

X548 Series

User's Guide

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Machine type(s):

7525

Model(s):

630, 636

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Safety information

Connect the power cord directly to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.



CAUTION—POTENTIAL INJURY: Do not use this product with extension cords, multioutlet power strips, multioutlet extenders, or other types of surge or UPS devices. The power rating capacity of these types of accessories can be easily overloaded by a laser printer and may result in poor printer performance, property damage, or potential fire.

Do not place or use this product near water or wet locations.



CAUTION—POTENTIAL INJURY: This product uses a laser. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.



CAUTION—POTENTIAL INJURY: The lithium battery in this product is not intended to be replaced. There is a danger of explosion if a lithium battery is incorrectly replaced. Do not recharge, disassemble, or incinerate a lithium battery. Discard used lithium batteries according to the manufacturer's instructions and local regulations.



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.

This 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.



CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.



CAUTION—POTENTIAL INJURY: Before moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.
- Lift the printer off of the optional drawer and set it aside instead of trying to lift the drawer and printer at the same time.

Note: Use the handholds located on both sides of the printer to lift it off the optional drawer.

Use only the power cord provided with this product or the manufacturer's authorized replacement.



CAUTION—POTENTIAL INJURY: To reduce risk of fire, use only the telecommunications (RJ-11) cord provided with this product or a UL Listed 26 AWG or larger replacement when connecting this product to the public switched telephone network.



CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.



CAUTION—SHOCK HAZARD: Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.

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CAUTION—POTENTIAL INJURY: Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.

Refer service or repairs, other than those described in the user documentation, to a service representative.



CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplugh the power cord from the wall outlet and disconnect all cables from the printer before proceeding.



CAUTION—SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.



CAUTION—TIPPING HAZARD: Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using multiple input options. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, then you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.



CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

SAVE THESE INSTRUCTIONS.

Learning about the printer

Finding information about the printer

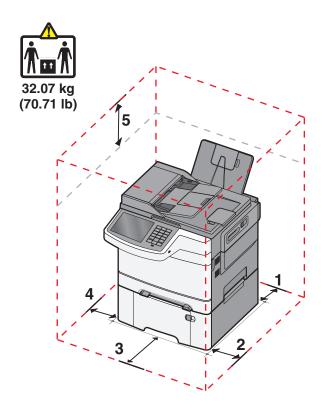
What are you looking for?	Find it here
Initial setup instructions: Connecting the printer Installing the printer software	Setup documentation—The setup documentation came with the printer and is also available at http://support.lexmark.com .
Additional setup and instructions for using the printer: • Selecting and storing paper and specialty media • Loading paper • Configuring printer settings • Viewing and printing documents and photos • Setting up and using the printer software • Configuring the printer on a network • Caring for and maintaining the printer • Troubleshooting and solving problems	User's Guide and Quick Reference Guide—The guides are available at http://support.lexmark.com . Note: These guides are also available in other languages.
Information on setting up and configuring the accessibility features of your printer	Lexmark Accessibility Guide—This guide is available at http://support.lexmark.com .
Help using the printer software	Windows or Mac Help—Open a printer software program or application, and then click Help. Click to view context-sensitive information. Notes: Help is automatically installed with the printer software. The printer software is located in the printer program folder or on the desktop, depending on your operating system.

What are you looking for?	Find it here
The latest supplemental information, updates, and customer support:	Lexmark support Web site— http://support.lexmark.com
 Documentation Driver downloads Live chat support E-mail support 	Note: Select your country or region, and then select your product to view the appropriate support site. Support telephone numbers and hours of operation for your country or region can be found on the support Web site or on the printed warranty that came with your
Voice support	printer. Record the following information (located on the store receipt and at the back of the printer), and have it ready when you contact customer support so that they may serve you faster: • Machine Type number • Serial number • Date purchased • Store where purchased
Warranty information	 Warranty information varies by country or region: In the U.S.—See the Statement of Limited Warranty included with this printer, or go to http://support.lexmark.com. In other countries and regions—See the printed warranty that came with this printer.

Selecting a location for the printer

When selecting a location for the printer, leave enough room to open trays, covers, and doors. If you plan to install any options, then also leave enough room for them. It is important to:

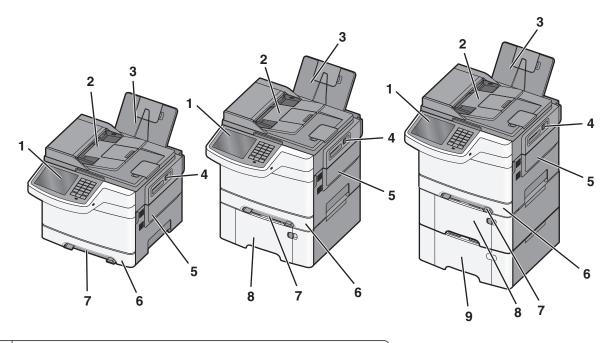
- Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer:
 - Away from the direct airflow of air conditioners, heaters, or ventilators
 - Free from direct sunlight, humidity extremes, or temperature fluctuations
 - Clean, dry, and free of dust
- Allow the following recommended amount of space around the printer for proper ventilation:



1	102 mm (4 in.)	
2	508 mm (20 in.)	
3	152 mm (6 in.)	
4	76 mm (3 in.)	
5	254 mm (10 in.)	

Printer configurations

Basic models



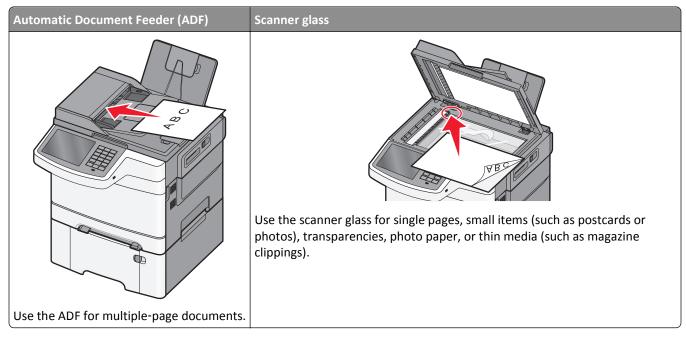
1	Printer control panel
2	Automatic Document Feeder (ADF)
3	Standard exit bin
4	Top door latch
5	Right side cover
6	Standard 250-sheet tray (Tray 1)
7	Manual feeder
8	650-sheet duo drawer with integrated multipurpose feeder (Tray 2)
9	Optional 550-sheet tray (Tray 3)

Basic functions of the scanner

The scanner provides copy, fax, and scan-to-network capability for workgroups. You can:

- Make quick copies, or change the settings on the printer control panel to perform specific copy jobs.
- Send a fax using the printer control panel.
- Send a fax to multiple fax destinations at the same time.
- Scan documents and send them to your computer, an e-mail address, an FTP server, or a USB flash memory device.

Understanding the ADF and scanner glass



You can use the ADF or the scanner glass to scan documents.

Using the ADF

The ADF can scan multiple pages including duplex (two-sided) pages. When using the ADF:

Note: Duplex scanning is not available on selected printer models.

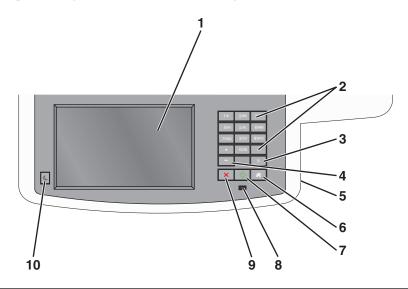
- Load the document into the ADF faceup, short edge first.
- Load up to 50 sheets of plain paper into the ADF.
- Scan sizes from 125 x 216 mm (4.9 x 8.5 in.) wide to 127 x 356 mm (5 x 14 in.) long.
- Scan media weights from 52 to 120 g/m² (14 to 32 lb).
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Using the scanner glass

The scanner glass can be used to scan or copy single pages or book pages. When using the scanner glass:

- Place a document facedown on the scanner glass in the corner with the green arrow.
- Scan or copy documents up to 215.9 x 355.6 mm (8.5 x 14 in.).
- Copy books up to 12.7 mm (0.5 in.) thick.

Understanding the printer control panel



Item		Description
1	Display	View scanning, copying, faxing, and printing options as well as status and error messages.
2	Keypad	Enter numbers, letters, or symbols on the display.
	190 2000 3007 400 5.01 5.000 77000 8100 98002 * 0666 # II	
3	Pause	• Press to cause a two- or three-second dial pause in a fax number. In the Fax To field, a Pause is represented by a comma (,).
		From the home screen, press to redial a fax number.
		 The button functions only within the Fax menu or with fax functions. When outside of the Fax menu, fax function, or home screen, pressing causes an error beep.
4	Back	In the Copy menu, press — to delete the right-most digit of the value in the Copy Count. The default value of 1 appears if the entire number is deleted by pressing — numerous times. In the Fax Destination List, press — to delete the right-most digit of a number entered manually.
		You can also press to delete an entire shortcut entry. Once an entire line is deleted, another press of causes the cursor to move up one line.
		In the E-mail Destination List, press to delete the character to the left of the cursor. If the character is in a shortcut, then the shortcut is deleted.
5	USB port	Insert a flash drive to send data to the printer or to scan a file to the flash drive.
6	Home	Press 🛪 to return to the home screen.
7	Submit	Press to initiate the current job indicated on the display.
	\Diamond	 From the home screen, press to start a copy job with the default settings. If pressed while a job is scanning, then the button has no effect.

Item		Description
8	Indicator light	Off—The printer is off.
		Blinking green—The printer is warming up, processing data, or printing.
		Solid green—The printer is on, but idle.
		Blinking red—Operator intervention is needed.
9	Stop	Press x to stop all printer activity.
	×	A list of options is offered once Stopped appears on the display.
10	Sleep	Press to put printer into or out of Sleep Mode.

Understanding the home screen

Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Touch the home screen buttons and icons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.

Note: Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.



Touch	То
Сору	Access the Copy menus and make copies.
E-mail	Access the E-mail menus and send e-mails.
Fax	Access the Fax menus and send fax.
	Access the printer menus. Note: These menus are available only when the printer is in the Ready state.
FTP	Access the File Transfer Protocol (FTP) menus and scan documents directly to an FTP server.
Status message bar	 Show the current printer status such as Ready or Busy. Show printer conditions such as Toner Low or Cartridge Low. Show intervention messages so the printer can continue processing.
Status/Supplies	 Display a warning or error message whenever the printer requires intervention to continue processing. Access the messages screen for more information on the message, and how to clear it.
USB or USB Thumbdrive	View, select, print, scan, or e-mail photos and documents from a flash drive. Note: This button appears only when you return to the home screen while a memory card or flash drive is connected to the printer.
Bookmarks	Create, organize, and save a set of bookmarks (URL) into a tree view of folders and file links. Note: The tree view supports only bookmarks created from this function, and not from any other application.
Held Jobs	Display all current held jobs.

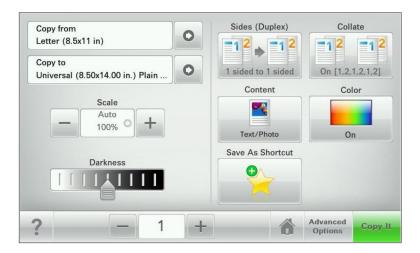
Other buttons that may appear on the home screen:

Touch	То
Search held jobs	Search on any of the following items:
	 User name for held or confidential print jobs
	 Job names for held jobs, excluding confidential print jobs
	Profile names
	Bookmark container or print job names
	USB container or print job names for supported file types
Release Held Fax	Access the list of held faxes.
	Note: This button appears only when there are held faxes with a scheduled hold time previously set.
Lock Device	Open a password entry screen. Enter the correct password to lock the printer control panel.
	Note: This button appears only when the printer is unlocked and password has been set.
Unlock Device	Open a password entry screen. Enter the correct password to unlock the printer control panel.
	Note: This button appears only when the printer is locked. The printer control panel buttons and shortcuts cannot be used while this appears.
Cancel Jobs	Open the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network.
	The following options are available under the Print, Fax, and Network headings:
	Print job
	Copy job
	Fax profile
	• FTP
	E-mail send
	Each heading has a list of jobs shown in a column under it which can show only three jobs per screen. If more than three jobs exist in a column, then an arrow appears enabling you to scroll through the jobs.
Change Language	Launch the Change Language pop-up window that allows you to change the primary language of the printer.

Using the touch-screen buttons

Note: Your home screen, icons, and buttons may vary depending on your home screen customization settings and administrative setup.

Sample touch screen



Touch	То
Submit	Submit changes made in the printer settings.
Sample Copy	Print a sample copy.
Right arrow	Scroll to the right.
Left arrow	Scroll to the left.
Home	Return to the home screen.
Right increase	Select a higher value.
Left decrease	Select a lower value.
Exit	Exit from the current screen.

Touch	То
Tips	Open a context-sensitive Help dialog on the touch screen.
?	

Other touch-screen buttons

Save a setting.
Cancel an action or a selection.
Exit a screen and lets you return to the previous screen without saving changes.
Reset values on the screen.
Select or clear an item.

Features

Feature	Description
Menu trail line:	A menu trail line is located at the top of each menu screen. This feature shows the
Menus > Settings > Copy Settings >	path taken to arrive at the current menu.
Number of Copies	Touch any of the underlined words to return to that menu.
	Number of Copies is not underlined since this is the current screen. If you touch an underlined word on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and it does not become the default setting.
Attendance message alert	If an attendance message affects a function, then this icon appears and the red indicator light blinks.

Feature	Description
Warning	If an error condition occurs, then this icon appears.

Setting up and using the home screen applications

Finding the IP address of the printer

Note: Make sure your printer is connected to a network or to a print server.

You can find the printer IP address:

- From the top left corner of the printer home screen.
- From the TCP/IP section in the Network/Ports menu.
- By printing a network setup page or menu settings page, and then finding the TCP/IP section.

Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

Accessing the Embedded Web Server

The Embedded Web Server is the printer Web page that lets you view and remotely configure printer settings even when you are not physically near the printer.

- 1 Obtain the printer IP address:
 - From the printer control panel home screen
 - From the TCP/IP section in the Network/Ports menu
 - By printing a network setup page or menu settings page, and then finding the TCP/IP section

Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Open a Web browser, and then type the printer IP address in the address field.
- 3 Press Enter.

Note: If you are using a proxy server, then temporarily disable it to load the Web page correctly.

Showing or hiding icons on the home screen

- 1 From the Embedded Web Server, click Settings > General Settings > Home screen customization.
 A list of basic printer functions appears.
- **2** Select the check boxes to specify which icons appear on the printer home screen. Cleared check box items are hidden.
- 3 Click Submit.

Activating the home screen applications

Your printer comes with preinstalled home screen applications. You can activate and set up these applications using the Embedded Web Server. To access the Embedded Web Server, see <u>"Accessing the Embedded Web Server" on page 21</u>.

For detailed information about configuring and using the home screen applications, go to the Lexmark support Web site at http://support.lexmark.com.

Setting up Forms and Favorites

Icon	Description
	The application helps you simplify and streamline work processes by letting you quickly find and print frequently used online forms directly from the home screen.
	Note: The printer must have permission to access the network folder, FTP site, or Web site where the bookmark is stored. From the computer where the bookmark is stored, use sharing, security, and firewall settings to allow the printer at least a <i>read</i> access. For help, see the documentation that came with your operating system.

1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.

- 2 Click Settings > Device Solutions > Solutions (eSF) > Forms and Favorites.
- **3** Define the bookmarks, and then customize the settings.
- 4 Click Apply.

To use the application, touch **Forms and Favorites** on the printer home screen, and then navigate through form categories, or search for forms based on a form number, name, or description.

Setting up Scan to Network

The application lets you capture a digital image of a hard-copy document and route it to a shared network folder. You can define up to 30 unique folder destinations. Notes: The printer must have permission to write to the destinations. From the computer where the destination is specified, use sharing, security, and firewall settings to allow the printer at least a write access. For help, see the documentation that came with your operating system. The Scan to Network icon appears only when one or more destinations are defined.

1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.

2 Click Settings > Device Solutions > Solutions (eSF) > Scan to Network.

- **3** Specify the destinations, and then customize the settings.
- 4 Click Apply.

To use the application, touch **Scan to Network** on the printer home screen, and then follow the instructions on the printer display.

Setting up My MFP

The application lets you customize your touch-screen settings and store those preferences in a flash drive. Each time you want to copy, fax, or scan, insert the flash drive into the USB port of the printer. All your personal preferences are automatically uploaded, including job settings, home screen preferences, and address book. Note: The icon appears only when a flash drive with My MFP settings is inserted into the USB port of the printer.

To set up My MFP, insert a flash drive into the USB port of the printer, and then follow the instructions on the printer display to run the setup wizard.

To use My MFP, insert the flash drive into the USB port of the printer when you want to copy, fax, or scan.

Understanding WS-Scan

The Web Services-Scan application lets you scan documents at the network printer, and then send the scanned image to your computer. WS-Scan is a Microsoft application that is similar to Scan to Network, but has the capability of sending the scanned image to a Windows-based application. To learn more about WS-Scan, see the Microsoft documentation. Note: The icon appears on the printer home screen only when there is a computer registered with the network printer. The computer must have either Windows 8, Windows 7, or Windows Vista operating system installed.

Setting up Remote Operator Panel

This application shows the printer control panel on your computer screen and lets you interact with the printer control panel, even when you are not physically near the network printer. From your computer screen, you can view the printer status, release held print jobs, create bookmarks, and do other print-related tasks you might normally do while standing at the network printer.

- 1 Open a Web browser, and then type the printer IP address in the address field.
 - **Note:** View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.
- 2 Click Settings > Device Solutions > Solutions (eSF) > Remote Operator Panel.

- 3 Select the **Enabled** check box, and then customize the settings.
- 4 Click Apply.

To use the application, from the Embedded Web Server, click **Applications** > **Remote Operator Panel** > **Launch VNC Applet**.

Exporting and importing a configuration using the Embedded Web Server

You can export configuration settings into a text file that can then be imported and used to apply the settings to one or more additional printers.

Exporting a configuration

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click Device Solutions > Solutions (eSF), or click Embedded Solutions.
- **3** From Installed Solutions, click the name of the application you want to configure.
- 4 Click Configure > Export.
- **5** Follow the instructions on the computer screen to save the configuration file, and then enter a unique file name or use the default name.

Note: If a JVM Out of Memory error occurs, then repeat the export until the configuration file is saved.

Importing a configuration

- **1** From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click Device Solutions > Solutions (eSF), or click Embedded Solutions.
- **3** From Installed Solutions, click the name of the application you want to configure.
- 4 Click Configure > Import.
- **5** Browse to the saved configuration file, and then load or preview it.

Note: If a timeout occurs and a blank screen appears, then refresh the browser, and then click **Apply**.

Additional printer setup

Installing internal options

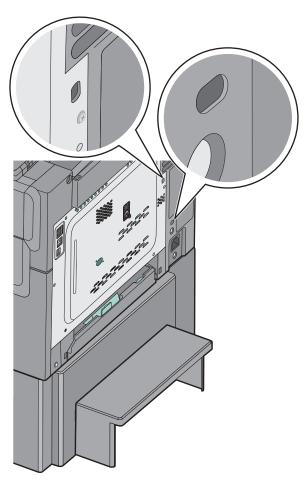


CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

You can customize your printer connectivity and memory capacity by adding optional cards. Some options are applicable only in some printer models.

Using the security lock feature

The printer is equipped with a security lock feature. When a lock compatible with most laptop computers is attached, the printer is locked. Once locked, the metal plate and the system board cannot be removed. Attach a security lock to the printer in the location shown.



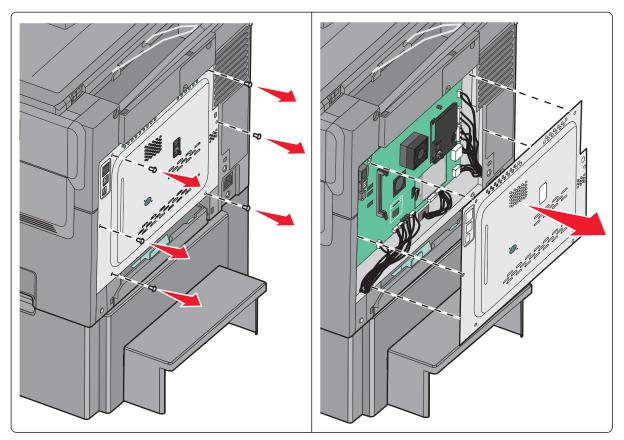
Installing a memory card

4

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Note: This task requires a flathead screwdriver.

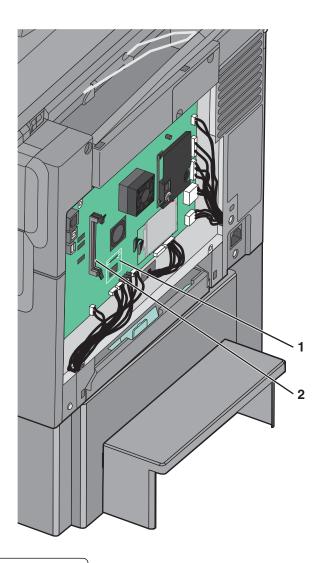
- **1** Access the system board at the back of the printer.
 - a Turn the screws on the cover counterclockwise to remove them.
 - **b** Remove the cover.



Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

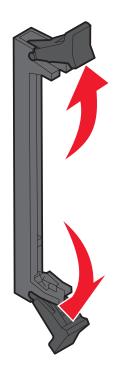
2 Use the following illustration to locate the connector.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.



- 1 Flash memory or font card connector
- 2 Memory card connector

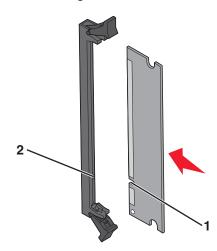
3 Open the memory card connector latches.



4 Unpack the memory card.

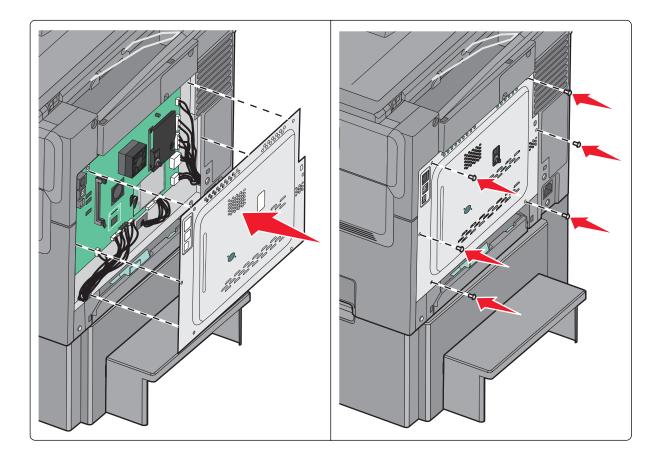
Note: Avoid touching the connection points along the edge of the card.

5 Align the notches on the memory card with the ridges on the connector.



1	Notches
2	Ridges

- **6** Push the memory card straight into the connector until it *snaps* into place.
- **7** Reinstall the system board cover.



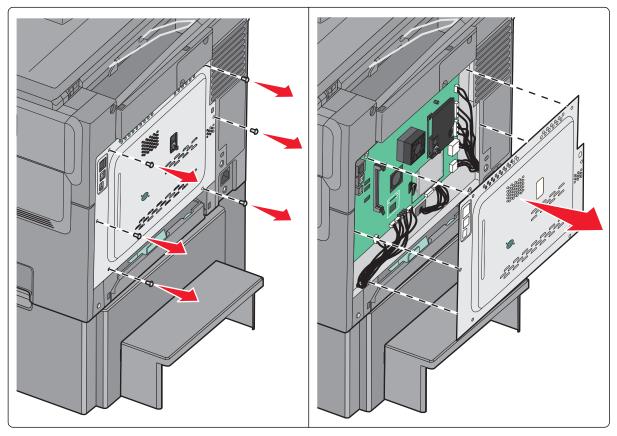
Installing a flash memory or font card



CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Note: This task requires a flathead screwdriver.

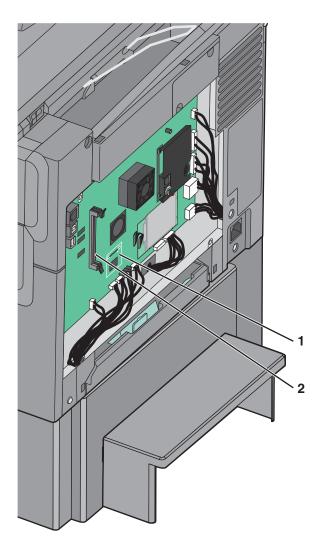
- 1 Access the system board at the back of the printer.
 - **a** Turn the screws on the cover counterclockwise to remove them.
 - **b** Remove the cover .



Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

2 Use the following illustration to locate the connector.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

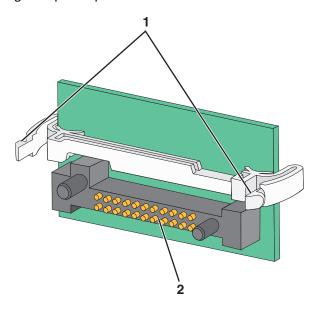


1	Flash memory or font card connector
2	Memory card connector

3 Unpack the flash memory or font card.

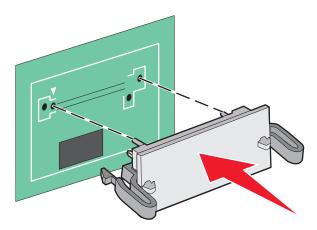
Note: Avoid touching the connection points along the edge of the card.

4 Holding the card by its sides, align the plastic pins on the card with the holes on the system board.



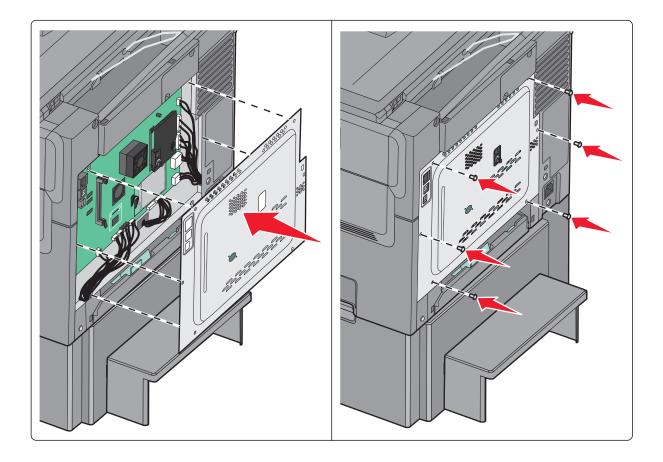
1	Plastic pins
2	Metal pins

5 Push the card firmly into place.



Note: The entire length of the connector on the card must touch and be flush against the system board.

6 Reinstall the system board cover.



Installing hardware options

Order of installation



CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb), and requires two or more trained personnel to lift it safely.



CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

- Optional 550-sheet tray (Tray 3)
- 650-sheet duo drawer (Tray 2)
- Printer

For more information on installing an optional 550-sheet tray, see the setup documentation that came with the option.

Installing an optional tray or drawer

The printer supports two additional input sources: an optional 550-sheet tray and a 650-sheet duo drawer (Tray 2) with an integrated multipurpose feeder.

Note: Some printer models may not support the optional 550-sheet tray.



CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

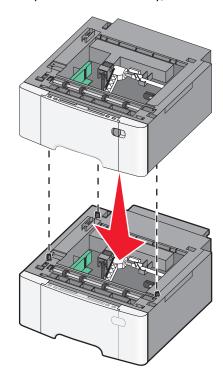


CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

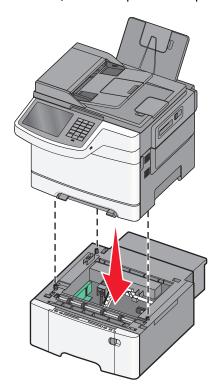
- 1 Unpack the optional tray, and then remove all packing material and the dust cover.
- **2** Place the tray near the printer.

Note: If you are installing both the optional tray and the 650-sheet duo drawer, then the optional 550-sheet tray must always be installed as the first tray (configuring from the bottom up).

3 Align the 650-sheet duo drawer with the optional 550-sheet tray, and then lower it into place.



4 Align the printer with the 650-sheet duo drawer, lower the printer into place, and then install the dust covers.



Note: Once the printer software and any options are installed, it may be necessary to manually add the options in the printer driver to make them available for print jobs. For more information, see <u>"Adding available options in the print driver"</u> on page 37.

Attaching cables

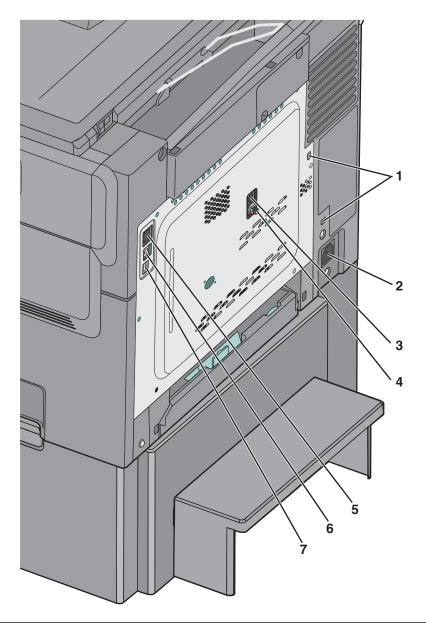


CAUTION—POTENTIAL INJURY: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Connect the printer to the computer using a USB cable or Ethernet cable.

Be sure to match the following:

- The USB symbol on the cable with the USB symbol on the printer
- The appropriate Ethernet cable to the Ethernet port



1	Security lock port
2	Printer power cord socket
3	Printer fax LINE port
4	Printer fax EXT port
5	Ethernet port
6	USB printer port
7	USB port
	Warning—Potential Damage: Do not touch the USB cable, any network adapter, or the printer in the area shown while actively printing. A loss of data or a malfunction can occur.

37 Additional printer setup

Verifying printer setup

When all hardware and software options are installed and the printer is turned on, verify that the printer is set up correctly by printing the following:

- Menu settings page—Use this page to verify that all printer options are installed correctly. A list of installed options appears toward the bottom of the page. If an option you installed is not listed, then it is not installed correctly. Remove the option, and then install it again.
- Network setup page—If your printer has Ethernet or wireless capability and is attached to a network, then print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

Printing a menu settings page

From the home screen, navigate to:



> Reports > Menu Settings Page

Printing a network setup page

If the printer is attached to a network, then print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

1 From the home screen, navigate to:



> Reports > Network Setup Page

2 Check the first section of the network setup page, and confirm that the status is Connected.

If the status is **Not Connected**, then the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and then print another network setup page.

Setting up the printer software

Installing the printer

- 1 Obtain a copy of the software installer package.
- **2** Run the installer, and then follow the instructions on the computer screen.
- **3** For Macintosh users, add the printer.

Note: Obtain the printer IP address from the TCP/IP section in the Network/Ports menu.

Adding available options in the print driver

For Windows users

1 Open the printers folder.

Additional printer setup 38

In Windows 8

From the Search charm, type **run**, and then navigate to:

Run > type control printers > OK

In Windows 7 or earlier

- a Click , or click Start and then click Run.
- **b** Type control printers.
- c Press Enter, or click OK.
- **2** Select the printer you want to update, and then do either of the following:
 - For Windows 7 or later, select **Printer properties**.
 - For earlier versions, select **Properties**.
- 3 Navigate to the Configuration tab, and then select **Update Now Ask Printer**.
- 4 Apply the changes.

For Macintosh users

- 1 From System Preferences in the Apple menu, navigate to your printer, and then select Options & Supplies.
- 2 Navigate to the list of hardware options, and then add any installed options.
- 3 Apply the changes.

Preparing to set up the printer on an Ethernet network

To configure your printer to connect to an Ethernet network, organize the following information before you begin:

Note: If your network automatically assigns IP addresses to computers and printers, continue on to installing the printer.

- A valid, unique IP address for the printer to use on the network
- The network gateway
- The network mask
- A nickname for the printer (optional)

Note: A printer nickname can make it easier for you to identify your printer on the network. You can choose to use the default printer nickname, or assign a name that is easier for you to remember.

You will need an Ethernet cable to connect the printer to the network and an available port where the printer can physically connect to the network. Use a new network cable when possible to avoid potential problems caused by a damaged cable.

Minimizing your printer's environmental impact

Lexmark is committed to environmental sustainability and is continually improving its printers to reduce their impact on the environment. We design with the environment in mind, engineer our packaging to reduce materials, and provide collection and recycling programs. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment
- The Lexmark recycling program at <u>www.lexmark.com/recycle</u>

By selecting certain printer settings or tasks, you may be able to reduce your printer's impact even further. This chapter outlines the settings and tasks that may yield a greater environmental benefit.

Saving paper and toner

Studies show that as much as 80% of the carbon footprint of a printer is related to paper usage. You can significantly reduce your carbon footprint by using recycled paper and the following printing suggestions, such as printing on both sides of the paper and printing multiple pages on one side of a single sheet of paper.

For information on how you can quickly save paper and energy using one printer setting, see <u>"Using Eco-Mode" on page 40</u>.

Using recycled paper

As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser printers. For more information on recycled papers that work well with your printer, see <u>"Using recycled paper and other office papers" on page 55</u>.

Conserving supplies

Use both sides of the paper

If your printer model supports two-sided printing, then you can control whether print appears on one or two sides of the paper.

Notes:

- Two-sided printing is the default setting in the print driver.
- For a complete list of supported products and countries, go to http://support.lexmark.com.

Place multiple pages on one sheet of paper

You can print up to 16 consecutive pages of a multiple-page document onto one side of a single sheet of paper by setting multiple page printing (N-Up) for the print job.

Check your first draft for accuracy

Before printing or making multiple copies of a document:

- Use the preview feature to see how the document looks like before you print it.
- Print one copy of the document to check its content and format for accuracy.

Avoid paper jams

Correctly set the paper type and size to avoid paper jams. For more information, see "Avoiding jams" on page 222.

Saving energy

Using Eco-Mode

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > General Settings > Eco-Mode > select a setting > Submit.

Choose	То
Off	Use factory default settings for all settings associated with Eco-Mode. This setting supports the performance specifications of your printer.
Energy	Reduce energy use, especially when the printer is idle.
	• Printer engine motors do not start until it is ready to print. You may notice a short delay before the first page is printed.
	The printer enters Sleep mode after one minute of inactivity.
	When the printer enters Sleep mode, the printer control panel display and the standard exit bin lights are turned off.
	If scanning is supported, the scanner lamps are activated only when a scan job is started.
Energy/Paper	Use all the settings associated with Energy mode and Paper mode.
Paper	Enable the automatic duplex feature.
	Turn off print log features.

Reducing printer noise

To select a Quiet Mode setting using the Embedded Web Server:

- 1 Type the printer IP address into the address field of your Web browser.
 - If you do not know the IP address of the printer, you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > General Settings > Quiet Mode > select a setting > Submit.

Choose	То
Off Note: Selecting Photo from the driver may disable Quiet Mode and provide better print quality and full speed printing.	Use factory default settings. This setting supports the performance specifications of your printer.
On	Reduce printer noise. • Print jobs will process at a reduced speed.
	 Printer engine motors do not start until a document is ready to print. There will be a short delay before the first page is printed.
	 If your printer has faxing capability, fax sounds are reduced or disabled, including those made by the fax speaker and ringer. The fax is placed in standby mode.
	The alarm control and cartridge alarm sounds are turned off.
	The printer will ignore the Advance Start command.

Adjusting Sleep mode

1 From the home screen, navigate to:



> Settings > General Settings > Timeouts > Sleep Mode

- 2 In the Sleep Mode field, select the number of minutes the printer is idle before it enters Sleep mode.
- **3** Apply the changes.

Adjusting the brightness of the display

To save energy, or if you have trouble reading your display, then adjust the brightness of the display.

Available settings range from 20–100. The factory default setting is 100.

Using the Embedded Web Server

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > General Settings.
- 3 In the Screen Brightness field, enter the brightness percentage you want for the display.
- 4 Click Submit.

Using the printer control panel

- 1 From the home screen, navigate to:
 - > Settings > General Settings
- 2 Touch the arrows until Screen Brightness appears, and then select a setting.
- 3 Touch Submit.

Recycling

Lexmark provides collection programs and environmentally progressive approaches to recycling. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment
- The Lexmark recycling program at www.lexmark.com/recycle

Recycling Lexmark products

To return Lexmark products for recycling:

- 1 Go to www.lexmark.com/recycle.
- **2** Find the product type you want to recycle, and then select your country or region from the list.
- **3** Follow the instructions on the computer screen.

Note: Printer supplies and hardware not listed in the Lexmark collection program may be recycled through your local recycling center. Contact your local recycling center to determine the items they accept.

Recycling Lexmark packaging

Lexmark continually strives to minimize packaging. Less packaging helps to ensure that Lexmark printers are transported in the most efficient and environmentally sensitive manner and that there is less packaging to dispose of. These efficiencies result in fewer greenhouse emissions, energy savings, and natural resource savings.

Lexmark cartons are 100% recyclable where corrugated recycling facilities exist. Facilities may not exist in your area.

The foam used in Lexmark packaging is recyclable where foam recycling facilities exist. Facilities may not exist in your area.

When you return a cartridge to Lexmark, you can reuse the box that the cartridge came in. Lexmark will recycle the box.

Returning Lexmark cartridges for reuse or recycling

Lexmark Cartridge Collection Program diverts millions of Lexmark cartridges from landfills annually by making it both easy and free for Lexmark customers to return used cartridges to Lexmark for reuse or recycling. One hundred percent of the empty cartridges returned to Lexmark are either reused or demanufactured for recycling. Boxes used to return the cartridges are also recycled.

To return Lexmark cartridges for reuse or recycling, follow the instructions that came with your printer or cartridge and use the prepaid shipping label. You can also do the following:

- 1 Go to www.lexmark.com/recycle.
- **2** From the Toner Cartridges section, select your country or region.
- **3** Follow the instructions on the computer screen.

Loading paper and specialty media

Setting the paper size and type

The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set manually for all trays that do not contain plain paper.

From the home screen navigate to:



> Paper Menu > Paper Size/Type > select a tray > select the paper size or type > Submit

Configuring Universal paper settings

The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set the Paper Size for the specified tray to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper:

- Units of Measure
- Portrait Width
- Portrait Height

Note: The smallest supported Universal size is 76 x 127 mm (3 x 5 in.); the largest size is 216 x 356 mm (8.5 x 14 in.).

1 From the home screen, navigate to:



> Paper Menu > Universal Setup > Units of Measure > select a unit of measure

2 Touch Portrait Width or Portrait Height > select the width or height > Submit.

Loading the standard 250-sheet tray and optional 550-sheet tray

The printer has one standard 250-sheet tray (Tray 1) with an attached manual feeder. The 250-sheet tray, the 650sheet duo drawer, and the optional 550-sheet tray support the same paper sizes and types and are loaded in the same way.

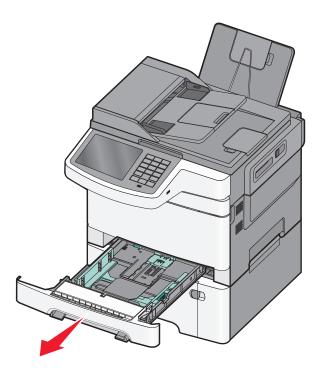
Note: Some printer models may not support the optional 550-sheet tray.



