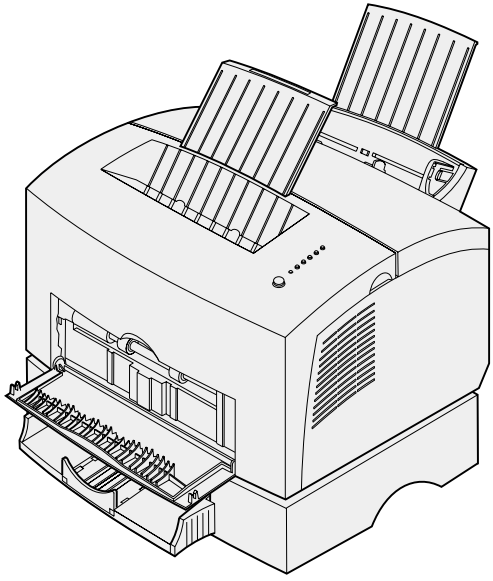
LEXMARK™

E320/E322

Setup Guide



April 2001

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This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Any questions on this statement should be directed to:

Director of Lab Operations
Lexmark International, Inc.
740 West New Circle Road
Lexington, KY 40550
(859) 232-3000

Refer to the *Lexmark Publications* CD for details.

Safety information

- If your product is NOT marked with this symbol ⊡, it MUST be connected to an electrical outlet that is properly grounded.
- The power cord must be connected to an electrical outlet that is near the product and easily accessible.
- Refer service or repairs, other than those described in the operating instructions, to a professional service person.
- This product is designed, tested, and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious. Lexmark is not responsible for the use of other replacement parts.
- Your product uses a laser, exercise **CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.**
- Your product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

Conventions

Warning! A warning identifies something that might damage your printer hardware or software.

CAUTION! A caution identifies something that might cause you harm.

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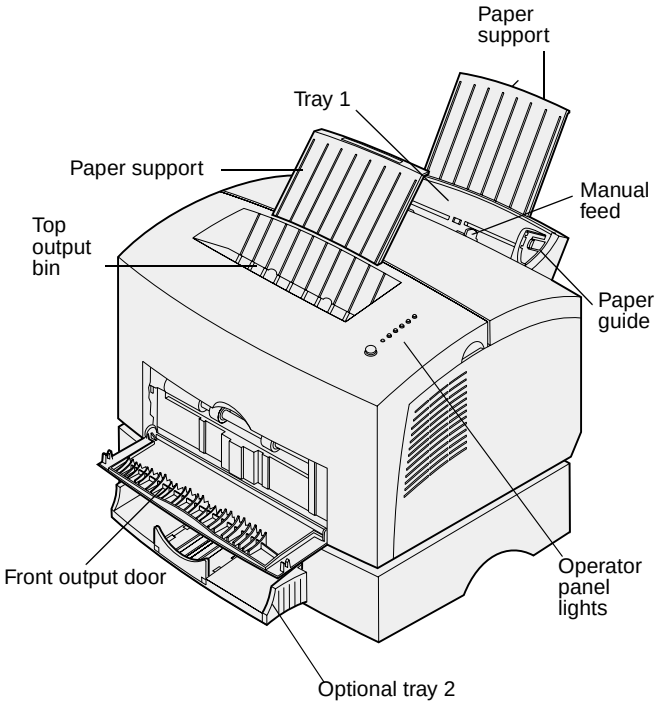
Preface

About your printer

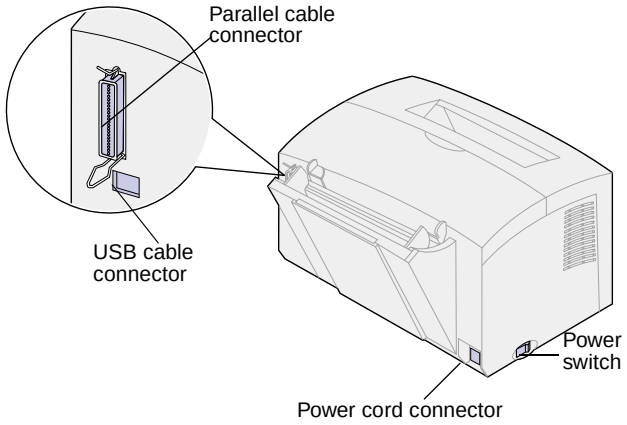
Three printer models are available: the Lexmark E320, Lexmark E322, and Lexmark E322n. The differences between these three models are listed in the following table.

Item	Lexmark E320	Lexmark E322	Lexmark E322n
Base memory	4MB	8MB	16MB
Maximum memory	68MB	72MB	80MB
Emulations	PCL 5e and Macintosh compatibility	PostScript Level 2 and PCL 6	PostScript Level 2 and PCL 6
Connectivity	Parallel and USB	Parallel and USB	10/100 Base-TX Ethernet and USB
Ships with print cartridge yield (at approximately 5% coverage)	1,500 pages (standard)	3,000 pages (standard)	3,000 pages (standard)

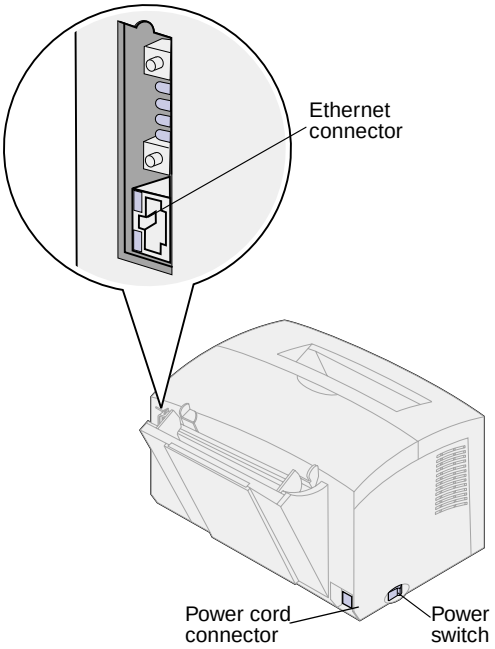


Use this feature:	When you want to:
Tray 1	Load up to 150 sheets of paper or 10 sheets of other media.
Paper support	Support media in tray 1 or the top output bin.
Manual feed	Load a single sheet of paper/other media. Use for transparencies, labels, envelopes, and card stock.
Paper guides	Adjust the width of the media in tray 1 and the manual feed.
Operator panel lights	Check the status of your printer.
Top output bin	Stack printed documents face down.
Front output door	Print on special media, for example, labels or card stock.
Optional tray 2	Increase your paper capacity.

Lexmark E320 and E322

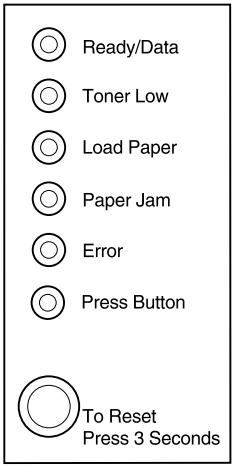


Lexmark E322n



Use this feature:	When you want to:
Parallel cable connector	Connect your computer to the Lexmark E320 or E322 parallel port with a parallel cable.
USB connector	Connect your computer to your printer's USB port with a Universal Serial Bus (USB) cable.
Ethernet cable connector	Connect your computer to the Lexmark E322n network port with an Ethernet cable.
Power cord connector	Connect your printer to a properly grounded wall outlet with a power cord.
Power switch	Turn your printer on or off.

Operator panel



The operator panel has 6 lights and 1 button. Different light sequences provide status, attendance and service information.

Depending on the light sequence, briefly (approximately 1 second) push the operator panel button to restart the printer, display an error code, or activate other printer functions.

Use your printer driver or, if your printer is connected to a network, MarkNet Web Pages, to change the paper source, paper size and other printer settings.

About this book

Note: See the safety information on the inside of the front cover before setting up your printer.

This *Setup Guide* provides detailed instructions for unpacking and setting up the printer, installing supplies and options, loading media, launching the drivers CD to install printer drivers and utilities, and printing information from the *Lexmark Publications* CD.

Other sources of information

Lexmark Publications CD

The *Lexmark Publications* CD*,* which is packaged with the *Setup Guide,* provides information about choosing media, understanding the operator panel lights, clearing paper jams, and solving printing problems.

