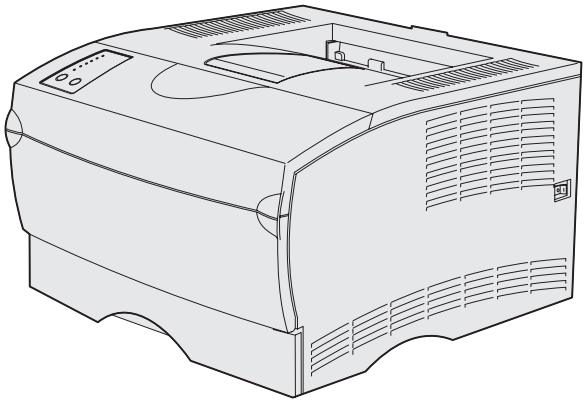
LEXMARK™

T420

Setup Guide



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Any questions on this statement should be directed to:

Director of Lab Operations
Lexmark International, Inc.
740 West New Circle Road
Lexington, KY 40550
(859) 232-3000

Refer to the *Publications* CD for more details.

Safety information

- If your product is NOT marked with this symbol ⏍, it MUST be connected to an electrical outlet that is properly grounded.
- The power cord must be connected to an electrical outlet that is near the product and easily accessible.
- Refer service or repairs, other than those described in the operating instructions, to a professional service person.
- This product is designed, tested, and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious. Lexmark is not responsible for the use of other replacement parts.
- Your product uses a laser.
  CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
- Your product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must adhere to the print media guidelines described on the *Publications* CD to avoid the possibility of harmful emissions.

Conventions

It may help you to recognize the caution, warning, and note conventions used in this book. These appear in the left column for easy reference.

CAUTION! A caution identifies something that could cause you harm.

Warning! A warning identifies something that could damage your printer hardware or software.

Note: A note provides information you may find useful.

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Introduction

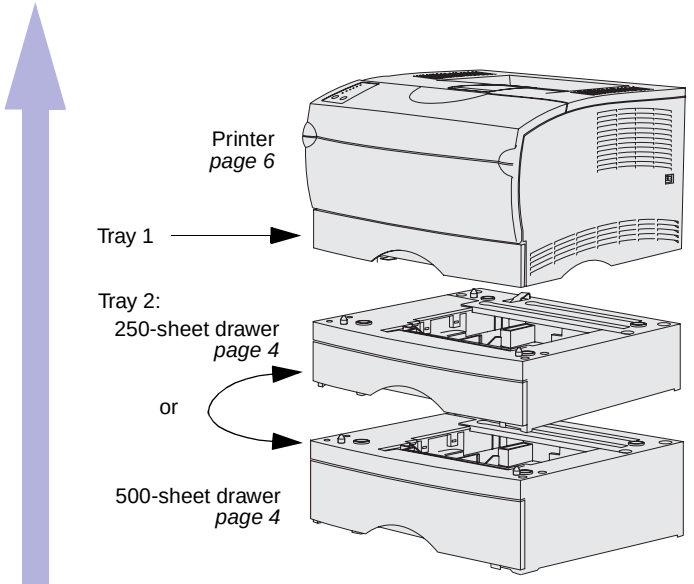
About the printer

Your printer is available in two models:

- **Lexmark T420**, with duplex capabilities, up to 1200 dots per inch (dpi) Image Quality resolution, 16MB of standard memory, one 250-sheet tray, and USB and parallel connectors.
- **Lexmark T420n**, a network model that includes all the features above; more standard memory (32MB); an Ethernet 10BaseT/100BaseTx print server installed; and an Ethernet connector.

You can purchase options for your printer. Launch the *Publications* CD and click **Printer Overview** for more information.

Lexmark T420 Base Model and Options



Other sources of information

If you need more information after you have completed setup, refer to the other printer documentation.

Lexmark T420 Publications CD

The *Publications* CD provides information about loading print media, clearing error messages, ordering and replacing supplies, and troubleshooting. It also provides general information for administrators.

The information on the *Publications* CD is also available on Lexmark's Web site at www.lexmark.com/publications.

Quick Reference card

The printer *Quick Reference* card provides easy access to information about loading print media, understanding common printer messages, and clearing jams.

Drivers CD

The drivers CD contains the necessary printer drivers to get your printer up and running.

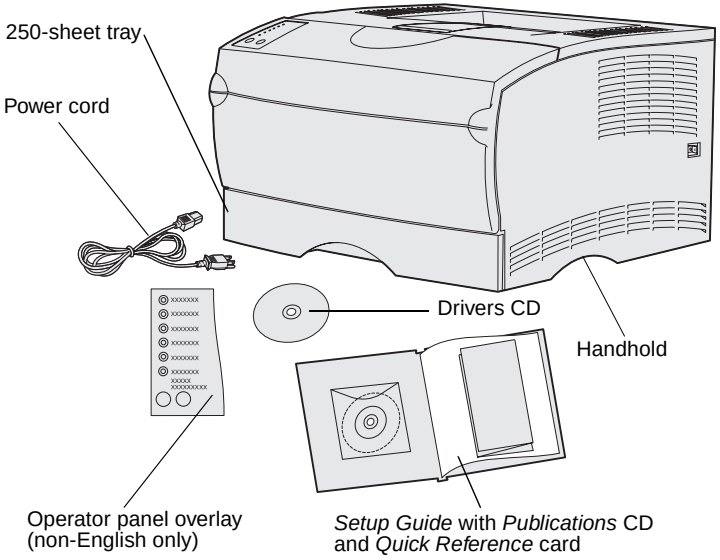
It may also contain printer utilities, screen fonts, and additional documentation.

Lexmark's Web site

Visit our Web site at www.lexmark.com for updated printer drivers, utilities, and other printer documentation.

Step 1: Unpack the printer

Warning! Allow at least 7.62 cm (3 in.) clearance on the right side of the printer for the cooling fan to function properly.



Select a well ventilated location for your printer that provides room for the trays, cover, and doors. Choose a firm, level surface away from direct airflow and temperature extremes.

Remove all items from the box. Make sure you have the following items:

- Printer with one 250-sheet tray
- Power cord
- Print cartridge (shipped inside printer, wrapped in packaging)
- *Setup Guide* with a *Publications* CD and *Quick Reference* card
- Drivers CD
- Operator panel overlay (non-English only)

If any items are missing or damaged, refer to the *Publications* CD for the designated Lexmark support phone number for your country.

Save the carton and packing material in case you need to repack the printer.

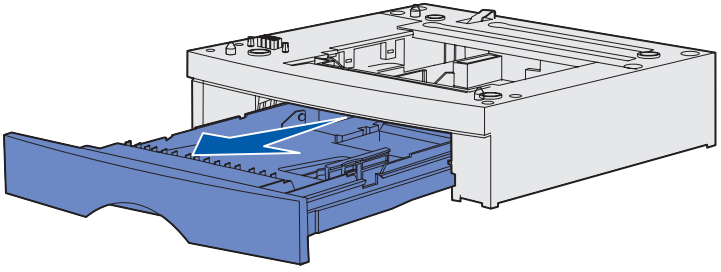
What do I do next?