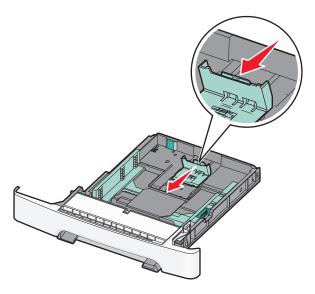
CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

1 Pull the tray out.

Note: Do not remove trays while a job is printing or while **Busy** appears on the display. Doing so may cause a jam.

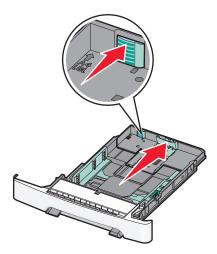


2 Squeeze the length guide tab, and then slide the guide to the correct position for the paper size being loaded.

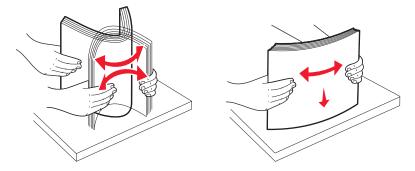


Note: Use the size indicators on the bottom of the tray to help position the guide.

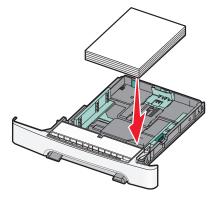
3 If the paper is longer than letter-size paper, then push the green tab at the back of the tray to extend it.



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



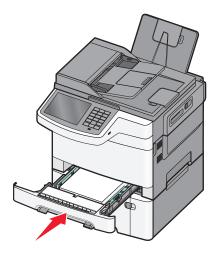
5 Load the paper stack with the recommended print side faceup.



6 Make sure the paper guides are secure against the edges of the paper.

Note: Make sure the side guides are placed tightly against the edges of the paper so that the image is registered properly on the page.

7 Insert the tray.



8 If a different type or size of paper was loaded than the type or size previously loaded in the tray, then change the Paper Type or Paper Size setting for the tray from the printer control panel.

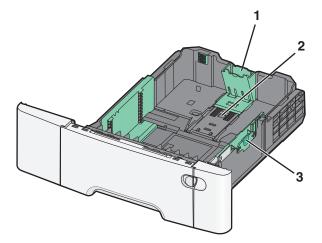
Note: Mixing paper sizes or types in a paper tray may cause jams.

Loading the 650-sheet duo drawer

The 650-sheet duo drawer (Tray 2) consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The drawer is loaded in the same way as the 250-sheet tray and the optional 550-sheet tray, and supports the same paper types and sizes. The only differences are the look of the guide tabs and the location of the paper size indicators.



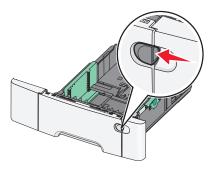
CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.



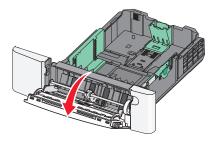
1 Length guide ta		
2	Size indicators	
3	Width guide tabs	

Loading the multipurpose feeder

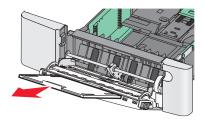
1 Push the multipurpose feeder latch to the left.



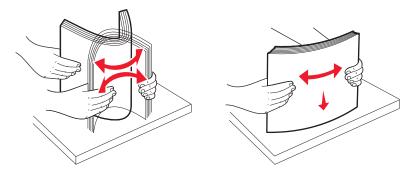
2 Open the multipurpose feeder.



3 Grasp the extension, and pull it straight out until it is fully extended.

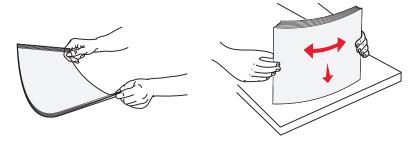


- 4 Prepare the paper for loading.
 - Flex sheets of paper back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



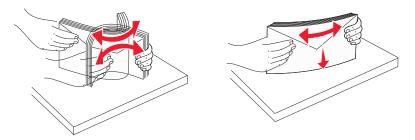
• Hold transparencies by the edges. Straighten the edges on a level surface.

Note: Avoid touching the print side of transparencies. Be careful not to scratch them.



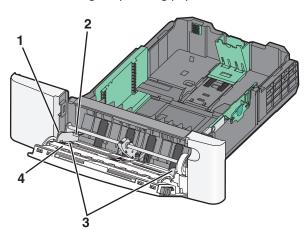
• Flex a stack of envelopes back and forth to loosen them. Straighten the edges on a level surface.

Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.



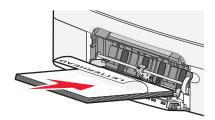
5 Locate the stack height limiter and tab.

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



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

- **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.

Notes:

- Do not load or close the multipurpose feeder while a job is printing.
- Load only one size and type of paper at a time.
- 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 printer control panel, set the Paper Size and Paper Type.

Loading the manual feeder

The standard 250-sheet tray has an integrated manual feeder that can be used to print on different types of media one sheet at a time.

1 Send a manual print job.

For Windows users

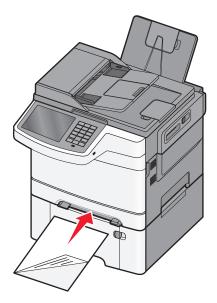
- a With a document open, click File > Print.
- **b** Click **Properties**, **Preferences**, **Options**, or **Setup**.
- c Navigate to:

Paper tab > Paper type > Manual Paper > OK > OK

For Macintosh users

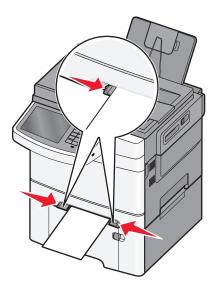
- a With a document open, choose File > Print.
- **b** From the Copies & Pages or General pop-up menu, choose **Manual Paper**.
- c Click OK or Print.

2 When Load Single Sheet Feeder with [paper type] [paper size] appears, load the sheet facedown into the manual feeder. Load envelopes on the left side of the feeder with the flap side up.



Note: Align the long edge of the sheet so that it is flush with the right side of the manual feeder.

3 Adjust the width guides until they lightly touch the sheet. Do not force the width guides against the sheet. Doing so may damage the sheet.



4 Push the sheet in until it stops. The printer pulls it in farther.

Note: To achieve the best possible print quality, use only high-quality media designed for laser printers.

Linking and unlinking trays

Linking trays

Tray linking is useful for large print jobs or multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked. The Paper Size setting for all trays must be set manually from the Paper Size menu. The Paper Type setting must be set for all trays from the Paper Type menu. The Paper Type menu and the Paper Size menu are both available from the Paper Size/Type menu.

Unlinking trays

Change one of the following tray settings:

Paper Type

Paper Type names describe the paper characteristics. If the name that best describes your paper is used by linked trays, then assign a different Paper Type name to the tray, such as Custom Type [x], or define your own custom name.

Paper Size

Paper Size settings must be set manually from the Paper Size menu.

Note: Trays that do not have the same settings as any other tray are not linked.

Warning—Potential Damage: Do not assign a Paper Type name that does not accurately describe the type of paper loaded in a tray. The temperature of the fuser varies according to the specified Paper Type. Prints may not be properly processed if an inaccurate Paper Type is selected.

Creating a custom name for a paper type

If the printer is on a network, you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Paper Menu > Custom Name > type a name > Submit.

Note: This custom name will replace the Custom Type [x] name under the Custom Types and Paper Size and Type menus.

3 Click **Custom Types** > select a paper type > **Submit**.

Assigning a custom paper type name

Assign a custom paper type name to a tray when linking or unlinking trays.

From the home screen, navigate to:



> Paper Menu > Paper Size/Type > select a custom paper type name > select a tray > Submit

Configuring a custom name

If the printer is on a network, then you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

1 Type the printer IP address in the address field of your Web browser.

Note: If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Paper Menu > Custom Types > select the custom name you want to configure > select a paper or specialty media type > Submit.

Paper and specialty media guide

Notes:

- Make sure that the paper size, type, and weight are set correctly on the computer or on the printer control panel.
- Flex and straighten specialty media before loading them.
- The printer may print at a reduced speed to prevent damage to the fuser.
- For more information on card stock and labels, see the *Card Stock & Label Guide* on the Lexmark support Web site at http://support.lexmark.com.

Paper guidelines

Paper characteristics

The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock.

Weight

The printer can automatically feed paper weights from 60 to 176 g/m² (16 to 47 lb bond) grain long. Paper lighter than 75 g/m² (20 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 80 g/m² (21 lb bond) grain long paper. For paper smaller than $182 \times 257 \text{ mm}$ (7.2 x 10.1 in.), we recommend 90 g/m^2 or heavier paper.

Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems.

Smoothness

Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. Always use paper between 100 and 300 Sheffield points; however, smoothness between 150 and 200 Sheffield points produces the best print quality.

Moisture content

The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance.

Condition paper before printing by storing it in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 60 to 176 g/m² (16 to 47 lb bond) paper, use grain long fibers.

Fiber content

Most high-quality xerographic paper is made from 100% chemically treated pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton possesses characteristics that can negatively affect paper handling.

Selecting paper

Using the appropriate paper prevents jams and helps ensure trouble-free printing.

To help avoid paper jams and poor print quality:

- Always use new, undamaged paper.
- Before loading paper, know the recommended printable side of the paper. This information is usually indicated on the paper package.
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, types, or weights in the same tray; mixing results in jams.
- Do not use coated papers unless they are specifically designed for electrophotographic printing.

Using recycled paper and other office papers

As an environmentally conscientious company, Lexmark supports the use of recycled paper produced specifically for use in laser (electrophotographic) printers.

While no blanket statement can be made that all recycled paper will feed well, Lexmark consistently tests papers that represent recycled cut size copier papers available on the global market. This scientific testing is conducted with rigor and discipline. Many factors are taken into consideration both separately and as a whole, including the following:

- Amount of post-consumer waste (Lexmark tests up to 100% post-consumer waste content.)
- Temperature and humidity conditions (Testing chambers simulate climates from all over the world.)
- Moisture content (Business papers should have low moisture: 4–5%.)
- Bending resistance and proper stiffness means optimum feeding through the printer.
- Thickness (impacts how much can be loaded into a tray)
- Surface roughness (measured in Sheffield units, impacts print clarity and how well toner fuses to the paper)
- Surface friction (determines how easily sheets can be separated)
- Grain and formation (impacts curling, which also influences the mechanics of how the paper behaves as it moves through the printer)
- Brightness and texture (look and feel)

Recycled papers are better than ever; however, the amount of recycled content in a paper affects the degree of control over foreign matter. And while recycled papers are one good path to printing in an environmentally responsible manner, they are not perfect. The energy required to de-ink and deal with additives such as colorants and "glue" often generates more carbon emissions than does normal paper production. However, using recycled papers enables better resource management overall.

Lexmark concerns itself with the responsible use of paper in general based on life cycle assessments of its products. To gain a better understanding of the impact of printers on the environment, the company commissioned a number of life cycle assessments and found that paper was identified as the primary contributor (up to 80%) of carbon emissions caused throughout the entire life of a device (from design to end-of-life). This is due to the energy-intensive manufacturing processes required to make paper.

Thus, Lexmark seeks to educate customers and partners on minimizing the impact of paper. Using recycled paper is one way. Eliminating excessive and unnecessary paper consumption is another. Lexmark is well-equipped to help customers minimize printing and copying waste. In addition, the company encourages purchasing paper from suppliers who demonstrate their commitment to sustainable forestry practices.

Lexmark does not endorse specific suppliers, although a converter's product list for special applications is maintained. However, the following paper choice guidelines will help alleviate the environmental impact of printing:

- 1 Minimize paper consumption.
- **2** Be selective about the origin of wood fiber. Buy from suppliers who carry certifications such as the Forestry Stewardship Council (FSC) or The Program for the Endorsement of Forest Certification (PEFC). These certifications guarantee that the paper manufacturer uses wood pulp from forestry operators that employ environmentally and socially responsible forest management and restoration practices.
- **3** Choose the most appropriate paper for printing needs: normal 75 or 80 g/m² certified paper, lower weight paper, or recycled paper.

Unacceptable paper examples

Test results indicate that the following paper types are at risk for use with laser printers:

- Chemically treated papers used to make copies without carbon paper, also known as carbonless papers
- · Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise location on the page) greater than ± 2.3 mm (± 0.9 in.), such as optical character recognition (OCR) forms. In some cases, registration can be adjusted with a software application to successfully print on these forms.)
- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers or curled papers
- Recycled papers that fail EN12281:2002 (European testing)
- Paper weighing less than 60 g/m² (16 lb)
- Multiple part forms or documents

For more information about Lexmark, visit <u>www.lexmark.com</u>. General sustainability-related information can be found at the **Environmental Sustainability** link.

Selecting preprinted forms and letterhead

- Use grain long for 60–90-g/m² (16–24-lb) paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid paper with rough or heavily textured surfaces.
- Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not.

- Print samples on preprinted forms and letterheads considered for use before buying large quantities. This determines whether or not the ink in the preprinted form or letterhead will affect print quality.
- When in doubt, contact your paper supplier.

Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40 percent. Most label manufacturers recommend printing in a temperature range of 18–24°C (65–75°F) with relative humidity between 40 and 60 percent.
- Store paper in cartons, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.
- Take paper out of the carton or wrapper only when you are ready to load it in the printer. The carton and wrapper help keep the paper clean, dry, and flat.

Supported paper sizes, types, and weights

The following tables provide information on standard and optional paper sources and the sizes, types, and weights of paper they support.

Note: For an unlisted paper size, select the closest *larger* listed size.

Supported paper sizes

Notes:

- Your printer model may have a 650-sheet duo drawer, which consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The 550-sheet tray of the 650-sheet duo drawer supports the same paper sizes as the optional 550-sheet tray. The integrated multipurpose feeder supports different paper sizes, types, and weights.
- Some printer models may not support the optional 550-sheet tray.

Paper size	Dimensions	250-sheet tray	Optional 550-sheet tray	Multipurpose feeder	Manual feeder
A4	210 x 297 mm (8.3 x 11.7 in.)	✓	✓	✓	✓
A5	148 x 210 mm (5.83 x 8.3 in.)	✓	✓	✓	✓
JIS B5	182 x 257 mm (7.2 x 10.1 in.)	✓	✓	✓	✓
A6	105 x 148 mm (4.1 x 5.8 in.)	х	х	✓	✓

^{*} When Universal is selected, the page is formatted for 216 x 356 mm (8.5 x 14 in.) unless the size is specified by the software program.

Paper size	Dimensions	250-sheet tray	Optional 550-sheet tray	Multipurpose feeder	Manual feeder
Statement	140 x 216 mm (5.5 x 8.5 in.)	х	х	✓	√
Letter	216 x 279 mm (8.5 x 11 in.)	✓	✓	✓	✓
Folio	216 x 330 mm (8.5 x 13 in.)	✓	✓	✓	✓
Oficio (Mexico)	216 x 340 mm (8.5 x 13 in.)	✓	✓	✓	✓
Legal	216 x 356 mm (8.5 x 14 in.)	✓	✓	✓	✓
Executive	184 x 267 mm (7.3 x 10.5 in.)	✓	✓	✓	✓
Universal*	148 x 210 mm (5.8 x 8.3 in.) up to 216 x 356 mm (8.5 x 14 in.)	√	✓	√	✓
	76 x 127 mm (3 x 5 in.) up to 216 x 356 mm (8.5 x 14 in.)	х	x	✓	✓
7 3/4 Envelope (Monarch)	98 x 191 mm (3.9 x 7.5 in.)	х	х	✓	✓
9 Envelope	98 x 225 mm (3.9 x 8.9 in.)	х	х	✓	√
10 Envelope	105 x 241 mm (4.1 x 9.5 in.)	х	х	✓	√
DL Envelope	110 x 220 mm (4.3 x 8.7 in.)	х	х	✓	√
B5 Envelope	176 x 250 mm (6.9 x 9.8 in.)	х	x	✓	✓
C5 Envelope	162 x 229 mm (6.4 x 9 in.)	х	х	✓	√
Monarch	105 x 241 mm (4.1 x 9.5 in.)	х	x	✓	√
Other Envelope	98 x 162 mm (3.9 x 6.3 in.) up to 176 x 250 mm (6.9 x 9.8 in.)	х	х	✓	✓

 $^{^{*}}$ When Universal is selected, the page is formatted for 216 x 356 mm (8.5 x 14 in.) unless the size is specified by the software program.

Supported paper types and weights

Notes:

- Your printer model may have a 650-sheet duo drawer, which consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The 550-sheet tray of the 650-sheet duo drawer supports the same paper as the optional 550-sheet tray. The integrated multipurpose feeder supports different paper sizes, types, and weights.
- Some printer models may not support the optional 550-sheet tray.

Paper type	Standard 250-sheet tray	Optional 550-sheet tray	Multipurpose feeder	Manual feeder
Paper	/	1	1	✓
• Plain ^{1, 2}	•	•	•	•
• Bond ^{1, 2}				
Glossy				
Colored				
Custom Type [x]				
Letterhead				
• Light ^{1, 2}				
• Heavy ^{1, 2}				
Preprinted				
• Rough/Cotton ^{1,2}				
Recycled				
Card stock ^{1, 2, 3}	✓	✓	✓	✓
Transparencies	✓	х	✓	✓
Labels ^{2, 4, 5}	/	√	1	✓
• Paper				
Envelopes ^{2, 6, 7}	х	х	✓	✓

¹ Paper types must be set to match the supported paper weights.

 $^{^2}$ The duplex unit supports paper weights from 60 to 105 g/m 2 (16–28-lb) grain long bond paper. The duplex unit does not support card stock, transparencies, envelopes, or labels.

 $^{^3}$ For 60 to 176 g/m 2 (16–47-lb) bond paper, we recommend grain long fibers.

⁴ The pressure-sensitive area must enter the printer first.

⁵ Single-sided paper labels designed for laser printers are supported for occasional use. The use of paper labels should not exceed 20 pages per month. Prolonged use may reduce fuser life. Vinyl, pharmacy, and dual-sided labels are not supported. For more information, see the *Card Stock & Label Guide* on the Lexmark Web site at http://support.lexmark.com.

⁶ The maximum weight for 100 percent cotton envelopes is 90 g/m² (24-lb) bond.

⁷ The cotton content limit for 105 g/m² (28-lb) bond envelopes is 25 percent.

Printing

The selection and handling of paper and specialty media can affect how reliably documents print. For more information, see <u>"Avoiding jams" on page 222</u> and <u>"Storing paper" on page 57</u>.

Printing a document

Printing a document

- 1 From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper.
- 2 Send the print job:

For Windows users

- a With a document open, click File > Print.
- **b** Click **Properties**, **Preferences**, **Options**, or **Setup**.
- c Adjust settings as necessary.
- d Click OK > Print.

For Macintosh users

- a Customize the settings as needed in the Page Setup dialog:
 - 1 With a document open, choose File > Page Setup.
 - **2** Choose a paper size or create a custom size to match the loaded paper.
 - 3 Click OK.
- **b** Customize the settings as needed in the Print dialog:
 - 1 With a document open, choose File > Print.
 If necessary, click the disclosure triangle to see more options.
 - 2 From the Print dialog and pop-up menus, adjust the settings as needed.

Note: To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder.

3 Click Print.

Adjusting toner darkness

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Print Settings > Quality Menu > Toner Darkness.
- **3** Adjust the toner darkness setting.
- 4 Click Submit.

Printing from a mobile device

For the list of supported mobile devices and to download a compatible mobile printing application, visit http://lexmark.com/mobile.

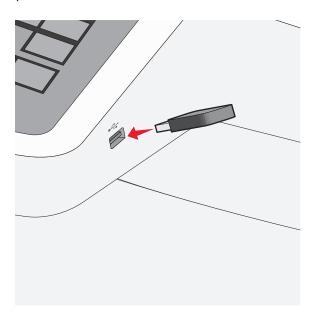
Note: Mobile printing applications may also be available from your mobile device manufacturer.

Printing from a flash drive

Printing from a flash drive

Notes:

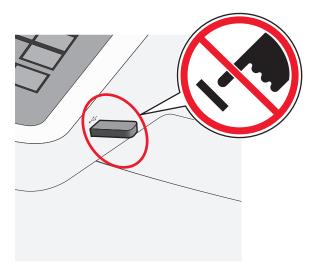
- Before printing an encrypted PDF file, enter the file password from the printer control panel.
- You cannot print files for which you do not have printing permissions.
- 1 Insert a flash drive into the USB port.



Notes:

- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

Warning—Potential Damage: Do not touch the USB cable, any network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device. A loss of data can occur.



- **2** From the printer control panel, touch the document you want to print.
- **3** Touch the arrows to increase the number of copies to print, and then touch **Print**.

Notes:

- Do not remove the flash drive from the USB port until the document has finished printing.
- If you leave the flash drive in the printer after leaving the initial USB menu screen, then you can still print files from the flash drive as held jobs.

Supported flash drives and file types

Flash drive	File type	
• Lexar JumpDrive 2.0 Pro (256MB, 512MB, or 1GB sizes)		
SanDisk Cruzer Mini (256MB, 512MB, or 1GB sizes)	• .pdf	
Notes:	• .xps	
Hi-Speed LISP flash drives must support the Full-Speed standard Devises supporting only LISP.	Images:	
 Hi-Speed USB flash drives must support the Full-Speed standard. Devices supporting only USB low-speed capabilities are not supported. 		
USB flash drives must support the FAT (<i>File Allocation Tables</i>) system. Devices formatted with NTFS	• .gif	
(New Technology File System) or any other file system are not supported.	• .JPEG	
	• .jpg	
	• .bmp	
	• .pcx	
	• .TIFF	
	• .tif	
	• .png	

Printing on specialty media

Tips on using card stock

Card stock is heavy, single-ply specialty media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities.

When printing on card stock:

- From MarkVision Professional, the printer software, or the printer control panel:
 - **1** Set the Paper Type to Card Stock.
 - 2 Set the Paper Weight to Card Stock Weight.
 - 3 Set the Card Stock Weight to Normal or Heavy.
- Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems.
- Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 200°C (392°F) without releasing hazardous emissions.
- Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer.
- Use grain short card stock when possible.

Tips on using envelopes

Print samples on the envelopes being considered for use before buying large quantities.

When printing on envelopes:

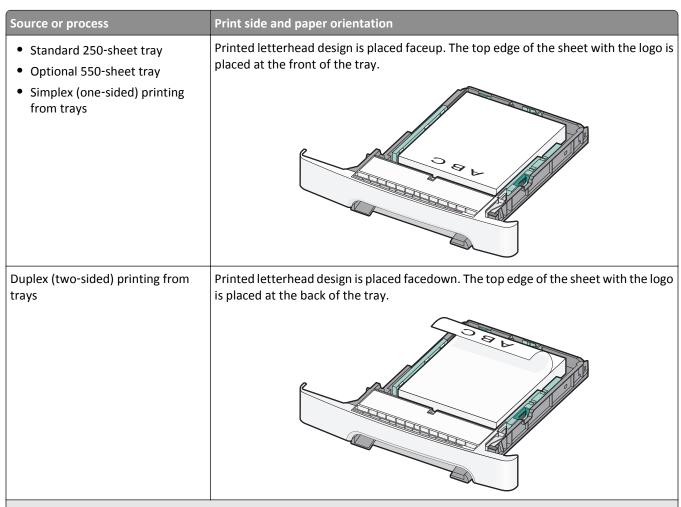
- Feed envelopes from the manual feeder or optional multipurpose feeder.
- Set the Paper Type to Envelope, and select the envelope size.
- Use envelopes designed specifically for laser printers. Check with the manufacturer or vendor to ensure the envelopes can withstand temperatures up to 200°C (392°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions.
- For the best performance, use envelopes made from 60 g/m² (16 lb bond) paper. Use up to 105 g/m² (28 lb bond) weight for envelopes as long as the cotton content is 25% or less. All-cotton envelopes must not exceed 90 g/m² (24 lb bond) weight.
- Use only new envelopes.
- To optimize performance and minimize jams, do not use envelopes that:
 - Have excessive curl or twist
 - Are stuck together or damaged in any way
 - Have windows, holes, perforations, cutouts, or embossing
 - Have metal clasps, string ties, or folding bars
 - Have an interlocking design
 - Have postage stamps attached
 - Have any exposed adhesive when the flap is in the sealed or closed position

- Have bent corners
- Have rough, cockle, or laid finishes
- Adjust the width guides to fit the width of the envelopes.

Note: A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes.

Tips on using letterhead

Page orientation is important when printing on letterhead. Use the following table to determine which direction to load the letterhead:



Note: Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser printers.

Source or process	Print side and paper orientation	
Manual feeder (simplex printing) Multipurpose feeder	Preprinted letterhead design is placed facedown. The top edge of the sheet with logo should enter the manual feeder first.	
Manual feeder (duplex printing) Multipurpose feeder	Preprinted letterhead design is placed faceup. The top edge of the sheet with the logo should enter the manual feeder last.	

Note: Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser printers.

Tips on using labels

Note: Use paper label sheets for occasional use only. Vinyl, pharmacy, and dual-sided labels are not supported.

For detailed information on label printing, characteristics, and design, see the *Card Stock & Label Guide* available on the Lexmark Web site at http://support.lexmark.com.

When printing on labels:

- Use labels designed specifically for laser/LED printers. Check with the manufacturer or vendor to verify that:
 - The labels can withstand temperatures up to 210°C (410°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.

Note: Labels can be printed at a higher fusing temperature up to 220°C (428°F) if Label Weight is set to Heavy. Select this setting using the Embedded Web Server, or from the printer control panel Paper menu.

- Label adhesives, face sheet (printable stock), and topcoats can withstand up to 25 psi (172 kPa) pressure without delaminating, oozing around the edges, or releasing hazardous fumes.
- Do not use labels with slick backing material.

• Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and cartridge warranties.

- Do not use labels with exposed adhesive.
- Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label.
- Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.04 in.) away from edges is recommended. Adhesive material contaminates the printer and could void the warranty.
- If zone coating of the adhesive is not possible, remove a 1.6 mm (0.06 in.) strip on the leading and driver edge, and use a non-oozing adhesive.
- Portrait orientation works best, especially when printing bar codes.

Tips on using transparencies

Print a test page on the transparencies being considered for use before buying large quantities.

When printing on transparencies:

- Feed transparencies from the 250-sheet tray, manual feeder, or optional multipurpose feeder.
- Use transparencies designed specifically for laser printers. Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 200°C (392°F) without melting, discoloring, offsetting, or releasing hazardous emissions.
- To prevent print quality problems, avoid getting fingerprints on the transparencies.

Printing confidential and other held jobs

Storing print jobs in the printer

You can set the printer to store print jobs in the printer memory until you start the print job from the printer control panel.

All print jobs that can be initiated by the user at the printer are called *held jobs*.

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

Print job type	Description
Confidential	Confidential lets you hold print jobs in the computer until you enter the PIN from the control panel.
	Note: The PIN is set from the computer. It must be four digits, using the numbers 0–9.
Verify	Verify lets you print one copy of a print job while the printer holds the remaining copies. It allows you to examine if the first copy is satisfactory. The print job is automatically deleted from the printer memory once all copies are printed.
Reserve	Reserve allows the printer to store print jobs for printing at a later time. The print jobs are held until deleted from the Help Jobs menu.
Repeat	Repeat prints and stores print jobs in the printer memory for reprinting.

Printing confidential and other held jobs

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

For Windows users

- 1 With a document open, click File > Print.
- 2 Click Properties, Preferences, Options, or Setup.
- 3 Click Print and Hold.
- **4** Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
- 5 Click OK or Print.
- **6** From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
 - **Held jobs** > your user name > **Confidential Jobs** > enter PIN > select print job > specify number of copies > **Print**
 - For other print jobs, navigate to:
 Held jobs > your user name > select print job > specify number of copies > Print

For Macintosh users

- 1 With a document open, choose File > Print.
 If necessary, click the disclosure triangle to see more options.
- 2 From the print options or Copies & Pages pop-up menu, choose Job Routing.
- **3** Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
- 4 Click OK or Print.
- **5** From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
 - **Held jobs** > your user name > **Confidential Jobs** > enter PIN > select print job > specify number of copies > **Print**
 - For other print jobs, navigate to:
 - Held jobs > your user name > select print job > specify number of copies > Print

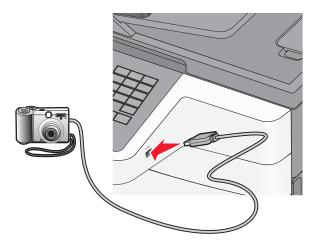
Printing photos from a PictBridge-enabled digital camera

You can connect a PictBridge-enabled digital camera to the printer, and use the buttons on the camera to select and print photos.

1 Insert one end of the USB cable into the camera.

Note: Use only the USB cable that came with your camera.

2 Insert the other end of the USB cable into the USB port on the front of the printer.



Notes:

- Make sure the PictBridge-enabled digital camera is set to the correct USB mode. See the camera documentation for more information.
- If the PictBridge connection is successful, then a confirmation message appears on the printer display.
- **3** Follow the instructions on the camera to select and print photos.

Note: If the printer is turned off while the camera is connected, then you must disconnect and then reconnect the camera.

Printing information pages

Printing a font sample list

1 From the home screen, navigate to:



2 Touch PCL Fonts or PostScript Fonts.

Printing a directory list

A directory list shows the resources stored in a flash memory or on the printer hard disk.

From the home screen, navigate to:



Canceling a print job

Canceling a print job from the printer control panel

- **1** From the printer control panel, touch **Cancel Job** or press on the keypad.
- **2** Touch the print job you want to cancel, and then touch **Delete Selected Jobs**.

Note: If you press on the keypad, then touch **Resume** to return to the home screen.

Canceling a print job from the computer

For Windows users

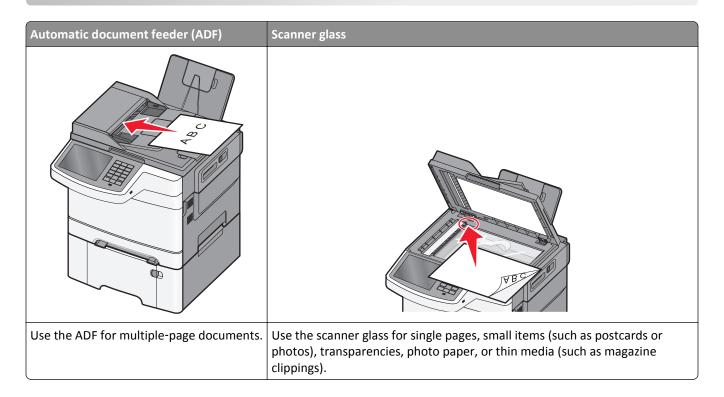
- 1 Open the printers folder, and then select your printer.
- 2 From the print queue, select the print job you want to cancel, and then delete it.

For Macintosh users

- **1** From System Preferences in the Apple menu, navigate to your printer.
- **2** From the print queue, select the print job you want to cancel, and then delete it.

Copying 70

Copying



Making copies

Making a quick copy

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
 - **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- **2** If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the printer control panel, touch Copy It.

Copying using the ADF

- 1 Load an original document faceup, short edge first into the ADF.
 - **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- **2** Adjust the paper guides.
- **3** From the home screen, navigate to:
 - Copy > change the copy settings > Copy It

71 Copying

Copying using the scanner glass

- 1 Place an original document facedown on the scanner glass in the upper left corner.
- **2** From the home screen, navigate to:
 - Copy > change the copy settings > Copy It
- 3 If you have more pages to scan, then place the next document on the scanner glass, and then touch Scan the Next Page.
- **4** Touch **Finish the Job** to return to the home screen.

Copying film photos

- **1** Place a photo facedown on the upper left corner of the scanner glass.
- **2** From the home screen, navigate to:

Copy > Content > Photo > > Photo/Film >

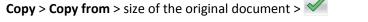
Copying on specialty media

Copying on transparencies

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:



- 4 Touch Copy to, and then select the tray that contains transparencies, or touch Manual Feeder Size.
- **5** Load transparencies in the multipurpose feeder.
- **6** From the home screen, navigate to:



Copying on letterhead

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Copy > Copy from > size of the original document > Copy to > Manual Feeder

Copying 72

- 4 Place the letterhead faceup, top edge first in the multipurpose feeder.
- **5** Select the size of the letterhead.
- 6 Navigate to:

Continue > Letterhead > Continue > Copy It

Customizing copy settings

Copying in black and white

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Copy > Allow color copies > Off > ✓ > Submit

Copying to a different size

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** On the home screen, touch **Copy**.
- **4** Touch **Copy from** > select the size of the original document > ✓.
- 5 Touch Copy to > select the size of the copy >
- 6 Touch Copy It.

Making copies using paper from a selected tray

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Copy > Copy from > size of the original document > Copy to

4 Touch Manual Feeder or select the tray that contains the paper type you want to use.

Note: If you choose Manual Feeder, then you will also need to select the paper size and type.

5 Touch Copy It.

Copying different paper sizes

Use the ADF to copy original documents with different paper sizes. Depending on the paper sizes loaded and the "Copy to" and "Copy from" settings, each copy is either printed on mixed paper sizes (Example 1) or scaled to fit a single paper size (Example 2).

Example 1: Copying on mixed paper sizes

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

The scanner identifies the different paper sizes as they are scanned. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

Example 2: Copying on a single paper size

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

The scanner identifies the different paper sizes as they are scanned, and then scales the mixed paper sizes to fit on the paper size selected.

Copying on both sides of the paper (duplexing)

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** On the home screen, touch **Copy**.

4 From the Sides (Duplex) area, touch the button for your preferred duplexing method.

The first number represents sides of the original documents; the second number represents sides of the copy. For example, select 1-sided to 2-sided if you have 1-sided original documents and you want 2-sided copies.

5 Touch , and then Copy It.

Reducing or enlarging copies

Copies can be reduced to 25% of the original document size or enlarged to 400% of the original document size. The factory default setting for Scale is Auto. If you leave Scale set to Auto, the content of your original document will be scaled to fit the size of the paper onto which you are copying.

To reduce or enlarge a copy:

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** On the home screen, touch **Copy**.
- **4** From the Scale area, touch the arrows to enlarge or reduce your copies.

 Touching "Copy to" or "Copy from" after setting Scale manually changes the scale value back to Auto.
- 5 Touch Copy It.

Adjusting copy quality

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Copy > Content

- 4 Touch the button that best represents the content type of the document you are copying:
 - **Text**—Use when the content of the original document is mostly text or line art.
 - **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
 - Text/Photo—Use when the original document is a mixture of text, graphics, and photos.
 - **Photo**—Use when the original document is mostly a photo or an image.
- 5 Touch ✓.
- 6 Touch the button that best represents the content source of the document you are copying:
 - Color Laser—Use when the original document was printed using a color laser printer.
 - Black/White Laser—Use when the original document was printed using a mono laser printer.
 - Inkjet—Use when the original document was printed using an inkjet printer.

- Photo/Film—Use when the original document is a photo from film.
- Magazine—Use when the original document is from a magazine.
- Newspaper—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- Other—Use when the original document was printed using an alternate or unknown printer.

7 Touch > Copy It.

Collating copies

If you print multiple copies of a document, then you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

Collated Not collated





By default, Collate is set to On. If you do not want to collate your copies, then change the setting to Off:

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Copy > enter the number of copies > Collate > Off > ✓ > Copy It

Placing separator sheets between copies

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Copy > **Advanced Options** > **Separator Sheets**

Note: Collate must be set to On for the separator sheets to be placed between copies. If Collate is set to Off, then the separator sheets are added to the end of the print job.

- 4 Select one of the following:
 - Between Copies
 - Between Jobs

- Between Pages
- Off

5 Touch > Copy It.

Copying multiple pages onto a single sheet

In order to save paper, you can copy either two or four consecutive pages of a multiple-page document onto a single sheet of paper.

Notes:

- The Paper Size must be set to Letter, Legal, A4, or JIS B5.
- The Copy Size must be set to 100%.
- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Copy > Advanced Options > Paper Saver > select desired output > > Copy It

Creating a custom copy job (job build)

The custom copy job or job build is used to combine one or more sets of original documents into a single copy job. Each set may be scanned using different job parameters. When a copy job is submitted and Custom Job is enabled, the scanner scans the first set of original documents using the supplied parameters, and then it scans the next set with the same or different parameters.

The definition of a set depends on the scan source:

- If you scan a document on the scanner glass, then a set consists of one page.
- If you scan multiple pages using the ADF, then a set consists of all scanned pages until the ADF becomes empty.
- If you scan one page using the ADF, then a set consists of one page.

For example:

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Copy > Options > Custom Job > On > Done > Copy It

When the end of a set is reached, the scan screen appears.

4 Load the next document faceup, short edge first into the ADF or facedown on the scanner glass, and then touch Scan the Automatic Document Feeder or Scan the flatbed.

Note: If required, change the job settings.

5 If you have another document to scan, then repeat the previous step. Otherwise, touch Finish the job.

Placing information on copies

Placing the date and time at the top of each page

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:
 - Copy > Advanced Options > Header/Footer
- 4 Pick an area of the page where you want to place the date and time.
- 5 Touch Yes or No > > Copy It.

Placing an overlay message on each page

An overlay message can be placed on each page. The message choices are Urgent, Confidential, Copy, Custom or Draft. To place a message on the copies:

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Copy > Advanced Options > Overlay > select overlay message > ✓.



4 Touch Copy It.

Canceling a copy job

Canceling a copy job while the document is in the ADF

When the ADF begins processing a document, the scanning screen appears. To cancel the copy job, touch Cancel Job on the touch screen.

A "Canceling scan job" screen appears. The ADF clears all pages in the ADF and cancels the job.

Canceling a copy job while copying pages using the scanner glass

Touch Cancel Job on the touch screen.

A "Canceling scan job" screen appears. Once the job is canceled, the copy screen appears.

Canceling a copy job while pages are being printed

- **1** From the printer control panel, touch **Cancel Job** or press x on the keypad.
- **2** Touch the job you want to cancel, and then touch **Delete Selected Jobs**.

Note: If you press on the keypad, then touch **Resume** to return to the home screen.

Understanding the copy screens and options

Copy from

This option opens a screen where you can enter the paper size of the original document.

- Touch the paper size that matches the original document.
- When "Copy from" is set to Mixed Sizes, the scanner identifies the different paper sizes as they are scanned. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

Copy to

This option opens a screen where you can enter the paper size and type on which your copies will be printed.

- Touch the paper size and type that matches the paper loaded.
- If the paper size setting for "Copy from" and "Copy to" are different, then the printer automatically adjusts the Scale setting to accommodate the difference.

Copies

This option allows you to set the number of copies to be printed.

Scale

This option creates an image from your copy that is proportionally scaled anywhere between 25% and 400%. Scale can also be set for you automatically.

- When you want to copy from one size of paper to another, such as from legal-size to letter-size paper, setting the
 "Copy from" and "Copy to" paper sizes automatically changes the scale to keep all the original document information
 on your copy.
- Touch the left arrow to decrease the value by 1%; touch the right arrow to increase the value by 1%.
- Hold your finger on an arrow to make a continuous increment change.
- Hold your finger on an arrow for two seconds to cause the pace of the change to accelerate.

Darkness

This option adjusts how light or dark your copies will turn out in relation to the original document.

