Information guide

Help menu

The Help menu consists of a series of Help pages that are stored in the multifunction printer (MFP) as PDFs. 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 *Software and Documentation* CD.

Menu item	Description
Print all guides	Prints all the guides
Copy guide	Provides information about making copies and changing settings
E-mail guide	Provides information about sending e-mails using addresses, shortcut numbers, or the address book, and about changing settings
Fax guide	Provides information about sending faxes using fax numbers, 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
Information guide (this page)	Provides help in locating additional information
Print defects guide	Provides help in resolving repeating defects in copies or prints
Supplies guide	Provides part numbers for ordering supplies

Setup sheet

The *Setup* sheet packaged with the printer provides information about setting up the printer.

Software and Documentation CD

The *Software and Documentation* CD packaged with the printer includes a *User's Guide*. The *User's Guide* provides information about loading paper, printing, ordering supplies, troubleshooting, clearing jams, and maintaining the printer.

Additional language support

The *User's Guide*, *Setup* sheet, and Help pages are also available in other languages on the *Software and Documentation* CD.

Copy guide

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, press ◁▷.

4 If you placed the document on the scanner glass, then touch **Finish the Job** to return to the home screen.

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 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.

The copy screen appears.

4 Change the copy settings as needed.

5 Touch **Copy It**.

Copying using the scanner glass

1 Place an original document facedown on the scanner glass in the upper left corner.

2 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.

The copy screen appears.

3 Change the copy settings as needed.

4 Touch **Copy It**.

5 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.

6 Touch **Finish the Job** to return to the home screen.

Job interrupt

Job interrupt pauses the current print job and lets you print copies.

Note: The Job Interrupt setting must be On for this feature to function.

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, press ⬙.

4 If you placed the document on the scanner glass, then touch **Finish the Job** to return to the home screen.

Understanding the copy screens and options

Copy from

This option opens a screen where you can enter the size of the documents you are going to copy.

- Touch a paper size button to select it as the "Copy from" setting. The copy screen appears with your new setting displayed.
- When "Copy from" is set to Mixed Letter/Legal, you can copy an original document that contains mixed paper sizes.
- When "Copy from" is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Copy to

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

- Touch a paper size button to select it as the "Copy to" setting. The copy screen appears with your new setting displayed.
- If the size settings for "Copy from" and "Copy to" are different, the printer automatically adjusts the Scale setting to accommodate the difference.
- If the type or size of paper that you want to copy onto is not loaded in one of the trays, touch **Manual Feeder**, and manually send the paper through the multipurpose feeder.
- When "Copy to" is set to Auto Size Match, each copy matches the size of the original document. If a matching paper size is not in one of the trays, the printer scales each copy to fit loaded paper.

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.

Content

This option tells the printer the original document type. Choose from Text, Text/Photo, Photograph, or Printed Image.

- **Text**—Emphasize sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document.
- **Printed Image**—Used when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper that are composed primarily of images

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).

Options

Touching the Options button opens a screen where you can change Paper Saver, Advanced Imaging, Custom Job, Separator Sheets, Margin Shift, Edge Erase, Header/Footer, Overlay, Content, Advanced Duplex, and Save as Shortcut settings.

Paper Saver

This option lets you print two or more sheets of an original document together on the same page. Paper Saver is also called N-up printing. The N stands for Number. For example, 2-up would print two pages of your document on a single page, and 4-up would print four pages of your document on a single page. Touching Print Page Borders adds or removes the outline border surrounding the original document pages on the output page.

Advanced Imaging

This option lets you adjust Background Removal, Contrast, Shadow Detail, Scan Edge to Edge, Color Balance, and mirror image before you copy the document.

Custom Job

This option combines multiple scanning jobs into a single job.

Separator Sheets

This option places a blank piece of paper between copies, pages, and print jobs. The separator sheets can be drawn from a tray that contains a type or color of paper that is different from the paper your copies are printed on.

Margin Shift

This option increases the size of the margin a specified distance. This can be useful in providing space to bind or hole-punch copies. Use the increase or decrease arrows to set how much of a margin you want. If the additional margin is too large, then the copy will be cropped.

Edge Erase

This option eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase erases whatever is within the selected area, leaving nothing printed on that portion of the paper.

Header/Footer

This option turns on the Date/Time, Page number, Bates number, or Custom text and prints them in the specified header or footer location.

