



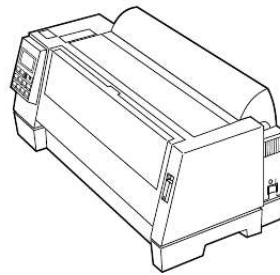
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You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK FORMS PRINTER 4227 PLUS. You'll find the answers to all your questions on the LEXMARK FORMS PRINTER 4227 PLUS in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual LEXMARK FORMS PRINTER 4227 PLUS**  
**User guide LEXMARK FORMS PRINTER 4227 PLUS**  
**Operating instructions LEXMARK FORMS PRINTER 4227 PLUS**  
**Instructions for use LEXMARK FORMS PRINTER 4227 PLUS**  
**Instruction manual LEXMARK FORMS PRINTER 4227 PLUS**

**4227**

***User's Guide***



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**Manual abstract:**

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Getting Started User's Guide Reference Card Acoustic Cover Printer Registration Card Power Cord Ribbon Cartridge If any items are missing or damaged, contact your point of purchase. If you need to purchase a parallel printer cable, we recommend Lexmark part number 1329605 (3.

05 m or 10 ft.) or 1427498 (6.1 m or 20 ft.). If you need to purchase an RS-232 serial cable, we recommend Lexmark part number 1180786 (6.1 m or 20 ft.). Chapter 1: Getting Started 1 2 Place the printer so that the front of the printer aligns with the edge of the desk or table. Note: If you want to print more than 100 forms, make sure they stack up below the printer (on the floor) when they are finished printing in order to prevent jams. 3 4 Remove all packing tape from the printer.

Pull up the left and right latches on the top cover and lift the top cover to remove it. Left Latch Top Cover Right Latch Getting Started 2 Chapter 1: Getting Started 5 Remove the protective cardboard. Getting Started Chapter 1: Getting Started 3 Installing the Ribbon Cartridge 1 2 3 Make sure the printer is Off. Make sure the top cover is removed. If you need help, see step 4 on page 2.

Manually move the printhead to the far side of the printer. Getting Started 4 Chapter 1: Getting Started 4 Rotate the ribbon advance knob on the ribbon cartridge counterclockwise to ensure that the ribbon feeds smoothly. If necessary, untwist the ribbon. Getting Started 5 Manually move the ribbon guide to the far side of the cartridge, as shown below, then rotate the ribbon advance knob to take up any slack in the ribbon. Ribbon Guide Chapter 1: Getting Started 5 6 Insert the ribbon guide over the metal pins on each side of the printhead.

Pins Getting Started 7 8 Manually move the printhead to the center position. Align and insert the left and right side tabs of the ribbon cartridge into the slots in the side frames. Press down firmly on the ribbon cartridge to snap it into place. 6 Chapter 1: Getting Started 9 Make sure the ribbon feeds smoothly by rotating the ribbon advance knob counterclockwise. Getting Started 10 Replace the top cover. Chapter 1: Getting Started 7 11 Attach the acoustic cover. a Align the notches on the acoustic cover with the slots on the top cover. b Snap the acoustic cover into place. Getting Started c Close the acoustic cover. 8 Chapter 1: Getting Started how to load a single sheet of paper so you can print the demonstration page.

If you want to load continuous forms, see "Loading Continuous Forms" on page 70. 1 2 3 Turn the printer On. Move the paper select lever up to the single sheets Pull the paper supports up. Paper Supports position. Getting Started Paper Select Lever 16 Chapter 1: Getting Started 4 Open the manual feed door. Getting Started Chapter 1: Getting Started 17 5 Set the left margin. For help, see "Aligning the Left Margin" on page 74. Before inserting paper, make sure that the left paper guide is aligned flush with the [A symbol printed on the margin guide. If the paper guide is not properly aligned, the Demo page prints incorrectly. Margin guide Left Paper Guide Getting Started 18 Chapter 1: Getting Started 6 Place a single sheet against the left paper guide.

Move the right paper guide so that the guide aligns with the right edge of the paper. Left Paper Guide Right Paper Guide Getting Started The Paper Empty/Add Paper message disappears. a If Auto Cut Sheet Load is On (factory default), the paper feeds automatically to the Top-Of-Form (TOF). For more information about setting TOF, see "Setting TOF for Single Sheets and Envelopes" on page 78. b If Auto Cut Sheet Load is Off, press FormFeed.

7 8 Make sure the printer is online (Ready light is on solid). If it is not, press Start/Stop until the Ready light is on solid. You are now ready to print. Press Menu to enter the function menu. Chapter 1: Getting Started 19 9 Press Item until Print Demo is displayed.

Print Demo Press Start Menu/ Quit Font Item Start/ Stop Tear Off Store Pitch Item Load Unload Power Ready AutoGap Micro Next LineFeed Tractor2 Check Micro Prev. FormFeed Getting Started 10 Press Start to start print demo. One demo page prints. 11 Press Quit to exit the function menu. 20 Chapter 1: Getting Started Setting the Language of the Operator Panel Messages To set up your printer in a language other than English: 1 2 3 Turn the printer On. Press Menu to enter the function menu. Press Item or Item until Control Options appears on the display. Control Options Getting Started Menu/ Quit Font Item Start/ Stop Tear Off Store Pitch Item Load Unload Power Ready AutoGap Micro Next LineFeed Tractor2 Check Micro Prev. FormFeed Chapter 1: Getting Started 21 4 5 6 7 Press Next . Press Item or Item until Menu Language appears on the display.

Press Next . Press Item or Item until the desired language appears on the display. Note: The message displayed appears in English until the selected language is saved. The following figure provides the corresponding language to help you. Displayed Language English French German Italian Spanish (English) (Franais) (Deutsch) (Italiano) (Espaol) Getting Started 8 Press Store to save the selected language. The selected language is displayed with an asterisk (\*) and the message on the display changes to the selected language. To change the selected language, repeat steps 2-8. Press Quit to exit the function menu. 9 22 Chapter 1: Getting Started Installing Your Application Software Now that you have set up your printer, make sure that it works with the application software (program) you want to use. Most application software programs let you specify the type of printer you are using so the program can take full advantage of the printer's features.

