

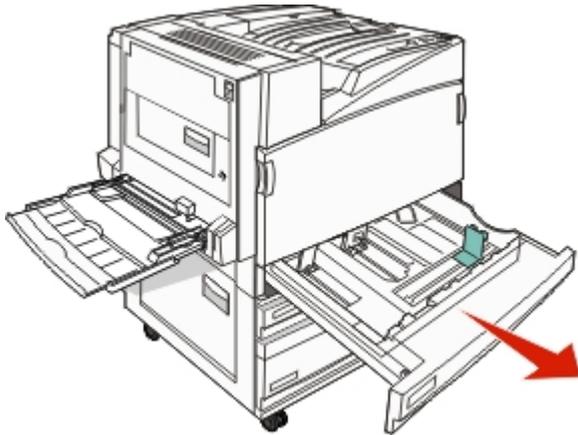
# Lexmark™ C935 Quick Reference

## Loading paper and specialty media

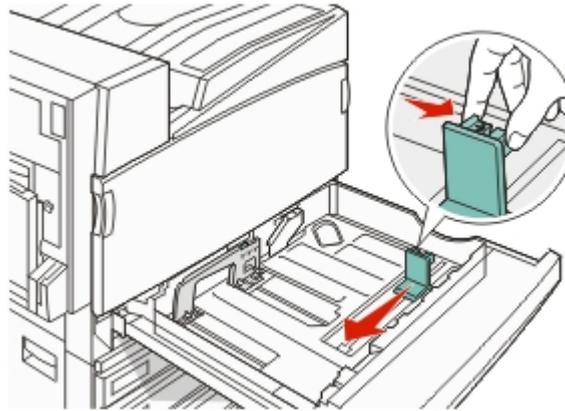
### Loading the 520-sheet trays

The printer has a standard 520-sheet tray (Tray 1), and it may have one or more optional 520-sheet trays. All 520-sheet trays support the same paper sizes and types. Paper may be loaded in the trays in either the long-edge or short-edge orientation.

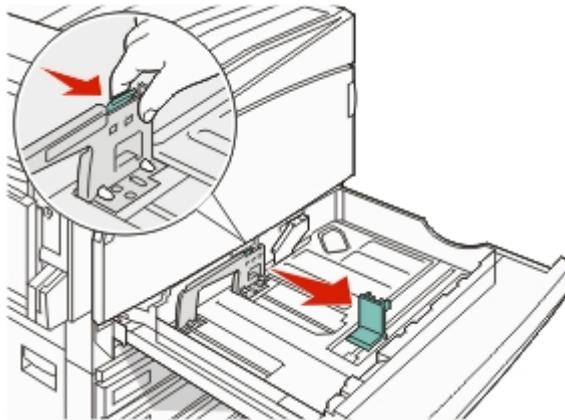
- 1 Grasp the handle, and pull the tray out.



- 2 Squeeze the width guide tabs together as shown, and move the width guide to the correct position for the paper size being loaded.

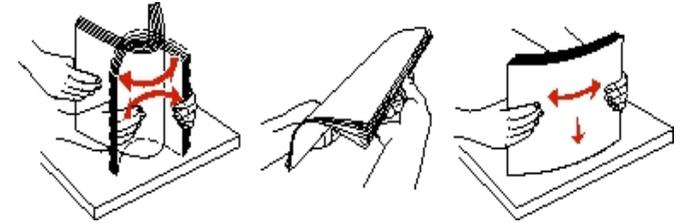


- 3 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.



**Note:** Use the size indicators on the bottom of the tray to help position the guides.

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



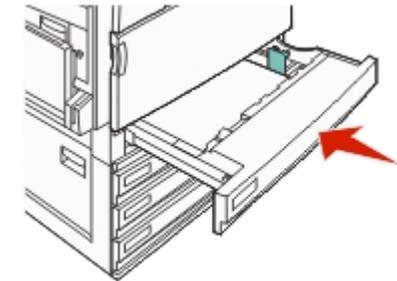
- 5 Load the paper stack with the recommended print side faceup. Load the paper in either the long-edge or short-edge orientation as shown below:

#### Notes:

- Load sizes larger than A4 in the short-edge orientation.
- Paper must be loaded in the short-edge orientation to create booklets if the optional booklet finisher is installed.

- 6 Make sure the paper guides are secure against the edges of the paper.

- 7 Align the tray, and insert it.



- 8 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting for the tray from the control panel.

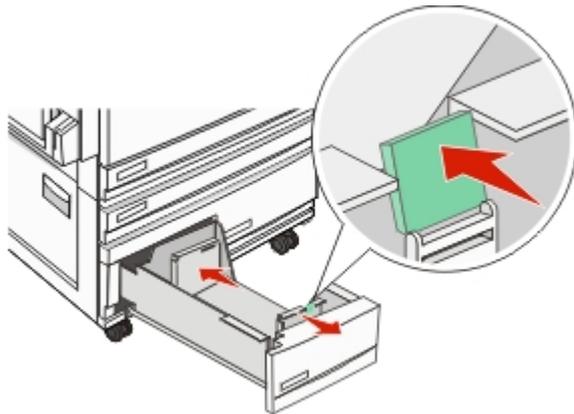
## Loading the 867- and 1133-sheet trays

