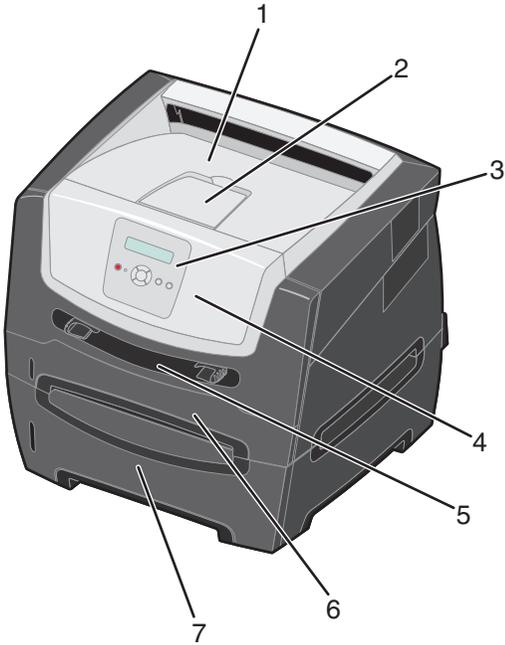
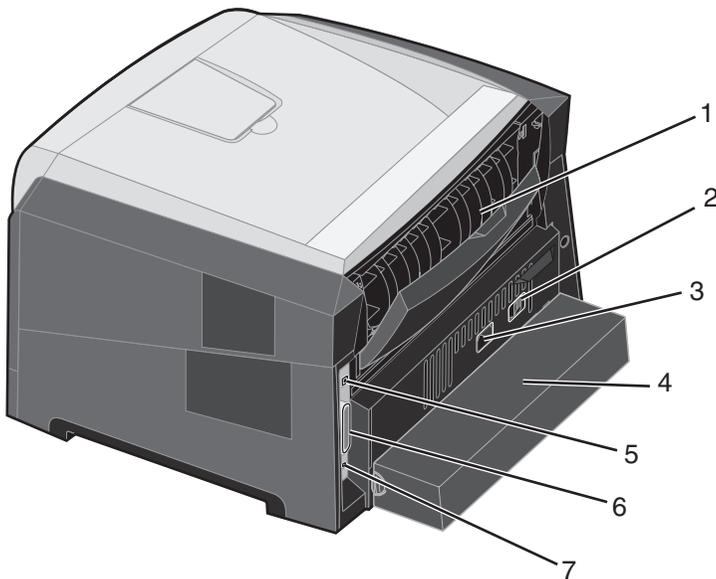


# Quick Reference

## Printer Overview



- 1 150-sheet output bin
- 2 Paper support
- 3 Control panel and Menu buttons
- 4 Front door
- 5 Manual feeder
- 6 250-sheet tray
- 7 550-sheet drawer (optional)

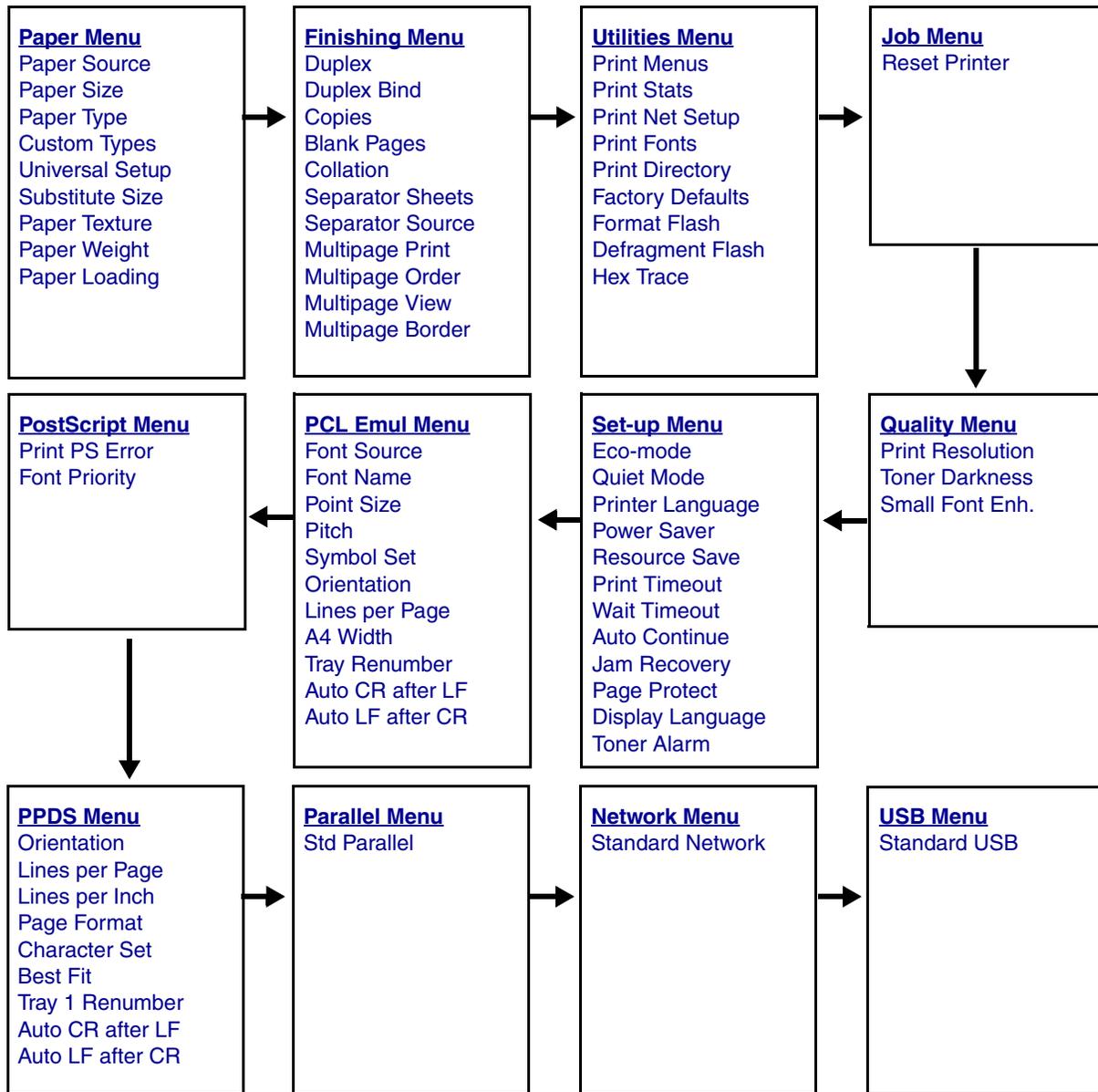


- 1 Rear exit
- 2 Power button
- 3 Power cord connect
- 4 Dust cover (not available for some models)
- 5 USB connect
- 6 Parallel connect
- 7 Ethernet connect

# Printer Overview

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A number of menus are available to make it easy for you to change printer settings. The diagram shows the menu index on the control panel and the menus and items available under each menu. For more information about menus and menu items, see the *Menus and Messages guide* on the *Software and Documentation CD*.

