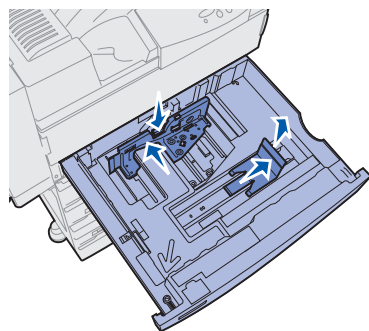


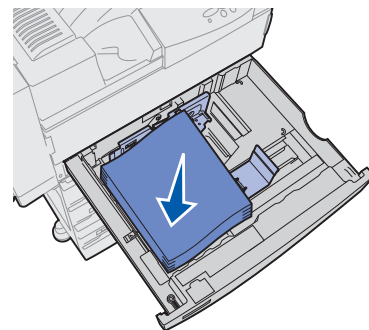
Lexmark™ W820 Quick Reference

Loading the trays

- 1 Open the tray.
- 2 Slide the guides out of the way. Pull up on the right guide, and press the lever on the back guide. (Trays 4 and 5 only have a back guide.)



- 3 Place the print media against the front left corner of the tray. Labels on the tray indicate paper size and orientation.



- 4 Adjust the back and side guides so they lightly touch the sides of the stack.

Loading the multipurpose feeder

Use the multipurpose feeder to print on special media that is not already loaded in the trays.

The multipurpose feeder accepts plain paper, envelopes, transparencies, card stock, and labels.

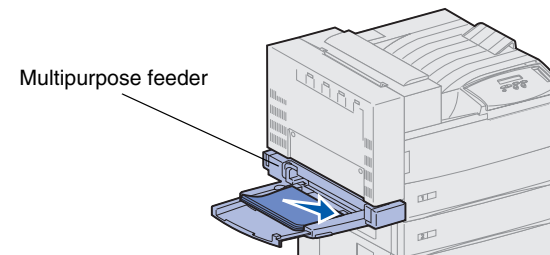
- 1 In your word processor, spreadsheet, browser, or other application, select **File** ► **Print**.
- 2 Click **Properties** (or **Options**, **Printer**, or **Setup** depending on the application) to view the printer driver settings.
- 3 Select MP Feeder from the Form Source list box.
- 4 Specify the size and type of your print media.
- 5 Click **OK**, and then send your print job as usual.
- 6 Go to the printer. A display message prompts you to load print media.
- 7 Open the multipurpose feeder.
- 8 Slide the side guide to the back.
- 9 Pull out the extension guide so it supports the entire length of the print media.



Note: Do not overload the multipurpose feeder. This can cause print media jams. The label on the guide indicates the maximum stack height.

Note: Do not overload the trays. This can cause print media jams. The label on the back guide indicates the maximum stack height.

- 10 Place the print media along the front side of the multipurpose feeder. Labels indicate paper size and orientation.



- 11 Push the print media gently into the printer.
- 12 Adjust the side guide so it lightly touches the side of the stack.
- 13 Press **Go**.

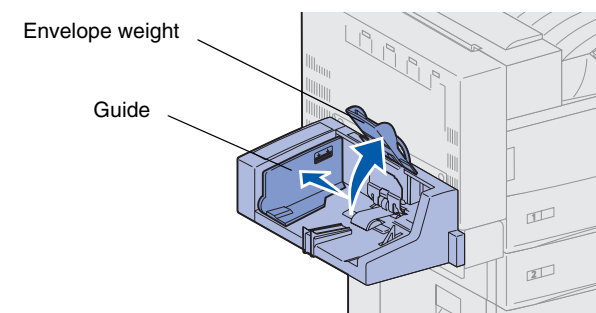
Printing on special media

Envelopes

Your printer may have a multipurpose feeder, or it may have an envelope feeder. Use either one for envelopes.

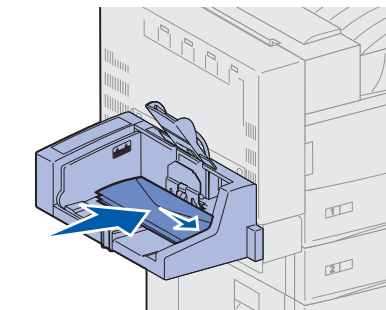
To load the envelope feeder:

- 1 Slide the guide out of the way.
- 2 Lift the envelope weight and hold it.



