

Lexmark™ E360 Quick Reference

Loading paper

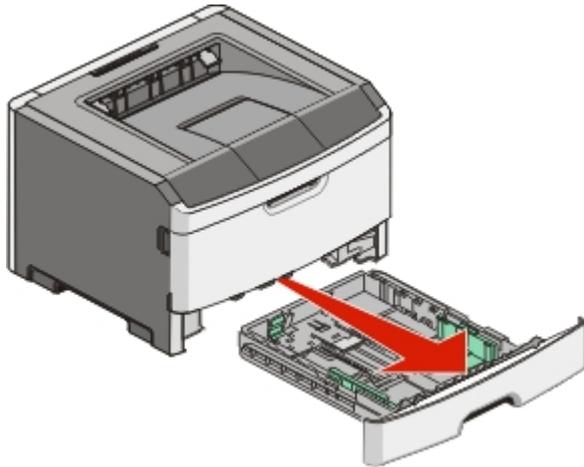
Loading the standard 250-sheet tray

The printer has two trays to select from: the standard tray (Tray 1), also known as the 250-sheet tray, and either the optional 250-sheet tray or the optional 550-sheet tray (Tray 2). Only one optional drawer (which includes an optional tray) may be attached to the printer at one time.

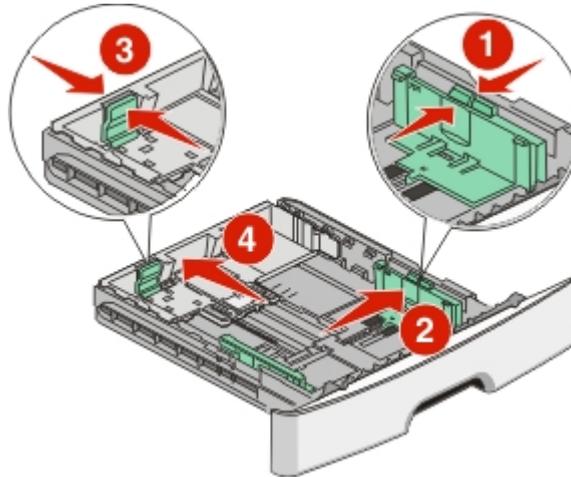
Notes:

- Proper paper loading prevents jams and facilitates trouble-free printing.
- Do not remove trays while a job prints or while **Busy** appears on the display. Doing so may cause a jam.

1 Pull the tray completely out.

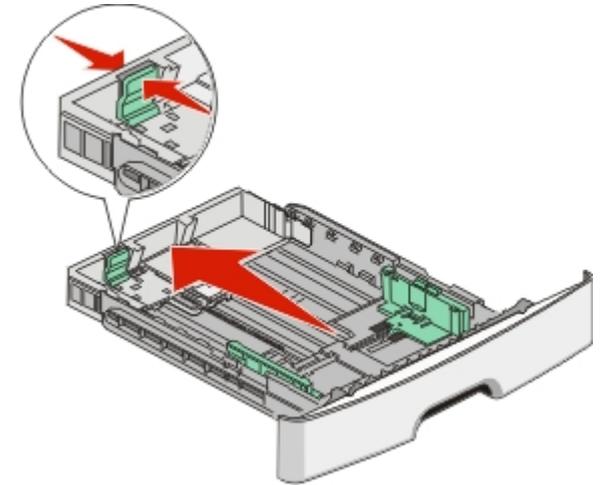


- 2 Squeeze the width guide tabs on the right guide as shown, and slide the width guides to the sides of the tray. Notice that the two width guides move in unison when you move just the right width guide.
- 3 Squeeze the length guide tabs together as shown, and slide the length guide to the correct position for the paper size being loaded.



If you are loading a longer size of paper like A4 or legal, squeeze the length guide tab and slide the length guide backwards to

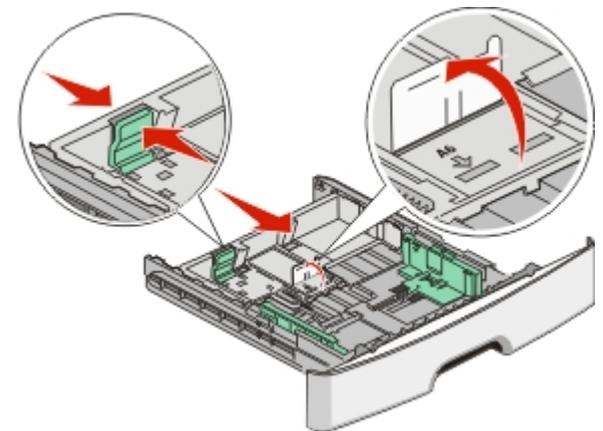
the position for the length of paper you are loading. The tray extends backwards as shown.



