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User manual LEXMARK E250DN
User guide LEXMARK E250DN
Operating instructions LEXMARK E250DN
Instructions for use LEXMARK E250DN
Instruction manual LEXMARK E250DN

LEXMARK™

E250d and E250dn

User's Guide



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.... 7 Understanding the control panel lights

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.....
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.....
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.. 8 Primary codes

.....
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.....

.....
.....
.....

..... 11 Secondary errors .

.....
.....
.....

.....
.....
.....

.....
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.....
.....
.....

.....
.. 38 Parallel menu

.....

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.....

.....

.....

.....

.....

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.....

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.....

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..... 39 Setup menu

.....

.....

.....

.....

.....

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.....

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.....

.....

.....

.....

.....

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..... 39 USB menu

.....

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.. 42 Selecting print media

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43 Paper

.....

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.....
.....

.....
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43 Preprinted forms and letterhead

.....

.....
.....
.....
.....

.....
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.....
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.....
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.....
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... 45 *Transparencies*

.....
.....
.....

.....
.....
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.....
.....
.....

.....
.....
.....

.....
.....

... 46 *Envelopes* .

.....

.....
.....
.....

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.....
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.....

.....
.....
.....

.....

.. 46 *Labels* ...

.....
.....

.....
.....
.....

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.....
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.....

.....
.....
.....
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. 46 Card stock

.....
.....

.....
.....
.....
.....

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.....
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.....
.....
.....
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... 47 Tips on storing print media and supplies

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.....
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. 47 Storing paper

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.... 47 Storing supplies

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... 47 Tips on preventing jams ..

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..... 48 Loading the 250-sheet tray ...

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.... 56 Chapter 5: Printing tasks .

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. 60 Manually feeding a print job

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.... 60 Printing on both sides of the paper (duplex printing)

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.... *66 Using an overlay* .

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.. *66 Using a watermark*

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.. *67 Canceling a print job* ...

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..... 67 From the printer control panel

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... 67 From a Windows computer ..

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67 Canceling a job from a Macintosh computer

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68 Chapter 6: Installing options

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. 69 Accessing the system board

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... 69 Adding a memory card ..

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..... 72 Installing an optional 250-sheet drawer or 550-sheet drawer .

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. 73 Recognizing installed options

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. 73 Chapter 7: Software tasks

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.. 74 Printing the menu settings and network setup pages ...

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. 74 Printing a test page from the computer

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..... 74 Using the Local Printer Settings Utility ...

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Following are explanations of what the primary light sequences or codes mean and what you can do to clear them. 10 Understanding the control panel lights Primary codes Ready / Power Saver Light sequence: · Ready--On What this light sequence means: · The printer is ready to receive and process data. The printer is in Power Saver mode. What you can do: · Send a print job. Press Continue to print the menu settings pages for a list of current printer settings. Press and hold Cancel to reset the printer. Busy Light sequence: · Ready--Blinking What this light sequence means: · The printer is busy receiving and processing data or printing. The printer is printing a directory, font list, menu settings pages, or Print Quality Test Pages. What you can do: · Busy: Wait for the message to clear.

Press and release Cancel to cancel the print job. Press and hold Cancel to reset the printer. Printing a directory, a font list, menu settings pages, or Print Quality Test Pages: Wait for the pages to print. The Busy message is displayed as the pages print. The Ready light is on when printing stops. Press and release Cancel to cancel printing. Press and hold Cancel to reset the printer. Receiving/processing data from a host interface: Wait for the message to clear. Press and release Cancel to stop processing. Press and hold Cancel to reset the printer.

· 11 Understanding the control panel lights Hex Trace Ready Light sequence: Ready--Slow Blinking What this light sequence means: The printer is in the Ready mode, and Hex Trace is active. What you can do: · Advanced users can use Hex Trace to help troubleshoot printing problems. After resolving the problem, turn off the printer to exit Hex Trace. Press and hold Cancel to reset the printer. · Waiting Light sequence: · Continue--On Ready--On What this light sequence means: The printer is waiting until a print timeout occurs, or until it receives additional data.

What you can do: · Press Continue to print the contents of the print buffer. Press and release Cancel to cancel the print job. Press and hold Cancel to reset the printer. 12 Understanding the control panel lights Flushing / Resolution reduced Light sequence: · Ready--Blinking Error--Blinking What this light sequence means: · The printer is flushing corrupted print data. The printer is processing data or printing pages, but the resolution of a page in the current print job is reduced from 600 dots per inch (dpi) to 300 dpi to prevent a memory full error.

What you can do: · Wait until the control panel returns to Ready to print other jobs. Press and release Cancel to cancel the print job. Press and hold Cancel to reset the printer. Not ready Light sequence: Continue--On What this light sequence means: The printer is not ready to receive or process data, or the printer ports are offline. What you can do: · Press and release Continue state. Press and release Cancel state. to return to the Ready to return to the Ready 13 Understanding the control panel lights Close door Light sequence: · Error--On What this light sequence means: The printer front door is open.

What you can do: Close the door. The printer will automatically reset. Insufficient collation area / Insufficient memory Light sequence: · Continue--On Error--On What this light sequence means: The printer memory is too full to collate the print job.

What you can do: · Press and release Continue to clear the message and continue printing the job. (The job may not print correctly.) Press and release Cancel to cancel the print job. Press Cancel to reset the printer. · Complex page Light sequence: · Continue--On Error--On What this light sequence means: The page may not print correctly because the print information on the page is too complex (that is, too large for the printer memory). What you can do: · Press Continue to clear the message and continue printing the job. (The job may not print correctly.) Press and release Cancel to cancel the print job. Press Cancel to reset the printer. · 14 Understanding the control panel lights Cancel job / Reset printer Light sequence: · Continue--On Ready--On Toner Low/Replace PC Kit--On Load Paper--On Paper Jam--On Error--On What this light sequence means: · The current print job is canceled.

