



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK E460DN. You'll find the answers to all your questions on the LEXMARK E460DN in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK E460DN
User guide LEXMARK E460DN
Operating instructions LEXMARK E460DN
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Instruction manual LEXMARK E460DN

LEXMARK

**Lexmark E460dn, E460dw, and
E462dtn**

User's Guide

August 2011

www.lexmark.com

Machine type(s):
4513
Model(s):
630, 63W, 66W



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<http://yourpdfguides.com/dref/4023621>

Manual abstract:

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To start using your new printer right away, use the setup materials that came with the printer, and then skim the User's Guide to learn how to perform basic tasks. To get the most out of your printer, read the User's Guide carefully, and make sure you check the latest updates on our Web site. We're committed to delivering performance and value with our printers, and we want to make sure you're satisfied. If you do encounter any problems along the way, one of our knowledgeable support representatives will be delighted to help you get back on track fast. And if you find something we could do better, please let us know.

After all, you are the reason we do what we do, and your suggestions help us do it better.

Finding information about the printer What are you looking for? **Initial setup instructions:** Find it here **Setup documentation**--The setup documentation came with the printer and is also available on the Lexmark Web site at <http://support.lexmark.com>. **User's Guide**--The User's Guide is available on the Software and Documentation CD. For updates, check our Web site at <http://support>.

lexmark.com. · Connecting the printer · Installing the printer software **Additional setup and instructions for using the printer:** · · · · · Selecting and storing paper and specialty media Loading paper Performing printing depending on your printer model Configuring printer settings Viewing and printing documents and photos Setting up and using printer software Setting up and configuring the printer on a network, depending on your printer model · Caring for and maintaining the printer · Troubleshooting and solving problems Help using the printer software Windows or Mac Help--Open a printer software program or application, and then click Help. Click ? to view context-sensitive information. Notes: · The Help installs automatically with the printer software.

· The printer software is located in the printer Program folder or on the desktop, depending on your operating system. **Learning about the printer** 11 What are you looking for? The latest supplemental information, updates, and technical support: Find it here **Lexmark Support Web site**-- <http://support.lexmark.com>

Note: Select your region, and then select your product to view the appropriate support site. Support telephone numbers and hours of operation for your region or country can be found on the Support Web site or on the printed warranty that came with your printer. Record the following information (located on the store receipt and the back of the printer), and have it ready when you contact support so that they may serve you faster: · · · · · Documentation Driver downloads Live chat support Email support Telephone support · · · · · Warranty information Machine Type number Serial number Date purchased Store where purchased Warranty information varies by country or region: · In the US--See the Statement of Limited Warranty included with this printer, or at <http://support.lexmark.com>. · Rest of the world--See the printed warranty that came with your printer. Selecting a location for the printer When selecting a location for the printer, leave enough room to open trays, covers, and doors.

If you plan to install any options, leave enough room for them also. It is important to: · Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard. · Provide a flat, sturdy, and stable surface. · Keep the printer: Away from the direct airflow of air conditioners, heaters, or ventilators Free from direct sunlight, humidity extremes, or temperature fluctuations Clean, dry, and free of dust · Allow the following recommended amount of space around the printer for proper ventilation: Learning about the printer 12 5 1 4 3 2 1 2 3 4 5 Rear 300 mm (12 in.) Right side 200 mm (8 in.) Front Left side Top 300 mm (12 in.) 12.7 mm (0.5 in.) 300 mm (12 in.)

