans On Off | Lets you fax files that are scanned at the printer |
| Driver to fax Yes No | Allows the print driver to send fax jobs |
| Allow Save as Shortcut On Off | Lets you save fax numbers as shortcuts in the printer |
| Dial Mode Tone Pulse | Specifies the dialing sound |
| Max Speed 2400 4800 9600 14400 33600 | Specifies the maximum speed in baud at which faxes are sent |
| Custom Job scanning Off On | Lets you scan a document that contains mixed paper sizes into a single file |
| Scan Preview Off On | Specifies whether a preview appears on the display for scan jobs |
| Background Removal -4 to 4 | Adjusts the amount of background visible on a scanned image Note: 0 is the factory default setting. |

| Menu item | Description |
|--|--|
| Color Balance Cyan - Red Magenta - Green Yellow - Blue | Enables an equal balance of colors in the scanned image |
| Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255 | Specifies which color to drop and adjusts the dropout setting for each color threshold Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold. |
| Contrast Best for content 0–5 | Specifies the contrast in the scanned image Note: Best for content is the factory default setting. |
| Mirror Image Off On | Creates a mirror image of the original document Note: Off is the factory default setting. |
| Negative Image Off On | Creates a negative image of the original document Note: Off is the factory default setting. |
| Shadow Detail -4 to 4 | Adjusts the amount of shadow detail visible Note: 0 is the factory default setting. |
| Scan edge to edge Off On | Specifies if the original document is scanned edge-to-edge prior to faxing Note: Off is the factory default setting. |
| Sharpness 0–5 | Adjusts the sharpness of a fax Note: 3 is the factory default setting. |
| Temperature -4 to 4 | Specifies warm or cool outputs. Cool values generate a bluer output than the default while warm values generate a redder output than the default. |
| Enable Color Fax Scans Off by default On by default Never use Always use | Enables color faxing Note: Off by default is the factory default setting. |

| Menu item | Description |
|--|---|
| Auto Convert Color Faxes to Mono Faxes On Off | Converts all outgoing faxes to black and white Note: On is the factory default setting. |

Fax Receive Settings

| Menu item | Description |
|---|---|
| Enable Fax Receive On Off | Allows fax jobs to be received by the printer Note: On is the factory default setting. |
| Enable Caller ID On Off | Displays the caller ID information of an incoming fax. Note: On is the factory default setting. |
| Fax Job Waiting None Toner Toner and Supplies | Removes fax jobs that request specific unavailable resources from the print queue Note: None is the factory default setting. |
| Rings to Answer 1–25 | Specifies the number of rings before answering an incoming fax job Note: 3 is the factory default setting. |
| Auto Reduction On Off | Scales an incoming fax job so that it fits the size of the paper loaded in the designated fax source Note: On is the factory default setting. |
| Paper Source Auto Tray [x] Multi-Purpose Feeder | Specifies the paper source selected to supply paper for the printer to print an incoming fax |
| Sides (Duplex) Off On | Enables two-sided printing for incoming fax jobs |
| Separator Sheets Off Before Job After Job | Enables the printer to include separator sheets for incoming fax jobs |
| Separator Source Tray [x] Manual Feeder | Specifies where the printer picks the separator sheet |
| Output Bin Standard Bin Bin [x] | Specifies the output bin Note: Bin 1 is available only when a finisher is installed. |

| Menu item | Description |
|--|--|
| Fax Footer Off On | Prints the transmission information at the bottom of each page from a received fax Note: Off is the factory default setting. |
| Fax Footer Time Stamp Print Time Receive Time | Prints the time when the fax was received Note: Receive Time is the factory default setting. |
| Max Speed 2400 4800 9600 14400 33600 | Specifies the maximum speed in baud at which faxes are received |
| Fax Forwarding Print Print and Forward Forward | Enables forwarding of received faxes to another recipient |
| Forward to Fax E-mail FTP LDSS eSF | Specifies the type of recipient to which faxes are forwarded Note: This menu is available only from the Embedded Web Server. |
| Forward to Shortcut | Lets you enter the shortcut number which matches the recipient type (Fax, E-mail, FTP, LDSS, or eSF) |
| Block No Name Fax Off On | Enables blocking of incoming faxes sent from devices with no station ID specified |
| Banned Fax List | Enables the list of banned fax numbers stored in the printer |
| Holding Faxes Held Fax Mode Off Always On Manual Scheduled Fax Holding Schedule | Enables fax holding all of the time or according to set schedule Note: Off is the factory default setting. |
| Punch Off On | Specifies whether prints are punched |

| Menu item | Description |
|--|--|
| Staple Off 1 staple 2 staples 4 staples | Specifies whether prints are stapled |
| Enable Color Fax Receive On Off | Enables the device to receive fax in color |

Fax Log Settings

| Menu item | Description |
|---|---|
| Transmission Log Print log Do not print log Print only for error | Enables printing of a transmission log after each fax job |
| Receive Error Log Print Never Print on Error | Enables printing of a received error log |
| Auto Print Logs On Off | Enables automatic printing of fax logs Note: Logs print after every 200 fax jobs. |
| Log Paper Source Tray [x] Manual Feeder | Specifies the source of the paper used for printing logs |
| Logs Display Remote Fax Name or Remote Station Name Dialed Number | Specifies whether printed logs display the dialed number or the station name returned |
| Enable Job Log On Off | Enables access to the Fax Job log |
| Enable Call Log On Off | Enables access to the Fax Call log |
| Log Output Bin Standard Bin Bin [x] | Specifies the output bin for printed fax logs |

Speaker Settings

| Menu item | Description |
|--|--|
| Speaker Mode On until Connected Always On Always Off | Specifies the mode of the speaker Note: On until Connected is the factory default setting. A sound is issued until the fax connection is made. |
| Speaker Volume High Low | Controls the volume setting Note: High is the factory default setting. |
| Ringer Volume On Off | Controls the fax speaker ringer volume Note: On is the factory default setting. |

Answer On

| Menu item | Description |
|--|--|
| All Rings Single Ring Only Double Ring Only Triple Ring Only Single or Double Rings Only Single or Triple Rings Only Double or Triple Rings Only | Specifies ring patterns when device is answering calls Note: All Rings is the factory default setting. |

Fax Mode (Fax Server Setup) menu

Fax Server mode sends the fax job to a fax server for transmission.

| Menu item | Description |
|--|---|
| To Format Reply Address Subject Message | Lets you enter the information using the virtual keyboard on the printer touch screen |
| SMTP Setup | |
| Primary SMTP Gateway Secondary SMTP Gateway | |
| Image Format PDF (.pdf) XPS (.xps) TIFF (.tif) | |

| Menu item | Description |
|---|--|
| Content Type Text Text/Photo Graphics Photo | Specifies the content of the original document Note: Text is the factory default setting. |
| Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other | Specifies how the original document was produced Note: Color Laser is the factory default setting. |
| Fax Resolution Standard Fine 200 dpi Super Fine 300 dpi Ultra Fine 600 dpi | Specifies the resolution level for scan to fax |
| Darkness 1–9 | Lightens or darkens the output Note: 5 factory default setting. |
| Orientation Portrait Landscape | Specifies the orientation of the scanned image |

| Menu item | Description |
|---|---|
| Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes | Specifies the paper size of the document that is being scanned Note: Letter is the US factory default setting. A4 is the international factory default setting. |
| Use Multi-Page TIFF On Off | Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to fax job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. Notes: <ul style="list-style-type: none"> • On is the factory default setting. • This menu item applies to all scan functions. |
| Enable Analog Receive Off On | Enables analog fax receive Note: Off is the factory default setting. |

E-mail Settings menu

| Menu item | Description |
|---|-------------------------------------|
| E-mail Server Setup Subject Message File Name | Specifies e-mail server information |

| Menu item | Description |
|---|---|
| <p>E-mail Server Setup Send me a copy Never appears On by default Off by default Always On</p> | <p>Sends a copy of the e-mail back to the sender Note: Never appears is the factory default setting.</p> |
| <p>E-mail Server Setup Max e-mail size 0–65535 KB</p> | <p>Specifies the maximum e-mail size in kilobytes Note: E-mails above the specified size are not sent.</p> |
| <p>E-mail Server Setup Size error message</p> | <p>Sends a message when an e-mail is greater than the configured size limit</p> |
| <p>E-mail Server Setup Limit destinations</p> | <p>Specifies a domain name, such as a company domain name, and then limits e-mail destinations to that domain name only Notes:</p> <ul style="list-style-type: none"> • E-mail can be sent only to the specified domain. • The limit is one domain. |
| <p>E-mail Server Setup Web Link Setup Server Login Password Path File Name Web Link</p> | <p>Defines the e-mail server path name; for example: /directory/path. Note: The characters * : ? < > are invalid entries for a path name.</p> |
| <p>Format PDF (.pdf) TIFF (.tif) JPEG (.jpg) XPS (.xps) RTF (.rtf) TXT (.txt)</p> | <p>Specifies the format of the scanned file Note: PDF (.pdf) is the factory default setting.</p> |

| Menu item | Description |
|--|---|
| PDF Settings PDF Version 1.2–1.7 A–1a A–1b PDF Compression Normal High Secure PDF Off On Searchable PDF Off On | Configures the PDF settings Notes: <ul style="list-style-type: none"> • 1.5 is the factory default setting for PDF Version. • Normal is the factory default setting for PDF Compression. This menu item appears only when a formatted, working hard disk is installed. • Off is the factory default setting for Secure PDF and Searchable PDF. Secure PDF requires you to enter your password twice. |
| Content Type Text/Photo Photo Text Graphics | Specifies the content of the original document Note: Text/Photo is the factory default setting. |
| Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other Black and White Laser | Specifies how the original document was produced Note: Color Laser is the factory default setting. |
| Color On Off | Specifies whether copies are printed in color Note: On is the factory default setting. |
| Resolution 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi 75 dpi | Specifies the resolution of the scan in dots per inch Note: 150 dpi is the factory default setting. |
| Darkness 1–9 | Lightens or darkens the output Note: 5 is the factory default setting. |
| Orientation Portrait Landscape | Specifies the orientation of the scanned image Note: Portrait is the factory default setting. |

| Menu item | Description |
|---|---|
| Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes | Specifies the size of the original document Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. |
| Sides (Duplex) Off Long edge Short edge | Specifies how the text and graphics are oriented on the page Note: Off is the factory default setting. |
| JPEG Quality Best for content 5–90 | Sets the quality of a JPEG photo image in relation to file size and quality of the image Notes: <ul style="list-style-type: none"> • Best for content is the factory default setting. • 5 reduces the file size and quality of the image. • 90 provides the best image quality, but the file size is very large. • This menu applies to all scan functions. |
| Text Default 5–90 | Sets the quality of a text image in relation to file size and quality of the image Note: 75 is the factory default setting. |
| Text/Photo Default 5–90 | Sets the quality of a text or photo image in relation to file size and the quality of the image Note: 75 is the factory default setting. |
| Photo Default 5–90 | Sets the quality of a photo image in relation to file size and the quality of the image Note: 50 is the factory default setting. |

| Menu item | Description |
|--|--|
| E-mail images sent as Attachment Web Link | Specifies how the images are sent Note: Attachment is the factory default setting. |
| Use Multi-Page TIFF On Off | Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-e-mail job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job Notes: <ul style="list-style-type: none"> • On is the factory default setting. • This menu applies to all scan functions. |
| TIFF Compression LZW JPEG | Specifies the format used in compressing TIFF files Note: LZW is the factory default setting. |
| Transmission Log Print log Do not print log Print only for error | Specifies whether to print the transmission log Note: Print log is the factory default setting. |
| Log Paper Source Tray [x] Manual Feeder | Specifies the paper source for printing e-mail logs Note: Tray 1 is the factory default setting. |
| E-mail Bit Depth 8 bit 1 bit | Enables the Text/Photo mode to produce smaller file sizes by using 1-bit images when Color is set to Off Note: 8 bit is the factory default setting. |
| Custom Job scanning Off On | Lets you copy, in a single copy job, a document that contains mixed paper sizes Note: Off is the factory default setting. |
| Scan Preview Off On | Specifies whether a preview appears on the display for scan jobs Note: Off is the factory default setting. |
| Allow Save as Shortcut On Off | Lets you save e-mail addresses as shortcuts Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the Save as Shortcut button does not appear on the e-mail Destination screen. |
| Background Removal -4 to 4 | Adjusts the amount of background visible on a scanned image Note: 0 is the factory default setting. |
| Color Balance Cyan - Red Magenta - Green Yellow - Blue | Enables an equal balance of colors in the output |

| Menu item | Description |
|--|--|
| Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255 | Specifies which color to drop and adjusts the dropout setting for each color threshold Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold. |
| Contrast Best for content 0–5 | Specifies the contrast of the output Note: Best for content is the factory default setting. |
| Mirror Image Off On | Creates a mirror image of the original document Note: Off is the factory default setting. |
| Negative Image Off On | Creates a negative image of the original document Note: Off is the factory default setting. |
| Shadow Detail -4 to 4 | Adjusts the amount of shadow detail visible on a scanned image Note: 0 is the factory default setting. |
| Scan edge to edge Off On | Specifies whether the original document is scanned edge-to-edge Note: Off is the factory default setting. |
| Sharpness 1–5 | Adjusts the amount of sharpness on a scanned image Note: 3 is the factory default setting. |
| Temperature -4 to 4 | Specifies warm or cool outputs. Cool values generate a bluer output than the default while warm values generate a redder output than the default |
| Use cc:/bcc: Off On | Enables the use of the cc and bcc fields Note: Off is the factory default setting. |

FTP Settings menu

| Menu item | Description |
|--|---|
| Format PDF (.pdf) TIFF (.tif) JPEG (.jpg) XPS (.xps) RTF (.rtf) TXT (.txt) | Specifies the format of the FTP file Note: PDF (.pdf) is the factory default setting. |
| PDF Settings PDF Version 1.2–1.7 A–1a A–1b PDF Compression Normal High Secure PDF Off On Searchable PDF Off On | Configures the PDF settings Notes: <ul style="list-style-type: none"> • 1.5 is the factory default setting for PDF Version. • Normal is the factory default setting for PDF Compression. This menu item appears only when a formatted, working hard disk is installed. • Off is the factory default setting for Secure PDF and Searchable PDF. Secure PDF requires you to enter your password twice. |
| Content Type Text/Photo Photo Text Graphics | Specifies the content of the original document Note: Text/Photo is the factory default setting. |
| Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other Black and White Laser | Specifies how the original document was produced Note: Color Laser is the factory default setting. |
| Color On Off | Specifies whether copies are printed in color Note: On is the factory default setting. |

| Menu item | Description |
|---|--|
| Resolution 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi 75 dpi | Specifies the quality of the scan in dots per inch Note: 150 dpi is the factory default setting. |
| Darkness 1–9 | Lightens or darkens the output Note: 5 is the factory default setting. |
| Orientation Portrait Landscape | Specifies the orientation of the scanned image Note: Portrait is the factory default setting. |
| Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes | Specifies the size of the original document Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. |
| Sides (Duplex) Off Long edge Short edge | Specifies how the text and graphics are oriented on the page Note: Off is the factory default setting. |

| Menu item | Description |
|--|--|
| JPEG Quality Best for content 5–90 | Sets the quality of a JPEG photo image in relation to file size and the quality of the image Notes: <ul style="list-style-type: none"> • Best for content is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu applies to all scan functions. |
| Text Default 5–90 | Sets the quality of the text in relation to file size and the quality of the image Note: 75 is the factory default setting. |
| Text/Photo Default 5–90 | Sets the quality of a text/photo image in relation to file size and the quality of the image Note: 75 is the factory default setting. |
| Photo Default 5–90 | Sets the quality of a photo image in relation to file size and the quality of the image Note: 50 is the factory default setting. |
| Use Multi-Page TIFF On Off | Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. Notes: <ul style="list-style-type: none"> • On is the factory default setting. • This menu applies to all scan functions. |
| TIFF Compression LZW JPEG | Specifies the format used in compressing TIFF files Note: LZW is the factory default setting. |
| Transmission Log Print log Do not print log Print only for error | Specifies whether to print the transmission log Note: Print log is the factory default setting. |
| Log Paper Source Tray [x] Manual Feeder | Specifies a paper source when printing FTP logs Note: Tray 1 is the factory default setting. |
| Log Output Bin Standard Bin Bin [x] | Specifies an output bin for FTP logs Notes: <ul style="list-style-type: none"> • Standard Bin is the factory default setting. • Bin [x] only appears when at least one optional bin is installed. |
| FTP bit Depth 8 bit 1 bit | Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off Note: 8 bit is the factory default setting. |

| Menu item | Description |
|--|--|
| File Name | Lets you enter a base file name Note: The limitation is 53 characters. |
| Custom Job Scanning Off On | Lets you copy a document that contains mixed paper sizes into a single scan job Note: Off is the factory default setting. |
| Scan Preview Off On | Specifies whether a preview appears on the display for scan jobs Note: Off is the factory default setting. |
| Allow Save as Shortcut On Off | Enables shortcut creation for FTP addresses Note: On is the factory default setting. |
| Background Removal -4 to 4 | Adjusts the amount of background visible on a copy Note: 0 is the factory default setting. |
| Color Balance Cyan - Red Magenta - Green Yellow - Blue | Enables an equal balance of colors in the output |
| Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255 | Specifies which color to drop and adjusts the dropout setting for each color threshold Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold. |
| Contrast 0–5 Best for content | Specifies the contrast of the output Note: Best for content is the factory default setting. |
| Mirror Image Off On | Creates a mirror image of the original document Note: Off is the factory default setting. |
| Negative Image Off On | Creates a negative image of the original document Note: Off is the factory default setting. |
| Shadow Detail -4 to 4 | Adjusts the amount of shadow detail visible on a scanned image Note: 0 is the factory default setting. |

| Menu item | Description |
|---------------------------------------|---|
| Scan edge to edge Off On | Specifies whether the original document is scanned edge-to-edge Note: Off is the factory default setting. |
| Sharpness 1–5 | Adjusts the amount of sharpness of a scanned image Note: 3 is the factory default setting. |
| Temperature -4 to 4 | Specifies warm or cool outputs. Cool values generate a bluer output than the default while warm values generate a redder output than the default. |

Flash Drive menu

Scan Settings

| Menu item | Description |
|--|---|
| Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg) XPS (.xps) | Specifies the format of the file to be sent through FTP Note: PDF (.pdf) is the factory default setting. |
| PDF Settings PDF Version 1.2–1.7 A–1a PDF Compression Normal High Secure PDF Off On Searchable PDF Off On | Configures the PDF settings Notes: <ul style="list-style-type: none"> • 1.5 is the factory default setting for PDF Version. • Normal is the factory default setting for PDF Compression. • Off is the factory default setting for Secure PDF and Searchable PDF. Secure PDF requires you to enter your password twice. |
| Content Type Text/Photo Photo Text Graphics | Specifies the content of the original document Note: Text/Photo is the factory default setting. |

| Menu item | Description |
|--|---|
| Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other Black and White Laser | Specifies how the original document was produced Note: Color Laser is the factory default setting. |
| Color On Off | Specifies whether prints are in color Note: Off is the factory default setting. |
| Resolution 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi 75 dpi | Specifies the resolution of the scan in dots per inch (dpi) Note: 150 dpi is the factory default setting. |
| Darkness 1–9 | Lightens or darkens the output Note: 5 is the factory default setting. |
| Orientation Portrait Landscape | Specifies the orientation of the scanned image Note: Portrait is the factory default setting. |

| Menu item | Description |
|---|--|
| <p>Original Size</p> <ul style="list-style-type: none"> Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes | <p>Specifies the paper size of the original document</p> <p>Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.</p> |
| <p>Sides (Duplex)</p> <ul style="list-style-type: none"> Off Long edge Short edge | <p>Specifies how the text and graphics are oriented on a page</p> <p>Note: Off is the factory default setting.</p> |
| <p>JPEG Quality</p> <ul style="list-style-type: none"> Best for content 5–90 | <p>Sets the quality of a JPEG photo image in relation to file size and quality</p> <p>Notes:</p> <ul style="list-style-type: none"> • Best for content is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu applies to all scan functions. |
| <p>Text Default</p> <ul style="list-style-type: none"> 5–90 | <p>Sets the quality of the text in relation to file size and the quality of the image</p> <p>Note: 75 is the factory default setting.</p> |
| <p>Text/Photo Default</p> <ul style="list-style-type: none"> 5–90 | <p>Sets the quality of a text/photo image in relation to file size and quality</p> <p>Note: 75 is the factory default setting.</p> |
| <p>Photo Default</p> <ul style="list-style-type: none"> 5–90 | <p>Sets the quality of a photo image in relation to file size and quality</p> <p>Note: 50 is the factory default setting.</p> |

| Menu item | Description |
|--|---|
| Use Multi-Page TIFF On Off | Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page. Notes: <ul style="list-style-type: none"> • On is the factory default setting. • This menu applies to all scan functions. |
| TIFF Compression LZW JPEG | Specifies the format used in compressing TIFF files Note: LZW is the factory default setting. |
| Scan Bit Depth 8 bit 1 bit | Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off Note: 8 bit is the factory default setting. |
| File Name | Lets you enter a base file name Note: A maximum of 53 characters is allowed. |
| Custom Job Scanning Off On | Lets you copy a document containing mixed paper sizes in a single copy job Note: Off is the factory default setting. |
| Scan Preview Off On | Specifies whether a preview appears on the display for scan jobs Note: Off is the factory default setting. |
| Background Removal -4 to 4 | Adjusts the amount of background visible on a copy Note: 0 is the factory default setting. |
| Color Balance Cyan - Red Magenta - Green Yellow - Blue | Enables an equal balance of colors in the scanned image |
| Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255 | Specifies which color to drop and adjusts the dropout setting for each color threshold Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold. |
| Contrast Best for content 0–5 | Specifies the contrast of the scanned image Note: Best for content is the factory default setting. |

| Menu item | Description |
|---------------------------------------|---|
| Mirror Image Off On | Creates a mirror image of the original document Note: Off is the factory default setting. |
| Negative Image Off On | Creates a negative image of the original document Note: Off is the factory default setting. |
| Shadow Detail -4 to 4 | Adjusts the amount of shadow detail visible on a scanned image Note: 0 is the factory default setting. |
| Scan edge to edge Off On | Specifies whether the original document is scanned edge-to-edge Note: Off is the factory default setting. |
| Sharpness 1–5 | Adjusts the amount of sharpness on a scanned image Note: 3 is the factory default setting. |
| Temperature -4 to 4 | Enables the user to specify warm or cool outputs. Cool values generate a bluer output than the default while warm values generate a redder output than the default. |

Print Settings

| Menu item | Description |
|---|---|
| Copies 1–999 | Specifies a default number of copies for each print job Note: 1 is the factory default setting. |
| Paper Source Tray [x] MP Feeder Manual Paper Manual Envelope | Sets a default paper source for all print jobs Note: Tray 1 is the factory default setting. |
| Color Color Black Only | Specifies whether copies are printed in color Note: Color is the factory default setting. |
| Collate On (1,2,1,2,1,2) Off (1,1,2,2,2) | Stacks the pages of a print job in sequence when printing multiple copies Note: On is the factory default setting. |
| Sides (Duplex) 1 sided 2 sided | Specifies whether prints are on one side or on both sides of the page Note: 1 sided is the factory default setting. |

| Menu item | Description |
|---|---|
| Staple Off Auto Back Dual Dual Double Front | Specifies whether prints are stapled Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu appears only when a stapler is installed. |
| Hole Punch Off On | Specifies whether prints have punched holes Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu appears only when a puncher is installed. |
| Hole Punch Mode 2 holes 3 holes 4 holes | Determines the type of punch finishing performed on prints Notes: <ul style="list-style-type: none"> • 3 holes is the factory default setting if 3-hole puncher is installed. • 4 holes is the factory default setting if 2-hole and 4-hole puncher is installed. • This menu appears only when a puncher is installed. |
| Duplex Binding Long Edge Short Edge | Defines the way two-sided pages are bound and how the printing on the back of the page is oriented in relation to the printing on the front of the page Notes: <ul style="list-style-type: none"> • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape). |
| Paper Saver Orientation Auto Landscape Portrait | Specifies the orientation of a multiple-page document Note: Auto is the factory default setting. The printer chooses between portrait and landscape. |
| Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up | Specifies that multiple-page images be printed on one side of a paper Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • The number selected is the number of page images that will print per side. |
| Paper Saver Border None Solid | Prints a border on each page image Note: None is the factory default setting. |

| Menu item | Description |
|---|---|
| Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical | Specifies the positioning of multiple-page images Notes: <ul style="list-style-type: none"> • Horizontal is the factory default setting. • Positioning depends on the number of page images and whether they are in portrait or landscape orientation. |
| Separator Sheets Off Between Copies Between Jobs Between Pages | Specifies whether blank separator sheets are inserted Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Between Copies inserts a blank sheet between each copy of a print job if Collate is set to On. If Collate is set to Off, then a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's. • Between Jobs inserts a blank sheet between print jobs. • Between Pages inserts a blank sheet between each page of the print job. This setting is useful when printing transparencies or when inserting blank pages in a document . |
| Separator Sheet Source Tray [x] Manual Feeder | Specifies the paper source for separator sheets Note: Tray 1 is the factory default setting. |
| Blank Pages Do Not Print Print | Specifies whether blank pages are inserted in a print job Note: Do Not Print is the factory default setting. |

OCR Settings menu

| Use | To |
|---|--|
| Auto Rotate On Off | Automatically rotate scanned documents for proper orientation. Note: On is the factory default setting. |
| Despeckle Off On | Remove specks from a scanned image. Note: Off is the factory default setting. |
| Inverse Detection On Off | Recognize and make the white text on a black background editable. Note: On is the factory default setting. |
| Auto Contrast Enhance Off On | Automatically adjust the contrast to improve OCR quality. Note: Off is the factory default setting. |

| Use | To |
|--|---|
| <p>Recognized Languages</p> <ul style="list-style-type: none"> English French German Spanish Italian Portugues Danish Dutch Norwegian Swedish Finnish Hungarian Polish | <p>Set the language or languages that the OCR can recognize.</p> <p>For each language, select from the following options:</p> <ul style="list-style-type: none"> Off On <p>Note: The language is enabled by default. If it is set to a value that is not in the list of recognized languages, English is enabled by default.</p> |

Print Settings

Setup menu

| Menu item | Description |
|--|--|
| <p>Printer Language</p> <ul style="list-style-type: none"> PS Emulation PCL Emulation | <p>Sets the default printer language</p> <p>Notes:</p> <ul style="list-style-type: none"> • PS Emulation is the factory default printer language. • Setting a printer language as the default does not prevent a software program from sending print jobs that use another printer language. |
| <p>Job Waiting</p> <ul style="list-style-type: none"> Off On | <p>Specifies that print jobs be removed from the print queue if they require unavailable printer options or custom settings. They are stored in a separate print queue, so other jobs print normally. When the missing information and/or options are obtained, the stored jobs print.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. • This menu appears only when a non-read-only printer hard disk is installed. This requirement ensures that stored jobs are not deleted if the printer loses power. |

| Menu item | Description |
|--|--|
| Print Area Normal Whole Page | Sets the logical and physical printable area Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. When attempting to print data in the non-printable area defined by the Normal setting, the printer clips the image at the boundary. • Whole Page allows the image to be moved into the non-printable area defined by the Normal setting, but the printer will clip the image at the Normal setting boundary. Whole Page only affects pages printed using a PCL 5e interpreter. This setting has no effect on pages printed using the PCL XL or PostScript interpreter. |
| Printer Usage Max Speed Max Yield | Sets color toner use in printing Notes: <ul style="list-style-type: none"> • Max Speed is the default printer setting. • The printer driver is capable of overriding this setting |
| Black Only Mode Off On | Sets the printer to print text and graphics using only the black print cartridge Note: Off is the factory default setting. |
| Download Target RAM Flash Disk | Sets the storage location for downloads Notes: <ul style="list-style-type: none"> • RAM is the factory default setting. Storing downloads in RAM is temporary. • Storing downloads in flash memory or on a printer hard disk places them in permanent storage. Downloads remain in flash memory or on the printer hard disk even when the printer is turned off. • This menu appears only when a flash and/or disk option is installed. |
| Resource Save Off On | Specifies how the printer handles temporary downloads, such as fonts and macros stored in RAM, when the printer receives a job that requires more memory than is available Notes: <ul style="list-style-type: none"> • Off is the factory default setting. Off sets the printer to retain the downloads only until memory is needed. Downloads are deleted in order to process print jobs. • On retains the downloads during language changes and printer resets. If the printer runs out of memory, then 38 Memory Full appears, and downloads are not deleted. |

| Menu item | Description |
|--|--|
| Print All Order Alphabetical Oldest First Newest First | Specifies the order in which held and confidential jobs are printed when Print All is selected Note: Alphabetical is the factory default setting. Print jobs always appear in alphabetical order on the printer control panel. |

Job Accounting menu

Note: This menu item appears only if a formatted, non-defective printer hard disk is installed. The printer hard disk cannot be read/write- or write-protected.

