

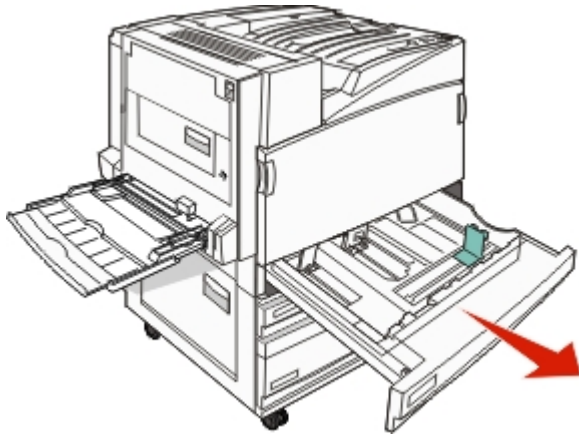
# Lexmark™ X94x Quick Reference

## Loading paper and specialty media

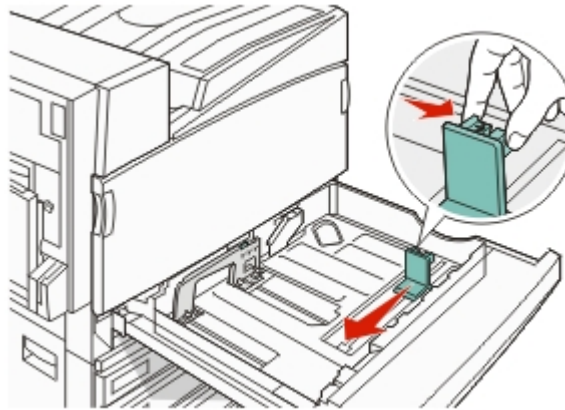
### Loading the 520-sheet trays

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.

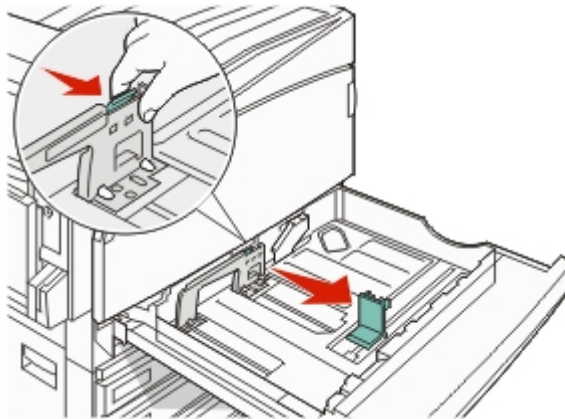
- 1 Grasp the handle, and pull the tray out.



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

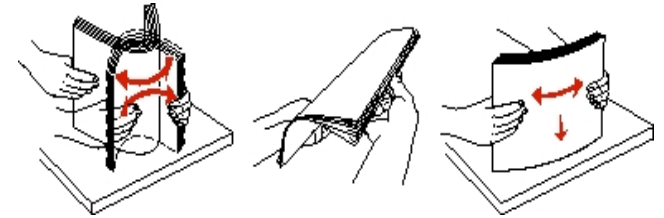


- 3 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.



**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.



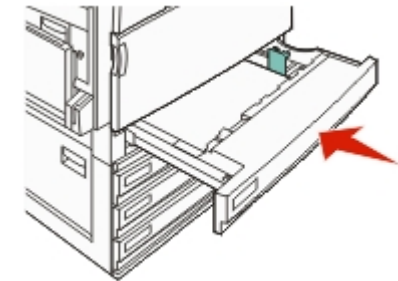
- 5 Load the paper stack with the recommended print side faceup. Load the paper in either the long-edge or short-edge orientation as shown below:

**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.

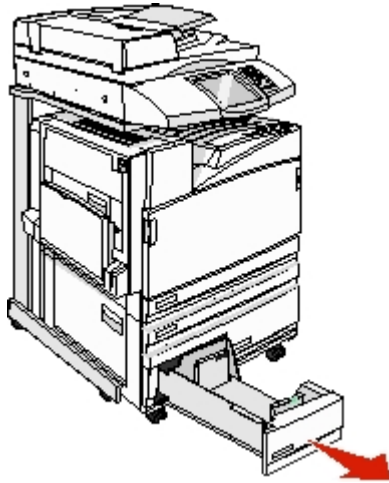


- 8 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting for the tray from the control panel.

