# Lexmark™ C53x Quick Reference

Loading paper and specialty media

Loading the standard tray

The printer has two trays to select from: the standard tray (Tray 1), also known as the 250-sheet tray, and the optional 550-sheet tray (Tray 2). Load the paper or specialty media used for the majority of print jobs in Tray 1. Proper paper loading prevents jams and facilitates trouble-free printing.

Do not remove trays while a job prints or while **Busy** blinks on the display. Doing so may cause a jam.

1 Grasp the handle and pull the tray out. Remove the tray completely.
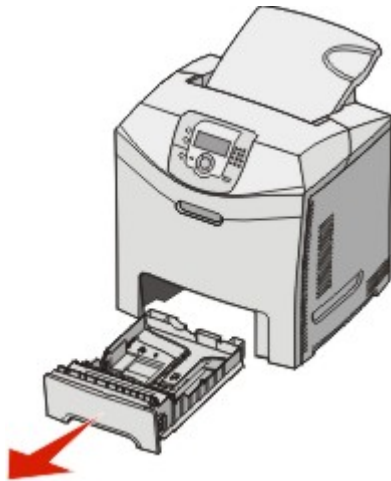
2 Squeeze the width guide tabs together as shown, and move the width guide to the side of the tray.
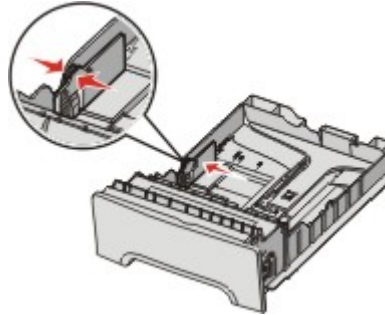
3 Squeeze the length guide tabs together as shown, and slide the length guide to the correct position for the size of paper being loaded. Notice the size indicators in the window in the bottom of the tray. Use these indicators to help position the guide. Notice the load lines on the width guide tab: they indicate the maximum height for loading paper.
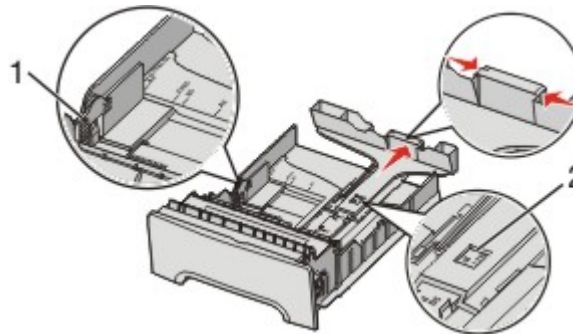

1	Load lines
2	Length indicator

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

5 Load the paper stack with the recommended print side faceup. Load the stack toward the back of the tray as shown.
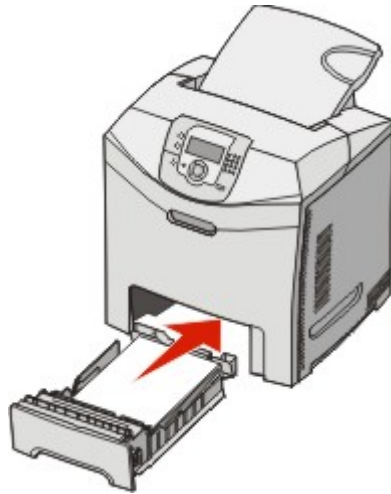
When loading preprinted letterhead, place the header toward the front of the tray.

6 Squeeze the width guide tabs, and slide the width guide to lightly touch the side of the stack.
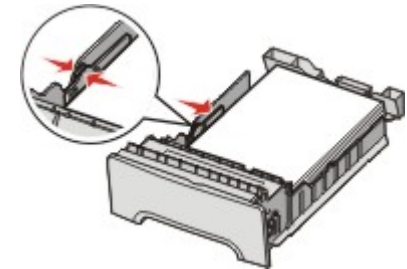
7 Align the tray, and insert it.

8 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting for the tray from the control panel. For more information, see "Setting the Paper Size and Paper Type" on page 3.