Follow the instructions that came with your application software to see what printer drivers are available with that specific program. PPDS Mode If your printer is configured for PPDS Mode (the factory default), select a printer from the printer selection menu of your application software, in the following preferred order. Getting Started 1 2 3 4 5 6 4227 Forms Printer 2381 Plus 2381 Plus 2381 4226 IBM Proprinter III XL The printer driver you select in your software application must match the emulation mode you select for your printer. If your software does not allow you to select the 4227 Printer driver, you may need to customize your printer for the Epson emulation mode. Chapter 1: Getting Started 23 Epson Emulation Mode If your printer is configured for Epson mode, select the Epson FX-1050 or DFX-5000 printer from the printer selection menu of your application software.

See your application's user documentation for more information.



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What to do Next You have completed printer setup. To learn more about your printer, continue with "Using the Operator Panel" on page 31. Getting Started 24 Chapter 1: Getting Started Features and Functions Chapter 2 Your printer has many features to help you perform your work efficiently. The printer combines excellent print quality along with the ability to print several print styles and graphics.

The following table describes the features and functions of your printer. Feature Multi-speed Printing Features and Functions Function FastDraft--533 characters per second (cps) Draft--400 cps Courier and Gothic (near-letter quality)--100 cps Prints in 10, 12, 15, 17.1, and 20 pitch characters per inch (cpi), as well as proportional spacing. Increments of 1/144 inch (n/216 increments emulation) FastDraft, Draft, Courier, and Gothic Forms (straight paper path) Automatic tear-off Automatic paper loading/unloading Character Spacing Line Spacing Resident Fonts Forms Handling Form Width Print Width Maximum 16 inches Maximum 13.6 inches Chapter 2: Features and Functions 25 Feature Multiple-part Forms Printing Code Pages Function 6-part forms (carbon and carbonless) Your printer supports the following code pages: 437, 437G, 813, 850, 851, 853T, 857, 860, 861, 863, 865, 869, 920, 1004, and 1053. Compatible with all IBM and IBM-compatible computers. Software Compatibility Interface Connection AutoGap For Parallel, RS-422, and RS-232 cables Features and Functions When AutoGap is set to On, the printer automatically adjusts to the thickness of the paper you are using. 26 Chapter 2: Features and Functions Front View of Printer Top Cover Operator Panel Paper Supports Acoustic Cover Manual Feed Door Features and Functions Paper Guides Front Cover Paper Select Lever Power Switch Part Name Acoustic cover Front cover Manual feed door Operator panel Function Lowers noise level produced by the printer. Covers the continuous forms tractor. Manual feed of cut forms.

Indicates printer status and makes control of printer functions simple and convenient. Chapter 2: Features and Functions 27 Part Name Paper guides Paper select lever Function Aligns the margins of a cut form sheet. Selects the paper type: Cut form sheets ( Continuous forms ( ) ) Paper supports Power switch Top cover Supports cut forms when they are ejected from the printer. Switches power On or Off. Covers the ribbon cartridge and internal components. Features and Functions 28 Chapter 2: Features and Functions Rear View of Printer Tear-Off Bar Power Connector Features and Functions Tractor Connector Interface Mode Switch Parallel or Serial Connector Part Name Parallel or serial connector Interface mode switch Tear-Off bar Tractor connector Power connector Function Connects the parallel or serial cable. Switches to RS-232c or RS-422 mode. Allows you to tear off continuous forms. Supplies power to the optional Tractor 2 Feeder. Connects power from the power cord to the printer.

Chapter 2: Features and Functions 29 Supplies A parallel or serial cable, ribbon cartridges, and paper are the only supplies you need for your printer. You can order a parallel cable from Lexmark. Order part number 1329605 (3.05 m or 10 ft.) or part number 1427498 (6.1 m or 20 ft.). When you need a new ribbon cartridge, order Lexmark part number 11A6150. You can order a serial cable from Lexmark. Order Lexmark part number 1180786 (6.1 m or 20 ft.) and part number 1319143. See "Paper Types and Sizes" on page 55 for the types and sizes of paper you can use with your printer. Features and Functions 30 Chapter 2: Features and Functions Using the Operator Panel Chapter 3 This section describes the basic functions of the operator panel buttons, lights, and the function menus. Display Using the Operator Panel Menu/ Quit Font Item Start/ Stop Tear Off Store Pitch Item Load Unload Power Ready AutoGap Micro Next LineFeed Tractor2 Check Micro Prev. FormFeed Your application software may allow you to operate your printer from your computer.

You may not need to use the operator panel very often, although, you will need to check the operator panel for messages if you have printer problems. Changes made to printer settings from your application software override settings made from the operator panel, with the exception of the Font and Pitch Lock features. Chapter 3: Using the Operator Panel 31 Buttons When using the function menus, press Item or Item to scroll through the menu items. Press Next or Prev.

to move to the next previous menu level. Press this button: Menu Quit When you want to: Enter the function menu. The printer goes offline. Exit the function menus. Run a Power-On Self Test (POST). Using the Operator Panel Tear Off Advance the forms to the tear-off position. Retract the forms to the Top-of-Form (TOF) position when the forms are at the tear-off position. Store Font Save the values you selected in the menus. Select a font. See "Character Options" on page 40 for a list of fonts available for your printer.

When you press Font, the printer goes offline and displays the current pitch and font. Note: When a pitch conflicts with a selected font, the Invalid Pitch message appears on the display. Item Pitch Scroll down to display the selection you want. Select a pitch. See "Character Options" on page 40 for the pitches available for your printer.

When you press Pitch, the printer goes offline and displays the current pitch and font. Note: When a font conflicts with a selected pitch, the Invalid Pitch message appears on the display. Item Scroll up to display the selection you want. 32 Chapter 3: Using the Operator Panel Press this button: Micro When you want to: Advance the forms down 0.35 mm (1/72 in.

). When you hold this button for more than one second, the forms move continuously until you release it. Scroll forward to display the value you want in the function menu. Advance the forms up 0.35 mm (1/72 in.). When you hold this button for more than one second, the forms move continuously until you release it. Return to the previous function menu selection. Make sure the printer is online (ready state). The printer must be online to accept data.

This is the only active button when the printer is printing. Press this button to stop a print job. Printing continues until the current line is completed. To resume printing, press Start/Stop until the Ready light is on. Load the forms to TOF position with the ready light on. Next Micro Prev. Start/Stop Using the Operator Panel Load/Unload Load paper (cut or continuous forms) to the TOF position. Retract the forms to the tractor position. When the printer detects that it is at the end of a form, a message appears on the operator panel. Press this button to eject the forms from the printer.



