

Printing guide

Get the most from the printer by properly loading the trays, and setting the types and sizes for media.

Loading paper

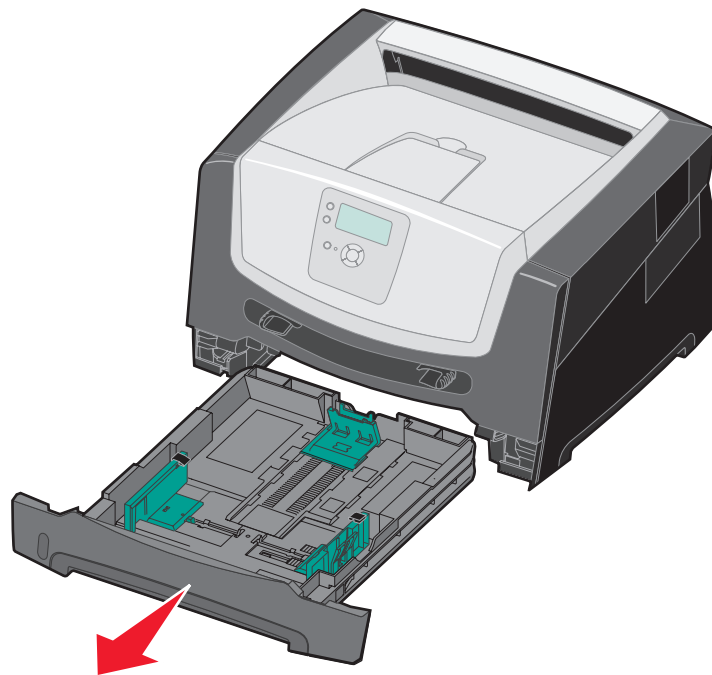
General guidelines

- Do not overload the media sources.
- Make sure the stack height does not exceed the maximum height indicated by the labels on the guides. Overloading may cause jams.
- Never mix media types within a tray.

Loading standard 250-sheet tray

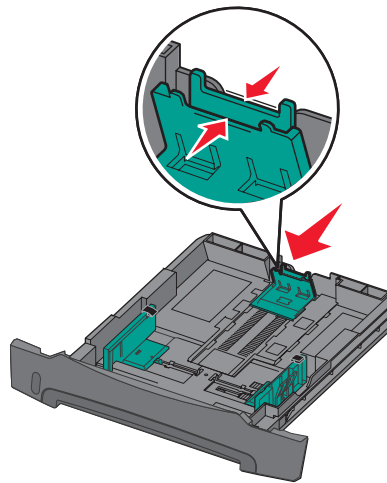
Do not remove a tray while a job is printing or while the control panel indicator light is blinking. Doing so may cause a jam.

- 1 Remove the tray.

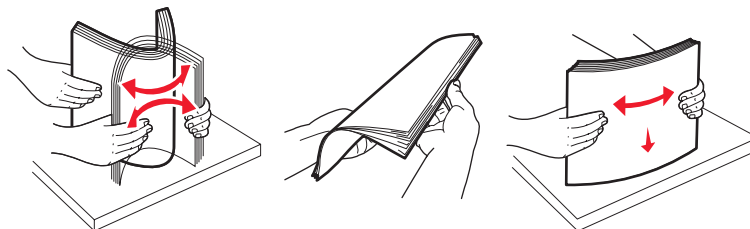


Note: To load legal or folio size paper, extend the length of the paper tray. See “Extending the tray for legal or folio size paper” for instructions.

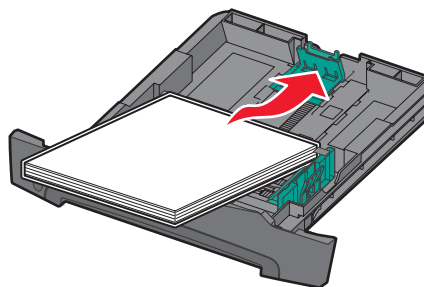
- 2 Squeeze the side guide tab, and slide the guide to outside of the tray.
- 3 Squeeze the rear guide tab, and slide the guide to the correct position for the size media you are loading.