Viewing the Lexmark Publications CD

Insert the *Lexmark Publications* CD into your CD-ROM drive. If the CD does not automatically launch:

1. Select your CD-ROM drive.
2. Double-click **START.PDF** (or double-click the CD icon on your desktop and then click **START.PDF** if you are using a Macintosh computer).

   You must have a copy of Adobe Acrobat Reader, Version 4.05c with Search or later installed on your computer to view the *Lexmark Publications* CD.

   If Acrobat Reader is not installed on your operating system, visit the Adobe Web site at www.adobe.com to download the Acrobat Reader version you need.

Quick Reference card

The *Quick Reference* card provides easy access to information about loading paper, clearing jams, and understanding common operator panel light messages.

Drivers CD

The drivers CD contains all the necessary printer drivers to get your printer up and running.

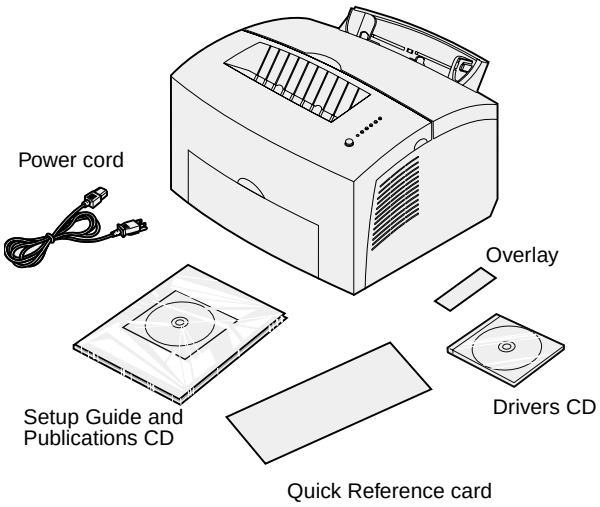
Depending on which version of the drivers CD shipped with your printer, it may also contain MarkVision Professional, other printer utilities, world-wide customer support phone numbers, screen fonts, and additional documentation.

These items and updates to the printer drivers are also located on the Lexmark Web site at www.lexmark.com.

Lexmark Web site

Access our site on the World Wide Web for updated printer drivers and utilities, and other Lexmark E320/E322 printer documentation: www.lexmark.com.

Step 1: Unpack the printer



1. Remove the printer and all accessories from the packaging carton.

   Save the carton and packing materials in case you need to repack the printer for service or storage.

2. Remove all tape from outside and inside the printer.

3. Make sure you have the following items:

   - Printer with print cartridge installed
   - *Setup Guide*
   - *Lexmark Publications* CD
   - *Quick Reference* card
   - Power cord
   - Drivers CD
   - Operator panel overlay

   If you need help during setup, or if any items are missing or damaged, refer to the publications CD for the designated Lexmark phone number for your country.

4 Place the printer on a flat, stable surface in a well-ventilated area near your computer.

Do not place the printer:

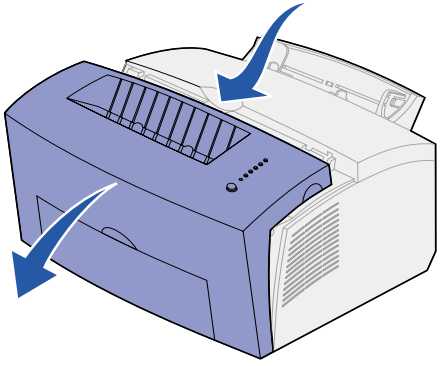
- In direct sunlight
- Near heat sources or air conditioners
- In dusty or dirty environments

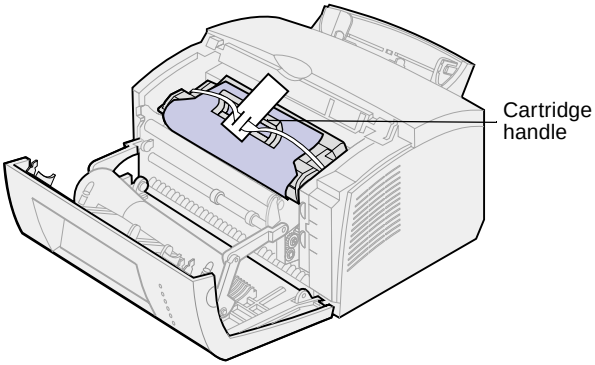
Attaching an operator panel overlay

If you have a non-English operator panel overlay in your printer box and wish to use it, peel it off, align it on the operator panel, and press it into place.

Removing print cartridge packaging

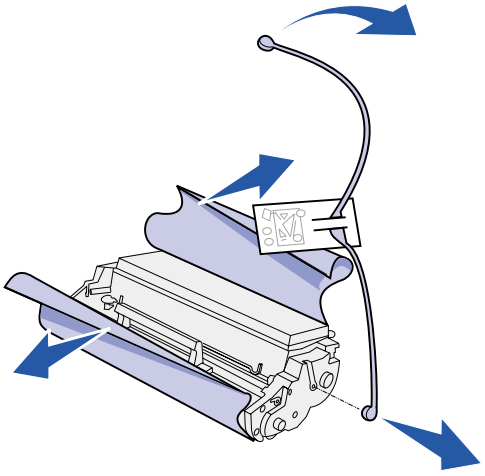
1 Use the finger tab to pull down the printer cover.





2 Grasp the cartridge handle and pull the print cartridge straight up.

3 Remove the protective foam packaging from the print cartridge.

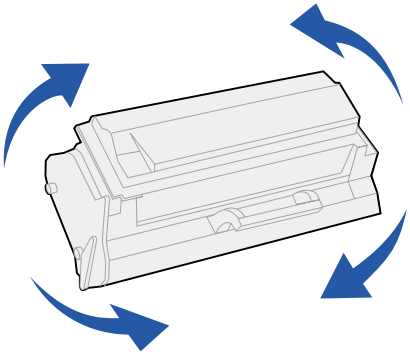


4 Pull off the plastic piece attached to the ends of the print cartridge.

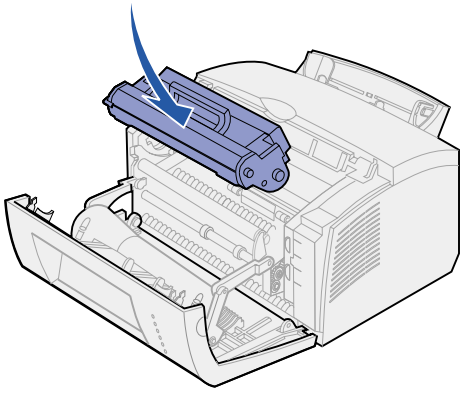
Discard the plastic piece, foam and paper.

5 Continue with “Install the print cartridge” on page 4.

Step 2: Install the print cartridge



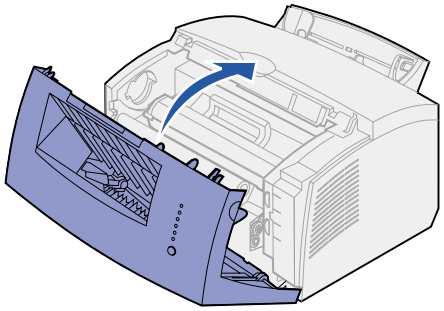
1 Shake the cartridge to distribute the toner evenly.



2 Insert the print cartridge:

- **a** Align the colored labels on either side of the print cartridge with the corresponding labels in the printer.
- **b** Holding the handle, tilt the print cartridge down and guide it between the print cartridge grooves.
- **c** Push down on the cartridge until it is firmly in place.

3 Close the printer cover.



What do I do next?

Task	Go to page ...
Install optional memory	6
Install tray 2	15
Attach cables	17

Step 3: Install memory cards

Depending on your printer model, you can increase printer memory for a total of up to 68MB (Lexmark E320), 72MB (Lexmark E322), and 80MB (Lexmark E322n).