The printer is resetting to the user default settings. Any active print jobs are canceled. A user default setting remains in effect until you change it or until you restore the factory default settings. What you can do: Wait for the message to clear. Load print media Light sequence: · Continue--On Load Paper--On What this light sequence means: The printer is out of print media at the indicated source.

What you can do: · Load print media into the indicated tray, and press Continue to resume printing. Press Cancel to reset the printer. 15 Understanding the control panel lights Load manual feeder Light sequence: · Load Paper--On What this light sequence means: The printer prompts you to load a single sheet of print media in the manual feeder. What you can do: · Load print media into the manual feeder. Press Continue to resume printing.

Press and hold Cancel to reset the printer. Toner low Light sequence: · Continue--On Toner Low/Replace PC Kit--On What this light sequence means: The printer is ready to receive and process data. In addition, the toner in the toner cartridge is getting low. What you can do: · Press and release Continue to clear the light sequence and continue processing the print job. Turn the printer off. Remove the toner cartridge, and shake it to extend the life. Replace the toner cartridge. (See Changing the toner cartridge on page80 for help.) Turn the printer back on. 16 Understanding the control panel lights Toner cartridge region mismatch Light sequence: · Toner Low/Replace PC Kit--On Error--On What this light sequence means: The geographic region of the printer does not

match the geographic region of the installed toner cartridge.

What you can do: Remove the toner cartridge, and install a new toner cartridge that matches the region of the printer (see What supplies do I need and how do I order them? on page76). Photoconductor kit life warning Light sequence: · Continue--On Toner Low/Replace PC Kit--Blinking What this light sequence means: The photoconductor is almost full and should be replaced soon.



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Note: The Toner Alarm (see Secondary error codes on page25) must be turned on for this message to appear. What you can do: · · Press and release Continue to clear the light sequence and continue printing. Replace the photoconductor kit. See Changing the photoconductor kit on page82 for more information. 17 Understanding the control panel lights Replace photoconductor (printer hard stop) Light sequence: · · · Continue--On Toner Low/Replace PC Kit--Blinking Error--Blinking What this light sequence means: The photoconductor kit is full and must be replaced. The printer will not print any more pages until the photoconductor kit is replaced. What you can do: · · Press and release Continue to print a photoconductor kit instruction page. Replace the photoconductor kit.

(See Changing the photoconductor kit on page82 for help.) Programming engine code / Programming system code Light sequence: · · · Ready--On Toner Low/Replace PC Kit--On Load Paper--On What this light sequence means: New code is being programmed into the engine or firmware code flash. What you can do: Wait for the message to clear. When the printer has finished programming the code, it performs a soft reset. 18 Understanding the control panel lights Invalid engine code / Invalid network code Light sequence: · · Ready--On Error--On What this light sequence means: The engine code and/or the network code has not been programmed or has been programmed but is invalid.

What you can do: Download valid engine code to the internal print server. Network interface errors / Host interface disabled Light sequence: · · Toner Low/Replace PC Kit--On Error--On What this light sequence means: The printer cannot establish communication with the network. What you can do: Press Continue to clear the message and continue printing. (The current print job may not print correctly.) Service error Light sequence: · · · · · Continue--Blinking Ready--Blinking Toner Low/Replace PC Kit--Blinking Load Paper--Blinking Paper Jam--Blinking Error--Blinking What this light sequence means: The printer has a service error and printing has stopped.

What you can do: Turn the printer off and back on. If the lights are still blinking, contact the place where you bought your printer. 19 Understanding the control panel lights Printer error Light sequence: · · Continue--On Error--On What this light sequence means: The printer has one of the following errors: · · · · · Memory is full, insufficient to save what is in the buffer. A page is too complex to print or is shorter than the set page margins. Resolution of a formatted page is reduced to 300 dpi. A font error occurred. Communication with the host computer is lost. Short paper. What you can do: · Press Continue twice quickly to see the secondary error code. See Secondary error codes on page25 for more information.

Press Continue to clear the secondary message. · Paper jam printer error Light sequence: · · Continue--On Paper Jam--On What this light sequence means: The printer has a paper jam. What you can do: · Press Continue twice quickly to see the secondary error code. See Secondary error codes on page25 for more information. Press Continue to resume printing once all the jammed pages are cleared from the paper path. 20 Understanding the control panel lights Short paper Light sequence: · · Continue--On Error--On What this light sequence means: The paper length is too short to print the formatted data. This occurs when the printer does not know the print media size loaded in the tray, or when there is a problem feeding the print media. What you can do: · Make sure the print media you loaded is large enough. · Open the front door, clear the paper path, and close the door to resume printing (see Clearing jams on page56.) · Press Continue to clear the light sequence and continue printing.