Task	Go to page …
Position the optional drawer	4
Prepare the printer	6

Step 2: Position the optional drawer

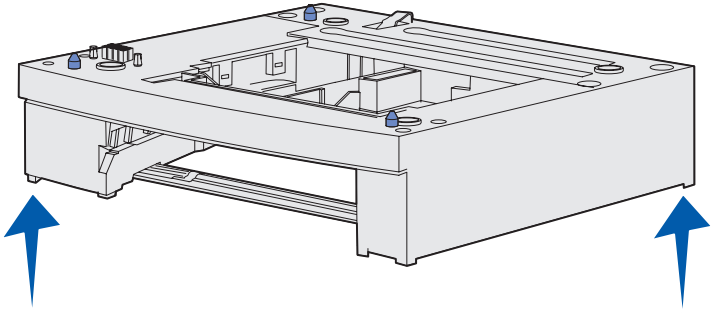
CAUTION! If you are adding an optional drawer sometime after setting up the printer, be sure to turn the printer off, unplug the power cord, and disconnect all cables from the back of the printer before completing these tasks.

Your printer supports either one optional 250-sheet drawer or one optional 500-sheet drawer. The optional drawer consists of a support unit and a tray.



1. Remove all packing material and tape from the support unit.
2. Pull the tray out of the support unit.

   Remove any packing material and tape from the tray.



3. Grasp the support unit on each side at opposite corners and move it to the location selected for the printer.
4. Reinstall the tray. Push it fully into the printer.

Step 3: Prepare the printer

Positioning the printer

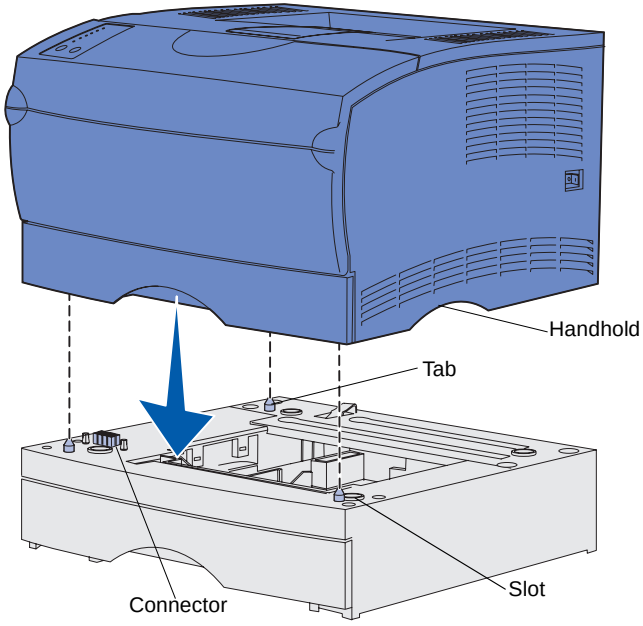
Once you have selected a location and positioned an optional drawer (if you have one), you are ready to position the printer.

Note: If you have optional memory to install, leave clearance on the left side of the printer.

Lift the printer by the recessed handholds on both sides, and place it on the table or optional drawer.

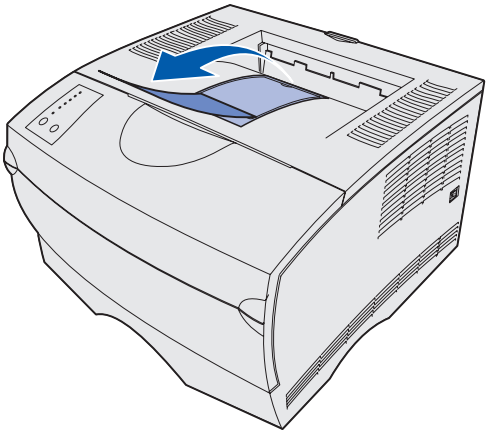
To position the printer on an optional drawer:

1. Align the tabs, slots, and connector on the drawer with the underside of the printer.
2. Lower the printer into place. Make sure it is seated securely on the drawer.



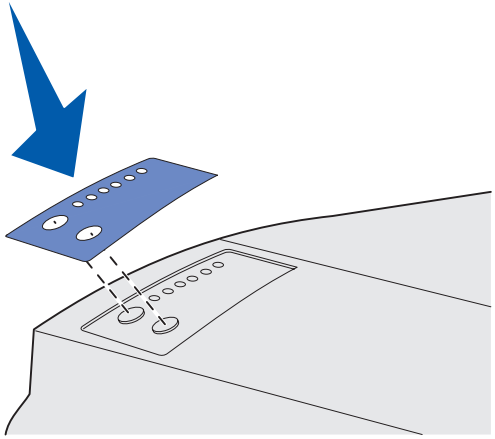
Raising the paper rest

The paper rest holds printed jobs at an angle to keep them from sliding out of the output bin. Pull the paper rest forward to raise it.



Attaching an operator panel overlay

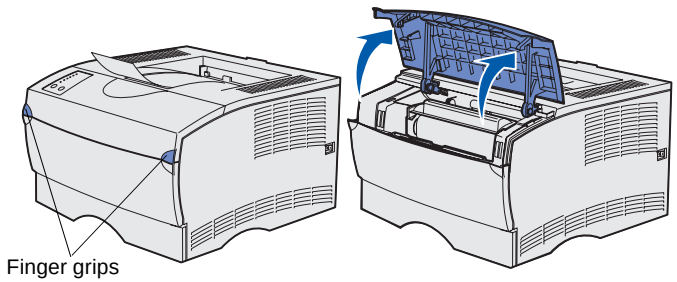
If English is not your preferred language and your printer shipped with an operator panel overlay, attach the overlay that has the appropriately translated light and button names:



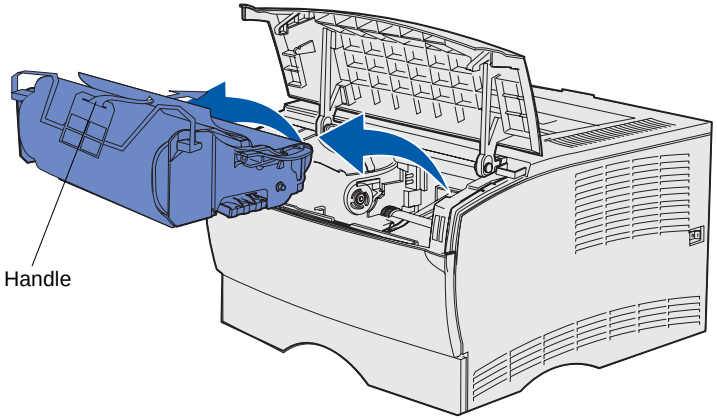
1. Peel the protective backing off the overlay.
2. Align the holes in the overlay with the lights and buttons on the operator panel, and then press the overlay into place.