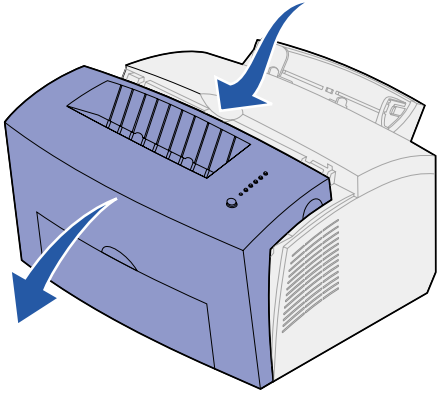
If you have a Lexmark E322 or E322n, you can also install a 1MB, 2MB, or 4MB optional flash memory card for storing downloaded fonts or macros.

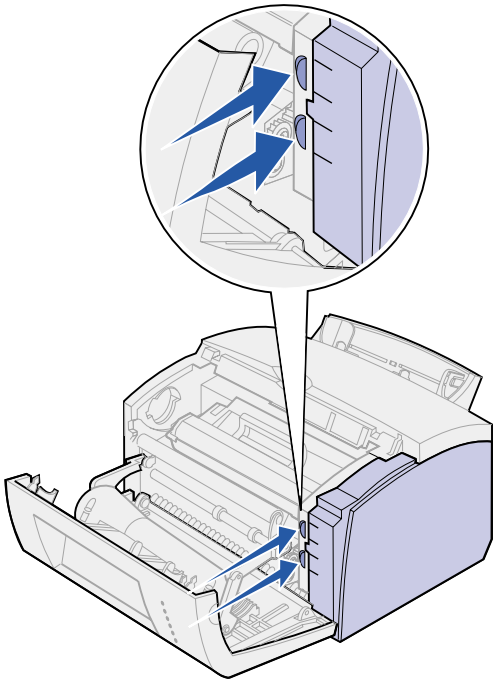
Removing the printer side cover

Before installing any memory options, you must remove the printer side cover.

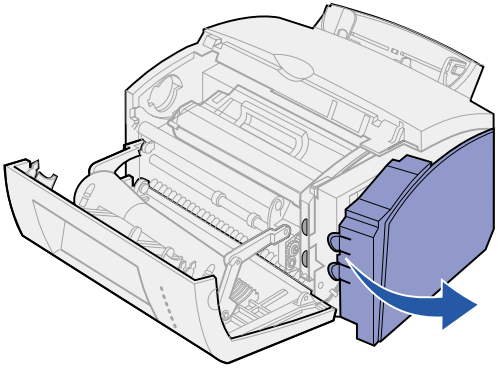
CAUTION! If you are installing memory cards sometime after setting up the printer, turn the printer off and unplug any attached peripherals before continuing.

1 Open the printer front cover.





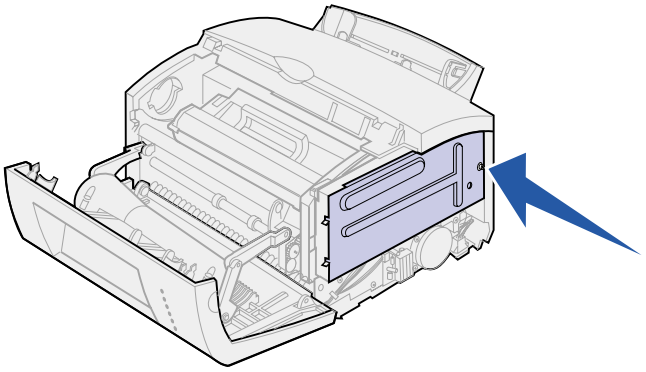
2 Firmly push in the two oval tabs as you pull open the side cover.



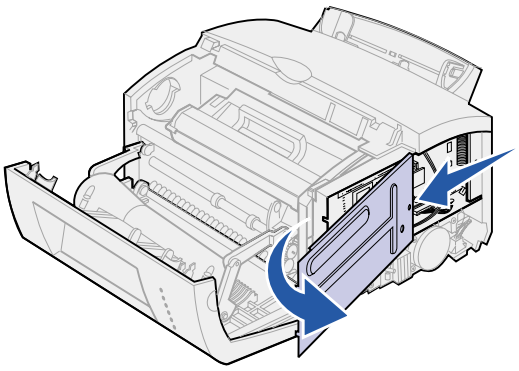
3 Remove the cover and set it aside.

Removing the system board shield

You will need a small Phillips screwdriver to remove the metal shield covering the printer system board.



1 Remove the single screw and set it aside.



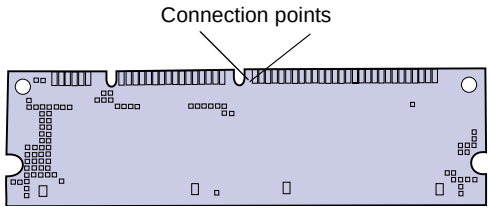
2 Remove the metal shield by sliding it along the top and bottom grooves and set it aside.

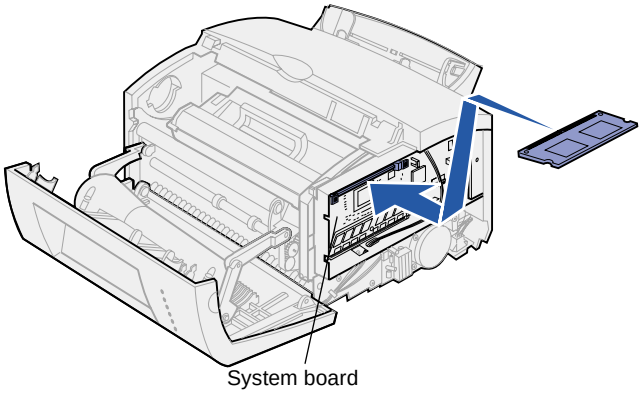
Installing a printer memory card

Warning! Printer memory cards are easily damaged by static electricity. Touch something metal on the printer before you touch a memory card.

To install an optional printer memory card:

1 Unpack the printer memory card.



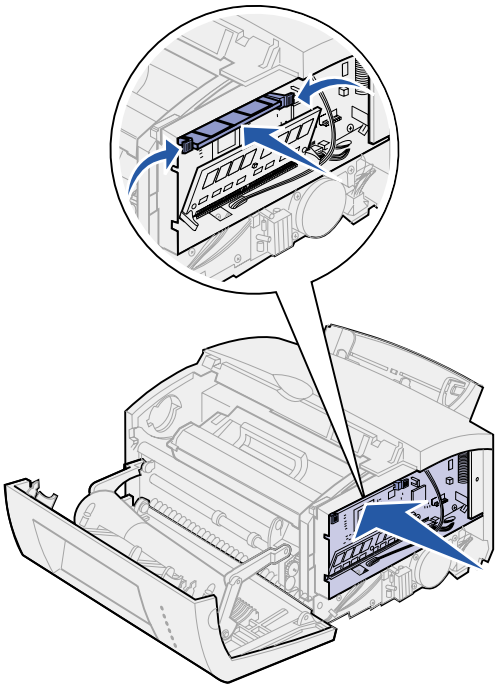


2 Avoid touching the connection points along the edge of the card. Save the packaging.

3 Locate the top connector on the system board.

4 Hold the memory card with the connection points pointing toward the top connector on the system board.

5 Insert the card into the connector.



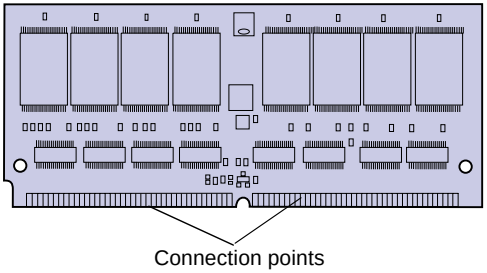
6 Push the memory card firmly into the connector until the latches on either side of the connector *snap* into place.

7 If you are installing flash memory in a Lexmark E322 or E322n, continue. Otherwise, reattach the metal shield and side cover. See page 13 for instructions.