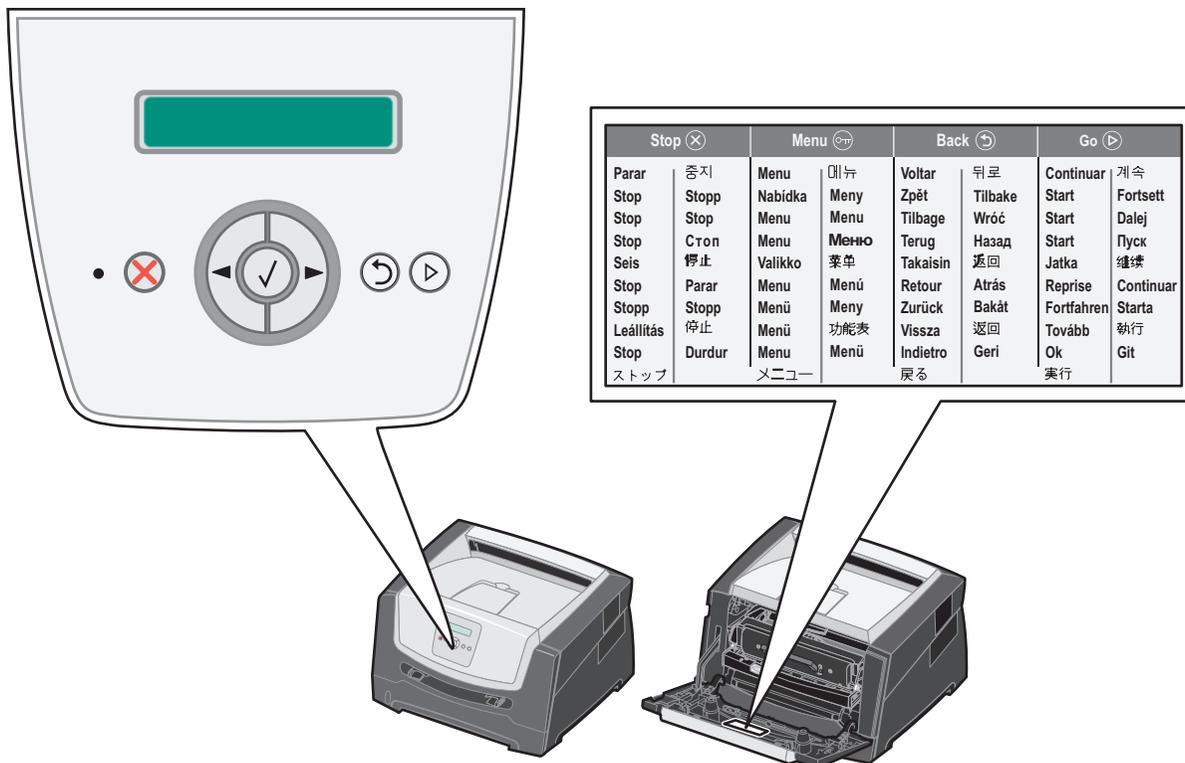


## Understanding the control panel

The control panel consists of these items:

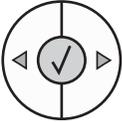
- A 2-line liquid crystal display (LCD) that shows text.
- Six buttons: Stop (⊗), Menu (with Left Menu ◀, Select (✓), and Right Menu ▶) Back (↶), and Go (▶)
- An indicator light

**Note:** A label located on the inside front door shows the control panel buttons in your language. An additional translated label is included in the printer box.



## Understanding the control panel

The use of the buttons and the layout of the display are described in the following table.

Button or control panel item	Function								
Display	<p>The display shows messages describing the current state of the printer and indicating possible printer problems you must resolve.</p> <p>The top line of the display is the header line. It will display the current status and the Supplies (Warnings) status. This is where you view printer status, supplies messages, and show-me screens.</p>								
Indicator light	<p>A green LED is used on the display, indicating the printer status.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Status</th> <th>Indicates</th> </tr> </thead> <tbody> <tr> <td>Off</td> <td>Power is off.</td> </tr> <tr> <td>On</td> <td>Printer is on, but idle.</td> </tr> <tr> <td>Flashing green</td> <td>Printer is on, and busy.</td> </tr> </tbody> </table>	Status	Indicates	Off	Power is off.	On	Printer is on, but idle.	Flashing green	Printer is on, and busy.
Status	Indicates								
Off	Power is off.								
On	Printer is on, but idle.								
Flashing green	Printer is on, and busy.								
Stop 	<p>Press and release the <b>Stop</b> button to stop the mechanical operation of the printer. The <b>Not Ready</b> message will appear. Operation will resume when the <b>Go</b> button is pressed.</p>								
Menu buttons 	<p> The  and  buttons are used to enter a menu group. Once a menu group is active, press and release  to step to the next selection, or press and release  to step to the previous selection.</p> <p>You can also use these buttons to automatically increase  or decrease  the desired number of copies.</p> <p> Press and release the <b>Select</b> button to initiate action on a selection. Selects the menu selection displayed on the second line of the display. If a menu is displayed such as <b>Paper Menu</b>, then  opens the menu and displays the first printer setting contained in the menu.</p> <p>If a menu item such as <b>Paper Source</b> is displayed, then  opens the item and displays the default setting.</p> <p>If a menu item such as <b>Manual Feeder</b> is displayed, then  saves the selection as the new default setting for Paper Source. The printer will display the <i>Saved</i> message momentarily and then return to the menu item level.</p>								
Back 	<p>Press and release the <b>Back</b> button to return to the previous menu group. If at the top of the menu group, the button functions as a <b>Go</b> button.</p>								
Go 	<p>Press and release the <b>Go</b> button to place the printer in the Ready state after an off line situation (to exit menus, to clear most messages).</p>								

### ***Printing the menu settings page***

You can print a menu settings page to review the default printer settings and to verify printer options are installed correctly.

- 1 Make sure the printer is on and **Ready** appears.
- 2 From the control panel, press **▶** until **Utilities Menu** appears, and then press **⏏**.
- 3 Press **▶** until **Print Menus** appears.
- 4 Press **⏏**, **Settings** appears.  
The indicator light flashes, and the printer prints the pages.
- 5 Press **⏪** to return to the **Ready** state.

### ***Printing a network setup page***

If the printer is attached to a network, print a network setup page on the printer to verify the network connection. This page also provides important information that helps in configuring for network printing.

- 1 Make sure the printer is on and **Ready** appears.
- 2 From the control panel, press **▶** until **Network Menu** appears, and then press **⏏**.  
**Standard Network** appears.
- 3 Press **⏏**, and then press **▶** until **Std Net Setup** appears.
- 4 Press **⏏** until **Reports** appears.
- 5 Press **⏏** until **Setup Page** appears, and then press **⏏** again.  
**Busy Network** appears. The indicator light flashes, and the printer prints the page.
- 6 Press **⏪** to return to the **Ready** state.
- 7 Check the first section on the network setup page, and confirm that Status is “Connected.”  
If Status is “Not Connected” the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and print another network setup page to verify that the printer is connected to the network.

