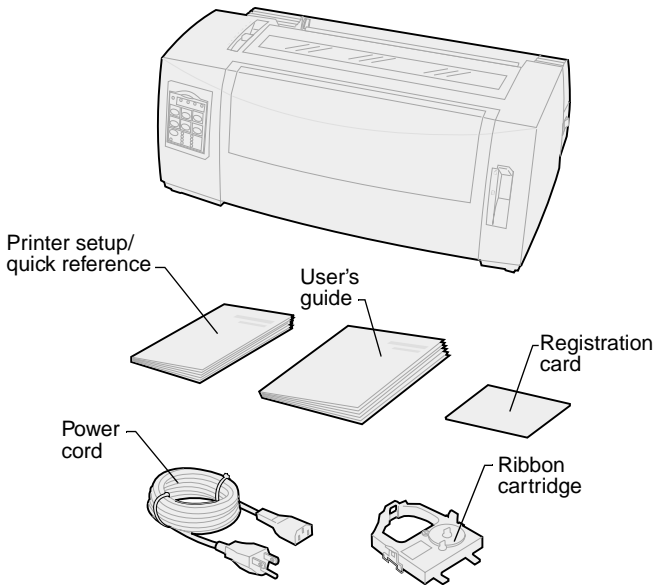


# Lexmark™ Forms Printer 2400 Series Setup / Quick Reference

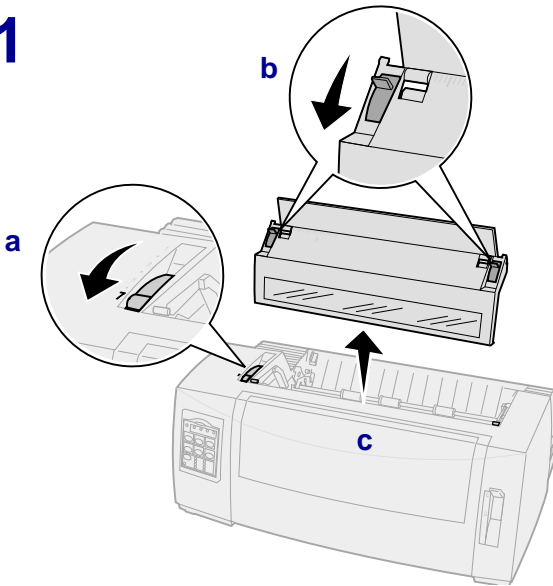
## Printer ship group



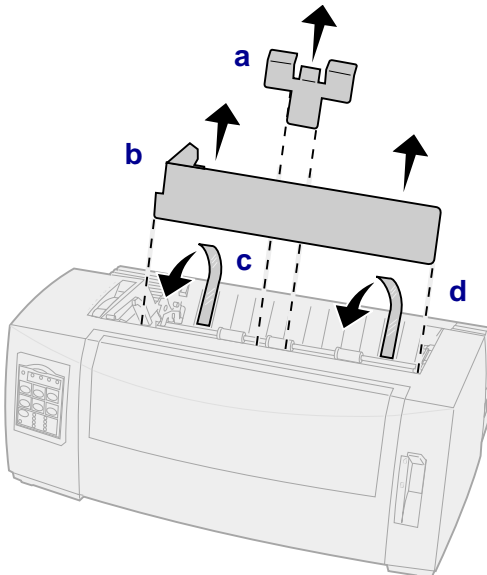
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# Printer setup

