



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK E260DN. You'll find the answers to all your questions on the LEXMARK E260DN in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual LEXMARK E260DN**  
**User guide LEXMARK E260DN**  
**Operating instructions LEXMARK E260DN**  
**Instructions for use LEXMARK E260DN**  
**Instruction manual LEXMARK E260DN**

**LEXMARK**

**Lexmark E260, E260d, and  
E260dn Series**

**User's Guide**

**May 2008**

**[www.lexmark.com](http://www.lexmark.com)**

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**Manual abstract:**

© 2008 Lexmark International, Inc. All rights reserved. @@@@17 Attaching cables.....

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.....153 Contents 6 Safety information Connect the power supply cord to a properly grounded electrical outlet that is near the product and easily accessible. **CAUTION--SHOCK HAZARD:** Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm. Refer service or repairs, other than those described in the user documentation, to a professional service person. This product is designed, tested, and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious.

Lexmark is not responsible for the use of other replacement parts. **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. **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 fuser and the inside of the printer near the fuser may be hot. To reduce the risk of injury from a hot component, allow the surface to cool before removing paper from this area. **CAUTION--POTENTIAL INJURY:** Use the handholds on the sides of the printer to lift it, and make sure your fingers are not under the printer when you set it down. **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. **CAUTION--SHOCK HAZARD:** When accessing the system board, turn the printer off, and then unplug the power cord from the wall outlet before continuing. If you have other devices attached to the printer, then turn them off as well and unplug any cables going to the printer. **CAUTION--SHOCK HAZARD:** If you are installing an optional drawer after setting up the printer, then turn the printer off and unplug the power cord from the wall outlet before continuing. **CAUTION--SHOCK HAZARD:** If you are installing a memory card after setting up the printer, then turn the printer off and unplug the power cord from the wall outlet before continuing. **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.

Safety information 7 Learning about the printer Finding information about the printer Setup information Description Where to find The Setup information gives you instructions for setting You can find the Setup information on the side of the printer box up the printer. Follow the set of instructions for local, or on the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com). 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.



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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 ET) Visit our Web site at [www.lexmark.com](http://www.lexmark.com). Select a country or region, and then select Saturday (Noon6:00 PM ET) the Customer Support link. · Canada: 1-800-539-6275 Note: For additional information about MondayFriday (8:00 AM11:00 PM ET) contacting Lexmark, see the printed Saturday (Noon6:00 PM ET) warranty that came with your printer. · 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.

E-mail support For e-mail support, visit our Web site: [www.lexmark.com](http://www.lexmark.com). E-mail support varies by country or region, and may not be available in some instances. Visit our Web site at [www.lexmark.com](http://www.lexmark.com).

Select a country or region, and then select the Customer Support link. 1 2 3 4 5 Click SUPPORT. Click Technical Support. Select your printer type. Select your printer model. Note: For additional information about From the Support Tools section, click contacting Lexmark, see the printed e-Mail Support. warranty that came with your printer. 6 Complete the form, and then click Submit Request.

Learning about the printer 8 Printer configurations Basic model The following illustration shows the printer front with its basic features or parts: 1 2 3 4 5 6 7 8 Front door release button Paper stop Standard exit bin Printer control panel System board door Standard 250-sheet tray (Tray 1) Manual feeder door Front door The following illustration shows the printer back with its basic features or parts: Learning about the printer 9 1 2 3 4 5 6 7 \* The Rear door Ethernet port \* USB port Parallel port Printer power cord socket Power button (On/Off switch) Locking device Ethernet port is a feature on network models only. Configured models The following illustration shows the printer configured with an optional 250-sheet drawer: Learning about the printer 10 1 2 3 4 5 6 7 8 9 Front door release button Paper stop Standard exit bin Printer control panel System board door Standard 250-sheet tray (Tray 1) Optional 250-sheet drawer (Tray 2) Manual feeder door Front door The following illustration shows the printer configured with an optional 550-sheet drawer: Learning about the printer 11 1 2 3 4 5 6 7 8 9 Front door release button Paper stop Standard exit bin Printer control panel System board door Standard 250-sheet tray (Tray 1) 1) Optional 550-sheet drawer (Tray 2) Manual feeder door Front door Understanding the printer control panel The printer control panel features six lights and two buttons. Learning about the printer 12 Item 1 Error light 2 Jam light 3 Load paper light 4 Toner light 5 Ready light 6 Continue button 7 Stop button Learning about the printer 13 Additional printer setup 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: 1 2 3 4 5 Rear Front 300 mm (12.0 in.) 300 mm (12.0 in.) ) Right side 200 mm (8.0 in.) Left side Top 12.7 mm (0.5 in.)