· Press Cancel to cancel the print job. Output bin full Light sequence: · Load Paper--Blinking What this light sequence means: The output bin is full. What you can do: · Remove printed pages from the output bin. Press Continue to clear the error code. 21 Understanding the control panel lights Secondary errors · · When the Error and Continue lights are both on, a secondary error has occurred.

lights are both on, a paper jam secondary error has occurred. When the Paper Jam and Continue Press and release Continue twice quickly to display the secondary error code light sequence. The following table shows what these light sequences mean and where to go for help. Secondary light sequences = On = Blinking = Slow blink Empty = Off Printer Condition Paper jam at the input sensor* Page 26 Continue Error Toner Low / Replace PC Kit Load Paper Paper Jam Ready Paper jam in the manual feeder 26 Paper jam between the input and exit sensor 26 Paper jams at the exit sensor 26 Paper jam in the 250sheet tray 27 Paper jam in the optional drawer 27 Paper jam (duplex rear) 27 Paper jam (duplex location unknown) 28 22 Understanding the control panel lights Secondary light sequences (continued) = On = Blinking = Slow blink Empty = Off Printer Condition Paper jam (duplex unsupported size) Page 28 Continue Error Toner Low / Replace PC Kit Load Paper Paper Jam Ready Complex page 29 Insufficient collation area 32 Network interface errors 32 Font error 32 Insufficient printer memory 31 ENA connection lost 32 Host interface disabled 32 Memory full 33 Short paper 33 23 Understanding the control panel lights Secondary light sequences (continued) = On = Blinking = Slow blink Empty = Off Printer Condition Invalid engine code Page 34 Continue Error Toner Low / Replace PC Kit Load Paper Paper Jam Ready Invalid network code 34 Toner cartridge region mismatch 34 Change toner cartridge / invalid refill 35 Missing / Defective toner cartridge 35 Unsupported toner cartridge 36 *Paper jams at the input sensor can be either after the paper leaves the tray and enters the printer or in the manual feeder. 24 Understanding the control panel lights Secondary error codes Following are explanations of what the secondary error codes mean and what you can do to clear them.

Paper jam at the input sensor Light sequence: · · · Continue--On Ready--On Paper Jam--On What this light sequence means: A paper jam has occurred at the input sensor, which can be either after the print media leaves the tray and enters the printer or in the manual feeder.



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What you can do: Clear the paper jam. See Clearing jams on page56 for more information. 25 Understanding the control panel lights Paper jam in the manual feeder Light sequence: . . . Continue--On Ready--On Toner--On Paper Jam--On What this light sequence means: A paper jam has occurred in the manual feeder. What you can do: Clear the paper jam. See Clearing jams on page56 for more information. Paper jams between the input and exit sensors Light sequence: . . . Continue--On Toner Low/Replace PC Kit--On Paper Jam--On What this light sequence means: A paper jam has occurred. The jammed paper is most likely in the fuser area under the print cartridge assembly. What you can do: Clear the paper jam. See Clearing jams on page56 for more information.

Paper jams as a printed job exits the printer Light sequence: . . . Continue--On Load Paper--On Paper Jam--On What this light sequence means: A paper jam has occurred as the print media is exiting the printer. What you can do: Clear the paper jam. See Clearing jams on page56 for more information. 26 Understanding the control panel lights Paper jam in the 250-sheet tray Light sequence: . . . Continue--On Toner Low/Replace PC Kit--On Load Paper--On Paper Jam--On What this light sequence means: A paper jam has occurred in the 250-sheet tray. What you can do: Clear the paper jam. See Clearing jams on page56 for more information. Paper jam in the optional drawer Light sequence: . . . Continue--On Ready--On Load Paper--On Paper Jam--On What this light sequence means: A paper jam has occurred in the optional drawer. What you can do: Clear the paper jam. See Clearing jams on page56 for more information. Paper jam (duplex rear) Light sequence: . . . Continue--On Load Paper--Blinking Paper Jam--On What this light sequence means: A paper jam has occurred in the rear area of the printer.

What you can do: Clear the paper jam. See Clearing jams on page56 for more information. 27 Understanding the control panel lights Paper jam (duplex - unknown location) Light sequence: . . . Continue--On Paper Jam--On Ready--Blinking What this light sequence means: A paper jam has occurred somewhere in the duplex unit. What you can do: Clear the paper jam. See Clearing jams on page56 for more information.

Paper jam (duplex - unsupported size) Light sequence: . . . Continue--On Paper Jam--On Ready--Blinking Load Paper--Blinking What this light sequence means: A paper jam has occurred in the duplex unit due to an unsupported print media size. What you can do: Clear the paper jam. See Clearing jams on page56 for more information. 28 Understanding the control panel lights Complex page Light sequence: . . . Continue--On Ready--On Error--On What this light sequence means: The page may not print correctly because the print information on the page is too complex (that is, too large for the printer memory).

What you can do: . Press Continue to clear the error code and continue processing the print job (some of the print data may be lost).

To avoid this error in the future: Reduce the complexity of the page by reducing the amount of text or graphics on the page and deleting unnecessary downloaded fonts or macros. Set Page Protect to On in the Local Printer Setup Utility. Install additional printer memory (see Adding a memory card on page72). 29 Understanding the control panel lights Insufficient collation area Light sequence: . . . Continue--On Toner Low/Replace PC Kit--On Error--On

What this light sequence means: The printer memory does not have the free space necessary to collate the print job. This may happen due to one of these errors: . . . Memory is full. A page is too complex to print. A page is shorter than the set page margins. Memory is insufficient to save what is in the buffer.

What you can do: . . . Press Continue to clear the message and continue printing the job. (The job may not print correctly.)

) Press and release Cancel to cancel the print job. Press and hold Cancel to reset the printer. To avoid this error in the future: Simplify the print job. Reduce the complexity of the page by reducing the amount of text or graphics on the page and deleting unnecessary downloaded fonts or macros. Install additional printer memory (see Adding a memory card on page72). Network interface errors Light sequence: . . . Continue--On Paper Jam--On Error--On What this light sequence means: The printer cannot establish communication with the network. What you can do: . Press Continue to clear the message and continue printing. (The previous print job may not print correctly.) 30 Understanding the control panel lights Font error Light sequence: . . . Continue--On Toner Low/Replace PC Kit--Blinking Error--On What this light sequence means: The printer has received a request for a font (PPDS) which is not installed. What you can do: . . . Press and release Cancel to cancel the print job.