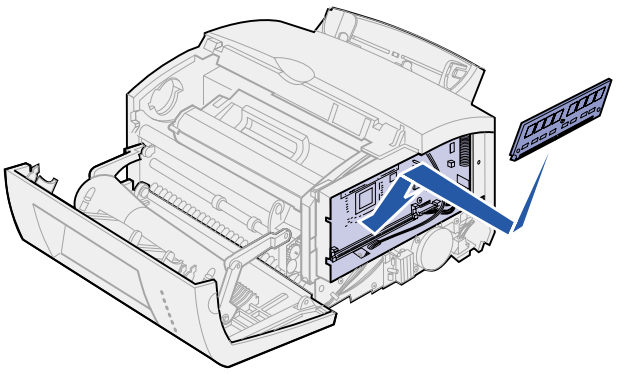
Installing a flash memory card

Note: Flash memory cards are easily damaged by static electricity. Touch something metal on the printer before you touch a memory card.

1 Unpack the flash memory card.



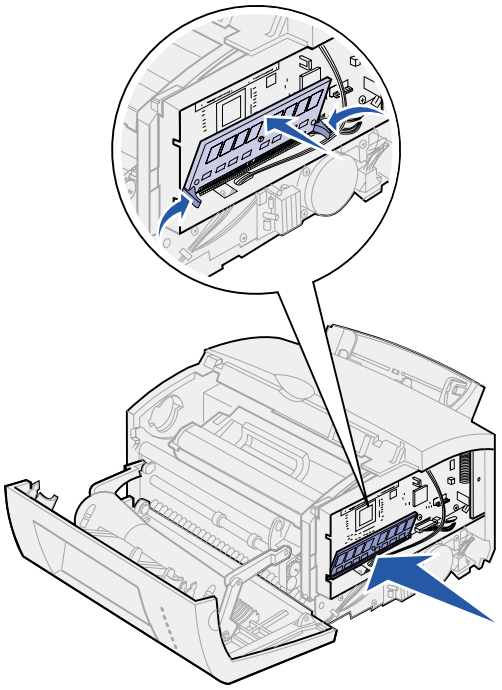
2 Avoid touching the connection points along the edge of the card. Save the packaging.



3 Locate the bottom connector on the system board.

4 Hold the option card with the connection points pointing toward the bottom connector on the system board.

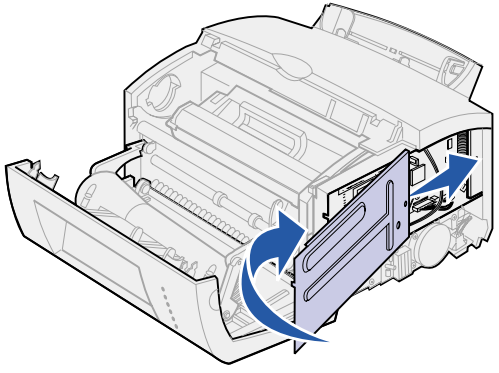
5 Insert the card into the connector at a 45 degree angle.



6 Push the card firmly into the connector with your thumbs until the latches *snap* into place.

7 Reattach the metal shield and side cover.

Reattaching the metal shield

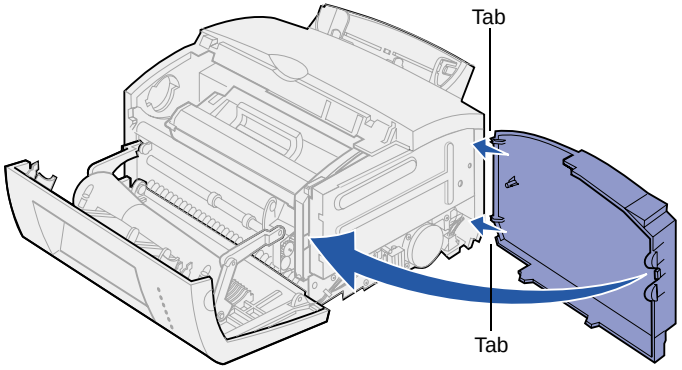


When you have finished installing the memory card(s):

1 Align the metal shield between the top and bottom grooves and slide it all the way back.

2 Reattach the screw to keep the shield in place.

Reattaching the side cover

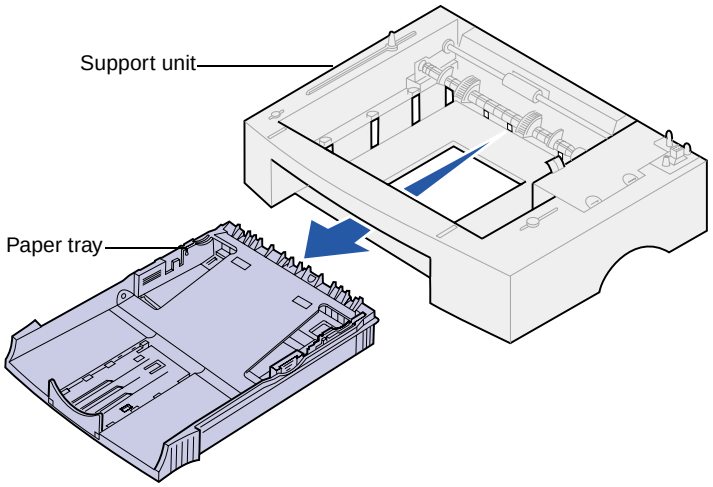


1. Align the top and bottom tabs with the corresponding slots.
2. As you close the door, push the oval tabs firmly into the slots.
3. Close the front cover.

What do I do next?

Task	Go to page...
Install the tray 2	15
Attach cables	17

Step 4: Install the tray 2 option

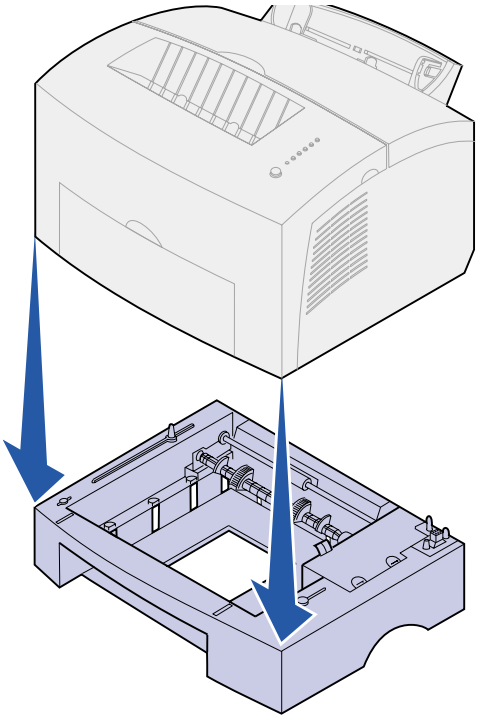


You can increase paper capacity with the optional 250-sheet drawer, which attaches underneath the printer.

A drawer consists of a paper tray and a support unit.

1. Remove the tray from the support unit.
2. Remove all packing material and tape from the tray and the support unit.
3. Place the support unit in the location you have chosen for your printer.

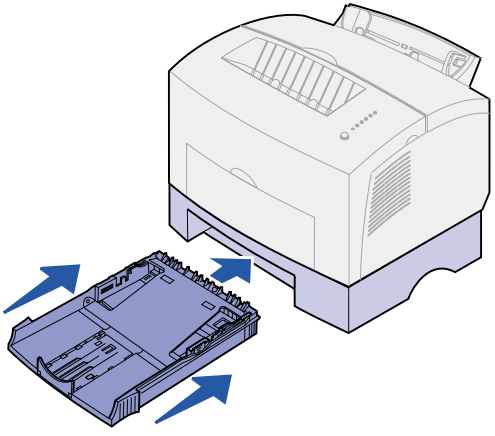
Note: If you install the 250-sheet drawer at a later time, be sure to turn off the printer before installing the drawer.



4 Align the printer with the front of the support unit and place it on top of the support unit.

Make sure the support unit is firmly in place.

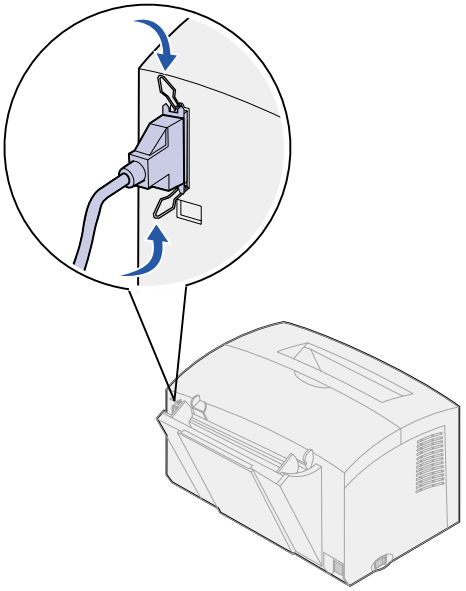
When you complete setting up the printer, print a menu settings page to verify the 250-sheet drawer is listed under Installed Features (see page 30).