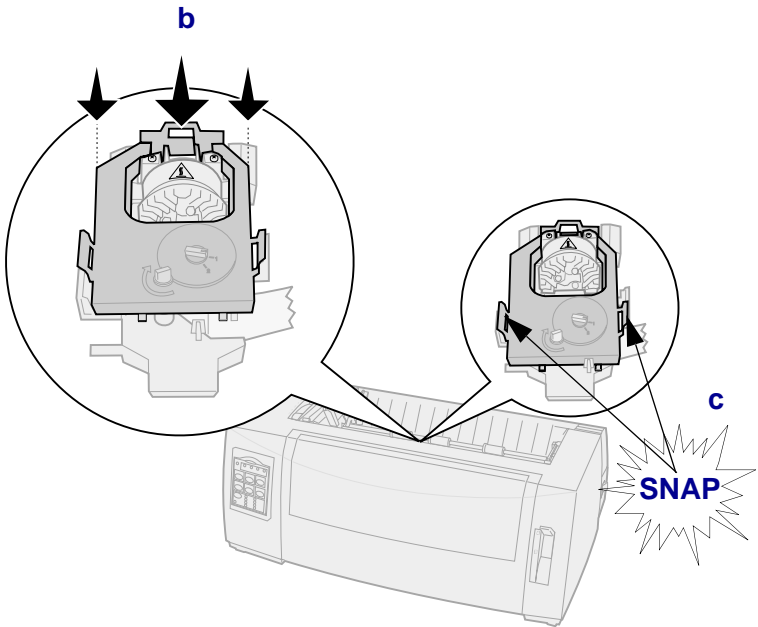
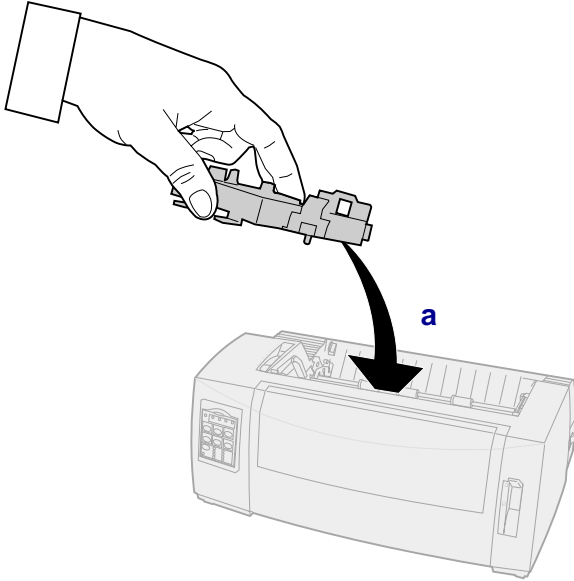
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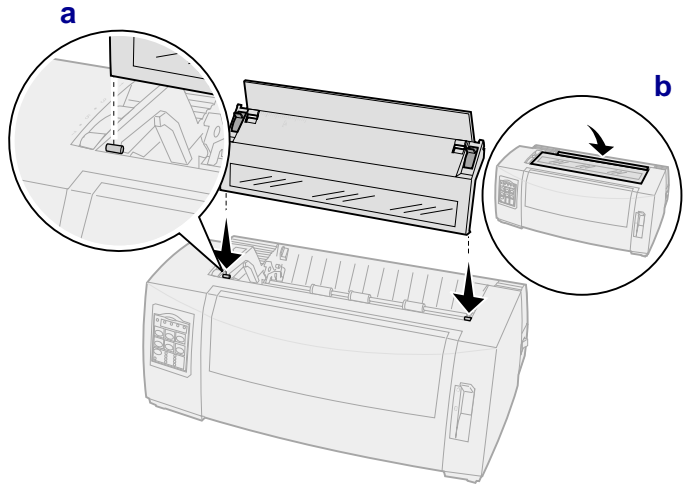
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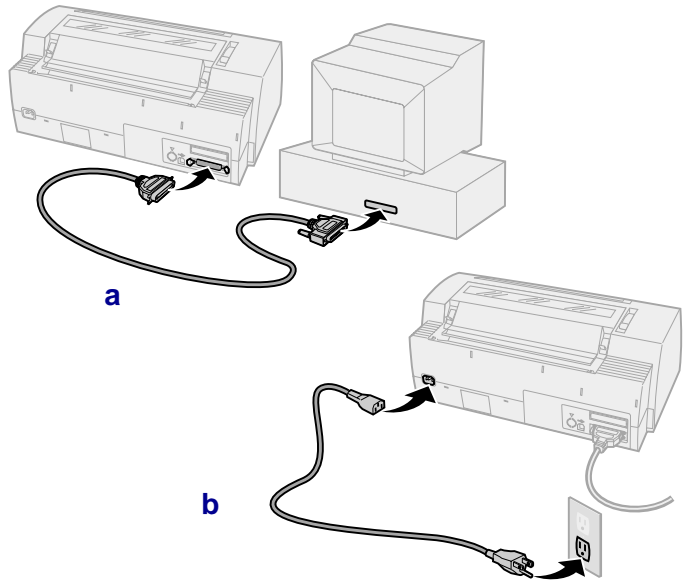
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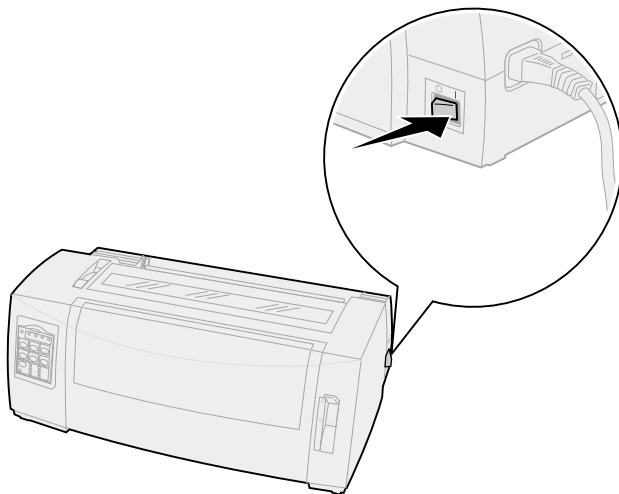
**4**



