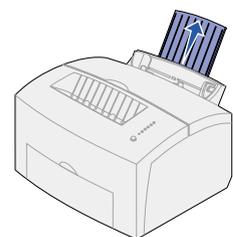


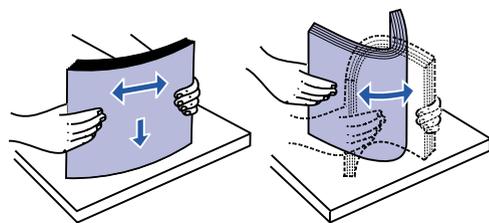
Lexmark™ E320/E322 Quick Reference

Loading tray 1

- 1 Extend the rear paper support until you hear a click.



- 2 Flex the sheets back and forth to loosen them, then fan them. Straighten the edges on a level surface.



Note: Not flexing and fanning the paper may cause paper feed problems and jams.

- 3 Load:
 - letterhead paper with the top of the page pointing down, facing you.
 - envelopes in the center of the tray.

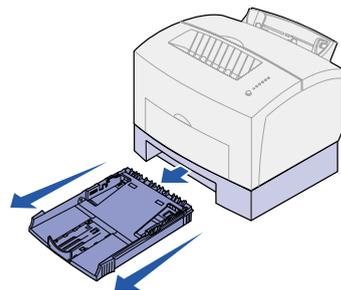
Load them vertically, flap side down, with the stamp area in the top left corner.



- 4 Extend the front paper support on the paper output bin.
- 5 Slide the paper guides flush against the edges of the media.
- 6 Open the front output door if you're printing on special media.
- 7 Choose the paper size and type from your software application.
- 8 Start your print job.

Loading the optional tray 2

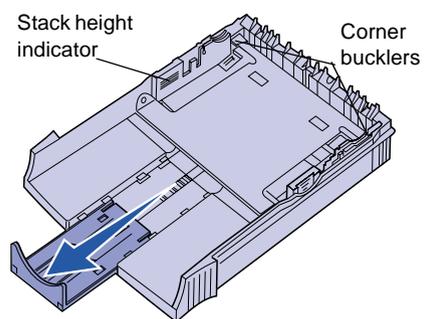
Grasp the tabs on either side of the tray and pull it completely out of the printer.



- 1 If loading:
 - letterhead paper, insert letterhead face down with the top of the page entering the printer first.
 - A4 or legal size paper, extend the paper support.
- 2 Make sure the metal plate is pressed down before inserting it into the printer.

Note: After the tray is inserted, the metal plate springs back up so the paper can feed into the printer.

- 3 Do not exceed the stack height indicator; overfilling the tray may cause jams.
- 4 Slide the paper guides against the edges of the paper.
- 5 Make sure the paper is under both corner bucklers and is flat in the tray.



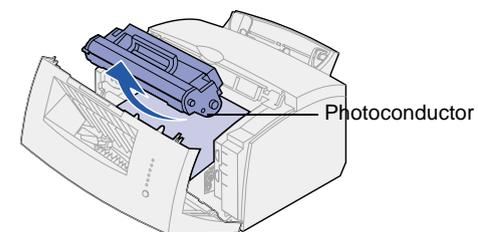
- 6 Reinstall the tray, making sure the tray is pushed all the way in.
- 7 Select the paper size and type from your software application.
- 8 Start your print job.

Clearing jams

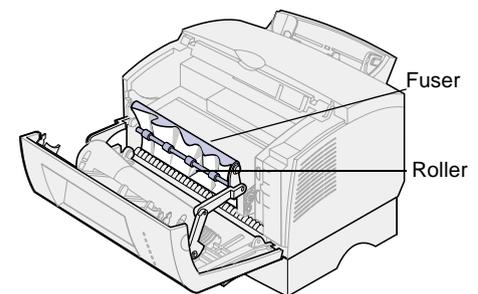
The Paper Jam light prompts you to clear the paper path.

- 1 Open the printer cover.
- 2 Remove the print cartridge (it may be warm) and cover it.

Note: Exposing the photoconductor to light may damage the print cartridge.



- 3 Gently pull out the media.



Caution! The fuser may be hot!

- 4 If the media is jammed tightly behind the roller, or if you can't get a grip on it, close the cover, open the front output door, and pull out the paper.

- 5 Make sure there is no more media in the printer.
- 6 Reinstall the print cartridge.
- 7 Close the printer cover to resume printing.

