



9300 Series All-In-One

User's Guide

September 2006

www.lexmark.com

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740 West New Circle Road
Lexington, Kentucky 40550

Safety information

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

Connect the power supply cord to a properly grounded electrical outlet that is near the product and easily accessible.

Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network.

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

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



CAUTIONS

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

Do not set up or use this product or make any electrical or cabling connections, such as the power cord or telephone, during a lightning storm.

If a telephone is connected to this product, do not use the telephone to report a gas leak in the vicinity of the leak.

SAVE THESE INSTRUCTIONS.

Operating system notice

All features and functions are operating system-dependent. For complete descriptions:

- **Windows users**—See the *User's Guide*.
- **Macintosh users**—If your product supports Macintosh, see the Mac Help installed with the printer software.

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Finding information about the printer

Setup sheets

Description	Where to find
The <i>Setup</i> sheets give you instructions for setting up the printer. Follow the one for the type of setup you need.	You can find the <i>Setup</i> sheets in the printer box or on the Lexmark Web site at www.lexmark.com .

Getting Started or Setup Solutions booklet

Description	Where to find
<p>The <i>Getting Started</i> booklet gives you instructions for setting up hardware and software (on Windows operating systems) and some basic instructions for using the printer.</p> <p>Note: If your printer supports Macintosh operating systems, see the Mac Help:</p> <ol style="list-style-type: none">1 From the Finder desktop, double-click the Lexmark 9300 Series folder.2 Double-click the printer Help icon. <p>The <i>Setup Solutions</i> booklet tells you how to solve printer setup problems.</p> <p>Note: These documents do not ship with all printers. If you did not receive a <i>Getting Started</i> booklet or a <i>Setup Solutions</i> booklet, see the <i>User's Guide</i> instead.</p>	You can find this document in the printer box or on the Lexmark Web site at www.lexmark.com .

User's Guide

Description	Where to find
<p>The <i>User's Guide</i> gives you instructions for using the printer and other information such as:</p> <ul style="list-style-type: none">• Using the software (on Windows operating systems)• Loading paper• Printing• Working with photos• Scanning (if supported by your printer)• Making copies (if supported by your printer)• Faxing (if supported by your printer)• Maintaining the printer• Connecting the printer to a network (if supported by your printer)• Troubleshooting problems with printing, copying, scanning, faxing, paper jams, and misfeeds <p>Note: If your printer supports Macintosh operating systems, see the Mac Help:</p> <ol style="list-style-type: none">1 From the Finder desktop, double-click the Lexmark 9300 Series folder.2 Double-click the printer Help icon.	<p>When you install the printer software, the <i>User's Guide</i> will be installed.</p> <ol style="list-style-type: none">1 Click Start → Programs or All Programs → Lexmark 9300 Series.2 Click View Lexmark's User's Guide. <p>If the link to the <i>User's Guide</i> is not on your desktop, follow these instructions:</p> <ol style="list-style-type: none">1 Insert the CD. The installation screen appears. <p>Note: If necessary, click Start → Run, and then type D:\setup, where D is the letter of your CD-ROM drive.</p> <ol style="list-style-type: none">2 Click User's Guide. <p>You can also find this document on the Lexmark Web site at www.lexmark.com.</p>

Help

Description	Where to find
<p>The Help gives you instructions for using the software, if your printer connects to a computer.</p>	<p>While in any Lexmark software program, click Help, Tips → Help, or Help → Help Topics.</p>

Lexmark Solution Center

Description	Where to find
<p>The Lexmark Solution Center software is included on your CD. It installs with the other software, if your printer connects to a computer.</p>	<p>To access the Lexmark Solution Center:</p> <ol style="list-style-type: none">1 Click Start → Programs or All Programs → Lexmark 9300 Series.2 Select Lexmark Solution Center.

Customer support

Description	Where to find (North America)	Where to find (rest of world)
Telephone support	<p>Call us at</p> <ul style="list-style-type: none"> • US: 1-800-332-4120 Monday–Friday (8:00 AM–11:00 PM EST) Saturday (Noon–6:00 PM EST) • Canada: 1-800-539-6275 Monday–Friday (8:00 AM–11:00 PM EST) Saturday (Noon–6:00 PM EST) • Mexico: 001-888-377-0063 Monday–Friday (8:00 AM–8:00 PM EST) <p>Note: Support numbers and times may change without notice. For the most recent phone numbers available, see the printed warranty statement that shipped with your printer.</p>	<p>Telephone numbers and support hours vary by country or region.</p> <p>Visit our Web site at www.lexmark.com. Select a country or region, and then select the Customer Support link.</p> <p>Note: For additional information about contacting Lexmark, see the printed warranty that shipped with your printer.</p>
E-mail support	<p>For e-mail support, visit our Web site: www.lexmark.com.</p> <ol style="list-style-type: none"> 1 Click CUSTOMER SUPPORT. 2 Click Technical Support. 3 Select your printer family. 4 Select your printer model. 5 From the Support Tools section, click e-Mail Support. 6 Complete the form, and then click Submit Request. 	<p>E-mail support varies by country or region, and may not be available in some instances.</p> <p>Visit our Web site at www.lexmark.com. Select a country or region, and then select the Customer Support link.</p> <p>Note: For additional information about contacting Lexmark, see the printed warranty that shipped with your printer.</p>

Limited Warranty

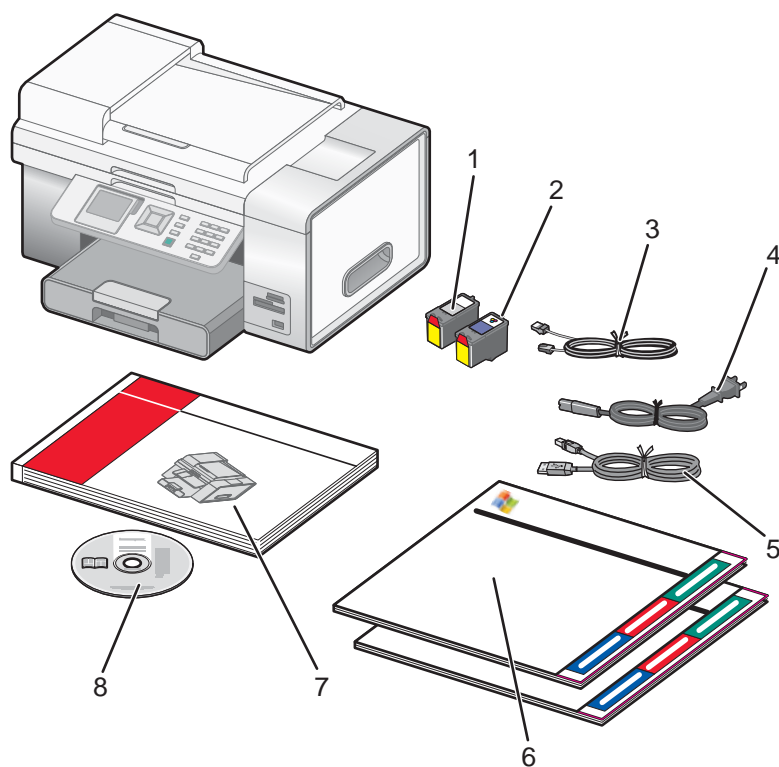
Description	Where to find (US)	Where to find (rest of world)
<p>Limited Warranty Information</p> <p>Lexmark International, Inc. furnishes a limited warranty that this printer will be free of defects in materials and workmanship for a period of 12 months after the original date of purchase.</p>	<p>To view the limitations and conditions of this limited warranty, see the Statement of Limited Warranty included with this printer, or set forth at www.lexmark.com.</p> <ol style="list-style-type: none"> 1 Click CUSTOMER SUPPORT. 2 Click Warranty Information. 3 From the Statement of Limited Warranty section, click Inkjet & All-In-One Printers. 4 Scroll through the Web page to view the warranty. 	<p>Warranty information varies by country or region. See the printed warranty that shipped with your printer.</p>

Record the following information (located on the store receipt and the back of the printer), and have it ready when you contact us so that we may serve you faster:

- Machine Type number
- Serial number
- Date purchased
- Store where purchased

Setting up the printer

Checking the box contents



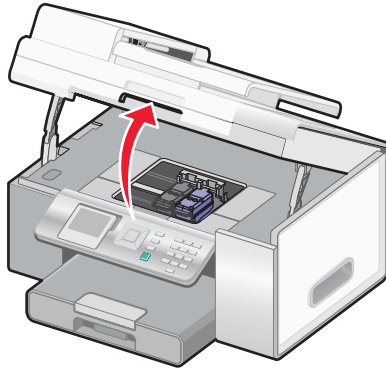
	Name	Description
1	Black print cartridge	Cartridges to be installed into the printer. Note: Cartridge combinations vary depending on the product purchased.
2	Color print cartridge	
3	Telephone cord	Use for faxing. For more information about connecting this cord, see "Choosing a fax connection" on page 18. Your telephone cord may look differently from the one shown.
4	Power cord	Attaches to the power supply port located at the back of the printer. Your power cord may look differently from the one shown.
5	Temporary wireless configuration cable	Use for wireless setup of the printer. Note: If you are connecting the printer using a wired network setup, you use a network cable that you purchase separately. A network cable is sometimes called an Ethernet cable.
6	<i>Setup Guides</i>	Instructions on setting up the printer for Windows and Macintosh operating systems. Instructions are included for three connection methods: Wireless, USB, and Wired.
7	<i>User's Guide or Setup Solutions</i>	Printed booklet that serves as a guide. Note: The <i>User's Guide</i> can be found on the installation software CD that shipped with the printer.

	Name	Description
8	Installation software CD	<ul style="list-style-type: none"> • Installation software for the printer • Help • <i>User's Guide</i> in electronic format

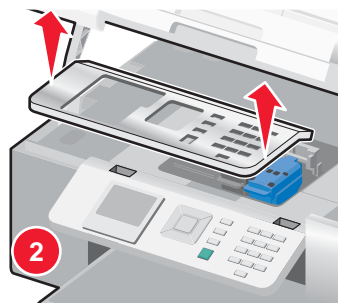
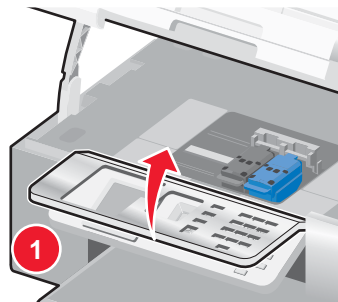
Installing another language control panel

These instructions apply only if you received one or more additional language control panels with the printer.

- 1 Lift the scanner unit.

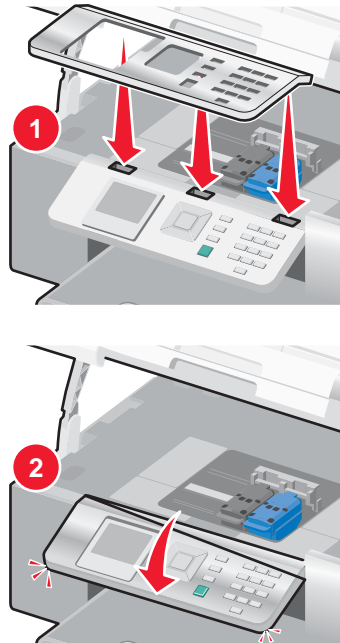


- 2 Grasp the control panel at the front. Lift and rotate it back to remove it (if one is installed).



- 3 Choose the correct control panel for your language.
- 4 Align the tabs on the control panel with the holes on the printer. The control panel is at an angle.

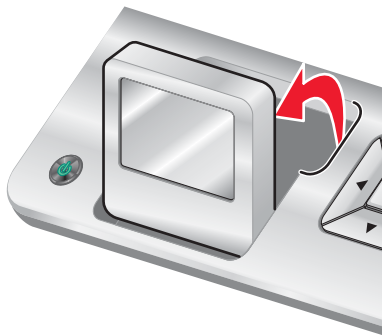
- 5 Lower the control panel slightly at its front. Press the control panel down until it *snaps* into place.



Adjusting the display for easy viewing

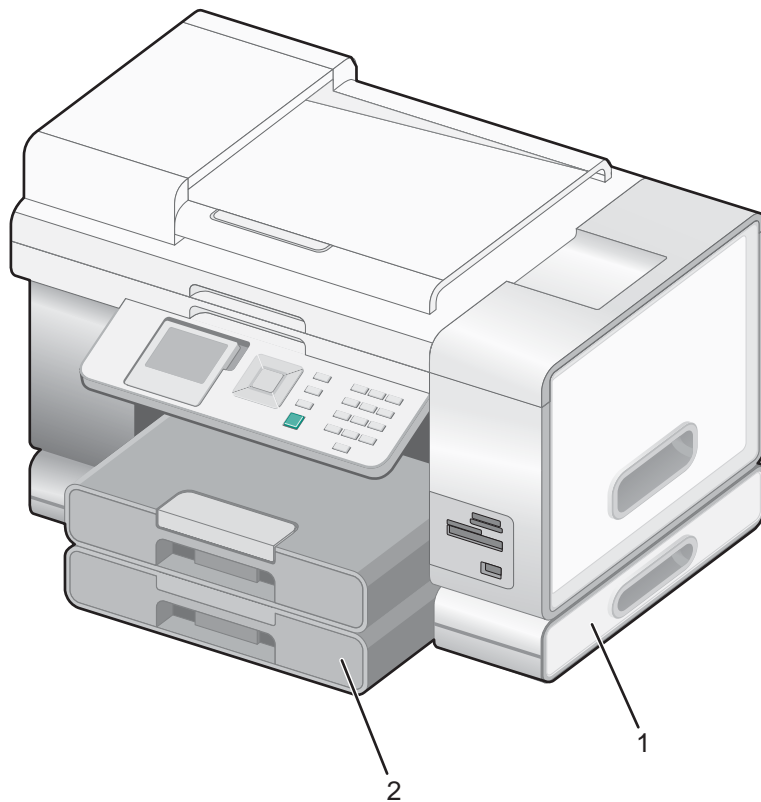
You can tilt the control panel display to adjust it for easier viewing.

- 1 Place your finger in the finger groove to grasp the display from its underside.
- 2 Rotate the display forward to a comfortable viewing position.



Installing the optional Tray 2

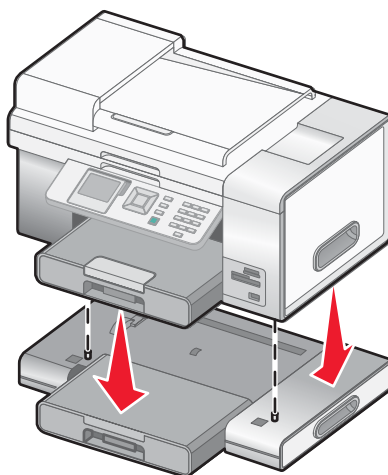
You can purchase and install an optional Tray 2 to increase the paper loading capacity of the printer.



1	Tray 2 base
2	Tray 2

Note: Decide on a location to set the Tray 2 base. The printer will be placed on top of it, so allow enough space.

- 1 Make sure the printer is turned off and disconnect the power cord from the wall outlet.
- 2 Remove Tray 2 from its packaging.
- 3 Remove any packaging tape from the base and tray.
- 4 Grasp the printer by its handholds to lift it.
- 5 Align the printer above the base.
- 6 Set the printer on top of the base.



Getting the printer ready to fax

The following connection methods may not be applicable in all countries or regions.



CAUTION: 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 power supply cord or telephone, during a lightning storm.

Choosing a fax connection

You can connect the printer with equipment such as a telephone, an answering machine, or a computer modem. If problems occur, see “Setup troubleshooting” on page 149.

Note: The printer is an analog device that works best when directly connected to the wall jack. 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, a third-party device (such as a DSL filter) is required.

You *do not* need to attach the printer to a computer, but you *do* need to connect it to a telephone line to send and receive faxes.

You can connect the printer to other equipment. See the following table to determine the best way to set up the printer.

Equipment	Benefits	See this section
<ul style="list-style-type: none">• The printer• A telephone cord	Send and receive faxes without using a computer.	“Connecting directly to a telephone wall jack” on page 22
<ul style="list-style-type: none">• The printer• A telephone• Two telephone cords	<ul style="list-style-type: none">• Use the fax line as a normal telephone line.• Send and receive faxes without using a computer.	“Connecting to a telephone” on page 23
<ul style="list-style-type: none">• The printer• A telephone• An answering machine• Three telephone cords	Receive both incoming voice messages and faxes.	“Connecting to an answering machine” on page 24
<ul style="list-style-type: none">• The printer• A telephone• A computer modem• Three telephone cords	Send faxes using the computer or the printer.	“Connecting to a computer with a modem” on page 26

Setting the printer to fax from the computer using the Productivity Suite

Use this method to set up your printer for faxing when the printer is connected to a computer or to a network.

- 1 Open the Productivity Suite software using one of these methods:

Method 1	Method 2
From the desktop, double-click the Productivity Suite icon.	a Click Start → Programs or All Programs → Lexmark 9300 Series . b Select Productivity Suite .

- 2 Click **Fax**.
- 3 Follow the instructions on the screen to set your printer for faxing functions.

Setting the printer to use the Fax feature without a computer

You use this method to set up your printer for faxing when the printer is not connected to a computer or to a network. This method is used when your printer functions as a standalone fax machine.

- 1 Turn the printer on.
- 2 Press ▲ or ▼ repeatedly until **Fax** is highlighted.
- 3 Press ✓.
The **Fax Mode** menu appears.
- 4 Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.
- 5 Press ✓.
- 6 Press ▲ or ▼ repeatedly until the **Dialing and Sending** submenu is highlighted.
- 7 Press ✓.
The **Dialing and Sending** menu appears.
- 8 In the **Your Fax Number** field, enter your fax number using the keypad.
- 9 Press ▲ or ▼ repeatedly until you reach **Your Fax Name**.
- 10 Use the keypad to enter your name. Spell out a name using the numbers associated with each letter as you would on a telephone or cell phone.
- 11 Press ↵ to save the information and exit.

Using an RJ11 adapter

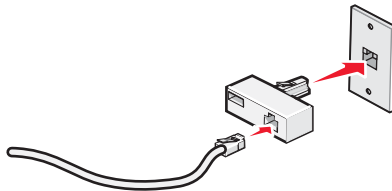
Country/region

- | | |
|------------------|---------------|
| • United Kingdom | • Italy |
| • Ireland | • Sweden |
| • Finland | • Netherlands |
| • Norway | • France |
| • Denmark | • Portugal |

To connect your printer to an answering machine, telephone, or other telecommunications equipment, use the telephone line adapter included in the box with the printer in some countries or regions.

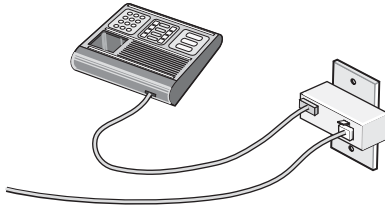
Note: If you have DSL, do not connect the printer using a splitter because the fax feature may not work correctly.

- 1 Connect the adapter to the telephone cord that came with the printer.




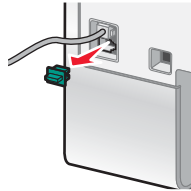
Note: The UK adapter is shown. Your adapter may look different, but it will fit the telephone outlet used in your location.

- 2 Connect the telephone line of your chosen telecommunications equipment to the left outlet of the adapter.

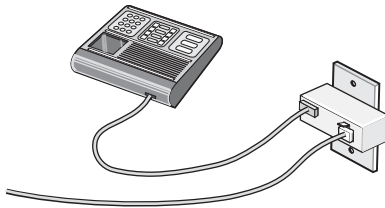



If your telecommunications equipment uses a US-style (RJ11) telephone line, follow these steps to connect the equipment:

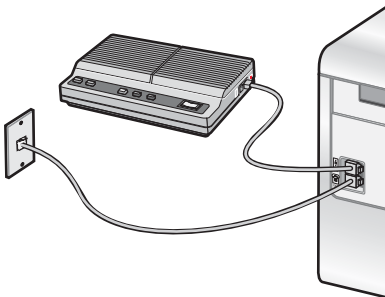
- 1 Remove the plug from the EXT port  on the back of the printer.



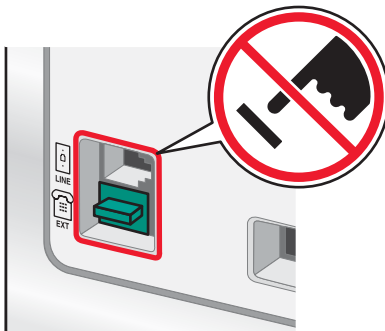
Note: Once this plug is removed, any country- or region-specific equipment you connect to the printer by the adapter, as shown, will not function properly.



- 2 Connect your telecommunications equipment directly to the EXT port  on the back of the printer.



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

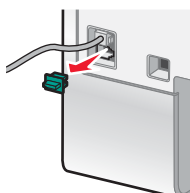



Country/region

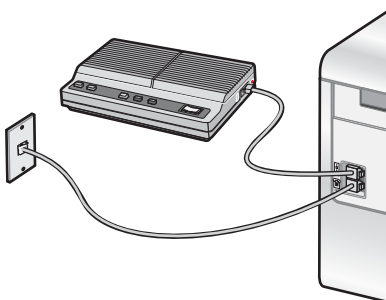
- Saudi Arabia
- United Arab Emirates
- Egypt
- Bulgaria
- Czech Republic
- Belgium
- Australia
- South Africa
- Greece
- Israel
- Hungary
- Poland
- Romania
- Russia
- Slovenia
- Spain
- Turkey

To connect a telephone, an answering machine, or other telecommunications equipment to the printer:

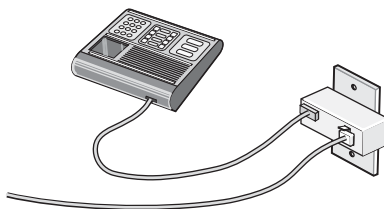
- 1 Remove the plug from the back of the printer.



- 2 Connect your telecommunications equipment directly to the EXT port  on the back of the printer.



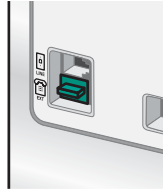
Note: Once this plug is removed, any country- or region-specific equipment that you connect to the printer by the adapter, as shown, will not function properly.



Country/region

- Germany
- Austria
- Switzerland


There is a plug installed in the EXT port  of the printer. This plug is necessary for the proper functioning of the printer.

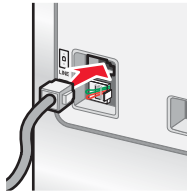


Note: Do not remove the plug. If you remove it, other telecommunications devices in your home (such as telephones or answering machines) may not work.

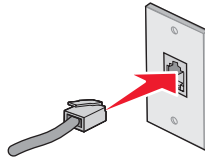
Connecting directly to a telephone wall jack

Connect the printer directly to a telephone wall jack to make copies or to send and receive faxes without using a computer.

- 1 Make sure you have a telephone cord and a telephone wall jack.
- 2 Connect one end of the telephone cord into the LINE port  of the printer.



- 3 Connect the other end of the telephone cord into an active telephone wall jack.

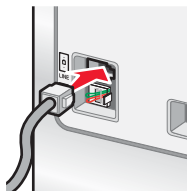


Connecting directly to a telephone wall jack in Germany

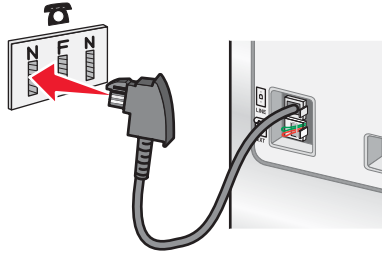
Connect the printer directly to a telephone wall jack to send and receive faxes without using a computer.

Note: In Germany (and some other countries), the printer ships with a special RJ-11 plug in the EXT port. Do not remove the RJ-11 plug. It is required for both the fax and telephone to work properly.

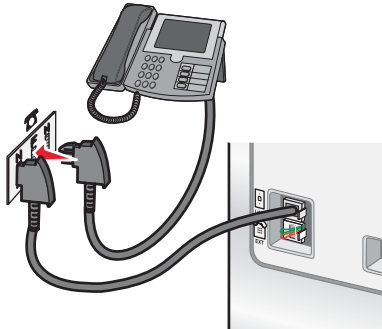
- 1 Make sure you have a telephone cord (provided with the product) and a telephone wall jack.
- 2 Connect one end of the telephone cord into the LINE port of the printer.



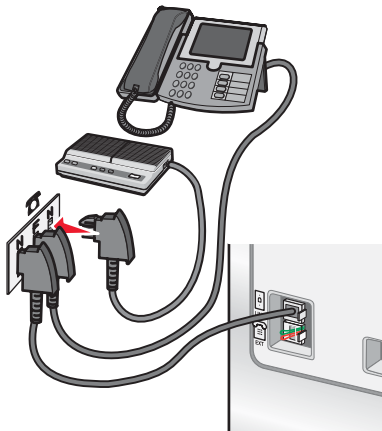
- 3 Connect the other end of the telephone cord into the N slot of an active telephone wall jack.



- 4 If you would like to use the same line for both fax and telephone communication, connect a second telephone line (not provided) between the telephone and the F slot of an active telephone wall jack.



- 5 If you would like to use the same line for recording messages on your answering machine, connect a second telephone line (not provided) between the answering machine and the other N slot of the telephone wall jack.




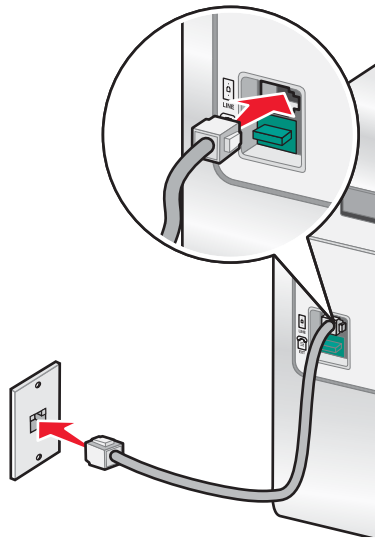
Connecting to a telephone


Connect a telephone to the printer to use the fax line as a normal telephone line. Then set up the printer wherever your telephone is located to make copies or to send and receive faxes without using a computer.

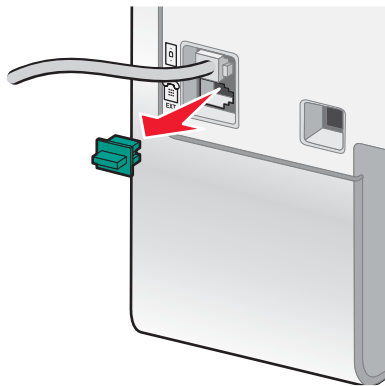
Note: Setup steps may vary depending on your country or region. For more information on connecting the printer to telecommunications equipment, see “Using an RJ11 adapter” on page 19.


- 1 Make sure you have the following:
- A telephone
 - Two telephone cords
 - A telephone wall jack

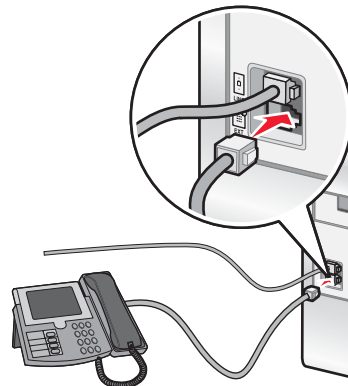
- 2** Connect one telephone cord to the LINE port  of the printer, and then plug it into an active telephone wall jack.



- 3** Remove the protective plug from the EXT port  of the printer.



- 4** Connect the other telephone cord to a telephone, and then plug it into the EXT port  of the printer.



Connecting to an answering machine

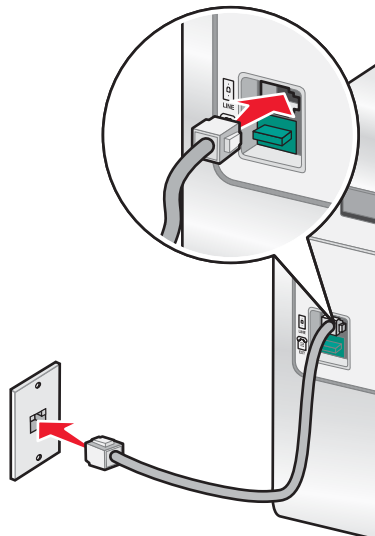
Connect an answering machine to the printer to receive both incoming voice messages and faxes.

Note: Setup steps may vary depending on your country or region. For more information on connecting the printer to telecommunications equipment, see “Using an RJ11 adapter” on page 19.

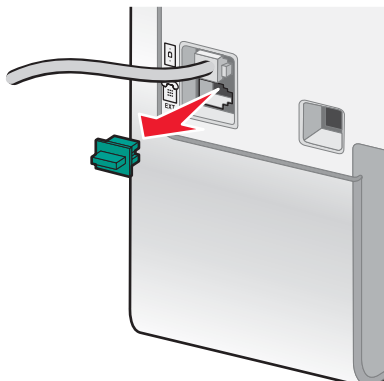
1 Make sure you have the following:

- A telephone
- An answering machine
- Three telephone cords
- A telephone wall jack

2 Connect one telephone cord into the LINE port  of the printer, and then plug it into an active telephone wall jack.




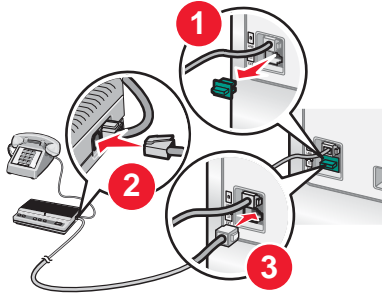
3 Remove the protective plug from the EXT port  of the printer.



4 Connect a second telephone cord from the telephone to the answering machine.



- 5 Connect a third telephone cord from the answering machine to the EXT port  of the printer.




Connecting to a computer with a modem

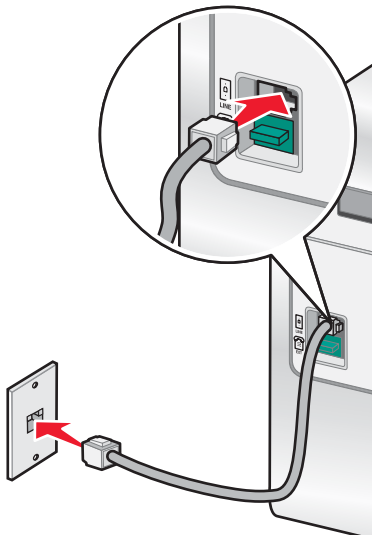
Connect the printer to a computer with a modem to send faxes from the software application.

Note: Setup steps may vary depending on your country or region. For more information on connecting the printer to telecommunications equipment, see “Using an RJ11 adapter” on page 19.

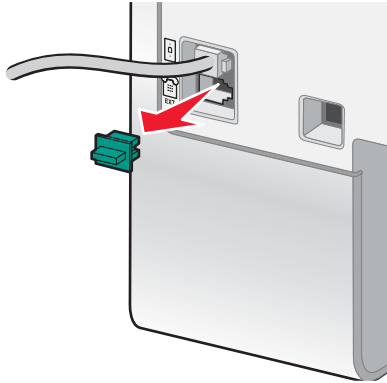
- 1 Make sure you have the following:

- A telephone
- A computer with a modem
- Three telephone cords
- A telephone wall jack

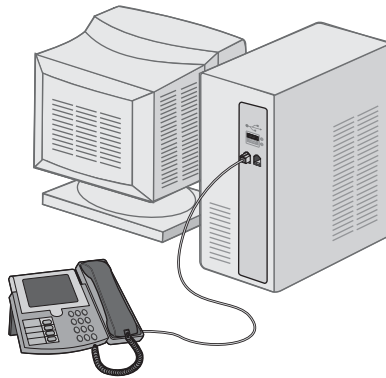
- 2 Connect a telephone cord into the LINE port  of the printer, and then plug it into an active telephone wall jack.




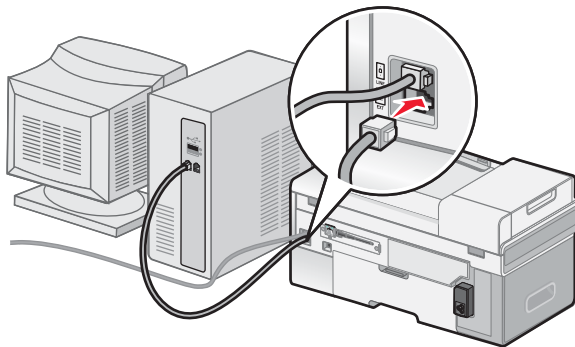
- 3** Remove the protective plug from the EXT port  of the printer.



- 4** Connect a second telephone cord from the telephone to the computer modem.



- 5** Connect a third telephone cord from the computer modem to the EXT port  of the printer.



Networking the printer

Installing network printers

Networking the printer

Installing and configuring a printer for use on a network allows users at different computers to print to a common printer. There are three methods for networking the printer:

- Connect the printer to a network router using a direct Ethernet connection.
- Configure a wireless network connection for the printer.
- Connect the printer directly to a network computer using the USB cable and enable it to be shared across the network (peer-to-peer sharing).

Notes:

- If you want to use an external print server (Lexmark™ n4000e, n4050e, or MarkNet™ n7000 series), see the installation instructions and *User's Guide* that came with the device.
- For wireless setup purposes, the printer must be near the computer you will be using to configure it. After configuration, the printer can be moved to the location where it will reside.

Installing the printer on a network

Follow the instructions for the networking method you want to use. Make sure the selected network is set up and working properly, and that all relevant devices are turned on. For more information on your specific network, see your network documentation or consult the person who set up the network.

Installing the printer on additional network computers

If you are installing your network printer for use with multiple computers on the network, you must repeat the connection steps for each computer you want to print to the printer. Repeat the steps for “Using an Ethernet connection” on page 29, “Using a wireless network connection” on page 28, or “Shared printing” on page 29 depending on the networking method you have chosen.

Notes:

- You do not need to reconnect the printer with the USB cable for each additional installation.
- If you are using a wireless network connection, you do not need to reconfigure the wireless print server for each successive installation.
- The printer should appear as a highlighted printer in the installation. If multiple printers show up in the list, make sure you select the printer with the correct IP address/MAC address. If you need help finding the IP or MAC address, see “Finding your MAC address” on page 31.

Using a wireless network connection

This printer contains an internal wireless print server, which allows the printer to be used on a wireless network. The following settings from your existing wireless network may be needed to properly configure the printer for use on the network:

- The Network Name, also known as the SSID
- The wireless mode (the type of wireless network you are using, Ad-Hoc or Infrastructure)
- The type of security used on the network (WEP, WPA, WPA2)
- Any applicable security keys or passwords used with the network security encryption type

1 Insert the printer software CD.

2 Select the **Network Installation** option, and then click **Next**.

- 3 Select **I agree to the terms of this License Agreement** and then click **Next**.
- 4 Click **Setup Wireless**.
- 5 Connect the printer to the computer using a USB cable.
- 6 Do *one* of the following:
 - Enter the Wireless network SSID, and select the appropriate Wireless Mode. Click **Next**.
 - or*
 - Select the SSID from the list, and go to step 8. If the SSID is not displayed, click to enter the wireless setting.
- 7 If prompted, select the type of Security used on the network. Options include:
 - No security
 - Wireless Encryption Protocol (WEP)
 - WiFi Protected Access (WPA)
 - WiFi Protected Access 2 (WPA2-PSK)
- 8 Enter the appropriate wireless security key(s) or password, and then click **Next**.
- 9 Verify the wireless network settings, and click **Next**. The configuration is applied to the internal wireless print server, and a network settings confirmation page prints.
- 10 Select **Print using the wireless network connection**, and then click **Next**.
- 11 Disconnect the USB cable from the printer, and follow the instructions on the computer screen to complete the printer installation.

Note: If your printer is already installed, you need to uninstall and then reinstall it.

Using an Ethernet connection

- 1 Make sure the printer is turned off.
- 2 Connect the Ethernet cable from the printer to the network router, and then turn the printer on.
- 3 Insert the printer software CD.
- 4 Select the **Network Installation** option.
- 5 Select **I agree to the terms of this License Agreement**, and then click **Next**.
- 6 Select the printer from the list, and then click **Next**. If there are multiple printers, select the IP or MAC address.
- 7 Follow the instructions on the computer screen to complete the installation.
- 8 Assign a name and, if desired, a Personal Identification Number (PIN) to the computer you are using. Click **Next**.
- 9 Select the software you want to install.
- 10 Follow the instructions on the computer screen to complete the printer registration.
- 11 Click **Finished** when setup is complete.

Note: Repeat steps 3-11 on each computer that you want to print to this printer.

Shared printing

Sharing the printer on the network (on the host computer)

- 1 For more information, see the setup information that came with your printer.
- 2 For Windows 2000: Click **Start → Settings → Printers**.
For Windows XP: Click **Start → Printers & Faxes**.

- 3 Right-click your printer icon, and then select **Sharing**.
- 4 For Windows 2000: Click **Shared as**, and then assign a name to your printer.
For Windows XP: Click **Share this printer**.
- 5 Follow the directions on the computer screen until installation is complete.

Installing the shared printer on other network computers (on the client computers)

Using the peer-to-peer method	Using the point-and-print method
<p>a Move the printer next to the client computer. Connect the telephone cord and power cord, but do not connect the USB cable yet.</p> <p>b Insert the printer software CD.</p> <p>c Select Personal Installation, and then click Next.</p> <p>d Connect one end of the USB cable to the printer, and then connect the other end to the client computer.</p> <p>e Click Cancel on any New Hardware screens.</p> <p>f Agree to the license agreement, and then click Next.</p> <p>g Select Firewall Settings, and then click Next.</p> <p>h Select Typical or Advanced, and then click Next.</p> <p>i Follow the instructions on the screen to complete installation. When setup is complete, click Finished.</p> <p>j From the computer, access the Printers folder.</p> <p>k Right-click the printer icon.</p> <p>l Click Properties.</p> <p>m Click the Ports tab.</p> <p>n Click Add Ports.</p> <p>o From the list, click Local Port.</p> <p>p Click New port and enter the shared name of the printer as \\server\share.</p> <p>q Click OK on any screens shown until you exit Properties.</p> <p>r Disconnect the USB cable from the printer and client computer. Move the printer back to the host computer and reconnect them using the USB cable.</p> <p>s Repeat this procedure for each computer you want to access the shared printer.</p>	<p>a Go to a network computer that you want to enable to print to the shared printer.</p> <p>b Browse the Network Neighborhood until you find the name of the shared printer assigned in step 4 on page 30.</p> <p>c Right-click the printer icon, and then select Open or Connect.</p> <p>d This will copy a subset of the printer software from the host computer. A printer object will be created in the Printers folder of the client.</p>

Tips for installing a network printer

Assigning an IP address

An IP address may be assigned by the network using DHCP. The print object, created at the end of the installation, sends all print jobs across the network to the printer using this address.