### ***Printing a font sample list***

To print samples of the fonts currently available for your printer:

- 1 Make sure the printer is on and **Ready** appears.
- 2 From the control panel, press **▶** until **Utilities Menu** appears, and then press **⏏**.
- 3 Press **▶** until **Print Fonts** appears.
- 4 Press **⏏** until **List** appears.  
The indicator light flashes, and the printer prints the pages.
- 5 Press **⏪** to return to the **Ready** state.

### ***Restoring factory default settings***

When you first enter the printer menus from the control panel, you may notice an asterisk (\*) to the left of a value in the menus. This asterisk indicates the *factory default setting*. These settings are the original printer settings. (Factory defaults may vary for different regions.)

When you select a new setting from the control panel, **Submitting Selection** appears. When the Submitting Selection message disappears, an asterisk appears next to the setting to identify it as the current *user default setting*. These settings are active until new ones are stored or the factory defaults are restored.

To restore the original printer factory default settings:

**Warning:** All downloaded resources (fonts, macros, and symbol sets) in printer memory (RAM) will be deleted. (Resources residing in flash memory or on the optional hard disk remain unaffected.)

- 1 Turn the printer off.
- 2 Press and hold  and  as you turn the printer on.
- 3 Release the  and  buttons when **Performing Self Tests** appears.
- 4 Press  until **Factory Defaults** appears, and then press .  
Menu option **Restore Base** or **Restore Network** are available.
- 5 Press  to select the desired menu option.
- 6 **Restoring Factory Defaults** appears.  
Menu settings return to the factory default values.  
Printer returns to **Ready** state.

### ***Selecting printer operating mode***

You can select the printer operating mode that best suits your needs.

**Note:** Quiet Mode and Eco-Mode can be on at the same time.

Operating mode	Printer performance
Normal	The printer provides optimum performance.
Quiet Mode	The printer operates quietly by printing output at a slower speed.
Eco-Mode	The printer minimizes waste (toner, paper, energy) while maintaining acceptable print quality.

### ***Setting security using the Embedded Web Server (EWS)***

You can enhance the security of network communications and device configuration by using the advanced security options. These features are available through the Web page of the device.

### ***Setting the system password***

Setting the system password protects configuration of the Embedded Web Server. A system password is also required for Secure mode and confidential communication with MVP.

To set the system password:

- 1 Open your Web browser. In the address line, enter the IP address of the printer you want to configure using the format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Under Other Settings, click **Security**.
- 4 Click **Create Password**, if one has not been set previously. If a password has already been set, click **Change or Remove Password**.

### ***Locking the control panel menus***

Control panel Menu Lockout lets you create a PIN number and choose specific menus to lock. Each time a locked menu is selected, the user will be prompted to enter the correct PIN at the control panel. The PIN does not affect any access through the EWS. To lock control panel menus:

- 1 Open your Web browser. In the address line, enter the IP address of the printer you want to configure using the format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Under Other Settings, click **Security**.
- 4 Click **Menu Lockout Setup**.

## What types of print media can be loaded?

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### *What types of print media can be loaded?*

Get the most from your printer by properly loading the trays. Never mix media types within a tray.

Source	Sizes	Types	Weight	Capacity* (sheets)
250-sheet tray	A4, A5, A6 (grain long only), JIS B5, letter, legal, executive, folio, statement	Plain paper, bond, letterhead, transparencies, paper labels (single-sided only)	60–90 g/m <sup>2</sup> (16–24 lb)	<ul style="list-style-type: none"> <li>• 250 paper</li> <li>• 50 labels</li> <li>• 50 transparencies</li> </ul>
550-sheet drawer	A4, A5, JIS B5, letter, legal, executive, folio, statement	Plain paper, bond, letterhead, transparencies, paper labels (single-sided only)	60–90 g/m <sup>2</sup> (16–24 lb)	<ul style="list-style-type: none"> <li>• 550 paper</li> <li>• 50 labels</li> <li>• 50 transparencies</li> </ul>
Manual feeder	A4, A5, A6 (grain long only), JIS B5, letter, legal, executive, folio, statement, Universal <sup>‡</sup>	Plain paper, transparencies, paper labels (single-sided only)	60–163 g/m <sup>2</sup> (16–43 lb)	1
		Card stock <sup>†</sup>	<ul style="list-style-type: none"> <li>• 120–163 g/m<sup>2</sup> (66–90 lb) Index Bristol</li> <li>• 75–163 g/m<sup>2</sup> (46–100 lb) Tag</li> </ul>	
	7 <sup>3</sup> / <sub>4</sub> , 9, 10, DL, C5, B5	Envelopes	75 g/m <sup>2</sup> (20 lb)	

\* Capacity for 20 lb print media, unless otherwise noted.

<sup>†</sup> Grain short is recommended. Use rear exit for best results.

<sup>‡</sup> Universal size ranges:

– **Manual feeder:** 76–216 x 127–356 mm (3.0–8.5 x 5.0–14.0 in.) (includes 3 x 5 in. cards)

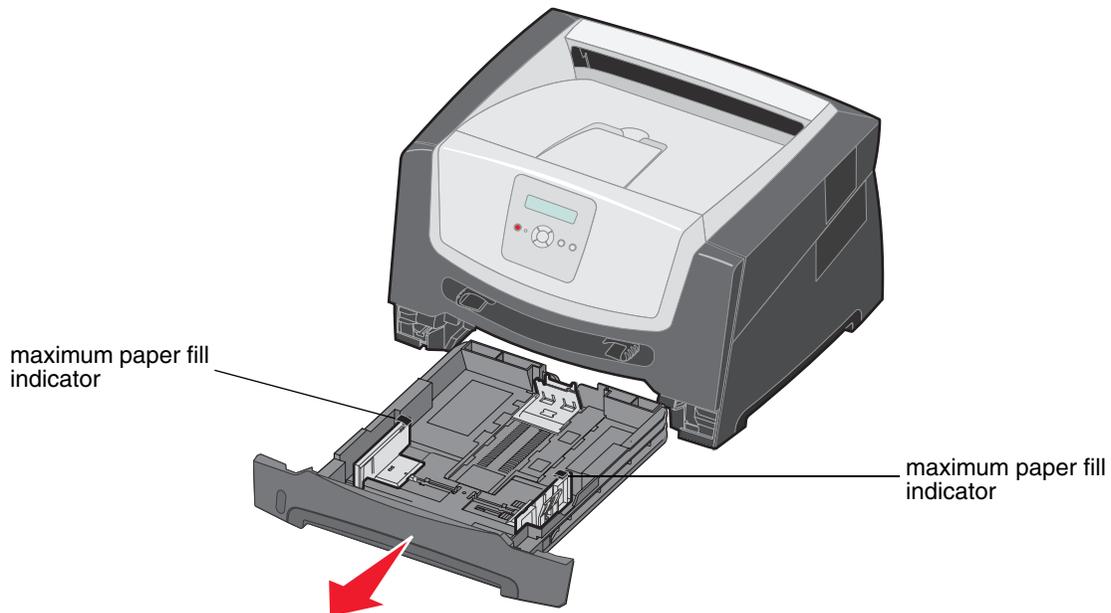
### ***Loading the 250-sheet tray***

Your printer has a 250-sheet tray. You may have also purchased an optional 550-sheet drawer. Print media is loaded into both components in the same way.