Although the 867-sheet tray and the 1133-sheet tray are different in appearance, they support the same paper sizes and types and require the same process for loading paper. Use these instructions to load paper in either tray:

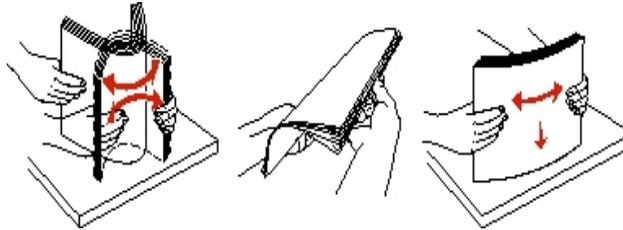
- 1 Grasp the handle, and open the tray.



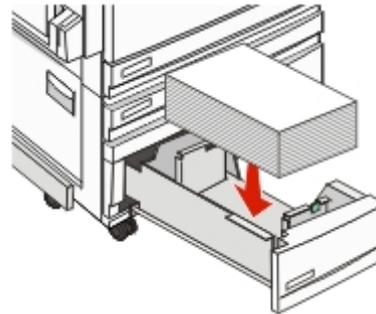
- 2 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.



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

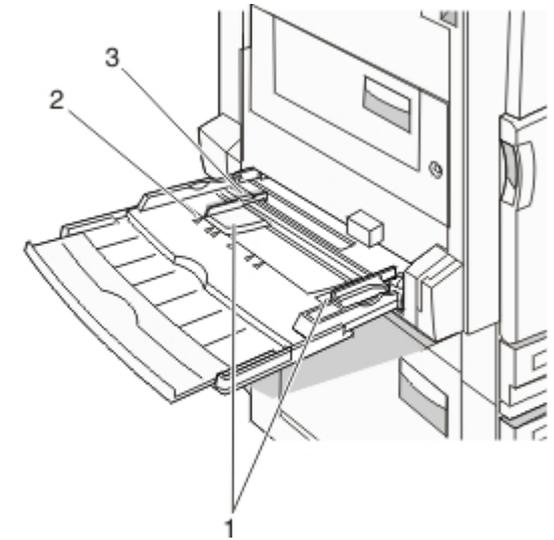


- 4 Load the paper stack with the recommended print side faceup.



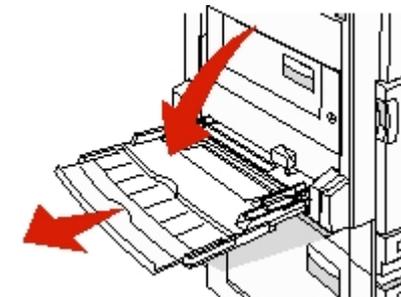
- 5 Make sure the paper guides are secure against the edges of the paper.
- 6 Insert the tray into the printer.
- 7 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting for the tray from the control panel.

## Using the multipurpose feeder



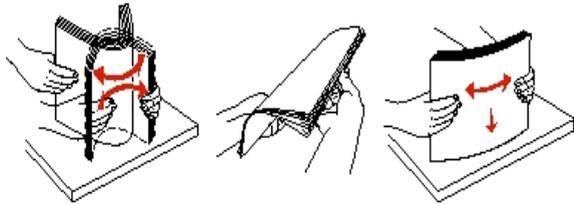
1	Paper guides
2	Size indicators
3	Stack height limiter

- 1 Pull the multipurpose feeder tray down.
- 2 Grasp the extension, and gently pull it out until it is fully extended.



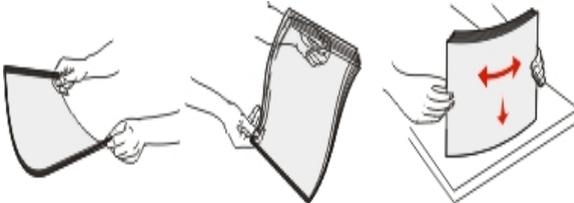
### 3 Prepare the paper for loading.

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



- Hold transparencies by the edges, and then fan them. Straighten the edges on a level surface.

**Note:** Avoid touching the print side of the transparencies. Be careful not to scratch them.

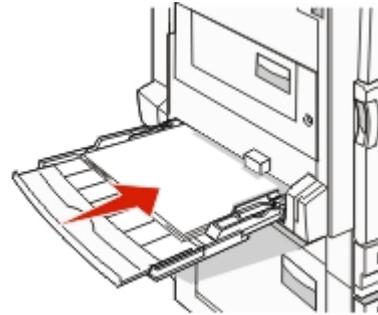


- Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

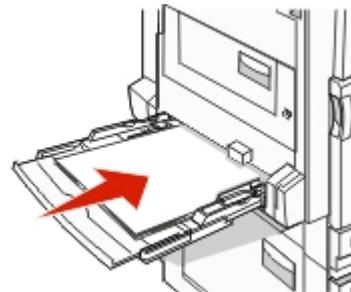


### 4 Load the paper, and then adjust the paper guides so that they lightly touch the edges of the paper stack.

- Load letter, A4, and transparencies with the recommended print side facedown and the long edge of the paper entering the printer first.