) Printer configurations **Basic model** The following illustration shows the printer front with its basic features or parts: Learning about the printer 13 1 2 3 4 5 6 7 8 Front door release button Paper stop Standard exit bin Printer control panel System board door Standard 250sheet 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 14 1 2 3 4 5 6 7 Rear door Ethernet port USB port Parallel port Note: Not available on all models. Printer power cord socket Power switch Security slot Learning about the printer 15 Configured models The following illustration shows the printer configured with an optional 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 250sheet tray (Tray 1) Optional 250 or 550sheet drawer (Tray 2) Multipurpose feeder door Front door Understanding the printer control panel The following diagram shows the printer control panel: Learning about the printer 16 The following diagrams and tables provide more information about the printer control panel items: Item 1 Menus button (Description) Opens the menus Note: The menus are available only when the printer is in the Ready state. 2 Back button () Returns the display to the previous screen 3 Stop button () Stops all printer activity causes Stopping to appear momentarily. Then the Stopped When printing, pressing screen appears offering a list of settings that you may select. Learning about the printer 17 Item 4 Indicator light Description Indicates the printer status: · · · · Off--The power is off.

Blinking green--The printer is warming up, processing data, or printing. Solid green--The printer is on, but idle. Solid red--Operator intervention is needed.

Item 1 Display Description Shows messages that communicate the status of the printer or that indicate possible printer problems that must be resolved. The display is also capable of showing pictures of Show Me instructions, which show you how to perform a task like clearing a jam.

) 2 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 user default setting is indicated by an asterisk (*). · Saves the displayed menu item 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.



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3, 4, 5, 6 Navigation buttons Press the up or down arrow buttons to scroll through menus, menu items, or settings (also called values or options), or to scroll between screens and menu options. Note: Each press of the up or down arrow buttons moves you one item in any list. Press the right or left arrow buttons to increase or decrease a value or to scroll through text that rolls to another screen. Learning about the printer 18 Item 1 Description Keypad Enter numbers or symbols if the display screen has a field that accepts these entries. 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. Learning about the printer 19 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. Additional printer setup 20 Additional printer setup Installing internal options @@If you have other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. You can customize your printer connectivity and memory capacity by adding optional cards. The instructions in this section explain how to install the available cards; you can also use them to locate a card for removal. Available internal options Memory cards · Printer memory · Flash memory · Fonts Firmware cards · Forms and Barcode Card · PrintCryption™ Accessing the system board to install internal options @@If you have other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

1 As you face the printer, the system board door is on the right side. Open the system board door. Additional printer setup 21 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 2 3 4 5 6 Ethernet connector USB port Parallel connector Note: Not available on all models. Memory card connector Optional card connector Optional card connector Installing a memory card @@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 a metal surface on the printer before touching any system board electronic components or connectors. Additional printer setup 22 An optional memory card can be purchased separately and attached to the system board.

To install the memory card: 1 Turn the printer off. 2 Access the system board. 3 Unpack the memory card. Note: Avoid touching the connection points along the edge of the card. 4 Align the memory card with its connector on the system board. 5 Push open the latches on both ends of the memory connector. Warning--Potential Damage: Memory cards are easily damaged by static electricity. Touch a grounded metal surface before you touch a memory card. Note: Memory cards designed for other printers may not work with your printer. 6 Push the memory card into the connector until the latches click into place.

Additional printer setup 23 It may require some force to fully seat the card. 7 Ensure that each latch fits over the notch on each end of the card. 8 Close the system board door. 9 Turn the printer back on. 10 Open the printers folder: a Click , or click Start and then click Run. b In the Start Search or Run box, type control printers. c Press Enter, or click OK. The printers folder opens. 11 Rightclick your printer icon. 12 Click Properties.

13 Click Install Options. Note: Memory cards designed for other printers may not work with your printer. 14 Click Ask Printer. 15 Click OK, and then close the printers folder.

Additional printer setup 24 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. @@If you have 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.

1 Open the system board door. 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. Additional printer setup 25 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. Installing hardware options Installing a 250 or 550sheet drawer CAUTION--POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to move it safely. Additional printer setup 26 An optional drawer attaches under the printer.

A drawer consists of two parts: a tray and a support unit. The printer supports one optional drawer; you can install a 250 or 550sheet drawer. @@If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. 1 Unpack the drawer, and remove any packing material. 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 27 6 Align the outer edges of the printer with the outer edges of the drawer, and then slowly lower the printer into place. 7 Turn the printer back on.