To load print media:

**Note:** Do not remove a tray when a job is printing or when the control panel indicator light is blinking. Doing so may cause a jam.

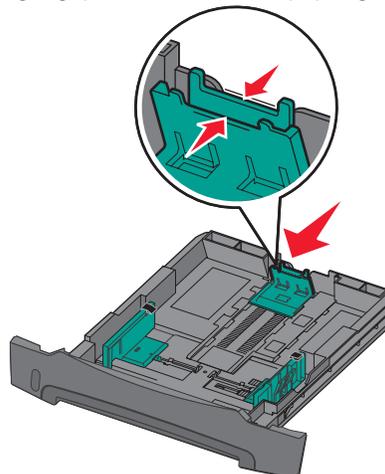
- 1 Remove the 250-sheet tray.



**Note:** To load legal-size or folio-size paper, extend the length of the 250-sheet paper tray. For instructions, see “Extending the tray for legal-size or folio-size paper” on page 12.

- 2 Adjust the rear paper guide, to the correct position for the size of print media you are loading.

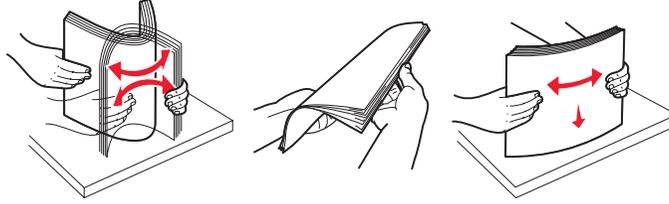
**Note:** There should be a slight gap between the rear paper guide and the paper stack.



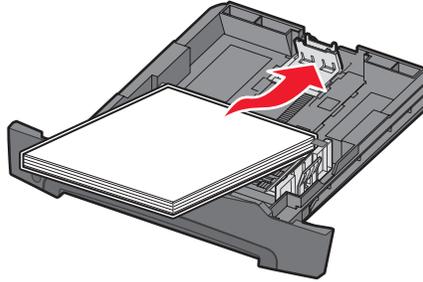
## Loading the 250-sheet tray

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

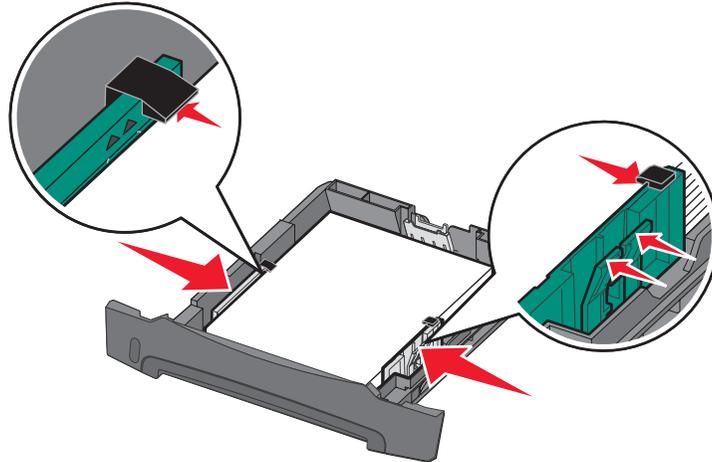


- 4 Insert the paper stack.



**Note:** Make sure the paper stack is laying flat in the tray and is not above the maximum paper fill indicators. Improper loading may cause jams.

- 5 Adjust the two side paper guides to touch lightly against the sides of the paper stack.

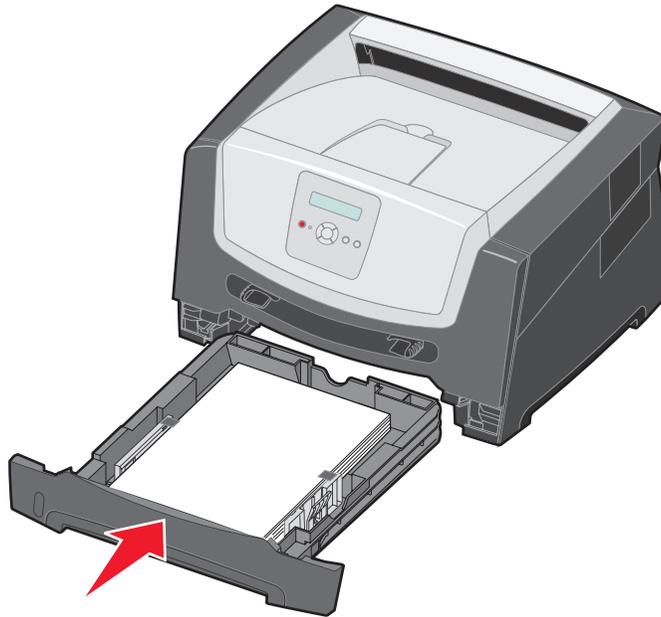


**Note:** For simplex printing load letterhead paper with the design side facing down. The top edge of the sheet with the logo should be placed at the front of the tray. For duplex printing load letterhead paper with the design side facing up.

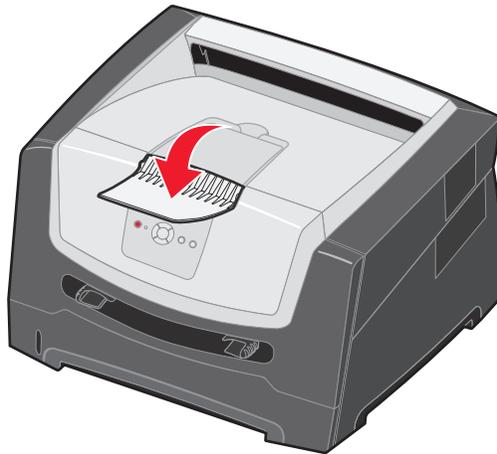
## Loading the 250-sheet tray

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- 6 Insert the 250-sheet tray.



- 7 Extend the paper support on the output bin.



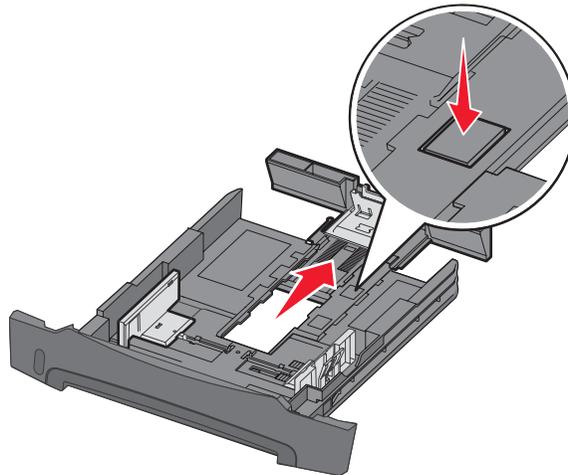
## Loading the 250-sheet tray

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### ***Extending the tray for legal-size or folio-size paper***

To load legal-size or folio-size paper, extend the paper tray. You may also attach a dust cover (if available) on the back of the printer to protect the tray while it is extended.

