



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK C540. You'll find the answers to all your questions on the LEXMARK C540 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK C540
User guide LEXMARK C540
Operating instructions LEXMARK C540
Instructions for use LEXMARK C540
Instruction manual LEXMARK C540

LEXMARK

C54x Series

User's Guide

www.lexmark.com



[You're reading an excerpt. Click here to read official LEXMARK C540 user guide](http://yourpdfguides.com/dref/1261913)
<http://yourpdfguides.com/dref/1261913>

Manual abstract:

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23 Installing a 650-sheet duo drawer

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23 Attaching cables.....

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..24 Verifying printer setup.....

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...25 Printing menu settings pages

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. 25 Printing a network setup page

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.. 33 Loading paper and specialty media...

.....
.....

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.....36 Linking and unlinking trays...

.....
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...36 Linking trays..

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36 Unlinking trays.....

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.. 36 Assigning a Custom Type <x> name...

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.. 36 Setting the Paper Size and Paper Type.....

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.....40 Contents 3 Using the multipurpose feeder.....

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.....41 Using the manual feeder.

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.....

.....44 Paper and specialty media guide.....

.....
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.....

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.....
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.....46 Paper guidelines.....

.....
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.....48 Supported paper sizes, types, and weights....

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..48 Paper sizes supported by the printer ...

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. 48 Paper types supported by the printer.....

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.... 50 Paper types and weights supported by the printer .

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. 50 Paper capacities.....

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..... 52 Using recycled paper and other office papers

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... *52 Printing*.....

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.....*54 Printing a document.*.....

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..*54 Printing specialty documents*.....

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...55 Tips on using letterhead.

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..... 55 Tips on using transparencies..

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..... 56 Tips on using envelopes..

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. 58 Printing from a flash drive.....

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59 Printing information pages.....

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.....60 Printing a font sample list...

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... 60 Printing a directory list..

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..... 60 Printing the print quality test pages

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. 60 Canceling a print job from the printer control panel

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..... 60 Canceling a print job from the computer

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. 61 Clearing jams.....

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.....63 Avoiding jams....

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...63 Understanding jam numbers and locations..

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...64 200 paper jam.....

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65 201 paper jam.....

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.....65 202 paper jam...

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....66 230 paper jam.....

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.68 235 paper jam....

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.....68 Contents 4 242 paper jam..

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68 250 paper jam....

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..69 Understanding printer menus.....

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.....70 Menus list...

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...70 Supplies

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83 Wireless menu.....

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..... *84 USB menu ..*

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... *84 Settings.*

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...*86 General Settings menu* ..

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..... 86 Setup menu

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..... 89 Finishing menu.....

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.. 89 Quality menu.....

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.. 91 Utilities menu

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. 94 PDF menu

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.....135 Recycling Lexmark products...

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...136 Moving the printer..

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...136 Before moving the printer.

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..136 Moving the printer to another location.....

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136 Shipping the printer

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...136 Administrative support.

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...137 Restoring the factory default settings.

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...137 Adjusting Power Saver..

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.137 Using the Embedded Web Server....

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...138 Setting up e-mail alerts.....

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138 Configuring supply notifications.....

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....140 Solving printing problems.

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140 Printer control panel display is blank or displays only diamonds.....

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.....140 Error message about reading USB drive appears.

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....140 Contents 6 Jobs do not print.

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140 Job takes longer than expected to print

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.141 Job prints from the wrong tray or on the wrong paper

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...141 Incorrect characters print.....

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.....142 Unexpected page breaks occur.....

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.....142 Solving option problems..

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..143 Option does not operate correctly or quits after it is installed

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.143 Drawers....

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.....143 Flash memory card.....

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.....143 Multipurpose feeder.....

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.....144 Memory card

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....144 Solving paper feed problems.....

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.....144 Paper frequently jams .

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144 Paper jam message remains afier jam is cleared

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145 Page that jammed does not reprint after you clear the jam.....

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.....145 Solving print quality problems.

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.145 Isolating print quality problems.....

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...145 Blank pages..

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...146 Characters have jagged or uneven edges .

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..146 Clipped images...

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.147 Dark lines

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.....148 *Light colored line, white line, or incorrectly colored line...*

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.148 *Paper curl.....*

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.....149 *Print irregularities*

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.....149 Print is too dark.....

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.....150 Print is too light .

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..151 Repeating defects...

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.152 Skewed print.....

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153 Solid color pages.....

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.153 Toner fog or background shading appears on the page

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.....153 Toner rubs off...

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...153 Toner specks.....

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..154 Transparency print quality is poor.....

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154 Uneven print density.....

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...155 Solving color quality problems.....

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.....155 Color misregistration.....

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...155 FAQ about color printing..

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...156 Contacting Customer Support.....

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.....159 Contents 7 Notices....

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160 Product information....

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...160 Edition notice..

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.....160 Industry Canada notices..

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...163 Power consumption.....

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.....168 Index.....