If you are loading A6-size paper:

- a Squeeze the length guide tab shown as follows, and slide the length guide toward the center of the tray to the A5 size position.
- b Raise the A6 backstop.

Note: The standard tray only accommodates 150 sheets of A6 paper. Notice the maximum fill line on the A6 backstop which indicates the maximum height for loading A6 paper. Do not try to overload the tray.



Notes:

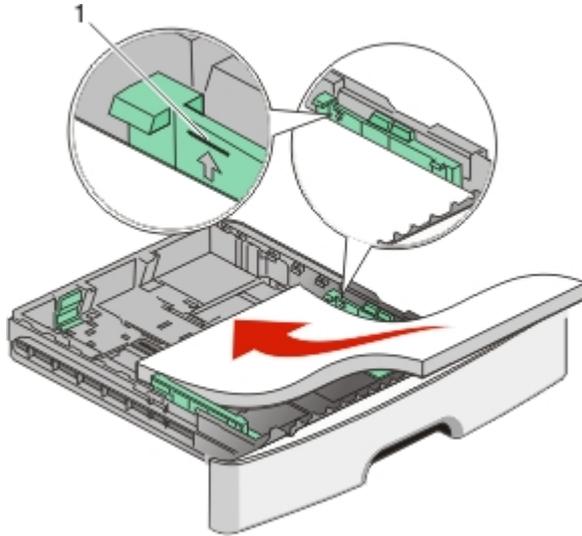
- Notice the size indicators on the bottom of the tray. Use these indicators to help position the guide.
- For setup, load letter- or A4-size paper based on the standard size for your country or region.

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.



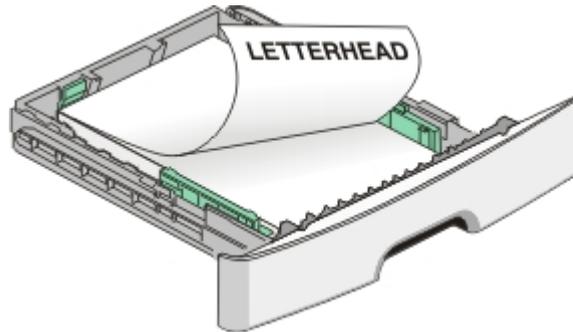
5 Load the paper stack toward the back of the tray as shown with the recommended print side facedown.

Note: Notice the maximum fill line on the side of the width guide which indicates the maximum height for loading paper. Do not try to overload the tray. Do not load A6 paper to the maximum fill line; the tray only holds 150 sheets of A6 paper.