| Menu item | Description |
|--|--|
| Job Accounting Log Off On | Determines if the printer creates a log of the print jobs it receives Note: Off is the factory default setting. |
| Job Accounting Utilities | Lets you print and delete log files or export them to a flash drive |
| Accounting Log Frequency Monthly Weekly | Determines how often a log file is created Note: Monthly is the factory default setting. |
| Log Action at End of Frequency None E-mail Current Log E-mail & Delete Current Log Post Current Log Post & Delete Current Log | Determines how the printer responds when the frequency threshold expires Note: None is the factory default setting. |
| Disk Near Full Level 1–99 Off | Specifies the maximum size of the log file before the printer executes the Disk Near Full Action Note: 5MB is the factory default setting. |
| Disk Near Full Action None E-mail Current Log E-mail & Delete Current Log E-mail & Delete Oldest Log Post Current Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All Logs Delete All But Current | Determines how the printer responds when the printer hard disk is nearly full Notes: <ul style="list-style-type: none"> • None is the factory default setting. • The value defined in Disk Near Full Level determines when this action is triggered. |

| Menu item | Description |
|---|--|
| Disk Full Action None E-mail & Delete Current Log E-mail & Delete Oldest Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All Logs Delete All But Current | Determines how the printer responds when disk usage reaches the maximum limit (100MB) Note: None is the factory default setting. |
| URL to Post Logs | Determines where the printer posts job accounting logs |
| E-mail Address to Send Logs | Specifies the e-mail address to which the device sends job accounting logs |
| Log File Prefix | Note: The current host name defined in the TCP/IP menu is used as the default log file prefix. |

Finishing menu

| Menu item | Description |
|--|---|
| Sides (Duplex) 1 sided 2 sided | Specifies whether duplex (2-sided) printing is set as the default setting for all print jobs Notes: <ul style="list-style-type: none"> • 1 sided is the factory default setting. • You can set 2-sided printing from the software program. For Windows users, click File > Print, and then click Properties, Preferences, Options, or Setup. For Macintosh users, choose File > Print, and then adjust the settings from the print dialog and pop-up menus. |
| Duplex Binding Long Edge Short Edge | Defines the way duplexed pages are bound and how the printing on the back of the page is oriented in relation to the printing on the front of the page Notes: <ul style="list-style-type: none"> • Long Edge is the factory default setting. Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape). |
| Copies 1–999 | Specifies the default number of copies for each print job Note: 1 is the factory default setting. |
| Blank Pages Do Not Print Print | Specifies whether blank pages are inserted in a print job Note: Do Not Print is the factory default setting. |

| Menu item | Description |
|---|--|
| Collate On (1,2,1,2,1,2) Off (1,1,1,2,2,2) | Stacks the pages of a print job in sequence when printing multiple copies Notes: <ul style="list-style-type: none"> • On is the factory default setting. • On stacks the print job in sequence. |
| Separator Sheets Off Between Copies Between Jobs Between Pages | Specifies whether blank separator sheets are inserted Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Between Copies inserts a blank sheet between each copy of a print job if Collate is set to On. If Collate is set to Off, then a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's. • Between Jobs inserts a blank sheet between print jobs. • Between Pages inserts a blank sheet between each page of a print job. This setting is useful when printing transparencies or when inserting blank pages in a document. |
| Separator Source Tray [x] Manual Feeder | Specifies the paper source for separator sheets Notes: <ul style="list-style-type: none"> • Tray 1 (standard tray) is the factory default setting. • From the Paper menu, Configure MP must be set to Cassette for Manual Feeder to appear as a menu setting. |
| Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up | Specifies that multiple-page images be printed on one side of a paper Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • The number selected is the number of page images that will print per side. |
| Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical | Specifies the positioning of multiple-page images when using Paper Saver Notes: <ul style="list-style-type: none"> • Horizontal is the factory default setting. • Positioning depends on the number of page images and whether they are in portrait or landscape orientation. |
| Paper Saver Orientation Auto Landscape Portrait | Specifies the orientation of a multiple-page document Note: Auto is the factory default setting. The printer chooses between portrait and landscape. |
| Paper Saver Border None Solid | Prints a border on each page image Note: None is the factory default setting. |

| Menu item | Description |
|--|---|
| Staple Job Off Auto Back Dual Dual Double Front | Specifies whether the prints are stapled Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu appears only when a stapler is installed. |
| Hole Punch Off On | Specifies whether the prints have punched holes Note: This menu appears only when a puncher is installed. |
| Hole Punch Mode 2 holes 3 holes 4 holes | Determines the type of punch finishing performed on a printed output Notes: <ul style="list-style-type: none"> • “2 holes” is the factory default setting regardless of hardware. • “3 holes” and “4 holes” appear only when their respective hole punch hardware is installed. • |
| Offset Pages None Between Copies Between Jobs | Offsets pages at certain instances Notes: <ul style="list-style-type: none"> • None is the factory default setting. • Between Copies offsets each copy of a print job if Collate is set to On. If Collate is set to Off, each set of printed pages are offset, such as all page 1's and all page 2's. • Between Jobs sets the same offset position for the entire print job regardless of the number of copies printed. • This menu appears only when a stapler is installed. |

Quality menu

| Use | To |
|---|--|
| Print Mode Color Black Only | Specify whether to print images in color. Note: Color is the factory default setting. |
| Color Correction Auto Off Manual | Adjust the color output on the printed page. Note: Auto is the factory default setting. |
| Print Resolution 1200 dpi 2400 Image Q | Specify the output resolution in dots per inch (dpi) or in image quality. Note: 2400 Image Q is the factory default setting. |
| Toner Darkness 1–5 | Lighten or darken the output. Note: 3 is the factory default setting. |

| Use | To |
|--|---|
| Enhance Fine Lines On Off | Enable a print mode preferable for files such as architectural drawings, maps, electrical circuit diagrams, and flow charts. Note: Off is the factory default setting. |
| Color Saver On Off | Reduce the amount of toner used for graphics and images. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • On overrides the Toner Darkness setting. |
| RGB Brightness -6 to 6 | Adjust the brightness of the output. Note: 0 is the factory default setting. |
| RGB Contrast 0–5 | Adjust the contrast of the output. Note: 0 is the factory default setting. |
| RGB Saturation 0–5 | Adjust saturation in color outputs. Note: 0 is the factory default setting. |
| Color Balance Cyan -5 to 5 Magenta -5 to 5 Yellow -5 to 5 Black -5 to 5 Reset Defaults | Enable an equal balance of colors in the output. Note: 0 is the factory default setting. |
| Color Samples sRGB Display sRGB Vivid Display—True Black Vivid Off—RGB US CMYK Euro CMYK Vivid CMYK Off—CMYK | Print sample pages for each of the RGB and CMYK color conversion tables used in the printer. |

| Use | To |
|---|--|
| <p>Manual Color</p> <ul style="list-style-type: none"> RGB Image RGB Text RGB Graphics | <p>Customize the RGB color conversions.</p> <p>Select from the following options:</p> <ul style="list-style-type: none"> Vivid sRGB Display Display—True Black sRGB Vivid Off <p>Notes:</p> <ul style="list-style-type: none"> • sRGB Display is the factory default setting for RGB Image. • sRGB Vivid is the factory default setting for RGB Text and RGB Graphics. |
| <p>Manual Color (continued)</p> <ul style="list-style-type: none"> CMYK Image CMYK Text CMYK Graphics | <p>Customize the CMYK color conversions.</p> <p>Select from the following options:</p> <ul style="list-style-type: none"> US CMYK Euro CMYK Vivid CMYK Off <p>Note: US CMYK is the U.S. factory default setting. Euro CMYK is the international factory default setting.</p> |
| <p>Spot Color Replacement</p> | <p>Assign specific CMYK values to named spot colors.</p> <p>Note: This menu is available only on the Embedded Web Server.</p> |
| <p>RGB Replacement</p> | <p>Match the colors of the output with that of the original document.</p> <p>Note: This menu is available only on the Embedded Web Server.</p> |

Utilities menu

| Menu item | Description |
|--|--|
| <p>Remove Held Jobs</p> <ul style="list-style-type: none"> Confidential Held Not Restored All | <p>Removes confidential and held jobs from the printer hard disk</p> <p>Notes:</p> <ul style="list-style-type: none"> • Selecting a setting affects only print jobs that are resident in the printer. Bookmarks, print jobs on flash drives, and other types of held jobs are not affected. • Not Restored removes all Print and Hold jobs that are <i>not</i> restored from the printer hard disk or memory. |

| Menu item | Description |
|--|---|
| Format Flash Yes No | Formats the flash memory Warning—Potential Damage: Do not turn off the printer while the flash memory is being formatted. Notes: <ul style="list-style-type: none"> • Yes deletes all data stored in flash memory. • No cancels the format request. • Flash memory refers to the memory added by installing a flash memory option card in the printer. • A flash memory option card must be installed in the printer and operating properly for this menu item to be available. • The flash memory option card must not be read/write- or write-protected. |
| Delete Downloads on Disk Delete Now Do Not Delete | Removes downloads from the printer hard disk, including all held jobs, buffered jobs, and parked jobs Notes: <ul style="list-style-type: none"> • Delete Now configures the printer control panel to return to the originating screen after the deletion process is completed. • Do Not Delete sets the printer control panel to return to the main Utilities menu. |
| Activate Hex Trace | Assists in isolating the source of a print job problem Notes: <ul style="list-style-type: none"> • When activated, all data sent to the printer is printed in hexadecimal and character representation, and control codes are not executed. • To exit or deactivate Hex Trace, turn the printer off or reset the printer. |
| Coverage Estimator Off On | Provides an estimate of the percentage coverage of toner on a page. The estimate is printed on a separate page at the end of each print job. Note: Off is the factory default setting. |

XPS menu

| Menu item | Description |
|---------------------------------------|---|
| Print Error Pages Off On | Prints a page containing information on errors, including XML markup errors Note: Off is the factory default setting. |

PDF menu

| Menu item | Description |
|----------------------------------|---|
| Scale to Fit No Yes | Scales page content to fit the selected paper size Note: No is the factory default setting. |

| Menu item | Description |
|---|--|
| Annotations Do Not Print Print | Prints annotations in a PDF Note: Do Not Print is the factory default setting. |

PostScript menu

| Menu item | Description |
|--|--|
| Print PS Error Off On | Prints a page containing the PostScript error Note: Off is the factory default setting. |
| Lock PS Startup Mode Off On | Enables users to disable the SysStart file Note: Off is the factory default setting. |
| Font Priority Resident Flash/Disk | Establishes the font search order Notes: <ul style="list-style-type: none"> Resident is the factory default setting. This menu item is available only if a formatted flash memory option card or printer hard disk is installed and operating properly. Make sure the flash memory option or printer hard disk is not read/write-, write-, or password-protected. Job Buffer Size must not be set to 100%. |
| Image Smoothing Off On | Enhances the contrast and sharpness of low-resolution images and smooths their color transitions Notes: <ul style="list-style-type: none"> Off is the factory default setting. Image Smoothing has no effect on images that are 300 dpi or higher in resolution. |

PCL Emul menu

| Menu item | Description |
|--|---|
| Font Source Resident Disk Download Flash All | Specifies the set of fonts used by the Font Name menu item Notes: <ul style="list-style-type: none"> Resident is the factory default setting. It shows the factory default set of fonts downloaded in RAM. Flash and Disk settings show all fonts resident in that option. Make sure the flash option is properly formatted and is not read/write-, or password-protected. Download shows all the fonts downloaded in RAM. All shows all fonts available to any option. |

| Menu item | Description |
|---|---|
| Font Name RO Courier | Identifies a specific font and where it is stored Note: RO Courier is the factory default setting. The RO Courier format shows the font name, font ID, and storage location in the printer. The font source abbreviation is R for Resident, F for Flash, K for Disk, and D for Download. |
| Symbol Set 10U PC-8 12U PC-850 | Specifies the symbol set for each font name Notes: <ul style="list-style-type: none"> • 10U PC-8 is the US factory default setting. 12U PC-850 is the international factory default setting. • A symbol set is a set of alphabetical and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text. Only the supported symbol sets are shown. |
| PCL Emulation Settings Point Size 1.00–1008.00 | Changes the point size for scalable typographic fonts Notes: <ul style="list-style-type: none"> • 12 is the factory default setting. • Point Size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch. • Point sizes can be increased or decreased in 0.25-point increments. |
| PCL Emulation Settings Pitch 0.08–100 | Specifies the font pitch for scalable monospaced fonts Notes: <ul style="list-style-type: none"> • 10 is the factory default setting. • Pitch refers to the number of fixed-space characters per inch (cpi). • Pitch can be increased or decreased in 0.01-cpi increments. • For non-scalable monospaced fonts, the pitch appears on the display but cannot be changed. |
| PCL Emulation Settings Orientation Portrait Landscape | Specifies the orientation of text and graphics on a page Notes: <ul style="list-style-type: none"> • Portrait is the factory default setting. • Portrait prints text and graphics parallel to the short edge of the page. • Landscape prints text and graphics parallel to the long edge of the page. |
| PCL Emulation Settings Lines per Page 1–255 | Specifies the number of lines that print on each page Notes: <ul style="list-style-type: none"> • 60 is the US factory default setting. 64 is the international default setting. • The printer sets the amount of space between each line based on the Lines per Page, Paper Size, and Orientation settings. Select the desired Paper Size and Orientation before setting Lines per Page. |

| Menu item | Description |
|--|--|
| <p>PCL Emulation Settings A4 Width 198 mm 203 mm</p> | <p>Sets the printer to print on A4-size paper</p> <p>Notes:</p> <ul style="list-style-type: none"> • 198 mm is the factory default setting. • The 203-mm setting sets the width of the page to allow the printing of eighty 10-pitch characters. |
| <p>PCL Emulation Settings Auto CR after LF Off On</p> | <p>Specifies whether the printer automatically performs a carriage return (CR) after a line feed (LF) control command</p> <p>Note: Off is the factory default setting.</p> |
| <p>PCL Emulation Settings Auto LF after CR Off On</p> | <p>Specifies whether the printer automatically performs a line feed (LF) after a carriage return (CR) control command</p> <p>Note: Off is the factory default setting.</p> |
| <p>Tray Renumber Assign MP Feeder Off None 0–199 Assign Tray [x] Off None 0–199 Assign Manual Paper Off None 0–199 Assign Manual Env Off None 0–199</p> | <p>Configures the printer to work with printer software or programs that use different source assignments for trays, drawers, and feeders</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. • None ignores the Select Paper Feed command. This selection is displayed only when it is selected by the PCL 5e interpreter. • 0–199 allows a custom setting to be assigned. |
| <p>Tray Renumber View Factory Defaults MPF Default = 8 T1 Default = 1 T2 Default = 4 T3 Default = 5 T4 Default = 20 T5 Default = 21 Env Default = 6 MPaper Default = 2 MEnv Default = 3</p> | <p>Displays the factory default setting assigned to each tray, drawer, or feeder</p> |

| Menu item | Description |
|---|--|
| Tray Renumber Restore Defaults Yes No | Returns all tray, drawer, and feeder assignments to the factory default settings |

HTML menu

| Menu Item | Description |
|--|--|
| Font Name Albertus MT Antique Olive Apple Chancery Arial MT Avant Garde Bodoni Bookman Chicago Clarendon Cooper Black Copperplate Coronet Courier Eurostile Garamond Geneva Gill Sans Goudy Helvetica Hoefler Text Intl CG Times Intl Courier Intl Univers | Joanna MT Letter Gothic Lubalin Graph Marigold MonaLisa Recut Monaco New CenturySbk New York Optima Oxford Palatino StempelGaramond Taffy Times TimesNewRoman Univers Zapf Chancery NewSansMTCS NewSansMTCT New SansMTJA NewSansMTKO |
| | Sets the default font for HTML documents Note: The Times font is used in HTML documents that do not specify a font. |

| Menu item | Description |
|------------------------------|---|
| Font Size 1–255 pt | Sets the default font size for HTML documents Notes: <ul style="list-style-type: none"> • 12 pt is the factory default setting. • Font size can be increased in 1-point increments. |

| Menu item | Description |
|---|--|
| Scale 1–400% | Scales the default font for HTML documents Notes: <ul style="list-style-type: none"> • 100% is the factory default setting. • Scaling can be increased in 1% increments. |
| Orientation Portrait Landscape | Sets the page orientation for HTML documents Note: Portrait is the factory default setting. |
| Margin Size 8–255 mm | Sets the page margin for HTML documents Notes: <ul style="list-style-type: none"> • 19 mm is the factory default setting. • Margin size can be increased in 1-mm increments. |
| Backgrounds Print Do Not Print | Specifies whether to print backgrounds on HTML documents Note: Print is the factory default setting. |

Image menu

| Menu item | Description |
|---|--|
| Auto Fit On Off | Selects the optimal paper size, scaling, and orientation Note: On is the factory default setting. It overrides scaling and orientation settings for some images. |
| Invert Off On | Inverts bi-tonal monochrome images Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This setting does not apply to GIF or JPEG images. |
| Scaling Best Fit Anchor Center Fit Height/Width Fit Height Fit Width Anchor Top Left | Scales the image to fit the selected paper size Notes: <ul style="list-style-type: none"> • Best Fit is the factory default setting. • When Auto Fit is set to On, Scaling is automatically set to Best Fit. |
| Orientation Portrait Landscape Rev Portrait Rev Landscape | Sets the image orientation Note: Portrait is the factory default setting. |

Booklet Adjustments menu

The Booklet Adjustments menu is available only when a booklet finisher is installed. You can select various adjustments from this menu when printing booklets.

To access the Booklet Adjustments menu:

- 1 Turn off the printer.
- 2 Hold down **2 ABC** and **6 MNO** while turning on the printer.
- 3 Release the buttons when the screen with the progress bar appears.
The printer performs a power-on sequence, and then the **Configuration Menu** appears.
- 4 Touch the arrows until **Booklet Adjustments** appears.
- 5 Touch **Booklet Adjustments**.

| Menu item | Description |
|--|--|
| Size of paper JIS B4 Letter A4 Legal 11 x 17 12 x 18 A3 SRA3 Oficio Folio | Specifies the paper size Note: This setting defaults to the Tray 1 paper size value. |
| Total number of sheets 1–2 sheets 3 sheets 4 sheets 5–7 sheets 8–15 sheets | Specifies the total number of sheets in a booklet Note: The factory default setting is 1–2 sheets. |
| Adjust for folding overlap Top overlap Bottom overlap | Selects top or bottom overlap based on prints |
| Adjust for skew during booklet making Clockwise skew Counter-clockwise skew | Selects skew direction based on prints |

Help menu

The Help menu consists of a series of Help pages that are stored in the multifunction printer (MFP) as PDF files. They contain information about using the printer and performing various tasks, including copying, scanning, and faxing.

English, French, German, and Spanish translations are stored in the printer.

Other translations are available on the Lexmark Web site at www.lexmark.com.

| Menu item | Description |
|---------------------|--|
| Print All Guides | Prints all the guides |
| Copy Guide | Provides information about making copies and changing settings |
| Fax Guide | Provides information about sending faxes using fax numbers, shortcut numbers, or the address book, and about changing settings |
| E-mail Guide | Provides information about sending e-mails using addresses, shortcut numbers, or the address book, and about changing settings |
| FTP Guide | Provides information about scanning documents directly to an FTP server using an FTP address, shortcut numbers, or the address book, and about changing settings |
| Print Defects Guide | Provides help in resolving repeating defects in copies or prints |
| Information Guide | Provides help in locating additional information |
| Supplies Guide | Provides part numbers for ordering supplies |

Securing the hard disk and other installed memory

Statement of Volatility

Your printer contains various types of memory that are capable of storing device and network settings, information from embedded solutions, and user data. The types of memory—along with the types of data stored by each—are described below.

- **Volatile memory**—Your device utilizes standard *Random Access Memory* (RAM) to temporarily buffer user data during simple print and copy jobs.
- **Non-volatile memory**—Your device may utilize two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types are used to store the operating system, device settings, network information, scanner and bookmark settings, and embedded solutions.
- **Hard disk memory**—Some devices have a hard disk drive installed. The printer hard disk is designed for device-specific functionality and cannot be used for long term storage for data that is not print-related. The hard disk does not provide the capability for users to extract information, create folders, create disk or network file shares, or FTP information directly from a client device. The hard disk can retain buffered user data from complex scan, print, copy, and fax jobs, as well as form data, and font data.

There are several circumstances under which you might wish to erase the contents of the memory devices installed in your printer. A partial list includes:

- The printer is being decommissioned
- The printer hard drive is being replaced
- The printer is being moved to a different department or location
- The printer is being serviced by someone from outside your organization
- The printer is being removed from your premises for service
- The printer is being sold to another organization

Disposing of a hard drive

Note: Not all printers have a hard disk installed.

In high-security environments, it may be necessary to take additional steps to ensure that confidential data stored on the printer hard disk cannot be accessed once the printer—or its hard disk—is removed from your premises. While most data can be erased electronically, you may want to consider one or more of the following actions before disposing of a printer or hard disk:

- **Degaussing**—Flushes the hard drive with a magnetic field that erases stored data
- **Crushing**—Physically compresses the hard disk to break component parts and render them unreadable
- **Milling**—Physically shreds the hard disk into small metal bits

Note: While most data can be erased electronically, the only way to guarantee that all data is completely erased is to physically destroy each memory device on which data could have been stored.

Erasing volatile memory

The volatile memory (RAM) installed on your printer requires a power source to retain information. To erase the buffered data, simply power down the device.

Erasing non-volatile memory

- **Individual settings, device and network settings, security settings, and embedded solutions**—Erase information and settings by selecting Wipe All Settings in the Configuration menu.
- **Fax data**—Erase fax settings and data by selecting Wipe All Settings in the Configuration menu.

1 Turn off the printer.

2 Hold down **2** ABC and **6** MNO while turning the printer on. Release the buttons only when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears. When the printer is fully powered up, the touch screen displays a list of functions, instead of the standard home screen icons.

3 Touch **Wipe All Settings**.

The printer will reboot several times during this process.

Note: Wipe All Settings securely removes device settings, solutions, jobs, faxes, and passwords on the printer.

4 Touch **Back > Exit Config Menu**.

The printer will power-on reset, and then return to normal operating mode.

Erasing printer hard disk memory

Notes:

- Some printer models may not have a printer hard disk installed.
- Configuring Erase Temporary Data Files in the printer menus lets you remove residual confidential material left by print jobs by securely overwriting files that have been marked for deletion.

Using the printer control panel

1 Turn off the printer.

2 Hold down **2** and **6** while turning the printer on. Release the buttons only when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears. When the printer is fully turned on, the touch screen displays a list of functions.

3 Touch **Wipe Disk**, and then touch one of the following:

- **Wipe disk (fast)**—This lets you overwrite the disk with all zeroes in a single pass.
- **Wipe disk (secure)**—This lets you overwrite the disk with random bit patterns several times, followed by a verification pass. A secure overwrite is compliant with the DoD 5220.22-M standard for securely erasing data from a hard disk. Highly confidential information should be wiped using this method.

4 Touch **Yes** to proceed with disk wiping.

Notes:

- A status bar will indicate the progress of the disk wiping task.
- Disk wiping can take from several minutes to more than an hour, during which the printer will be unavailable for other user tasks.

5 Touch **Back** > **Exit Config Menu**.

The printer will perform a power-on reset, and then return to normal operating mode.

Configuring printer hard disk encryption

Note: Your printer may not have a hard disk installed.

Enabling hard disk encryption helps prevent the loss of sensitive data in the event your printer or its hard disk is stolen.

Using the Embedded Web Server

1 From the Embedded Web Server, click **Settings** > **Security** > **Disk Encryption**.

Note: Disk Encryption appears in the Security Menu only when a formatted, non-defective printer hard disk is installed.

2 From the Disk encryption menu, select **Enable**.**Notes:**

- Enabling disk encryption will erase the content of the printer hard disk.
- Disk encryption can take from several minutes to more than an hour, during which the printer will be unavailable for other user tasks.

3 Click **Submit**.

Using the printer control panel

1 Turn off the printer.**2** Hold down **2^{ABC}** and **6^{MNO}** while turning the printer on. Release the buttons only when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears. Once the printer is fully powered up, the touch screen displays a list of functions, instead of standard home screen icons such as Copy or Fax.

3 Touch **Disk Encryption** > **Enable**.

Note: Enabling disk encryption will erase the contents of the printer hard disk.

4 Touch **Yes** to proceed with disk wiping.

A status bar will indicate the progress of the disk wiping task. After the disk has been encrypted, the printer will return to the Enable/Disable screen.

Notes:

- Do not turn off the printer during the encryption process. Doing so may result in loss of data.

- Disk encryption can take from several minutes to more than an hour, during which the printer will be unavailable for other user tasks.

5 Touch **Back**, and then **Exit Config Menu**.

The printer will power-on reset, and then return to normal operating mode.

Maintaining the printer

Periodically, certain tasks are required to maintain optimum performance of your printer.

Cleaning the exterior of the printer

- 1 Make sure that the printer is turned off and unplugged from the wall outlet.



CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

- 2 Remove paper from the standard exit bin.
- 3 Dampen a clean, lint-free cloth with water.

Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the printer.

- 4 Wipe only the outside of the printer, making sure to include the standard exit bin.

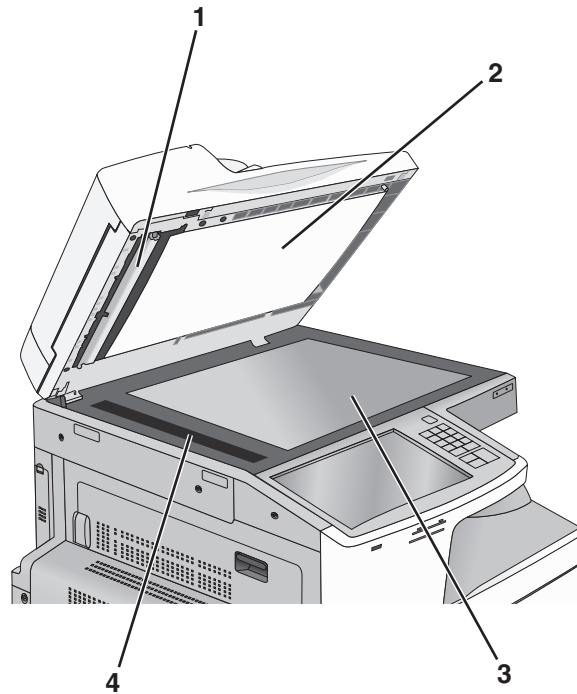
Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your printer.

- 5 Make sure the paper support and standard exit bin are dry before beginning a new print job.

Cleaning the scanner glass

Clean the scanner glass if you encounter print quality problems, such as streaks on copied or scanned images.

- 1 Slightly dampen a soft, lint-free cloth or paper towel with water.
- 2 Open the scanner cover.



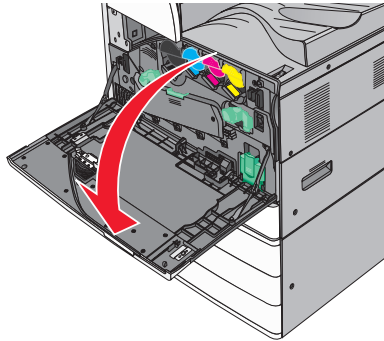
| | |
|---|--------------------------------------|
| 1 | White underside of the ADF cover |
| 2 | White underside of the scanner cover |
| 3 | Scanner glass |
| 4 | ADF glass |

- 3 Wipe the areas shown and let them dry.
- 4 Close the scanner cover.

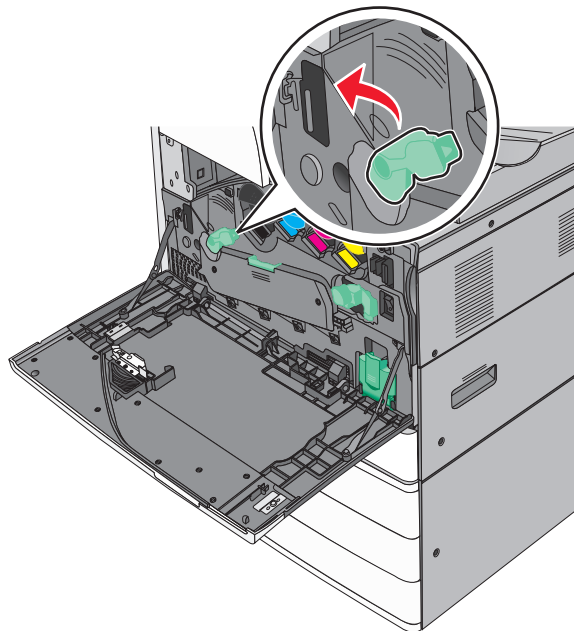
Cleaning the printhead lenses

Clean the printhead lenses when you encounter print quality problems.

- 1 Open the front door.