8 Open the printers folder: a Click , or click Start and then click Run. b In the Start Search or Run box, type control printers. c Press Enter, or click OK. The printers folder opens. 9 Rightclick the icon of your printer.

10 Click Properties. 11 Click Install Options. 12 Click Ask Printer. 13 Click OK. 14 Click OK, and then close the printers folder.

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. Additional printer setup 28 2 Connect the power cord to the printer first and then to a properly grounded wall outlet.



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1 2 Ethernet port USB port Warning--Potential Damage: Do not touch the USB cable, any network adapter, or the printer in the area shown while actively printing. A loss of data or a malfunction can occur. 3 4 Parallel port Note: If your printer is a wireless model, the wireless antenna is attached here. Power cord socket Verifying printer setup Printing a menu settings page Print a menu settings page to review the current menu settings and to verify if the 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. 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. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press . Additional printer setup 29 3 Press the up or down arrow button until Reports appears, and then press . 4 Press the up or down arrow button until Menu Settings Page appears, and then press After the menu settings page prints, the printer returns to the Ready state. Printing a network setup page If the printer is attached to a network, then 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 up or down arrow button until Reports appears, and then press 4 Press the up or down arrow button until Network Setup Page appears, and then press 5 Check the first section on the network setup page, and confirm that Status is "Connected." Note: If an optional internal print server is installed, Print Network <x> Setup Page appears. If Status is "Not Connected," the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and then print another network setup page. Setting up the printer software Installing printer software A printer driver is software that lets the computer communicate with the printer. The printer software is typically installed during the initial printer setup. For Windows users 1 Close all open software programs. 2 Insert the Software and Documentation CD. 3 From the main installation dialog, click Install Printer and Software. 4 Follow the instructions on the computer screen. For Macintosh users 1 Close all open software applications. 2 Insert the Software and Documentation CD. 3 From the Finder desktop, double-click the printer CD icon that automatically appears. 4 Double-click the Install Printer and Software icon. 5 Follow the instructions on the computer screen. Additional printer setup 30 Using the World Wide Web 1 Go to the Lexmark Web site at www.lexmark.com.

2 From the Drivers & Downloads menu, click Driver Finder. 3 Select your printer, and then select your operating system. 4 Download the driver and install the printer software. Updating available options in the printer driver Once the printer software and any options are installed, it may be necessary to manually add the options in the printer driver to make them available for print jobs. For Windows users 1 Open the Printers folder: a Click , or click Start and then click Run. b In the Start Search or Run box, type control printers. c Press Enter, or click OK. The printer folder opens. 2 Select the printer. 3 Rightclick the printer, and then select Properties.

4 Click the Install Options tab. 5 Under Available Options, add any installed hardware options. 6 Click Apply. For Macintosh users In Mac OS X version 10.5 or later 1 From the Apple menu, choose System Preferences.

2 Click Print & Fax. 3 Select the printer, and then click Options & Supplies. 4 Click Driver, and then add any installed hardware options. 5 Click OK. In Mac OS X version 10.

4 and earlier 1 From the Finder desktop, choose Go > Applications. 2 Doubleclick Utilities, and then doubleclick Print Center or Printer Setup Utility. 3 Select the printer, and then from the Printers menu, choose Show Info. 4 From the popup menu, choose Installable Options. 5 Add any installed hardware options, and then click Apply Changes. Additional printer setup 31 Setting up wireless printing Note: A Service Set Identifier (SSID) is a name assigned to a wireless network. Wireless Encryption Protocol (WEP) and Wi-Fi Protected Access (WPA) are types of security used on a network. Information you will need to set up the printer on a wireless network Note: Do not connect the installation or network cables until prompted to do so by the setup software. · SSID--The SSID is also referred to as the network name. · Wireless Mode (or Network Mode)--The mode will be either infrastructure or ad hoc.