- 1 Press down on the latch at the back of the tray.
- 2 Expand the tray until the extender locks into place.

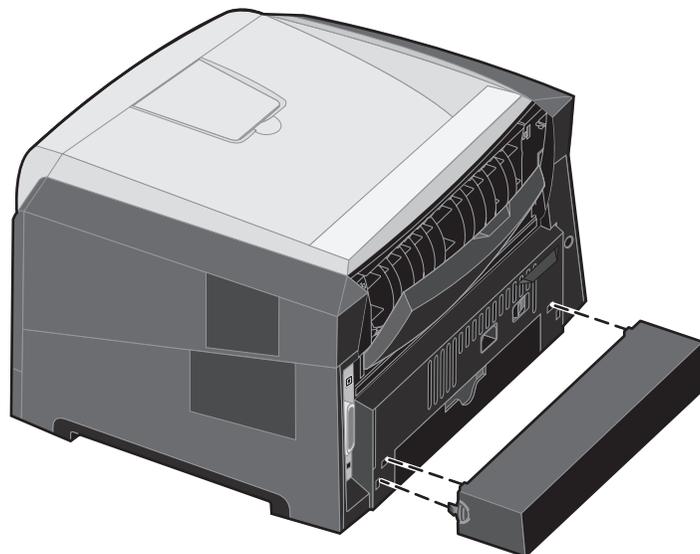


### ***Attaching the dust cover***

The dust cover helps protect the paper tray from the environment. It also keeps the tray from being knocked out of position while it is extended.

Attach the dust cover to the back of the printer by aligning the tabs on the cover to the holes on the printer, then *snap* the cover into place.

**Note:** This feature may not be available for some models.



### ***Loading the manual feeder***

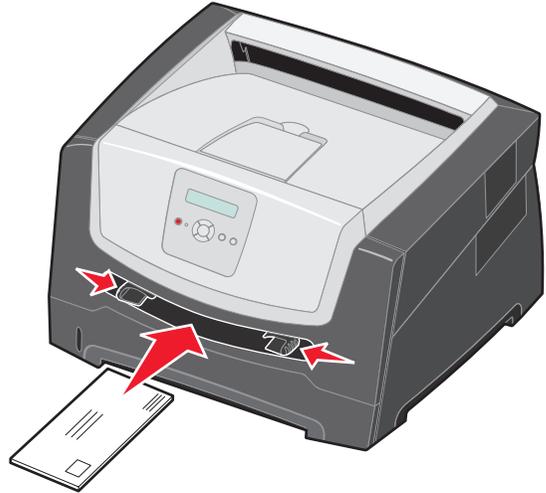
The manual feeder is located at the front of the printer and can only feed one sheet of print media at a time. For information on acceptable print media to use in the manual feeder, see “What types of print media can be loaded?” on page 8.

To load the manual feeder:

- 1 Place a sheet of the selected print media, print side facing up, at the center of the manual feeder, but only to the point where its leading edge can contact the paper guides. Otherwise, the printer will engage the print media too soon and likely skew the print job.
- 2 Adjust the guides to the print media width.
- 3 Hold both sides of the print media close to the manual feeder, and push it into the printer until it automatically engages.

There is a brief pause between the time the printer engages the print media and when it feeds into the printer.

**Note:** Do not force the print media into the feeder. Forcing the media causes jams.



- Insert envelopes with the flap side down and with the stamp area as shown.
  - Hold transparencies by the edges, and avoid touching the print side. Oil from your fingers can affect print quality.
  - For simplex printing, load letterhead faceup, with the top of the sheet entering first. For duplex printing, load letterhead facedown, with the top of the sheet entering first.
- 4 Set the Paper Size and Paper Type for the manual feeder to the correct value for the print media you loaded.
    - a On the control panel, press **▶** for **Paper Menu**.
    - b Press **✓** until **Paper Source** appears.
    - c Press **▶** until **Paper Size / Paper Type** appears, then press **✓**.
    - d Press **▶** until **Manual Pap Size / Manual Pap Type** appears, and then press **✓**.
    - e Press **▶** until the media size you loaded appears, and then press **✓**.
    - f Press **▶** to return to the **Ready** state.

### ***Linking trays***

Tray linking enables the automatic linking feature for trays when you load the same size and type of print media in multiple sources. The printer automatically links the trays; when one tray is empty, print media feeds from the next linked tray.

For example, if you have the same size and type of print media loaded in the 250-sheet tray and the optional 550-sheet drawer, the printer selects print media from the 250-sheet tray until it becomes empty, and then the printer automatically feeds print media from the next linked source—the optional 550-sheet drawer.

If you load the same size print media in each paper source, make sure the print media is all the same type in order to link the trays.

To set the paper type or size:

- a On the control panel, press **▶** for **Paper Menu**.
- b Press **✓** until **Paper Source** appears.
- c Press **▶** until **Paper Size / Paper Type** appears, then press **✓**.
- d Press **▶** until **Tray <x> Size** desired appears, and then press **✓** to save.
- e Press **▶** until the **Tray <x> Type** desired appears, and then press **✓** to save.
- f Press **▶** to return to the **Ready** state.

Once the trays you selected are loaded with the same size and type of print media, select the same Paper Type setting in the Paper menu for these sources.

To disable tray linking, set the Paper Type to a unique value in each of the trays. If all the trays do not have the same type of print media when they are linked, you could mistakenly print a job on the wrong paper type.

### ***Sending a job to print***

A printer driver is software that lets your computer communicate with your printer. When you choose **Print** from a program, a window representing the printer driver opens. You can then select the appropriate settings for the specific job you are sending to the printer. Print settings selected from the driver override the default settings selected from the printer control panel.

You may need to click **Properties** or **Setup** from the initial Print dialog to see all of the available printer settings you can change. If you are not familiar with a feature in the printer driver window, open the online Help for more information.

To support all the printer features, use the Lexmark custom printer drivers supplied with your printer. Updated drivers, as well as a complete description of the driver packages and Lexmark driver support, are available from the Lexmark Web site. You can also use the system drivers built into your operating system.

To print a job from a typical Windows application:

- 1 With a document open, click **File → Print**.
- 2 Select the correct printer in the dialog. Modify the printer settings as appropriate (such as the pages you want to print or the number of copies).
- 3 Click **Properties**, **Preferences**, **Options**, or **Setup** to adjust printer settings that were not available on the first screen, and then click **OK**.
- 4 Click **OK** or **Print** to send the job to the selected printer.

### ***Canceling a print job***

There are several methods for canceling a print job.