**5**

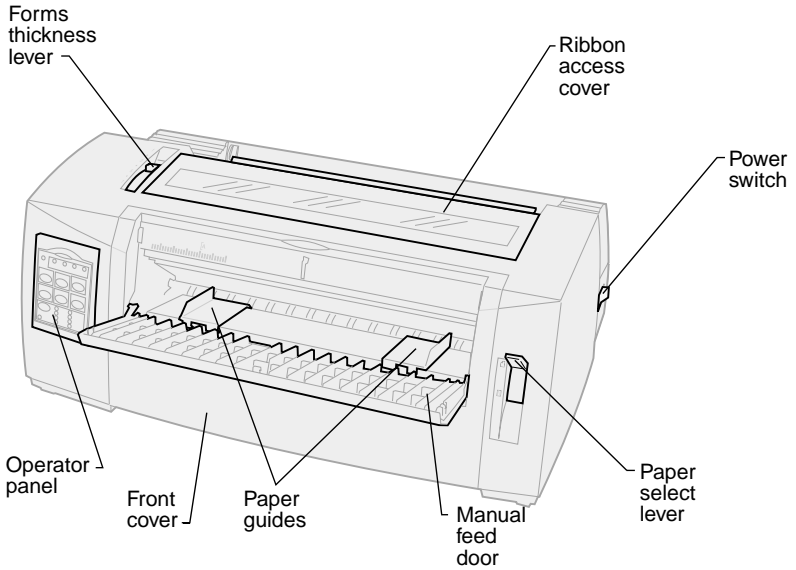


**6**



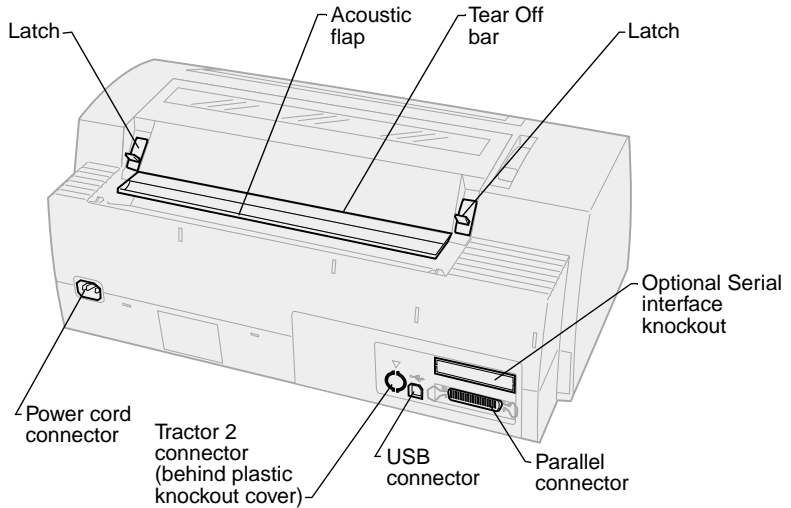
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## Front view of printer