If the jam occurs as it exits tray 2 into the printer:

- 1 Open the printer cover.
- 2 Remove the print cartridge (the print cartridge may be warm).
- 3 Gently pull the paper toward you.
- 4 Reinstall the print cartridge.
- 5 Close the printer cover to resume printing.

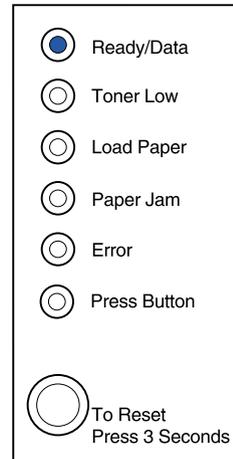
If you cannot reach the paper easily:

- 1 Turn off the printer. (You will lose the rest of the print job.)
- 2 Lift the printer off the 250-sheet drawer.
- 3 Remove the paper.
- 4 Reinstall the drawer.
- 5 Turn on the printer.
- 6 Resend your print job.

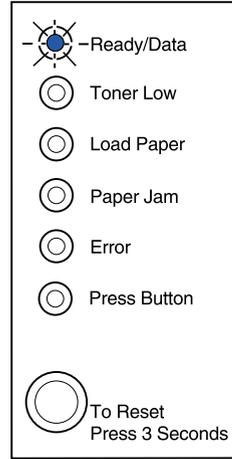
If the jam occurs just after the paper feeds from tray 2:

- 1 Pull the tray all the way out.
- 2 Gently pull the paper toward you.
- 3 Reinstall the tray to resume printing.

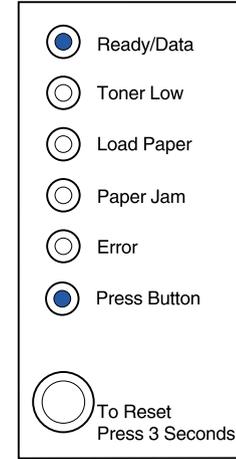
Common operator panel light sequences



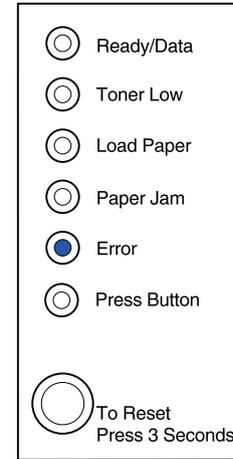
The printer is ready to receive and process data.



The printer is busy receiving or processing data.



The printer is waiting for additional data.



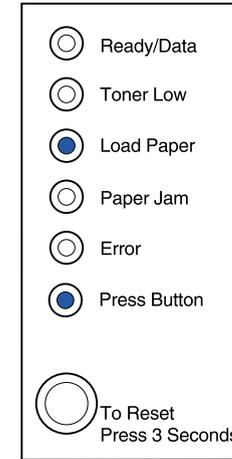
The printer top cover is open or the print cartridge is not installed.

If both the Error light and Press Button lights are on, a secondary error has occurred.

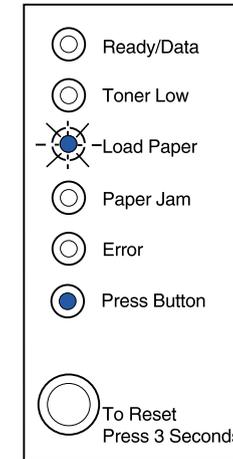
Press the operator panel with a double button press to display the secondary error code.

Refer to the Lexmark Publications CD to resolve the problem.

Refer to the Lexmark Printer Publications CD for more information about operator panel light sequences.

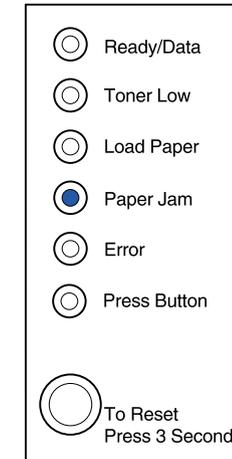


The printer is out of media, or the media did not feed properly.

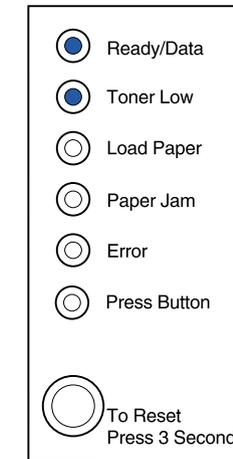


The printer prompts you to load a single sheet of media in the manual feed.

Push the operator panel button to print the page.



The printer detects a jam.



The printer alerts you the toner is getting low. Removing the cartridge and shaking may let you print more pages before replacing it.