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

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

· The computer you are using is connected to the same wireless network where you want to set up the printer. Additional printer setup 32 1 Connect the power cable to the printer and then to a properly grounded electrical outlet, and then turn the printer on. 1 2 Make sure the printer and computer are fully on and ready. Do not connect the USB cable until instructed to do so on the screen. 2 Insert the Software and Documentation CD. 3 Click Install Printer and Software.



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4 Click Agree to agree to the License Agreement. 5 Click Suggested, and then click Next. 6 Click Wireless Network Attach. Additional printer setup 33 7 Temporarily connect a USB cable between the computer on the wireless network and the printer. 1 2 Note: After the printer is configured, the software will instruct you to disconnect the temporary USB cable so you can print wirelessly. 8 Follow the instructions on the computer screen to complete the software installation. Note: Basic is the recommended path to choose. Choose Advanced only if you want to customize your installation. 9 To allow other computers on the wireless network to use the wireless printer, follow steps 2 through 6 and step 8 for each computer.

Installing the printer on a wireless network (Macintosh) Prepare to configure the printer 1 Locate the printer MAC address on the sheet that shipped with the printer. Write the last six digits of the MAC address in the space provided below: MAC address: ____ ____ ____ ____ ____ 2 Connect the power cable to the printer and then to a properly grounded electrical outlet, and then turn the power on. 2 1 Enter the printer information 1 Access the AirPort options. In Mac OS X version 10.5 or later a From the Apple menu, choose System Preferences. b Click Network. c Click AirPort. Additional printer setup 34 In Mac OS X version 10.4 and earlier a From the Finder desktop, choose Go > Applications. b From the Applications folder, doubleclick Internet Connect.

c From the toolbar, click AirPort. 2 From the Network popup menu, select print server xxxxxx, where the x's are the last six digits of the MAC address located on the MAC address sheet. 3 Open the Safari browser. 4 From the Bookmarks drop-down menu, select Show. 5 Under Collections, select Bonjour or Rendezvous, and then doubleclick the printer name.

Note: The application is referred to as Rendezvous in Mac OS X version 10.3, but is now called Bonjour by Apple Computer. 6 From the main page of the Embedded Web Server, navigate to the page where the wireless settings information is stored. Configure the printer for wireless access 1 Type the name of your network (SSID) in the appropriate field. 2 Select Infrastructure as your Network Mode if you are using a wireless router.

3 Select the type of security you use to protect your wireless network. 4 Enter the security information necessary for the printer to join your wireless network. 5 Click Submit. 6 Open the AirPort application on your computer: In Mac OS X version 10.5 or later a From the Apple menu, choose System Preferences. b Click Network. c Click AirPort. In Mac OS X version 10.4 and earlier a From the Finder desktop, choose Go > Applications. b From the Applications folder, doubleclick Internet Connect.

c From the toolbar, click AirPort. 7 From the Network popup menu, select your wireless network. Configure your computer to use the printer wirelessly To print to a network printer, each Macintosh user must install a custom PostScript Printer Description (PPD) file and create a printer in the Print Center or Printer Setup Utility. 1 Install a PPD file on the computer: a Insert the Software and Documentation CD in the CD or DVD drive. b Double-click the installer package for the printer. c From the Welcome screen, click Continue. Additional printer setup 35 d e f g h Click Continue again after viewing the Readme file. Click Continue after viewing the license agreement, and then click Agree to accept the terms of the agreement. Select a Destination, and then click Continue. From the Easy Install screen, click Install.

Type the user password, and then click OK. All necessary software is installed on the computer. i Click Close when installation is complete. 2 Add the printer: a For IP printing: In Mac OS X version 10.5 or later 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Click +. 4 Select the printer from the list. 5 Click Add. In Mac OS X version 10.

4 and earlier 1 From the Finder desktop, choose Go > Applications. 2 Doubleclick the Utilities folder. 3 Locate and doubleclick Printer Setup Utility or Print Center. 4 From the Printer List, choose Add. 5 Select the printer from the list. 6 Click Add. b For AppleTalk printing: In Mac OS X version 10.5 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Click +.