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...176 Contents 8 Safety information Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible. Do not place or use this product near water or wet locations. CAUTION--POTENTIAL INJURY: This product uses a laser. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions. CAUTION--HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching. CAUTION--POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to move it safely. CAUTION--POTENTIAL INJURY: Before moving the printer, follow these guidelines to avoid personal injury or printer damage: · Turn the printer off using the power switch, and then unplug the power cord from the wall outlet. · Disconnect all cords and cables from the printer before moving it. · Lift the printer off of the optional drawer and set it aside instead of trying to lift the drawer and printer at the same time.

Note: Use the handholds located on both sides of the printer to lift it off the optional drawer. Use only the power cord provided with this product or the manufacturer's authorized replacement. Use only the telecommunications (RJ-11) cord provided with this product or a 26 AWG or larger replacement when connecting this product to the public switched telephone network. CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

CAUTION--SHOCK HAZARD: Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports. This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components.

The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts. CAUTION--POTENTIAL INJURY: Do not twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If the power cord is misused, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of misuse. Remove the power cord from the electrical outlet before inspecting it.



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<http://yourpdfguides.com/dref/1261913>

Refer service or repairs, other than those described in the user documentation, to a professional service person. CAUTION--SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables from the printer before proceeding. SAVE THESE INSTRUCTIONS. Safety information 9 Learning about the printer Finding information about the printer Setup information Description Where to find The Setup information gives you instructions for You can find the Setup information on the side of the printer setting up the printer.

Follow the set of instructions box or on the Lexmark Web site at www.lexmark.com. for local, network, or wireless, depending on what you need. Help Description Where to find The Help gives you instructions for using the software. While in any Lexmark software program, click Help, Tips Help, or Help Help Topics.

Customer support Description Telephone support Where to find (North America) Call us at Where to find (rest of world) Telephone numbers and support hours vary by country or region. · US: 1-800-332-4120 MondayFriday (8:00 AM11:00 PM Visit our Web site at www.lexmark.com. Select a country or ET) region, and then select the Customer Saturday (Noon6:00 PM ET) Support link.

· Canada: 1-800-539-6275 Note: For additional information about MondayFriday (8:00 AM11:00 PM contacting Lexmark, see the printed ET) warranty that came with your printer. Saturday (Noon6:00 PM ET) · Mexico: 001-888-377-0063 MondayFriday (8:00 AM8:00 PM ET) Note: Telephone numbers and support times may change without notice. For the most recent telephone numbers available, see the printed warranty statement that came with your printer.

Learning about the printer 10 Description E-mail support Where to find (North America) For e-mail support, visit our Web site: www.lexmark.com. Where to find (rest of world) E-mail support varies by country or region, and may not be available in some instances. Visit our Web site at www.lexmark.com. Select a country or region, and then select the Customer Support link. Note: For additional information about contacting Lexmark, see the printed warranty that came with your printer. 1 2 3 4 5 Click SUPPORT. Click Technical Support. Select your printer type.

Select your printer model. From the Support Tools section, click e-Mail Support. Submit Request. 6 Complete the form, and then click Printer configurations Basic model The following illustration shows the basic printer model: 1 4 3 2 1 2 3 4 Standard exit bin Standard 250-sheet tray (Tray 1) Manual feeder

Printer control panel Learning about the printer 11 Fully configured model The following illustration shows the fully configured printer model with a 650-sheet duo drawer: 3 2 1 1 2 3 650-sheet duo drawer (Tray 2) Multipurpose feeder latch Multipurpose feeder Selecting a location for the printer When selecting a location for the printer, leave enough room to open trays, covers, and doors. If you plan to install any options, leave enough room for them also. It is important to: · Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard. · Provide a flat, sturdy, and stable surface. · Keep the printer: Away from the direct airflow of air conditioners, heaters, or ventilators Free from direct sunlight, humidity extremes, or temperature fluctuations Clean, dry, and free of dust · Allow the following recommended amount of space around the printer for proper ventilation: Learning about the printer 12 5 1 4

2 3 1 2 3 4 5 304.8 mm (12.0 in.)
) 508 mm (20.0 in.) 304.8 mm (12.0 in.)
) 304.8 mm (12.0 in.) 508 mm (20.0 in.)

) When the printer is set up, allow clearance around it as shown. Learning about the printer 13 Understanding the printer control panel 1 2 3 Menus Back Stop 7 6 5 4 Control panel item 1 2 Display Select Description Shows messages that communicate the status of the printer Press to initiate action on a menu item. 3 Indicator light Indicates the printer status: · · · · 4 Stop/Cancel Off--The power is off. Blinking green--The printer is warming up, processing data, or printing. Solid green--The printer is on, but idle. Blinking red--Operator intervention is needed. Stops all printer activity A list of options is offered once Stopped appears on the display. 5 Navigation buttons Press or to scroll through menu lists. 6 Back Returns the display to the previous screen 7 Menu Opens the menu index Note: The menus are available only when the printer is in the Ready state. Learning about the printer 14 Additional printer setup Installing internal options CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing.

If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. You can customize your printer connectivity and memory capacity by adding optional cards. The instructions in this section explain how to install the available cards; you can also use them to locate a card for removal. Note: Options are available only for some printer models. Available options Note: Certain options are not available on selected printer models. Memory cards · Printer memory · Flash memory · Font cards Additional printer setup 15 Accessing the system board to install internal options CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. Note: This operation requires a #2 Phillips screwdriver. 1 Remove the cover. a Turn the screws on the cover counterclockwise, and then remove them.