Sides (Duplex)

Use this option to select duplex settings. You can print copies on one or two sides, make two-sided copies (duplex) of two-sided original documents, make two-sided copies from one-sided original documents, or make one-sided copies (simplex) from two-sided original documents.

Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document. The factory default setting for Collate is on; the output pages of your copies will be ordered (1,2,3) (1,2,3) (1,2,3). If you want all the copies of each page to remain together, turn Collate off, and your copies will be ordered (1,1,1) (2,2,2) (3,3,3).

Content

This option lets you set the original document type and source.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- Text—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- Text/Photo—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- Color Laser—Use when the original document was printed using a color laser printer.
- Black/White Laser—Use when the original document was printed using a mono laser printer.
- Inkjet—Use when the original document was printed using an inkjet printer.
- Photo/Film—Use when the original document is a photo from film.
- Magazine—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- Press—Use when the original document was printed using a printing press.
- Other—Use when the original document was printed using an alternate or unknown printer.

Color

This option enables or disables color for the scanned image.

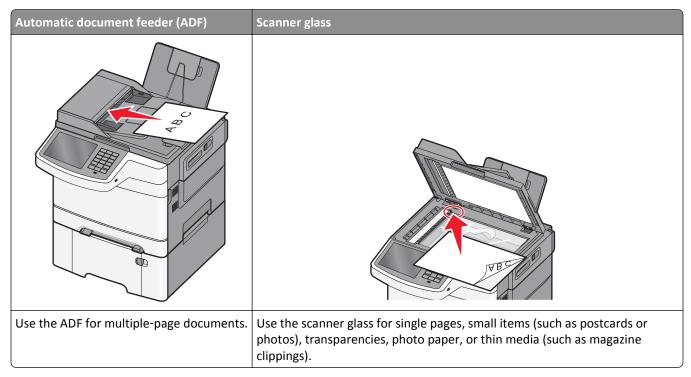
Save As Shortcut

This option allows the current settings to be saved as a shortcut by assigning a number.

Using the advanced options

These options, among other things, allow you to customize the advanced imaging settings, combine multiple jobs into one, and clean the edges of the document.

E-mailing



You can use the printer to e-mail scanned documents to one or more recipients. There are three ways to send an e-mail from the printer. You can type the e-mail address, use a shortcut number, or use the address book.

Getting ready to e-mail

Setting up the e-mail function

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings.
- 3 Under Default Settings, click E-mail/FTP Settings.
- 4 Click E-mail Settings > Setup E-mail Server.
- **5** Fill in the fields with the appropriate information.
- 6 Click Submit.

Configuring e-mail settings

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > E-mail/FTP Settings > E-mail Settings.
- **3** Fill in the fields with the appropriate information.
- 4 Click Submit.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings.
- 3 Under Other Settings, click Manage Shortcuts > E-mail Shortcut Setup.
- **4** Type a unique name for the recipient, and then enter the e-mail address.

Note: If you are entering multiple addresses, then separate each address with a comma (,).

- **5** Select the scan settings (Format, Content, Color, and Resolution).
- 6 Enter a shortcut number, and then click Add.

If you enter a number that is already in use, then you are prompted to select another number.

Creating an e-mail shortcut using the touch screen

1 From the home screen, navigate to:

E-mail > Recipient > type an e-mail address

To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

- **2** Touch 👺.
- **3** Type a unique name for the shortcut, and then touch **Done**.
- 4 Verify that the shortcut name and number are correct, and then touch **OK**.

If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

E-mailing a document

Sending an e-mail using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

Note: Make sure the size of the original document and the copy paper size are the same. Failure to set the proper size may result to a cropped image.

3 From the home screen, navigate to:

E-mail > Recipient

4 Enter the e-mail address, or press # and then enter the shortcut number.

To enter additional recipients, touch **Next Address**, and then enter the address or shortcut number you want to add.

Note: You can also enter an e-mail address using the address book.

5 Touch Done > Send It.

Sending an e-mail using a shortcut number

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 Press #, enter the shortcut number using the keypad, and then touch .

 To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add.
- 4 Touch Send It.

Sending an e-mail using the address book

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

E-mail > Recipient(s) > | > enter the name of recipient > Browse shortcuts

4 Touch the name of the recipients.

To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add, or search the address book.

5 Touch Done.

Customizing e-mail settings

Adding e-mail subject and message information

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, touch E-mail.
- 4 Type an e-mail address.
- 5 Touch Options > Subject.
- 6 Type the e-mail subject.
- 7 Touch Done > Message.
- **8** Type an e-mail message.
- 9 Touch Done > E-mail It.

Changing the output file type

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, navigate to:

E-mail > Recipient(s) > type the e-mail address > Done > Send as

3 Select the file type you want to send.

Note: If you select Secure PDF, then you will be prompted to enter your password twice.

4 Touch ✓ > Send It.

Canceling an e-mail

- When using the ADF, touch **Cancel Job** while **Scanning** appears.
- When using the scanner glass, touch Cancel Job while Scanning appears, or while Scan the Next Page / Finish the Job appears.

Understanding the e-mail options

Recipients

This option lets you enter the destination of your e-mail. You may enter multiple e-mail addresses.

Subject

This option lets you enter a subject line for your e-mail.

Message

This option lets you enter a message that will be sent with your scanned attachment.

File Name

This option lets you customize the attachment file name.

Original Size

This option opens a screen where you can choose the size of the documents you are going to e-mail.

- Touch a paper size button to select that size as the Original Size setting. The e-mail screen appears with the new setting displayed.
- When "Original Size" is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes.

Resolution

Adjusts the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document. Image resolution can be decreased to reduce the e-mail file size.

Color

This option sets the output color for the scanned image. Touch to enable or disable color.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- Text—Use when the content of the original document is mostly text or line art.
- Graphics—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- Text/Photo—Use when the original document is a mixture of text, graphics, and photos.
- Photo—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- Color Laser—Use when the original document was printed using a color laser printer.
- Black/White Laser—Use when the original document was printed using a mono laser printer.
- Inkjet—Use when the original document was printed using an inkjet printer.
- Photo/Film—Use when the original document is a photo from film.
- Magazine—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- Press—Use when the original document was printed using a printing press.
- Other—Use when the original document was printed using an alternate or unknown printer.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Send As

This option lets you set the output type for the scan image.

Select one of the following:

- PDF—Use this to create a single file with multiple pages. This can be sent as a secured or compressed file.
- TIFF—Use this to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- JPEG—Use this to create and attach a separate file for each page of your original document.
- **XPS**—Use this to create a single XPS file with multiple pages.
- RTF—Use this to create a file in editable format.
- TXT—Use this to create an ASCII text file with no formatting.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)** Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the e-mail.
- Orientation— Specifies the orientation of the original document, and then changes Sides and Binding to match the
 orientation.
- Binding— Specifies if the original document is bound on the long-edge or short-edge side.

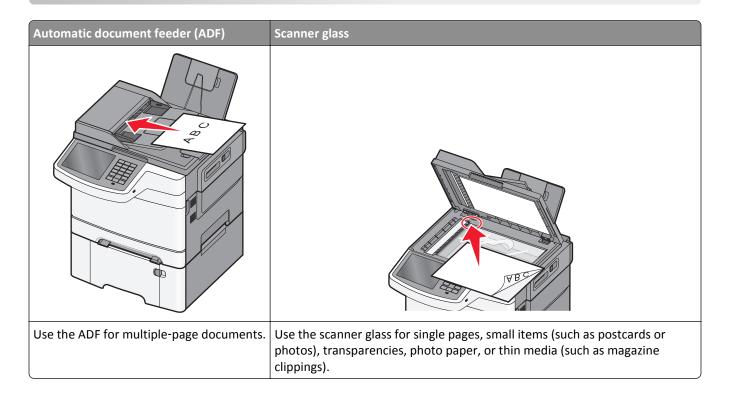
Scan Preview

This option displays the first page of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

Using the advanced options

These options, among other things, allow you to customize advanced imaging settings, combine multiple jobs into one, and clean the edges of a document.

Faxing



Getting the printer ready to fax

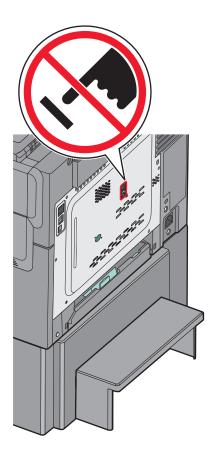


CAUTION—SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Notes:

- The following connection methods are applicable only in some countries or regions.
- During the initial printer setup, clear the fax function check box and any other function you plan to set up later, and then touch **Continue**.
- The indicator light may blink red if the fax function is enabled and not fully set up.

Warning—Potential Damage: Do not touch cables or the printer in the area shown while actively sending or receiving a fax.



Initial fax setup

Many countries and regions require outgoing faxes to contain the following information in a margin at the top or bottom of each transmitted page, or on the first page of the transmission: station name (identification of the business, other entity, or individual sending the message) and station number (telephone number of the sending fax machine, business, other entity, or individual).

To enter your fax setup information, use the printer control panel, or use your browser to access the Embedded Web Server and then enter the Settings menu.

Note: If you do not have a TCP/IP environment, then you must use the printer control panel to enter your fax setup information.

Using the printer control panel for fax setup

When the printer is turned on for the first time or if the printer has been off for an extended time, a series of start-up screens appear. If the printer has fax capabilities, then the following screens appear:

Fax Name or Station Name

Fax Number or Station Number

- 1 When Fax Name or Station Name appears, enter the name to be printed on all outgoing faxes.
- **2** After entering the Fax Name or Station Name, touch **Submit**.
- 3 When Fax Number or Station Number appears, enter the printer fax number.
- 4 After entering the Fax Number or Station Number, touch **Submit**.

Using the Embedded Web Server for fax setup

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Fax Settings > Analog Fax Setup.
- 3 In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.
- 4 In the Fax Number or Station Number field, enter the printer fax number.
- 5 Click Submit.

Choosing a fax connection

You can connect the printer with equipment such as a telephone, an answering machine, or a computer modem. To determine the best way to set up the printer, see the following table.

Notes:

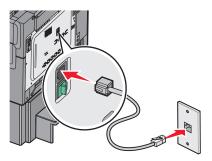
- The printer is an analog device that works best when directly connected to the wall outlet. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps.
- If you want a digital connection such as ISDN, DSL, or ADSL, a third-party device (such as a DSL filter) is required. Contact your DSL provider for a DSL filter. The DSL filter removes the digital signal on the telephone line that can interfere with the ability of the printer to fax properly.
- You *do not* need to attach the printer to a computer, but you *do* need to connect it to an analog telephone line to send and receive faxes.

Equipment and service options	Fax connection setup
Connect directly to the telephone line	See "Connecting to an analog telephone line" on page 91
Connect to a Digital Subscriber Line (DSL or ADSL) service	See "Connecting to a DSL service" on page 91.
Connect to a Private Branch eXchange (PBX) or Integrated Services Digital Network (ISDN) system	See "Connecting to a PBX or ISDN system" on page 91.
Use a Distinctive Ring service	See "Connecting to a distinctive ring service" on page 92.
Connect to a telephone line, telephone, and answering machine	See "Connecting the printer and a telephone or answering machine to the same telephone line" on page 92
Connect through an adapter used in your area	See "Connecting to an adapter for your country or region" on page 95.
Connect to a computer with a modem	See "Connecting to a computer with a modem" on page 99.

Connecting to an analog telephone line

If your telecommunications equipment uses a US-style (RJ11) telephone line, then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.



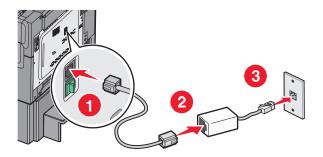
Connecting to a DSL service

If you subscribe to a DSL service, then contact the DSL provider to obtain a DSL filter and telephone cord, and then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port |
- **2** Connect the other end of the telephone cable to the DSL filter.

Note: Your DSL filter may look different than the one in the illustration.

3 Connect the DSL filter cable to an active telephone wall jack.



Connecting to a PBX or ISDN system

If you use a PBX or ISDN converter or terminal adapter, then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port 🔄.
- 2 Connect the other end of the telephone cable to the port designated for fax and telephone use.

Notes:

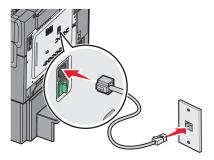
- Make sure the terminal adapter is set to the correct switch type for your region.
- Depending on the ISDN port assignment, you may have to connect to a specific port.
- When using a PBX system, make sure the call waiting tone is off.

- When using a PBX system, dial the outside line prefix before dialing the fax number.
- For more information on using the fax with a PBX system, see the documentation that came with your PBX system.

Connecting to a distinctive ring service

A distinctive ring service may be available from your telephone service provider. This service allows you to have multiple telephone numbers on one telephone line, with each telephone number having a different ring pattern. This may be useful for distinguishing between fax and voice calls. If you subscribe to a distinctive ring service, then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- **2** Connect the other end of the telephone cable to an active analog telephone wall jack.



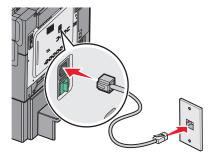
3 Change the Distinctive Rings setting to match the setting you want for the printer to answer:

Note: The factory default setting for distinctive rings is **On**. This allows the printer to answer single, double, and triple ring patterns.

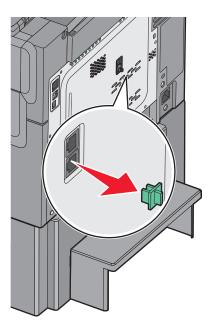
- **a** From the home screen, navigate to:
 - > Settings > Fax Settings > Analog Fax Settings > Distinctive Rings
- **b** Select the pattern setting you want to change, and then touch **Submit**.

Connecting the printer and a telephone or answering machine to the same telephone line

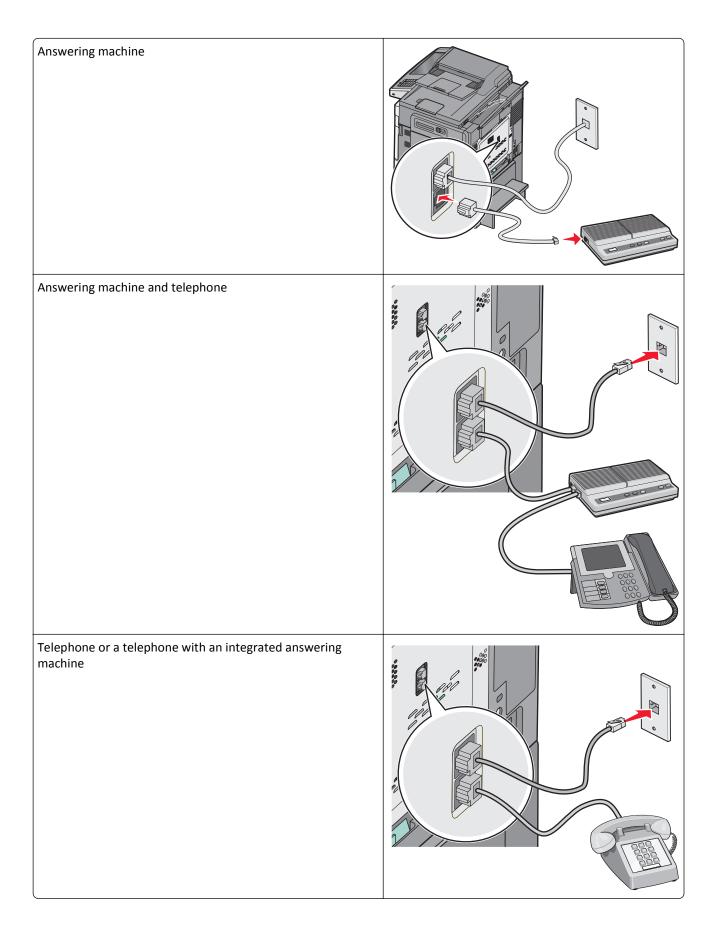
- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack .



3 Remove the plug from the printer EXT port :::



4 Connect your telecommunications equipment directly to the printer EXT port $\widehat{\mathbb{H}}$. Use one of the following methods:



Connecting to an adapter for your country or region

The following countries or regions may require a special adapter to connect the telephone cable to the active telephone wall jack:

Country/region

- Austria
- Cyprus
- Denmark
- Finland
- France
- Germany
- Ireland
- Italy

- New Zealand
- Netherlands
- Norway
- Portugal
- Sweden
- Switzerland
- United Kingdom

Countries or regions except Austria, Germany, and Switzerland

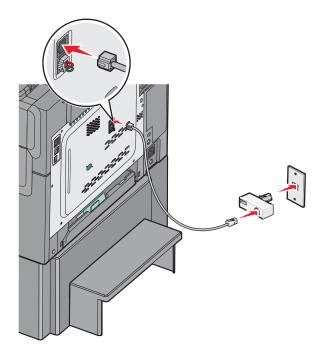
For some countries or regions, a telephone line adapter is included in the box. Use this adapter to connect an answering machine, telephone, or other telecommunications equipment to the printer.

1 Connect one end of the telephone cable that came with the printer to the printer LINE port .

Note: There is a special RJ-11 plug installed in the printer EXT port (a). Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

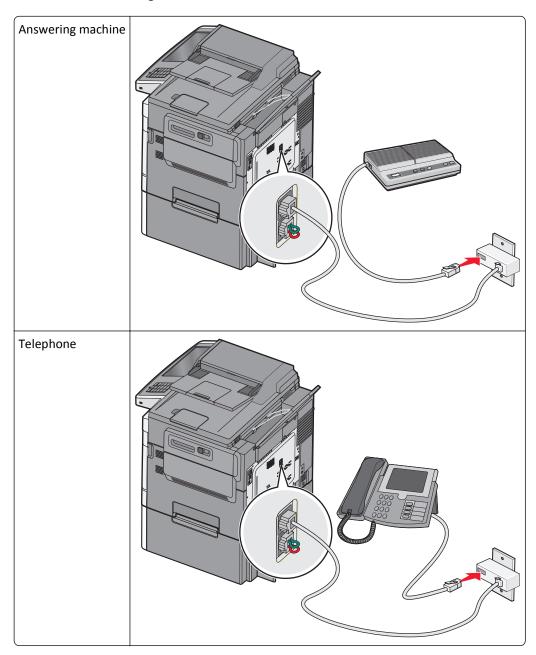
2 Connect the other end of the telephone cable to the adapter, and then connect the adapter to the active telephone wall jack.

Note: Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.



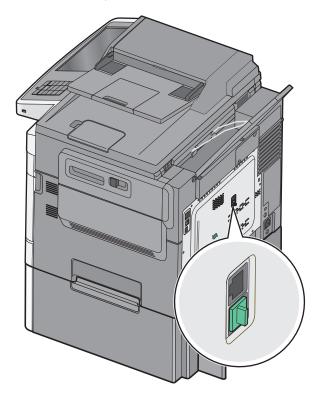
3 Connect the answering machine or telephone to the adapter.

Use one of the following methods:



Austria, Germany, and Switzerland

There is a special RJ-11 plug installed in the printer EXT port $\widehat{\mathbb{H}}$. Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

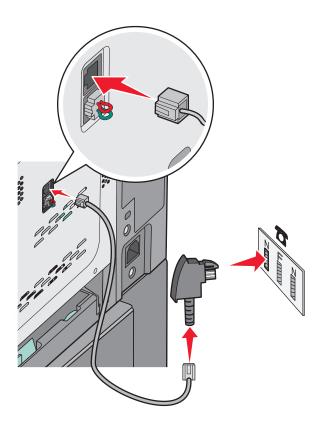


Connecting to a telephone wall jack in Germany

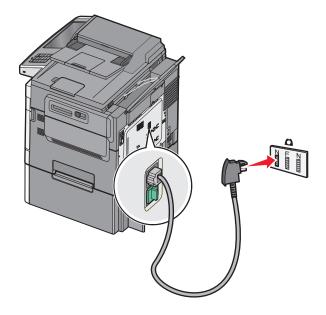
Note: There is a special RJ-11 plug installed in the printer EXT port $\stackrel{\text{\tiny (iii)}}{=}$. Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- **2** Connect the other end of the telephone cable to the adapter.

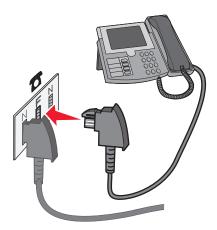
Note: Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.



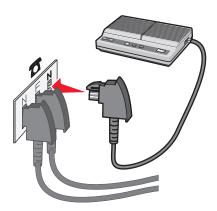
3 Connect the adapter into the N slot of an active analog telephone wall jack.



4 If you would like to use the same line for both fax and telephone communication, then connect a second telephone line (not provided) between the telephone and the F slot of an active analog telephone wall jack.



5 If you would like to use the same line for recording messages on your answering machine, then connect a second telephone cable (not provided) between the answering machine and the other N slot of the active analog telephone wall jack.

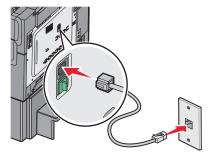


Connecting to a computer with a modem

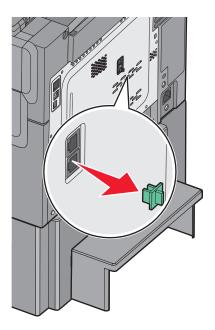
Connect the printer to a computer with a modem to send faxes from the software program.

Note: Setup steps may vary depending on your country or region.

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port :
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.



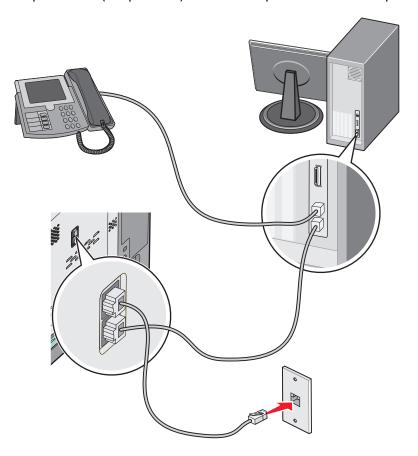
3 Remove the protective plug from the printer EXT port $\widehat{\mathbb{H}}$.



4 Connect your telephone to the computer telephone jack.



5 Connect an additional telephone cord (not provided) from the computer modem to the printer EXT port $\widehat{\mathbb{H}}$.



Setting the outgoing fax or station name and number

- 1 Type the printer IP address into the address field of your Web browser.
 - If you do not know the IP address of the printer, you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Fax Settings > Analog Fax Setup.
- **3** In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.
- **4** In the Fax Number or Station Number field, enter the printer fax number.
- 5 Click Submit.

Setting the date and time

You can set the date and time so that they are printed on every fax you send. If there is a power failure, then you may have to reset the date and time.

1 Type the printer IP address in the address field of your Web browser.

If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Security > Set Date and Time.
- **3** In the Set Date & Time field, enter the current date and time.
- 4 Click Submit.

Note: It is recommended to use the network time.

Configuring the printer to observe daylight saving time

The printer can be set to automatically adjust for daylight saving time:

1 Type the printer IP address in the address field of your Web browser.

If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Security > Set Date and Time.
- **3** Select the **Automatically Observe DST** checkbox, and then enter the DST start and end dates in the Custom Time Zone Setup section.
- 4 Click Submit.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the printer control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Manage Shortcuts > Fax Shortcut Setup.

Note: A password may be required. If you do not have an ID and password, get one from your system support person.

3 Type a unique name for the shortcut, and then enter the fax number.

To create a multiple-number shortcut, enter the fax numbers for the group.

Note: Separate each fax number in the group with a semicolon (;).

4 Assign a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.

5 Click Add.

Creating a fax destination shortcut using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Fax > enter the fax number

To create a group of fax numbers, touch Next number, and then enter the next fax number.

4 Navigate to:

> enter a name for the shortcut > Done > OK > Fax It

Sending a fax

Sending a fax using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, touch Fax.
- **4** Enter the fax number or a shortcut using the touch screen or keypad.

To add recipients, touch **Next Number** and then enter the recipient's telephone number or shortcut number, or search the address book.

Note: To place a dial pause within a fax number, press ____. The dial pause appears as a comma in the "Fax to" box. Use this feature if you need to dial an outside line first.

5 Touch Fax It.

Sending a fax using the computer

The printer driver fax option lets you send a print job to the printer, which sends the job as a fax. The fax option works as a normal fax machine, but is controlled through the printer driver instead of the printer control panel.

- 1 With a document open, click File > Print.
- 2 Select the printer, and then click **Properties**, **Preferences**, **Options**, or **Setup**.

3 Navigate to:

Fax tab > Enable fax

4 Enter the recipient fax number or numbers in the "Fax number(s)" field.

Note: Fax numbers can be entered manually or by using the Phone Book feature

- 5 If necessary, enter a prefix in the "Dialing prefix" field.
- **6** Select the appropriate paper size and page orientation.
- **7** If you want to include a cover page with the fax, then select **Include cover page with fax**, and then enter the appropriate information.
- 8 Click OK.

Notes:

- The Fax option is available for use only with the PostScript driver or the Universal Fax Driver. For information on installing these drivers, see the *Software and Documentation* CD.
- The Fax option must be configured and enabled in the PostScript driver under the Configuration tab before it can be used.
- If the **Always display settings prior to faxing** check box is selected, then you are prompted to verify the recipient information before the fax is sent. If this check box is cleared, then the queued document is sent automatically as a fax when you click **OK** on the Fax tab.

Sending a fax using shortcuts

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. A shortcut number (1–99999) can contain a single recipient or multiple recipients.

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
 - **Note:** Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- **3** Press #, and then enter the shortcut number using the keypad.
- 4 Touch Fax It.

Sending a fax using the address book

The address book enables you to search for bookmarks and network directory servers.

Note: If the address book feature is not enabled, then contact your system support person.

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
 - **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Fax > | > Browse shortcuts

4 Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find.

Note: Do not attempt to search for multiple names at the same time.

5 Touch Done > Fax It.

Customizing fax settings

Changing the fax resolution

Settings range from Standard (fastest speed) to Super Fine (slowest speed but best quality).

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Fax > enter the fax number > Options

- 4 From the Resolution area, touch the arrows to change to the resolution you want.
- 5 Touch Fax It.

Making a fax lighter or darker

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

Fax > enter the fax number > Options

- 4 From the Darkness area, touch the arrows to adjust the darkness of the fax.
- 5 Touch Fax It.

Sending a fax at a scheduled time

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Fax > enter the fax number > Options > Advanced Options > Delayed Send

Note: If Fax Mode is set to Fax Server, the Delayed Send button will not appear. Faxes waiting for transmission are listed in the Fax Queue.

4 Touch the arrows to adjust the time the fax will be transmitted.

The time is increased or decreased in increments of 30 minutes. If the current time is shown, the left arrow is unavailable.

5 Touch Fax It.

Note: The document is scanned and then faxed at the scheduled time.

Viewing a fax log

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Reports > Fax Job Log or Fax Call Log.

Blocking junk faxes

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Fax Settings > Analog Fax Setup > Block No Name Fax.

Notes:

- This option blocks all incoming faxes that have a private caller ID or no fax station name.
- In the Banned Fax List field, enter the phone numbers or fax station names of specific fax callers you want to block.

Canceling an outgoing fax

Canceling a fax while the original documents are still scanning

- When using the ADF, touch Cancel Job while Scanning... appears.
- When using the scanner glass, touch Cancel Job while Scanning... appears or while Scan the Next Page / Finish the Job appears.

Canceling a fax after the original documents have been scanned to memory

1 On the home screen, touch Cancel Jobs.

The Cancel Jobs screen appears.

2 Touch the job or jobs you want to cancel.

Only three jobs appear on the screen; touch the down arrow until the job you want appears, and then touch the job you want to cancel.

3 Touch Delete Selected Jobs.

The Deleting Selected Jobs screen appears, the selected jobs are deleted, and then the home screen appears.

Understanding the fax options

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- Text—Use when the content of the original document is mostly text or line art.
- Graphics—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- Text/Photo—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- Color Laser—Use when the original document was printed using a color laser printer.
- Black/White Laser—Use when the original document was printed using a mono laser printer.
- Inkjet—Use when the original document was printed using an inkjet printer.
- Photo/Film—Use when the original document is a photo from film.
- Magazine—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- Other—Use when the original document was printed using an alternate or unknown printer.

Resolution

This option lets you adjust the quality of the fax output. Increasing the image resolution increases the file size and the time needed to scan your original document. Decreasing the image resolution reduces the file size.

Select from the following values:

- Standard—Use this when faxing most documents.
- Fine 200 dpi—Use this when faxing documents with small prints.
- Super Fine 300 dpi—Use this when faxing documents with fine details.

Darkness

This option adjusts how light or dark your faxes will turn out in relation to the original document.

Color

This option enables or disables color in faxing.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)** Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the fax.
- Orientation— Specifies the orientation of the original document, and then changes **Sides** and **Binding** to match the orientation.
- Binding— Specifies if the original document is bound on the long-edge or short-edge side.

Scan Preview

This option displays the first page of the image before it is included in the fax. When the first page is scanned, the scanning is paused and a preview image appears.

Delayed Send

This lets you send a fax at a later time or date.

- 1 Set up your fax.
- **2** From the home screen, navigate to:

Delayed Send > enter the date and time you want to send your fax > **Done**

Note: If the printer is turned off when the delayed fax is scheduled to be sent, then the fax is sent the next time the printer is turned on.

This setting can be especially useful in sending information to fax lines that are not readily available during certain hours, or when transmission times are cheaper.

Using the advanced options

These options, among other things, allow you to customize advanced imaging settings, combine multiple jobs into one, and clean the edges of a document.

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Holding and forwarding faxes

Holding faxes

This option lets you hold received faxes from printing until they are released. Held faxes can be released manually or at a scheduled day or time.

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Fax Settings > Analog Fax Setup > Holding Faxes.
- **3** In the Print Faxes Password field, enter a password.
- 4 From the Held Fax Mode menu, select one of the following:
 - Off
 - Always On
 - Manual
 - Scheduled
- **5** If you selected Scheduled, then continue with the following steps:
 - a Click Fax Holding Schedule.
 - **b** From the Action menu, select **Hold faxes**.
 - c From the Time menu, select the time you want the held faxes released.
 - **d** From the Day(s) menu, select the day you want the held faxes released.
- 6 Click Add.

Forwarding a fax

This option lets you print and forward received faxes to a fax number, e-mail address, FTP site, or LDSS.

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Fax Settings.
- **3** From the Fax Forwarding menu, select one of the following:
 - Print
 - Print and Forward
 - Forward

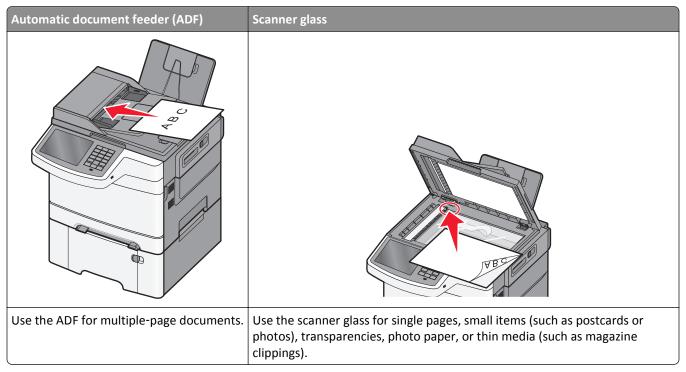
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- **4** From the "Forward to" menu, select one of the following:
 - Fax
 - E-mail
 - FTP
 - LDSS
 - eSF
- **5** In the Forward to Shortcut field, enter the shortcut number where you want the fax forwarded.

Note: The shortcut number must be valid for the setting selected in the "Forward to" menu.

6 Click Submit.

Scanning



The scanner lets you scan documents directly to a File Transfer Protocol (FTP) server. Only one FTP address may be sent to the server at a time.

Once an FTP destination has been configured by your system support person, the name of the destination becomes available as a shortcut number, or it is listed as a profile under the Held Jobs icon. An FTP destination could also be another PostScript printer; for example, a color document can be scanned, and then sent to a color printer. Sending a document to an FTP server is similar to sending a fax. The difference is that you are sending the information over your network instead of over the phone line.

Creating shortcuts

Instead of entering the entire FTP site address on the printer control panel each time you want to send a document to an FTP server, you can create a permanent FTP destination and assign a shortcut number. There are two methods for creating shortcut numbers: using the Embedded Web Server and using the printer touch screen.

Creating an FTP shortcut using the Embedded Web Server

- 1 Type the printer IP address into the address field of your Web browser.
 - If you do not know the IP address of the printer, you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings.

3 Under Other Settings, click Manage Shortcuts.

Note: A password may be required. If you do not have an ID and password, get one from your system support person.

- 4 Click FTP Shortcut Setup.
- **5** Enter the appropriate information.
- **6** Enter a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.

7 Click Add.

Creating an FTP shortcut using the touch screen

1 From the home screen, navigate to:

FTP > type the FTP address > \(\setminus > \) enter a name for the shortcut > Done

2 Verify that the shortcut name and number are correct, and then touch **OK**. If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

If you enter a number that is already in use, then you are prompted to select another number.

3 Touch Submit.

Scanning to an FTP address

Scanning to an FTP address using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** From the home screen, navigate to:

FTP > FTP > type the FTP address > Send It

Scanning to an FTP address using a shortcut number

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **2** If you are loading a document into the ADF, then adjust the paper guides.
- **3** Press #, and then enter the FTP shortcut number.
- 4 Touch Send It.

Scanning to an FTP address using the address book

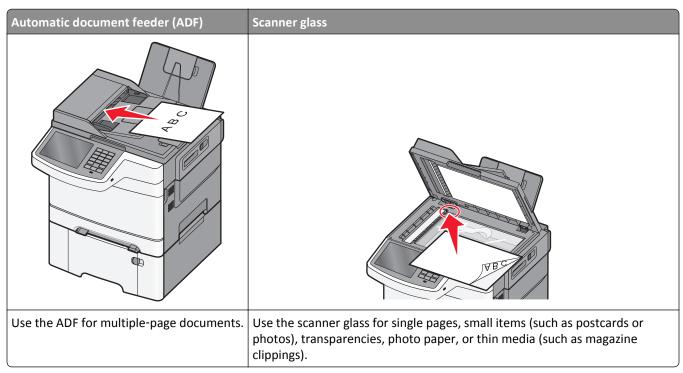
1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 From the home screen, navigate to:

FTP > FTP > | > enter the name of recipient > Browse shortcuts > name of recipient > Search

Scanning to a computer or flash drive



The scanner lets you scan documents directly to a computer or to a flash drive. The computer does not have to be directly connected to the printer for you to receive Scan to PC images. You can scan the document back to the computer over the network by creating a scan profile on the computer, and then downloading the profile to the printer.

Scanning to a computer

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Scan Profile > Create.
- **3** Select your scan settings, and then click **Next**.
- 4 Select a location on your computer where you want to save the scanned output file.

5 Enter a scan name.

The scan name is the name that appears in the Scan Profile list on the display.

- 6 Click Submit.
- **7** Review the instructions on the Scan Profile screen.

A shortcut number was automatically assigned when you clicked **Submit**. You can use this shortcut number when you are ready to scan your documents.

a Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- **b** If you are loading a document into the ADF, then adjust the paper guides.
- **c** Press #, and then enter the shortcut number using the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.
- **d** After entering the shortcut number, the scanner scans and sends the document to the directory or program you specified. If you touched **Profiles** on the home screen, then locate your shortcut on the list.
- 8 Return to the computer to view the file.

The output file is saved in the location or launched in the program you specified.

Scanning to a flash drive

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- **3** Insert the flash drive into the USB port on the front of the printer.

The USB Drive home screen appears.

- 4 Select the destination folder, and then touch Scan to USB drive.
- **5** Adjust the scan settings.
- 6 Touch Scan It.

Using the ScanBack Utility

You can use the LexmarkTM ScanBackTM Utility to create scan-to-PC profiles. The ScanBack Utility can be downloaded from the Lexmark Web site on http://support.lexmark.com.

- 1 Set up a scan-to-PC profile:
 - a Launch the ScanBack Utility.
 - **b** Select the printer.
 - If no printers are listed, then contact your system support person, or click **Setup** to manually search for an IP address or host name.
 - **c** Follow the instructions on your computer screen to define the type of document being scanned and what kind of output you want to create.

- **d** Select any of the following:
 - Show MFP Instructions—View or print the instructions.
 - Create Shortcut—Save this group of settings to use again.
- e Click Finish.

A dialog box appears with your scan profile information and the status of the received images.

- 2 Scan original documents:
 - **a** Load all pages in the ADF or on the scanner glass.
 - **b** From the printer control panel, navigate to:

Scan/Email > Profiles > select your scan profile > Submit

Note: The output file is saved in a directory or launched in the application you specified.

Understanding the scan profile options

FTP

This option lets you enter the IP address for the FTP destination.

Note: Addresses should be in dot notation form (for example: yyy.yyy.yyy.yyy).

File Name

This option lets you enter the file name of the scanned document.

Original Size

This option sets the size of the documents you are going to scan. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Send As

This option lets you set the output type for the scan image.

Select one of the following:

- PDF—Use to create a single file with multiple pages. The PDF can be sent as a secured or compressed file.
- **TIFF**—Use to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- JPEG—Use to create and attach a separate file for each page of the original document.
- **XPS**—Use to create a single XPS file with multiple pages.
- RTF—Use to create a file in editable format.
- TXT—Use to create ASCII text file with no formatting.

Resolution

This option adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Color

This option enables or disables color for the scanned image.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- Text—Use when the content of the original document is mostly text or line art.
- Graphics—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- Text/Photo—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- Color Laser—Use when the original document was printed using a color laser printer.
- Black/White Laser—Use when the original document was printed using a mono laser printer.
- Inkjet—Use when the original document was printed using an inkjet printer.
- Photo/Film—Use when the original document is a photo from film.
- Magazine—Use when the original document is from a magazine.
- Newspaper—Use when the original document is from a newspaper.
- Press—Use when the original document was printed using a printing press.
- Other—Use when the original document was printed using an alternate or unknown printer.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)** Use this to specify if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation** Use this to specify the orientation of the original document, and then change **Sides** and **Binding** to match the orientation.
- Binding— Use this to specify if the original document is bound on the long-edge or short-edge of the page.

Scan Preview

This option displays the first page of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

Using the advanced options

These options, among other things, allow you to customize the advanced imaging settings, combine multiple jobs into one, and clean the edges of the document.

Understanding the printer menus

Menus list

Supplies Menu	Paper Menu	Reports	Network/Ports	Security
Cyan Cartridge	Default Source	Menu Settings Page	Active NIC	Edit Security Setups
Magenta Cartridge	Paper Size/Type	Device Statistics	Standard Network ¹	Miscellaneous Security Settings
Yellow Cartridge	Substitute Size	Network Setup Page	Standard USB	Confidential Print
Black Cartridge	Paper Texture	Network [x] Setup Page	SMTP Setup	Erase Temporary Data Files
Waste Toner Bottle	Paper Weight	Shortcut List		Security Audit Log
Imaging Kit	Paper Loading	Fax Job Log		Set Date and Time
Maintenance Kit	Custom Types	Fax Call Log		
	Custom Names	Copy Shortcuts		
	Custom Scan Sizes	E-mail Shortcuts		
	Universal Setup	Fax Shortcuts		
		FTP Shortcuts		
		Profiles List		
		Print Fonts		
		Print Directory		
		Asset Report		

Settings	Help	Manage Shortcuts	Option Card Menu ²
General Settings	Print All Guides	Fax Shortcuts	[index of each installed
Copy Settings	Copy Guide	E-mail Shortcuts	DLE]
Fax Settings	E-mail Guide	FTP Shortcuts	
E-mail Settings	Fax Guide	Copy Shortcuts	
FTP Settings	FTP Guide	Profile Shortcuts	
Flash Drive Menu	Print Defects Guide		
OCR Settings	Information Guide		
Print Settings	Supplies Guide		

¹ Depending on the printer setup, this menu item appears as Standard Network or Network [x].

