



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK E360D. You'll find the answers to all your questions on the LEXMARK E360D in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK E360D
User guide LEXMARK E360D
Operating instructions LEXMARK E360D
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Instruction manual LEXMARK E360D

LEXMARK

**Lexmark E360d and E360dn
Series**

User's Guide

May 2008

www.lexmark.com

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....140 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--HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching. **CAUTION--POTENTIAL INJURY:** 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 accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

CAUTION--SHOCK HAZARD: 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. **CAUTION--POTENTIAL INJURY:** Before moving the printer, follow these guidelines to avoid personal injury or printer damage: · Turn the printer off using the power switch, and then unplug the power cord from the wall outlet. · Disconnect all cords and cables from the printer before moving it. Safety information 7 · Lift the printer off of the optional drawer and set it aside instead of trying to lift the drawer and printer at the same time. Note: Use the handholds located on both sides of the printer to lift it off the optional drawer.



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Safety information 8 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. network, or wireless, depending on what you need.

Help Description Where to find The Help gives you instructions for using the software. While in any Lexmark software program, click Help, Tips Help, or Help Help Topics. Customer support Description Telephone support Where to find (North America) Call us at Where to find (rest of world) Telephone numbers and support hours vary by country or region. · US: 1-800-332-4120 MondayFriday (8:00 AM11:00 PM ET) Visit our Web site at 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. E-mail support varies by country or region, and may not be available in some instances. Visit our Web site at www.lexmark.com. Select a country or region, and then select the Customer Support link. 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 9 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) Multipurpose feeder door Front door The following illustration shows the printer back with its basic features or parts: Learning about the printer 10 1 2 Rear door Ethernet port

Note: The Ethernet port is a feature on network models only. 3 4 5 6 7 USB port Parallel port Printer power cord socket Power switch Locking device Learning about the printer 11 Configured models The following illustration shows the printer configured with an optional 250-sheet drawer: 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) Multipurpose feeder door Front door Learning about the printer 12 The following illustration shows the printer configured with an optional 550-sheet drawer: 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 550-sheet drawer (Tray 2) Multipurpose feeder door Front door Learning about the printer 13 Understanding the printer control panel

Item 1 Menu button () Description · Opens the menus. Note: The menus are available only when the printer is in the Ready state. · Returns the printer control panel to the top level menu screen if pressed while in a menu. 2 3 Display Indicator light Shows messages that communicate the status of the printer or indicates possible printer problems that must be resolved Indicates the printer status: · · · · 4 Stop button () Off--The power is off.

Blinking green--The printer is warming up, processing data, or printing. Solid green--The printer is on, but idle. Blinking red--Operator intervention is needed. · Press once to exit the menus and return to Ready. · Press to stop printer activity, such as printing or downloading fonts. · When printing, pressing causes Stopping to appear momentarily. Then the Stopped screen appears offering a list of settings that you may select. 5 Right arrow button · Press to scroll through menus, menu items, or settings, or to move between screens and menu options. · Press to scroll through settings or text. For menu items with numeric values, such as Copies, press and hold an arrow button to scroll through the settings.

Release the button when the needed number appears. 6 Select button () · Opens a menu and displays the first item in the menu (called a menu item) · Opens a menu item and displays the available values or settings. The current default setting is indicated by an asterisk (*). · Saves the displayed value as the new user default setting Note: When a new setting is saved as the user default setting, it remains in effect until new settings are saved or until factory defaults are restored. Settings chosen from a software program can also change or override the user default settings selected from the printer control panel. Learning

about the printer 14 Item 7 Left arrow button Description Performs the same functions as the right arrow button. See the description for the right arrow button. 8 Back button () Returns the display to the previous screen 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.

Learning about the printer 15 Additional printer setup After completing any additional printer setup, print a menu settings page to verify that all printer options are installed correctly. See "Printing a menu settings page" on page 24 for more information. The option names appear on this page if they are installed correctly. Since you have not made any setting changes yet, if you print the page now it lists all the factory default settings. Once you select and save other settings from the menus, when you print this page, the user default settings are listed on the page.