- Load A3, A5, B4, folio, legal, and statement paper with the recommended print side facedown and the short edge of the paper entering the printer first.



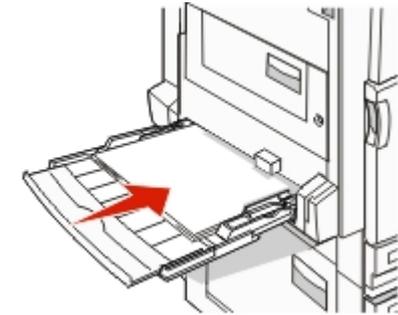
#### Notes:

- Adjust the additional paper guide to accommodate SRA3 and 12 x 19 paper sizes.
- Do not exceed the maximum stack height by forcing paper under the stack height limiter.
- Load envelopes with the flap side up.

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

**Note:** Load only one size and type of paper at a time.

- 5 Make sure the paper is as far into the multipurpose feeder as it will go with very gentle pushing. Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.



- 6 From the control panel, set the Paper Size and Paper Type.

## Printing

### Printing a document from Windows

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

# Printing confidential and other held jobs

## Holding jobs in the printer

When sending a job to the printer, you can specify in the Print Properties that you want the printer to hold the job in memory until you start the job from the control panel. All print jobs that can be initiated by the user at the printer are called *held jobs*.

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

Job type	Description
Confidential	When you send a Confidential print job to the printer, you must create a PIN in Print Properties. The PIN must be four digits using the numbers 0–9. The job is held in printer memory until you enter the PIN from the control panel and choose to print or delete the job.
Repeat	When you send a Repeat print job, the printer prints all requested copies of the job <i>and</i> stores the job in memory so you can print additional copies later. You can print additional copies as long as the job remains stored in memory.
Reserve	When you send a Reserve print job, the printer does not print the job immediately. It stores the job in memory so you can print the job later. The job is held in memory until you delete it from the Held Jobs menu.
Verify	When you send a Verify print job, the printer prints one copy and holds the remaining copies in printer memory. Verify lets you examine the first copy to see if it is satisfactory before printing the remaining copies. Once all copies are printed, the job is automatically deleted from printer memory.

# Printing confidential and other held jobs from Windows

- 1 With a document open, click **File → Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click **Other Options**, and then click **Print and Hold**.
- 4 Select your job type (Confidential, Reserve, Repeat, or Verify), and then assign a user name. For a confidential job, also enter a four-digit PIN.
- 5 Click **OK** or **Print**, and then go to the printer to release the job.
- 6 From the control panel, press ▼ repeatedly until ✓ **Held jobs** appears, and then press ⏏.
- 7 Press ▼ repeatedly until ✓ appears next to your user name, and then press ⏏.
- 8 Press ▼ repeatedly until ✓ appears next to the job type or job name, and then press ⏏.  
If you selected a job name, proceed to step 10 on page 4.
- 9 After selecting your job type, use the keypad to enter your PIN. If you enter an invalid PIN, the Invalid PIN screen appears.
  - To re-enter the PIN, make sure ✓ **Try again** appears, and then press ⏏.
  - To cancel the PIN, press ▼ repeatedly until ✓ **Cancel** appears, and then press ⏏.
- 10 Press ▼ repeatedly until ✓ appears next to the job you want to print, and then press ⏏.
- 11 Press ▼ repeatedly until ✓ appears next to the number of copies you want to print, and then press ⏏.

**Note:** Use the keypad to enter a number if necessary.

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

# Printing from a USB flash memory device

A USB Direct interface is located on the control panel. Insert a USB flash memory device to print supported file types. Supported file types include: .pdf, .gif, .jpeg, .jpg, .bmp, .png, .tiff, .tif, .pcx, and .dxc.

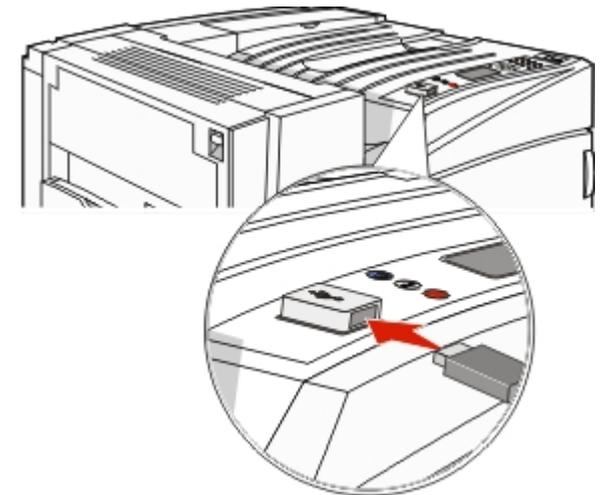
Many USB flash memory devices are tested and approved for use with the printer. For more information, visit the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com).

## Notes:

- Hi-Speed USB devices must support the Full-speed standard. Devices only supporting USB Low-speed capabilities are not supported.
- USB devices must support the FAT (*File Allocation Tables*) system. Devices formatted with NTFS (*New Technology File System*) or any other file system are not supported.
- Before printing an encrypted .pdf file, enter the file password from the control panel.
- You cannot print files for which you do not have printing permissions.

