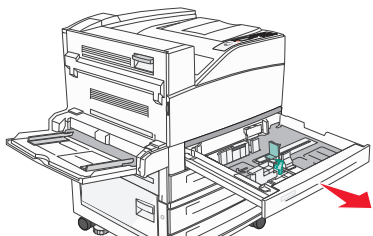


Lexmark™ W840 Quick Tips

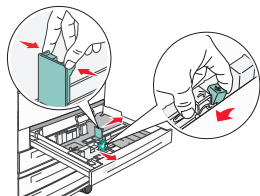
Loading paper or specialty media

Loading the 500-sheet tray

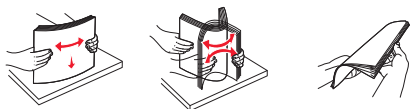
- 1 Pull out the tray.



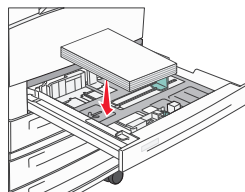
- 2 Squeeze the side guide tab, and slide the guide to outside of the tray.



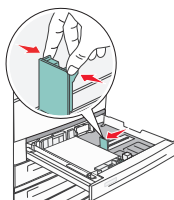
- 3 Squeeze the front guide tab, and then slide the guide to the correct position for the paper you are loading.
- 4 Flex the sheets back and forth to loosen them, then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.



- 5 Load print media in the tray with the print side up.



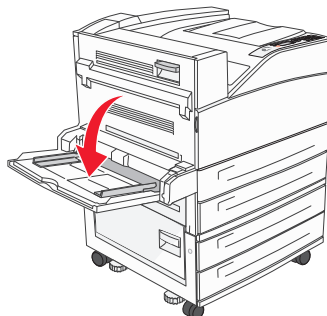
- 6 Squeeze the side guide tab, and slide the guide until it lightly rests against the edge of the media.



- 7 Insert the tray.

Loading the multipurpose feeder

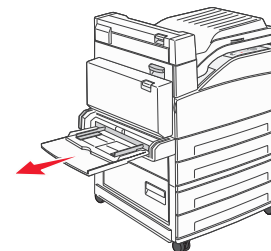
- 1 Lower the multipurpose feeder.



- 2 Pull the tray extension out.

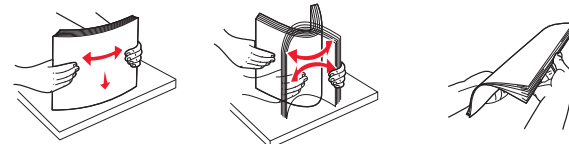
Note: Do not place objects on the multipurpose feeder. Also, avoid

pressing down or applying excessive force on it.



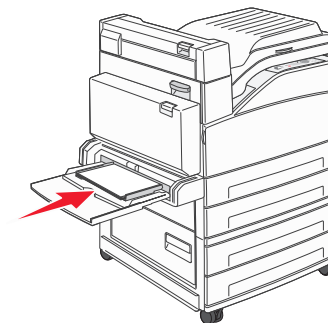
- 3 Slide the width guides to the outside of the feeder.

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

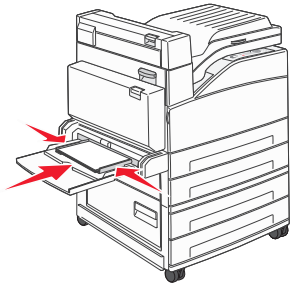


- 5 Load the media in the feeder.

Note: Make sure the print media is below the max fill line. Overloading may cause jams.



- Slide the width guides until they lightly rest against the edge of the media.

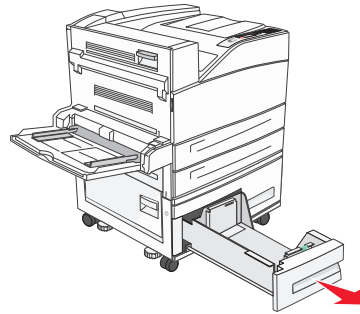


- Set the Paper Size and Paper Type for the multipurpose feeder (MP Feeder Size and MP Feeder Type) to the correct value for the print media you loaded.

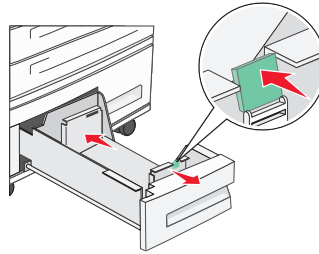
Loading the 2000-sheet dual input trays

The 2000-sheet dual input drawer includes two trays: an 850-sheet tray and an 1150-sheet tray. Although the trays are different in appearance, they both load the same way.