Saved settings are called user default settings because you, the user, selected the values and saved them as the new settings.



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A user default setting remains in effect until you access the menu again, choose another value, and save it. An asterisk (*) appears next to each factory default setting, but once a user default setting is in effect, the asterisk appears next to the user default setting on the display. Factory default settings can be restored. See "Restoring the factory default settings" on page 106 for more information. Installing internal options 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. You can customize your printer connectivity and memory capacity by adding optional cards. The instructions in this section explain how to install the available cards; you can also use them to locate a card for removal. Available internal options Memory cards · Printer memory · Flash memory · Fonts Additional printer setup 16 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 17 Installing a memory card

CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. 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 18 4 Push the memory card into the connector until the latches snap into place. 5 Close the system board door. Installing a flash memory or firmware card The system board has two connections for an optional flash memory or firmware card.

Only one of each may be installed, but the connectors are interchangeable. CAUTION--POTENTIAL INJURY: 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. 1 Open the system board door. Additional printer setup 19 2 Unpack the card. Note: Avoid touching the connection points along the edge of the card. 3 Holding the card by its sides, align the card with the connector on the system board. 4 Push the card firmly into place.

Notes: · The entire length of the connector on the card must touch and be flush against the system board. · Be careful not to damage the connectors. 5 Close the system board door. Additional printer setup 20 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 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. Additional printer setup 21 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. · 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 22 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 23 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. 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. Verifying printer setup Printing a menu settings page Print a menu settings page to review the current menu settings and to verify printer options are installed correctly. Note: If you have not made any menu item settings changes yet, then the menu settings page lists all the factory default settings.



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Once you select and save other settings from the menus, they replace the factory default settings as user default settings. A user default setting remains in effect until you access the menu again, choose another value, and save it. To restore the factory default settings, see "Restoring the factory default settings" on page 106. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press . .

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

2 From the printer control panel, press . . . 3 Press the arrow buttons until Reports appears, and then press After the network setup page prints, Ready appears. 4 Press the arrow buttons until Network Setup Page appears, and then press 5 Check the first section on the network setup page, and confirm that Status is "Connected.

" If Status is "Not Connected," the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and then print another network setup page. Additional printer setup 24 Loading paper and specialty media This section explains how to load the 250- and 550-sheet trays and the multipurpose feeder. It also includes information about paper orientation, setting the Paper Size and Paper Type, and linking and unlinking trays. Setting the Paper Size and Paper Type After you set the Paper Size and Paper Type to the correct settings for the size and type used in the trays, then any trays containing the same size and type are automatically linked by the printer. Note: If the size of the paper being loaded now is the same size as the previously loaded paper, do not change the Paper Size setting. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press Paper Menu appears. . 3 Press .

. 4 Press the arrow buttons until Size/Type appears, and then press Select Source appears. 5 Press the arrow buttons until the correct source appears, and then press Size appears under the source name. . 6 Press . . 7 Press the arrow buttons until the correct size appears, and then press Submitting Changes appears, followed by Size. 8 Press the arrow buttons until Type appears, and then press Submitting Changes appears, followed by Type. . .

9 Press the arrow buttons until the correct type appears, and then press Configuring Universal paper settings The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set the Paper Size for the specified tray to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper: · Units of measure (inches or millimeters) · Portrait Height and Portrait Width · Feed Direction Note: The smallest supported Universal size is 76.2 x 127 mm (3 x 5 in.); the largest is 216 x 356 mm (8.5 x 14 in.). Loading paper and specialty media 25 Specify a unit of measurement 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press Paper Menu appears. .