) 300 mm (12.0 in.) Additional printer setup 14 Installing internal options Accessing the system board to install internal options CAUTION--SHOCK HAZARD: When accessing the system board, turn the printer off, and then unplug the power cord from the wall outlet before continuing. If you have other devices attached to the printer, then turn them off as well and unplug any cables going to the printer. 1 As you face the printer, the system board door is on the right side.

Open the system board door. 2 Use the following illustration to locate the appropriate connector. Warning--Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors. 1 Ethernet connector Note: The Ethernet port is a feature on network models only. 2 3 4 5 6 USB port Parallel connector Memory card connector Optional card connector Optional card connector Additional printer setup 15 Installing a memory card CAUTION--SHOCK HAZARD: If you are installing internal options, memory cards, flash memory, or a firmware card after setting up the printer, turn the printer off and unplug it from the wall outlet before continuing. If you have other devices attached to the printer, then turn them off as well and unplug any cables going to the printer. Warning--Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors. An optional memory card can be purchased separately and attached to the system board.

To install the memory card: 1 Access the system board. 2 Unpack the memory card. Note: Avoid touching the connection points along the edge of the card. 3 Align the memory card with its connector on the system board. Push the latches on the connector open if they are not open already. Additional printer setup 16 4 Push the memory card into the connector until the latches snap into place. 5 Close the system board door. Installing hardware options Installing a 250- or 550-sheet drawer The printer supports one optional drawer; you can install a 250- or 550-sheet drawer. CAUTION--SHOCK HAZARD: If you are installing an optional drawer after setting up the printer, then turn the printer off and unplug the power cord from the wall outlet before continuing 1 Unpack the drawer, and then remove any packing material from the outside of the drawer. 2 Remove the tray from the support unit. 1 2 Support unit Tray Additional printer setup 17 3 Remove any packing material and tape from inside the tray. 4 Insert the tray into the support unit. 5 Place the drawer in the location chosen for the printer. 6 Align the printer with the drawer, and then lower the printer into place. Attaching cables 1 Connect the printer to a computer or a network.

· For a local connection, use a USB or parallel cable.



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· For a network connection, use an Ethernet cable. 2 Connect the power cord to the printer first and then to a wall outlet. Additional printer setup 18 1 Ethernet port Note: The Ethernet port is a feature on network models only. 2 3 4 USB port Parallel port Printer power cord socket 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. Additional printer setup 19 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.

Using the World Wide Web 1 Go to the Lexmark Web site at [www.lexmark.com](http://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. Additional printer setup 20 Interpreting the printer control panel lights Understanding the printer control panel light sequences Understanding the primary light sequences Printer control panel Lights and buttons 1 2 3 4 5 6 7 Error Jam Load paper Toner Ready Continue Stop The printer control panel features six lights and two buttons. The lights can be on, off, blinking, or blinking slowly. Light sequence What you can do Turn the printer off and then on again. If the lights are still blinking, contact the manufacturer of your printer.

Service Error - Blinking - Blinking - Blinking - Blinking - Blinking - Blinking Interpreting the printer control panel lights 21 Light sequence What you can do Replace the photoconductor kit. Replace PC Kit - Blinking - Blinking - On Send a job to print. Ready - On (green) Send a job to print. Power Saver - On (yellow) Interpreting the printer control panel lights 22 Light sequence What you can do Use Hex Trace to troubleshoot printing problems. Hex Trace Ready - Slowly Blinking Wait or press .

Busy - Blinking Wait until the printer returns to the Ready state. Flushing Buffer - Blinking - Blinking Interpreting the printer control panel lights 23 Light sequence What you can do Wait for the light sequence to clear. Waiting - On - On Wait for the light sequence to clear. Canceling job - On - On - On - On - On - On - On Press and release . To avoid this light sequence in the future, make sure you use valid code when programming the printer.

Invalid Engine Code or Invalid Network Code - On - On Interpreting the printer control panel lights 24 Light sequence What you can do Press and release either or to return to the Ready state. 1 Not ready - On Replace the toner cartridge with one suitable for your region. Cartridge region mismatch - On - On Close the front door. Close front door - On Interpreting the printer control panel lights 25 Light sequence What you can do Load paper in Tray 1 or Tray 2. Load paper in Tray 1 or Tray 2 - On - On Load paper in the manual feeder. Load paper in manual feeder - On Remove printed pages from the standard exit bin, and then press and release to clear the light sequence and continue printing. Remove paper from the standard output bin - Blinking Interpreting the printer control panel lights 26 Light sequence What you can do · Press and release to clear the light sequence and continue processing the print job. · With the printer turned off, remove the toner cartridge and shake it to extend its life. · Replace the toner cartridge, and then turn the printer on. Cartridge is low - On - On · Press and release to clear the light sequence and continue processing the print job.