5 Insert the tray.

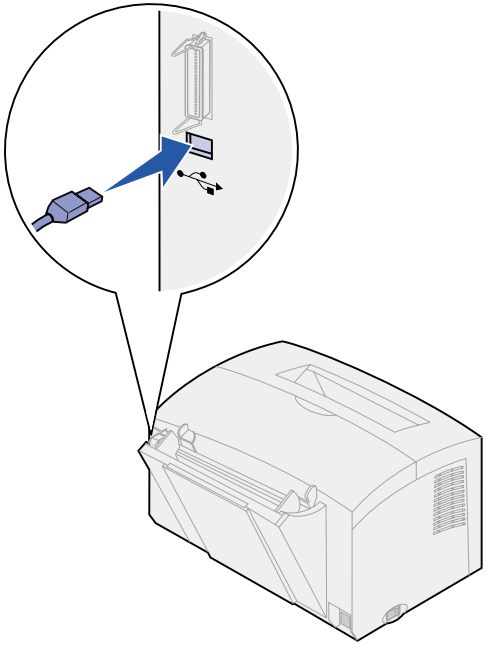
Step 5: Attach cables

Local printing



To attach a Lexmark E320 or E322 printer to a computer using an IEEE-1284 compliant parallel cable, we recommend using Lexmark part number 1329605 (10 ft) or 1427498 (20 ft).

1. Make sure the printer, computer, and any attached peripherals are turned off and unplugged.
2. Plug one end of the cable into the parallel connector on the printer.
3. Snap down the clips at each end of the connector.
4. Plug the other end of the parallel cable into the connector on the computer.



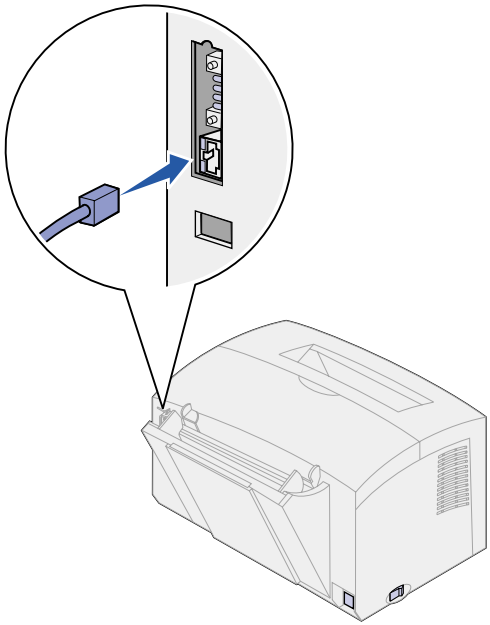
To attach a Lexmark E320, E322, or E322n printer to a computer using a USB cable, we recommend Lexmark part number 12A2405 (2 m).

1. Plug one end of the USB cable into the USB port on the printer.

   Match the USB symbol on the cable to the USB symbol on the printer.

2. Plug the other end of the cable into the USB port on the computer.

Network printing

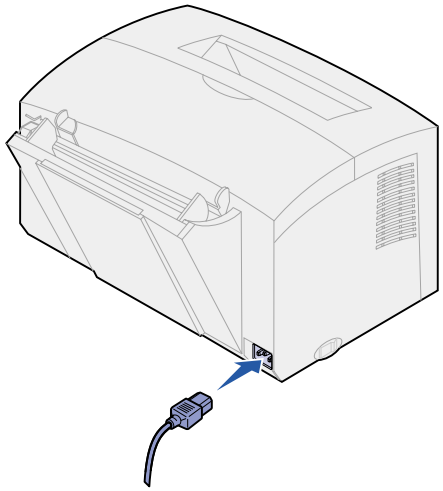


You can attach a Lexmark E322n printer to a network using an Ethernet cable (UTP cable with RJ.45 connector).

To attach the printer to a network with an Ethernet cable:

1. Plug one end of the Ethernet cable into the Ethernet network port on the MarkNet™ print server.
2. Plug the other end of the cable into a network LAN connection.

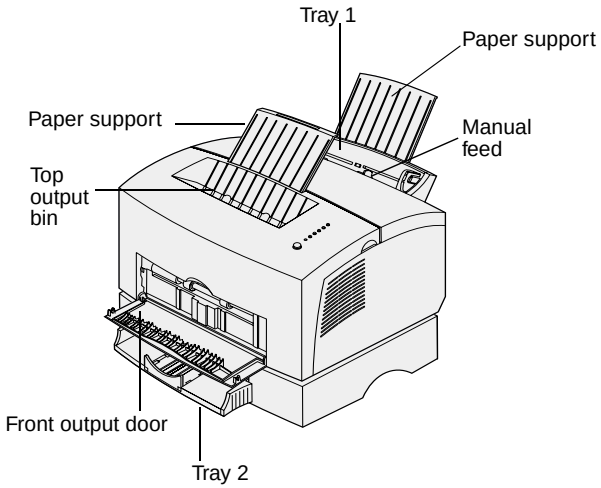
Attaching a power cord



1. Make sure the printer is turned off.
2. Plug one end of the power cord into the power cord connector.
3. Plug the other end into a properly grounded outlet.
4. Turn on the printer.

   Each indicator light turns on and off, starting with Press Button and ending with the Ready light.

Step 6: Load paper



Your printer has two standard paper sources: tray 1, which holds up to 150 sheets of plain paper, and a single-sheet manual feed. Use tray 1 for most print jobs. Use the manual feed to feed a single page, transparency, envelope, label, or card stock.

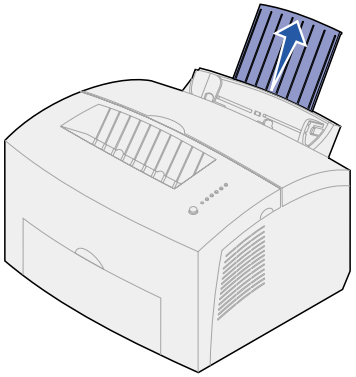
You can increase your printer paper capacity with the optional 250-sheet drawer.

An output bin on top of the printer holds up to 100 sheets. The single-sheet front output door provides a straight-through paper path for special media, reducing curling and potential paper jams.

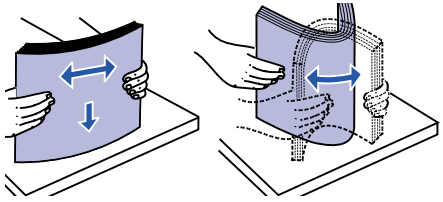
Loading tray 1

Use tray 1, which is behind the manual feed, to feed paper and special media.

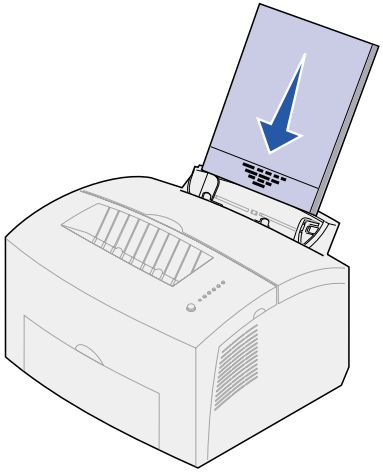
Tray 1 holds up to 150 sheets of paper, 10 sheets of transparencies or labels, 10 envelopes, 10 sheets of card stock.