Overlay

This option creates a watermark (or message) that overlays the content of your copy. You can choose between Urgent, Confidential, Copy, and Draft, or you can enter a custom message in the "Enter custom text" field. The word you pick will appear, faintly, in large print across each page.

Note: A custom overlay can also be created by your system support person. When a custom overlay is created, a button with an icon of that overlay will be available.

Content

This option enhances copy quality. Choose from Text, Text/Photo, Photograph, or Printed Image.

- **Text**—Use this setting when copying original documents that are mostly text or line art.
- **Text/Photo**—Use this setting when copying original documents that are a mixture of text and graphics or pictures.
- **Photograph**—Use this setting when copying an original document that is a high-quality photograph or inkjet print.
- **Printed Image**—Use this setting when copying halftone photographs, documents printed on a laser printer, or pages from a magazine or newspaper.

Advanced Duplex

This option controls whether the documents are one-sided or two-sided, what orientation your original documents have, and how your documents are bound.

Note: Some Advanced Duplex options may not be available on all printer models.

Save as Shortcut

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

E-mail guide

The printer can be used to e-mail scanned documents to one or more recipients.

You can send an e-mail from the printer by typing the e-mail address, using a shortcut number, or using the address book.

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.

3 On the home screen, touch **E-mail**.

4 Enter the e-mail address or shortcut number.

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

5 Touch **E-mail 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 ⌗, and then enter the shortcut number using the keypad.

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

4 Touch **E-mail 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, adjust the paper guides.

3 On the home screen, touch **E-mail**.

4 Touch **Search Address Book**.

5 Enter the name or part of the name you are searching for, and then touch **Search**.

6 Touch the name that you want to add to the To: box.

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

7 Touch **E-mail It**.

Understanding e-mail options

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 your new setting displayed.
- When "Original Size" is set to Mixed Letter/Legal, you can scan an original document that contains mixed paper sizes.
- When "Original Size" is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the e-mail.

Orientation

This option tells the printer whether the original document is in portrait or landscape orientation and then changes the Sides and Binding settings to match the original document orientation.

Binding

Tells the printer whether the original document is bound on the long-edge or short-edge side.

E-mail Subject

This option lets you enter a subject line for your e-mail. You can enter up to 255 characters.

E-mail File Name

This option lets you customize the attachment file name.

E-mail Message

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

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.

Send As

This option sets the output (PDF, TIFF, JPEG or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates 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**—Creates and attaches a separate file for each page of your original document, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your e-mail.

- **Text**—Emphasizes sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.
- **Color**—Sets the scan type and output for the e-mail. Color documents can be scanned and sent to an e-mail address.

Advanced Options

Touching this button opens a screen where you change Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, and Darkness settings.

- **Advanced Imaging**—Adjusts Background Removal, Contrast, Scan Edge to Edge, Shadow Detail, and Mirror Image before you copy the document
- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job
- **Transmission Log**—Prints the transmission log or transmission error log
- **Scan Preview**—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.
- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Darkness**—Adjusts how light or dark your scanned e-mails will turn out

Fax guide

The fax function lets you scan items and fax them to one or more recipients. You can send a fax from the printer by typing the fax number, using a shortcut number, or using the address book.

Note: To place a one-second dialing 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.

Sending a fax using the printer control panel

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 **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**.

Using fax shortcuts

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. You can assign shortcut numbers when creating permanent fax destinations. Permanent fax destinations or speed dial numbers are created in the Manage Shortcuts link located under Settings on the Embedded Web Server. A shortcut number (1–99999) can contain a single recipient or multiple recipients. By creating a group fax shortcut with a shortcut number, you can quickly and easily fax broadcast information to an entire group.

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.

Using the address book

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 On the home screen, touch **Fax**.

4 Touch **Search Address Book**.

5 Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find. (Do not attempt to search for multiple names at the same time.)

6 Touch **Search**.

7 Touch the name to add it to the "Fax to" list.

8 Repeat steps 4 through 7 to enter additional addresses.

9 Touch **Fax It**.

Understanding fax options

Original Size

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

- Touch a paper size button to select that size as the Original Size setting. The fax screen appears with your new setting displayed.
- When Original Size is set to Mixed Letter/Legal, you can scan an original document that contains mixed paper sizes.
- When "Original Size" is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photograph. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your scan.

- **Text**—Emphasizes sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.
- **Color**—Sets the scan type and output for the fax. Color documents can be scanned and sent to a fax destination.

Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the fax.

Resolution

This options increases how closely the scanner examines the document you want to fax. If you are faxing a photo, a drawing with fine lines, or a document with very small text, increase the Resolution setting. This will increase the amount of time required for the scan and will increase the quality of the fax output.

- **Standard**—Suitable for most documents
- **Fine**—Recommended for documents with small print
- **Super fine**—Recommended for original documents with fine detail
- **Ultra fine**—Recommended for documents with pictures or photos

Darkness

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

Advanced Options

Touching this button opens a screen where you can change Delayed Send, Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, and Advanced Duplex settings.

- **Delayed Send**—Lets you send a fax at a later time or date. After setting up your fax, touch **Delayed Send**, enter the time and date you would like to send your fax, and then touch **Done**. 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.

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

- **Advanced Imaging**—Adjusts Background Removal, Contrast, Scan Edge to Edge, Shadow Detail, and Mirror Image before you fax the document

- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job

- **Transmission Log**—Prints the transmission log or transmission error log

- **Scan Preview**—Displays the image before it is included in the fax. When the first page is scanned, the scanning is paused, and a preview image appears.

- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.

- **Advanced Duplex**—Controls how many sides and what orientation an original document has, and whether original documents are bound along the long edge or the short edge

  Note: Some Advanced Duplex options may not be available on all printer models.

FTP guide

The scanner lets you scan documents directly to an FTP server. You can scan documents to only one FTP address at a time.

Scanning to an FTP address using the keypad

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 On the home screen, touch **FTP**.

4 Type the FTP address.

5 Touch **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 On the home screen, touch **FTP**.

4 Touch **Search Address Book**.

5 Type the name or part of the name you are searching for, and then touch **Search**.

6 Touch the name that you want to add to the To: field.

7 Touch **Send It**.

Understanding FTP options

Original Size

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

- Touch a paper size button to select that size as the Original Size setting. The FTP screen appears with your new setting displayed.
- When "Original Size" is set to Mixed Letter/Legal, you can scan an original document that contains mixed paper sizes.
- When "Original Size" is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the document.

Orientation

This option tells the printer whether the original document is in portrait or landscape orientation and then changes the Sides and Binding settings to match the original document orientation.

Binding

Tells the printer whether the original document is bound on the long-edge or short-edge side.

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.

Send As

This option sets the output (PDF, TIFF, JPEG or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates 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**—Creates and attaches a separate file for each page of your original document, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your FTP file.

- **Text**—Emphasize sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures

- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.
- **Color**—Sets the scan type and output for the FTP file. Color documents can be scanned and sent to an FTP site, computer, e-mail address, or the printer.

Advanced Options

Touching this button opens a screen where you can change Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, and Darkness settings.

- **Advanced Imaging**—Adjusts Background Removal, Contrast, Shadow Detail, and Mirror Image before you scan the document
- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job
- **Transmission Log**—Prints the transmission log or transmission error log
- **Scan Preview**—Displays the first page of an image before it is included in the FTP file. When the first page is scanned, the scanning is paused and a preview image appears.
- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Darkness**—Adjusts how light or dark your scanned documents will turn out
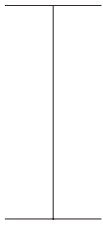
Print defects guide

Repeating defects measurements

Match a set of repeating defects on a print job to the marks on one of the vertical lines. The line that best matches the defects on the print job indicates which particular part is causing the defect.
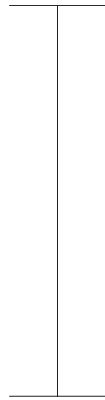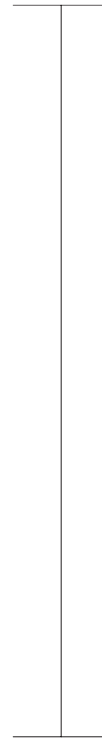
Replace the charge rolls	**Replace the transfer roller**	**Change the toner cartridge**		**Replace the fuser**	
28.3 mm	51.7 mm	47.8 mm	or 96.8 mm	88.0 mm or	95.2 mm
(1.11 in.)	(2.04 in.)	(1.88 in.)	(3.81 in.)	(3.46 in.)	(3.75 in.)
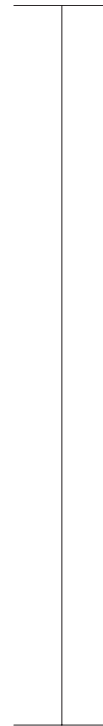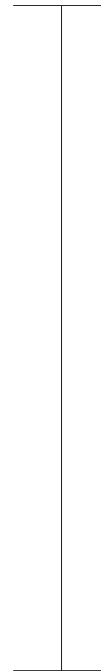
Supplies guide

When a cartridge low message appears, you should order a new print cartridge.