Many networks have the ability to automatically assign an IP address. Auto-IP is the ability for individual devices to assign themselves a unique IP address. Most networks use DHCP to assign addresses.

During the Direct IP printing installation of printer software, the IP address is visible in the printer list only as it is being assigned. The print object that is created in the Printers folder of the operating system will reference the MAC address of the printer in the port name.

If the IP address is not automatically assigned, you can try manually entering an address after selecting your printer from the available list.

Finding your MAC address

You may need the media access control (MAC) address of the print server to complete network printer configuration. The MAC address is a series of letters and numbers.

- 1 From the control panel, press ▼ repeatedly until **Setup** appears, and then press ✓.
- 2 Press ▼ repeatedly until **Network Setup** appears, and then press ✓.
- 3 Press ▼ repeatedly until **Print Network Setup Page** appears, and then press ✓.
- 4 The MAC address is listed as the UAA.

Finding a printer/print server located on remote subnets

The printer software CD can automatically find the printers that are located on the same network as the computer. If the printer and print server are located on another network (called a subnet), you must manually enter an IP address during printer software installation.

Wireless troubleshooting

- “Network key is invalid” on page 31
- “Printer is unable to join the network” on page 31
- “Printer is configured correctly, but cannot be found on the network” on page 31
- “Network printer does not print” on page 32

Network key is invalid

A network key is like a password and must follow these criteria:

- **WEP key**—Exactly 10 or 26 Hexadecimal characters (using A-F and 0-9)
- **WPA-PSK key**—Between 8 and 63 ASCII characters


Printer is unable to join the network

There are many factors that can prevent the printer from joining the network. Here are some of the most common troubleshooting solutions:

- Make sure that the printer/print server settings match those used by your wireless network.
- Make sure security keys are correct.
- Make sure that the printer/print server is within range of the network.
- If your network uses MAC address filtering, provide the MAC address for the printer to your network. If you need help finding the MAC address, see “Finding your MAC address” on page 31.


Printer is configured correctly, but cannot be found on the network

Make sure:

- The printer has power and the  light is on.
- The printer is within range of the wireless network.
- The printer is located away from other electronic devices that may interfere with the wireless signal.

- Your wireless network is using a unique network name (SSID). If not, it is possible that the printer/print server is communicating over a different, nearby network that uses the same network name.
- The printer has a valid IP address on the network.

Network printer does not print

- Make sure all cables to the printer, electrical outlet, and network connection are secure.
- Make sure the  and Wireless status indicator lights are on.
- Check the printer status.
- Make sure the network is operating properly.
- If you are not sure whether your network is operating correctly, refer to your network documentation, or contact the person who set up your network.
- Make sure the printer driver is installed on the computer from which you are sending the print job.

Note: You must install the printer driver on each computer that uses the network printer.

- Make sure the correct printer port is selected.
- Restart the computer.
- Uninstall and then reinstall the printer software.

Ethernet troubleshooting

- “The printer to be configured does not appear in the list of printers found on your network” on page 32
- “Cannot print to the network printer” on page 32

The printer to be configured does not appear in the list of printers found on your network

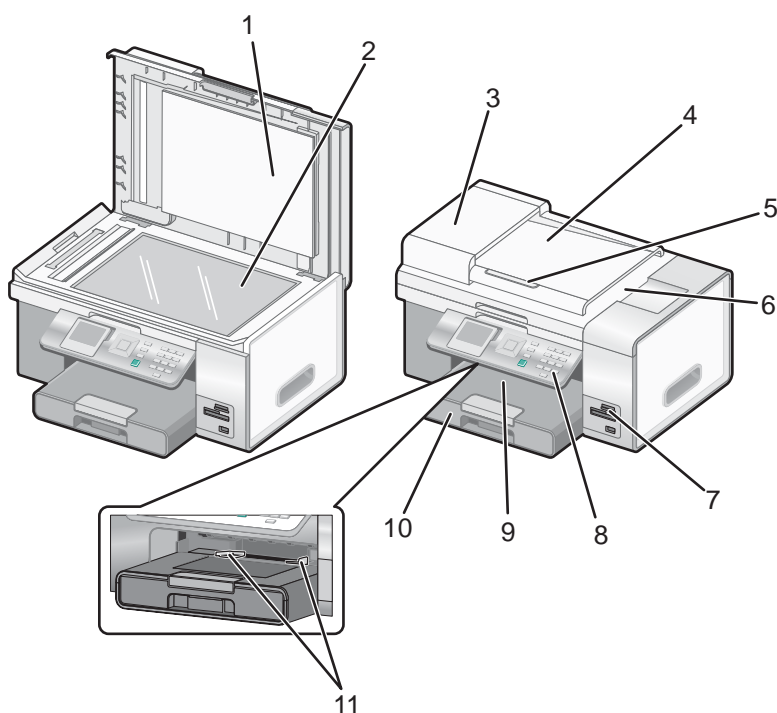
Check power	Make sure the printer is connected to a power source and is turned on. For more information, see “Power button is not lit” on page 151.
Check Ethernet connection	If you are using a print server: <ol style="list-style-type: none"> 1 Check the Ethernet cable for any obvious damage. 2 Firmly plug one end of the Ethernet cable into the printer or the print server. 3 Firmly plug the other end of the Ethernet cable into the network hub or wall connection.
Software may not be installed correctly	If none of the previous actions fixes the problem, uninstall the printer software, and reinstall it. For more information, see “Software may not be installed correctly” on page 153.

Cannot print to the network printer

Check Ethernet connection	If you are using a print server: <ol style="list-style-type: none"> 1 Check the Ethernet cable for any obvious damage. 2 Firmly plug one end of the Ethernet cable into the printer. 3 Firmly plug the other end of the Ethernet cable into the network hub or wall connection.
Contact network support	Contact your system support person to make sure the printer is connected to a working network connection.
Check power	Make sure the printer is connected to a power source and is turned on. For more information, see “Power button is not lit” on page 151.

Learning about the printer

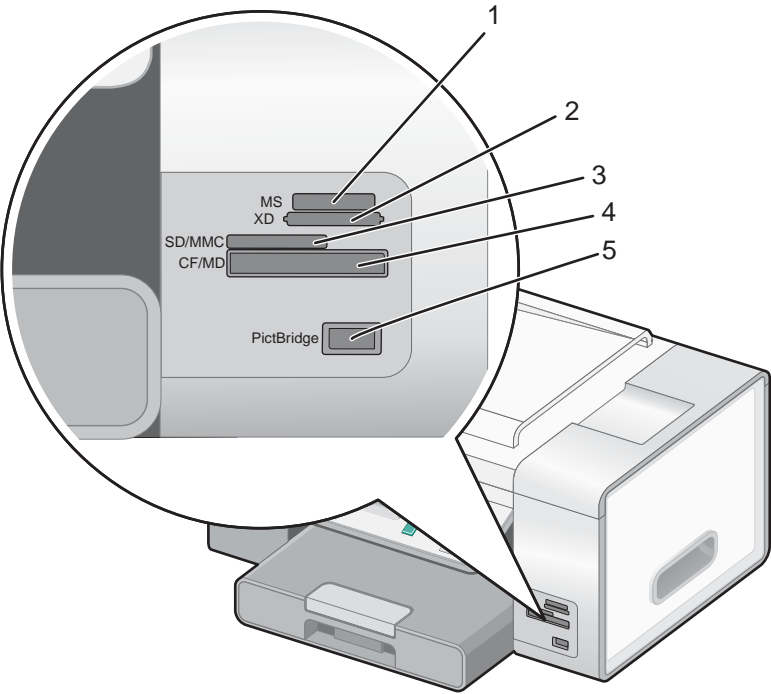
Understanding the parts of the printer



	Use the	To
1	Top cover	Access the scanner glass.
2	Scanner glass	Copy, scan, fax, or remove an item.
3	Automatic Document Feeder (ADF)	Scan, copy, or fax multiple-page letter-, legal-, and A4-size documents.
4	Automatic Document Feeder (ADF) tray	Load original documents in the ADF. Recommended for scanning, copying, or faxing multiple-page documents. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
5	Automatic Document Feeder (ADF) paper guide	Keep paper straight when feeding into the ADF.
6	Automatic Document Feeder (ADF) output tray	Hold documents as they exit from the ADF.
7	Memory card slots and PictBridge port	Insert a memory card or connect a PictBridge-enabled digital camera. For more information on memory card slots and the PictBridge port, see the following illustration.
8	Control panel	Operate the printer. For more information, see “Using the control panel” on page 37.
9	Paper exit tray	Hold paper as it exits.
10	Paper tray (Tray 1)	Load paper.

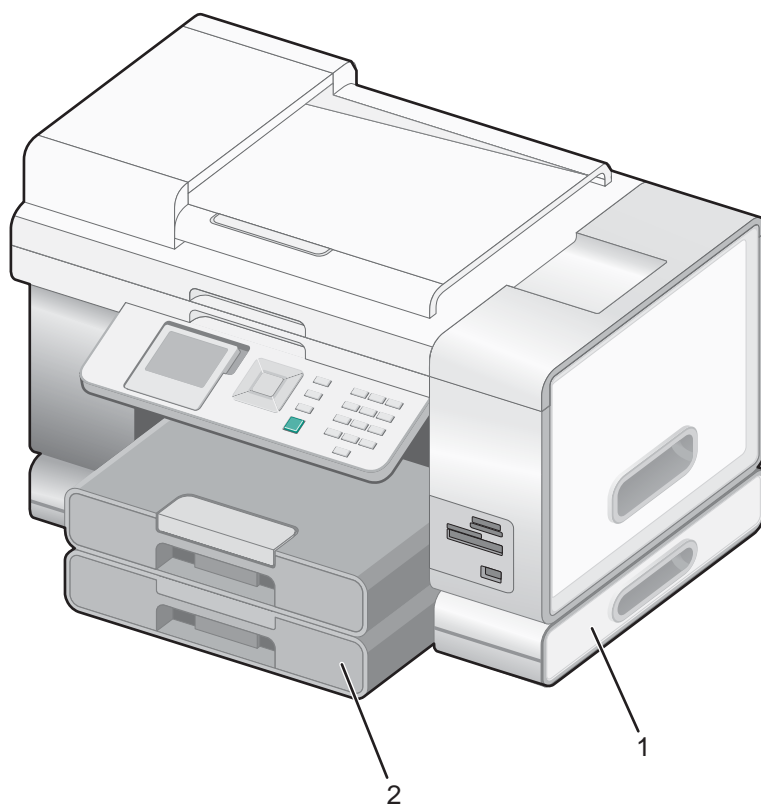
	Use the	To
11	Small media feeder	Load envelopes, 10 x 15 cm (4 x 6 in.) photo paper, and other small card sizes.

The following illustration shows the memory card slots and the PictBridge port available on the printer. Memory cards are purchased separately.

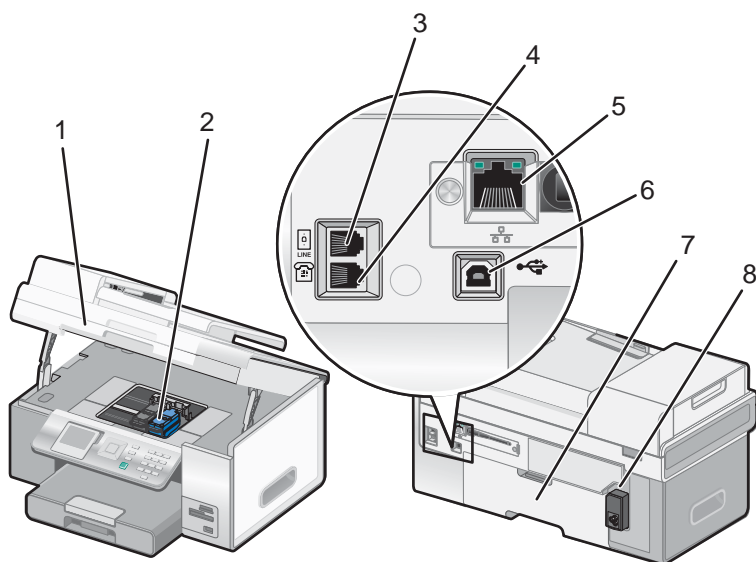


	Slot name
1	Memory Stick (MS)
2	xD Picture Card
3	Secure Digital/MultiMedia card (SD/MMC)
4	CompactFlash/Microdrive (CF/MD)
5	PictBridge port for connecting a PictBridge-enabled digital camera, a flash drive, or a Bluetooth adapter to the printer



If you purchased and installed the optional Tray 2, your fully assembled printer appears as follows with the parts identified.



1	Tray 2 base
2	Optional Tray 2



	Use the	To
1	Scanner unit	Access the print cartridges.
2	Print cartridge carrier	Install, replace, or remove the print cartridges.

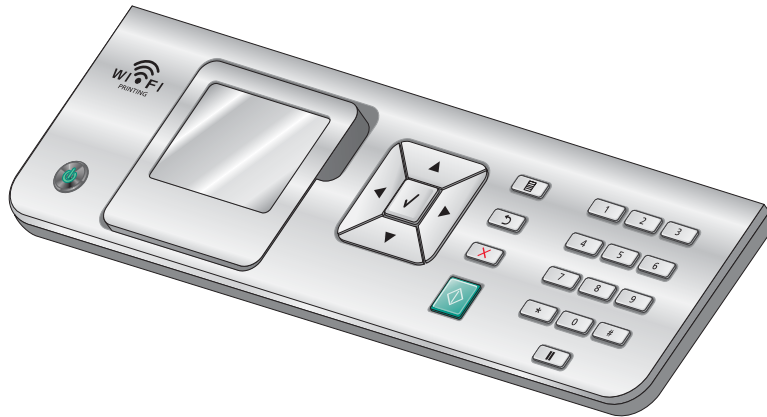
	Use the	To
3	LINE port 	Connect the printer to an active telephone line to send and receive faxes. The printer must be connected to this telephone line to receive incoming fax calls. Note: Do not connect additional devices to the LINE port, and do not connect a DSL (digital subscriber line), ISDN (integrated services digital network), or cable modem to the printer.
4	EXT port 	Connect additional devices, such as a data/fax modem, telephone, or answering machine to the printer. This connection method may not be available in all countries or regions. Note: Remove the plug to access the port.
5	Ethernet port	Connect your computer to another computer, a local network, or an external DSL or cable modem.
6	USB port	Connect the printer to a computer using a USB cable.
7	Duplex unit	Print on both sides of a sheet of paper. A duplex unit may not come installed on all printers.
8	Power supply with port	Connect the printer to a power source using the power cord.

Using the control panel buttons and menus

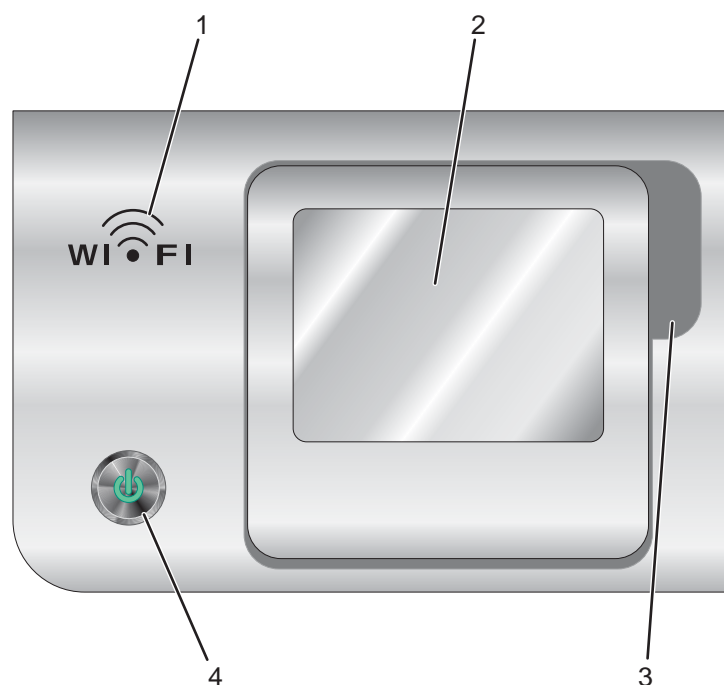
Using the control panel


The control panel contains:

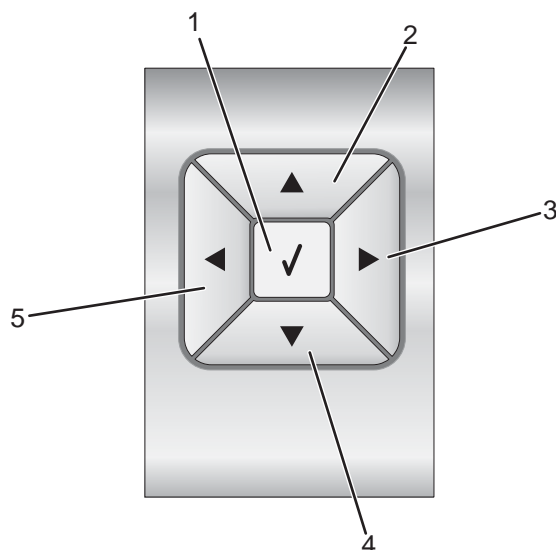
- Power on/off button
- 60.96 mm (2.4 inch) display capable of showing color graphics
- 22 buttons



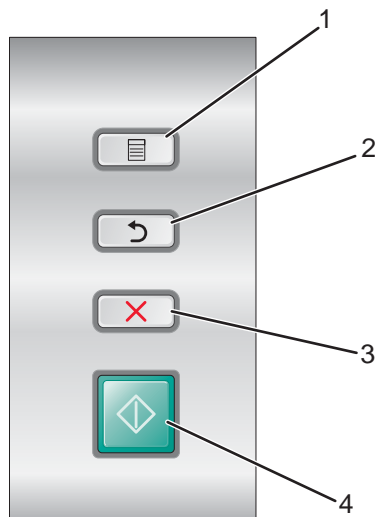
The following diagrams explain the sections of the control panel:








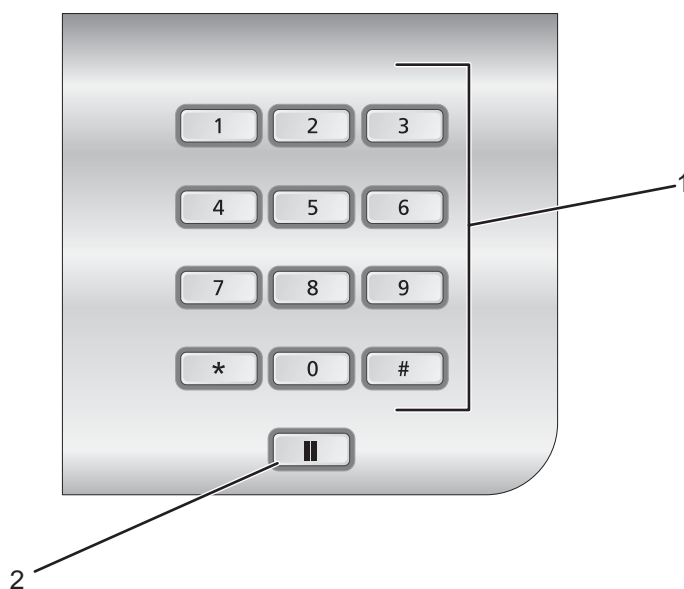
	Item	Description
1	Wireless indicator	The light is on when the printer has wireless mode enabled.
2	Display	Shows: <ul style="list-style-type: none"> • Printer status • Messages • Menus
3	Finger groove	Lets you reach under the display in order to adjust it to a comfortable viewing position.
4		Use to: <ul style="list-style-type: none"> • Turn the printer on and off. • Stop the print, copy, scan, or fax process.



	Press	To
1	✓	<ul style="list-style-type: none"> • Choose a menu or submenu item that appears on the display. • Save settings. • Feed or eject paper. • In Photo mode, select or deselect a photo.
2	▲	<ul style="list-style-type: none"> • Move upward through a submenu listing within a menu. • In Photo mode, increase the number copies of a photo you want to print. • In Photo mode or Scan mode, move the Region of Interest box up.
3	▶	<ul style="list-style-type: none"> • Scroll through menus, submenus, or settings on the display. • Increase a number within the setting displayed. • In Photo mode, right scroll to the next photo. • In Photo mode or Scan mode, move the Region of Interest box to the right.
4	▼	<ul style="list-style-type: none"> • Move downward through a submenu listing within a menu. • In Photo mode, decrease the number copies of a photo you want to print. • In Photo mode or Scan mode, move the Region of Interest box down.
5	◀	<ul style="list-style-type: none"> • Scroll through menus, submenus, or settings on the display. • Decrease a number within the setting displayed. • In Photo mode, left scroll to the previous photo. • In Photo mode or Scan mode, move the Region of Interest box to the left.



	Press	To
1		<ul style="list-style-type: none"> • Enter the menus. • Enter the submenu currently highlighted on the screen. • In Photo mode, access the Photo Editing Tools menu. <p>Note: If you are in a submenu, pressing this button has no effect.</p>
2		<ul style="list-style-type: none"> • Return to the previous level or screen within the menus and submenus. • Save the changes made in a submenu. <p>Note: You must press  to save the values you specified in the control panel menus before the printer timeouts and loses any value changes you made.</p>
3		<ul style="list-style-type: none"> • Cancel a print, copy, scan, or fax job in progress. • Clear a fax number or end a fax transmission and return to the fax default screen. • Exit a menu or submenu, and return to the default copy, scan, fax, or photo card screen. • Clear current settings or error messages, and return to default settings.
4		Start a copy, scan, fax, or photo print job, depending on which mode is selected.



	Press	To
1	A keypad number or symbol	<p>In Copy mode or Photo mode: Enter the number of copies or prints you want to make.</p> <p>In Fax mode:</p> <ul style="list-style-type: none"> • Enter fax numbers. • Navigate an automated answering system. • Select letters when creating a Speed Dial list. • Type numbers to enter or edit the date and time shown on the display.
2	⏸	<p>In Fax mode:</p> <ul style="list-style-type: none"> • Press to redial the last number entered. • Display the last number dialed. Press ◀ or ▶ to view the last five numbers dialed. • Insert a three-second pause in the number to be dialed to wait for an outside line or get through an automated answering system. Enter a pause only when you have already begun entering the number.

Navigating the control panel menus

The main menu consists of these items:

- **Copy**
- **Photo**
- **Print Files**
- **Fax**
- **Scan**
- **Setup**
- **Maintenance**

1 Press ▲ or ▼ repeatedly until the item you want is highlighted.



2 Press ✓.

The menu that matches the previously highlighted item appears:

- **Copy Mode** menu
- **Photo Card Mode** menu
- **Print Files Mode** menu
- **Fax Mode** menu
- **Scan Mode** menu
- **Setup** menu
- **Maintenance** menu

Within each of these menus are menu items or submenus. For instance, the **Copy Mode** menu has a menu item called **Color**.

Within each menu item or submenu, there are choices called *values*. For instance, the **Color** menu item has values of **Color** and **Black & White**.

- Press ▲ or ▼ repeatedly to scroll through menu items or submenus.
- Press ◀ or ▶ repeatedly to scroll through values.
- In some menus, you can press ✓ to see a preview of the job before you start it. A *job* could be a print job, copy job, fax job, or scan job. The control panel menu screen indicates when you can press ✓ for a preview.
- Before starting a job, if you want to make a change after you see the preview, press  to adjust any choices or settings for this one job. It returns you to the menu so you can make changes. For example, if you were in the **Copy Mode** menu, press ✓ for the preview. Press  to return to the **Copy Mode** menu to make additional changes.
- Press ↶ repeatedly to return to previous menus.


Pressing ↶ in some submenus, such as the **Change Default Settings** submenu, causes the values you selected to be saved. For more information, see “Understanding and using default settings” on page 42.


Understanding and using default settings

Saved settings are called *user default settings* because you, the user, selected the values and saved them. The control panel refers to them as *default settings*.

Notes:


- An asterisk (*) appears next to a default setting. You may notice these when you scroll through the values in submenus.
- Default settings remain in effect until you change them. To change them, access the **Change Default Settings** submenu again for the appropriate menu, choose different value selections, and press ↶ to save these values as the new default settings.


If you want to start a job without making any changes, press . The job prints based on the default settings. This is an easy and quick way to start printing any job.

Note: If you do *not* want to use the default settings, you can enter the menu, make different choices for the values in the submenus, and then press . Your job prints using the values you chose for this one individual job only.



Using Copy and the Copy Mode menu



To access and navigate:

- 1 From the control panel, press ▲ or ▼ repeatedly until **Copy** is highlighted.
- 2 Press  for Quick Copy if you do not want to make any changes for this copy job.
or




If you want to make changes in the way this copy job is processed, press .




The **Copy Mode** menu appears.

- 3 From the **Copy Mode** menu, you can:
 - Press  to preview the job.
 - Press  to return to the **Copy Mode** menu from the preview.
 - Press ▲ or ▼ repeatedly to scroll through the submenus or menu items until you reach the one you want to change.
 - Press ◀ or ▶ repeatedly to reach the value you want.

For example, to change the number of copies, press ▼ to reach **Copies**. Then, press ▶ repeatedly until the number of copies you want appears.
- 4 To go into other submenus, menu items, and values to make additional changes, continue to use the navigation buttons (▼, ▲, ◀, and ▶).
- 5 If needed, press  repeatedly to return to the previous menu.
- 6 Press  to start the copy job.

The following table explains the function of each submenu or menu item in the **Copy Mode** menu.

Use this	To
Color	Specify to print in Color or in Black & White.
Copies	Specify how many copies to print.
Reduce/Enlarge	Specify the percentage for enlarging or reducing a copy.
Quality	Adjust the quality of a copy.
Lighter / Darker	Adjust the brightness of a copy.
Paper Handling	Access the Paper Handling submenu. It appears with different menu items depending on whether the optional Tray 2 is installed. See the following table for all of its menu items. <ul style="list-style-type: none">• Press  or  to enter this submenu.• After changing values, press  to save these values and exit this submenu.
Collate	Collate copies as they exit.
2-Sided Copies	<ul style="list-style-type: none">• Specify if you have a one-sided original document and want to copy on both sides of an output sheet.• Specify if you have a two-sided original document and want to copy on just one side of an output sheet.

Use this	To
N-Up	Choose how many page images to print on one side of a sheet of paper. For example, 2-up means that images of pages 1 and 2 of your original document print on one side of a sheet of paper.
Layout	Specify the number (1, 4, 9, or 16) of evenly spaced images that print to fill the entire area of a page. For example, you could scan one 4 x 6 photo and then print 16 images of the same photo on one letter-size sheet of photo paper. Or you could select 16 images from a photo card, and print all 16 different images on one letter-size sheet of photo paper as an <i>index page</i> or <i>proof sheet</i> . An index page, also called a proof sheet, is a printout of picture thumbnails.
Content Type	Specify the contents of your original copy, such as photo, text only, line drawing, or text and graphics.
Change Default Settings	Specify the values you want for each of the menu items in the Copy Mode menu. Press  or  to enter this submenu. Once each value is chosen, press  to save the values as default settings and exit this submenu.

Paper Handling submenu

Use this	To
Size	Specify the size of the paper loaded. Appears when Tray 2 is not installed.
Type	Specify the type of paper loaded. Appears when Tray 2 is not installed.
Size - Tray 1	Specify the size of the paper loaded in Tray 1. Appears when Tray 2 is installed.
Type - Tray 1	Specify the type of paper loaded in Tray 1. Appears when Tray 2 is installed.
Size - Tray 2	Specify the size of the paper loaded in Tray 2. Appears when Tray 2 is installed.
Type - Tray 2	Specify the type of paper loaded in Tray 2. Appears when Tray 2 is installed.
Tray Linking	Set tray linking off or to automatic (on).
Copy Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Photo Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Print Files Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Fax Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
PictBridge Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Bluetooth Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
¹ Menu item appears only when the optional Tray 2 is installed.	

Using Photo and the Photo Card Mode menu

Make sure you have inserted a memory card or flash drive into the printer.


1 From the control panel, press ▲ or ▼ repeatedly until **Photo** is highlighted.

2 Press  to view a quick slideshow of the photos on your memory card.

Press ✓ for more photo options.


The **Photo Card Mode** menu appears.

3 From the **Photo Card Mode** menu, you can:


- Press ✓ or  to enter any of the submenus in this menu.
- Press ▲ or ▼ repeatedly to scroll through the submenus or menu items until you reach the one you want to change.
- Press ◀ or ▶ repeatedly to reach the value you want or to move through each photo shown on the control panel.
- Press ✓ to select a photo when the control panel instructions indicate this is possible.



Control panel instructions also indicate when you can press ✓ to edit a photo, view it full screen, change print settings, or see a print preview.

- To go into other submenus, menu items, and values to make additional changes, continue to use the navigation buttons (▼, ▲, ◀, and ▶).
- Press ↶ repeatedly to return to the previous menu, if needed.

4 Press  to start printing the photo job.

The following table explains the function of submenus, menu items, and values in the **Photo Card Mode** menu.

Menu item	How to
View Slideshow	<p>Press ✓ to start a slideshow of all the photos on the card. You can select how fast you want to see each photo displayed on the control panel.</p> <p>Values are:</p> <ul style="list-style-type: none"> • Fast (3 Seconds/Image) which means each image or photo appears for three seconds. • Moderate (5 Seconds/Image) • Slow (10 Seconds/Image)
Browse and Print Photos	<p>Press ✓ to browse and print the photos on the card.</p> <ul style="list-style-type: none"> • Press ◀ or ▶ repeatedly to scroll to the photo you want. • Press ✓ to select an individual photo. • Press ▼ or ▲ to set the number of copies you want to print. • Press  to enter the Photo Menu to make changes that affect the appearance or printing of the photo. When you finish changing settings, press ↶.

Menu item	How to
Print All Photos	<p>Print photos directly from a memory card or flash drive. Press ✓ to print all the photos on the card.</p> <p>You are presented with these menu items. The control panel instructs you to press ✓ for one of these options (choices):</p> <ul style="list-style-type: none"> • 1 Per Page Prints one photo per one sheet of photo paper. • 2 Per Page Prints two photos per one sheet of photo paper. • 3 Per Page Prints three photos per one sheet of photo paper. • 4 Per Page Prints four photos per one sheet of photo paper. • Thumbnails Prints an index page. <p>Press  to adjust print settings for any of these menu items. See “Using print settings” on page 46 for information on print settings.</p>
Save Photos to Computer	<p>Save photos stored on a memory card or flash drive to the computer.</p> <p>Press  to start saving photos to your computer, and follow more instructions on your computer screen.</p>

Using print settings







Print settings are used to adjust settings before printing photos. They appear on the **Photo Print Settings** menu.

Use this	To
Photo Size	<p>Select the size of your photo.</p> <p>Values are:</p> <ul style="list-style-type: none"> • 3.5 x 5" • 4 x 6" • 5 x 7" • 8 x 10" • 8.5 x 11" • 5 x 7" • Hagaki • L • 2L • 60 x 80 mm • A6 • 10 x 15 cm • A5 • B5 • A4 • 13 x 18 cm


Use this	To
Layout	<p>Select the layout of your photo or how many photos print on one sheet of photo paper.</p> <p>Values are:</p> <ul style="list-style-type: none"> • Automatic • Borderless (1 per page) • One Photo Centered Centers one photo on a page. • 1 Per Page • 2 Per Page • 3 Per Page • 4 Per Page • 6 Per Page • 8 Per Page • 16 Per Page
Quality	<p>Adjust the print quality of a job.</p> <p>Values are Normal, Photo, Auto, and Draft. For a photo job, select Photo.</p>
Paper Handling	<p>Access the Paper Handling submenu. It appears with different menu items depending on whether the optional Tray 2 is installed.</p> <p>For more information, see “Using the Paper Handling submenu” on page 48.</p>




Using the Photo Menu





The following menu items are available:

Menu item	Description of use and values
Edit Photo	For more information, see “Editing photos” on page 47.
View Full Screen	The photo previously selected appears on the full screen of the control panel display.
Change Print Settings	Press  for the Photo Print Settings menu. For more information, see “Using print settings” on page 46.
Print Preview	<p>Lets you preview the photos before you print them. It also shows the photos based on your choice of 1 Per Page through Thumbnails.</p> <p>Press  to enter the Print Preview submenu.</p> <ul style="list-style-type: none"> • Press  or  repeatedly to scroll to the photo you want. • Press  to adjust print settings for the photo. For more information, see “Using print settings” on page 46. • Press  to print.

Editing photos

The following tools are available to edit photos. Once you make all your selections, press  to save your settings and exit. The message **Temporary edit settings for this photo have been saved.** appears for a few seconds.

Use tool	To
	Press  or  repeatedly to move the slider to adjust the brightness of the photo.

Use tool	To
	Press ◀ or ▶ to rotate the photo counterclockwise (90°) or clockwise (90°).
	Press ◀ or ▶ to crop to shrink (↖↗) or crop to expand (↙↘).
	Press ◀, ▶, ▲, or ▼ to move the Region of Interest box around the photo.
	Press ◀ or ▶ to answer Yes or No for removal of the red-eye effect from photos.

Using the Paper Handling submenu


The submenu appears with different menu items based on whether the optional Tray 2 is installed.

Use this	To
Size	Specify the size of the paper loaded. Appears when Tray 2 is not installed.
Type	Specify the type of paper loaded. Appears when Tray 2 is not installed.
Size - Tray 1	Specify the size of the paper loaded for Tray 1. Appears when Tray 2 is installed.
Type - Tray 1	Specify the type of paper loaded for Tray 1. Appears when Tray 2 is installed.
Size - Tray 2	Specify the size of the paper loaded for Tray 2. Appears when Tray 2 is installed.
Type - Tray 2	Specify the type of paper loaded for Tray 2. Appears when Tray 2 is installed.
Tray Linking	Set tray linking off or to automatic (on).
Copy Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Photo Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Print Files Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Fax Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
PictBridge Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Bluetooth Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
¹ Menu item appears only when the optional Tray 2 is installed.	

Using the Print Files menu

The **Print Files** menu is unavailable from the main display screen unless certain conditions are met:

- A memory card or flash drive must be inserted into the memory card slot or PictBridge port.
- The memory card or flash drive inserted contains files that have file name extensions of *.DOC, *.XLS, or *.PPT.

Note: If there are any photo files on the memory card or flash drive, the **Photo Card** menu appears. Press  to return to the main menu, and press ▲ or ▼ repeatedly until **Print Files** is highlighted.

- The printer must be attached directly to the computer.






Note: If your computer is attached to a network, this menu will not be active.


Once these conditions are met, you can:

- Print Microsoft Office, Excel, or PowerPoint files which have the file name extensions of *.DOC, *.XLS or *.PPT.
- Change print values to affect print jobs of the files.

- 1 Make sure the printer is connect to the computer with a USB cable.
- 2 Insert a memory card or flash drive containing files of the type specified above.
- 3 Wait for the printer to detect the storage device.

The **Print Files Mode** menu appears.

Press	To
	View the Print Files Mode menu, showing a list of files on the flash drive, and select a file to print. a Press  or  repeatedly until you reach the file you want to print. b Press  to print the file.
✓	View the Print Files Mode menu, showing more menu items which affect a print job. <ul style="list-style-type: none"> • The Quality menu item lets you adjust the quality of a copy. It has values of Normal, Photo, Auto, and Draft. • Press ✓ to access menu items for the Paper Handling submenu. It appears with different menu items depending on whether the optional Tray 2 is installed. See “Paper Handling submenu” on page 49 for more information. • Press ✓ to access menu items for the Change Default Settings submenu. This submenu lets you specify values you want for each of the menu items in the Print Files Mode menu. <p>Once each value is chosen, press  to save the values as default settings and exit this submenu.</p> <p>Menu items within Change Default Settings are:</p> <ul style="list-style-type: none"> – Quality—Lets you adjust the quality of a copy. It has values of Normal, Photo, Auto, and Draft. – Paper Handling—Appears with different menu items depending on whether the optional Tray 2 is installed. See “Paper Handling submenu” on page 49 for more information.

- 4 Once all choices are made in the Quality, Paper Handling, or Change Default Settings menu items, press  to save the values as user default settings and exit.



Paper Handling submenu

Use this	To
Size	Specify the size of the paper loaded. Appears when Tray 2 is not installed.
Type	Specify the type of paper loaded. Appears when Tray 2 is not installed.
Size - Tray 1	Specify the size of the paper loaded in Tray 1. Appears when Tray 2 is installed.
¹ Menu item appears only when the optional Tray 2 is installed.	

Use this	To
Type - Tray 1	Specify the type of paper loaded in Tray 1. Appears when Tray 2 is installed.
Size - Tray 2	Specify the size of the paper loaded in Tray 2. Appears when Tray 2 is installed.
Type - Tray 2	Specify the type of paper loaded in Tray 2. Appears when Tray 2 is installed.
Tray Linking	Set tray linking off or to automatic (on).
Copy Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Photo Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Print Files Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Fax Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
PictBridge Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
Bluetooth Source ¹	Specify the source, Tray 1 or Tray 2, for the job.
¹ Menu item appears only when the optional Tray 2 is installed.	


Using Fax and the Fax Mode menu

To access and navigate:

- 1 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- 2 You can:
 - Enter the fax number in the open field, and then press  to send the fax.
or
 - Press ✓ to access the **Fax Mode** menu to use more fax options or functions.
The **Fax Mode** menu appears.
- 3 From the **Fax Mode** menu, you can:
 - Press ▲ or ▼ repeatedly to scroll through the submenus or menu items until you reach the one you want to change. Press ✓ to enter the submenu or menu item.
 - Press ◀ or ▶ repeatedly to reach the value you want.
- 4 To go into other submenus, menu items, and values to make additional changes, continue to use the navigation buttons (▼, ▲, ◀, and ▶).
- 5 If needed, press ↶ repeatedly to return to the previous menu.
- 6 Press  to start the fax job.