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



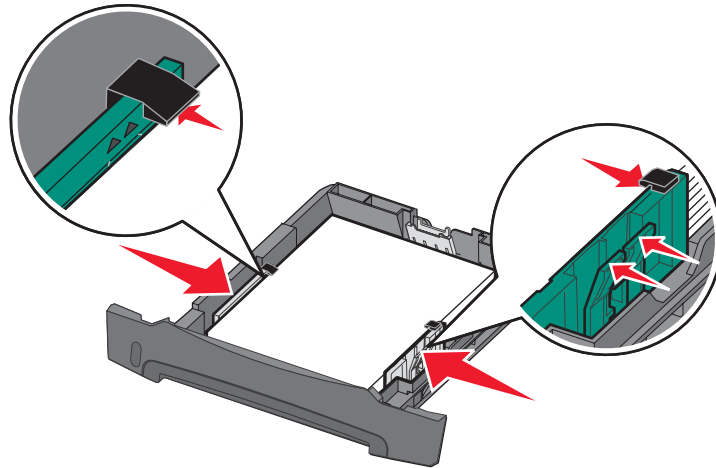
- 5 Load print media in the tray.



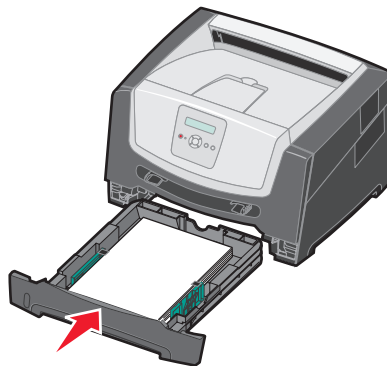
Note: Load letterhead paper with the design side facing down. The top edge of the sheet with the logo should be placed at the front of the tray.

Make sure the print media is below the max fill tabs on the side guides. Overloading may cause jams.

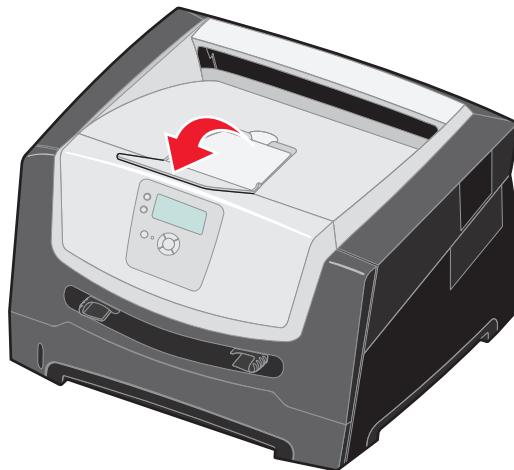
6 Squeeze the side guide tab, and slide the guide until it lightly rests against the edge of the media.



7 Insert the tray.



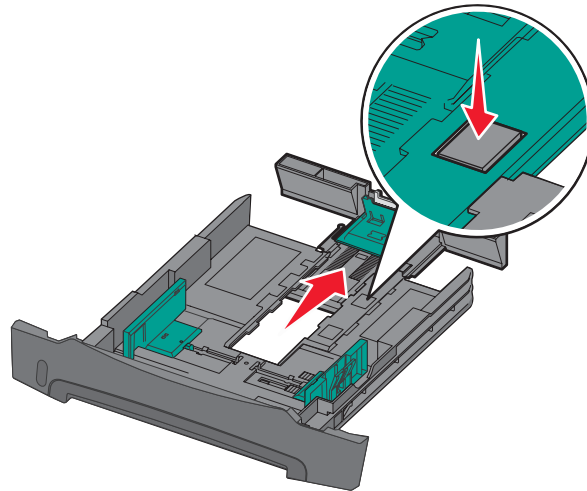
8 Extend the paper support on the output bin.



Extending the tray for legal or folio size paper

To load legal or folio size paper, extend the paper tray. You may also attach an optional dust cover on the back of the printer to protect the tray while it is extended.