Additional printer setup 16 b Gently pull the cover away from the printer, and then remove it. Additional printer setup 17 2 Use the illustration below to locate the appropriate connector. Warning--Potential Damage: System board electrical components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors. 1 2 1 2 Flash memory card connector Memory card connector

Additional printer setup 18 Installing a memory card The system board has one connector for an optional memory card.

CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing.



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If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. 1 Access the system board. Additional printer setup 19 2 Open both latches on the connector completely. 3 Unpack the memory card.

Note: Avoid touching the connection points along the edge of the card. 4 Align the notches on the memory card with the ridges on the connector. 5 Push the memory card straight into the connector until it snaps into place. Make sure each latch fits over the notch located on either side of the memory card. 2 1 1 2 Notch Latch Additional printer setup 20 6 Reinstall the system board access cover. Installing a flash memory card CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. 1 Access the system board. Additional printer setup 21 2 Unpack the memory card. Note: Avoid touching the connection points along the edge of the card.

3 Holding the card by its sides, align the plastic pins on the card with the holes on the system board. This ensures the metal pins line up correctly as well. 1 1 2 2 1 2 Plastic pins Metal pins 4 Push the card firmly into place. Notes: · The entire length of the connector on the card must touch and be flush against the system board. · Be careful not to damage the connectors. Additional printer setup 22 5 Reinstall the system board cover. Installing hardware options Installing a 650-sheet duo drawer The printer supports one optional drawer, which allows an additional 650 sheets of paper to be loaded. The drawer includes a multipurpose feeder. CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

1 Unpack the 650-sheet duo drawer, and remove any packing material and the dust cover. 2 Place the drawer in the location chosen for the printer. 3 Align the printer with the 650-sheet duo drawer, and lower the printer into place. CAUTION--POTENTIAL INJURY: The printer weight is great than 18 kg (40 lb) and requires two or more trained personnel to move it safely. Additional printer setup 23 Attaching cables Connect the printer to the computer using a USB cable or an Ethernet cable.

A USB port requires a USB cable. Be sure to match the USB symbol on the cable with the USB symbol on the printer. Match the appropriate Ethernet cable to the Ethernet port. Additional printer setup 24 1 2 1 2 Ethernet port USB port Verifying printer setup Once all hardware and software options are installed and the printer is turned on, verify that the printer is set up correctly by printing the following: · Menu settings pages--Use these pages to verify that all printer options are installed correctly. A list of installed options appears toward the bottom of the page.

If an option you installed is not listed, then it is not installed correctly. Remove the option and install it again. · Network setup page--If your printer is a network model and is attached to a network, print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration. Printing menu settings pages Print menu settings pages to review the current menu settings and to verify printer options are installed correctly. Note: If you have not made any menu item settings changes yet, then the menu settings pages list all the factory default settings. Once you select and save other settings from the menus, they replace the factory default settings as user default settings. A user default setting remains in effect until you access the menu again, choose another value, and save it. To restore the factory default settings, see "Restoring the factory default settings" on page 137. 1 Make sure the printer is on and Ready appears.

2 From the printer control panel, press . Additional printer setup 25 3 Press the arrow buttons until Reports appears, and then press After the menu settings pages print, Ready appears. . . 4 Press the arrow buttons until Menu Settings Page appears, and then press Printing a network setup page If the printer is attached to a network, print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press . . .

3 Press the arrow buttons until Reports appears, and then press After the network setup page prints, Ready appears. 4 Press the arrow buttons until Network Setup Page appears, and then press 5 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 then print another network setup page. Setting up the printer software Installing printer software A printer driver is software that lets the computer communicate with the printer.

The printer software is typically installed during the initial printer setup. If you need to install the software after setup, follow these instructions: For Windows users 1 Close all open software programs. 2 Insert the Software and Documentation CD. 3 From the main installation dialog, click Install. 4 Follow the instructions on the screen.

For Macintosh users 1 Close all open software applications. 2 Insert the Software and Documentation CD. 3 From the Finder desktop, double-click the printer CD icon that automatically appears. 4 Double-click the Install icon. 5 Follow the instructions on the screen. Additional printer setup 26 Using the World Wide Web 1 Go to the Lexmark Web site at www.lexmark.com. 2 From the Drivers & Downloads menu, click Driver Finder. 3 Select your printer, and then select your operating system.

4 Download the driver and install the printer software. Updating available options in the printer driver Once the printer software and any options are installed, it may be necessary to manually add the options in the printer driver to make them available for print jobs. For Windows users 1 Do one of the following: In Windows Vista a Click . b Click Control Panel. c Click Hardware and Sound. d Click Printers. In Windows XP a Click Start. b Click Printers and Faxes.



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In Windows 2000 a Click Start. b Click Settings Printers.

2 Select the printer. 3 Right-click the printer, and then select Properties. 4 Click the Install Options tab. 5 Under Available Options, add any installed hardware options. 6 Click Apply.