The following table explains the function of each submenu or menu item in the **Fax Mode** menu.

Use this	To
Phone Book	Add, edit, and print names and fax numbers of individuals or groups.
Redial History	View the redial list.

Use this	To
On Hook Dial	Dial a telephone number while listening to the call through a speaker on the printer. This is useful when you must navigate an automated answering system before sending your fax.
Delay Sending Fax	Enter a specific time to send a fax. Note: Make sure the date and time are entered correctly before setting a specific time to send a fax.
Auto Answer	Answer all incoming phone calls.
Edit Fax Settings	Change fax settings, such as Cover Page, Color, Quality, and Lighter/Darker.
Fax Setup	<p>Access the Fax Setup menu and menu items. You can change the values and save them as user default settings.</p> <ul style="list-style-type: none"> • Add and edit entries in the Speed Dial Phone Book. • Print fax history or transmission status reports. • Customize settings in Ringing and Answering for receiving a fax. • Select fax printing options. • Customize settings in Dialing and Sending for sending a fax. • Block faxes from the numbers you specify. <p>Once each value is chosen, press  to save the values as user default settings and exit.</p> <p>Note: The user default setting remains in effect until you access the menu again, choose another value, and save it. An asterisk (*) appears next to the user default setting.</p>

Using Scan and the Scan Mode menu

To access and navigate:

- 1 From the control panel, press  or  repeatedly until **Scan** is highlighted.
- 2 If the printer is connected to your computer through a USB cable, press  for a Quick Scan if you do not want to make any changes for this scan job.



or

If you want to make changes in the way this scan job is processed, press .

The **Downloading scan applications list from your computer. Please wait.** message appears for a few seconds.

The **Scan Mode** menu appears.

Note: If your printer is connected on a network, see “Scanning to a computer over a network” on page 122.

- 3 From the **Scan Mode** menu, you can:
 - Press  to preview the job.
 - Press  to return to the **Scan Mode** menu from the preview if you need to change a value.

- Press ▲ or ▼ repeatedly to scroll through the menu items or submenu until you reach the one you want to change.
- Press ◀ or ▶ repeatedly to reach the value you want.

4 To go into other menu items and values to make additional changes, continue to use the navigation buttons (▼, ▲, ◀, and ▶).

5 If needed, press ↶ repeatedly to return to the previous menu.

6 Press  to start the scan job.

The following table explains the function of each menu item and the one submenu in the **Scan Mode** menu.

Use this	To
Scan to	Specify the destination of the scan job (where the scanned image is sent).
Color	Specify the color of the scanned image (Color or Black & White).
Quality	Adjust the quality of the scanned image based on your choice of dots per inch (dpi) or automatic values.
Original Size	Specify the size of the original document.
Change Scan Default Settings	<p>Access the Scan Default Settings menu. You can specify the values you want as user default settings for the Color, Quality, and Original Size menu items.</p> <p>Press ✓ to enter the Scan Default Settings menu. The menu items available are Color, Quality, and Original Size.</p> <p>Once each value is chosen, press ↶ to save the values as user default settings and exit.</p> <p>Note: The user default setting remains in effect until you access the menu again, choose another value, and save it. An asterisk (*) appears next to the user default setting.</p>

Using the Setup menu

Using the Setup menu and submenus

The **Setup** menu lets you set up the printer and specify and change user default settings which are available in some of the other main menus, such as the **Copy Mode** menu and **Scan Mode** menu.

For example, the submenu Change Copy Default Settings is available from the **Copy Mode** menu, but is also available in the **Setup** menu.

1 From the control panel, press ▲ or ▼ repeatedly until **Setup** is highlighted.


2 Press ✓.

The **Setup** menu appears.

3 From the **Setup** menu, you can:


- Press ▲ or ▼ repeatedly to scroll through the submenus or menu items until you reach the one you want to change. Press ✓ to enter the submenu or menu item.
- Press ◀ or ▶ repeatedly to reach the value you want.

4 To go into other submenus, menu items, and values to make additional changes, continue to use the navigation buttons (▼, ▲, ◀, and ▶).

5 If needed, press  repeatedly to return to the previous menu.

The following table explains the function of each submenu or menu item in the **Setup** menu.

Use this	To
Paper Handling	Change settings relating to the size and type of paper loaded in the paper tray or trays. You can also turn on the tray linking feature, if your printer has the optional Tray 2 installed.
Change Printer Default Settings	Specify the values you want for the printer settings and save the values as the new user default settings.
Change Copy Default Settings	Specify the values you want for each of the copy settings and save the values as the new user default settings.
Change Photo Default Settings	Specify the values you want for each of the photo settings and save the values as the new user default settings.
Change Print File Default Settings	Specify the values you want for each of the Print File settings and save the values as the new user default settings. Notes: <ul style="list-style-type: none"> • This menu appears only if a media device, such as a memory card or flash drive is inserted. The device must contain Microsoft Office documents with no photos. • The Print Files Mode menu is automatically selected if you insert a device containing documents with no photos. • The Photo Card Mode menu is automatically selected if you insert a device containing photos. (The device may also contain documents, but must contain photos.)
Change Fax Default Settings	Specify the values you want for each of the fax settings and save the values as the new user default settings.
Change Scan Default Settings	Specify the values you want for each of the scan settings and save the values as the new user default settings.
Change Bluetooth Default Settings	Specify the values you want for each of the Bluetooth settings and save the values as the new user default settings.
Change PictBridge Default Settings	Specify the values you want for each of the PictBridge settings and save the values as the new user default settings.
Print Settings List	Prints a list of user default settings which you selected and saved from the control panel. Note: While this list is printing, you cannot start copy, print, or scan jobs from the printer.
Network Setup	Print a network setup page, which is a list of installed network options. You can also select and save your active network, either Ethernet or wireless. Note: This menu is shown only when an internal print server is installed.

Once each value is chosen, press  to save the values as user default settings and exit. The message **New Default Settings Saved** appears.

Note: The user default setting remains in effect until you access the menu again, choose another value, and save it. An asterisk (*) appears next to the user default setting.

Using the Paper Handling submenu

You can select the size and type of paper loaded into the trays from this submenu. It appears with different menu items depending on whether the optional Tray 2 is installed.

Notes:

- The Paper Handling submenu is available in other menus besides the **Setup** menu.
- Tray 1 is the factory default setting.

1 From the **Setup** menu, press ▲ or ▼ repeatedly until **Paper Handling** is highlighted.

2 Press √.

3 After changing values, press ↻ to save these values and exit this submenu.

Use this	To
Size ¹	Specify the size of the paper loaded.
Type ¹	Specify the type of paper loaded.
Size - Tray 1 ²	Specify the size of the paper loaded in Tray 1.
Type - Tray 1 ²	Specify the type of paper loaded in Tray 1.
Size - Tray 2 ²	Specify the size of the paper loaded in Tray 2.
Type - Tray 2 ²	Specify the type of paper loaded in Tray 2.
Tray Linking ²	Set tray linking off or to automatic (on).
Copy Source ²	Specify the source, Tray 1 or Tray 2, for the job.
Photo Source ²	Specify the source, Tray 1 or Tray 2, for the job.
Print Files Source ²	Specify the source, Tray 1 or Tray 2, for the job.
Fax Source ²	Specify the source, Tray 1, Tray 2, or Auto for the job. Note: Select Auto so the printer uses paper from the tray containing the paper that matches the size of the incoming fax. Specify the correct paper size for both trays.
PictBridge Source ²	Specify the source, Tray 1 or Tray 2, for the job.
Bluetooth Source ²	Specify the source, Tray 1 or Tray 2, for the job.
¹ Menu item appears only when the optional Tray 2 is not installed.	
² Menu item appears only when the optional Tray 2 is installed.	

Using the Change Printer Default Settings submenu

1 From the **Setup** menu, press ▲ or ▼ repeatedly until **Change Printer Default Settings** is highlighted.

2 Press √.

3 After changing values, press ↻ to save the values as default settings and exit this submenu.

Use this	To
Set Date and Time	Set the current date and time and using the keypad numbers.
Paper Handling	Change settings related to the loading of paper in the paper tray or trays. For more information, see “Using the Paper Handling submenu” on page 54.
Language	Change the language shown on the control panel.
Country	Change the country or region shown on the control panel to your country or region.
Key Press Tone	Set the volume of the tone when a control panel button is pressed to either On or Off. On is the default.
Power Save	Set the printer to enter a power saving mode at or after a certain time limit. Values are Now, After 10 Min, After 30 Min, After 60 Min, and Never.
Block Host Settings	Allow your system support person to block to prevent individual users on a network from making printer setting changes using the Printer Setup Utility.
Caller ID Pattern	Indicate different identification methods for alternate caller ID patterns in different countries or regions. Values are Pattern 1 and Pattern 2. For more information, see “Using Caller ID” on page 131.
Speaker Volume	Set the volume of the speaker during a call. Values are Off, Low, and High.

Using the Change Copy Default Settings submenu

- 1 From the **Setup** menu, press ▲ or ▼ repeatedly until **Change Copy Default Setting** is highlighted.
- 2 Press ✓.
- 3 After changing values, press ↻ to save these values and exit this submenu.

Use this	To
Color	Specify to print in color or black and white.
Quality	Specify to print in Auto, Draft, Normal, or Photo mode. Note: Auto and Photo are good for pictures and paper-based print jobs. Auto is good for printing on transparencies.
Content Type	Specify the type of document you want to print. Values are Text & Graphics, Photo, Text Only, and Line Drawing.
2-sided copies	Specify whether the original is one- or two-sided and whether you want the copy to be one- or two-sided. Note: This applies only to copy jobs when the duplex unit is installed.
Paper Handling	Change settings related to the loading of paper in the paper tray or trays. For more information, see “Using the Paper Handling submenu” on page 54.

Using the Change Photo Default Settings submenu

- 1 From the **Setup** menu, press ▲ or ▼ repeatedly until **Change Photo Default Settings** is highlighted.
- 2 Press ✓.
- 3 After changing values, press ↻ to save these values and exit this submenu.

Use this	To
Photo Size	Set the photo size. Values are Hagaki, L, 2L, 60 x 80 mm, A6, 10 x 15 cm, A5, B5, A4, 13 x 18 cm, 3.5 x 5 in., 4 x 6 in., 5 x 7 in., 8 x 10 in., and 8.5 x 11 in. Note: Automatic is also in the list, but it is not selectable. The value changes to automatic based on the value chosen for Layout.
Layout	Specify a layout for the photos. Values are Automatic, Borderless (1 Per Page), One Photo Centered, or 1 Per Page through 16 Per Page.
Quality	Specify a print quality for the photo. For more information, see “Quality” on page 55.
Paper Handling	Change settings related to the loading of paper in the paper tray or trays. For more information, see “Using the Paper Handling submenu” on page 54.

Using the Change Print File Default Settings submenu

- 1 From the **Setup** menu, press ▲ or ▼ repeatedly until **Change Print File Default Settings** is highlighted.
- 2 Press √.
- 3 After changing values, press ↻ to save these values and exit this submenu.

Use this	To
Quality	Specify a print quality. For more information, see “Quality” on page 55.
Paper Handling	Change settings related to the loading of paper in the paper tray or trays. For more information, see “Using the Paper Handling submenu” on page 54.
Change Default Settings	View the Print File Default Settings menu, from which you can change the values for print quality and paper handling and save them as settings.

Using the Change Fax Default Settings submenu

- 1 From the **Setup** menu, press ▲ or ▼ repeatedly until **Change Fax Default Settings** is highlighted.
- 2 Press √.
- 3 After changing values, press ↻ to save these values and exit this submenu.

Use this	To
Speed Dial Phone Book	Access the Phone Book menu. For more information, see “Using the Phone Book submenu” on page 57.
History and Reports	Access the History and Reports menu. Values are: <ul style="list-style-type: none"> • View History on Screen • Print Sent History • Print Received History • View Pending Faxes • Report—choose manual or automatic printing of the report • Print Fax Activity History—print a report of the last 40 faxes sent or received • Confirmation—choose whether or not to receive confirmation of successful fax transmissions

Use this	To
Ring and Answering	Choose specific values for receiving faxes, and opt to save them as user default settings. For more information, see “Using the Ringing and Answering submenu” on page 57.
Fax Printing	Choose specific values for printing faxes, and opt to save them as user default settings. For more information, see “Using the Fax Printing submenu” on page 58.
Dialing and Sending	Choose specific values for sending faxes, and opt to save them as user default settings. For more information, see “Using the Dialing and Sending submenu” on page 58.
Fax Blocking	Choose specific values for blocking fax numbers, group numbers, and fax lists.

Using the Phone Book submenu

Use this	To
Name Search	View and add names to a fax list.
Phone Number	View phone numbers and add numbers to a fax list.
Add Entry	Add a name and a fax number. The printer automatically assigns a new entry a Speed Dial Number. Note: Enter a name and a fax number in the provided fields using the keypad numbers. You spell out a name using the numbers associated with each letter as you would on a telephone or cell phone.
Group Search	Search for a previously defined group and add it to a fax list.
Add Group	Create a Group Name and select previously defined names to be added to the group.
Print List	Print a list which has the name, the fax number, and the Speed Dial number of each person.

Using the Ringing and Answering submenu

Use this	To
Ring Volume	Choose between values of Off, Low, and High for the volume.
Pickup On	Choose when the fax answers from values of 1st Ring, 2nd Ring, 3rd Ring, or 5th Ring.
Distinctive Ring	Choose a ring pattern from values of Any Ring, Single Ring, Double Ring, or Triple Ring.
Auto Answer Schedule	Select to view more values of: <ul style="list-style-type: none"> • Current Time • Turn Auto Answer On at • Turn Auto Answer Off at Note: Use the keypad numbers to specify a time when Auto Answer comes on and turns off.
Fax Forward	Choose from values of: <ul style="list-style-type: none"> • Off • Forward—to forward faxes to a number you enter • Print & Forward—to print the fax first and then forward it to a number you enter
Manual Pickup Kicked	3355# Note: Press ✓ if you want to modify this number.

Use this	To
Caller ID Pattern	<p>Choose from one of the following patterns available based on the country or region you selected during initial setup. If phones in your country or region use two detection patterns, call your telecommunications company to determine their subscribed pattern.</p> <ul style="list-style-type: none"> • Pattern 1 (FSK) • Pattern 2 (DTMF)

Using the Fax Printing submenu

Use this	To
If Too Big	Choose from values of Fit to Page or Use Two Pages.
Fax Footer	Choose to print identifying information at the bottom of each page of a fax.
2-Sided Print	Choose to print faxes on one or both sides of a sheet of paper.
Paper Handling	Change settings related to the loading of paper in the paper tray or trays. For more information, see “Using the Paper Handling submenu” on page 54.

Using the Dialing and Sending submenu

Use this	To
Your Fax Number	Enter your fax number using the keypad. This number is shown on the cover page of outgoing faxes.
Your Fax Name	Enter the name of the printer using the keypad. This name is shown on the cover page of outgoing faxes.
Cover Page	Choose whether or not to send a cover page with the outgoing fax.
Color	Choose from values of Black & White or Color.
Quality	Choose from values of Standard, Fine, Superfine, or Ultrafine.
Dial Method	Choose from values of Touch-tone, Pulse, or Behind PBX (Dial Tone Detect Off).
Redial Time	Choose values of 1 minute through 8 minutes in increments of one minute.
Redial Tries	Choose values of 0 Times through 5 Times.
Dial Prefix	<p>1 Press ◀ or ▶ until None appears, and then press ✓. Now you can change the defaults for the dial prefix.</p> <p>2 Press ◀ or ▶ until Create appears, and then press ✓. Now you can create a dial prefix if one is needed for an outside line.</p>
Dial Volume	Choose a volume of Off, Low, or High.
Scan	Choose to scan a document you want to fax before or after you dial.
Max Send Speed	Choose a bits per second (bps) number as the data speed for sending faxes. The values range from 2,400 bps –33,600 bps.
Auto Fax Conversion	Choose to set automatic fax conversion On or Off .
Error Correction	Choose between values of On or Off.

Using the Change Scan Default Settings submenu

- 1 From the **Setup** menu, press ▲ or ▼ repeatedly until **Change Scan Default Settings** is highlighted.
- 2 Press ✓.
- 3 After changing values, press ↺ to save these values and exit this submenu.

Use this	To
Color	Choose to scan in black and white or color.
Quality	Choose a resolution in dots per inch (dpi). Values are Automatic 150 dpi, 300 dpi, and 600 dpi.
Original Size	Specify the size of the original document. Values are Auto Detect, L, 2L, A6, A5, B5, A4, Wallet, 3 x 5 in., 4 x 6 in., 5 x 7 in., 8 x 10 in., and 8.5 x 11 in.


Using the Change Bluetooth Default Settings submenu

- 1 From the **Setup** menu, press ▲ or ▼ repeatedly until **Change Bluetooth Default Settings** is highlighted.
- 2 Press ✓.
- 3 After changing values, press ↺ to save these values and exit this submenu.

Use this	To
Bluetooth Enabled	Turn the Bluetooth function on or off.
Discovery Mode	Set the printer to acknowledge that a Bluetooth-enabled device is connected to the printer. Choose between values of On or Off.
Security	Choose low or high security.
Pass Key	Define a pass key number (similar to a password) for the device. Use the keypad numbers to enter the number.
Trusted Devices—Clear All	Clear all devices. Press ✓ to clear the device table.
Device Name	Enter the current device name value. Use the keypad numbers to spell out a name using the numbers associated with each letter as you would on a telephone or cell phone.
Device Address	Enter the current dongle device address. Use the keypad numbers to enter the address.
Paper Handling	Change settings related to the loading of paper in the paper tray or trays. For more information, see “Using the Paper Handling submenu” on page 54.

Using the Change PictBridge Default Settings submenu

Use these menu items to select print settings for PictBridge printing if no camera selections for the settings are received by the printer.

- 1 Press ✓ or  to enter this submenu.
- 2 After changing values, press ↺ to save these values and exit this submenu.

Use this	To
Photo Size	Specify the size of the photo to be printed. Values are Hagaki, L, 2L, 60 x 80 mm, A6, 10 x 15 cm, A5, B5, A4, 13 x 18 cm, 3.5 x 5 in., 4 x 6 in., 5 x 7 in., 8 x 10 in., or 8.5 x 11 in.. Note: Automatic is also in the list, but it is not selectable. The value changes to automatic based on the value chosen for Layout.
Layout	Specify a layout for the photos. Values are Automatic, Borderless (1 Per Page), One Photo Centered, or 1 Per Page through 16 Per Page.
Quality	Specify to print in Auto, Draft, Normal, or Photo mode. Note: Auto and Photo are good for pictures and paper-based print jobs. Auto is good for printing on transparencies.
Paper Handling	Change settings related to the loading of paper in the paper tray or trays. For more information, see “Using the Paper Handling submenu” on page 54.

Printing the Print Settings List


- 1 From the **Setup** menu, press ▲ or ▼ repeatedly until **Print Settings List** is highlighted.
- 2 Press ✓.
- 3 Press ✓ to print a user default settings list which lists the setting in the printer, the value it is set to, and its factory default.

Using the Network Setup submenu


The **Network Setup** submenu is listed only if an internal print server is installed.

- 1 From the **Setup** menu, press ▲ or ▼ repeatedly until **Network Setup** is highlighted.
- 2 Press ✓.
- 3 After changing values, press ↺ to save these values and exit this submenu.

Use this	To
Print Network Setup Page	Print a list of network functions. Press ✓ to print the list.
Wireless Menu	Press ✓ to access the Wireless Setup Menu. For more information, see “Wireless Setup Menu” on page 61.
TCP/IP	Sets the network option to TCP/IP (Transmission Control Protocol/Internet Protocol). Press ✓ to access the TCP/IP Menu. For more information, see “TCP/IP Menu” on page 61.
Network Time Menu	Set Time Server to either the Enable or Disable value. <ol style="list-style-type: none"> 1 Press ✓ to access the Network Time Menu. 2 Press ↺ to save and exit.




Use this	To
Active Network	<p>Set the named network to a value of Auto, Ethernet 10/100, or Wireless 802.11b/g.</p> <p>Press  to save and exit.</p> <p>If the printer detects an active Ethernet connection when it is turning on, Ethernet is set as the default; otherwise, wireless is set as the default.</p>

Wireless Setup Menu

Use this	To
Print Wireless Setup Page	Print the Wireless Network Setup page. Press  to print it.
Network Name	View the current Service Set Identifier (SSID) being used. An SSID is the name of a wireless local area network. You cannot change this menu item.
Wireless Signal Quality	<p>Select a Wireless Signal Strength. Values are:</p> <ul style="list-style-type: none"> • Gradient—with values of 0–100, but you cannot change this value. • Named— <ul style="list-style-type: none"> – 0 is Unacceptable – 1 is Poor – 2 is Fair – 3 is Good – 4 is Excellent <p>Note: The Named value shown is based on current signal strength valued returned from the internal print server. You cannot change the value.</p>

TCP/IP Menu

Internet Protocol (IP) specifies the format of packets, also called *datagrams*, and the addressing scheme. Most networks combine IP with a higher-level protocol called *Transmission Control Protocol* (TCP). TCP enables two hosts to establish a connection and exchange streams of data. TCP guarantees delivery of data and also guarantees that packets are delivered in the same order in which they were sent.

Use this	To
Enable DHCP	<p>Specify Yes or No as the value. DHCP is <i>Dynamic Host Configuration Protocol</i>. The network automatically assigns a number for the network information.</p> <p>Press  to save and exit.</p>
Set IP Address	<p>Access the Set IP Address Menu.</p> <p>Note: This menu item is unavailable if DHCP is set to Enabled.</p> <ol style="list-style-type: none"> 1 Press  to view it. 2 Use the keypad to specify the current IP address. 3 Press  to save and exit.

Use this	To
Set IP Netmask	<p>Access the Set IP Netmask Menu.</p> <p>Note: This menu item is unavailable if DHCP is set to Enabled.</p> <ol style="list-style-type: none"> 1 Press ✓ to view it. 2 Use the keypad to specify the current IP Netmask. 3 Press ↻ to save and exit.
Set IP Gateway	<p>Access the Set IP Gateway Menu.</p> <p>Note: This menu item is unavailable if DHCP is set to Enabled.</p> <ol style="list-style-type: none"> 1 Press ✓ to view it. 2 Use the keypad to specify the current IP Gateway. 3 Press ↻ to save and exit.

Using the Maintenance menu

The **Maintenance** menu lets you check ink levels and handle various tasks related to print cartridges.

1 From the control panel, press ▲ or ▼ repeatedly until **Maintenance** is highlighted.

2 Press ✓.

The **Maintenance** menu appears.

The following table explains the function of each menu item in the **Maintenance** menu.

Use this	To
View Ink Levels	<p>See the current ink levels for both print cartridges.</p> <ol style="list-style-type: none"> a Press ✓ to start this task. The Ink Levels screen appears to show you the ink levels of both cartridges. b Press ↻ to return to the Maintenance menu.
Clean Cartridges	<p>Clean the print cartridge nozzles of both cartridges.</p> <ol style="list-style-type: none"> a Press ✓ to start this task. The Clean Cartridges screen appears, and a cleaning page prints. <ul style="list-style-type: none"> • Wait for the page to print. -or- • Press ✗ to stop the cleaning process. b Discard the sheet.
Align Cartridges	<p>Align both cartridges to improve print quality.</p> <ol style="list-style-type: none"> a Press ✓ to start this task. The Align Cartridges screen appears and an Alignment Page prints. b Discard the sheet.

Use this	To
Change Print Cartridges	<p>See a short video on the display with instructions on how to change print cartridges.</p> <p>a Press ✓ to start this task. The Cartridge Installation screen appears and the video begins.</p> <p>b Change the cartridges. For more information, see “Installing print cartridges” on page 142.</p> <p>c Press ✗ to stop the video at any time.</p>
Print Test Page	<p>Print a Test Page to see if the printer is functioning properly. The Test Page lists some information about the printer.</p> <p>a Press ✓ to start this task. The Test Page screen appears.</p> <ul style="list-style-type: none"> • Wait for the Test Page to print. <p>-or-</p> <ul style="list-style-type: none"> • Press ✗ to stop printing. <p>b Use the Test Page to reference the information and then discard the sheet.</p>
Reset Defaults	<p>Reset all of your previously defined user default settings to the factory default settings.</p> <p>a Press ✓ to start this task. The Reset Menu Defaults screen appears.</p> <p>b Press ◀ or ▶ to choose either Yes or No.</p> <p>c Press ✓.</p> <p>Note: Items such as phone lists, time, date, and country code are not reset. All other user default settings are reset.</p>

Learning about the software

Using the printer software




Use this	To
The Productivity Suite	Open the component necessary for you to complete a task.
The All-In-One Center	Preview, scan, copy, print, and fax images.
The Solution Center	Find troubleshooting, maintenance, and cartridge ordering information.
Printing Preferences	Select the best print settings for the document you are printing.
The Photo Editor	Edit photos and graphics.
The Toolbar	Create printer-friendly versions of an active Web page.
Fast Pics	Transfer digital photos from a memory card, a flash drive, or a PictBridge-enabled digital camera to the computer. You can also print photos using the computer.
The Fax Solutions Software	Adjust fax settings.







Using the Productivity Suite

To open the Productivity Suite software, use one of these methods:

Method 1	Method 2
From the desktop, double-click the Productivity Suite icon.	1 Click Start → Programs or All Programs → Lexmark 9300 Series . 2 Select Productivity Suite .

Click the Productivity Suite icon for the task you want to complete.

Click	To	Details
	Manage Documents	Organize, search for, or print documents. Send documents to other people, or open them with various programs.
	Manage Photos	Organize or print photos in various layouts. Send photos to other people, or open them with various programs.
	Visit Lexmark Online	Visit our Web site.

Click	To	Details
	Scan	Scan a photo or document.
	Copy	Copy a photo or document with options to enlarge, reduce, or change other features.
	Fax	Send a fax or change fax settings.
	Attach to E-mail	E-mail documents or photos which are scanned or saved on the computer.
	Scan & Edit Text (OCR)	Scan a document to a word processor to edit the text using Optical Character Recognition (OCR).
	Scan to PDF	Scan a document and save it on your computer as a PDF.
Tips	Learn more about what you can do with this software.	
Maintain/Troubleshoot	Find maintenance and troubleshooting information and tools to keep the printer working properly.	
Online Tutorial	View a Web-based tutorial.	

Using the All-In-One Center

Opening the All-In-One Center

Use the All-In-One Center software to scan, copy, and fax documents, or to print saved photos.

To open the All-In-One Center, use one of these methods:

Method 1	Method 2
From the desktop, double-click the Productivity Suite icon, and then click Scan or Copy .	<ol style="list-style-type: none"> 1 Click Start → Programs or All Programs → Lexmark 9300 Series. 2 Select All-In-One Center.

Using the Scanning & Copying tab

Use the Scanning & Copying tab to perform scanning and copying tasks, to select a task from the Productivity Tools section, or to preview an image.

From this section	You can
Scan	<ul style="list-style-type: none">• Select a program to send a scanned image to.• Select what type of image is being scanned.• Select the scan quality. Note: Click See More Scan Settings to view all settings.
Copy	<ul style="list-style-type: none">• Select the quantity and color of copies.• Select a quality setting for copies.• Select a blank paper size.• Select the size of the original document.• Lighten or darken copies.• Enlarge or reduce copies. Note: Click See More Copy Settings to view all settings.
Productivity Tools	<ul style="list-style-type: none">• Print<ul style="list-style-type: none">– Repeat an image several times on one page.– Enlarge or reduce an image.– Print an image as a multiple-page poster.– Print more than one page on a sheet of paper.• Share<ul style="list-style-type: none">– Fax an image or document.– E-mail an image or document.• Save<ul style="list-style-type: none">– Save an image on the computer.– Save multiple photos.– Scan and save to PDF format.• Edit<ul style="list-style-type: none">– Edit text found in a scanned document (OCR).– Modify an image with a photo editor.
Preview Now	<ul style="list-style-type: none">• Show or create folders.• Preview and select images.• Rename, delete, or edit selected images.

Note: For more information about using the Scanning & Copying tab, click **Help** in the top center of the screen.

Using the Saved Images tab

Use the Saved Images tab to perform tasks with images that are saved on the computer.

From this section	You can
Open With	Select where to send the saved images.
Photo Prints	<p>Click Show More Printing Options to view and adjust the print settings. You can:</p> <ul style="list-style-type: none">• Select the quantity and color of copies.• Select a quality setting for copies.• Lighten or darken copies.• Enlarge or reduce copies. <p>Note: Click Display Advanced Copy Settings to select and print photos in standard sizes.</p>
Productivity Tools	<ul style="list-style-type: none">• Print<ul style="list-style-type: none">– Print an album page with various photo sizes.– Enlarge or reduce an image.– Print an image as a multiple-page poster.• Share<ul style="list-style-type: none">– Fax an image or document.– E-mail an image or document.• Edit<ul style="list-style-type: none">– Edit text found in a scanned document (OCR).– Modify an image with a photo editor.

Note: For more information about using the Saved Images tab, click **Help** in the top center of the screen.

Using the Maintain/Troubleshoot link

The Maintain/Troubleshoot link provides you with direct links to the Solution Center and the Fax Setup Utility.

1 Click **Start → Programs** or **All Programs → Lexmark 9300 Series**.

2 Select **All-In-One Center**.

3 Click **Maintain/Troubleshoot**.

4 Select from these topics:

- Maintain or fix quality problems
- Troubleshoot problems
- Device status and ink levels
- More printing ideas and how to's
- Contact information
- Advanced
- View the software version and copyright information
- Display the Fax Printer Setup Utility






Using the Solution Center

The Solution Center provides help, as well as information about the printer status and ink level.

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

Method 1	Method 2
From the desktop, double-click the Productivity Suite icon, and then click the Maintain/Troubleshoot button.	<ol style="list-style-type: none"> 1 Click Start → Programs or All Programs → Lexmark 9300 Series. 2 Select Solution Center.

The Solution Center consists of six tabs:

From here	You can
Printer Status (Main dialog)	<ul style="list-style-type: none"> • View the status of the printer. For example, while printing, the status of the printer is Busy Printing. • View ink levels and order new print cartridges.
How To 	<ul style="list-style-type: none"> • Learn how to: <ul style="list-style-type: none"> – Use basic features. – Print, scan, copy, and fax. – Print projects such as photos, envelopes, cards, banners, iron-on transfers, and transparencies. • Find the electronic <i>User's Guide</i> for more information. • View ink levels and order new print cartridges.
Troubleshooting 	<ul style="list-style-type: none"> • Learn tips about the current status. • Solve printer problems. • View ink levels and order new print cartridges.
Maintenance 	<ul style="list-style-type: none"> • Install a new print cartridge. Note: Wait until scanning is complete before installing a new print cartridge. • View shopping options for new cartridges. • Print a test page. • Clean to fix horizontal streaks. • Align to fix blurry edges. • Troubleshoot other ink problems. • View ink levels and order new print cartridges.
Contact Information 	<ul style="list-style-type: none"> • Learn how to contact us by telephone or on the World Wide Web. • View ink levels and order new print cartridges.
Advanced 	<ul style="list-style-type: none"> • Change the appearance of the Printing Status window. • Turn printing voice notification on or off. • Change network printing settings. • Share information with us regarding how you use the printer. • Obtain software version information. • View ink levels and order new print cartridges.

Note: For more information, click **Help** in the lower right corner of the screen.

Using Printing Preferences

Opening Printing Preferences

Printing Preferences is the software that controls the printing function when the printer is connected to a computer. You can change the settings in Printing Preferences based on the type of project you want to create. You can open Printing Preferences from almost any program:

- 1 With a document open, click **File → Print**.
- 2 From the Print dialog, click **Properties, Preferences, Options, or Setup**.



Using the Printing Preferences tabs

All of the print settings are on the two main tabs of the Printing Preferences software: Print Setup and Advanced.

Tab	Choices
Print Setup	<ul style="list-style-type: none">• Select a Quality/Speed setting of Automatic, Quick, Normal, or Best.• Select the Paper Options for paper size, paper type, and paper source.• Select portrait or landscape orientation.• Select to print in black and white instead of color.• Select to print a borderless copy.• Specify the number of copies to print.• Select to collate the job.• Specify to print the last page of the job first.
Advanced	<ul style="list-style-type: none">• Specify to print on both sides of a sheet of paper (two-sided printing called <i>duplexing</i>).• Select a duplexing preference on how the sheets are flipped.• Select Automatic Image Sharpening.• Select a Layout of Normal, Banner, Mirror, N-up, Poster, Booklet, or Borderless.

Using the Photo Editor

Use the Photo Editor software to edit graphics or photos.

1 Click **Start → Programs** or **All Programs → Lexmark 9300 Series**.

2 Select **Photo Editor**.

3 Click **File → Open**.

4 Select the image you want to edit.

5 Click **Open**.

6 Edit the image with the available tools.

Notes:

- You can edit only one image at a time.
- Move the mouse pointer over the tool for a description.
- To undo or redo changes, click the corresponding arrow next to Undo in the top center of the screen. You can reverse multiple changes.

7 Click **File → Save as**.

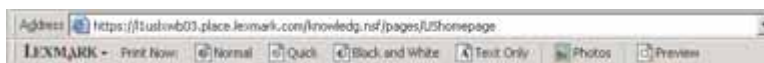
8 Enter a file name and file type, and then click **Save**.

From here	You can
Quick Fixes	<ul style="list-style-type: none">• Reduce the red-eye effect caused by light reflection.• Fix the photo with one click.• Colorize the image using antiquing or sepia tones.• Crop the image.• Rotate the image.• Flip the image.
Image Adjust	<ul style="list-style-type: none">• Adjust the color depth.• Adjust the color balance.• Colorize the image.• Adjust the Brightness/Contrast.• Adjust the blur.• Adjust the sharpness.• Despeckle (blur) the image to remove dust and scratches.• Adjust the exposure.• Enhance the color level.
Image Size	<ul style="list-style-type: none">• Change the units of measurement.• Resize the image.• Crop the image.





From here	You can
Drawing Tools	<ul style="list-style-type: none"> • Select an area by dragging a box around it. Use this for text box placement and cutting and copying areas. • Add text. • Fill pixels with color. • Draw with a pencil tool. • Draw with a line tool. • Erase areas. • Paint areas with a paintbrush tool. • Pick up a color using the eyedropper.





Using the Toolbar

The Toolbar lets you create printer-friendly versions of Web pages.



Note: The Toolbar launches automatically when you browse the Web using Microsoft Windows Internet Explorer version 5.5 or later.

Click	To
	<ul style="list-style-type: none"> • Select Page Setup options. • Select Options to customize the toolbar appearance or select a different setting for printing photos. • Access links to the Lexmark Web site. • Access Help for additional information. • Uninstall the Toolbar.
Normal 	Print an entire Web page in normal quality.
Quick 	Print an entire Web page in draft quality.
Black and White 	Print an entire Web page in black and white.

Click	To
Text Only 	Print only the text of a Web page.
Photos 	Print only the photos or images on a Web page. Note: The number of photos or images valid for printing appears next to Photos. 
Preview 	Preview a Web page before printing.

Using Fast Pics

Use Fast Pics to save or print photos from a digital camera memory card or flash drive.

To open Fast Pics, insert a digital camera memory card or flash drive. For more information, see “Inserting a memory card” on page 98 or “Inserting a flash drive” on page 99.

With Fast Pics, you can:

- Print photos using a computer. For more information, see “Printing photos stored on the computer using the Productivity Suite” on page 106.
- Save photos from a memory card or flash drive to the computer. For more information, see “Transferring photos from a memory device to a computer using Fast Pics” on page 100.

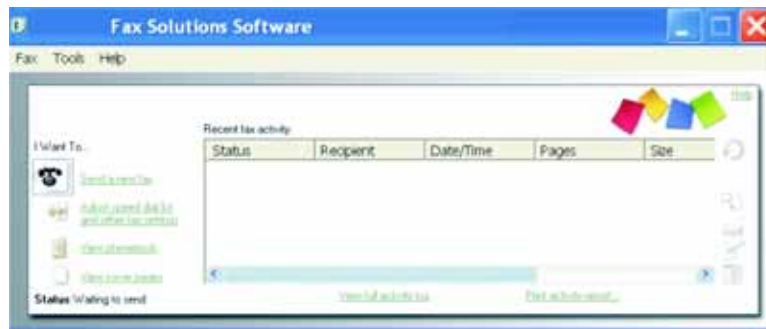
Using the Fax Solutions Software

Use this utility to adjust how faxes are sent and received. When you save the settings, they apply to every fax you send or receive. You can also use this utility to create and edit the Speed Dial list.

1 Open the program through one of these methods:

Method 1	Method 2	Method 3
Double-click the Fax Solutions Software icon on the desktop.	a Click Start → Programs or All Programs → Lexmark 9300 Series . b Click Fax Solutions .	a Click Start → Programs or All Programs → Lexmark 9300 Series . b Click Lexmark Productivity Suite . The Productivity Suite screen appears. c Click the Fax icon.

2 When the Fax Solutions Software appears, as shown, use the “I Want To” menu to:



- Send a fax.
- Adjust the Speed Dial list and other fax settings.
- View and use the Phonebook, so you can add new contacts or groups, edit or delete contacts or groups, and add contacts or groups to Speed Dial lists.
- View several sample cover pages that you can choose from. You can also add your company logo to a sample cover page.

3 To access any of the items in the “I Want To” menu, click on the item.

4 If needed, click the toolbar items to:

Click	To
Fax	<ul style="list-style-type: none"> • Send a fax. • Forward a fax. • View, print, or modify a fax. • Delete a fax. • Retry to send a fax.
Tools	<ul style="list-style-type: none"> • Access and use the Phonebook. • View several sample cover pages you can choose from. • View a fax history. • Change software preferences for fax lists. • Adjust fax settings.
Help	Locate information on faxing, fax settings, and so on.