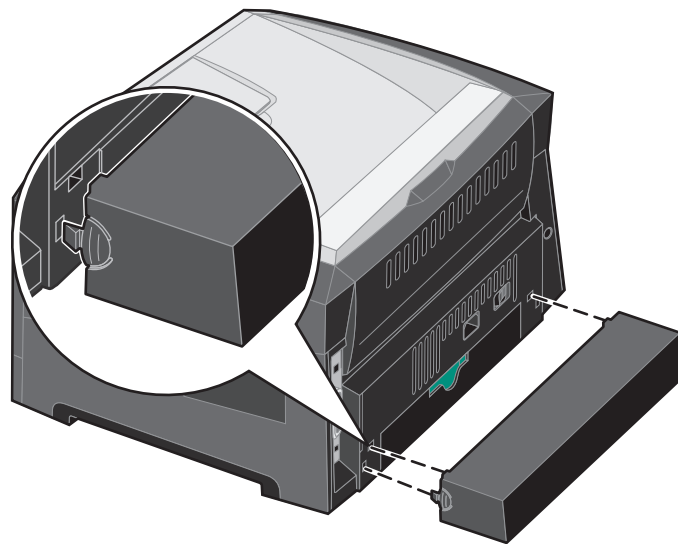
- 1 Press down on the latch at the back of the tray.
- 2 Expand the tray until the extender locks into place.



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.

Note: This feature may not be available for all models.



















Attach an optional 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.

Setting the Paper Type and Paper Size

After setting the Paper Type and Paper Size to the correct values for the type and size used in the trays, then any trays containing the same size and type are automatically linked by the printer.

Note: If the size of the media you are loading is the same size of the media previously loaded, do not change the Paper Size setting.

To set the paper type or size:

- 1 Press  on the control panel.
- 2 Press  until  **Paper Menu** appears, and then press .
- 3 Press  until  **Paper Size/Type** appears, and then press .
- 4 Press  until  **Tray <x> Size/Type** appears, and then press .
- 5 Press  until the  appears next to the media size you loaded, and then press .
- 6 Press  until the media type you loaded appears, and then press .
- 7 Press  repeatedly to return to the **Ready** state.

Printing on specialty media

Print media is paper, card stock, transparencies, labels, and envelopes. The last four are sometimes referred to as *specialty media*. Follow these instructions to print on specialty media.

- 1 Load the print media as specified for the tray being used. See “Loading paper” on page 1 for help.
- 2 From the printer control panel, set the Paper Type and Paper Size according to the media you loaded. For more information, see the *User’s Guide* on the *Software and Documentation* CD that shipped with the printer.
- 3 From the computer software application, set the paper type, size, and source according to the media you loaded.
 - a From a word processor, spreadsheet, browser, or other application, select **File → Print**.
 - b Click **Properties** (or **Options**, **Printer**, or **Setup**, depending on the application) to view the printer driver settings.
 - c Select the tray containing the specialty media from the **Form Source** list box.
 - d Select the media type (transparencies, envelopes, and so on) from the **Media Type** list box.
 - e Select the size of the specialty media from the **Form Type** list box.
- 4 Click **OK**, and then send the print job as usual.

For more information

For information on	See
Print media	Media Guide available in the Help Menu
Loading the manual feeder	<i>User’s Guide</i> on the <i>Software and Documentation</i> CD
Loading the 550-sheet drawer	

Supplies guide

The following table lists the part numbers for ordering supply items:

Part number	Description	Average cartridge yield
World Wide		
E250X22G	Photoconductor kit	Up to 30,000 standard pages ¹
For the USA and Canada³		
E450A21A	Print Cartridge	6,000 standard pages ²
E450H21A	High Yield Print Cartridge	11,000 standard pages ²
E450A11A	Return Program Print Cartridge	6,000 standard pages ²
E450H11A	High Yield Return Program Print Cartridge	11,000 standard pages ²
For Europe, the Middle East, and Africa⁴		
E450A21E	Print Cartridge	6,000 standard pages ²
E450H21E	High Yield Print Cartridge	11,000 standard pages ²
E450A11E	Return Program Print Cartridge	6,000 standard pages ²
E450H11E	High Yield Return Program Print Cartridge	11,000 standard pages ²
For the Asia Pacific Region⁵		
E450A21P	Print Cartridge	6,000 standard pages ²
E450H21P	High Yield Print Cartridge	11,000 standard pages ²
E450A11P	Return Program Print Cartridge	6,000 standard pages ²
E450H11P	High Yield Return Program Print Cartridge	11,000 standard pages ²
For Latin America⁶		
E450A21L	Print Cartridge	6,000 standard pages ²
E450H21L	High Yield Print Cartridge	11,000 standard pages ²
E450A11L	Return Program Print Cartridge	6,000 standard pages ²
E450H11L	High Yield Return Program Print Cartridge	11,000 standard pages ²
¹ Approximately 5% coverage. ² Declared yield value in accordance with ISO/IEC 19752. ³ Designed for use only in the USA and Canada. ⁴ Designed for use only in Europe, Middle East, and Africa. ⁵ Designed for use only in Asia Pacific Region, Australia, and New Zealand. ⁶ Designed for use only in Latin America.		