· Replace the photoconductor kit. PC Kit life warning - Blinking - On The following light sequences show that there is a secondary error code or secondary jam code to read: Light sequence What you can do Press twice quickly to see the secondary error code. For more information, see "Understanding the secondary error light sequences" on page 28. Printer error - On - On Interpreting the printer control panel lights 27 Light sequence What you can do Press twice quickly to see the secondary paper jam code. For more information, see "Understanding the secondary paper jam light sequences" on page 34. Paper jam - On - On Understanding the secondary error light sequences When the and lights are on simultaneously, press twice quickly to see the secondary error code. Lights and buttons Printer control panel 1 2 3 4 5 6 7 Error Jam Load paper Toner Ready Continue Stop Interpreting the printer control panel lights 28 Light sequences What you can do · Simplify the page by reducing the amount of text, graphics, fonts, or macros. · Set Page Protect to On. · Install additional printer memory. For more information, see "Installing a memory card" on page 16.

Complex page, some data may not have printed - On - On - On · Press to collate the remaining pages of the job. · Press to cancel the print job. · Simplify the page by reducing the amount of text, graphics, fonts, or macros. · Install additional printer memory. For more information, see "Installing a memory card" on page 16.

Insufficient memory to collate job - On - On - On Check your network connections. Network interface errors - On - On - On Interpreting the printer control panel lights 29 Light sequences What you can do Install additional printer memory. Insufficient memory to support Resource Save feature - On - Blinking - On Reestablish the connection with the network. ENA connection lost - On - Blinking - On Press to clear the code. The printer discards any print jobs previously sent.

Host interface disabled - On - On - Blinking - Blinking Interpreting the printer control panel lights 30 Light sequences What you can do · Press to clear the message and continue the print job. to cancel to reset the the print job. · Press and release · Press and hold 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. Memory full - On - On - On - On · Install additional printer memory. For more information, see "Installing a memory card" on page 16. · Make sure the paper you loaded is large enough.



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· Clear any paper jam. · Press to clear the code and continue the print job.

Short paper - On - On - On - On Download valid engine code to the internal print server. Invalid engine code - On - On - On Interpreting the printer control panel lights 31 Light sequences What you can do Download valid network code to the internal print server. Invalid network code - On - Blinking - On Replace the toner cartridge with one that is suitable for your region. Cartridge region mismatch - On - Blinking - On Replace the toner cartridge. For more information, see "Replacing the toner cartridge" on page 102. Invalid refill, Change cartridge - On - Blinking - On Interpreting the printer control panel lights 32 Light sequences What you can do Replace the toner cartridge. For more information, see "Replacing the toner cartridge" on page 102. Replace missing or defective cartridge - On - Blinking - On Remove the unsupported toner cartridge, and then replace it with a supported toner cartridge. Cartridge part number unsupported by device - On - On - On Interpreting the printer control panel lights 33 Understanding the secondary paper jam light sequences When the and lights are on, a paper jam has occurred. Press and release twice quickly to display the secondary jam light sequence which can help pinpoint the site of the jam.

Be sure to check all areas of the printer to ensure all the paper is removed. Once the jam is cleared, press to continue printing. Printer control panel Lights and buttons 1 2 3 4 5 6 7 Error Jam Load paper Toner Ready Continue Stop Secondary paper jam sequences on the printer control panel Light sequence

What you can do to access the jam Try one or more of the following: · Remove Tray 1. · Remove the photoconductor kit and toner cartridge unit. 200.yy Paper jam - On - On - On Interpreting the printer control panel lights 34 Light sequence What you can do to access the jam Remove the photoconductor kit and toner cartridge unit. 201.yy Paper jam - On - On - On Open the front door, and then open the rear door. 202.yy Paper jam - On - On - On Open the front door, and then open the rear door.

231.yy Paper jam - On - Blinking - On Interpreting the printer control panel lights 35 Light sequence What you can do to access the jam Try one or more of the following: · Remove Tray 1. · Open the front door, and then open the rear door. 233.yy Paper jam - On - Blinking - Blinking - On Try one or more of the following: · Remove Tray 1. · Open the front door, and then open the rear door. 234.yy Paper jam - On - Blinking - On Try one or more of the following: · Clear the jam at the standard exit bin. · Load paper supported by the duplex function. For more information, see "Paper sizes supported by the printer" on page 55.