For information on changing fax settings, see “Customizing settings using the Fax Setup Utility” on page 136.

5 After changing settings, click **OK**.

6 Close the **Fax Solutions Software**.

Loading paper and original documents

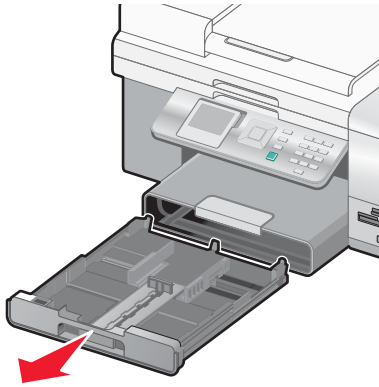
Loading paper in Tray 1

Make sure:

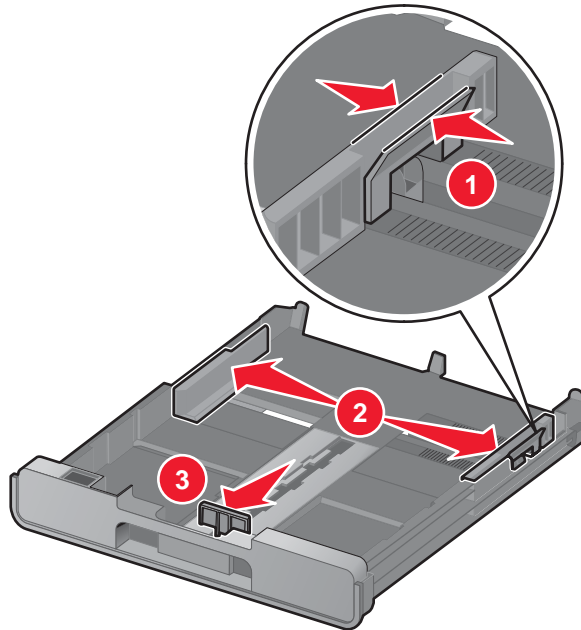
- You use paper designed for inkjet printers.
- The paper is not used or damaged.
- If you are using specialty paper, you follow the instructions that came with it.

Note: To avoid jams, make sure the paper does not buckle when you adjust the paper guides.

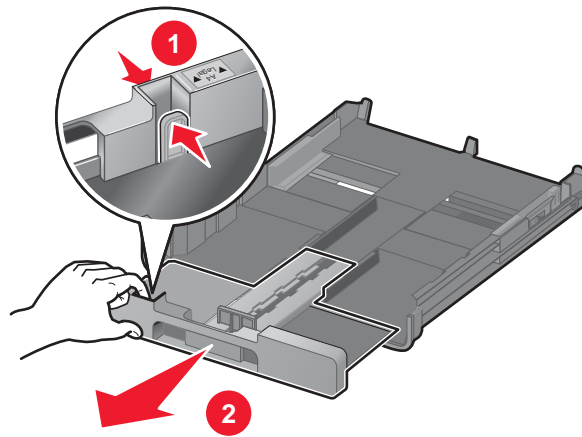
- 1 Pull Tray 1 completely out of the printer.



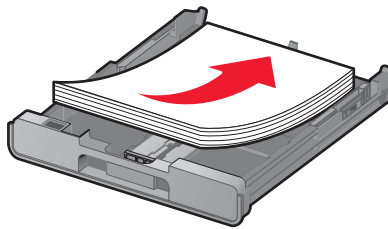
- 2 Move the paper guides to the sides of Tray 1.



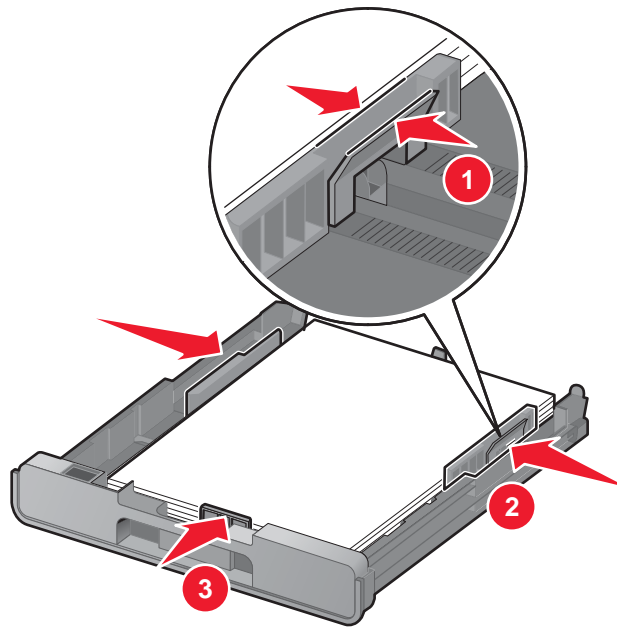
Note: If you are loading A4- or legal-size paper, squeeze the lever and pull to extend the tray. It is unnecessary to extend the tray for paper sizes shorter in length than A4 or legal, such as letter-size paper. When you pull the extension out, the first stop accommodates A4-size paper. When the extension is fully out, it accommodates legal-size paper.



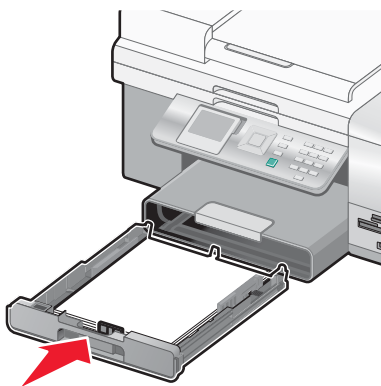
3 Load the paper.



4 Adjust the paper guides to rest gently against the left, right, and bottom edges of the paper.



5 Insert Tray 1.



Note: The tray cannot be completely inserted so it is flush with the printer front if you extended the tray to accommodate A4- or legal-size paper. Do not try to force the tray in further.

- 6 Flip up the paper exit tray stop to catch the paper as it exits.

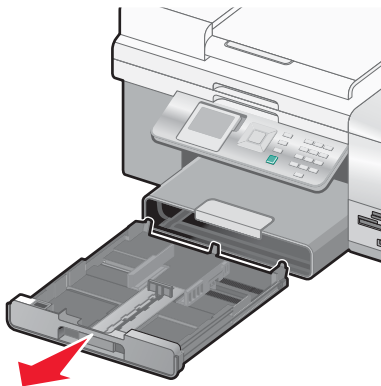


Note: If you loaded A4- or legal-size paper, pull the paper exit tray stop to extend it fully.

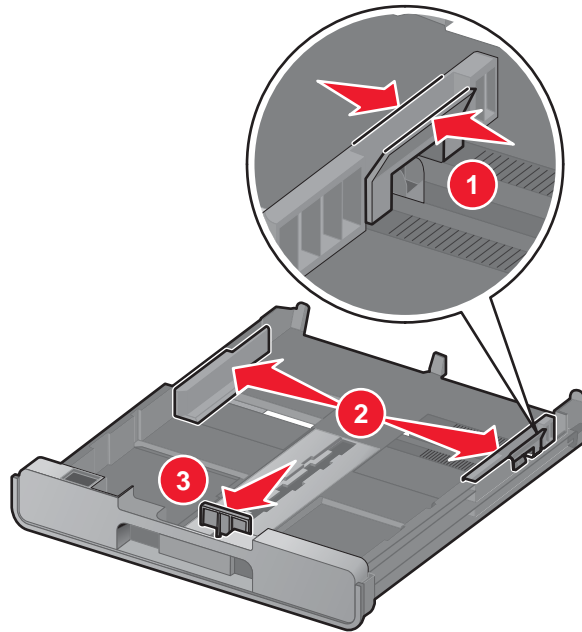


Loading envelopes or 10 x 15 cm (4 x 6 in.) photo paper in Tray 1

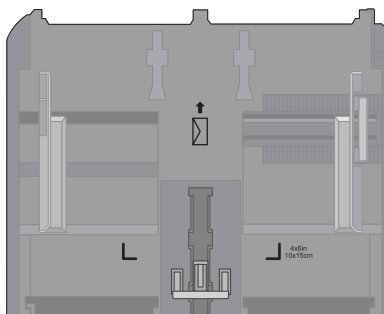
- 1 Pull Tray 1 completely out of the printer.



- 2 Move the paper guides to the sides of Tray 1.



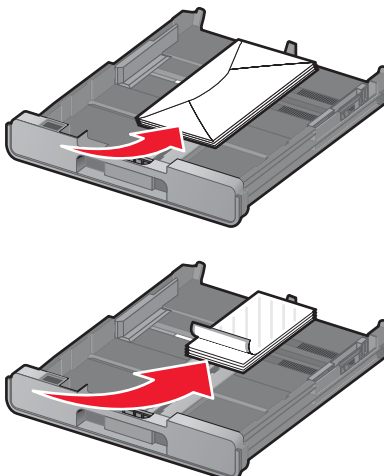
- 3 Use the envelope icon and the 10 x 15 cm (4 x 6 in.) photo card outline on the bottom of Tray 1 to help you position envelopes or photo cards in the tray.



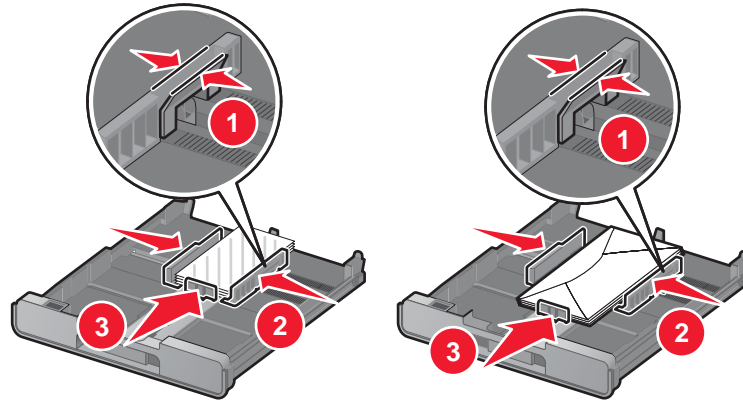
Note: Do not mix paper types in the tray. You can load either envelopes or photo cards, but not both.

- 4 Load envelopes or photo cards.

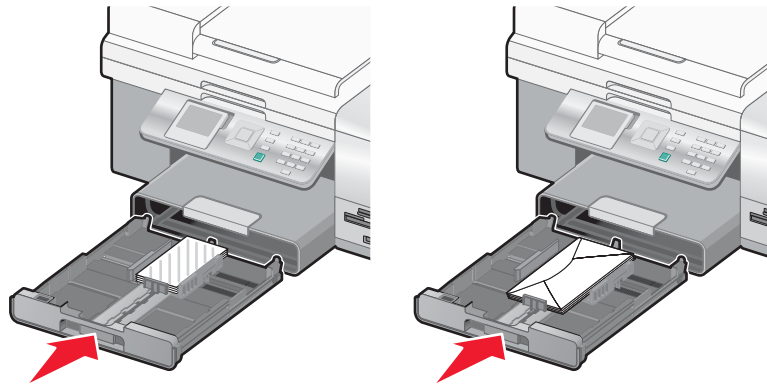
Note: Load envelopes or photo cards with the print side facing down. (If you are not sure which side is the printable side, see the instructions that came with the envelopes or photo cards.)



5 Adjust the paper guides to rest gently against the left, right, and bottom edges of the envelopes or photo cards.



6 Insert Tray 1.



7 Flip up the paper exit tray stop to catch the envelopes or photo cards as they exit.



Note: Envelopes and photos require more drying time. Remove each envelope or photo as it exits, and allow it to dry to avoid ink smudging.

Loading various paper types in Tray 1

Load up to	Make sure
150 sheets of plain paper	<ul style="list-style-type: none">The paper is designed for use with inkjet printers.The paper guides rest against the left, right, and bottom edges of the paper.

Load up to	Make sure
100 sheets of heavyweight matte paper 50 sheets of photo paper 50 sheets of glossy paper	<ul style="list-style-type: none"> • The glossy or printable side of the paper faces down. (If you are not sure which side is the printable side, see the instructions that came with the paper.) • The paper guides rest against the left, right, and bottom edges of the paper. <p>Note: Photos require more drying time. To prevent smudging or scratching, avoid touching the printed surface with your fingers or sharp objects. For best results, remove each printed sheet individually from the paper exit tray, and allow the prints to dry at least 24 hours before stacking, displaying, or storing.</p>
100 sheets of letterhead paper	<ul style="list-style-type: none"> • The letterhead side of the paper faces down. • The top of the letterhead feeds into the printer first. • The paper guides rest against the left, right, and bottom edges of the paper.
10 envelopes	<div data-bbox="862 720 1252 1024" data-label="Image"> </div> <ul style="list-style-type: none"> • The envelopes are designed for use with inkjet printers. • The print side of the envelopes faces down with the flap to the left as shown. • You load the envelopes in the center of the tray as indicated by the icon. Load them vertically and all the way to the back of Tray 1. • You print the envelopes in landscape orientation. • The paper guides rest against the left, right, and bottom edges of the envelopes. • You select the correct envelope size. If the exact envelope size is not listed, select the next larger size. Set the left and right margins so that the envelope text will be correctly positioned on the envelope. <p>Warning: Do not use envelopes that have metal clasps, string ties, or metal folding bars.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Do not load envelopes with holes, perforations, cutouts, or deep embossing. • Do not use envelopes that have exposed flap adhesive. • Envelopes require more drying time. Remove each envelope as it exits, and allow it to dry to avoid ink smudging.

Load up to	Make sure
25 sheets of labels	<ul style="list-style-type: none"> • You use full label sheets. Partial sheets (with areas exposed by missing labels) may cause labels to peel off during printing, resulting in a paper jam. • You load letter- or A4-size label sheets. • The print side of the labels faces down. • The top of the labels feeds into the printer first. • The paper guides rest against the left, right, and bottom edges of the label sheets. <p>Note: Labels require more drying time. Remove each sheet of labels as it exits, and allow it to dry to avoid ink smudging.</p>
50 transparencies	<ul style="list-style-type: none"> • The rough side of the transparencies faces down. • You load letter- or A4-size transparencies. • You remove any paper backing sheets from the transparencies before loading. • If the transparencies have a removable strip, each strip faces down toward Tray 1. • The paper guides rest against the left, right, and bottom edges of the transparencies. <p>Note: Transparencies require more drying time. Remove each transparency as it exits, and allow it to dry to avoid ink smudging.</p>
10 iron-on transfers	<ul style="list-style-type: none"> • You follow the loading instructions that came with the iron-on transfers. • The print side of the transfers faces you. • The paper guides rest against the edges of the transfers. <p>Note: For best results, load transfers one at a time.</p>
25 index cards, photo cards, or postcards	<ul style="list-style-type: none"> • The thickness does not exceed 0.025 inches (0.635 mm). • The print side of the cards faces down. • You load the cards in the center of the tray, as indicated by the 4 x 6 photo card outline. Load the cards as shown. • The paper guides rest against the left, right, and bottom edges of the cards. <div data-bbox="889 1394 1279 1717" data-label="Image"> </div> <p>Note: Photo cards require more drying time. Remove each photo card as it exits, and allow it to dry to avoid ink smudging.</p>

Load up to	Make sure
100 sheets of custom-size paper	<ul style="list-style-type: none"> • The print side of the paper faces down. • The paper size fits within these dimensions: Width: <ul style="list-style-type: none"> – 76.2–215.9 mm – 3.0–8.5 inches Length: <ul style="list-style-type: none"> – 127.0–431.8 mm – 5.0–17.0 inches • The paper guides rest against the left, right, and bottom edges of the paper.
20 sheets of banner paper	<ul style="list-style-type: none"> • The print side of the banner faces down when loading. • The leading edge of the banner paper feeds into the printer first. • You have selected the correct paper size for the banner in Printing Preferences. For more information, see “Using the Printing Preferences tabs” on page 69. <p>To load banner paper:</p> <ol style="list-style-type: none"> 1 Pull Tray 1 completely out of the printer. 2 Remove all paper from Tray 1. 3 Move the paper guides as though you were loading legal-size paper. 4 Squeeze the lever and pull to extend the tray to legal size. 5 Tear off only the number of pages needed to print the banner. 6 Set the stack of pages in front of the printer. 7 Slide the first sheet from the banner stack of pages over the Tray 1 handle. Slide it all the way into the back of Tray 1. <div data-bbox="889 1150 1273 1520"> </div> <p>8 Send the job to print.</p>

Using the small media feeder

The small media feeder, located on top of the paper exit tray toward the back, lets you load envelopes, 4 x 6 photo paper, and other small card sizes without having to place them in Tray 1.

The small media feeder is helpful when:

- You want to print only one photo and you do not want to load Tray 1 with a photo card.
- You want to print one envelope for a letter. You would print the letter from paper loaded in Tray 1. Then, you print the envelope quickly from the small media feeder.

You can load the following paper sizes into the small media feeder:

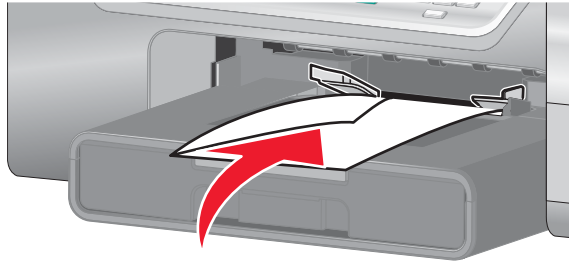
- L: 89 x 127 mm (3.5 x 5.0 inches)
- 101.6 x 152.4 mm (4 x 6 inches)
- Hagaki postcard: 100 x 148 mm (3.93 x 5.82 inches)
- Envelopes up to 101.6 mm (4 inches) wide

1 Remove any jobs in the paper exit tray.

Note: The icons on the top of the paper exit tray show the correct loading position for cards and envelopes.

2 Load one card or envelope at a time between the paper guides.

Make sure the print side of the item faces down. For envelopes, place the flap side of an envelope faceup and on the left side as shown:

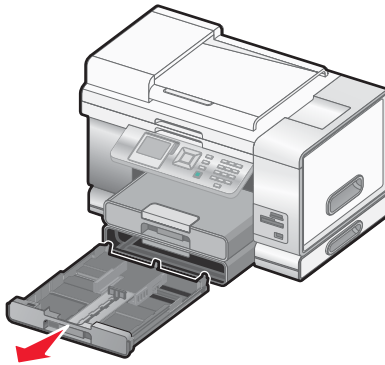


Loading the optional Tray 2

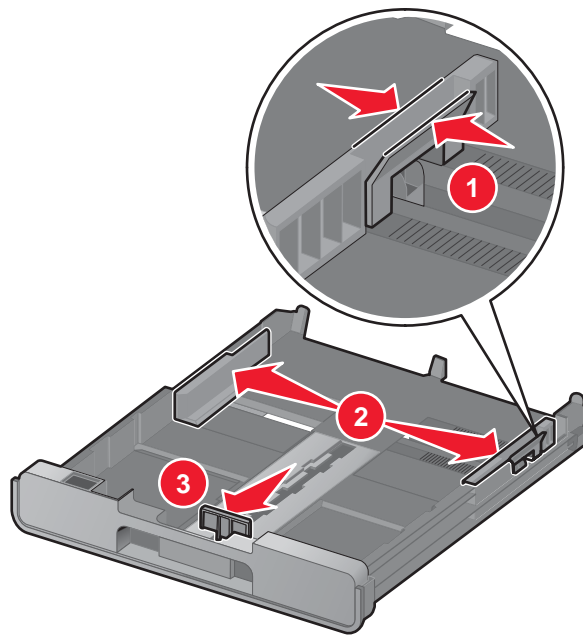
You can load Tray 2 with letter, A4, or legal-size paper. You can load plain or photo paper types.

Note: Do not load any other paper sizes or types into Tray 2.

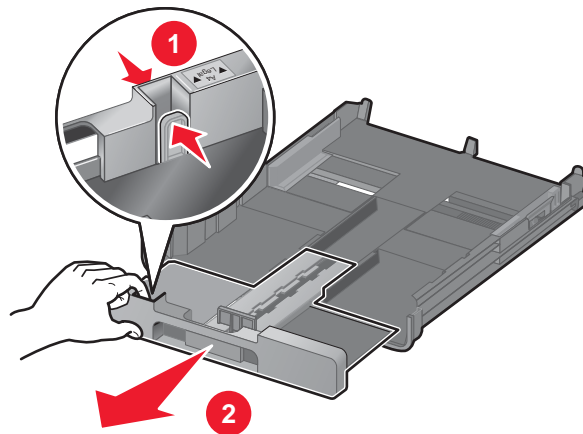
1 Pull Tray 2 completely out of the printer.



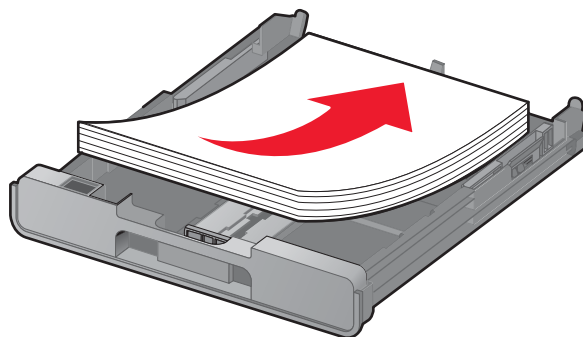
2 Move the paper guides to the sides of Tray 2.



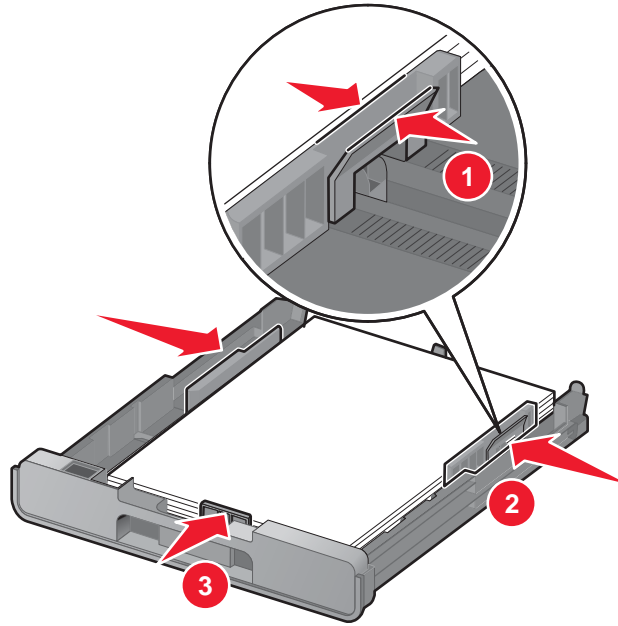
Note: If you are loading A4 or legal-size paper, squeeze the lever and pull to extend the tray.



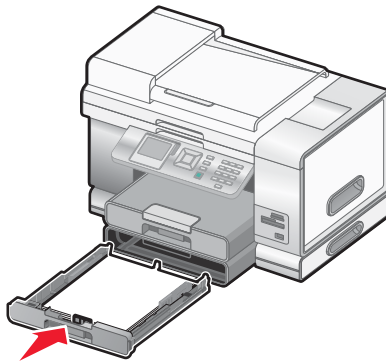
3 Load the paper.



4 Adjust the paper guides to rest gently against the left, right, and bottom edges of the paper.



5 Insert Tray 2.



6 Flip up the paper exit tray stop to catch the paper as it exits.



Note: If you loaded A4 or legal-size paper, pull the paper exit tray stop to extend it fully.



Loading original documents into the Automatic Document Feeder

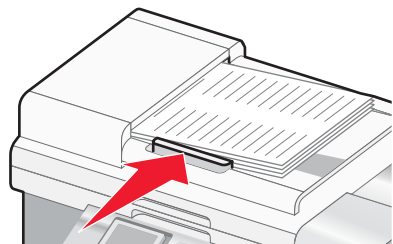
You can load up to 50 sheets of an original document into the Automatic Document Feeder tray for scanning, copying, and faxing. You can load A4, letter, or legal size paper into the Automatic Document Feeder.

- 1 Load an original document text side up into the Automatic Document Feeder tray.



Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the Automatic Document Feeder. Place these items on the scanner glass.

- 2 Adjust the paper guide on the Automatic Document Feeder tray against the edges of the paper.



Automatic Document Feeder paper capacity

Load up to	Make sure
50 sheets of: <ul style="list-style-type: none">• Letter paper• A4 paper• Legal-size paper	<ul style="list-style-type: none">• The document is loaded text side up.• The paper guide is against the edge of the paper.
50 sheets of: <ul style="list-style-type: none">• Custom paper• Pre-punched paper• Reinforced edge copier paper• Preprinted forms• Letterhead paper	<ul style="list-style-type: none">• The document is loaded text side up.• The paper guide is against the edge of the paper.• The paper size fits within these dimensions: Width:<ul style="list-style-type: none">– 210.0 mm–215.9 mm– 8.27 in.–8.5 in.Length:<ul style="list-style-type: none">– 279.4 mm–355.6 mm– 11.0 in.–14.0 in.• You allow preprinted media to dry thoroughly before loading into the Automatic Document Feeder tray.• You do <i>not</i> use media printed with metallic ink particles.• You avoid embossed designs.

Loading original documents on the scanner glass

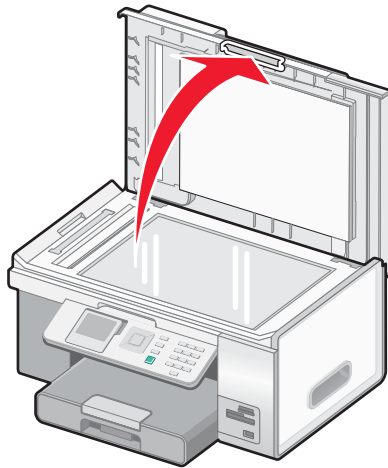
You can scan and then print photos, text documents, magazine articles, newspapers, and other publications. You can scan a document for faxing. You can also scan three-dimensional objects for use in catalogs, brochures, or product fliers.

Notes:

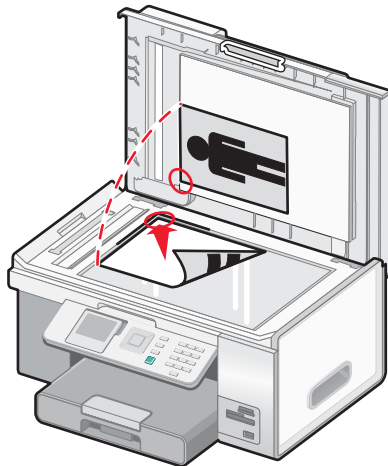
- Place photos, postcards, small items, thin items (such as magazine clippings), and three-dimensional objects on the scanner glass instead of in the Automatic Document Feeder.
- The maximum scan area for the scanner glass is 216 x 297 mm (8.5 x 11.7 in.).

1 Make sure the computer and the printer are on.

2 Open the top cover.

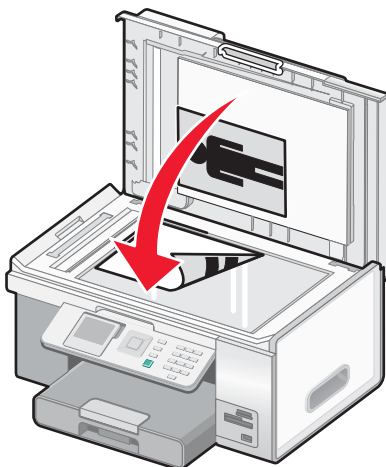


3 Place the original document facedown on the scanner glass in the upper left corner. The arrows which surround this corner remind you of the proper placement.



Note: Photos should be loaded as shown.

- 4 Close the top cover to avoid dark edges on the scanned image.



Understanding and using tray linking

If your printer has the optional Tray 2 installed, there is a feature called *tray linking* that lets the printer select paper from one tray until it becomes empty, and then automatically begin feeding paper from the other tray. You must load the same size and same type of media in both trays.

When the trays are linked, the printer has a total paper capacity of 300 sheets, since Tray 1 and Tray 2 each hold 150 sheets.

When you are using tray linking, it is very important that you load the same *size* and *type* of paper in both trays. The paper sizes you can load are letter, A4, or legal. You can load plain or photo paper.

Notes:

- If both trays do not have the same type of paper when they are linked, a job could mistakenly print on the wrong paper type.
- Never mix paper sizes or types in a tray.

Enabling tray linking

- 1 Load Tray 1 and Tray 2 with the same size and type of paper.
- 2 From the control panel, press ▲ or ▼ repeatedly until **Setup** is highlighted.
- 3 Press ✓.
The **Setup** menu appears with the **Paper Handling** submenu highlighted.
- 4 Press ✓.
The **Size - Tray 1** submenu appears.
- 5 Press ◀ or ▶ until you reach the size of the paper loaded in Tray 1.
- 6 Press ▲ or ▼ repeatedly until the **Type - Tray 1** submenu is highlighted.
- 7 Press ◀ or ▶ until you reach the paper type loaded in Tray 1.
If you want, you can select **Auto Detect**.
- 8 Press ▲ or ▼ repeatedly until the **Size - Tray 2** submenu is highlighted.

9 Press ◀ or ▶ until you reach the size of the paper loaded in Tray 2. The size should be the same size loaded into Tray 1.

10 Press ▲ or ▼ repeatedly until the **Type - Tray 2** submenu is highlighted.

11 Press ◀ or ▶ until you reach the paper type loaded in Tray 2. The type should be the same type loaded into Tray 1.

If you want, you can select **Auto Detect**.

12 Press ▲ or ▼ repeatedly until the **Tray Linking** submenu is highlighted.

13 Press ◀ or ▶ until you reach **Auto**.

Tray linking is now set only if you press ↶; however, you still need to define the default tray for each of the following submenus, so continue with the following steps.

Note: Defining the tray in each of the submenus tells the printer which tray it will feed paper from when it prints a copy, photo, print, fax, PictBridge, or Bluetooth job.

14 Press ▲ or ▼ repeatedly until the **Copy Source** submenu is highlighted.

15 Press ◀ or ▶ to specify the tray you want as the copy source.

16 Press ▲ or ▼ repeatedly until the **Photo Source** submenu is highlighted.

17 Press ◀ or ▶ to specify the tray you want as the photo source.

18 Press ▲ or ▼ repeatedly until the **Print Files Source** submenu is highlighted.

19 Press ◀ or ▶ to specify the tray you want as the source for printing files.

20 Press ▲ or ▼ repeatedly until the **Fax Source** submenu is highlighted.

21 Press ◀ or ▶ to specify the tray you want as the fax source.

22 Press ▲ or ▼ repeatedly until the **PictBridge Source** submenu is highlighted.

23 Press ◀ or ▶ to specify the tray you want as the PictBridge source.

24 Press ▲ or ▼ repeatedly until the **Bluetooth Source** submenu is highlighted.

25 Press ◀ or ▶ to specify the tray you want as the Bluetooth source.

26 Press ↶ to save the values as settings.

The message **New Default Settings Saved** appears.

The control panel display returns to the **Setup** submenu.

Disabling tray linking

To disable tray linking, set the **Tray Linking** submenu to **Off**.

Printing

Printing a document



- 1 Load paper.
- 2 With a document open, click **File → Print**.
- 3 Click **Properties**, **Preferences**, **Options**, or **Setup**.
- 4 Adjust the settings.
- 5 Click **OK**.
- 6 Click **OK** or **Print**.

Printing multiple copies of a document

You can print multiple copies of:

- a hard copy document which you place in the Automatic Document Feeder (ADF) or on the scanner glass
- a soft copy document contained in a file on your personal computer

To print multiple copies of a hard copy document:

- 1 Load paper.
- 2 Load an original document faceup into the Automatic Document Feeder (ADF) or load the first page of a document facedown on the scanner glass.
- 3 From the control panel, press ▲ or ▼ repeatedly until **Copy** is highlighted.
- 4 Press ✓.
The **Copy Mode** menu appears.
- 5 Press ▲ or ▼ repeatedly until you reach the **Copies** menu item.
- 6 Press ◀ or ▶ repeatedly until the number of copies you want to print appears.
Note: You can press  at this point to start the copy job; however, if your document contains more than one page, it is best to collate the printed pages, so continue with the following steps.
- 7 Press ▲ or ▼ repeatedly until you reach the **Collate** menu item.
- 8 Press ◀ or ▶ until **on** appears.
- 9 Press .

Note: If you are using the scanner glass, a message appears prompting you for additional pages.

To print multiple copies of a soft copy document:

- 1 Load paper.
- 2 With a document open, click **File → Print**.
- 3 Click **Properties**, **Preferences**, **Options**, or **Setup**.
- 4 From the Print Setup tab, select the number of copies to print.
- 5 If your document contains more than one page, select the **Collate Copies** check box.

- 6 Click **OK**.
- 7 Click **OK** or **Print**.

Printing a Web page

You can use the Toolbar to create a printer-friendly version of any Web page.



- 1 Load paper.
 - 2 Open a Web page using Microsoft Internet Explorer 5.5 or later.
 - 3 If you want to check or change your print settings:
 - a From the toolbar area, click **Lexmark → Page Setup**.
 - b Adjust the print settings.
 - c Click **OK**.
- Note:** For additional print setting options, see “Opening Printing Preferences” on page 69.
- 4 If you want to view the Web page before printing:
 - a Click **Preview**.
 - b Use the toolbar options to scroll between pages, zoom in or out, or select whether to print text and images or text only.
 - c Click:
 - **Print**
 - or
 - **Close**, and continue to step 5.
 - 5 If needed, select a print option from the Toolbar:
 - **Normal**
 - **Quick**
 - **Black and White**
 - **Text Only**

Printing photos or images from a Web page

- 1 Load paper. For best results, use photo or heavyweight matte paper, with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)
- 2 Open a Web page with Microsoft Internet Explorer 5.5 or later.

On the Toolbar, the number of photos valid for printing appears next to Photos.



- 3 If no number appears next to Photos:
 - a From the Lexmark logo drop-down menu, select **Options**.
 - b Select the **Advanced** tab.
 - c Select a lower minimum photo size.
 - d Click **OK**.

The number of photos valid for printing appears next to Photos.

4 Click **Photos**.

The Fast Pics dialog appears.

5 If you want to print all the photos or images using the same settings, select the size you want, the blank paper size in the printer, and the number of copies you want.

6 If you want to print one photo or image at a time:

a Click the photos or images you do *not* want to print to deselect them.

b To make common editing changes:

1 Right-click the photo or image.

2 Click **Edit**.

3 Make your selections.

4 Follow the instructions on the screen.

5 When you are finished making changes, click **Done**.

6 Select the size you want, the blank paper size in the printer, and the number of copies you want.

7 Click **Print Now**.

Printing files from a memory card or flash drive



1 Make sure the printer is connected to a computer, and both the printer and the computer are on.

2 Insert a memory card into a card slot or a flash drive into the PictBridge port.

The printer automatically switches to **Print Files** mode if there are only Microsoft Office files stored on the memory card or thumbdrive. Only Microsoft Office files that have filename extensions *.DOC, *.XLS, and *.PPT. are recognized.

Note: The printer automatically switches to **Photo Card** mode if there are photos stored on the memory card or flash drive. To exit the **Photo Card** menu:

a Press .

b Press  or  repeatedly until **Print Files** is highlighted.

c Press .

3 Press  to enter the **Print Files Mode** menu.

4 Press  or  repeatedly until the file you want to print is highlighted.

5 Press .

Printing collated copies

If you print multiple copies of a document, 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

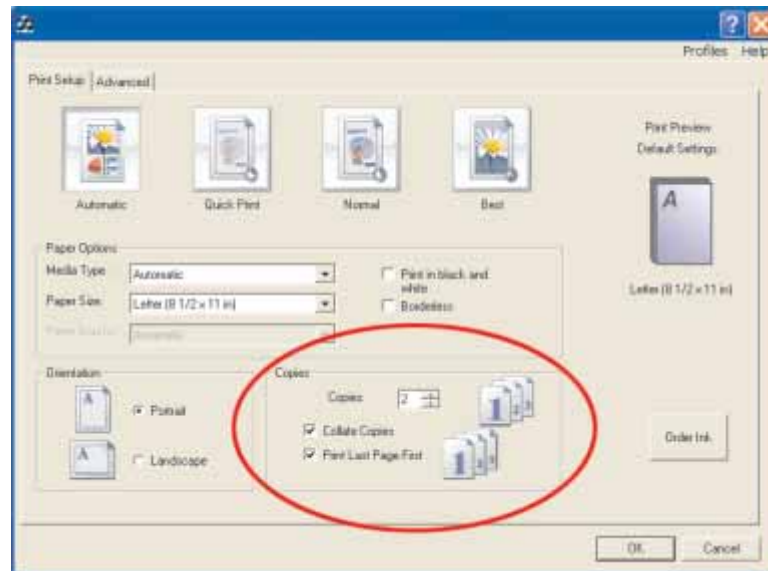


1 Load paper.

2 With a document open, click **File → Print**.

3 Click **Properties**, **Preferences**, **Options**, or **Setup**.

- 4 From the Print Setup tab, select the number of copies to print.
- 5 Select the **Collate Copies** check box.
- 6 If you want to print with reverse page order, select the **Print Last Page First** check box.



- 7 Click **OK**.
- 8 Click **OK** or **Print**.

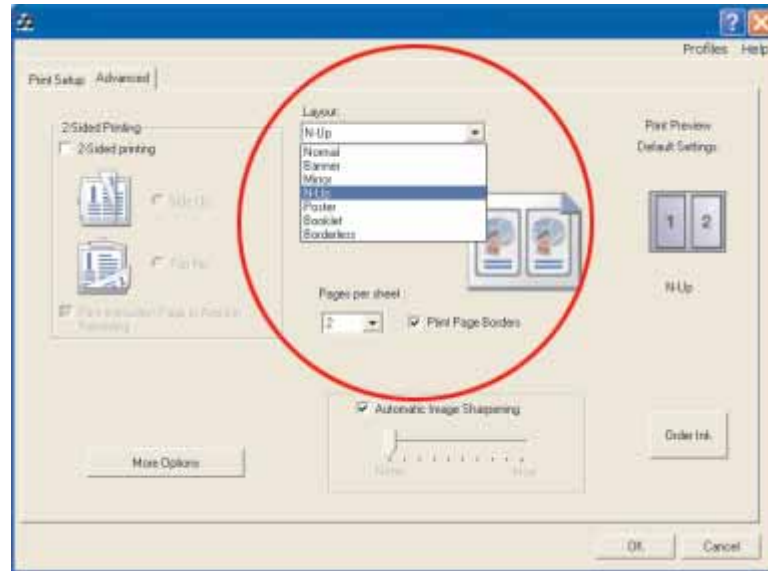
Printing the last page first (reverse page order)

- 1 Load paper.
- 2 With a document open, click **File → Print**.
- 3 Click **Properties**, **Preferences**, **Options**, or **Setup**.
- 4 From the Print Setup tab, select **Print Last Page First**.
- 5 Click **OK**.
- 6 Click **OK** or **Print**.