Press and hold Cancel to reset the printer. Press Continue to clear the message and continue printing. Insufficient printer memory Light sequence: . . . Continue--On Load Paper--Blinking Error--On What this light sequence means: The printer does not have enough memory to save the data in the buffer.

What you can do: . . . Install additional memory (see Adding a memory card on page72). Press Continue to continue printing the job.

Press Cancel to cancel the print job. 31 Understanding the control panel lights ENA connection lost Light sequence: . . . Continue--On Paper Jam--Blinking Error--On What this light sequence means: The printer cannot establish communication with the network. What you can do: . Press Continue to clear the code and continue printing. (The previous print job may not print correctly.) Host interface disabled Light sequence: . . . Continue--On Load

Paper--Blinking Paper Jam--Blinking Error--On What this light sequence means: The printer USB or parallel port has been disabled.

What you can do: Press Continue to clear the code. The printer discards any print jobs previously sent. Enable the USB or parallel port by selecting a value other than Disabled for the USB Buffer or Parallel Buffer item in the Local Printer Settings Utility (see Using the Local Printer Settings Utility on page75).

32 Understanding the control panel lights Memory full Light sequence: . . . Continue--On Ready--On Toner Low/Replace PC Kit--On Error--On What this light sequence means: The printer is processing data, but the memory used to store pages is full.



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What you can do: Press Continue to clear the message and continue printing the job (the job may not print correctly). Press and release Cancel to cancel the print job. Press and hold Cancel to reset the printer. To avoid this error in the future: Simplify the print job. Reduce the complexity of the page by reducing the amount of text or graphics on the page and deleting unnecessary downloaded fonts or macros. Install additional printer memory (see Adding a memory card on page72).

Short paper Light sequence: Continue--On Ready--On Load Paper--On Error--On What this light sequence means: The paper length is too short to print the formatted data. This occurs when the printer does not know the print media size loaded in the tray, or there is a problem feeding the print media. What you can do: . . . Make sure the print media you loaded is large enough. Open the front door, clear the paper path, and close the door to resume printing (see Clearing jams on page56). Press Continue to clear the code and continue printing the job. Press Cancel to cancel the print job. . . 33 Understanding the control panel lights Invalid engine code Light sequence: . . . Ready--On Load Paper--On Error--On What this light sequence means: The engine code has not been programmed, or the programmed code is not valid. What you can do: Download valid engine code to the internal print server. Invalid network code Light sequence: . . . Ready--On Load Paper--Blinking Error--On What this light sequence means: The code in an internal print server has not been programmed, or the programmed code is not valid. What you can do: Download valid network code to the internal print server.

Toner cartridge region mismatch Light sequence: . . . Toner Low/Replace PC Kit--On Load Paper--Blinking Error--On What this light sequence means: The geographic region of the printer does not match the geographic region of the installed toner cartridge. What you can do: Remove the toner cartridge, and install a new toner cartridge that matches the region of the printer (see What supplies do I need and how do I order them? on page76). 34 Understanding the control panel lights Change toner cartridge/invalid refill Light sequence: . . . Toner Low/Replace PC Kit--On Paper Jam--Blinking Error--On What this light sequence means: The toner in the toner cartridge is getting low, or an invalid refill toner has been installed. What you can do: . . . Press and release Continue to clear the light sequence and continue processing the print job. Turn the printer off.

Remove the toner cartridge, and shake it to extend the life, or replace the toner cartridge with a valid toner cartridge. Replace the toner cartridge. (See Changing the toner cartridge on page80 for help. Turn the printer back on. . . Missing / Defective toner cartridge Light sequence: . . . Toner Low/Replace PC Kit--On Paper Jam--On Error--On What this light sequence means: The toner in the toner cartridge is getting low, or a defective toner cartridge has been detected.

What you can do: Press and release Continue to clear the light sequence. Turn the printer off. Remove the toner cartridge, and shake it to extend the life, or replace the toner cartridge if it is defective. Replace the toner cartridge. (See Changing the toner cartridge on page80 for help.) Turn the printer back on. 35 Understanding the control panel lights Unsupported toner cartridge Light sequence: . . . Toner Low/Replace PC Kit--On Load Paper--On Error--On What this light sequence means: The toner cartridge is not supported by your printer. What you can do: . . . Press and release Continue to clear the light sequence and continue processing the print job. Turn the printer off. Remove the toner cartridge, and replace it with a supported toner cartridge.

(See What supplies do I need and how do I order them? on page76 and Changing the toner cartridge on page80 for help.) Turn the printer back on. . 36 3 Understanding the printer configuration menus Printing the Printer Settings Configuration sheet To help resolve printing problems or to change printer configuration settings, advanced users can print the Printer Settings Configuration sheet for instructions on advancing through the configuration menus to select and save new settings. To print the Printer Settings Configuration sheet: 1 2 3 4 5 6 Turn off the printer. Open the front door. Press and hold Continue Release Continue All of the lights cycle. Close the door. The Ready light appears. To print the Printer Settings Configuration sheet, press and hold Continue The sheet prints. until all of the lights cycle.