Step 4: Prepare the print cartridge

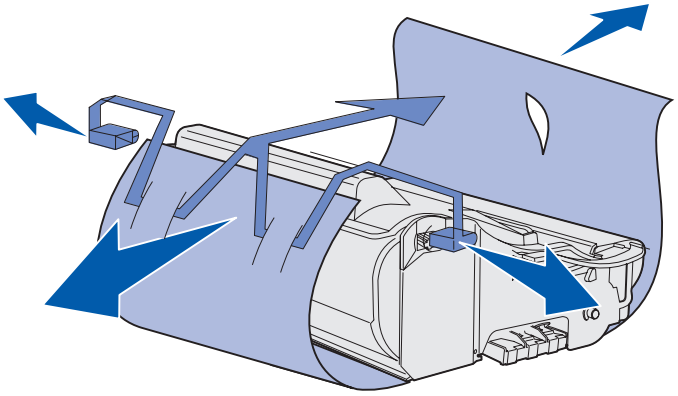
Removing the packaging



1 Open the upper front door.



2 Grasp the print cartridge by the handle. Lift the cartridge out of the printer.

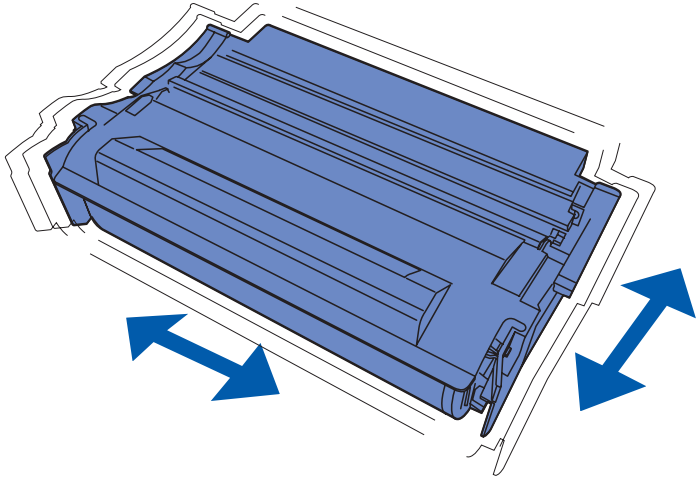


3 Remove the packaging material from the cartridge.

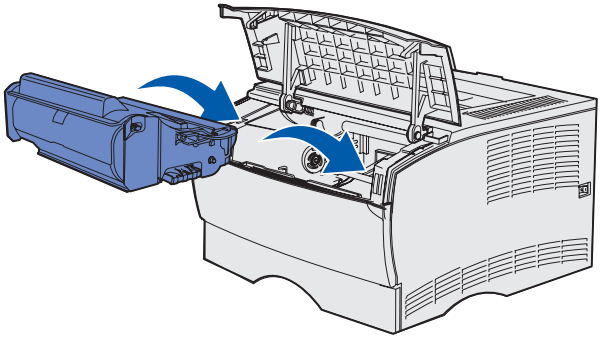
Retain the packaging material.

Warning! Do not touch the photoconductor drum on the bottom of the print cartridge.

Installing the print cartridge



1 Hold the print cartridge by the handle and gently shake it to distribute the toner.



2 Install the print cartridge:

   a Grasp the print cartridge by the handle.

   b Align the tabs on each side of the print cartridge with the slots on each side of the print cartridge cradle.

   c Slide the print cartridge into the printer until it *snaps* into place.

3 Close the upper front door.

   Make sure the door *snaps* closed on both sides, or the printer will not function properly.

What do I do next?

Task	Go to page…
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Load print media	15

Step 5: Install memory cards

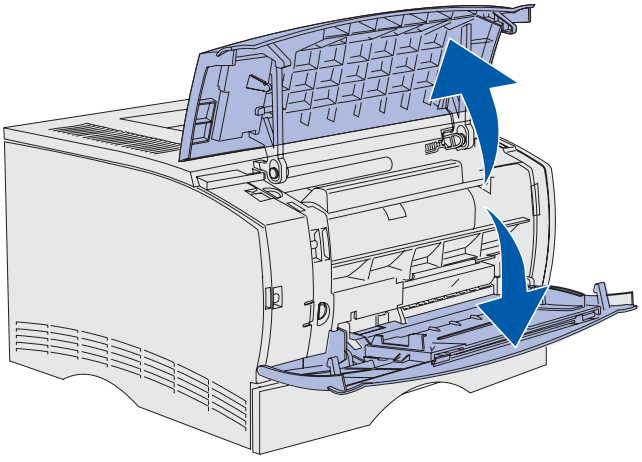
Note: Memory options designed for other Lexmark printers may not work with your printer.

CAUTION! If you are installing memory cards sometime after setting up the printer, turn the printer off and unplug the power cord before continuing.

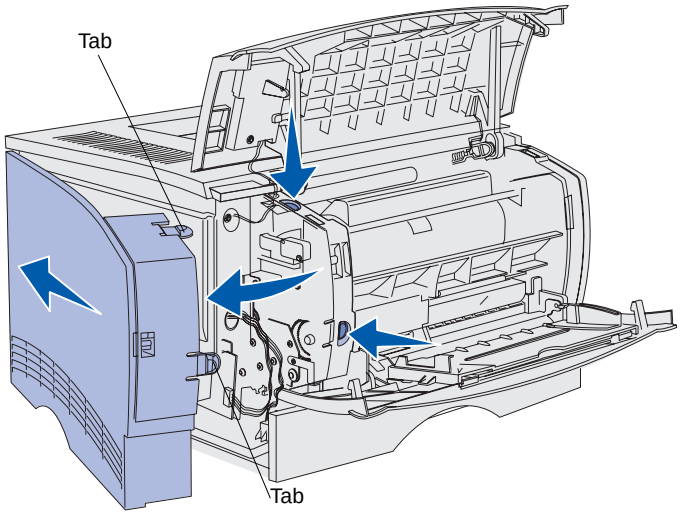
Your printer has two memory connectors for optional memory cards. You can install any combination of printer memory and flash memory cards in the connectors. However, the printer only recognizes one flash memory card at a time.

You need a small Phillips screwdriver to install memory cards.

Removing the side cover



1 Open the upper front door and the multipurpose feeder door.

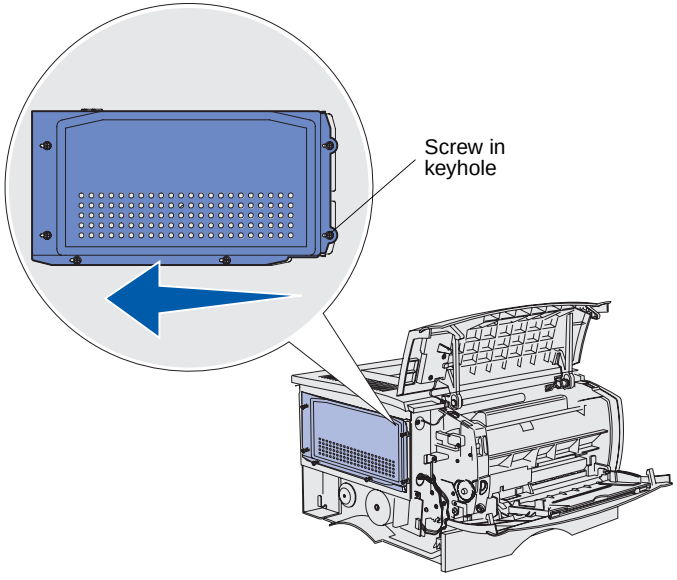


2 Firmly press on the two tabs simultaneously to free them from their slots.

3 Slide the side cover off of the back of the printer as you swing it out to remove it.

4 Set the cover aside.

Removing the shield



1 Loosen the six screws.

Do not remove them completely.