To print from a USB flash memory device:

- 1 Make sure the printer is on and **Ready** or **Busy** appears.
- 2 Insert a USB flash memory device into the USB Direct interface.



### Notes:

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

3 Press ▼ until ✓ appears next to the document you want to print, and then press ⏎.

**Note:** Folders found on the flash memory device appear as folders. File names are appended by the extension type (for example, .jpg).

4 Press ⏎ to print one copy, or enter the number of copies using the keypad, and then press ⏎ to initiate the print job.

**Note:** Do not remove the USB flash memory device from the USB Direct interface until the document has finished printing.

If you leave the USB flash memory device in the printer after leaving the initial USB menu screen, you can still print .pdf's from the USB flash memory device as held jobs.

## Canceling a print job from the control panel

If the job is formatting or already printing, and **Cancel a job** appears on the first line of the display:

1 Press ▼ until ✓ **Cancel** appears.  
A list of jobs appears.

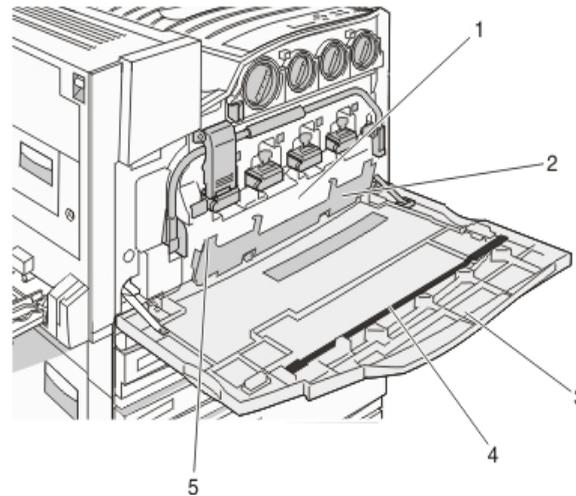
2 Press ▼ until ✓ appears next to the job you want to cancel, and then press ⏎.  
**Canceling <filename>** appears.

**Note:** Once a print job is sent, to easily cancel a job, press ✖. The Stopped screen appears. Press ▼ until ✓ **Cancel a job** appears, and then press ⏎.

## Maintaining the printer

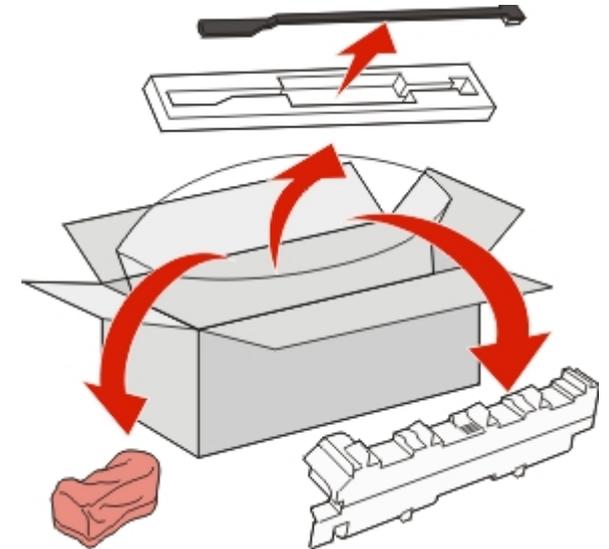
### Replacing the waste toner box

Replace the waste toner box when **82 Replace waste toner box** appears. The printer will not continue printing until the waste toner box is replaced.