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*LineFeed* Advance the paper to the next line. To move the paper continuously (while the printer is offline) hold *LineFeed* for more than one second.  
*FormFeed* Advance the paper to the TOF position on the next page. Load the forms to the TOF position. Chapter 3: Using the Operator Panel 33 Lights Light Power (Green) Ready (Green) When you see this light.

.. The printer power is on. The printer is online and ready to print. The following conditions cause the Ready light to turn off: Pressing Start/Stop Detecting an end-of-form (EOF) Detecting a paper jam Detecting a cover open Detecting a hardware error Detecting a Power-On Self Test (POST) failure.

The printer is offline. Using the Operator Panel Check (Yellow) Any of the following conditions may have occurred: Detecting an end-of-form (EOF) Detecting a paper jam Detecting a cover open Detecting a hardware error Detecting a data transmission error Detecting an interface mode error Detecting a Power-On Self Test (POST) failure. *AutoGap* (Green) *AutoGap* is on. *AutoGap* automatically adjusts the printer according to the thickness of the paper you are using. The *Tractor 2 Feeder* is selected. (The *Tractor 2 Feeder* option must be installed.) *Tractor2* (Green) 34 Chapter 3: Using the Operator Panel Using the Function Menus This section describes the function menus and how to set them. To set functions: 1 2 3 Press Start/Stop. Press Menu to enter the function menu. Press Item or Item until the function menu you want appears on the display.

Note: The selectable function menu is different depending on the selected data stream mode (IBM PPDS or Epson emulation) and the Interface mode (Parallel, RS-232 or RS-422). 4 5 6 Press Next to enter that menu item. Press Item or Item until the value you want appears on the display. Press Store to save the selected value. Note: The currently selected default value is displayed with an asterisk (\*). If you have to change the optional value in another function menu, repeat steps 3 through 5. Otherwise, go to the next step. Using the Operator Panel 7 8 9 To print the function setting, press Item or Item until the Print Settings message appears on the display. Press Start/Stop to print the current setting values. Press Quit to exit the function menus.

Note: If you have changed any settings, the printer performs a Power-On Self Test. If you did not change any settings, the printer enters the not-ready state. Chapter 3: Using the Operator Panel 35 Overview of Function Menus Use the Item and Item buttons to move through the menu and option directories. Press Next to move away from the Main Menu to the subordinate directories and choices. Press Prev.

if you want to go back in a menu or return to the Main Menu. Primary Options Main Menu Set Top of Form Primary Options Using the Operator Panel Note: Menu items marked with an asterisk (\*) may not appear on the operator panel, depending on the printer settings or what printer options are installed. See "Menu Options" on page 38 for further information. Select *Tractor\** Press Next *Tractor 1* *Tractor 2* *Print Demo* *Print Settings* Press Next *Load Macro\** *Macro x* (x = 1 to 4) *Default Macro Disabled* Press Next *Enabled Macro x Disable* Press Next *Default Font/Pitch Code Page Character Set 20-Pitch* Press Next *Character Opt. Macro x Options Character Opt.*

*Mx Paper H. Opt. Mx AutoGap Mx Single A.G. Mx Copy Macro x 36* Chapter 3: Using the Operator Panel *Auto Tear-Off Auto Cut Sh. Ld. Auto Sheet Feed\** *Tractor\* Form Length* Press *Left Margin* *Next Right Margin* *Bottom Margin* *Lines Per Inch* *Eject by FF* Press Next *Paper Hand. Opt. On Off Single AutoGap* Using the Operator Panel *Data Options Uni-Dir Print Auto Rdy Cut Sht Paper Out Alarm TOF Read Menu Language* Press Next *Press Next Buffer Size Automatic LF Automatic CR Slashed Zero Control Options* Press Next *Emulation Opt. Interface Data Speed\* Data Bits\* Parity\* Stop Bits\* Protocol\* Honor DSR\** Press Next *Emulation Character Table\* Int'l Character\* Interface Opt.*

*Print Adjust Trace Mode* Chapter 3: Using the Operator Panel 37 Menu Options The following table provides information on where to find specific functions on the operator panel of the printer. Those selections in italics may or may not appear on the panel, depending on the printer settings or what printer options are installed. Navigating Through the Function Menus Press: Item When you want to move: Up through the Main, Primary, or Secondary levels. For example, if the operator panel displays *Control Options* and you want *Data Options*, press Item . Using the Operator Panel Item Down through the Main, Primary, or Secondary levels. For example, if the operator panel displays *Print Demo* and you want *Print Settings*, press Item . Next To the Primary or Secondary level of options. For example, if the operator panel displays *Paper Hand Opt.* and you want to select *Auto Tear-Off*, press Next . Prev. Back to a Main or Primary level of options. For example, if you are in the *Secondary Options* level and you want to go back to the *Primary* level, press Prev. . 38 Chapter 3: Using the Operator Panel Main Menu Set Top of Form Select *Tractor Primary Options -- Tractor 1 Secondary Options --* Allows you to specify which *Tractor 2* tractor you would like to use. Does not appear unless the *Tractor 2 Option* is installed.

*Print Demo Print Settings Load Macro* Sets up a macro, for which you designate the settings. For example, if you are going to print many documents using *Gothic 12pt* with a oneinch margin, you can use this function to configure your printer to use those settings upon command. Does not appear if "Disable" is selected in "Default Macro". *Default Macro* Allows you to turn a macro on or off. *Macro x Disable -- -- Macro x* (x = 1 to 4) -- -- Using the Operator Panel -- -- Chapter 3: Using the Operator Panel 39 Main Menu Primary Options Secondary Options *Macro x Options Character Options* (x = 1 to 4) Does not appear if "Disable" *Paper Handling Options* is selected in "Default *AutoGap Macro*".

*Copy Macro x* Allows you to copy the settings of one macro to another. *Character Options* If "Enable" is selected in "Default Macro", this item appears in the macro menu. see below *Copy FM a TO x Copy FM b TO x Copy FM c TO x* Using the Operator Panel *Default Font FastDraft, Draft, Gothic, Changes the default font the printer Courier, Download* uses. (Used if no font is designated Asterisks (\*) appear in the application software). next to the default setting. *Default Pitch* Changes the default pitch the printer uses. (Used if no font is designated in the application software). 10, 12, 15, 17.1, 20, PS Asterisks (\*) appear next to the default setting. Not all sizes available for all fonts.