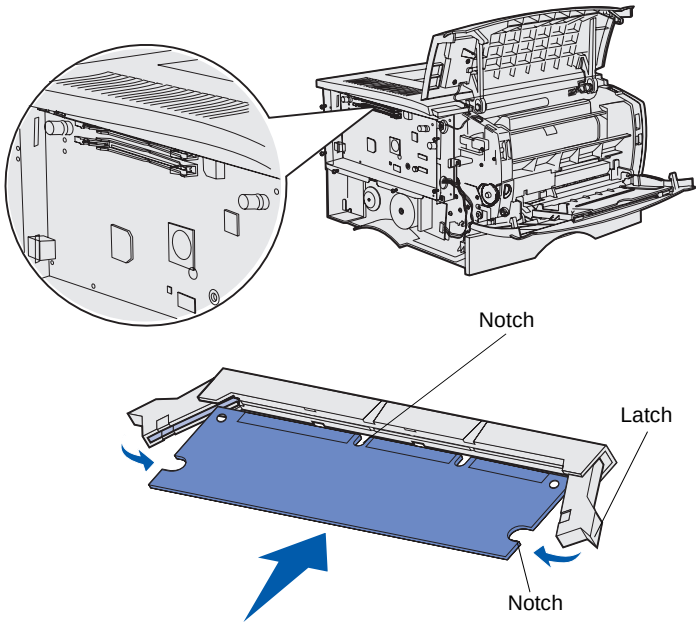
2 Slide the shield to the left until the screws fit into the keyholes on the cover.

3 Pull the shield straight out, and set it aside.

Installing a memory card

Follow the instructions in this section to install either a printer memory card or a flash memory card. Memory cards must have 100-pin connectors.

Warning! Memory cards are easily damaged by static electricity. Touch something metal on the printer before you touch a card.



1. Unpack the memory card.

   Avoid touching the connection points along the edge of the card. Save the packaging.

2. Push open the latches on both sides of the memory connector you want to use.

3. Align the notches on the card with the notches on the connector.

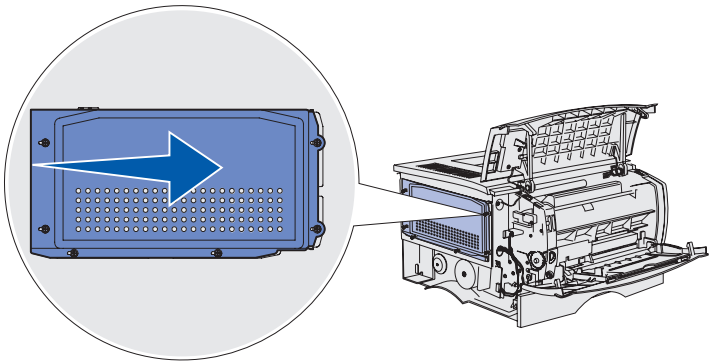
4. Push the memory card firmly into the connector until the latches on either end of the connector *snap* into place.

   It may require some force to fully seat the card.

5. Make sure each latch fits over the notch on the end of the card.

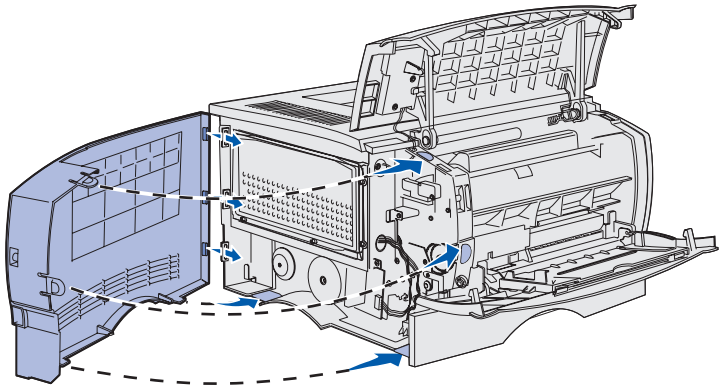
Reattaching the shield

After installing your memory cards, you must reattach the shield.



1. Align the six keyholes on the shield with the six screws on the system board.
2. Press the shield against the system board, and then slide the shield to the right.
3. Tighten the six screws.

Reattaching the side cover



1. Align the three rear tabs on the side cover with the corresponding slots on the printer.
2. Guide the tabs on the top, bottom, and front of the cover into their corresponding slots.

   The top and front tabs *snap* into place.
3. Close the upper front door and the multipurpose feeder door.

   Make sure both doors *snap* closed on both sides.

Step 6: Load print media

Your printer has a standard tray with a capacity of 250 sheets. You can increase the total printer sheet capacity (including the multipurpose feeder) to either 600 or 850 sheets if you install one of the optional drawers.

The following table includes supported print media sizes and types, and page numbers where you can find loading instructions.

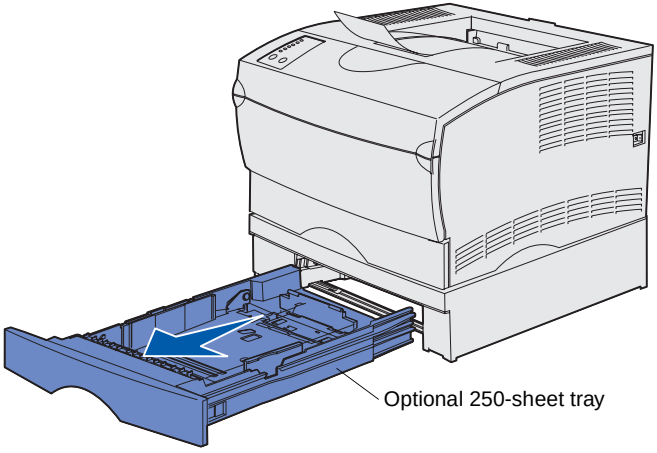
Source	Capacity	Sizes supported	Types supported	Go to page...
Tray 1	250	A4, A5, JIS B5, folio, letter, legal, executive, statement	Paper, paper labels, transparencies	16
Optional 250-sheet tray	250	A4, A5, JIS B5, folio, letter, legal, executive, statement	Paper only	16
Optional 500-sheet tray	500	A4, JIS B5, folio, letter, legal, executive	Paper only	16
Multipurpose feeder	100	A4, A5, B5, folio, letter, legal, executive, statement	Paper, envelopes, labels, transparencies, card stock	19

Loading the trays

Follow these instructions to load the standard tray and any optional tray.

