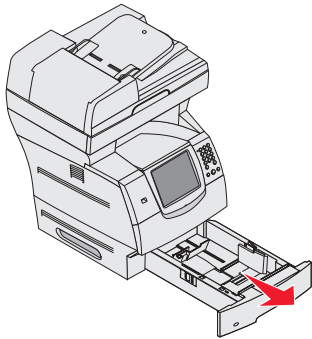# Lexmark™ X646 Quick Reference
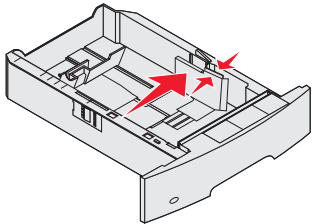
Loading paper and specialty media

Loading standard trays and optional trays

Note: Do not remove a tray when a job is printing or when the control panel green indicator light is blinking. Doing so may cause a jam.
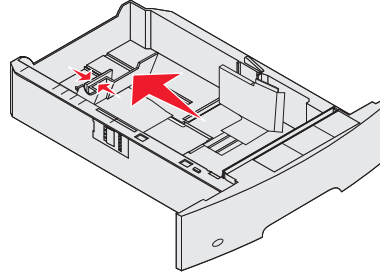
1 Remove the tray from the MFP, and place it on a flat, level surface.
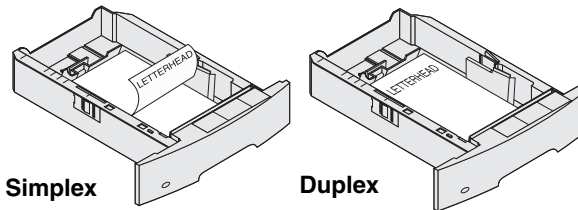

2 Squeeze the side guide tab, and slide the guide to the outer edge of the tray.

3 Squeeze the rear guide tab, and slide the guide to the correct position for the size media you are loading.

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

5 Place the print media in the tray:
- Print side facedown for single-sided printing
- Print side faceup for duplex printing

Simplex   **Duplex**

Note: Do not fill paper above the load line. Overfilling the tray may cause jams.

6 Squeeze the side guide tab, and slide the guide toward the inside of the tray until it lightly rests against the edge of the media.

7 Insert the tray into the MFP.

Setting the Paper Type and Paper Size

1 Make sure the MFP is on.

2 Touch the **Menus** button on the printer control panel.

**3** Touch **Paper Menu**.

4 Touch **Paper Size**.

5 Touch the left or right arrow to change the size for the desired tray.

6 Touch **Submit**.

7 Touch **Paper Type**.

8 Touch the left or right arrow to change the media type for the desired tray.

9 Touch **Submit**.

10 Touch the home icon.

Loading the multipurpose feeder

1 Push the release latch, and lower the multipurpose feeder.
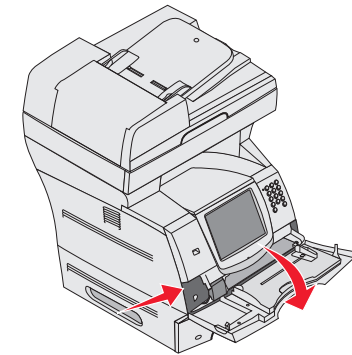
2 Pull the tray extension out.
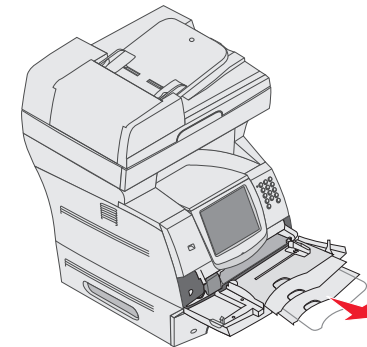
3 Slide the width guide to the far right.

4 Flex the sheets or envelopes back and forth to loosen them, then fan them. Do not fold or

crease the print media. Straighten the edges on a level surface.

5 Load the media in the tray.

- Load paper or transparencies with the left edge of the stack against the stack height label and with the recommended print side faceup.
- Load envelopes flap side down with the stamp area and flap on the left. The end of the envelope with the stamp area enters the multipurpose feeder first.