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*Code Page Changes the code page the printer uses for your print job. Character Set 20-Pitch 437, 437G, 813, 850, 851, 853T, 857, 860, 861, 863, 865, 869, 920, 1004, 1053 1, 2 Enable, Disable 40 Chapter 3: Using the Operator Panel Main Menu Paper Handling Options If "Enable" is selected in "Default Macro", this item appears in the macro menu. Primary Options Auto Tear-Off If on, moves the top perforation of a continuous form to the tear bar. Auto Cut Sheet Load If on, automatically loads cut sheets into the printer. Auto Sheet Feed Automatically feeds cut sheets if using Auto Sheet Feeder. Does not appear when the Tractor 2 Option is installed. Secondary Options On, Off, One Second On, Off On, Off Using the Operator Panel Tractor Tractor 1, Tractor 2, Select this option when you want to Tractor 1 + 2 set the default tractor. Does not appear unless the Tractor 2 Option is installed. Form Length Allows you to specify the length of the paper you are using. Left Margin Right Margin Bottom Margin Lines Per Inch Adjusts the number of lines that print per inch. Eject by FormFeed Automatically ejects your print job when it has finished printing. On, Off 1LPP/0.17" to 132LPP/22.00" 0", 1", 2", 3" 4", 5", 6", 7", 8", 13.6" 0", " 1", 2", 3" 3, 4, 6, 8 Chapter 3: Using the Operator Panel 41 Main Menu AutoGap If "Enable" is selected in "Default Macro", this item appears in the macro menu.*

*Primary Options On Automatically adjusts the printer to the thickness of the paper being printed upon. Select this option when you want the printer to check for paper thickness every time paper is loaded. Off Allows you to manually specify the thickness of the paper being printed upon. Select this option when you want to specify how thick the paper is. Single Adjusts the printhead to the paper thickness: when you turn the printer on, when you change the paper select lever.*

*Select this option when you want to print several cut sheets with the same paper thickness when using the Auto Sheet Feeder. Secondary Options -- Manual Position: 1, 2, 3, 4, 5, 6, 7 Using the Operator Panel Open, Fixed 42 Chapter 3: Using the Operator Panel Main Menu Data Options Primary Options Buffer Size Controls the size of the buffer between the computer and the printer. Automatic LF Automatically performs a line feed (LF) when a carriage return (CR) is sent. Automatic CR Automatically performs a carriage return (CR) when a line feed (LF) is sent. Slashed Zero Prints all zeros with a slash through the center. Secondary Options Maximum, Minimum On, Off On, Off Using the Operator Panel On, Off Control Options Uni-Dir Print On, Off Tells the printer to print unidirectionally or bidirectionally. (Select On for high-quality, one-way printing, or select Off for fast, twoway printing). Auto Rdy Cut Sht (Auto Ready Cut Sheet) When set to On, the printer automatically loads a cut form. When set to Off, you must press FormFeed or LineFeed to load a cut form. Paper Out Alarm Sounds an alarm when the printer is out of paper.*

*Enable, Disable On, Off Chapter 3: Using the Operator Panel 43 Main Menu Control Options (continued) Primary Options TOF Read Tells the printer to check the TOF after each new sheet is loaded. Menu Language Changes the language used on the operator panel. Secondary Options Enable, Disable English, French, German, Italian, Spanish Emulation Options Emulation Character Table International Character IBM, EPSON Italics, Graphics U.S.A., France, Germany, U.K., Denmark I, Sweden, Italy, Spain I Parallel, Serial RS-232 Switch between RS-232 or RS-422 serial interface using the interface mode switch (for help, see "Connecting the Serial Cable" on page 12). 150, 300, 600, 1200, 2400, 4800, 9600, 19200 bps 8, 7 Using the Operator Panel Interface Options Interface Allows you to switch from parallel to serial protocols. If serial is chosen, you must also set the italicized options that follow to match those of your computer.*

*Data Speed Does not appear if "Parallel" is selected for "Interface". Data Bits Does not appear if "Parallel" is selected for "Interface". Parity Does not appear if "Parallel" is selected for "Interface". No, Ignore, Odd, Even 44 Chapter 3: Using the Operator Panel Main Menu Interface Options (continued)*

*Primary Options Stop Bits Does not appear if "Parallel" is selected for "Interface". Protocol Does not appear if "Parallel" is selected for "Interface". Honor DSR Does not appear if "Parallel" is selected for "Interface". Secondary Options 1, 2 XON/XOFF, DTR Pacing, Multi XON/XOFF On, Off Print Adjust Using the Operator Panel Adjusts the horizontal alignment from line to line. When you select this function, a series of alignment patterns prints. Trace Mode Prints the hexadecimal values for all data sent to the printer. -- -- -- Chapter 3: Using the Operator Panel 45 Setting the Printer Online or Offline The printer must be online to accept data.*

*To set the printer: Online, press Start/Stop; the Ready light comes on. If paper is not loaded, the Check light blinks. Offline, press Start/Stop; the Ready light goes off. Stopping the Printer Using the Operator Panel To temporarily stop printing, press Start/Stop until the Ready light is off. The printer finishes printing the current line and then stops printing. To resume printing, press Start/Stop until the Ready light is on. Advancing the Paper You can use the operator panel to advance the paper when the printer is not printing. To advance the paper: Press FormFeed to advance the paper to the Top-Of-Form (TOF) on the next page or to eject the cut form. Press LineFeed to advance the paper to the next line. Press Micro or Micro lightly once for fine alignment, or press and hold to scroll the paper up or down.*

*46 Chapter 3: Using the Operator Panel Using Tear-Off The Tear-Off function advances the perforation of a continuous form to the tear bar position. Tear-Off can be set to move a continuous form automatically to the tear-off position when Auto Tear-Off is set to On, or it can be set so you can move a continuous form manually to the tear-off position when Auto Tear-Off is set to Off. To set Auto Tear-Off, see page 41. Auto Tear-Off Set to On When Auto Tear-Off is set to On, continuous form paper automatically advances to the tear-off position when: Using the Operator Panel the paper has advanced to the Top-Of-Form (TOF) the paper has advanced to the load position on the next page no data, printer control codes, or escape codes have been sent to the printer after advancing to the TOF position The continuous form remains at the tear-off position until the printer receives the next print request.*



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At that time, the continuous form moves from the tear-off position to the TOF (load position) to prepare for printing. Chapter 3: Using the Operator Panel 47 One Second Tear-Off When Auto Tear-Off is set to one second, continuous form paper automatically advances to the tear-off position if a print job ends and no data is received within one second of the last data transmission. For more information, see "Auto Tear-Off (Set to One Second)" on page 80. Manual Tear-Off (Auto Tear-Off Set to Off) When Auto Tear-Off is set to Off, you can manually advance the perforation of a continuous form to the tear-off position by pressing Tear Off, assuming the print position is still on the same page. To set Auto Tear-Off to Off, see "Auto Tear-Off (Set to Off)" on page 80. Using the Operator Panel Setting AutoGap The AutoGap function determines the amount of space that the printer places between the printhead and the paper. You can select On, Off, or Single AutoGap from the function menu. AutoGap Set to On When AutoGap is set to On, the printer automatically sets itself to the thickness of the paper you are using. To set AutoGap On, press: 1 2 3 4 5 6 Menu. Item until AutoGap appears. Next .