. as you turn the printer back on. 37 Configuration menus overview Configuration menus overview Menu items are represented by Continue , Ready , Toner Low/Replace PC Kit sequences. Menu items and their settings are indicated by Paper Jam and Error Press and release Cancel Press and release Continue Press and hold Continue Press and hold Cancel to advance through menus and menu items. to advance to the setting you need. until all of the lights cycle to perform a function or to save a setting. until all of the lights cycle to return to the Home menu. , and Load Paper light sequences. light Turn off the printer to exit the menus. Network menu Use the Network menu to change printer settings on jobs sent through a network port. Setting NPA Mode Use this setting to Send print jobs to the printer and query printer status information simultaneously. Configure the printer to process Macintosh binary PostScript print jobs. Values . Off . On . Auto* . Off--The printer filters PostScript print jobs using standard protocol. . On--The printer processes raw binary PostScript print jobs from computers using the Macintosh operating system. This setting often causes Windows print jobs to fail. . Auto*--The printer processes print jobs from computers using either Windows or Macintosh operating systems. . Auto* Mac Binary PS Set Card Speed * Factory default Configure the printer card speed. 38 Configuration menus overview Parallel menu Use the Parallel menu to change printer settings on jobs sent through a parallel port. Setting NPA Mode Use this setting to Send print jobs to the printer and query printer status information simultaneously. Receive information at a much higher transmission rate if your printer is set to Fastbytes (if your computer supports Fastbytes), or receive information at a normal transmission rate if your printer is set to Standard.



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Determine whether the parallel port data is sampled on the leading (On) or trailing (Off) edge of strobe. Configure the printer to process Macintosh binary PostScript print jobs. Values · Off · On · Auto* · Standard · Fastbytes* Protocol Parallel Mode 2 · Off · On* · Off--The printer filters PostScript print jobs using standard protocol. · On--The printer processes raw binary PostScript print jobs from computers using the Macintosh operating system. This setting often causes Windows print jobs to fail. · Auto*--The printer processes print jobs from computers using either Windows or Macintosh operating systems. Mac Binary PS * Factory default Setup menu Use the Setup menu to configure how the printer formats the end of a line depending on the computer system being used. Setting Auto CR after LF Auto LF after CR Demo mode * Factory default Use this setting to Specify whether the printer automatically performs a carriage return after a line feed control command. Specify whether the printer automatically performs a line feed after a carriage return control command. Values · Off* · On · Off* · On · Deactivate* · Activate 39 Configuration menus overview USB menu Use the USB menu to change printer settings on jobs sent through a Universal Serial Bus (USB) port.

Setting NPA Mode Use this setting to Send print jobs to the printer and query printer status information simultaneously. Configure the printer to process Macintosh binary PostScript print jobs. Values · Off · On · Auto* · Off--The printer filters PostScript print jobs using standard protocol. · On--The printer processes raw binary PostScript print jobs from computers using the Macintosh operating system. This setting often causes Windows print jobs to fail. · Auto*--The printer processes print jobs from computers using either Windows or Macintosh operating systems. · Full--The printer forces the USB port to run at full speed and also disables its hi-speed capabilities. · Auto* Mac Binary PS USB Speed Force the USB port to run at full speed and also disables its hi-speed capabilities. * Factory default Utilities menu Use the Utilities menu to troubleshoot printer problems. Setting Reset Factory Defaults Use this setting to Values Return your printer settings to the factory default values.

Sometimes resetting the · Off* printer to the original settings solves formatting problems. · On All downloaded resources (fonts, macros, and symbol sets) in printer memory (RAM) are deleted. Press and hold Continue to initiate this operation and reset the maintenance counter. Press and hold Continue to initiate this operation and return the photoconductor counter to zero. The replace photoconductor message should be cleared only when the imaging drum has been replaced. Help isolate printing problems when unexpected characters print or characters are missing. Hex Trace helps you determine if there is a problem with the language interpreter or the cable by telling you what information your printer is receiving. To exit Hex Trace, turn off the printer. Help isolate print quality problems, such as streaking. When you select this setting, three pages print to help you evaluate print quality: · A text page with: printer information cartridge information current margin settings · Two pages with graphics · Off* · On Reset Maint Cnt Reset Photoconductor Counter Hex Trace Print Quality Test Pages * Factory default 40 4 Print media tasks and tips What types of print media can be loaded? Get the most from your printer by properly loading the trays.

Never mix media types within a tray. Source 250-sheet tray Sizes A4, A5, A6 (grain long only), JISB5, letter, legal, executive, folio, statement A4, A5, JISB5, letter, legal, executive, folio, statement Types Weight Capacity* (sheets) · 250 paper · 50 labels · 50 transparencies Plain paper, bond, 6090g/m2 letterhead, (1624lb) transparencies, paper labels (singlesided only) Plain paper, bond, 6090g/m2 letterhead, (1624lb) transparencies, paper labels (singlesided only) Plain paper, 60163g/m 2 transparencies, (1643lb) paper labels (singlesided only) Card stock · 120163g/m2 (6690lb) Index Bristol · 75163g/m2 (46100lb) Tag 75g/m2 (20lb) 250-sheet drawer (optional) or 550-sheet drawer (optional) Manual feeder · 550 paper · 50 labels · 50 transparencies A4, A5, A6 (grain long only), JISB5, letter, legal, executive, folio, statement, Universal 1 7¾, 9, 10, DL, C5, B5 Envelopes * Capacity for 20lb print media, unless otherwise noted.

Grain short is recommended. Use rear exit for best results. Universal size ranges: Manual feeder: 76216x127356mm (3.08.5x5.014.0in.) (includes 3x5in. cards) Note: It is recommended that print media smaller than 8.5 x 11 in. be loaded with the short edge toward the front of the tray. 41 Where can print media be loaded in the printer? Where can print media be loaded in the printer? Your printer has two standard paper sources: a 250-sheet tray and a single-sheet manual feeder. Use the 250-sheet tray for most print jobs.