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

- Follow the illustrations for loading the paper according to your options.
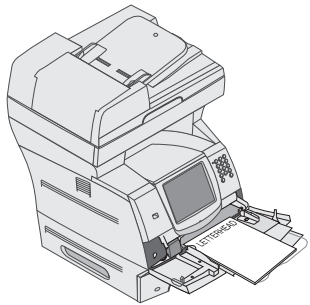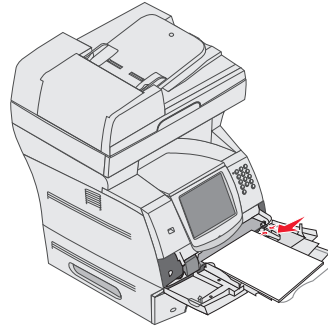

Simplex (single sided)
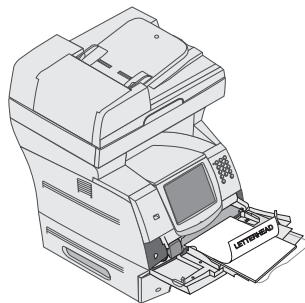
Duplex

6 Slide the side guide toward the inside of the tray until it lightly rests against the edge of the media.

7 Set the Paper Size and Paper Type for the multipurpose feeder to the correct value for the print media you loaded.

Closing the multipurpose feeder

1 Remove print media from the multipurpose feeder.

2 Push the extension tray in.

3 Close the multipurpose feeder cover.
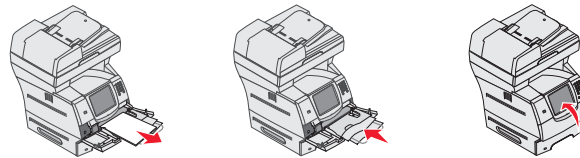
Copying

Making a copy

1 Place the original document face-up in the automatic document feeder (ADF) or face-down on the flatbed.

Adjust the paper guides when using the ADF.

2 **Go** on the numeric pad.

Note: If an LDSS profile has been installed, you may receive an error when attempting a quick copy. Contact your system support person for access.

Copying using the ADF

1 Place the original document face-up in the automatic document feeder. Adjust the paper guides when using the ADF.

2 Touch **Copy** on the home screen, or use the numeric keypad to specify the number of copies you want.

After touching Copy or entering the number of copies, the touch screen will automatically change to the copy settings menu.

3 Change the copy options to meet your requirements.

4 Touch **Copy It**.

Copying using the scanner glass

1 Open the document cover.

2 Place the document facedown on the scanner glass.

3 Close the document cover.

4 Touch **Copy** on the home screen, or press **Go** on the numeric pad.

For **Copy**, continue with step 5.

For **Go**, proceed with step 8.

5 Set the number of copies.

6 Change the copy options to meet your requirements.

7 Touch **Copy It**.

8 Touch **Scan Next** if you have more pages to scan, or touch **Finish the Job** if you are done.

Touching **Finish the Job** returns the printer to the copy screen.

9 Touch **Home** when you are finished.

Copying from one size to another

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Copy from**:, and then identify the size of your original document.

For example, Legal.

5 Touch **Copy to**:, and then select the size you want the copy to be.

> **Note:** If you select a paper size that is different from the "Copy from" size, the printer will scale the size automatically.

6 Touch **Copy It**.

Copying on both sides of the Paper

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch the button that looks the way you want your copies duplexed.

The first number represents sides of the original documents; the second number represents sides of the copy.

For example, select 1 --> 2-sided if you have 1-sided original documents and you want 2-sided copies.

5 Touch **Copy It**.

Coping a document that contains mixed Paper sizes

You can place mixed-sized original documents in the ADF and then copy them. Depending on the paper size loaded in the trays, the scanner will print on the same size media or scale the document to fit the media in the tray.

Example 1: the MFP has two paper trays, one tray loaded with letter and the other with legal paper. A document mixed with letter and legal pages needs to be copied.

1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Copy From**, and then touch **Mixed Sizes**.

5 Touch **Copy To**, and then touch **Auto Size Match**.

6 Touch **Copy It**.

The scanner will identify the different size pages as they scan, and then print them on the correct size paper.

Example 2: the MFP has one paper tray, loaded with letter-size paper. A document mixed with letter and legal pages needs to be copied.

1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Copy From**, and then touch **Mixed Sizes**.

5 Touch **Copy It**.

The scanner will identify the different size pages as they scan, and then scale the legal size pages to print on letter size paper.

Copying multiple pages onto a single sheet

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Make your duplex choice.

5 Touch **Options**.

6 Touch **Paper Saver.**

7 Select the output you want.

For example, if you have four portrait-oriented original documents that you want copied to the same side of one sheet, touch **4 on 1 Portrait**.