3 Press . . . 4 Press the arrow buttons until Universal Setup appears, and then press 5 Press the arrow buttons until Units of Measure appears, and then press 6 Press the arrow buttons until the correct unit of measure appears, and then press Submitting Changes appears, followed by the Universal Setup menu. Specify the paper height and width Defining a specific height and width measurement for the Universal paper size (in the portrait orientation) allows the printer to support the size, including support for standard features such as duplex printing and printing multiple pages on one sheet. Note: Select Portrait Height to adjust the paper height setting or Paper Width to adjust the paper width setting, or adjust both. Instructions to adjust both follow. 1 From the Universal Setup menu, press the arrow buttons until Portrait Width appears, and then press 2 Press the left arrow button to decrease the setting or the right arrow button to increase the setting, and then press . Submitting Changes appears, followed by the Universal Setup menu.

. 3 From the Universal Setup menu, press the arrow buttons until Portrait Height appears, and then press . 4 Press the left arrow button to decrease the setting or the right arrow button to increase the setting, and then press . Submitting Changes appears, followed by the Universal Setup menu. 5 Press and release until Ready appears. Specify a feed direction Short Edge is the factory default setting for feed direction for Universal paper settings. The Feed Direction menu will not appear from the Universal Setup menu unless Long Edge is an available setting. If necessary, specify whether the short or long edge of the paper will enter the printer first. 1 From the Universal Setup menu, press the arrow buttons until Feed Direction appears, and then press 2 Press the arrow buttons until Short Edge or Long Edge appears, and then press . .

Loading paper and specialty media 26 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. Notes: · Proper paper loading prevents jams and facilitates trouble-free printing. · Do not remove trays while a job prints or while Busy appears on the display. Doing so may cause a jam.

1 Pull the tray completely out. 2 Squeeze the width guide tabs on the right guide as shown, and slide the width guides to the sides of the tray. Notice that the two width guides move in unison when you move just the right width guide. 3 Squeeze the length guide tabs together as shown, and slide the length guide to the correct position for the paper size being loaded. Loading paper and specialty media 27 If you are loading a longer size of paper like A4 or legal, squeeze the length guide tab and slide the length guide backwards to the position for the length of paper you are loading.

The tray extends backwards as shown. If you are loading A6-size paper: a Squeeze the length guide tab shown as follows, and slide the length guide toward the center of the tray to the A5 size position. b Raise the A6 backstop. Note: The standard tray only accommodates 150 sheets of A6 paper. Notice the maximum fill line on the A6 backstop which indicates the maximum height for loading A6 paper.



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Do not try to overload the tray. Notes: · Notice the size indicators on the bottom of the tray. Use these indicators to help position the guide. · For setup, load letter- or A4-size paper based on the standard size for your country or region. Loading paper and specialty media 28 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 on the side of the width guide which indicates the maximum height for loading paper. Do not try to overload the tray. Do not load A6 paper to the maximum fill line; the tray only holds 150 sheets of A6 paper. 1 Maximum fill line 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 29 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 the tray from the printer control panel. For more information, see "Setting the Paper Size and Paper Type" on page 25. Note: The difference between the standard 250-sheet tray and the optional 250- and 550-sheet trays is that the standard tray accommodates A6-size paper, so the width guides slide farther to the center of the tray. You also need to adjust the length guide specifically created for A6. Loading paper and specialty media 30 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 27 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 31 Using the multipurpose feeder You may want to use the multipurpose feeder when you print on different sizes and types of papers or specialty media, such as card stock, transparencies, paper labels, and envelopes. You may also want to use the multipurpose feeder for single-page print jobs on letterhead or on other specialty media you do not keep in a tray. Opening the multipurpose feeder 1 Grasp the handle, and pull the multipurpose feeder door down. 2 Grasp the raised handle, and pull the extension forward. 3 Grasp the handle, and pull the extension so it flips forward. Loading paper and specialty media 32 4 Guide the extension down gently so the multipurpose feeder is extended fully and open. Loading the multipurpose feeder 1 Squeeze the tab located on the right width guide, and move the guides out fully. 2 Prepare the paper or specialty media for loading. · Flex sheets of paper or paper labels back and forth to loosen them, and then fan them. Do not fold or crease the paper or labels.