Use the manual feeder for a single piece of paper, transparency, envelope, paper label, card stock, or index card. The output bin on top of the printer holds up to 150 sheets. The single-sheet rear exit provides a straight-through path to help reduce curling and potential jams. This is especially useful for specialty media, such as transparencies, paper labels, card stock, or index cards. 1 2 3 4 150-sheet output bin 250-sheet tray 250-sheet drawer or 550-sheet drawer (optional) Manual feeder 5 6 7 Front door Control panel Paper support 42 Selecting print media 1 2 3 4 Rear exit Power button Power cord connect Dust cover (not available for some models) 5 6 7 USB connect Parallel connect Ethernet connect Selecting print media Selecting the appropriate paper or other print media reduces printing problems.

The following sections contain guidelines for choosing the correct print media for the printer: · · · · Paper Transparencies Envelopes Labels Card stock Paper To ensure the best print quality and feed reliability, use 75 g/m2 (20 lb) xerographic, grain long paper. Business papers designed for general business use may also provide acceptable print quality. Note: Certain paper types will not print at maximum speed. Always print several samples before buying large quantities of any type of print media. When choosing print media, consider the weight, fiber content, and color. 43 Selecting print media The laser printing process heats paper to high temperatures of 210°C (410°F) for non-MICR applications.



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Use only paper able to withstand these temperatures without discoloring, bleeding, or releasing hazardous emissions. Check with the manufacturer or vendor to determine whether the paper chosen is acceptable for laser printers. When loading paper, note the recommended print side on the paper package, and load paper accordingly. The printer can automatically feed paper weights from 60 to 90 g/m² (16 to 24 lb bond) grain long.

Paper lighter than 60 g/m² (16 lb) might not be stiff enough to feed properly, causing jams. Paper heavier than 90 g/m² (24 lb) should be fed through the manual feeder. The duplex unit only supports certain sizes and types of print media. Only A4-, letter-, legal- and folio-size paper can be used for duplex printing. The printer does not support duplex printing on any other type of print media. Paper characteristics The following paper characteristics affect print quality and reliability. It is recommended that these guidelines are followed when evaluating new paper stock. For detailed information, see the Card Stock & Label Guide available on the Lexmark Web site at www.lexmark.com/publications.

Weight The printer can automatically feed paper weights from 60 to 90 g/m² (16 to 24 lb bond) grain long in the integrated and optional trays and paper weights from 60 to 163 g/m² (16 to 43 lb bond) grain long in the manual feeder. Paper lighter than 60g/m² (16lb) might not be stiff enough to feed properly, causing jams. For best performance, use 75 g/m² (20 lb bond) grain long paper. To use paper narrower than 182x257 mm (7.2x10.

in.), it is recommended that the weight be equal to 90g/m² (24lb bond). **Curl** Curl is the tendency of media to curve 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, and dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems. **Smoothness** The degree of smoothness of paper directly affects print quality. If the paper is too rough, the toner does not fuse to the paper properly, resulting in poor print quality. If the paper is too smooth, it can cause paper feeding or print quality issues. Smoothness needs to be between 100 and 300 Sheffield points; however, smoothness between 150 and 250 Sheffield points produces the best print quality. **Moisture content** The amount of moisture in the paper affects both print quality and the ability of the printer to feed the paper properly. Leave the paper in its original wrapper until it is time to use it. This limits the exposure of the paper to moisture changes that can degrade its performance. Condition paper while it is still in the original wrapper. To condition it, store it in the same environment as the printer for 24 to 48 hours before printing to let the paper stabilize in the new conditions.

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 because of the mass of material. **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 90 g/m² (16 to 24 lb bond) paper, grain long fibers are recommended. It is not recommended that short grain paper be used in any paper size with a weight less than 64 g/m² (17 lb), in A5-size paper weighting less than 70 g/m² (18 lb), or in A6-size paper of any weight. **44 Selecting print media Fiber content** Most high-quality xerographic paper is made from 100% chemically 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 result in degraded paper handling. Recycled paper Lexmark supports US executive order 13101 which strongly encourages the use of recycled papers in government agencies.

Ask for warranty information and performance claims from your paper supplier, and/or test small quantities before buying large amounts. A list of suppliers and approved papers used by the US Government Printing Office can be found at <http://www.gpo.gov/qualitycontrol/cpyypaper.htm>.

Unacceptable paper The following papers 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 ±0.09 in., such as optical character recognition (OCR) forms In some cases, you can adjust registration with your program 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 paper having a weight less than 60 g/m² (16 lb) Multiple-part forms or documents Preprinted forms and letterhead . . . Use 60 to 90 g/m² (1624lb) weight, grain long papers for best results. Use only forms and letterhead printed using an offset lithographic or engraved printing process.

Choose papers that absorb ink but do not bleed. Avoid papers with rough or heavily textured surfaces. Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must withstand temperatures of 210°C (410°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 should meet these requirements; latex inks might not. If you are in doubt, contact your paper supplier. Preprinted papers such as letterhead must be able to withstand temperatures up to 210°C (410°F) without melting or releasing hazardous emissions. **45 Selecting print media Transparencies** - Use transparencies designed specifically for laser printers. Transparencies must be able to withstand temperatures of 210°C (410°F) without melting, discoloring, offsetting, or releasing hazardous emissions.

We recommend Lexmark laser printer transparencies: part number 70X7240 for letter-size transparencies; part number 12A5010 for A4-size transparencies.