- **Canceling a job from the printer control panel**

## Canceling a print job

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- **Canceling a job from a computer running Windows**
  - **Canceling a job from the taskbar**
  - **Canceling a job from the desktop**
- **Canceling a job from a Macintosh computer**
  - **Canceling a job from a Macintosh computer running Mac OS 9.x**
  - **Canceling a job from a Macintosh computer running Mac OS X**

### ***Canceling a job from the printer control panel***

**Note:** For more information about the control panel, see “Understanding the control panel” on page 3.

If the job you want to cancel is printing, and **Busy** appears on the display, press  until **Cancel a job** appears, and then press . The message **Canceling Job** appears until the job is canceled.

### ***Canceling a job from a computer running Windows***

#### **Canceling a job from the taskbar**

When you send a job to print, a small printer icon appears in the right corner of the taskbar.

- 1 Double-click the printer icon.  
A list of print jobs appears in the printer window.
- 2 Select the job you want to cancel.
- 3 Press the **Delete** key on the keyboard.

#### **Canceling a job from the desktop**

- 1 Minimize all programs to reveal the desktop.
- 2 Double-click the **My Computer** icon.
- 3 Double-click the **Printers** icon.  
A list of available printers appears.
- 4 Double-click the printer you selected when you sent the job.  
A list of print jobs appears in the printer window.
- 5 Select the job you want to cancel.
- 6 Press the **Delete** key on the keyboard.

### ***Canceling a job from a Macintosh computer***

#### **Canceling a job from a Macintosh computer running Mac OS 9.x**

When you send a job to print, the printer icon for your selected printer appears on the desktop.

- 1 Double-click the printer icon on your desktop.  
A list of print jobs appears in the printer window.
- 2 Select the print job you want to cancel.
- 3 Click the trash can icon.

### Canceling a job from a Macintosh computer running Mac OS X

- 1 Open **Applications** → **Utilities**, and then double-click **Print Center** or **Printer Setup**.
- 2 Double-click the printer you are printing to.
- 3 In the printer window, select the print job you want to cancel.
- 4 Press **Delete**.

## Avoiding jams

Use appropriate print media (paper, transparencies, labels, and card stock) to help ensure trouble-free printing. For more information, see “What types of print media can be loaded?” on page 8.

**Note:** Try a limited sample of any print media you are considering using with the printer before purchasing large quantities.

By selecting the appropriate print media and loading it properly, you can avoid most jams. For detailed tray loading instructions, see the following:

- “Loading the 250-sheet tray” on page 9
- “Loading the manual feeder” on page 13

The following hints can help you avoid jams:

- Use only recommended print media.
- Do not overload the print media sources. Make sure the stack height does not exceed the maximum paper fill indicators on the paper trays.
- Do not load wrinkled, creased, damp, or curled print media.
- Flex, fan, and straighten print media before you load it. If jams do occur with print media, try feeding one sheet at a time through the manual feeder.
- Do not use print media that you have cut or trimmed yourself.
- Do not mix print media sizes, weights, or types in the same print media source.
- Make sure the recommended print side is loaded in the source according to your simplex or duplex needs.
- Keep print media stored in an acceptable environment. For more information, see the *Software and Documentation CD*.
- Do not remove trays during a print job.
- Push all trays in firmly after loading them.
- Make sure the guides in the trays are properly positioned for the size of print media you have loaded. Make sure the guides are not placed too tightly against the stack of print media.

## Clearing jams

By carefully selecting print media and loading it properly, you should be able to avoid most paper jams. For more information on avoiding paper jams, see “Avoiding jams” on page 16. If jams do occur, follow the steps outlined in this section.

To resolve the paper jam messages, you must clear the entire paper path, and then press  to clear the message and resume printing. The printer prints a new copy of the page that jammed if Jam Recovery is set to On or Auto; however, the Auto setting does not guarantee the page will print.

## Clearing jams

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### Identifying jams

When the printer jams, the appropriate jam message appears on the printer control panel.

### Understanding jam messages

The following table lists the jam messages that can occur and the action necessary to clear the message. The jam message indicates the area where the jam occurred. However, it is best to clear the entire paper path to ensure you have cleared all possible jams.

Message	What to do
200 Paper Jam - Remove Cartridge	<ol style="list-style-type: none"><li>1 Clear the entire paper path.</li><li>2 To clear the message, and continue print, press .</li></ol>
201 Paper Jam - Remove Cartridge	<ol style="list-style-type: none"><li>1 Clear the entire paper path.</li><li>2 To clear the message, and continue print, press .</li></ol>
202 Paper Jam - Open Rear Door	<ol style="list-style-type: none"><li>1 Clear the entire paper path.</li><li>2 To clear the message, and continue print, press .</li></ol>
231 Paper Jam - Open Rear Door	<ol style="list-style-type: none"><li>1 Clear the entire paper path.</li><li>2 To clear the message, and continue print, press .</li></ol>
23x Paper Jam - Open Rear Door	<ol style="list-style-type: none"><li>1 Clear the entire paper path.</li><li>2 To clear the message, and continue print, press .</li></ol>
234 Paper Jam - Check Duplex	<ol style="list-style-type: none"><li>1 Clear the entire paper path.</li><li>2 To clear the message, and continue print, press .</li></ol>
235 Paper Jam - Open Rear Door	<ol style="list-style-type: none"><li>1 Open the rear printer exit door.</li><li>2 Remove the jammed print media.</li></ol>
24x Paper Jam - Check tray <x>	<ol style="list-style-type: none"><li>1 Clear the entire paper path.</li><li>2 To clear the message, and continue print, press .</li></ol>
251 Paper Jam - Check Man Feeder	<ol style="list-style-type: none"><li>1 Clear the entire paper path.</li><li>2 To clear the message, and continue print, press .</li></ol>

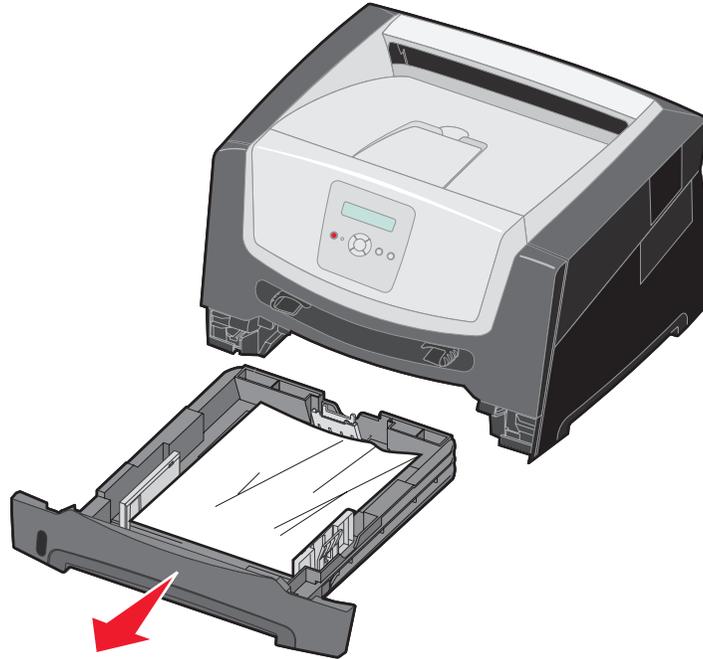
## Clearing jams

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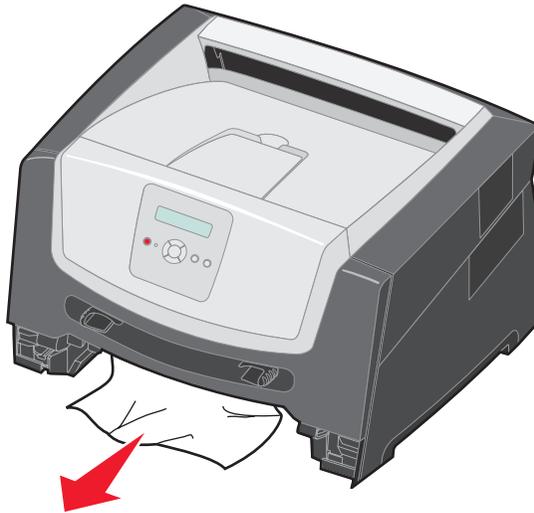
### ***Clearing a jam***

We recommend clearing the entire paper path when a paper jam occurs.