Printing multiple pages on one sheet

- 1 Load paper.
- 2 With a document open, click **File → Print**.
- 3 Click **Properties**, **Preferences**, **Options**, or **Setup**.
- 4 Click the **Advanced** tab.
- 5 From the Layout drop-down menu, select **N-up**.
- 6 From the “Pages per sheet” drop-down list, select the number of pages to print on each page.

7 If you want each page image to be surrounded by a border, select **Print Page Borders**.



8 Click **OK**.

9 Click **OK** or **Print**.

Printing transparencies

1 Load transparencies.

2 With a document open, click **File → Print**.

3 Click **Properties**, **Preferences**, **Options**, or **Setup**.

The Print Setup tab appears.

4 From the Media Type list, select **Transparency**.

5 From the Paper Size list, select the size of the transparencies loaded (**Letter** or **A4**).

6 Click **OK**.

7 Click **OK** or **Print**.

Note: To prevent smudging, remove each transparency as it exits, and let it dry before stacking. Transparencies may require up to 15 minutes to dry.

Printing envelopes

1 Load envelopes in Tray 1 or one envelope in the small media feeder.

2 From the software application, click **File → Print**.

3 Click **Properties**, **Preferences**, **Options**, or **Setup**.

The Print Setup tab appears.

4 From the Media Type list, select **Automatic** or **Plain**.

5 From the Paper Size list, select the envelope size loaded.

6 Select **Portrait** or **Landscape** orientation.

Note: Most envelopes use landscape orientation.

- 7 Click **OK**.
- 8 Click **OK** or **Print**.

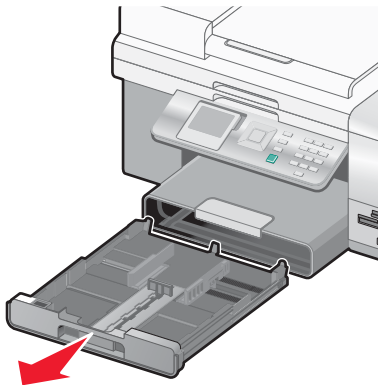
Printing cards

- 1 Load greeting cards, index cards, or postcards in Tray 1 or one card in the small media feeder.
- 2 From the software application, click **File → Print**.
- 3 Click **Properties**, **Preferences**, **Options**, or **Setup**.
- 4 Select a speed setting from the four available: **Automatic**, **Quick Print**, **Normal**, and **Best**.
Select **Best** for photos and greeting cards and **Normal** for other types of cards.
Note: If you are unsure, select **Automatic**.
- 5 Click the **Advanced** tab.
- 6 From the Media Type list, select **Card Stock** or one of the photo paper types listed.
- 7 From the Paper Size list, select the card size loaded.
- 8 Select **Portrait** or **Landscape** orientation.
- 9 Click **OK**.
- 10 Click **OK** or **Print**.

Note: To prevent smudging, remove each card as it exits, and let it dry before stacking.

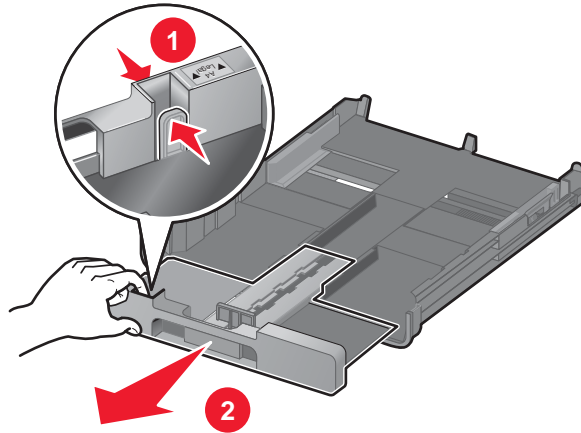
Printing a banner

- 1 Pull Tray 1 completely out of the printer.



- 2 Remove all paper from Tray 1.
- 3 Move the paper guides as though you were loading legal-size paper.

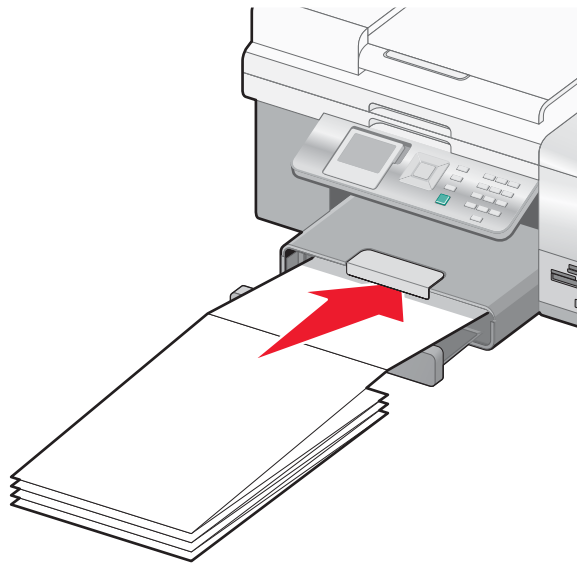
4 Squeeze the lever and pull to extend the tray to legal size.



5 Tear off only the number of sheets needed for the banner (up to 20 sheets).

6 Set the stack of pages in front of the printer.

7 Slide the first sheet from the banner stack of pages over the Tray 1 handle. Slide it all the way into the back of Tray 1.



8 With your document open, click **File → Print**.

9 Click **Properties, Preferences, Options, or Setup**.

10 Click the **Advanced** tab.

11 From the Layout drop-down menu, select **Banner**.

12 From the Banner Paper Size drop-down menu, select **Letter Banner** or **A4 Banner**.

13 Click **OK**.

14 Click **OK** or **Print**.

Printing on both sides of the paper (duplexing)

When you select two-sided printing (duplexing), the printer prints on both sides of a sheet of paper.

If your printer has a duplex unit installed, the printer automatically prints on both sides of each sheet.

If your printer does not have the duplex unit installed, the printer prints the odd-numbered pages of the document on the front sides of the sheets. You then reload the document, and the printer prints the even-numbered pages on the back sides of the sheets. This method is called *manual duplexing* since you have to reload the stack of sheets manually after the front sides print, so that the printer can print the back sides.

- 1 With a document open, click **File → Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click the **Advanced** tab.
- 4 From the 2-Sided Printing section, click **2-Sided printing**.
- 5 Select a binding edge of **Side Flip** or **Top Flip**.
- 6 If your printer does not have a duplex unit installed, make sure **Print Instruction Page to Assist in Reloading** is selected.
- 7 Click **OK** to close any printer software dialogs that are open.
- 8 Print the document.

Notes:

- The instruction sheet for two-sided printing will not print completely on paper smaller than A4 or letter size.
- To return to single-sided printing, make sure **2-Sided printing** is *not* selected.

Canceling a print job

To cancel a print job using the control panel:

You must have started a print job from your computer to complete this task.

- 1 Wait for the **Printing** screen to appear.
- 2 Press **X**.

The print job stops printing and the page ejects into the paper exit tray.

Note: If the print job contained multiple pages loaded into the Automatic Document Feeder (ADF), the print job stops printing on the page it was currently on when you pressed **X**. This page ejects as an incomplete copy.

To cancel a print job using the computer:

There are several methods for canceling a print job.

Canceling a job from a computer running Windows

Canceling a job from the taskbar

- 1 When a job is sent to print, a small printer icon appears in the right corner of the taskbar. Double-click the printer icon.
A list of print jobs appears in the printer window.
- 2 Select the job requiring cancellation.
- 3 From the queue window, select the job you want to cancel.
- 4 Press the **Delete** key on the keyboard or click the **Delete** icon.

Canceling a job from the desktop

- 1 Minimize all programs to reveal the desktop.
- 2 Double-click the **My Computer** icon.

- 3 Double-click the **Printers** icon.

A list of available printers appears.

- 4 Double-click the printer selected when the job was sent to print.

A list of print jobs appears in the printer window.

- 5 Select the job requiring cancellation.

- 6 Press the **Delete** key on the keyboard.

Canceling a job from a Macintosh computer running Mac OS 9.x

When sending a job to print, the printer icon for the selected printer appears on the desktop.

- 1 Double-click the printer icon on the desktop.

A list of print jobs appears in the printer window.

- 2 Select the print job requiring cancellation.

- 3 Press the trash can button.

Canceling a job from a Macintosh computer running Mac OS X

- 1 Open **Applications→Utilities**, and then double-click **Print Center** or **Printer Setup**.

- 2 Double-click the printer where the print job is being sent.

- 3 In the printer window, select the print job requiring cancellation.

- 4 Press **Delete**.

Working with photos

Notes:

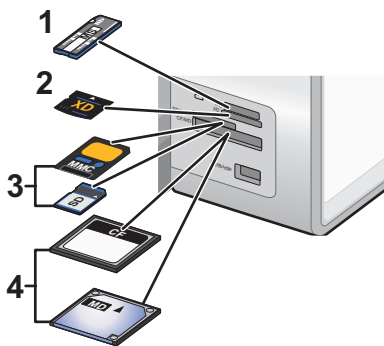
- Make sure that the printer settings are set correctly for the photos you wish to print. For information on how to set photo print settings, see “Using Photo and the Photo Card Mode menu” on page 45.
- For best results when printing photos or other high-quality images, use Lexmark PerfectFinish Photo Paper or Lexmark Photo Paper. Do *not* use Lexmark Premium Photo Paper. Your print cartridges are not compatible with this type of paper.

Retrieving and managing photos

Inserting a memory card

1 Insert a memory card.

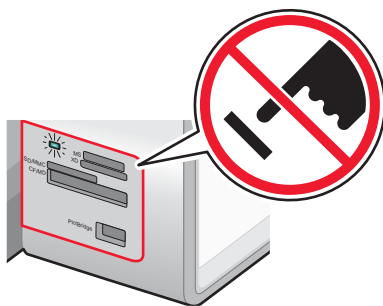
- Insert the card with the brand name label facing up.
- If there is an arrow on the card, make sure it points toward the printer.
- Make sure you connect the memory card to the adapter that came with it before inserting it into the slot.



Slot	Memory card
1	Memory Stick
2	xD Picture Card
3	Secure Digital/Multi Media Card
4	Compact Flash/Microdrive

- #### 2 Wait for the light located near the top memory slot on the printer to come on. The light blinks to indicate the memory card is being read or is transmitting data.

Warning: Do not touch cables, any network adapter, the memory card, or the printer in the area shown while actively printing, reading, or writing from a memory card. A loss of data can occur. Also, do not remove a memory card while actively printing, reading, or writing from a memory card.



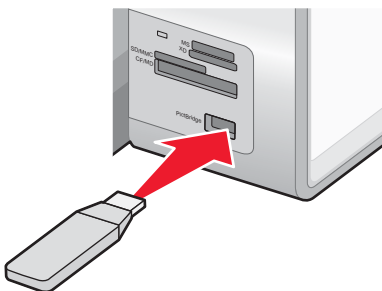
When the printer recognizes that a memory card is installed, the message **Memory Card Detected** appears.

If the printer does not read the memory card, remove and reinsert it. For more information, see “Memory card troubleshooting” on page 174.

Note: The printer recognizes one active media device at a time. If you insert more than one media device, a message appears on the display prompting you to designate the device you want the printer to recognize.

Inserting a flash drive

- 1 Insert the flash drive into the PictBridge port on the front of the printer.



Note: An adapter may be necessary if your flash drive does not fit directly into the port.

- 2 Wait for the printer to recognize that a flash drive is installed. When the flash drive is recognized, the message **Storage Device Detected** appears.

If the printer does not read the flash drive, remove and reinsert it.

Warning: Do not touch cables, any network adapter, the flash drive, or the printer in the area shown while actively printing, reading, or writing from the flash drive. A loss of data can occur. Also, do not remove the flash drive while actively printing, reading, or writing from the flash drive.



Note: The printer recognizes one active media device at a time. If you insert more than one media device, a message appears on the display prompting you to designate the device you want the printer to recognize.

Transferring photos from a memory device to a computer using Fast Pics

If the printer is connected directly to a computer, you can transfer photos to the computer from a memory card or flash drive.

Note: You cannot transfer photos from a memory device to a computer through a print server.

- 1 Make sure the printer is connected to a computer, and both the printer and computer are on.
- 2 Insert a memory card or flash drive that contains the images that you want to transfer. For more information, see “Inserting a memory card” on page 98 or “Inserting a flash drive” on page 99.

The Fast Pics software automatically launches on your computer screen.

- 3 From the Fast Pics dialog, click **Save Photos to PC**.

The light on the printer blinks to indicate the memory card is being read or transmitting data.

If your flash drive has a light, it blinks to indicate the flash drive is being read or is transmitting data.

- 4 Wait for the light to stop blinking.

Warning: Do not touch cables, any network adapter, the memory card or flash drive, or the printer in the area shown while actively printing, reading, or writing from a memory card or flash drive. A loss of data can occur. Also, do not remove a memory card or flash drive while actively printing, reading, or writing from a memory card or flash drive.



- 5 Follow the instructions on the computer screen to specify where you want to save the images.

Transferring photos from a memory device to the computer using the control panel

If the printer is connected directly to a computer, you can transfer photos to the computer from a memory card or flash drive.

Note: You cannot transfer photos from a memory device to a computer through a print server.

- 1 Insert a memory card or a flash drive that contains the images you want to transfer. For more information, see “Inserting a memory card” on page 98 or “Inserting a flash drive” on page 99.

The light on the printer blinks to indicate the memory card is being read or transmitting data.

If your flash drive has a light, it blinks to indicate the flash drive is being read or is transmitting data.

- 2 Wait for the light to stop blinking.

Warning: Do not touch cables, any network adapter, the memory card or flash drive, or the printer in the area shown while actively printing, reading, or writing from a memory card or flash drive. A loss of data can occur. Also, do not remove a memory card or flash drive while actively printing, reading, or writing from a memory card or flash drive.



- 3 From the main menu, press ✓.

The **Photo Card Mode** menu appears with **View Slideshow** highlighted.

- 4 Press ▲ or ▼ repeatedly until **Save Photos to Computer** is highlighted.

- 5 Press ✓.

- 6 Press .

Follow the instructions on the computer screen.

Printing photos using the control panel

Viewing or printing photos

- 1 Insert a memory card or flash drive.

The message **Memory Card Detected** appears briefly on the display.

- 2 From the main menu, make sure **Photo** is highlighted, and then press ✓.

The **Photo Card Mode** menu appears with **View Slideshow** highlighted.

- 3 Press ▲ or ▼ repeatedly until **Browse and Print Photos** is highlighted.

- 4 Press ✓.

- 5 Press ◀ or ▶ repeatedly to scroll through the photos on the memory card or flash drive.

- 6 Press ✓ to select a photo for printing.

- 7 Press ▲ or ▼ repeatedly until the number of copies you want to print appears.

- 8 Press .

Note: Only photos in JPG format can be directly printed from the memory card or flash drive. If you want to print photos stored on the memory card or flash drive in a different file format, the photos must be transferred to your computer before printing. For more information, see “Transferring photos from a memory device to the computer using the control panel” on page 100.

Editing a photo before printing

- 1 Load a stack of photo paper in Tray 1 or one sheet in the small media feeder.

Note: Make sure to load the paper with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)

- 2 Insert a memory card or flash drive.



The message **Memory Card Detected** or **Storage Device Detected** appears on the display.

- 3 From the main menu, make sure **Photo** is highlighted, and then press .

The **Photo Card Mode** menu appears with **View Slideshow** highlighted.

- 4 Press  or  repeatedly until **Browse and Print Photos** is highlighted.

- 5 Press .

- 6 Press  or  repeatedly to scroll to the photo you want to edit.



- 7 Press .

- 8 Press .

















The **Photo Menu** appears with **Edit Photo** highlighted.

- 9 Press .

The menu items appear beside the photo you want to edit.

- 10 Press  or  to highlight a menu item.

- 11 Edit the photo settings.

Menu item:	To select an option:
Brightness	<p>a Press  repeatedly to lighten the photo, or press  repeatedly to darken the photo.</p> <p>b Press .</p>
Rotate	<p>a Press  or  repeatedly to choose the direction in which the photo will rotate.</p> <p>b Press .</p>
Crop	<p>a Press  or  repeatedly to choose whether to shrink or expand the crop area.</p> <p>b Press .</p> <p>Note: To further shrink or expand the crop area, press  repeatedly until the crop area has shrunk or expanded to the desired size.</p>
Pan	<p>a Press .</p> <p>b Press , , , or  to move the crop area.</p> <p>c Press .</p>

Menu item:	To select an option:
Remove Red Eye	a Press ◀ or ▶ to choose Yes or No . b Press ✓.

12 Press .

Viewing a slideshow on the control panel display

1 Insert a memory card or flash drive.

The message **Memory Card Detected** appears briefly on the display.

2 From the main menu, press ✓.

The **Photo Card Mode** menu appears with **View Slideshow** highlighted.

3 Press ✓.

4 Press ▲ or ▼ repeatedly until the speed you want for the slideshow is highlighted.

5 Press ✓.

Printing all photos

1 Load photo paper in Tray 1.

Note: Make sure to load the paper with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)

2 Insert a memory card or flash drive.

The message **Memory Card Detected** or **Storage Device Detected** appears briefly on the display.

3 From the main menu, make sure **Photo** is highlighted, and then press ✓.

The **Photo Card Mode** menu appears with **View Slideshow** highlighted.

4 Press ▲ or ▼ repeatedly until **Print All Photos** is highlighted.

5 Press ✓.

6 Press ▲ or ▼ repeatedly until the number of photos you want to print on a page is highlighted.

7 Press ✓.

8 Press .

Printing photos from a digital camera using DPOF

Digital Print Order Format (DPOF) is a feature available on some digital cameras. If your camera supports DPOF, you can specify which photos to print, how many of each, and print settings while the memory card is still in the camera. The printer recognizes these settings when you insert the memory card into the printer.

Note: Make sure the photo print settings you select match your current printer settings. For information on changing printer photo settings, see “Using Photo and the Photo Card Mode menu” on page 45.

- 1 Load a stack of photo paper in Tray 1 or one sheet in the small media feeder.

Note: Make sure to load the paper with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)

- 2 Insert a memory card with a DPOF selection.

The message **Memory Card Detected** appears briefly on the display.

- 3 From the main menu, make sure **Photo** is highlighted, and then press **✓**.

The Photo Card Mode menu appears with **View Slideshow** highlighted.

- 4 Press **▲** or **▼** repeatedly until **Print Camera Selections** is highlighted.

- 5 Press **✓**.

- 6 Press **✓** to display the DPOF selection you specified.

A preview of the print job appears.

- 7 Press **⏏**.

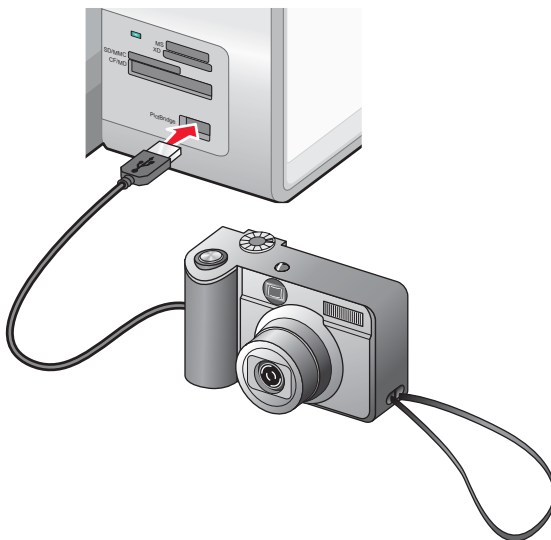
Using a PictBridge-enabled digital camera to control printing photos

You can connect a PictBridge-enabled digital camera to the printer, and use the buttons on the camera to select and print photos.

- 1 Insert one end of the USB cable into the camera.

Note: Use only the USB cable that came with the digital camera.

- 2 Insert the other end of the cable into the PictBridge port on the front of the printer.



Warning: Do not touch the USB cable, any network adapter, or the printer in the area shown while actively printing from a PictBridge-enabled digital camera. A loss of data can occur. Also, do not remove the USB cable or network adapter while actively printing from a PictBridge-enabled digital camera.



Notes:

- Make sure the PictBridge-enabled digital camera is set to the correct USB mode. For more information, see the camera documentation.
- The printer recognizes one active media device at a time. If you insert more than one media device, a message appears on the display prompting you to designate the device you want the printer to recognize.
- If the PictBridge connection is successful, the following appears on the printer display: **PictBridge camera detected. Press ✓ to change settings.** If any other message appears, see “General error messages” on page 175.
- Values selected within the menu items are settings used for Pictbridge printing if no explicit selection is made from the camera.

3 Follow the instructions in the camera documentation to select and print photos.

Note: If the printer is turned off while the camera is connected, you must disconnect and then reconnect the camera.

Printing photos using the computer

Note: If you want to:

- Print photos or images from a Web page, see “Printing photos or images from a Web page” on page 90.
- Use advanced photo-editing options, see “Using the Photo Editor” on page 70.

Printing photos stored on a memory device using Fast Pics

1 Load a stack of photo paper in Tray 1 or one sheet in the small media feeder.

Note: Make sure to load the paper with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)

2 Insert a memory card or flash drive.

The Fast Pics software launches automatically on your computer screen.

The light on the printer blinks to indicate the memory card is being read or transmitting data.

If your flash drive has a light, it blinks to indicate the flash drive is being read or is transmitting data.

3 Wait for the light to stop blinking.

Warning: Do not touch cables, any network adapter, the memory card or flash drive, or the printer in the area shown while actively printing, reading, or writing from a memory card or flash drive. A loss of data can occur. Also, do not remove a memory card or flash drive while actively printing, reading, or writing from a memory card or flash drive.



4 Click View and Print Photos.

5 From the dialog that appears, click on each photo that you want to print.

6 Select the size for each photo, the paper size in the printer, and the number of copies.

7 Click Print Now.

Printing photos stored on the computer using the Productivity Suite

1 Load a stack of photo paper in Tray 1 or one sheet in the small media feeder.

Note: Make sure to load the paper with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)

2 Insert a memory card or flash drive.

3 From the desktop, double-click the **Lexmark Productivity Suite** icon.

4 Click Manage Photos.

5 Click Show Folders.

6 From the directory, select the folder where your photos are stored.

The photos contained on your memory card or flash drive appear on the Saved Images tab.

7 From the Saved Images tab, click each photo that you want to print.

8 Click Hide Folders.

9 Print an album page or print each photo on a separate sheet of photo paper.

To print an album page:

a From the Productivity Tools section, click **Print an album page with various photo sizes**.

b Click **Change the category of layouts listed above**.

c Select **Only Borderless**.

d Click **OK**.

e Select a paper size for the photos.

f Select a page layout.

g Drag your photos onto the page.

h Click **Print Now**.

To print each photo on a separate sheet of photo paper:

a From the Photo Prints section, click **Next**.

b Select the size for each photo, the paper size in the printer, and the number of copies you want.

c Click **Print Now**.

Creating and printing a scrapbook or album page

- 1** Load paper. For best results, use photo or heavyweight matte paper. Make sure to load the paper with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)
- 2** From the desktop, double-click the **Productivity Suite** icon.
- 3** Click **Manage Photos**.
- 4** Click the **Saved Images** tab.
- 5** Click **Print an album page of various photo sizes**.
- 6** From the directory in the right panel, select the folder where your photos are stored.
- 7** Close the directory in the right panel.
- 8** From the Paper Size drop-down menu, select a paper size.
- 9** From the Page Layout drop-down menu, select a page layout.

For more options:

- a** Click **Change the category of layouts listed above**.
 - b** Select a layout for the photos.
 - c** Click **OK**.
 - d** From the Page Layout drop-down menu, select a page layout.
- 10** Drag the photos onto the page.
Note: Right-click the photo on the page for editing options.
 - 11** Click **Print Now**.
Note: To prevent smudging, remove each sheet of paper as it exits, and let it dry before stacking.

Adding text captions to a photo page

- 1** Load paper. For best results, use photo or heavyweight matte paper. Make sure to load the paper with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)
- 2** From the desktop, double-click the **Productivity Suite** icon.
- 3** Click **Manage Photos**.
- 4** Click the **Saved Images** tab.
- 5** Click **Print an album page of various photo sizes**.
- 6** From the directory in the right panel, select the folder where your photos are stored.
- 7** Close the directory in the right panel.
- 8** Click **Change the category of layouts listed above**.
- 9** Select **Only Scrapbook Pages**.
- 10** Click **OK**.
- 11** Select a paper size for the photos.
- 12** Select a page layout containing a black box. Under the sample page shown, it indicates photos and text on the sample name.

13 Drag the photos onto the page.

14 Click inside the white box labeled **Click to add text**.

A dialog appears.

15 Enter the text you want.

16 Click **OK**.

17 Click **Print Now**.

Note: To prevent smudging, remove each sheet of paper as it exits, and let it dry before stacking.

Printing photos using color effects

You can use the Photo Editor software to apply color effects to make photos appear old or antique.

1 Load photo paper with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.) For more information, see “Loading paper in Tray 1” on page 74.

2 Insert a memory card or flash drive that contains the images you want to print. For more information, see “Inserting a memory card” on page 98 or “Inserting a flash drive” on page 99.

The Fast Pics software launches automatically on your computer.

3 From the Fast Pics dialog, click **Save Photos to PC**.

4 Select the photos you want to save.

5 Click **Next**.

6 Specify a folder location to save your photos.

7 Click either **Yes** or **No** to erase files from the card after saving files to your computer.

8 Click **Save Now**.

Wait for the photos to download to your computer.

9 Click **Exit**.

10 Open the **Photo Editor**.

Method 1	Method 2
From the desktop, double-click the Photo Editor icon.	a Click Start → Programs or All Programs → Lexmark 9300 Series . b Select Photo Editor .

The Photo Editor screen appears.

11 Click **File → Open**.

12 Select the folder where you stored the photos.

13 Select one photo from the list shown.

14 Click **Open**.

15 Click **Antiquing**.

16 Click on one of the available color effects. The choices are Antiquing - Gray, Antiquing - Brown, or Colorize - Sepia.

17 Click **OK**.

Your photo is shown on the screen with the color effect applied.

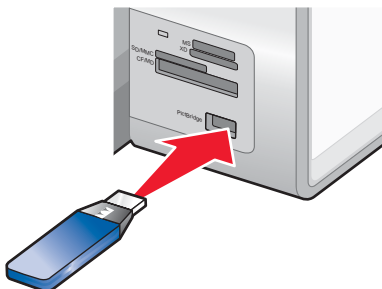
- 18** Click **File → Print**.
- 19** Specify the number of copies, the paper size, the image position on page, and whether to rotate the photo for a better fit.
- 20** Click **View All Printer Settings** to make additional print adjustments if needed.
- 21** Click **OK**.
- 22** Click **Print**.

Using Bluetooth technology

Bluetooth is a wireless technology that lets compatible products send and receive communication. The printer communicates with Bluetooth-enabled devices through a Universal Serial Bus (USB) Bluetooth adapter, which is sold separately.

Inserting a Bluetooth adapter

- 1 Insert the Bluetooth adapter into the PictBridge port the front of the printer.



Note: A converter cable may be necessary if your Bluetooth adapter does not fit directly into the port.

- 2 Wait for the printer to recognize that a Bluetooth adapter is inserted. The message **Bluetooth Connected. Refer to Bluetooth device owners' manual for further information.** appears.
- 3 If the printer does not read the Bluetooth adapter, remove and reinsert it.

Warning: Do not touch cables, the Bluetooth adapter, or the printer in the area shown while actively printing from the Bluetooth-enabled device. A loss of data can occur. Also, do not remove the Bluetooth adapter while actively printing from the Bluetooth-enabled device.



Note: The printer recognizes one active media device at a time. If you insert more than one media device, a message appears on the display prompting you to designate the device you want the printer to recognize.

Setting the Bluetooth mode

- 1 From the control panel, press ▲ or ▼ repeatedly until **Setup** is highlighted.
- 2 Press ✓.
- 3 Press ▲ or ▼ repeatedly until you reach the **Change Bluetooth Default Settings** submenu.
- 4 Press ✓.
- 5 Press ▲ or ▼ repeatedly until you reach **Bluetooth Enable**.

- 6 Press ◀ or ▶ until **On** appears.
- 7 Press ▲ or ▼ repeatedly until you reach **Discovery Mode**.
- 8 Press ◀ or ▶ until **On** appears.
- 9 Press ▲ or ▼ repeatedly until you reach **Security**.
- 10 Press ◀ or ▶ until **Low** or **High** appears, depending on the one you want.
- 11 Press ▲ or ▼ repeatedly until you reach **Pass Key** if you need to define a pass key number (similar to a password) for the device.
If you are defining a pass key, use the keypad numbers to enter the pass key number.

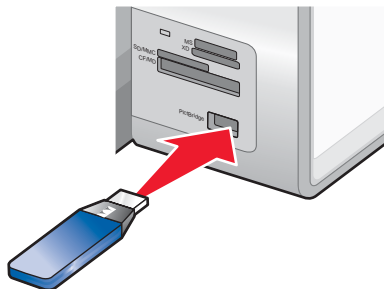
- 12 Press ↻ to save and exit.

The message **Bluetooth Default Print Settings Saved** appears. The control panel returns to the **Change Bluetooth Default Settings** submenu.

Printing using Bluetooth

You can print photos from a Bluetooth-enabled device such as a camera phone using a Bluetooth adapter.

- 1 Load photo paper with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)
- 2 Make sure that the **Bluetooth Enable** and **Discovery Mode** menu items on your printer control panel are set to **On**. For more information, see “Setting the Bluetooth mode” on page 110.
- 3 Insert a Bluetooth adapter into the PictBridge port on the front of the printer.



Note: A Bluetooth adapter is sold separately.

- 4 Once the printer detects the Bluetooth adapter, the following message appears on the printer display for five seconds: **Bluetooth Dongle Connected**.

Warning: Do not touch cables, the Bluetooth adapter, or the printer in the area shown while actively printing from the Bluetooth-enabled device. A loss of data can occur. Also, do not remove the Bluetooth adapter while actively printing from the Bluetooth-enabled device.


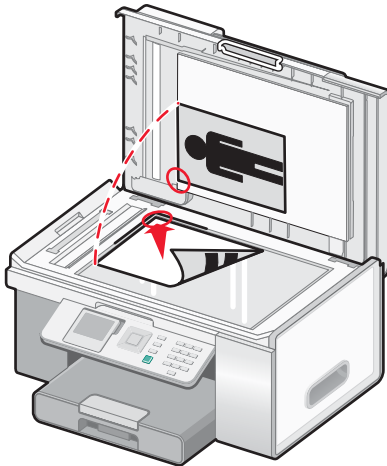


5 To print photos from your Bluetooth-enabled device, see the documentation that came with the product.

Notes:

- To prevent smudging or scratching, avoid touching the printed surface with your fingers or sharp objects. For best results, remove each printed sheet individually from the paper exit tray, and allow the prints to dry at least 24 hours before stacking, displaying, or storing.
- If a Bluetooth adapter is removed, the printer detects that it is missing and the following message appears on the printer display for five seconds: **Bluetooth Dongle Disconnected**.

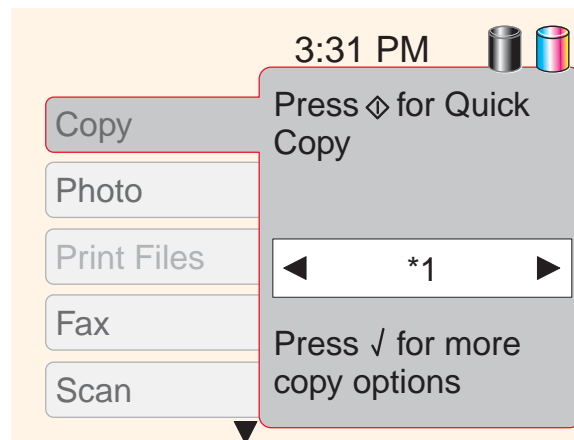
Copying

Automatic Document Feeder (ADF)	Scanner glass
 <p>Use the Automatic Document Feeder (ADF) for multiple-page A4, letter or legal size 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>


Note: If you want to customize copy settings, see “Using Copy and the Copy Mode menu” on page 43.

Making a copy



- 1 Load paper.
- 2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.
- 3 From the control panel, press ▼ or ▲ repeatedly until **Copy** is highlighted.



- 4 Press ⬆ for a Quick Copy.
or

If you want to choose specific copy settings for this one copy job, such as color or black and white, number of copies, reduce/enlarge, or quality, press .



The **Copy Mode** menu appears.

Press  or  repeatedly to scroll to the menu items:




- Color
- Copies
- Reduce/Enlarge
- Quality
- Lighter/Darker
- Collate
- 2-Sided Copies
- N-up
- Layout
- Content Type

A submenu called Paper Handling has menu items of:

- Size
- Type

Press  or  repeatedly to scroll to the value you want.

5 Once you have chosen all the values you want in any of these menu items for this one copy job:

- Press  if you want to see a preview of the copy. The preview appears on the control panel display.
- Press  if you want to return to the value lists to make any other changes.
- Press  to make the copy.

Note: An asterisk (*) next to a value for a menu item indicates a default setting.

Creating defaults for copying





If you want to create a default setting or change an existing one:


1 Press  or  repeatedly until the **Change Default Settings** submenu is highlighted.

2 Press .

The **Copy Default Settings** menu appears.


This menu contains the same menu items as the **Copy Mode** menu, but if you choose values in the **Copy Default Settings** menu, the values can be saved to be the default settings. Default settings can be used for every copy job without making changes for individual copy jobs. (When you choose values in the **Copy Mode** menu, they remain in effect for only one copy job.)

3 Press  and  to scroll through all the menu items. Use  and  to reach the value you want for each menu item.

4 Press  to save the values as default settings and exit from the **Copy Default Settings** menu.

The message **New Default Settings Saved** appears.

Copying photos

- 1 Load photo paper with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)
- 2 Place a photo facedown on the scanner glass in the upper left corner. For more information, see “Loading original documents on the scanner glass” on page 86.
- 3 From the control panel, press ▼ or ▲ repeatedly until **Copy** is highlighted.
- 4 Press ✓.
The **Copy Mode** menu appears with the **Color** value highlighted.
- 5 Press ◀ or ▶ repeatedly until:
 - **Color** appears for a color copy
 - **Black & White** appears for a black-and-white copy
- 6 Press ▼ to reach the **Copies** menu item.
Press ▶ if you need to increase the number of copies.
Note: To quickly enter the number of copies, you can use the keypad numbers.
- 7 Press ▼ to reach the **Reduce/Enlarge** menu item.
Press ◀ or ▶ repeatedly until you reach the size you want for the copied photo.
- 8 Press ▼ repeatedly to reach the **Quality** menu item.
- 9 Press ◀ or ▶ repeatedly until **Photo** appears.
- 10 Press ▼ repeatedly to reach the **Content Type** menu item.
- 11 Press ◀ or ▶ repeatedly until **Photo** appears.
 - Press ✓ to see a preview of the photo before printing the copy
 - Press  to print the copy immediately

Copying on both sides of the paper (duplexing)

If your printer has a duplex unit installed, you can copy on both sides of a sheet of paper.

Note: Use plain paper in letter or A4 size for making duplex copies. Do *not* make duplex copies on envelopes, card stock, or photo paper.

- 1 Load an original document faceup into the Automatic Document Feeder (ADF).



2 From the control panel, press ▲ or ▼ repeatedly until **Copy** is highlighted.

3 Press ✓.

The **Copy Mode** menu appears.

4 Press ▲ or ▼ repeatedly until **2-Sided Copies** is highlighted.

Note: The **2-sided Copies** option appears only if there is a duplex unit installed.

5 Press ◀ or ▶ repeatedly until the option you want appears. Choose **1-Sided Original**, **2-Sided Copy** (if you are copying a one-sided document) or **2-Sided Original**, **2-Sided Copy** (if you are copying a two-sided document).

6 Press ✓.

7 Press .

Collating copies

If you print multiple copies of a document, 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



1 Load paper.

2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.

3 From the control panel, press ▼ or ▲ repeatedly until **Copy** is highlighted.

4 Press ✓.

The **Copy Mode** menu appears.

5 Press ▼ to reach the **Copies** menu item.

6 Press ◀ or ▶ repeatedly until the number of copies you want to print appears.

7 Press ▼ repeatedly until you reach the **Collate** menu item.

8 Press ◀ or ▶ repeatedly until **On** appears.

9 Press .

Note: If you are using the scanner glass, a message appears prompting you for additional pages.

Repeating an image on one page

You can print the same image multiple times on one sheet of paper. This option is helpful in creating labels, decals, flyers, and handouts.

- 1 Load paper.

Note: If you are copying photos, use photo or heavyweight matte paper, with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)

- 2 Load an original document facedown on the scanner glass.

- 3 From the control panel, press ▼ or ▲ repeatedly until **Copy** is highlighted.

- 4 Press ✓.

The **Copy Mode** menu appears.

- 5 Press ▼ or ▲ repeatedly until you reach **N-up**.

- 6 Press ◀ or ▶ repeatedly until the number of images you want to print on one page appears.

- 7 Press .

Enlarging or reducing an image

- 1 Load paper.

Note: If you are copying photos, use photo or heavyweight matte paper, with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)

- 2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.

- 3 From the control panel, press ▼ or ▲ repeatedly until **Copy** is highlighted.

- 4 Press ✓.