² This menu appears only when one or more DLEs are installed.

Supplies menu

Use	То
Cyan Cartridge	View the status of the toner cartridges, which can be any of
Magenta Cartridge	the following: Early Warning
Yellow Cartridge	Low
Black Cartridge	Invalid
	Near End of Life
	Replace
	Missing
	Defective
	OK
	Unsupported
Waste Toner Bottle	View the status of the waste toner bottle.
Near Full	
Replace	
Missing	
ОК	
Imaging Kit	View the status of the imaging kit.
OK	
Replace Black Imaging Kit	
Replace Color Imaging Kit	
Maintenance Kit	View the status of the maintenance kit.
ОК	
Replace	

Paper menu

Default Source menu

Menu item	Description
Default Source	Sets a default paper source for all print jobs
Tray [x] MP feeder	Notes: • Tray 1 (standard tray) is the factory default setting.
Manual Paper Manual Envelope	The 650-sheet-duo drawer must be installed in order for MP Feeder to appear as a menu setting in the Paper menu.
	Only installed paper sources will appear as menu settings.
	• If the same size and type of paper are in two trays and the Paper Size and Paper Type settings match, then the trays are automatically linked. When one tray is empty, the print job continues using the linked tray.
	 A paper source selected by a print job will override the Default Source setting for the duration of the print job.

Paper Size/Type menu

Use	То
Tray [x] Size	Specify the paper size loaded in each tray.
A4	Notes:
A5	
JIS-B5	Letter is the U.S. factory default setting. A4 is the international factory default setting.
Letter	default setting.
Legal	If two trays contain paper of the same size and type, and the trays have the appropriate the trays are a strong and the light size of the same size. If two trays contain paper of the same size and type, and the trays have a strong and the same size.
Executive	the same settings, then the trays are automatically linked. When one tray is empty, the print job continues using the linked tray.
Oficio (Mexico)	tray is empty, the print job continues using the linked tray.
Folio	
Universal	

Use	То
Tray [x] Type	Specify the type of paper loaded in each tray.
Plain Paper	Notes:
Card Stock	
Transparency	 Plain Paper is the factory default setting for Tray 1. Custom Type [x] is the factory default setting for all other trays.
Recycled	
Labels	If available, a user-defined name appears instead of Custom Type [x].
Glossy	Use this menu to configure automatic tray linking.
Bond	 Transparency is supported only in the 250-sheet tray.
Letterhead	
Preprinted	
Colored Paper	
Light Paper	
Heavy Paper	
Rough/Cotton	
Custom Type [x]	
MP Feeder Size	Specify the paper size loaded in the multipurpose feeder.
A4	Notes:
A5	
A6	• Letter is the U.S. factory default setting. A4 is the international factory
JIS B5	default setting.
Letter	 The menu item applies only when the multipurpose feeder (MP Feeder) is installed.
Legal	
Executive	• The multipurpose feeder does not automatically detect paper size. The paper size value must be set.
Oficio (Mexico)	paper size value must be set.
Folio	
Statement	
Universal	
7 3/4 Envelope	
9 Envelope	
10 Envelope	
DL Envelope	
C5 Envelope	
B5 Envelope	
Other Envelope	

Note: Only installed trays and feeders are listed in this menu.

MP Feeder Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Envelope Letterhead Preprinted Colored Paper Heavy Paper Rough/Cotton Custom Type (x) Manual Paper Size A4 A4 A5 BIS B5 Letter Legal Executive Officio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type (x) Specify the size of the paper being manually loaded. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. Note: Plain Paper type being manually loaded. Note: Plain Paper is the factory default setting. Note: Plain Paper is the factory default setting.	Use	То
Card Stock Transparency Recycled Glossy Labels Bond Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x] Manual Paper Size A4 A5 A6 JIS B5 Letter Legal Executive Officio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Heavy Paper Heavy Paper Heavy Paper Heavy Paper Heavy Paper Rough/Cotton Custom Type [x]	MP Feeder Type	Specify the paper type loaded in the multipurpose feeder.
Card Stock Transparency Recycled Glossy Labels Bond Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x] Manual Paper Size A4 A5 A6 JIS B5 Letter Legal Executive Officio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x] And Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]	Plain Paper	Note: Custom Type [x] is the factory default setting.
Recycled Glossy Labels Bond Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type (x) Manual Paper Size A4 A5 A6 JIS B5 Letter Legal Executive Oficio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type (x) Specify the size of the paper being manually loaded. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. Note: Plain Paper being manually loaded. Note: Plain Paper is the factory default setting.	Card Stock	
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Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x] Manual Paper Size A4 A5 A6 JIS B5 Letter Legal Executive Officio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Rough/Cotton Custom Type [x] Rough Paper Rough/Cotton Custom Type [x]	Labels	
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Heavy Paper Rough/Cotton Custom Type [x] Manual Paper Size A4 A5 A6 JIS B5 Letter Legal Executive Oficio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Rough/Cotton Custom Type [x] Meaver Paper Rough/Cotton Custom Type [x] Rote: Plain Paper Rough/Cotton Custom Type [x]	Colored Paper	
Rough/Cotton Custom Type [x] Manual Paper Size A4 A5 A6 JIS B5 Letter Legal Executive Oficio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Rough/Cotton Custom Type [x] Specify the size of the paper being manually loaded. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. A5 Note: Plain Paper type being manually loaded. Note: Plain Paper is the factory default setting.	Light Paper	
Custom Type [x] Manual Paper Size A4 A5 A6 JIS B5 Letter Legal Executive Officio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x] Specify the size of the paper being manually loaded. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. Note: Letter being manually loaded. Note: Plain Paper type being manually loaded. Note: Plain Paper is the factory default setting.	Heavy Paper	
Manual Paper Size A4 A5 A6 JIS B5 Letter Legal Executive Oficio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x] Specify the size of the paper being manually loaded. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting. Note: Plain Paper type being manually loaded. Note: Plain Paper is the factory default setting.	Rough/Cotton	
A4 A5 A6 JIS B5 Letter Legal Executive Oficio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]	Custom Type [x]	
A5 A6 JIS B5 Letter Legal Executive Oficio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]	Manual Paper Size	Specify the size of the paper being manually loaded.
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Legal Executive Oficio (Mexico) Folio Statement Universal Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]	JIS B5	
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Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x] Specify the paper type being manually loaded. Note: Plain Paper is the factory default setting. Note: Plain Paper is the factory default setting.	Statement	
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Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]		
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Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]		
Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]		
Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]		
Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]		
Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]		
Light Paper Heavy Paper Rough/Cotton Custom Type [x]		
Heavy Paper Rough/Cotton Custom Type [x]		
Rough/Cotton Custom Type [x]		
Custom Type [x]	I .	
		and listed in this many.

Use	То
Manual Envelope Size	Specify the envelope size being manually loaded.
7 3/4 Envelope	Note: 10 Envelope is the U.S. factory default setting. DL Envelope is the
9 Envelope	international factory default setting.
10 Envelope	
DL Envelope	
C5 Envelope	
B5 Envelope	
Other Envelope	
Manual Envelope Type	Specify the envelope type being manually loaded.
Envelope	Note: Envelope is the factory default setting.
Custom Type [x]	, , , , , , , , , , , , , , , , , , , ,

Substitute Size menu

Menu item	Description
Substitute Size	Substitutes a specified paper size if the requested paper size is not available
All Listed	Notes:
Off Statement/A5	All Listed is the factory default setting. All available size substitutions are allowed.
Letter/A4	Off indicates no size substitutions are allowed.
	 Setting a size substitution lets a print job continue without a Change Paper message appearing.

Paper Texture menu

Use	То
Plain Texture Smooth Normal Rough	Specify the relative texture of the plain paper loaded. Note: Normal is the factory default setting.
Card Stock Texture Smooth Normal Rough	Specify the relative texture of the card stock loaded. Notes: Normal is the factory default setting. The options appear only if card stock is supported.
Transparency Texture Smooth Normal Rough	Specify the relative texture of the transparencies loaded. Note: Normal is the factory default setting.

Use	То
Recycled Texture Smooth Normal Rough	Specify the relative texture of the recycled paper loaded. Note: Normal is the factory default setting.
Glossy Texture Smooth Normal Rough	Specify the relative texture of the glossy paper loaded. Note: Normal is the factory default setting.
Labels Texture Smooth Normal Rough	Specify the relative texture of the labels loaded. Note: Normal is the factory default setting.
Bond Texture Smooth Normal Rough	Specify the relative texture of the bond paper loaded. Note: Rough is the factory default setting.
Envelope Texture Smooth Normal Rough	Specify the relative texture of the envelopes loaded. Note: Normal is the factory default setting.
Letterhead Texture Smooth Normal Rough	Specify the relative texture of the letterhead loaded. Note: Normal is the factory default setting.
Preprinted Texture Smooth Normal Rough	Specify the relative texture of the preprinted paper loaded. Note: Normal is the factory default setting.
Colored Texture Smooth Normal Rough	Specify the relative texture of the colored paper loaded. Note: Normal is the factory default setting.
Light Texture Smooth Normal Rough	Specify the relative texture of the light paper loaded. Note: Normal is the factory default setting.
Heavy Texture Smooth Normal Rough	Specify the relative texture of the heavy paper loaded. Note: Normal is the factory default setting.
Rough/Cotton Texture Rough	Specify the relative texture of the cotton paper loaded.

Use	То
Custom [x] Texture	Specify the relative texture of the custom paper loaded.
Smooth	Notes:
Normal Rough	Normal is the factory default setting.
	 The options appear only if custom type is supported.

Paper Weight menu

Menu items	Definition
Plain Weight	Identifies the relative weight of the paper loaded
Normal	Note: Normal is the factory default setting.
Heavy	
Light	
Card Stock Weight	Identifies the relative weight of the card stock
Normal	loaded
Heavy	Notes:
Light	Normal is the factory default setting.
	Settings appear only if card stock is
	supported.
Transparency Weight	Identifies the relative weight of the transparency
Normal	loaded
Heavy	Note: Normal is the factory default setting.
Light	
Recycled Weight	Identifies the relative weight of the recycled paper
Normal	loaded
Heavy	Note: Normal is the factory default setting.
Light	
Glossy Weight	Identifies the relative weight of the glossy paper
Normal	loaded
Heavy	Note: Normal is the factory default setting.
Light	
Labels Weight	Identifies the relative weight of the labels loaded
Normal	Note: Normal is the factory default setting.
Heavy	
Light	
Bond Weight	Identifies the relative weight of the bond paper
Normal	loaded
Heavy	Note: Normal is the factory default setting.
Light	

Menu items	Definition
Envelope Weight	Identifies the relative weight of the envelopes
Normal	loaded
Heavy	Note: Normal is the factory default setting.
Light	
Rough Envelope Weight Normal	Identifies the relative weight of the envelopes loaded
Heavy	
Light	Notes:
-19.10	Normal is the factory default setting
	 Settings appear only if card stock is supported.
Letterhead Weight Normal	Identifies the relative weight of the letterhead loaded
Heavy	Notes:
Light	Light is the factory default setting.
	Settings appear only if paper is supported.
Preprinted Weight Normal	Identifies the relative weight of the preprinted paper loaded
Heavy	Notes:
Light	Normal is the factory default setting.
	Settings appear only if paper is supported.
Coloured Weight	
Colored Weight Normal	Identifies the relative weight of the paper loaded
Heavy	Notes:
Light	 Normal is the factory default setting.
8	 Settings appear only if paper is supported.
Light Weight	Identifies the relative weight of the paper loaded
Light	Notes:
	Light is the factory default setting.
	Settings appear only if light paper is
	supported.
Heavy Weight	Identifies the relative weight of the paper loaded
Heavy	Notes:
	Heavy is the factory default setting.
	 Settings appear only if heavy paper is supported.

Menu items	Definition
Rough/Cotton Weight Normal	Identifies the relative weight of the rough/cotton paper loaded
Heavy Light	 Notes: Normal is the factory default setting. Settings appear only if rough/cotton paper is supported.
Custom [x] Weight Normal Heavy Light	Identifies the relative weight of the custom paper type loaded Notes: Normal is the factory default setting. Settings appear only if custom paper is supported.

Paper Loading menu

Use	То
Recycled Loading Duplex Off	Determine and set two-sided printing for all print jobs that specify Recycled as the paper type.
Glossy Loading Duplex Off	Determine and set two-sided printing for all print jobs that specify Glossy as the paper type.
Bond Loading Duplex Off	Determine and set two-sided printing for all print jobs that specify Bond as the paper type.
Letterhead Loading Duplex Off	Determine and set two-sided printing for all print jobs that specify Letterhead as the paper type.
Preprinted Loading Duplex Off	Determine and set two-sided printing for all print jobs that specify Preprinted as the paper type.
Colored Loading Duplex Off	Determine and set two-sided printing for all print jobs that specify Colored as the paper type.

Notes:

- Duplex sets the printer default to two-sided printing for every print job unless one-sided printing is selected from Printing Preferences or the Print dialog.
- Off is the factory default setting for all the menus.

Use	То
Light Loading Duplex Off	Determine and set two-sided printing for all print jobs that specify Light as the paper type.
Heavy Loading Duplex Off	Determine and set two-sided printing for all print jobs that specify Heavy as the paper type.
Custom [x] Loading Duplex	Determine and set two-sided printing for all print jobs that specify Custom [x] as the paper type.
Off	Note: Custom [x] Loading is available only when the custom type is supported.

Notes:

- Duplex sets the printer default to two-sided printing for every print job unless one-sided printing is selected from Printing Preferences or the Print dialog.
- Off is the factory default setting for all the menus.

Custom Types menu

Menu item	Description
Custom Type [x] Paper Card Stock Transparency Glossy Rough/Cotton Labels Envelope	Associates a paper or specialty media type with a factory-default Custom Type [x] name or a user-defined custom name created from the Embedded Web Server or using MarkVision™ Professional Notes: Paper is the factory default setting. The custom media type must be supported by the selected tray or multipurpose feeder in order to print from that source.
Recycled Paper Card Stock Transparency Glossy Rough/Cotton Labels Envelope	 Specifies a paper type when the Recycled setting is selected in other menus Notes: Paper is the factory default setting. The custom media type must be supported by the selected tray or multipurpose feeder in order to print from that source.

Custom Names menu

Menu item	Definition
Custom Name [x]	Specify a custom name for a paper type. This name replaces the Custom
[none]	Type [x] name in the printer menus.

Custom Scan Sizes menu

Use	То
Custom Scan Size [x]	Specify a custom scan size name, size, and page orientation.
Scan Size Name Width	Notes:
Height Orientation	 8.5 inches is the U.S. factory default setting for Width. 216 mm is the international factory default setting for Width.
2 scans per side Off	 14 inches is the U.S. factory default setting for Height. 356 mm is the international factory default setting for Height.
On	Portrait is the factory default setting for Orientation.
<u> </u>	Off is the factory default setting for 2 scans per side.

Universal Setup menu

Menu item	Description
Units of Measure	Identifies the unit of measure
Inches Millimeters	Note: Inches is the US factory default setting. Millimeters is the international factory default setting.
Portrait Width	Sets the portrait width
3–14.17 inches 76–360 mm	Notes:
	 8.5 inches is the US factory default setting. Inches can be increased in 0.01-inch increments.
	 216 mm is the international factory default setting. Millimeters can be increased in 1-mm increments.
	 If the width exceeds the maximum, then the printer uses the maximum width allowed.
Portrait Height	Sets the portrait height
3–14.17 inches 76–360 mm	Notes:
	• 14 inches is the US factory default setting. Inches can be increased in 0.01-inch increments.
	 356 mm is the international factory default setting. Millimeters can be increased in 1-mm increments.
	 If the height exceeds the maximum, then the printer uses the maximum height allowed.
Feed Direction	Specifies the feed direction
Short Edge Long Edge	Notes:
Long Eage	Short Edge is the factory default setting.
	 Long Edge appears only if the longest edge is shorter than the maximum width supported by the tray.

Reports menu

Reports menu

Menu item	Description
Menu Settings Page	Prints a report containing information about the paper loaded into trays, installed memory, total page count, alarms, timeouts, printer control panel language, TCP/IP address, status of supplies, status of the network connection, and other information
Device Statistics	Prints a report containing printer statistics such as supply information and details about printed pages
Network Setup Page	Prints a report containing information about the network printer settings, such as the TCP/IP address information
	Note: This menu item appears only in network printers or printers connected to print servers.
Shortcut List	Prints a report containing information about configured shortcuts
Fax Job Log	Prints a report containing information about the last 200 completed faxes
	Note: This menu item is available only when Enable Job Log is set to On in the Fax Settings menu.
Fax Call Log	Prints a report containing information about the last 100 attempted, received, and blocked calls
	Note: This menu item is available only when Enable Job Log is set to On in the Fax Settings menu.
Copy Shortcuts	Prints a report containing information about copy shortcuts
E-mail Shortcuts	Prints a report containing information about e-mail shortcuts
Fax Shortcuts	Prints a report containing information about fax shortcuts
FTP Shortcuts	Prints a report containing information about FTP shortcuts
Profiles List	Prints a list of profiles stored in the printer
Print Fonts	Prints a report of all the fonts available for the printer language currently set in the printer
Print Directory	Prints a list of all the resources stored on an optional flash memory card or printer hard disk
	Notes:
	• Job Buffer Size must be set to 100%.
	 Make sure the optional flash memory or printer hard disk is installed correctly and working.
Asset Report	Prints a report containing asset information including the printer serial number and model name. The report contains text and UPC barcodes that can be scanned into an asset database.

Network/Ports

Active NIC menu

Menu item	Description
Active NIC	Notes:
Auto [list of available network cards]	 Auto is the factory default setting. This menu item appears only if an optional network card is installed.

Standard Network or Network [x] menu

Note: Only active ports appear in this menu; all inactive ports are omitted.

Menu item	Description
PCL SmartSwitch On	Sets the printer to automatically switch to PCL emulation when a print job requires it, regardless of the default printer language
Off	Notes:
	On is the factory default setting.
	 When Off is used, the printer does not examine incoming data. The printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On	Sets the printer to automatically switch to PS emulation when a print job requires it, regardless of the default printer language
Off	Notes:
	On is the factory default setting.
	 When Off is used, the printer does not examine incoming data. The printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.
NPA Mode Auto	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol
Off	Notes:
	Auto is the factory default setting.
	 Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.

Menu item	Description
Network Buffer	Sets the size of the network input buffer
Auto	Notes:
3KB to [maximum size allowed]	Auto is the factory default setting.
	The value can be changed in 1-KB increments.
	 The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off.
	 To increase the maximum size range for the Network Buffer, disable or reduce the size of the parallel, serial, and USB buffers.
	 Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Job Buffering Off	Temporarily stores print jobs on the printer hard disk before printing. This menu only appears if a formatted printer hard disk is installed.
On	Notes:
Auto	Off is the factory default setting.
	On buffers print jobs on the printer hard disk.
	 Auto buffers print jobs only if the printer is busy processing data from another input port.
	 Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Mac Binary PS	Sets the printer to process Macintosh binary PostScript print jobs
Auto	Notes:
On	Auto is the factory default setting.
Off	On processes raw binary PostScript print jobs.
	Off filters print jobs using the standard protocol.
Standard Network Setup	Displays and sets the printer network settings
Reports Network Card TCP/IP IPv6 AppleTalk	Displays and sets the printer network settings
Network [x] Setup	
Reports	
Network Card	
TCP/IP	
IPv6	
AppleTalk	

Reports menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or Network [x] > Standard Network Setup or Network Setup > Reports or Network Reports

Menu item	Description
Print Setup Page	Prints a report containing information about the network printer settings, such as the TCP/IP address

Network Card menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or Network [x] > Standard Network Setup or Network [x] Setup > Network Card

Menu item	Description
View Card Status	Lets you view the connection status of the Network Card
Connected	
Disconnected	
View Card Speed	Lets you view the speed of a currently active network card
Network Address	Lets you view the network addresses
UAA	
LAA	
Job Timeout	Sets the amount of time in seconds before a network print job is canceled
0	Note: 90 seconds is the factory default setting.
10–225	
Banner Page	Allows the printer to print a banner page
Off	Note: Off is the factory default setting.
On	

TCP/IP menu

To access the menu, navigate to either of the following:

- Network/Ports > Standard Network > Standard Network Setup > TCP/IP
- Network/Ports > Network [x] > Network [x] Setup > TCP/IP

Note: This menu is available only in network printers or printers that are attached to print servers.

Use	То
Set Hostname	Set the current TCP/IP hostname.
IP Address	View or change the current TCP/IP address.
	Note: Manually setting the IP address sets the Enable DHCP and Enable Auto IP settings to Off. It also sets Enable BOOTP and Enable RARP to Off on systems that support BOOTP and RARP.
Netmask	View or change the current TCP/IP netmask.
Gateway	View or change the current TCP/IP gateway.

Use	То
Enable DHCP	Specify the DHCP address and parameter assignment.
On Off	Note: On is the factory default setting.
Enable RARP	Specify the RARP address assignment setting.
On Off	Note: Off is the factory default setting.
Enable BOOTP	Specify the BOOTP address assignment setting.
On Off	Note: On is the factory default setting.
Enable AutoIP	Specify the Zero Configuration Networking setting.
Yes No	Note: Yes is the factory default setting.
Enable FTP/TFTP	Send files to the printer using the built-in FTP server.
Yes No	Note: Yes is the factory default setting.
Enable HTTP Server Yes	Enable the built-in Web server (Embedded Web Server) which lets you monitor and manage the printer remotely using a Web browser.
No	Note: Yes is the factory default setting.
WINS Server Address	View or change the current WINS server address.
Enable DDNS	View or change the current DDNS setting.
Yes No	Note: Yes is the factory default setting.
Enable mDNS	View or change the current mDNS setting.
Yes	Note: Yes is the factory default setting.
No	
DNS Server Address	View or change the current DNS server address.
Backup DNS Server Address [x]	View or change the current DNS server address.
Enable HTTPS	View or change the current HTTPS setting.
Yes No	Note: Yes is the factory default setting.

IPv6 menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or Network [x] > Standard Network Setup or Network [x] Setup > IPv6

Note: This menu is available only in network models or printers attached to print servers.

Menu item	Description
Enable IPv6	Enables IPv6 in the printer
On	Note: On is the factory default setting.
Off	
Auto Configuration	Specifies whether the network adapter accepts the automatic IPv6
On	address configuration entries provided by a router
Off	Note: On is the factory default setting.
Set Hostname	Lets you view or change the current IPv6 host name
View Address	Lets you view the current setting
View Router Address	Note: These settings can be changed only from the Embedded Web Server.
Enable DHCPv6	Enables DHCPv6 in the printer
On	Note: On is the factory default setting.
Off	

AppleTalk menu

To access the menu, navigate to either of the following:

- Network/Ports > Standard Network > Standard Network Setup > AppleTalk
- Network/Ports > Network [x] > Network [x] Setup > AppleTalk

Use	То
Activate	Enable or disable AppleTalk support.
Yes No	Note: No is the factory default setting.
View Name	Show the assigned AppleTalk name.
	Note: The AppleTalk name can be changed only from the Embedded Web Server.
View Address	Show the assigned AppleTalk address.
	Note: The AppleTalk address can be changed only from the Embedded Web Server.
Set Zone	Provide a list of AppleTalk zones available on the network.
[list of zones available on the network]	Note: The default zone for the network is the factory default setting.

Standard USB menu

Menu item	Description
PCL SmartSwitch On	Sets the printer to automatically switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language
Off	Notes:
	On is the factory default setting.
	 When set to Off, the printer does not examine incoming data. The printer uses PostScript emulation if the PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PS SmartSwitch is set to Off.
PS SmartSwitch On	Sets the printer to automatically switch to PS emulation when a print job received through a USB port requires it, regardless of the default printer language
Off	Notes:
	On is the factory default setting.
	When set to Off, the printer does not examine incoming data. The printer uses PCL emulation if the PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PCL SmartSwitch is set to Off.
NPA Mode Auto	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol
On	Notes:
Off	 Auto is the factory default setting. Auto sets the printer to examine data, determine the format, and then process it appropriately.
	Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
USB Buffer	Sets the size of the USB input buffer
Auto	Notes:
3KB to [maximum size allowed] Disabled	Auto is the factory default setting.
Disastea	 Disabled turns off job buffering. Any jobs already buffered on the printer hard disk are printed before normal processing resumes.
	The USB buffer size value can be changed in 1-KB increments.
	 The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off.
	 To increase the maximum size range for the USB Buffer, disable or reduce the size of the parallel, serial, and network buffers.
	Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.

Menu item	Description
Job Buffering Off On Auto	Temporarily stores print jobs on the printer hard disk before printing Notes: Off is the factory default setting. On buffers jobs on the printer hard disk.
	 Auto buffers print jobs only if the printer is busy processing data from another input port. Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Mac Binary PS Auto On Off	Sets the printer to process Macintosh binary PostScript print jobs Notes: Auto is the factory default setting. On processes raw binary PostScript print jobs. Off filters print jobs using the standard protocol.
ENA Address yyy.yyy.yyy	Sets the network address information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port.
ENA Netmask yyy.yyy.yyy	Sets the netmask information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port.
ENA Gateway yyy.yyy.yyy.yyy	Sets the gateway information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port.

SMTP Setup menu

Menu item	Description
Primary SMTP Gateway	Specifies SMTP server gateway and port information
Primary SMTP Gateway Port	Note: 25 is the default SMTP gateway port.
Secondary SMTP Gateway	
Secondary SMTP Gateway Port	
SMTP Timeout 5–30	Specifies the amount of time in seconds before the server stops trying to send an e-mail
	Note: 30 seconds is the factory default setting.
Reply Address	Specifies a reply address of up to 128 characters in the e-mail sent by the printer

Menu item	Description
Use SSL Disabled	Sets the printer to use SSL for increased security when connecting to the SMTP server
Negotiate	Notes:
Required	Disabled is the factory default setting.
	 When the Negotiate setting is used, the SMTP server determines if SSL will be used.
SMTP Server Authentication No authentication required	Specifies the type of user authentication required for scan to e-mail privileges
Login/Plain CRAM-MD5	Note: "No authentication required" is the factory default setting.
Digest-MD5 NTLM	
Kerberos 5	
Device-Initiated E-mail None Use Device SMTP Credentials	Specifies what credentials will be used when communicating to the SMTP server. Some SMTP servers require credentials to send an e-mail. Notes:
User-Initiated E-mail None	 None is the factory default setting for Device and User-Initiated E-mail.
Use Device SMTP Credentials Use Session User ID & Password Use Session E-mail address & Password Prompt User	 Device Userid and Device Password are used to log in to the SMTP server when Use Device SMTP Credentials is selected.
Device Userid	
Device Password	
Kerberos 5 Realm	
NTLM Domain	

Security menu

Editing Security Setups menu

Menu item	Description
Edit Backup Password	Creates a backup password
	Note: This menu item will only appear if a backup password exists.
Edit Building Blocks	Edits the Internal Accounts, NTLM, various Setups, Password, and PIN
Edit Security Templates	Adds or edits a Security Template
Edit Access Controls	Controls access to printer menus, firmware updates, held jobs, and other access points

Miscellaneous Security Settings menu

Use	То
Login Restrictions Login failures Failure time frame Lockout time Panel Login Timeout Remote Login Timeout	 Limit the number and time frames of failed login attempts from the printer control panel before all users are locked out. Notes: "Login failures" specifies the number of failed login attempts before users are locked out. Settings range from 1 to 10 attempts. "3 attempts" is the factory default setting. "Failure time frame" specifies the time frame during which failed login attempts can be made before users are locked out. Settings range from 1 to 60 minutes. "5 minutes" is the factory default setting. "Lockout time" specifies how long users are locked out after exceeding the login failures limit. Settings range from 1 to 60 minutes. "5 minutes" is the factory default setting. 1 indicates that the printer does not impose a lockout time. Panel Login Timeout specifies how long the printer remains idle on the home screen before automatically logging off the user. Settings range from 1 to 900 seconds. "30 seconds" is the factory default setting. Remote Login Timeout specifies how long a remote interface remains idle before automatically logging off the user. Settings range from 1 to 120 minutes. "10 minutes" is the factory default setting.
Security Reset Jumper No Effect Access controls="No Security" Reset factory security defaults	Adjust the security settings. Notes: No Effect means the reset has no effect on the printer security configuration. Access controls='No Security' retains all the security information that the user has defined. No Security is the factory default setting. "Reset factory security defaults" deletes all security information that the user has defined, and restores the factory default settings in the Miscellaneous Security menu.
LDAP Certificate Verification Demand Try Allow Never	 Allow the user to request a server certificate. Notes: "Demand" is the factory default setting. This means a server certificate is requested. If a bad certificate is provided or if no certificate is provided, then the session is terminated immediately. "Try" means a server certificate is requested. If no certificate is provided, then the session proceeds normally. If a bad certificate is provided, then the session is terminated immediately. "Allow" means a server certificate is requested. If no certificate is provided, then the session proceeds normally. If a bad certificate is provided, then it will be ignored and the session proceeds normally. "Never" means no server certificate is requested.
Minimum PIN Length 1–16	Limit the digit length of the personal identification number (PIN). Note: 4 is the factory default setting.

Confidential Print menu

Menu item	Description
Max Invalid PIN	Limits the number of times an invalid PIN can be entered
Off	Notes:
2–10	
	This menu appears only if a formatted, non-defective printer hard disk is installed.
	Once the limit is reached, the print job for that user name and that PIN are deleted.
Confidential Job Expiration	Limits the amount of time a confidential print job stays in the printer before it is deleted
Off	Notes:
1 hour	
4 hours	• If the Job Expiration setting is changed while confidential print jobs reside on the printer RAM or printer hard disk, then the expiration time for those print jobs does not
24 hours	change to the new default value.
1 week	If the printer is turned off, then all confidential jobs held in printer RAM are deleted.
Repeat Job Expiration	Sets a time limit on how long the printer stores print jobs
Off	
1 hour	
4 hours	
24 hours	
1 week	
Verify Job Expiration	Sets a time limit on how long the printer stores print jobs needing verification
Off	
1 hour	
4 hours	
24 hours	
1 week	
Reserve Job Expiration	Sets a time limit on how long the printer stores print jobs for printing at a later time
Off	
1 hour	
4 hours	
24 hours	
1 week	
Note: Off is the factory defa	ult setting.

Erase Temporary Data Files menu

Erase Temporary Data Files deletes *only* print job data on the printer hard disk that *are not* currently in use by the file system. All permanent data on the hard disk are preserved, such as downloaded fonts, macros, and held jobs.

Note: This menu appears only when a formatted, working hard disk is installed.

Use	То
Wiping Mode Off Auto Manual	Specify the mode for erasing temporary data files. Note: Auto is the factory default setting.
Automatic Method Single pass Multi-pass	 Specify a method for automatic disk wiping. Notes: Single pass is the factory default setting. Highly confidential information should be erased using <i>only</i> the Multiple pass method.
Manual Method Single pass Multi-pass	Specify a method for manual disk wiping. Note: Single pass is the factory default setting.
Scheduled Method Single pass Multi-pass	Specify a method for a scheduled disk wiping. Note: Single pass is the factory default setting.

Security Audit Log menu

Menu item	Description	
Export Log	Enables an authorized user to export the security log	
	Notes:	
	 To export the log from the printer control panel, a flash drive must be attached to the printer. 	
	From the Embedded Web Server, the log can be downloaded to a computer.	
Delete Log	Specifies whether audit logs are deleted	
Yes	Note: Yes is the factory default setting.	
No		

Menu item	Description
Configure Log	Specifies whether and how the audit logs are created
Enable Audit	Note: Factory default settings enable the security audit log.
Enable Remote Syslog	
Remote Syslog Server	
Remote Syslog Port	
Remote Syslog Method	
Remote Syslog Facility	
Log full behavior	
Admin's e-mail address	
Digitally sign exports	
Severity of events to log	
Remote Syslog non-logged	
events	
E-mail log cleared alert	
E-mail log wrapped alert	
E-mail % full alert	
% full alert level	
E-mail log exported alert	
E-mail log settings changed alert	
Log line endings	

Set Date and Time menu

Menu item	Description
Current Date and Time	Lets you view the current date and time settings for the printer
Manually Set Date and Time [input date and time]	Note: Date/Time is set in YYYY-MM-DD HH:MM:SS format.
Time Zone [list of time zones]	Note: GMT is the factory default setting.
Automatically Observe DST On Off	Note: On is the factory default setting and uses the applicable Daylight Saving Time associated with the Time Zone setting.
Custom Time Zone Setup UTC Offset DST Start Week DST Start Day DST Start Month DST Start Time DST End Week DST End Month DST End Time DST End Time DST End Time DST Offset	Enables the user to setup the time zone

Menu item	Description
Enable NTP On	Enables Network Time Protocol, which synchronizes the clocks of devices on a network
Off	Note: On is the factory default setting.
NTP Server [NTP Server Address]	Lets you view the NTP Server Address
Enable Authentication Off On	Lets you change the authentication setting to On or Off Note: Off is the factory default setting.

Settings menu

General Settings menu

Use	То
Display Language	Set the language of the text appearing on the display.
English	Note: Not all languages are available for all models. You may
Francais	need to install a special hardware for some languages.
Deutsch	
Italiano	
Espanol	
Dansk	
Norsk	
Nederlands	
Svenska	
Portugues	
Suomi	
Russian	
Polski	
Greek	
Magyar	
Turkce	
Cesky	
Simplified Chinese	
Traditional Chinese	
Korean	
Japanese	
Eco-Mode	Minimize the use of energy, paper, or specialty media.
Off	Notes:
Energy	• Officially fortunal default posting. This products the universe to
Energy/Paper Paper	 Off is the factory default setting. This resets the printer to its factory default settings.
	When setting Eco-Mode to Energy or Paper, performance may be affected, but print quality is not.

Use	То
ADF Loaded Beep	Specify whether the ADF sounds a beep when paper is loaded.
Enabled	Note: Enabled is the factory default setting.
Disabled	
Quiet Mode	Minimize the printer noise.
Off	Note: Off is the factory default setting.
On	·
Run Initial setup	Run the setup wizard.
Yes	
No	
Keyboard	Specify a language and custom key information for the display
Keyboard Type	keyboard.
English	
Francais	
Francais Canadien	
Deutsch	
Italiano	
Espanol	
Greek	
Dansk	
Norsk	
Nederlands	
Svenska	
Suomi	
Portugues	
Russian	
Polski	
Swiss German	
Swiss French	
Korean	
Magyar	
Turkce	
Cesky	
Simplified Chinese	
Traditional Chinese	
Japanese	
Custom Key [x]	
Paper Sizes	Specify the unit of measurement for paper sizes.
U.S.	Notes:
Metric	 U.S. is the factory default setting.
	The initial setting is determined by your country or region
	selection in the initial setup wizard.

Use	То
Scan to PC Port Range [port range]	Specify a valid port range for printers behind a port blocking firewall.
	Note: 9751:12000 is the factory default setting.
Displayed Information	Specify what is displayed in the upper corners of the home screen.
Left side	For Left side and Right side, select from the following options:
Right side	None
Custom Text [x]	IP Address
	Hostname
	Contact Name
	Location
	Date/Time
	mDNS/DDNS Service Name
	Zero Configuration Name
	Custom Text [x]
	Model Name
	Notes:
	IP Address is the factory default setting for Left side.
	 Date/Time is the factory default setting for Right side.
Displayed Information (continued)	Customize the displayed information for supplies.
Black Toner	Select from the following options:
Cyan Toner	When to display
Magenta Toner	Do not display
Yellow Toner	Display
Fuser	Message to display
Transfer Module	Default
	Alternate
	Default
	[text entry]
	Alternate
	[text entry]
	Note: Do not display is the factory default setting for When to display.

Use	То
Displayed Information (continued)	Customize the displayed information for certain menus.
Waste Toner Bottle	Select from the following options:
Paper Jam	Display
Load Paper	Yes
Service Errors	No
	Message to display
	Default
	Alternate
	Default
	[text entry]
	Alternate
	[text entry]
	Note: No is the factory default setting for Display.
Home screen customization	Change the icons that appear on the home screen.
Change Language	For each icon, select from the following options:
Сору	Display
Copy Shortcuts	Do not display
Fax	
Fax Shortcuts	
E-mail	
E-mail Shortcuts	
FTP	
FTP Shortcuts	
Search Held Jobs	
Held Jobs	
USB Drive	
Profiles and Solutions	
Bookmarks	
Jobs by User	
Date Format	Format the date.
MM-DD-YYYY	Note: MM-DD-YYYY is the U.S. factory default setting. DD-MM-
DD-MM-YYYY	YYYY is the international factory default setting.
YYYY-MM-DD	
Time Format	Format the time.
12 hour A.M./P.M.	Note: 12 hour A.M./P.M. is the factory default setting.
24 hour clock	
Screen Brightness	Specify the brightness of the display.
20–100	Note: 100 is the factory default setting.
One Page Copy	Set copies from the scanner glass to only one page at a time.
Off	Note: Off is the factory default setting.
On	, ,

Use	То
Audio Feedback	Set the audio volume for the buttons.
Button Feedback	Notes:
On	On is the factory default setting for Button Feedback.
Off	• 5 is the factory default setting for Volume.
Volume	- 3 is the factory default setting for volume.
1–10	
Show Bookmarks	Specify whether bookmarks are displayed from the Held Jobs area.
Yes	Note: Yes is the factory default setting.
No	
Allow Background Removal	Specify whether image background removal is allowed.
On Off	Note: On is the factory default setting.
Allow Custom Job Scans	Scan multiple jobs to one file.
On Off	Note: On is the factory default setting. If On is selected, then the
	Allow Custom Job Scans setting can be enabled for specific jobs.
Scanner Jam Recovery	Specify how a scanned job should be reloaded if a paper jam occurs in the ADF.
Job level	
Page level	Notes:
	 Job level is the factory default setting. If Job level is selected, then rescan the entire job.
	 If Page level is selected, then rescan from the jammed page forward.
Web Page Refresh Rate	Specify the number of seconds between Embedded Web Server refreshes.
30-300	Note: 120 is the factory default setting.
Contact Name	Specify a contact name.
Contact Name	Note: The contact name is stored on the Embedded Web Server.
Location	Specify the location.
	Note: The location is stored on the Embedded Web Server.
Alarms	Set an alarm when the printer requires user intervention.
Alarm Control	For each alarm type, select from the following options:
Cartridge Alarm	Off
	Single
	Continuous
	Notes:
	 Single is the factory default setting for Alarm Control and Cartridge Alarm. This sounds several quick beeps.
	Continuous repeats several quick beeps in a regular interval.