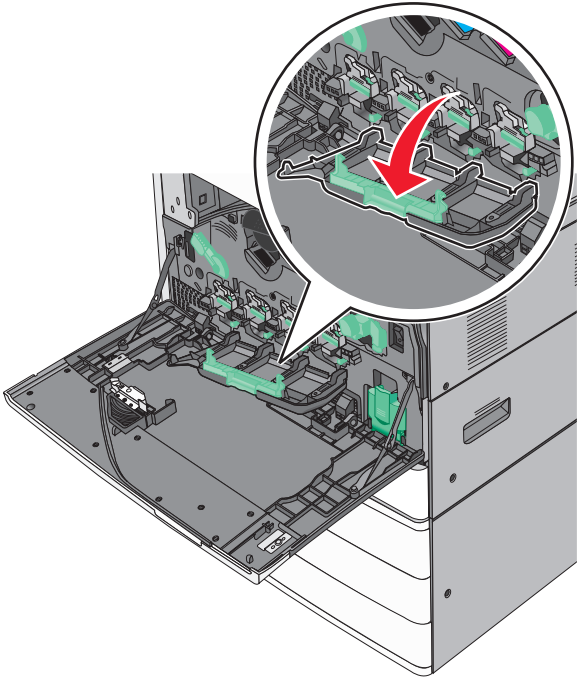


- 2 Slide the release lever to the left to unlock the cover.

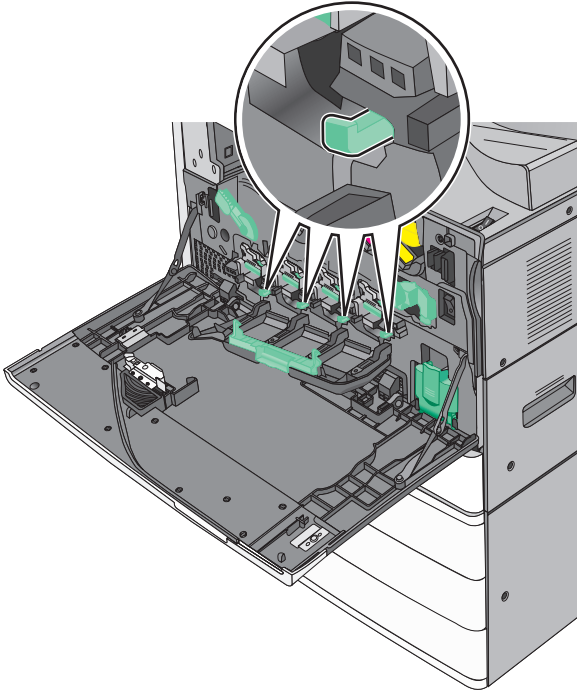


- 3 Open the cover.

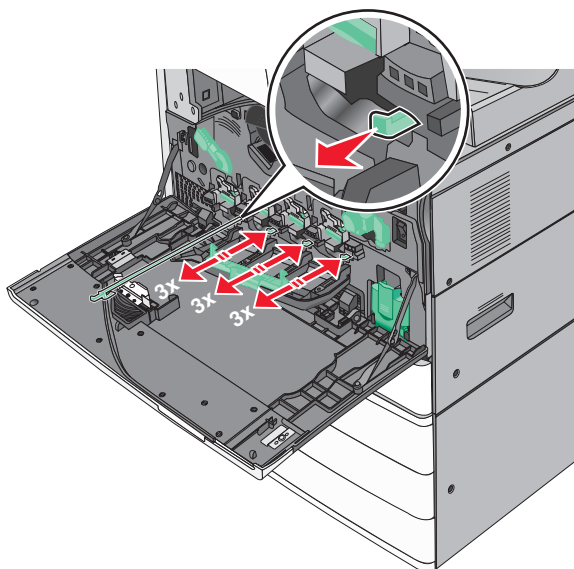
Warning—Potential Damage: To avoid overexposing the photoconductor unit, do not leave the cover open for more than 10 minutes.



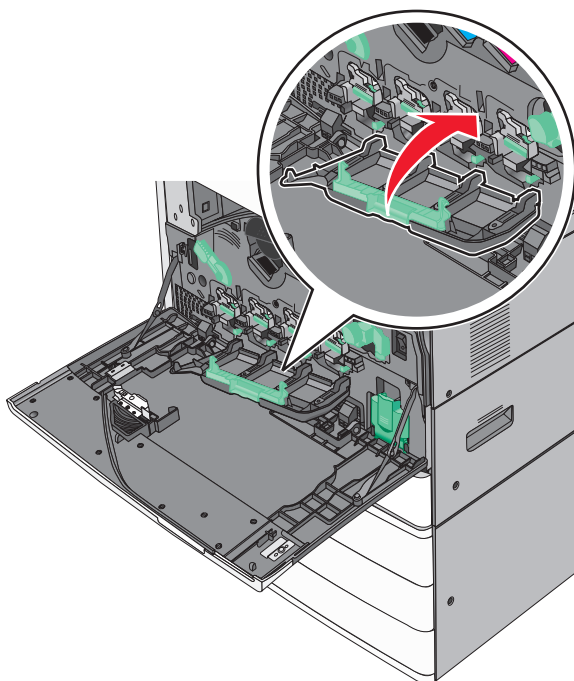
4 Locate the printhead wipers.



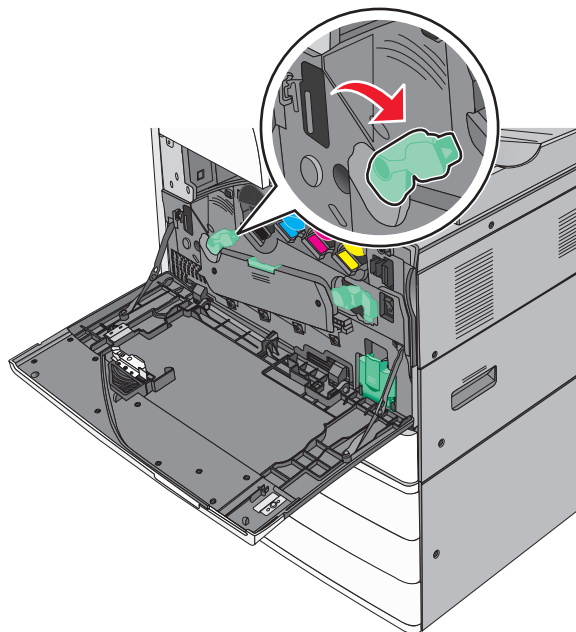
5 Gently pull the printhead wipers out until it stops, and then slowly slide them back into place.



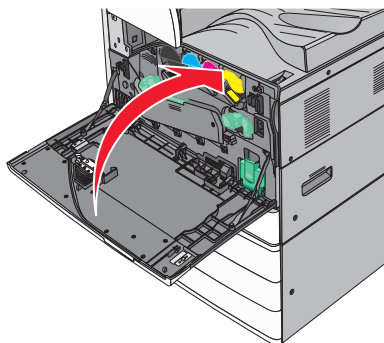
6 Close the cover.



7 Slide the release lever to the right to lock the cover.

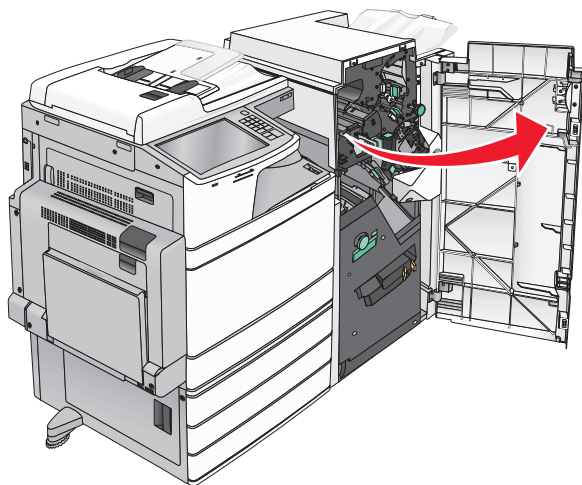


8 Close the front door.

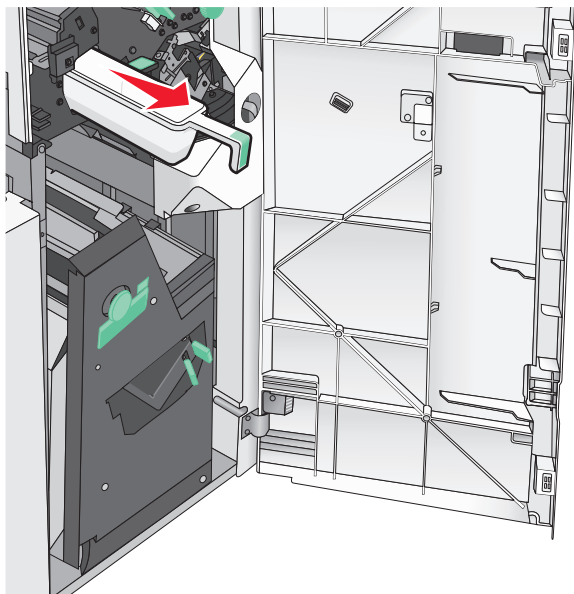


Emptying the hole punch box

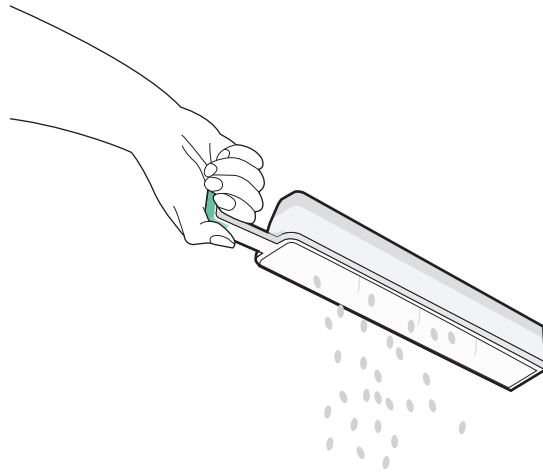
- 1 Open door G.



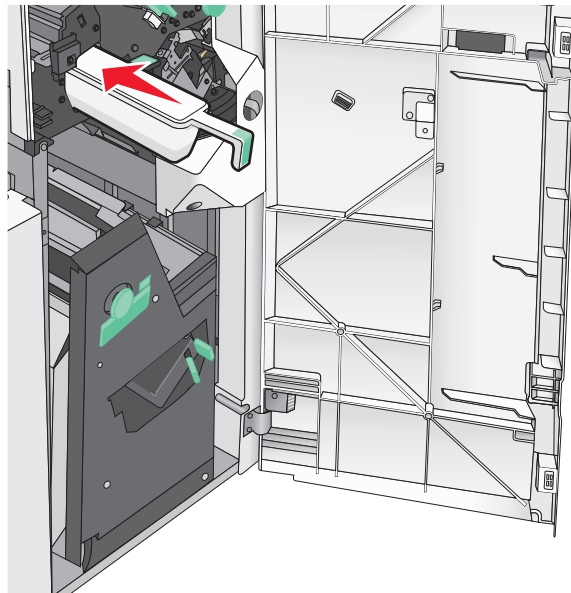
- 2 Pull out the hole punch box.



3 Empty the container.



4 Insert the emptied hole punch box back into the finisher until it stops.



5 Close door G.

Storing supplies

Choose a cool, clean storage area for the printer supplies. Store supplies right side up in their original packing until you are ready to use them.

Do not expose supplies to:

- Direct sunlight
- Temperatures above 35°C (95°F)
- High humidity above 80%
- Salty air

- Corrosive gases
- Heavy dust

Checking the status of parts and supplies

A message appears on the display when a replacement supply item is needed or when maintenance is required.

Checking the status of parts and supplies on the printer control panel

From the home screen, touch **Status/Supplies > View Supplies**.

Checking the status of parts and supplies from a network computer

Note: The computer must be connected to the same network as the printer.

- 1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Click **Device Status**.

Ordering parts and supplies

To order parts and supplies in the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark authorized supplies dealers in your area. In other countries or regions, go to the Lexmark Web site at www.lexmark.com or contact the place where you purchased the printer.

Notes:

- The gauges displayed are an estimate of the life left for the supply or part indicated next to each gauge.
- All page life estimates for supplies assume printing on a single side of letter or A4 size plain paper.

Ordering toner cartridges

When **88.xx [color] cartridge low** or **88.xx [color] cartridge nearly low** appears, order a new cartridge.

When **88 Replace [color] cartridge** appears, replace the specified cartridge.

Estimated cartridge yield is based on the ISO/IEC 19798 standard (with about 5% coverage per color). Extremely low print coverage (less than 1.25% for a color) for extended periods of time may negatively affect actual yield for that color and may cause cartridge parts to fail prior to exhaustion of toner.

| Part name | Part number |
|------------------------------------|-------------|
| Black high-yield toner cartridge | X950X2KG |
| Yellow high-yield toner cartridge | X950X2YG |
| Magenta high-yield toner cartridge | X950X2MG |
| Cyan high-yield toner cartridge | X950X2CG |

Ordering a photoconductor unit

When **84.xx [Color] photoconductor low** or **84.xx [Color] photoconductor nearly low** appears, order a replacement photoconductor unit.

When **84.xx Replace [color] photoconductor** appears, replace the specified photoconductor.

| Part name | Part number |
|---|-------------|
| Photoconductor unit <ul style="list-style-type: none"> • Black • Cyan • Magenta • Yellow | C950X71G |
| CMY (Cyan, Magenta, Yellow) Photoconductor Kit Note: CMY photoconductor units may reach end of life all at the same time. | C950X73G |

Ordering a waste toner bottle

When **82.xx Waste toner bottle nearly full** appears, order a replacement waste toner bottle.

When **82.xx Replace waste toner bottle** appears, replace the waste toner bottle.

Note: Waste toner bottle reuse is not recommended.

| Part name | Part number |
|--------------------|-------------|
| Waste toner bottle | C950X76G |

Ordering staple cartridges

When **Staples Low** or **Staples Empty** appears, order the specified staple cartridge.

For more information, see the illustrations inside the stapler door.

| Part name | Part number |
|--|-------------|
| Staple Cartridges--3 pack (Staples G5) | 25A0013 |
| Advanced Booklet Staples (Staples G11 and Staples G12) | 21Z0357 |

Ordering a maintenance kit

When **[x] Maintenance Kit** appears on the printer display, order the indicated maintenance kit to replace the worn parts. All maintenance kit parts except that in the 480K maintenance kit are designed to be user-replaceable. The kits come with instructions.

| Maintenance kit | Service part number |
|--------------------------|---------------------|
| 160K Maintenance Kit | 40X7540 |
| 200K ADF Maintenance Kit | 40X7530 |

| Maintenance kit | Service part number |
|------------------------------|---------------------|
| 320K (100 V) Maintenance Kit | 40X7568 |
| 320K (110 V) Maintenance Kit | 40X7550 |
| 320K (220 V) Maintenance Kit | 40X7569 |
| 480K Maintenance Kit | 40X7560 |

Replacing parts and supplies

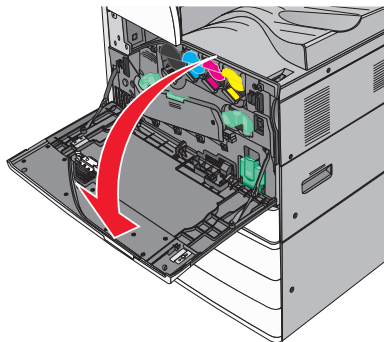
Replacing a maintenance kit

- 1 Replace the maintenance kit.
- 2 Reset the maintenance count to zero to clear the **80 scheduled maintenance [x]** message.

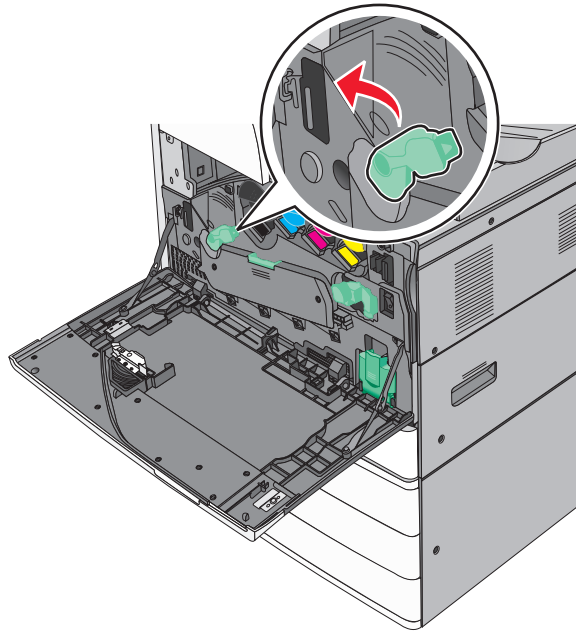
Note: For more information on replacing the maintenance kit and resetting the maintenance count, see the instruction sheets that came with the maintenance kit.

Replacing a photoconductor unit

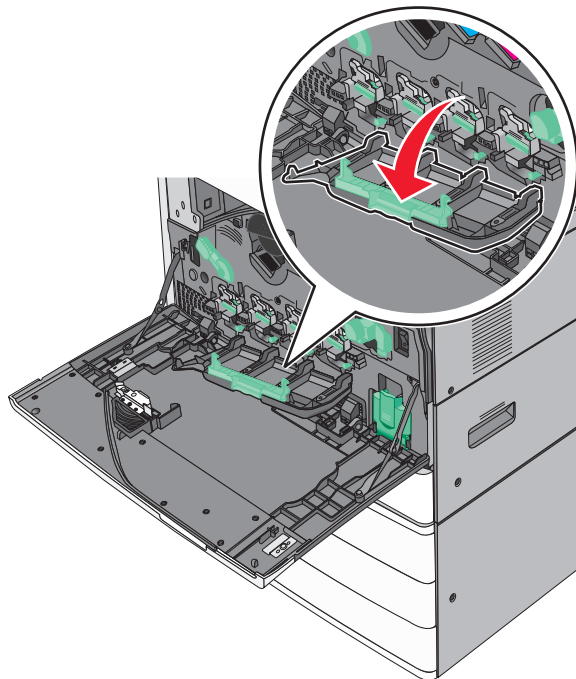
- 1 Open the front door.



- 2 Rotate the release lever counterclockwise to open the cover.

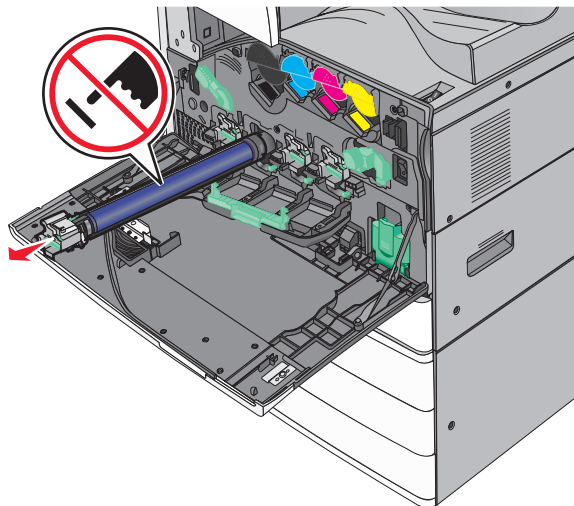


- 3 Lower the cover.

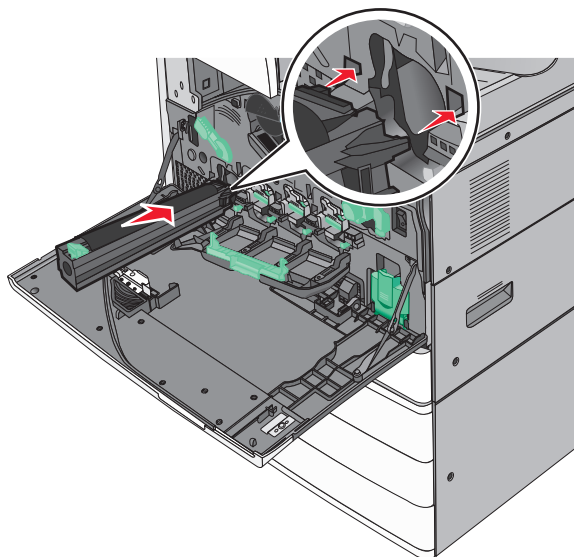


Warning—Potential Damage: To avoid overexposing the photoconductor unit, do not leave the door open for more than 10 minutes.

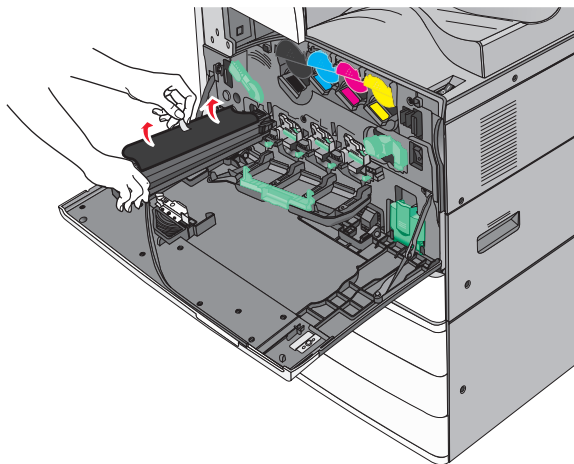
- 4 Grasp the handle of the photoconductor unit and pull it out of the machine.



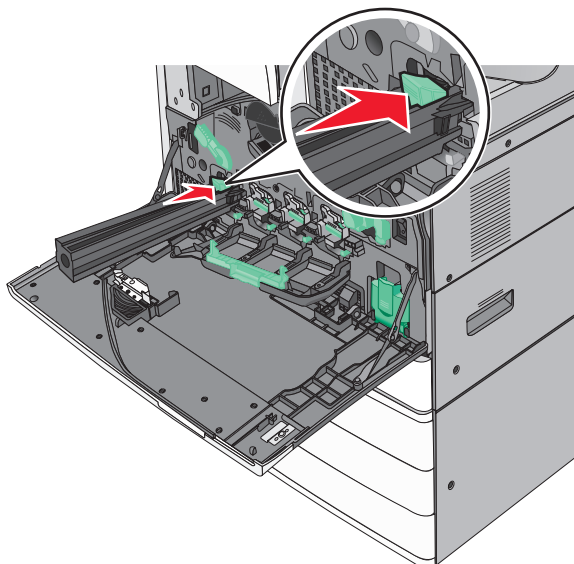
- 5 Unpack the replacement photoconductor unit.
- 6 Align and insert the end of photoconductor unit.



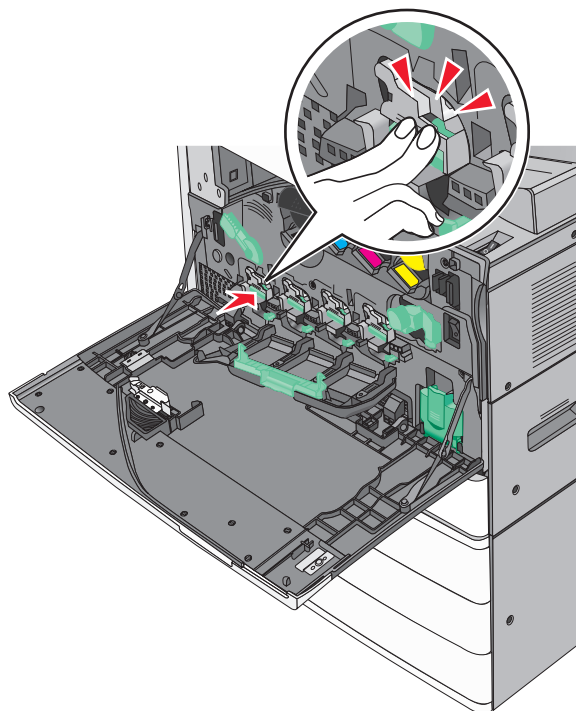
7 Remove the tape from the top of the photoconductor unit.



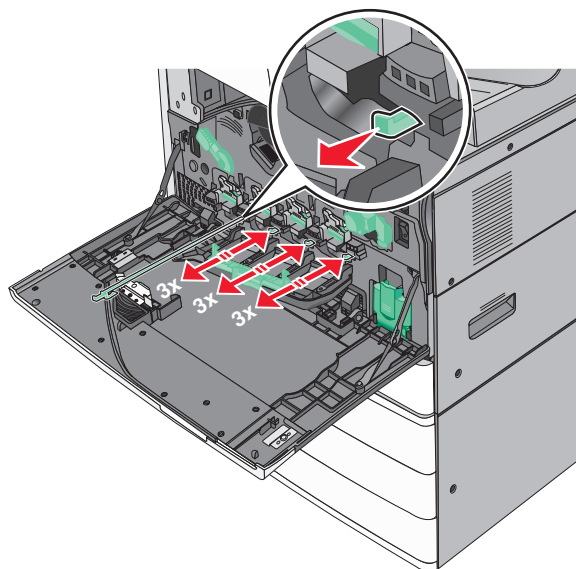
8 Push the tab forward to insert the photoconductor unit.



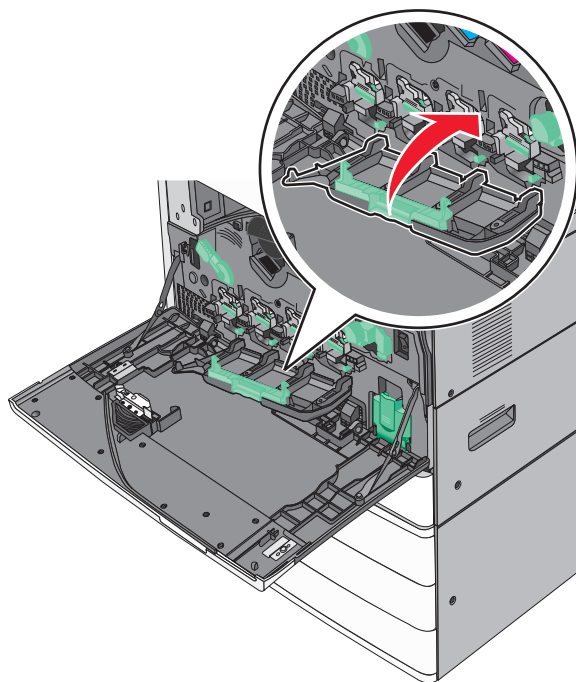
9 Push the photoconductor unit until it *clicks* into place



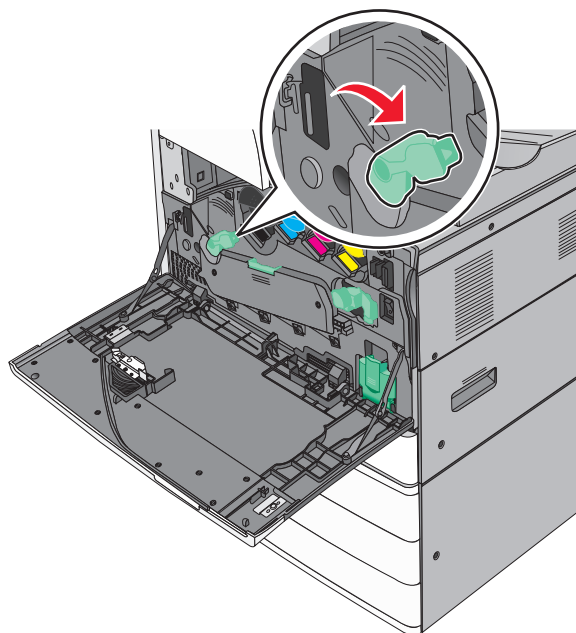
10 Gently pull the printhead wipers out until it stops, and then slowly slide them back into place.



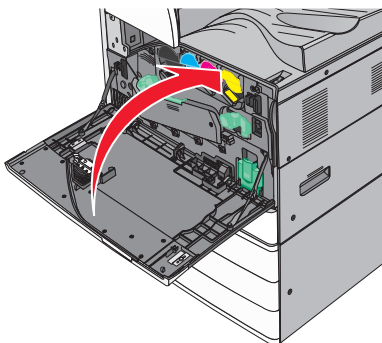
11 Close the cover.