The **Copy Mode** menu appears.

- 5 Press ▼ or ▲ repeatedly until you reach the **Reduce/Enlarge** menu item.

- 6 Press ◀ or ▶ repeatedly until the value you want appears.

Values are 50%, 100%, 200%, Custom%, Fit to Page, 2x2 Poster, 3x3 Poster, and 4x4 Poster.

Note: If you want to do a Custom% resizing, scroll to **Custom%**, and then press ✓. Press ◀ or ▶ repeatedly until the percentage you want appears.

- 7 Press .

Making a copy lighter or darker

If you want to adjust the look of a copy or photo, you can adjust it to make it lighter or darker.

- 1 Load paper.

Note: If you are copying photos, use photo or heavyweight matte paper, with the glossy or printable side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.)

- 2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.

- 3 From the control panel, press ▼ or ▲ repeatedly until **Copy** is highlighted.

- 4 Press ✓.

The **Copy Mode** menu appears.

- 5 Press ▼ or ▲ repeatedly until you reach the **Lighter/Darker** menu item.

- 6 Press ◀ or ▶ repeatedly to adjust the slider.

- 7 Press .

Note: If you are using the scanner glass, a message appears prompting you for additional pages.

Adjusting copy quality

Quality specifies the resolution used for the copy job. Resolution involves a dots-per-inch (dpi) count; the higher the dpi count the higher the resolution and copy quality.

- 1 Load paper.

- 2 Load an original document faceup into the Automatic Document Feeder (ADF) or facedown on the scanner glass.


- 3 From the control panel, press ▲ or ▼ repeatedly until **Copy** is highlighted.

- 4 Press ✓.

The **Copy Mode** menu appears.

- 5 Press ▲ or ▼ repeatedly until the **Quality** menu item appears.

- 6 Press ◀ or ▶ until the value you want appears.

- Press ✓ to see a preview before printing.
- Press  to print immediately.

Canceling a copy job


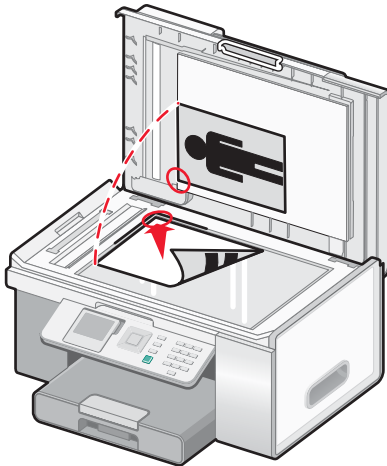
You must have started a copy job to complete this task.

- 1 Wait for the **Copy Mode** screen to appear.

- 2 Press ✖.



Note: If the copy job contained multiple pages loaded into the Automatic Document Feeder (ADF), the copy stops printing on the page it was on when you pressed ✖. This page ejects as an incomplete copy.

Scanning

Automatic Document Feeder (ADF)	Scanner glass
 <p>Use the Automatic Document Feeder (ADF) for multiple-page A4, letter, or legal size 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>

Note: If you want to customize scan settings, see “Using Scan and the Scan Mode menu” on page 51.

Scanning a document

- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.
- 3 From the control panel, press ▲ or ▼ repeatedly until **Scan** is highlighted.
 - Press  for a Quick Scan.
 - Press ✓ if you want to specify information about the scan job.
 The message **Downloading scan applications list from your computer. Please wait.** appears for a few seconds.
 The **Scan Mode** menu appears with the **Scan to** menu item highlighted.
- 4 Press ◀ or ▶ repeatedly until the destination to which you want to scan appears.
- 5 Press ▲ or ▼ repeatedly to reach the **Color** menu item.
- 6 Press ◀ or ▶ repeatedly until the value you want, either **Color** or **Black & White**, appears.
- 7 Press ✓ to preview the scan job, or press  to start the scan job.
- 8 If you want to save the scanned image, from the software application, click **File → Save As**.
- 9 Enter the file name, format, and location where you want the scanned image saved.
- 10 Click **Save**.


Customizing scan settings using the computer

- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2 Load an original document facedown on the scanner glass.
- 3 From the desktop, double-click the **Productivity Suite** icon.
- 4 Click **Scan**.

The All-In-One Center appears on the computer screen with the Scanning & Copying tab open.
- 5 Click **Preview Now**. Wait for the image to appear on the screen.
- 6 If you want to scan only a portion of the document, click and drag the dotted line box to select a specific area of the preview image to scan.
- 7 From the “Send scanned image to” menu, select a program.
- 8 Select what is being scanned.
- 9 Select a scan quality.
- 10 If you want to make additional selections:
 - a Click **Display Advanced Scan Settings**.
 - b Customize the scan settings using the tabs listed in the following table.
 - c Click **OK**.
- 11 Click **Scan Now**.

Advanced Scan Settings tabs	Options
Scan	<ul style="list-style-type: none">• Select the color depth.• Select the scan resolution.• Select Optical Scan settings.• Select an auto-crop setting.• Select an exact area to be scanned.• Choose to convert the scanned item to text for editing.• Choose to scan multiple images before output.• Update the list of applications to which you want to send scans.• Update the default fax driver.
Image Enhancements	<ul style="list-style-type: none">• Straighten images after scan (deskew).• Select whether to sharpen blurry edges.• Adjust brightness of the image.• Adjust the color correction curve (gamma) of the image.
Image Patterns	<ul style="list-style-type: none">• Remove image patterns from magazines or newspapers (descreen).• Reduce more or less of the background noise (scratches) on the color document.
Note: For more information, click Help at the bottom of the screen.	

Scanning documents or images for e-mailing

- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.
- 3 From the control panel, press ▲ or ▼ repeatedly until **Scan** is highlighted.
- 4 Press √.
The message **Downloading scan applications list from your computer. Please wait.** appears for a few seconds.
The **Scan Mode** menu appears with the **Scan to** menu item highlighted
- 5 Press ◀ or ▶ repeatedly until **Email** appears.
- 6 Press .
- 7 Follow the instructions on the computer screen.

Scanning text for editing

Use the Optical Character Recognition (OCR) software feature to turn scanned images into text you can edit with a word-processing application.

- 1 Make sure:
 - The printer is connected to a computer, and both the printer and the computer are on.
 - ABBYY Fine Reader is installed.
- 2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.
- 3 From the desktop, double-click the **Productivity Suite** icon.
- 4 Click **Scan**.
The All-In-One Center appears on the computer screen with the Scanning & Copying tab open.
- 5 Click **Show Productivity Tools**.
The Productivity Tools area of the screen appears.
Note: The Preview function is not supported when you are using the Automatic Document Feeder (ADF). You can preview one page at a time when you are using the scanner glass.
- 6 From the Edit menu, click **Edit text found in a scanned document (OCR)**.
The “Edit text in a document” screen appears.
- 7 From the “Select your text editor” menu, select a word-processing program to edit the text.
- 8 Click **Send Now**.
- 9 Edit and save the document.

Scanning images for editing

- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.
- 3 From the desktop, double-click the **Productivity Suite** icon.
- 4 Click **Scan**.
The All-In-One Center appears on the computer screen with the Scanning & Copying tab open.
- 5 From the “Send scanned image to” menu, select a graphics program to edit the images.
- 6 Click **Scan Now**.
When the image finishes processing, it opens in the program you selected.
- 7 Edit the image using the tools available in the graphics program. For more information, see the documentation that came with the graphics program.

Scanning clear images from magazines or newspapers

Use the descreening feature to help remove wavy patterns from images scanned from magazines or newspapers.

- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.
- 3 From the desktop, double-click the **Productivity Suite** icon.
- 4 Click **Scan**.
The All-In-One Center appears on the computer screen with the Scanning & Copying tab open.
- 5 Click **Display Advanced Scan Settings**.
- 6 Select the **Image Patterns** tab.
- 7 Select the **Remove image patterns from magazine/newspaper (descreen)** check box.
- 8 From the “What was scanned?” menu, select **Magazine** or **Newspaper**.
- 9 Click **OK**.
- 10 From the “Send scanned image to” menu, select the destination to which you want to send the scan.
- 11 Click **Scan Now**.

Scanning to a computer over a network

- 1 Make sure:
 - The printer is connected to the network through a print server, and the printer, the print server, and the computer receiving the scan are all turned on.
 - The printer is configured to scan over a network (Direct IP Printing).

2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.

3 From the control panel, press ▲ or ▼ repeatedly until **Scan** is highlighted.

4 Press ✓.

The message **Downloading scan applications list from your computer. Please wait.** appears for a few seconds.

The **Scan Mode** menu appears with the **Scan to** menu item highlighted.

5 Press ◀ or ▶ repeatedly until the computer to which you want to scan is highlighted.

6 If you set a PIN during network setup, enter it using the numeric keypad, and then press ✓.

7 Press .

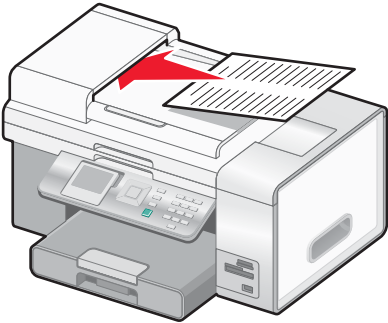
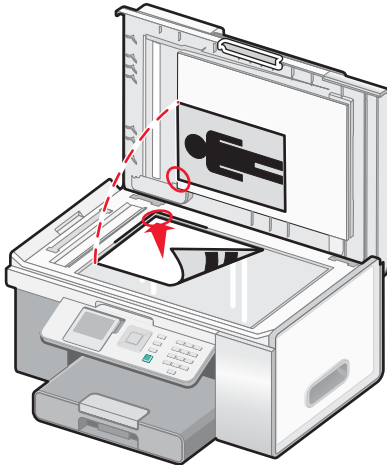
Canceling a scan job

Once a scan job is sent, if you want to cancel it, you must cancel the job based on the destination:

Destination	To cancel
Adobe Acrobat	From the desktop, click Cancel Scan .
Clipboard	From the control panel, press ✗.
Email	From the desktop, when the Internet Connect Wizard screen appears, click Cancel .
File	From the desktop, when the Save as screen appears, click Cancel .
PageManager	From the desktop, when the "Save as" screen appears, click Cancel .
Photo Edit	From the desktop, when a screen appears, click Cancel Scan .
Acrobat Reader	<ul style="list-style-type: none">From the control panel, press ✗.From the desktop, when a screen appears, click Cancel Scan.
Internet Expl.	<ul style="list-style-type: none">From the control panel, press ✗.From the desktop, when a screen appears, click Cancel Scan.
MS Paint	<ul style="list-style-type: none">From the control panel, press ✗.From the desktop, when a screen appears, click Cancel Scan.
MS PowerPoint	<ul style="list-style-type: none">From the control panel, press ✗.From the desktop, when a screen appears, click Cancel Scan.
MS Word	<ul style="list-style-type: none">From the control panel, press ✗.From the desktop, when a screen appears, click Cancel Scan.
Notepad	<ul style="list-style-type: none">From the control panel, press ✗.From the desktop, when a screen appears, click Cancel Scan.
PaintShop Pro	<ul style="list-style-type: none">From the control panel, press ✗.From the desktop, when a screen appears, click Cancel Scan.

Destination	To cancel
WordPad	<ul style="list-style-type: none"> • From the control panel, press X. • From the desktop, when a screen appears, click Cancel Scan.

Faxing

Automatic Document Feeder (ADF)	Scanner glass
 <p>Use the Automatic Document Feeder (ADF) for multiple-page A4, letter, or legal size 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>

Note: If you want to customize fax settings:

- Using the control panel, see “Using Fax and the Fax Mode menu” on page 50.
- Using the computer, see “Customizing settings using the Fax Setup Utility” on page 136.




Sending a fax


Entering a fax number

- 1 Make sure the printer is on and it is connected to a working phone line.
- 2 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- 3 Press ✓.


The **Fax Mode** menu appears.

4 Enter a fax number using:

Method	How to
The text box	<p>Enter a fax number using the keypad.</p> <p>Notes:</p> <ul style="list-style-type: none"> You can include a calling card number as part of the fax number. A fax number can include up to 64 numbers, commas, periods, and/or the symbols * or #. Press Redial/Pause () to insert a three-second pause in a number you are entering to wait for an outside line or get through an automated answering system.
Name Search	<p>a Press ▲ or ▼ repeatedly until Phone Book is highlighted.</p> <p>b Press ✓.</p> <p>The Phone Book menu appears with Name Search highlighted.</p> <p>c Press ✓.</p> <p>d Press ▲ or ▼ repeatedly until the name you need is highlighted.</p> <p>e Press ✓.</p> <p>f Press  to start the fax job.</p>
Phone Number Search	<p>a Press ▲ or ▼ repeatedly until Phone Book is highlighted.</p> <p>b Press ✓.</p> <p>The Phone Book menu appears with Name Search highlighted.</p> <p>c Press ▲ or ▼ repeatedly until Phone Number Search is highlighted.</p> <p>d Press ✓.</p> <p>e Press ▲ or ▼ repeatedly until you reach the phone number you need.</p> <p>f Press ✓.</p> <p>g Press  to start the fax job.</p>
Group Search	<p>a Press ▲ or ▼ repeatedly until Phone Book is highlighted.</p> <p>b Press ✓.</p> <p>The Phone Book menu appears with Name Search highlighted.</p> <p>c Press ▲ or ▼ repeatedly until Group Search is highlighted.</p> <p>d Press ✓.</p> <p>e Press ▲ or ▼ repeatedly until you reach the group you need.</p> <p>Note: A <i>group</i> is a previously defined set of names or phone numbers that exist in the Name Search or Phone Number Search sets.</p> <p>f Press ✓.</p> <p>g Press  to start the fax job.</p>

Method	How to
On Hook Dial	<p>On Hook Dial is a manual dialing feature that lets you dial a telephone number while listening to the call through a speaker on the printer. It is useful when you must navigate through an automated answering system or enter a calling card number before sending your fax.</p> <p>Note: On Hook Dial does not support speed dial, group dial, or broadcast fax.</p> <p>a Press ▲ or ▼ repeatedly until On Hook Dial is highlighted.</p> <p>b Press ✓.</p> <p>You can now hear the dial tone of the telephone line.</p> <p>c Press the keypad numbers to navigate through an automated answering system.</p> <p>d Enter a fax number using any of the methods listed in this table.</p> <p>Note: Only one fax number can be entered for On Hook Dial.</p> <p>e Press  to start the fax job.</p>

Notes:

- If you want to send a fax to a group of numbers (broadcast fax), repeat step 4, using any combination of the methods, until a maximum of 30 fax numbers have been entered. Once all fax numbers are entered, press  to start the fax job.
- For instructions on how to add entries from the control panel using **Add Entry** and add groups using **Add Group**, see “Using the Phone Book” on page 133. Both of these are available in the **Phone Book** menu. You can set a **Speed Dial Number** in both **Add Entry** and **Add Group**.
- For instructions on how to add Speed Dial or Group Dial numbers using the computer, see “Setting up Speed Dial numbers” on page 132.

Sending a fax using the control panel

- 1 Make sure the printer is on and is connected to a working phone line.
- 2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder (ADF). Place these items on the scanner glass.

- 3 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.


- 4 Press ✓.

The **Fax Mode** menu appears.

- 5 Enter a fax number. For more information on the methods you can use to enter a fax number, see the table that begins with step 4 on page 126.

Notes:

- You can include a calling card number as part of the fax number.
- A fax number can include up to 64 numbers, commas, periods, and/or the symbols * or #.

6 Press  to start the fax job.

Note: If you are scanning individual pages using the scanner glass, after each page is scanned, the message

Place next page on Flatbed Scanner and press  to continue appears to prompt you on how to scan each page of your document.

7 If you want to send a fax to a group of numbers (broadcast fax), enter the fax numbers using any combination of the methods listed in the table that begins with step 4, until a maximum of 30 fax numbers have been entered.

Sending a fax using the computer

You can scan a document to the computer and then fax it to someone using the software.

1 Make sure the printer is connected to:

- A computer, and both the printer and the computer are on.
- A working phone line.

2 Load an original document faceup into the Automatic Document Feeder (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.


3 From the desktop, double-click the **Productivity Suite** icon.

4 Click **Fax**.

5 Click **Fax a document in the All-in-One**.

6 Follow the instructions on the computer screen to complete the task.

Note: If you are scanning individual pages using the scanner glass, after each page is scanned, the message

Place next page on Flatbed Scanner and press  to continue appears to prompt you on how to scan each page of your document.

Sending a broadcast fax at a scheduled time

You can send a fax to a combination of up to 30 people or groups at a time you choose.

1 Make sure the printer is connected to a working phone line.

2 Load an original document faceup into the Automatic Document Feeder (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 Automatic Document Feeder. Place these items on the scanner glass.

3 From the control panel, press  or  repeatedly until **Fax** is highlighted.

4 Press .

The **Fax Mode** menu appears.

5 Enter a fax number. For more information on the methods you can use to enter a fax number, see the table that begins with step 4 on page 126.

Notes:

- Group Dial is not supported with broadcast fax.
- You can include a calling card number as part of the fax number.
- A fax number can include up to 64 numbers, commas, periods, and/or the symbol: * or #.

6 To send a fax to a group of numbers (broadcast fax), use any combination of the methods in step 4 on page 126, until a maximum of 30 fax numbers have been entered.

7 Press ▲ or ▼ repeatedly until **Delay Sending Fax** is highlighted.

8 Press ✓.

The **Delay Sending Fax** menu appears. The current time is shown.

9 Use the keypad to enter the hour you want to send the fax in the **Time to Send Fax** field. You can enter the hour based on a 12-hour or 24-hour system.

10 Press ► once.

11 Enter the minute you want to send the fax in the **Time to Send Fax** field.

12 Press ► once.

13 Press keypad 1 for AM, keypad 2 for PM, or keypad 3 for 24 Hr.

Note: You can also press ▲ or ▼ repeatedly to scroll through AM, PM, or 24 Hr.

14 Press .

Note: At the designated time, the fax numbers are dialed and the fax is sent to all of the designated fax numbers. If the fax transmission is unsuccessful to any of the numbers on the broadcast list, the unsuccessful numbers will be dialed again.

Sending a fax while listening to a call (On Hook Dial)

The manual dialing feature lets you dial a telephone number while listening to the call through a speaker on the printer. It is useful when you must navigate an automated answering system or enter a calling card number before sending your fax.

1 Make sure the printer is on and connected to a working phone line.

2 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.

3 Press ✓.

The **Fax Mode** menu appears.

4 Press ▲ or ▼ repeatedly until **On Hook Dial** is highlighted.

5 Press ✓.

You can now hear the dial tone of the telephone line.

6 Press the keypad numbers to navigate through an automated answering system.

7 Enter a fax number. For more information on the methods you can use to enter a fax number, see the table that begins with step 4 on page 126.

Notes:

- You can include a calling card number as part of the fax number.
- A fax number can include up to 64 numbers, commas, periods, and/or the symbols * or #.
- Only one fax number can be entered for On Hook Dial.

8 Press .

Receiving a fax

Receiving a fax automatically

- 1 Make sure the printer is on and is connected to a working phone line.
- 2 Make sure that Auto Answer is on. For more information, see “Setting Auto Answer to On” on page 132.
Note: An indicator, resembling a telephone handset with the word **FAX** under it, is shown in the top left corner of the display when Auto Answer is on.
- 3 Set the number of times the telephone rings before the printer automatically receives faxes. To set this, see “Setting the number of rings before receiving a fax automatically” on page 135.




Receiving a fax with an answering machine

Note: You must set up the equipment as shown in “Connecting to an answering machine” on page 24.

To receive a fax with an answering machine connected to the printer:

- 1 Make sure that Auto Answer is on. For more information, see “Setting Auto Answer to On” on page 132.
Note: An indicator, resembling a telephone handset with the word **FAX** under it, is shown in the top left corner of the display when Auto Answer is on.
- 2 Make sure you have set the number of times the telephone rings before receiving a fax automatically. See “Setting the number of rings before receiving a fax automatically” on page 135.
When a telephone ring is detected, the answering machine picks up the call.
 - If the printer detects a fax, it receives the fax and disconnects the answering machine.
 - If the printer does not detect a fax, the answering machine receives the call.
- 3 Set the answering machine to answer incoming calls before the printer does.
For example, if you set the answering machine to answer calls after three rings, set the printer to answer calls after five rings.

Receiving a fax manually

- 1 Make sure the printer is on and is connected to a working phone line.
 - 2 Make sure that Auto Answer is off.
Note: An indicator, resembling a telephone handset with the word **FAX** under it, is shown in the top left corner of the display when Auto Answer is on.
To disable auto answer:
 - a From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
 - b Press .
 - The **Fax Mode** menu appears.
 - c Press ▲ or ▼ repeatedly until you reach **Auto Answer**.
 - d Press ◀ or ▶ repeatedly until **off** appears.
 - e Press  to save and exit.
 - 3 To receive the fax, press .
- or

4 Press * 9 * on the telephone after you answer it and hear fax tones.

5 Hang up the telephone. The printer receives the fax.

Using Caller ID

Caller ID is a service provided by some telephone companies that identifies the telephone number (and possibly the name) of the person who is calling. If you subscribe to this service, it works with the printer. When you receive a fax, the telephone number of the person who is sending you the fax appears on the display.

Note: Caller ID is available only in some countries and regions.

The printer supports two distinct Caller ID patterns: Pattern 1 (FSK) and Pattern 2 (DTMF). Depending on the country or region you live in and the telecommunications company you subscribe to, you may need to switch the pattern to display Caller ID information.

- 1 Make sure the printer is on and is connected to a working phone line.
- 2 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- 3 Press ✓.
- 4 Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.
- 5 Press ✓.
- 6 Press ▲ or ▼ repeatedly until the **Ringing and Answering** submenu is highlighted.
- 7 Press ✓.
- 8 Press ▲ or ▼ repeatedly until you reach the **Caller ID Pattern** menu item.
- 9 Press ◀ or ▶ repeatedly until the setting you want appears.
- 10 Press ↻ to save the setting and exit.








Forwarding faxes

Use the fax forwarding feature if you are going to be away, but still want to receive your faxes. There are three fax forwarding values or settings:









- **Off**—(Default)
- **Forward**—The printer sends the fax to the designated fax number.
- **Print & Forward**—The printer prints the fax and then sends it to the designated fax number.

To set up fax forwarding:

- 1 Make sure the printer is on and is connected to a working phone line.
- 2 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- 3 Press ✓.
The **Fax Mode** menu appears.
- 4 Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.
- 5 Press ✓.
- 6 Press ▲ or ▼ repeatedly until the **Ringing and Answering** submenu is highlighted.















- 7 Press .
- 8 Press  or  repeatedly until you reach **Fax Forward**.
- 9 Press  or  repeatedly until the value you want appears.
- 10 Press .
- 11 Enter the number to which you want to forward the fax.
- 12 Press  to save the number.

Setting Auto Answer to On

- 1 From the control panel, press  or  repeatedly until **Fax** is highlighted.
- 2 Press .
- The **Fax Mode** menu appears.
- 3 Press  or  repeatedly until you reach **Auto Answer**.
- 4 Press  or  repeatedly until **On** appears.
- 5 Press  to save and exit.

Printing fax activity reports

You can print reports of faxes sent and/or received.

- 1 From the control panel, press  or  repeatedly until **Fax** is highlighted.
- 2 Press .
- The **Fax Mode** menu appears.
- 3 Press  or  repeatedly until the **Fax Setup** submenu is highlighted.
- 4 Press .
- 5 Press  or  repeatedly until the **History and Reports** submenu is highlighted.
- 6 Press .
- 7 Press  or  until you reach **Report**.
- 8 Press  or  repeatedly until the type of report you want to print appears.
- 9 Press  to print the report and exit.

Setting up Speed Dial numbers

- 1 From the desktop, double-click the **Productivity Suite** icon.
- 2 Click **Fax**.
- 3 Click **Change fax settings**.

- 4 Click **Adjust speed dial list and other fax settings**.
- 5 Click the **Speed Dial** tab.
- 6 To add a fax number to your Speed Dial list:
 - a Click the next empty line in the list.
 - b Enter a fax number.
 - c Place the cursor in the Contact Name field.
 - d Enter a contact name.
 - e Repeat step a through step d as necessary using lines 2–89.
- 7 To add a fax group:
 - a Scroll down and click line 90.
A new entry box appears.
 - b Click the next empty line in the list.
 - c Enter up to 30 fax numbers for the group.
 - d Place the cursor in the Contact Name field.
 - e Enter a contact name.
 - f Repeat step b through step e to add additional groups using lines 91–99 as necessary.
- 8 Click **OK** to save the entries.

Notes:

- You can include a calling card number as part of the fax number.
- A fax number can include up to 64 numbers, commas, periods, and/or these symbols: * # + - ().

Using the Phone Book

The Phone Book is a directory of Speed Dial entries (1–89) and Group Dial entries (90–99).


To access the Phone Book submenu:

- 1 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- 2 Press ✓.
The **Fax Mode** menu appears.
- 3 Press ▲ or ▼ repeatedly until **Phone Book** is highlighted.
- 4 Press ✓.
The **Phone Book** menu appears.
- 5 Press ▲ or ▼ repeatedly until you highlight one of the following as needed:

Use this	To
Name Search	View names previously added using Add Entry, and add names to a fax list.
Phone Number Search	View phone numbers previously added using Add Entry, and add numbers to a fax list.

Use this	To
Add Entry	Add a name and a fax number. The printer automatically assigns a new entry a Speed Dial number. Note: Enter a name and a fax number in the provided fields using the keypad numbers. You spell out a name using the numbers associated with each letter as you do on a telephone or cell phone.
Group Search	Search for a previously defined group, and add it to a fax list.
Add Group	Create a group name, and select previously defined names to be added to the group.
Print List	Print a list with the name, the fax number, and the Speed Dial number of each person. Note: This is available when Phone Book entries exist.

6 Press  to enter the menu item you highlighted, and follow the instructions on the display.
















7 Press  to exit and save any entries you made.

Note: For instructions on how to add Speed Dial or Group Dial entries to the Phone Book using the computer, see “Setting up Speed Dial numbers” on page 132.

Customizing dial settings

Setting up a dialing prefix

You can add a prefix of up to eight characters to the beginning of each number dialed. Characters can include numbers, commas, and/or the symbols * or #.

- 1 From the control panel, press  or  repeatedly until **Fax** is highlighted.
- 2 Press .
- 3 Press  or  repeatedly until the **Fax Setup** submenu is highlighted.
- 4 Press .
- 5 Press  or  repeatedly until the **Dialing and Sending** submenu is highlighted.
- 6 Press .
- 7 Press  or  repeatedly until you reach the **Dial Prefix** menu item.
- 8 Press  or  repeatedly until **Create** appears.
- 9 Press .
- 10 Enter the prefix to be dialed before each telephone number.
- 11 Press  to save and exit.

Setting the distinctive ring

Distinctive ring is a service provided by some telephone companies that assigns multiple phone numbers to a single telephone line. If you subscribe to this service, you can program your printer to have a distinctive ring pattern and phone number for incoming faxes.

- 1 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- 2 Press ✓.
- 3 Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.
- 4 Press ✓.
- 5 Press ▲ or ▼ repeatedly until the **Ringing and Answering** submenu is highlighted.
- 6 Press ✓.
- 7 Press ▲ or ▼ repeatedly until you reach the **Distinctive Ring** menu item.
- 8 Press ◀ or ▶ repeatedly until the ring pattern you want appears.
- 9 Press ↻ to save and exit.

Setting the number of rings before receiving a fax automatically

- 1 Make sure that Auto Answer is on. For more information, see “Setting Auto Answer to On” on page 132.

Note: An indicator, resembling a telephone handset with the word **FAX** under it, is shown in the top left corner of the display when Auto Answer is on.

- 2 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- 3 Press ✓.
- 4 Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.
- 5 Press ✓.
- 6 Press ▲ or ▼ repeatedly until the **Ringing and Answering** submenu is highlighted.
- 7 Press ✓.
- 8 Press ▲ or ▼ repeatedly until you reach the **Pick-up On** menu item.
- 9 Press ◀ or ▶ repeatedly until the setting you want appears.
- 10 Press ↻ to save and exit.

When the number of rings you set is detected, the printer automatically receives the incoming fax.

Setting up to fax while behind a PBX

If the printer is being used in a business or office, it may be connected to a Private Branch Exchange (PBX) telephone system. Ordinarily, when dialing a fax number, the printer waits to recognize the dial tone and then dials the fax number. However, this method of dialing may not work if the PBX telephone system uses a dial tone that is not recognizable to most fax machines. The “Dialing while behind a PBX” feature enables the printer to dial the fax number without waiting to recognize the dial tone.

- 1 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- 2 Press ✓.
- 3 Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.
- 4 Press ✓.
- 5 Press ▲ or ▼ repeatedly until the **Dialing and Sending** submenu is highlighted.
- 6 Press ✓.
- 7 Press ▲ or ▼ repeatedly until you reach the **Dial Method** menu item.
- 8 Press ◀ or ▶ repeatedly until **Behind PBX (Dial Tone Detect Off)** appears.
- 9 Press ↻ to save and exit.

Customizing fax settings

Customizing settings using the Fax Setup Utility

You can adjust the fax settings in the Fax Setup Utility. These settings apply to the faxes you send or receive.

- 1 From the desktop, double-click the **Productivity Suite** icon.
- 2 Click **Fax**.
- 3 Click **Change fax settings**.

The Lexmark Fax Solutions Software screen appears.

- 4 Click **Adjust speed dial list and other fax settings**.

The following screen appears.

Printer Setup Utility

Dialing and Sending | Ringing and Answering | Fax Printing/Reports | Speed Dial

Dialing on your phone line type

Dial method: PEX

Dial prefix:

Dial volume: High

Personal Information sent on each fax

Your fax number: 5555555555

Your fax name: CPD Fax

When fax can not be sent (busy signal)

Redial attempts: 3 times

Time between redials: 4 minutes

Sending options

When to scan document: After Dial

Maximum send speed: 33600

Default send quality: Standard

Automatic fax conversion: On

[Fax Set-up Wizard](#)

Defaults OK Cancel Help

5 Click each tab, and change the settings as needed.

Tab	Options
Dialing and Sending	<ul style="list-style-type: none"> • Select the telephone line format you want to use. • Enter a dialing prefix. • Select a dialing volume. • Enter your name and fax number. <p>Notes:</p> <ul style="list-style-type: none"> – You can include a calling card number as part of the fax number. – Enter a maximum of 64 digits in a fax number. <ul style="list-style-type: none"> • Select the number of times you want the machine to redial and the time between those attempts if the fax cannot be sent on the first try. • Choose whether to scan the entire document before dialing the number. <p>Note: Select After Dial if you are sending a large fax or a multiple-page color fax.</p> <ul style="list-style-type: none"> • Select a maximum send speed and print quality for outgoing faxes. • From the “Automatic fax conversion” line, select ON to match the resolution setting of the receiving fax machine.

Tab	Options
Ringing and Answering	<ul style="list-style-type: none"> • Select incoming call options. • Select auto answer options. • Select whether you want to forward a fax, or print it and then forward it. • Enter a fax forwarding number. • Manage blocked faxes.
Fax Printing / Reports	<ul style="list-style-type: none"> • Automatically reduce an incoming fax to fit to the paper size loaded, or print it on two sheets of paper. • Choose whether to print a footer (the date, time, and page number) to appear on each page you receive. • Select a paper source. • Choose whether to print on both sides of the paper. • Select when to print fax activity and confirmation reports.
Speed Dial	Create, add to, edit, or delete entries from the Speed Dial list, including Group Dial entries.

6 Click **OK** after you finish customizing the settings.

7 Close the Fax Setup Utility.

Setting up a fax footer

1 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.

2 Press √.

3 Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.

4 Press √.

5 Press ▲ or ▼ repeatedly until the **Fax Printing** submenu is highlighted.

6 Press √.

7 Press ▲ or ▼ repeatedly until you reach the **Fax Footer** menu item.

8 Press ◀ or ▶ repeatedly until **On** appears.

9 Press ↻ to save and exit.

Creating a fax cover page using the control panel

1 From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.

2 Press √.

3 Press ▲ or ▼ repeatedly until the **Edit Fax Settings** submenu is highlighted.



4 Press √.


5 Press ▲ or ▼ repeatedly until you reach **Fax Cover Page**.


6 Press ◀ or ▶ repeatedly until **Yes** appears.

7 Press .

Wait for the fax **Cover Page** menu to appear. Use this menu to edit items for your fax cover page, such as your From #, your name, your fax number, and the priority of the fax you plan to send.

8 Press  or  to choose a From #.

9 Press  to edit other items for the cover page. Use the keypad to enter numbers or characters.

10 Press  to save and exit when you finish creating the cover page.

Creating a fax cover page using the Productivity Suite

1 Open the **Productivity Suite** using one of these methods:

Method 1	Method 2
From the desktop, double-click the Productivity Suite icon.	a Click Start → Programs or All Programs → Lexmark 9300 Series . b Select Productivity Suite .

2 Click **Fax**.

3 Click **Change fax settings..**

The **Run the Printer Setup Wizard Query** screen appears.

4 Click **Yes**.

5 Following the prompts on the computer screen, complete the screens named Step 1 through Step 7 in the wizard.

6 Fill out information for the blank fields for the Step 8: Cover Pages screen.

7 Click **Next**.



8 Click **Finished**.

Blocking unwanted changes to fax settings

This feature blocks network users from changing fax settings through the Fax Setup Utility.

1 From the control panel, press  or  repeatedly until **Setup** is highlighted.


2 Press .

3 Press  or  repeatedly until the **Change Printer Default Settings** submenu is highlighted.

4 Press .

5 Press  or  repeatedly until you reach the **Block Host Settings** menu item.

6 Press  or  repeatedly until **On** appears.

7 Press  to save and exit.

Blocking junk faxes

If you have Caller ID, you can block faxes sent from specific numbers and/or all faxes which do not include a Caller ID number.

1 To turn on the Block List feature:

- a** From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- b** Press ✓.
- c** Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.
- d** Press ✓.
- e** Press ▲ or ▼ repeatedly until the **Fax Blocking** submenu is highlighted.
- f** Press ✓.
- g** Press ▲ or ▼ repeatedly until you reach the **Block List** menu item.
- h** Press ◀ or ▶ repeatedly until **On** appears.
- i** Press ↻ to save and exit.

2 To add each fax number you want to block:

- a** From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- b** Press ✓.
- c** Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.
- d** Press ✓.
- e** Press ▲ or ▼ repeatedly until the **Fax Blocking** submenu is highlighted.
- f** Press ✓.
- g** Press ▲ or ▼ repeatedly until you reach **Blocked Fax Add Entry**.
- h** Press ✓.
- i** Use the keypad numbers to enter the name of the person associated with the fax number in the Name field.
- j** Press ▼ once.
- k** Use the keypad numbers to enter the fax number in the Fax Number field.
- l** Press ↻ to save and exit.

3 To block faxes sent from an unidentified number (a number with no Caller ID):

- a** From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.
- b** Press ✓.
- c** Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.
- d** Press ✓.
- e** Press ▲ or ▼ repeatedly until the **Fax Blocking** submenu is highlighted.
- f** Press ✓.
- g** Press ▲ or ▼ repeatedly until you reach the **Block No-ID** menu item.

h Press ◀ or ▶ repeatedly until **On** appears.

i Press ↻ to save and exit.

4 If you want to print a list of blocked faxes:

a From the control panel, press ▲ or ▼ repeatedly until **Fax** is highlighted.

b Press ✓.

c Press ▲ or ▼ repeatedly until the **Fax Setup** submenu is highlighted.

d Press ✓.

e Press ▲ or ▼ repeatedly until the **Fax Blocking** submenu is highlighted.

f Press ✓.

g Press ▲ or ▼ repeatedly until you reach **Print Blocked Fax List**.

h Press ✓ to print the list.

Note: This feature is only available when blocked fax entries exist.

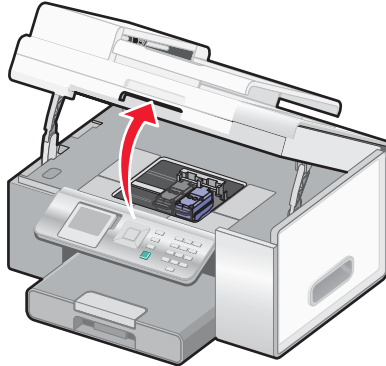
Maintaining the printer

Changing print cartridges

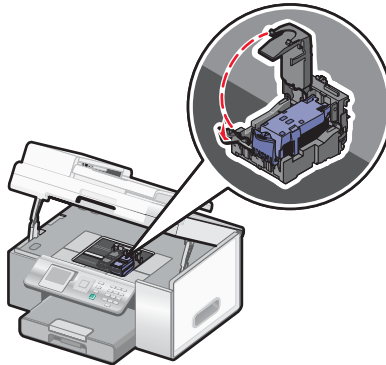
Removing a used print cartridge

- 1 Make sure the printer is on.
- 2 Lift the scanner unit.

The print cartridge carrier moves and stops at the loading position, unless the printer is busy.



- 3 Press down on the cartridge carrier latch to raise the cartridge carrier lid.

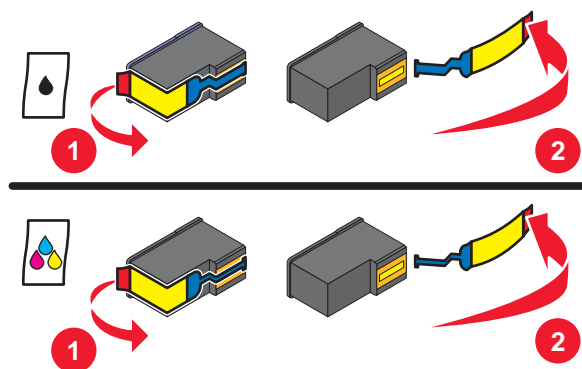


- 4 Remove the used print cartridge.

Note: If you are removing both cartridges, repeat step 3 and step 4 for the second cartridge.