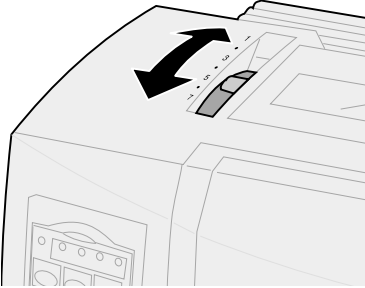


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## Rear view of printer



## Setting the forms thickness lever



### Forms thickness for 2480/2481

Paper type	Paper thickness	Paper weight	Forms thickness lever setting
Single forms	Thin	56 g/m <sup>2</sup> (15 lb) continuous forms 65 g/m <sup>2</sup> (16 lb) cut form	1
Single forms	Normal	68 g/m <sup>2</sup> (18 lb) 75 g/m <sup>2</sup> (20 lb)	1 or 2
	Thick	90 g/m <sup>2</sup> (24 lb)	2
Multiple-part forms		2-part form	2 or 3
		3-part form	3 or 4
		4-part form	4 or 5
		5-part form	5 or 6
		6-part form	5, 6, or 7
Envelopes			4, 5, or 6

**Note:**

- Print quality depends on the multiple-paper quality and the operating environment. Printing at low temperature may cause poor print quality, depending on the paper used.
- When the setting is 4 or higher, printing speed becomes slower.

## Forms thickness for 2490/2491


Paper type	Paper thickness	Paper weight	Forms thickness lever setting
Single forms	Thin	56 g/m <sup>2</sup> (15 lb) continuous forms 65 g/m <sup>2</sup> (16 lb) cut form	1
Single forms	Normal	68 g/m <sup>2</sup> (18 lb) 75 g/m <sup>2</sup> (20 lb)	1 or 2
	Thick	90 g/m <sup>2</sup> (24 lb)	2
Multiple-part forms		2-part form	2 or 3
		3-part form	3 or 4
		4-part form	4, 5, 6 or 7
Envelopes			4, 5, or 6
<p><b>Note:</b> Print quality depends on the multiple-paper quality and the operating environment. Printing at low temperature may cause poor print quality, depending on the paper used.</p>			

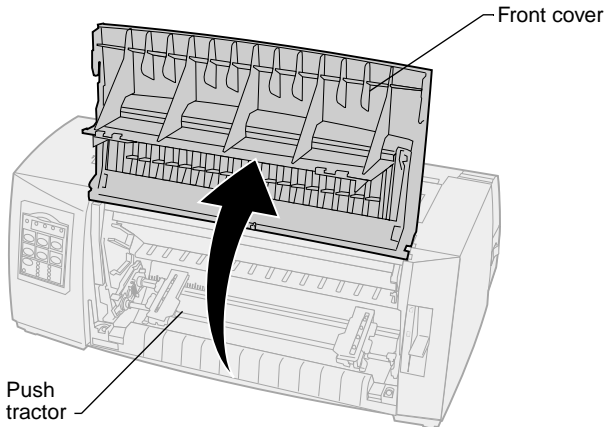
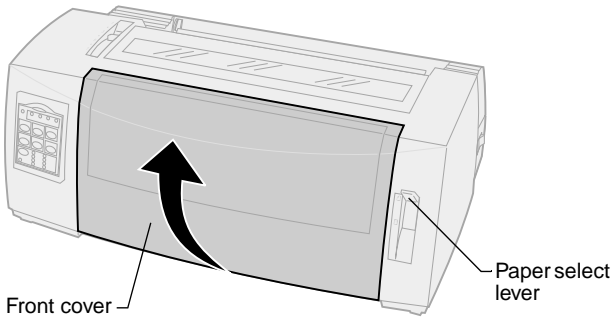