- 3 Place the envelopes along the right side of the envelope feeder.

Load envelopes face down, with the flap up. Labels indicate envelope size, orientation, and maximum stack height.



- 4 Lower the envelope weight.
- 5 Adjust the guide so it lightly touches the side of the stack.

Transparencies

You can use the multipurpose feeder or Tray 1 for transparencies. Load transparencies just as you would any other print media.

Canceling a print job

To cancel a print job after it has started printing:

- 1 Press **Menu** until you see Job Menu, and then press **Select**.
- 2 Press **Menu** until you see Cancel Job, and then press **Select**.



Printing a menu settings page

To verify Paper Size and Paper Type settings, and check installed options and memory, print a menu settings page:

- 1 Press **Menu** until you see Utilities Menu, and then press **Select**.
- 2 Press **Menu** until you see Print Menus, and then press **Select**.

Printing confidential jobs

If you want to print a job that is personal or confidential, and you do not want anyone else to see it, the printer can hold your job in memory until you arrive at the printer.

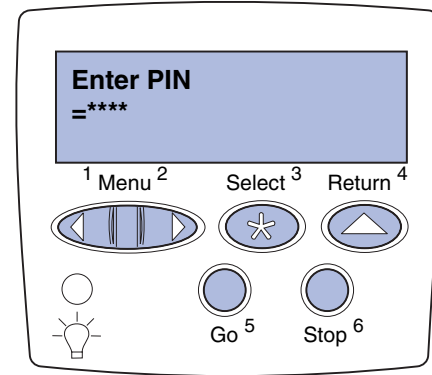
Note: This only works with Lexmark W820 custom printer drivers. These drivers can be found on the drivers CD that shipped with your printer and on the Web at www.lexmark.com.

To a print confidential job:

- 1 In your word processor, spreadsheet, browser, or other application, select **File** ► **Print**.
- 2 Click **Properties** (or **Options**, **Printer**, or **Setup** depending on the application) to view the printer driver settings.
- 3 Click **Help** and refer to the topic *confidential print* or *print and hold*. Follow the instructions.

4 Go to the printer when you are ready to retrieve your confidential print job, and follow these steps:

- a On the operator panel, press **Menu** until you see Confidential Job, and then press **Select**.



- b Press **Menu** until you see your user name, and then press **Select**.
- c Enter your four-digit PIN using the numbered buttons on the operator panel. As you enter your PIN, asterisks appear on the display.
- d Press **Menu** until you see Print A Job, and then press **Select**. (Print All Jobs sends all jobs with the same user name and PIN immediately to the printer.)
- e Press **Menu** until you see the job you want to print, and then press **Select**.
- f Press **Go** to send the job to the printer.

After the job prints, the job is deleted from printer memory and the printer returns to the Ready state.

Common printer messages

Message	Actions
Change Tray <x> The printer is requesting a different size or type of print media than what is loaded.	<ul style="list-style-type: none"> • Remove the currently loaded print media from the specified tray, and then load the requested print media. • Press Select to clear the message and print on the media currently loaded in the tray. • Cancel the current job.
Load MP Feeder The printer is ready for print media to be inserted into the multipurpose feeder.	<ul style="list-style-type: none"> • Load the multipurpose feeder with the print media specified on the second line of the display. • Press Select or Go to ignore the manual feed request and print on print media already installed in one of the print media trays. • Cancel the current job.
Check <source> Paper Guide The guide in the print media source is set incorrectly or the print media is loaded incorrectly.	<ul style="list-style-type: none"> • Move the guide to the proper position or load the print media correctly.
Waiting The printer has received data to print but is waiting for a command or additional data.	<ul style="list-style-type: none"> • Press Go to print the contents of the buffer. • Cancel the current job.

Message	Actions
Not Ready The printer is not ready to process data.	<ul style="list-style-type: none"> • Press Go to ready the printer to receive jobs.
Flushing Buffer The printer is discarding the current print job.	<ul style="list-style-type: none"> • Wait for the message to clear. • Sometimes this message means the driver data did not match what the printer was expecting. If the situation recurs, try printing from another Lexmark W820 printer driver (Lexmark W820 PS3 or Lexmark W820).
No Jobs Found. Retry? The PIN you entered on the operator panel does not match the one you specified when you sent the print job.	<ul style="list-style-type: none"> • Press Go to reenter the PIN. • Press Return until the printer returns to the Ready state.