Installing print cartridges

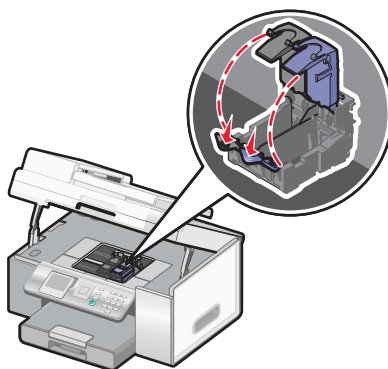
- 1 If you are installing new print cartridges, remove the sticker and tape from the back and bottom of the cartridges.



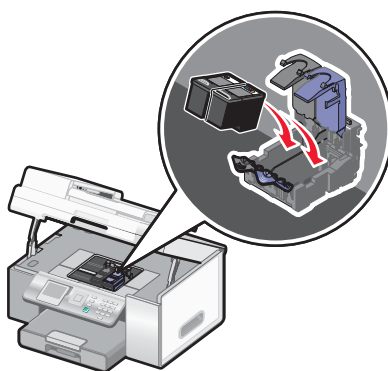
Warning: Do *not* touch the gold contact area on the back or the metal nozzles on the bottom of the cartridges.

2 Lift the scanner unit.

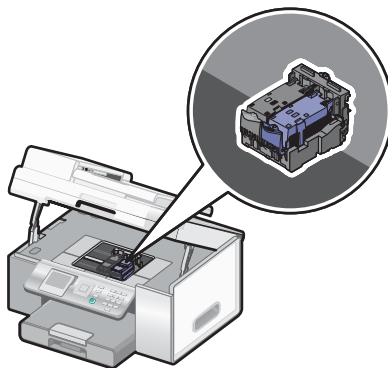
3 Press down on the cartridge carrier latches to raise the cartridge carrier lids.



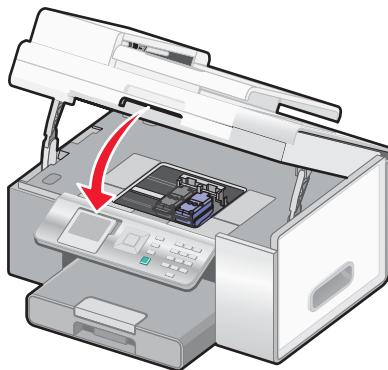
4 Insert the black cartridge or photo cartridge in the left carrier. Insert the color cartridge in the right carrier.



5 Close the lids.



- 6 Close the scanner unit, making sure to keep your hands out from underneath the scanner unit.



The control panel display will prompt you to load paper and press ✓ to print an alignment page.

Note: The scanner unit must be closed to start a new scan, print, copy, or fax job.

Achieving better print quality

Improving print quality

If you are not satisfied with the print quality of a document, make sure you:

- Use the appropriate paper for the document. If you are printing photos or other high quality images, for best results use Lexmark PerfectFinish™ Photo Paper or Lexmark Photo Paper.

Note: Do *not* use Lexmark Premium Photo Paper. Your print cartridges are not compatible with this type of paper.

- Use a paper that is a heavier weight or bright white.
- Select a higher print quality.

If the document still does not have the print quality you want, follow these steps:

- 1 Align the print cartridges. For more information, see “Aligning print cartridges” on page 144.

If print quality has not improved, continue to step 2.

- 2 Clean the print cartridge nozzles. For more information, see “Cleaning the print cartridge nozzles” on page 145.

If print quality has not improved, continue to step 3.

- 3 Remove and reinsert the cartridges. For more information, see “Removing a used print cartridge” on page 142 and “Installing print cartridges” on page 142.

If print quality has not improved, continue to step 4.

- 4 Wipe the print cartridge nozzles and contacts. For more information, see “Wiping the print cartridge nozzles and contacts” on page 145.

If print quality is still not satisfactory, replace the cartridge. For more information, see “Ordering supplies” on page 147.

Aligning print cartridges

- 1 Load plain paper.
- 2 Press ▲ or ▼ repeatedly until **Maintenance** is highlighted.
- 3 Press ✓.

4 Press ▲ or ▼ repeatedly until **Align Cartridges** is highlighted.

5 Press ✓.

An alignment page prints.

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

Cleaning the print cartridge nozzles

1 Load plain paper.

2 Press ▲ or ▼ repeatedly until **Maintenance** is highlighted.

3 Press ✓.

4 Press ▲ or ▼ repeatedly until **Clean Cartridges** is highlighted.

5 Press ✓.

A page prints, forcing ink through the print cartridge nozzles to clean them.

6 Print the document again to verify that the print quality has improved.

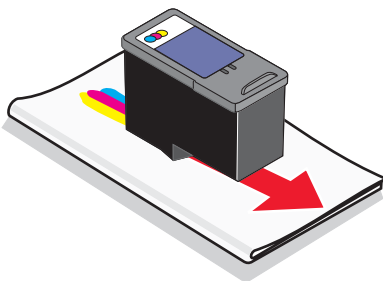
7 If print quality has not improved, try cleaning the nozzles up to two more times.

Wiping the print cartridge nozzles and contacts

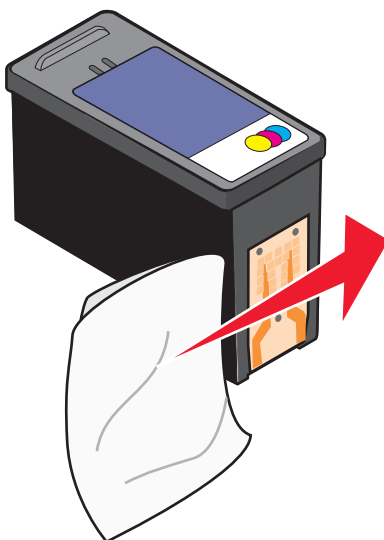
1 Remove the print cartridges.

2 Dampen a clean, lint-free cloth with water.

3 Gently hold the cloth against the nozzles for about three seconds, and then wipe in the direction shown.



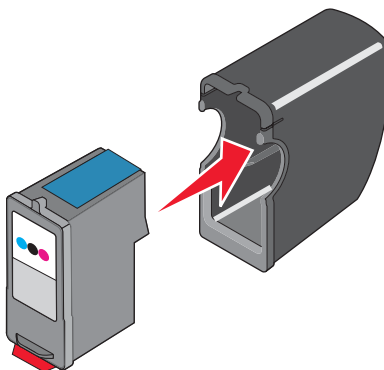
- 4 Using another clean section of the cloth, gently hold the cloth against the contacts for about three seconds, and then wipe in the direction shown.



- 5 With another clean section of the cloth, repeat step 3 and step 4.
- 6 Let the nozzles and contacts dry completely.
- 7 Reinsert the print cartridges.
- 8 Print the document again.
- 9 If the print quality does not improve, clean the print nozzles. For more information, see “Cleaning the print cartridge nozzles” on page 145.
- 10 Repeat step 9 up to two more times.
- 11 If print quality is still not satisfactory, replace the print cartridges.

Preserving the print cartridges

- Keep a new cartridge in its packaging until you are ready to install it.
- Do not remove a cartridge from the printer except to replace, clean, or store it in an airtight container. The cartridges do not print correctly if left exposed for an extended period of time.
- Keep the photo cartridge in its own storage unit when not in use.



Cleaning the scanner glass

1 Dampen a clean, lint-free cloth with water.

2 Gently wipe the scanner glass clean.

Note: Make sure all ink or corrective fluid on a document is dry before placing the document on the scanner glass.

Ordering supplies

To order supplies or to locate a dealer near you, visit our Web site at www.lexmark.com.

Notes:

- For best results, use only Lexmark print cartridges.
- For best results when printing photos or other high-quality images, use Lexmark PerfectFinish Photo Paper or Lexmark Photo Paper. Do *not* use Lexmark Premium Photo Paper. Your print cartridges are not compatible with this type of paper.

Item	Number
Black cartridge	44
Color cartridge	43
Photo cartridge	40
USB cable	1021294
Optional second paper tray (Tray 2)	30B0199

Paper	Paper size
Lexmark PerfectFinish Photo Paper	<ul style="list-style-type: none">• Letter• A4• 4 x 6 in.• L
Lexmark Photo Paper	<ul style="list-style-type: none">• 4 x 6 in.• 10 x 15 cm• Letter• A4

Removing the printer from the Tray 2 base

If you need to move the printer to a different location, be sure you first remove the printer from the Tray 2 base. This helps to avoid damaging the printer and the base.

To safely move the printer and the optional Tray 2, follow these precautions:

- Keep the printer in an upright position.
- Avoid severe jarring movements that may cause damage to the printer and the tray.

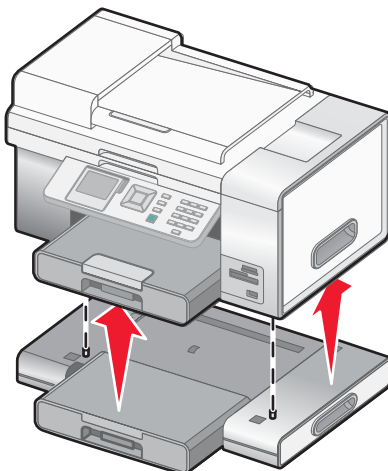
1 Turn the printer off, and disconnect the power cord from the wall outlet.

2 Disconnect all cables from the back of the printer.

3 Remove any paper from Tray 1 and the paper exit tray.

4 Grasp the printer on both sides using the handholds.

- 5 Lift the printer off of the Tray 2 base, and set the printer aside.



Using genuine Lexmark print cartridges

Lexmark printers, print cartridges, and photo paper are designed to perform together for superior print quality.

If you receive an **Out of Original Lexmark Ink** message, the original Lexmark ink in the indicated cartridge(s) has been depleted.

If you believe you purchased a new, genuine Lexmark print cartridge, but the **Out of Original Lexmark Ink** message appears:

- 1 Click **Learn More** on the message.
- 2 Click **Report a non-Lexmark print cartridge**.

To prevent the message from appearing again for the indicated cartridge(s):

- Replace your cartridge(s) with new Lexmark print cartridge(s).
- If you are printing from a computer, click **Learn more** on the message, select the check box, and click **Close**.
- If you are using the printer without a computer, press **Cancel**.

Lexmark's warranty does not cover damage caused by non-Lexmark ink or print cartridges.

Refilling a print cartridge

The warranty does not cover repair of failures or damage caused by a refilled cartridge. Lexmark does not recommend use of a refilled cartridge. Refilling a cartridge can affect print quality and may cause damage to the printer. For best results, use Lexmark supplies.

Recycling Lexmark products

To return Lexmark products to Lexmark for recycling:

- 1 Visit our Web site at **www.lexmark.com/recycle**.
- 2 Follow the instructions on the computer screen.

Troubleshooting
















- “Setup troubleshooting” on page 149
- “Print troubleshooting” on page 153
- “Copy troubleshooting” on page 158
- “Scan troubleshooting” on page 160
- “Fax troubleshooting” on page 162
- “Jams and misfeeds troubleshooting” on page 166
- “Memory card troubleshooting” on page 174
- “Error messages” on page 175
- “Resetting factory default settings” on page 185
- “Removing and reinstalling the software” on page 185

Setup troubleshooting

- “Incorrect language appears on the display” on page 149
- “Power button is not lit” on page 151
- “Software does not install” on page 151
- “Page does not print” on page 152
- “Cannot print from digital camera using PictBridge” on page 153
- “Printer does not recognize optional Tray 2” on page 153
- “Duplex unit does not operate correctly” on page 153






























Incorrect language appears on the display

Correcting a language selection during initial setup	<ol style="list-style-type: none">1 Press ▲ or ▼ repeatedly until the option for Language is highlighted.2 Press ◀ or ▶ repeatedly until the language you want appears on the display.3 Press ▲ or ▼ repeatedly until the option for Country is highlighted.4 Press ◀ or ▶ repeatedly until the your country or region appears on the display.5 Press ▲ or ▼ repeatedly until Set Date and Time is highlighted.6 Press ✓.7 Set the date and time. For more information, “Setting the date and time” on page 1508 Press ✓.
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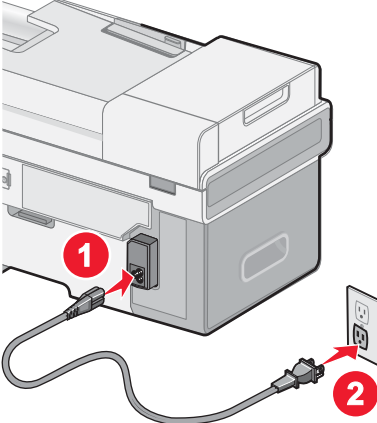


Selecting a different language after initial setup	<ol style="list-style-type: none"> 1 Press  to turn the printer off. 2 Press  once, and then immediately press and hold  and . The  light blinks as the printer comes on. The Initial Setup menu appears. 3 Release the buttons. 4 Press  or  repeatedly until the language you want appears on the display. 5 Press  or  repeatedly until the option for Country is highlighted. 6 Press  or  repeatedly until the your country or region appears on the display. 7 Press  or  repeatedly until Set Date and Time is highlighted. 8 Press . 9 Set the date and time. For more information, “Setting the date and time” on page 150 10 Press .
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Setting the date and time




You can set the date and time on the printer in two ways:

From the Initial Setup menu	From the Printer Default Settings menu
<ol style="list-style-type: none"> 1 Press  or  repeatedly until Set Date and Time is highlighted. 2 Press . The Set Date and Time menu appears. 3 Use the keypad, , or  to enter the current time by hour, minutes, and AM, PM, or 24 hours. 4 Press  or  to advance from box to box after you have entered the appropriate time. 5 Use the keypad, , or  to enter the day, month, and year. 6 Press  or  to advance from box to box after you have entered the appropriate date. 7 Press . 	<ol style="list-style-type: none"> 1 From the main menu, press  or  repeatedly until Setup is highlighted. 2 Press . 3 Press  or  repeatedly until Change Printer Default Settings is highlighted. 4 Press . 5 Press  or  repeatedly until Set Date and Time is highlighted. The Set Date and Time menu appears. 6 Use the keypad, , or  to enter the current time by hour, minutes, and AM, PM, or 24 hours. 7 Press  or  to advance from box to box after you have entered the appropriate time. 8 Use the keypad, , or  to enter the day, month, and year. 9 Press  or  to advance from box to box after you have entered the appropriate date. 10 Press .

Power button is not lit


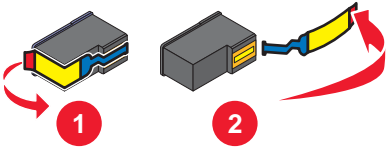
Check power connection	<ol style="list-style-type: none"> 1 Disconnect the power cord from the wall outlet, and then from the printer. 2 Plug the cord all the way into the power supply on the printer.  <ol style="list-style-type: none"> 3 Plug the cord into an electrical outlet that other electrical devices have been using. 4 If the  light is not on, press .
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Software does not install

Check your operating system	The following operating systems are supported: Windows 2000, Windows XP, and Mac OS X.
Check your system requirements	Check that your computer meets the minimum system requirements listed on the box.
USB cable may not be connected	<ol style="list-style-type: none"> 1 Check the USB cable for any obvious damage. 2 Firmly plug the square end of the USB cable into the back of the printer. 3 Firmly plug the rectangular end of the USB cable into the USB port of the computer. <p>The USB port is marked with the  USB symbol.</p>
Use these steps to install the printer software	<ol style="list-style-type: none"> 1 Turn off and then restart your computer. 2 Click Cancel on all New Hardware Found screens. 3 Insert the CD, and then follow the instructions on the computer screen to reinstall the software.
May need to reconnect power supply	<ol style="list-style-type: none"> 1 Press  to turn the printer off. 2 Disconnect the power cord from the wall outlet. 3 Gently remove the power supply from the printer. 4 Reconnect the power supply to the printer. 5 Plug the power cord into the wall outlet. 6 Press  to turn the printer on.

Other software may be running	<ol style="list-style-type: none"> 1 Close all open software applications. 2 Disable any anti-virus programs. 3 Double-click the My Computer icon. In Windows XP, click Start to access the My Computer icon. 4 Double-click the CD-ROM drive icon. 5 If necessary, double-click setup.exe. 6 Follow the instructions on the computer screen to install the software.
Software may not be installed correctly	<ol style="list-style-type: none"> 1 Uninstall the printer software, and then reinstall it. For more information, see “Removing and reinstalling the software” on page 185. 2 If the software still does not install correctly, visit our Web site at www.lexmark.com to check for the latest software. <ol style="list-style-type: none"> a In all countries or regions except the United States, select your country or region. b Click the links for drivers or downloads. c Select your printer family. d Select your printer model. e Select your operating system. f Select the file you want to download, and then follow the directions on the computer screen.

Page does not print

Check messages	If an error message is displayed, see “Error messages” on page 175.
Check power	If the  light is not on, see “Power button is not lit” on page 151.
Paper may not be loaded correctly	Remove and then load paper.
Check ink	Check the ink levels, and install new print cartridges if necessary.
Cartridges may have tape on them	<ol style="list-style-type: none"> 1 Remove the print cartridges. 2 Make sure the sticker and tape have been removed.  <ol style="list-style-type: none"> 3 Reinsert the cartridges.
Make sure the printer is set as the default printer and is not on hold or paused.	<ol style="list-style-type: none"> 1 Click: <ul style="list-style-type: none"> • In Windows XP Pro: Start → Settings → Printers and Faxes. • In Windows XP Home: Start → Control Panel → Printers and Faxes. • In Windows 2000: Start → Settings → Printers. 2 Double-click the name of your printer. 3 Click Printer. <ul style="list-style-type: none"> • Make sure no check mark appears next to Pause Printing. • Make sure a check mark does appear next to Set As Default.

May need to reconnect power supply	<ol style="list-style-type: none"> 1 Press  to turn the printer off. 2 Disconnect the power cord from the wall outlet. 3 Gently remove the power supply from the printer. 4 Reconnect the power supply to the printer. 5 Plug the power cord into the wall outlet. 6 Press  to turn the printer on.
Software may not be installed correctly	<ol style="list-style-type: none"> 1 Uninstall the printer software, and then reinstall it. For more information, see “Removing and reinstalling the software” on page 185. 2 If the software still does not install correctly, visit our Web site at www.lexmark.com to check for the latest software. <ol style="list-style-type: none"> a In all countries or regions except the United States, select your country or region. b Click the links for drivers or downloads. c Select your printer family. d Select your printer model. e Select your operating system. f Select the file you want to download, and then follow the directions on the computer screen.

Printer does not recognize optional Tray 2

Printer does not recognize optional Tray 2	<ul style="list-style-type: none"> • Make sure the connection between the optional Tray 2 and the printer is secure. • Make sure the printer is aligned properly with the Tray 2 base. <p>For more information, see “Installing the optional Tray 2” on page 16.</p>
Tray 2 does not operate correctly	

Duplex unit does not operate correctly

Duplex unit may not be installed correctly	<ol style="list-style-type: none"> 1 Remove the duplex unit. 2 Reinstall the duplex unit. <p>For more information, see “Paper jam in the duplex unit” on page 168.</p>
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Cannot print from digital camera using PictBridge

Enable PictBridge printing from camera	Enable PictBridge printing on the camera by selecting the correct USB mode. For more information, see the digital camera documentation.
Make sure the camera is PictBridge-enabled	<ol style="list-style-type: none"> 1 Disconnect the camera. 2 Connect a PictBridge-enabled digital camera to the PictBridge port. See the digital camera documentation to determine whether it is PictBridge-enabled.
Check USB cable	Use only the USB cable that came with the camera.
Remove memory cards	Remove any memory cards from the printer.
Check messages	If an error message appears on the display, see “Error messages” on page 175.

Print troubleshooting

- “Improving print quality” on page 154
- “Poor text and graphic quality” on page 155
- “Poor quality at the edges of the page” on page 156

- “Print speed is slow” on page 156
- “Partial document or photo prints” on page 156
- “Partial 4 x 6 in. (10 x 15 cm) photo prints when using a PictBridge-enabled digital camera” on page 157

Improving print quality

Check paper	<ul style="list-style-type: none"> • Use the appropriate paper for the document. If you are printing photos or other high quality images, for best results use Lexmark PerfectFinish Photo Paper or Lexmark Photo Paper. <p>Note: Do <i>not</i> use Lexmark Premium Photo paper. Your print cartridges are not compatible with this type of paper.</p> <ul style="list-style-type: none"> • Use a paper that is a heavier weight or bright white.
Select a higher copy or scan quality	<ol style="list-style-type: none"> 1 Depending on your print job, press ▲ or ▼ repeatedly until Copy or Scan is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until you reach Quality. 4 Press ◀ or ▶ repeatedly until the quality you want appears. 5 Press ↻ to save.
Select a higher photo quality	<ol style="list-style-type: none"> 1 Press ▲ or ▼ repeatedly until Photo is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until the Change Default Settings submenu is highlighted. 4 Press ✓. 5 Press ▲ or ▼ repeatedly until you reach Quality. 6 Press ◀ or ▶ repeatedly until the quality you want appears. 7 Press ↻ to save.
Select a higher fax quality	<ol style="list-style-type: none"> 1 Press ▲ or ▼ repeatedly until Fax is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until the Edit Fax Settings submenu is highlighted. 4 Press ✓. 5 Press ▲ or ▼ repeatedly until you reach Quality. 6 Press ◀ or ▶ repeatedly until the quality you want appears. 7 Press ↻ to save.

Check print cartridges	<p>If the document still does not have the print quality you want, follow these steps:</p> <ol style="list-style-type: none"> 1 Align the print cartridges. For more information, see “Aligning print cartridges” on page 144. If print quality has not improved, continue to step 2. 2 Clean the print cartridge nozzles. For more information, see “Cleaning the print cartridge nozzles” on page 145. If print quality has not improved, continue to step 3. 3 Remove and reinsert the print cartridges. For more information, see “Removing a used print cartridge” on page 142 and “Installing print cartridges” on page 142. If print quality has not improved, continue to step 4. 4 Wipe the print nozzles and contacts. For more information, see “Wiping the print cartridge nozzles and contacts” on page 145. If print quality is still not satisfactory, replace the print cartridges. For more information, see “Ordering supplies” on page 147.
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Poor text and graphic quality

- Blank pages
- Dark print
- Faded print
- Incorrect colors
- Light and dark bands in print
- Skewed lines
- Smudges
- Streaks
- White lines in print

Check ink	Check the ink levels, and install new print cartridges if necessary.
Review steps to improve print quality	See “Improving print quality” on page 144.
Remove sheets as they are printed	<p>To avoid ink smudging when you are working with the following media, remove each sheet as it exits, and allow it to dry:</p> <ul style="list-style-type: none"> • Documents with graphics or images • Heavyweight matte or glossy paper • Transparencies • Labels • Envelopes • Iron-on transfers <p>Note: Transparencies may take up to 15 minutes to dry.</p>
Remove photos as they are printed	<p>Photos printed on photo paper require more drying time.</p> <ul style="list-style-type: none"> • To prevent smudging or scratching, avoid touching the printed surface with your fingers or sharp objects. • For best results, remove each sheet individually from the paper exit tray, and allow the prints to dry at least 24 hours before stacking, displaying, or storing.
Use a different brand of paper	<p>Each paper brand accepts ink differently and prints with color variations.</p> <p>If you are printing photos or other high-quality images, for best results use Lexmark PerfectFinish Photo Paper or Lexmark Photo Paper.</p> <p>Note: Do <i>not</i> use Lexmark Premium Photo Paper. Your print cartridges are not compatible with this type of paper.</p>
Check paper condition	Use only new, unwrinkled paper.

Software may not be installed correctly	For more information, see “Software may not be installed correctly” on page 152.
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Poor quality at the edges of the page

Check minimum print settings	<p>Unless you are using the borderless feature, use these minimum print margin settings:</p> <ul style="list-style-type: none"> • Left and right margins: <ul style="list-style-type: none"> – 6.35 mm (0.25 in.) for letter size paper – 3.175 mm (0.125 in.) for A4 size paper – 3.37 mm (0.133 in.) for all paper sizes except letter and A4 • Top margin: 1.7 mm (0.067 in.) • Bottom margin: 12.7 mm (0.5 in.)
Select the Borderless print feature	<ol style="list-style-type: none"> 1 From the software application, click File → Print. 2 Click Properties, Preferences, Options, or Setup. 3 Click Print Setup. 4 Click Borderless.
Be sure paper size matches the printer setting	<ol style="list-style-type: none"> 1 From the software application, click File → Print. 2 Click Properties, Preferences, Options, or Setup. 3 Click Print Setup. 4 From the Paper Size drop-down menu, select the paper size.










Print speed is slow

Maximize computer processing speed	Close all applications not in use.
	Try minimizing the number and size of graphics and images in the document.
	Remove as many unused fonts as possible from your system.
Add memory	Consider purchasing an optional memory card to have more random access memory (RAM).
Select a lower print quality	<ol style="list-style-type: none"> 1 From the software application, click File → Print. 2 Click Properties, Preferences, Options, or Setup. 3 Click Print Setup. 4 From the Quality/Speed area, select a lower print quality.
Software may not be installed correctly	For more information, see “Software may not be installed correctly” on page 152.





Partial document or photo prints

Check document placement	Make sure the document or photo is loaded facedown on the scanner glass in the upper left-hand corner.
Check paper size	Make sure the paper size being used matches the size you selected.

Partial 4 x 6 in. (10 x 15 cm) photo prints when using a PictBridge-enabled digital camera

<p>Make sure paper size is set correctly</p>	<p>The printer issues the Paper or Photo Size Error when your chosen photo size does not match the paper size that is set. This typically happens you are trying to print from your PictBridge-enabled digital camera. You may have left the printer control panel Photo Size menu item setting at 8.5x11" or 5 x 7" size, but your camera setting has print size of 4x6" or L. You need to make sure your chosen photo size is 4x6" or 10x15 cm depending on the typically used photo size for your country or region.</p> <ul style="list-style-type: none"> • Make sure the 4 x 6 in. (10 x 15 cm) photo paper is loaded correctly in Tray 1. • If your camera lets you change the print size setting, change the print size selection to 4 x 6 in. (10 x 15 cm) on the PictBridge-enabled digital camera. • If your camera does not allow you to change the paper size setting, use the control panel to change the paper size to 4 x 6 in. (10 x 15 cm). <ol style="list-style-type: none"> 1 Insert the USB cable that came with your camera to the camera, and insert the other end into the PictBridge port on the front of the printer. 2 Turn the camera on and choose your first photo using the camera control panel. 3 Wait for the PictBridge Printing screen to appear on the printer control panel 4 Press . <p>The PictBridge Default Print Settings menu appears.</p> <ol style="list-style-type: none"> 5 Press  or  until 4x6" or 10x15 cm appears for Photo Size. 6 Press  or  repeatedly until you reach Paper Handling. 7 Press . 8 Press  or  until 4x6" or 10x15 cm appears for Size-Tray 1. 9 Press  to save and exit.
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Cannot print from a flash drive

<p>Check the type of files contained on the flash drive</p>	<p>The printer recognizes:</p> <ul style="list-style-type: none"> • Files that have extensions *.DOC, *XLS, and *PPT • Photos • Files that have FAT 32 data format <p>Note: If the flash drive contains only files with extensions *.DOC, *XLS, or *PPT, the Print Files menu will be highlighted. If any photos are on the flash drive, the Photo Card menu appears. Press  to return to the main menu, and press  or  repeatedly until Print Files is highlighted.</p> <p>Once Print Files is highlighted, press  to view the files contained on the flash drive.</p>
<p>Check cable connections and power</p>	<p>Make sure the printer is connected to your computer using a USB cable, and that both the printer and the computer are turned on.</p> <p>If the printer is connected to a print server or connected on a wireless network, you cannot print files contained in the flash drive.</p>


Cannot print from a Bluetooth-enabled device

<p>Make sure that the Bluetooth mode and the Bluetooth Discovery mode are enabled on your printer</p>	<ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Setup is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until Change Bluetooth Default Settings is highlighted. 4 Press ✓. The Bluetooth Default Settings menu appears with the option for Bluetooth Enabled highlighted. 5 Press ◀ or ▶ repeatedly until On appears. 6 Press ▲ or ▼ repeatedly until the option for Discovery Mode is highlighted. 7 Press ◀ or ▶ repeatedly until On appears. 8 Press ↻.
<p>Make sure you type in the correct pass key</p>	<p>If you set Security to High, you must type in the pass key from another Bluetooth-enabled device</p>
	<p>Consider setting Security to Low to eliminate the need for a pass key:</p> <ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Setup is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until Change Bluetooth Default Settings is highlighted. 4 Press ✓. The Bluetooth Default Settings menu appears. 5 Press ▲ or ▼ repeatedly until the option for Security is highlighted. 6 Press ◀ or ▶ repeatedly until Low appears. 7 Press ↻.
<p>Make sure that the external Bluetooth-enabled device is configured to communicate with the Bluetooth adapter connected to your printer</p>	<p>For more information, refer to the documentation that came with the external Bluetooth-enabled device.</p>

Copy troubleshooting

- “Copier does not respond” on page 159
- “Scanner unit does not close” on page 159
- “Poor copy quality” on page 159
- “Partial document or photo copies” on page 160

Copier does not respond



Check messages	If an error message is displayed, see “Error messages” on page 175.
Check power	If the  light is not on, see “Power button is not lit” on page 151.
Software may not be installed correctly	For more information, see “Software may not be installed correctly” on page 153.

Scanner unit does not close

Check for obstructions	<ol style="list-style-type: none">1 Lift the scanner unit.2 Remove any obstruction keeping the scanner unit open.3 Lower the scanner unit.
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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

Check messages	If an error message is displayed, see “Error messages” on page 175.
Check ink	Check the ink levels, and install a new print cartridge if necessary.
Clean the scanner glass	If the scanner glass is dirty, gently wipe it with a clean, lint-free cloth dampened with water.
Review steps to improve print quality	See “Improving print quality” on page 144.
Adjust the brightness of the copy	<ol style="list-style-type: none">1 Load the document facedown on the scanner glass.2 From the control panel, press ▲ or ▼ repeatedly until Copy is highlighted.3 Press .4 Press ▲ or ▼ repeatedly until you reach Lighter/Darker.5 Press ◀ or ▶ repeatedly to lighten or darken the copy.6 Press .
Check quality of original document	If the quality of the original document is not satisfactory, try using a clearer version of the document or image.
Are you scanning from a newspaper, magazine, or glossy paper?	If you are copying or scanning from a newspaper, magazine, or glossy paper, see “Scanning clear images from magazines or newspapers” on page 122.
Check document placement	Make sure the document or photo is loaded facedown on the scanner glass in the upper left-hand corner.


Partial document or photo copies

Check document placement	Make sure the document or photo is loaded facedown on the scanner glass in the upper left-hand corner.
Check paper size	Make sure the paper size being used matches the size you selected.


Scan troubleshooting

- “Scanner does not respond” on page 160
- “Scan was not successful” on page 160
- “Scanning takes too long or freezes the computer” on page 161
- “Poor scanned image quality” on page 161
- “Partial document or photo scans” on page 161
- “Cannot scan to an application” on page 161
- “Cannot scan to a computer over a network” on page 162

Scanner does not respond

Check messages	If an error message is displayed, see “Error messages” on page 175.
Check power	If the  light is not on, see “Power button is not lit” on page 151.
Make sure the printer is set as the default printer and is not on hold or paused.	<ol style="list-style-type: none">1 Click:<ul style="list-style-type: none">• In Windows XP Pro: Start → Settings → Printers and Faxes.• In Windows XP Home: Start → Control Panel → Printers and Faxes.• In Windows 2000: Start → Settings → Printers.2 Double-click the name of your printer.3 Click Printer.<ul style="list-style-type: none">• Make sure no check mark appears next to Pause Printing.• Make sure a check mark does appear next to Set As Default.
Software may not be installed correctly	For more information, see “Software may not be installed correctly” on page 153.

Scan was not successful

USB cable may not be connected	<ol style="list-style-type: none">1 Check the USB cable for any obvious damage.2 Firmly plug the square end of the USB cable into the back of the printer.3 Firmly plug the rectangular end of the USB cable into the USB port of the computer. The USB port is marked with the  USB symbol.
Reboot computer	Turn off and then restart your computer.
Software may not be installed correctly	For more information, see “Software may not be installed correctly” on page 153.

Scanning takes too long or freezes the computer

Other software may be running	Close all programs not being used.
Change the scanning resolution to a lower value	<ol style="list-style-type: none">1 Click Start → Programs or All Programs → Lexmark 9300 Series.2 Select All-In-One Center.3 From the Scan area, click See More Scan Settings.4 Click Display Advanced Scan Settings.5 From the Scan tab, select a lower scan resolution.

Poor scanned image quality

Check messages	If an error message is displayed, see “Error messages” on page 175.
Clean the scanner glass	If the scanner glass is dirty, gently wipe it with a clean, lint-free cloth dampened with water.
Adjust the quality of the scan	<ol style="list-style-type: none">1 Make sure the printer is connected to a computer, and both the printer and the computer are on.2 Load an original document facedown on the scanner glass in the corner indicated by the arrow icons.3 From the desktop, double-click the Productivity Suite icon.4 Click Scan. The All-In-One Center appears with the Scanning & Copying tab expanded.5 From the Select Scan Quality section, select another DPI setting.6 Click Scan Now.
Review steps to improve print quality	See “Improving print quality” on page 144.
Are you scanning from a newspaper, magazine, or glossy paper?	If you are copying or scanning from a newspaper, magazine, or glossy paper, see “Scanning clear images from magazines or newspapers” on page 122.
Check quality of original document	If the quality of the original document is not satisfactory, try using a clearer version of the document or image.
Check document placement	Make sure the document or photo is loaded facedown on the scanner glass in the corner indicated by the arrow icons.

Partial document or photo scans

Check document placement	Make sure the document or photo is loaded facedown on the scanner glass in the upper left-hand corner.
Check paper size	Make sure the paper size being used matches the size you selected.

Cannot scan to an application

Select a different application	<ol style="list-style-type: none">1 From the Selected Application Does Not Support Multiple Pages dialog, click Cancel.2 From the All-In-One Center Scanning & Copying tab, choose a different application from the “Send scanned image to” menu.3 Scan the document.
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Cannot scan to a computer over a network

Review scanning steps	See “Scanning to a computer over a network” on page 122.
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Fax troubleshooting

- “Cannot send or receive a fax” on page 162
- “Can send but not receive faxes” on page 163
- “Can receive but not send faxes” on page 164
- “Printer receives a blank fax” on page 165
- “Received fax has poor print quality” on page 165
- “Caller ID information is not displayed” on page 166

Cannot send or receive a fax

Check messages	If an error message is displayed, follow the instructions on the error message dialog.
Check power	If the  light is not on, see “Power button is not lit” on page 151.
Check cable connections	Make sure cable connections for the following hardware are secure, if applicable: <ul style="list-style-type: none">• Power supply• Telephone• Handset• Answering machine
Check the telephone wall jack	<ol style="list-style-type: none">1 Plug a telephone into the wall jack.2 Listen for a dial tone.3 If you do not hear a dial tone, plug a different telephone into the wall jack.4 If you still do not hear a dial tone, plug a telephone into a different wall jack.5 If you hear a dial tone, connect the printer to that wall jack.
Review 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. <ul style="list-style-type: none">• If you are using an ISDN telephone service, 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, 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, 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. For more information on faxing when using a PBX telephone service, see “Setting up to fax while behind a PBX” on page 136.
Verify dial tone	<ul style="list-style-type: none">• 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, wait until the other device is finished before sending a fax.• If you are using the On Hook Dial feature, turn up the volume to verify a dial tone.
Disconnect other equipment temporarily	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 paper jams	Check for and clear any paper jams.

Disable Call Waiting temporarily	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.
Do you have Voice Mail service?	<p>Voice Mail offered through your local telephone company may disrupt fax transmissions. To enable both Voice Mail and the printer to answer calls:</p> <ul style="list-style-type: none"> • See “Setting the distinctive ring” on page 135. Setting selections include single ring, double ring, triple ring, and any ring. • Consider adding a second telephone line for the printer.
Check country code	<p>Make sure the country code has been set for the country or region where you are operating the printer:</p> <ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Setup is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until Change Printer Default Settings is highlighted. 4 Press ✓. 5 Look down at the Country menu item to see the user default setting indicated by an *. 6 If you want to change the County Code: <ol style="list-style-type: none"> a Press ▲ or ▼ repeatedly until you reach the Country menu item. b Press ◀ or ▶ repeatedly until the country or region where you are operating the printer appears. c Press ↻ to save the setting.
Is your printer memory full?	<ol style="list-style-type: none"> 1 Dial the receiving number. 2 Scan the original document one page at a time.

Can send but not receive faxes

Load paper	Load paper to print any faxes that have been stored in the printer.
Check if Auto Answer is on	<p>If Auto Answer is on:</p> <ul style="list-style-type: none"> • The printer will answer after the preset number of telephone rings. • If you are using a distinctive ring, see “Setting the distinctive ring” on page 135. <p>To check whether Auto Answer is on:</p> <ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Fax is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until you reach the Auto Answer menu item. 4 Check to see if on is selected. 5 If not, press ◀ or ▶ until on appears. 6 Press ↻ to save.
Check ink	Check the ink levels, and install a new print cartridge if necessary.

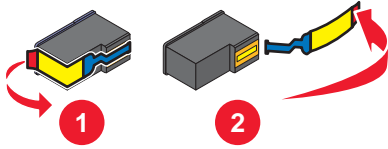
Make sure Fax Forwarding is not selected	<ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Fax is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until the Fax Setup submenu is highlighted. 4 Press ✓. 5 Press ▲ or ▼ repeatedly until the Ringing and Answering submenu is highlighted. 6 Press ✓. 7 Press ▲ or ▼ repeatedly until you reach Fax Forward. 8 Press ◀ or ▶ repeatedly until Off appears. 9 Press ↻ to save the setting.
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Can receive but not send faxes

Check mode selection	<p>To make sure the printer is set for faxing:</p> <ol style="list-style-type: none"> 1 Press ▲ or ▼ repeatedly until Fax is highlighted. 2 Press ✓.
Check document placement	Load the original document faceup in the Automatic Document Feeder (ADF) or facedown on the scanner glass in the corner indicated by the arrows.
Check the Dial Prefix setting	<ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Fax is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until the Fax Setup submenu is highlighted. 4 Press ✓. 5 Press ▲ or ▼ repeatedly until the Dialing and Sending submenu is highlighted. 6 Press ✓. 7 Press ▲ or ▼ repeatedly until you reach Dial Prefix. 8 To change the setting, press ◀ or ▶ repeatedly until Create appears. 9 Press ✓. 10 Enter the prefix to be dialed before each telephone number. 11 Press ✓ to save.
Check Speed Dial number	<ul style="list-style-type: none"> • Check to make sure Speed Dial has been programmed for the number that you want to dial. See “Setting up Speed Dial numbers” on page 132. • As an alternative, dial the telephone number manually.