Item or Item until On appears. Store to save the setting. Quit to exit the function menu. 48 Chapter 3: Using the Operator Panel Manual AutoGap (AutoGap Set to Off) When AutoGap is Off, you can manually adjust the gap position between the printhead and the paper. To manually set AutoGap, press: 1 2 3 4 5 6 7 8 9 Menu.

Item until AutoGap appears. Next . Item or Item until Off appears. Store. Next . Item or Item to select the manual position you want. Using the Operator Panel Store to save the setting. Quit to exit the function menu. The following table gives the manual setting choices and the information needed to make the appropriate choice for your paper type. Chapter 3: Using the Operator Panel 49 Manual AutoGap Settings Paper Type Single Forms (Single Sheets or Continuous Forms) Paper Thickness Thin Normal Thick Weight of Paper Manual Setting 45.

1 g/m2 (12 lb) 1 56.25 g/m2 (15 lb) 67.5 g/m2 75 g/m2 90 g/m2 2 Part Form 3 Part Form 4 Part Form 5 Part Form 6 Part Form (18 lb) 1 or 2 (20 lb) (24 lb) 2 2 or 3 3 or 4 4 or 5 5 or 6 5, 6, or 7 4, 5, or 6 Multiple-Part Forms \_\_ When the setting is 4 or higher, printing speed becomes slower. Using the Operator Panel Envelopes AutoGap Set to Single When AutoGap is set to Single, the printer sets the gap between the printhead and the paper only once. This should only be used when printing on several cut sheets of the same thickness while using the Auto Sheet Feeder. The printer adjusts the printhead to the paper's thickness when you turn the printer on or when the paper select lever is changed. There are two Single AutoGap options: Open (factory default) means that the printhead moves out of the way as each sheet of paper is loaded. This setting reduces paper jams. Fixed means that once the gap is set, the printhead does not move. 50 Chapter 3: Using the Operator Panel Selecting or Locking a Font or Pitch When you select a temporary font or pitch, the printer uses it unless the document software specifies a different one.

The printer reverts to the default font/pitch when you turn the power off. If a font or pitch is locked, the printer uses the selected font/pitch regardless of the font/pitch selection in the document software. The printer reverts to the default font/pitch when you turn the power off. To select a font or pitch temporarily, press: 1 2 3 1 2 3 Start/Stop. The printer goes offline and the operator panel displays the current font and pitch.

Font or Pitch until you reach the selection you want. Using the Operator Panel Start/Stop. The printer goes online. To lock a font or pitch, press: Start/Stop. The printer goes offline and the operator panel displays the current font and pitch.

Font or Pitch until the lock symbol, pitch you want. Start/Stop. The printer goes online. , appears next to the font/ If you want to change the default font or pitch, you must go through the function menus. The default font and pitch are indicated with asterisks (\*). For help, see "Menu Options" on page 38. Note: Not all pitches are available for all fonts. Chapter 3: Using the Operator Panel 51 Setting and Using a Macro You can use up to four macros to store your settings permanently. To set a macro, follow these steps: 1 2 3 4 5 6 Using the Operator Panel Press Menu. Press Item until Default Macro appears.

Press Next and then Item until Macro x (x = 1 to 4) appears. Press Store to save the setting. Press Prev. and then Item until Macro x Options appears. Set and store your settings (see "Macro x Options" on page 40 for a list of items you can set in your macro). Press Quit. 7 To use a macro: 1 2 3 4 5 Press Menu.

Press Item until Load Macro appears. Press Next until Macro x (x = 1 to 4) appears. Press Store to save the setting.

Press Quit. 52 Chapter 3: Using the Operator Panel Disabling/Enabling the Operator Panel All buttons except the Start/Stop, FormFeed, and Load/Unload buttons on the operator panel can be disabled. To disable the operator panel: 1 2 Turn the printer Off. Press and hold Micro and Micro and then turn the printer On. Note: When any button except Start/Stop, FormFeed, or Load/ Unload is pressed while the printer is disabled, the Operator Panel Disabled message appears on the display for approximately 2 seconds.

To enable the operator panel, repeat the above procedure. Using the Operator Panel Chapter 3: Using the Operator Panel 53 Using the Operator Panel 54 Chapter 3: Using the Operator Panel Selecting and Loading Paper Chapter 4 Paper Types and Sizes Below is an illustration of the types of paper you can use with your printer. Selecting and Loading Paper Single Sheets Continuous Forms Envelope Labels Chapter 4: Selecting and Loading Paper 55 Single Sheets Page Width Maximum 420 mm (16.5 in.) 76 mm (3.

0 in.) Page Length 558.8 mm (22.0 in.) 76 mm (3.0 in.) Weight 90 g/m2 (24 lb.) 56 g/m2 (15 lb.) Minimum Multiple Part Single Sheets Selecting and Loading Paper Page Width Maximum 420 mm (16.5 in.

) 76 mm (3.0 in.) Page Length 558.8 mm (22.0 in.) 76 mm (3.0 in.) Minimum 56 Chapter 4: Selecting and Loading Paper Single Continuous Forms Page Width Maximum 406 mm (16.0 in.) 76 mm (3.

0 in.) 393 mm (15.5 in.) 63 mm (2.5 in.

) Page Length N/A Weight 90 g/m2 (24 lb.) 56 g/m2 (15 lb.) N/A Minimum 76 mm (3.0 in.) N/A Maximum Hole to Hole Minimum Hole to Hole N/A N/A Selecting and Loading Paper Multiple Part Continuous Forms Page Width Maximum 406 mm (16.

0 in.) 76 mm (3.0 in.) 393 mm (15.5 in.) 63 mm (2.5 in.) Page Length N/A Weight 90 g/m2 (24 lb.) 56 g/m2 (15 lb.) N/A Minimum 76 mm (3.