4 Click AppleTalk. 5 Select the printer from the list. 6 Click Add. In Mac OS X version 10.4 and earlier 1 From the Finder desktop, choose Go > Applications. 2 Doubleclick the Utilities folder. 3 Locate and doubleclick Print Center or Printer Setup Utility. 4 From the Printer List, choose Add. 5 Choose the Default Browser tab. 6 Click More Printers.

7 From the first popup menu, choose AppleTalk. 8 From the second popup menu, select Local AppleTalk zone. Additional printer setup 36 9 Select the printer from the list. 10 Click Add. Installing the printer on a wired network These instructions apply to Ethernet and fiber optic network connections.

Before you install the printer on a wired network, make sure that: · You have completed the initial setup of the printer. · The printer is connected to your network with the appropriate type of cable. For Windows users 1 Insert the Software and Documentation CD. Wait for the Welcome screen to appear. If the CD does not launch after a minute, then do the following: a Click , or click Start and then click Run.

b In the Start Search or Run box, type D:\setup.exe, where D is the letter of your CD or DVD drive. 2 Click Install Printer and Software. 3 Click Agree to agree to the License Agreement. 4 Select Suggested, and then click Next. Note: To configure the printer using a static IP address, using IPv6, or to configure printers using scripts, select Custom and follow the instructions on the computer screen. 5 Select Wired Network Attach, and then click Next. 6 Select the printer manufacturer from the list. 7 Select the printer model from the list, and then click Next. 8 Select the printer from the list of printers discovered on the network, and then click Finish.

Note: If your configured printer does not appear in the list of discovered printers, click Add Port and follow the instructions on the computer screen. 9 Follow the instructions on the computer screen to complete the installation. For Macintosh users 1 Allow the network DHCP server to assign an IP address to the printer. 2 Print the network setup page from the printer. For information on printing a network setup page, see "Printing a network setup page" on page 29. 3 Locate the printer IP address in the TCP/IP section of the network setup page. You will need the IP address if you are configuring access for computers on a different subnet than the printer. 4 Install the drivers and add the printer. a Install a PPD file on the computer: 1 Insert the Software and Documentation CD in the CD or DVD drive. 2 Double-click the installer package for the printer.



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Additional printer setup 37 3 From the Welcome screen, click Continue. 4 Click Continue again after viewing the Readme file. 5 Click Continue after viewing the license agreement, and then click Agree to accept the terms of the 6 7 8 9 agreement. Select a Destination, and then click Continue. From the Easy Install screen, click Install.

Type the user password, and then click OK. All the necessary software is installed on the computer. Click Restart when installation is complete. b Add the printer: · For IP printing: In Mac OS X version 10.5 or later 1 From the Apple menu, choose System Preferences.

2 Click Print & Fax. 3 Click +. 4 Click IP. 5 Type the IP address of your printer in the Address field. 6 Click Add. In Mac OS X version 10.4 and earlier 1 From the Finder desktop, choose Go > Applications. 2 Doubleclick Utilities. 3 Doubleclick Printer Setup Utility or Print Center. 4 From the Printer List, click Add.

5 Click IP. 6 Type the IP address of your printer in the Address field. 7 Click Add. · For AppleTalk printing: In Mac OS X version 10.5 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Click +. 4 Click AppleTalk. 5 Select the printer from the list. 6 Click Add.

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

5 Choose the Default Browser tab. 6 Click More Printers. Additional printer setup 38 7 8 9 10 From the first popup menu, choose AppleTalk. From the second popup menu, select Local AppleTalk zone. Select the printer from the list.

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

Minimizing your printer's environmental impact 39 Minimizing your printer's environmental impact Lexmark is committed to environmental sustainability and is continually improving its printers to reduce their impact on the environment. We design with the environment in mind, engineer our packaging to reduce materials, and provide collection and recycling programs. For more information, see: · The Notices chapter · The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment · The Lexmark recycling program at www.lexmark.com/recycle By selecting certain printer settings or tasks, you may be able to reduce your printer's impact even further.