12 Rotate the release lever clockwise to lock the cover.

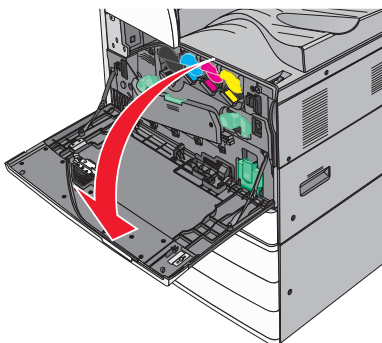


13 Close the front door.

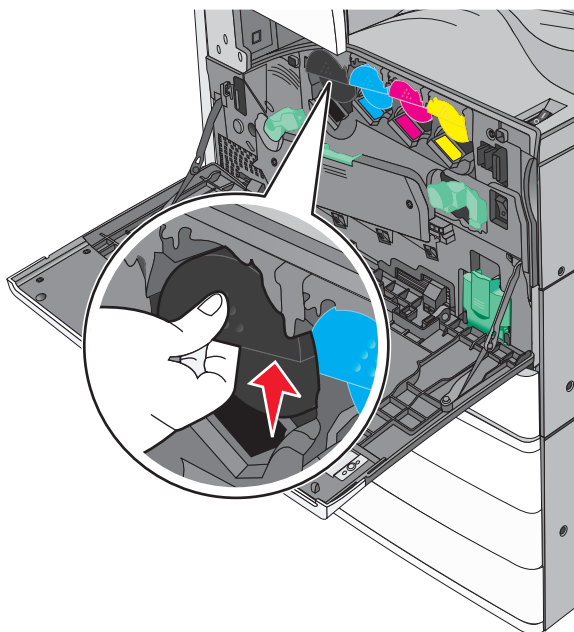


Replacing a toner cartridge

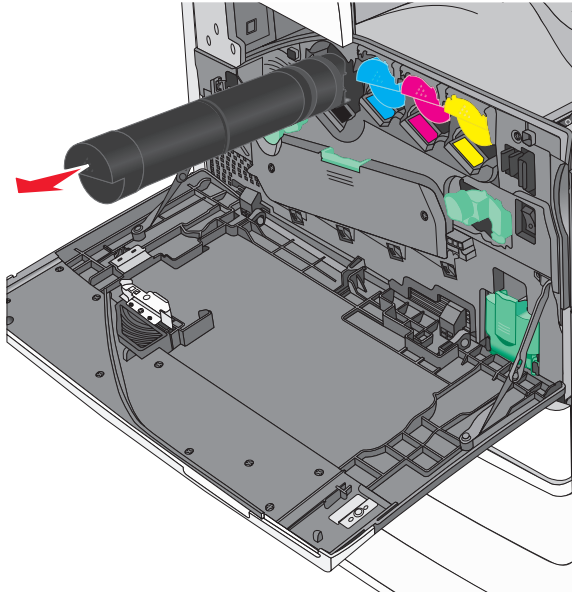
1 Open the front door.



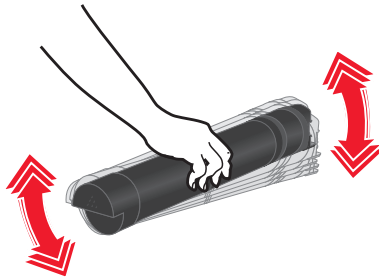
2 Put your hand under the dent of the toner cartridge, and then slightly lift up the cartridge.



- 3** Pull out the toner cartridge.

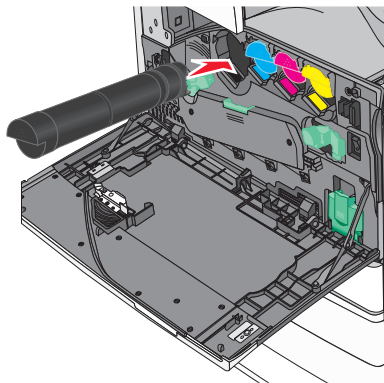


- 4** Unpack the replacement toner cartridge, and then shake it front-to-back and side-to-side to evenly distribute the toner.

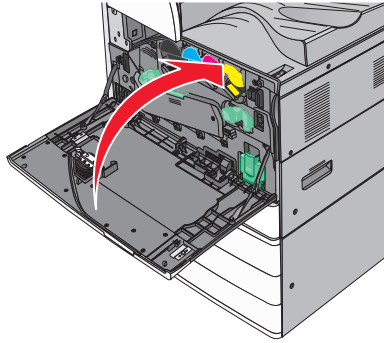


- 5** Remove the red packing strip from the new cartridge.

- 6** Insert the new cartridge into the printer.

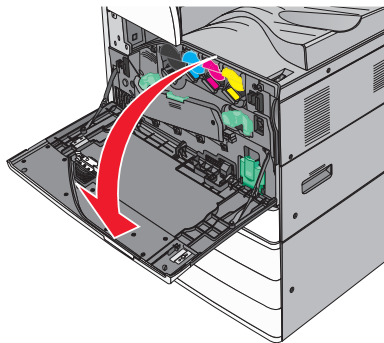


- 7 Close the front door.

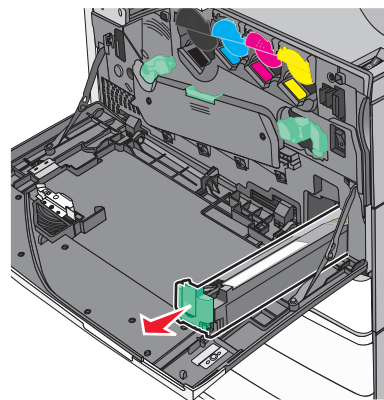


Replacing the waste toner bottle

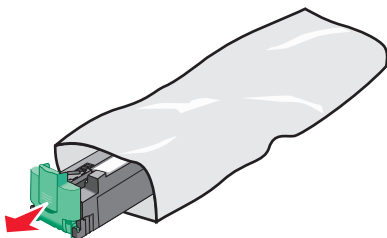
- 1 Turn the printer off.
- 2 Open the front door.



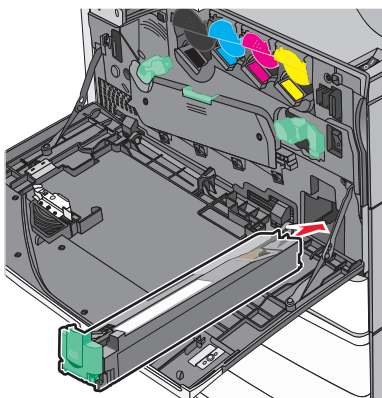
- 3 Remove the used waste toner bottle.



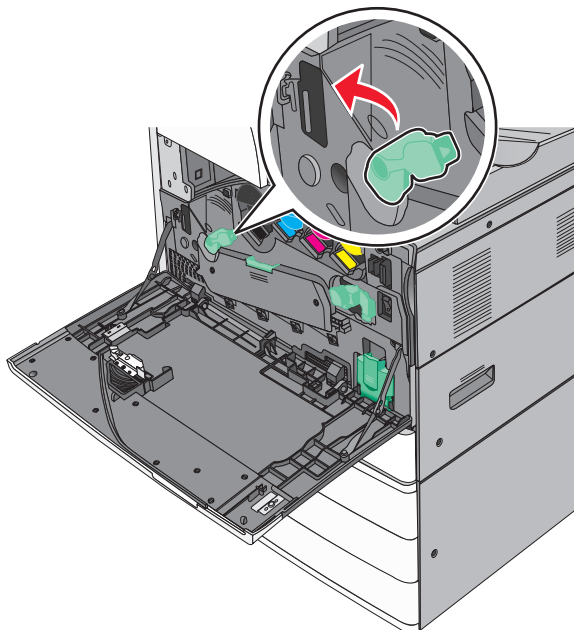
- 4 Unpack the new waste toner bottle.



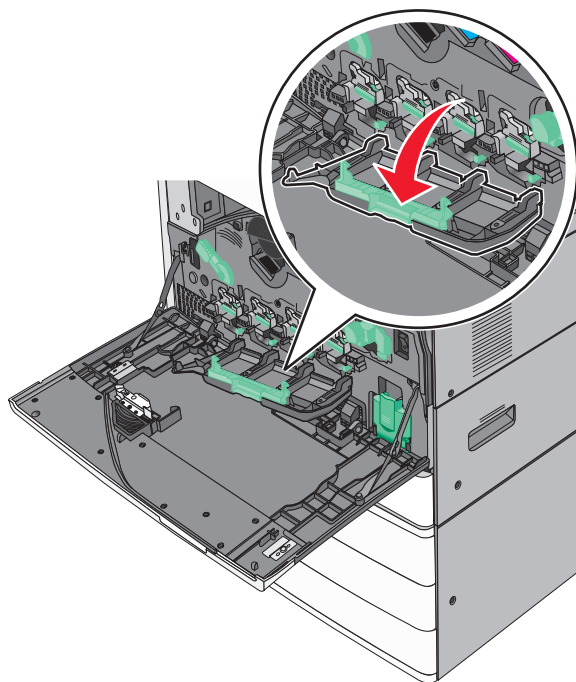
- 5 Insert the new waste toner bottle into the printer until it *clicks* into place.



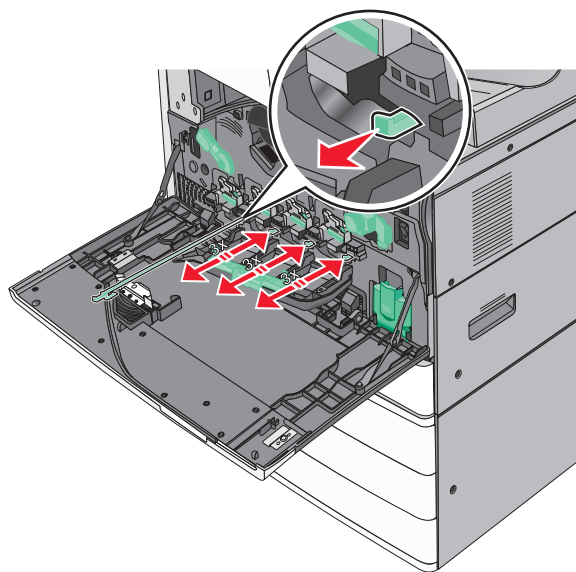
- 6 Rotate the release lever counterclockwise to open the cover.



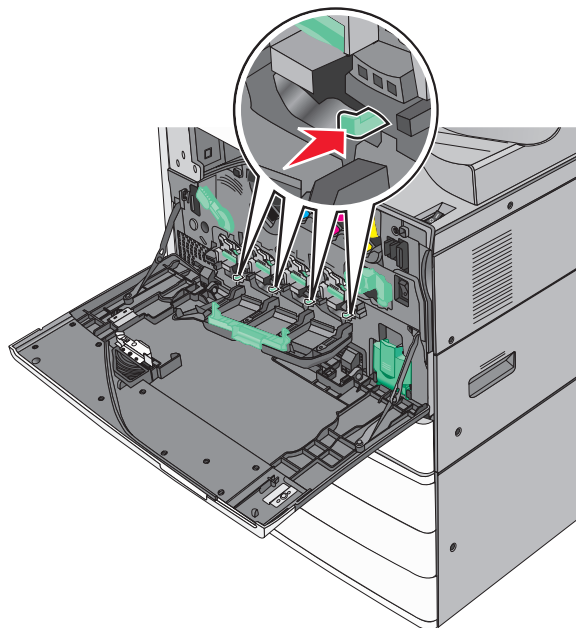
7 Lower the cover.



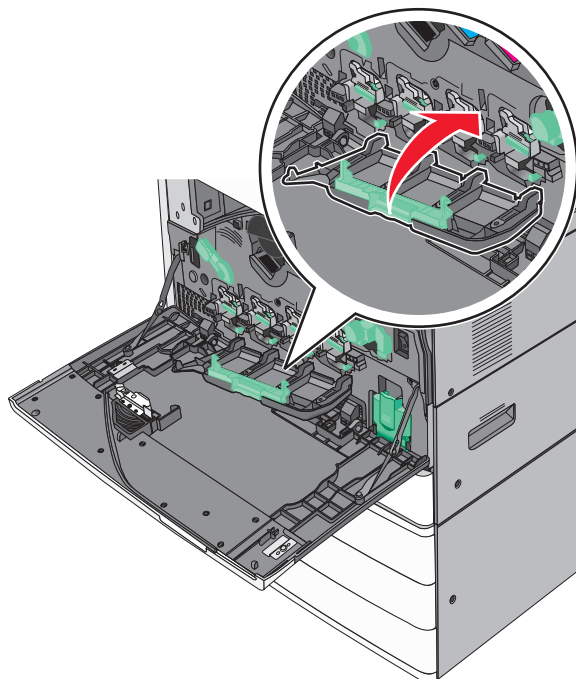
8 Slide out the printhead wipers.



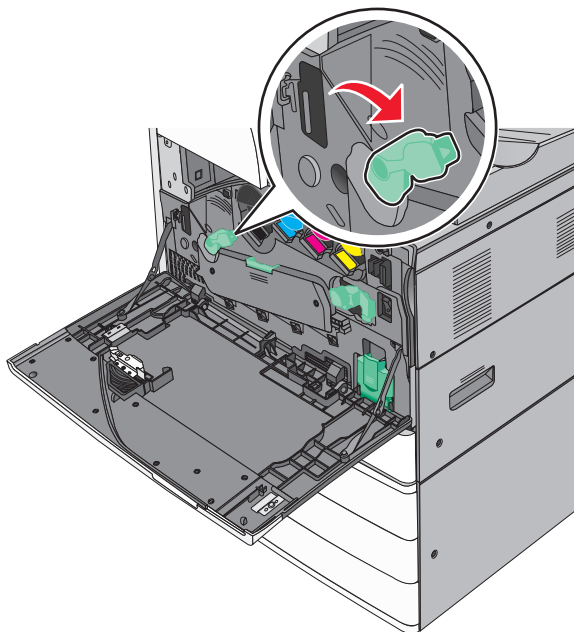
9 Slide the printhead wipers back into place.



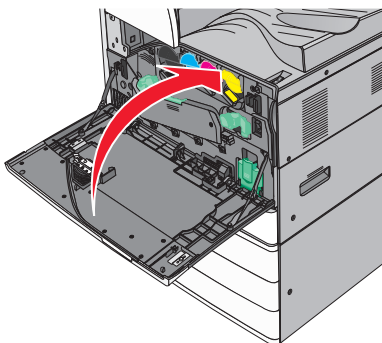
10 Close the cover.



11 Rotate the release lever clockwise to lock the cover.



12 Close the front door.



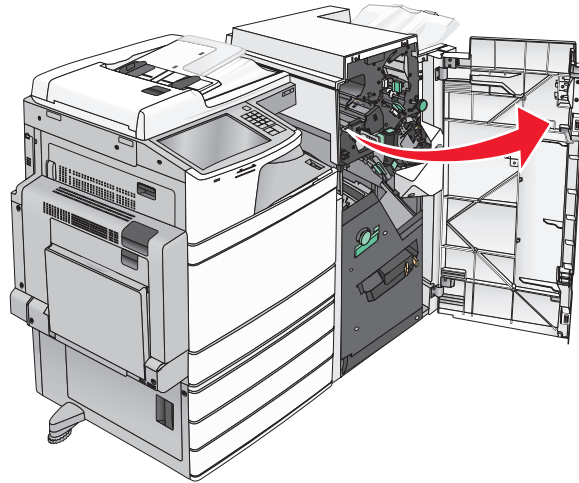
13 Turn the printer back on.

Replacing a staple cartridge

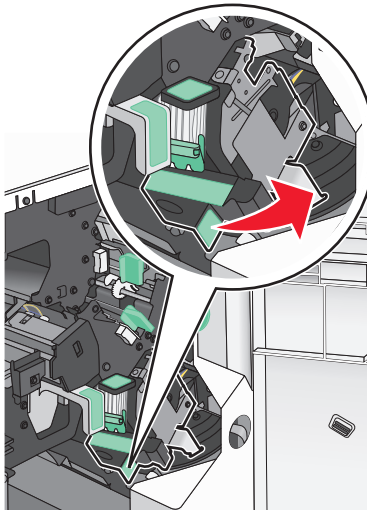
Note: A message on the printer display indicates which staple cartridge needs to be replaced.

Replacing staple cartridge in the standard stapler unit

- 1 Open door G.

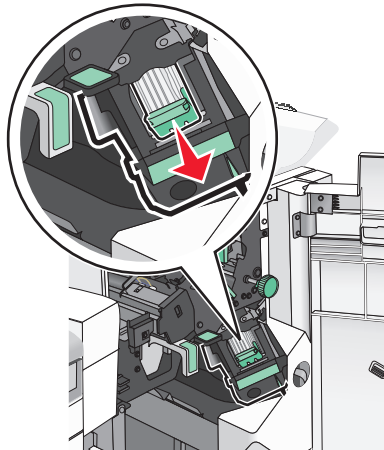


- 2 Grasp the handle of the staple cartridge holder, and then pull out the holder to the right.

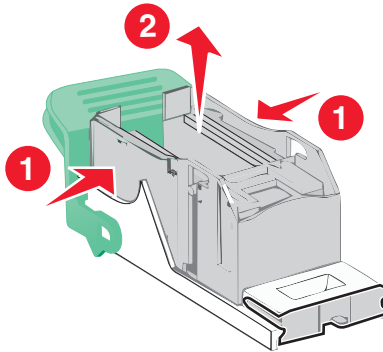


- 3 Pull the staple cartridge out of the finisher.

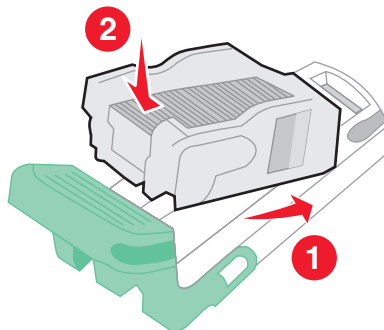
Note: Use just a slight force when removing the staple cartridge.



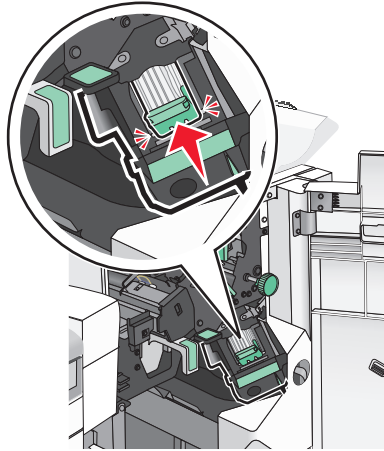
- 4** Squeeze both sides of the empty staple case with your fingers, and then remove the staple case from the cartridge.



- 5** Insert the front side of the new staple case into the staple cartridge, and then push the rear side into the cartridge.



- 6 Push the staple cartridge into the finisher until it *clicks* into place.

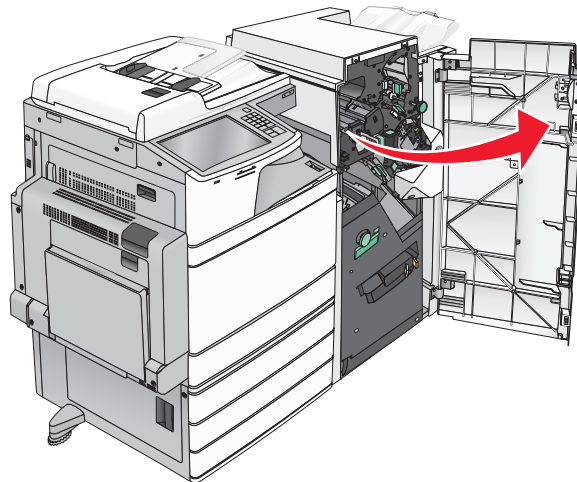


- 7 Close door G.

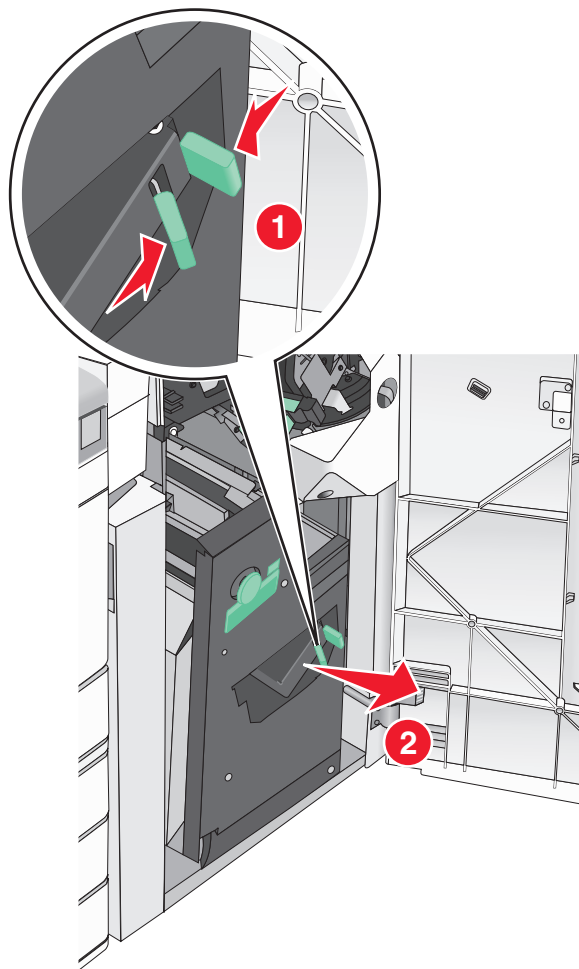
Replacing staple cartridge in the booklet stapler unit

Note: This task is applicable only when a booklet finisher is installed.

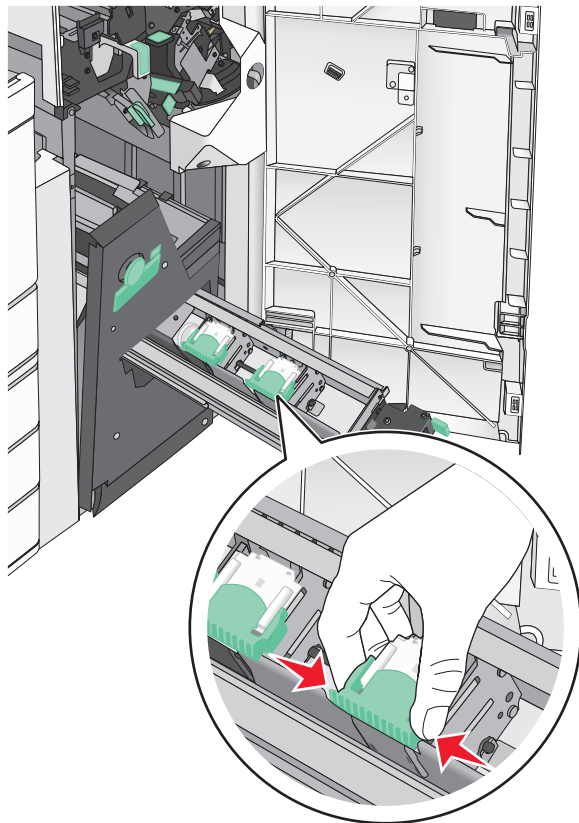
- 1 Open door G.



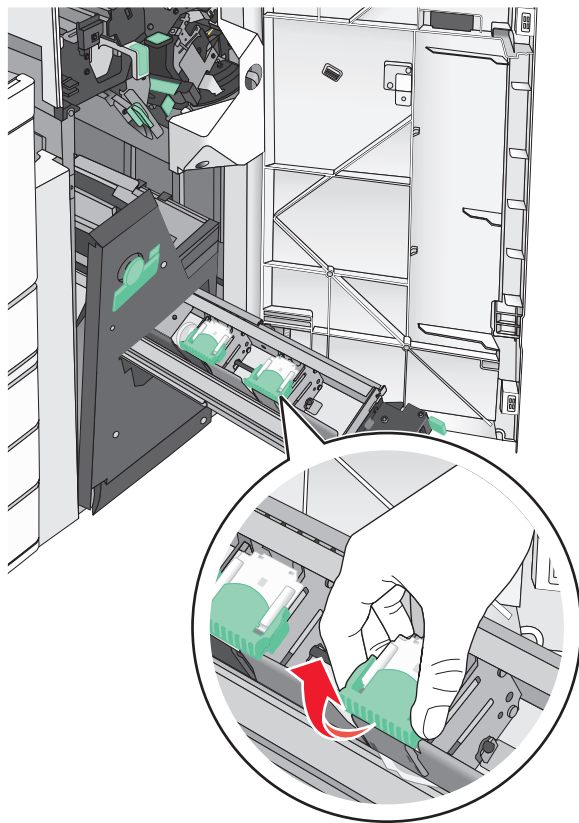
- 2 Press the handles of the staple cartridge to the right, and then take the staple cartridge unit out of the finisher.



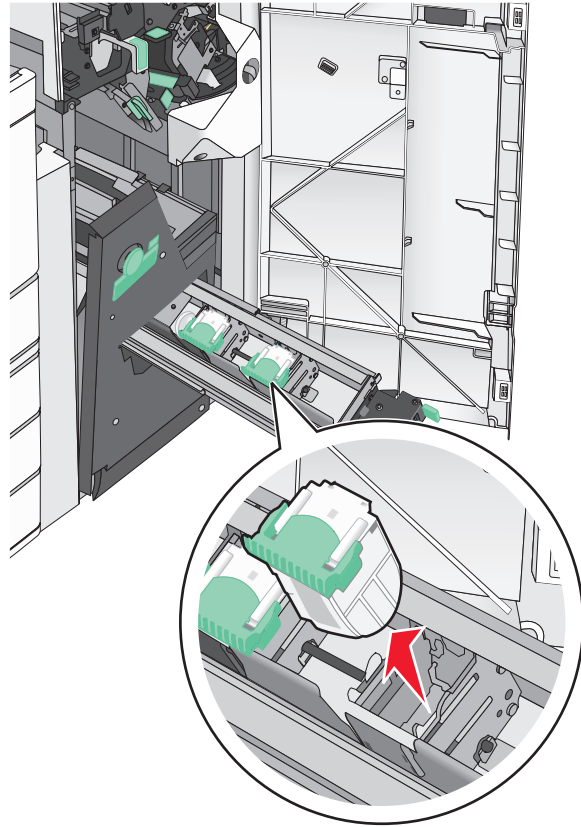
3 Hold the tabs on both sides of the staple cartridge.



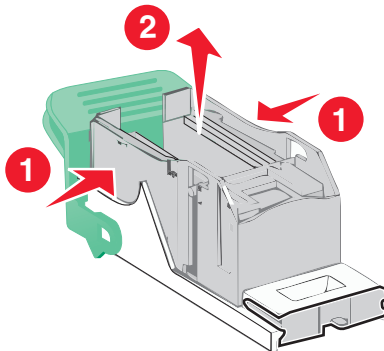
4 Rotate the booklet staple cartridge at an angle.



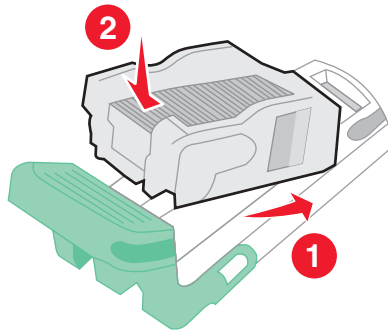
- 5 Lift the booklet staple cartridge out of the unit.



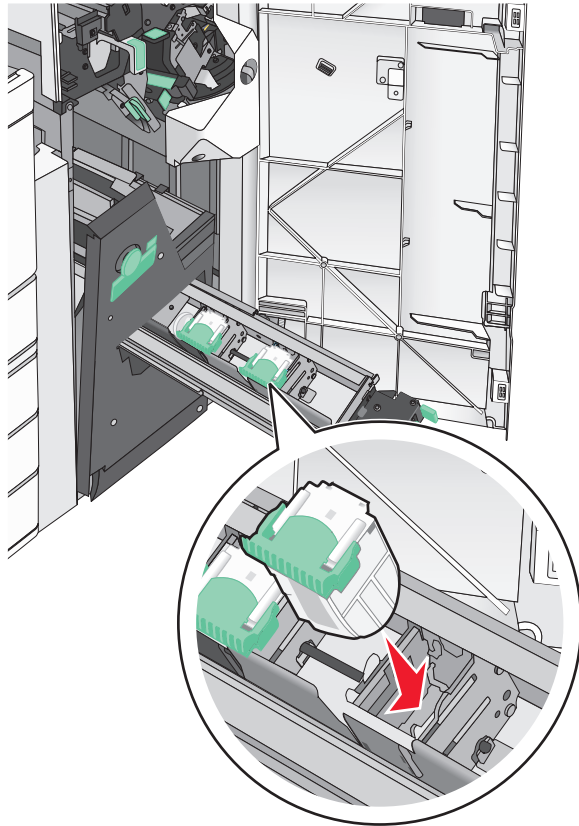
- 6 Squeeze both sides of the empty staple case with your fingers, and then remove the staple case from the cartridge.



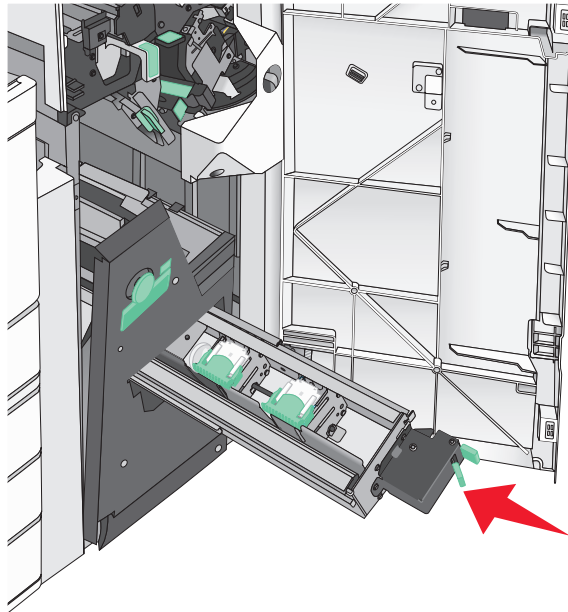
- 7** Insert the front side of the new staple case into the staple cartridge, and then push the rear side into the cartridge.



- 8** Return the cartridge to its original position, and then gently push the cartridge in until it *clicks* into place.



- 9 Return the unit to its original position.



- 10 Close door G.