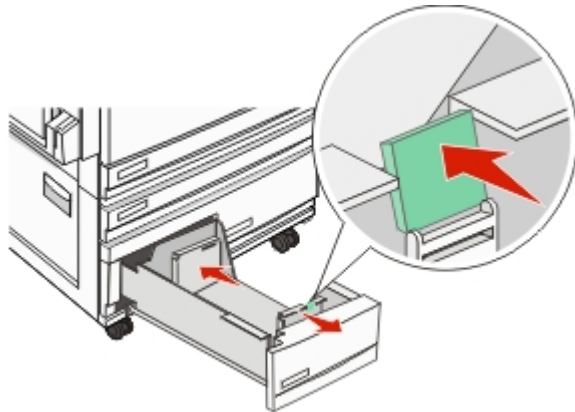
## Loading the 867- and 1133-sheet trays

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:

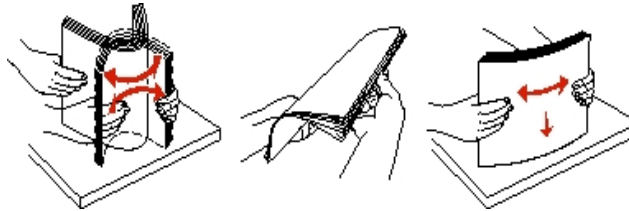
- 1 Grasp the handle, and open the tray.



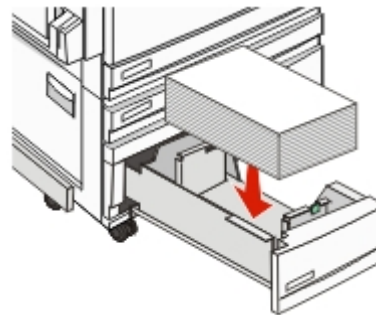
- 2 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.



- 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.

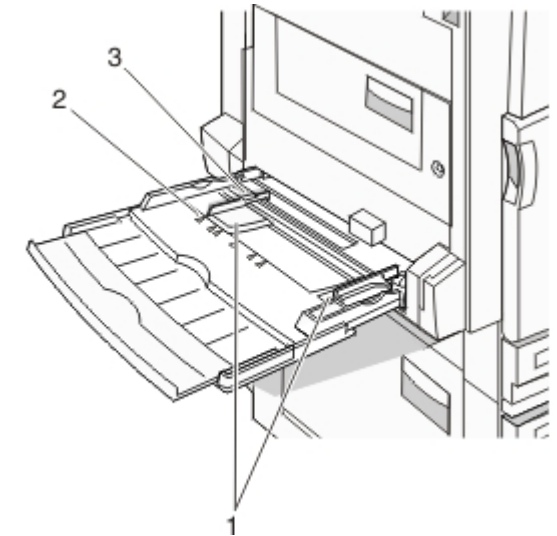


- 4 Load the paper stack with the recommended print side faceup.



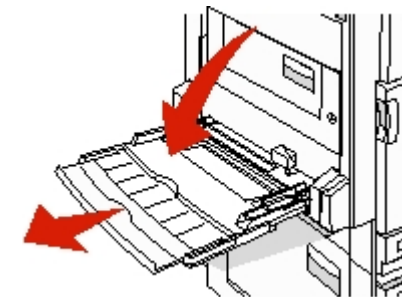
- 5 Make sure the paper guides are secure against the edges of the paper.
- 6 Insert the tray into the printer.
- 7 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting for the tray from the control panel.

## Using the multipurpose feeder



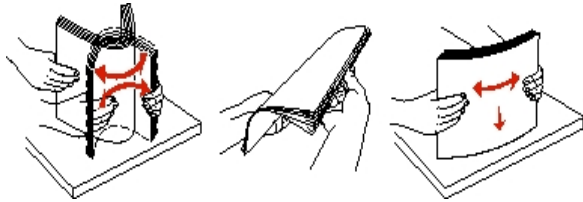
1	Paper guides
2	Size indicators
3	Stack height limiter

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



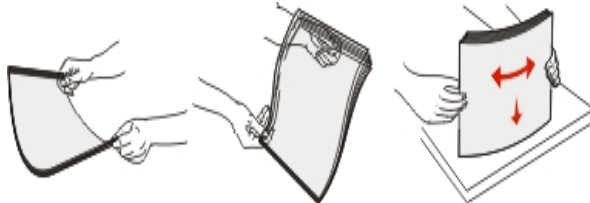
### 3 Prepare the paper for loading.

- 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.

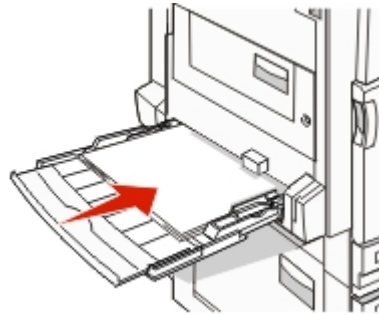


- Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

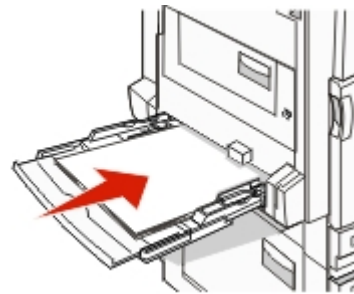


- ### 4 Load the paper, and then adjust the paper guides so that they lightly touch the edges of the paper stack.

- 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.



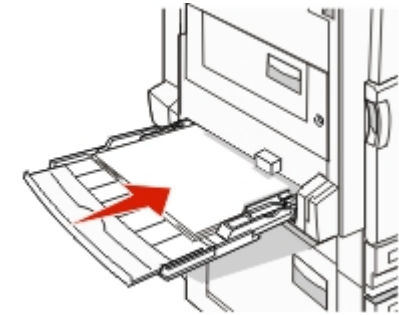
#### Notes:

- 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.