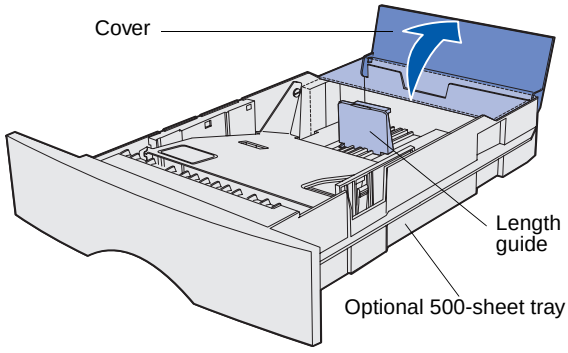
Note: If you load any print media other than plain letter or A4 paper in tray 1, make sure you change the Paper Type and Paper Size settings for that tray from the driver. Refer to the *Publications* CD for more information.

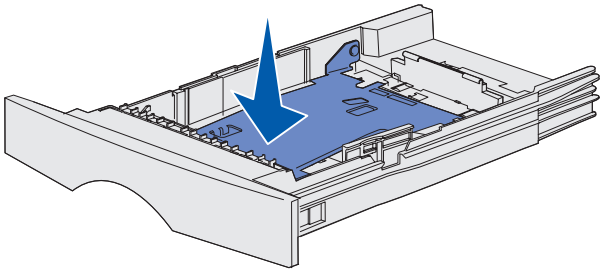
1 Remove the tray.



Note: The length guide on an optional 500-sheet tray is shaped differently than the length guide on the other trays, but the function is the same.

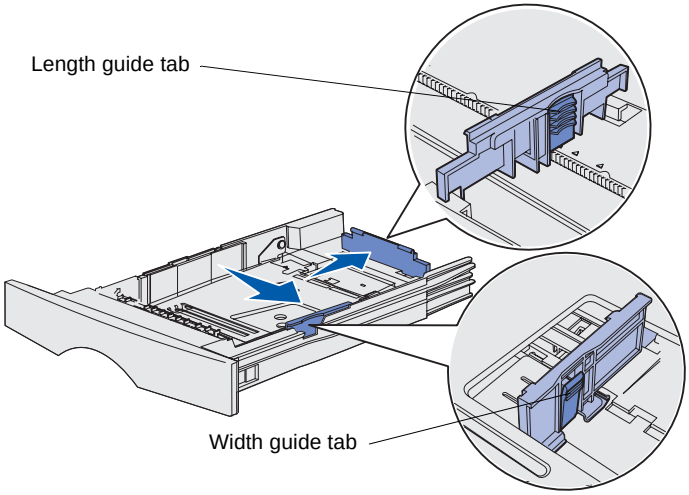
2 If you are loading an optional 500-sheet tray, open the cover.





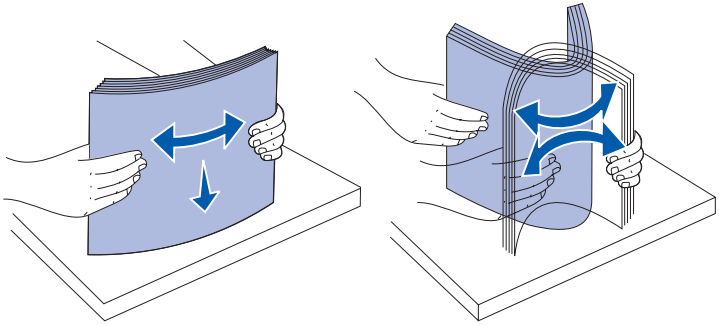
3 Press the metal plate down.

Note: For any tray but the optional 500-sheet tray, the length guide extends beyond the end of the tray molding.



4 Squeeze the width guide tab and the width guide together, and then slide the guide all the way to the right.

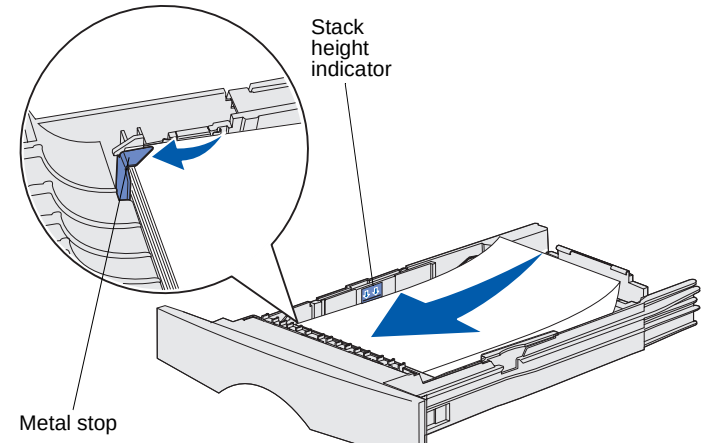
5 Squeeze the length guide tab and the length guide together, and then fully extend the guide.



6 Flex the sheets back and forth to loosen them, and then fan them.

Do not fold or crease the print media. Straighten the edges of the stack on a level surface.

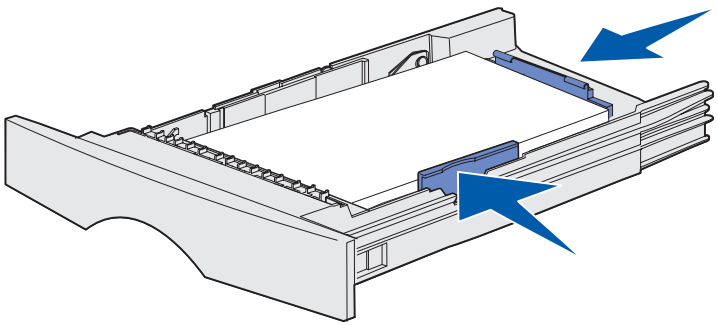
Note: When you load the tray, do not exceed the maximum stack height indicated by the stack height indicator. Overfilling the tray may cause jams.



7 Place the print media against the left side of the tray, with the print side down and facing the front of the tray.

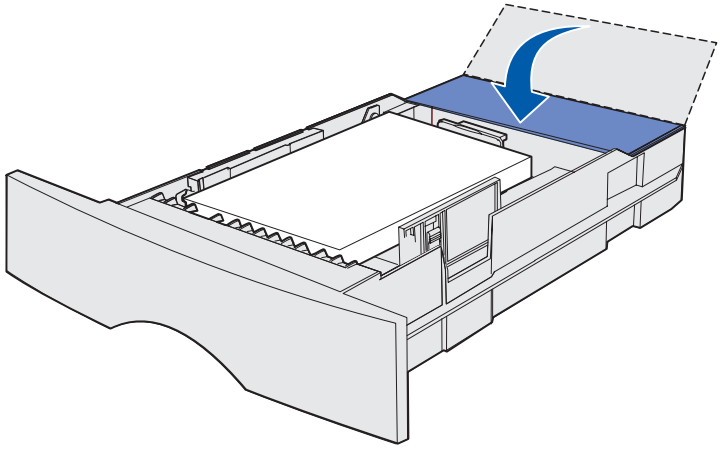
Do not load bent or wrinkled print media.