235.yy Paper jam - On - Blinking - Blinking - On Interpreting the printer control panel lights 36 Light sequence What you can do to access the jam Try one or more of the following: · Remove Tray 1. · Remove the photoconductor kit and toner cartridge unit. · Remove Tray 2. 24x.yy Paper jam - On - On - On - On Try one or more of the following: · Remove Tray 1. · Remove the photoconductor kit and toner cartridge unit. · Remove Tray 2. 24x.yy Paper jam - On - On - On -

On Interpreting the printer control panel lights 37 Light sequence What you can do to access the jam Clear the paper jam from the manual feeder. 251.yy Paper jam - On - On - On - On Note: For more information, see "Clearing jams" on page 113. Understanding the printer configuration menus Printing the printer settings configuration sheet The printer settings configuration sheet shows the current configuration settings. It also provides instructions on how to navigate through the configuration menus to select and save new settings. To print the printer settings configuration sheet: 1 Turn the printer off. 2 Open the front door. 3 Press and hold 4 Release . as you turn the printer on. All the lights cycle. 5 Close the front door.

The light sequence representing the home menu appears. Interpreting the printer control panel lights 38 Home Menu - On - On - On - On 6 Press until all the lights cycle. The printer settings configuration sheet prints. Note: The sheet prints only when the home menu light sequence is on. Interpreting the printer control panel lights 39 Loading paper and specialty media This section explains how to load the 250- and 550-sheet trays, and the manual feeder. It also includes information about setting the Paper Size and Paper Type. Setting the paper size and paper type Make sure the settings for the trays reflect the size and type of paper loaded in the trays. The factory default paper type setting is plain paper, so the paper type setting must be set manually for all trays that do not contain plain paper. Access the Paper menu through the Embedded Web Server if your printer is networked: 1 Type the printer IP address in the address field of your Web browser. Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click Settings. 3 From the Paper menu, find the Size and Type for each input source. 4 Select the paper size and paper type used most frequently from each input source. 5 Click Submit. If the printer is connected to a computer by a USB or parallel cable, use one of the following utilities to access the Paper menu, depending on your operating system: · On a Windows computer, access the Paper menu through the Local Printer Settings Utility. · On a Macintosh computer, access the Paper menu through the Printer Settings. Note: The Paper Size and Type settings will be saved until you reset factory default settings. If you would like to override the Paper Size and Type settings for a special print job, do one of the following: · For Windows users, click File Print, and then click Properties, Preferences, Options, or Setup. · For Macintosh users, choose File > Print, and then adjust the settings from the print dialog and pop-up menus. 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.

Defining a specific height and width measurement for the Universal paper size, in the portrait orientation, allows the printer to support the size. Specify all of the following Universal size settings for your paper: · Units of measure (inches or millimeters) · Portrait Width · Portrait Height Note: The smallest supported Universal size is 76.2 x 127 mm (3 x 5 in.); the largest is 216 x 356 mm (8.5 x 14 in.).

· If the printer is on a network, open the Embedded Web Server: 1 Type the printer IP address into the address field of your Web browser.



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Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section. 2 Click Settings. Loading paper and specialty media 40 3 4 5 6 7 8 9 From the Paper Menu, click Universal Setup.

Select the unit of measure in inches or millimeters. Enter the paper width under Portrait Width. Enter the paper height under Portrait Height. Click Submit. Find the tray in which you will load the Universal paper, and then set the Paper Size to Universal. Click Submit. · If the printer is connected to a computer by a USB or parallel cable, open the Local Printer Settings Utility for Windows or Printer Settings for Macintosh. One of these utilities installs with your printer software. Under the Paper menu, select Universal in the Paper Size selection box for the tray that will contain the Universal paper. Loading the standard 250-sheet tray The printer has two trays to select from: the standard tray (Tray 1), also known as the 250-sheet tray, and either the optional 250-sheet tray or the optional 550-sheet tray (Tray 2).

Only one optional drawer (which includes an optional tray) may be attached to the printer at one time. Proper paper loading prevents jams and facilitates trouble-free printing. 1 Pull the tray completely out. Do not remove trays while a job prints or when the Busy light sequence appears on the printer control panel. Doing so may cause a jam. Busy Loading paper and specialty media 41 - On 2 Squeeze the width guide tabs, and then slide them to the sides of the tray. The width guides move in unison. 3 Squeeze the length guide tabs together, and then slide the length guide to the correct position for the paper size being loaded. If you are loading a longer size of paper like A4 or legal, squeeze the length guide tabs and slide the length guide backwards to the position for the length of paper you are loading. The tray extends backwards.

If you are loading A6-size paper: a Squeeze the length guide tabs together as shown, and slide the length guide toward the center of the tray to the A6 size position. b Raise the A6 length guide. Note: The standard tray accommodates only 150 sheets of A6-size paper. Loading paper and specialty media 42 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. 5 Load the paper stack toward the back of the tray as shown with the recommended print side facedown. Note: Notice the maximum fill line. Do not try to overload the tray. Do not load A6-size paper to the maximum fill line; the tray holds only 150 sheets of A6-size paper.