0 in.) N/A Maximum Hole to Hole Minimum Hole to Hole N/A N/A Chapter 4: Selecting and Loading Paper 57 Envelopes Width Maximum 420 mm (16.



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5 in.) 76 mm (3.0 in.) Length 558.8 mm (22.0 in.) 76 mm (3.0 in.)  
) Weight 90 g/m2 (24 lb.) 56 g/m2 (15 lb.) Minimum Multiple Part Forms Selecting and Loading Paper (45 g/m2 or 12 lb) - Thickness Single Single Sheets  
0.058-0.114 mm (0.  
0023-0.0045 in.) 0.058-0.114 mm (0.  
0023-0.0045 in.) 0.053 mm (0.021 in.) Multiple part 0.512 mm (0.0202 in.) Continuous Forms 0.512 mm (0.

0202 in.) Envelopes 58 Chapter 4: Selecting and Loading Paper Loading a Single Sheet or Envelope Single sheets or multi-part forms can be loaded one at a time into the manual feed. Note: If you have installed the optional Auto Sheet Feeder or Tractor 2 Feeder, see "Auto Sheet Feeder" on page 85 or "Tractor 2 Feeder" on page 96 for paper loading instructions. Loading a Single Sheet or Envelope into the Manual Feed 1 Turn the printer On. 2 Make sure the paper path is clear. If continuous forms are currently loaded, park them by pressing Load/Unload. Selecting and Loading Paper 3 4 Make sure AutoGap is set to On or Single AutoGap. For help, see "Setting AutoGap" on page 48. Move the paper select lever up to the single sheets position. Chapter 4: Selecting and

Loading Paper 59 5 Pull the paper supports up.

Paper Supports Selecting and Loading Paper Paper Select Lever 6 Open the manual feed door. 60 Chapter 4: Selecting and Loading Paper 7 Set the left margin. Before inserting paper, move the left paper guide so that the print start position you want aligns with the symbol [A printed on the margin guide. Printing begins at the [A symbol Margin Guide Left Paper Guide Selecting and Loading Paper The distance from the left paper guide to the [A symbol determines the width of the left margin. Note: If you make a left margin setting in your application software, it is added to the left margin setting on the printer.

For example, if you set the left margin at 2.54 cm (1 in.) on the printer, and also have the left margin set at 2.54 cm (1 in.) in your application software, the printer begins printing 5.

08 cm (2 in.) from the left edge of the page. Chapter 4: Selecting and Loading Paper 61 8 To load a single sheet: a Place a single sheet against the left paper guide. b Move the right paper guide so that it aligns with the right edge of the paper. When you load preprinted forms, put the top of the form in first, printed side up. Left Paper Guide Selecting and Loading Paper Right Paper Guide The Paper Empty/Add Paper message disappears. If Auto Cut Sheet Load is On (factory default), the paper feeds automatically to the TOF. To turn Auto Cut Sheet Load On, see "Setting Auto Cut Sheet Load" on page 64. For more information about setting TOF, see "Setting TOF for Single Sheets and Envelopes" on page 78. If Auto Cut Sheet Load is Off, press FormFeed.

62 Chapter 4: Selecting and Loading Paper To load an envelope: a Place a single envelope against the left paper guide, with the top edge first, print side up. edge of the envelope. b Move the right paper guide so that it aligns with the right Selecting and Loading Paper Address added to show correct orientation. The Paper Empty/Add Paper message disappears. If Auto Cut Sheet Load is On (factory default), the paper feeds automatically to the TOF. To turn Auto Cut Sheet Load On, see "Setting Auto Cut Sheet Load" on page 64. For more information about setting TOF, see "Setting TOF for Single Sheets and Envelopes" on page 78. If Auto Cut Sheet Load is Off, press FormFeed. 9 Make sure the printer is online (Ready light is on solid). If it is not, press Start/Stop until the Ready light is on solid.

You are now ready to print. Chapter 4: Selecting and Loading Paper 63 Setting Auto Cut Sheet Load When set to On, the printer automatically loads a cut form. When set to Off, you must press FormFeed or LineFeed to load a cut form. To turn Auto Cut Sheet Load On, press: Selecting and Loading Paper 1 2 3 4 5 6 7 8 Menu. Item until Paper Hand Opt.

appears. Next . Item or Item until Auto Cut Sheet Load appears. Next . Item or Item until On appears.

Store to save the setting. Quit to exit the function menu. 64 Chapter 4: Selecting and Loading Paper Loading a Single Sheet or Envelope With Continuous Forms Already Loaded 1 Move the paper select lever down to the continuous forms position. 2 Turn the printer On. A Selecting and Loading Paper Paper Select Lever 3 To clear the paper path, tear off the leading edge of the continuous form, as shown. 4 5 Park the continuous forms by pressing Load/Unload. Make sure AutoGap is set to On or Single AutoGap. For help, see "Setting AutoGap" on page 48. Chapter 4: Selecting and Loading Paper 65 6 7 Open the manual feed door. Move the paper select lever up to the single sheets position.

Manual Feed Door Selecting and Loading Paper Paper Select Lever 66 Chapter 4: Selecting and Loading Paper 8 Set the left margin. Before inserting paper, move the left paper guide so that the print start position you want aligns with the [A symbol printed on the margin guide. Printing begins at the [A symbol Margin Guide Left Paper Guide Selecting and Loading Paper The distance from the left paper guide to the [A symbol determines the width of the left margin. Note: If you make a left margin setting in your application software, it is added to the left margin setting on the printer. For example, if you set the left margin at 1 inch (2.54 cm) on the printer, and also have the left margin set at 1 inch in your application software, the printer begins printing 2 inches from the left edge of the page. Chapter 4: Selecting and Loading Paper 67 9 To load a single sheet: a Place a single sheet against the left paper guide. b Move the right paper guide so that it aligns with the right edge of the paper. When you load preprinted forms, put the top of the form in first, printed side up. Selecting and Loading Paper The Paper Empty/Add Paper message disappears.

If Auto Cut Sheet Load is On (factory default), the paper feeds automatically to the TOF position. For help, see "Setting Auto Cut Sheet Load" on page 64. If Auto Cut Sheet Load is Off, press FormFeed. 68 Chapter 4: Selecting and Loading Paper To load an envelope: a Place a single envelope against the left paper guide, with the top edge first, print side up. edge of the envelope.

b Move the right paper guide so that it aligns with the right Address added to show correct orientation. Selecting and Loading Paper The Paper Empty/Add Paper message disappears. If Auto Cut Sheet Load is On (factory default), the paper feeds automatically to the TOF position. For help, see "Setting Auto Cut Sheet Load" on page 64. If Auto Cut Sheet Load is Off, press FormFeed.