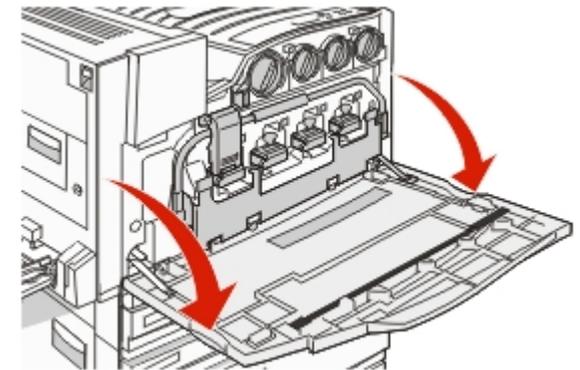


1	Waste toner box
2	Door E6
3	Door E
4	Printhead lens cleaner
5	E6 Door tab

1 Unpack the replacement waste toner box and accessories.

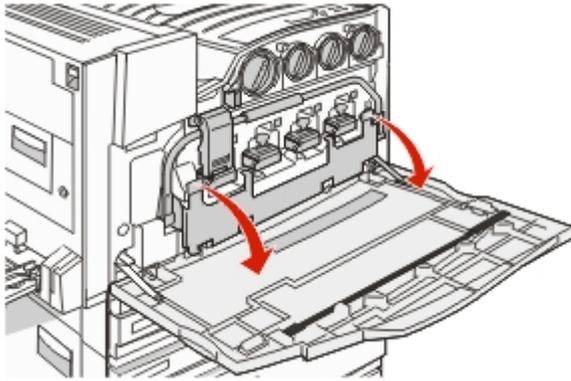


2 Open Door E (front printer door).

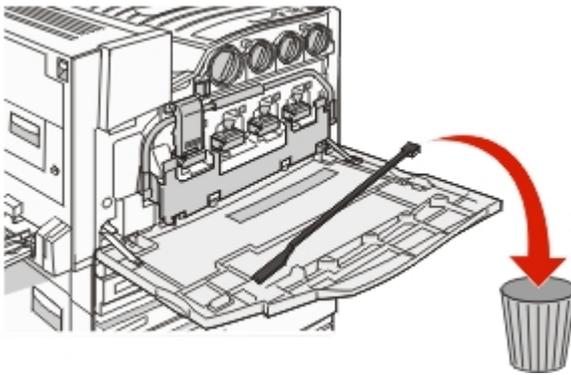


**Warning—Potential Damage:** To avoid overexposing the photoconductors, do not leave the door open for more than 10 minutes.

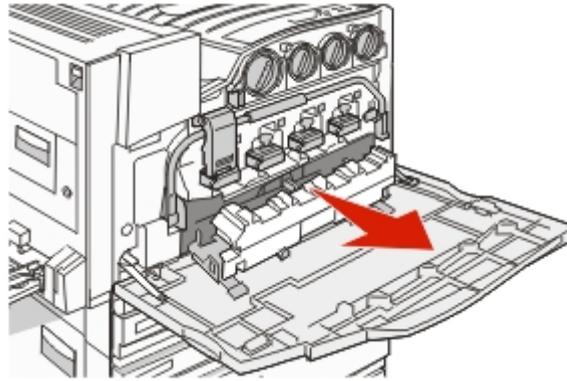
**3** Grasp the E6 Door tab, and then push the door down.



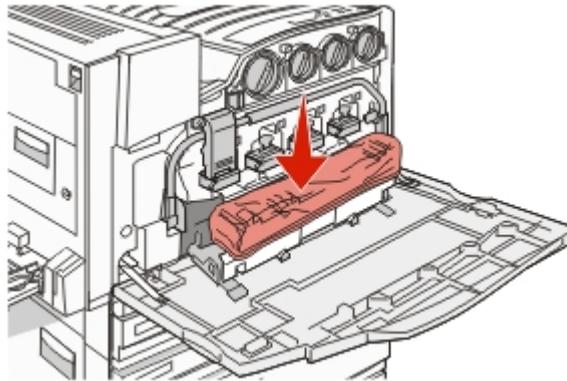
**4** Remove the old printhead lens cleaner from Door E, and then discard it.



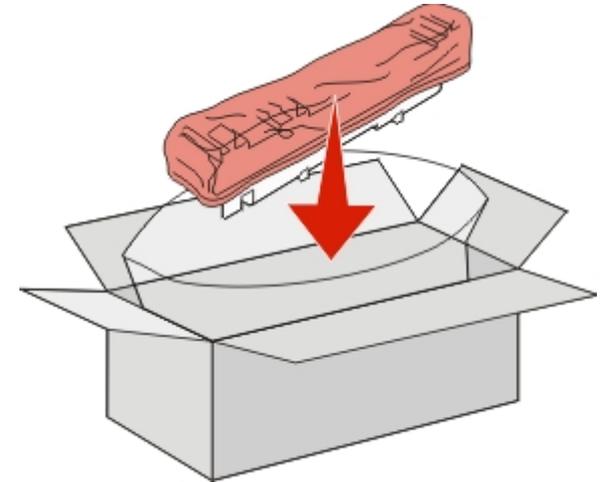
**5** Remove the waste toner box.



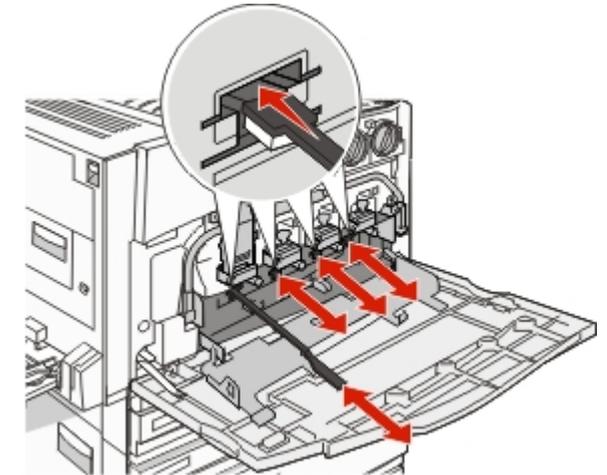
**6** Place the plastic cover over the waste toner box.



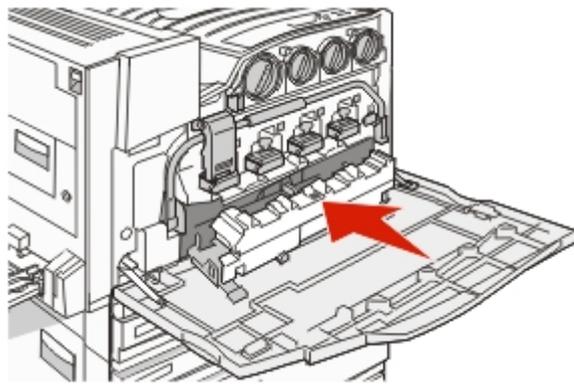
**7** Place the waste toner box in the recycling bag.