## Setting the Paper Size and Paper Type

The Paper Size setting is determined by the position of the paper guides in the tray for all trays except the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually. The factory default Paper Type setting is Plain Paper. The Paper Type setting must be set manually for all trays that do not contain plain paper.

- 1 Make sure the printer is on and **Ready** appears.
- 2 From the control panel, touch .
- 3 Touch **Paper Menu**.
- 4 Touch **Paper Size/Type**.
- 5 Touch the tray number, or touch **MP Feeder Size**.
- 6 Touch  repeatedly until the desired size appears.
- 7 Touch **Submit**.

# Copying

## Copying using the ADF

- 1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.  
**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.  
The copy screen appears.
- 4 Change the copy settings as needed.
- 5 Touch **Copy It**.

## Copying using the scanner glass (flatbed)

- 1 Place an original document facedown on the scanner glass in the upper left corner.
- 2 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.  
The copy screen appears.
- 3 Change the copy settings as needed.
- 4 Touch **Copy It**.
- 5 Place the next document on the scanner glass, and then 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.

## Copying from one size to another

- 1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.  
**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 On the home screen, touch **Copy**.
- 4 Touch **Copy from**, and then identify the size of the original document.
- 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 a document that contains mixed paper sizes

Use the ADF to copy an original document that contains mixed paper sizes. Depending on the paper sizes loaded and the "Copy to" and "Copy from" settings, each copy is either printed on mixed

paper sizes (Example 1) or scaled to fit a single paper size (Example 2).

### Example 1: Copying to mixed paper sizes

The printer has two paper trays, one tray loaded with letter-size paper and the other with legal-size paper. A document that contains letter- and legal-size pages needs to be copied.

- 1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.  
**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 On the home screen, touch **Copy**.
- 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 identifies the mixed paper sizes as they scan. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

### Example 2: Copying to a single paper size

The printer has one paper tray, loaded with letter-size paper. A document that contains letter- and legal-size pages needs to be copied.

- 1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.  
**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 On the home screen, touch **Copy**.
- 4 Touch **Copy from**, and then touch **Mixed Letter/Legal**.

5 Touch **Copy to**, and then touch **Letter**.

6 Touch **Copy It**.

The scanner identifies the mixed paper sizes as they scan and then scales the legal-size pages to print on letter-size paper.

## Copying on both sides of the paper (duplexing)

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

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

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

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

4 From the Sides (Duplex) area, 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-sided to 2-sided if you have 1-sided original documents and you want 2-sided copies.

5 Touch **Copy It**.

## Copying multiple pages onto a single sheet

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

### Notes:

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

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

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

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

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

4 Select a duplex setting.

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 of the copies.

9 Touch **Done**.

10 Touch **Copy It**.

## Faxing

### Sending a fax using the control panel

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


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

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

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

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

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

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

5 Touch **Fax It**.

## 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 On the home screen, touch **Held jobs**.

- 7 Touch your user name.

**Note:** A maximum of 500 results can be displayed for held jobs. If your name does not appear, touch ▼ until your name appears, or touch **Search Held Jobs** if there are a large number of held jobs in the printer.

- 8 Touch **Confidential Jobs**.

- 9 Enter your PIN.

- 10 Touch the job you want to print.

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

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 .dcx.

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).

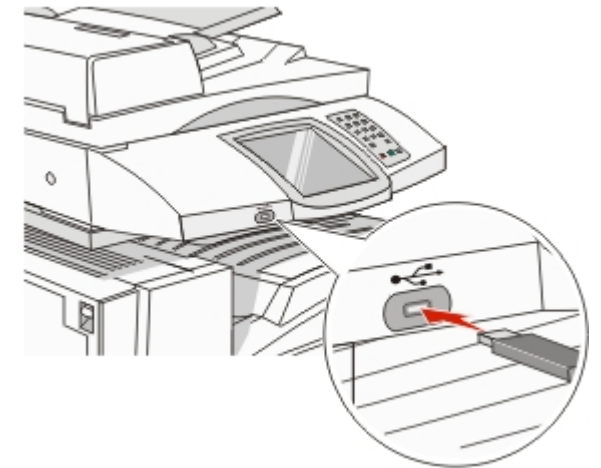
### Notes:

- Hi-Speed USB devices must support the Full-speed standard. Devices supporting only 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.
- If selecting an encrypted .pdf file, enter the password from the control panel.
- 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 Touch the document you want to print.