1 Maximum fill line Note: When loading letterhead, place the top edge of the sheet toward the front of the tray. Load the letterhead with the design placed facedown. Loading paper and specialty media 43 6 Squeeze the width guide tabs on the right guide, and slide the width guides to lightly touch the side of the stack. 7 Insert the tray. 8 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting. For more information, see "Setting the paper size and paper type" on page 40. Note: The difference between the standard 250-sheet tray and the optional 250- and 550-sheet trays is that the standard tray accommodates up to 150 sheets of A6-size paper, so the width guides slide farther to the center of the tray. Loading paper and specialty media 44 Loading the optional 250- or 550-sheet tray Only one optional drawer, which includes either a 250- or 550-sheet tray, may be attached to the printer at a time. Regardless of the number of sheets in the optional tray, it is referred to as Tray 2. 1 Pull the tray completely out.

2 See "Loading the standard 250-sheet tray" on page 41 to complete the steps for loading a tray. An optional tray is loaded in the same way that the standard tray is loaded. 3 Insert the tray. Loading paper and specialty media 45 Using the manual feeder The manual feeder is located inside the manual feeder door of the printer and can feed only one sheet of paper at a time. You can use the manual feeder to quickly print on paper types or sizes that are not currently loaded in the tray. 1 Open the manual feeder door. 2 When the light is lit, load the paper faceup into the center of the manual feeder. Notes: · Load letterhead faceup, with the top of the sheet entering first. · Load envelopes with the flap side down and with the stamp area as shown. Loading paper and specialty media 46 3 Feed paper into the manual feeder only to the point where its leading edge can contact the paper guides.

4 Adjust the paper guides to the paper width. Warning--Potential Damage: Do not force the paper into the feeder. Forcing the paper causes jams. Using the standard exit bin and paper stop The standard exit bin holds up to 150 sheets of 20 lb paper. It collects print jobs facedown.

The standard exit bin includes a paper stop that keeps paper from sliding out the front of the bin as it stacks. The paper stop also aids in neater stacking of the paper. To open the paper stop, pull it so it flips forward. Notes: · Do not leave the paper stop in the open position if you are printing on transparencies. Doing so may cause creases in the transparencies.

· When moving the printer to another location, make sure the paper stop is closed. Paper capacities The capacities of the trays and the manual feeder are based on 75 g/m<sup>2</sup> (20 lb) paper. Load up to Tray 1 250 sheets of paper 150 sheets of A6-size paper 50 paper labels 50 transparencies Notes Note: Vinyl, pharmacy, or dual-sided labels are not supported. Use paper labels only. Loading paper and specialty media 47 Load up to Tray 2 250 or 550 sheets of paper 50 paper labels Notes Notes: · Only one optional drawer may be installed on the printer at a time. The maximum amount of paper that can be loaded depends on whether you have an optional 250- or 550-sheet tray. · Vinyl, pharmacy, or dual-sided labels are not supported. Use paper labels only. Manual feeder 1 sheet of paper 1 sheet of A6-size paper 1 transparency 1 sheet of card stock 1 envelope Note: Feed paper into the manual feeder only to the point where its leading edge can contact the paper guides. Do not force the paper into the feeder.

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 Size and Type settings are the same for any trays, the trays are automatically linked. The Size and Type settings for all trays must be set from the Paper menu. To initiate tray linking from a networked printer, access the Embedded Web Server: 1 Type the printer IP address into the address field of your Web browser. Note: If you do not know the IP address of the printer, print a network setup page and locate the IP address in the TCP/IP section.



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2 Click the Settings tab. 3 Under the Paper Menu, find the Size and Type for each tray. 4 Make sure the sizes and types of paper are the same under each tray to be linked. 5 Click Submit.

To initiate tray linking from a locally connected printer: · On a Windows computer, access the Paper menu through the Local Printer Settings Utility. · On a Macintosh computer, access the Paper menu through the Printer Settings. Loading paper and specialty media 48 Unlinking trays Unlinked trays have settings that are not the same as the settings of any other tray. To unlink a tray using the Paper menu, change the Paper Type and Paper Size settings of that tray so that they do not match the settings of any other tray. · To unlink trays from a networked printer: 1 Access the Embedded Web Server by typing the printer IP

address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section. 2 Click Settings. 3 Under the Paper Menu, find the Type and Size for each tray. 4 Examine the Paper Type (for example: Plain Paper, Letterhead, Custom Type <x>). 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 assign your own custom name.