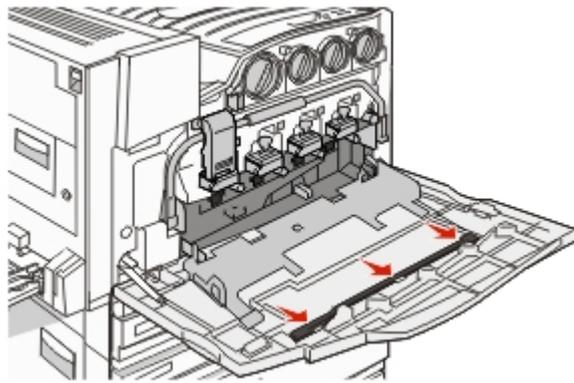
**8** Use the new printhead lens cleaner to clean the printhead lenses.



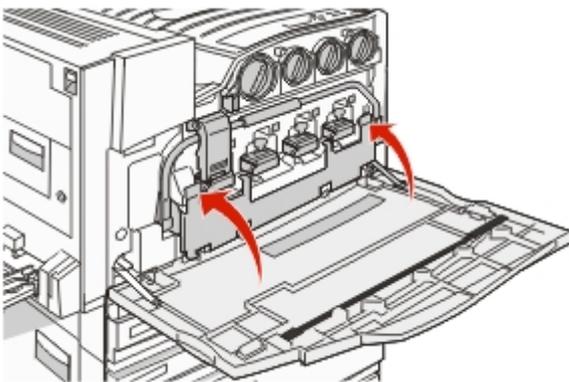
9 Insert the new waste toner box.



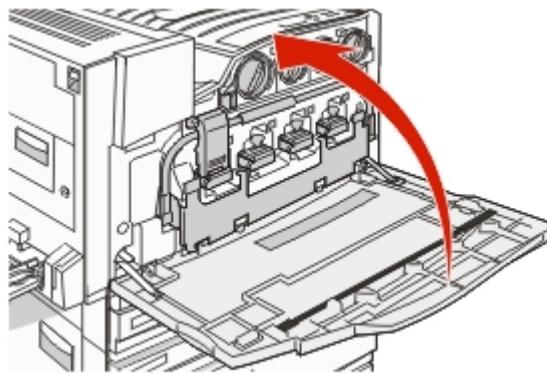
10 Place the new printhead lens cleaner in the notches of Door E.



11 Close Door E6.



12 Close Door E.



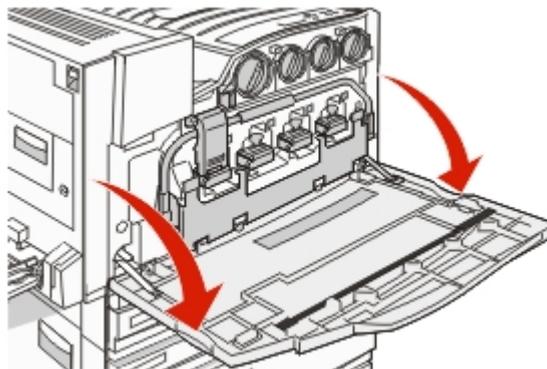
13 Remove all paper from the printer paper path.

Visit [www.lexmark.com/recycling](http://www.lexmark.com/recycling) to learn how to recycle the waste toner box.

## Replacing a photoconductor

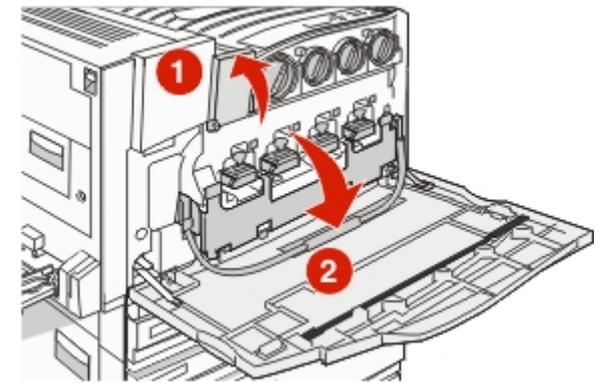
Replace the black photoconductor when **84 Replace black pc unit** appears. Replace the cyan, magenta, and yellow photoconductors when **84 Replace color pc units** appears.

1 Open Door E (front printer door).



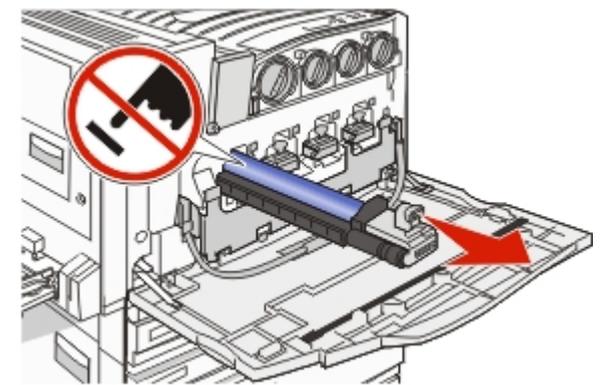
**Warning—Potential Damage:** To avoid overexposing the photoconductors, do not leave the door open for more than 10 minutes.