For information about conserving supplies, see the *User's Guide* on the *Software and Documentation CD*.

Print media guide

The printer supports the following print media sizes. Select custom sizes up to the maximum specified for the Universal setting.

Legend: ✓ — supported		✗ — unsupported		
Media size	Dimensions	250-sheet tray	Manual feeder	Optional 550-sheet drawer
A4	210 x 297 mm (8.27 x 11.7 in.)	✓	✓	✓
A5*	148 x 210 mm (5.83 x 8.27 in.)	✓	✓	✓
A6	105 x 148 mm (4.13 x 5.83 in.)	✓	✓	✗
JIS B5	182 x 257 mm (7.17 x 10.1 in.)	✓	✓	✓
Letter	215.9 x 279.4 mm (8.5 x 11 in.)	✓	✓	✓
Legal	215.9 x 355.6 mm (8.5 x 14 in.)	✓	✓	✓
Executive	184.2 x 266.7 mm (7.25 x 10.5 in.)	✓	✓	✓
Folio	216 x 330 mm (8.5 x 13 in.)	✓	✓	✓
Statement	139.7 x 215.9 mm (5.5 x 8.5 in.)	✓	✓	✓
Universal*	98.4 x 89.0 mm to 297.0 x 431.8 mm (3.9 x 3.5 in. to 11.7 x 17.0 in.)	✓	✓	✓
7 3/4 Envelope (Monarch)	98.4 x 190.5 mm (3.875 x 7.5 in.)	✗	✓	✗
Com 9 Envelope	98.4 x 225.4 mm (3.88 x 8.88 in.)	✗	✓	✗
Com 10 Envelope	104.8 x 241.3 mm (4.12 x 9.5 in.)	✗	✓	✗
DL Envelope	110 x 220 mm (4.33 x 8.66 in.)	✗	✓	✗
C5 Envelope	162 x 229 mm (6.38 x 9.01 in.)	✗	✓	✗
B5 Envelope	176 x 250 mm (6.93 x 9.84 in.)	✗	✓	✗

* Universal size ranges:

- 250-sheet tray: 89–216 x 210–356 mm (3.5–8.5 x 8.27–14.0 in.)
- 550-sheet drawer: 148–216 x 210–356 mm (5.83–8.5 x 8.27–14.0 in.)
- Manual feeder: 76–216 x 127–356 mm (3.0–8.5 x 5.0–14.0 in.) (includes 3 x 5 in. cards)

Storing print media

Use the following guidelines for proper print media storage. These help avoid media feeding problems and uneven print quality:

- For best results, store media in an environment where the temperature is approximately 21°C (70°F) and the relative humidity is 40%.

Most label manufacturers recommend printing in a temperature range of 18 to 24°C (65 to 75°F) with a relative humidity of 40 to 60%.

- Store cartons of media on a pallet or shelf, rather than directly on the floor.
- When storing individual packages of media out of the original carton, make sure they rest on a flat surface so the edges do not buckle or curl.
- Do not place anything on top of the media packages.
- Store paper in its original wrapper until you load it into the printer.

Avoiding jams

The following hints can help avoid jams:

- Use only recommended paper or specialty media (referred to as print media).
- Do not overload the print media sources. Make sure the stack height does not exceed the maximum height indicated by the stack line on the labels in the sources.
- 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 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 media stored in an acceptable environment. See “Storing print media”.
- Do not move or 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.
- Make sure all cables that connect to the printer are correctly attached. See the *Setup* sheet for more information.
- If a jam occurs, clear the entire media path. See the *User's Guide* on the *Software and Documentation* CD for information on the media path.