For Macintosh users In Mac OS X version 10.5 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Select the printer, and then click Options & Supplies. Additional printer setup 27 4 Click Driver, and then add any installed hardware options.

5 Click OK. In Mac OS X version 10.4 and earlier 1 From the Go menu, choose Applications. 2 Double-click Utilities, and then double-click Print Center or Printer Setup Utility. 3 Select the printer, and then from the Printers menu, choose Show Info. 4 From the pop-up menu, choose Installable Options. 5 Add any installed hardware options, and then click Apply Changes. Setting up wireless printing Information you will need to set up the printer on a wireless network

Note: Do not connect the installation or network cables until prompted to do so by the setup software. · SSID--The SSID is also referred to as the network name. · Wireless Mode (or Network Mode)--The mode will be either infrastructure or ad hoc.

· Channel (for ad hoc networks)--The channel defaults to auto for infrastructure networks. Some ad hoc networks will also require the auto setting. Check with your system support person if you are not sure which channel to select. · Security Method--There are three basic options for Security Method: WEP key If your network uses more than one WEP key, enter up to four in the provided spaces. Select the key currently in use on the network by selecting the Default WEP Transmit Key. or WPA or WPA2 passphrase WPA includes encryption as an additional layer of security. The choices are AES or TKIP. Encryption must be set for the same type on the router and on the printer, or the printer will not be able to communicate on the network. No security If your wireless network does not use any type of security, then you will not have any security information. Note: Using an unsecured wireless network is not recommended.

If you are installing the printer on an 802.1X network using the Advanced method, then you may need the following: · · · Authentication type Inner authentication type 802.1X username and password Certificates Note: For more information on configuring 802.1X security, see the Networking Guide on the Software and Documentation CD. Additional printer setup 28 Installing the printer on a wireless network (Windows) Before you install the printer on a wireless network, make sure that: · Your wireless network is set up and working properly.

· The computer you are using is connected to the same wireless network where you want to set up the printer. 1 Connect the power cable, and then turn the printer on. 1 2 Make sure the printer and computer are fully on and ready. Do not connect the USB cable until instructed to do so on the screen 2 Insert the Software and Documentation CD. Software and Documentation Software and Documentation 3 Click Install.

4 Click Agree. 5 Click Suggested. 6 Click Wireless Network Attach. Additional printer setup 29 7 Connect the cables in the following order: a Temporarily connect a USB cable between the computer on the wireless network and the printer. 1 2 Note: After the printer is configured, the software will instruct you to disconnect the temporary USB cable so you can print wirelessly. b If your printer has faxing capabilities, then connect the telephone cable. 8 Follow the on-screen instructions to complete the software installation. 9 To allow other computers on the wireless network to use the wireless printer, follow steps 2 through 6 and step 8 for each computer. Installing the printer on a wireless network (Macintosh) Prepare to configure the printer 1 Locate the printer MAC address on the sheet that came with the printer. Write the last six digits of the MAC address in the space provided below: MAC address: ____ ____ ____ ____ ____ ____ 2 If your printer has faxing capabilities, then connect the telephone cable.

3 Connect the power cable, and then turn the power on. 1 2 Enter the printer information 1 Access the AirPort options. In Mac OS X version 10.5 a From the Apple menu, choose System Preferences. b Click Network. c Click AirPort. Additional printer setup 30 In Mac OS X version 10.4 and earlier a From the Go menu, choose Applications. b Double-click Internet Connect. c From the toolbar, click AirPort.

2 From the Network pop-up menu, select print server xxxxxx, where the x's are the last six digits of the MAC address located on the MAC address sheet. 3 Open the Safari browser. 4 From the Bookmarks drop-down menu, select Show. 5 Under Collections, select Bonjour or Rendezvous, and then double-click the printer name. 6 From the main page of the Embedded Web Server, navigate to the page where the wireless settings information is stored.

Configure the printer for wireless access 1 Type the name of your network (SSID) in the appropriate field. 2 Select Infrastructure as your Network Mode if you are using a wireless router. 3 Select the type of security you use to protect your wireless network. 4 Enter the security information necessary for the printer to join your wireless network. 5 Click Submit.

6 Open the AirPort application on your computer: In Mac OS X version 10.5 a From the Apple menu, choose System Preferences. b Click Network. c Click AirPort. In Mac OS X version 10.4 and earlier a From the Go menu, choose Applications. b Double-click Internet Connect. c From the toolbar, click AirPort.

7 From the Network pop-up menu, select your wireless network. Configure your computer to use the printer wirelessly To print to a network printer, each Macintosh user must install a custom PostScript Printer Description (PPD) file and create a printer in the Print Center or Printer Setup Utility.

1 Install a PPD file on the computer: a Insert the Software and Documentation CD in the CD or DVD drive. b Double-click the installer package for the printer. c From the Welcome screen, click Continue. d Click Continue again after viewing the Readme file. Additional printer setup 31 e Click Continue after viewing the license agreement, and then click Agree to accept the terms of the agreement. f Select a Destination, and then click Continue. g From the Easy Install screen, click Install. h Type the user password, and then click OK. All necessary software is installed on the computer. i Click Close when installation is complete.