5 Determine whether to change the Paper Size (for example: letter, A4, statement), making sure the Paper Size is not the same for any other tray. Note: Paper Size settings are not automatic; they must be set manually from the Paper Menu. · To unlink trays from a locally connected printer, do one of the following: On a Windows computer, access the Paper menu through the Local Printer Settings Utility. Then, change the Paper Type and Paper Size settings of the tray so that they do not match the settings of any other tray. On a Macintosh computer, access the Paper menu through the Printer Settings. Then, change the Paper Type and Paper Size settings of the tray so that they do not match the settings of any other tray. 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 Assigning a Custom Type <x> name to a tray enables you to link or unlink it.

Use the same Custom Type <x> name for each tray that you want to link. Only trays with the same custom names assigned will link. 1 Do one of the following: · If the printer is on a network, open the Embedded Web Server by typing the printer IP address into the address field of your Web browser. Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section. · If the printer is connected to a computer by a USB or parallel cable, open the Local Printer Settings Utility for Windows or Printer Settings for Macintosh. One of these utilities installs with the printer software. 2 Click Settings, and then click Paper Menu. 3 Click Custom Name, and then enter the name for the paper. 4 Click Submit. 5 Select a Custom Type Loading paper and specialty media 49 6 Verify that the correct Paper Type is associated with the custom name.

Note: Plain Paper is the factory default Paper Type associated with all Custom Type <x> names and user-defined custom names. 7 Click Submit. Changing a Custom Type <x> name If the printer is on a network, you can use the Embedded Web Server to define a name other than Custom Type <x> for each of the custom paper types that are loaded. When a Custom Type <x> name is changed, the menus display the new name instead of Custom Type <x>. To change a

Custom Type <x> name: 1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, print a network setup page and locate the address in the TCP/IP section. 2 Click Settings. 3 Click Paper Menu. 4 Click Custom Name. 5 Type a name for the paper type in a Custom Name <x> box.

Note: This custom name will replace a custom type <x> name under the Custom Types and Paper Size and Type menus. 6 Click Submit. 7 Click Custom Types. Custom Types appears, followed by your custom name. 8 Select a Paper Type setting from the pick list next to your custom name. 9 Click Submit. Loading paper and specialty media 50 Paper and specialty media guide Paper guidelines Paper characteristics The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock. Weight The printer trays can automatically feed paper weights up to 90 g/m2 (24 lb bond) grain long paper. The manual feeder can automatically feed paper weights up to 163 g/m2 (43 lb bond) grain long paper.

Paper lighter than 60 g/m2 (16 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 75 g/m2 (20 lb bond) grain long paper. For paper smaller than 182 x 257 mm (7.2 x 10.1 in.), we recommend 90 g/m2 (24 lb) or heavier paper. Note: Duplex printing is supported only for 6090 g/m2 (1624 lb bond) 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 100300 Sheffield points; smoothness between 150250 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 6090 g/m2 (1624 lb bond) paper, grain long paper is recommended.



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*Paper and specialty media guide 51 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 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/m<sup>2</sup> (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 90 g/m<sup>2</sup> 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 230°C (446°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 230°C (446°F) without melting or releasing hazardous emissions. Paper and specialty media guide 52 Using recycled paper and other office papers As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser (electrophotographic) printers. 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 Bendtsen 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 Recycled paper, paper of lower weight (<60 g/m<sup>2</sup> [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). 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. Paper and specialty media guide 53 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. For information on card stock and labels, see the Card Stock &*

*Label Guide. Paper types and weights supported by the printer The printer engine and the duplex path support 6090 g/m<sup>2</sup> (1624 lb) paper weights. The manual feeder supports 60163 g/m<sup>2</sup> (1643 lb) paper weights. Paper type Paper · Plain 250-sheet standard 250- or 550-sheet tray optional tray Manual feeder Duplex path · · · · Light Heavy Rough/Cotton Recycled Custom Bond Letterhead Preprinted Colored Paper Card stock Glossy paper Paper labels I Transparencies Envelopes (smooth) 2 1 X X X X X X X X X X X X Single-sided paper labels are supported for occasional use. It is recommended to print 20 or fewer pages of paper labels a month. Vinyl, pharmacy, and dual-sided labels are not supported. 2 Use envelopes that lie flat when individually placed on a table facedown.*

*Paper and specialty media guide 54 Paper sizes supported by the printer Paper size Dimensions Standard 250-sheet tray Optional 250 or 550-sheet tray Manual feeder Duplex path A4 A5 A6 1 Executive Folio JIS B5 Legal Letter Oficio (Mexico) 2 Statement Universal 3 210 x 297 mm (8.*