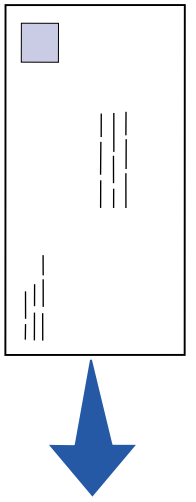


1 Extend the rear paper support until you hear a click.



2 Flex the sheets back and forth to loosen them, then fan them.



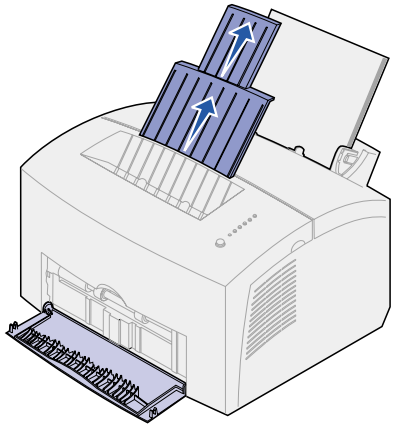


3 If loading:

- letterhead paper, insert letterhead with the top of the page pointing down, facing you

- envelopes, insert them vertically, flap side down with the stamp area in the top left corner

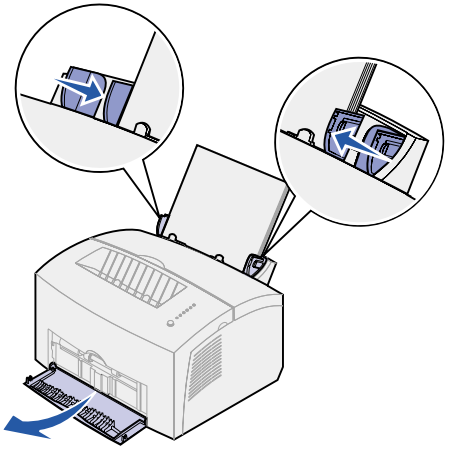
  To reduce paper jams, do not use envelopes that:
  - — Have excessive curl
  - — Are stuck together
  - — Are damaged in any way
  - — Contain windows, holes, perforations, cutouts, or embossing
  - — Use metal clasps, string ties, or metal folding bars
  - — Have postage stamps attached
  - — Have any exposed adhesive when the flap is in the sealed position



4 Extend the front paper support on the paper output bin until you hear a click.

5 If you are printing on legal size paper, completely extend the front paper support.

6 Open the front output door for a straight-through paper path if you're printing on special media.



7 Slide the paper guides against the edges of the paper or envelopes.

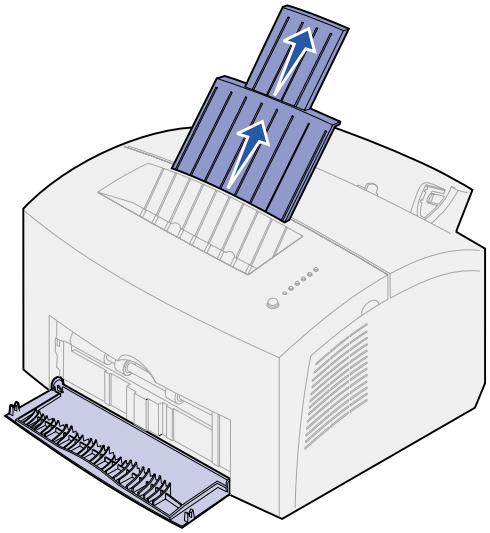
8 Select the paper size and type from your software application.

9 Select the number of copies from your software application or printer driver if you are printing multiple copies.

10 Start your print job.

Loading the manual feed

Use the manual feed to feed media, one sheet at a time, into your printer.

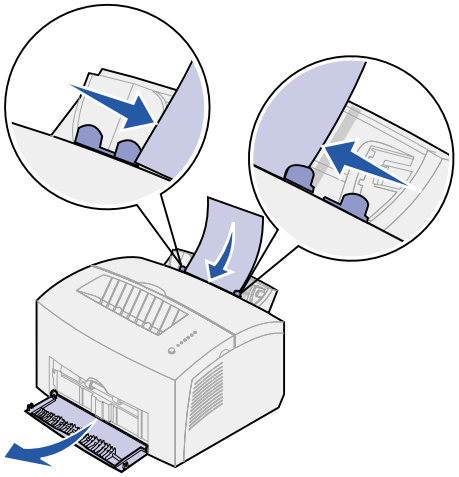


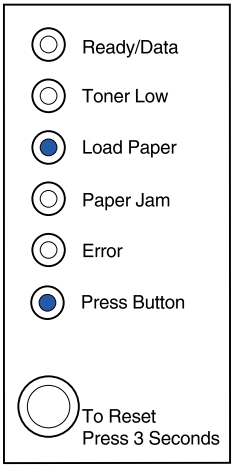
If you experience problems feeding envelopes or card stock in tray 1, try printing them one at a time from the manual feed.

1. Extend the front paper support on the paper output bin until you hear a click.
2. If you are loading legal paper, extend the front paper support all the way up.
3. Open the front output door if you're printing on special media.
4. If loading:

- letterhead paper, insert one sheet of letterhead with the top of the page pointing down, facing you
- card stock, insert one card or sheet vertically
- envelopes, insert one envelope vertically, flap side down with the stamp area in the top left corner

  To reduce paper jams, do not use envelopes that:
  - — Have excessive curl
  - — Are stuck together
  - — Are damaged in any way
  - — Contain windows, holes, perforations, cutouts, or embossing
  - — Use metal clasps, string ties, or metal folding bars





— Have postage stamps attached
— Have any exposed adhesive when the flap is in the sealed position

5 Slide the paper guides flush against the edges of the paper or envelope.

6 Select the paper size and type from your software application.

7 Start your print job.

8 Briefly (approximately one second) push the operator panel button to start printing.

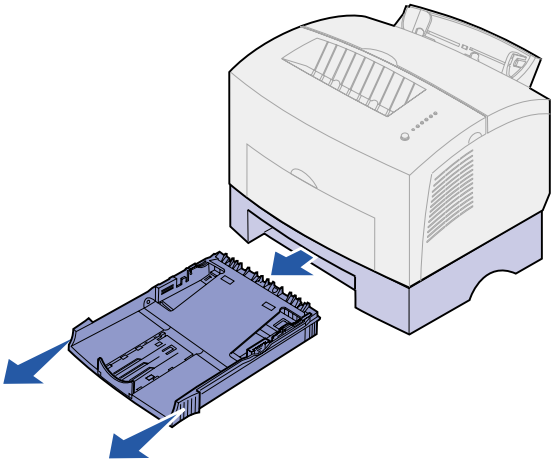
9 When the Load Paper light and the Press Button light come on, place another piece of media in the manual feed.

10 Press the operator panel button to print another page.

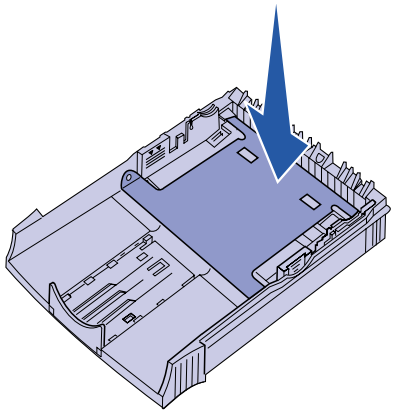
What do I do next?