2 Add the printer: a For IP printing: In Mac OS X version 10.5 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Click +. 4 Select the printer from the list.

5 Click Add. In Mac OS X version 10.4 1 From the Go menu, choose Applications. 2 Double-click Utilities.



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3 Locate and double-click Printer Setup Utility or Print Center.

4 From the Printer List, choose Add. 5 Select the printer from the list. 6 Click Add. b For AppleTalk printing: In Mac OS X version 10.5 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Click +. 4 Click AppleTalk. 5 Select the printer from the list. 6 Click Add.

In Mac OS X version 10.4 1 From the Go menu, choose Applications. 2 Double-click Utilities. 3 Locate and double-click Print Center or Printer Setup Utility. 4 From the Printer List, choose Add. 5 Choose the Default Browser tab. 6 Click More Printers. 7 From the first pop-up menu, choose AppleTalk. 8 From the second pop-up menu, select Local AppleTalk zone. Additional printer setup 32 9 Select the printer from the list.

10 Click Add. Installing the printer on a wired network Use the following instructions to install the printer on a wired network. These instructions apply to Ethernet and fiber optic network connections. Before you install the printer on a wired network, make sure that: · You have completed the initial setup of the printer. · The printer is connected to your network with the appropriate type of cable.

For Windows users 1 Insert the Software and Documentation CD. Wait for the Welcome screen to appear. If the CD does not launch after a minute, then do one of the following: In Windows Vista a Click . b In the Start Search box, type D:\setup.exe, where D is the letter of your CD or DVD drive.

In Windows XP and earlier a Click Start. b Click Run. c Type D:\setup.exe, where D is the letter of your CD or DVD drive. 2 Click Install Printer and Software. 3 Click Agree to agree to the License Agreement. 4 Select Suggested, and then click Next. Note: To configure the printer using a static IP address, using IPv6, or to configure printers using scripts, select Custom and follow the on-screen instructions. 5 Select Wired Network Attach, and then click Next. 6 Select the printer manufacturer from the list.

7 Select the printer model from the list, and then click Next. 8 Select the printer from the list of printers discovered on the network, and then click Finish.

Note: If your configured printer does not appear in the list of discovered printers, click Add Port and follow the on-screen instructions. 9 Follow the on-screen instructions to complete the installation. Additional printer setup 33 For Macintosh users 1 Allow the network DHCP server to assign an IP address to the printer. 2 Print the network setup page from the printer. For information on printing a network setup page, see "Printing a network setup page" on page 26. 3 Locate the printer IP address in the TCP/IP section of the network setup page. You will need the IP address if you are configuring access for computers on a different subnet than the printer. 4 Install the drivers and add the printer.

a Install a PPD file on the computer: 1 Insert the Software and Documentation CD in the CD or DVD drive. 2 Double-click the installer package for the printer. 3 From the Welcome screen, click Continue. 4 Click Continue again after viewing the Readme file. 5 Click Continue after viewing the license agreement, and then click Agree to accept the terms of the agreement.

6 Select a Destination, and then click Continue. 7 From the Easy Install screen, click Install. 8 Type the user password, and then click OK. All the necessary software is installed on the computer. 9 Click Close when installation is complete.

b Add the printer: · For IP printing: In Mac OS X version 10.5 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Click +. 4 Select the printer from the list. 5 Click Add. In Mac OS X version 10.4 and earlier 1 From the Go menu, choose Applications. 2 Double-click Utilities. 3 Double-click Printer Setup Utility or Print Center.

4 From the Printer List, click Add. 5 Select the printer from the list. 6 Click Add. · For AppleTalk printing: In Mac OS X version 10.5 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Click +. 4 Click AppleTalk. Additional printer setup 34 5 Select the printer from the list. 6 Click Add.

In Mac OS X version 10.4 and earlier 1 From the Go menu, choose Applications. 2 Double-click Utilities. 3 Double-click Print Center or Printer Setup Utility. 4 From the Printer List, click Add.

5 Choose the Default Browser tab. 6 Click More Printers. 7 From the first pop-up menu, choose AppleTalk. 8 From the second pop-up menu, select Local AppleTalk zone. 9 Select the printer from the list.

10 Click Add. Note: If the printer doesn't show up in the list, you may need to add it using the IP address. Contact your system support person for assistance.

Additional printer setup 35 Loading paper and specialty media This section explains how to load the 250-sheet tray and 650-sheet duo drawer, the multipurpose feeder, and the manual feeder. It also includes information about paper orientation, setting the Paper Size and Paper Type, and linking and unlinking trays. Linking and unlinking trays Linking trays Tray linking is useful for large print jobs or multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked. The Paper Size setting for all trays must be set manually from the Paper Size menu. The Paper Type setting must be set for all trays from the Paper Type menu.