You may be able to print a limited number of pages when the message first appears, but it is best to have the new cartridge available when the current one runs out.

Note: Shake your new print cartridge gently before installing it into the printer to maximize its yield.

The following tables list the part numbers for ordering supply items.

Ordering print cartridges

When `88 Cartridge low` appears or when the print becomes faded, you may be able to extend the life of the print cartridge:

1 Remove the print cartridge.

2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute toner.
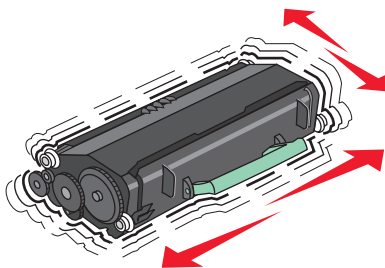
3 Reinsert the cartridge and continue printing.

Note: Repeat this procedure multiple times until the print remains faded, and then replace the cartridge.

Recommended print cartridges and part numbers

Part name	Lexmark Return Program Cartridge	Regular cartridge
For the US and Canada		
Print cartridge	X651A11A	X651A21A
High Yield Print Cartridge	X651H11A	X651H21A
Extra High Yield Print Cartridge	X654X11A	X654X21A
High Yield Return Program Print Cartridge for Label Applications	X651H04A	Not applicable
Extra High Yield Return Program Print Cartridge for Label Applications	X654X04A	Not applicable
For Europe, the Middle East, and Africa		
Print cartridge	X651A21E	X651A11E
High Yield Print Cartridge	X651H21E	X651H11E
Extra High Yield Print Cartridge	X654X21E	X654X11E
High Yield Return Program Print Cartridge for Label Applications	X651H04E	Not applicable
Extra High Yield Return Program Print Cartridge for Label Applications	X654X04E	Not applicable

Part name	Lexmark Return Program Cartridge	Regular cartridge
For the Asia Pacific Region, including Australia and New Zealand		
Print cartridge	X651A21P	X651A11P
High Yield Print Cartridge	X651H21P	X651H11P
Extra High Yield Print Cartridge	X654X21P	X654X11P
High Yield Return Program Print Cartridge for Label Applications	X651H04P	Not applicable
Extra High Yield Return Program Print Cartridge for Label Applications	X654X04P	Not applicable
For Latin America		
Print cartridge	X651A21L	X651A11L
High Yield Print Cartridge	X651H21L	X651H11L
Extra High Yield Print Cartridge	X654X21L	X654X11L
High Yield Return Program Print Cartridge for Label Applications	X651H04L	Not applicable
Extra High Yield Return Program Print Cartridge for Label Applications	X654X04L	Not applicable

Ordering a maintenance kit

When `80 Routine maintenance needed` appears, order a maintenance kit. The maintenance kit contains all the items necessary to replace the pick rollers, the charge roll, the transfer roller, and the fuser.

Notes:

- Using certain types of paper may require more frequent replacement of the maintenance kit. The charge roll, fuser, pick rollers, and transfer roller can also be individually ordered and replaced as necessary.
- To check the fuser type (T1 or T2) installed in the printer, remove the print cartridge to view the label on the fuser.

Part name	Part number
Maintenance kit	40X4723 (100 V T1 fuser) 40X4724 (110 V T1 fuser) 40X4765 (220 V T1 fuser) 40X4766 (100 V T2 fuser) 40X4767 (110 V T2 fuser) 40X4768 (220 V T2 fuser)

Ordering an ADF maintenance kit

The ADF maintenance kit contains all the items necessary to replace the ADF pick mechanism and the ADF separator roller.

See the following table for the maintenance kit part number for your specific printer.

Part name	Part number
ADF Maintenance kit	40X4769

Ordering staple cartridges

When `Staples Low` or `Staples Empty` appears, order the specified staple cartridge.

For more information, see the illustrations inside the stapler door.

Part name	Part number
Staple Cartridges–3 pack	25A0013