

Quick Reference

Printing

Printing from a computer

Note: For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.



- 1 From the document that you are trying to print, open the Print dialog.
- 2 If necessary, adjust the settings.
- 3 Print the document.

Printing from a mobile device

Printing from a mobile device using Mopria Print Service

Mopria® Print Service is a mobile printing solution for mobile devices running on Android™ version 5.0 or later. It allows you to print directly to any Mopria-certified printer.

Note: Make sure that you download the Mopria Print Service application from the Google Play™ store and enable it in the mobile device.


- 1 From your Android mobile device, launch a compatible application or select a document from your file manager.
- 2 Tap  > **Print**.
- 3 Select a printer, and then adjust the settings, if necessary.
- 4 Tap .

Printing from a mobile device using AirPrint

The AirPrint software feature is a mobile printing solution that allows you to print directly from Apple devices to an AirPrint-certified printer.

Notes:




- Make sure that the Apple device and the printer are connected to the same network. If the network has multiple wireless hubs, then make sure that both devices are connected to the same subnet.
- This application is supported only in some Apple devices.

- 1 From your mobile device, select a document from your file manager or launch a compatible application.
- 2 Tap  > **Print**.
- 3 Select a printer, and then adjust the settings, if necessary.
- 4 Print the document.

Printing from a mobile device using Wi-Fi Direct®

Wi-Fi Direct® is a printing service that lets you print to any Wi-Fi Direct-ready printer.

Note: Make sure that the mobile device is connected to the printer wireless network. For more information, see [“Connecting a mobile device to the printer” on page 5](#).

- 1 From your mobile device, launch a compatible application or select a document from your file manager.
- 2 Depending on your mobile device, do one of the following:
 - Tap  > **Print**.
 - Tap  > **Print**.
 - Tap  > **Print**.
- 3 Select a printer, and then adjust the settings, if necessary.
- 4 Print the document.

Printing confidential and other held jobs

For Windows users

- 1 With a document open, click **File** > **Print**.
- 2 Select a printer, and then click **Properties**, **Preferences**, **Options**, or **Setup**.
- 3 Click **Print and Hold**.
- 4 Select **Use Print and Hold**, and then assign a user name.

- 5 Select the print job type (Confidential, Repeat, Reserve, or Verify).

If you select **Confidential**, then secure the print job with a personal identification number (PIN).

- 6 Click **OK** or **Print**.

- 7 From the printer control panel, release the print job.

- For confidential print jobs, navigate to:

Held jobs > **OK** > select your user name > **OK** >

Confidential > **OK** > enter the PIN > **OK** > select the print job > **OK** > configure the settings > **OK** > **Print** > **OK**

- For other print jobs, navigate to:

Held jobs > **OK** > select your user name > **OK** > select the print job > **OK** > configure the settings > **OK** > **Print** > **OK**

For Macintosh users

Using AirPrint

- 1 With a document open, choose **File** > **Print**.
- 2 Select a printer, and then from the drop-down menu following the Orientation menu, choose **PIN Printing**.
- 3 Enable **Print with PIN**, and then enter a four-digit PIN.
- 4 Click **Print**.
- 5 From the printer control panel, release the print job. Navigate to:
 - Held jobs** > **OK** > select your computer name > **OK** >
 - Confidential** > **OK** > enter the PIN > **OK** > select the print job > **OK** > **Print** > **OK**

Using the print driver

- 1 With a document open, choose **File** > **Print**.
- 2 Select a printer, and then from the drop-down menu following the Orientation menu, choose **Print and Hold**.
- 3 Choose **Confidential Print**, and then enter a four-digit PIN.
- 4 Click **Print**.
- 5 From the printer control panel, release the print job. Navigate to:

Held jobs > **OK** > select your computer name > **OK** >
Confidential > **OK** > **OK** > select the print job > **OK** >
enter the PIN > **OK** > Print > **OK**

Maintaining the printer

Replacing the toner cartridge

- 1 Open the front door.

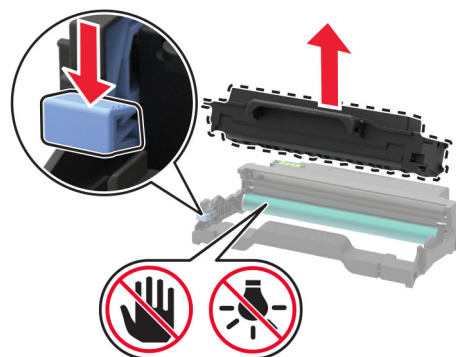
Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



- 2 Remove the imaging unit.