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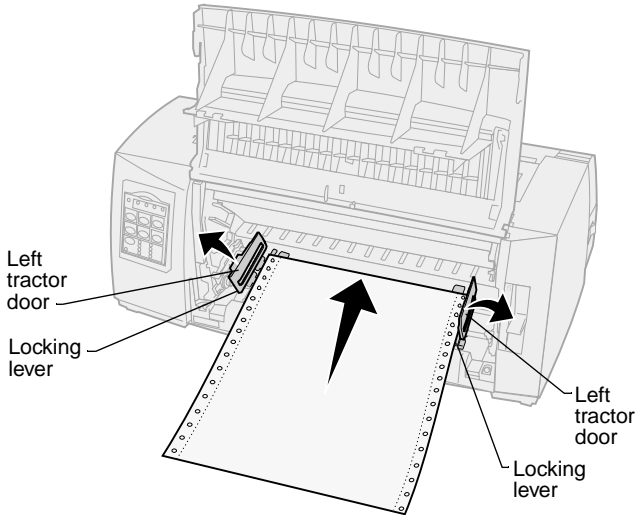
# Loading paper

## *Loading continuous forms using the push tractor*

- 1** Press **FormFeed** to clear the paper path.
- 2** Set the forms thickness lever.  
For help, see “Setting the forms thickness lever” on page 7.
- 3** Move the paper select lever down to continuous forms  .
- 4** Pull out the front cover to release it and swing the cover up out of the way.




- 5 Pull up the left and right tractor locking levers to unlock the tractors.



- 6 Open the left and right tractor doors.
- 7 Place the paper pinfeed holes over the second or third pins of the tractor unit.  
If necessary, adjust the left or right tractor to fit the paper width.
- 8 Close the left and right tractor doors.
- 9 Set the left margin.  
Move the tractor to align the left margin on your paper with the **[A]** symbol printed on the rear plate.  
Keeping the left tractor positioned to the left of the rubber tractor stop keeps your paper within the paper sensor area while in push tractor position.
- 10 Push down the left tractor locking lever.
- 11 Adjust the right tractor to remove slack in the paper and lock the right lever.
- 12 Close the front cover.
- 13 Press **Load/Unload** to load paper to the current Top-Of-Form.
- 14 Press **Start/Stop** to put the printer online.

## ***Loading a cut form or envelope manually***

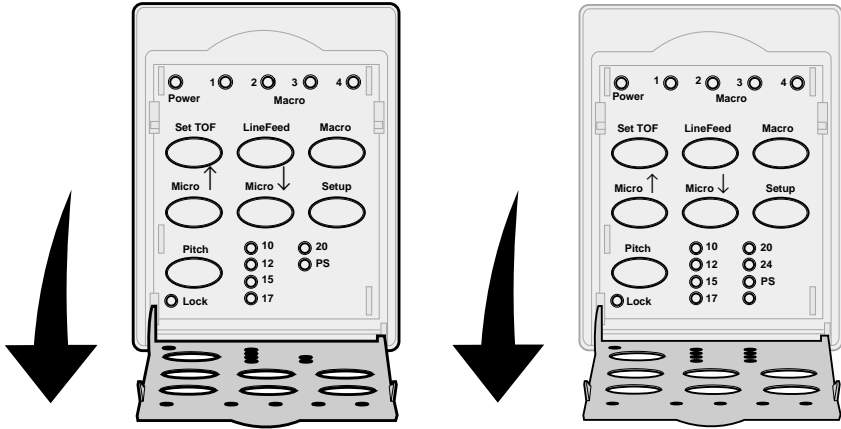
- 1** Clear the paper path.
- 2** If continuous forms are currently loaded, tear off any used forms and press **Load/Unload** to park the continuous forms.  
The Paper Out light is blinking.
- 3** Set the forms thickness lever.  
For help, see “Setting the forms thickness lever” on page 7.
- 4** Move the paper select lever up to cut forms .
- 5** Open the manual feed door.
- 6** Set the left margin.  
Move the left paper guide so that the print start position you want aligns with the **[A]** symbol printed on the margin guide.
- 7** Place a cut form or envelope against the left paper guide.
- 8** Move the right paper guide against the right edge of the paper.
- 9** Insert paper into the printer until the Paper Out light stops blinking.
  - a** If Auto Cut Sheet Load is set to **On**, the paper feeds automatically to the Top-Of-Form.
  - b** If Auto Cut Sheet Load is set to **Off**, press **FormFeed**.
- 10** Printer is online (Ready light **On** solid).  
If it is not, press **Start/Stop** until the Ready light is **On** solid.