Use	То
Timeouts Standby Mode Disabled 1–240	Set the amount of time before the printer enters a lower power state. Note: 15 minutes is the factory default setting.
Timeouts Sleep Mode	Set the amount of time the printer waits after a job is printed before it goes into a reduced power state.
Disabled	Notes:
1–240	 20 minutes is the factory default setting.
	 Lower settings conserve more energy, but may require longer warm-up times.
	 Select the lowest setting if the printer shares an electrical circuit with room lighting or you notice lights flickering in the room.
	 Select a high setting if the printer is in constant use. Under most circumstances, this keeps the printer ready to print with minimum warm-up time.
	Disabled appears only if Energy Conserve is set to Off.
Timeouts	Set the amount of time before the printer enters Hibernate mode.
Hibernate Timeout	Note: 3 days is the factory default setting.
Disabled	
20 minutes	
1–3 hours	
6 hours	
1–3 days	
1–2 weeks	
1 month	
Timeouts Hibernate Timeout on Connection	Set the printer to Hibernate mode even if there is an active Ethernet connection.
Hibernate Do Not Hibernate	Note: Do Not Hibernate is the factory default setting.
Timeouts	Set the amount of time the printer waits before returning the
Screen Timeout	display to Ready state.
15–300	Note: 30 seconds is the factory default setting.
Timeouts Print Timeout	Set the amount of time the printer waits to receive an end-of-job message before canceling the rest of the job.
Disabled	Notes:
1–255	
	90 seconds is the factory default setting.When the timer expires, any partially printed page still in the
	printer is printed.
	Print Timeout is available only when using PCL emulation.

Use	То
Timeouts Wait Timeout Disabled 15–65535	Set the amount of time the printer waits for additional data before canceling a print job.
	Notes:
	 40 seconds is the factory default setting.
	 Wait Timeout is available only when the printer is using PostScript emulation.
Timeouts Job Hold Timeout 5–255	Set the amount of time the printer waits for user intervention before it holds jobs that require unavailable resources and continues to print other jobs in the print queue.
	Notes:
	30 is the factory default setting.
	This menu item appears only when a hard disk is installed.
Print Recovery Auto Continue	Let the printer automatically continue printing from certain offline situations when not resolved within the specified time period.
Disabled	Note: Disabled is the factory default setting.
5–255	
Print Recovery	Specify whether the printer reprints jammed pages.
Jam Recovery On Off Auto	Notes:
	 Auto is the factory default setting. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks.
	On sets the printer to always reprint jammed pages.
	 Off sets the printer to never reprint jammed pages.
Print Recovery	Successfully print a page that may not have printed otherwise.
Page Protect	Notes:
Off On	 Off is the factory default setting. Off prints a partial page when there is not enough memory to print the whole page.
	On sets the printer to print the entire page.
Press Sleep Button Do Nothing	Determine how the printer, while in idle state, reacts to a short press of the Sleep button.
Sleep	Note: Sleep is the factory default setting.
Press and Hold Sleep Button Do Nothing	Determine how the printer, while in idle state, reacts to a long press of the Sleep button.
Sleep	Note: Do Nothing is the factory default setting.

Use	То
Factory Defaults Do Not Restore Restore Now	Use the printer factory default settings. Notes: Do Not Restore is the factory default setting.
	 Restore Now returns all printer settings to the factory default settings except Network/Ports menu settings. All downloads stored in the RAM are deleted. Downloads stored in the flash memory or in a hard disk are not affected.
Export Compressed Logs File	Export configuration files to a flash drive.
Export	

Copy Settings menu

Use	То
Content Type	Specify the content of the original document.
Text	Note: Text/Photo is the factory default setting.
Graphics	
Text/Photo	
Photo	
Content Source	Specify how the original document was produced.
Black/White Laser	Note: Color Laser is the factory default setting.
Color Laser	
Inkjet	
Photo/Film	
Magazine	
Newspaper	
Press Other	
Color	Specify whether copies are printed in color.
Auto	Note: On is the factory default setting.
On	
Off	
Auto Color Detect	Set the amount of color the printer can detect from the original document.
Color Sensitivity	Note: This menu item is applicable only when Color is set to Auto.
1–9	
Area Sensitivity	
1–9	
Allow color copies	Enable color in copies.
On	Notes:
Off	On is the factory default setting.
	Setting this to Off hides all color-specific menus.
	This setting overrides the Color setting.
	This setting overhoos the color setting.

Use	То
Sides (Duplex)	Specify whether an original document is two-sided or one-sided, and then specify
1 sided to 1 sided	whether the copy should be two-sided or one-sided.
1 sided to 2 sided	Note: 1 sided to 1 sided is the factory default setting. This setting is selected when
2 sided to 1 sided	using a one-sided original document for a one-sided copy job.
2 sided to 2 sided	
Paper Saver	Copy two or four sheets of a document on one page.
Off	Note: Off is the factory default setting.
2 on 1 Portrait	
2 on 1 Landscape	
4 on 1 Portrait	
4 on 1 Landscape	
Print Page Borders	Specify whether a border is printed.
On	Note: Off is the factory default setting.
Off	
Collate	Stack the pages of a print job in sequence when printing multiple copies.
On [1,2,1,2,1,2]	Note: On is the factory default setting.
Off [1,1,1,2,2,2]	
Original Size	Specify the size of the original document.
Letter	Note: Letter is the U.S. factory default setting. A4 is the international factory default
Legal	setting.
Executive	
Folio	
Statement	
Oficio (Mexico)	
Universal	
Mixed Sizes	
A4	
A5	
A6	
JIS B5	
Custom Scan Size [x]	
Book Original	
Business Card	
3 x 5 in.	
4 x 6 in.	
ID Card	
Copy To Source	Specify the paper source for copy jobs.
Tray [x]	Note: Tray 1 is the factory default setting.
Manual Feeder	
Multipurpose Feeder	
Transparency Separators	Place a sheet of paper between transparencies.
On	Note: On is the factory default setting.
Off	, 222200

Use	То
Separator Sheets Off Between Copies Between Jobs Between Pages	Place a sheet of paper between pages, copies, or jobs. Note: Off is the factory default setting.
Separator Sheet Source Tray [x] Multipurpose Feeder	Specify the paper source for the separator sheet. Note: Tray 1 is the factory default setting.
Darkness 1–9	Lighten or darken the output. Note: 5 is the factory default setting.
Number of Copies 1–999	Specify the number of copies for the copy job. Note: 1 is the factory default setting.
Header/Footer [Location] Off Date/Time Page number Custom text Print on All pages First page only All but first page Custom text Overlay	Specify header/footer information and its location on the page. Select from the following location options: Top left Top middle Top right Bottom left Bottom middle Bottom right Notes: Off is the factory default setting for the location. All pages is the factory default setting for Print on. Specify the overlay text printed on each page of the copy job.
Confidential Copy Draft Urgent Custom Off	Note: Off is the factory default setting.
Custom Overlay	Specify the custom overlay text.
Allow priority copies On Off	Allow interruption of a print job to copy a page or document. Note: On is the factory default setting.
On Off	Scan a document that contains mixed paper sizes into a single copy job. Notes: Off is the factory default setting. This menu item appears only when a formatted, working hard disk is installed.

Use	То
Allow Save as Shortcut	Save custom copy settings as shortcuts.
On Off	Note: On is the factory default setting.
Background Removal	Adjust the amount of background visible on a copy.
-4 to 4	Note: 0 is the factory default setting.
Auto Center	Automatically align the content at the center of the page.
Off On	Note: Off is the factory default setting.
Color Balance	Enable an equal balance of colors in the output.
Cyan - Red Magenta - Green Yellow - Blue	chable all equal balance of colors in the output.
Color Dropout Color Dropout	Specify which color to drop and to adjust the dropout setting for each color threshold. Notes:
None Red	None is the factory default setting for Color Dropout.
Green	128 is the factory default setting for each color threshold.
Blue	
Default Red Threshold	
0–255 Default Green Threshold	
0–255	
Default Blue Threshold	
0–255	
Contrast	Specify the contrast of the output.
0–5	Note: Best for content is the factory default setting.
Best for content	
Mirror Image	Create a mirror image of the original document.
Off On	Note: Off is the factory default setting.
Negative Image	Create a negative image of the original document.
Off	Note: Off is the factory default setting.
On	
Shadow Detail	Adjust the amount of shadow detail visible on a copy.
-4 to 4	Note: 0 is the factory default setting.
Scan edge to edge	Specify if the original document is scanned edge-to-edge.
Off	Note: Off is the factory default setting.
On	
Sharpness	Adjust the amount of sharpness of a copy.
1–5	Note: 3 is the factory default setting.

Use	То
Temperature -4 to 4	Specify warm or cool outputs. Cool values generate a bluer output than the default while warm values generate a redder output than the default.
	Note: 0 is the factory default setting.
Sample Copy	Create a sample copy of the original document.
Off	Note: Off is the factory default setting.
On	

Fax Settings menu

Fax Mode (Analog Fax Setup) menu

Analog Fax Setup mode sends the fax job through a telephone line.

General Fax Settings

Use	То
Restore Factory Defaults	Restore the factory defaults of all fax settings.
Optimize Fax Compatibility	Optimize fax compatibility with other fax machines.
Station Name	Specify the name of the fax in the printer.
Station Number	Specify the telephone number assigned to the fax.
Station ID Station Name Station Number	Specify how the fax is identified. Note: Station Number is the factory default setting.
Enable Manual Fax On Off	 Set the printer to fax manually, which requires a line splitter and a telephone handset. Notes: Off is the factory default setting. Use a regular telephone to answer an incoming fax job and to dial a fax number. Press # 0 on the numeric keypad to go directly to the Manual Fax function.
Memory Use All receive Mostly receive Equal Mostly send All send	Define the allocation of non-volatile memory between sending and receiving fax jobs. Note: Equal is the factory default setting.
Cancel Faxes Allow Don't Allow	Specify whether canceling of fax jobs is allowed. Note: Allow is the factory default setting.

Use	То
Fax number masking Off From left From right	Specify the direction from where digits are masked in an outgoing fax number. Notes: Off is the factory default setting. The number of characters masked is determined by the Digits to Mask setting.
Digits to Mask 0-58	Specify the number of digits to mask in an outgoing fax number. Note: 0 is the factory default setting.
Fax Cover Page Fax Cover Page Off by default On by default Never use Always use Include to Field On Off Include from Field On Off From Include Message Field On Off Message Include Logo On Off Include Footer [x] On Off Footer [x]	Configure the fax cover page. Notes: Off by default is the factory default setting for Fax Cover Page. Off is the factory default setting for all other menu items.

Fax Send Settings

Use	То
Resolution	Specify quality in dots per inch (dpi). A higher resolution gives better print quality, but
Standard	increases the fax transmission time for outgoing faxes.
Fine 200 dpi	Note: Standard is the factory default setting.
Super Fine 300 dpi	

Use	То
Original Size Letter Legal Executive Folio Statement Oficio (Mexico) Universal Mixed Sizes A4 A5 A6 JIS B5 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in.	Specify the size of the original document. Note: Mixed Sizes is the U.S. factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long edge Short edge Content Type Text Graphics Text/Photo Photo	Specify the orientation of the original documents loaded in the ADF for two-sided scanning. Note: Off is the factory default setting. Specify the content of the original document. Note: Text is the factory default setting.
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specify how the original document was produced. Note: Color Laser is the factory default setting.
Darkness 1–9 Dial Prefix	Lighten or darken the output. Note: 5 is the factory default setting. Enter a dialing prefix, such as 99. A numeric entry field is provided.
Dialing Prefix Rules Prefix Rule [x]	Establish a dialing prefix rule.
Automatic Redial 0–9	Specify the number of times the printer tries to send the fax to a specified number. Note: 5 is the factory default setting.

Use	То
Redial frequency	Specify the number of minutes between redials.
1–200	Note: 3 is the factory default setting.
Behind a PABX	Enable or disable switchboard blind dialing without a dial tone.
Yes	Note: No is the factory default setting.
No	
Enable ECM	Enable or disable Error Correction Mode for fax jobs.
Yes	Note: Yes is the factory default setting.
No	
Enable Fax Scans	Fax files that are scanned at the printer.
On Off	Note: On is the factory default setting.
Driver to fax	Allow the print driver to send fax jobs.
Yes No	Note: Yes is the factory default setting.
Allow Save as Shortcut	Save fax numbers as shortcuts in the printer.
On	Note: On is the factory default setting.
Off	Note: On is the factory default setting.
Dial Mode	Specify the dialing sound.
Tone	Note: Tone is the factory default setting.
Pulse	
Max Speed	Specify the maximum speed in baud at which faxes are sent.
2400	Note: 33600 is the factory default setting.
4800	
9600 14400	
33600	
Custom Job scanning	Scan a document that contains mixed paper sizes into a single file.
On	Notes:
Off	
	Off is the factory default setting.
	This menu item appears only when a formatted, working hard disk is installed.
Scan Preview	Show whether a preview appears on the display for scan jobs.
On Off	Notes:
	Off is the factory default setting.
	This menu item appears only when a formatted, working hard disk is installed.
Background Removal	Adjust the amount of background visible on a scanned image.
-4 to 4	Note: 0 is the factory default setting.
Color Balance	Enable an equal balance of colors in the scanned image.
Cyan - Red	
Magenta - Green	
Yellow - Blue	

Use	То
Color Dropout	Specify which color to drop and to adjust the dropout setting for each color threshold.
Color Dropout	Notes:
None	None is the factory default setting for Color Dropout.
Red	
Green	128 is the factory default setting for each color threshold.
Blue Default Red Threshold	
0–255	
Default Green Threshold	
0–255	
Default Blue Threshold	
0–255	
Contrast	Specify the contrast in the scanned image.
0–5	Note: Best for content is the factory default setting.
Best for content	
Mirror Image	Create a mirror image of the original document.
Off	Note: Off is the factory default setting.
On	
Negative Image	Create a negative image of the original document.
Off	Note: Off is the factory default setting.
On	
Shadow Detail	Adjust the amount of shadow detail visible.
-4 to 4	Note: 0 is the factory default setting.
Scan edge to edge	Specify whether the original document is scanned edge-to-edge.
Off	Note: Off is the factory default setting.
On	
Sharpness	Adjust the sharpness of a fax.
1–5	Note: 3 is the factory default setting.
Temperature	Specify warm or cool outputs. Cool values generate a bluer output than the default
-4 to 4	while warm values generate a redder output than the default.
	Note: 0 is the factory default setting.
Enable Color Fax Scans	Enable color faxing.
Off by default	Note: Off by default is the factory default setting.
On by default	
Never use	
Always use	
Auto Convert Color Faxes to Mono	Convert all outgoing faxes to black and white.
Faxes On	Note: On is the factory default setting.
Off	
	J

Fax Receive Settings

Use	То
Enable Fax Receive	Allow the printer to receive fax jobs.
On Off	Note: On is the factory default setting.
Enable Caller ID	Display the caller ID information of an incoming fax.
On Off	Note: On is the factory default setting.
Fax Job Waiting None	Remove fax jobs from the print queue when the job requires specific unavailable resources.
Toner Toner and Supplies	Note: None is the factory default setting.
Rings to Answer	Specify the number of rings before answering an incoming fax job.
1–25	Note: 3 is the factory default setting.
Auto Reduction On	Scale an incoming fax job so that it fits the size of the paper loaded in the designated fax source.
Off	Note: On is the factory default setting.
Paper Source Auto Tray [x] Multipurpose Feeder Manual Feeder	Specify the paper source for printing incoming fax jobs. Note: Auto is the factory default setting.
Separator Sheets Off Before Job After Job	Enable the printer to include separator sheets for incoming fax jobs. Note: Off is the factory default setting.
Separator Sheet Source Tray [x] Manual Feeder	Specify the paper source for the separator sheet. Note: Tray 1 is the factory default setting.
Sides (Duplex) Off On	Enable two-sided printing for incoming fax jobs. Note: Off is the factory default setting.
Fax Footer On Off	Print the transmission information at the bottom of each page from a received fax. Note: Off is the factory default setting.
Fax Footer Time Stamp Print Time Receive Time	Print the time when the fax was received. Note: Receive Time is the factory default setting.

Use	То
Max Speed	Specify the maximum speed in baud at which faxes are received.
2400	Note: 33600 is the factory default setting.
4800	
9600	
14400	
33600	
Fax Forwarding	Enable forwarding of received faxes to another recipient.
Print	Note: Print is the factory default setting.
Print and Forward	
Forward	
Forward to	Specify the type of recipient to which faxes are forwarded.
Fax	Notes:
E-mail	• Fay is the factory default setting
FTP	• Fax is the factory default setting.
LDSS	This menu item is available only from the Embedded Web Server.
eSF	
Forward to Shortcut	Enter the shortcut number which matches the recipient type (Fax, E-mail, FTP, LDSS, or eSF).
Block No Name Fax	Enable blocking of incoming faxes sent from devices with no station ID or fax ID specified.
On	Note: Off is the factory default setting.
Banned Fax List	Enable the list of blocked fax numbers stored in the printer.
Holding Faxes	Enable the printer to hold received faxes from printing until they are released. Held
Held Fax Mode	faxes can be released manually or at a scheduled day or time.
Off	Note: Off is the factory default setting.
Always On	
Manual	
Scheduled	
Fax Holding Schedule	
Enable Color Fax Receive	Enable the printer to receive fax in color and print it in grayscale.
On	Note: On is the factory default setting.
Off	

Fax Log Settings

Use	То
Transmission Log Print log Do not print log Print only for error	Enable printing of a transmission log after each fax job. Note: Print log is the factory default setting.
Receive Error Log Print Never Print on Error	Enable printing of a receive error log. Note: Print Never is the factory default setting.

Use	То
Auto Print Logs On Off	Enable automatic printing of fax logs. Notes: On is the factory default setting. Logs print after every 200 fax jobs.
Log Paper Source Tray [x] Manual Feeder	Specify the source of the paper used for printing logs. Note: Tray 1 is the factory default setting.
Logs Display Remote Station Name Dialed Number	Specify whether printed logs display the dialed number or the station name or fax name returned. Note: Remote Station Name is the factory default setting.
Enable Job Log On Off	Enable access to the Fax Job log. Note: On is the factory default setting.
Enable Call Log On Off	Enable access to the Fax Call log. Note: On is the factory default setting.

Speaker Settings

Use	То
Speaker Mode Always Off On until Connected Always On	Specify the mode of the speaker. Note: On until Connected is the factory default setting. A sound is issued until the fax connection is made.
Speaker Volume High Low	Set the speaker volume to high or low. Note: High is the factory default setting.
Ringer Volume Off On	Enable or disable the ringer volume. Note: On is the factory default setting.

Answer On

Use	То
All Rings	Specify ring patterns when the printer is answering calls.
Single Ring Only	Note: All Rings is the factory default setting.
Double Ring Only	
Triple Ring Only	
Single or Double Rings Only	
Single or Triple Rings Only	
Double or Triple Rings Only	

Fax Mode (Fax Server Setup) menu

Fax Mode sends the fax job to a fax server for transmission.

Menu item	Description
To Format	Lets you enter specific fax information using the virtual keyboard on the printer
Reply Address	control panel
Subject	
Message	
SMTP Setup	Specifies SMTP setup information
Primary SMTP Gateway	Specifies SMTP server port information
Secondary SMTP Gateway	
Image Format PDF (.pdf) XPS (.xps) TIFF (.tif)	Specifies the image type for scanning to fax
Content Type Text/Photo Photo Text Graphics	This option tells the printer the original document type and source. Note: Text/Photo is the factory default setting.
Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Black and White Laser Other	Specifies how the content was originally produced Note: Color Laser is the factory default setting.
Fax Resolution Standard Fine 200 dpi Super Fine 300 dpi	Specifies the resolution level for scanning to fax
Darkness 1–9	Lightens or darkens the output Note: 5 factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image

Menu item	Description
Original Size	Specifies the paper size of the document being scanned
Mixed Sizes	Note: Mixed Sizes is the US factory default setting. A4 is the international factory
Letter	default setting.
Legal	
Executive	
Folio	
Statement	
Universal	
4 xn 6 in.	
3 x 5 in.	
Business Card	
Custom Scan Size [x]	
A4	
A5	
A6	
Oficio (Mexico)	
JIS B5	
Book Original	
Mixed Sizes	
Use Multi-Page TIFF	Lets you save scan jobs into multiple-page or single-page TIFF files. For a multiple-
On	page scan-to-fax job, either one TIFF file is created containing all the pages, or multiple
Off	TIFF files are created with one file for each page of the scan job.
	Notes:
	On is the factory default setting.
	This menu item applies to all scan functions.
Enable Analog Receive	Enables receiving of analog faxes
Off	Note: Off is the factory default setting.
On	

E-mail Settings menu

Use	То
E-mail Server Setup Subject Message	Specify e-mail server information.
File Name	
E-mail Server Setup	Send a copy of the e-mail to the sender.
Send me a copy	Note: Never appears is the factory default setting.
Never appears	
On by default	
Off by default	
Always On	

Use	То
E-mail Server Setup	Specify the maximum e-mail size.
Max E-mail size 0–65535 KB	Note: E-mails bigger than the specified maximum size are not sent.
E-mail Server Setup Size Error Message	Send a message when an e-mail is greater than the configured size limit.
E-mail Server Setup Limit destinations	Specify a domain name, such as a company domain name, and then limit e-mail destinations only to that domain name. Notes: E-mail can be sent only to the specified domain. The limit is one domain.
E-mail Server Setup Web Link Setup Server Login Password Path File Name Web Link	Define the e-mail server Web link settings. Note: The characters * : ? < > are invalid entries for a path name.
Format PDF (.pdf) TIFF (.tif) JPEG (.jpg) XPS (.xps) RTF (.rtf) TXT (.txt)	Specify the file format. Note: PDF (.pdf) is the factory default setting.
PDF Settings PDF Version 1.2–1.7 A–1a A–1b PDF Compression Normal High Secure PDF Off On Searchable PDF Off On	 Configure the PDF settings. Notes: 1.5 is the factory default setting for PDF Version. Normal is the factory default setting for PDF Compression. This menu item appears only when a formatted, working hard disk is installed. Off is the factory default setting for Secure PDF and Searchable PDF. Secure PDF requires you to enter your password twice.

Use	То
Content Type	Specify the content of the original document.
Text	Note: Text/Photo is the factory default setting.
Graphics	
Text/Photo	
Photo	
Content Source	Specify how the original document was produced.
Black/White Laser	Note: Color Laser is the factory default setting.
Color Laser	
Inkjet	
Photo/Film	
Magazine	
Newspaper	
Press	
Other	
Color	Specify whether the printer captures and transmits content in color.
Off	Note: On is the factory default setting.
On	
Resolution	Specify the resolution of the scan in dots per inch.
75 dpi	Note: 150 dpi is the factory default setting.
150 dpi	
200 dpi	
300 dpi	
400 dpi	
600 dpi	
Darkness	Lighten or darken the output.
1–9	Note: 5 is the factory default setting.
Orientation	Specify the orientation of the scanned image.
Portrait	Note: Portrait is the factory default setting.
Landscape	

Use	То
Original Size	Specify the size of the original document.
Letter	Note: Letter is the U.S. factory default setting. A4 is the international factory
Legal	default setting.
Executive	
Folio	
Statement	
Oficio (Mexico)	
Universal	
Mixed Sizes	
A4	
A5	
A6	
JIS B5	
Custom Scan Size [x]	
Book Original	
Business Card	
3 x 5 in.	
4 x 6 in.	
Sides (Duplex)	Specify the orientation of the original document loaded in the ADF for two-sided
Off	scanning.
Long Edge	Note: Off is the factory default setting.
Short Edge	
JPEG Quality	Set the quality of a JPEG photo image in relation to file size and quality of the image.
Best for content	Note: Best for content is the factory default setting.
5–90	restances for content is the factory default secting.
Text Default	Set the quality of a text image in relation to file size and quality of the image.
5–90	Note: 75 is the factory default setting.
Toyt/Dhota Dafault	
Text/Photo Default 5–90	Set the quality of a text or photo image in relation to file size and the quality of the image.
3-90	Note: 75 is the factory default setting.
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Photo Default	Set the quality of a photo image in relation to file size and the quality of the image.
5–90	Note: 50 is the factory default setting.
E-mail images sent as	Specify how the images are sent.
Attachment	Note: Attachment is the factory default setting.
Web Link	, , , , , , , , , , , , , , , , , , , ,
Use Multi-Page TIFF	Provide a choice between single-page TIFF files and multiple-page TIFF files. For a
On	multiple-page scan-to-e-mail job, either one TIFF file is created containing all the
Off	pages, or multiple TIFF files are created with one file for each page of the job.
	Note: On is the factory default setting.
TIFF Compression	Specify the format used in compressing TIFF files.
LZW	Note: LZW is the factory default setting.
JPEG	

Use	То
Transmission Log	Specify whether to print the transmission log.
Print log	Note: Print log is the factory default setting.
Do not print log	
Print only for error	
Log Paper Source Tray [x]	Specify the paper source for printing e-mail logs.
Manual Feeder	Note: Tray 1 is the factory default setting.
E-mail Bit Depth 1 bit	Enable the Text/Photo mode to produce smaller file sizes by using 1-bit images when Color is set to Off.
8 bit	Note: 8 bit is the factory default setting.
Custom Job scanning	Copy a document that contains mixed paper sizes.
On	Notes:
Off	Off is the factory default setting.
	This menu item appears only when a formatted, working hard disk is installed.
Scan Preview	Specify whether a preview appears on the display for scan jobs.
On Off	Notes:
	Off is the factory default setting.
	This menu item appears only when a formatted, working hard disk is installed.
Allow Save as Shortcut	Save e-mail addresses as shortcuts.
On	Notes:
Off	On is the factory default setting.
	 When set to Off, the Save As Shortcut button does not appear on the e-mail Destination screen.
Background Removal	Adjust the amount of background visible on a scanned image.
-4 to 4	Note: 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enable an equal balance of colors in the output.

Use	То
Color Dropout	Specify which color to drop and to adjust the dropout setting for each color threshold.
Color Dropout	Notes:
None	
Red	None is the factory default setting for Color Dropout.
Green	128 is the factory default setting for each color threshold.
Blue	
Default Red Threshold	
0–255	
Default Green Threshold	
0–255	
Default Blue Threshold	
0–255	
Contrast	Specify the contrast of the output.
0–5	Note: Best for content is the factory default setting.
Best for content	
Mirror Image	Create a mirror image of the original document.
Off	Note: Off is the factory default setting.
On	
Negative Image	Create a negative image of the original document.
Off	Note: Off is the factory default setting.
On	
Shadow Detail	Adjust the amount of shadow detail visible on a scanned image.
-4 to 4	Note: 0 is the factory default setting.
Scan edge to edge	Specify whether the original document is scanned edge-to-edge.
Off	Note: Off is the factory default setting.
On	,
Sharpness	Adjust the amount of sharpness on a scanned image.
1–5	Note: 3 is the factory default setting.
Temperature	Specify warm or cool outputs. Cool values generate a bluer output than the default
-4 to 4	while warm values generate a redder output than the default.
	Note: 0 is the factory default setting.
Use cc:/bcc:	Enable the use of the cc: and bcc: fields.
Off	Note: Off is the factory default setting.
On	

FTP Settings menu

Use	То
Format	Specify the file format.
PDF (.pdf)	Note: PDF (.pdf) is the factory default setting.
TIFF (.tif)	
JPEG (.jpg)	
XPS (.xps)	
RTF (.rtf)	
TXT (.txt)	
PDF Settings	Configure the PDF settings.
PDF Version	Notes:
1.2–1.7	
A-1a	• 1.5 is the factory default setting for PDF Version.
A-1b	Normal is the factory default setting for PDF Compression. This menu item
PDF Compression	appears only when a formatted, working hard disk is installed.
Normal	Off is the factory default setting for Secure PDF and Searchable PDF. Secure
High	PDF requires you to enter your password twice.
Secure PDF	
Off	
On	
Searchable PDF	
Off	
On	
Content Type	Specify the content of the original document.
Text	Note: Text/Photo is the factory default setting.
Graphics	
Text/Photo	
Photo	
Content Source	Specify how the original document was produced.
Black/White Laser	Note: Color Laser is the factory default setting.
Color Laser	
Inkjet	
Photo/Film	
Magazine	
Newspaper	
Press	
Other	
Color	Specify whether the printer captures and transmits content in color.
Off	Note: On is the factory default setting.
On	

Use	То
Resolution 75 dpi 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi	Specify the quality of the scan in dots per inch (dpi). Note: 150 dpi is the factory default setting.
Darkness 1–9	Lighten or darken the output. Note: 5 is the factory default setting.
Orientation Portrait Landscape	Specify the orientation of the scanned image. Note: Portrait is the factory default setting.
Criginal Size Letter Legal Executive Folio Statement Oficio (Mexico) Universal Mixed Sizes A4 A5 A6 JIS B5 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in.	Specify the size of the original document. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long edge Short edge	Specify the orientation of the original documents loaded in the ADF for two-sided scanning. Note: Off is the factory default setting.
JPEG Quality Best for content 5–90	Set the quality of a JPEG photo image in relation to the file size and quality of the image. Notes: Best for content is the factory default setting. 5 reduces the file size, but the quality of the image is lessened. 90 provides the best image quality, but the file size is very large.
Text Default 5–90	Set the quality of the text in relation to the file size and quality of the image. Note: 75 is the factory default setting.

Use	То
Text/Photo Default 5–90	Set the quality of a text/photo image in relation to the file size and quality of the image.
	Note: 75 is the factory default setting.
Photo Default	Set the quality of a photo image in relation to the file size and quality of the image.
5–90	Note: 50 is the factory default setting.
Use Multi-Page TIFF On Off	Provide a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job.
	Note: On is the factory default setting.
TIFF Compression	Specify the format used in compressing TIFF files.
LZW JPEG	Note: LZW is the factory default setting.
Transmission Log	Specify whether to print the transmission log.
Print log Do not print log Print only for error	Note: Print log is the factory default setting.
Log Paper Source	Specify a paper source when printing FTP logs.
Tray [x] Manual Feeder	Note: Tray 1 is the factory default setting.
FTP bit Depth	Enable the Text/Photo mode to have smaller file sizes by using 1-bit images.
1 bit 8 bit	Note: 8 bit is the factory default setting.
File Name	Type a base file name.
Custom Job Scanning	Copy a document that contains mixed paper sizes into a single scan job.
On Off	Note: Off is the factory default setting.
Scan Preview	Specify whether a preview appears on the display for scan jobs.
On	Notes:
Off	Off is the factory default setting.
	 This menu item appears only when a formatted, working printer hard disk is installed.
Allow Save as Shortcut	Enable shortcut creation for FTP addresses.
On Off	Note: On is the factory default setting.
Background Removal	Adjust the amount of background visible on a copy.
-4 to 4	Note: 0 is the factory default setting.
Color Balance Cyan-Red Magenta-Green Yellow-Blue	Enable an equal balance of colors in the output.

Use	То
Color Dropout	Specify which color to drop and to adjust the dropout setting for each color threshold.
Color Dropout	Notes:
None	
Red	None is the factory default setting for Color Dropout.
Green	128 is the factory default setting for each color threshold.
Blue	
Default Red Threshold	
0–255	
Default Green Threshold	
0–255	
Default Blue Threshold	
0–255	
Contrast	Specify the contrast of the output.
0–5	Note: Best for content is the factory default setting.
Best for content	
Mirror Image	Create a mirror image of the original document.
Off	Note: Off is the factory default setting.
On	
Negative Image	Create a negative image of the original document.
Off	Note: Off is the factory default setting.
On	
Shadow Detail	Adjust the amount of shadow detail visible on a scanned image.
-4 to 4	Note: 0 is the factory default setting.
Scan edge to edge	Specify whether the original document is scanned edge-to-edge.
Off	Note: Off is the factory default setting.
On	,
Sharpness	Adjust the amount of sharpness of the scanned image.
1–5	Note: 3 is the factory default setting.
Temperature	Enable the user to specify warm or cool outputs. Cool values generate a bluer output
-4 to 4	than the default while warm values generate a redder output than the default.
	Note: 0 is the factory default setting.

Flash Drive menu

Scan Settings

Use	То
Format	Specify the file format.
PDF (.pdf)	Note: PDF (.pdf) is the factory default setting.
TIFF (.tif)	
JPEG (.jpg)	
XPS (.xps)	
RTF (.rtf)	
TXT (.txt)	
PDF Settings	Configure the PDF settings.
PDF Version	Notes:
1.2–1.7	
A-1a	• 1.5 is the factory default setting for PDF Version.
A-1b	Normal is the factory default setting for PDF Compression.
PDF Compression	Off is the factory default setting for Secure PDF and Searchable PDF. Secure
Normal	PDF requires you to enter your password twice.
High	
Secure PDF	
Off	
On	
Searchable PDF	
Off	
On	
Content Type	Specify the content of the original document.
Text	Note: Text/Photo is the factory default setting.
Graphics	
Text/Photo	
Photo	
Content Source	Specify how the original document was produced.
Black/White Laser	Note: Color Laser is the factory default setting.
Color Laser	
Inkjet	
Photo/Film	
Magazine	
Newspaper	
Press	
Other	
Color	Specify whether the printer captures and transmits content in color.
On	Note: On is the factory default setting.
Off	

Use	То
Resolution 75 dpi 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi	Specify the resolution of the scan in dots per inch (dpi). Note: 150 dpi is the factory default setting.
Darkness 1–9	Lighten or darken the output. Note: 5 is the factory default setting.
Orientation Portrait Landscape	Specify the orientation of the scanned image. Note: Portrait is the factory default setting.
Original Size Letter Legal Executive Folio Statement Oficio (Mexico) Universal Mixed Sizes A4 A5 A6 JIS B5 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in.	Specify the size of the original document. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long edge Short edge	Specify the orientation of the original documents loaded in the ADF for two-sided scanning. Note: Off is the factory default setting.
JPEG Quality Best for content 5–90	Set the quality of a JPEG photo image in relation to file size and quality. Notes: Best for content is the factory default setting. 5 reduces the file size, but the quality of the image is lessened. 90 provides the best image quality, but the file size is very large.
Text Default 5–90	Set the quality of the text in relation to file size and the quality of the image. Note: 75 is the factory default setting.

Use	То
Text/Photo Default 5–90	Set the quality of a text/photo image in relation to file size and quality. Note: 75 is the factory default setting.
Photo Default	Set the quality of a photo image in relation to file size and quality.
5–90	Note: 50 is the factory default setting.
Use Multi-Page TIFF On Off	Provide a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page.
	Note: On is the factory default setting.
TIFF Compression	Specify the format used in compressing TIFF files.
LZW JPEG	Note: LZW is the factory default setting.
Scan Bit Depth	Enable the Text/Photo mode to produce smaller file sizes by using 1-bit images.
1 bit 8 bit	Note: 8 bit is the factory default setting.
File Name	Type a base file name.
Custom Job Scanning	Copy a document that contains mixed paper sizes.
On Off	Note: Off is the factory default setting.
Scan Preview	Specify whether a preview appears on the display for scan jobs.
On	Notes:
Off	Off is the factory default setting.
	This menu item appears only when a formatted, working hard disk is installed.
Background Removal	Adjust the amount of background visible on a copy.
-4 to 4	Note: 0 is the factory default setting.
Color Balance	Enable an equal balance of colors in the output.
Cyan - Red	
Magenta - Green	
Yellow - Blue	
Color Dropout	Specify which color to drop and to adjust the dropout setting for each color threshold.
Color Dropout	Notes:
None	None is the factory default setting for Color Dropout.
Red Green	 128 is the factory default setting for each color threshold.
Blue	
Default Red Threshold	
0–255	
Default Green Threshold	
0–255	
Default Blue Threshold 0–255	

Use	То
Contrast 0-5 Best for content	Specify the contrast of the scanned image. Note: Best for content is the factory default setting.
Mirror Image Off On	Create a mirror image of the original document. Note: Off is the factory default setting.
Negative Image Off On	Create a negative image of the original document. Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjust the amount of shadow detail visible on a scanned image. Note: 0 is the factory default setting.
Scan edge to edge Off On	Specify whether the original document is scanned edge-to-edge. Note: Off is the factory default setting.
Sharpness 1–5	Adjust the amount of sharpness on a scanned image. Note: 3 is the factory default setting.
Temperature -4 to 4	Specify warm or cool outputs. Cool values generate a bluer output than the default while warm values generate a redder output than the default. Note: 0 is the factory default setting.

Print Settings

Copies 1–999	Specify a default number of copies for each print job. Note: 1 is the factory default setting.
Paper Source Tray [x] MP Feeder Manual Paper Manual Envelope	Set a default paper source for all print jobs. Note: Tray 1 is the factory default setting.
Color Color Black only	Specify whether to print the document in color. Note: Color is the factory default setting.
Collate On [1,2,1,2,1,2] Off [1,1,1,2,2,2]	Stack the pages of a print job in sequence when printing multiple copies. Note: On is the factory default setting.
Sides (Duplex) 1 sided 2 sided	Enable two-sided printing for incoming print jobs. Note: 1 sided is the factory default setting.

Duplex Binding	Define binding for two-sided pages in relation to page orientation.
Long Edge	
Short Edge	Notes:
Short Edge	 Long Edge is the factory default setting. This assumes binding along the long edge of the page (left edge for portrait and top edge for landscape).
	 Short Edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Paper Saver Orientation	Specify the orientation of a multiple-page document.
Auto	Note: Auto is the factory default setting.
Landscape	
Portrait	
Paper Saver	Print multiple-page images on one side of the paper.
Off	Note: Off is the factory default setting.
2-Up	
3-Up	
4-Up	
6-Up	
9-Up	
12-Up	
16-Up	
Paper Saver Border	Print a border on each page image.
None	Note: None is the factory default setting.
Solid	
Paper Saver Ordering	Specify the positioning of multiple-page images.
Horizontal	Notes:
Reverse Horizontal	Horizontal is the factory default setting.
Reverse Vertical	Positioning depends on the number of page images and whether they are in portrait or in
Vertical	landscape orientation.
Separator Sheets	Specify whether to insert blank separator sheets.
Off	Note: Off is the factory default setting.
Between Copies	
Between Jobs	
Between Pages	
Separator Sheet Source	Specify the paper source for separator sheets.
Tray [x]	Note: Tray 1 is the factory default setting.
Manual	
Blank Pages	Specify whether to insert blank pages in a print job.
Do Not Print	Note: Do Not Print is the factory default setting.
Print	

OCR Settings menu

Use	То
Auto Rotate	Automatically rotate scanned documents for proper orientation.
On	Note: On is the factory default setting.
Off	
Despeckle	Remove specks from a scanned image.
Off	Note: Off is the factory default setting.
On	
Inverse Detection	Recognize and make the white text on a black background editable.
On	Note: On is the factory default setting.
Off	
Auto Contrast Enhance	Automatically adjust the contrast to improve OCR quality.
Off	Note: Off is the factory default setting.
On	
Recognized Languages	Set the language or languages that the OCR can recognize.
English	For each language, select from the following options:
French	Off
German	On
Spanish	Note: The language is enabled by default. If it is set to a value that is not in the list
Italian	of recognized languages, English is enabled by default.
Portugues	
Danish	
Dutch	
Norwegian	
Swedish	
Finnish	
Hungarian	
Polish	

Print Settings

Setup menu

Menu item	Description
Printer Language	Sets the default printer language
PCL Emulation PS Emulation	Notes:
P3 Elliulation	PCL Emulation is the factory default printer language.
	 Setting a printer language as the default does not prevent a software program from sending print jobs that use another printer language.