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

4 Touch  if you want to increase the number of printed copies.

5 Touch **Print**.

**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 display, touch **Cancel Job** on the touch screen.

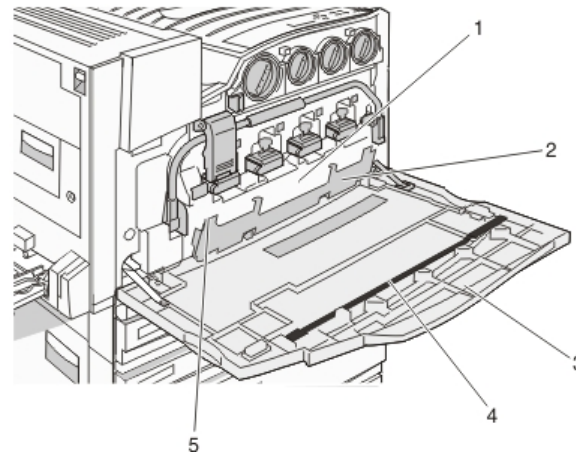
A "Canceling job" screen appears. Once the job is canceled, the home screen appears.

## Maintaining the printer

### Replacing supplies

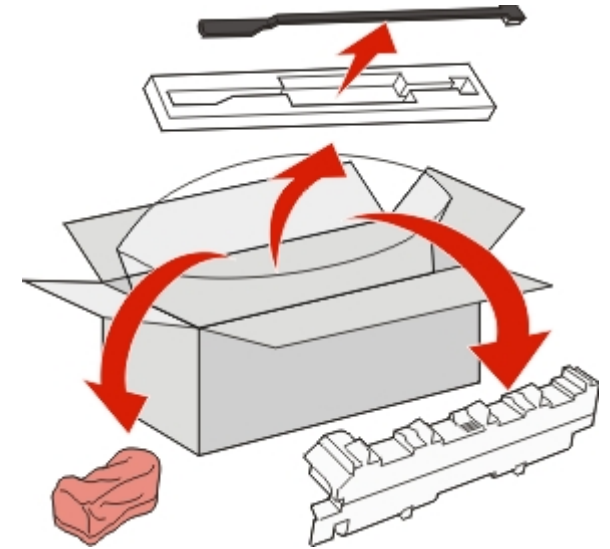
#### Replacing the waste toner box

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.

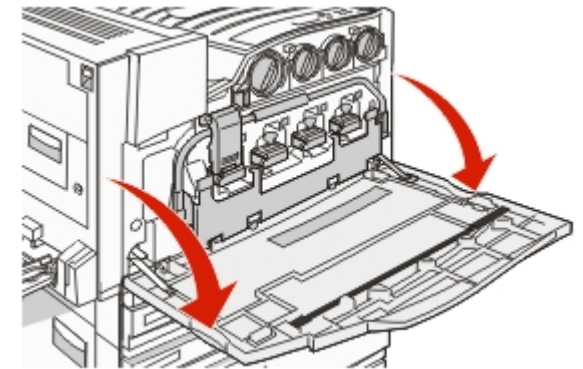


1	Waste toner box
2	Door E6
3	Door E
4	Printhead lens cleaner
5	E6 Door tab

1 Unpack the replacement waste toner box and accessories.

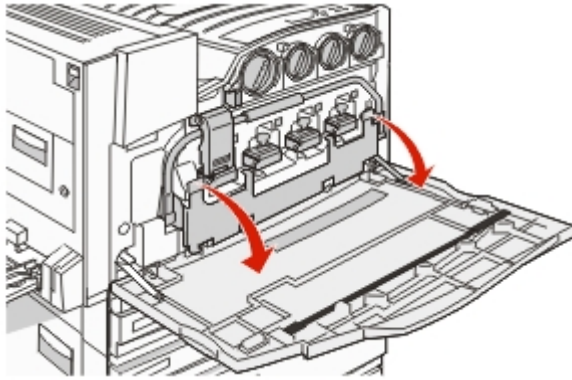


2 Open Door E (front printer door).

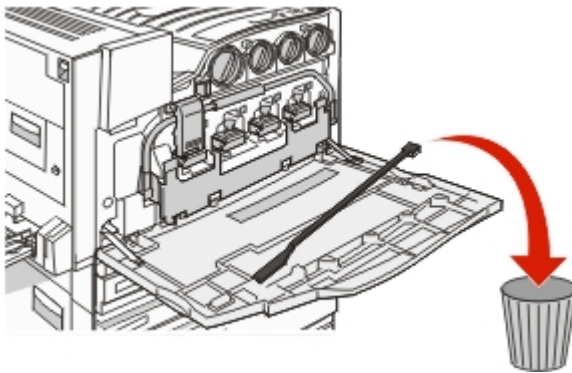


**Warning—Potential Damage:** To avoid overexposing the photoconductors, do not leave the door open for more than 10 minutes.

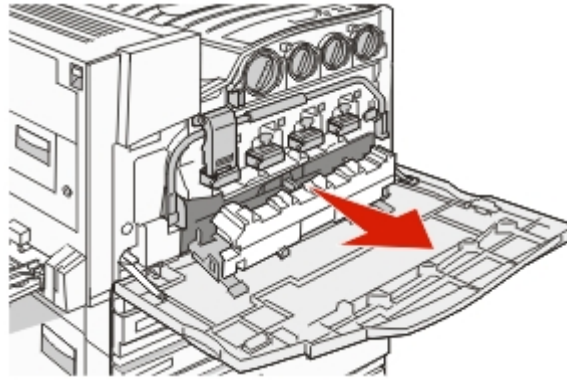
**3** Grasp the E6 Door tab, and then push the door down.