The Paper Type menu and the Paper Size menu are both available from the Paper Size/Type menu. Unlinking trays Unlinked trays have settings that are not the same as the settings of any other tray. To unlink a tray, change the following tray settings so that they do not match the settings of any other tray: · Paper Type (for example: Plain Paper, Letterhead, Custom Type <x>) Paper Type names describe the paper characteristics. If the name that best describes your paper is used by linked trays, assign a different Paper Type name to the tray, such as Custom Type <x>, or define your own custom name. · Paper Size (for example: letter, A4, statement) Load a different paper size to change the Paper Size setting for a tray. Paper Size settings are not automatic; they must be set manually from the Paper Size menu. Warning--Potential Damage: Do not assign a Paper Type name that does not accurately describe the type of paper loaded in the tray. The temperature of the fuser varies according to the specified Paper Type. Paper may not be properly processed if an inaccurate Paper Type is selected. Assigning a Custom Type <x> name Assign a Custom Type <x> name to a tray to link or unlink it.

Associate the same Custom Type <x> name to each tray that you want to link. Only trays with the same custom names assigned will link. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press . .

. 3 Press the arrow buttons until Paper Menu appears, and then press 4 Press the arrow buttons until Size/Type appears, and then press 5 Press the arrow buttons, and then press The Paper Size menu appears.



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to select the tray. 6 Press the arrow buttons until the Paper Type menu appears. 7 Press .
Loading paper and specialty media 36 8 Press the arrow buttons until Custom Type <x> or another custom name appears, and then press Submitting changes appears, followed by Paper Menu. . 9 Press , and then press to return to the Ready state. Setting the Paper Size and Paper Type Note: Trays with matching Paper Size and Paper Type settings are automatically linked by the printer. When a linked tray runs out of paper, the printer draws from another tray. To change the Paper Size and Paper Type settings: 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press

3 Press the arrow buttons until Paper Menu appears, and then press 4 Press the arrow buttons until Size/Type appears, and then press 5 Press the arrow buttons until the correct tray appears, and then press 6 Press when Size appears. 7 Press the arrow buttons until the correct size appears, and then press Submitting changes appears, followed by Size. . 8 Press the arrow buttons until Type appears, and then press Submitting changes appears, followed by Type. . 9 Press the arrow buttons until the correct type appears, and then press 10 Press , and then press to return to the Ready state. Configuring Universal paper settings The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set the Paper Size for the specified tray to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper: . Units of measure (inches or millimeters) . Portrait Height and Portrait Width . Feed Direction Note: The smallest supported Universal size is 76.2 x 127 mm (3 x 5 in.); the largest is 215.9 x 355.6 mm (8.5 x 14 in.

). Specify a unit of measurement 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press

3 Press the arrow buttons until Paper Menu appears, and then press 4 Press the arrow buttons until Universal Setup appears, and then press Loading paper and specialty media 37 5 Press the arrow buttons until Units of Measure appears, and then press 6 Press the arrow buttons until the correct unit of measure appears, and then press Submitting changes appears, followed by the Universal Setup menu. . . Specify the paper height and width Defining a specific height and width measurement for the Universal paper size (in the portrait orientation) allows the printer to support the size, including support for standard features such as duplex printing and printing multiple pages on one sheet. 1 From the Universal Setup menu, press the arrow buttons until Portrait Width or Portrait Height appears, and then press . Note: Select Portrait Height to adjust the paper height setting or Paper Width to adjust the paper width setting. 2 Press the arrow buttons to decrease or to increase the setting, and then press Submitting changes appears, followed by the Universal Setup menu. . Loading the standard 250-sheet tray The printer has one standard 250-sheet tray (Tray 1) and may have an optional 650-sheet duo drawer. The 250-sheet tray and 650-sheet duo drawer support the same paper sizes and types.

1 Pull the tray out. Note: Do not remove trays while a job prints or while Busy appears on the display. Doing so may cause a jam. Loading paper and specialty media 38 2 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded. Note: Use the size indicators on the bottom of the tray to help position the guide. 3 If the paper is longer than letter-size paper, push the green tab at the back of the tray to elongate it. 4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

Loading paper and specialty media 39 5 Load the paper stack with the recommended print side faceup.

6 Make sure the paper guides are secure against the edges of the paper. Note: Make sure that side guides are placed tightly against the edges of the paper so that the image is registered properly on the page. 7 Insert the tray. 8 If a different type or size of paper was loaded than the type or size previously loaded in the tray, change the Paper Type or Paper Size setting for the tray from the printer control panel. Note: Mixing paper sizes or types in a paper tray may lead to jams.

Loading the optional 650-sheet duo drawer The 650-sheet duo drawer consists of a 550-sheet tray and a 100-sheet multipurpose feeder. This drawer is loaded in the same way that the standard tray is loaded. The only differences are the look of the guide tabs and the location of the paper size indicators, as shown in the following illustration: Loading paper and specialty media 40 1 2 3 1 2 3 Length guide tabs Size indicators Width guide tabs Using the multipurpose feeder

1 Push the multipurpose feeder latch to the left. 2 Open the multipurpose feeder. Loading paper and specialty media 41 3 Grasp the extension, and pull it straight out until it is fully extended.