# Using the operator panel

## Layer 1

Press this button:	When you want to ...	
<b>Start/Stop</b>	Alternate the printer between online (Ready light is <b>On</b> ) and offline (Ready light is <b>Off</b> ).	
<b>LineFeed</b>	Advance the paper one line. If you press and hold <b>LineFeed</b> , the paper advances 5 micro movements and then goes into continuous mode.	
<b>FormFeed</b>	Advance the paper to the next Top-Of-Form.	
<b>Tear Off</b>	Alternate paper between Tear Off and Top-Of-Form.	
<b>Load/Unload</b>	Load paper to the current Top-Of-Form or unload paper to parked position.	
<b>Tractor</b>	Alternate between Tractor 1 and Tractor 2 if the optional Tractor 2 is installed.	
<b>Font</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>Repeatedly pressing the <b>Font</b> button rotates through the printer font selections. If you continue pressing <b>Font</b> through a second pass, the font selections are locked.</li> <li>This setting will be lost when the printer is powered <b>Off</b> and back <b>On</b>.</li> </ul>	Select one of the resident font styles: <b>2480/2481</b> <ul style="list-style-type: none"> <li>FastDft</li> <li>Draft</li> <li>Gothic</li> <li>Courier</li> </ul> <b>2490/2491</b> <ul style="list-style-type: none"> <li>Courier</li> <li>Prestige</li> <li>Gothic</li> <li>Presentor</li> </ul>	<ul style="list-style-type: none"> <li>Orator</li> <li>Script</li> <li>Draft</li> <li>FastDft</li> </ul>
<b>Note:</b> Some functions may not work when data is being processed and the printer is online (Ready light is <b>On</b> ).		

## Layer 2



Press this button:	When you want to...
<b>Set TOF</b>	Set Top-Of-Form. Top-Of-Form is the position of the first print line on the page.
<b>LineFeed</b>	Advance the paper one line. If you press and hold <b>LineFeed</b> , the paper advances 5 micro movements and then goes into continuous feed.
<b>Macro</b>	Select between four document formats. For more information, refer to "Using Setup mode" in the <i>User's Guide</i> .
<b>Micro</b> ↑	Feed the paper upward in: <ul style="list-style-type: none"> <li>• 1/72-inch increments (2480/2481 models)</li> <li>• 1/90-inch increments (2490/2491 models)</li> </ul> If you press and hold <b>Micro</b> ↑, the paper advances in micro movements and then goes into continuous feed. Use <b>Micro</b> ↑ to adjust the Top-Of-Form.

Press this button:	When you want to...
<p><b>Micro</b> ↓</p>	<p>Feed the paper downward in:</p> <ul style="list-style-type: none"> <li>• 1/72-inch increments (2480/2481 models)</li> <li>• 1/90-inch increments (2490/2491 models)</li> </ul> <p>If you press and hold <b>Micro</b> ↓, the paper advances in micro movements and then goes into continuous feed.</p> <p>Use <b>Micro</b> ↓ to adjust the Top-Of-Form.</p>
<p><b>Setup</b></p>	<p>Enter Setup mode. You can change the default values and modes for printer operation.</p>
<p><b>Pitch</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Repeatedly pressing <b>Pitch</b> rotates through the printer pitch selections. If you continue pressing <b>Pitch</b> through a second pass, the pitch selections are locked.</li> <li>• This setting will be lost when the printer is powered <b>Off</b> and back <b>On</b>.</li> </ul>	<p>Set the character pitch to: 10 cpi, 12 cpi, 15 cpi, 17 cpi, 20 cpi, or Proportional Spacing.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• On 2490/2491 models you can also select 24 cpi.</li> <li>• Fast Draft supports only 10, 12, and 15 pitch.</li> </ul>
<p><b>Note:</b> Some functions may not work when data is being processed and the printer is online (Ready light is <b>On</b>).</p>	


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## Top-Of-Form

### *Setting Top-Of-Form for continuous form paper in push mode*

Top-Of-Form can range from minus 1 inch to plus 14 inches from the top of continuous form paper.