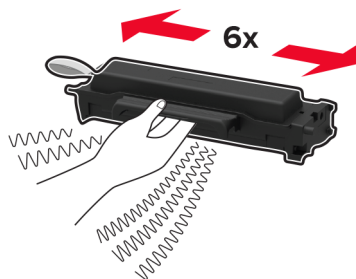


- 3 Remove the used toner cartridge from the imaging unit.

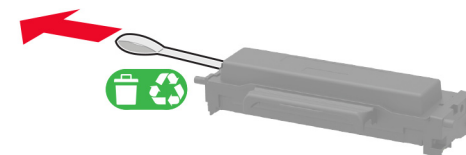


- 4 Unpack the new toner cartridge.

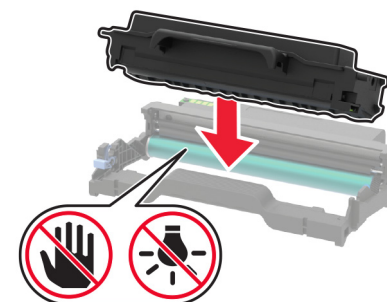
- 5 Shake the toner cartridge to redistribute the toner.



- 6 Remove the seal, and then remove the cover.



- 7 Insert the new toner cartridge into the imaging unit.



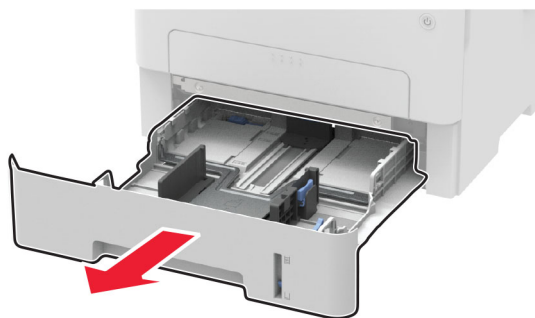
- 8 Insert the imaging unit.



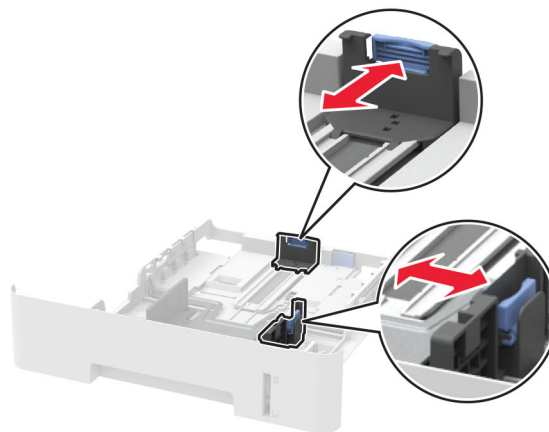
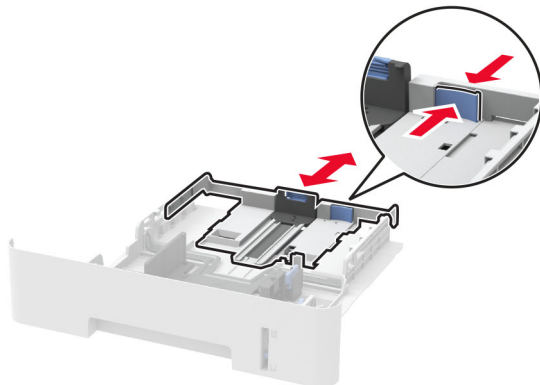
- 9 Close the door.

Loading the tray

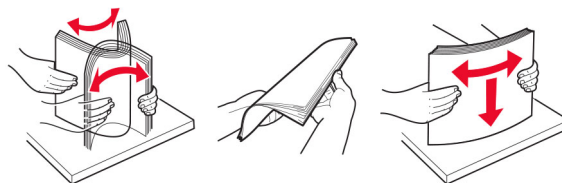
- 1 Remove the tray.



- 2 Adjust the paper guides to match the size of the paper that you are loading.



- 3 Flex, fan, and align the paper edges before loading.



- 4 Load the paper stack with the printable side facedown, and then make sure that the side guides fit snugly against the paper.



Notes:

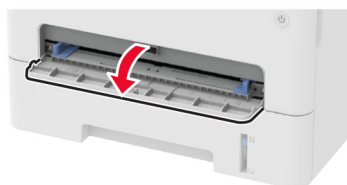
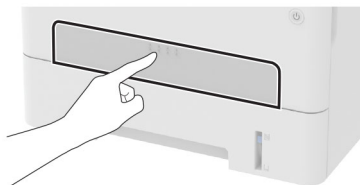
- Load letterhead facedown with the top edge of the sheet toward the front of the tray for one-sided printing.
- Load letterhead faceup with the bottom edge of the sheet toward the front of the tray for two-sided printing.
- Do not slide paper into the tray.
- To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.