2 Release the bar by pressing the E5 button located on the bottom of the E5 latch, lift the E5 latch, and then press the bar down.



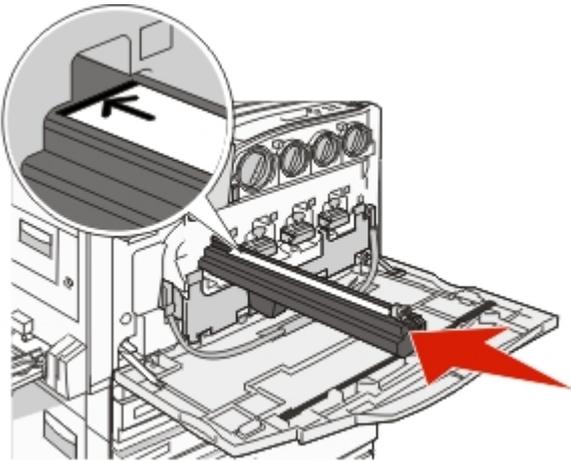
3 Remove the photoconductor(s) specified on the display.

Photoconductor color	Opening name
Black	E1
Cyan	E2
Magenta	E3
Yellow	E4

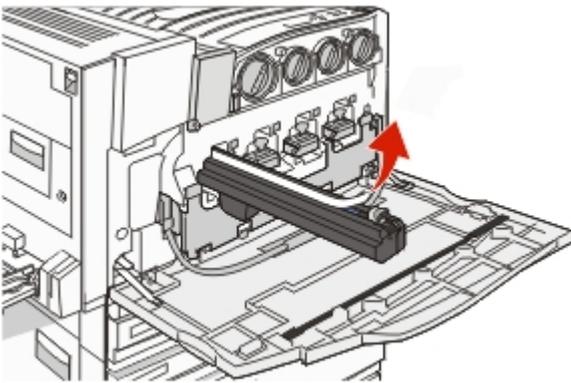


4 Unpack the replacement photoconductor.

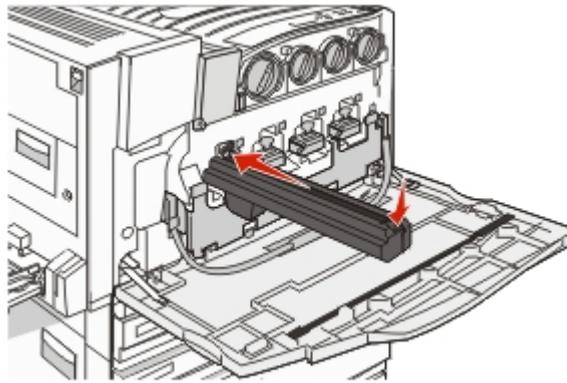
5 Align and insert the end of the photoconductor.



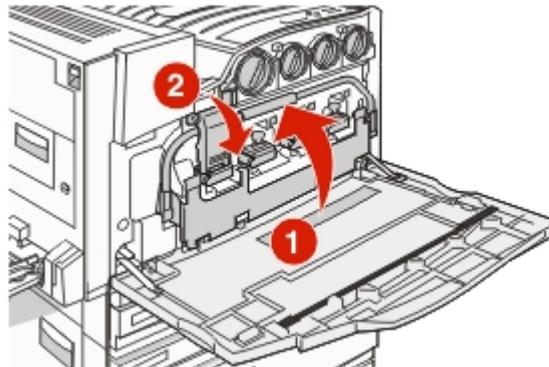
6 Remove the tape from the top of the photoconductor.



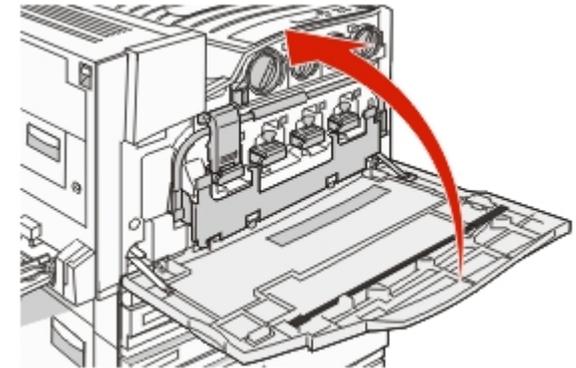
7 Press the button forward to insert the photoconductor while removing the casing.



8 Lift the bar up, and then press latch E5 down so that it holds the bar in position.



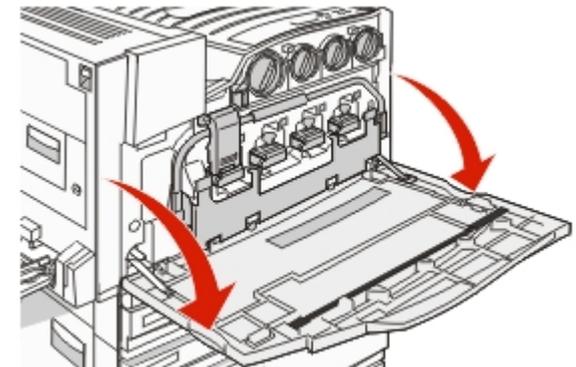
9 Close Door E.