Loading the optional 550-sheet tray

The optional 550-sheet drawer consists of a 550-sheet tray and a support unit. This tray is loaded in the same way that the standard tray is loaded. The only differences between the trays are the look of the guide tabs and the location of paper size indicators, as shown in the following illustration. When the 550-sheet tray is loaded for the first time or when a new size is loaded, remove the tray completely from the support unit.
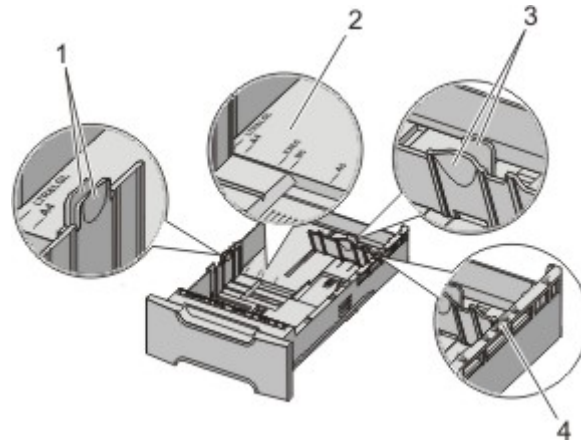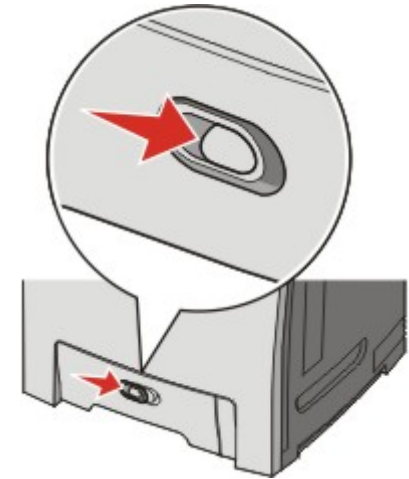

| 1	Width guide tabs
2	Size indicators
3	Length guide tabs
4	Size indicators

Note: If the same paper size is loaded again, the tray does not need to be completely removed from the support unit. Just remove and load the paper without adjusting the guides.
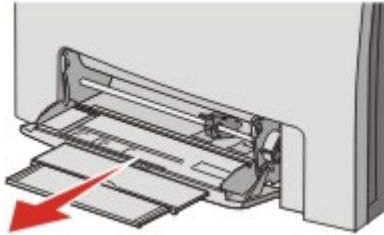
Loading the multipurpose feeder

1 Push the multipurpose feeder latch to the right.
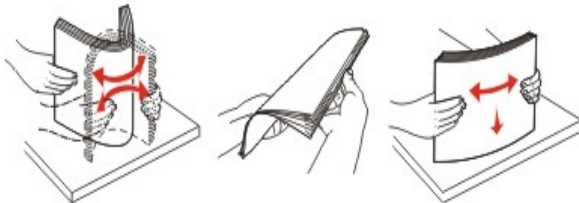

2 Pull the multipurpose feeder door down.
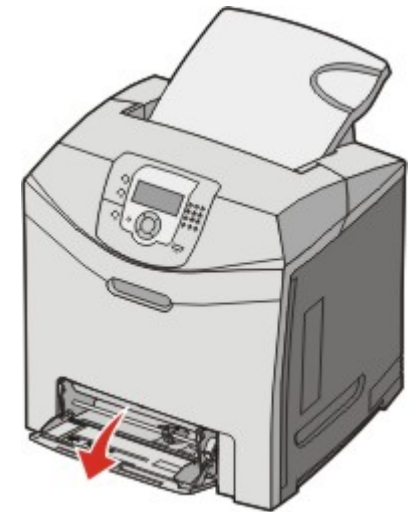
3 Grasp the extension, and then pull it straight out until it is fully extended.

4 Prepare the paper for loading.

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

- Hold transparencies by the edges and fan them. Straighten the edges on a level surface.
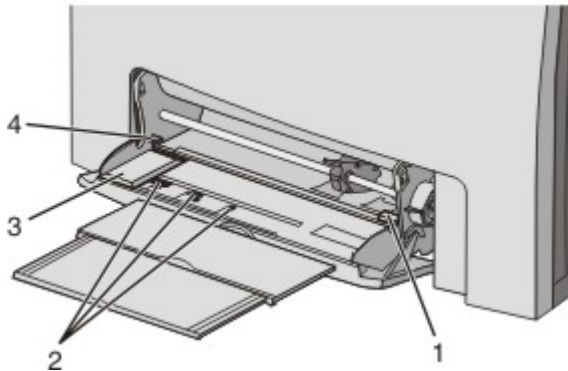
  Note: Avoid touching the print side of transparencies. Be careful not to scratch them.

- Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

**5** Locate the stack height limiter and tab.

Note: Do not exceed the maximum stack height by forcing paper under the stack height limiter.

| 1	Stack height limiter
2	Size indicators
3	Width guide
4	Tab

6 Load the paper, and then adjust the width guide to lightly touch the edge of the paper stack.

- Load paper, card stock, and transparencies with the recommended print side facedown and the top edge entering first.
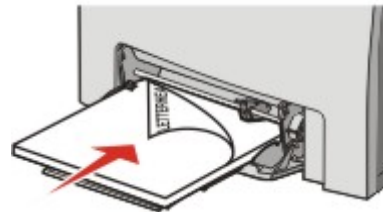
- Load envelopes with the flap side up.

  Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.
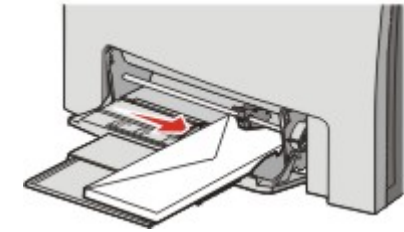
7 Make sure the paper is as far into the multipurpose feeder as it will go with very gentle pushing. Paper should lie flat in the multipurpose feeder.

Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.

8 From the control panel, set the Paper Size and Paper Type.

Setting the Paper Size and Paper Type

Note: Trays with matching Paper Size and Paper Type settings are automatically linked by the printer. When a linked tray runs out of paper, the printer draws from another tray.

To change the Paper Size and Paper Type settings:

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

2 From the control panel, press ⊙.

3 Press ▼ until √ **Paper Menu** appears, and then press ✓.

4 Press ▼ until √ **Paper Size/Type** appears, and then press ✓.

5 Press ▼ until the correct tray appears, and then press ✓.

6 Press ▼ until √ appears next to the correct size, and then press ✓.

7 Press ◄ or ► to scroll through the list of possible paper types. Highlight the correct type, and then press ✓.

Submitting Selection appears. The printer returns to the **Paper Menu**.

8 Press ⟳ twice to return to the **Ready** state.

Printing

Printing a document from Windows

1 With a document open, click **File ➜ Print**.
2 Click **Properties**, **Preferences**, **Options**, or **Setup**.
3 Adjust the settings.
4 Click **OK**.
5 Click **OK** or **Print**.

Printing confidential and other held jobs

Holding jobs in the printer

When sending a job to the printer, you can specify in the Print Properties that you want the printer to hold the job in memory until you start the job from the control panel. All print jobs that can be initiated by the user at the printer are called *held jobs*.

Note: Confidential, Repeat, Reserve, and Verify print jobs may be deleted if the printer requires extra memory to process additional held jobs.

Job type	Description
Confidential	When you send a Confidential print job to the printer, you must create a PIN in Print Properties. The PIN must be four digits using the numbers 0–9. The job is held in printer memory until you enter the PIN from the control panel and choose to print or delete the job.
Repeat	When you send a Repeat print job, the printer prints all requested copies of the job *and* stores the job in memory so you can print additional copies later. You can print additional copies as long as the job remains stored in memory.

Job type	Description
Reserve	When you send a Reserve print job, the printer does not print the job immediately. It stores the job in memory so you can print the job later. The job is held in memory until you delete it from the Held Jobs menu.
Verify	When you send a Verify print job, the printer prints one copy and holds the remaining copies in printer memory. Verify lets you examine the first copy to see if it is satisfactory before printing the remaining copies. Once all copies are printed, the job is automatically deleted from printer memory.