8 Tuck the corner of the print media under the metal stop.



9 Squeeze the width guide tab and the width guide together, and then slide the guide to the edge of the print media.

10 Squeeze the length guide tab and the length guide together, and then slide the guide to the edge of the print media.



11 If you are loading an optional 500-sheet tray, close the cover.

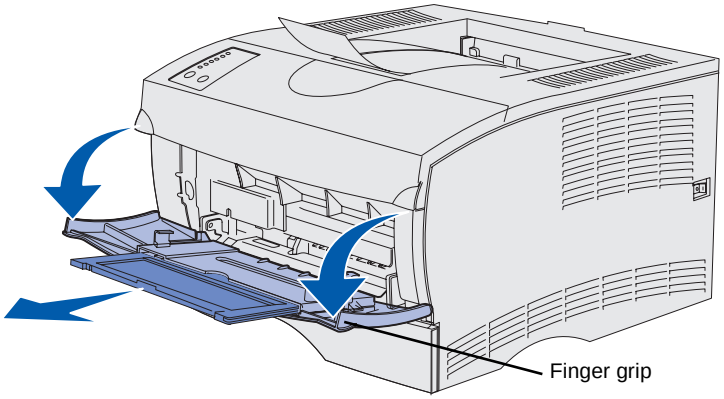
12 Reinstall the tray. Push it fully into the printer.

Loading the multipurpose feeder

You can use the multipurpose feeder in two ways:

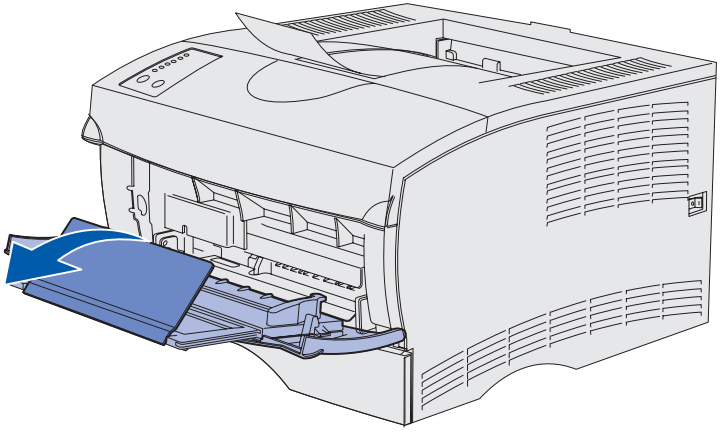
- **Tray**—As a tray, you can load print media in the feeder with the intention of leaving it there.
- **Manual feeder**—As a manual feeder, you send a print job to the printer while specifying the type and size of media from your computer. The printer then prompts you to load the appropriate print media before it prints.

Use the following instructions to load the multipurpose feeder.

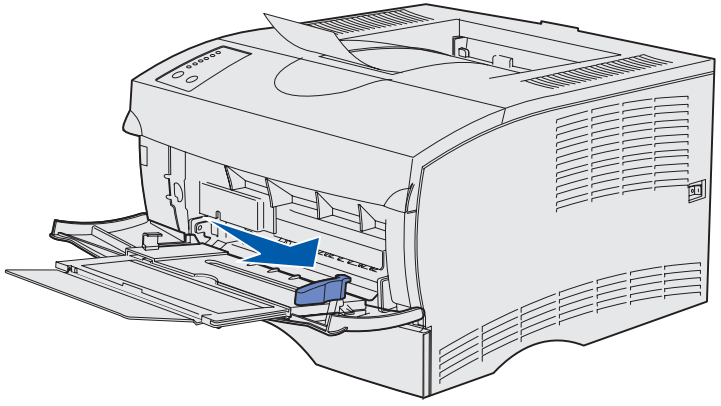


1 Use the finger grips to pull the door open.

2 Pull out the extension.



3 Unfold the extension.

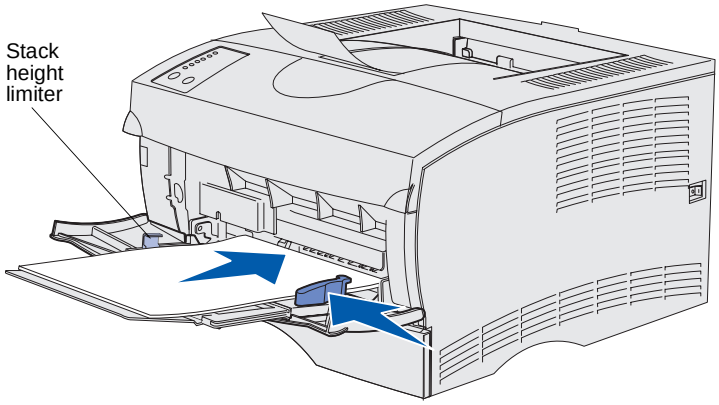


4 Slide the width guide all the way to the right.

5 Flex the sheets back and forth to loosen them, and then fan them.

Do not fold or crease the print media. Straighten the edges of the stack on a level surface.

Note: When you load the multipurpose feeder, do not exceed the maximum stack height indicated by the stack height limiter. Overfilling the feeder may cause jams.



6 Place the print media against the left side of the multipurpose feeder, with the print side up and facing into the multipurpose feeder.

7 Push the print media forward, but do not force it.

8 Slide the width guide until it lightly touches the stack of print media.

Refer to the *Publications* CD for additional information on loading different types of media such as letterhead, transparencies, card stock, and envelopes.

Step 7: Attach cables

CAUTION! Do not connect or disconnect a communication port, a teleport, or any other connector during an electrical storm.

The printer can be attached to a network or locally (directly to a computer).

Setting up for network printing

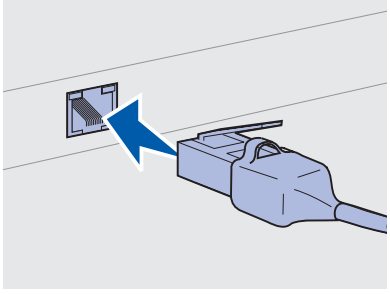
You can attach your printer to a network using standard network cables.

Note: A 10BaseT/100BaseTX Fast Ethernet port is standard on the Lexmark T420n.

To attach the printer to a network:

1. Turn off the printer and unplug it.
2. Connect the printer to a LAN drop or hub using standard cabling that is compatible with your network:

   Ethernet 10BaseT/100 BaseTX networks (Category 5 Ethernet cable with an RJ-45 connector)



The printer automatically adjusts itself for the network speed when turned on.