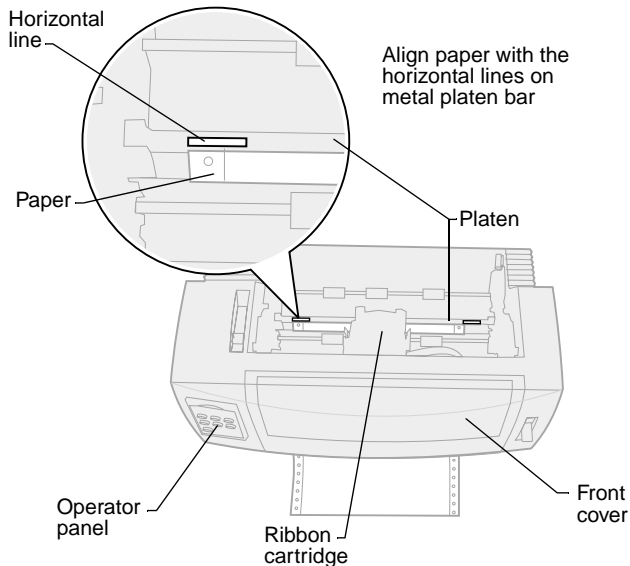
**Note:** Use this method to also set Top-Of-Form for continuous forms loaded in the optional Tractor 2 Feeder.

- 1** Clear the paper path.  
If the Paper Out light is **Off**, tear off excess forms and press **Load/Unload**.  
Press **FormFeed** to clear a cut sheet.
- 2** Move the paper select lever to continuous forms .
- 3** Load continuous form paper on the push tractor feed pins (or Tractor 2 feed pins if you are using the optional Tractor 2 Feeder).
- 4** Remove the ribbon access cover.
- 5** Press **Load/Unload**. The Paper Out light goes **Off**.

- 6 Open the operator panel cover to layer 2.
- 7 Press any paper movement button (**LineFeed**, **Micro** ↑, **Micro** ↓) to align the Top-Of-Form you want with the horizontal lines (located on the platen).

This illustration shows the position of the horizontal lines on either side of the metal platen bar. Use these lines as your reference point when lining up your Top-Of-Form. The bottom of a printed character will be even with the horizontal lines.

### Top view of printer




- 8 Press **Set TOF** to set and save Top-Of-Form.
- 9 Close the operator panel cover.
- 10 To verify the new Top-Of-Form, press **Load/Unload** to unload the continuous forms and press **Load/Unload** again to reload the forms.  
The continuous forms load to the current Top-Of-Form setting.
- 11 Reinstall the ribbon access cover.
- 12 Press **Start/Stop** to set printer online.



## Setting Top-Of-Form for a cut form or envelope



Top-Of-Form can range from minus 1 to plus 22 inches from the top of cut sheet paper.

- 1 Press **FormFeed** to clear paper path.  
If the Paper Out light is **Off**, tear off excess forms and press **Load/Unload**.
- 2 Move paper select lever to the cut forms. 
- 3 Load a cut sheet of paper or envelope through the manual feed door.
- 4 The printer moves the paper or envelope to the current Top-Of-Form, if Auto Cut Sheet is set to **On**.  
If not, press **FormFeed** when the **Paper Out** light goes **Off**.
- 5 Open the operator panel to layer 2.
- 6 Press any paper movement button (**LineFeed**, **Micro** ↑, **Micro** ↓) to align the Top-Of-Form you want with the horizontal lines (located on the platen).
- 7 Press **Set TOF** to set and save Top-Of-Form.
- 8 Close the operator panel cover.
- 9 Press **Start/Stop** to put the printer online.

---

## Changing from continuous forms to a cut sheet or envelope

**Load/Unload** parks (unloads) continuous forms so you can insert a cut form or envelope into the manual feed door to print or load paper to the current Top-Of-Form.

- 1 Make sure the tractor unit is in the push position.
- 2 Tear off the continuous form at the perforation.
- 3 Move the paper select lever down to continuous forms. 
- 4 Press **Load/Unload**.  
The continuous form paper moves out of the paper path. The Paper Out light blinks and the paper out alarm sounds.
- 5 Move the paper select lever up to cut forms. 

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## Printing a demonstration sample

- 1** Turn the printer **On**.
- 2** Load paper in the printer.
- 3** Adjust the left and right paper guides to fit the paper.
- 4** Turn the printer **Off**.
- 5** Press and hold the **Font** button while turning the printer **On** until the operator panel lights blink.
- 6** Release **Font**.

The demonstration page prints.

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