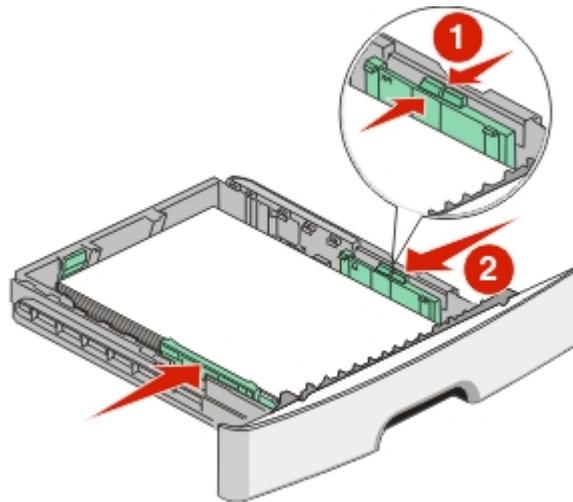


1 Maximum fill line

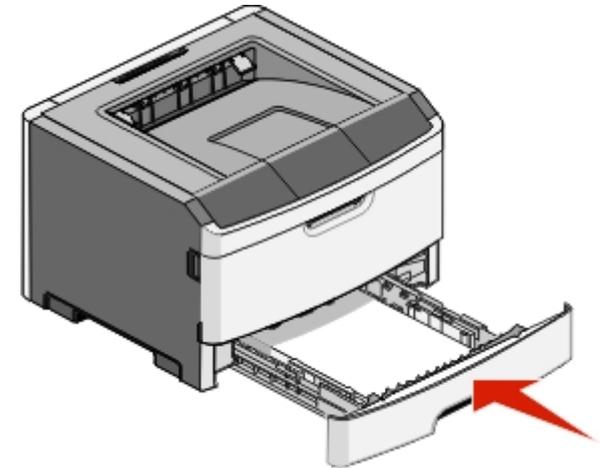
When loading letterhead, place the top edge of the sheet toward the front of the tray. Load the letterhead with the design placed facedown.



6 Squeeze the width guide tabs on the right guide, and slide the width guides to lightly touch the side of the stack.



7 Insert the tray.



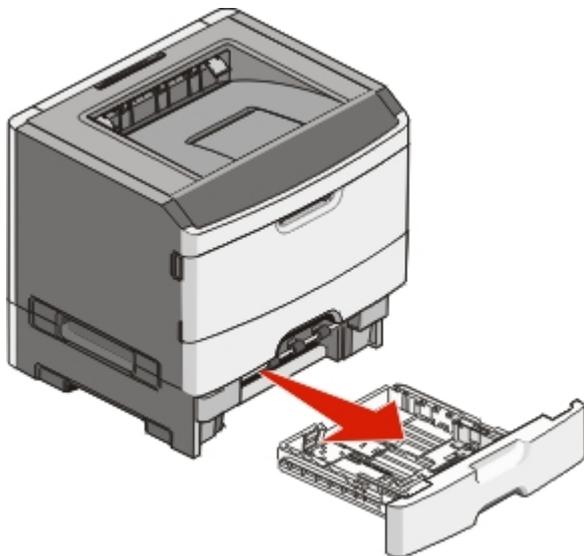
8 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting for the tray from the printer control panel. For more information, see "Setting the Paper Size and Paper Type" on page 5.

Note: The difference between the standard 250-sheet tray and the optional 250- and 550-sheet trays is that the standard tray accommodates A6-size paper, so the width guides slide farther to the center of the tray. You also need to adjust the length guide specifically created for A6.

Loading the optional 250- or 550-sheet tray

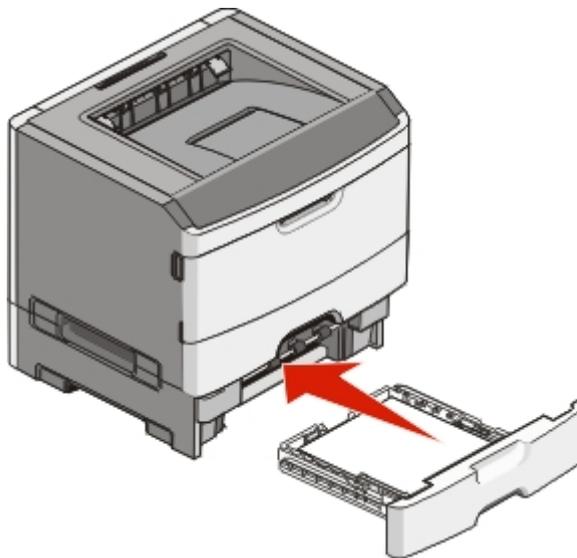
Only one optional drawer, which includes either a 250- or 550-sheet tray, may be attached to the printer at a time. Regardless of the number of sheets in the optional tray, it is referred to as Tray 2.

- 1 Pull the tray completely out.



- 2 See "Loading the standard 250-sheet tray" on page 1 to complete the steps for loading a tray. An optional tray is loaded in the same way that the standard tray is loaded.

- 3 Insert the tray.