Setting up for local printing

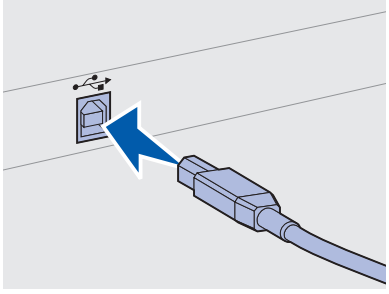
You can attach your printer locally using either a USB port or a parallel port.

All Windows operating systems support parallel connections. However, only the Windows 98 SE, Windows Me, Windows 2000, and Windows XP operating systems support USB connections.

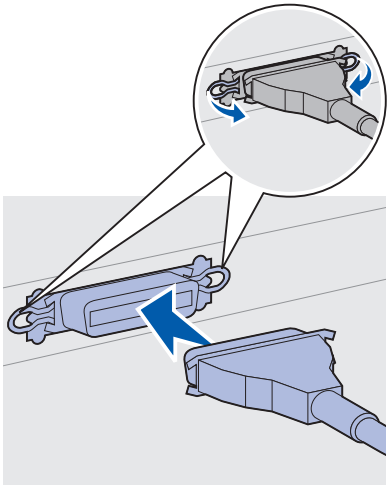
Some UNIX, Linux, and Macintosh computers also support USB connections. Refer to your computer operating system documentation to see if your system supports USB.

To attach the printer to a computer:

1. Make sure the printer, computer, and any other attached devices are turned off and unplugged.
2. Connect the printer to the computer using a USB or parallel cable.



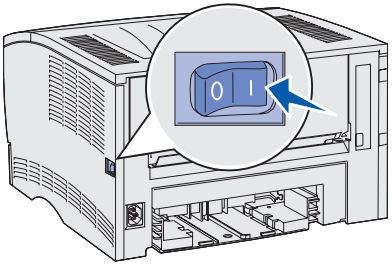
- A USB port requires a USB cable such as Lexmark part number 12A2405 (2 m). Be sure to match the USB symbol on the cable to the USB symbol on the printer.



- A parallel port requires an IEEE-1284 compliant parallel cable such as Lexmark part number 1329605 (10 ft) or 1427498 (20 ft).
-

Step 8: Verify printer setup

Turning on the printer

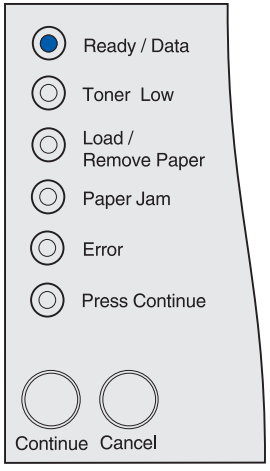


1. Plug one end of the printer power cord into the socket at the back of the printer and the other end into a properly grounded outlet.
2. Turn on the printer. If the printer is attached locally (directly to a computer), leave the computer and any other attached devices turned off. You will turn these on in a later step.

   All the operator panel lights cycle while the printer warms up.

   After the printer completes its internal tests, only the **Ready/Data** light is on, indicating the printer is ready to receive jobs. If you see any other light patterns, refer to the *Publications* CD. Launch the CD, click **Troubleshooting** and then **Understanding the operator panel lights**.

Printing setup pages



The operator panel has six lights and two buttons. Lights that are on, off, or blinking indicate different printer conditions. For full information on the operator panel, refer to the *Publications* CD.

Use the operator panel to print a menu settings page and a network setup page. Both pages can be printed at the same time.

1. Press the **Continue** button while only the **Ready/Data** light is on to print a menu settings page and a network setup page.
2. On the menu settings page:
   - Verify that the options you installed are correctly listed under “Installed Features.”

     If an option you installed is not listed on the menu settings page, turn the printer off, unplug the power cord, and reinstall the option.

- Verify the amount of memory installed is correctly listed under “Printer Information.”
- Verify that the trays are configured for the sizes and types of print media you loaded. If you need to change the configuration, use the Local Printer Setup Utility. The Local Printer Setup Utility is available on Lexmark’s Web site at www.lexmark.com. It may also be provided on the drivers CD for the printer. Check the drivers CD booklet to verify this.

3 On the network setup page, confirm that Status is “Connected.”

If Status is “Not Connected,” your LAN drop may not be active or your network cable may be malfunctioning. Consult your network support person for a solution, and then print another network setup page to verify that you are connected to your network.

Save the network setup page for later use.

What do I do next?

Task	Go to page…
Configure for TCP/IP	26
Install printer drivers	28

Step 9: Configure for TCP/IP

If you have TCP/IP available on your network, we recommend that you assign an IP address to the printer.

Assigning a printer IP address

If your network is using DHCP, an IP address is automatically assigned after you connect the network cable to the printer.

1. Look for the address under the “TCP/IP” heading on the network setup page you printed in “Printing setup pages” on page 24.
2. Go to “Verifying the IP settings” and begin with step 2.

If your network is not using DHCP, then you must manually assign an IP address to the printer.

An easy way to do this is to use the Print Server TCP/IP Setup Utility.

Detailed instructions about installing and using this utility are located on the drivers CD that shipped with your printer. Launch the CD, click **View Documentation** and then **Network Printer Install**. Look for information about using the Print Server TCP/IP Setup Utility.

To use this utility, you will need to know the printer’s 12-digit physical address or *Universally Administered Address (UAA)*. Look for the UAA entry on the network setup page you printed earlier. You can use either the MSB or canonical form of the UAA.

Verifying the IP settings

1. Print another network setup page. Look under the “TCP/IP” heading and make sure the IP address, netmask, and gateway are what you expected.

   See “Printing setup pages” on page 24.

Note: On Windows computers, click Start ▸ Programs ▸ Command prompt (or Accessories ▸ Command prompt if using Windows 2000).

2 Ping the printer and verify that it responds. For example, at a command prompt on a network computer type “ping” followed by the new printer IP address (for example, 192.168.0.11):

ping xxx.xxx.xxx.xxx

If the printer is active on the network, you should receive a reply.

Step 10: Install printer drivers

A printer driver is software that lets your computer communicate with your printer.

The following table is a quick guide to finding the printer driver installation instructions you need.

Type of printer installation	Network environment or operating system	Go to page...
Network (Ethernet connection)	Windows 95/98/Me, Windows NT 4.0, Windows 2000, and Windows XP	28
	Macintosh	30
	UNIX/Linux	30
	NetWare	30
Local (parallel or USB* connections)	Windows 95/98/Me, Windows NT 4.0, Windows 2000, and Windows XP	31
	Macintosh	31
	UNIX/Linux	32
* All Windows operating systems support parallel connections. However, only the Windows 98 SE, Windows Me, Windows 2000, and Windows XP operating systems support USB connections.		

Configuring for network printing

After you have assigned and verified the TCP/IP settings, you are ready to configure the printer and set up your network clients to print to it.

Windows

In Windows network environments, printers can be configured for direct printing or for shared printing.

Supported network printer ports

- Microsoft IP port—works with Windows NT 4.0, Windows 2000, and Windows XP
- Lexmark network port—works with Windows 95/98/Me, Windows NT 4.0, Windows 2000, and Windows XP

Supported printer drivers

Note: Using a custom printer driver and a custom network port provides enhanced functionality, such as printer status alerts.