Menu item	Description
Job Waiting Off On	Specifies that print jobs be removed from the print queue if they require unavailable printer options or custom settings. They are stored in a separate print queue, so other jobs print normally. When the missing information and/or options are obtained, the stored jobs print.
	Notes:
	Off is the factory default setting.
	 This menu appears only when a non-read-only printer hard disk is installed. This requirement ensures that stored jobs are not deleted if the printer loses power.
Print Area	Sets the logical and physical printable area
Normal	Notes:
Fit to Page Whole Page	 Normal is the factory default setting. When attempting to print data in the non-printable area defined by the Normal setting, the printer clips the image at the boundary.
	 Whole Page allows the image to be moved into the non-printable area defined by the Normal setting, but the printer will clip the image at the Normal setting boundary. Whole Page only affects pages printed using a PCL 5e interpreter. This setting has no effect on pages printed using the PCL XL or PostScript interpreter.
Printer Usage	Sets color toner use in printing
Max Yield	Notes:
Max Speed	Max Yield is the default printer setting.
	The printer driver is capable of overriding this setting
Download Target	Sets the storage location for downloads
RAM Flash Disk	Notes:
	 RAM is the factory default setting. Storing downloads in RAM is temporary.
	 Storing downloads in flash memory or on a printer hard disk places them in permanent storage. Downloads remain in flash memory or on the printer hard disk even when the printer is turned off.
	 This menu appears only when a flash and/or disk option is installed.

Menu item	Description
Resource Save Off On	Specifies how the printer handles temporary downloads, such as fonts and macros stored in RAM, when the printer receives a job that requires more memory than is available
	Notes:
	 Off is the factory default setting. Off sets the printer to retain the downloads only until memory is needed. Downloads are deleted in order to process print jobs.
	 On retains the downloads during language changes and printer resets. If the printer runs out of memory, then 38 Memory Full appears, and downloads are not deleted.
Print All Order Alphabetical	Specifies the order in which held and confidential jobs are printed when Print All is selected
Oldest First Newest First	Note: Alphabetical is the factory default setting. Print jobs always appear in alphabetical order on the printer control panel.

Finishing menu

Menu item	Description
Sides (Duplex) 1 sided 2 sided	 Specifies whether duplex (2-sided) printing is set as the default for all print jobs Notes: 1 sided is the factory default setting. You can set 2-sided printing from the software program. For Windows users, click File > Print, and then click Properties, Preferences, Options, or Setup. For Macintosh users, choose File > Print, and then adjust the settings from the print dialog and pop-up menus.
Duplex Binding Long Edge Short Edge	Defines the way duplexed pages are bound and how the printing on the back of the page is oriented in relation to the printing on the front of the page Notes: Long Edge is the factory default setting. Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Copies 1–999	Specifies a default number of copies for each print job Note: 1 is the factory default setting.
Blank Pages Do Not Print Print	Specifies whether blank pages are inserted in a print job Note: Do Not Print is the factory default setting.

Menu item	Description		
Collate On (1,2,1,2,1,2) Off (1,1,1,2,2,2)	Stacks the pages of a print job in sequence when printing multiple copies Notes: On is the factory default setting. No pages will be collated. The On setting stacks the print job sequentially. Both settings print the entire job the number of times specified by the Copies menu setting.		
Separator Sheets Off Between Copies Between Jobs Between Pages	 Notes: Off is the factory default setting. Between Copies inserts a blank sheet between each copy of a print job if Collate is set to On. If Collate is set to Off, then a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's. Between Jobs inserts a blank sheet between print jobs. Between Pages inserts a blank sheet between each page of the print job. This setting is useful when printing transparencies or inserting blank pages in a document for notes. 		
Separator Source Tray [x] Manual Feeder	Specifies the paper source for separator sheets Note: Tray 1 (standard tray) is the factory default setting.		
Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up	 Specifies that multiple-page images be printed on one side of a sheet of paper Notes: Off is the factory default setting. The number selected is the number of page images that will print on each page. 		
Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical	Specifies the positioning of multiple-page images Notes: Horizontal is the factory default setting. Positioning depends on the number of images and whether the images are in portrait or landscape orientation.		
Paper Saver Orientation Auto Landscape Portrait	Specifies the orientation of a multiple-page sheet Note: Auto is the factory default setting. The printer chooses between portrait and landscape.		
Paper Saver Border None Solid	Prints a border on each page image Note: None is the factory default setting.		

Quality menu

То		
Specify whether to print images in color.		
Note: Color is the factory default setting.		
Adjust the color output on the printed page.		
Note: Auto is the factory default setting.		
Specify the output resolution in dots per inch (dpi) or in color quality (CQ).		
Note: 4800 CQ is the factory default setting.		
Hote. 4000 eq is the factory actual setting.		
Lighten or darken the output.		
Note: 4 is the factory default setting.		
Enable a print mode preferable for files such as architectural drawings, maps, electrical circuit diagrams, and flow charts.		
Note: Off is the factory default setting.		
Reduce the amount of toner used for graphics and images.		
Notes:		
Off is the factory default setting.		
On overrides the Toner Darkness setting.		
Adjust the brightness of the output.		
Note: 0 is the factory default setting.		
Adjust the contrast of the output.		
Note: 0 is the factory default setting.		
Adjust saturation in color outputs.		
Note: 0 is the factory default setting.		
Enable an equal balance of colors in the output.		
Note: 0 is the factory default setting.		

Use	То		
Color Samples sRGB Display sRGB Vivid Display—True Black Vivid Off—RGB US CMYK Euro CMYK Vivid CMYK Off—CMYK	Print sample pages for each of the RGB and CMYK color conversion tables used in the printer.		
Manual Color RGB Image RGB Text RGB Graphics	Customize the RGB color conversions. Select from the following options: Vivid sRGB Display Display—True Black sRGB Vivid Off Notes: • sRGB Display is the factory default setting for RGB Image. • sRGB Vivid is the factory default setting for RGB Text and RGB Graphics.		
Manual Color (continued) CMYK Image CMYK Text CMYK Graphics	Customize the CMYK color conversions. Select from the following options: US CMYK Euro CMYK Vivid CMYK Off Note: US CMYK is the U.S. factory default setting. Euro CMYK is the international factory default setting.		
Color Adjust	Initiate a recalibration of color conversion tables and allow the printer to make adjustments for color variations in output.		
Spot Color Replacement	Assign specific CMYK values to named spot colors. Note: This menu is available only on the Embedded Web Server.		
RGB Replacement	Match the colors of the output with that of the original document. Note: This menu is available only on the Embedded Web Server.		

Job Accounting menu

Note: This menu item appears only if a formatted, non-defective printer hard disk is installed. The printer hard disk cannot be read/write- or write-protected.

Menu item	Description		
Job Accounting Log	Determines if the printer creates a log of the print jobs it receives		
Off	Note: Off is the factory default setting.		
On			
Job Accounting Utilities	Lets you print and delete log files or export them to a flash drive		
Accounting Log Frequency	Determines how often a log file is created		
Monthly	Note: Monthly is the factory default setting.		
Weekly			
Log Action at End of Frequency	Determines how the printer responds when the frequency threshold expires		
None	Note: None is the factory default setting.		
E-mail Current Log			
E-mail & Delete Current Log			
Post Current Log			
Post & Delete Current Log			
Disk Near Full Level 1–99	Specifies the maximum size of the log file before the printer executes the Disk Near Full Action		
Off	Note: 5MB is the factory default setting.		
	 		
Disk Near Full Action None	Determines how the printer responds when the printer hard disk is nearly full		
E-mail Current Log	Notes:		
E-mail & Delete Current Log	None is the factory default setting.		
E-mail & Delete Oldest Log	The value defined in Disk Near Full Level determines when this action is		
Post Current Log	triggered.		
Post & Delete Current Log			
Post & Delete Oldest Log			
Delete Current Log			
Delete Oldest Log			
Delete All Logs			
Delete All But Current			
Disk Full Action	Determines how the printer responds when disk usage reaches the maximum limit		
None	(100MB)		
E-mail & Delete Current Log	Note: None is the factory default setting.		
E-mail & Delete Oldest Log			
Post & Delete Current Log Post & Delete Oldest Log			
Delete Current Log			
Delete Oldest Log			
Delete All Logs			
Delete All But Current			
URL to Post Logs	Determines where the printer posts job accounting logs		
E-mail Address to Send Logs	Specifies the e-mail address to which the device sends job accounting logs		
Log File Prefix	Note: The current host name defined in the TCP/IP menu is used as the default log file prefix.		

Utilities menu

Menu item	Description		
Remove Held Jobs Confidential	Removes confidential and held jobs from the printer hard disk Notes:		
Held Not Restored All	 Selecting a setting affects only print jobs that are resident in the printer. Bookmarks, print jobs on flash drives, and other types of held jobs are not affected. 		
	 Not Restored removes all Print and Hold jobs that are not restored from the printer hard disk or memory. 		
Format Flash	Formats the flash memory		
Yes No	Warning—Potential Damage: Do not turn off the printer while the flash memory is being formatted.		
	Notes:		
	Yes deletes all data stored in flash memory.		
	No cancels the format request.		
	 Flash memory refers to the memory added by installing a flash memory option card in the printer. 		
	 A flash memory option card must be installed in the printer and operating properly for this menu item to be available. 		
	The flash memory option card must not be read/write- or write-protected.		
Delete Downloads on Disk Delete Now	Removes downloads from the printer hard disk, including all held jobs, buffered jobs, and parked jobs		
Do Not Delete	Notes:		
	 Delete Now configures the printer control panel to return to the originating screen after the deletion process is completed. 		
	 Do Not Delete sets the printer control panel to return to the main Utilities menu. 		
Activate Hex Trace	Assists in isolating the source of a print job problem		
	Notes:		
	 When activated, all data sent to the printer is printed in hexadecimal and character representation, and control codes are not executed. 		
	To exit or deactivate Hex Trace, turn the printer off or reset the printer.		
Coverage Estimator Off	Provides an estimate of the percentage coverage of toner on a page. The estimate is printed on a separate page at the end of each print job.		
On	Note: Off is the factory default setting.		

XPS menu

Menu item	Description	
Print Error Pages	Prints a page containing information on errors, including XML markup errors	
Off	Note: Off is the factory default setting.	
On		

PDF menu

Menu item	Description	
Scale to Fit No Yes	Scales page content to fit the selected page size Note: No is the factory default setting.	
Annotations Do Not Print Print	Specifies whether to print annotations in the PDF Note: Do Not Print is the factory default setting.	

PostScript menu

Menu item	Description
Print PS Error Off On	Prints a page containing the PostScript error Note: Off is the factory default setting.
Lock PS Startup Mode Off On	Enables users to disable the SysStart file Note: Off is the factory default setting.
Font Priority Resident Flash/Disk	 Establishes the font search order Notes: Resident is the factory default setting. This menu item is available only if a formatted flash memory option card or printer hard disk is installed and operating properly. Make sure the flash memory option or printer hard disk is not read/write-, write-, or password-protected. Job Buffer Size must not be set to 100%.
Image Smoothing Off On	Enhances the contrast and sharpness of low-resolution images and smooths their color transitions Notes: Off is the factory default setting. Image Smoothing has no effect on images that are 300 dpi or higher in resolution.

PCL Emul menu

Menu item	Description		
Font Source	Specifies the set of fonts used by the Font Name menu item		
Resident	Notes:		
Disk Download Flash	 Resident is the factory default setting. Resident shows the factory default set of fonts downloaded in RAM. 		
All	 Flash and Disk settings show all fonts resident in that option. 		
	 The Flash option must be properly formatted and cannot be read/write-, write-, or password-protected. 		
	Download shows all the fonts downloaded in RAM.		
	All shows all fonts available to any option.		
Font Name	Identifies a specific font and the option where it is stored		
Courier 10	Note: Courier 10 is the factory default setting. Courier 10 shows the font name, font ID, and the storage location in the printer. The font source abbreviation is R for Resident, F for Flash, K for Disk, and D for download.		
Symbol Set	Specifies the symbol set for each font name		
10U PC-8	Notes:		
12U PC-850	• 10U PC-8 is the US factory default setting. 12U PC-850 is the international factory default setting.		
	 A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text. Only the supported symbol sets are shown. 		
PCL Emulation Settings	Changes the point size for scalable typographic fonts		
Point Size	Notes:		
1.00–1008.00	12 is the factory default setting.		
	 Point Size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch. 		
	Point sizes can be increased or decreased in 0.25-point increments.		
PCL Emulation Settings Pitch 0.08-100	Specifies the font pitch for scalable monospaced fonts		
	Notes:		
	10 is the factory default setting.		
	 Pitch refers to the number of fixed-space characters per inch (cpi). 		
	Pitch can be increased or decreased in 0.01-cpi increments.		
	 For nonscalable monospaced fonts, the pitch appears on the display but cannot be changed. 		

Menu item	Description
PCL Emulation Settings	Specifies the orientation of text and graphics on the page
Orientation	Notes:
Portrait	Notes.
Landscape	 Portrait is the factory default setting. Portrait prints text and graphics parallel to the short edge of the page.
	 Landscape prints text and graphics parallel to the long edge of the page.
PCL Emulation Settings	Specifies the number of lines that print on each page
Lines per Page	Notes:
1–255	• CO is the LIC feeters default setting CA is the international default setting
60	• 60 is the US factory default setting. 64 is the international default setting.
64	 The printer sets the amount of space between each line based on the Lines per Page, Paper Size, and Orientation settings. Select the desired Paper Size and Orientation before setting Lines per Page.
PCL Emulation Settings	Sets the printer to print on A4-size paper
A4 Width	Notes:
198 mm	198 mm is the factory default setting.
203 mm	The 203-mm setting sets the width of the page to allow the printing of
	eighty 10-pitch characters.
PCL Emulation Settings	Specifies whether the printer automatically performs a carriage return (CR) after
Auto CR after LF	a line feed (LF) control command
Off	Note: Off is the factory default setting.
On	
PCL Emulation Settings	Specifies whether the printer automatically performs a line feed (LF) after a
Auto LF after CR	carriage return (CR) control command
Off	Note: Off is the factory default setting.
On	
Tray Renumber Assign MP Feeder	Configures the printer to work with printer software or programs that use different source assignments for trays, drawers, and feeders
Off	Notes:
None	
0–199	Off is the factory default setting.
Assign Tray [x]	None is not an available selection. It is only displayed when it is selected None is not an available selection. It is only displayed when it is selected None is not an available selection. It is only displayed when it is selected None is not an available selection. It is only displayed when it is selected None is not an available selection. It is only displayed when it is selected None is not an available selection. It is only displayed when it is selected None is not an available selection. It is only displayed when it is selected None is not an available selection. It is only displayed when it is selected None is not an available selection. It is only displayed when it is selected None is not an available selection. It is only displayed when it is selected None is not an available selection. It is only displayed when it is selected None is not available selection. It is not available selection when it is not available selection.
Off	by the PCL 5 interpreter. It also ignores the Select Paper Feed command.
None	• 0–199 allows a custom setting to be assigned.
0–199	
Assign Manual Paper	
Off	
None	
0–199	
Assign Manual Env	
Off	
None	
0–199	

Menu item	Description
Tray Renumber View Factory Defaults None	Displays the factory default setting assigned to each tray, drawer, or feeder
Tray Renumber Restore Defaults Yes No	Returns all tray, drawer, and feeder assignments to the factory default settings

HTML menu

Menu Item		Description
Font Name	Joanna MT	Sets the default font for HTML documents
Albertus MT	Letter Gothic	Note: The Times font is used in HTML documents that do not
Antique Olive	Lubalin Graph	specify a font.
Apple Chancery	Marigold	
Arial MT	MonaLisa Recut	
Avant Garde	Monaco	
Bodoni	New CenturySbk	
Bookman	New York	
Chicago	Optima	
Clarendon	Oxford	
Cooper Black	Palatino	
Copperplate	StempelGaramond	
Coronet	Taffy	
Courier	Times	
Eurostile	TimesNewRoman	
Garamond	Univers	
Geneva	Zapf Chancery	
Gill Sans	NewSansMTCS	
Goudy	NewSansMTCT	
Helvetica	New SansMTJA	
Hoefler Text	NewSansMTKO	
Intl CG Times		
Intl Courier		
Intl Univers		

Menu item	Description
Font Size	Sets the default font size for HTML documents
1–255 pt	Notes:
	12 pt is the factory default setting.
	Font size can be increased in 1-point increments.

Menu item	Description	
Scale	Scales the default font for HTML documents	
1–400%	Notes:	
	• 100% is the factory default setting.	
	Scaling can be increased in 1% increments.	
Orientation	Sets the page orientation for HTML documents	
Portrait	Note: Portrait is the factory default setting.	
Landscape		
Margin Size	Sets the page margin for HTML documents	
8–255 mm	Notes:	
	• 19 mm is the factory default setting.	
	Margin size can be increased in 1-mm increments.	
Backgrounds	Specifies whether to print backgrounds on HTML documents	
Print	Note: Print is the factory default setting.	
Do Not Print		

Image menu

Menu item	Description
Auto Fit	Selects the optimal paper size, scaling, and orientation
On Off	Note: On is the factory default setting. It overrides scaling and orientation settings for some images.
Invert	Inverts bi-tonal monochrome images
Off On	Notes:
	Off is the factory default setting.
	This setting does not apply to GIF or JPEG images.
Scaling	Scales the image to fit the selected paper size
Best Fit	Notes:
Anchor Center	Best Fit is the factory default setting.
Fit Height/Width	When Auto Fit is set to On, Scaling is automatically set to Best Fit.
Fit Height Fit Width	When Auto Fit is set to Oil, scaling is automatically set to best Fit.
Anchor Top Left	
Orientation	Sets the image orientation
Portrait	Note: Portrait is the factory default setting.
Landscape	
Rev Portrait	
Rev Landscape	

PictBridge menu

Menu item	Description		
Photo Size	Controls the printed size of each photo printed from a PictBridge-enabled device		
Auto	Notes:		
L	• Auto in the factory default patting		
2L	Auto is the factory default setting.		
Hagaki Postcard	 If both the printer and the PictBridge-enabled camera have a value for this setting, the value in the camera supersedes the value in the printer. 		
Card Size	setting, the value in the camera supersedes the value in the printer.		
100 x 150 mm			
4 x 6 in			
8 x 10 in			
Letter			
A4			
A5			
JIS B5			
Layout	Determines the maximum number of images that can be printed on one side of paper		
Auto	Notes:		
Off			
2 Up	 Auto is the factory default setting. 		
3 Up	If both the printer and the PictBridge-enabled camera have a value for this		
4 Up	setting, the value in the camera supersedes the value in the printer.		
6 Up			
9 Up			
12 Up			
16 Up			
Index Print			
Quality	Determines which resolution, toner darkness, and color saver values the device uses		
Normal	when printing photos sent from a PictBridge-enabled device		
Draft	Notes:		
Fine	Normal is the factory default setting.		
	If both the printer and the PictBridge-enabled camera have a value for this		
	setting, the value in the camera supersedes the value in the printer.		
Paper Source	Identifies the printer default input source when printing photos from a		
MP Feeder	PictBridge-enabled device		
Tray [x]	Notes:		
Manual Paper	MP Feeder is the factory default setting.		
	A photo size larger than the size of the media installed in the printer input		
	source cannot be selected.		

Help menu

The Help menu consists of a series of Help pages that are stored in the multifunction printer (MFP) as PDF files. They contain information about using the printer and performing various tasks, including copying, scanning, and faxing.

English, French, German, and Spanish translations are stored in the printer.

Other translations are available on the Lexmark Web site at www.lexmark.com.

Menu item	Description
Print All Guides	Prints all the guides
Copy Guide	Provides information about making copies and changing settings
Fax Guide	Provides information about sending faxes using fax numbers, shortcut numbers, or the address book, and about changing settings
E-mail Guide	Provides information about sending e-mails using addresses, shortcut numbers, or the address book, and about changing settings
FTP Guide	Provides information about scanning documents directly to an FTP server using an FTP address, shortcut numbers, or the address book, and about changing settings
Print Defects Guide	Provides help in resolving repeating defects in copies or prints
Information Guide	Provides help in locating additional information
Supplies Guide	Provides part numbers for ordering supplies

Securing the printer hard disk and other installed memory

Statement of Volatility

Your printer contains various types of memory that are capable of storing device and network settings, information from embedded solutions, and user data. The types of memory—along with the types of data stored by each—are described below.

- **Volatile memory**—Your device utilizes standard *Random Access Memory* (RAM) to temporarily buffer user data during simple print and copy jobs.
- Non-volatile memory—Your device may utilize two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types are used to store the operating system, device settings, network information, scanner and bookmark settings, and embedded solutions.
- Hard disk memory—Some devices have a hard disk drive installed. The printer hard disk is designed for
 device-specific functionality and cannot be used for long term storage for data that is not print-related. The hard
 disk does not provide the capability for users to extract information, create folders, create disk or network file
 shares, or FTP information directly from a client device. The hard disk can retain buffered user data from complex
 scan, print, copy, and fax jobs, as well as form data, and font data.

There are several circumstances under which you might wish to erase the contents of the memory devices installed in your printer. A partial list includes:

- The printer is being decommissioned
- The printer hard drive is being replaced
- The printer is being moved to a different department or location
- The printer is being serviced by someone from outside your organization
- The printer is being removed from your premises for service
- The printer is being sold to another organization

Disposing of a hard drive

Note: Not all printers have a hard disk installed.

In high-security environments, it may be necessary to take additional steps to ensure that confidential data stored on the printer hard disk cannot be accessed once the printer—or its hard disk—is removed from your premises. While most data can be erased electronically, you may want to consider one or more of the following actions before disposing of a printer or hard disk:

- Degaussing—Flushes the hard drive with a magnetic field that erases stored data
- Crushing—Physically compresses the hard disk to break component parts and render them unreadable
- Milling—Physically shreds the hard disk into small metal bits

Note: While most data can be erased electronically, the only way to guarantee that all data is completely erased is to physically destroy each memory device on which data could have been stored.

Erasing volatile memory

The volatile memory (RAM) installed on your printer requires a power source to retain information. To erase the buffered data, simply power down the device.

Erasing non-volatile memory

- Individual settings, device and network settings, security settings, and embedded solutions—Erase information and settings by selecting Wipe All Settings in the Configuration menu.
- Fax data—Erase fax settings and data by selecting Wipe All Settings in the Configuration menu.
- **1** Turn off the printer.
- 2 Hold down and while turning the printer on. Release the buttons only when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears. When the printer is fully powered up, the touch screen displays a list of functions, instead of the standard home screen icons.

3 Touch Wipe All Settings.

The printer will reboot several times during this process.

Note: Wipe All Settings securely removes device settings, solutions, jobs, faxes, and passwords on the printer.

4 Touch Back > Exit Config Menu.

The printer will power-on reset, and then return to normal operating mode.

Erasing printer hard disk memory

Notes:

- Some printer models may not have a printer hard disk installed.
- Configuring Erase Temporary Data Files in the printer menus lets you remove residual confidential material left by print jobs by securely overwriting files that have been marked for deletion.

Using the printer control panel

- 1 Turn off the printer.
- 2 Hold down 2 and 6 while turning the printer on. Release the buttons only when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears. When the printer is fully turned on, the touch screen displays a list of functions.

- 3 Touch Wipe Disk, and then touch one of the following:
 - Wipe disk (fast)—This lets you overwrite the disk with all zeroes in a single pass.
 - Wipe disk (secure)—This lets you overwrite the disk with random bit patterns several times, followed by a verification pass. A secure overwrite is compliant with the DoD 5220.22-M standard for securely erasing data from a hard disk. Highly confidential information should be wiped using this method.
- 4 Touch Yes to proceed with disk wiping.

Notes:

- A status bar will indicate the progress of the disk wiping task.
- Disk wiping can take from several minutes to more than an hour, during which the printer will be unavailable for other user tasks.

5 Touch Back > Exit Config Menu.

The printer will perform a power-on reset, and then return to normal operating mode.

Configuring printer hard disk encryption

Note: Your printer may not have a hard disk installed.

Enabling hard disk encryption helps prevent the loss of sensitive data in the event your printer or its hard disk is stolen.

Using the Embedded Web Server

1 From the Embedded Web Server, click **Settings** > **Security** > **Disk Encryption**.

Note: Disk Encryption appears in the Security Menu only when a formatted, non-defective printer hard disk is installed.

2 From the Disk encryption menu, select **Enable**.

Notes:

- Enabling disk encryption will erase the content of the printer hard disk.
- Disk encryption can take from several minutes to more than an hour, during which the printer will be unavailable for other user tasks.

3 Click Submit.

Using the printer control panel

- **1** Turn off the printer.
- 2 Hold down and while turning the printer on. Release the buttons only when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears. Once the printer is fully powered up, the touch screen displays a list of functions, instead of standard home screen icons such as Copy or Fax.

3 Touch **Disk Encryption > Enable**.

Note: Enabling disk encryption will erase the contents of the printer hard disk.

4 Touch **Yes** to proceed with disk wiping.

A status bar will indicate the progress of the disk wiping task. After the disk has been encrypted, the printer will return to the Enable/Disable screen.

Notes:

• Do not turn off the printer during the encryption process. Doing so may result in loss of data.

- Disk encryption can take from several minutes to more than an hour, during which the printer will be unavailable for other user tasks.
- 5 Touch Back, and then Exit Config Menu.

The printer will power-on reset, and then return to normal operating mode.

Maintaining the printer

Periodically, certain tasks are required to maintain optimum print quality.

Cleaning the exterior of the printer

1 Make sure that the printer is turned off and unplugged from the wall outlet.



CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

- **2** Remove paper from the standard exit bin.
- 3 Dampen a clean, lint-free cloth with water.

Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the printer.

- 4 Wipe only the outside of the printer, making sure to include the standard exit bin.
 - Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your printer.
- **5** Make sure the paper support and standard exit bin are dry before beginning a new print job.

Cleaning the scanner glass

Clean the scanner glass if you encounter print quality problems, such as streaks on copied or scanned images.

Note: Clean both areas of the scanner glass and both white underside areas.

- 1 Slightly dampen a soft, lint-free cloth or paper towel with water.
- 2 Open the scanner cover.



1	White underside ADF cover
2	White underside scanner glass cover
3	Scanner glass
4	ADF glass

- **3** Wipe the scanner glass until it is clean and dry.
- 4 Wipe the white underside of the scanner cover until it is clean and dry.
- **5** Close the scanner cover.

Storing supplies

Choose a cool, clean storage area for the printer supplies. Store supplies right side up in their original packing until you are ready to use them.

Do not expose supplies to:

- Direct sunlight
- Temperatures above 35°C (95°F)
- High humidity above 80%
- · Salty air
- Corrosive gases
- Heavy dust

Checking the status of supplies

A message appears on the display when a replacement supply item is needed or when maintenance is required.

Checking the status of supplies from the printer control panel

From the home screen, touch Status/Supplies > View Supplies.

Checking the status of supplies from a network computer

Note: The computer must be connected to the same network as the printer.

- **1** Type the printer IP address into the address field of your Web browser.
 - If you do not know the IP address of the printer, you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Device Status.

The Device Status page appears, displaying a summary of supply levels.

Ordering supplies

To order supplies in the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark authorized supplies dealers in your area. In other countries or regions, go to the Lexmark Web site at www.lexmark.com or contact the place where you purchased the printer.

Note: All life estimates for printer supplies assume printing on letter- or A4-size plain paper.

Ordering toner cartridges

When 88.xx [Color] cartridge low appears, order a new toner cartridge.

When 88.xx [Color] cartridge critically low appears, you must replace the specified cartridge.

Part name	Lexmark Return Program	Regular
Black toner cartridge	C540A1KG	Not applicable
Cyan toner cartridge	C540A1CG	Not applicable
Magenta toner cartridge	C540A1MG	Not applicable
Yellow toner cartridge	C540A1YG	Not applicable
Black high-yield toner cartridge	C540H1KG	C540H2KG
Cyan high-yield toner cartridge	C540H1CG	C540H2CG
Magenta high-yield toner cartridge	C540H1MG	C540H2MG
Yellow high-yield toner cartridge	C540H1YG	C540H2YG
Black extra-high-yield toner cartridge	C544X1KG C546U1KG C546U2KG	C544X2KG
Cyan extra-high-yield toner cartridge	C544X1CG	C544X2CG
Magenta extra-high-yield toner cartridge	C544X1MG	C544X2MG
Yellow extra-high-yield toner cartridge	C544X1YG	C544X2YG

Ordering imaging kits

Part name	Part number
Black and color imaging kit	C540X74G
Black imaging kit	C540X71G

Ordering a waste toner bottle

When 82 Replace Waste Toner appears, order a replacement waste toner bottle. The waste toner bottle *must* be replaced when 82 Replace Waste Toner appears.

Part name	Part number
Waste toner bottle	C540X75G

Replacing supplies

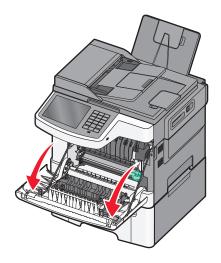
Replacing the waste toner bottle

Replace the waste toner bottle when 82 Replace waste toner appears. The printer will not continue printing until the waste toner bottle is replaced.

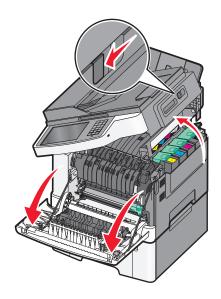
- 1 Unpack the replacement waste toner bottle.
- **2** Grasp the front door at the side handholds, and then pull it toward you.



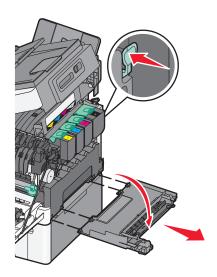
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.



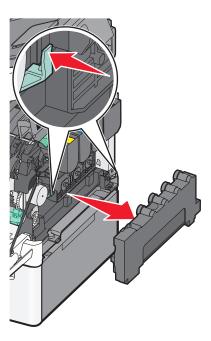
3 Open the top door.



4 Remove the right side cover.

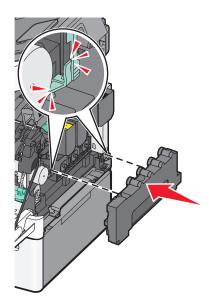


5 Press the green levers on each side of the waste toner bottle, and then remove it.

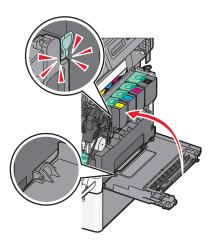


6 Place the waste toner bottle in the enclosed packaging.

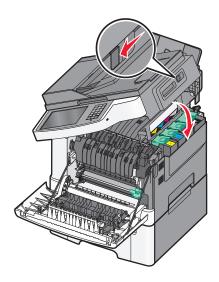
7 Insert the new waste toner bottle.



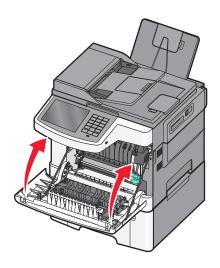
8 Replace the right side cover.



9 Close the top door.



10 Close the front door.



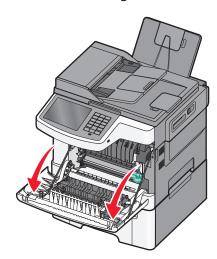
Replacing a black and color imaging kit

Replace the black and color imaging kit when Replace Color Imaging Kit appears.

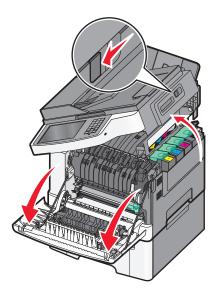
1 Grasp the front door at the side handholds, and then pull it toward you to open it.



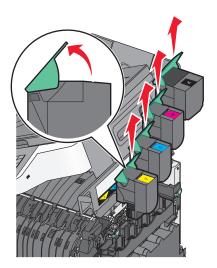
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.



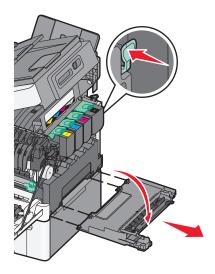
2 Open the top door.



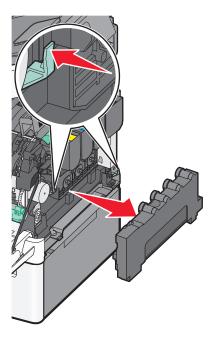
3 Remove the toner cartridges by lifting the handles, and then gently pulling away from the imaging kit.



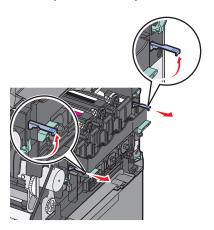
4 Remove the right side cover.



5 Press the green levers on each side of the waste toner bottle, and remove it.

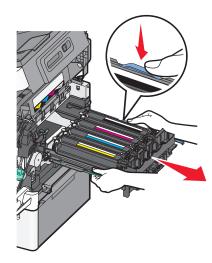


6 Lift the blue levers on the imaging kit, and then pull it toward you.

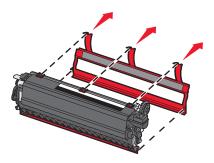


7 Press down on the blue levers, grasp the green handles on the sides, and then pull the imaging kit out.

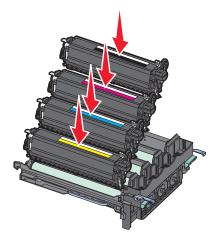
Warning—Potential Damage: Do not touch the underside of the imaging kit. This could damage the imaging kit.



- Unpack the replacement black and color imaging kit. Leave the packaging on the developer units.
- Gently shake the yellow, cyan, magenta, and black developer units side to side.
- **10** Remove the red shipping cover from the yellow, cyan, magenta, and black developer units.

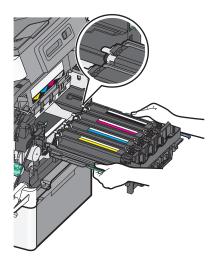


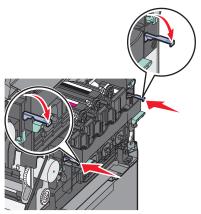
Insert the yellow, cyan, magenta, and black developer units.



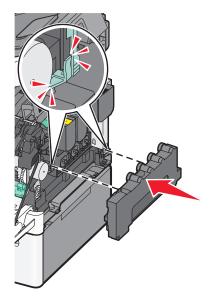
Place the used black and color imaging kit in the enclosed package.

Align and insert the imaging kit.

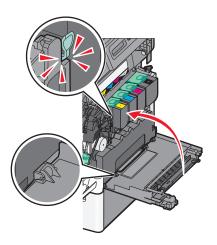




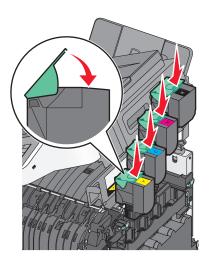
Replace the waste toner bottle.



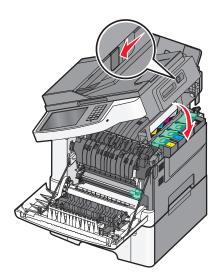
Replace the right side cover.



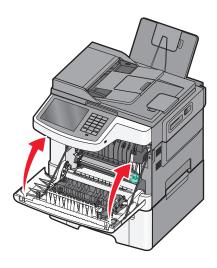
Replace the toner cartridges.



Close the top door.



18 Close the front door.



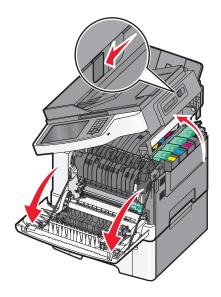
Replacing a toner cartridge

Replace the specified toner cartridge (yellow, cyan, magenta, or black) when 88.xx [Color] cartridge critically low appears. The printer will not continue printing until the specified cartridge is replaced.

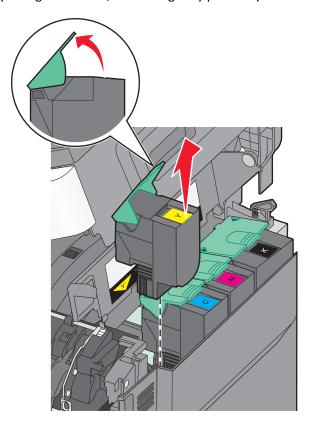
Warning—Potential Damage: Damage caused by use of a non-Lexmark toner cartridge is not covered under warranty.

Note: Degraded print quality may result from using non-Lexmark toner cartridges.

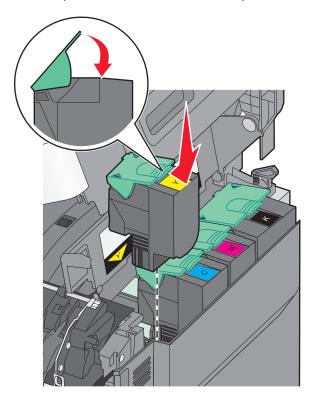
- 1 Make sure the printer is on and Ready or 88.xx [Color] cartridge critically low appears.
- **2** Unpack the new cartridge, and set it near the printer.
- **3** Open the top door.



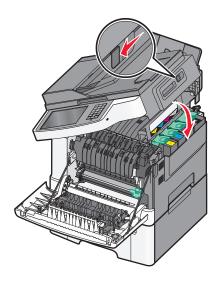
4 Remove the toner cartridge by lifting the handle, and then gently pull away from the imaging kit.



5 Align the new toner cartridge, and then press down until it is all the way into the slot.



6 Close the top door.



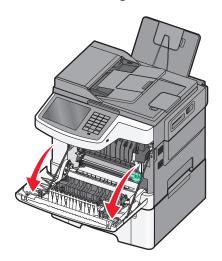
Replacing a developer unit

Replace a developer unit when a print quality defect occurs or when damage occurs to the printer.

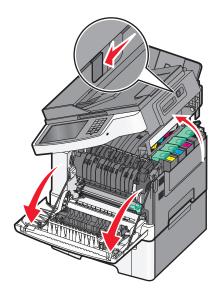
1 Grasp the front door at the side handholds, and then pull it toward you to open it.



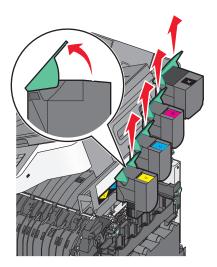
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.



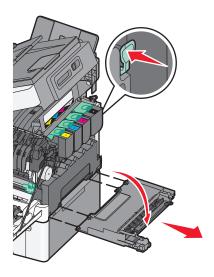
2 Open the top door.



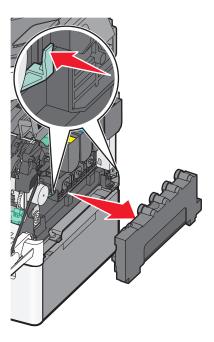
3 Remove the toner cartridges by lifting the handles and then gently pulling away from the imaging kit.



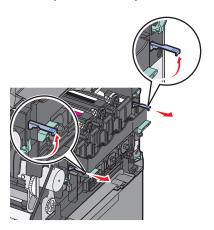
4 Remove the right side cover.