Task	Go to page ...
Install optional tray 2	15
Attach cables	17

Loading the optional tray 2

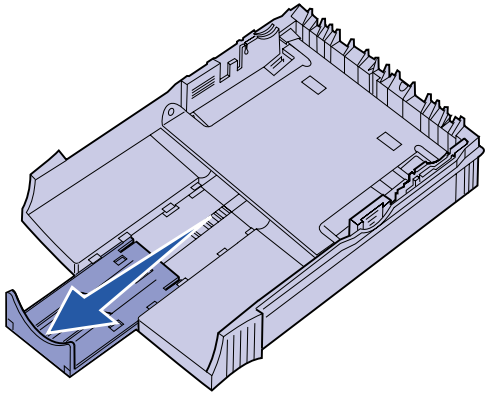


1 Grasp the tabs on either side of the tray and pull it completely out of the printer.

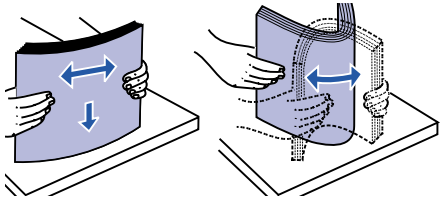


2 Make sure the metal plate is pressed down before inserting it into the printer.

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



3 If loading A4 or legal size paper, extend the paper support on the front of the tray.

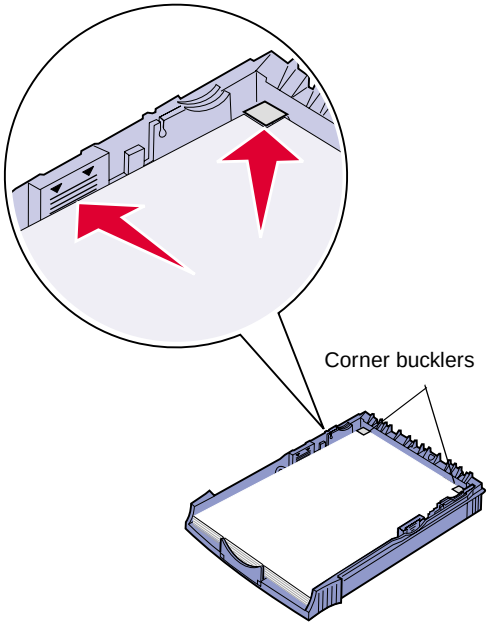


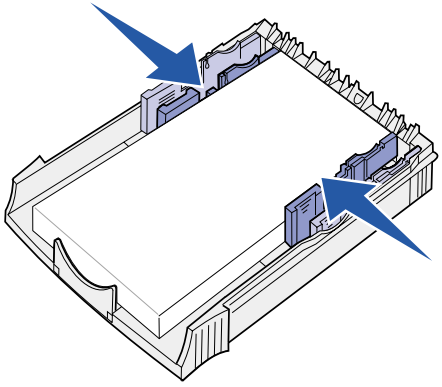
4 Flex the sheets back and forth to loosen them, then fan them.

5 If loading letterhead paper, insert letterhead face down with the top of the page entering the printer first.

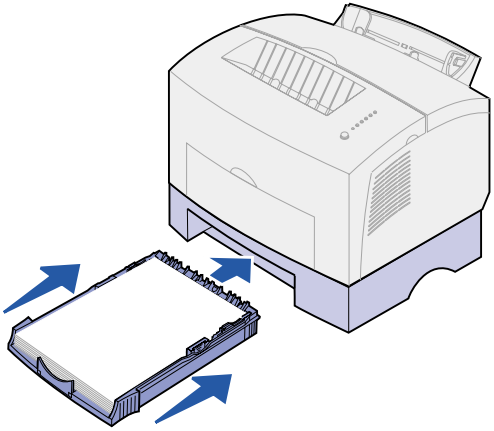
6 Do not exceed the stack height indicator; overfilling the tray may cause paper jams.

7 Make sure the paper is under both corner bucklers and lying flat in the tray.





8 Slide the paper guides flush against the edges of the paper.



9 Reinstall the tray, making sure the tray is pushed all the way in.

10 Select the paper size and type from your software application.

11 Start your print job.

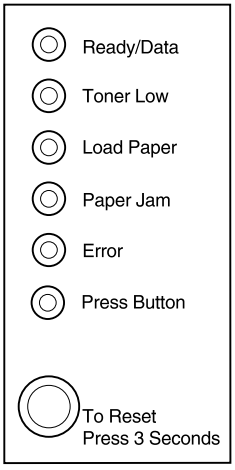
Step 7: Verify printer setup

Print a menu settings page for a list of the current printer settings. If you have a Lexmark E322n, your printer prints both a menu settings page and a setup page listing the IP address and other network settings.

1. Make sure the printer is on and briefly press the operator panel button to print the page.
2. If you installed the optional tray 2 or additional memory, make sure it is listed under Installed Features.

   If the option is not listed, turn off the printer, unplug the power cord, and reinstall the option.

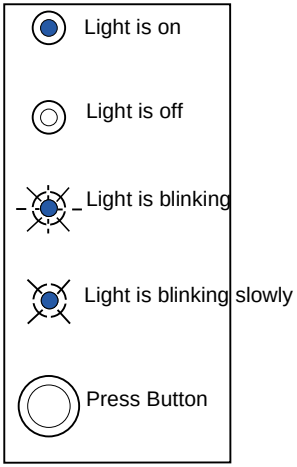
Step 8: Understanding the operator panel lights



The operator panel lights mean different things, depending on their sequence. They indicate that the printer is ready to print, the printer needs intervention, or the printer needs servicing.

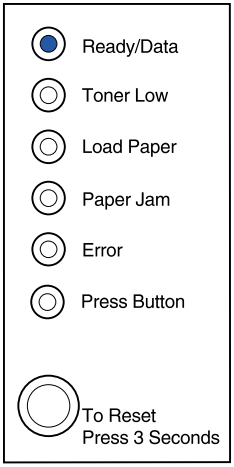
Some of the more common light sequences are shown in the next section. For a complete explanation of all of the light sequences, refer to the *Understanding the operator panel lights* section of the *Lexmark Publications* CD.

Operator panel terms

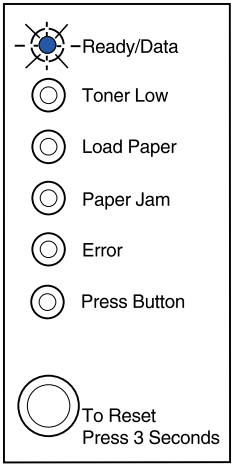


Press Button

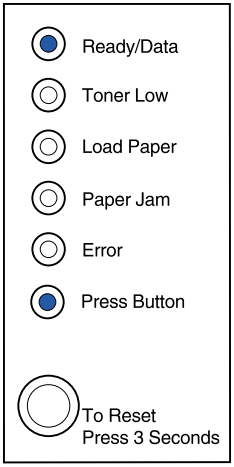
- A *brief* button press (push the button once for no more than 3 seconds) restarts the printer.
- A *long* button press (hold until all the lights come on) resets the printer or selects a setting in the special function menu (see the Publications CD for more information).
- A *double* button press (push and release the button twice quickly) displays additional error codes or cycles through the special function menu settings.



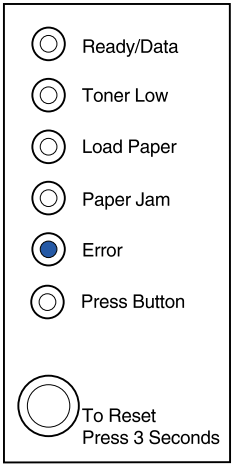
The printer is ready to receive and process data.



The printer is busy receiving or processing data.



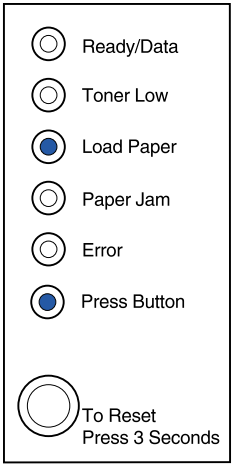
The printer is waiting until additional data is received.



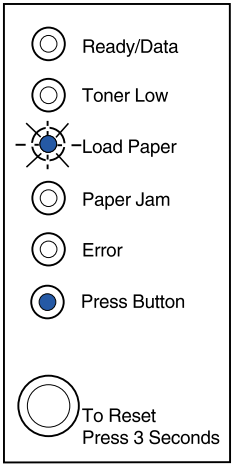
The printer top cover is open or the print cartridge is not installed.

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

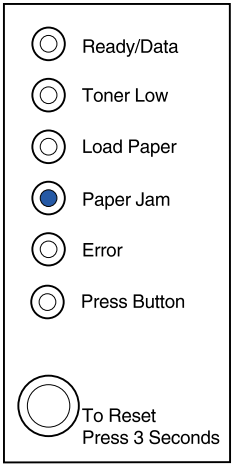
1. Press the operator panel button with a double-button press to display the secondary error code.
2. Refer to *Understanding the Operator Panel Lights* section in the *Lexmark Publications* CD for information on what it means and what you can do.



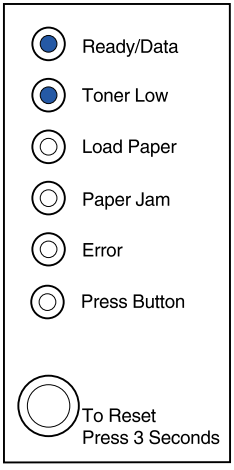
Tray 1 or tray 2 is out of media or the media did not feed properly.