4 Prepare the paper for loading. . Flex sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface. . Hold transparencies by the edges and fan them. Straighten the edges on a level surface. Note: Avoid touching the print side of transparencies. Be careful not to scratch them. . Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

Loading paper and specialty media 42 5 Locate the stack height limiter and tab. Note: Do not exceed the maximum stack height by forcing paper under the stack height limiter. 1 2 4 3 1 2 3 4 Tab Stack height limiter Width guide Size indicators 6 Load the paper, and then adjust the width guide to lightly touch the edge of the paper stack. . Load paper, card stock, and transparencies with the recommended print side facedown and the top edge entering first. . Load envelopes with the flap side up. Warning--Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.. Notes: . Do not load or close the multipurpose feeder while a job is printing. . Load only one size and type of paper at a time.

7 Make sure the paper is as far into the multipurpose feeder as it will go with very gentle pushing. Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled. 8 From the printer control panel, set the Paper Size and Paper Type. Loading paper and specialty media 43 Using the manual feeder 1 Send a manual print job: For Windows users: a b c d e With a document open, click File Select Manual Paper.



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Click OK. Click OK or Print. Print. Click Properties, Preferences, Options, or Setup. For Macintosh users: a With a document open, click File > Print. b From the Copies & Pages or General pop-up menu, choose Manual Paper. c Click OK or Print. 2 When Load Manual <type> <size> appears, load the paper facedown into the manual feeder. Load envelopes with the flap side up. Notes: · Align the long edge of the paper so that it is flush with the right side of the manual feeder. · To achieve the best possible print quality, use only high-quality paper designed for laser printers. Loading paper and specialty media 44 3 Move the width guide until it lightly touches the sheet. Do not force the width guide against the paper, or it could be damaged. 4 Push the paper in until it stops. The printer pulls it in farther.

5 From the printer control panel, set the Paper Size and Paper Type. Loading paper and specialty media 45 Paper and specialty media guide Additional information for printing on specialty medias may be found in the Cardstock and Label Guide available on Lexmark.com/publications. Paper guidelines Paper characteristics The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock. Weight The printer can automatically feed paper weights from 60 to 176 g/m² (16 to 47 lb bond) grain long. Paper lighter than 75 g/m² (20 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 80 g/m² (21 lb bond) grain long paper. For paper smaller than 182 x 257 mm (7.2 x 10.

1 in.), we recommend 90 g/m² or heavier paper. Curl Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures.

Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems. Smoothness Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. Always use paper between 100 and 300 Sheffield points; however, smoothness between 150 and 200 Sheffield points produces the best print quality.

Moisture content The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance. Condition paper before printing by storing it in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period. Grain direction Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either grain long, running the length of the paper, or grain short, running the width of the paper. For 60 to 176 g/m² (16 to 47 lb bond) paper, use grain long fibers. Paper and specialty media guide 46 Fiber content Most high-quality xerographic paper is made from 100% chemically treated pulped wood.

This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton possesses characteristics that can negatively affect paper handling. Unacceptable paper The following paper types are not recommended for use with the printer: · Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper · Preprinted papers with chemicals that may contaminate the printer · Preprinted papers that can be affected by the temperature in the printer fuser · Preprinted papers that require a registration (the precise print location on the page) greater than ±2.3 mm (±0.9 in.), such as optical character recognition (OCR) forms In some cases, registration can be adjusted with a software application to successfully print on these forms. · · · · Coated papers (erasable bond), synthetic papers, thermal papers Rough-edged, rough or heavily textured surface papers, or curled papers Recycled papers that fail EN12281:2002 (European) Paper weighing less than 60 g/m² (16 lb) Multiple-part forms or documents Selecting paper Using appropriate paper prevents jams and helps ensure trouble-free printing. To help avoid jams and poor print quality: · Always use new, undamaged paper. · Before loading paper, know the recommended print side of the paper. This information is usually indicated on the paper package.

· Do not use paper that has been cut or trimmed by hand. · Do not mix paper sizes, types, or weights in the same source; mixing results in jams. · Do not use coated papers unless they are specifically designed for electrophotographic printing. Selecting preprinted forms and letterhead Use these guidelines when selecting preprinted forms and letterhead: · Use grain long for 60 to 176 g/m² weight paper. · Use only forms and letterhead printed using an offset lithographic or engraved printing process.

· Avoid papers with rough or heavily textured surfaces. Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must be able to withstand temperatures up to 200°C (392°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not.

When in doubt, contact the paper supplier. Preprinted papers such as letterhead must be able to withstand temperatures up to 200°C (392°F) without melting or releasing hazardous emissions. Paper and specialty media guide 47 Storing paper Use these paper storage guidelines to help avoid jams and uneven print quality: · For best results, store paper where the temperature is 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 relative humidity between 40 and 60%. · Store paper in cartons when possible, on a pallet or shelf, rather than on the floor. · Store individual packages on a flat surface. · Do not store anything on top of individual paper packages. Supported paper sizes, types, and weights The following tables provide information on standard and optional paper sources and the types of paper they support. Note: For an unlisted paper size, select the closest larger listed size.