Menu map

A number of menus are available on the control panel to make it easy to change printer settings. The following menu map shows the menus and menu items available. For more information about menu items, see the *Menus and Messages Guide* on the *Software and Documentation CD*. Some menu items may not be available based on the printer model or options installed.

Paper Menu

- Default Source
- Paper Size/Type
- Substitute Size
- Paper Texture
- Paper Weight
- Paper Loading
- Custom Types
- Universal Setup

Reports

- Menu Settings Page
- Device Statistics
- Network Setup Page
- Profiles List
- Print Fonts
- Print Demo

Settings

- Setup Menu
- Finishing Menu
- Quality Menu
- Utilities Menu
- PostScript Menu
- PCL Emul Menu

Network/Ports

- TCP/IP
- Standard Network
- Standard USB
- AppleTalk

Security

- Job Expiration

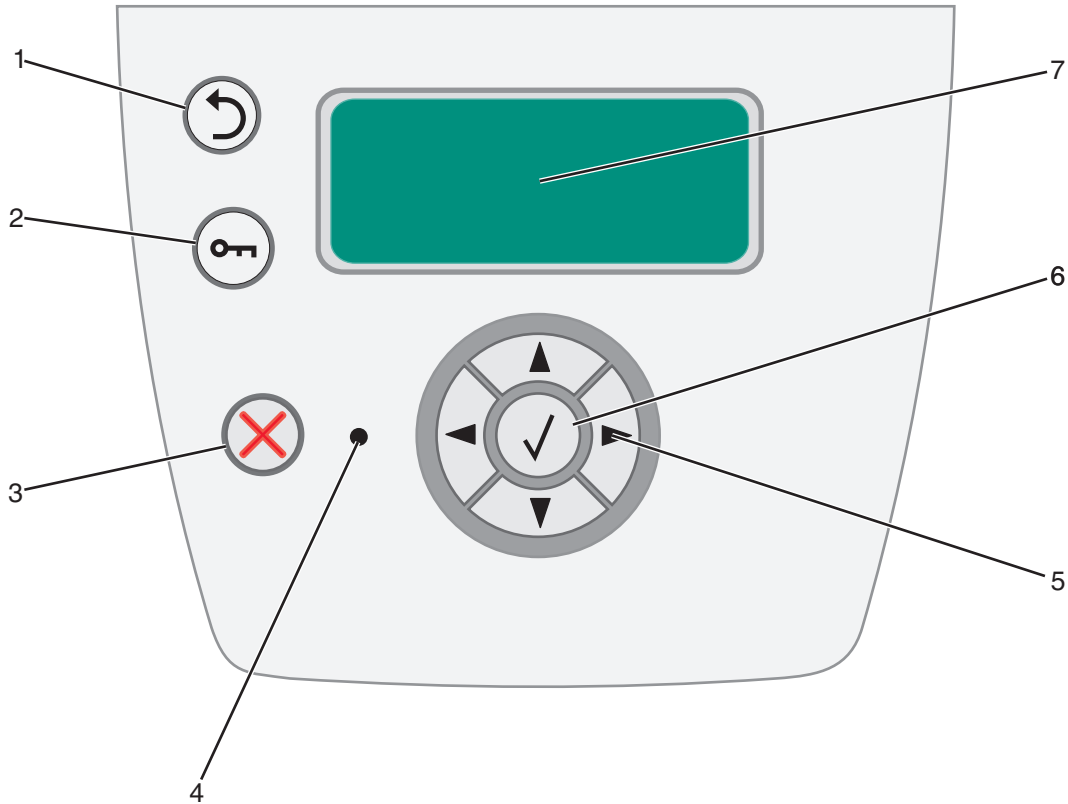
Help




- Printing Guide
- Supplies Guide
- Media Guide
- Print Defects
- Menu Map
- Information Guide
- Connection Guide
- Moving Guide