Straighten the edges on a level surface. · Hold transparencies by the edges, and then fan them. Straighten the edges on a level surface. Note: Avoid touching the print side of the transparencies. Be careful not to scratch them. Loading paper and specialty media 33 · Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface. Note: Fanning prevents the edges of envelopes from sticking together. It also helps them feed properly to avoid jams. Do not fold or crease envelopes.

3 Load the paper or specialty media. Notes: · Do not force any paper into the multipurpose feeder. Overfilling may cause jams. · Do not exceed the maximum stack height by forcing paper or specialty media under the stack height limiters which are located on the guides. Loading paper and specialty media 34 · Load paper, transparencies, and card stock with the recommended print side faceup and the top edge entering the printer first.

For more information on loading transparencies, see the packaging the transparencies came in. · Load letterhead with the logo faceup and the top edge entering the printer first. · Load envelopes with the flap side down and the stamp location in the position shown. The stamp and address are shown to illustrate the proper orientation for loading envelopes. Warning--Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

These envelopes may severely damage the printer. Loading paper and specialty media 35 4 Squeeze the tab located on the right width guide to adjust the guides to lightly touch the sides of the stack. 5 Slide the paper gently into the multipurpose feeder until it comes to a stop. Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled. 6 From the printer control panel, set the Paper Size and Paper Type. Paper capacities The capacities of the trays and the multipurpose feeder are based on 75 g/m² (20 lb) paper. Load up to Tray 1 250 sheets of paper 150 sheets of A6-size paper 50 paper labels 50 transparencies Tray 2 250 or 550 sheets of paper 50 paper labels Notes Note: Vinyl, pharmacy, or dual-sided labels are not supported. Use paper labels only. Single-sided paper labels designed for laser printers are supported for occasional use.

It is recommended to print no more than 20 pages of paper labels per month. Note: 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. Loading paper and specialty media 36 Load up to Multipurpose feeder 50 sheets of paper 15 paper labels 10 transparencies 10 sheets of card stock 7 envelopes Notes Note: Feed paper into the multipurpose 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.

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 so that they do not match the settings of any other tray. 1 From the Paper menu, make sure the Type setting (for example, Plain Paper, letterhead, Custom Type <x>) for the tray you want to unlink does not match the Type setting of any other tray.



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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. 2 Make sure the Size setting (for example, letter, A4, statement) for the tray you want to unlink does not match the Size setting of any other tray. Note: Paper Size settings are not automatic; they must be set manually from the Paper menu.

Warning--Potential Damage: Do not assign a Paper Type name that does not accurately describe the type of paper loaded in the tray. The temperature of the fuser varies according to the specified Paper Type. Paper may not be properly processed if an inaccurate Paper Type is selected. Assigning a Custom Type <x> name Assign a Custom Type <x> name to a tray to link or unlink it. Associate the same Custom Type <x> name to each tray that you want to link.

Only trays with the same custom names assigned will link. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press 3

Press the arrow buttons until Paper Menu appears, and then press 4 Press the arrow buttons until Size/Type appears, and then press 5 Press the arrow buttons until Select Source appears, and then press The Set Size menu item appears. Loading paper and specialty media 6 Press the arrow buttons until the name of the tray you want appears, and then press 37 7 Press the arrow buttons until the size you want appears, and then press The Paper Menu appears. .

8 Press the arrow buttons until Custom Types appears, and then press Submitting Changes appears, followed by Paper Menu. . . 9 Press the arrow buttons until Custom Type <x> or another custom name appears, and then press 10 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. 11 Press and release until Ready appears. 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 38 Paper and specialty media guidelines Paper guidelines Selecting the correct paper or specialty media reduces printing problems. For the best print quality, try a sample of the paper or specialty media before buying large quantities. 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 multipurpose feeder can automatically feed paper weights up to 163 g/m2 (43 lb bond) grain long. 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.

Paper and specialty media guidelines 39 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/m2 (16 lb) Multiple-part forms or documents Selecting paper Using appropriate paper prevents jams and helps ensure trouble-free printing.



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To help avoid jams and poor print quality: Always use new, undamaged paper. Before loading paper, know the recommended print side.