- 5 Insert the tray.

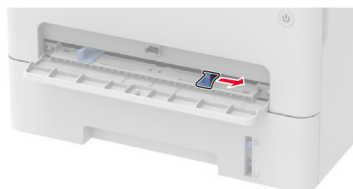
If necessary, set the paper size and paper type from the control panel to match the paper loaded.

Loading the manual feeder

- 1 Open the manual feeder.



- 2 Adjust the guide to match the size of the paper that you are loading.



- 3 Load a sheet of paper with the printable side faceup.
 - Load letterhead with the printable side faceup and the top edge entering the printer first for one-sided printing.
 - Load letterhead with the printable side facedown and the top edge entering the printer last for two-sided printing.
 - Load envelope with the flap side down and against the left side of the paper guide.

Warning—Potential Damage: To avoid paper jams, do not force paper into the manual feeder.

Setting the paper size and type

- 1 From the control panel, navigate to:

 > Paper > **OK** > Tray Configuration > **OK** > Paper Size/Type > **OK**

- 2 Select a paper source, and then configure the paper size and type.

Notes:

- For two-sided printing on A4-size paper, make sure that the paper size setting in the duplex unit is set to A4.
- For two-sided printing on letter-, legal-, Oficio-, or folio-size paper, make sure that the paper size setting in the duplex unit is set to Letter.

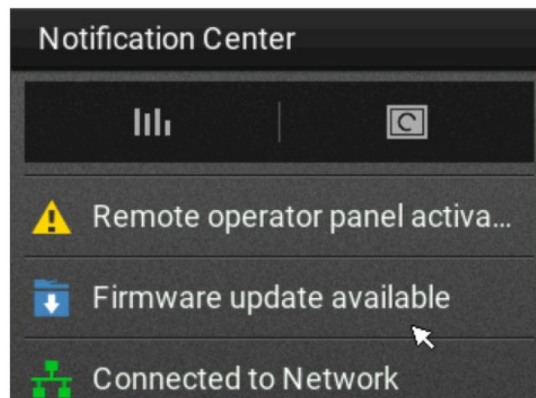
Updating firmware

Updating the firmware using the control panel

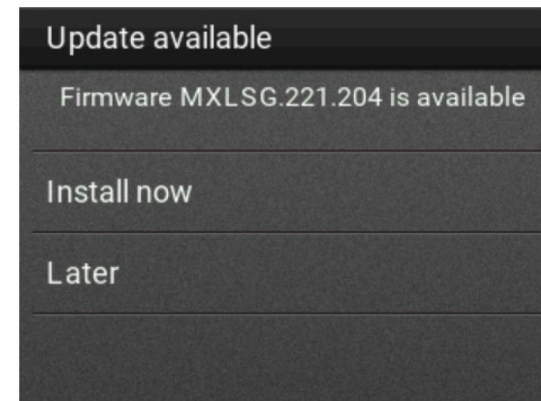
Using the notification center

This method is applicable only in some printer models.

- 1 From the control panel, navigate to the notification center, and then select **Firmware update available**.



- 2 Select **Install now**.



The printer reboots automatically after the update.

Using the Settings menu

- 1 From the control panel, navigate to **Settings > Device > Update Firmware**.
- 2 Depending on your printer model, select **Check for updates** or **Check for updates now**.
- 3 If a new update is available, then select **Install now**.

The printer reboots automatically after the update.

Updating the firmware using the Embedded Web Server

Before you begin, make sure that:

- You have downloaded the latest printer firmware from <https://support.lexmark.com> and saved it to your flash drive or computer.

Note: To deploy the printer firmware, extract the .fls firmware file from the ZIP package.

- You are not using a special code on your printer to avoid losing this functionality.

Warning—Potential Damage: Make sure that all printers receiving firmware updates are turned on during the entire firmware update process. Turning off a printer during a firmware update can severely damage it.

If the printer is connected to the network when checking for updates, then downloading the firmware is not required.

- 1 Open a web browser, and then type the printer **IP address** in the address field.

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.

- 2 Click **Device**.

- 3 Scroll down, and then click **Update Firmware**.

- 4 Depending on your printer model, click **Check for updates** or **Check for updates now**.