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In 1998, Lexmark presented to the US government a study demonstrating that recycled paper produced by major mills in the US fed as well as non-recycled paper. However, no blanket statement can be made that all recycled paper will feed well. Lexmark consistently tests its printers with recycled paper (20100% post-consumer waste) and a variety of test paper from around the world, using chamber tests for different temperature and humidity conditions. Lexmark has found no reason to discourage the use of today's recycled office papers, but generally the following property guidelines apply to recycled paper. · Low moisture content (45%) · Suitable smoothness (100200 Sheffield units, or 140350 Bendisen units, European) Note: Some much smoother papers (such as premium 24 lb laser papers, 5090 Sheffield units) and much rougher papers (such as premium cotton papers, 200300 Sheffield units) have been engineered to work very well in laser printers, despite surface texture. Before using these types of paper, consult your paper supplier. · Suitable sheet-to-sheet coefficient of friction (0.40).

6) · Sufficient bending resistance in the direction of feed Paper and specialty media guide 52 Recycled paper, paper of lower weight (<60 g/m2 [16 lb bond]) and/or lower caliper (<3.8 mils [0.1 mm]), and paper that is cut grain-short for portrait (or short-edge) fed printers may have lower bending resistance than is required for reliable paper feeding. Before using these types of paper for laser (electrophotographic) printing, consult your paper supplier. Remember that these are general guidelines only and that paper meeting these guidelines may still cause paper feeding problems in any laser printer (for example, if the paper curls excessively under normal printing conditions).

Paper and specialty media guide 53 Printing This chapter covers printing, printer reports, and job cancellation. Selection and handling of paper and specialty media can affect how reliably documents print. For more information, see "Avoiding jams" and "Storing paper." Printing a document 1 Load paper into a tray or feeder. 2 From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper.

3 Do one of the following: For Windows users a With a document open, click File Print. b Click Properties, Preferences, Options, or Setup, and then adjust the settings as needed. Note: To print on a specific size or type of paper, adjust the paper size or type settings to match the loaded paper, or select the appropriate tray or feeder. c Click OK, and then click Print. For Macintosh users a Customize the settings as needed in the Page Setup dialog: 1 With a document open, choose File > Page Setup. 2 Choose a paper size or create a custom size to match the loaded paper. 3 Click OK. b Customize the settings as needed in the Print dialog: 1 With a document open, choose File > Print. If necessary, click the disclosure triangle to see more options. 2 From the Print dialog and pop-up menus, adjust the settings as needed.

Note: To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder. 3 Click Print.

Warning--Potential Damage: While printing, do not touch the metal shaft in the area where the printer ejects paper into the standard exit bin. Printing 54

Printing specialty documents Additional information for printing on speciality medias may be found in the Cardstock and Label Guide available on Lexmark.com/publications. Tips on using letterhead Page orientation is important when printing on letterhead. Use the following table to determine which direction to load the letterhead: Source or process Print side and paper orientation Printed letterhead design is placed faceup. The top edge of the sheet with the logo is placed at the front of the tray. · Standard 250-sheet tray · Optional 550-sheet tray · Simplex (one-sided) printing from trays Duplex (two-sided) printing from Printed letterhead design is placed facedown. The top edge of the sheet with trays the logo is placed at the back of the tray.

Note: Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser printers. Printing 55 Source or process Print side and paper orientation Manual feeder (simplex printing) Preprinted letterhead design is placed facedown. The top edge of the sheet with the logo should enter the manual feeder first. Multipurpose feeder Manual feeder (duplex printing) Multipurpose feeder Preprinted letterhead design is placed faceup. The top edge of the sheet with the logo should enter the manual feeder last.

Note: Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser printers. Tips on using transparencies Print samples on the transparencies being considered for use before buying large quantities. When printing on transparencies: · Feed transparencies from the 250-sheet tray, manual feeder, or optional multipurpose feeder. · Use transparencies designed specifically for laser printers. Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 200°C (392°F) without melting, discoloring, offsetting, or releasing hazardous emissions.

· To prevent print quality problems, avoid getting fingerprints on the transparencies. · Before loading transparencies, fan the stack to prevent sheets from sticking together. · We recommend Lexmark part number 12A8240 for letter-size transparencies and Lexmark part number 12A8241 for A4-size transparencies. Printing 56 Tips on using envelopes Print samples on the envelopes being considered for use before buying large quantities. When printing on envelopes: · Feed envelopes from the manual feeder or optional multipurpose feeder. · Set the Paper Type to Envelope, and select the envelope size. · Use envelopes designed specifically for laser printers. Check with the manufacturer or vendor to ensure the envelopes can withstand temperatures up to 200°C (392°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions. · For the best performance, use envelopes made from 60 g/m2 (16 lb bond) paper. Use up to 105 g/m2 (28 lb bond) weight for envelopes as long as the cotton content is 25% or less.

All-cotton envelopes must not exceed 90 g/m2 (24 lb bond) weight. · Use only new envelopes. · To optimize performance and minimize jams, do not use envelopes that: Have excessive curl or twist Are stuck together or damaged in any way Have windows, holes, perforations, cutouts, or embossing Have metal clasps, string ties, or folding bars Have an interlocking design Have postage stamps attached Have any exposed adhesive when the flap is in the sealed or closed position Have bent corners Have rough, cockle, or laid finishes · Adjust the width guides to fit the width of the envelopes.



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