5 Press the green levers on each side of the waste toner bottle, and then remove it.

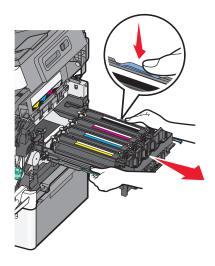


6 Lift the blue levers on the imaging kit, and then pull it toward you.

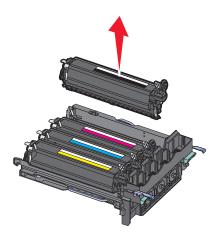


7 Press down on the blue levers, grasp the handles on the sides, and then pull the imaging kit out.

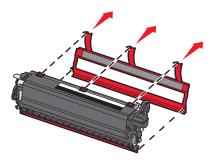
Warning—Potential Damage: Do not touch the underside of the imaging kit. This could damage the imaging kit.



8 Remove the used developer unit.



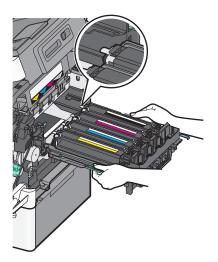
- **9** Place the used developer in the enclosed package.
- 10 Unpack the replacement developer unit.Leave the packaging on the developer unit.
- **11** Gently shake the developer unit side to side.
- **12** Remove the red shipping cover from the developer unit.

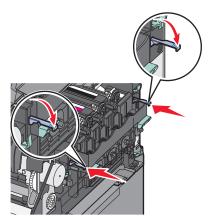


Insert the developer unit.

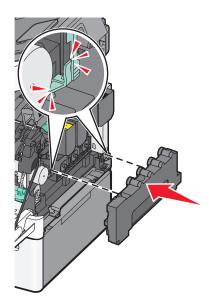


Align and insert the imaging kit.

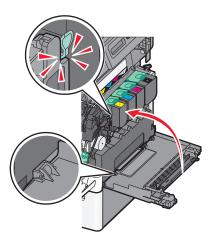




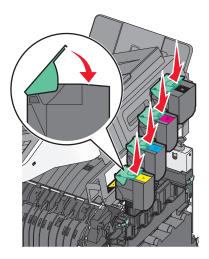
Replace the waste toner bottle.



Replace the right side cover.

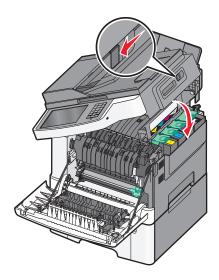


Replace the toner cartridges.

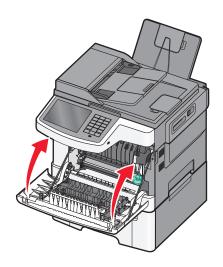


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18 Close the top door.



19 Close the front door.



Moving the printer

Before moving the printer



CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

 \triangle

CAUTION—POTENTIAL INJURY: Before moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.
- Lift the printer off of the optional drawer and set it aside instead of trying to lift the drawer and printer at the same time.

Note: Use the handholds located on both sides of the printer to lift it off the optional drawer.

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Warning—Potential Damage: Damage to the printer caused by improper moving is not covered by the printer warranty.

Moving the printer to another location

The printer and options can be safely moved to another location by following these precautions:

- Any cart used to move the printer must have a surface able to support the full footprint of the printer. Any cart used to move the options must have a surface able to support the dimensions of the options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.

Shipping the printer

When shipping the printer, use the original packaging or call the place of purchase for a relocation kit.

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Administrative support

Finding advanced networking and administrator information

This chapter covers basic administrative support tasks using the Embedded Web Server. For more advanced system support tasks, see the *Networking Guide* on the *Software and Documentation* CD or the *Embedded Web Server* — *Security: Administrator's Guide* on the Lexmark support Web site at http://support.lexmark.com.

Using the Embedded Web Server

If the printer is installed on a network, then the Embedded Web Server is available for a range of functions including:

- Viewing a virtual display of the printer control panel
- Checking the status of the printer supplies
- Configuring printer settings
- Configuring network settings
- Viewing reports

To access the Embedded Web Server for your printer:

1 Type the printer IP address into the address field of your Web browser.

Notes:

- If you do not know the IP address of the printer, then print a network setup page, and then locate the IP address in the TCP/IP section.
- If you are using a proxy server, then temporarily disable it to load the Embedded Web Server correctly.
- 2 Press Enter.

Checking the printer status

You can view paper tray settings, the level of toner in the toner cartridges, the percentage of life remaining in the maintenance kit, and capacity measurements of certain printer parts from the Device Status page of the Embedded Web Server.

1 Type the printer IP address in the address field of your Web browser.

Note: If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Device Status.

Checking the virtual display

Open an Embedded Web Server associated with your printer.
 Type the printer IP address into the address field of your Web browser.

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If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- **2** Check the virtual display that appears in the top left corner of the screen.

The virtual display works as an actual display would work on a printer control panel, showing printer messages.

Setting up e-mail alerts

You can have the printer send you an e-mail when the supplies are getting low or when the paper needs to be changed, added, or when there is a paper jam.

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings.
- 3 Under Other Settings, click E-mail Alert Setup.
- **4** Select the items for notification, and type the e-mail address to receive the alerts.
- 5 Click Submit.

Note: Contact your system support person to set up the e-mail server.

Viewing reports

You can view some reports from the Embedded Web Server. These reports are useful for assessing the status of the printer, the network, and supplies.

To view reports from a network printer:

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- **2** Click **Reports**, and then click the type of report you want to view.

Restoring factory default settings

If you want to retain a list of the current menu settings for reference, then print a menu settings page before restoring the factory default settings.

Warning—Potential Damage: Restoring factory defaults returns most printer settings to the original factory default settings. Exceptions include the display language, custom sizes and messages, and network/port menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

From the home screen, navigate to:

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> Settings > General Settings > Factory Defaults > Restore Now > Submit

Clearing jams

By carefully selecting paper and loading it properly, you can avoid most jams. If jams occur, follow the steps outlined in this chapter.

Note: If Jam Recovery is set to On, then the printer prints a new copy of the page that jammed. If Jam Recovery is set to Auto, then the printer reprints the jammed page if enough printer memory is available.

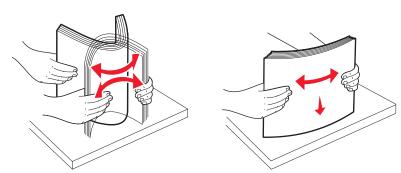
Avoiding jams

Paper tray recommendations

- Make sure the paper lies flat in the tray.
- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it prior to printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height.
- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing too tightly
 against the paper or envelopes.
- Push the tray in firmly after loading paper.

Paper recommendations

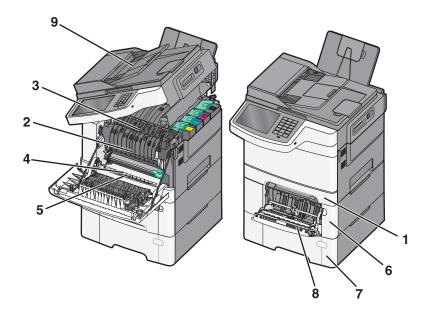
- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex and straighten paper before loading it.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Make sure all sizes and types are set correctly in the printer control panel menus.
- Store paper per manufacturer recommendations.

Understanding jam numbers and locations

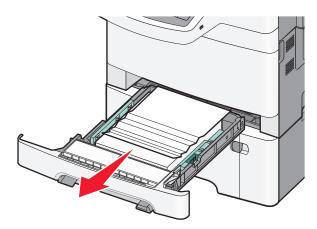
When a jam occurs, a message indicating the jam location appears. The following illustration and table list the paper jams that can occur and the location of each jam. Open doors and covers, and remove trays to access jam locations.



	Jam number	Jam location	Instructions
1	200, 241	In the standard 250-sheet tray and manual feeder (Tray 1)	 Open the front door. Inspect the area behind the front door, and then remove any jams. Open the fuser cover. Inspect the area under the cover, and then remove any jams. Close the front door. Pull Tray 1 out. Inspect the tray area, and then remove any jams. Verify that the paper is loaded correctly. Reinsert Tray 1.
2	201	Under the fuser	
3	202	In the fuser	
4	230	In the duplex	
5	235	In the duplex	
		Note: This jam number indicates that the paper being used for a duplex print job is not supported.	
6	242	In the 650-sheet tray	1 Pull the 650-sheet tray out, and then remove any jams.2 Reinsert the tray.
7	243	In the 550-sheet duo tray Note: This jam number appears only in C546dtn printer models.	1 Pull the 550-sheet tray out, and then remove any jams.2 Reinsert the tray.
8	250	In the multipurpose feeder	 Press the latch to the left to release the multipurpose feeder. Inspect the multipurpose feeder, and then remove any jams. Close the multipurpose feeder. Note: You may need to open the 650-sheet duo tray to remove jammed pages behind the multipurpose feeder.
9	290–294	In the ADF	Open the ADF cover, and then remove the jam.

200 paper jam

1 Grasp the handle, and pull the standard 250-sheet tray (Tray 1) and manual feeder out.



2 Grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

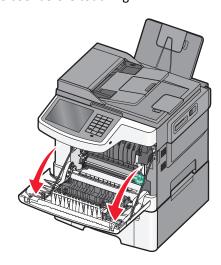
- **3** Insert the tray.
- 4 From the printer control panel, touch Continue, jam cleared.

201 paper jam

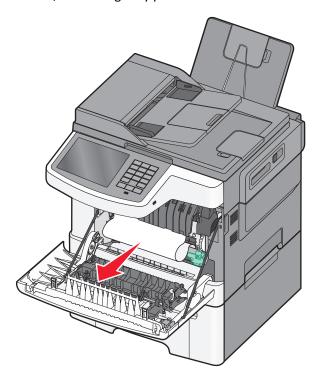
1 Grasp the front door at the side handholds, and then pull it toward you to open it.



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.



2 Grasp the jammed paper on each side, and then gently pull it out.



Notes:

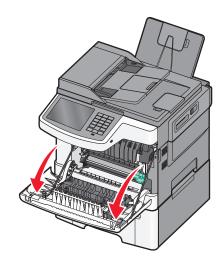
- Make sure all paper fragments are removed.
- There may be a second sheet jammed if 200.xx Paper Jam and 202.xx Paper Jam appear.
- **3** Close the front door.
- 4 From the printer control panel, touch Continue, jam cleared.

202 paper jam

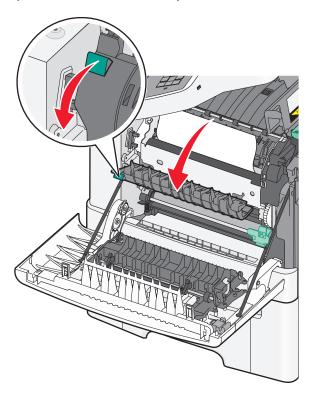
1 Grasp the front door at the side handholds, and then pull it toward you to open it.



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.



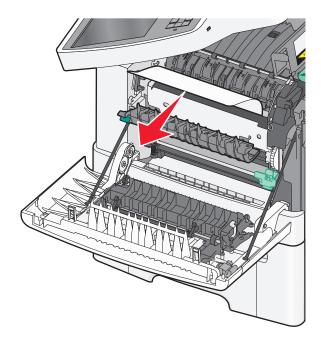
2 Grasp the green lever, and then pull the fuser cover toward you.



3 Hold the fuser cover down, and then remove the jammed paper.

Note: Make sure all paper fragments are removed.

The fuser cover closes when released.



- 4 Close the front door.
- 5 From the printer control panel, touch Continue, jam cleared.

230 paper jam

- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.
- **2** Grasp the jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.

3 From the printer control panel, touch **Continue, jam cleared**.

235 paper jam

This jam occurs when the paper is too short for the duplex unit.

- **1** Grasp the front door at the side handholds, and then pull it toward you to open it.
- **2** Grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

3 Load the tray with the correct paper size (A4, letter, legal, or folio).

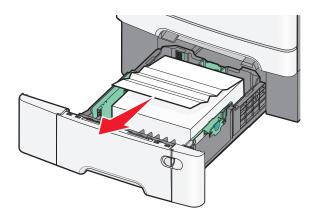
Note: When loading, flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

- 4 Insert the tray.
- **5** Close the front door.
- 6 From the printer control panel, touch Continue, jam cleared.

24x paper jam

241 paper jam

1 Grasp the handle, and then pull the standard 250-sheet tray (Tray 1).



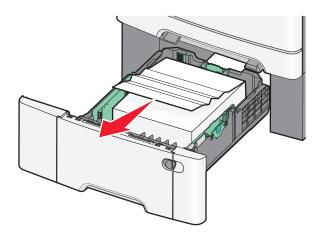
2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

- 3 Insert the tray.
- 4 From the printer control panel, touch Continue, jam cleared.

242 paper jam

1 Grasp the optional 650-sheet tray handle, and then pull the tray out.



Note: The optional 650-sheet tray is supported only in select printer models.

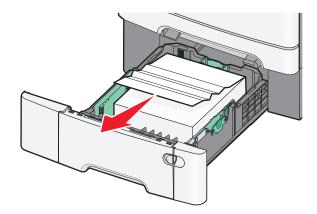
2 Firmly grasp the jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.

- **3** Insert the tray.
- 4 From the printer control panel, touch Continue, jam cleared.

243 paper jam

1 Grasp the optional 550-sheet tray handle, and then pull the tray out.



Note: The optional 550-sheet tray is supported only in select printer models.

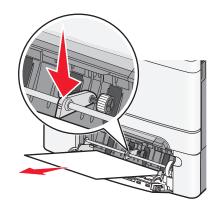
2 Firmly grasp the jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.

- **3** Insert the tray.
- 4 From the printer control panel, touch Continue, jam cleared.

250 paper jam

- **1** Remove all paper from the multipurpose feeder.
- **2** Push the lever in the multipurpose feeder to access the jammed paper.



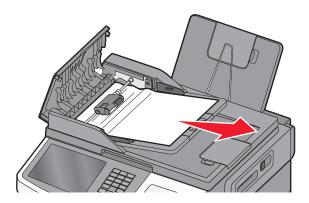
3 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

4 From the printer control panel, touch Continue, jam cleared.

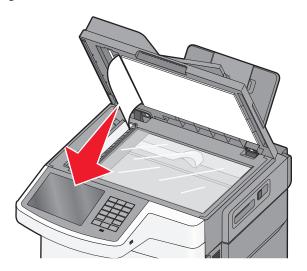
290-294 paper jams

- 1 Remove all original documents from the ADF.
- **2** Open the ADF cover, firmly grasp any jammed paper, and then gently pull it out. Remove the pick arm assembly to remove hard-to-reach jammed paper.



- **3** Close the ADF cover.
- **4** Open the scanner cover, firmly grasp any jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.



- **5** Close the scanner cover.
- 6 From the printer control panel, touch Continue, jam cleared.

Troubleshooting

Solving basic printer problems

If there are basic printer problems, or the printer is unresponsive, make sure:

- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electronic equipment plugged into the outlet is working.
- The printer is turned on. Check the printer power switch.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- All options are properly installed.
- The printer driver settings are correct.

Once you have checked each of these possibilities, turn the printer off, wait for about 10 seconds, and then turn the printer back on. This often fixes the problem.

Understanding the printer messages

Adjusting color

Wait for the process to complete.

Change [paper source] to [custom type name]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom type name] load [orientation]

- Touch Use current [paper source] to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom string]

Try one or more of the following:

- Touch Use current [paper source] to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch Cancel job to cancel the print job.

Change [paper source] to [custom string] load [orientation]

Try one or more of the following:

- Touch Use current [paper source] to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size]

Try one or more of the following:

- Touch Use current [paper source] to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch Cancel job to cancel the print job.

Change [paper source] to [paper size] load [orientation]

Try one or more of the following:

- Touch Use current [paper source] to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch Cancel job to cancel the print job.

Change [paper source] to [paper size] [paper type]

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch Cancel job to cancel the print job.

Change [paper source] to [paper size] [paper type] load [orientation]

Try one or more of the following:

- Touch Use current [paper source] to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch Cancel job to cancel the print job.

Close front door

- 1 Turn the printer off, and then on.
- **2** Open and then fully close the front door of the printer.

Note: Make sure there are no obstructions in the front door sensor.

Error reading USB drive. Remove drive.

An unsupported USB device has been inserted. Remove the USB device, and then install a supported one.

Error reading USB hub. Remove hub.

An unsupported USB hub has been inserted. Remove the USB hub, and then install a supported one.

Fax Station Name not set up. Contact system administrator.

The Fax Station Name has not been entered. Sending and receiving faxes is disabled until fax is configured properly.

Try one or more of the following:

- Touch **Continue** to clear the message.
- Complete the Analog Fax Setup. If the message appears again, then contact your system support person.

Fax Station Number not set up. Contact system administrator.

The Fax Station Number has not been entered. Sending and receiving faxes is disabled until fax is configured properly.

Try one or more of the following:

- Touch Continue to clear the message.
- Complete the Analog Fax Setup. If the message appears again, then contact your system support person.

If restarting job, replace originals that have not begun to exit the scanner

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch Scan from automatic feeder to continue scanning from the ADF immediately after the last successful scan
 job.
- Touch Scan from flatbed to continue scanning from the scanner immediately after the last successful scan job.

- Touch Finish job without further scanning to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Insert Tray [x]

Fully insert the specified tray into the printer.

Load [src] with [custom type name]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch Paper loaded, continue to clear the message and continue printing.
 - If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default paper source.
- Cancel the print job.

Load [src] with [custom string]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch Paper loaded, continue to clear the message and continue printing.
 - If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default paper source.
- Cancel the print job.

Load [src] with [size]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch Paper loaded, continue to clear the message and continue printing.
 - If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it feeds from the default paper source.
- Cancel the print job.

Load [src] with [type] [size]

- Load the specified paper in the tray or feeder.
- Touch Paper loaded, continue to clear the message and continue printing.
 - If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it feeds from the default paper source.
- Cancel the print job.

Load Manual Feeder with [custom type name]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch Prompt each page, paper loaded or Do not prompt, paper loaded to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [custom string]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch Prompt each page, paper loaded or Do not prompt, paper loaded to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper size]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch Prompt each page, paper loaded or Do not prompt, paper loaded to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper type] [paper size]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch Prompt each page, paper loaded or Do not prompt, paper loaded to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Memory full, cannot print faxes

There is not enough memory to print the fax job.

Touch **Continue** to clear the message without printing. Held faxes will attempt to print after the printer has been restarted.

No analog phone line connected to modem, fax is disabled

The analog phone line was not detected; the fax is disabled. Connect the printer to an analog phone line, and then touch **Continue**.

Remove packaging material, [area name]

Remove any remaining packaging material from the specified location.

Remove paper from standard output bin

Remove the stack of paper from the standard exit bin.

Replace all originals if restarting job.

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch Scan from flatbed to continue scanning from the scanner immediately after the last successful scan job.
- Touch Finish job without further scanning to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Remove originals from the scanner automatic document feeder

The scanner failed to feed one or more pages through the Automatic Document Feeder (ADF).

1 Remove all pages from the ADF.

Note: The message clears when the pages are removed from the ADF.

- 2 Flex the pages.
- **3** Place the pages in the ADF.
- 4 Adjust the ADF guides.

Restore held jobs?

Try one or more of the following:

- Touch **Restore** to restore all held jobs stored on the printer hard disk.
- Touch **Do not restore** if you do not want any print jobs to be restored.

Scanner automatic feeder cover open

Close the ADF cover to clear the message.

Scan document too long

The scan job exceeds the maximum number of pages. Touch **Cancel job** to clear the message and cancel the scan job.

Some held jobs were not restored

Touch **Continue** to delete the specified job.

Note: Held jobs that are not restored stay on the hard disk and are inaccessible.

Unsupported camera mode, unplug camera and change mode

The camera mode does not support PictBridge.

Unplug the camera, change the mode and plug the camera back into the printer.

Unsupported disk

An unsupported disk has been inserted. Remove the unsupported disk, and then install a supported one.

30.xx [Color] cartridge missing

Try one or more of the following:

- Remove and reinstall the specified toner or print cartridge. For instructions on removing a toner or print cartridge, touch **More information**.
- Install a new toner or print cartridge, following the instruction sheet that came with the replacement part.

30.xx Missing [color] cartridge and/or [color] imaging kit

Try one or more of the following:

- Remove and reinstall the specified toner or print cartridge, or imaging kit. For instructions on removing a cartridge or imaging kit, touch **More information**.
- Install a new cartridge or imaging kit, following the instruction sheet that came with the replacement part.

31.xx Defective [color] cartridge

The specified toner cartridge is either missing or not functioning properly. Try one or more of the following:

- Remove the specified toner cartridge, and then reinstall it.
- Remove the specified toner cartridge, and then install a new one.

31.xx Defective imaging kit

The imaging kit is either missing or not functioning properly. Try one or more of the following:

- Remove the imaging kit, and then reinstall it.
- Remove the imaging kit, and then install a new one.

32.xx Replace unsupported [color] cartridge

Remove the unsupported toner or print cartridge, and then install a supported one.

34 Incorrect paper size, open [src]

Try one or more of the following:

- Load the appropriate paper or specialty media in the proper tray.
- Confirm that the wheel on tray 1 is set to the paper size loaded in the tray. Make sure this size is the size you are trying to print.
- Touch **Continue** to clear the message and print using a different tray.
- Check length and width guides of the tray and make sure the paper is properly loaded in the tray.
- Make sure the Print Properties or Print dialog settings have the correct paper size and type.
- Check that the paper size is correctly set. For example, if the MP Feeder Size is set to Universal, make sure the paper
 is large enough for the data being printed.
- Cancel the print job.

35 Insufficient memory to support Resource Save feature

Try one or more of the following:

- Touch Continue to disable Resource Save and continue printing.
- To enable Resource Save after receiving this message, make sure the link buffers are set to Auto, and then exit the menus to activate the link buffer changes. When **Ready** appears, enable Resource Save.
- Install additional memory.

37 Insufficient memory, some held jobs will not be restored

The printer deleted some held jobs in order to process current jobs.

Touch Continue to clear the message.

37 Insufficient memory to collate job

Try one or more of the following:

- Touch Continue to print the portion of the job already stored and begin collating the rest of the print job.
- Cancel the current print job.

38 Memory full

Try one or more of the following:

- Touch Cancel job to clear the message.
- Install additional printer memory.

39 Complex page, some data may not have printed

- Touch Continue to clear the message and continue printing.
- Cancel the current print job.

• Install additional printer memory.

51 Defective flash detected

Try one or more of the following:

- Touch Continue to clear the message and continue printing.
- Cancel the current print job.

52 Not enough free space in flash memory for resources

Try one or more of the following:

- Touch Continue to clear the message and continue printing.
 Downloaded fonts and macros not previously stored in flash memory are deleted.
- Delete fonts, macros, and other data stored in flash memory.
- Upgrade to a larger capacity flash memory card.

53 Unformatted flash detected

Try one or more of the following:

- Touch **Continue** to stop the defragment operation and continue printing.
- Format the flash memory. If the error message remains, the flash memory may be defective and require replacing.

54 Standard network software error

Try one or more of the following:

- Touch Continue to continue printing.
- Turn the printer off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

54 Network [x] software error

Try one or more of the following:

- Touch Continue to continue printing.
- Turn the printer off, wait for about 10 seconds, and then turn the printer back on.
- Upgrade (flash) the network firmware in the printer.

56 Standard USB port disabled

- Touch **Continue** to clear the message.
 - The printer discards any data received through the USB port.
- Make sure the USB Buffer menu item is not set to Disabled.

57 Configuration change, some held jobs were not restored

Something has changed in the printer to invalidate the held jobs. Possible changes include:

- The printer firmware has been updated.
- Paper input options needed for the print job were removed.
- The print job was created using data from a device in the USB port and the device is no longer in the USB port.
- The printer hard disk contains print jobs that were stored while installed in a different printer model.

Touch Continue to clear the message.

58 Too many flash options installed

- 1 Turn the printer off.
- **2** Unplug the power cord from the wall outlet.
- **3** Remove the excess flash memory.
- **4** Connect the power cord to a properly grounded outlet.
- **5** Turn the printer back on.

58 Too many trays attached

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- **3** Remove the additional trays.
- **4** Connect the power cord to a properly grounded outlet.
- 5 Turn the printer back on.

59 Incompatible tray [x]

Try one or more of the following:

- Remove the specified tray.
- Touch Continue to clear the message and continue printing without using the specified tray.

61 Remove defective disk

- Remove the defective printer hard disk.
- Install a different printer hard disk before performing any operations that require a printer hard disk.

62 Disk full

Try one or more of the following:

- Touch **Continue** to clear the message and continue processing.
- Delete fonts, macros, and other data stored on the printer hard disk.
- Install a printer hard disk with larger capacity.

63 Unformatted disk

Try one or more of the following:

- Touch Continue to clear the message and continue printing.
- Format the printer hard disk.

If the error message remains, the hard disk may be defective and require replacing.

80 Routine maintenance

The printer needs to be serviced. For more information, contact customer support.

82.xx Replace waste toner bottle

- 1 Replace the waste toner bottle.
 For instructions on replacing the waste toner bottle, from the printer control panel touch More Information.
- 2 Touch Continue to clear the message and continue printing.

82.xx Waste toner bottle missing

Reinsert the waste toner bottle into the printer.

82.xx Waste toner bottle nearly full

Order a replacement waste toner bottle immediately.

- 1 Replace the waste toner bottle.
 For instructions on installing the waste toner bottle, from the printer control panel touch More Information.
- **2** Touch **Continue** to clear the message and continue printing.

88.xx [Color] cartridge critically low

Replace the specified toner cartridge.

- 1 Touch More Information from the printer control panel for instructions on replacing a print cartridge.
- 2 Touch Continue to clear the message and continue printing.

88.xx [color] cartridge low

- 1 Order a replacement toner cartridge immediately.
- 2 Remove the specified cartridge.
- **3** Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 4 Reinsert the cartridge, and then touch Continue to clear the message and continue printing.

Note: Repeat this procedure multiple times until the print remains faded, and then replace the cartridge.

88.xx [color] cartridge nearly low

- 1 Order a replacement toner cartridge.
- **2** Remove the specified cartridge.
- **3** Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 4 Reinsert the cartridge, and then touch **Continue** to clear the message and continue printing.

Note: Repeat this procedure multiple times until the print remains faded, and then replace the cartridge.

840.01 Scanner disabled by admin

Print without the scanner or contact your system support person.

840.02 Scanner disabled. Contact system administrator if problem persists.

The printer identified a problem with the scanner and automatically disabled it. Try one or more of the following:

- **1** Remove all pages from the ADF.
- 2 Turn the printer off.
- **3** Wait for 15 seconds, and then turn the printer on.

Note: If turning the printer off and then on again does not clear the message, then touch **Continue with scanner disabled** to return to the home screen, and then contact your system support person.

- **4** Place the document in the ADF, and then adjust the paper guides.
- **5** From the home screen, touch **Copy**, or use the keypad to enter the number of copies.
- **6** Change the copy settings as needed.
- 7 Touch Copy It.

290–294 ADF scanning jams

The scanner failed to feed one or more pages through the ADF.

- 1 Remove all original documents from the ADF.
 - **Note:** The message clears when the pages are removed from the ADF.
- **2** Do not fold or crease original documents. Straighten the edges on a level surface.

- **3** Load the original documents in the ADF.
- 4 Adjust the ADF guides.
- 5 Touch Continue, jam cleared.

Solving printing problems

Multiple-language PDF files do not print

The PDF files may contain unavailable fonts.

- 1 Open the document you want to print in Adobe Acrobat.
- 2 Click the printer icon > Advanced > Print as image > OK > OK.

Printer control panel display is blank or displays only diamonds

The printer self test failed. Turn the printer off, wait about 10 seconds, and then turn the printer back on.

If Performing Self Test and Ready do not appear, turn the printer off and contact Customer Support.

Error message about reading USB drive appears

Make sure the flash drive is supported.

Print jobs do not print

Try one or more of the following:

Make sure there is no problem with your printer

From the printer control panel, check the status. If necessary, follow the recovery instructions.

MAKE SURE THE PRINTER IS READY TO PRINT

Make sure **Ready** appears on the display before sending a print job.

CHECK IF A SUPPLY IS MISSING OR NEEDS REPLACEMENT

Remove and then reinstall or replace the supply.

CHECK IF THE STANDARD EXIT BIN IS FULL

Remove the paper stack from the standard exit bin.

CHECK IF THE PAPER TRAY IS EMPTY

Load paper in the tray.

Make sure the correct printer software is installed

- Verify that you are using the correct printer software.
- If the printer is connected to your computer through a USB port, then make sure you are running a supported operating system and using a compatible printer software.

Make sure the internal print server is working properly

- Make sure the internal print server is properly installed and that the printer is connected to the network.
- Print a network setup page and check that the status shows Connected. If the status is Not Connected,
 then check the network cables, and then try printing the network setup page again. Contact your system support
 person to make sure the network is functioning correctly.

The printer software is available on the Lexmark Web site at http://support.lexmark.com.

Make sure you are using a recommended USB, serial, or Ethernet cable

For more information, visit the Lexmark Web site at http://support.lexmark.com.

Make sure printer cables are securely connected

Check the cable connections to the printer and print server to make sure they are secure.

For more information, see the setup documentation that came with the printer.

Confidential and other held jobs do not print

These are possible solutions. Try one or more of the following:

PARTIAL JOB, NO JOB, OR BLANK PAGE PRINTS

The print job may contain a formatting error or invalid data.

- Delete the print job, and then print it again.
- For PDF documents, recreate the PDF and then print it again.

If you are printing from the Internet, then the printer may be reading multiple job titles as duplicates and deleting all jobs except the first one.

- For Windows users, open Print Properties. From the Print and Hold dialog, select the "Keep duplicate documents" check box under the User name text box before entering a PIN number.
- For Macintosh users, save each print job, naming each job differently, and then send the individual jobs to the printer.

Make sure the printer has sufficient memory

Free up additional printer memory by scrolling through the list of held jobs and deleting some of them.

Print job takes longer than expected

Try one or more of the following:

REDUCE THE COMPLEXITY OF THE PRINT JOB

Eliminate the number and size of fonts, the number and complexity of images, and the number of pages in the print job.

TURN OFF THE PAGE PROTECT SETTING

From the home screen, navigate to:



CHANGE THE ENVIRONMENTAL SETTINGS

When using Eco-Mode or Quiet Mode settings, you may notice a reduction in performance.

Job prints from the wrong tray or on the wrong paper

CHECK THE PAPER TYPE AND PAPER SIZE SETTINGS

Make sure the paper type setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the paper type and paper size settings.
- **2** Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

Incorrect or strange characters print

- The print job may not have terminated properly. Turn the printer off and back on.
- Make sure the printer is not in Hex Trace mode. If **Ready Hex** appears on the display, you must exit Hex Trace mode before you can print your job. Turn the printer off and back on to exit Hex Trace mode.

Tray linking does not work

These are possible solutions. Try one or more of the following:

Note: The paper trays, manual feeder, and multipurpose feeder do not automatically sense the paper size. You must set the size from the Paper Size/Type menu.

LOAD THE SAME SIZE AND TYPE OF PAPER

- Load the same size and type of paper in each tray to be linked.
- Move the paper guides to the correct positions for the paper size loaded in each tray.

USE THE SAME PAPER SIZE AND PAPER TYPE SETTINGS

- Print a menu settings page and compare the settings for each tray.
- If necessary, adjust the settings from the Paper Size/Type menu.

Large jobs do not collate

These are possible solutions. Try one or more of the following:

MAKE SURE COLLATE IS SET TO ON

From the printer control panel Finishing menu, Print Properties, or the Print dialog, set Collate to On.

Note: Setting Collate to Off in the software overrides the setting in the Finishing menu.

REDUCE THE COMPLEXITY OF THE PRINT JOB

Reduce the complexity of the print job by eliminating the number and size of fonts, the number and complexity of images, and the number of pages in the job.

Make sure the printer has enough memory

Add printer memory.

Unexpected page breaks occur

INCREASE THE PRINT TIMEOUT VALUE

- 1 From the home screen, navigate to:
 - > Settings > General Settings > Timeouts
- 2 Touch the left or right arrow next to Print Timeout until the desired value appears.
- 3 Touch Submit.

Solving copy problems

Copier does not respond

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

CHECK THE POWER

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Scanner unit does not close

Make sure there are no obstructions:

- 1 Lift the scanner unit.
- **2** Remove any obstruction keeping the scanner unit open.
- 3 Lower the scanner unit.

Poor copy quality

These are some examples of poor copy quality:

- Blank pages
- Checkerboard pattern
- Distorted graphics or pictures
- Missing characters
- Faded print
- Dark print
- Skewed lines
- Smudges
- Streaks
- Unexpected characters
- White lines in print

Try one or more of the following:

CLEAR ANY ERROR MESSAGES

Check the display and clear any error messages.

REPLACE THE TONER OR PRINT CARTRIDGE

When the print remains faded, replace the toner or print cartridge.

CLEAN THE SCANNER GLASS

The scanner glass may be dirty. Clean the scanner glass with a clean, lint-free cloth dampened with water.

For more information, see "Cleaning the scanner glass" on page 197.

ADJUST THE TONER DARKNESS OF THE COPY

Adjust the toner darkness from the Copy menus.

Make sure the quality of the original document is satisfactory

Check the quality of the original document.

PLACE THE ORIGINAL DOCUMENT PROPERLY

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Make sure to use the appropriate Copy settings

When patterns (moiré) appear in the output:

- On the Copy screen make sure the Content Type and Source settings are appropriate for the document being scanned.
- From the Copy screen, navigate to:

Advanced Options > Advanced Imaging > Sharpness > lower the Sharpness setting

On the Copy screen, make sure no scaling is being selected.

When the text is light or disappearing:

From the Copy screen, navigate to:

Content > Text > > > select the appropriate source for the original document being copied > <



• From the Copy screen, navigate to:

Advanced Options > Advanced Imaging > Sharpness > increase the current setting

From the Copy screen, navigate to:

Advanced Options > Advanced Imaging > Background removal, and then reduce the current setting

From the Copy screen, navigate to:

Advanced Options > Advanced Imaging > Contrast > increase the current setting

From the Copy screen, navigate to:

Advanced Options > Advanced Imaging > Shadow detail > reduce the current setting

When the output appears washed out or overexposed:

- On the Copy screen make sure the Content Type and Source settings are appropriate for the document being scanned.
- From the Copy screen, adjust the Darkness setting.
- From the Copy screen, navigate to:

Advanced Options > Advanced Imaging > Shadow detail > reduce the current setting

From the Copy screen, navigate to:

Advanced Options > Advanced Imaging > Background removal > reduce the current setting

Partial document or photo copies

These are possible solutions. Try one or more of the following:

CHECK THE DOCUMENT PLACEMENT

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the printer control panel, check the Paper Size setting from the Paper menu.
- **2** Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Solving scanner problems

Checking an unresponsive scanner

If your scanner is not responding, then make sure:

- The printer is turned on.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.

Once you have checked each of these possibilities, turn the printer off and then back on. This often fixes the problem with the scanner.

Scan was not successful

These are possible solutions. Try one or more of the following:

CHECK THE CABLE CONNECTIONS

Make sure the network or USB cable is securely connected to the computer and the printer.

AN ERROR MAY HAVE OCCURRED IN THE PROGRAM

Turn off and then restart the computer.

Scanning takes too long or freezes the computer

These are possible solutions. Try one or more of the following:

OTHER SOFTWARE PROGRAMS MAY BE INTERFERING WITH SCANNING

Close all programs not being used.

THE SCAN RESOLUTION MAY BE SET TOO HIGH

Select a lower scan resolution.

Poor scanned image quality

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

THE SCANNER GLASS MAY BE DIRTY

Clean the scanner glass with a clean, lint-free cloth dampened with water. For more information, see <u>"Cleaning the scanner glass" on page 197</u>.

ADJUST THE SCAN RESOLUTION

Increase the resolution of the scan for a higher quality output.

CHECK THE QUALITY OF THE ORIGINAL DOCUMENT

Make sure the quality of the original document is satisfactory.

CHECK THE DOCUMENT PLACEMENT

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Partial document or photo scans

These are possible solutions. Try one or more of the following:

CHECK THE DOCUMENT PLACEMENT

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the printer control panel, check the Paper Size setting from the Paper menu.
- **2** Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Cannot scan from a computer

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

CHECK THE POWER

Make sure the printer is plugged in, the power is on, and **Ready** appears.

CHECK THE CABLE CONNECTIONS

Make sure the network or USB cable is securely connected to the computer and the printer.

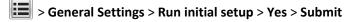
Solving fax problems

Fax and e-mail functions are not set up

The indicator light blinks red until you set up fax and e-mail. To set up fax and e-mail, follow these steps:

Note: Before completing these instructions for a printer on a network, make sure the fax cables are connected.

1 From the home screen, navigate to:



- 2 Turn the printer off, and then turn it back on.
- **3** From the printer control panel, touch your language.
- **4** Touch your country or region, and then touch **Continue**.
- **5** Select your time zone, and then touch **Continue**.
- 6 Touch Fax and E-mail to clear the icons, and then touch Continue.

Note: You can use these same steps to disable fax and e-mail.

Caller ID is not shown

Contact your telecommunications company to verify that your telephone line is subscribed to the caller ID service.

If your region supports multiple caller ID patterns, you may have to change the default setting. There are two settings available: FSK (pattern 1) and DTMF (pattern 2). The availability of these settings by way of the Fax menu depends on whether your country or region supports multiple caller ID patterns. Contact your telecommunications company to determine which pattern or switch setting to use.

Cannot send or receive a fax

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

CHECK THE POWER

Make sure the printer is plugged in, the power is on, and **Ready** appears.

CHECK THE PRINTER CONNECTIONS

Make sure the cable connections for the following hardware are secure, if applicable:

- Telephone
- Handset
- Answering machine

CHECK THE TELEPHONE WALL JACK

- 1 Plug a telephone into the wall jack.
- 2 Listen for a dial tone.
- **3** If you do not hear a dial tone, then plug a different telephone into the wall jack.
- 4 If you still do not hear a dial tone, then plug a telephone into a different wall jack.
- **5** If you hear a dial tone, then connect the printer to that wall jack.

REVIEW THIS DIGITAL PHONE SERVICE CHECKLIST

The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.

- If you are using an ISDN telephone service, then connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider.
- If you are using DSL, then connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider.
- If you are using a PBX telephone service, then make sure you are connecting to an analog connection on the PBX. If none exists, consider installing an analog telephone line for the fax machine.

CHECK FOR A DIAL TONE

- Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.
- If the telephone line is being used by another device, then wait until the other device is finished before sending
 a fax.
- If you are using the On Hook Dial feature, then turn up the volume to verify a dial tone.

TEMPORARILY DISCONNECT OTHER EQUIPMENT

To ensure the printer is working correctly, connect it directly to the telephone line. Disconnect any answering machines, computers with modems, or telephone line splitters.

CHECK FOR JAMS

Clear any jams, and then make sure that **Ready** appears.

TEMPORARILY DISABLE CALL WAITING

Call Waiting can disrupt fax transmissions. Disable this feature before sending or receiving a fax. Call your telephone company to obtain the keypad sequence for temporarily disabling Call Waiting.

VOICE MAIL SERVICE MAY BE INTERFERING WITH THE FAX TRANSMISSION

Voice Mail offered through your local telephone company may disrupt fax transmissions. To enable both Voice Mail and the printer to answer calls, you may want to consider adding a second telephone line for the printer.

THE PRINTER MEMORY MAY BE FULL

- 1 Dial the fax number.
- 2 Scan the original document one page at a time.

Can send but not receive faxes

Try one or more of the following:

LOAD PAPER

If the tray is empty, then load paper in the tray or feeder.