10 Make sure the printer is online (Ready light is on solid). If it is not, press Start/Stop until the Ready light is on solid.



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You are now ready to print. Chapter 4: Selecting and Loading Paper 69 Loading Continuous Forms The printer offers one paper path for continuous forms. Note: If you have installed the optional Auto Sheet Feeder or Tractor 2 Feeder, see "Printer Options" beginning on page 83 for paper loading instructions. To load continuous forms: 1 2 Selecting and Loading Paper Turn the printer On. Make sure the paper path is clear. If a single sheet or envelope is loaded in the printer, press FormFeed to remove it. Make sure AutoGap is On. (This is the default setting.

) For help, see "AutoGap Set to On" on page 48. Move the paper select lever down to the continuous forms position. Pull up the bottom front of the printer to open the front cover. 3 4 5 70 Chapter 4: Selecting and Loading Paper 6 Pull up the left and right tractor locking levers to unlock the tractors. Locking Lever 7 8 Open the left and right tractor doors. Selecting and Loading Paper Place the paper pinfeed holes over the second or third pins of the tractor unit. If necessary, move the left or right tractor to adjust the tractor to the paper width. Left Tractor Door Right Tractor Door 9 Close the left and right tractor doors. Chapter 4: Selecting and Loading Paper 71 10 Set the left margin. Adjust the tractors so that the print start position you want aligns with the symbol [A printed on the rear plate.

Printing starts at the [A symbol Selecting and Loading Paper The distance from the [A symbol to the left edge of the paper determines the width of the left margin. Note: If you make a left margin setting in your application software, it is added to the left margin setting on the printer. For example, if you set the left margin at 1 inch (2.54 cm) on the printer, and also have the left margin set at 1 inch (2.54 cm) in your application software, the printer begins printing 2 inches from the left edge of the page.

11 Push down the left tractor locking lever to lock the tractor in place. Remove slack from the paper and lock the right lever. 72 Chapter 4: Selecting and Loading Paper 12 Close the front cover. Selecting and Loading Paper 13 14 Press Start/Stop. The paper loads to the first print position, or tear-off position if Auto Tear-Off is On.

Make sure the printer is online (Ready light is on solid). If not, press Start/Stop until the Ready light is on solid. You are now ready to print. When printing on continuous forms, the first 1 inches of the first page may have unequal line spacing. This occurs because the top of the paper is not yet being held by the upper feed rollers. Chapter 4: Selecting and Loading Paper 73 Aligning the Left Margin You can manually change the first print position at the left margin. The first print position is indicated by the [A symbol. You can also set the left margin from your application software. Manually-Loaded Single Sheets or Envelopes To set the left margin for single sheets or envelopes, move the left paper guide to the left of the [A symbol, located above the left paper guide. Selecting and Loading Paper B Left Paper Guide After doing this, you may need to adjust the right paper guide to fit flush against the right edge of the page.

If you make a left margin setting in your application software, it is added to the left margin setting on the printer. For example, if you set the left margin at 1 inch (2.54 cm) on the printer, and also have the left margin set at 1 inch (2.54 cm) in your application software, the printer begins printing 2 inches from the left edge of the page. 74 Chapter 4: Selecting and Loading Paper Continuous Forms To set the left margin for continuous forms, first locate the [A symbol on the printer (see figure below). [A Symbol Selecting and Loading Paper Pull up the left and right tractor locking levers to unlock the tractors. Locking Lever Move the left tractor to the left or right of the [A symbol. Push down the left tractor locking lever to lock it in place. Remove slack from the paper and lock the right lever. Chapter 4: Selecting and Loading Paper 75 Top-Of-Form (TOF) Top-Of-Form (TOF) sets the first line of print.

You can set and save TOF from the operator panel for single sheets, continuous forms, and for each macro that is enabled. Setting TOF for Continuous Forms TOF can range from minus 2.54 cm (1 in.) to plus 35.56 cm (14 in.

) from the top of continuous form paper. Note: Use this method to set TOF for continuous forms loaded in the optional Tractor 2 Feeder. To set and save TOF: Selecting and Loading Paper 1 2 3 4 5 Turn the printer On. Make sure the paper path is clear. Move the paper select lever down to the continuous forms position.

Load continuous form paper on the feed pins (or Tractor 2 feeder pins if you are using the Tractor 2 Feeder option). Press Start. The paper moves to the current TOF. 76 Chapter 4: Selecting and Loading Paper 6 7 Press Menu. Set Top of Form appears on the display. Press any paper movement key (Micro , Micro , or LineFeed) to move the paper to the position you want. The following illustration shows the printer without the ribbon cartridge installed. When the cartridge is not installed, you can easily see the position of the two horizontal white lines on either end of the metal platen bar. Use these lines as your reference point when lining up your TOF. The bottom of a printed character will be even with the white lines.

White lines Selecting and Loading Paper Note: When the ribbon cartridge is installed and the top edge of the paper is even with the top edge of the ribbon, the TOF is set to one line, or 1/6 inch. 8 Press Store to save the position you want. The Ready light comes on solid. Whenever you change the TOF setting, tear off excess continuous forms, then unload and reload the paper by pressing Load/ Unload. This ensures the printer goes to the current TOF setting. Note: When Auto Tear-Off is set to On, the paper advances to the current tear off position. If the tear off position is not correct, see "Auto Tear-Off (Set to On)" on page 79. Chapter 4: Selecting and Loading Paper 77 Setting TOF for Single Sheets and Envelopes TOF can range from minus 2.54 cm (1 in.) to plus 55.

88 cm (22 in.) from the top of cut sheet paper. To set and save TOF: 1 2 3 4 Selecting and Loading Paper Turn the printer On. Make sure continuous forms are parked (press Load/Unload.) The operator panel displays a Paper Empty/Add Paper message.

Move the paper select lever up to the single sheets position. Load a cut sheet of paper or envelope through the manual feed. The printer moves the paper or envelope to the current TOF. Press Menu. Set Top Of Form appears.

Press any paper movement key (Micro , Micro , or LineFeed) to move the paper or envelope to the appropriate position. Press Store to save the position you want. The Ready light comes on solid. When you reload paper at a later time, press Start/Stop.