Printing confidential and other held jobs from Windows

1 With a document open, click **File ➜ Print**.
2 Click **Properties**, **Preferences**, **Options**, or **Setup**.
3 Click **Other Options**, and then click **Print and Hold**.
4 Select your job type (Confidential, Reserve, Repeat, or Verify), and then assign a user name. For a confidential job, also enter a four-digit PIN.
5 Click **OK** or **Print**, and then go to the printer to release the job.
6 From the control panel, press ▼ until √**Held jobs** appears, and then press ✓.
7 Press ▼ until √ appears next to your user name, and then press ✓.
8 Press ▼ until √ appears next to your job, and then press ✓.
9 For confidential jobs, use the numeric keypad to enter your PIN.

   If you enter an invalid PIN, the Invalid PIN screen appears.

- To re-enter the PIN, make sure √**Try again** appears, and then press ✓.
- To cancel the PIN, press ▼ until √**Cancel** appears, and then press ✓.

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

Confidential and Verify print jobs are automatically deleted from memory after they print. Repeat and Reserve jobs continue to be held in the printer until you choose to delete them.

Printing from a USB flash memory device

A USB Direct interface is located on the control 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.

Many USB flash memory devices are tested and approved for use with the printer. For more information, see the Lexmark Web site at **www.lexmark.com**.
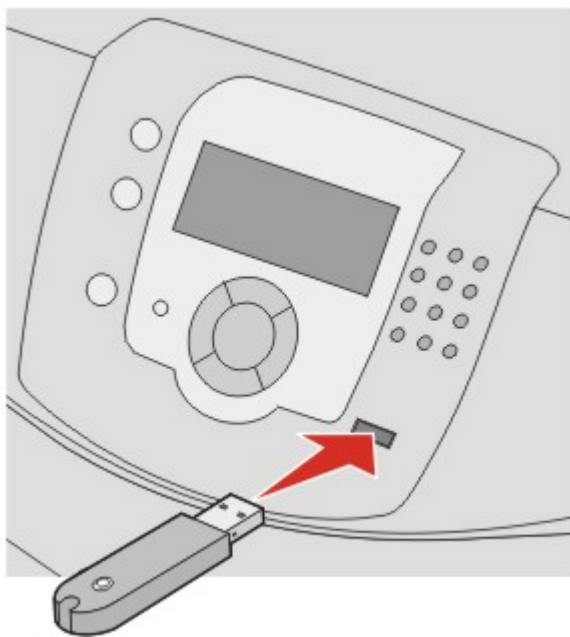
Notes:

- USB devices must be compatible with the USB 2.0 standard.
- Hi-Speed USB devices must support the Full-Speed standard as well. Devices only supporting USB low-speed capabilities are not supported.
- USB devices must support the FAT (*File Allocation Tables*) system. Devices formatted with NTFS (*New Technology File System*) or any other file system are not supported.
- You cannot print encrypted files or files without printing permissions.
- A USB Direct interface is available only on some models.

To print from a USB memory device:

1 Make sure the printer is on and **Ready** or **Busy** appears.
2 Insert a USB flash memory device into the USB Direct interface.

   Warning—Potential Damage: Do not remove the USB key, or touch the printer near the area of the USB key while actively reading, writing, or printing from the USB key. Data corruption can occur.

Notes:

- If you insert the memory device when the printer requires attention, such as when a jam has occurred, the printer ignores the memory device.
- If you insert the memory device when the printer is busy printing other jobs, **Printer Busy** appears. Once the other jobs have finished processing, you may need to view the held jobs list to print documents from your memory device.

3 Press ▼ until √ appears next to the document you want to print, and then press ✔.

> **Note:** Folders found on the flash memory device appear as folders. File names are appended by the extension type (for example, .jpg).

The display prompts you for the number of copies to be printed.

4 Press ✔ to print only one copy, or enter the number of copies using the numeric keypad, and then press ✔.

> **Note:** Do not remove the USB flash memory device from the USB Direct interface until the document has finished printing.

If you leave the USB flash memory device in the printer after leaving the initial USB menu screen, you can still print PDFs from the USB flash memory device as held jobs.

Canceling a print job from the control panel

If the job is formatting or already printing, and **Cancel a job** appears on the first line of the display:

1 Press ▼ until √**Cancel** appears.

A list of jobs appears.

2 Press ▼ until √ appears next to the job you want to cancel, and then press ✔.

Canceling <filename> appears.

Note: Once a print job is sent, to easily cancel a job, press ✖. The Stopped screen appears. Press ▼ until √**Cancel a job** appears, and then press ✔.