CHECK THE RING COUNT DELAY SETTINGS

The ring count delay sets the number of times the phone rings before the printer answers. If you have extension phones on the same line as the printer, or subscribe to the telephone company's Distinctive Ring service, then keep the Ring Delay setting at 4.

1 Type the printer IP address in the address field of your Web browser.

If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click Settings > Fax Settings > Analog Fax Setup.
- 3 In the Rings to Answer field, enter the number of times you want the phone to ring before the printer answers.
- 4 Click Submit.

REPLACE THE TONER OR PRINT CARTRIDGE

Replace the toner or print cartridge.

Can receive but not send faxes

These are possible solutions. Try one or more of the following:

Make sure the printer is in Fax mode

From the printer control panel, press the Fax button to put the printer in Fax mode.

Make sure the document is loaded properly

Load the original document faceup, short edge first into the ADF or facedown on the scanner glass in the upper left corner.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Make sure the shortcut number is set up properly

- Check to make sure the shortcut number has been programmed for the number that you want to dial.
- As an alternative, dial the telephone number manually.

Received fax has poor print quality

Try one or more of the following:

RESEND THE DOCUMENT

Ask the person who sent you the fax to:

- Check that the quality of the original document is satisfactory.
- Resend the fax. There may have been a problem with the quality of the telephone line connection.
- Increase the fax scan resolution, if possible.

REPLACE THE CARTRIDGE

When 88 Cartridge low appears or when the prints appear faded, replace the cartridge.

Make sure the fax transmission speed is not set too high

Decrease the incoming fax transmission speed:

1 Type the printer IP address in the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click Settings > Fax Settings > Analog Fax Setup.

3 In the Max Speed box, click one of the following:

2400

4800

9600

14400

33600

4 Click Submit.

Solving home screen application problems

An application error has occurred

CHECK THE SYSTEM LOG FOR RELEVANT DETAILS

1 Type the printer IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.
- 2 Click Settings or Configuration.
- 3 Click Device Solutions > Solutions (eSF) > System tab > Log.
- **4** From the Filter menu, select an application status.
- **5** From the Application menu, select an application, and then click **Submit**.

Make sure the file name you want to scan to is not already in use

Verify that the file to which you want to scan is not open by another application or user.

To help prevent errors, make sure either "Append time stamp" or "Overwrite existing file" is selected in the destination configuration settings.

ADJUST THE SCAN SETTINGS

In the destination configuration settings, lower the scan settings. For example, lower the scan resolution, disable Color, or change the Content type to Text.

CONTACT CUSTOMER SUPPORT

If you still cannot isolate the problem, then contact customer support.

Solving option problems

Option does not operate correctly or quits after it is installed

Try one or more of the following:

RESET THE PRINTER

Turn the printer off, wait for about 10 seconds, and then turn the printer on.

CHECK TO SEE IF THE OPTION IS CONNECTED TO THE PRINTER

- **1** Turn the printer off using the power switch.
- **2** Unplug the power cord from the wall outlet, and then from the printer.
- **3** Check the connection between the option and the printer.

Make sure the option is installed correctly

Print a menu settings page and check to see if the option is listed in the Installed Options list. If the option is not listed, then reinstall it. For more information, see the hardware setup documentation that came with the option, or go to www.lexmark.com to view the option instruction sheet.

Make sure the option is selected

From the computer you are printing from, select the option.

For more information, see "Adding available options in the print driver" on page 37.

Drawers

Make sure the paper is loaded correctly

- **1** Open the paper tray.
- **2** Check for paper jams or misfeeds.
- **3** Make sure paper guides are aligned against the edges of the paper.
- **4** Make sure the paper tray closes properly.
- **5** Close the door.

RESET THE PRINTER

Turn the printer off. Wait 10 seconds. Turn the printer back on.

Multipurpose feeder

CHECK THE MULTIPURPOSE FEEDER

Make sure the 650-sheet duo drawer (multipurpose feeder) is installed properly.

CLEAR ANY JAMS

Clear any jams in the multipurpose feeder.

CHECK THE POWER CORD CONNECTION

Make sure:

- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The outlet has power.

CHECK THE PAPER

Use recommended paper and specialty media. For more information, see the chapter about paper and specialty media guidelines.

CHECK THE PAPER GUIDES

Move the guides in the tray to the correct position for the size loaded.

CHECK FOR SERVICE MESSAGES

If a service message appears, turn the printer off, wait about 10 seconds, and then turn the printer back on. If the error recurs, call for service.

Memory card

Make sure the memory card is securely connected to the printer system board.

Solving paper feed problems

Paper frequently jams

These are possible solutions. Try one or more of the following:

CHECK THE PAPER

Use recommended paper and specialty media. For more information, see the chapter about paper and specialty media guidelines.

Make sure there is not too much paper in the paper tray

Make sure the stack of paper you load does not exceed the maximum stack height indicated in the tray or on the multipurpose feeder.

CHECK THE PAPER GUIDES

Move the guides in the tray to the correct positions for the paper size loaded.

THE PAPER MAY HAVE ABSORBED MOISTURE DUE TO HIGH HUMIDITY

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Paper jam message remains after jam is cleared

CHECK THE PAPER PATH

The paper path is not clear. Clear jammed paper from the entire paper path, and then touch **Continue**.

Jammed pages are not reprinted

TURN ON JAM RECOVERY

1 From the home screen, navigate to:

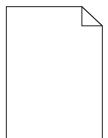


- 2 Touch the arrows next to Jam Recovery until On or Auto appears.
- 3 Touch Submit.

Solving print quality problems

The information in the following topics may help you solve print quality problems. If these suggestions still do not correct the problem, contact Customer Support. You may have a printer part that requires adjustment or replacement.

Printer is printing blank pages



Try one or more of the following:

Make sure there is no packing material left on the toner or print cartridge

Remove the cartridge and make sure the packing material is properly removed. Reinstall the cartridge.

Make sure the toner or print cartridge is not low on toner

When 88.xx [color] cartridge low appears, make sure that toner is distributed evenly among all four cartridges:

1 Remove the cartridge.

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

- 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- **3** Reinsert the cartridge.

Note: If print quality does not improve, then replace the cartridge of the color that is not printing.

If the problem continues, then the printer may need to be serviced. For more information, contact customer support.

Characters have jagged or uneven edges



If you are using downloaded fonts, verify that the fonts are supported by the printer, the host computer, and the software program.

Clipped images

Try one or more of the following:

CHECK THE GUIDES

Move the width and length guides in the tray to the correct positions for the paper size loaded.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the Paper Size setting.
- **2** Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

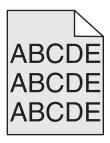
Dark lines appear on prints



Make sure the imaging kit is not worn or defective

When 31.xx Defective imaging kit appears, replace the imaging kit.

Gray background

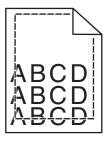


CHECK THE TONER DARKNESS SETTING

Select a lighter Toner Darkness setting:

- From the printer control panel, change the setting from the Quality menu.
- For Windows users, change the setting from Print Properties.
- For Macintosh users, change the setting from the Print dialog.

Incorrect margins



These are possible solutions. Try one or more of the following:

CHECK THE PAPER GUIDES

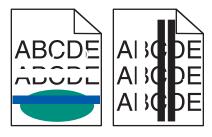
Move the guides in the tray to the correct positions for the paper size loaded.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the Paper Size setting.
- **2** Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Light colored line, white line, or incorrectly colored line



THE IMAGING KIT MAY BE DEFECTIVE

Replace the imaging kit.

Note: The printer has two types of imaging kits: a black and color imaging kit, and a black imaging kit. The black and color imaging kit contains cyan, magenta, yellow, and black. The black imaging kit contains black only.

If the problem continues, the printer may need to be serviced. For more information, contact Customer Support.

Paper curl

Try one or more of the following:

CHECK THE PAPER TYPE AND WEIGHT SETTINGS

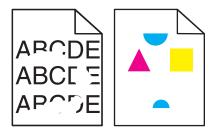
Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

- 1 From the printer control panel Paper menu, check the Paper Type and Paper Weight settings.
- **2** Before sending the print job, specify the correct paper type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

LOAD PAPER FROM A FRESH PACKAGE

Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it.

Print irregularities



These are possible solutions. Try one or more of the following:

THE PAPER MAY HAVE ABSORBED MOISTURE DUE TO HIGH HUMIDITY

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

CHECK THE PAPER TYPE SETTING

Make sure the paper type setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the Paper Type setting.
- **2** Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the type from Print Properties.
 - For Macintosh users, specify the type from the Print dialog.

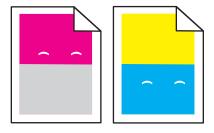
CHECK THE PAPER

Avoid textured paper with rough finishes.

THE FUSER MAY BE WORN OR DEFECTIVE

Replace the fuser.

Repeating defects



REPLACE THE DEVELOPER UNIT

Replace the developer unit if the defects occur in every 43.9 mm (1.7 in.) of the page.

REPLACE THE IMAGING KIT

Replace the imaging kit if print defects occur in the following instances:

- in every 34.6 mm (1.4 in.) of the page
- in every 94.2 mm (3.71 in.) of the page

Note: The printer has two types of imaging kits: a black and color imaging kit, and a black imaging kit. The black and color imaging kit contains cyan, magenta, yellow, and black. The black imaging kit contains black only.

Skewed print

CHECK THE PAPER GUIDES

Move the guides in the tray to the correct positions for the paper size loaded.

CHECK THE PAPER

Make sure you are using paper that meets the printer specifications.

Print is too light



Try one or more of the following:

CHECK THE DARKNESS, BRIGHTNESS, AND CONTRAST SETTINGS

The Toner Darkness setting may be too light, the Brightness setting may be too light, or the Contrast setting may be too low.

- Change these settings from the printer control panel Quality menu.
- For Windows users, change these settings from Print Properties
- For Macintosh users:
 - 1 Choose File > Print.
 - 2 From the Orientation pictures drop-down menu, choose Printer Features.
 - **3** Choose a higher value for the Toner Darkness, Brightness, and Contrast settings.

LOAD PAPER FROM A FRESH PACKAGE

The paper may have absorbed moisture from high humidity. Store paper in its original wrapper until you use it.

AVOID TEXTURED PAPER WITH ROUGH FINISHES

CHECK THE PAPER TYPE SETTING

Make sure the Paper Type setting matches the paper loaded in the tray or feeder:

- From the printer control panel Paper menu, check the Paper Type setting.
- For Windows users, check this setting from Print Properties.
- For Macintosh users, check this setting from the Print dialog.

Make sure the toner cartridge is not low on toner

When 88.xx [color] cartridge low appears, make sure the toner is distributed evenly within the print cartridge.

- 1 Remove the toner cartridge.
- 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 3 Reinsert the toner cartridge.

Note: If print quality does not improve, replace the print cartridge.

If the problem continues, the printer may need to be serviced. For more information, contact customer support.

Make sure there is no defective toner cartridge

Replace the defective toner cartridge.

Print is too dark



Try one or more of the following:

CHECK THE DARKNESS, BRIGHTNESS, AND CONTRAST SETTINGS

The Toner Darkness setting may be too dark, the Brightness setting may be too dark, or the Contrast setting may be too high.

- Change these settings from the printer control panel Quality menu.
- For Windows users, change these settings from Print Properties.
- For Macintosh users:
 - 1 Choose File > Print.
 - **2** From the Orientation pictures drop-down menu, choose **Printer Features**.

3 Choose a lower value for the Toner Darkness, Brightness, and Contrast settings.

LOAD PAPER FROM A FRESH PACKAGE

The paper may have absorbed moisture due to high humidity. Store paper in its original wrapper until you use it.

AVOID TEXTURED PAPER WITH ROUGH FINISHES

CHECK THE PAPER TYPE SETTING

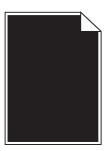
Make sure the Paper Type setting matches the paper loaded in the tray or feeder:

- From the printer control panel Paper menu, check the Paper Type setting.
- For Windows users, check this setting from Print Properties.
- For Macintosh users, check this setting from the Print dialog.

Make sure there is no defective toner cartridge

Replace the defective toner cartridge.

Solid color or black pages appear on prints



Make sure the toner or print cartridges are installed correctly, are not defective and not low on toner

- Remove and reinstall the toner or print cartridges.
- Make sure the toner is distributed evenly within the toner or print cartridge:
 - **1** Remove the toner or print cartridge.
 - **2** Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
 - 3 Reinsert the toner or print cartridge.

Note: If print quality does not improve, replace the toner or print cartridge. For more information, see <u>"Replacing a toner cartridge" on page 209</u>.

• If the problem continues, the printer may need to be serviced. For more information, contact customer support.

Toner fog or background shading appears on the page

Try one or more of the following:

Make sure the imaging kits are not worn or defective

Replace the imaging kits.

Note: The printer has two types of imaging kits: a black-and-color imaging kit, and a black imaging kit. The black-and-color imaging kit has cyan, magenta, yellow, and black developer units. The black imaging kit has a black developer unit only.

Make sure there is no toner in the paper path

Clean any visible toner from the paper path. If the problem persists, then contact customer support.

Toner rubs off



These are possible solutions. Try one or more of the following:

CHECK THE PAPER TYPE SETTING

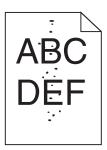
Make sure the paper type setting matches the paper loaded in the tray:

- 1 From the printer control panel, check the Paper Type setting from the Paper menu.
- **2** Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the type from Print Properties.
 - For Macintosh users, specify the type from the Print dialog.

CHECK THE PAPER TEXTURE SETTING

From the printer control panel Paper menu, make sure the Paper Texture setting matches the paper loaded in the tray.

Toner specks



These are possible solutions. Try one or more of the following:

THE IMAGING KIT MAY BE WORN OR DEFECTIVE

Replace the imaging kit.

Note: The printer has two types of imaging kits: a black and color imaging kit, and a black imaging kit. The black and color imaging kit contains cyan, magenta, yellow, and black. The black imaging kit contains black only.

If the problem continues, the printer may need to be serviced. For more information, contact Customer Support.

THERE IS TONER IN THE PAPER PATH

Contact Customer Support.

Transparency print quality is poor

Try one or more of the following:

CHECK THE TRANSPARENCIES

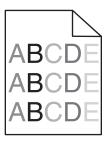
Use only transparencies that meet the printer specifications.

CHECK THE PAPER TYPE SETTING

Make sure the paper type setting is set to Transparency:

- 1 From the printer control panel Paper menu, check the Paper Type setting.
- **2** Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the type from Print Properties.
 - For Macintosh users, specify the type from the Print dialog.

Uneven print density



Replace the black and color imaging kit.

Solving color quality problems

This section helps answer some basic color-related questions and describes how some of the features provided in the Quality menu can be used to solve typical color problems.

FAQ about color printing

What is RGB color?

Red, green, and blue light can be added together in various amounts to produce a large range of colors observed in nature. For example, red and green can be combined to create yellow. Televisions and computer monitors create colors in this manner. RGB color is a method of describing colors by indicating the amount of red, green, or blue needed to produce a certain color.

What is CMYK color?

Cyan, magenta, yellow, and black inks or toners can be printed in various amounts to produce a large range of colors observed in nature. For example, cyan and yellow can be combined to create green. Printing presses, inkjet printers, and color laser printers create colors in this manner. CMYK color is a method of describing colors by indicating the amount of cyan, magenta, yellow, and black needed to reproduce a particular color.

How is color specified in a document to be printed?

Software programs typically specify document color using RGB or CMYK color combinations. Additionally, they allow users to modify the color of each object in a document. For more information, see the software program Help topics.

How does the printer know what color to print?

When a user prints a document, information describing the type and color of each object is sent to the printer. The color information is passed through color conversion tables that translate the color into the appropriate amounts of cyan, magenta, yellow, and black toner needed to produce the desired color. The object information determines the application of color conversion tables. For example, it is possible to apply one type of color conversion table to text while applying a different color conversion table to photographic images.

Why doesn't the printed color match the color I see on the computer screen?

The color conversion tables used in Auto Color Correction mode generally approximate the colors of a standard computer monitor. However, because of technology differences that exist between printers and monitors, there are many colors that can also be affected by monitor variations and lighting conditions. For recommendations on how the printer color sample pages may be useful in solving certain color-matching problems, see the question, "How can I match a particular color (such as a corporate logo)?"

The printed page appears tinted. Can I adjust the color?

Sometimes a printed page may appear tinted (for example, everything printed seems to be too red). This can be caused by environmental conditions, paper type, lighting conditions, or user preference. In these instances, adjust the Color Balance setting to create a more preferable color. Color Balance provides the user with the ability to make subtle adjustments to the amount of toner being used in each color plane. Selecting positive or negative values for cyan, magenta, yellow, and black (from the Color Balance menu) will slightly increase or decrease the amount of toner used for the chosen color. For example, if a printed page has a red tint, then decreasing both magenta and yellow could potentially improve the color balance.

My color transparencies seem dark when they are projected. Is there anything I can do to improve the color?

This problem most commonly occurs when projecting transparencies with reflective overhead projectors. To obtain the highest projected color quality, transmissive overhead projectors are recommended. If a reflective projector must be used, then adjusting the Toner Darkness setting to 1, 2, or 3 will lighten the transparency. Make sure to print on the recommended type of color transparencies.

What is manual color correction?

When manual color correction is enabled, the printer employs user-selected color conversion tables to process objects. However, Color Correction must be set to Manual, or no user-defined color conversion will be implemented. Manual color correction settings are specific to the type of object being printed (text, graphics, or images), and how the color of the object is specified in the software program (RGB or CMYK combinations).

Notes:

- Manual color correction is not useful if the software program does not specify colors with RGB or CMYK
 combinations. It is also not effective in situations in which the software program or the computer operating
 system controls the adjustment of colors.
- The color conversion tables—applied to each object when Color Correction is set to Auto—generate preferred colors for the majority of documents.

To manually apply a different color conversion table:

- 1 From the Quality menu, select Color Correction, and then select Manual.
- **2** From the Quality menu, select **Manual Color**, and then select the appropriate color conversion table for the affected object type.

Object type	Color conversion tables	
RGB Image RGB Text	Vivid—Produces brighter, more saturated colors and may be applied to all incoming color formats.	
RGB Graphics	sRGB Display—Produces an output that approximates the colors displayed on a computer monitor. Black toner usage is optimized for printing photographs.	
	Display—True Black—Produces an output that approximates the colors displayed on a computer monitor. Uses only black toner to create all levels of neutral gray.	
	• sRGB Vivid—Provides an increased color saturation for the sRGB Display color correction. Black usage is optimized for printing business graphics.	
	Off—No color correction is implemented.	

Object type	Color conversion tables
CMYK Image CMYK Text	US CMYK—Applies color correction to approximate the SWOP (Specifications for Web Offset Publishing) color output.
CMYK Graphics	Euro CMYK—Applies color correction to approximated EuroScale color output.
	 Vivid CMYK—Increases the color saturation of the US CMYK color correction setting.
	Off—No color correction is implemented.

How can I match a particular color (such as a corporate logo)?

From the printer Quality menu, nine types of Color Samples sets are available. These are also available from the Color Samples page of the Embedded Web Server. Selecting any sample set generates a multiple-page printout consisting of hundreds of colored boxes. Either a CMYK or RGB combination is located on each box, depending on the table selected. The observed color of each box is obtained by passing the CMYK or RGB combination labeled on the box through the selected color conversion table.

By examining Color Samples sets, a user can identify the box whose color is the closest to the desired color. The color combination labeled on the box can then be used for modifying the color of the object in a software program. For more information, see the software program Help topics. Manual color correction may be necessary to utilize the selected color conversion table for the particular object.

Selecting which Color Samples set to use for a particular color-matching problem depends on the Color Correction setting being used (Auto, Off, or Manual), the type of object being printed (text, graphics, or images), and how the color of the object is specified in the software program (RGB or CMYK combinations). When the printer Color Correction setting is set to Off, the color is based on the print job information; and no color conversion is implemented.

Note: The Color Samples pages are not useful if the software program does not specify colors with RGB or CMYK combinations. Additionally, certain situations exist in which the software program or the computer operating system adjusts the RGB or CMYK combinations specified in the program through color management. The resulting printed color may not be an exact match of the Color Samples pages.

What are detailed Color Samples and how do I access them?

Detailed Color Samples sets are available only through the Embedded Web Server of a network printer. A detailed Color Samples set contains a range of shades (displayed as colored boxes) that are similar to a user-defined RGB or CMYK value. The likeness of the colors in the set are dependent on the value entered in the RGB or CMYK Increment box.

To access a detailed Color Samples set from the Embedded Web Server:

1 Type the printer IP address or host name in the address field of your Web browser.

Note: If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.
- 2 Click Configuration > Color Samples > Detailed Options.
- **3** Select a color conversion table.
- 4 Enter the RGB or CMYK color number.

5 Enter an increment value from 1–255.

Note: The closer the value is to 1, the narrower the color sample range will appear.

6 Click Print.

Embedded Web Server does not open

Try one or more of the following:

CHECK THE NETWORK CONNECTION

Make sure the printer and computer are turned on and connected to the same network.

CHECK THE ADDRESS ENTERED IN THE WEB BROWSER

- Depending on the network settings, you may need to type "https://" instead of "http://" before the printer IP address to access the Embedded Web Server. For more information, contact your system support person.
- Make sure printer IP address is correct.

TEMPORARILY DISABLE WEB PROXY SERVERS

Proxy servers may block or restrict you from accessing certain Web sites including the Embedded Web Server. For more information, contact your system support person.

Contacting customer support

When you call customer support, describe the problem you are experiencing, the message on the display, and the troubleshooting steps you have already taken to find a solution.

You need to know your printer model type and serial number. For more information, see the label on the inside top front cover of the printer. The serial number is also listed on the menu settings page.

In the U.S. or Canada, call 1-800-539-6275. For other countries or regions, visit the Lexmark Web site at http://support.lexmark.com.

Notices

Product information

Product name:

Lexmark X548de and X548dte

Machine type:

7525

Model(s):

630, 636

Edition notice

October 2014

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The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

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Note: To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1021231 for parallel attach or 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

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This product may contain the following modular component(s):

Lexmark Regulatory Type/Model LEX-M04-001, FCC ID: IYLLEXM04001; IC:2376A-M04001

Licensing notices

All licensing notices associated with this product can be viewed from the root directory of the installation software CD.

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: Some modes may not apply to your product.

1-meter average sound pressure, dBA		
Printing	48	
Scanning	45	
Copying	51	
Ready	23	

Values are subject to change. See www.lexmark.com for current values.

Waste from Electrical and Electronic Equipment (WEEE) directive



The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products.

If you have further questions about recycling options, visit the Lexmark Web site at www.lexmark.com for your local sales office phone number.

India E-Waste notice

This product complies with the India E-Waste (Management and Handling) Rules, 2011, which prohibit use of lead, mercury, hexavalent chromium, polybrominated biphenyls, or polybrominated diphenyl ethers in concentrations exceeding 0.1% by weight and 0.01% by weight for cadmium, except for the exemption set in Schedule II of the Rules.

Product disposal

Do not dispose of the printer or supplies in the same manner as normal household waste. Consult your local authorities for disposal and recycling options.

Battery notice

This product contains Perchlorate material. Special handling may apply. For more information, go to http://www.dtsc.ca.gov/hazardouswaste/perchlorate/.

Static sensitivity notice



This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the printer.

ENERGY STAR

Any Lexmark product bearing the ENERGY STAR emblem on the product or on a start-up screen is certified to comply with Environmental Protection Agency (EPA) ENERGY STAR requirements as configured when shipped by Lexmark.



Temperature information

Ambient temperature	15.6 to 32.2° C (60 to 90° F) and 8% to 80% RH
Shipping and storage temperature	-40° to 43.3° C (110° F)

Laser notice

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, Chapter I, Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1.

Class I laser products are not considered to be hazardous. The printer contains internally a Class IIIb (3b) laser that is nominally a 7 milliwatt gallium arsenide laser operating in the wavelength of 655-675 nanometers. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

Laser advisory label

A laser notice label may be affixed to this printer as shown:

DANGER - Invisible laser radiation when cartridges are removed and interlock defeated. Avoid exposure to laser beam.

PERIGO - Radiação a laser invisível será liberada se os cartuchos forem removidos e o lacre rompido. Evite a exposição aos feixes de laser.

Opasnost - Nevidljivo lasersko zračenje kada su kasete uklonjene i poništena sigurnosna veza. Izbjegavati izlaganje zracima.

NEBEZPEČÍ - Když jsou vyjmuty kazety a je odblokována pojistka, ze zařízení je vysíláno neviditelné laserové záření. Nevystavujte se působení laserového paprsku.

FARE - Usynlig laserstråling, når patroner fjernes, og spærreanordningen er slået fra. Undgå at blive udsat for laserstrålen.

GEVAAR - Onzichtbare laserstraling wanneer cartridges worden verwijderd en een vergrendeling wordt genegeerd. Voorkom blootstelling aan de laser.

DANGER - Rayonnements laser invisibles lors du retrait des cartouches et du déverrouillage des loquets. Eviter toute exposition au rayon laser.

VAARA - Näkymätöntä lasersäteilyä on varottava, kun värikasetit on poistettu ja lukitus on auki. Vältä lasersäteelle altistumista.

GEFAHR - Unsichtbare Laserstrahlung beim Herausnehmen von Druckkassetten und offener Sicherheitssperre. Laserstrahl meiden.

ΚΙΝΔΥΝΟΣ - Έκλυση αόρατης ακτινοβολίας laser κατά την αφαίρεση των κασετών και την απασφάλιση της μανδάλωσης. Αποφεύγετε την έκθεση στην ακτινοβολία laser.

VESZÉLY – Nem látható lézersugárzás fordulhat elő a patronok eltávolításakor és a zárószerkezet felbontásakor. Kerülje a lézersugárnak való kitettséget.

PERICOLO - Emissione di radiazioni laser invisibili durante la rimozione delle cartucce e del blocco. Evitare l'esposizione al raggio laser. FARE – Usynlig laserstråling når kassettene tas ut og sperren er satt ut av spill. Unngå eksponering for laserstrålen.

NIEBEZPIECZEŃSTWO - niewidzialne promieniowanie laserowe podczas usuwania kaset i blokady. Należy unikać naświetlenia promieniem lasera.

ОПАСНО! Невидимое лазерное излучение при извлеченных картриджах и снятии блокировки. Избегайте воздействия лазерных лучей.

Pozor – Nebezpečenstvo neviditeľného laserového žiarenia pri odobratých kazetách a odblokovanej poistke. Nevystavujte sa lúčom.

PELIGRO: Se producen radiaciones láser invisibles al extraer los cartuchos con el interbloqueo desactivado. Evite la exposición al haz de láser.

FARA – Osynlig laserstrålning när patroner tas ur och spärrmekanismen är upphävd. Undvik exponering för laserstrålen.

危险 - 当移除碳粉盒及互锁失效时会产生看不见的激光辐射,请避免暴露在激光光束下。

危險 - 移除碳粉匣與安全連續開關失效時會產生看不見的雷射輻射。請避免曝露在雷射光束下。

危険 - カートリッジが取り外され、内部ロックが無効になると、見えないレーザー光が放射されます。 このレーザー光に当たらないようにしてください。

Power consumption

Product power consumption

The following table documents the power consumption characteristics of the product.

Note: Some modes may not apply to your product.

Mode	Description	Power consumption (Watts)
Printing	The product is generating hard-copy output from electronic inputs.	540
Сору	The product is generating hard-copy output from hard-copy original documents.	530
Scan	The product is scanning hard-copy documents.	60
Ready	The product is waiting for a print job.	50
Sleep Mode	The product is in a high-level energy-saving mode.	23
Off	The product is plugged into a wall outlet, but the power switch is turned off.	0.2

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Values are subject to change. See www.lexmark.com for current values.

Sleep Mode

This product is designed with an energy-saving mode called *Sleep Mode*. The Sleep Mode saves energy by lowering power consumption during extended periods of inactivity. The Sleep Mode is automatically engaged after this product is not used for a specified period of time, called the *Sleep Mode Timeout*.

Factory default Sleep Mode Timeout for this product (in minutes):	20 minutes	
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By using the configuration menus, the Sleep Mode Timeout can be modified between 1 minute and 240 minutes. Setting the Sleep Mode Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Sleep Mode Timeout to a high value maintains a fast response, but uses more energy.

Off mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the electrical outlet.

Total energy usage

It is sometimes helpful to calculate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

Industry Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de classe A est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 2011/65/EU on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits, and on the restrictions of use of certain hazardous substances in electrical and electronic equipment.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950-1.

Radio interference notice

Warning

This is a product that complies with the emission requirements of EN55022 Class A limits and immunity requirements of EN55024. This product is not intended to be used in residential/domestic environments.

This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

Regulatory notices for telecommunication terminal equipment

This section contains regulatory information pertaining to products that contain telecommunication terminal equipment such as facsimile.

Notice to users of the US telephone network: FCC requirements

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is

provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See your setup documentation for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this equipment, for repair or warranty information, contact Lexmark International, Inc. at www.lexmark.com or your Lexmark representative. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact Lexmark International, Inc. See the previous paragraph for contact information.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See your user documentation in order to program this information into your fax machine.

Notice to users of the Canadian telephone network

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Avis réservé aux utilisateurs du réseau téléphonique du Canada

Ce produit est conforme aux spécifications techniques d'Industrie Canada. Le numéro REN (ringer equivalence number : numéro d'équivalence de sonnerie) fournit une indication du nombre maximum de terminaux pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN du modem est indiqué sur l'étiquette produit située à l'arrière de l'équipement.

Les compagnies de téléphone constatent que les surtensions électriques, en particulier celles dues à la foudre, entraînent d'importants dégâts sur les terminaux privés connectés à des sources d'alimentation CA. Il s'agit-là d'un problème majeur d'échelle nationale. En conséquence, il vous est recommandé de brancher un parasurtenseur dans la prise de courant à laquelle l'équipement est connecté. Utilisez un parasurtenseur répondant à des caractéristiques nominales satisfaisantes et certifié par le laboratoire d'assureurs UL (Underwriter's Laboratories), un autre laboratoire agréé de type NRTL (Nationally Recognized Testing Laboratory) ou un organisme de certification agréé dans votre région ou pays. Ceci prévient tout endommagement de l'équipement causé par les orages et autres surtensions électriques.

Cet équipement utilise des prises de téléphone CA11A.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 80D1877) to be installed on any line which receives metering pulses in Switzerland. The filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

Utilisation de ce produit en Suisse

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse (nº de référence Lexmark : 80D1877) devant être installé sur toute ligne recevant des impulsions de comptage en Suisse. Ce filtre doit être utilisé pour toute installation car ces impulsions existent sur toutes les lignes téléphoniques suisses.

Verwendung dieses Produkts in der Schweiz

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung (Lexmark Teilenummer 80D1877) für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden. Die Verwendung des Filters ist obligatorisch, da in allen analogen Telefonleitungen in der Schweiz Zeitsteuertakte vorhanden sind.

Uso del prodotto in Svizzera

Questo prodotto richiede un filtro toni Billing svizzero, (codice Lexmark 80D1877) da installare su tutte le linee che ricevono impulsi remoti in Svizzera. È necessario utilizzare il filtro poiché gli impulsi remoti sono presenti su tutte le linee analogiche in Svizzera.

Regulatory notices for wireless products

This section contains the following regulatory information pertaining to wireless products that contain transmitters, for example, but not limited to, wireless network cards or proximity card readers.

Exposure to radio frequency radiation

The radiated output power of this device is far below the radio frequency exposure limits of the FCC and other regulatory agencies. A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC and other regulatory agencies.

Industry Canada (Canada)

This device complies with Industry Canada specification RSS-210. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This device has been designed to operate only with the antenna provided. Use of any other antenna is strictly prohibited per regulations of Industry Canada.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

The installer of this radio equipment must ensure that the antenna is located or pointed such that it does not emit RF fields in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

Industry Canada (Canada)

Cet appareil est conforme à la norme RSS-210 d'Industry Canada. Son fonctionnement est soumis aux deux conditions suivantes :

(1) cet appareil ne doit pas provoquer d'interférences et (2) il doit accepter toute interférence reçue, y compris celles risquant d'altérer son fonctionnement.

Cet appareil a été conçu pour fonctionner uniquement avec l'antenne fournie. L'utilisation de toute autre antenne est strictement interdite par la réglementation d'Industry Canada.

En application des réglementations d'Industry Canada, l'utilisation d'une antenne de gain supérieur est strictement interdite.

Pour empêcher toute interférence radio au service faisant l'objet d'une licence, cet appareil doit être utilisé à l'intérieur et loin des fenêtres afin de garantir une protection optimale.

Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

L'installateur de cet équipement radio doit veiller à ce que l'antenne soit implantée et dirigée de manière à n'émettre aucun champ HF dépassant les limites fixées pour l'ensemble de la population par Santé Canada. Reportez-vous au Code de sécurité 6 que vous pouvez consulter sur le site Web de Santé Canada www.hc-sc.gc.ca/rpb.

Le terme « IC » précédant le numéro de d'accréditation/inscription signifie simplement que le produit est conforme aux spécifications techniques d'Industry Canada.

Notice to users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, 1999/5/EC, and 2011/65/EU on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits, radio equipment and telecommunications terminal equipment, and on the restrictions of use of certain hazardous substances in electrical and electronic equipment.

Compliance is indicated by the CE marking.



The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950-1.

Products equipped with 2.4GHz Wireless LAN option are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.



Operation is allowed in all EU and EFTA countries, but is restricted to indoor use only.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product may be used in the countries indicated in the table below.

AT	BE	BG	СН	СҮ	CZ	DE	DK	EE
EL	ES	FI	FR	HR	ни	IE	IS	IT
LI	LT	LU	LV	МТ	NL	NO	PL	PT
RO	SE	SI	SK	TR	UK			

Česky	Společnost Lexmark International, Inc. tímto prohlašuje, že výrobek tento výrobek je ve shodě se základními požadavky a dalšími příslušnými ustanoveními směrnice 1999/5/ES.
Dansk	Lexmark International, Inc. erklærer herved, at dette produkt overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF.
Deutsch	Hiermit erklärt Lexmark International, Inc., dass sich das Gerät dieses Gerät in Übereinstimmung mit den grundlegenden Anforderungen und den übrigen einschlägigen Bestimmungen der Richtlinie 1999/5/EG befindet.
Ελληνική	ΜΕ ΤΗΝ ΠΑΡΟΥΣΑ Η LEXMARK INTERNATIONAL, INC. ΔΗΛΩΝΕΙ ΟΤΙ ΑΥΤΌ ΤΟ ΠΡΟΪΟΝ ΣΥΜΜΟΡΦΩΝΕΤΑΙ ΠΡΟΣ ΤΙΣ ΟΥΣΙΩΔΕΙΣ ΑΠΑΙΤΗΣΕΙΣ ΚΑΙ ΤΙΣ ΛΟΙΠΕΣ ΣΧΕΤΙΚΕΣ ΔΙΑΤΑΞΕΙΣ ΤΗΣ ΟΔΗΓΙΑΣ 1999/5/ΕΚ.
English	Hereby, Lexmark International, Inc., declares that this type of equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
Español	Por medio de la presente, Lexmark International, Inc. declara que este producto cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.
Eesti	Käesolevaga kinnitab Lexmark International, Inc., et seade see toode vastab direktiivi 1999/5/EÜ põhinõuetele ja nimetatud direktiivist tulenevatele muudele asjakohastele sätetele.
Suomi	Lexmark International, Inc. vakuuttaa täten, että tämä tuote on direktiivin 1999/5/EY oleellisten vaatimusten ja muiden sitä koskevien direktiivin ehtojen mukainen.
Français	Par la présente, Lexmark International, Inc. déclare que l'appareil ce produit est conforme aux exigences fondamentales et autres dispositions pertinentes de la directive 1999/5/CE.
Magyar	Alulírott, Lexmark International, Inc. nyilatkozom, hogy a termék megfelel a vonatkozó alapvető követelményeknek és az 1999/5/EC irányelv egyéb előírásainak.

Íslenska	Hér með lýsir Lexmark International, Inc. yfir því að þessi vara er í samræmi við grunnkröfur og aðrar kröfur, sem gerðar eru í tilskipun 1999/5/EC.
Italiano	Con la presente Lexmark International, Inc. dichiara che questo questo prodotto è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.
Latviski	Ar šo Lexmark International, Inc. deklarē, ka šis izstrādājums atbilst Direktīvas 1999/5/EK būtiskajām prasībām un citiem ar to saistītajiem noteikumiem.
Lietuvių	Šiuo Lexmark International, Inc. deklaruoja, kad šis produktas atitinka esminius reikalavimus ir kitas 1999/5/EB direktyvos nuostatas.
Malti	Bil-preżenti, Lexmark International, Inc., jiddikjara li dan il-prodott huwa konformi mal-ħtiġijiet essenzjali u ma dispożizzjonijiet oħrajn relevanti li jinsabu fid-Direttiva 1999/5/KE.
Nederlands	Hierbij verklaart Lexmark International, Inc. dat het toestel dit product in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.
Norsk	Lexmark International, Inc. erklærer herved at dette produktet er i samsvar med de grunnleggende krav og øvrige relevante krav i direktiv 1999/5/EF.
Polski	Niniejszym Lexmark International, Inc. oświadcza, że niniejszy produkt jest zgodny z zasadniczymi wymogami oraz pozostałymi stosownymi postanowieniami Dyrektywy 1999/5/EC.
Português	A Lexmark International Inc. declara que este este produto está conforme com os requisitos essenciais e outras disposições da Diretiva 1999/5/CE.
Slovensky	Lexmark International, Inc. týmto vyhlasuje, že tento produkt spĺňa základné požiadavky a všetky príslušné ustanovenia smernice 1999/5/ES.
Slovensko	Lexmark International, Inc. izjavlja, da je ta izdelek v skladu z bistvenimi zahtevami in ostalimi relevantnimi določili direktive 1999/5/ES.
Svenska	Härmed intygar Lexmark International, Inc. att denna produkt står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.

STATEMENT OF LIMITED WARRANTY FOR LEXMARK LASER PRINTERS, LEXMARK LED PRINTERS, AND LEXMARK MULTIFUNCTION LASER PRINTERS

Lexmark International, Inc., Lexington, KY

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

This limited warranty applies to this product only 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."

Limited warranty

Lexmark warrants that this product:

- —Is manufactured from new parts, or new and serviceable used parts, which perform like new parts
- —Is, during normal use, free from defects in material and workmanship

If this product does not function as warranted during the warranty period, contact a Remarketer or Lexmark for repair or replacement (at Lexmark's option).

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 intended. 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.

Limited warranty service

The warranty period starts on the date of original purchase as shown on the purchase receipt and ends 12 months later provided that the warranty period for any supplies and for any maintenance items included with the printer shall end earlier if it, or its original contents, are substantially used up, depleted, or consumed. Fuser Units, Transfer/Transport Units, Paper Feed items, if any, and any other items for which a Maintenance Kit is available are substantially consumed when the printer displays a "Life Warning" or "Scheduled Maintenance" message for such item.

To obtain warranty service you may be required to present proof of original purchase. You may be required to deliver your product to the Remarketer or Lexmark, or ship it prepaid and suitably packaged to a Lexmark designated location. You are responsible for loss of, or damage to, a product in transit to the Remarketer or the Lexmark designated 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.

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