- Windows system printer driver
- Lexmark custom printer driver

System drivers are built into Windows operating systems. Custom drivers are available on the drivers CD.

Updated system and custom drivers are available on the Lexmark Web site at www.lexmark.com.

Supported printing methods

- Direct IP printing—when you just want to print directly to a printer on your network
- Shared printing (point and print, peer-to-peer)—when you need to centrally manage network printers or you want to print to a serial printer over a network

You can find detailed information about using each of these printing methods on the drivers CD. Click **View Documentation** and look for information about network printer installation.

Creating ports and installing drivers

Read the detailed instructions on the drivers CD. Click **View Documentation** and look for information about network printer installation for your specific Windows environment.

If you choose to install without using the instructions on the drivers CD, you need a basic understanding of network printing on TCP/IP networks, installing printer drivers, and the process involved in creating new network ports.

Macintosh

Your printer connects automatically to AppleTalk networks and becomes readily visible to other computers on the network.

Note: A network-attached printer is connected directly to the network using a standard network cable, such as Ethernet.

Depending upon your operating system, you must do one of the following on each computer you want to be able to print to the network-attached printer:

- For Mac OS X (10.1.2), you must create a print queue in the Print Center.
- For Mac OS 8.6–9.x, you must create a desktop printer object (icon).

Note: A PostScript Printer Description (PPD) file provides detailed information about the capabilities of a printer to your UNIX or Macintosh computers.

The PPD for your printer is on the drivers CD. Launch the PPD installer for your operating system and follow the instructions.

A PPD for your printer is also available in a downloadable software package from Lexmark's Web site at www.lexmark.com.

Detailed instructions for performing these tasks can be found in the online documentation on the drivers CD that shipped with your printer.

UNIX/Linux

Your printer supports many UNIX and Linux platforms, such as Sun Solaris and Red Hat.

Note: The Sun Solaris and Linux packages are available on the drivers CD and on Lexmark's Web site at www.lexmark.com.

Lexmark provides a printer driver package for each supported UNIX and Linux platform. Visit Lexmark's Web site at www.lexmark.com for a complete list of supported UNIX and Linux platforms. The *User's Guide* in each package gives detailed instructions for installing and using Lexmark printers in UNIX and Linux environments.

You can download these printer driver packages from Lexmark's Web site at www.lexmark.com. Depending on which version of the drivers CD shipped with your printer, you may also find the driver package you need on the CD.

NetWare

Your printer supports both Novell Distributed Print Services (NDPS) and regular queue-based NetWare environments.

For the latest information about installing a network printer in a NetWare environment, click **View Documentation** on the drivers CD and look for information about network printer installation.

Configuring for local printing

In order to print locally, you must install a printer driver on the computer attached to the printer.

Windows

Not all Windows operating systems support all types of connections. In addition to the following information, you may need to refer to the documentation that shipped with your computer and your Windows software.

Installation instructions

Read the detailed online instructions on the drivers CD. Click **View Documentation** and look for information about local printer installation. You will find detailed instructions for printing using parallel and USB connections.

Supported connections

Parallel or USB refers to the type of printer cable you used in “Attach cables” on page 22 to attach the printer to your computer.

- Parallel—works with Windows 95/98 SE/Me, Windows NT 4.0, Windows 2000, and Windows XP
- USB—works only with Windows 98 SE/Me, Windows 2000, and Windows XP

Note: Using the custom printer driver provides enhanced functionality, such as printer status alerts.

Supported printer drivers

- Windows system printer driver
- Lexmark custom printer driver

System drivers are built into Windows operating systems. Custom drivers are available on the drivers CD.

Updated system and custom drivers are available on Lexmark’s Web site at www.lexmark.com.

Macintosh

You must do one of the following on the computer that is locally attached to the printer using a USB or parallel cable:

- For Mac OS X (10.1.2), you must install a custom PPD for your printer and then restart your computer. The printer is automatically configured. A print queue containing the name of your new printer appears in the Print Center.
- For Mac OS 8.6–9.x, you must install a custom PPD for your printer. You must also create a desktop printer object (icon) on your locally attached computer using the Desktop Printer Utility.

Note: A PostScript Printer Description (PPD) file provides detailed information about the capabilities of a printer to UNIX or Macintosh computers.

The PPD for your printer is also on the drivers CD that shipped with your printer. Launch the PPD installer for your operating system and follow the instructions.

A PPD for your printer is also available in a downloadable software package from Lexmark's Web site at www.lexmark.com.

Detailed instructions for performing these tasks can be found in the online documentation on the drivers CD that shipped with your printer.

UNIX/Linux

Your printer supports many UNIX and Linux platforms, such as Sun Solaris and Red Hat.

Lexmark provides a printer driver package for each supported UNIX and Linux platform. Visit Lexmark's Web site at www.lexmark.com for a complete list of supported UNIX and Linux platforms. The *User's Guide* in each package gives detailed instructions for installing and using Lexmark printers in UNIX and Linux environments.

Note: The Sun Solaris and Linux packages are located on the drivers CD and on Lexmark's Web site at www.lexmark.com.

All the driver packages support local printing using a parallel connection. The driver package for Sun Solaris supports USB connections to Sun Ray appliances and Sun workstations.

You can download these printer driver packages from Lexmark's Web site at www.lexmark.com. Depending on which version of the drivers CD shipped with your printer, you may also find the driver package you need on the CD.

Step 11: Distribute information to users

Discovering printer users

Several types of users may need access to the information stored on the *Publications* CD:

- Users sending print jobs
- Network printer administrators
- Help desk personnel
- Information technology support staff

Finding helpful information

Launch the *Publications* CD and browse the contents to see a complete list of the available information. If you have a version of Acrobat capable of full text searching, we have created catalog entries to help you find the information you need.

Note: The *Publications* CD is shipped inside the *Setup Guide*.

The type of helpful information provided on the *Publications* CD includes:

- Tips for successful printing
- Ways to improve print quality
- Information about using the printer operator panel
- Instructions for replacing a print cartridge
- Solutions to common printing problems
- Methods for clearing jams
- Explanation of operator panel light sequences

Distributing the information

You can give users access to the information on the *Publications* CD in several ways:

- Give the *Publications* CD to a system administrator or the Help desk.
- Copy the entire contents of the CD (or just specific topics) to a shared network drive or intranet site.

  Each topic on the *Publications* CD is a separate PDF. Launch the CD, click **Other resources**, and then click **File locations**.
- Send Lexmark's printer documentation URL to printer users (www.lexmark.com/publications). Users with Internet access can browse the site.
- Print the information on the *Publications* CD and store it near the printer for easy access. For printing instructions, launch the CD, and then click **Navigation**.

Storing the quick reference card

In addition to the *Publications* CD, your printer shipped with a quick reference card. We recommend that you store the card in a convenient place for future use.

Congratulations!

You are now ready to use your new printer. Save this book if you anticipate purchasing printer options in the future.

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E.C. 6H0007

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