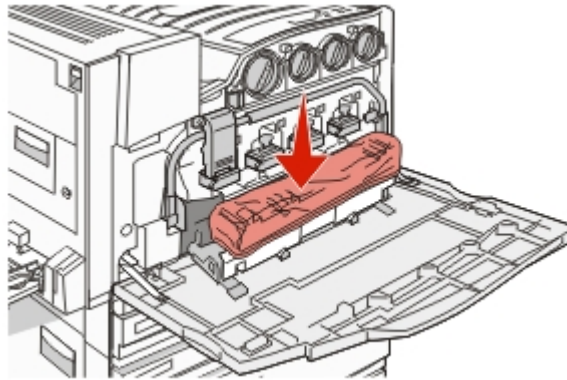
**4** Remove the old printhead lens cleaner from Door E, and then discard it.



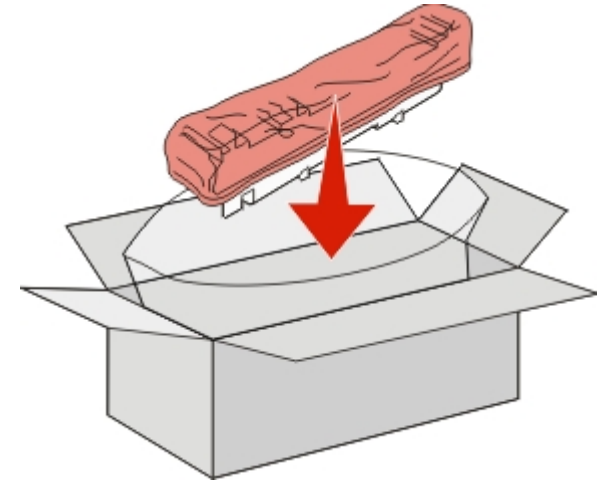
**5** Remove the waste toner box.



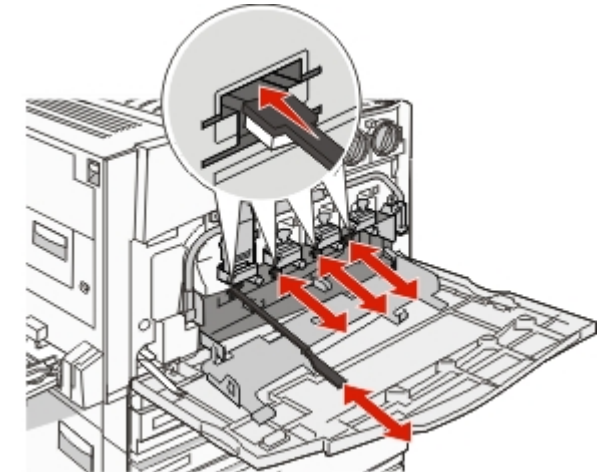
**6** Place the plastic cover over the waste toner box.



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

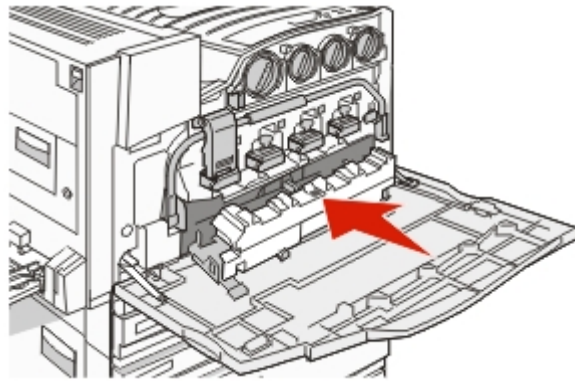


**8** Use the new printhead lens cleaner to clean the printhead lenses.

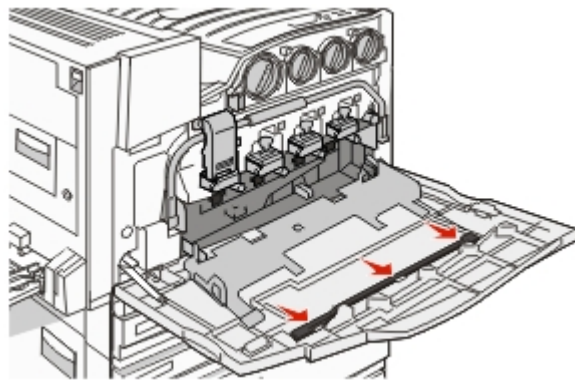




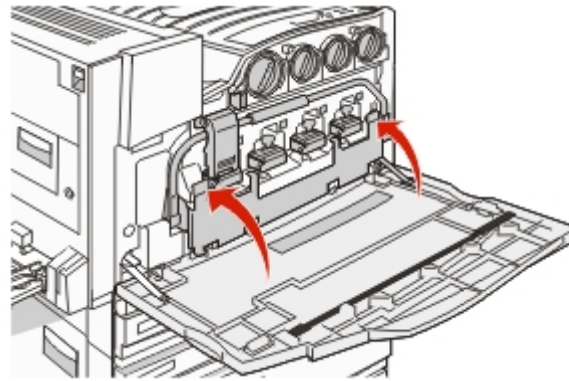
9 Insert the new waste toner box.