Moving the printer

Before moving the printer

- ⚠ CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.
- ⚠ CAUTION—POTENTIAL INJURY:** Before moving the printer, follow these guidelines to avoid personal injury or printer damage:
 - Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
 - Disconnect all cords and cables from the printer before moving it.
 - Lift the printer off of the optional drawer and set it aside instead of trying to lift the drawer and printer at the same time.

Note: Use the handholds located on both sides of the printer to lift it off the optional drawer.

Warning—Potential Damage: Damage to the printer caused by improper moving is not covered by the printer warranty.

Moving the printer to another location

The printer and options can be safely moved to another location by following these precautions:

- Any cart used to move the printer must have a surface able to support the full footprint of the printer. Any cart used to move the options must have a surface able to support the dimensions of the options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.

Shipping the printer

When shipping the printer, use the original packaging or call the place of purchase for a relocation kit.

Administrative support

Finding advanced networking and administrator information

This chapter covers basic administrative support tasks using the Embedded Web Server. For more advanced system support tasks, see the *Networking Guide* on the *Software and Documentation CD* or the *Embedded Web Server — Security: Administrator's Guide* on the Lexmark support Web site at <http://support.lexmark.com>.

Checking the status of the printer

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Device Status**.

The device status shows the following:

- Paper tray settings
- Level of toner in the print cartridge
- Percentage of life remaining in the maintenance kit
- Capacity measurements of certain printer parts

Checking the virtual display

- 1 Open an Embedded Web Server associated with your printer.

Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Check the virtual display that appears in the top left corner of the screen.

The virtual display works as an actual display would work on a printer control panel, showing printer messages.

Setting up e-mail alerts

Configure the printer to send you e-mail alerts when the supplies are getting low or when the paper needs to be changed or added, or when there is a paper jam.

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Under Other Settings, click **E-mail Alert Setup**.

4 Select the items for notification, and type the e-mail addresses.

5 Click **Submit**.

Note: For information on setting up the e-mail server, contact your system support person.

Viewing reports

You can view some reports from the Embedded Web Server. These reports are useful for assessing the status of the printer, the network, and supplies.

To view reports from a network printer:

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Reports**, and then click the type of report you want to view.

Restoring factory default settings

If you want to retain a list of the current menu settings for reference, then print a menu settings page before restoring the factory default settings.

Warning—Potential Damage: Restoring factory defaults returns most printer settings to the original factory default settings. Exceptions include the display language, custom sizes and messages, and network/port menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

From the home screen, navigate to:



> **Settings** > **General Settings** > **Factory Defaults** > **Restore Now** > **Submit**

Clearing jams

Carefully select paper and specialty media and load it properly to avoid most jams. If jams do occur, follow the steps outlined in this section.

Note: Jam Recovery is set to Auto by default. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks.

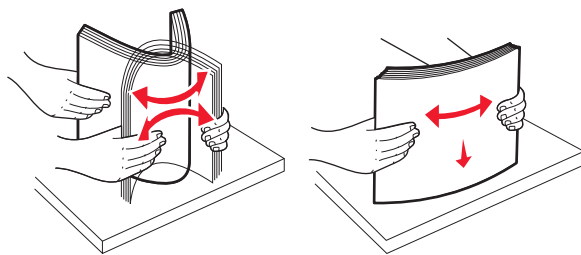
Avoiding jams

Paper tray recommendations

- Make sure the paper lies flat in the tray.
- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it prior to printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height.
- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing too tightly against the paper or envelopes.
- Push the tray in firmly after loading paper.

Paper recommendations

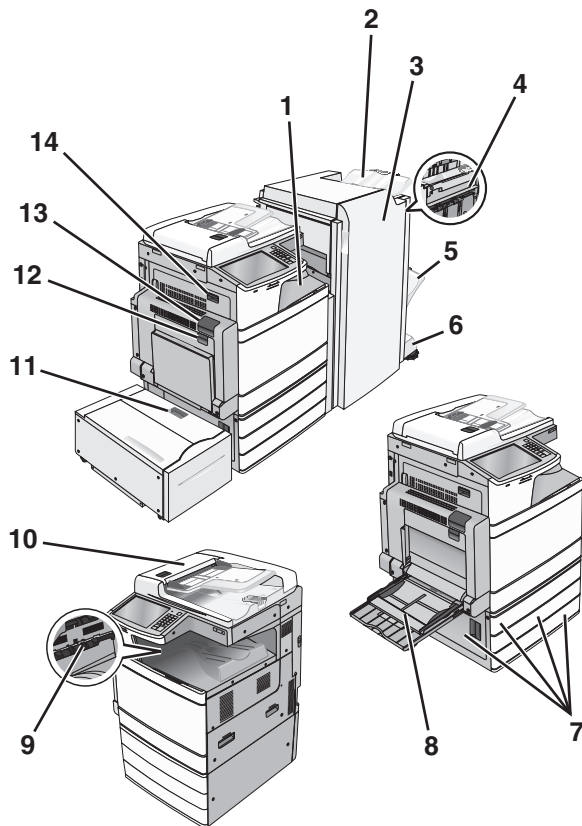
- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex and straighten paper before loading it.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Make sure all sizes and types are set correctly in the printer control panel menus.
- Store paper per manufacturer recommendations.

Understanding jam numbers and locations

When a jam occurs, a message indicating the jam location appears on the printer display. Open doors and covers, and remove trays to access jam locations. To resolve any paper jam message, you must clear all jammed paper from the paper path.



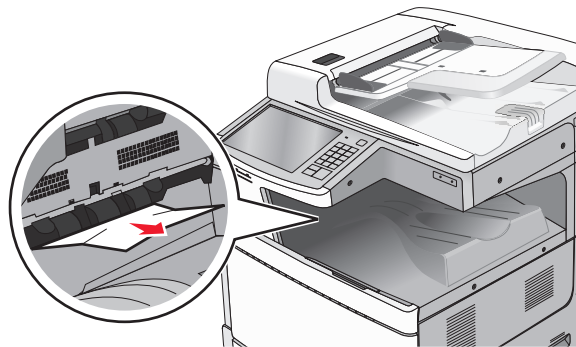
| Area | Area name | Jam numbers | What to do |
|------|---------------------------------|------------------------------|---|
| 1 | Cover F (paper transport) | 4yy.xx 455 | Open cover F, and then remove jammed paper. Open door G and H, and then remove the jammed paper. Open staple door, remove the staple cartridge, and then remove the jammed staple. |
| 2 | Standard finisher bin | | |
| 3 | Door G | | |
| 4 | Door H | | |
| 5 | Finisher bin 1 | | |
| 6 | Finisher bin 2 | | |
| 7 | Door C Trays 1–4 | 24x | Open door C, and then remove the jammed paper Open each tray, and then remove the jammed paper. |
| 8 | Multipurpose feeder | 250 | Remove all paper from the multipurpose feeder, and then remove the jammed paper. |
| 9 | Standard exit bin | 201–202 203 | Remove all paper from the standard exit bin, and then remove the jammed paper. |
| 10 | Automatic Document Feeder (ADF) | 28y.xx | Remove all paper from the ADF, and then remove the jammed paper. |
| 11 | Tray 5 (high-capacity feeder) | 24x | Open the tray, and then remove the jammed paper. Open the top cover, and then remove the jammed paper. Gently move the tray to the left until it stops, and then remove the jammed paper. |

| Area | Area name | Jam numbers | What to do |
|------|-----------|-----------------------|---|
| 12 | Door B | 230 | Open door B, and then remove jammed paper. |
| 13 | Door A | 201–202 231 281 | Open door A, and then remove the jammed paper. Remove all jammed paper in the fuser. |
| 14 | Door D | 203 | Open door A, and then door D, and then remove the jammed paper. |

201–202 paper jams


If the jammed paper is visible in the standard exit bin, then firmly grasp the paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

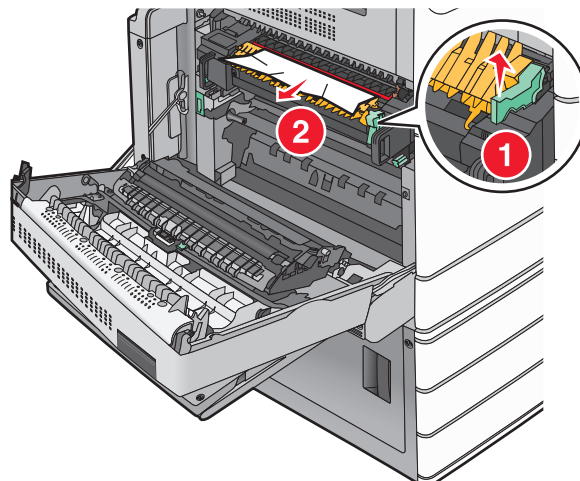


Paper jam in the fuser

- 1 Open door A by lifting the release latch and lowering the door.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 2 Lift the green lever.



3 Firmly grasp the jammed paper on each side, and then gently pull it out.

Warning—Potential Damage: Do not touch the center of the fuser unit. Doing so will damage the fuser.

Note: Make sure all paper fragments are removed.


4 Push the green lever back into place.

5 Close door A.

6 If necessary, touch **Continue** from the printer control panel.

Paper jam under the fuser

1 Open door A.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

2 If the jammed paper is visible under the fuser, then firmly grasp the paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

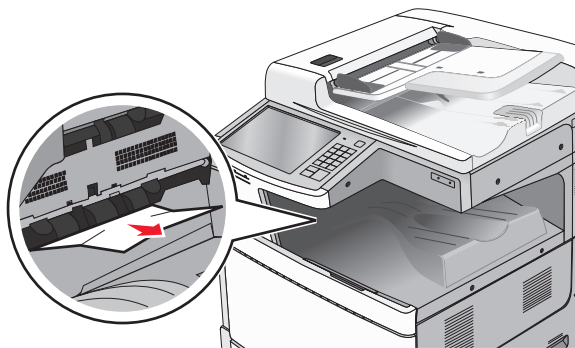
3 Close door A.

4 If necessary, touch **Continue** from the printer control panel.


203 paper jam

If the jammed paper is visible in the standard exit bin, then firmly grasp the paper on each side, and then gently pull it out.

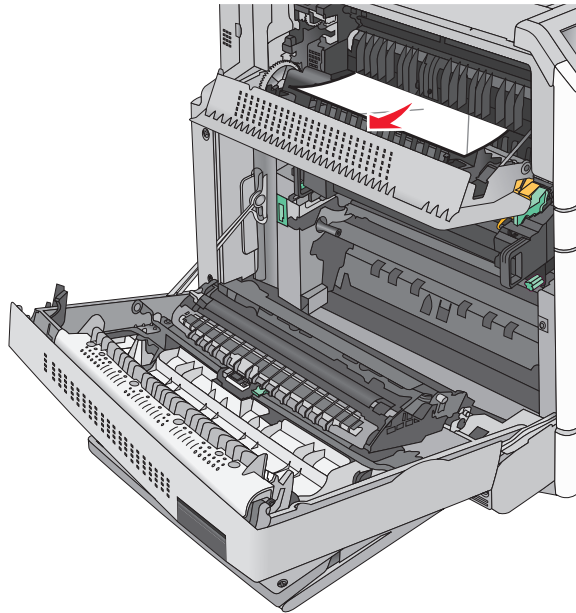
Note: Make sure all paper fragments are removed.



- 1 Open door A, and then door D by lifting the release latch of each door and lowering the doors.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

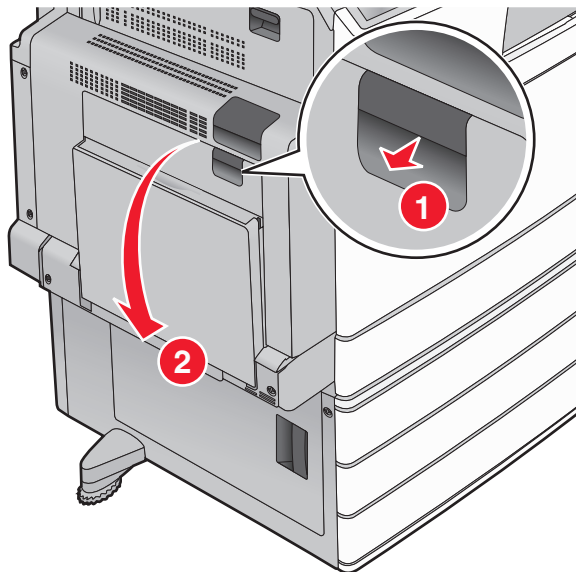


Note: Make sure all paper fragments are removed.

- 3 Close door D, and then close door A.
- 4 If necessary, touch **Continue** from the printer control panel.

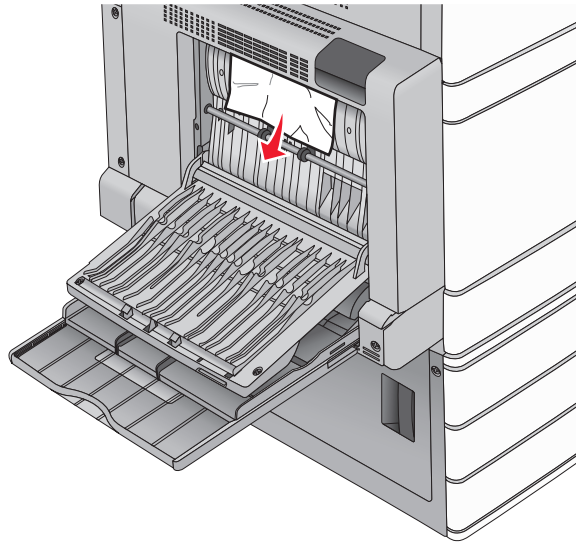
230 paper jam

- 1 Lower the multipurpose feeder, and then open door B.



- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.


Note: Make sure all paper fragments are removed.

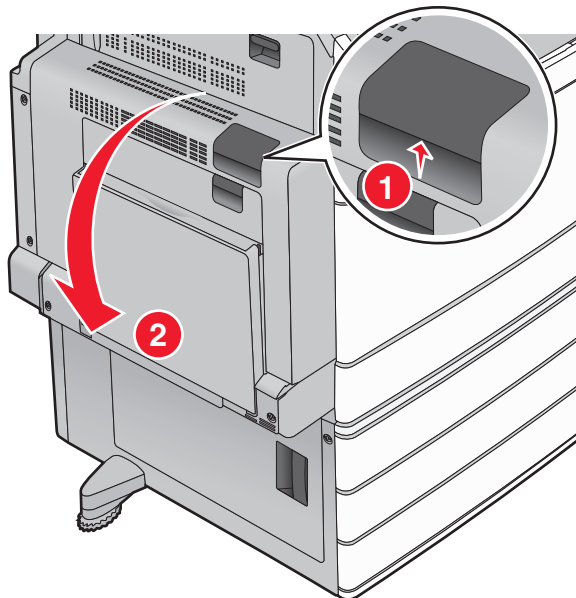


- 3 Close door B.
- 4 If necessary, touch **Continue** from the printer control panel.

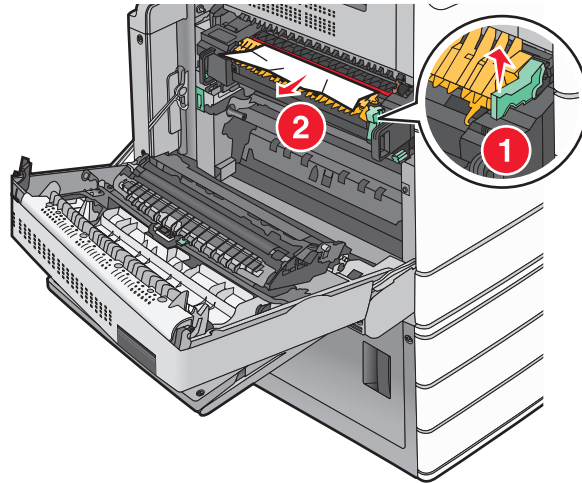
231 paper jam

- 1 Open door A by lifting the release latch, and then lowering the door.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



- 2 Lift the green lever.

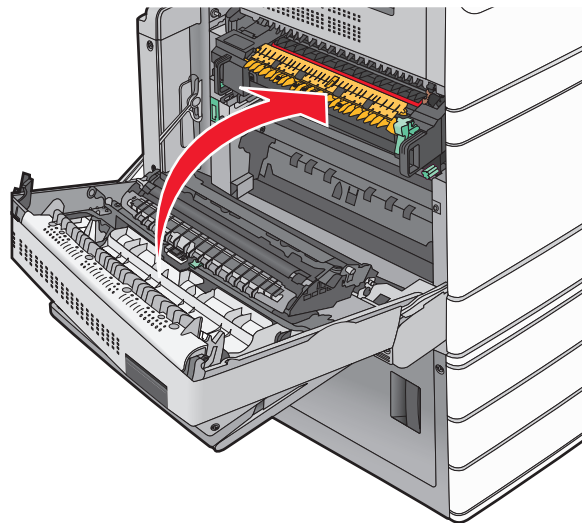


- 3 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

- 4 Push the green lever back into place.

- 5 Close door A.



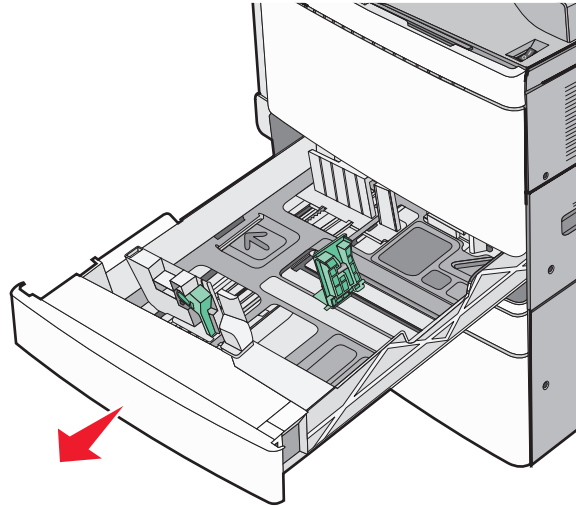
- 6 If necessary, touch **Continue** from the printer control panel.

24x paper jam

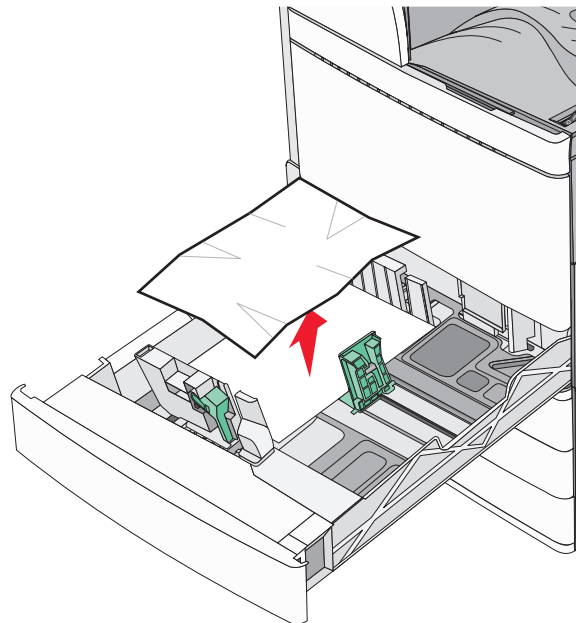
Note: Make sure all paper fragments are removed when pulling out any jammed paper.

Paper jam in Tray 1

1 Open Tray 1.



2 Firmly grasp the jammed paper on each side, and then gently pull it out.

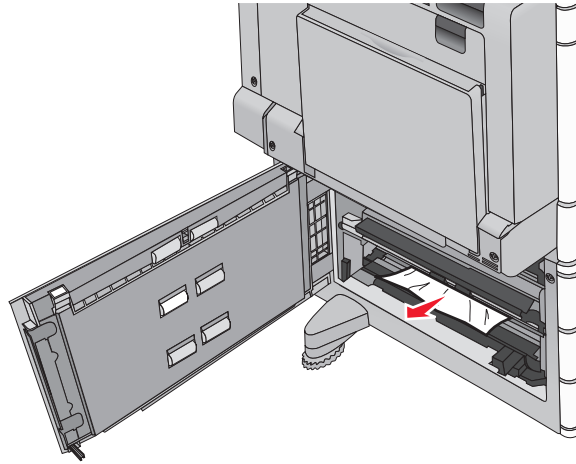


3 Close Tray 1.

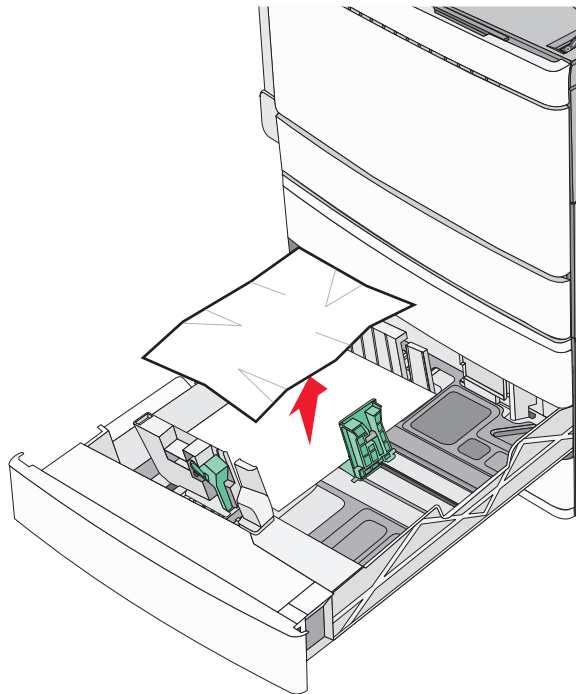
4 If necessary, touch **Continue, jam cleared** from the printer control panel.

Paper jam in one of the optional trays (Trays 2–4)

- 1 Check door C, and then firmly grasp the jammed paper and then pull it out.



- 2 Open the specified tray.
- 3 Firmly grasp the jammed paper on each side, and then gently pull it out.

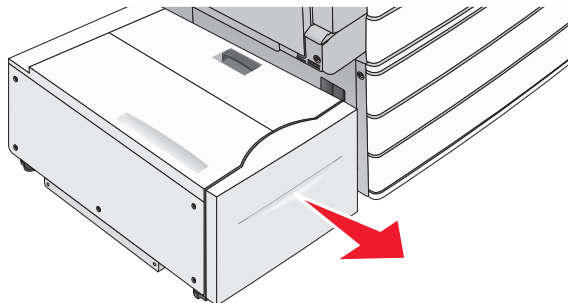


- 4 Close the tray.
- 5 If necessary, touch **Continue, jam cleared** from the printer control panel.

Paper jam in Tray 5 (high-capacity feeder)

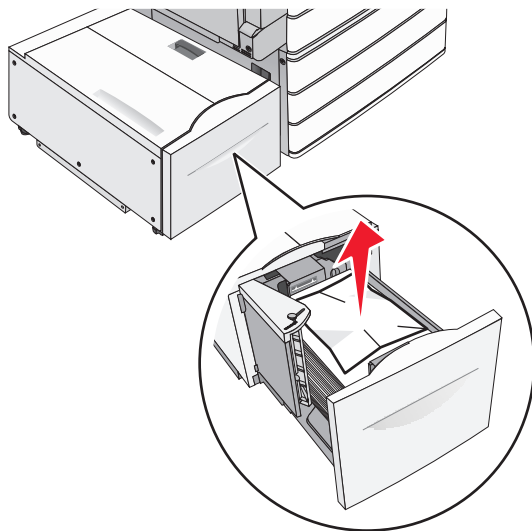
Paper jam inside the tray

- 1 Pull out the tray until it stops.



Warning—Potential Damage: Do not pull out the tray with too much force. Doing so may hit and injure your knees.

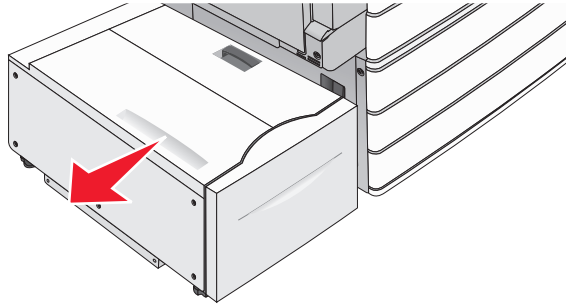
- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.



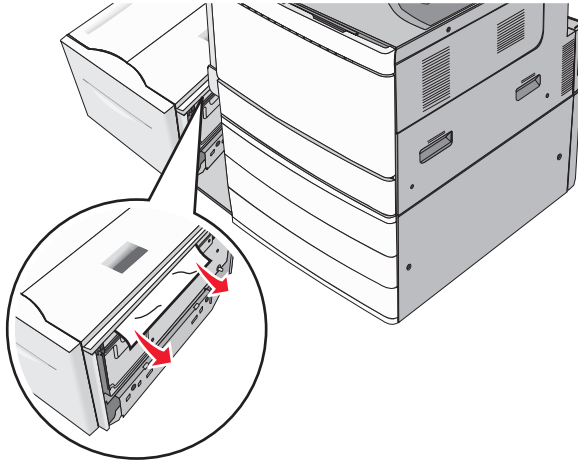
- 3 Push the tray gently until it stops.
- 4 If necessary, touch **Continue, jam cleared** from the printer control panel.

Paper jam in the tray exit

- 1 Gently move the tray to the left until it stops.



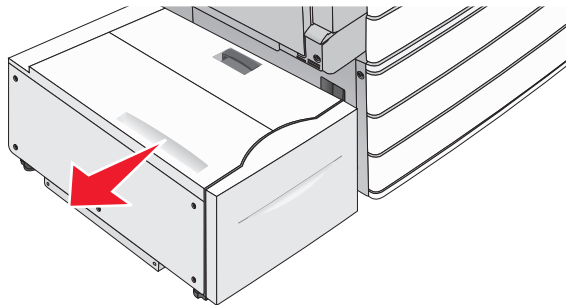
- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.



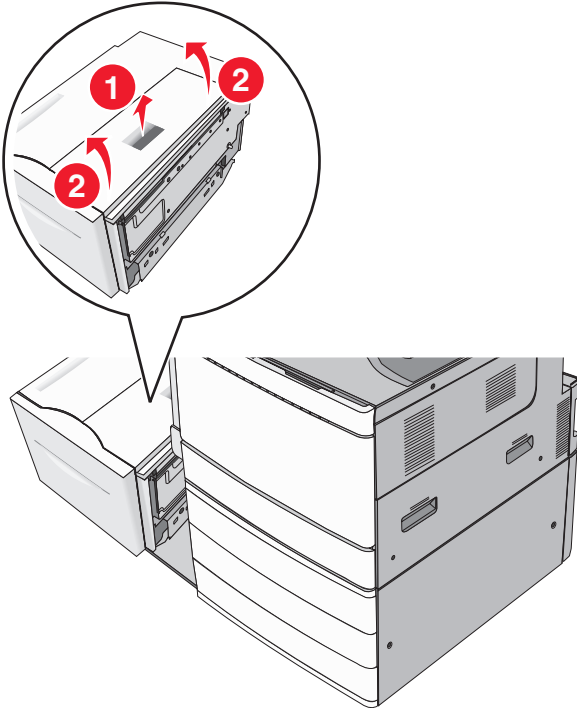
- 3 Gently put the tray back into position.
- 4 If necessary, touch **Continue, jam cleared** from the printer control panel.

Paper jam in the top cover

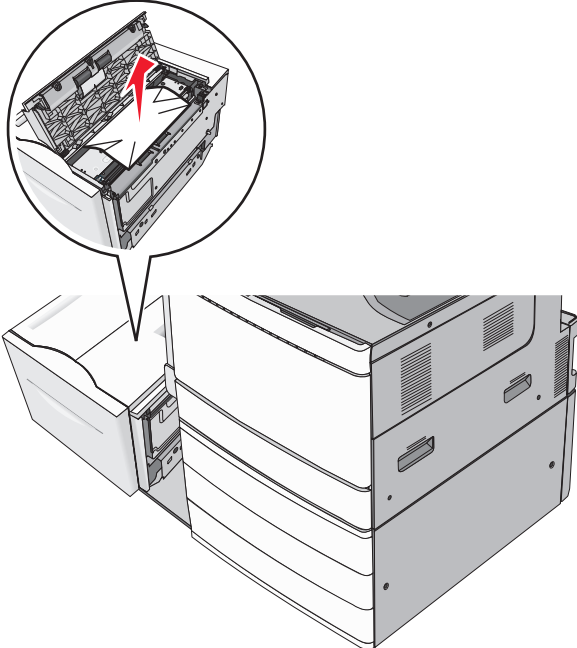
- 1 Gently move the tray to the left until it stops.