- 1 Open the 250-sheet tray. If necessary, remove the tray from the printer.



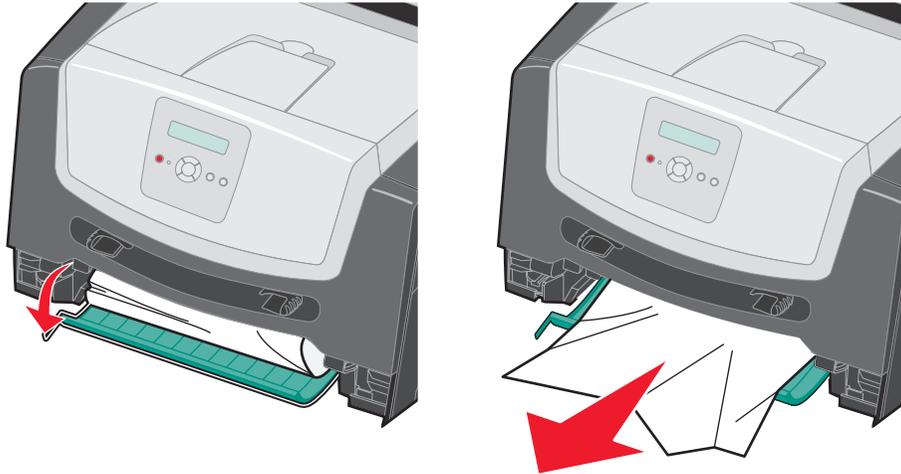
- 2 Remove the jammed media.



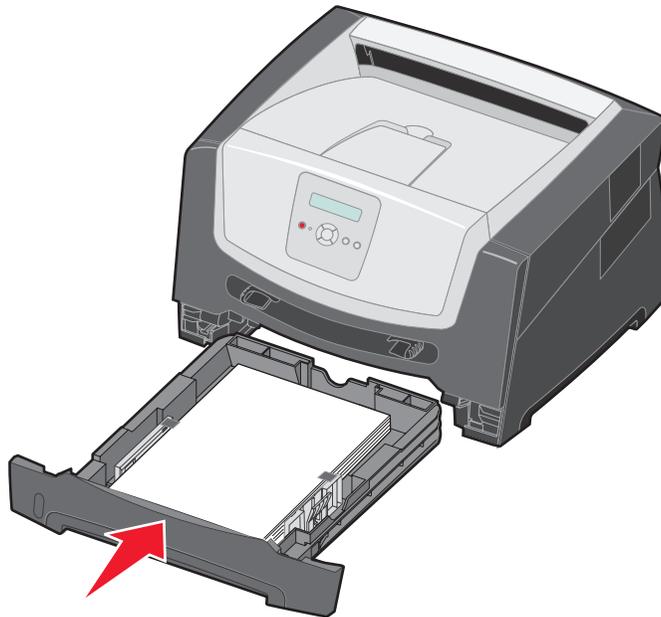
## Clearing jams

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- 3 Press down on the green duplex flap to release jammed pages from the duplex area, and then remove any crumpled paper.



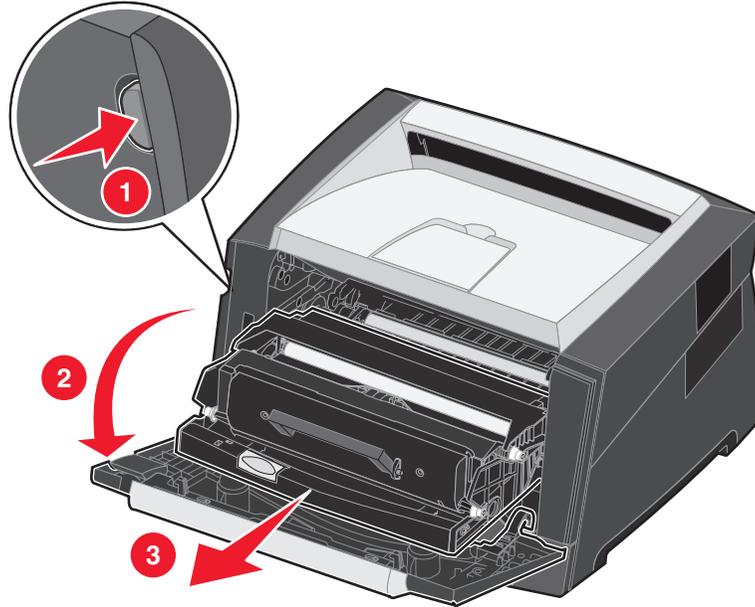
- 4 Install the 250-sheet tray.



## Clearing jams

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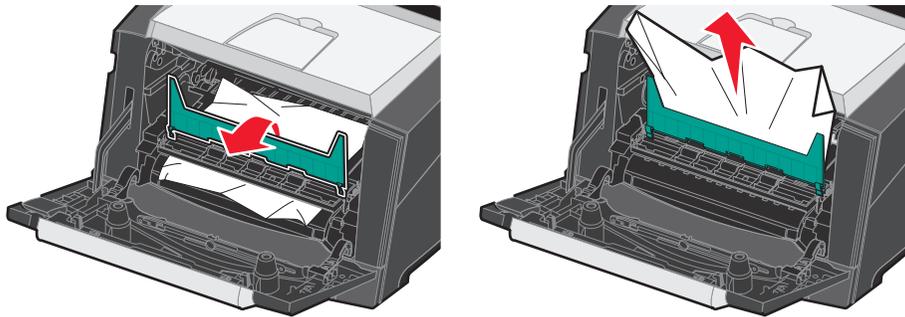
- 5 Open the front door, and remove the print cartridge assembly.