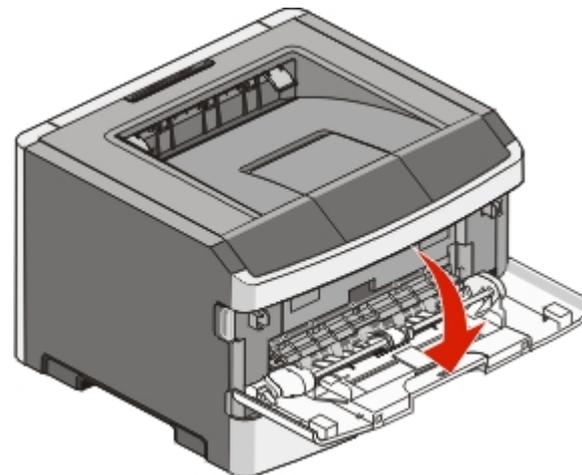
Using the multipurpose feeder

You may want to use the multipurpose feeder when you print on different sizes and types of papers or specialty media, such as card stock, transparencies, and envelopes. You may also want to use

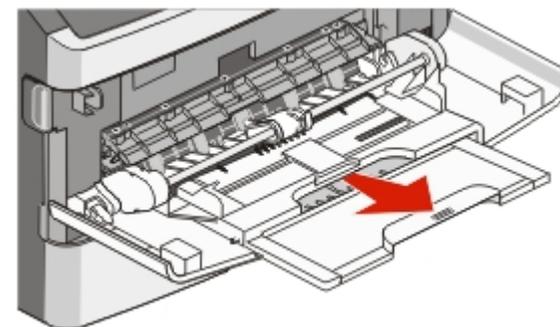
the multipurpose feeder for single-page print jobs on letterhead or on other specialty media you do not keep in a tray.

Opening the multipurpose feeder

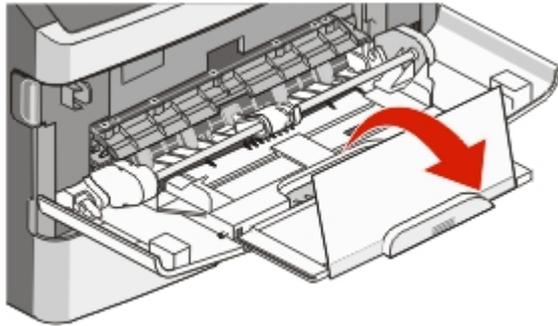
- 1 Grasp the handle, and pull the multipurpose feeder door down.



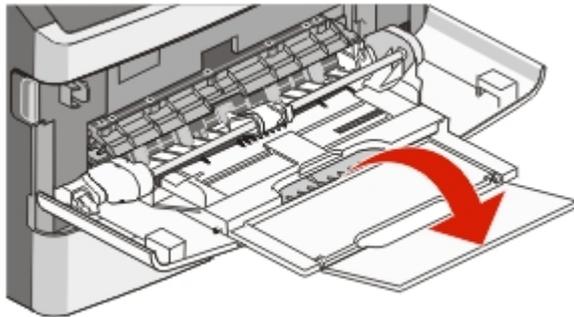
- 2 Grasp the raised handle, and pull the extension forward.



- 3 Grasp the handle, and pull the extension so it flips forward.

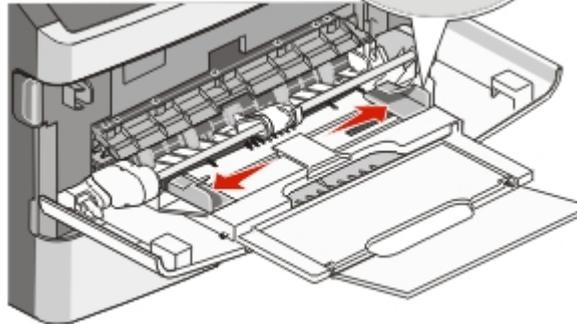


- 4 Guide the extension down gently so the multipurpose feeder is extended fully and open.



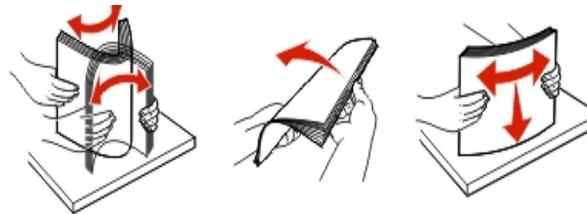
Loading the multipurpose feeder

- 1 Squeeze the tab located on the right width guide, and move the guides out fully.



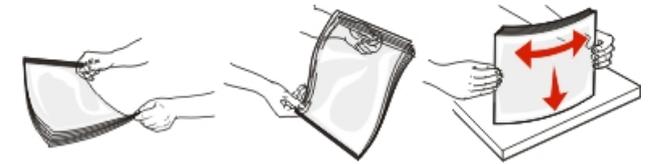
- 2 Prepare the paper or specialty media for loading.