Be sure that printer is detecting a dial tone	<ul style="list-style-type: none"> • See “Sending a fax while listening to a call (On Hook Dial)” on page 129. • Check the Dial Method setting. <ol style="list-style-type: none"> 1 Listen for a dial tone. If you hear a dial tone but the printer hangs up without dialing, this means it did not recognize the dial tone. 2 From the control panel, press ▲ or ▼ repeatedly until Fax is highlighted. 3 Press √. 4 Press ▲ or ▼ repeatedly until the Fax Setup submenu is highlighted. 5 Press √. 6 Press ▲ or ▼ repeatedly until the Dialing and Sending submenu is highlighted. 7 Press √. 8 Press ▲ or ▼ repeatedly until you reach Dial Method. 9 Press ◀ or ▶ repeatedly until Behind PBX (Dial Tone Detect Off) appears. 10 Press ↻ to save.
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Printer receives a blank fax

Check original	Ask the sender to verify the original document was loaded correctly.
Check ink	Check the ink levels, and install a new print cartridge if necessary.
Cartridges may have tape on them	<ol style="list-style-type: none"> 1 Remove the print cartridges. 2 Make sure the sticker and tape have been removed.  <ol style="list-style-type: none"> 3 Reinsert the print cartridges.

Received fax has poor print quality

Review checklist for sender	<ul style="list-style-type: none"> • 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.
Check ink	Check the ink levels, and install a new print cartridge if necessary.

Decrease the transmission speed	<ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Fax is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until the Fax Setup submenu is highlighted. 4 Press ✓. 5 Press ▲ or ▼ repeatedly until the Dialing and Sending submenu is highlighted. 6 Press ✓. 7 Press ▲ or ▼ repeatedly until you reach Max Send Speed. 8 Press ◀ or ▶ to select a lower transmission speed. 9 Press ↻ to save. 10 Resend the fax. 11 If the problem persists, repeat step 1 through step 10 to resend the fax at successively lower transmission speeds. <p>Note: 2400 bps is the lowest transmission speed.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The lower the transmission speed, the longer it will take your fax to print. • This solution will reduce the speed for future faxes until you reset the transmission speed.
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Caller ID information is not displayed

Caller ID pattern may not be set correctly	The printer supports two distinct Caller ID patterns: Pattern 1 (FSK) and Pattern 2 (DTMF). Depending on the country or region you live in and the telecommunications company you subscribe to, you may need to switch the pattern in order for the printer to display Caller ID information. For more information, see “Using Caller ID” on page 131.
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Jams and misfeeds troubleshooting

- “Paper jam in the printer” on page 166
- “Paper jam in the Automatic Document Feeder (ADF)” on page 167
- “Paper jam in the duplex unit” on page 168
- “Paper jam in Tray 1 or optional Tray 2” on page 169
- “Paper or specialty media misfeeds” on page 172
- “Printer does not feed paper, envelopes, or specialty media” on page 173
- “Banner paper jams” on page 173

Paper jam in the printer

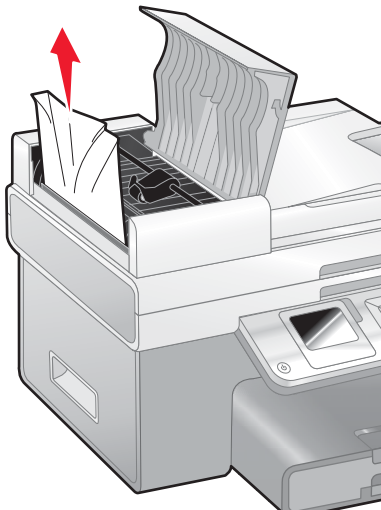
Remove the jam	<p>To eject the paper:</p> <ol style="list-style-type: none"> 1 Press and hold ✓. 2 Remove the paper from the paper exit tray.
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Paper jam in the Automatic Document Feeder (ADF)

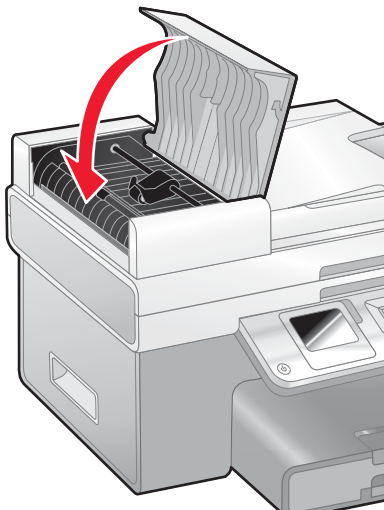
- 1 Flip open the ADF by grasping the notch in the left side of the ADF and pulling up.



- 2 Firmly grasp the paper, and gently pull it out.



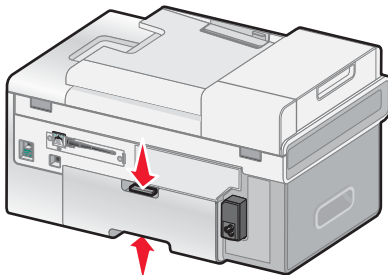
3 Close the ADF.



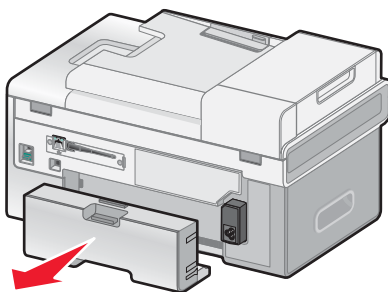
4 Press .

Paper jam in the duplex unit

1 Press the button as you grasp the handle on the duplex unit.

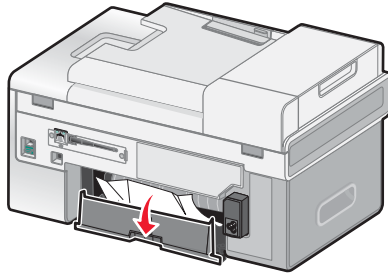


2 Pull out the duplex unit.

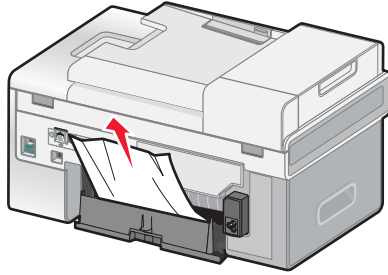


3 Push down on the button on the rear access door.

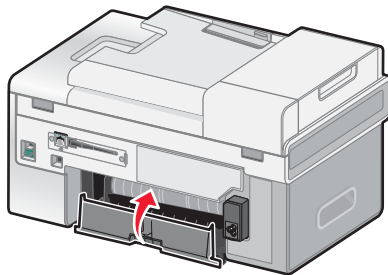
4 Lower the door slightly.



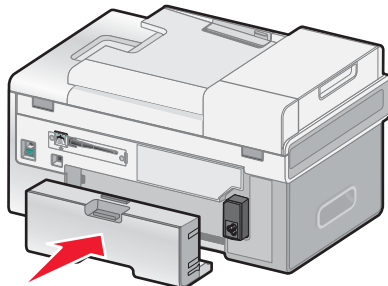
5 Firmly grasp the paper, and gently pull it out.



6 Close the rear access door.



7 Align and install the duplex unit.



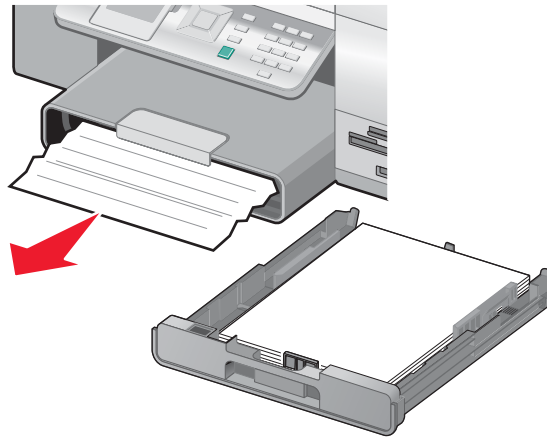
8 Press ✓.

Paper jam in Tray 1 or optional Tray 2

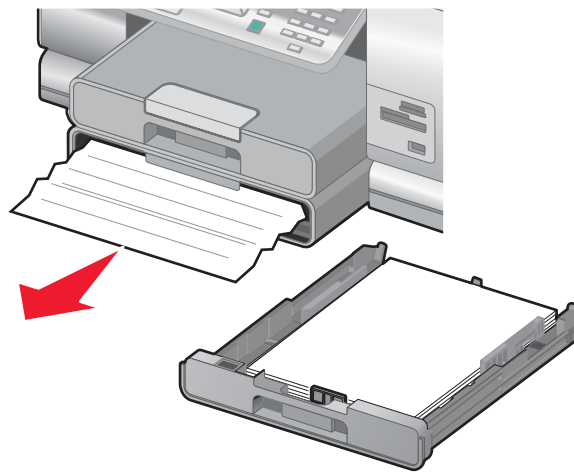
1 Pull Tray 1 completely out of the printer or pull the optional Tray 2 completely out of its base.

2 Remove the jam:

For Tray 1:



For Tray 2:

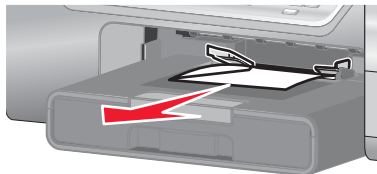


3 Reinstall the tray.

Paper jam in the small media feeder

If the jam is visible from the front and there is enough of the envelope or photo card to grasp, to remove the jam:

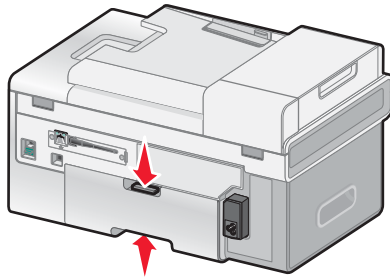
- 1 Pull Tray 1 about 50.8 mm (2 inches) out of the printer.
- 2 Grasp the envelope or photo card and pull it out.



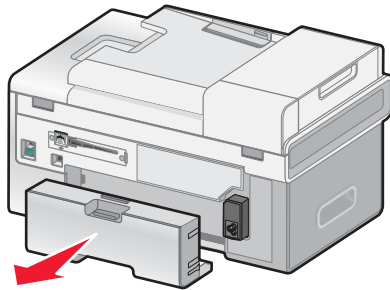
3 Reinstall Tray 1.

If the envelope or photo card cannot be grasped from the front and is barely visible, to remove the jam:

- 1 Press the button as you grasp the handle on the duplex unit.

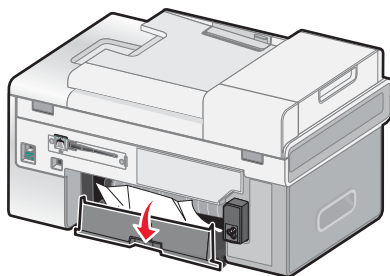


- 2 Pull out the duplex unit.

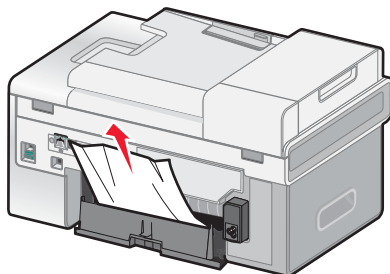


- 3 Push down on the button on the rear access door.

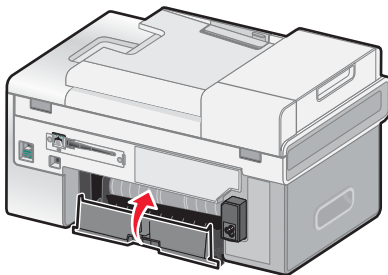
- 4 Lower the door slightly.



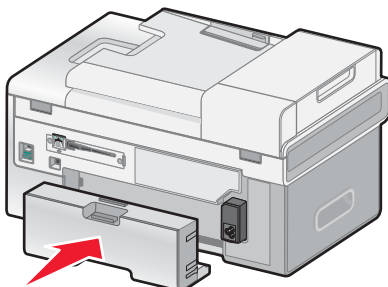
- 5 Firmly grasp the envelope or photo card, and gently pull it out.



6 Close the rear access door.



7 Align and install the duplex unit.

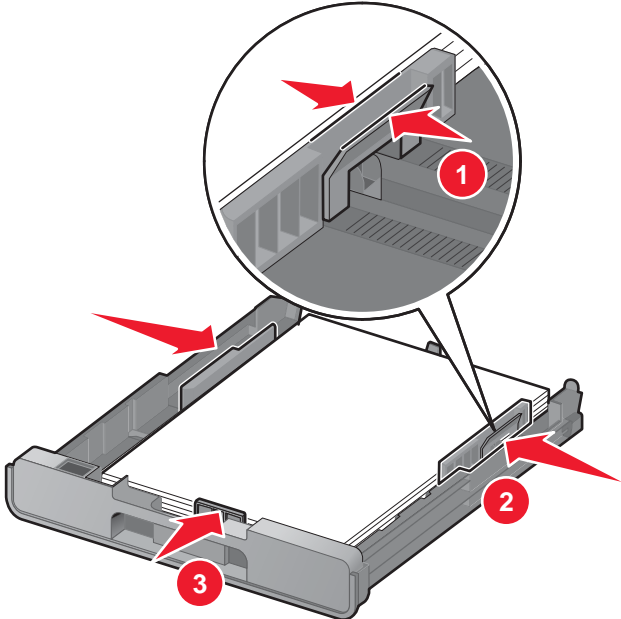


8 Press ✓.

Paper or specialty media misfeeds

If paper or specialty media misfeeds or skews, or if multiple sheets feed or stick together, try the following solutions.


Check paper condition	Use only new, unwrinkled paper.
Check paper loading	<ul style="list-style-type: none">• Load a smaller amount of paper into the printer.• Load paper with the print side facing down. (If you are not sure which side is the printable side, see the instructions that came with the paper.) See “Loading various paper types in Tray 1” on page 78 for information about: <ul style="list-style-type: none">• Maximum loading amounts per paper type• Specific loading instructions for supported paper and specialty media
Remove each sheet as it is printed	Remove each sheet as it exits, and let it dry completely before stacking.

Adjust the paper guides	<p>Adjust the paper guides:</p> <ul style="list-style-type: none"> • When using media less than 8.5 inches wide • To rest against the edges of the paper or media, making sure it does not buckle 
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Printer does not feed paper, envelopes, or specialty media

Check for paper jams	<p>Check for and clear any paper jams. For more information, see:</p> <ul style="list-style-type: none"> • “Paper jam in the printer” on page 166 • “Paper jam in the Automatic Document Feeder (ADF)” on page 167 • “Paper jam in the duplex unit” on page 168 • “Paper jam in Tray 1 or optional Tray 2” on page 169 • “Paper jam in the small media feeder” on page 170
Check media loading	<ul style="list-style-type: none"> • Verify that the specialty media is loaded correctly. For more information, see “Loading various paper types in Tray 1” on page 78. • Try loading one page, envelope, or sheet of specialty media at a time.
Make sure the printer is set as the default printer and is not on hold or paused	<ol style="list-style-type: none"> 1 Click: <ul style="list-style-type: none"> • For Windows XP Pro: Start → Settings → Printers and Faxes. • For Windows XP Home: Start → Control Panel → Printers and Faxes. • For Windows 2000: Start → Settings → Printers. 2 Double-click the name of your printer. 3 Click Printer. <ul style="list-style-type: none"> • Make sure no check mark appears next to Pause Printing. • Make sure a check mark does appear next to Set As Default.

Banner paper jams

Clear banner paper jams	<ol style="list-style-type: none"> 1 Press  to turn off the printer. 2 Remove the jammed banner paper from the printer.
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Review banner printing checklist	<ul style="list-style-type: none"> • Use only the number of sheets needed for the banner. • Select the following settings to enable the printer to feed paper continuously without jamming: <ol style="list-style-type: none"> 1 With a document open, click File → Print. 2 Click Properties, Preferences, Options, or Setup. 3 Click the Advanced tab. 4 From the Layout drop-down box, select Banner. 5 From the Banner Paper Size drop-down box, select Letter Banner or A4 Banner as the paper size. 6 Click the Print Setup tab. 7 From the Orientation area, select Portrait or Landscape. 8 Click OK or Print.
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Memory card troubleshooting

- “Memory card cannot be inserted” on page 174
- “Nothing happens when memory card is inserted” on page 174

Memory card cannot be inserted


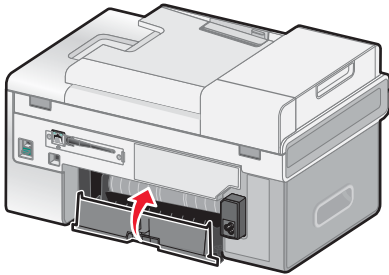



Check memory card type	Make sure that the type of memory card you are using can be used in the printer. For more information, see “Inserting a memory card” on page 98.
Check memory card placement	See “Inserting a memory card” on page 98 to determine which slot accommodates your memory card and to see instructions on how to insert it.

Nothing happens when memory card is inserted







Reinsert memory card	The memory card may have been inserted too slowly. Remove and then reinsert the memory card quickly.
Check memory card placement	See “Inserting a memory card” on page 98 to determine which slot accommodates your memory card and to see instructions on how to insert it.
Check memory card type	Make sure that the type of memory card you are using can be used in the printer. See “Inserting a memory card” on page 98.
Memory card may be damaged	Check that there is no obvious damage to the memory card.
Memory card may not contain photos	<p>Insert another memory card with photos.</p> <p>The printer will read photos created using the JPEG format. For more information, see the documentation that came with the digital camera.</p>
USB cable may not be connected	<ol style="list-style-type: none"> 1 Check the USB cable for any obvious damage. 2 Firmly plug the square end of the USB cable into the back of the printer. 3 Firmly plug the rectangular end of the USB cable into the USB port of the computer. <p>The USB port is marked with the USB symbol .</p>

Error messages

General error messages

Error message	Solution
Hardware Error 1208 (Incorrect Home Position)	<ol style="list-style-type: none"> 1 Raise the scanner unit. 2 Remove any objects blocking the path of the print cartridge carrier. 3 Close the scanner unit. 4 Press .
Rear Cover Open	<ol style="list-style-type: none"> 1 Close the rear door.  <ol style="list-style-type: none"> 2 Press .
Scanner Jam	Press  to reset the printer, and then press  again to clear the error message.

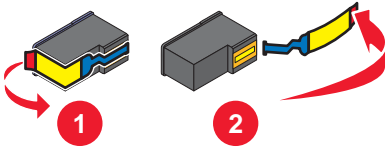
Error messages related to loading paper and original documents






Error message	Solution
Invalid Paper Type (appears when there is an incoming fax)	<ol style="list-style-type: none"> 1 Load plain paper in Tray 1. 2 Press .
Paper Load Error	<ol style="list-style-type: none"> 1 Load the original document in the Automatic Document Feeder (ADF). For more information, see "Loading original documents into the Automatic Document Feeder" on page 85. 2 From the control panel, press .
Paper or Photo Size Error (appears when printing from a PictBridge-enabled digital camera and the photo size selected is larger than the paper size set in the printer)	<ol style="list-style-type: none"> 1 From the control panel, press . The Pictbridge Default Print Settings appears with the option for Photo Size highlighted. 2 Press  or  until the size of the photo paper loaded in the printer appears. If you want to print more than one photo on the photo paper, select a smaller photo size than the size of the photo paper loaded in the printer. 3 Press  to save the settings.
Paper Jam	Clear the paper jam. For more information, see "Jams and misfeeds troubleshooting" on page 166.






Error message	Solution
Paper Mismatch	<p>If you are printing an incoming fax, make sure that the paper loaded in the tray is the default for your country or region selection. The default paper size corresponds to the country or region that you have selected during initial setup.</p> <p>To determine the default paper size, check the message on the display, and then load paper with the correct size.</p> <p>If you are printing a photo or a DPOF selection from a memory card or using a PictBridge-enabled camera to print a photo, the printer does not support the paper size you have set.</p> <ol style="list-style-type: none"> 1 From the control panel, press . The Paper Handling menu appears. 2 Press or until the option for Size---Tray 1 is highlighted. 3 Press or to select the size of paper loaded in Tray 1. 4 Press to save the setting.
Paper Out Tray 1 or Paper Out Tray 2	<ol style="list-style-type: none"> 1 Load paper in the tray that has run out of paper. 2 Press .
Paper Tray Removed	Make sure that Tray 1 and Tray 2 (if the optional Tray 2 is installed) are fully inserted into the printer.
Out of Memory (appears when you are making more than one copy of a multiple-page document using the Automatic Document Feeder)	<ol style="list-style-type: none"> 1 Press and a single copy of the remaining pages in the Automatic Document Feeder (ADF) is printed. 2 Load the pages for which you need more copies into the Automatic Document Feeder (ADF). 3 Press or repeatedly until Copy is highlighted. 4 Press . 5 Press or until the options for Copies are highlighted. 6 Press or to enter the number of copies. Consider entering a smaller number of copies. <p>Reload the document and make more copies, if necessary.</p>

Cartridge-related error messages

Error message	Solution
Black Cartridge Unavailable (appears when printing an incoming fax)	<p>To continue printing using the color print cartridge:</p> <ol style="list-style-type: none"> 1 Press or until Yes is highlighted. 2 Press . <p>To insert the black print cartridge:</p> <ol style="list-style-type: none"> 1 Press or until No is highlighted. 2 Insert a black cartridge in the left print cartridge carrier. For more information, see "Installing print cartridges" on page 142. 3 Press .

Error message	Solution
Black and Color Ink Low	Press any button to clear the message and continue. Order black and color print cartridges. For more information, see “Ordering supplies” on page 147.
Black Ink Low	Press any button to clear the message and continue. Order a black print cartridge. For more information, see “Ordering supplies” on page 147.
Cartridge Alignment	<ol style="list-style-type: none"> 1 Remove the print cartridge. 2 Make sure the sticker and tape have been removed.  <ol style="list-style-type: none"> 3 Reinsert the cartridge. 4 Press ✓. <p>For more information, see “Aligning print cartridges” on page 144.</p>
Color Cartridge Unavailable (appears when printing an incoming fax on plain paper)	<p>To continue printing in grayscale:</p> <ol style="list-style-type: none"> 1 Press ◀ or ▶ until Yes is highlighted. 2 Press ✓.
	<p>To insert a color print cartridge:</p> <ol style="list-style-type: none"> 1 Press ◀ or ▶ until No is highlighted. 2 Insert a color cartridge on the right print cartridge carrier. For more information, see “Installing print cartridges” on page 142. 3 Press ✓.
Color Ink Low	Press any button to clear the message and continue. Order a color print cartridge. For more information, see “Ordering supplies” on page 147.
Critically Low Ink	<p>If all the pages of the document have been printed:</p> <ol style="list-style-type: none"> 1 From the control panel, press ◀ or ▶ until Yes is highlighted. 2 Press ✓. <p>The error message disappears from the display.</p>
	<p>If some pages of the document did not print:</p> <ol style="list-style-type: none"> 1 From the control panel, press ◀ or ▶ until No is highlighted. 2 Press ✓. 3 Replace the print cartridge that has low ink. For more information, see “Installing print cartridges” on page 142. <p>After you replace and align the cartridge, the rest of the document prints.</p>

Error message	Solution
<ul style="list-style-type: none"> • Error 1102 • Error 1203 • Error 1204 • Error 120F (Procedure 1)	Procedure 1 <ol style="list-style-type: none"> 1 Remove the print cartridges and close the cartridge carrier lids. 2 Disconnect the power cord from the electrical outlet. 3 Reconnect the power cord to the electrical outlet. 4 If the  button is not lit, press . 5 Reinsert the print cartridges. 6 If the error: <ul style="list-style-type: none"> • Does not reappear, the problem has been corrected. • Reappears, one of the cartridges is not working properly. Continue with Procedure 2.
<ul style="list-style-type: none"> • Error 1102 • Error 1203 • Error 1204 • Error 120F (Procedure 2)	Procedure 2 <p>Follow this procedure to determine which cartridge is not working properly.</p> <ol style="list-style-type: none"> 1 Remove the print cartridges and close the cartridge carrier lids. 2 Disconnect the power cord from the electrical outlet. 3 Reconnect the power cord to the electrical outlet. 4 If the  button is not lit, press . 5 Reinsert the black (or photo) print cartridge. 6 If the error: <ul style="list-style-type: none"> • Reappears, replace the black (or photo) print cartridge with a new one. • Does not reappear, reinsert the color print cartridge. 7 If the error reappears, replace the color print cartridge with a new one.
Error 1103	Make sure that the print cartridges are installed. For more information, see “Installing print cartridges” on page 142.
Error 1104	<ol style="list-style-type: none"> 1 Remove the print cartridges. 2 Reinstall the black cartridge or the photo cartridge in the left carrier. 3 Reinstall the color cartridge in the right carrier.
<ul style="list-style-type: none"> • Error 1200 • Error 1201 • Error 1208 	<ol style="list-style-type: none"> 1 Raise the scanner unit. 2 Remove any objects blocking the path of the print cartridge carrier. 3 Make sure the cartridge carrier lids are closed. <div data-bbox="800 1415 1187 1778" data-label="Image"> </div> <ol style="list-style-type: none"> 4 Close the scanner unit. 5 Press .

Error message	Solution
<ul style="list-style-type: none"> • Error 1205 • Error 1206 	<ol style="list-style-type: none"> 1 Remove the indicated print cartridge. 2 Disconnect the power cord from the electrical outlet. 3 Reconnect the power cord to the electrical outlet. 4 If the  button is not lit, press . 5 Reinsert the print cartridge. 6 If the error: <ul style="list-style-type: none"> • Does not reappear, the problem has been corrected. • Reappears, replace the print cartridge with a new one.
Left Cartridge Missing (appears when: <ul style="list-style-type: none"> • printing or copying on plain paper or • printing a fax report) 	<p>When you are printing or copying on plain paper, press  to continue printing using the color print cartridge.</p> <ol style="list-style-type: none"> 1 Press . 2 Insert a black or photo print cartridge in the left print cartridge carrier. For more information, see “Installing print cartridges” on page 142. 3 Resend the print job.
Photo and Color Ink Low	Press any button to clear the message and continue. Order photo and color print cartridges. For more information, see “Ordering supplies” on page 147.
Photo Ink Low	Press any button to clear the message and continue. Order a photo print cartridge. For more information, see “Ordering supplies” on page 147.
Printer Carrier Stall	<ol style="list-style-type: none"> 1 Raise the scanner unit. 2 Remove any objects blocking the path of the print cartridge carrier. 3 Make sure the cartridge carrier lids are closed. <div data-bbox="799 1092 1185 1457" data-label="Image"> </div> <ol style="list-style-type: none"> 4 Close the scanner unit. 5 Press .

Error message	Solution
Right Cartridge Missing (appears when: <ul style="list-style-type: none"> • copying on glossy or photo paper • copying in color on plain paper • printing from a memory card • using a PictBridge-enabled camera to control printing) 	<p>When you are copying in color on plain paper, press ✓ to continue printing using the black print cartridge and copying the document in grayscale.</p> <p>To cancel the job, press ✗.</p>
	<ol style="list-style-type: none"> 1 Press ✗. 2 Insert a color print cartridge in the right print cartridge carrier. For more information, see “Installing print cartridges” on page 142. 3 Resend the print job.

Fax-related error messages


Error message	Solution
Digital Line Detected	<p>The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.</p> <ul style="list-style-type: none"> • If you are using an ISDN telephone service, 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, 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, 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. For more information on faxing when using a PBX telephone service, see “Setting up to fax while behind a PBX” on page 136.

Error message	Solution
Failed to Connect	Resend the fax. There may have been a problem with the quality of the telephone line connection.
	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, wait until the other device is finished before sending the fax.
	<p>Make sure that the printer is detecting a dial tone.</p> <ul style="list-style-type: none"> For more information, see “Sending a fax while listening to a call (On Hook Dial)” on page 129. Check the Dial Method setting. <ol style="list-style-type: none"> Listen for a dial tone. If you hear a dial tone, but the printer hangs up without dialing, this means it did not recognize the dial tone. From the control panel, press ▲ or ▼ repeatedly until Fax is highlighted. Press ✓. The Fax Mode menu appears. Press ▲ or ▼ repeatedly until Fax Setup is highlighted. Press ✓. Press ▲ or ▼ repeatedly until Dialing and Sending is highlighted. Press ✓. The Dialing and Sending menu appears. Press ▲ or ▼ repeatedly until the option for Dial Method is highlighted. Choose your dialing method. Press ↻.
Fax Error	<p>The fax machines have stopped communicating.</p> <p>Resend the fax. There may have been a problem with the quality of the telephone line connection.</p>




Error message	Solution
No Answer	Resend the fax. There may have been a problem with the quality of the telephone line connection.
	Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.
	<p>Make sure that the printer is detecting a dial tone.</p> <ul style="list-style-type: none"> For more information, see “Sending a fax while listening to a call (On Hook Dial)” on page 129. Check the Dial Method setting. <ol style="list-style-type: none"> 1 Listen for a dial tone. If you hear a dial tone, but the printer hangs up without dialing, this means it did not recognize the dial tone. 2 From the control panel, press ▲ or ▼ repeatedly until Fax is highlighted. 3 Press ✓. The Fax Mode menu appears. 4 Press ▲ or ▼ repeatedly until Fax Setup is highlighted. 5 Press ✓. 6 Press ▲ or ▼ repeatedly until Dialing and Sending is highlighted. 7 Press ✓. The Dialing and Sending menu appears. 8 Press ▲ or ▼ repeatedly until the option for Dial Method is highlighted. 9 Choose your dialing method. 10 Press ↺.

Error message	Solution
Phone Line Busy	<p>The printer automatically redials three times at 2-minute intervals. You can change the default settings to redial up to five times at intervals of up to 8 minutes.</p> <p>To change the redial settings:</p> <ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Fax is highlighted. 2 Press √. The Fax Mode menu appears. 3 Press ▲ or ▼ repeatedly until Fax Setup is highlighted. 4 Press √. 5 Press ▲ or ▼ repeatedly until Dialing and Sending is highlighted. 6 Press √. 7 To change the length of time between redials: <ol style="list-style-type: none"> a Press ▲ or ▼ repeatedly until Redial Time is highlighted. b Press ◀ or ▶ until the option you want appears. c Press √. 8 To change the number of times the printer redials: <ol style="list-style-type: none"> a Press ▲ or ▼ repeatedly until Redial Tries is highlighted. b Press ◀ or ▶ until the option you want appears. c Press √. <p>You can also postpone sending your fax until a later time. For more information, see “Sending a broadcast fax at a scheduled time” on page 128.</p>
Phone Line Error	<p>If the telephone line is being used by another device, wait until the other device is finished before sending the fax.</p> <p>Make sure cable connections for the following hardware are secure, if applicable:</p> <ul style="list-style-type: none"> • Power supply • Telephone • Handset • Answering machine <p>Are you sending a fax while you listen to a call (On Hook)? Enter a fax number immediately. For more information, see “Sending a fax while listening to a call (On Hook Dial)” on page 129.</p>

Error message	Solution
Remote Fax Error	<p>Resend the fax. There may have been a problem with the quality of the telephone line connection.</p> <p>Lower the transmission speed of your outgoing fax:</p> <ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Fax is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until Fax Setup is highlighted. 4 Press ✓. 5 Press ▲ or ▼ repeatedly until Dialing and Sending is highlighted. 6 Press ✓. 7 Press ▲ or ▼ repeatedly until Max Send Speed is highlighted. 8 Press ◀ or ▶ until a lower speed appears. 9 Press ↻. <p>Notes:</p> <ul style="list-style-type: none"> • The lower transmission speed, the longer it will take your fax to be sent. • This solution will reduce the speed for future faxes until you reset the transmission speed. <ol style="list-style-type: none"> 10 Resend the fax. 11 If the problem persists, repeat step 1 through step 10.
Unsupported Fax Mode	<p>The fax machine of the recipient does not support color or does not support the resolution of the fax you are sending.</p> <ol style="list-style-type: none"> 1 Press ▲ or ▼ repeatedly until Fax is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until Fax Setup is highlighted. 4 Press ✓. 5 Press ▲ or ▼ repeatedly until Dialing and Sending is highlighted. 6 Press ✓. 7 Press ▲ or ▼ repeatedly until Auto Fax Conversion is highlighted. 8 Press ◀ or ▶ until On appears. 9 Press ↻.

Error message	Solution
Unsupported Paper Size	<p>The fax machine of the recipient does not support the size of the document you want to fax. Consider changing the size of your document, and then resending your fax.</p> <p>To resize hard-copy documents:</p> <ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Copy is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until Reduce/Enlarge is highlighted. 4 Press ◀ or ▶ repeatedly until the resizing option you want appears. 5 Press ✓. 6 Press .

Resetting factory default settings

Resetting all settings	<p>All status pages, such as fax send and receive history, and all information you entered, such as Phone Book or Speed Dial lists, will be cleared.</p> <ol style="list-style-type: none"> 1 Turn the printer off. 2 Press and hold down  and , and then press  to turn the printer on.
Resetting only menu settings	<p>This method does not clear any information entered by you, such as Phone Book or Speed Dial lists.</p> <ol style="list-style-type: none"> 1 From the control panel, press ▲ or ▼ repeatedly until Maintenance is highlighted. 2 Press ✓. 3 Press ▲ or ▼ repeatedly until Reset Defaults is highlighted. 4 Press ✓. <p>The following message appears:</p> <p>Reset all Menu Default settings to factory settings?</p> <p>Note: Items such as phone lists, time, date, country, etc. will not be reset.</p> <ol style="list-style-type: none"> 5 Press ✓.

Removing and reinstalling the software

If the printer is not functioning properly, or if a communications error message appears when you try to use the printer, you may need to remove and reinstall the printer software.

- 1 Click **Start → Programs** or **All Programs → Lexmark 9300 Series**.
- 2 Select **Uninstall**.
- 3 Follow the instructions on the computer screen to remove the printer software.
- 4 Restart the computer before reinstalling the printer software.
- 5 Click **Cancel** on all New Hardware Found screens.
- 6 Insert the CD, and then follow the instructions on the computer screen to reinstall the software.

Notices

Product name:

Lexmark 9300 Series

Machine type:

4422

Model(s):

001

J01

E01

A01

Edition notice

September 2006

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

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

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

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

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Conventions

Note: A *Note* identifies something that could help you.

Warning: A *Warning* identifies something that could damage your product hardware or software.



CAUTION: A *CAUTION* identifies something that could cause you harm.



CAUTION: This type of *CAUTION* indicates that you should *not touch* the marked area.



CAUTION: This type of *CAUTION* indicates a *hot surface*.



CAUTION: This type of *CAUTION* indicates a *shock hazard*.



CAUTION: This type of *CAUTION* indicates a *tipping hazard*.

Federal Communications Commission (FCC) compliance information statement

This product has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The FCC Class B limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

The manufacturer is not responsible for 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 B computing device, use a properly shielded and grounded cable such as Lexmark part number 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Any questions regarding this compliance information statement should be directed to:

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

Exposure to radio frequency radiation

The radiated output power of this device is far below the FCC radio frequency exposure limits. 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.

Industry Canada compliance statement

This Class B 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 B est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

Industry Canada notice

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.

L'impédance d'antenne requise est de 50 ohms.

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.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 89/336/EEC, 73/23/EEC, 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 Alert sign indicates that there are restrictions within certain member states.

A declaration of conformity with the requirements of the directives is available from the Director of Manufacturing and Technical Support, Lexmark International, S. A., Boigny, France.

The following restrictions apply:

Country/region	Restriction
All countries/regions	This product is for indoor use only. This product may not be used outdoors.
L'Italia	Si fa presente inoltre che l'uso degli apparati in esame è regolamentato da: <ul style="list-style-type: none">• D.Lgs 1.8.2003, n.259, articoli 104 (attività soggette ad autorizzazione generale) e 105 (libero uso), per uso privato;• D.M. 28.5.03, per la fornitura al pubblico dell'accesso R-LAN alle reti e ai servizi di telecomunicazioni.

This product satisfies the limits of EN 55022; safety requirements of EN 60950; radio spectrum requirements of ETSI EN 300 328; and the EMC requirements of EN 55024, ETSI EN 301 489-1 and ETSI EN 301 489-17.

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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	52
Scanning	30
Copying	46
Ready	Inaudible

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.

Federal Communications Commission (FCC) compliance information statement

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 arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor 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 arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor 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.

South Africa telecommunications notice

This modem must be used in conjunction with an approved surge protection device when connected to the PSTN.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 14B5109) 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 : 14B5123) 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) 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), 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.

ENERGY STAR



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.	20.0
Copying	The product is generating hard-copy output from hard-copy original documents.	19.0
Scanning	The product is scanning hard-copy documents.	16.0
Ready	The product is waiting for a print job.	12.5
Power Saver	The product is in energy-saving mode.	12.5
High Off	The product is plugged into a wall outlet, but the power switch is turned off.	Not applicable
Low Off (<1 W Off)	The product is plugged into a wall outlet, the power switch is turned off, and the product is in the lowest possible power consumption mode.	Not applicable
Off	The product is plugged into a wall outlet, but the power switch is turned off.	0.5

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.

Power Saver

This product is designed with an energy-saving mode called Power Saver. The Power Saver Mode is equivalent to the EPA Sleep Mode. The Power Saver Mode saves energy by lowering power consumption during extended periods of inactivity. The Power Saver Mode is automatically engaged after this product is not used for a specified period of time, called the Power Saver Timeout.

Factory default Power Saver Timeout for this product (in minutes):	15
--	----

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.

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.

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