If a new update is available, then click **I agree, start update**.

The printer reboots automatically after the update.

Configuring Wi-Fi Direct

Wi-Fi Direct® is a Wi-Fi-based peer-to-peer technology that allows wireless devices to connect directly to a Wi-Fi Direct-enabled printer without using an access point (wireless router).

- 1 From the control panel, navigate to:

Settings > **OK** > **Network/Ports** > **OK** > **Wi-Fi Direct** > **OK**

- 2 Configure the settings.

- **Enable Wi-Fi Direct**—Enables the printer to broadcast its own Wi-Fi Direct network.
- **Wi-Fi Direct Name**—Assigns a name for the Wi-Fi Direct network.
- **Wi-Fi Direct Password**—Assigns the password for negotiating the wireless security when using the peer-to-peer connection.
- **Show Password on Setup Page**—Shows the password on the Network Setup Page.
- **Auto-Accept Push Button Requests**—Lets the printer accept connection requests automatically.

Note: Accepting push-button requests automatically is not secured.

Connecting a mobile device to the printer

Before connecting your mobile device, make sure that Wi-Fi Direct has been configured. For more information, see [“Configuring Wi-Fi Direct” on page 5](#).

Connecting using Wi-Fi Direct

Note: These instructions apply only to Android mobile devices.

- 1 From the mobile device, go to the settings menu.
- 2 Enable **Wi-Fi**, and then tap **Wi-Fi Direct**.
- 3 Select the printer Wi-Fi Direct name.
- 4 Confirm the connection on the printer control panel.

Connecting using Wi-Fi

- 1 From the mobile device, go to the settings menu.
- 2 Tap **Wi-Fi**, and then select the printer Wi-Fi Direct name.

Note: The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.

- 3 Enter the Wi-Fi Direct password.

Connecting the printer to a Wi-Fi network

Before you begin, make sure that:

- The Ethernet cable is disconnected from the printer.
- The Active Adapter menu is set to Auto. From the control panel, navigate to **Network/Ports** > **OK** > **Network Overview** > **OK** > **Active Adapter** > **OK** > **Auto** > **OK**

- 1 From the control panel, navigate to:

Network/Ports > **OK** > **Wireless** > **OK** > **Setup On Printer Panel** > **OK**

- 2 Select a Wi-Fi network, and then enter the network password.

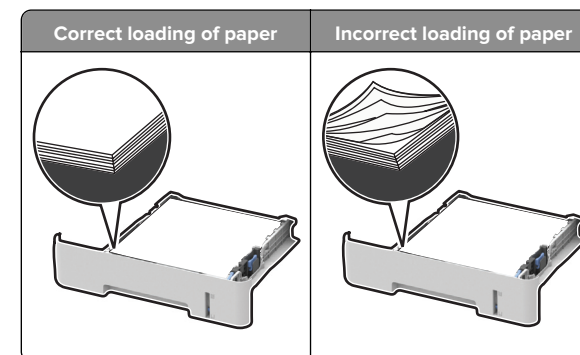
Note: For Wi-Fi-network-ready printer models, a prompt to set up the Wi-Fi network appears during initial setup.

Clearing jams

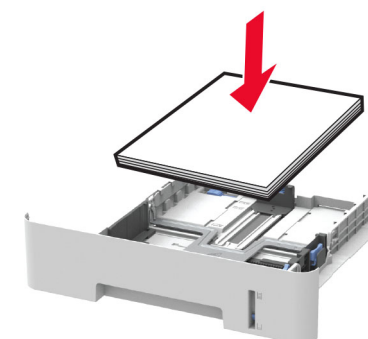
Avoiding jams

Load paper properly

- Make sure that the paper lies flat in the tray.



- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.

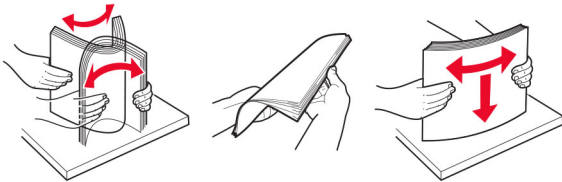


- Make sure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- For two-sided printing on A4-size paper, make sure that the paper size setting in the duplex unit is set to A4.
- For two-sided printing on letter-, legal-, Oficio-, or folio-size paper, make sure that the paper size setting in the duplex unit is set to Letter.