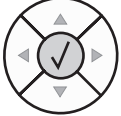
Understanding the control panel

The control panel consists of these items:

- A 4-line, liquid crystal display (LCD) that can show both graphics and text.
- Eight buttons: Back, Menu, Stop, Select, ◀, ▶, ▲, and ▼.
- Indicator light



Button or control panel item	Function
1 Back 	Press the Back button to return to the last screen you viewed. Note: Changes made on a screen will not be applied if you press the Back button.
2 Menu 	Press the Menu button to open the menu index. Note: The printer must be in the Ready state to access the menu index. A message indicating the menus are unavailable will appear if the printer is not ready.
3 Stop 	Press the Stop button to stop the mechanical operation of the printer. After pressing Stop , the message Stopping appears. When the printer has stopped, the status line in the control panel will show Stopped , and a list of options will appear.

Button or control panel item	Function										
<p>4 Indicator light</p>	<p>A two-toned LED is used on the control panel, one color being green and the other being red. The lights indicate whether the printer power is on, the printer is busy, idle, processing a job, or requires operator intervention.</p> <table border="1" data-bbox="451 380 1312 600"> <thead> <tr> <th>Status</th> <th>Indicates</th> </tr> </thead> <tbody> <tr> <td>Off</td> <td>Power is off.</td> </tr> <tr> <td>Solid green</td> <td>Printer is on, but idle.</td> </tr> <tr> <td>Flashing green</td> <td>Printer is warming up, processing data, or printing a job.</td> </tr> <tr> <td>Solid red</td> <td>Operator intervention is required.</td> </tr> </tbody> </table>	Status	Indicates	Off	Power is off.	Solid green	Printer is on, but idle.	Flashing green	Printer is warming up, processing data, or printing a job.	Solid red	Operator intervention is required.
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Flashing green	Printer is warming up, processing data, or printing a job.										
Solid red	Operator intervention is required.										
<p>5 and 6 Navigation buttons</p> 	<p>▲ The Up or Down buttons are used to move up and down lists. ▼ When navigating through a list using the Up or Down button, the cursor moves one line at a time. Pressing the Down button at the bottom of the screen changes the screen to the next whole page.</p> <p>◀▶ The Left or Right buttons are used to move within a screen such as moving from one menu index item to another. They are also used to scroll through text that will not fit on the screen.</p> <p>⊙ The Select button is used to initiate action on a selection. Press Select when the cursor appears next to the selection you want such as following a link, submitting a configuration item, or when you want to start or cancel a job.</p>										
<p>7 Display</p>	<p>The display shows messages and graphics 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. If applicable, it will contain the graphic indicating the Back button can be used. It will also display the current status and the Supplies (Warnings) status. If multiple warnings are present, each warning will be separated by a comma.</p> <p>The other three lines of the display are the body of the screen. This is where you view printer status, supplies messages, show-me screens, and make selections.</p>										

For more information on the control panel, see the *User's Guide* on the *Software and Documentation CD*.

Information guide

There are numerous publications available to help you understand the printer and its functions.

Help Menu pages

There are Help Menu pages resident in the printer. Select to print each individually, or select **Print All** to print all of them.

Menu Item:	Use it to:
Printing Guide	Load media into the printer.
Supplies Guide	Order supplies.
Media Guide	See what types of media are supported by the printer.
Print Defects	Prints the Print Defect sheet.
Menu Map	View all menus and menu items available.
Information Guide (this page)	Locate additional information.
Connection Guide	Connect the printer as a local or network printer.
Moving Guide	Safely move the printer.

Setup sheet

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

Software and Documentation CD

The *Software and Documentation* CD which was shipped with your printer contains a *User's Guide*, *Setup* sheet, *Menus and Messages Guide*, and a copy of the Help Menu pages.

The *User's Guide* provides information about loading media, ordering supplies, troubleshooting, clearing jams, and removing options. It also includes administrative support information.

The *Menus and Messages Guide* provides information to change the printer settings. It describes the menus available, the menu items under each menu, and the values available.

Lexmark's Web site

Copies of the *User's Guide*, *Setup* sheet, *Menus and Messages Guide*, and Help Menu pages are available on the Lexmark Web site at www.lexmark.com.