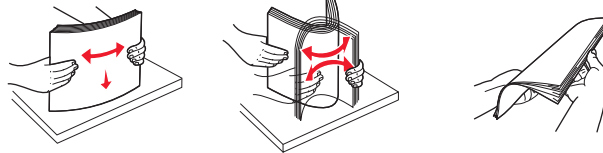
- Pull out the tray.



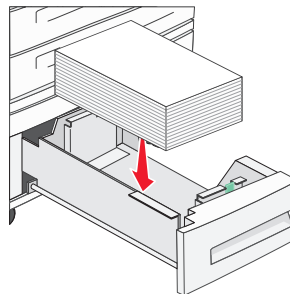
- Squeeze the front guide tab, and slide the guide to the correct position for the size media you are loading.



- 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.



- Load print media in the tray with the print side up.

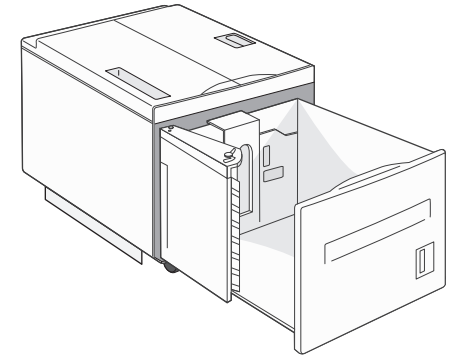


Note: Make sure the print media is below the max fill line on the rear guide. Overloading may cause jams.

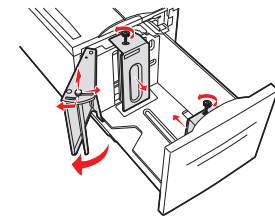
- Insert the tray into the printer.

Loading the 2000-sheet high capacity feeder

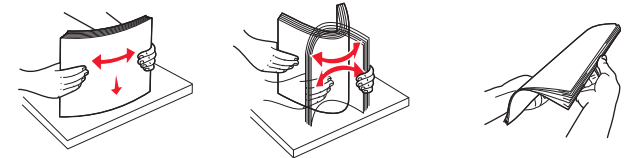
- Pull out the tray.



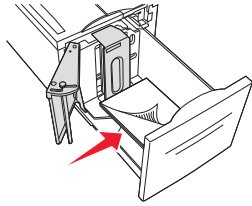
- If loading print media with a different width or length, adjust the width and length guides.



- 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.



- 4 Load print media in the tray with the print side down.



- Place pre-punched paper with the holes toward the left side of the tray.
 - Place letterhead (or the top of the page) toward the front of the tray.
- 5 Insert the tray into the high capacity feeder.

Printing

Printing a document

- 1 Open the file you want to print.
- 2 From the File menu, select **Print**.
- 3 Verify that the correct printer is selected in the dialog box.
- 4 Modify the printer settings as appropriate (such as the pages you want to print or the number of copies).

Note: Click **Properties** or **Setup** to adjust printer settings not available from the first screen, and click **OK**.

- 5 Click **OK** or **Print** to send the job to the selected printer.

Printing a confidential job

- 1 With the file open, select **File** → **Print**.
- 2 Click **Properties**. (If there is no Properties button, click **Setup**, and then click **Properties**.)
- 3 Depending on the operating system, you may have to click the **Other Options** tab, and then click **Print and Hold**.
- 4 Enter a User Name and PIN.

- 5 Send your job to the printer.

Go to the printer when you are ready to retrieve your confidential print job

- 6 Press ▼ until ✓ **Held jobs** appears, and then press ✓.
- 7 Press ▼ until ✓ **Confidential jobs** appears, and then press ✓.
- 8 Press ▼ until the ✓ appears next to your user name, and then press ✓.
- 9 Enter your PIN.
- 10 Press ▼ until the ✓ appears next to the job you want to print, and then press ✓.

Note: After your job prints, it is deleted from printer memory.

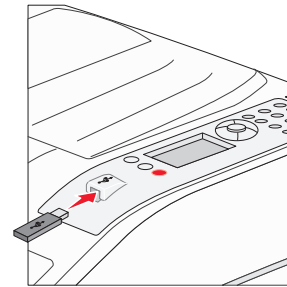
Printing from a USB flash memory device

A USB Direct interface is located on the operator panel so you can insert a USB flash memory device and print PDF documents. Printing a document from a USB flash memory device is similar to printing a held job.

For information regarding tested and approved USB flash memory devices, see our Lexmark Web site at <http://support.lexmark.com> and click on **KnowledgeBase** to search for Direct USB printing.

- 1 Make sure the printer is on and **Ready** or **Busy** appears.

- 2 Insert a USB flash memory device into the USB Direct interface.



- 3 Press ▼ until the ✓ appears next to the document you want to print, and then press ✓.
- 4 To print only one copy, press ✓, or manually input the number of copies with the number pad, then press ✓.

Note: Do not remove the USB flash memory device from the USB Direct interface until the document has finished printing.

Canceling a job from the printer control panel

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.