To prevent print-quality problems, avoid getting fingerprints on the transparencies. Before loading transparencies, fan the stack to prevent sheets from sticking together. **Envelopes** . . . Use envelopes made from 20lb (75g/m²) bond paper. Do not use envelopes that: . . . Have excessive curl Are stuck together Are damaged in any way Contain windows, holes, perforations, cutouts, or embossments Use metal clasps, string ties, or metal folding bars Have postage stamps attached Have any exposed adhesive when the flap is in the sealed position Use envelopes that can withstand temperatures of 210°C (410°F) without: . . . sealing excessive curling wrinkling releasing hazardous emissions If you have any doubts about the envelopes you are considering, check with the envelope supplier.



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· · · Adjust the paper guides to fit the width of the envelope. Load only one envelope at a time. A combination of high humidity (over 60%) and high printing temperatures may seal the envelopes. Labels · · · Do not use labels that have exposed adhesive on the sheets. Do not print a large number of labels continuously.

Do not use vinyl labels. Use labels that can withstand temperatures of 210°C (410°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions. Label adhesives, face sheet (printable stock), and topcoats must also be able to withstand 25 pounds per square inch (psi) (172kilopascals) pressure. 46 Tips on storing print media and supplies Card stock · · · · · Card stock can only be printed from the Manual feeder. Preprinting, perforation, and creasing can significantly affect print quality and cause media handling or jamming problems.

Avoid using card stock that may release hazardous emissions when heated. Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer. Use card stock with a maximum weight of 163g/m2 (43 lb). The use of grain short card stock is recommended.

Tips on storing print media and supplies Storing paper Use the following guidelines to avoid paper feeding problems and uneven print quality: · · · Store paper in an environment where the temperature is approximately 21°C (70°F) and the relative humidity is 40%. Store cartons of paper on a pallet or shelf rather than directly on the floor. If you store individual packages of paper out of the original carton, make sure they rest on a flat surface so the edges do not buckle, curl, or become damaged. Do not place anything on top of paper packages. Storing supplies Choose a cool, clean storage area for printer supplies. Store supplies right side up in their original packaging until needed. @@@@Never mix media types within a tray. @@@@Do not remove trays while a job is printing. Wait for a Load Paper page15) before removing the tray. @@@@Improper loading may cause jams.

@@@@@@@@@@@@@@@@@@@@You must set the paper size before using the manual feeder. @@@@Using only the specified print media helps prevent paper jams and print-quality problems. To load the manual feeder: 1 Place a sheet of the selected print media, print side facing up, at the center of the manual feeder, but only to the point where its leading edge can contact the paper guides. Otherwise, the printer will engage the print media too soon and likely skew the print job. Adjust the paper guides to the print media width. Hold both sides of the print media close to the manual feeder, and push it into the printer until it automatically engages. There is a brief pause between the time the printer engages the print media and when it feeds into the printer. Note: Do not force the print media into the feeder. Forcing the media causes jams. 2 3 · · · Insert envelopes with the flap side down and with the stamp area as shown. Hold transparencies by the edges, and avoid touching the print side. Oil from your fingers can affect print quality. Load letterhead faceup, with the top of the sheet entering first. 54 Using the rear exit Using the rear exit The single-sheet rear exit provides a straight-through paper path to help reduce curling and potential jams. This is especially useful for specialty media, such as transparencies, labels, card stock, or index cards.

To use the rear exit, open the rear exit door. When the rear exit door is open, all print media comes out the rear exit. When closed, all media is sent to the output bin on top of the printer. Note: If you print a multiple-page job with the rear exit door open, the print speed may slow down. 55 Clearing jams Clearing jams When a paper jam occurs, the printer stops and the control panel Paper Jam and Continue lights come on.

Press and release Continue twice quickly to display the specific secondary error paper jam light sequence. See Secondary error codes on page25 for more information. We recommend clearing the entire paper path when a paper jam occurs. 1 2 Remove all paper from the 150-sheet output bin. If you are feeding paper from the 250-sheet tray, remove the tray. 3 Remove the jammed pages. 56 Clearing jams 4 With the tray removed, press down on the green duplex flap to remove the jammed pages from the duplex area. 5 Install the 250-sheet paper tray. 57 Clearing jams 6 Open the front door, and remove the print cartridge assembly. 7 Lift the green flap at the front of the printer, and remove the jammed pages from behind the flap.

CAUTION:The fuser or fuser area may be hot. 58 Clearing jams 8 Open the rear exit door, and remove the jammed pages. 9 10 After you have cleared the jammed pages, reinstall the print cartridge assembly, and securely close all the printer doors. Press Continue to resume printing. Note: Jam recovery is set to Auto by default. When jam recovery is set to Auto, the memory that holds the image of a page may be reused after the page is printed but before it has successfully exited the printer if that memory is needed for another use. Therefore, a jammed page may or may not be reprinted, depending on the overall memory usage of the printer. 59 5 Printing tasks Manually feeding a print job The manual feeder is located at the front of the printer and can only feed one sheet of print media at a time. For information on acceptable print media to use in the manual feeder, see What types of print media can be loaded? on page41. When using the manual feeder, send the print job to the printer before loading the print media.

When the printer is ready, it will display the Load Manual Feeder light sequence, at which point you should load the print media. To manually feed a print job: 1 2 3 4 5 6 7 From the computer software application, select File à Print. Click Properties (or Options, Printer, or Setup, depending on the application) to view the printer driver settings. Click the Paper tab. Select Manual paper from the Paper tray drop-down list.

Select the appropriate Paper size and type. See Using the Local Printer Settings Utility on page75 for more information. Click OK. Click OK on the Print window to send the job to print. The printer displays the Load Manual Feeder light sequence.

8 Place a sheet of the selected print media, print side facing up, at the center of the manual feeder, but only to the point where its leading edge can contact the paper guides. · · · Hold transparencies by the edges, and avoid touching the print side. Oil from your fingers can affect print quality. Insert envelopes with the flap side facedown (the stamp area should enter the printer last). Load letterhead faceup, with the top of the sheet entering the printer first.