Other languages

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

Connection guide

Note: For local printing, you must install the printer software (drivers) before connecting the USB cable.

Installing printer and software for local printing using Windows

1 Launch the *Software and Documentation* CD that shipped with the printer.

2 Click **Install Printer and Software**.

Note: Some Windows operating systems require that you have administrative access to install printer software (drivers) on the computer.

3 Click **Agree** to accept the license agreement.

4 Select **Suggested**, and then click **Next**.

The Suggested option is the default installation for local setup. If you need to install utilities, change settings, or customize device drivers, select **Custom**. Follow the instructions on the computer screen.

5 Select **Local Attach**, and click **Finish**.

Note: It may take a few minutes for the drivers to completely load.

6 Close the drivers CD installer application.

7 Connect the USB or parallel cable. If using USB, be sure to match the USB symbol on the cable to the USB symbol on the printer.

Note: Windows 98 SE, Windows Me, Windows 2000, Windows XP, and Windows Server 2003 operating systems support USB connections. Some UNIX, Linux, and Macintosh computers also support USB connections. See the computer operating system documentation to see if your system supports USB.

8 Plug one end of the printer power cord into the socket at the back of the printer and the other end into a properly grounded outlet.

9 Turn on the printer.

Plugging in the USB cable and turning on the printer prompts the Windows operating system to run the plug and play screens to install the printer as a new hardware device. The installation of printer software (drivers) done in step 1 should satisfy the plug and play requirements. When plug and play is finished, a printer object will appear in your Printers folder.

Note: After the printer completes its internal tests, the **Ready** message indicates that the printer is ready to receive jobs. If you see a message other than **Ready** on the display, see the *Software and Documentation* CD for instructions on clearing the message.

10 Send a test page to print.

Using a parallel cable

For instructions, see the *Setup Sheet* that shipped with the printer.

Local printing with Mac or UNIX/Linux

For detailed instructions, see the documentation that came with your operating system.

Installing printer and software for network printing using Windows

- 1 Make sure the printer is turned off and unplugged from the wall outlet.
- 2 Connect the printer to a LAN drop or hub using an ethernet cable that is compatible with your network.
- 3 Plug one end of the printer power cord into the socket at the back of the printer and the other end into a properly grounded outlet.
- 4 Turn on the printer.

Note: After the printer completes its internal tests, the **Ready** message indicates that the printer is ready to receive jobs. If you see a message other than **Ready** on the display, see the *Software and Documentation* CD for instructions on clearing the message.

- 5 Go to a computer on the same network, and launch the drivers CD that shipped with the printer.
- 6 Click **Install Printer and Software**.
- 7 Click **Agree** to accept the license agreement.
- 8 Select **Suggested**, and then click **Next**.
- 9 Select **Network Attach**, and then click **Next**.
- 10 Select your printer model from the list, and then click **Next**.
- 11 Select your printer port from the list, and then click **Finish** to complete the installation. A printer object is created in the Printers folder on the computer.

If your printer port is not listed, click **Add Port**. Enter the information requested to create a new printer port. Select the option to create an Enhanced TCP/IP Network Port. Other port options will not give you full functionality.
- 12 Send a test page to print.

Network printing using Mac, UNIX/Linux, or NetWare

For information about this support, see the *User's Guide* on the *Software and Documentation* CD that shipped with the printer.

You can find some additional information on the *Software and Documentation* CD that shipped with the printer. Launch the CD, and click **View Documentation**.

Moving the printer

Follow these guidelines to move the printer to another location.



CAUTION: Follow these guidelines to avoid injuring yourself or damaging the printer:

- Always turn off the printer using the power switch before moving it.
- Disconnect the power cord from the wall before disconnecting it from the printer.
- Disconnect all cords and cables from the printer before moving it.
- Remove the optional tray before moving the printer.

Note: Damage to the printer caused by improper moving is not covered by the printer warranty.

Moving the printer and options to another location

If the printer must be moved over an uneven surface, it should first be lifted away from these options prior to moving.

The printer and options can be safely moved to another location by following these precautions:

- Keep the printer in an upright position.
- 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.
- Severe jarring movements may cause damage to the printer and options, and must be avoided.