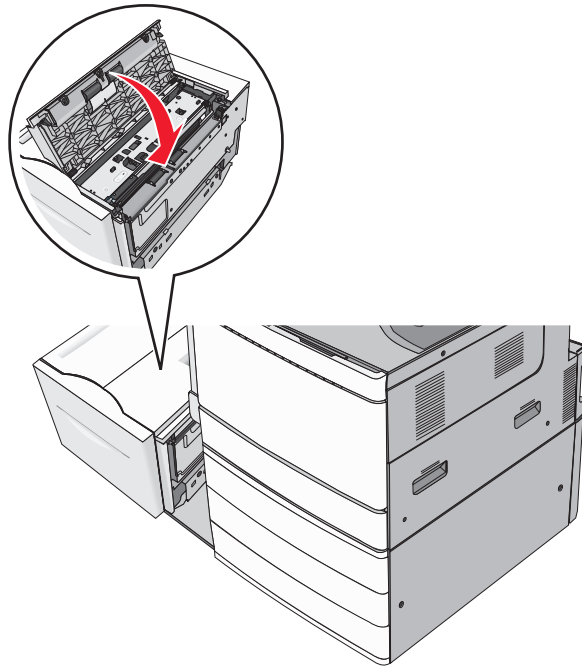
2 Open the top cover.



3 Firmly grasp the jammed paper on each side, and then gently pull it out.



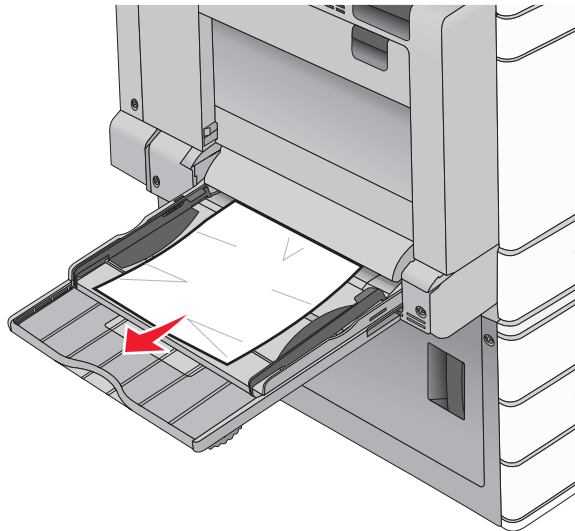
- 4 Close the top cover.



- 5 Gently put the tray back into position.
- 6 If necessary, touch **Continue, jam cleared** from the printer control panel.

250 paper jam

- 1 Remove any jammed pages from the multipurpose feeder.




- 2 Load paper into the multipurpose feeder.
- 3 If necessary, touch **Continue, jam cleared** from the printer control panel.

281 paper jam

Paper jam in door A

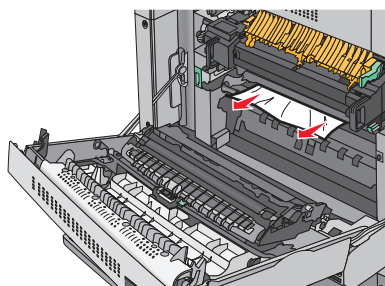
- 1 Open door A.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 2 Determine where the jam is located, and then remove it:

- a If the paper is visible under the fuser, firmly grasp it on each side, and then gently pull it out.

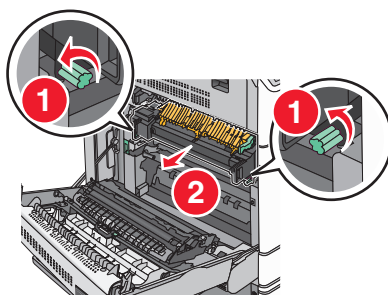
Note: Make sure all paper fragments are removed.



- b If the paper is not visible, then you will need to remove the fuser unit.

Warning—Potential Damage: Do not touch the center of the fuser unit. Doing so will damage the fuser.

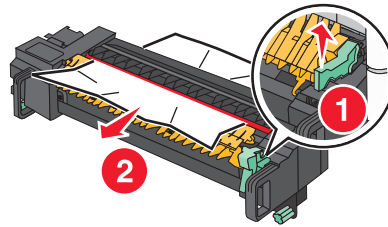
- 1 Remove the thumbscrew from each side of the fuser unit by rotating them counterclockwise.
- 2 Lift the handles on each side of the fuser, and then pull to remove the fuser unit.



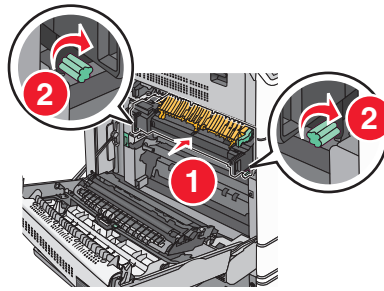
- 3 Lift the green lever, firmly grasp the paper on each side, and then gently pull it out.

Notes:

- Make sure all paper fragments are removed.
- If the paper is in the fuser, then lower the fuser nip release lever and switch it to envelope mode.
- After removing the jammed paper, return the lever to the proper position.



- 4 Align the fuser unit using the handles on each side, and then place it back into the printer.

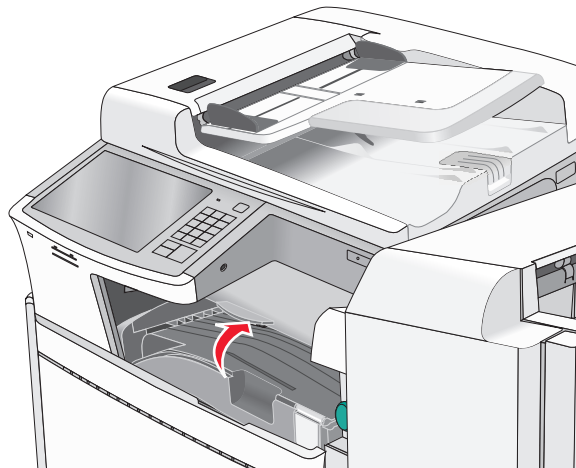


- 3 Close door A.

- 4 If necessary, touch **Continue** from the printer control panel.

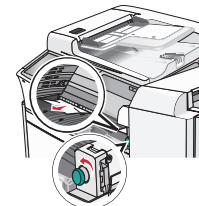
Paper jam in cover F (paper transport)

- 1 Open cover F.



- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

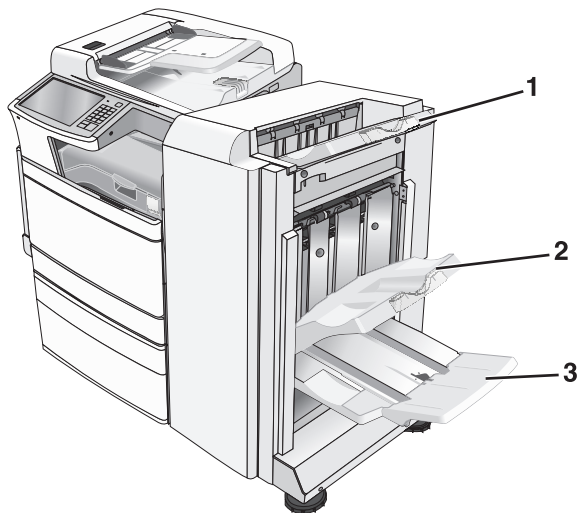


Note: If the paper jam on the right is difficult to remove, then rotate the knob counterclockwise.

- 3 Close cover F.
- 4 If necessary, touch **Continue** from the printer control panel.

4yy.xx paper jams

If the jammed paper is visible in any of the finisher exit bins, then firmly grasp the paper on each side, and then gently pull it out.

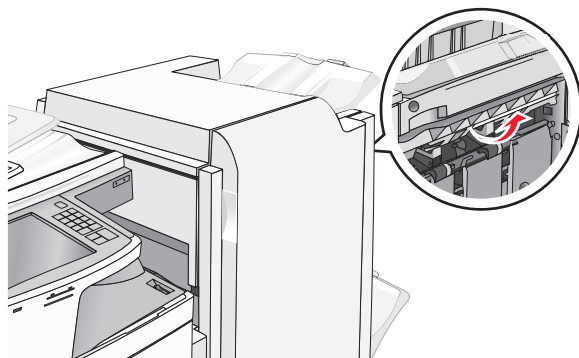


| | |
|----------|---|
| 1 | Standard finisher bin |
| 2 | Finisher bin 1 |
| 3 | Finisher bin 2 Note: Finisher bin 2 is available only when a booklet finisher is installed. |

Note: Make sure all paper fragments are removed.

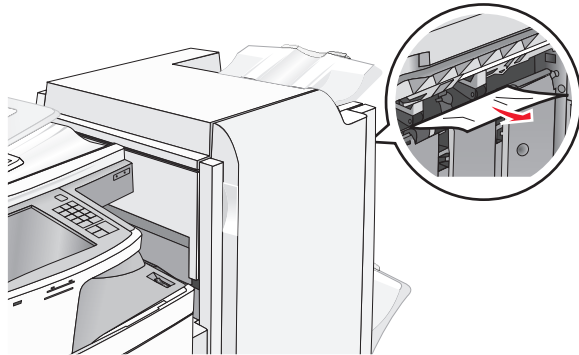
Paper jam in door H

- 1 Open door H.
- Note:** Door H is located between the finisher exit bins.



- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

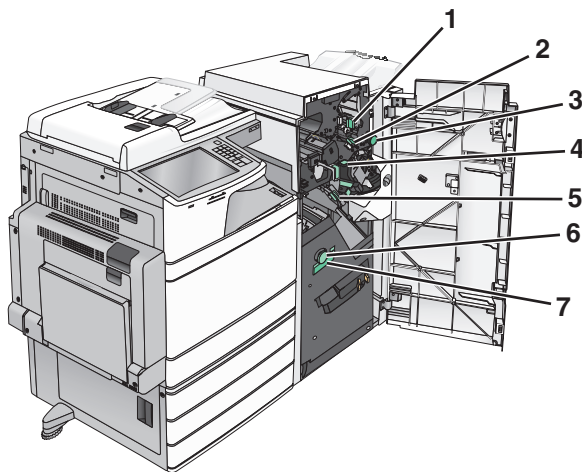
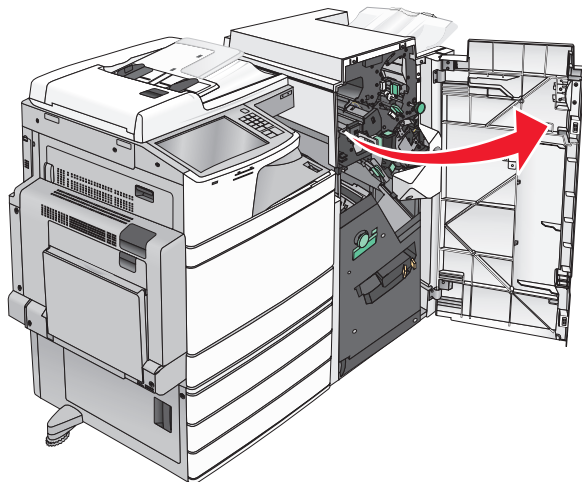


3 Close door H.

4 If necessary, touch **Continue** from the printer control panel.

Paper jam in door G

1 Open door G.



| Area | Cover, knob, or handle name |
|------|-----------------------------|
| 1 | Cover G1 |
| 2 | Cover G2 |
| 3 | Knob G3 |
| 4 | Cover G4 |
| 5 | Cover G7 |
| 6 | Knob G8 |
| 7 | Handle G9 |

2 Lift cover G1 lever.

3 Firmly grasp any jammed paper, and then gently pull it out.

Note: Make sure to remove all paper fragments after gently pulling out any jammed paper inside door G.

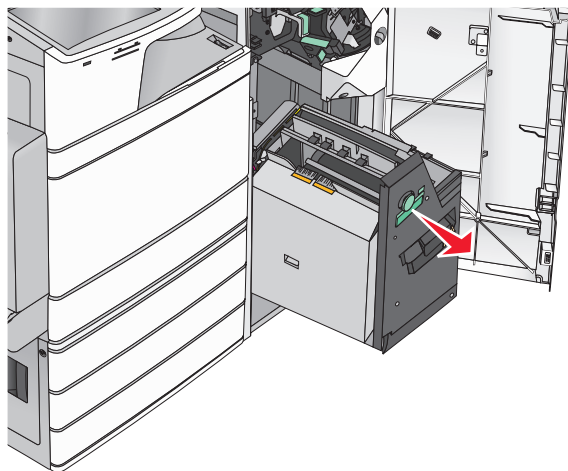
4 Move cover G2 to the right, and then remove any jammed paper.

Note: If the paper is jammed in the rollers, then rotate knob G3 counterclockwise.

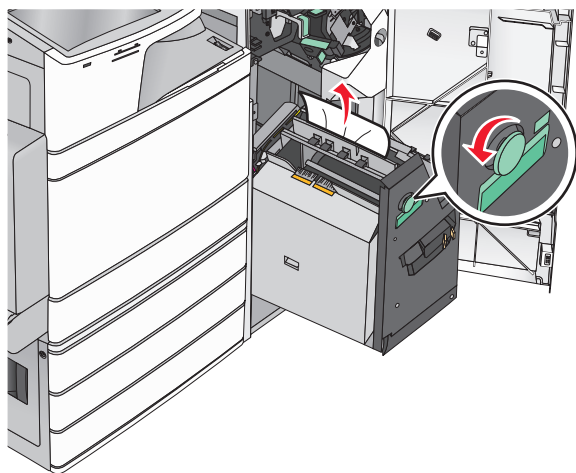
5 Move cover G4 down, and then remove any jammed paper.

6 Move cover G7 to the left, and then remove any jammed paper.

7 Pull handle G9 until the tray is completely open.



- 8 Lift the inside cover. If the paper is jammed in the rollers, then rotate knob G8 counterclockwise, and then remove the jammed paper.

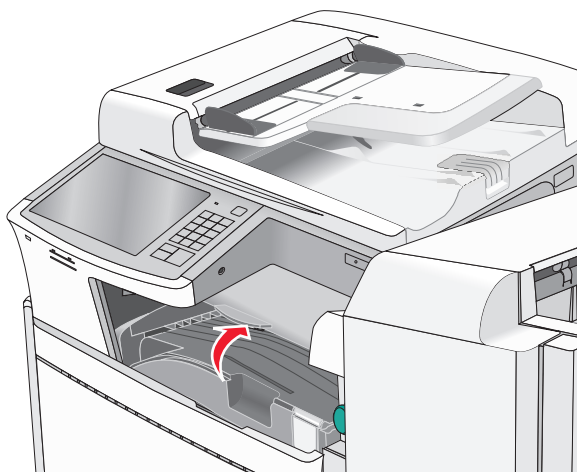


- 9 Close door G.

- 10 If necessary, touch **Continue** from the printer control panel.

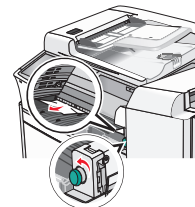
Paper jam in cover F (paper transport)

- 1 Open cover F.



- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

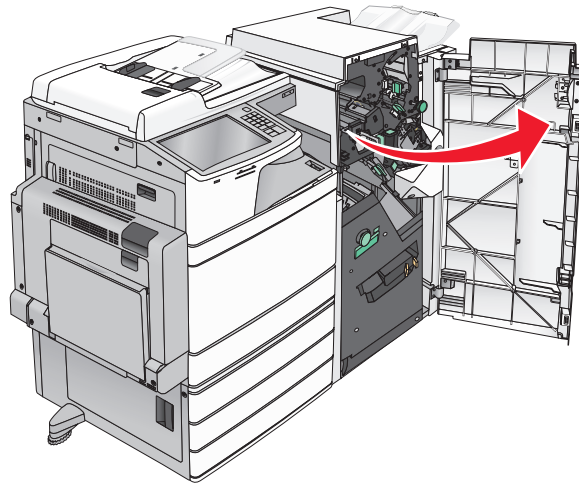


Note: If the paper jam on the right is difficult to remove, then rotate the knob counterclockwise.

- 3 Close cover F.
- 4 If necessary, touch **Continue** from the printer control panel.

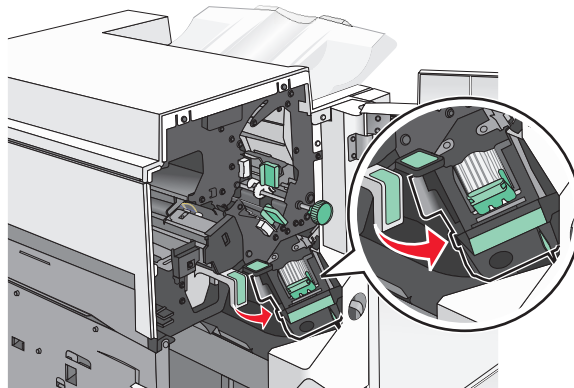
455 staple jam

- 1 Open door G.

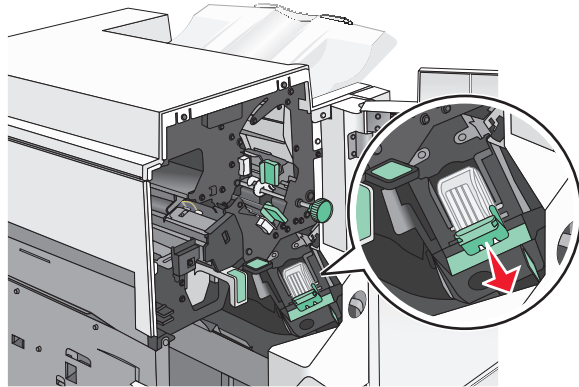


- 2 Press the latch to open the stapler door.

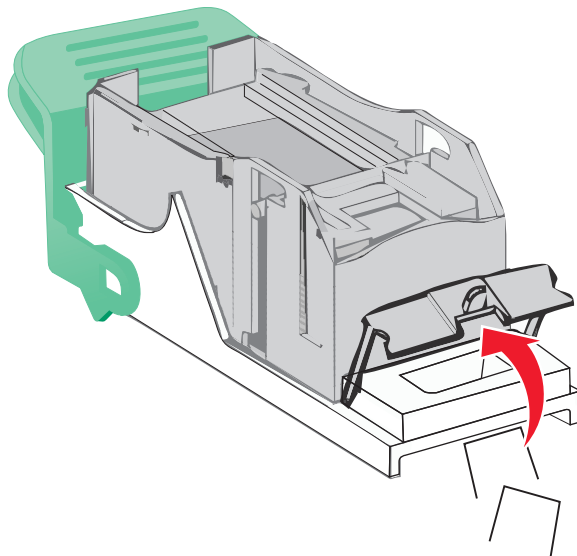
Note: The stapler door is located behind the finisher.



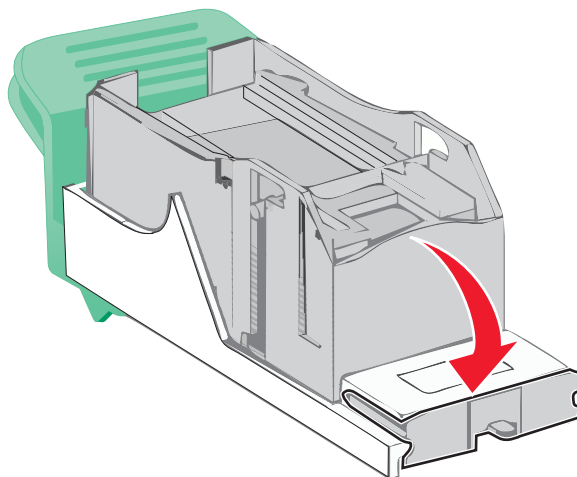
- 3** Lower the latch of the staple cartridge holder, and then pull the staple cartridge holder out of the printer.



- 4** Use the metal tab to lift the staple guard, and then remove any jammed or loose staples.

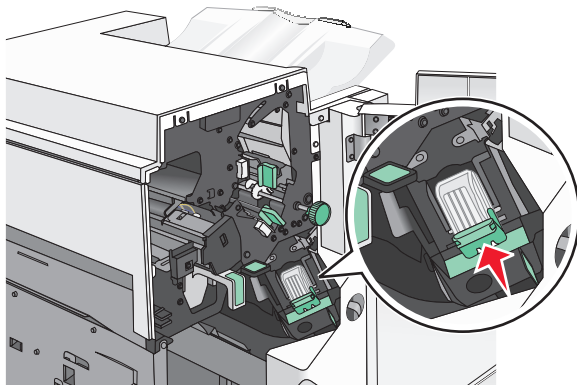


- 5** Close the staple guard.



- 6** Press down on the staple guard until it *clicks* into place.

- 7 Push the staple cartridge holder firmly back into the stapler unit until the staple cartridge holder *clicks* into place.



- 8 Close the stapler door.
- 9 Close door G.
- 10 If necessary, touch **Continue, jam cleared** from the printer control panel.

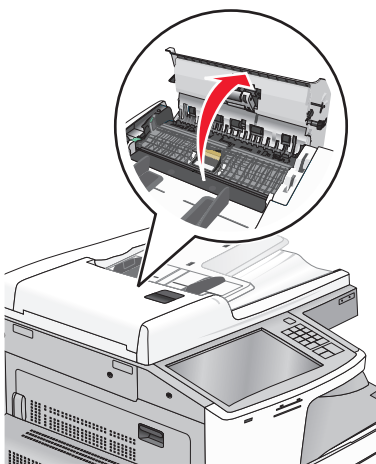
28y.xx paper jams

The scanner failed to feed one or more pages through the ADF.

- 1 Remove all original documents from the ADF.

Note: The message clears when the pages are removed from the ADF.

- 2 Open the ADF cover.



- 3 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

- 4 Close the ADF cover.
- 5 Reload original documents into the ADF, straighten the stack, and then adjust the paper guide.

Troubleshooting

Understanding the printer messages

Adjusting color

Wait for the process to complete.

Bin 2 is unable to lower, remove paper and check for an obstruction

Try one or more of the following:

- Remove paper and clear any obstruction from the bin.
- Touch **Continue** to clear the message and continue printing.

Change [paper source] to [custom type name]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom type name] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom string]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom string] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size] [paper type]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size] [paper type] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Check [src] orientation or guides

Try one or more of the following:

- Move the paper guides in the tray to the correct positions for the paper size loaded.
- Make sure the paper size setting matches the paper loaded in the tray:
 - 1 From the printer control panel Paper menu, check the Paper Size setting.
 - 2 Before sending the print job, specify the correct size setting:
 - For Windows users, specify the paper size from Print Properties.
 - For Macintosh users, specify the paper size from the Page Setup dialog.

Close cover [x]

Close the specified cover to clear the message.

Close door [x]

Close the specified door.

Disk corrupted

The printer attempted a hard disk recovery on a corrupted hard disk, and the hard disk cannot be repaired. The hard disk must be reformatted.

Touch **Format disk** to reformat the printer hard disk and clear the message.

Note: Formatting deletes all the files stored on the printer hard disk.

Empty the hole punch box

- 1 Empty the hole punch box.

For instructions on emptying the hole punch box, from the printer control panel touch **More Information**.

- 2 Reinsert the hole punch box into the finisher, and then touch **Continue** to clear the message.

Error reading USB drive. Remove USB.

An unsupported USB device has been inserted. Remove the USB device, and then install a supported one.

Error reading USB hub. Remove hub.

An unsupported USB hub has been inserted. Remove the USB hub, and then install a supported one.

Fax memory full

There is not enough memory to send the fax job.

Touch **Continue** to clear the message.

Fax partition inoperative. Contact system administrator.

The fax partition appears to be corrupted. Try one or more of the following:

- Touch **Continue** to clear the message.
- Turn the printer off and then back on to reset the printer. If the message appears again, then contact your system support person.

Fax server 'To Format' not set up. Contact system administrator.

The printer is in Fax Server mode, but the Fax Server setup has not been completed.

Try one or more of the following:

- Touch **Continue** to clear the message.
- Complete the Fax Server setup. If the message appears again, contact your system support person.

Fax Station Name not set up

The Fax Station Name has not been entered. Sending and receiving faxes is disabled until fax is configured properly.

Try one or more of the following:

- Touch **Continue** to clear the message.
- Complete the Analog Fax Setup. If the message appears again, contact your system support person.

Fax Station Number not set up

The Fax Station Number has not been entered. Sending and receiving faxes is disabled until fax is configured properly.

Try one or more of the following:

- Touch **Continue** to clear the message.
- Complete the Analog Fax Setup. If the message appears again, contact your system support person.

Insert Tray [x]

Insert the specified tray into the printer.

Insert the hole punch box

Insert the hole punch box into the finisher, and then touch **Continue** to clear the message.

Install Tray [x]

Try one or more of the following:

- Install the specified tray:
 - 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.

- 3 Install the specified tray.
 - 4 Connect the power cord to a properly grounded electrical outlet.
 - 5 Turn the printer back on.
- Cancel the print job.

Load [src] with [custom type name]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default paper source.

- Cancel the print job.

Load [src] with [custom string]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default paper source.

- Cancel the print job.

Load [src] with [size]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it feeds from the default paper source.

- Cancel the print job.

Load [src] with [type] [size]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it feeds from the default paper source.

- Cancel the print job.

Load Manual Feeder with [custom type name]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [custom string]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper size]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper type] [paper size]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load staples

Try one or more of the following:

- Replace the specified staple cartridge in the finisher.
- Touch **Continue** to clear the message and continue printing.
Note: The print job will be stapled if the staple cartridge is replaced or inserted.
- Touch **Cancel job** to cancel the print job.

Manual feeder expects [paper size]. Check [paper source] guides

Try one or more of the following:

- Load the specified paper size in the manual feeder.
- Physically adjust [paper source] guides to a recognized paper size.
- Touch **Continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, then it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, then it prints from the default source.

Memory full, cannot print faxes

There is not enough memory to print the fax job.

Touch **Continue** to clear the message without printing. Held faxes will attempt to print after the printer has been restarted.

Power off, wait 2 seconds, power on

Turn the printer off and wait for 2 seconds before turning the printer back on.

Remove paper from standard output bin

Remove the stack of paper from the standard exit bin.

Remove paper from bin [x]

Remove the paper from the specified bin. The printer automatically senses paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Remove paper from [linked set bin name]

Remove paper from the specified bin. The printer automatically detects paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Remove paper from all bins

Remove the paper from all of the bins. The printer automatically senses paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Restore held jobs?

Try one or more of the following:

- Touch **Restore** to restore all held jobs stored on the printer hard disk.
- Touch **Do not restore** if you do not want any print jobs to be restored.

Scanner ADF Cover Open

The ADF cover is open. The message clears when the cover is closed.

Scan Document Too Long

The scan job exceeds the maximum number of pages. Touch **Cancel Job** to clear the message.

SMTP server not set up. Contact system administrator.

An error occurred on the SMTP server, or the SMTP server is not configured properly. Touch **Continue** to clear the message. If the message appears again, contact your system support person.

Some held jobs were not restored

Touch **Continue** to delete the specified job.

Note: Held jobs that are not restored stay on the hard disk and are inaccessible.

Unsupported disk

An unsupported printer hard disk has been installed. Remove the unsupported device, and then install a supported one.

31.xx Missing or defective [color] cartridge

Try one or more of the following:

- 1 Remove and reinstall the specified print cartridge.

For instructions on removing a print cartridge, touch **More Information**.

- 2 Touch **Continue** to clear the message.

Note: If the message is not cleared, then replace the defective print cartridge.

32.xx [color] cartridge part number unsupported by device

Remove the unsupported toner cartridge, and then install a supported one.

34 Incorrect paper size, check [paper source]

Try one or more of the following:

- Load the appropriate paper or specialty media in the proper tray.
- Confirm that the wheel on Tray 1 is set to the paper size loaded in the tray. Make sure the paper size matches the document you are trying to print.
- Touch **Continue** to clear the message and print using a different tray.
- Check the tray length and width guides and make sure the paper is loaded properly in the tray.
- Make sure the correct paper size and type are specified on the Print Properties or Print dialog settings.

- Check that the paper size is correctly set. For example, if the MP Feeder Size is set to Universal, make sure the paper is large enough for the data being printed.
- Cancel the print job.

34 Incorrect paper type, check [paper source]

Try one or more of the following:

- Load the appropriate paper or specialty media in the proper tray.
- Confirm that the wheel on Tray 1 is set to the paper type loaded in the tray. Make sure the paper type matches the document you are trying to print.
- Touch **Continue** to clear the message and print using a different tray.
- Check the tray length and width guides and make sure the paper is loaded properly in the tray.
- Make sure the correct paper size and type are specified on the Print Properties or Print dialog settings.
- Check that the paper type is correctly set. For example, if the MP Feeder Type is set to Universal, then make sure the paper is large enough for the data being printed.
- Cancel the print job.

35 Insufficient memory to support Resource Save feature

Try one or more of the following:

- Touch **Continue** to disable Resource Save and continue printing.
- To enable Resource Save after receiving this message, make sure the link buffers are set to Auto, and then exit the menus to activate the link buffer changes. When **Ready** appears, enable Resource Save.
- Install additional memory.

36 Printer service required

Touch **Continue** to clear the message or contact customer support.

37 Insufficient memory to collate job

Try one or more of the following:

- Touch **Continue** to print the portion of the job already stored and begin collating the rest of the print job.
- Cancel the current print job.

37 Insufficient memory for Flash Memory Defragment operation

Try one or more of the following:

- Touch **Continue** to stop the defragment operation and continue printing.
- Delete fonts, macros, and other data in printer memory.
- Install additional printer memory.