8 Touch **Print Page Borders** if you want a box drawn around each page on the copies.

9 Touch **Copy It**.

Faxing

Sending a fax

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Fax** on the home screen.

4 Enter the fax number using the numbers on the touch screen or keypad.

Add recipients by touching next and then entering the recipient's telephone number or shortcut number, or search the address book.

> **Note:** To place a two-second dialing pause within a fax number, use the Dial Pause button.

The dial pause will appear as a comma in the Fax to: box. Use this feature if you need to dial an outside line first.

5 Touch **Fax It**.

Printing

Printing a document

1 Open the file you want to print.

2 From the File menu, select **Print**.

3 Verify that the correct printer is selected in the dialog box.

4 Modify the printer settings as appropriate (such as the pages you want to print or the number of copies).

> **Note:** Click **Properties** or **Setup** to adjust printer settings not available from the first screen, and click **OK**.

5 Click **OK** or **Print** to send the job to the selected printer.

Printing a confidential job

1 With the file open, select **File → Print**.

2 Click **Properties**. (If there is no Properties button, click **Setup**, and then click **Properties**.)

3 Depending on the operating system, you may have to click the **Other Options** tab**,** and then click **Print and Hold**.

4 Enter a User Name and PIN.

5 Send your job to the printer.

Go to the printer when you are ready to retrieve your confidential print job.

6 Touch `Held jobs` on the home screen.

7 Touch your user name.

> **Note:** If your name does not appear, touch the down arrow until your name appears, or touch **Search Held Jobs** if there are a large number of held jobs in the printer.
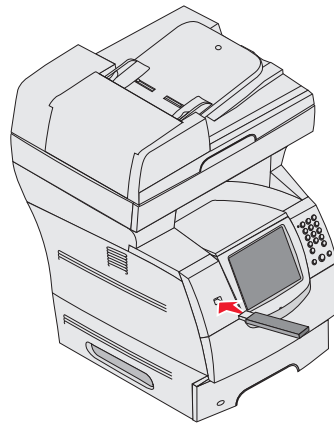
8 Select **Confidential Jobs**.

9 Enter your PIN.

10 Touch the job you want to print.

11 Touch **Print,** or touch **+** to input the number of copies, and then touch **Print**.

> **Note:** After your job prints, it is deleted from printer memory.

Printing from a USB flash memory device

1 Make sure the MFP is on and `Ready` or `Busy` appears.

2 Insert a USB flash memory device into the USB Direct interface.

> **Note:** If you insert the memory device when the MFP requires attention such as when a paper jam has occurred, the MFP ignores the memory device.

3 Touch the arrow next to the document you want to print.

A screen asking the number of copies to be printed will appear.

4 To print only one copy, touch **Print**, or touch **+** to enter the number of copies.

> **Note:** Do not remove the USB flash memory device from the USB Direct interface until the document has finished printing.
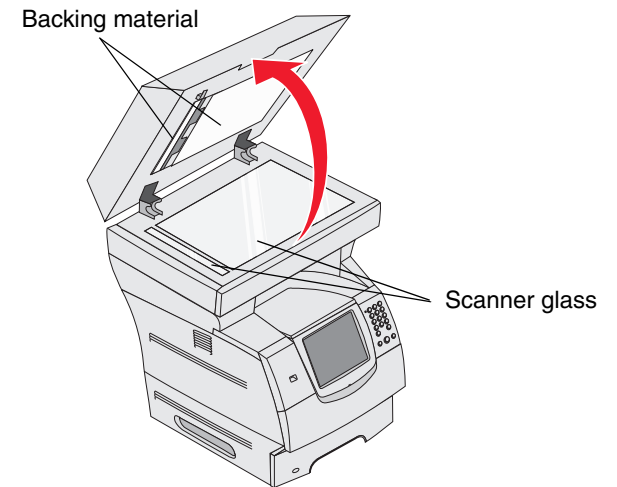
Canceling a job from the printer control panel

If the job is formatting, scanning, or already printing, touch **Cancel Job** on the display.

Maintaining the printer

Cleaning the scanner glass

1 Open the document cover.

2 Dampen a clean, lint-free cloth or cotton swab with isopropyl alcohol (95%).

3 Wipe the flatbed and backing material by moving the cloth or swab from side to side.

Backing material

Scanner glass

4 Close the document cover.