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The paper moves to the TOF. 5 6 7 Setting TOF in a Macro Each macro has a separate TOF setting. To set TOF in a macro: 1 2 3 Select the macro you want to use. For help selecting a macro, see "Setting and Using a Macro" on page 52. Set Top of Form. For help, see "Setting TOF for Continuous Forms" on page 76 or "Setting TOF for Single Sheets and Envelopes" on page 78.

Press Store to save the settings in the currently selected macro. 78 Chapter 4: Selecting and Loading Paper Auto Tear-Off (Set to On) When Auto Tear-Off is on, it moves the top perforation of a continuous form to the tear bar (tear-off position) when: the printer has finished printing; the paper has advanced to the TOF on the next page; no data, printer control codes, or escape codes have been sent to the printer after advancing to the TOF; and the print buffer has not received data for one second. If you have already set your TOF and now want to change the Auto Tear-Off setting, complete the following steps: 1 2 3 Press Start/Stop to take the printer offline. @@The printer beeps if you go out of range. Press Start/Stop to set and save the tear-off position. The printer beeps twice. The paper rolls backward, then goes to the new tear-off position. @@@@Tip: To print labels, set Auto Tear-Off to "Off". @@The continuous form moves to the tear-off position. @@Press Start/Stop to set the tear-off position.

The printer beeps twice. @@@@The printer beeps if the paper is out of range. Press Start/Stop to set and save the tear-off position. The printer beeps twice. The paper rolls backward, then advances to the new tear-off position. @@@@Press Menu. Press Item until Print Adjust appears on the display. Press Next. @@Courier prints each alignment pattern twice (bidirectional). Press Start/Stop to print the alignment pattern. @@ to adjust the alignment. Lines 2 and 4 move to align with lines 1 and 3. @@Press Item to move lines 2 and 4 to the right. Press Item to move lines 2 and 4 to the left. @@Press Start/Stop to print the alignment pattern. @@@@For 215.9 mm (8.5 in.) paper width or less. .

Printer Options Manual Insertion Mode (Single-/Multi-part Form) Length 139.7 mm (5.5 in.) minimum 355.6 mm (14.0 in.) maximum 558.8 mm (22 in.) 76.2 mm (3.0 in.) minimum 420 mm (16.5 in.) maximum 60 ~ 90 g/m<sup>2</sup> (16 ~ 24 lbs) Width Paper Weight 1 2 Paper width greater than 215.9 mm (8.5 in.) For 215.9 mm (8.5 in.)

) paper width or less. 86 Chapter 5: Printer Options Installing the Auto Sheet Feeder The Auto Sheet Feeder is easy to install and remove. You will not need to make electrical connections or require special training or tools. 1 2 Make sure the printer is Off. Open, pull up, and remove the front cover. Front Cover Power Switch Printer Options Paper Select Lever 3 4 Push up the paper select lever. Insert the tabs on both sides of the Auto Sheet Feeder into the grooves on the printer. Groove Tab Tab Groove Chapter 5: Printer Options 87 5 Attach the front paper supports to the Auto Sheet Feeder. 6 Pull the paper supports to the upright position and attach the wire paper supports to them. Wire Paper Supports Printer Options Paper Supports 88 Chapter 5: Printer Options 7 Attach the front cover that came with the Auto Sheet Feeder.

Front Cover 8 9 Turn the printer on. Select Auto Sheet Feed On from the function menu. To turn Auto Sheet Feed on, press: a Menu. b Item until Paper Hand Opt. appears. c Next. d Item until Auto Sheet Feed appears. e Next to see the printer's setting. f Item until On appears. g Store to save the setting. h Quit to exit the function menus. Printer Options Chapter 5: Printer Options 89 Loading Paper in the Auto Sheet Feeder The Auto Sheet Feeder lets you print from single sheets of paper stacked in the feeder. The option also includes a manual feed tray that lets you manually feed a single sheet of paper. This section includes instructions for loading paper in the automatic sheet feeder and the automatic sheet feeder's manual feed tray. Loading Paper for Automatic Feed 1 If continuous forms are loaded, park them.

For help parking continuous forms, see step 1 of "Parking Continuous Forms and Changing Tractor Feeders" on page 111. Printer Options 2 3 4 5 Make sure AutoGap is set to On. For help, see "Setting AutoGap" on page 48. Move the paper select lever up to the single sheet Pull the paper supports to the upright position. Pull the locking lever forward to allow paper to be loaded. Locking Lever position. 90 Chapter 5: Printer Options 6 Place single sheets into the Auto Sheet Feeder. Note: Place letterhead paper with the letterhead facing up and toward the printer. The paper level should not exceed the markings on the label located on the inside of the paper holder. Printer Options Chapter 5: Printer Options 91 7 Move the paper guide so the print start position you want aligns with the symbol [A printed on the margin guide of the Auto Sheet Feeder. Printing begins at the [A symbol. Margin Guide Left Paper Guide Printer Options The distance from the [A symbol to the left paper guide determines the left margin. 8 Move the right paper guide to match the paper width you are using. 92 Chapter 5: Printer Options 9 Push the locking lever in toward the printer. Locking Lever Printer Options 10 Press Start/Stop.

The Ready light comes on and you are ready to print. Chapter 5: Printer Options 93 Loading Paper for Auto Sheet Feeder Manual Feed If continuous forms are currently loaded on the printer, park the continuous forms before performing these steps. For help parking continuous forms, see steps 1 and 2 of "Parking Continuous Forms and Changing Tractor Feeders" on page 111. 1 2 Push the paper select lever up to the single sheet Pull the locking lever forward. position. Note: After you finish printing on manual insertion paper, move the locking lever back to let paper feed automatically. Locking Lever Printer Options Paper Select Lever 94 Chapter 5: Printer Options 3 Set the left margin. Move the paper guides so that the print start position you want aligns with the symbol [A printed on the margin guide. Printing begins at the [A symbol. Left Paper Guide Margin Guide Printer Options The distance from the [A symbol to the left paper guide determines the left margin.

Note: If you make a left margin setting in your application software, it is added to the left margin setting on the printer. For example, if you set the left margin at 1 inch (2.54 cm) on the printer, and also have the left margin set at 1 inch (2.54 cm) in your application software, the printer begins printing 2 inches from the left edge of the page. 4 Insert paper all the way into the printer.

The paper feeds automatically to the Top-Of-Form (TOF) when the Auto Sheet Feeder option is on.



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