This chapter outlines the settings and tasks that may yield a greater environmental benefit. Saving paper and toner Studies show that as much as 80% of the carbon footprint of a printer is related to paper usage. You can significantly reduce your carbon footprint by using recycled paper and the following printing suggestions, such as printing on both sides of the paper and printing multiple pages on one side of a single sheet of paper. For information on how you can quickly save paper and energy using one printer setting, see "Using Eco-Mode". Using recycled paper As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser printers. For more information on recycled papers that work well with your printer, see "Using recycled paper and other office papers" on page 59. Conserving supplies There are a number of ways you can reduce the amount of paper and toner you use when printing. You can: Use both sides of the paper If your printer model supports duplex printing, then you can control whether print appears on one or two sides of the paper by selecting 2sided printing from the Print dialog or the Lexmark Toolbar. Place multiple pages on one sheet of paper You can print up to 16 consecutive pages of a multipage document onto one side of a single sheet of paper by selecting a setting from the Multipage printing (NUP) section of the Print dialog screen. Check your first draft for accuracy Before printing or making multiple copies of a document: · Use the preview feature, which you can select from the Print dialog or the Lexmark Toolbar, to see what the document will look like before you print it.

· Print one copy of the document to check its content and format for accuracy. Minimizing your printer's environmental impact 40 Avoid paper jams Carefully select and load paper to avoid paper jams. For more information, see "Avoiding jams" on page 123. Saving energy Using EcoMode Use EcoMode to quickly select one or more ways to reduce your printer's environmental impact. Note: See the table for the multiple settings that change when you select an Eco-Mode setting.

Choose Energy To Reduce energy use, especially when the printer is idle. · Printer engine motors do not start until a job is ready to print. You may notice a short delay before the first page is printed. · The printer enters Power Saver mode after one minute of inactivity. · When the printer enters Power Saver mode, the printer control panel display light is turned off.

Paper · Enable the automatic duplex feature (on printer models that support duplex). · Turn off print log features. Use factory default settings for all settings associated with EcoMode. This setting supports the performance specifications for your printer. Energy/Paper Use all the settings associated with Energy mode and Paper mode. Off 1 Make sure that the printer is on and Ready appears. 2 From the printer control panel, press . . . 3 Press the up or down arrow button until Settings appears, and then press 4 Press the up or down arrow button until General Settings appears, and then press 5 Press the up or down arrow button until EcoMode appears, and then press Submitting Selection appears.

· 6 Press the up or down arrow button to scroll through the list of possible settings. Press at the correct setting. Reducing printer noise Use Quiet Mode to reduce printer noise. Note: See the table for the multiple settings that change when you select a Quiet Mode setting. Minimizing your printer's environmental impact 41 Choose On (Text/Graphics) Note: This setting is best suited for printing text and line graphics. To Reduce printer noise. · Print jobs are processed at one-half the normal processing speed. · Printer engine motors do not start until a job is ready to print. There is a short delay before the first page is printed.

· Fans run at reduced speed or are turned off. · If your printer has faxing capability, fax sounds are reduced or disabled, including those made by the fax speaker and ringer. The fax is placed in standby mode. · The alarm control and cartridge alarm sounds are turned off. · The printer ignores the Advance Start command.

Off (Image/Photo) Note: Selecting Photo from the driver may disable Quiet Mode and provide better print quality and full speed printing.



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Use factory default settings. This setting supports the performance specifications for your printer. 1 Make sure that the printer is on and Ready appears. 2 From the printer control panel, press .