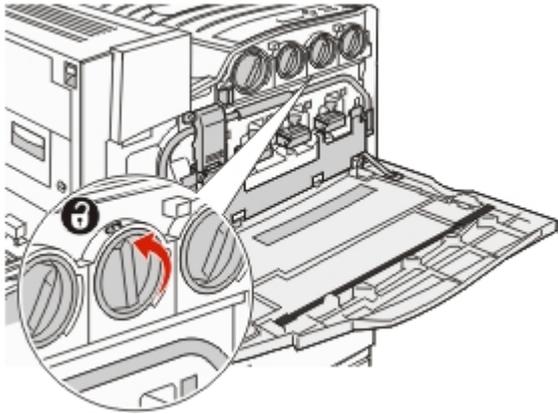
## Replacing a toner cartridge

Replace the specified toner cartridge (cyan, magenta, yellow, or black) when **88 Replace <color> toner** appears. The printer will not continue printing until the specified cartridge is replaced.

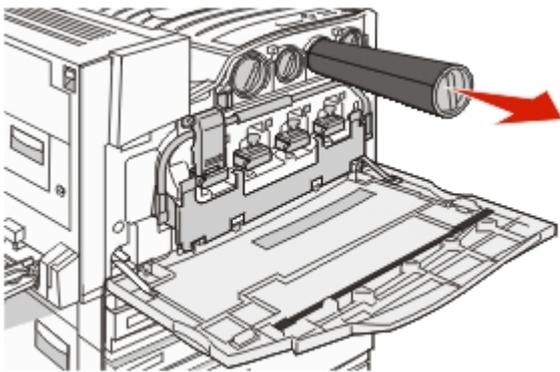
- 1 Make sure the printer is on and **Ready** or **88 Replace <color> toner** appears.
- 2 Unpack the new cartridge, and set it near the printer.
- 3 Open Door E (front printer door).



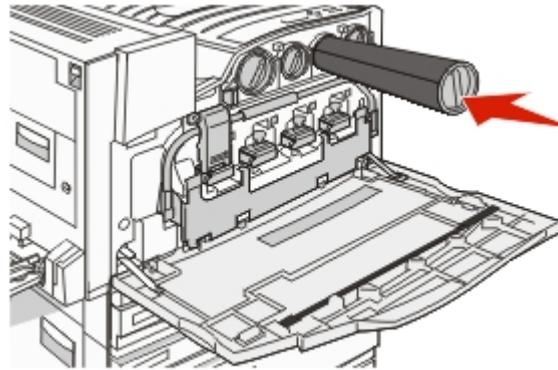
- 4 Unlock the specified cartridge by turning the cartridge counterclockwise until the arrow-shaped handle points toward the unlock symbol.



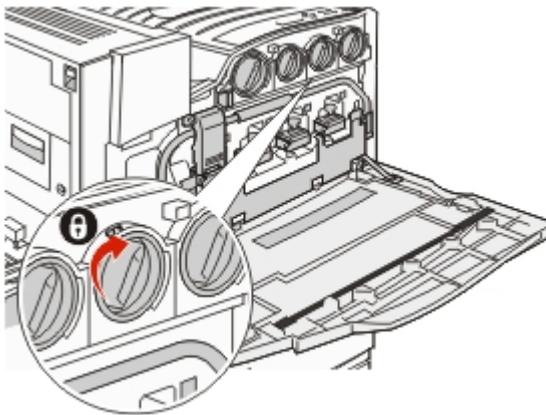
- 5 Remove the cartridge by gently pulling it away from the printer.



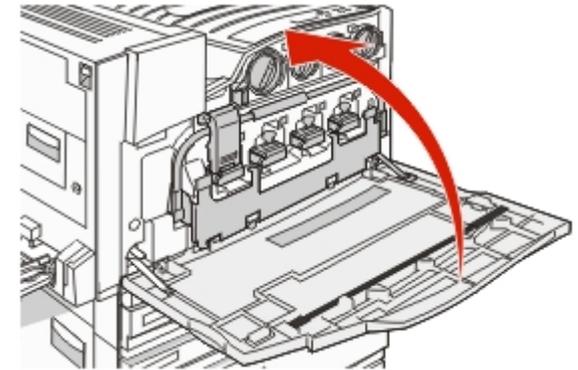
- 6 Align the arrow-shaped handle with the unlock symbol, and then insert the toner cartridge all the way into the opening.



- 7 Lock the cartridge by turning the arrow-shaped cartridge handle clockwise until it points toward the lock symbol.



- 8 Close Door E.



## Cleaning the exterior of the printer

- 1 Make sure that the printer is turned off and unplugged from the wall outlet.

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

- 2 Remove paper from the paper support and paper exit tray.  
3 Dampen a clean, lint-free cloth with water.

**Warning—Potential Damage:** Do not use household cleaners or detergents, as they may damage the finish of the printer.

- 4 Wipe only the outside of the printer, making sure to remove any ink residue that has accumulated on the paper exit tray.

**Warning—Potential Damage:** Using a damp cloth to clean the interior may cause damage to your printer.

- 5 Make sure the paper support and paper exit tray are dry before beginning a new print job.