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

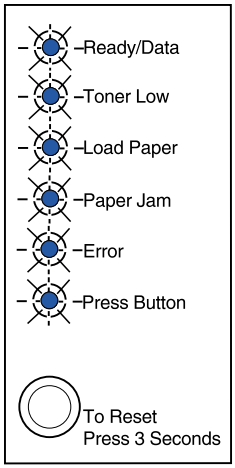


The printer detects a jam.



The printer alerts you the toner is getting low. Remove the print cartridge and shake it to print more pages before replacing it.

(On the Lexmark E320, the Toner Low light does not come on if the standard 1,500-page print cartridge is installed.)



The printer has a service error. Turn the printer off and back on. If the lights are still blinking, contact your point of purchase.

Step 9: Install printer drivers

A printer driver is software that lets your computer communicate with your printer.

Local printing

The following instructions explain how to install a printer driver on a printer attached to a computer using a parallel or USB connection.

Windows

Supported connections

The following printer connections are supported:

- Parallel (Windows 95/98/Me, Windows NT 4.0, and Windows 2000)
- USB (Windows 98/Me and Windows 2000)

Printer drivers

The following printer drivers are supported:

- Windows system printer driver
- Lexmark E322 custom printer driver

System drivers are built into Windows operating systems. Custom drivers are available on the drivers CD.

Updated system and custom drivers are available at www.lexmark.com.

Installation instructions

Read the detailed online instructions on the drivers CD. Click **View Documentation** and look for information about local printer

installation. Detailed instructions are provided for parallel and USB connections.

Macintosh

If you are setting up the printer for local printing, you need to install the Lexmark E320 PPD and use it with the LaserWriter 8 printer driver or the Adobe PostScript driver.

The Lexmark E320 PPD and specific information about local printer installation on Macintosh computers can be found on the drivers CD that shipped with your printer.

After the printer is installed, print a test page to verify your printer is correctly set up.

Network printing

If you have a Lexmark E322n, the following instructions explain how to install printer drivers on printers attached to a network.

Windows

Ports

The following network printer ports are supported:

- Microsoft IP port (Windows NT 4.0 and Windows 2000)
- Lexmark network port (Windows 95/98/Me, Windows NT 4.0, and Windows 2000)

Printer drivers

Note: Using the Lexmark E322 custom printer driver and a Lexmark network port provides enhanced functionality, such as printer status alerts.

The following printer drivers are supported:

- Windows system printer driver
- Lexmark E322 custom printer driver

System drivers are built into Windows operating systems. Custom drivers are available on the drivers CD.

Updated system and custom drivers are available on the Lexmark Web site at www.lexmark.com.

Printing methods

The following network printing methods are supported:

- Direct IP printing
- Shared printing (point and print, peer-to-peer)

Creating ports and installing drivers

Read the detailed instructions on the drivers CD. Click **View Documentation** and look for network printer installation.

If you choose to install without using the instructions on the drivers CD, you need a basic understanding of network printing on TCP/IP networks, printer driver installation, and the process involved in adding new network ports.

Macintosh

Your printer connects automatically to AppleTalk networks and becomes readily visible to other network clients.

Note: A PostScript (PPD) file provides detailed information about the capabilities of a printer to UNIX or Macintosh drivers or applications.

You must create a printer object (icon) on the desktop of each network client using the LaserWriter 8 printer driver and the Lexmark E322 PostScript Printer Description (PPD) file.

Specific information about installing the printer on your AppleTalk network can be found in the online documentation on the drivers CD that shipped with your printer.

A Lexmark PPD Installer is provided in the downloadable Web package available on the Lexmark Web site at www.lexmark.com.

Depending upon which version of the drivers CD shipped with your printer, you may also find this software on the drivers CD. Launch this utility and follow the instructions to install the PPDs. Send a test print job when you have finished.

NetWare

The Lexmark E322n works with both Novell Distributed Print Services (NDPS) and regular queue-based NetWare environments.

Novell Distributed Print Services (NDPS)

If you have an NDPS environment, we recommend you install the Lexmark NDPS IP Gateway. The gateway tightly integrates your printers with NDPS so you can easily monitor, control, and print to them.

You can get the gateway, the snap-ins, the support files and a white paper with installation instructions on the Web at www.lexmark.com/networking/ndps.html.

Additional information about network printer installation can be found in the online documentation on the drivers CD that shipped with your printer.

Non-NDPS (queue-based)

For the latest information about Lexmark support for non-NDPS (queue-based) environments, click **View Documentation** on the drivers CD and look for network printer installation.

Step 10: Troubleshooting tips

Problem:	What to do:
Installing a print cartridge	
Characters appear light or blurred.	• The print cartridge may be low on toner. Replace the cartridge.
The printer seems to be printing, but pages are blank.	• The print cartridge has an error. Replace the cartridge.
The printer is on, but nothing prints. Jobs are not printing and the Error light is on solid.	• Make sure the print cartridge is installed.
Attaching cables	
Unexpected characters print or characters are missing.	• Make sure the parallel cable, USB cable or Ethernet cable is firmly plugged in at the back of the printer.
The operator panel lights do not come on when the printer is turned on.	• Make sure the power cord is firmly plugged in at the back of the printer and at the wall outlet.
Loading paper	
Toner smudges appear on the front or back of the page.	• Make sure the paper is straight and unwrinkled.
The paper sticks together/printer feeds multiple sheets of paper.	• Remove the paper from tray 1 or optional tray 2 and fan the paper. • Don't overfill tray 1 or optional tray 2. • Make sure the paper is *under* both corner bucklers and lying flat in the optional tray 2.
The paper skews or buckles.	• Don't overfill tray 1 or optional tray 2. • Make sure the paper guides are properly positioned against the edges of the paper.

Problem:	What to do:
The paper fails to feed from tray 1.	• Make sure tray 1 is selected from the printer driver. • Remove the paper from tray 1 and fan the paper.
The paper fails to feed from the optional tray 2.	• Make sure tray 2 is selected from the printer driver. • Make sure the tray is pushed all the way in. • Make sure the metal plate is pressed down. • Make sure the paper is under both corner bucklers. • Make sure the paper does not exceed the stack height indicator. • Remove the paper from the optional tray 2 and fan the paper.

Statement of limited warranty

Lexmark International, Inc., Lexington, KY

This warranty applies to the United States and Canada. For customers outside the U.S. and Canada, refer to the country-specific warranty information that came with your printer.

Lexmark E320/E322 printer

This Statement of Limited Warranty applies to this product if it was originally purchased for your use, and not for resale, from Lexmark or a Lexmark remarketer, referred to in this statement as “Remarketer.”

Warranty

Lexmark warrants that this product:

- Is manufactured from new parts, or new and serviceable used parts, which perform like new parts
- Is free from defects in material and workmanship
- Conforms to Lexmark’s official published specifications
- Is in good working order

If this product does not function as warranted during the warranty period, contact a Remarketer or Lexmark for repair without charge.

If this product is a feature or option, this statement applies only when that feature or option is used with the product for which it was designed. To obtain warranty service, you may be required to present the feature or option with the product.

If you transfer this product to another user, warranty service under the terms of this statement is available to that user for the remainder of the warranty period. You should transfer proof of original purchase and this statement to that user.

Warranty service

The warranty period is 12 months and starts on the date of original purchase as shown on the purchase receipt.

To obtain warranty service you may be required to present proof of original purchase. Warranty service will be provided at your location.

When warranty service involves the exchange of a product or part, the item replaced becomes the property of the Remarketer or Lexmark. The replacement may be a new or repaired item. The replacement item assumes the remaining warranty period of the original product.

Replacement is not available to you if the product you present for exchange is defaced, altered, in need of a repair not included in warranty service, or damaged beyond repair. Also, such product must be free of any legal obligation or restrictions that prevent its exchange.

Before you present this product for warranty service, remove all programs, data, and removable storage media.

For further explanation of your warranty alternatives and the nearest Lexmark authorized servicer in your area, please contact Lexmark at 1-800-LEXMARK (1-800-539-6275), or on the World Wide Web at http://www.lexmark.com.

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- Failure to have installed a maintenance kit as specified (if applicable)
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