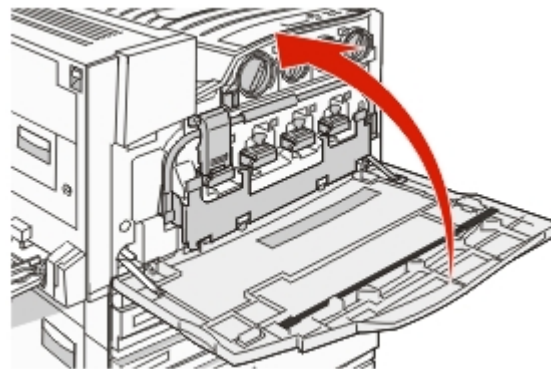
10 Place the new printhead lens cleaner in the notches of Door E.



11 Close Door E6.



12 Close Door E.



13 Remove all paper from the printer paper path.

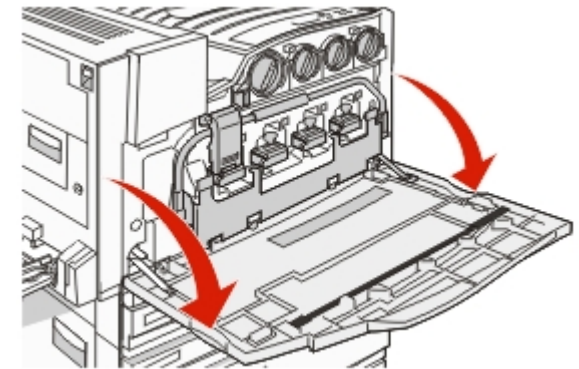
Visit [www.lexmark.com/recycling](http://www.lexmark.com/recycling) to learn how to recycle the waste toner box.

## Replacing a photoconductor

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

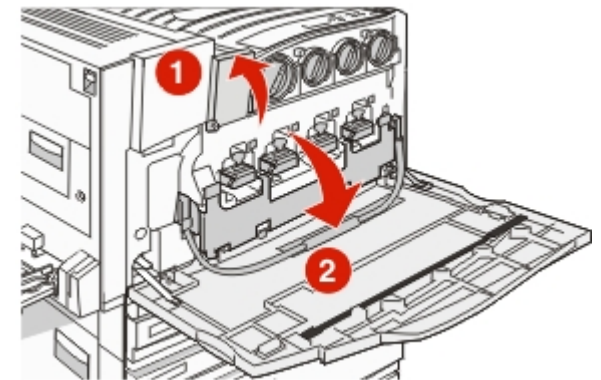
photoconductors when **84 Replace color pc units** appears.

1 Open Door E (front printer door).



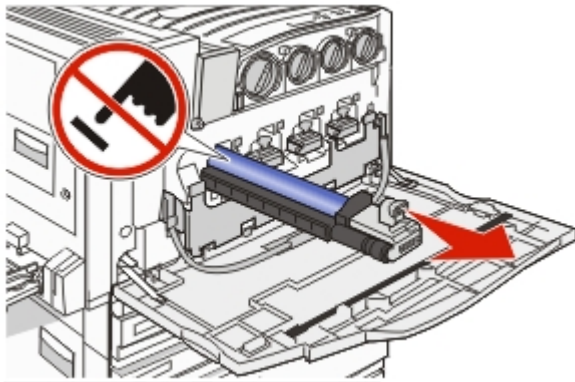
**Warning—Potential Damage:** To avoid overexposing the photoconductors, do not leave the door open for more than 10 minutes.

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.

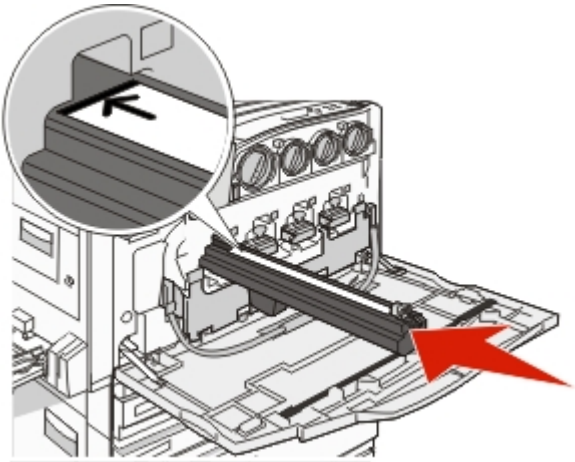


3 Remove the photoconductor(s) specified on the display.

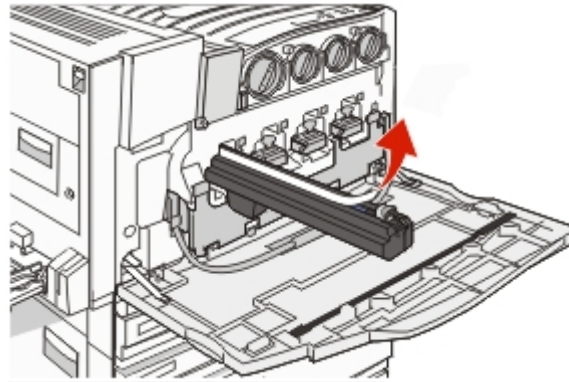
Photoconductor color	Opening name
Black	E1
Cyan	E2
Magenta	E3
Yellow	E4