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3 x 11.7 in.) 148 x 210 mm (5.8 x 8.3 in.) 105 x 148 mm (4.1 x 5.8 in.) 184 x 267 mm (7.3 x 10.5 in.) 216 x 330 mm (8.5 x 13 in.) 182 x 257 mm (7.2 x 10.1 in.) 216 x 356 mm (8.5 x 14 in.) 216 x 279 mm (8.5 x 11 in.) 216 x 340 mm (8.5 x 13.4 in.) 140 x 216 mm (5.5 x 8.5 in.) 76.2 x 127 mm (3 x 5 in.) up to 216 x 356 mm (8.5 x 14 in.) 176 x 250 mm (6.9 x 9.8 in.) 162 x 229 mm (6.4 x 9 in.) 110 x 220 mm (4.3 x 8.7 in.) 98 x 191 mm (3.9 x 7.5 in.) 98 x 225 mm (3.9 x 8.9 in.)

) XXXXXXXXXX B5 Envelope C5 Envelope DL Envelope 7 3/4 Envelope (Monarch) 9 Envelope 1 XXXXX A6 is supported only for grain long papers. for 216 x 356 mm (8.5 x 14 in.) unless the size is specified by the software application. 2 This size setting formats the page 3 If a paper size you want to use is not listed, configure a Universal paper size. For more information, see "Configuring Universal paper settings" on page 40. Paper and specialty media guide 55 Paper size Dimensions Standard 250-sheet tray XX Optional 250or 550-sheet tray XX Manual feeder Duplex path 10 Envelope Other Envelope 1 105 x 241 mm (4.1 x 9.5 in.) 229 x 356 mm (9 x 14 in.)

) XX A6 is supported only for grain long papers. for 216 x 356 mm (8.5 x 14 in.) unless the size is specified by the software application. 2 This size setting formats the page 3 If a paper size you want to use is not listed, configure a Universal paper size. For more information, see "Configuring Universal paper settings" on page 40. Paper and specialty media guide 56 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" on page 113 and "Storing paper" on page 53. Printing a document 1 Load paper into a tray or feeder.

2 From the Paper menu, set the Paper Type and Paper Size based on the paper that is loaded. 3 Do one of the following: For Windows users a b c d e f With a document open, click File Print. Click Properties, Preferences, Options, or Setup. From the Form Source list box, select the source containing the paper you loaded. From the Form Type list box, select the paper type. From the Form Size list box, select the paper size. Click OK, and then click Print. For Macintosh users In Mac OS X: a Customize the settings as needed in the Page Setup dialog. 1 With a document open, choose File > Page Setup. 2 From the Paper Size pop-up menu, 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, click File > Print. 2 3 4 5 If necessary, click the disclosure triangle to see more options. From the print options or Copies & Pages pop-up menu, choose Printer Features. From the Feature Sets pop-up menu, choose Paper. From the Paper type pop-up menu, choose a paper type. Click Print. In Mac OS 9: a Customize the settings as needed in the Page Setup dialog: 1 With a document open, choose File > Page Setup. 2 From the Paper pop-up menu, choose a paper size or create a custom size to match the loaded paper. 3 Click OK.

Printing 57 b Customize the settings as needed in the Print dialog: 1 With a document open, choose File > Print. 2 Select a Paper Source option, and then choose the tray loaded with the appropriate paper. 3 Click Print. Printing on both sides of the paper Some models of the printer have automatic duplex / 2-sided printing and other models have manual duplex / 2-sided printing. Printer models and printing on both sides of the paper Use the table below to see whether your printer model will print on both sides of the paper automatically, or whether you should use the manual duplex method.

Model number E260 E260d E260dn Duplex capability Manual duplex Automatic duplex Automatic duplex Printing on both sides of the paper automatically If your printer model has automatic 2-sided (duplex) printing, and you want to print two-sided pages for every print job, or for most print jobs, then select Duplex in the Finishing menu. To access the Finishing menu, do one of the following: · If your printer is on a network, then type the printer IP address into the address field of your Web browser. Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section. · If the printer is connected to a computer by USB or parallel cable, then open the Local Printer Settings Utility for Windows or Printer Settings for Macintosh. One of these utilities installs with the printer software.

· For occasional two-sided printing, you can request two-sided printing in the printer software. Do one of the following, depending on your operating system: For Windows users 1 2 3 4 5 With a document open, click File Print. Click Properties, Preferences, Options, or Setup. Under the Page Layout tab, select 2-sided printing (duplex). Select Long edge or Short edge. Click OK. For Macintosh users 1 With a document open, choose File > Print If necessary, click the disclosure triangle to see more options. 2 From the print options, Copies & Pages, or General pop-up menu, choose Layout. Printing 58 3 From the Two-Sided pop-up menu, choose a duplex setting. 4 Click Print.