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60 Manually feeding a print job 9 Adjust the paper guides to the print media width. 10 Hold both sides of the print media close to the manual feeder, and push it into the printer until it automatically engages. There is a brief pause between the time the printer engages the print media and when it feeds into the printer. Note: Do not force the print media into the feeder. Forcing the print media causes jams.

61 Printing on both sides of the paper (duplex printing) Printing on both sides of the paper (duplex printing) Printing on both sides of the paper reduces printing costs. You can use the 250-sheet tray or the optional drawer to print a duplex job. Note: The duplex unit only supports certain sizes and types of print media. Only A4, letter, legal and folio size paper can be used for duplex printing. The printer does not support duplex printing on any other type of print media. Page orientation is important when printing on letterhead. Use the following table for help when loading letterhead in the media sources for duplex printing. Media source or process Duplex (two-sided) printing from trays Duplex (two-sided) printing from Manual feeder Print side Printed letterhead face up Printed letterhead face down Top of page The top edge of the sheet with the logo is placed at the front of the tray The top edge of the sheet with the logo enters the printer first. You can choose how you want your job duplexed: Long Edge or Short Edge. · Long Edge means pages are bound along the long edge of the page (left edge for portrait, top edge for landscape).

Portrait Landscape Back of sheet Back of sheet Front of next sheet Front of next sheet 62 Printing on both sides of the paper (duplex printing) · Short Edge means pages are bound along the short edge of the page. Portrait Back of sheet Landscape Back of sheet Front of sheet Front of sheet To duplex a print job: 1 2 3 4 5 6 7 8 From the computer software application, select File à Print. Click Properties (or Options, Printer, or Setup, depending on the application) to view the printer driver settings. From the Page Layout tab, select 2-sided printing. Select either Long Edge or Short Edge.

Select 2-sided printing. Click the Paper tab. Select the appropriate Input options for your print job. Click OK. 63 Printing multiple page images on one page (N-up printing) Printing multiple page images on one page (N-up printing) The Multipage Printing (N-up) setting is used to print multiple page images on a single page.

For example, 2-Up means two page images are printed on one page, 4-up means four page images are printed on one page, and so on. The printer uses the Multipage Order, Multipage View, and Multipage Border settings to determine the order and orientation of the page images, and whether a border is printed around each page image. 1 2 3 From the computer software application, select File à Print. Click Properties (or Options, Printer, or Setup, depending on the application) to view the printer driver settings. From the Page Layout tab, select the number of images per sheet (from the Multipage printing section) and the orientation you would like the paper to have. The positioning depends on the number of images and whether the images are portrait or landscape in orientation. For example, if you select 4-Up multipage printing and portrait orientation, the results differ depending on the Multipage Order value you select: Across Down 1 2 1 3 3 4 2 4 4 5 6 To print a visible border around each page image, select Print page borders. Click OK. Click OK on the Print window to send the job to print. 64 Printing a booklet Printing a booklet The Booklet setting lets you print multiple pages in booklet form without having to reformat your document so the pages print in the proper order.

The pages print so that the finished, collated document may be folded along the center of each page to form a booklet. 4 2 5 7 If the document contains many pages, a booklet may have too many pages to fold easily. If you are printing a fairly large booklet, you might want to use the Sheets per Bundle option to specify how many physical pages are put into one bundle. The printer will print the necessary number of bundles, which you can then bind into one booklet.

Printing in bundles helps the outside edge of the pages line up more evenly. You must specify whether or not you want to print using any Duplex printing options before you select to print using the booklet function. Once you choose Print Using Booklet, the controls for the Duplex options are unavailable and remain at the last setting used. 1 2 3 4 5 6 7 8 From the computer software application, select File à Print. Click Properties (or Options, Printer, or Setup, depending on the application) to view the printer driver settings. From the Page Layout tab, click More Page Layout Options.

Click Booklet. If your print job is large, you may want to use the Sheets per Bundle option. Select the appropriate binding edge for your print job. To print a visible fold mark on the pages, select Print fold mark. Click OK twice.

Click OK on the Print window to send the job to print. Note: Booklet printing is not available on a Macintosh computer. 65 Printing on letterhead Printing on letterhead Page orientation is important when printing on letterhead. Use the following table for help when loading letterhead in the print media sources.

Media source or process 250-sheet tray 250-sheet drawer (optional) 550-sheet drawer (optional) Duplex (two-sided) printing from trays Manual feeder Duplex (two-sided) printing from Manual feeder Print side Printed letterhead facedown Top of page The top edge of the sheet with the logo is placed at the front of the tray / drawer.

Printed letterhead faceup Printed letterhead faceup Printed letterhead facedown The top edge of the sheet with the logo is placed at the front of the tray / drawer. The top edge of the sheet with the logo enters the printer first. The top edge of the sheet with the logo enters the printer first. Note: If you are using the manual feeder, first send the job to print, then load the letterhead when the printer displays the Load Manual Feeder light sequence (see Manually feeding a print job on page60). 1 2 3 4 5 6 7 From the computer software application, select File à Print. Click Properties (or Options, Printer, or Setup, depending on the application) to view the printer driver settings. Click the Paper tab. Select Letterhead from the Paper type drop-down list. Select the appropriate paper size and tray. Click OK.

Click OK on the Print window to send the job to print. Printing using an overlay or a watermark Overlays and watermarks are templates that can be defined and then printed as a background on a form before the data from the current job is printed. Typical examples of overlays include company logos or letterheads, decorative borders, and simulated "preprinted" forms.



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