- Flex sheets of paper or paper labels back and forth to loosen them, and then fan them. Do not fold or crease the paper or labels. 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.

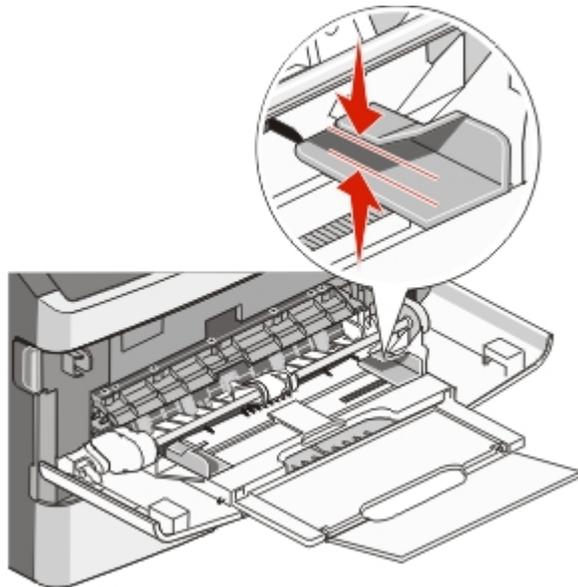


Note: Fanning prevents the edges of envelopes from sticking together. It also helps them feed properly to avoid jams. Do not fold or crease envelopes.

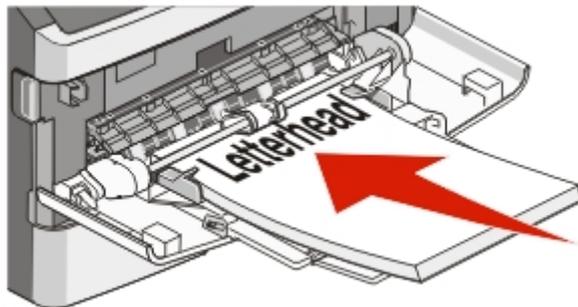
- 3 Load the paper or specialty media.

Notes:

- Do not force any paper into the multipurpose feeder. Overfilling may cause jams.
- Do not exceed the maximum stack height by forcing paper or specialty media under the stack height limiters which are located on the guides.

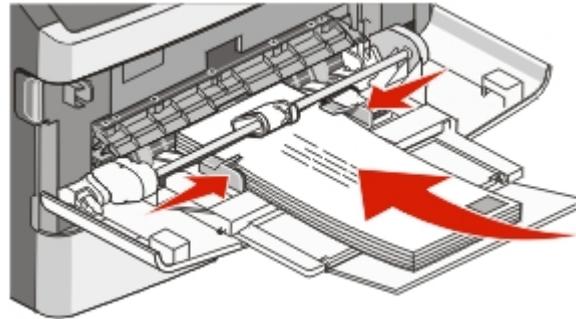


- Load paper, transparencies, and card stock with the recommended print side faceup and the top edge entering the printer first. For more information on loading transparencies, see the packaging the transparencies came in.
- Load letterhead with the logo faceup and the top edge entering the printer first.



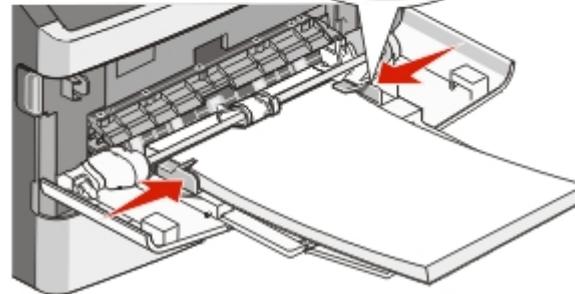
- Load envelopes with the flap side down and the stamp location in the position shown. The stamp and address are

shown to illustrate the proper orientation for loading envelopes.