Printing on both sides of the paper manually If your printer does not have automatic two-sided (duplex) printing, and you want to print a duplex document, then you must use the manual duplexing method. This method involves printing the odd-numbered pages, and then flipping and reloading the stack of paper to print the even-numbered pages on the other side of the sheets. · To duplex all print jobs, select Duplex in the Finishing menu. To access the Finishing menu, open the Local Printer Settings Utility for Windows or Printer Settings for Macintosh. One of these utilities installs with the printer software. · To duplex a single print job, do one of the following: For Windows users 1 2 3 4 5 6 7 8 With a document open, click File Print. Click Properties, Preferences, Options, or Setup. Under the Page Layout tab, select 2-sided printing (duplex). Select Long edge or Short edge. Click Paper.

Select the appropriate Input options for your print job. Click OK. Click OK on the Print window. The printer prints every other page of the document first. Once the first side of your job prints, the comes on, and the l button light blinks.

light - On - Blinking 9 Load the paper back into the printer with the already-printed side up and the top of the page toward the front of the tray. For Macintosh users 1 2 3 4 With a document open, choose File Print. From the print options pop-up menu, choose Paper Handling. From the "Pages to print" or Print menu, select to print the odd-numbered pages. Click Print.

Printing 59 5 6 7 8 After printing the first set of pages, flip and reload the stack of printouts.



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Repeat steps 1 and 2. From the "Pages to print" or Print menu, select to print the even-numbered pages. Click Print. Printing specialty documents 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 facedown. The top edge of the sheet with the logo is placed at the front of the tray. · Standard 250-sheet tray · Optional 250-sheet tray · Optional 550-sheet tray Duplex (two-sided) printing from trays Printed letterhead design is placed faceup. The top edge of the sheet with the logo is placed at the front of the tray. Note: Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser printers.

Printing 60 Source or process Manual feeder (simplex printing) Print side and paper orientation Preprinted letterhead design is placed faceup. The top edge of the sheet with the logo should enter the manual feeder first. Manual feeder (duplex printing) Preprinted letterhead design is placed facedown. 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 standard 250-sheet tray or the manual feeder. · Use transparencies designed specifically for laser printers. Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 175°C (350°F) without melting, discoloring, offsetting, or releasing hazardous emissions. Note: Transparencies can be printed at a temperature up to 180° C (356° F) if Transparency Weight is set to Heavy and Transparency Texture is set to Rough.

Select these settings in the Paper menu, using the Embedded Web Server, or a local utility. · To prevent print quality problems, avoid getting fingerprints on the transparencies. · Before loading transparencies, fan the stack to prevent sheets from sticking together. · Before loading transparencies, fan the stack to prevent sheets from sticking together. · We recommend Lexmark part number 70X7240 for letter-size transparencies and Lexmark part number 12A5010 for A4-size transparencies.

Tips on using envelopes Print samples on the envelopes being considered for use before buying large quantities. Printing 61 When printing on envelopes: · Use envelopes designed specifically for laser printers. Check with the manufacturer or vendor to ensure the envelopes can withstand temperatures up to 210°C (410°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions. · For the best performance, use envelopes made from 90 g/m2 (24 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. Note: A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes. Tips on using labels Print samples on the labels being considered for use before buying large quantities. Note: Use only paper label sheets. Vinyl, pharmacy, and dual-sided labels are not supported. For detailed information on label printing, characteristics, and design, see the Card Stock & Label Guide available on the Lexmark Web site at [www.lexmark.com/publications](http://www.lexmark.com/publications).

When printing on labels: · Use labels designed specifically for laser printers. Check with the manufacturer or vendor to verify that: The labels can withstand temperatures up to 210°C (410°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions. Note: Labels can be printed at a higher fusing temperature up to 220°C (428°F) if Label Weight is set to Heavy. Select this setting using the Embedded Web Server, or from the printer control panel Paper menu. Label adhesives, face sheet (printable stock), and topcoats can withstand up to 25 psi (172 kPa) pressure without delaminating, oozing around the edges, or releasing hazardous fumes. · Do not use labels with slick backing material. · Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and cartridge warranties. · Do not use labels with exposed adhesive.

· Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label. · Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.

04 in.) away from edges is recommended. Adhesive material contaminates the printer and could void the warranty. Printing 62 · If zone coating of the adhesive is not possible, remove a 1.6 mm (0.

06 in.) strip on the leading and driver edge, and use a non-oozing adhesive. · Portrait orientation works best, especially when printing bar codes. Tips on using card stock Card stock is heavy, single-ply specialty media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities. When printing on card stock: · Make sure the Paper Type is Card Stock. · Select the appropriate Paper Texture setting. · Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems. · Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 210°C (410°F) without releasing hazardous emissions.

· 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 grain short card stock when possible.



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