**CAUTION:** The fuser or fuser area may be hot.



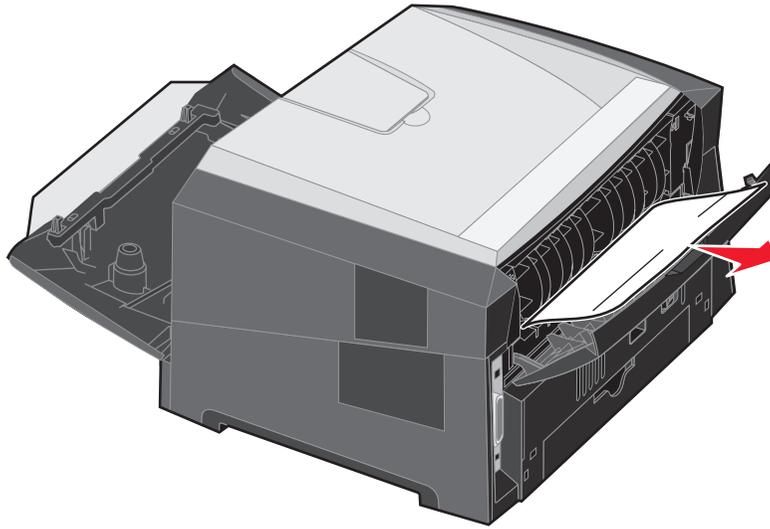
- 6 Lift the green flap at the front of the printer, and remove the jammed pages beneath it.



## Clearing jams

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- 7 Open the rear exit, and remove the jammed pages.

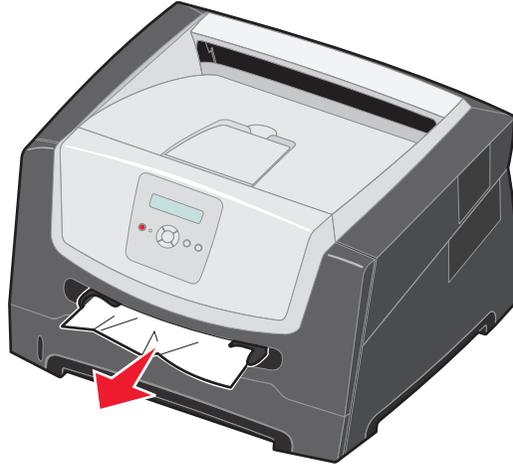


- 8 After you have cleared the jams, reinstall the print cartridge assembly, and make sure all printer doors are closed.
- 9 Press .

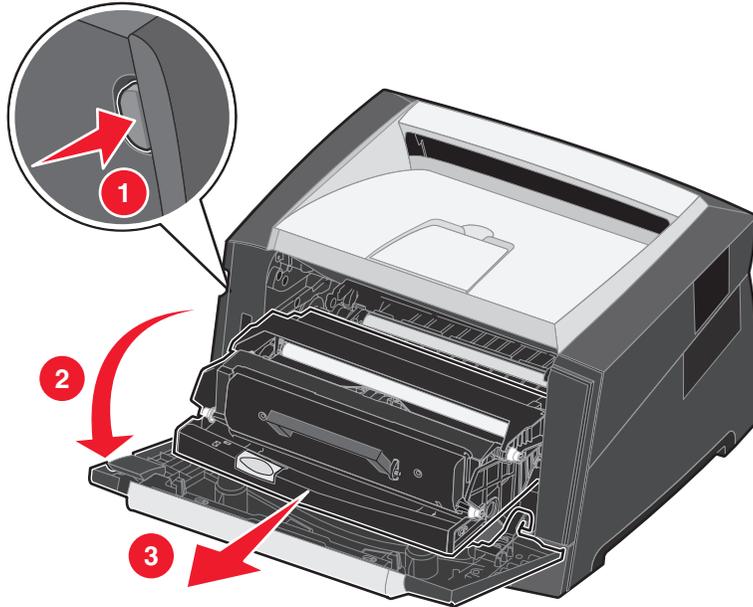
**Note:** Jam recovery is set to Auto by default. When jam recovery is set to Auto, the memory that holds the image of a page may be reused after the page is printed but before it has successfully exited the printer if that memory is needed for another use. Therefore, a jammed page may or may not be reprinted, depending on the overall memory usage in the printer.

### Clearing a jam in the manual feeder

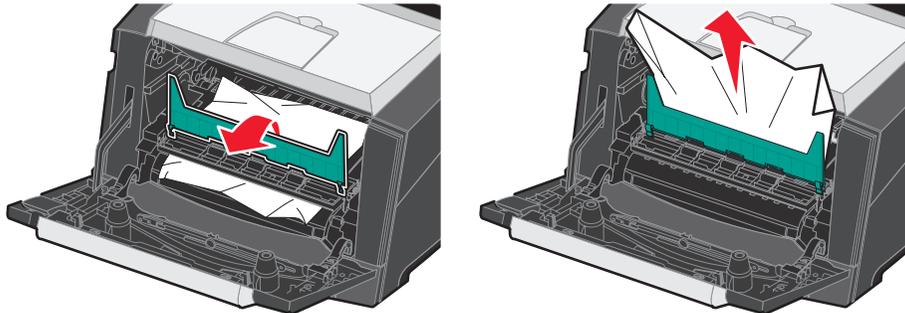
- 1 Remove the paper from the manual feeder.



- 2 Open the front door, and remove the print cartridge assembly.



- 3 Lift the green flap at the front of the printer, and remove the jammed pages beneath the flap.



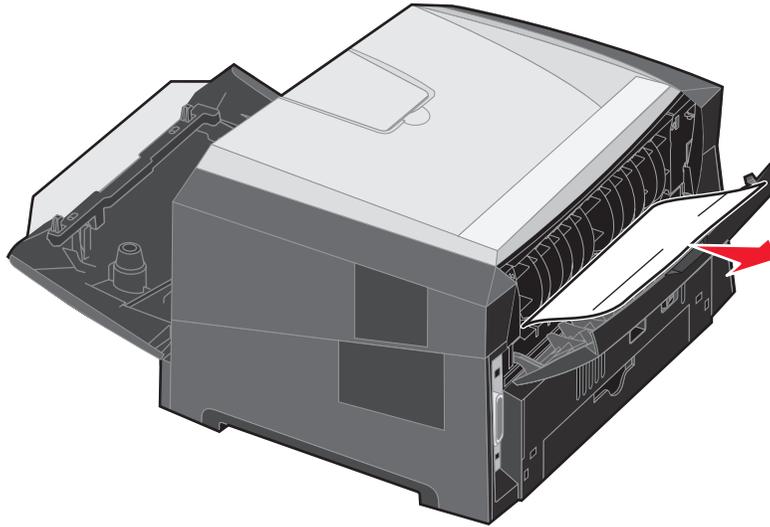
## Clearing jams

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**CAUTION:** The fuser or fuser area may be hot.

- 4 Open the rear exit door, and remove the jammed pages.



- 5 After you have cleared the jams, reinstall the print cartridge assembly, and make sure all printer doors are closed.
- 6 Press .

**Note:** Jam recovery is set to Auto by default. When jam recovery is set to Auto, the memory that holds the image of a page may be re-used after the page is printed but before it has successfully exited the printer if that memory is needed for another use. Therefore, a jammed page may or may not be reprinted, depending on the overall memory usage in the printer.

- 7 Load one sheet of the print media.
- 8 Slide the side paper guide toward the inside of the tray until it lightly rests against the edge of the print media.
- 9 Press .