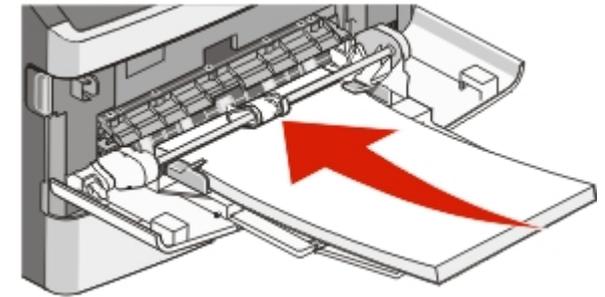


Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

- 4 Squeeze the tab located on the right width guide to adjust the guides to lightly touch the sides of the stack.



- 5 Slide the paper gently into the multipurpose feeder until it comes to a stop. 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 printer control panel, set the Paper Size and Paper Type.

Setting the Paper Size and Paper Type

After you set the Paper Size and Paper Type to the correct settings for the size and type used in the trays, then any trays containing the same size and type are automatically linked by the printer.

Note: If the size of the paper being loaded now is the same size as the previously loaded paper, do not change the Paper Size setting.

- 1 Make sure the printer is on and **Ready** appears.
- 2 From the printer control panel, press . **Paper Menu** appears.
- 3 Press .
- 4 Press the arrow buttons until **Size/Type** appears, and then press . **Select Source** appears.
- 5 Press the arrow buttons until the correct source appears, and then press . **Size** appears under the source name.
- 6 Press .

- 7 Press the arrow buttons until the correct size appears, and then press .

Submitting Changes appears, followed by **Size**.
- 8 Press the arrow buttons until **Type** appears, and then press .
- 9 Press the arrow buttons until the correct type appears, and then press .

Submitting Changes appears, followed by **Type**.

Printing

Printing a document

- 1 Load paper into a tray or feeder.
- 2 From the Paper menu, set the Paper Type and Paper Size based on the paper that is loaded.
- 3 Do one of the following:

For Windows users

- a With a document open, click **File** → **Print**.
- b Click **Properties**, **Preferences**, **Options**, or **Setup**.
- c From the Form Source list box, select the source containing the paper you loaded.
- d From the Form Type list box, select the paper type.
- e From the Form Size list box, select the paper size.
- f Click **OK**, and then click **Print**.

For Macintosh users

In Mac OS X:

- a Customize the settings as needed in the Page Setup dialog.
 - 1 With a document open, choose **File** > **Page Setup**.
 - 2 From the Paper Size pop-up menu, choose a paper size or create a custom size to match the loaded paper.
 - 3 Click **OK**.
- b Customize the settings as needed in the Print dialog:

- 1 With a document open, click **File** > **Print**.
If necessary, click the disclosure triangle to see more options.
- 2 From the print options or Copies & Pages pop-up menu, choose **Printer Features**.
- 3 From the Feature Sets pop-up menu, choose **Paper**.
- 4 From the Paper type pop-up menu, choose a paper type.
- 5 Click **Print**.

In Mac OS 9:

- a Customize the settings as needed in the Page Setup dialog:
 - 1 With a document open, choose **File** > **Page Setup**.
 - 2 From the Paper pop-up menu, choose a paper size or create a custom size to match the loaded paper.
 - 3 Click **OK**.
- b Customize the settings as needed in the Print dialog:
 - 1 With a document open, choose **File** > **Print**.
 - 2 Select a Paper Source option, and then choose the tray loaded with the appropriate paper.
 - 3 Click **Print**.

Canceling a print job from the printer control panel

If the job is formatting or already printing, and **Cancel a job** appears:

- 1 Press the arrow buttons until **Cancel** appears.
A list of jobs appears.
- 2 Press the arrow buttons until the job you want to cancel appears, and then press .

Note: Once a print job is sent, to cancel a job, press . The **Stopped** screen appears. Press the arrow buttons until **Cancel a job** appears, and then press .

- a **job** appears, and then press .

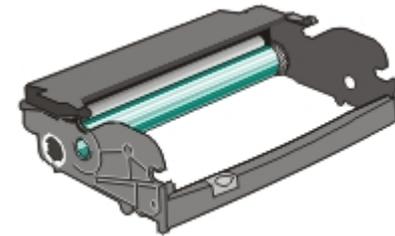
Maintaining the printer

Replacing the photoconductor kit

The printer automatically notifies you before the photoconductor kit reaches a page maximum by showing **84 PC Kit life warning** or **84 Replace PC Kit** on the display. You can also see the status of the photoconductor kit by printing a menu settings page.