- Push the tray firmly into the printer after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

Identifying jam locations

Notes:

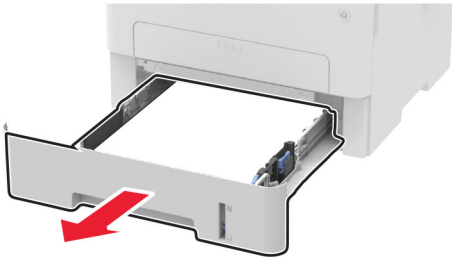
- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.

	Jam locations
1	Standard bin
2	Front door
3	Manual feeder
4	Tray
5	Rear door
6	Duplex unit



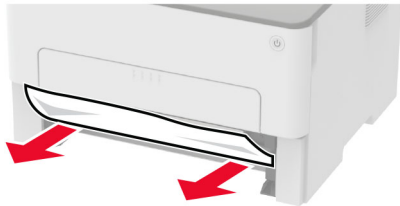
Paper jam in the tray

- 1 Remove the tray.



- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



- 3 Insert the tray.

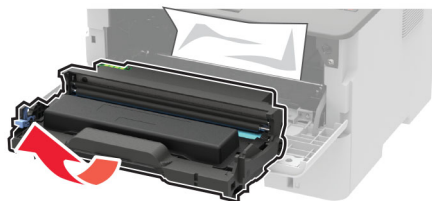
Paper jam in the front door

- 1 Open the front door.

Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



- 2 Remove the imaging unit.



Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

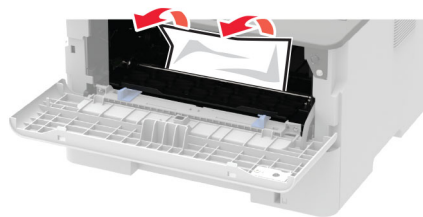
Warning—Potential Damage: Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.



- 3 Remove the jammed paper.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

Note: Make sure that all paper fragments are removed.



- 4 Insert the imaging unit.

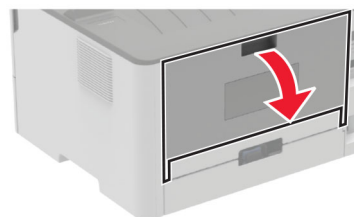


- 5 Close the door.

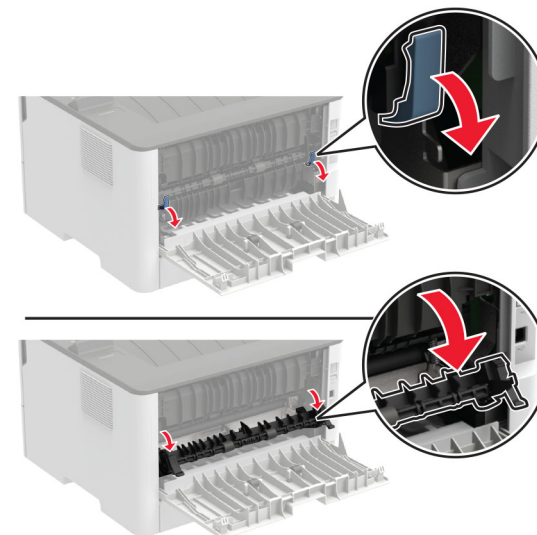
Paper jam in the rear door

- 1 Open the rear door.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

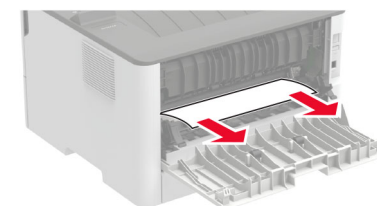


- 2 Open the fuser access door.



- 3 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



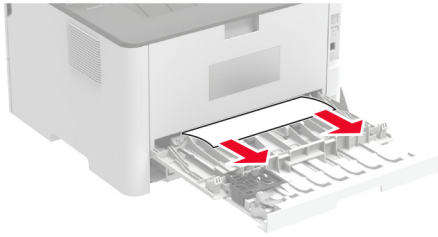
- 4 Close the fuser access door.

- 5 Close the rear door.

Paper jam in the duplex unit

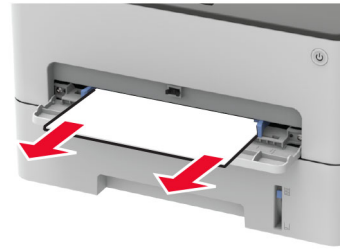
- 1 Pull out the duplex unit, and then remove the jammed paper.

Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



Note: Make sure that all paper fragments are removed.

2 Insert the duplex unit.



Paper jam in the standard bin

Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



Paper jam in the manual feeder

Remove the jammed paper.

Note: Make sure that all paper fragments are removed.