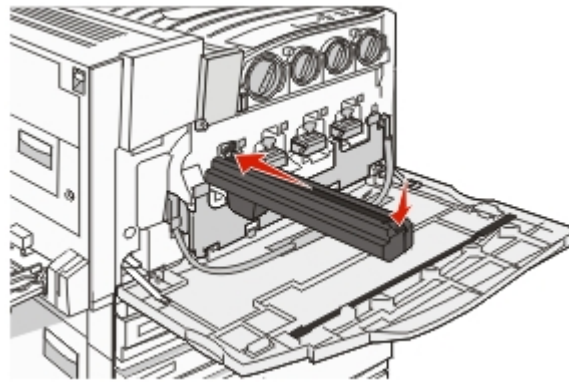
- 4 Unpack the replacement photoconductor.
- 5 Align and insert the end of the photoconductor.



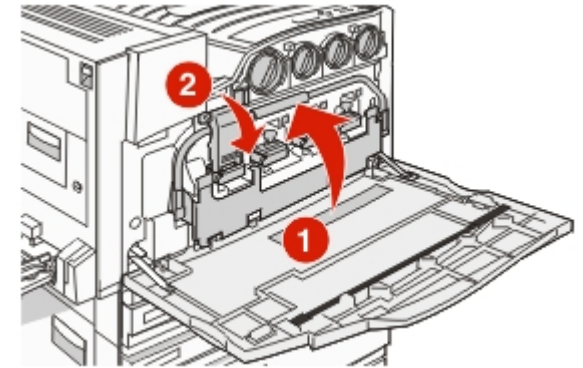
- 6 Remove the tape from the top of the photoconductor.



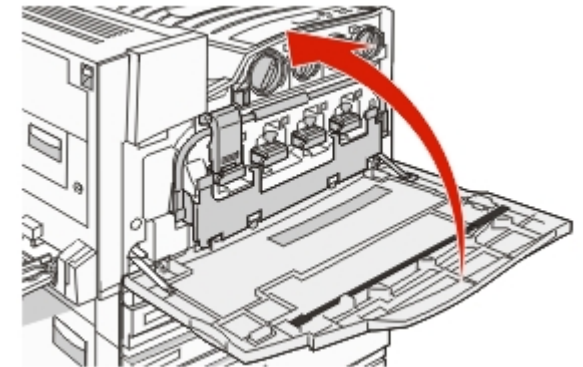
- 7 Press the button forward to insert the photoconductor while removing the casing.



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



- 9 Close Door E.

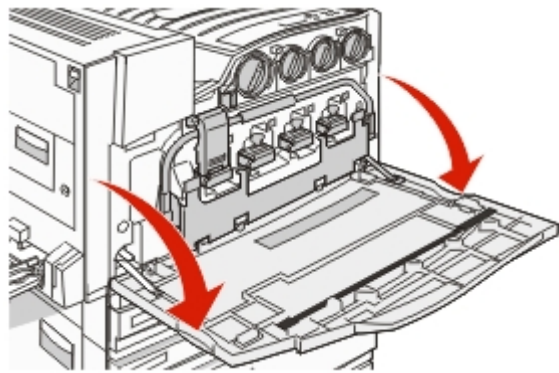


## Replacing a toner cartridge

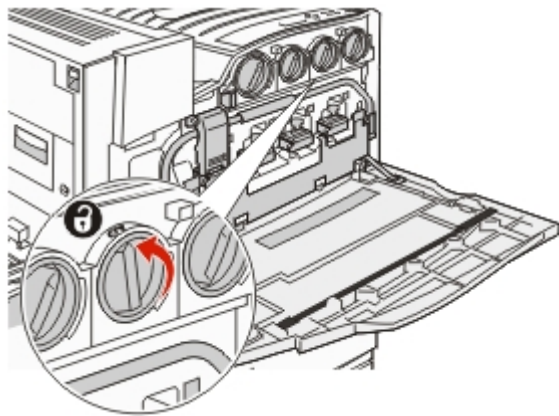
Replace the specified toner cartridge (cyan, magenta, yellow, or black) when **88 Replace <color> toner** appears. The printer will not continue printing until the specified cartridge is replaced.

- 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.