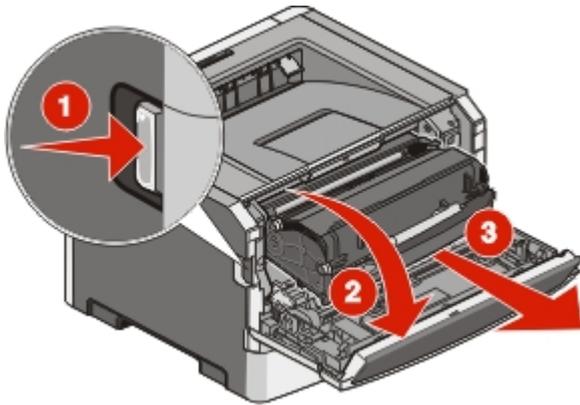
When **84 PC Kit life warning** or **84 Replace PC Kit** first appears, you should immediately order a new photoconductor kit. While the printer may continue to function properly after the photoconductor kit has reached its official end-of-life, print quality significantly decreases.

Note: The photoconductor kit is one item only.

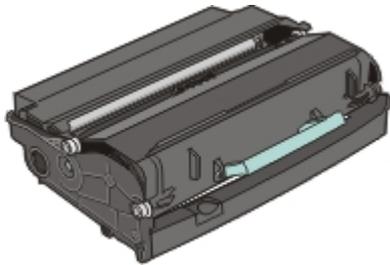


- 1 Open the front door by pressing the button on the left side of the printer and lowering the front door.
- 2 Pull the photoconductor kit and toner cartridge out of the printer as a unit by pulling on the toner cartridge handle.

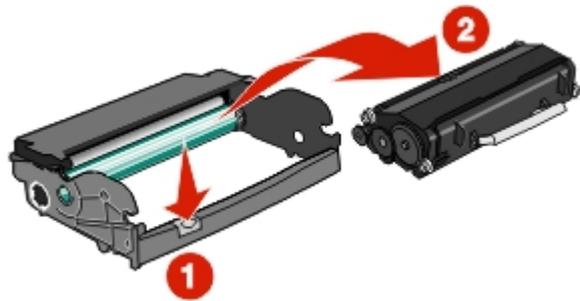
Note: The photoconductor kit and toner cartridge form a unit.



Place the unit on a flat, clean surface.



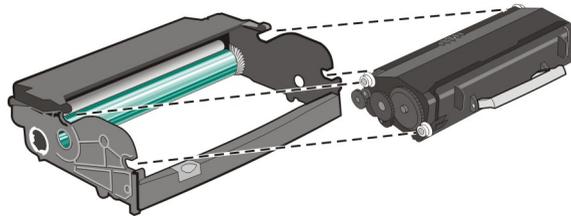
3 Press the button on the base of the photoconductor kit. Pull the toner cartridge up and out using the handle.



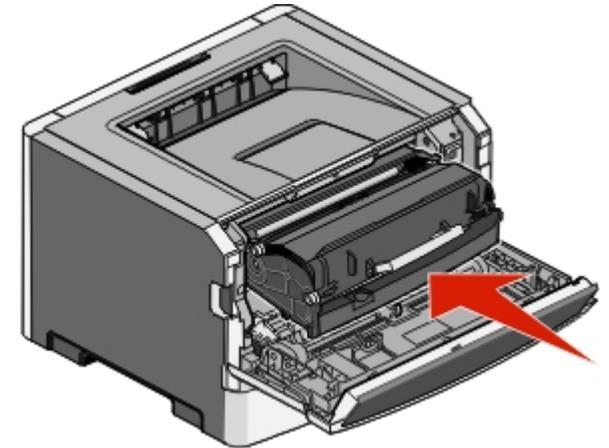
4 Unpack the new photoconductor kit. Be careful not to touch the photoconductor drum.



5 Insert the toner cartridge into the photoconductor kit by aligning the rollers on the toner cartridge with the tracks. Push the toner cartridge until it *clicks* into place.



6 Install the unit into the printer by aligning the arrows on the guides of the unit with the arrows in the printer. Push the unit as far as it will go.



7 After you replace the photoconductor kit, reset the photoconductor counter. To reset the counter, see the instruction sheet that came with the new photoconductor kit.