. . 3 Press the up or down arrow button until Settings appears, and then press 4 Press the up or down arrow button until General Settings appears, and then press 5 Press the up or down arrow button until Quiet Mode appears, and then press Submitting Selection appears. . 6 Press the up or down arrow button to scroll through the list of possible settings. Press at the correct setting. Adjusting Power Saver Available settings range from 1240 minutes. The factory default setting is 30 minutes. To increase or decrease the number of minutes before the printer enters Power Saver mode, do one of the following: Using 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, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click Settings, and then click General Settings. 3 Click Timeouts. 4 In the Power Saver box, increase or decrease the number of minutes you want the printer to wait before it enters Power Saver mode. 5 Click Submit. Minimizing your printer's environmental impact 42 Using the printer control panel 1 Make sure the printer is on and Ready appears. 2 Press . . . 3 Press the up or down arrow button until Settings appears, and then press 4 Press the up or down arrow button until General Settings appears, and then press 5 Press the up or down arrow button until Timeouts appears, and then press . . 6 Press the up or down arrow button until Power Saver appears, and then press Saver mode, and then press . 7 Press the up or down arrow button to increase or decrease the number of minutes before the printer enters Power Recycling Lexmark provides collection programs and environmentally progressive approaches to recycling. For more information, see: · The Notices chapter · The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment · The Lexmark recycling program at www.lexmark.com/recycle Recycling Lexmark products To return Lexmark products to Lexmark for recycling: 1 Visit our Web site at www.lexmark.com/recycle. 2 Find the product type you want to recycle, and then select your country from the list.

3 Follow the instructions on the computer screen. Recycling Lexmark packaging Lexmark continually strives to minimize packaging. Less packaging helps to ensure that Lexmark printers are transported in the most efficient and environmentally sensitive manner and that there is less packaging to dispose of. These efficiencies result in fewer greenhouse emissions, energy savings, and natural resource savings. Lexmark cartons are 100% recyclable where corrugated recycling facilities exist. Facilities may not exist in your area. The foam used in Lexmark packaging is recyclable where foam recycling facilities exist. Facilities may not exist in your area. When you return a cartridge to Lexmark, you can reuse the box that the cartridge came in. Lexmark will recycle the box.

Minimizing your printer's environmental impact 43 Returning Lexmark cartridges for reuse or recycling The Lexmark Cartridge Collection Program diverts millions of Lexmark cartridges from landfills annually by making it both easy and free for Lexmark customers to return used cartridges to Lexmark for reuse or recycling. One hundred percent of the empty cartridges returned to Lexmark are either reused or demanufactured for recycling. Boxes used to return the cartridges are also recycled. To return Lexmark cartridges for reuse or recycling, follow the instructions that came with your printer or cartridge and use the prepaid shipping label. You can also: 1 Visit our Web site at www.lexmark.com/recycle. 2 From the Toner Cartridges section, select your country from the list. 3 Follow the instructions on the computer screen. Loading paper and specialty media 44 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 type 1 Make sure that the printer is on and Ready appears. 2 From the printer control panel, press . . .

. 3 Press the up or down arrow button until Paper Menu appears, and then press 4 Press the up or down arrow button until Paper Size/Type appears, and then press 5 Press the up or down arrow button until the correct tray or feeder appears, and then press 6 Press the left or right arrow button until the correct size appears, and then press Paper Type appears. . 7 Press the left or right arrow button until the correct type appears, and then press . Submitting selection appears.

The printer returns to the Paper Size/Type menu. Configuring Universal paper settings The Universal Paper Size is a userdefined 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 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.). Specify a unit of measure 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 up or down arrow button until Universal Setup appears, and then press 5 Press the up or down arrow button until Units of Measure appears, and then press 6 Press the up or down arrow button until 7 Press and release until Ready appears. Submitting selection appears, followed by the Universal Setup menu. appears next to the correct unit of measure, and then press Loading paper and specialty media 45 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 up or down arrow button until Portrait Width appears, and then press . . 2 Press the left or right arrow button until the setting you want appears, and then press Submitting selection appears, followed by the Universal Setup menu. 3 From the Universal Setup menu, press the up or down arrow button until Portrait Height appears, and then press .



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4 Press the left or right arrow button until the setting you want appears, and then press Submitting selection 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 appears only when both the height and width specified for the Universal paper size are set to 8.5 in (216 mm) or less.