This information is usually indicated on the package. Do not use paper, paper labels, or card stock that has been cut or trimmed by hand. Do not mix 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/m² weight paper. · Use only forms and letterhead printed using an offset lithographic or engraved printing process. · Avoid papers with rough or heavily textured surfaces. Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must be able to withstand temperatures up to 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 guidelines 40 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 Bendisen units, European) Note: Some much smoother papers (such as premium 24 lb laser papers, 5090 Sheffield units) and much rougher papers (such as premium cotton papers, 200300 Sheffield units) have been engineered to work very well in laser printers, despite surface texture. Before using these types of paper, consult your paper supplier.

· Suitable sheet-to-sheet coefficient of friction (0.40.6) · Sufficient bending resistance in the direction of feed Recycled paper, paper of lower weight (<60 g/m² [16 lb bond]) and/or lower caliper (<3.8 mils [0.1 mm]), and paper that is cut grain-short for portrait (or short-edge) fed printers may have lower bending resistance than is required for reliable paper feeding. Before using these types of paper for laser (electrophotographic) printing, consult your paper supplier.

Remember that these are general guidelines only and that paper meeting these guidelines may still cause paper feeding problems in any laser printer (for example, if the paper curls excessively under normal printing conditions). 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 guidelines 41 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/m² (1624 lb) paper weights. The multipurpose feeder supports 60163 g/m² (1643 lb) paper weights. Paper type Paper · Plain Standard 250-sheet Optional 250- or tray 550-sheet tray Multipurpose feeder Duplex path Light Heavy Rough/Cotton Recycled Custom Bond Letterhead Preprinted Colored Paper Card stock Glossy paper Paper labels 1 Transparencies Envelopes (smooth) 2 1 X X X X X X X X X X X X X X Single-sided paper labels designed for laser printers are supported for occasional use. It is recommended to print no more than 20 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 guidelines 42 Paper sizes supported by the printer Paper size Dimensions Standard 250-sheet tray Optional 250 or 550-sheet tray Multipurpose feeder Duplex path A4 A5 A6 1 Executive Folio JIS B5 Legal Letter Oficio (Mexico) Statement Universal 2 210 x 297 mm (8.3 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.) X X X X X X X X X X X X X X B5 Envelope C5 Envelope DL Envelope 7 3/4 Envelope (Monarch) 9 Envelope 1 2 X X X X X A6 is supported only for grain long papers. 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 25. Universal paper size has limited support in the duplex path for paper sizes 210 x 279 mm (8.

3 x 11 in.) or larger. 3 Paper and specialty media guidelines 43 Paper size Dimensions Standard 250-sheet tray X X Optional 250 or 550-sheet tray X X Multipurpose feeder Duplex path 10 Envelope Other Envelope 1 2 105 x 241 mm (4.1 x 9.5 in.) 229 x 356 mm (9 x 14 in.) X X A6 is supported only for grain long papers. 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 25. Universal paper size has limited support in the duplex path for paper sizes 210 x 279 mm (8.



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3 x 11 in.) or larger. 3 Paper and specialty media guidelines 44 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 52 and "Storing paper" on page 41.

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 45 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 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 tray Print side design is placed facedown. Paper orientation The top edge of the sheet with the logo is placed at the front of the tray. · Standard 250-sheet Printed letterhead · 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 46 Source or process Multipurpose feeder (simplex printing) Print side Preprinted letterhead design is placed faceup. Paper orientation The top edge of the sheet with the logo should enter the multipurpose feeder first. Multipurpose feeder (duplex printing) Preprinted letterhead design is placed facedown. The top edge of the sheet with the logo should enter the multipurpose 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 multipurpose feeder. · Use transparencies designed specifically for laser printers. Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 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 using the Embedded Web Server, or from the printer control panel Paper menu. · To prevent print quality problems, avoid getting fingerprints on the transparencies. · Before loading transparencies, fan the stack to prevent sheets from sticking together. · We recommend Lexmark part number 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 47 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. 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.