Warning—Potential Damage: Resetting the photoconductor counter without replacing the photoconductor may damage your printer and void your warranty.

8 Close the front door.

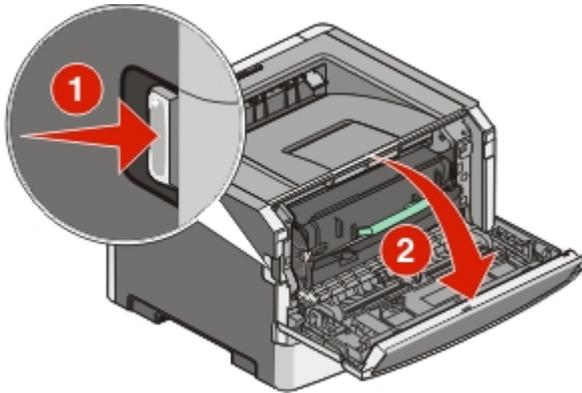
Replacing the toner cartridge

When **88 Cartridge is low** appears, or when you experience faded print, remove the toner cartridge. Firmly shake it side-to-side and front-to-back several times to redistribute the toner, and then reinsert it and continue printing. When shaking the cartridge no longer improves the print quality, replace the toner cartridge.

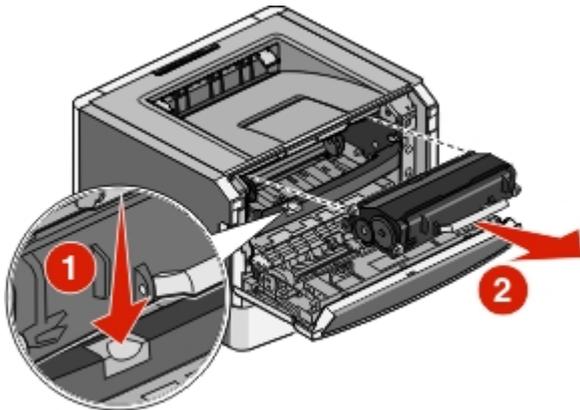
Note: You can check to see approximately how much toner is left in your cartridge by printing a menu settings page.

To replace the toner cartridge:

- 1 Open the front door by pressing the button on the left side of the printer and lowering the door.



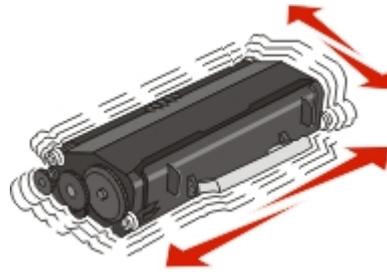
- 2 Press the button on the base of the photoconductor kit, and then pull the toner cartridge out using the handle.



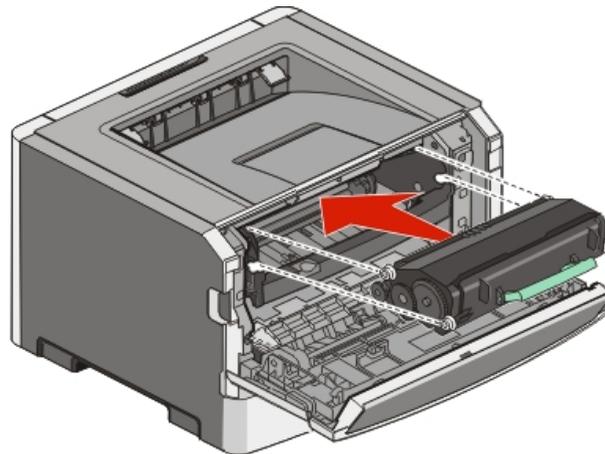
- 3 Unpack the new toner cartridge.

Warning—Potential Damage: When replacing a toner cartridge, do not leave the new cartridge exposed to direct light for an extended period of time. Extended light exposure can cause print quality problems.

- 4 Rotate the cartridge in all directions to distribute the toner.



- 5 Install the new toner cartridge by aligning the rollers on the toner cartridge with the arrows on the tracks of the photoconductor kit. Push the toner cartridge in as far as it will go. The cartridge *clicks* into place when correctly installed.



- 6 Close the front door.

Cleaning the exterior of the printer

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

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

- 2 Remove all paper from the printer.
- 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.

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

- 5 Make sure all areas of the printer are dry before beginning a new print job.