If necessary, specify whether the short or long edge of the paper enters the printer first. 1 From the Universal Setup menu, press the up or down arrow button until Feed Direction appears, and then press . . 2 Press the up or down arrow button until Short Edge or Long Edge appears, and then press 3 Press and release until Ready appears. Loading trays 1 Pull the tray completely out. Note: Do not remove trays while a job prints or while Busy appears on the display. Doing so may cause a jam. Loading paper and specialty media 46 2 Squeeze and slide the guides to the correct position for the paper size you are loading. For long paper like A4 or legal, squeeze and slide the length guide backwards to accommodate the length of paper you are loading. Loading paper and specialty media 47 If you are loading A6size paper: a Squeeze and slide the length guide toward the center of the tray to the A5 size position.

b Raise the A6 backstop. Notes: · Tray 1 accommodates only 150 sheets of A6size paper. Notice the maximum fill line on the A6 backstop which indicates the maximum height for loading A6size paper. Do not try to overload the tray. · A6size paper cannot be loaded in Tray 2. Note: Use the size indicators on the bottom of the tray to help position the guide. 3 Flex a stack of paper back and forth to loosen the sheets, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface. 4 Load the paper stack toward the back of the tray as shown with the recommended print side facedown.

Note: The maximum fill line on the width guide indicates the maximum height for loading paper. Do not load A6size paper to the maximum fill line; the tray holds only 150 sheets of A6size paper. Loading paper and specialty media 48 1 Maximum fill line Load letterhead with the top edge of the sheet toward the front of the tray and the design facedown. 5 Squeeze and slide the guides to lightly touch the side of the stack. Loading paper and specialty media 49 6 Insert the tray.

7 If the paper type you loaded differs from the type that was previously loaded in the tray, then change the Paper Size/Type setting from the printer control panel Paper menu. 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 singlepage 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. Loading paper and specialty media 50 2 Grasp the raised handle, and pull the extension forward.

3 Grasp the handle, and pull the extension so it flips forward. 4 Guide the extension down gently so the multipurpose feeder is extended fully and open. Loading paper and specialty media 51 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 52 · 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.

· 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. Loading paper and specialty media 53 · 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 selfstick adhesives. These envelopes may severely damage the printer. 4 Squeeze the tab located on the right width guide to adjust the guides to lightly touch the sides of the stack. Loading paper and specialty media 54 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. Linking and unlinking trays In addition to linking trays to each other, you can also link the multipurpose feeder to the 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.

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.



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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. Loading paper and specialty media 55 Creating a custom name for a paper type 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. 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. Assigning a customer paper type name to a tray 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 up or down arrow button until Paper Menu appears, and then press

4 Press the up or down arrow button until Paper Size/Type appears, and then press 5 Press the up or down arrow button until The Paper Size menu appears. appears next to the name of the tray, and then press 6 Press again. The Paper Type menu appears.

7 Press the up or down arrow button until Custom Type <x> or another custom name appears, and then press . Submitting selection appears, followed by Paper Menu. 8 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 userdefined custom names. Loading paper and specialty media 56 a From the Paper menu, press the down arrow button until Custom Types appears, and then press b Press the down arrow button until page 55, and then press . appears next to the Paper Type setting you want, and then press . appears next to the custom paper type name you selected in step 7 on . c Press the down arrow button until Paper and specialty media guidelines 57 Paper and specialty media guidelines Paper and specialty media are paper, card stock, envelopes, paper labels, and transparencies. A number of items must be considered concerning the selection of paper and specialty media before printing. This chapter provides information on making selections and caring for papers and specialty media.

It is recommended that you try a limited sample of any paper or specialty media you are considering using with the printer before purchasing large quantities. For more information about types of paper and specialty media your printer supports, see the Card Stock & Label Guide available on the Lexmark Web site at www.lexmark.com. 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. Paper and specialty media guidelines 58 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. Fiber content Most highquality 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.



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