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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 48 · 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. Printing information pages See "Printing a menu settings page" on page 24 and "Printing a network setup page" on page 24 for more information on printing these pages. Printing a font sample list To print samples of the fonts currently available for your printer: 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press .

. . . 3 Press the arrow buttons until Reports appears, and then press 4 Press the arrow buttons until Print Fonts appears, and then press After the font sample list prints, Ready appears. 5 Press the arrow buttons until PCL Fonts or PostScript Fonts appears, and then press Printing a directory list A directory list shows the resources stored in flash memory. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press . Printing 49 3 Press the arrow buttons until Reports appears, and then press After the directory list prints, Ready appears. . .

4 Press the arrow buttons until Print Directory appears, and then press Printing the print quality test pages Print the print quality test pages to isolate print quality problems. 1 Turn the printer off. 2 Hold down and while turning the printer on. 3 Release the buttons when the clock appears, and wait for CONFIG MENU to appear. 4 Press the arrow buttons until Prt Quality Pgs appears, and then press The print quality test pages print. . 5 Press the arrow buttons until

Exit Config Menu appears, and then press . Resetting the Printer appears briefly, followed by a clock, and then Ready appears. Canceling a print job Canceling a print job from the printer control panel If the job is formatting or already printing, and Cancel a job appears: 1 Press the arrow buttons until Cancel appears. A list of jobs appears.

2 Press the arrow buttons until the job you want to cancel appears, and then press Note: Once a print job is sent, to cancel a job, press Cancel a job appears, and then press . . . The Stopped screen appears. Press the arrow buttons until Canceling a print job from the computer To cancel a print job, do one of the following: For Windows users In Windows Vista: 1 Click .

2 Click Control Panel. 3 Click Hardware and Sound. 4 Click Printers. 5 Double-click the printer icon. Printing 50 6 Select the job to cancel.

7 From the keyboard, press Delete. In Windows XP: 1 Click Start. 2 From Printers and Faxes, double-click the printer icon. 3 Select the job to cancel. 4 From the keyboard, press Delete. From the Windows taskbar: When you send a job to print, a small printer icon appears in the right corner of the taskbar. 1 Double-click the printer icon. A list of print jobs appears in the printer window. 2 Select a job to cancel. 3 From the keyboard, press Delete.

For Macintosh users In Mac OS X version 10.5: 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax, and then double-click the printer icon. 3 From the printer window, select the job to cancel. 4 From the icon bar at the top of the window, click the Delete icon. In Mac OS X version 10.4 and earlier: 1 From the Go menu, choose Applications. 2 Double-click Utilities, and then double-click Print Center or Printer Setup Utility. 3 Double-click the printer icon. 4 From the printer window, select the job to cancel.

5 From the icon bar at the top of the window, click the Delete icon. Printing 51 Clearing jams By carefully selecting papers and specialty media and loading it properly, you should be able to avoid most jams. For more information, see "Avoiding jams" on page 52. If jams do occur, follow the steps outlined in this chapter. to clear the message and resume To resolve the jam messages, you must clear the entire paper path and press printing.

The printer prints a new copy of the page that jammed if Jam Recovery is set to On or Auto; however, the Auto setting does not guarantee the page will print. Note: Jam recovery is set to Auto by default. When jam recovery is set to Auto, the memory that holds the image of the page may be re-used after the page is printed if the memory is needed for another use. This can occur before the paper exits the printer. Therefore, a jammed page may or may not be reprinted, depending on the overall memory usage in the printer.

Avoiding jams The following hints can help you avoid jams: · Use only recommended paper or specialty media. For more information, see "Supported paper sizes, types, and weights" on page 42. Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height. Do not load wrinkled, creased, damp, bent, or curled paper. Flex, fan, and straighten paper before loading it. Do not use paper that has been cut or trimmed by hand. Do not mix paper sizes, weights, or types in the same stack. Do not feed envelopes that: Have excessive curl or twist 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 Are stuck together or damaged in any way · Store the paper in an appropriate environment.



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