37 Insufficient memory, some Held Jobs were deleted

The printer deleted some held jobs in order to process current jobs.

Touch **Continue** to clear the message.

37 Insufficient memory, some held jobs will not be restored

The printer was unable to restore some or all of the confidential or held jobs on the printer hard disk.

Touch **Continue** to clear the message.

38 Memory full

Try one or more of the following:

- Touch **Cancel job** to clear the message.
- Install additional printer memory.

39 Complex page, some data may not have printed

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.
- Install additional printer memory.

40 [color] invalid refill, change cartridge

Replace the specified cartridge to continue printing.

51 Defective flash detected

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.

52 Not enough free space in flash memory for resources

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
Downloaded fonts and macros not previously stored in flash memory are deleted.
- Delete fonts, macros, and other data stored in flash memory.
- Upgrade to a larger capacity flash memory card.

53 Unformatted flash detected

Try one or more of the following:

- Touch **Continue** to stop the defragment operation and continue printing.
- Format the flash memory. If the error message remains, the flash memory may be defective and require replacing.

54 Network [x] software error

Try one or more of the following:

- Touch **Continue** to continue printing.
- Turn the printer off, wait for about 10 seconds, and then turn the printer back on.
- Upgrade (flash) the network firmware in the printer.

54 Serial option [x] error

Try one or more of the following:

- Check that the serial cable is properly connected and is the correct one for the serial port.
- Check that the serial interface parameters (protocol, baud, parity, and data bits) are set correctly on the printer and host computer.
- Touch **Continue** to continue printing.
- Turn the printer power off and then back on to reset the printer.

54 Standard network software error

Try one or more of the following:

- Touch **Continue** to continue printing.
- Turn the printer off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

55 Unsupported option in slot [x]

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the unsupported option card from the printer system board, and then replace it with a supported card.
- 4 Connect the power cord to a properly grounded electrical outlet.
- 5 Turn the printer back on.

56 Parallel port [x] disabled

Try one or more of the following:

- Touch **Continue** to clear the message.
The printer discards any data received through the parallel port.
- Make sure the Parallel Buffer menu item is not set to Disabled.

56 Serial port [x] disabled

Try one or more of the following:

- Touch **Continue** to clear the message.
The printer discards any data received through the serial port.
- Make sure the Serial Buffer menu is not set to Disabled.

56 Standard USB port disabled

Try one or more of the following:

- Touch **Continue** to clear the message.
The printer discards any data received through the USB port.
- Make sure the USB Buffer menu item is not set to Disabled.

56 Standard parallel port disabled

Try one or more of the following:

- Touch **Continue** to clear the message.
The printer discards any data received through the parallel port.
- Make sure the Parallel Buffer menu item is not set to Disabled.

56 USB port [x] disabled

Try one or more of the following:

- Touch **Continue** to clear the message.
The printer discards any data received through the USB port.
- Make sure the USB Buffer menu is not set to Disabled.

58 Too many disks installed

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the excess disks.
- 4 Connect the power cord to a properly grounded electrical outlet.
- 5 Turn the printer back on.

58 Too many flash options installed

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the excess flash memory.
- 4 Connect the power cord to a properly grounded outlet.
- 5 Turn the printer back on.

58 Too many trays attached

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the additional trays.
- 4 Connect the power cord to a properly grounded outlet.
- 5 Turn the printer back on.

59 Incompatible tray [x]

Try one or more of the following:

- Remove the specified tray.
- Touch **Continue** to clear the message and continue printing without using the specified tray.

61 Remove defective disk

Try one or more of the following:

- Remove the defective printer hard disk.
- Install a different printer hard disk before performing any operations that require a printer hard disk.

62 Disk full

Try one or more of the following:

- Touch **Continue** to clear the message and continue processing.
- Delete fonts, macros, and other data stored on the printer hard disk.
- Install a printer hard disk with larger capacity.

63 Unformatted disk

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Format the printer hard disk.

If the error message remains, the hard disk may be defective and require replacing.

80.xx Fuser life warning

- Order a replacement fuser immediately. When print quality is reduced, install the new fuser, following the instruction sheet that came with the replacement part.
- Touch **Continue** to clear the message and continue printing.

80 Replace fuser

- 1 Replace the fuser using the instruction sheet that came with the replacement part.
- 2 Touch **Continue** to clear the message and continue printing.

80 Scanner maintenance required, use ADF kit

Contact customer support, and report the message. The printer is scheduled for maintenance.

80 Scheduled maintenance [x]

Contact customer support, and report the message. The printer is scheduled for maintenance.

80 Replace paper pick rollers in [paper source], use parts and instructions in tray 1 compartment

Try one or more of the following:

- Touch **Continue and replace later** to ignore the message and continue printing.
Note: Worn or defective paper pick rollers may cause paper jams.
- Replace the worn or defective paper pick rollers, and then touch **Rollers replaced** to clear the message and continue printing.

82.xx Replace waste toner bottle

- 1 Replace the waste toner bottle.
For instructions on replacing the waste toner bottle, from the printer control panel touch **More Information**.
- 2 Touch **Continue** to clear the message and continue printing.

82.xx Waste toner bottle missing

Reinsert the waste toner bottle into the printer.

82.xx Waste toner bottle nearly full

Order a replacement waste toner bottle immediately.

- 1 Replace the waste toner bottle.

For instructions on installing the waste toner bottle, from the printer control panel touch **More Information**.

- 2 Touch **Continue** to clear the message and continue printing.

84 unsupported [color] photoconductor

Remove the specified photoconductor, and then install a supported one.

84.xx [color] photoconductor missing

Install the specified color photoconductor, following the instruction sheet that came with the replacement part.

84.xx [color] photoconductor nearly low

- 1 Order a replacement photoconductor.
- 2 When print quality is reduced, install the new photoconductor, following the instruction sheet that came with the replacement part.
- 3 Touch **Continue** to clear the message and continue printing.

84.xx [color] photoconductor low

- 1 Order a replacement photoconductor immediately.
- 2 When print quality is reduced, install the new photoconductor, following the instruction sheet that came with the replacement part.
- 3 Touch **Continue** to clear the message and continue printing.

83.xx Transfer module missing

Insert the transfer module into the printer.

84.xx Replace [color] photoconductor

- 1 Replace the photoconductor, following the instruction sheet that came with the replacement part.
- 2 From the printer control panel, touch **Continue** to clear the message and continue printing.

88.2x Replace [color] cartridge

The specified toner cartridge is empty.

- 1 Replace the specified toner cartridge.
- 2 Touch **Continue** to clear the message and continue printing.

88.xx [color] cartridge low

- 1 Order a replacement toner cartridge immediately.
- 2 Touch **Continue** to clear the message and continue printing.

Note: Continue printing until the **88.xx [color] cartridge very low** message appears.

88.xx [color] cartridge very low

The specified print cartridge is very low. If you do not have a replacement toner cartridge, then order one immediately.

- 1 For instructions on replacing a print cartridge, from the printer control panel touch **More Information**.
- 2 Touch **Continue** to clear the message and continue printing.

2yy.xx Close flatbed cover and load originals if restarting job

Try one or more of the following:

- Touch **Cancel job** to cancel the job and clear the message.
- Touch **Scan from automatic feeder** to resume the scan job from the ADF immediately following the last successfully scanned page.
- Touch **Scan from flatbed** to resume the scan job from the scanner glass immediately following the last successfully scanned page.
- Touch **Finish job without further scanning** to end the scan job at the last successfully scanned page.

Note: This does not cancel the scan job. All successfully scanned pages will be processed further for copying, faxing, and e-mailing.

280.06 Paper missing

Try one or more of the following:

- Touch **Continue** to clear the message.
- Touch **Cancel job** to cancel the job and clear the message.
- Touch **Scan from automatic feeder** to resume the scan job from the ADF immediately following the last successfully scanned page.
- Touch **Scan from flatbed** to resume the scan job from the scanner glass immediately following the last successfully scanned page.

- Touch **Finish job without further scanning** to end the scan job at the last successfully scanned page.
Note: This does not cancel the scan job. All successfully scanned pages will be processed further for copying, faxing, or e-mailing.
- Touch **Restart job** to clear the message and start a new scan job with the same settings as the previous job.

840.01 Scanner disabled by admin

Print without the scanner or contact your system support person.

840.02 Scanner disabled. Contact system administrator if problem persists.

Try one or more of the following:

- Touch **Continue with scanner disabled** to return to the home screen, and then contact your system support person.
- Touch **Reboot and automatically enable scanner** to cancel the job.

Note: This attempts to bring the scanner back online.

1565 Emulation error, load emulation option

The printer automatically clears the message in 30 seconds, and then disables the download emulator on the firmware card.

Solving basic printer problems

If there are basic printer problems, or the printer is unresponsive, make sure:

- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electronic equipment plugged into the outlet is working.
- The printer is turned on. Check the printer power switch.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- All options are properly installed.
- The printer driver settings are correct.

Once you have checked each of these possibilities, turn the printer off, wait for about 10 seconds, and then turn the printer back on. This often fixes the problem.

Solving printing problems

Multiple-language PDF files do not print

The PDF files may contain unavailable fonts.

- 1 Open the document you want to print in Adobe Acrobat.
- 2 Click the printer icon > **Advanced** > **Print as image** > **OK** > **OK**.

Printer control panel display is blank or displays only diamonds

The printer self test failed. Turn the printer off, wait about 10 seconds, and then turn the printer on.

If **Ready** does not appear, then turn the printer off and contact Customer Support.

Error message about reading USB drive appears

Make sure the flash drive is supported.

Print jobs do not print

Try one or more of the following:

Make sure there is no problem with your printer

From the printer control panel, check the status. If necessary, follow the recovery instructions.

Make sure the printer is ready to print

Make sure **Ready** appears on the display before sending a print job.

Check if a supply is missing or needs replacement

Remove and then reinstall or replace the supply.

Check if the standard exit bin is full

Remove the paper stack from the standard exit bin.

Check if the paper tray is empty

Load paper in the tray.

Make sure the correct printer software is installed

- Verify that you are using the correct printer software.
- If the printer is connected to your computer through a USB port, then make sure you are running a supported operating system and using a compatible printer software.

Make sure the internal print server is working properly

- Make sure the internal print server is properly installed and that the printer is connected to the network.
- Print a network setup page and check that the status shows **Connected**. If the status is **Not Connected**, then check the network cables, and then try printing the network setup page again. Contact your system support person to make sure the network is functioning correctly.

The printer software is available on the Lexmark Web site at <http://support.lexmark.com>.

Make sure you are using a recommended USB, serial, or Ethernet cable

For more information, visit the Lexmark Web site at <http://support.lexmark.com>.

Make sure printer cables are securely connected

Check the cable connections to the printer and print server to make sure they are secure.

For more information, see the setup documentation that came with the printer.

Confidential and other held jobs do not print

These are possible solutions. Try one or more of the following:

Partial job, no job, or blank page prints

The print job may contain a formatting error or invalid data.

- Delete the print job, and then print it again.
- For PDF documents, recreate the PDF and then print it again.

If you are printing from the Internet, then the printer may be reading multiple job titles as duplicates and deleting all jobs except the first one.

- For Windows users, open Print Properties. From the Print and Hold dialog, select the "Keep duplicate documents" check box under the User name text box before entering a PIN number.
- For Macintosh users, save each print job, naming each job differently, and then send the individual jobs to the printer.

Make sure the printer has sufficient memory

Free up additional printer memory by scrolling through the list of held jobs and deleting some of them.

Print job takes longer than expected

Try one or more of the following:

Reduce the complexity of the print job

Eliminate the number and size of fonts, the number and complexity of images, and the number of pages in the print job.

Turn off the Page Protect setting

From the home screen, navigate to:

 > **Settings** > **General Settings** > **Print Recovery** > **Page Protect** > **Off** > 

Change the environmental settings

When using Eco-Mode or Quiet Mode settings, you may notice a reduction in performance.

Job prints from the wrong tray or on the wrong paper

Check the paper type and paper size settings

Make sure the paper type setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the paper type and paper size settings.
- 2 Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

Incorrect characters print

- Make sure the printer is not in Hex Trace mode. If **Ready Hex** appears on the display, you must exit Hex Trace mode before you can print your job. Turn the printer off and back on to exit Hex Trace mode.
- Make sure the SmartSwitch settings are set to On in the Network and USB menus.

Tray linking does not work

These are possible solutions. Try one or more of the following:

Load the same size and type of paper

- Load the same size and type of paper in each tray to be linked.
- Move the paper guides to the correct positions for the paper size loaded in each tray.

Use the same Paper Size and Paper Type settings

- Print a menu settings page and compare the settings for each tray.
- If necessary, adjust the settings from the Paper Size/Type menu.

Note: The standard 550-sheet tray and the multipurpose feeder do not automatically sense the paper size. You must set the size from the Paper Size/Type menu.

Large jobs do not collate

These are possible solutions. Try one or more of the following:

Make sure Collate is set to On

From the Finishing menu or Print Properties, set Collate to On.

Note: Setting Collate to Off in the software overrides the setting in the Finishing menu.

Reduce the complexity of the print job

Reduce the complexity of the print job by eliminating the number and size of fonts, the number and complexity of images, and the number of pages in the job.

Make sure the printer has enough memory

Add printer memory or an optional hard disk.

Unexpected page breaks occur

Increase the Print Timeout value

- 1 From the home screen, navigate to:



> **Settings** > **General Settings** > **Timeouts**

- 2 Touch the left or right arrow next to **Print Timeout** until the desired value appears.
- 3 Touch **Submit**.

Solving copy problems

Copier does not respond

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Scanner unit does not close

Make sure there are no obstructions:

- 1 Lift the scanner unit.
- 2 Remove any obstruction keeping the scanner unit open.
- 3 Lower the scanner unit.

Poor copy quality

These are some examples of poor copy quality:

- Blank pages
- Checkerboard pattern

- Distorted graphics or pictures
- Missing characters
- Faded print
- Dark print
- Skewed lines
- Smudges
- Streaks
- Unexpected characters
- White lines in print

Try one or more of the following:

Clear any error messages

Check the display and clear any error messages.

Replace the toner or print cartridge

When the print remains faded, replace the toner or print cartridge.

Clean the scanner glass

The scanner glass may be dirty. Clean the scanner glass with a clean, lint-free cloth dampened with water.

For more information, see [“Cleaning the scanner glass” on page 228](#).

Adjust the toner darkness of the copy

Adjust the toner darkness from the Copy menus.

Make sure the quality of the original document is satisfactory

Check the quality of the original document.

Place the original document properly



Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Make sure to use the appropriate Copy settings

When patterns (moiré) appear in the output:

- On the Copy screen make sure the Content Type and Source settings are appropriate for the document being scanned.
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Sharpness > lower the Sharpness setting
- On the Copy screen, make sure no scaling is being selected.

When the text is light or disappearing:

- From the Copy screen, navigate to:
Content > Text >  > select the appropriate source for the original document being copied > 
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Sharpness > increase the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Background removal, and then reduce the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Contrast > increase the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Shadow detail > reduce the current setting

When the output appears washed out or overexposed:

- On the Copy screen make sure the Content Type and Source settings are appropriate for the document being scanned.
- From the Copy screen, adjust the Darkness setting.
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Shadow detail > reduce the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Background removal > reduce the current setting

Partial document or photo copies

These are possible solutions. Try one or more of the following:

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the printer control panel, check the Paper Size setting from the Paper menu.
- 2 Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Solving scanner problems

Checking an unresponsive scanner

If your scanner is not responding, then make sure:

- The printer is turned on.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterruptible power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.

Once you have checked each of these possibilities, turn the printer off and then back on. This often fixes the problem with the scanner.

Scan was not successful

These are possible solutions. Try one or more of the following:

Check the cable connections

Make sure the network or USB cable is securely connected to the computer and the printer.

An error may have occurred in the program

Turn off and then restart the computer.

Scanning takes too long or freezes the computer

These are possible solutions. Try one or more of the following:

Other software programs may be interfering with scanning

Close all programs not being used.

The scan resolution may be set too high

Select a lower scan resolution.

Poor scanned image quality

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

The scanner glass may be dirty

Clean the scanner glass with a clean, lint-free cloth dampened with water. For more information, see [“Cleaning the scanner glass” on page 228](#).

Adjust the scan resolution

Increase the resolution of the scan for a higher quality output.

Check the quality of the original document

Make sure the quality of the original document is satisfactory.

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Partial document or photo scans

These are possible solutions. Try one or more of the following:

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the printer control panel, check the Paper Size setting from the Paper menu.
- 2 Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Cannot scan from a computer

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Check the cable connections

Make sure the network or USB cable is securely connected to the computer and the printer.

Solving fax problems

Fax and e-mail functions are not set up

The indicator light blinks red until you set up fax and e-mail. To set up fax and e-mail, follow these steps:

Note: Before completing these instructions for a printer on a network, make sure the fax cables are connected.

- 1 From the home screen, navigate to:



> **General Settings** > **Run initial setup** > **Yes** > **Submit**

- 2 Turn the printer off, and then turn it back on.
- 3 From the printer control panel, touch your language.
- 4 Touch your country or region, and then touch **Continue**.
- 5 Select your time zone, and then touch **Continue**.
- 6 Touch **Fax** and **E-mail** to clear the icons, and then touch **Continue**.

Note: You can use these same steps to disable fax and e-mail.

Caller ID is not shown

Contact your telecommunications company to verify that your telephone line is subscribed to the caller ID service.

If your region supports multiple caller ID patterns, you may have to change the default setting. There are two settings available: FSK (pattern 1) and DTMF (pattern 2). The availability of these settings by way of the Fax menu depends on whether your country or region supports multiple caller ID patterns. Contact your telecommunications company to determine which pattern or switch setting to use.

Cannot send or receive a fax

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Check the printer connections

Make sure the cable connections for the following hardware are secure, if applicable:

- Telephone
- Handset
- Answering machine

Check the telephone wall jack

- 1 Plug a telephone into the wall jack.
- 2 Listen for a dial tone.
- 3 If you do not hear a dial tone, then plug a different telephone into the wall jack.
- 4 If you still do not hear a dial tone, then plug a telephone into a different wall jack.
- 5 If you hear a dial tone, then connect the printer to that wall jack.

Review this digital phone service checklist

The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.

- If you are using an ISDN telephone service, then connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider.
- If you are using DSL, then connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider.
- If you are using a PBX telephone service, then make sure you are connecting to an analog connection on the PBX. If none exists, consider installing an analog telephone line for the fax machine.

Check for a dial tone

- Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.
- If the telephone line is being used by another device, then wait until the other device is finished before sending a fax.
- If you are using the On Hook Dial feature, then turn up the volume to verify a dial tone.

Temporarily disconnect other equipment

To ensure the printer is working correctly, connect it directly to the telephone line. Disconnect any answering machines, computers with modems, or telephone line splitters.

Check for jams

Clear any jams, and then make sure that **Ready** appears.

Temporarily disable Call Waiting

Call Waiting can disrupt fax transmissions. Disable this feature before sending or receiving a fax. Call your telephone company to obtain the keypad sequence for temporarily disabling Call Waiting.

Voice Mail service may be interfering with the fax transmission

Voice Mail offered through your local telephone company may disrupt fax transmissions. To enable both Voice Mail and the printer to answer calls, you may want to consider adding a second telephone line for the printer.

The printer memory may be full

- 1 Dial the fax number.
- 2 Scan the original document one page at a time.

Can send but not receive faxes

Try one or more of the following:

Load paper

If the tray is empty, then load paper in the tray or feeder.

Check the ring count delay settings

The ring count delay sets the number of times the phone rings before the printer answers. If you have extension phones on the same line as the printer, or subscribe to the telephone company's Distinctive Ring service, then keep the Ring Delay setting at 4.

- 1 Type the printer IP address in the address field of your Web browser.

If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Fax Settings > Analog Fax Setup**.
- 3 In the Rings to Answer field, enter the number of times you want the phone to ring before the printer answers.
- 4 Click **Submit**.

Replace the toner or print cartridge

Replace the toner or print cartridge.

Can receive but not send faxes

These are possible solutions. Try one or more of the following:

The printer is not in Fax mode

On the home screen, touch **Fax** to put the printer in Fax mode.

The document is not loaded properly

Load the original document faceup, short edge first into the ADF or facedown on the scanner glass in the upper left corner.

Note: 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.

Make sure the shortcut number is set up properly

- Check to make sure the shortcut number has been programmed for the number that you want to dial.
- As an alternative, dial the telephone number manually.

Received fax has poor print quality

Try one or more of the following:

Resend the document

Ask the person who sent you the fax to:

- Check that the quality of the original document is satisfactory.
- Resend the fax. There may have been a problem with the quality of the telephone line connection.
- Increase the fax scan resolution, if possible.

Replace the cartridge

When **88 Cartridge low** appears or when the prints appear faded, replace the cartridge.

Make sure the fax transmission speed is not set too high

Decrease the incoming fax transmission speed:

- 1 Type the printer IP address in the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Fax Settings > Analog Fax Setup**.

- 3 In the Max Speed box, click one of the following:

2400
4800
9600
14400
33600

- 4 Click **Submit**.

Solving home screen application problems**An application error has occurred****Check the system log for relevant details**

- 1 Type the printer IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2 Click **Settings** or **Configuration**.

3 Click **Device Solutions** > **Solutions (eSF)** > **System** tab > **Log**.

4 From the Filter menu, select an application status.

5 From the Application menu, select an application, and then click **Submit**.

Make sure the file name you want to scan to is not already in use

Verify that the file to which you want to scan is not open by another application or user.

To help prevent errors, make sure either “Append time stamp” or “Overwrite existing file” is selected in the destination configuration settings.

Adjust the scan settings

In the destination configuration settings, lower the scan settings. For example, lower the scan resolution, disable Color, or change the Content type to Text.

Contact customer support

If you still cannot isolate the problem, then contact customer support.

Solving option problems

Option does not operate correctly or quits after it is installed

Try one or more of the following:

Reset the printer

Turn the printer off, wait for about 10 seconds, and then turn the printer on.

Check to see if the option is connected to the printer

- 1** Turn the printer off using the power switch.
- 2** Unplug the power cord from the wall outlet, and then from the printer.
- 3** Check the connection between the option and the printer.

Make sure the option is installed correctly

Print a menu settings page and check to see if the option is listed in the Installed Options list. If the option is not listed, then reinstall it. For more information, see the hardware setup documentation that came with the option, or go to www.lexmark.com to view the option instruction sheet.

Make sure the option is selected

From the computer you are printing from, select the option.

For more information, see [“Updating available options in the printer driver” on page 47](#).

Paper tray problems

Try one or more of the following:

Make sure the paper is loaded correctly

- 1 Open the paper tray.
- 2 Check for paper jams or misfeeds.
- 3 Make sure the paper guides are aligned against the edges of the paper.
- 4 Make sure the paper tray closes properly.

Reset the printer

Turn the printer off, wait about 10 seconds, and then turn the printer on.

Make sure the paper tray is installed correctly

If the paper tray is listed on the menu settings page, but paper jams when it enters or exits the tray, then it may not be properly installed. Reinstall the paper tray. For more information, see the hardware setup documentation that came with the paper tray, or go to <http://support.lexmark.com> to view the paper tray instruction sheet.

2,000-sheet drawer problems

Check the drawer connection

Make sure the 2,000-sheet drawer is properly connected to the printer.

Load paper

If the tray is empty, then load paper in the tray or feeder

Clear any jams

Open the side door of the tray or feeder, and then remove any jammed paper.

Avoid paper jams

- Flex the paper.
- Make sure the drawer is properly installed.
- Make sure paper is loaded correctly.
- Make sure the paper stack you load does not exceed the maximum stack height indicated in the tray.
- Make sure the paper or specialty media meets specifications and is not damaged.
- Make sure the guides are positioned correctly for the paper size loaded.

Memory card

Make sure the memory card is securely connected to the printer system board.

Cannot detect flash memory card

Make sure the flash memory card is securely connected to the printer system board.

Cannot detect printer hard disk

Make sure the printer hard disk is securely connected to the printer system board.

Internal Solutions Port does not operate correctly

Try one or more of the following:

Check the Internal Solutions Port (ISP) connections

Make sure the ISP is securely connected to the printer system board.

Check the cable

Make sure you are using the correct cable and that it is securely connected to the Internal Solutions (ISP) port.

Make sure the network software is configured correctly

For information on installing the network printing software, see the *Networking Guide* on the *Software and Documentation* CD.

Internal print server does not operate correctly

Try one or more of the following:

Check the print server connections

- Make sure the internal print server is attached securely to the printer system board.
- Make sure you are using the correct cable and that it is securely connected.

Make sure the network software is configured correctly

For more information on installing the network printing software, do the following:

- 1 Open the *Software and Documentation* CD.
- 2 Click **Additional**.
- 3 Under Publications on this CD, select **Networking Guide**.

USB/parallel interface card does not operate correctly

Check the USB/parallel interface card connection

Make sure the USB/parallel interface card is securely connected to the printer system board.

Check the cable

Make sure you are using the correct cable and that it is securely connected.

Solving paper feed problems

Paper frequently jams

These are possible solutions. Try one or more of the following:

Check the paper

Use recommended paper and specialty media. For more information, see the chapter about paper and specialty media guidelines.

Make sure there is not too much paper in the paper tray

Make sure the stack of paper you load does not exceed the maximum stack height indicated in the tray or on the multipurpose feeder.

Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

The paper may have absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Paper jam message remains after jam is cleared

Check the paper path

The paper path is not clear. Clear jammed paper from the entire paper path, and then touch **Continue**.

Jammed pages are not reprinted

Turn on Jam Recovery

- 1 From the home screen, navigate to:



> **Settings** > **General Settings** > **Print Recovery**

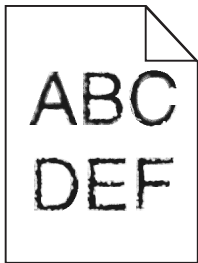
- 2 Touch the arrows next to **Jam Recovery** until **On** or **Auto** appears.

3 Touch **Submit**.

Solving print quality problems

If these suggestions do not correct the problem, then contact customer support. You may have a printer part that requires adjustment or replacement.

Characters have jagged or uneven edges



If you are using downloaded fonts, verify that the fonts are supported by the printer, the host computer, and the software program.

Clipped images

Try one or more of the following:

Check the guides

Move the width and length guides in the tray to the correct positions for the paper size loaded.

Check the paper size setting

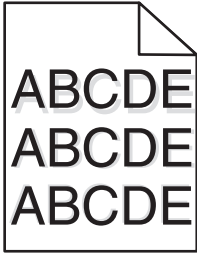
Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the Paper Size setting.
- 2 Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Fine horizontal lines appear on color pages

You may notice fine, horizontal lines in photographs or pages with a high concentration of color. This can occur when the printer is in Quiet Mode. To fix this, set Quiet Mode to **Off (Image/Photo)**.

Shadow images appear on prints



Try one or more of the following:

Check the paper type and weight settings

Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

- 1 From the printer control panel Paper menu, check the Paper Type and Paper Weight settings.
- 2 Before sending the print job, specify the correct paper type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

Make sure the print cartridge is not low on toner

When **88.xx [color] cartridge low** appears, make sure that toner is distributed evenly among all four print cartridges or whichever color has the shadow images.

- 1 Remove the print cartridge.

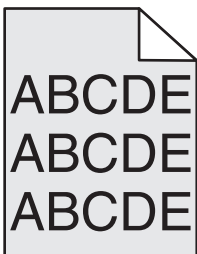
Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

- 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 3 Reinsert the print cartridge.

Note: If print quality does not improve, replace the print cartridge of the color that is giving a shadow.

If the problem continues, the printer may need to be serviced. For more information, contact customer support.

Gray background



Check the Toner Darkness setting

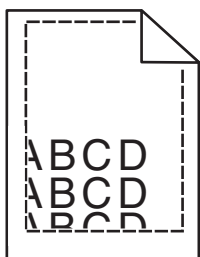
Select a lighter Toner Darkness setting:

- From the printer control panel Quality menu, change the setting.
- For Windows users, change the setting from Print Properties.
- For Macintosh users, change the setting from the Print dialog.

The toner cartridge may be worn or defective

Replace the toner cartridge.

Incorrect margins



These are possible solutions. Try one or more of the following:

Check the paper guides

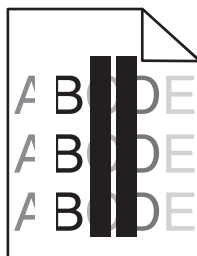
Move the guides in the tray to the correct positions for the paper size loaded.

Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the Paper Size setting.
- 2 Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Light colored line, white line, or incorrectly colored line appears on prints



Try one or more of the following:

Make sure there is no defective toner cartridge

Replace the defective toner cartridge.

Make sure the photoconductor unit is not defective

Replace the defective photoconductor unit.

Make sure the transfer module is not defective

Replace the defective transfer module.

Clean the printhead lenses

- 1 Open the front door, and then the internal cover.
- 2 Locate the printhead wipers.
- 3 Gently pull the printhead wiper out until it stops, and then slowly slide it back into place.
- 4 Clean the remaining three printhead lenses.

