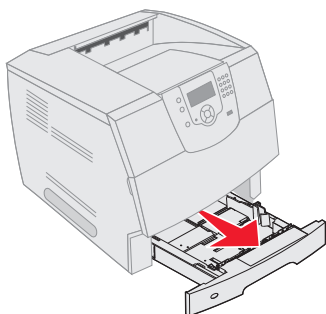# Lexmark™ T64x Quick Reference

Loading paper and specialty media
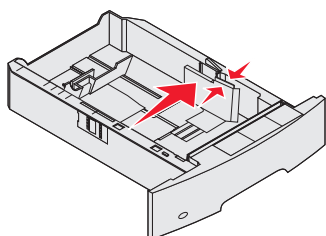
Loading standard trays and optional trays

**1** Remove the tray from the printer, and place it on a flat, level surface.

> **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.

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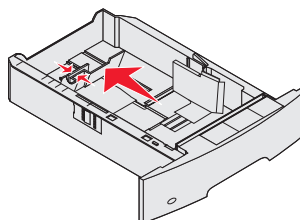
4 Flex the sheets back and forth to loosen them, then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.

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

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 printer.

Loading the 2000-sheet drawer

1 Open the loading door. If the elevator tray is not already in the lowered position, push the elevator button to lower the tray.
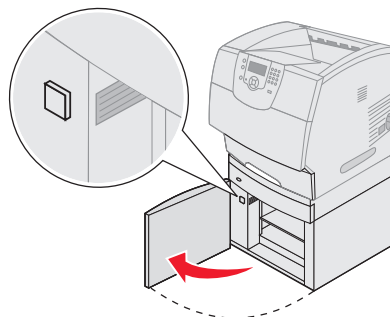
2 Flex the sheets back and forth to loosen them, then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.

3 Slightly bend the stack of print media as shown, and place it on the elevator tray with the preferred print side facing down.
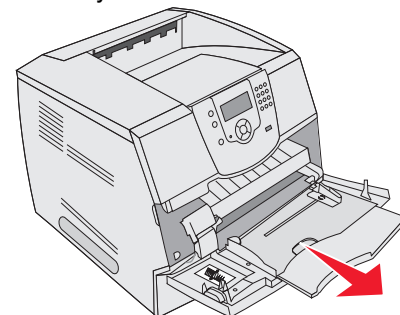

Duplex

Simplex (single sided)
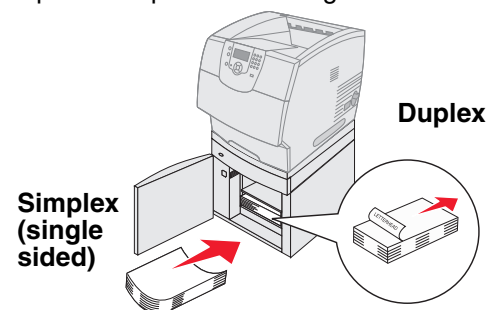
4 Carefully align each stack as you load it to ensure a smooth edge where the stacks meet. Do not load print media above the load line.

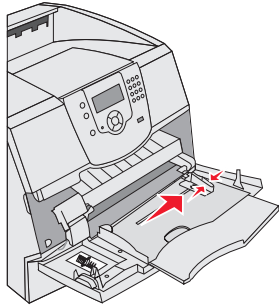**5** Close the loading door.

Loading the multipurpose feeder

**1** Push the release latch, and lower the multipurpose feeder.
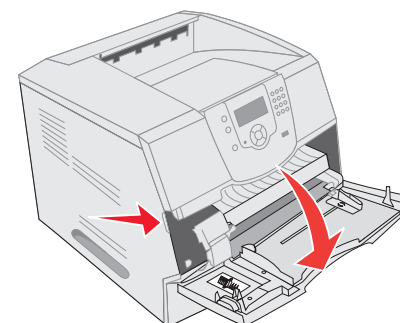
2 Pull the tray extension out.

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.

6 Slide the side guide toward the inside of the tray until it lightly rests against the edge of the media.
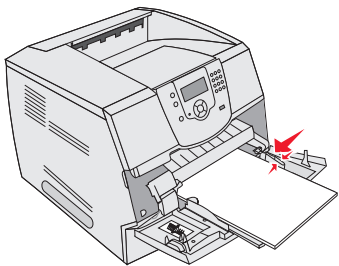
7 Set the Paper Size and Paper Type for the multipurpose feeder.

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 or held 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.

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

7 Press ▼ until the √ appears next to **Held jobs**, and then press Ⓥ.

8 Press ▼ until the √ appears next to your user name, and then press Ⓥ.

9 Press ▼ until the √ appears next to **Confidential jobs**, and then press Ⓥ.

10 Enter your PIN.

11 Press ▼ until the √ appears next to the job you want to print, and then press Ⓥ.

Printing from a USB flash memory device

A USB Direct interface is located on the operator panel so you can insert a USB flash memory device and print PDF documents. Printing a document from a USB flash memory device is similar to printing a held job.

For information regarding tested and approved USB flash memory devices, see our Lexmark Web site at **http://support.lexmark.com,** and click **KnowledgeBase** to search for Direct USB printing.

1 Make sure the printer is on and **Ready** or **Busy** appears.

2 Insert a USB flash memory device into the USB Direct interface.
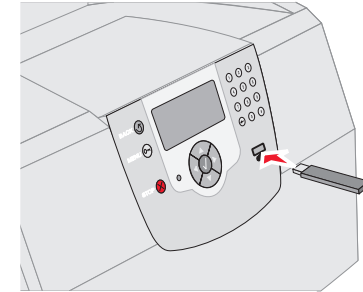
3 Press ▼ until the √ appears next to the document you want to print, and then press Ⓥ.

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

4 To print only one copy, press Ⓥ, or manually input the number of copies with the number pad, then press Ⓥ.

> **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 or already printing, and **Cancel a Job** appears on the first line of the display:

1 Press Ⓥ.

A list of jobs appears.

2 Press ▼ until √ appears next to the job requiring cancelation, and then press Ⓥ.

The message **Canceling <filename>** appears.