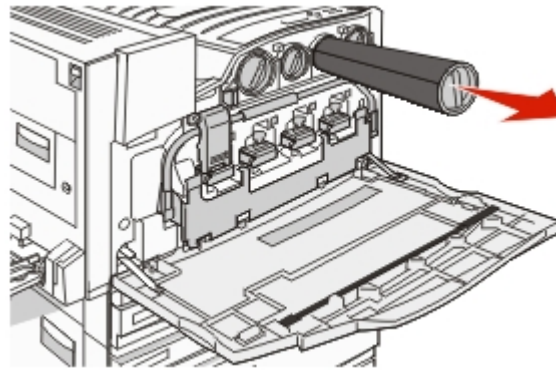
3 Open Door E (front printer door).



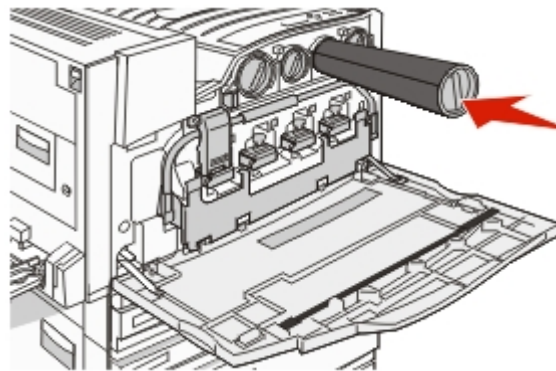
4 Unlock the specified cartridge by turning the cartridge counterclockwise until the arrow-shaped handle points toward the unlock symbol.



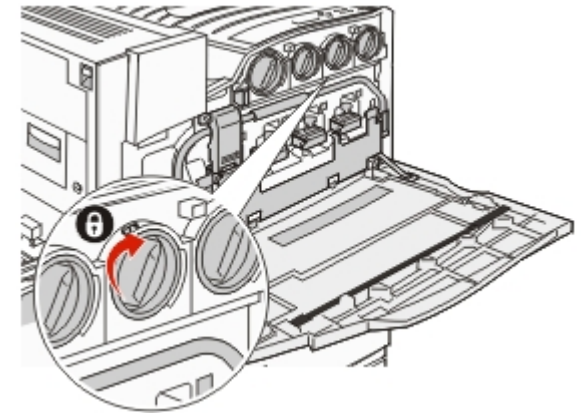
5 Remove the cartridge by gently pulling it away from the printer.



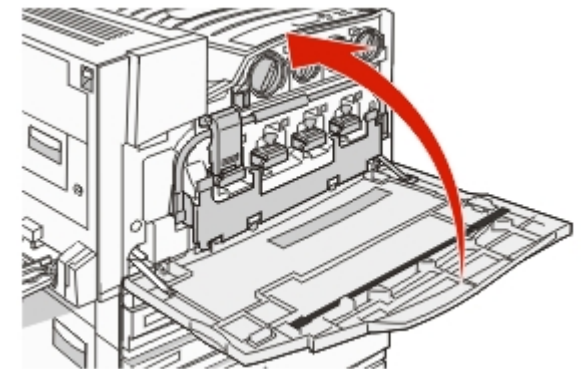
6 Align the arrow-shaped handle with the unlock symbol, and then insert the toner cartridge all the way into the opening.



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.

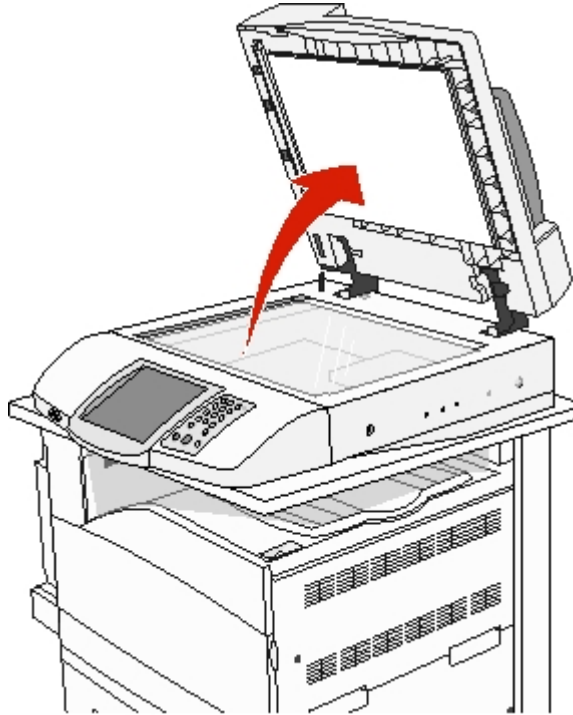
**Warning—Potential Damage:** Using a damp cloth to clean the interior may cause damage to your printer.

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

## Cleaning the scanner glass

Clean the scanner glass if you encounter print quality problems, such as streaks on copied or scanned images.

- 1 Slightly dampen a soft, lint-free cloth or paper towel with water.
- 2 Open the scanner cover.



- 3 Wipe the scanner glass until it is clean and dry.
- 4 Wipe the white underside of the scanner cover until it is clean and dry.
- 5 Close the scanner cover.