Paper curl

Try one or more of the following:

Check the paper type and weight settings

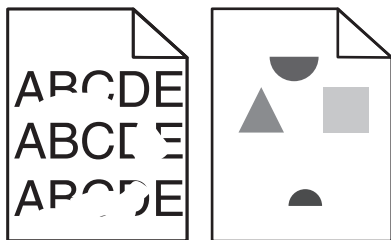
Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

- 1 From the printer control panel Paper menu, check the Paper Type and Paper Weight settings.
- 2 Before sending the print job, specify the correct paper type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

Load paper from a fresh package

Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it.

Print irregularities



Try one or more of the following:

Load paper from a fresh package

The paper may have absorbed moisture due to high humidity. Store paper in its original wrapper until you use it.

Check the paper type and weight settings

Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

- 1** From the printer control panel Paper menu, check the Paper Type and Paper Weight settings.
- 2** Before sending the print job, specify the correct paper type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

Avoid textured paper with rough finishes**Make sure there is no defective toner cartridge**

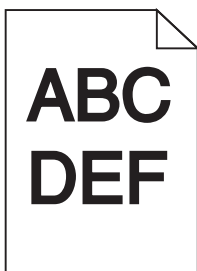
Replace the worn or defective toner cartridge.

Make sure the transfer module is not defective

Replace the defective transfer module. For more information, see the instruction sheet that came with the replacement part.

Make sure the fuser is not defective

Replace the defective fuser. For more information, see the instruction sheet that came with the replacement part.

Print is too dark

Try one or more of the following:

Check the darkness, brightness, and contrast settings

The Toner Darkness setting may be too dark, the Brightness setting may be too dark, or the Contrast setting may be too high.

- Change these settings from the printer control panel Quality menu.
- For Windows users, change these settings from Print Properties.

- For Macintosh users:
 - 1** Choose **File > Print**.
 - 2** From the “Orientation pictures” menu, choose **Printer Features**.
 - 3** Choose a lower value for the Toner Darkness, Brightness, and Contrast settings.

Load paper from a fresh package

The paper may have absorbed moisture due to high humidity. Store paper in its original wrapper until you use it.

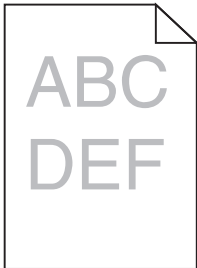
Avoid textured paper with rough finishes

Check the Paper Type setting

Make sure the paper type setting matches the paper loaded in the tray or feeder:

- From the printer control panel Paper menu, check the Paper Type setting.
- For Windows users, check this setting from Print Properties.
- For Macintosh users, check this setting from the Print dialog.

Print is too light



Try one or more of the following:

Check the darkness, brightness, and contrast settings

The Toner Darkness setting may be too light, the Brightness setting may be too light, or the Contrast setting may be too low.

- Change these settings from the printer control panel Quality menu.
- For Windows users, change these settings from Print Properties
- For Macintosh users:
 - 1** Choose **File > Print**.
 - 2** From the Orientation pictures drop-down menu, choose **Printer Features**.
 - 3** Choose a higher value for the Toner Darkness, Brightness, and Contrast settings.

Load paper from a fresh package

The paper may have absorbed moisture from high humidity. Store paper in its original wrapper until you use it.

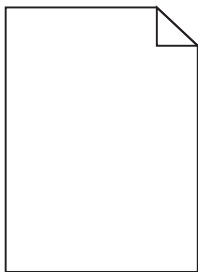
Avoid textured paper with rough finishes

Check the Paper Type setting

Make sure the Paper Type setting matches the paper loaded in the tray or feeder:

- From the printer control panel Paper menu, check the Paper Type setting.
- For Windows users, check this setting from Print Properties.
- For Macintosh users, check this setting from the Print dialog.

Printer is printing blank pages



Try one or more of the following:

Make sure there is no packing material left on the toner or print cartridge

Remove the cartridge and make sure the packing material is properly removed. Reinstall the cartridge.

Make sure the toner or print cartridge is not low on toner

When **88.xx [color] cartridge low** appears, make sure that toner is distributed evenly among all four cartridges:

- 1 Remove the cartridge.

Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

- 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 3 Reinsert the cartridge.

Note: If print quality does not improve, then replace the cartridge of the color that is not printing.

If the problem continues, then the printer may need to be serviced. For more information, contact customer support.

Repeating defects appear on a page

Try one or more of the following:

Make sure the photoconductor unit is not defective

The photoconductor unit may be defective if marks occur repeatedly in only one color and multiple times on a page.

- Replace the photoconductor unit if the defects occur every 94.2 mm (3.71 in.) or 37.68 mm (1.48 in.).

Make sure the fuser is not defective

The fuser may be defective if the marks occur down repeatedly in all colors.

- Replace the fuser if the defects occur every 141 mm (5.55 in.).

Skewed print

Try one or more of the following:

Check the paper guides

Adjust the length and width guides in the tray to the correct positions for the paper size loaded.

- Make sure the guides are not too far from the paper stack.
- Make sure the guides are not pressing too lightly against the paper stack.

Check the paper

Make sure you are using paper that meets the printer specifications.

Make sure the printer is clean or is not contaminated with paper dust

Clean the exterior of the printer

- 1 Make sure that the printer is turned off and unplugged from the wall outlet.

Warning—Potential Damage: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

- 2 Remove paper from the standard exit bin.
- 3 Dampen a clean, lint-free cloth with water.

Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the printer.

- 4 Wipe only the exterior of the printer, making sure to include the standard exit bin.

Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your printer.

- 5 Make sure the paper support and standard exit bin are dry before beginning a new print job.

Make sure the paper feed rollers are clean and are not contaminated with dust

- 1 Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- 2 Remove the paper feed rollers.

Note: For instructions on how to remove and reinstall the paper feed rollers, see the setup sheet that came with the rollers inside the compartment box of Tray 1.

- 3 Dampen a clean, lint-free cloth with water.
- 4 Clean the paper feed rollers.

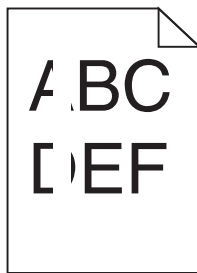
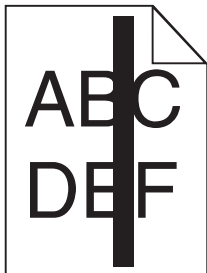
Warning—Potential Damage: Do not touch the rubber. Doing so will damage the rollers.

- 5 Reinstall the paper feed rollers.

Note: Make sure to replace the worn or defective paper feed rollers.

Solid color pages**Make sure the photoconductor is not defective and is installed correctly**

Remove and then reinstall the photoconductor. If the problem continues, then the photoconductor may need to be replaced.

Black or white streaks appear on transparencies or paper

Try one or more of the following:

Ensure that the fill pattern is correct

If the fill pattern is incorrect, choose a different fill pattern from your software program.

Check the paper type

- Use only the recommended transparencies.
- Ensure that the Paper Type setting matches what is loaded in the tray or feeder.
- Ensure that the Paper Texture setting is correct for the type of paper or specialty media loaded in the tray or feeder.

Make sure the print cartridge is not low on toner

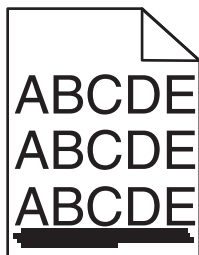
When **88.xx [color] cartridge low** appears, make sure the toner is distributed evenly within the print cartridge:

- 1 Remove the print cartridge.

Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

- 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 3 Reinsert the print cartridge.

If the problem continues, the printer may need to be serviced. For more information, contact Customer Support.

Streaked horizontal lines appear on prints

Try one or more of the following:


Select another tray or feeder

- From the printer control panel Paper Menu, select Default Source.
- For Windows users, select the paper source from Print Properties.
- For Macintosh users, select the paper source from the Print dialog and pop-up menus.

Make sure there is no worn, defective, or empty toner cartridge

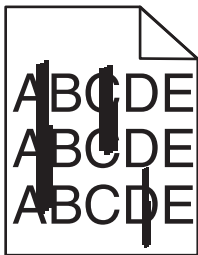
Replace the worn, defective, or empty toner cartridge.

Clear the paper path around the toner cartridge

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Clear any paper you see or clean any visible toner from the paper path. If the problem persists, then contact Customer Support.

Streaked vertical lines appear on prints



Try one or more of the following:

Select another tray or feeder


- From the printer control panel Paper menu, select Default Source
- For Windows users, select the paper source from Print Properties.
- For Macintosh users, select the paper source from the Print dialog and pop-up menus.

Make sure there is no worn, defective, or empty toner cartridge

Replace the worn, defective, or empty toner cartridge.

Clear the paper path around the toner cartridge

Check the paper path around the toner cartridge.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Clear any paper you see.

Make sure there is no toner in the paper path

Toner fog or background shading appears on the page

Try one or more of the following:

Make sure the toner cartridge is installed correctly or is not defective

Reinstall or replace the defective toner cartridge.

Make sure the transfer module is not worn or defective

Replace the worn or defective transfer module.

Make sure the photoconductor unit is not worn or defective

Replace the worn or defective photoconductor unit.

Make sure the fuser is not worn or defective

Replace the worn or defective fuser.

Make sure the printer has recalibrated recently

Perform color adjust from the Quality menu.

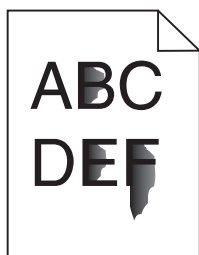
Make sure the application has not specified an off-white background

Check the application settings.

Make sure no toner is in the paper path

Contact customer support.

Toner rubs off



Try one or more of the following:

Check the paper type and weight settings

Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

- 1 From the printer control panel Paper menu, check the Paper Type and Paper Weight settings. Change the Paper Weight setting from Normal to Heavy.
- 2 Before sending the print job, specify the correct paper type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

Check the paper texture setting

From the printer control panel Paper menu, make sure the Paper Texture setting matches the paper loaded in the tray or feeder. If necessary, change the Paper Texture setting from Normal to Rough.

Make sure the fuser is not worn or defective

Replace the worn or defective fuser. For more information, see the instruction sheet that came with the replacement part.

Toner specks

Try one or more of the following:

Make sure there is no defective toner cartridge

Replace the defective or worn cartridges.

Make sure the photoconductor unit is not defective

Replace the defective photoconductor unit.

Call customer support

Transparency print quality is poor

Try one or more of the following:

Check the transparencies

Use only transparencies that meet the printer specifications.

Check the paper type setting

Make sure the paper type setting is set to Transparency:

- 1 From the printer control panel Paper menu, check the Paper Type setting.
- 2 Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the type from Print Properties.
 - For Macintosh users, specify the type from the Print dialog.

Solving color quality problems

FAQ about color printing

What is RGB color?

Red, green, and blue light can be added together in various amounts to produce a large range of colors observed in nature. For example, red and green can be combined to create yellow. Televisions and computer monitors create colors in this manner. RGB color is a method of describing colors by indicating the amount of red, green, or blue needed to produce a certain color.

What is CMYK color?

Cyan, magenta, yellow, and black inks or toners can be printed in various amounts to produce a large range of colors observed in nature. For example, cyan and yellow can be combined to create green. Printing presses, inkjet printers, and color laser printers create colors in this manner. CMYK color is a method of describing colors by indicating the amount of cyan, magenta, yellow, and black needed to reproduce a particular color.

How is color specified in a document to be printed?

Software programs typically specify document color using RGB or CMYK color combinations. Additionally, they allow users to modify the color of each object in a document. For more information, see the software program Help topics.

How does the printer know what color to print?

When a user prints a document, information describing the type and color of each object is sent to the printer. The color information is passed through color conversion tables that translate the color into the appropriate amounts of cyan, magenta, yellow, and black toner needed to produce the desired color. The object information determines the application of color conversion tables. For example, it is possible to apply one type of color conversion table to text while applying a different color conversion table to photographic images.

Why doesn't the printed color match the color I see on the computer screen?

The color conversion tables used in Auto Color Correction mode generally approximate the colors of a standard computer monitor. However, because of technology differences that exist between printers and monitors, there are many colors that can also be affected by monitor variations and lighting conditions. For recommendations on how the printer color sample pages may be useful in solving certain color-matching problems, see the question, "How can I match a particular color (such as a corporate logo)?"

The printed page appears tinted. Can I adjust the color?

Sometimes a printed page may appear tinted (for example, everything printed seems to be too red). This can be caused by environmental conditions, paper type, lighting conditions, or user preference. In these instances, adjust the Color Balance setting to create a more preferable color. Color Balance provides the user with the ability to make subtle adjustments to the amount of toner being used in each color plane. Selecting positive or negative values for cyan, magenta, yellow, and black (from the Color Balance menu) will slightly increase or decrease the amount of toner used for the chosen color. For example, if a printed page has a red tint, then decreasing both magenta and yellow could potentially improve the color balance.

My color transparencies seem dark when they are projected. Is there anything I can do to improve the color?

This problem most commonly occurs when projecting transparencies with reflective overhead projectors. To obtain the highest projected color quality, transmissive overhead projectors are recommended. If a reflective projector must be used, then adjusting the Toner Darkness setting to 1, 2, or 3 will lighten the transparency. Make sure to print on the recommended type of color transparencies.

What is manual color correction?

When manual color correction is enabled, the printer employs user-selected color conversion tables to process objects. However, Color Correction must be set to Manual, or no user-defined color conversion will be implemented. Manual color correction settings are specific to the type of object being printed (text, graphics, or images), and how the color of the object is specified in the software program (RGB or CMYK combinations).

Notes:

- Manual color correction is not useful if the software program does not specify colors with RGB or CMYK combinations. It is also not effective in situations in which the software program or the computer operating system controls the adjustment of colors.
- The color conversion tables—applied to each object when Color Correction is set to Auto—generate preferred colors for the majority of documents.

To manually apply a different color conversion table:

- 1** From the Quality menu, select **Color Correction**, and then select **Manual**.
- 2** From the Quality menu, select **Manual Color**, and then select the appropriate color conversion table for the affected object type.

| Object type | Color conversion tables |
|--|--|
| RGB Image RGB Text RGB Graphics | <ul style="list-style-type: none"> • Vivid—Produces brighter, more saturated colors and may be applied to all incoming color formats. • sRGB Display—Produces an output that approximates the colors displayed on a computer monitor. Black toner usage is optimized for printing photographs. • Display—True Black—Produces an output that approximates the colors displayed on a computer monitor. Uses only black toner to create all levels of neutral gray. • sRGB Vivid—Provides an increased color saturation for the sRGB Display color correction. Black usage is optimized for printing business graphics. • Off—No color correction is implemented. |
| CMYK Image CMYK Text CMYK Graphics | <ul style="list-style-type: none"> • US CMYK—Applies color correction to approximate the SWOP (Specifications for Web Offset Publishing) color output. • Euro CMYK—Applies color correction to approximated EuroScale color output. • Vivid CMYK—Increases the color saturation of the US CMYK color correction setting. • Off—No color correction is implemented. |

How can I match a particular color (such as a corporate logo)?

From the printer Quality menu, nine types of Color Samples sets are available. These are also available from the Color Samples page of the Embedded Web Server. Selecting any sample set generates a multiple-page printout consisting of hundreds of colored boxes. Either a CMYK or RGB combination is located on each box, depending on the table selected. The observed color of each box is obtained by passing the CMYK or RGB combination labeled on the box through the selected color conversion table.

By examining Color Samples sets, a user can identify the box whose color is the closest to the desired color. The color combination labeled on the box can then be used for modifying the color of the object in a software program. For more information, see the software program Help topics. Manual color correction may be necessary to utilize the selected color conversion table for the particular object.

Selecting which Color Samples set to use for a particular color-matching problem depends on the Color Correction setting being used (Auto, Off, or Manual), the type of object being printed (text, graphics, or images), and how the color of the object is specified in the software program (RGB or CMYK combinations). When the printer Color Correction setting is set to Off, the color is based on the print job information; and no color conversion is implemented.

Note: The Color Samples pages are not useful if the software program does not specify colors with RGB or CMYK combinations. Additionally, certain situations exist in which the software program or the computer operating system adjusts the RGB or CMYK combinations specified in the program through color management. The resulting printed color may not be an exact match of the Color Samples pages.

What are detailed Color Samples and how do I access them?

Detailed Color Samples sets are available only through the Embedded Web Server of a network printer. A detailed Color Samples set contains a range of shades (displayed as colored boxes) that are similar to a user-defined RGB or CMYK value. The likeness of the colors in the set are dependent on the value entered in the RGB or CMYK Increment box.

To access a detailed Color Samples set from the Embedded Web Server:

1 Type the printer IP address or host name in the address field of your Web browser.

Note: If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2 Click **Configuration > Color Samples > Detailed Options**.

3 Select a color conversion table.

4 Enter the RGB or CMYK color number.

5 Enter an increment value from 1–255.

Note: The closer the value is to 1, the narrower the color sample range will appear.

6 Click **Print**.

Embedded Web Server does not open

Try one or more of the following:

Check the network connection

Make sure the printer and computer are turned on and connected to the same network.

Check the address entered in the Web browser

- Depending on the network settings, you may need to type “**https://**” instead of “**http://**” before the printer IP address to access the Embedded Web Server. For more information, contact your system support person.
- Make sure printer IP address is correct.

Temporarily disable Web proxy servers

Proxy servers may block or restrict you from accessing certain Web sites including the Embedded Web Server. For more information, contact your system support person.

Contacting customer support

When you contact customer support, describe the problem you are experiencing, the printer control panel light sequence, and the troubleshooting steps you have already taken to find a solution.

You need to know your printer model type and serial number. For more information, see the label on the inside top front cover of the printer. The serial number is also listed on the menu settings page.

Lexmark has various ways to help you solve your printing problem. Visit the Lexmark Web site at <http://support.lexmark.com>, and then select one of the following:

| | |
|---------------------|--|
| Tech Library | You can browse our library of manuals, support documentation, drivers, and other downloads to help you solve common problems. |
| E-mail | You can send an e-mail to the Lexmark team, describing your problem. A service representative will respond and provide you with information to solve your problem. |
| Live chat | You can chat directly with a service representative. They can work with you to solve your printer problem or provide assistance through Assisted Service where the service representative can remotely connect to your computer through the Internet to troubleshoot problems, install updates, or complete other tasks to help you successfully use your Lexmark product. |

Telephone support is also available. In the U.S. or Canada, call 1-800-539-6275. For other countries or regions, visit the Lexmark Web site at <http://support.lexmark.com>.

Notices

Product information

Product name:

Lexmark X950de, X952dte, X954dhe, XS955de, and XS955dhe

Machine type:

7558

Model(s):

032, 036, 232, 236, 432, 436, 496

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For Lexmark technical support, visit <http://support.lexmark.com>.

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

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| | |
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| | |
|---------|--|
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|---------|--|

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Federal Communications Commission (FCC) compliance information statement

This product has been tested and found to comply with the limits for a Class A 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.

The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

The manufacturer is not responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

Note: To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1021231 for parallel attach or 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Modular component notice

This product may contain the following modular component(s):

Lexmark regulatory type/model LEX-M01-003; FCC ID:IYLM01003; IC:2376A-M01003

Lexmark regulatory type/model LEX-M05-001; FCC ID:IYLLEXM05001; IC:2376A-M05001

Lexmark regulatory type/model LEX-M05-002; FCC ID:IYLLEXM05002; IC:2376A-M05002

Licensing notices

All licensing notices associated with this product can be viewed from the CD:\LEGAL directory of the installation software CD.

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: Some modes may not apply to your product.

| 1-meter average sound pressure, dBA | |
|-------------------------------------|----|
| Printing | 53 |
| Scanning | 54 |
| Copying | 54 |
| Ready | 35 |

Values are subject to change. See www.lexmark.com for current values.

Waste from Electrical and Electronic Equipment (WEEE) directive



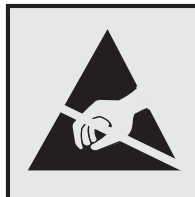
The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products.

If you have further questions about recycling options, visit the Lexmark Web site at www.lexmark.com for your local sales office phone number.

India E-Waste notice

This product complies with the India E-Waste (Management and Handling) Rules, 2011, which prohibit use of lead, mercury, hexavalent chromium, polybrominated biphenyls, or polybrominated diphenyl ethers in concentrations exceeding 0.1% by weight and 0.01% by weight for cadmium, except for the exemption set in Schedule II of the Rules.

Static sensitivity notice



This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the printer.

ENERGY STAR

Any Lexmark product bearing the ENERGY STAR emblem on the product or on a start-up screen is certified to comply with Environmental Protection Agency (EPA) ENERGY STAR requirements as configured when shipped by Lexmark.



Temperature information

| | |
|----------------------------------|---|
| Ambient operating temperature | 15.6 to 32.2°C (60 to 90°F) |
| Shipping and storage temperature | -40° to 40°C (-40 to 104°F) and 0° to 35°C (32 to 95°F) |

Power consumption

Product power consumption

The following table documents the power consumption characteristics of the product.

Note: Some modes may not apply to your product.

| Mode | Description | Power consumption (Watts) |
|------------|--|--|
| Printing | The product is generating hard-copy output from electronic inputs. | 675 (x950de); 710 (x952de and x952dte); 750 (x954de and x954dhe) |
| Copy | The product is generating hard-copy output from hard-copy original documents. | 810 (x950de); 830 (x952de and x952dte); 850 (x954de and x954dhe) |
| Scan | The product is scanning hard-copy documents. | 125 (x950de); 130 (x952de and x952dte); 135 (x954de and x954dhe) |
| Ready | The product is waiting for a print job. | 110 (x950de); 115 (x952de and x952dte); 120 (x954de and x954dhe) |
| Sleep Mode | The product is in a high-level energy-saving mode. | 17 |
| Hibernate | The product is in a low-level energy-saving mode. | 1.0 |
| Off | The product is plugged into a wall outlet, but the power switch is turned off. | 0.35 |

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Values are subject to change. See www.lexmark.com for current values.

Off mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the wall outlet.

Sleep Mode

This product is designed with an energy-saving mode called *Sleep Mode*. The Sleep Mode saves energy by lowering power consumption during extended periods of inactivity. The Sleep Mode is automatically engaged after this product is not used for a specified period of time, called the *Sleep Mode Timeout*.

| | |
|---|---|
| Factory default Sleep Mode Timeout for this product (in minutes): | 5 |
|---|---|

By using the configuration menus, the Sleep Mode Timeout can be modified between 1 minute and 120 minutes. Setting the Sleep Mode Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Sleep Mode Timeout to a high value maintains a fast response, but uses more energy.

Hibernate Mode

This product is designed with an ultra-low power operating mode called *Hibernate mode*. When operating in Hibernate Mode, all other systems and devices are powered down safely.

The Hibernate mode can be entered in any of the following methods:

- Using the Hibernate Timeout
- Using the Schedule Power modes
- Using the Sleep/Hibernate button

| | |
|--|--------|
| Factory default Hibernate Timeout for this product in all countries or regions | 3 days |
|--|--------|

The amount of time the printer waits after a job is printed before it enters Hibernate mode can be modified between one hour and one month.

Total energy usage

It is sometimes helpful to calculate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

Industry Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de classe A est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 2011/65/EU on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits, and on the restrictions of use of certain hazardous substances in electrical and electronic equipment.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950-1.

Radio interference notice

Warning

This is a product that complies with the emission requirements of EN55022 Class A limits and immunity requirements of EN55024. This product is not intended to be used in residential/domestic environments.

This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

Notice to users of the US telephone network: FCC requirements

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See your setup documentation for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this equipment, for repair or warranty information, contact Lexmark International, Inc. at www.lexmark.com or your Lexmark representative. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact Lexmark International, Inc. See the previous paragraph for contact information.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrester in the AC outlet to which this device is connected. An appropriate AC surge arrester is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See your user documentation in order to program this information into your fax machine.

Notice to users of the Canadian telephone network

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrester in the AC outlet to which this device is connected. An appropriate AC surge arrester is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Avis réservé aux utilisateurs du réseau téléphonique du Canada

Ce produit est conforme aux spécifications techniques d'Industrie Canada. Le numéro REN (ringer equivalence number : numéro d'équivalence de sonnerie) fournit une indication du nombre maximum de terminaux pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés

n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN du modem est indiqué sur l'étiquette produit située à l'arrière de l'équipement.

Les compagnies de téléphone constatent que les surtensions électriques, en particulier celles dues à la foudre, entraînent d'importants dégâts sur les terminaux privés connectés à des sources d'alimentation CA. Il s'agit-là d'un problème majeur d'échelle nationale. En conséquence, il vous est recommandé de brancher un parasurtenseur dans la prise de courant à laquelle l'équipement est connecté. Utilisez un parasurtenseur répondant à des caractéristiques nominales satisfaisantes et certifié par le laboratoire d'assureurs UL (Underwriter's Laboratories), un autre laboratoire agréé de type NRTL (Nationally Recognized Testing Laboratory) ou un organisme de certification agréé dans votre région ou pays. Ceci prévient tout endommagement de l'équipement causé par les orages et autres surtensions électriques.

Cet équipement utilise des prises de téléphone CA11A.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 14B5109 or 80D1877) to be installed on any line which receives metering pulses in Switzerland. The Lexmark filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

Utilisation de ce produit en Suisse

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse (n° de référence Lexmark : 14B5109 ou 80D1877) devant être installé sur toute ligne recevant des impulsions de comptage en Suisse. Ce filtre doit être utilisé pour toute installation car ces impulsions existent sur toutes les lignes téléphoniques suisses.

Verwendung dieses Produkts in der Schweiz

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung (Lexmark Teilenummer 14B5109 oder 80D1877) für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden. Die Verwendung des Lexmark Filters ist obligatorisch, da in allen analogen Telefonleitungen in der Schweiz Zeitsteuertakte vorhanden sind.

Uso del prodotto in Svizzera

Questo prodotto richiede un filtro toni Billing svizzero, (codice Lexmark 14B5109 o 80D1877) da installare su tutte le linee che ricevono impulsi remoti in Svizzera. È necessario utilizzare il filtro Lexmark poiché gli impulsi remoti sono presenti su tutte le linee analogiche in Svizzera.

Notice to Users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, 1999/5/EC, and 2011/65/EU on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits, radio equipment and telecommunications terminal equipment, and on the restrictions of use of certain hazardous substances in electrical and electronic equipment.

Compliance is indicated by the CE marking.



The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY. A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950-1.

Refer to the table at the end of the Notices section for further compliance information.

Regulatory notices for wireless products

This section contains the following regulatory information pertaining to wireless products that contain transmitters, for example, but not limited to, wireless network cards or proximity card readers.

Exposure to radio frequency radiation

The radiated output power of this device is far below the radio frequency exposure limits of the FCC and other regulatory agencies. A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC and other regulatory agencies.

Industry Canada (Canada)

This device complies with Industry Canada specification RSS-210. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This device has been designed to operate only with the antenna provided. Use of any other antenna is strictly prohibited per regulations of Industry Canada.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

The installer of this radio equipment must ensure that the antenna is located or pointed such that it does not emit RF fields in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

Industry Canada (Canada)

Cet appareil est conforme à la norme RSS-210 d'Industry Canada. Son fonctionnement est soumis aux deux conditions suivantes :

(1) cet appareil ne doit pas provoquer d'interférences et (2) il doit accepter toute interférence reçue, y compris celles risquant d'altérer son fonctionnement.

Cet appareil a été conçu pour fonctionner uniquement avec l'antenne fournie. L'utilisation de toute autre antenne est strictement interdite par la réglementation d'Industry Canada.

En application des réglementations d'Industry Canada, l'utilisation d'une antenne de gain supérieur est strictement interdite.

Pour empêcher toute interférence radio au service faisant l'objet d'une licence, cet appareil doit être utilisé à l'intérieur et loin des fenêtres afin de garantir une protection optimale.

Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

L'installateur de cet équipement radio doit veiller à ce que l'antenne soit implantée et dirigée de manière à n'émettre aucun champ HF dépassant les limites fixées pour l'ensemble de la population par Santé Canada. Reportez-vous au Code de sécurité 6 que vous pouvez consulter sur le site Web de Santé Canada www.hc-sc.gc.ca/rpb.

Le terme « IC » précédant le numéro de d'accréditation/inscription signifie simplement que le produit est conforme aux spécifications techniques d'Industry Canada.

Notice to users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.



The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950.

Products equipped with 2.4GHz Wireless LAN option are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.



Operation is allowed in all EU and EFTA countries, but is restricted to indoor use only.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product may be used in the countries indicated in the table below.

| | | | | | | | | |
|----|----|----|----|----|----|----|----|----|
| AT | BE | BG | CH | CY | CZ | DE | DK | EE |
| EL | ES | FI | FR | HR | HU | IE | IS | IT |
| LI | LT | LU | LV | MT | NL | NO | PL | PT |
| RO | SE | SI | SK | TR | UK | | | |

| | |
|----------|--|
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| English | Hereby, Lexmark International, Inc., declares that this type of equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC. |

| | |
|------------|---|
| Español | Por medio de la presente, Lexmark International, Inc. declara que este producto cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE. |
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