



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK INTERPRET S400. You'll find the answers to all your questions on the LEXMARK INTERPRET S400 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual LEXMARK INTERPRET S400**  
**User guide LEXMARK INTERPRET S400**  
**Operating instructions LEXMARK INTERPRET S400**  
**Instructions for use LEXMARK INTERPRET S400**  
**Instruction manual LEXMARK INTERPRET S400**

**LEXMARK**

**Lexmark S400 Series User's Guide**

**April 2009**

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

Machine type(s):  
4443  
Model(s):  
201, 20E



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**<http://yourpdfguides.com/dref/2385641>**

**Manual abstract:**

*lexmark.com Contents Safety information.....*

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*...5 About your printer..*

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*.....6 Thank you for choosing this printer!.....*

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*..6 Minimizing your printer's environmental impact..*

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*.....6 Finding information about the printer.....*

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*.....7 Understanding the parts of the printer...*

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*.....9 Ordering and replacing supplies.*

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*11 Ordering ink cartridges.....*

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*...11 Using genuine Lexmark ink cartridges.*  
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.....  
*...11 Replacing ink cartridges.*  
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*..12 Ordering paper and other supplies...*  
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*...13 Recycling Lexmark products.....*

.....  
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.....

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.....  
.....  
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.....  
*..13 Using the printer control panel buttons and menus...*  
.....  
*.....14 Using the printer control panel..*

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

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.....  
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.....  
.....  
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.....  
*..14 Changing temporary settings into new default settings...*  
.....  
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.....  
.....  
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.....  
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*.....16 Changing the Power Saver timeout..*

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.....  
.....

.....  
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*...17 Saving energy with Eco-Mode..*

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*.....17 Resetting to factory settings.*

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*....18 Using the printer software.*

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.....

*19 Minimum system requirements.....*

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*...19 Using the Windows printer software.....*

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*.....19 Using the Macintosh printer software...*

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.....21 Finding and installing optional software..

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....22 Updating the printer software (Windows only).....

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...23 Reinstalling the printer software..

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.....23 Loading paper and original documents.

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.....  
.....25 Loading paper...

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.....  
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.....

.....25 Saving paper default settings.....

.....  
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.....  
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.....  
.....28 Loading original documents on the scanner glass....

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.....  
*...29 Loading original documents into the ADF..*  
.....

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.....  
*.29 Contents 2 Printing...*

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*.30 Tips for printing...*

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.....  
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*30 Printing basic documents.....*

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.....*30 Printing specialty documents*.....

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.....*34 Printing on both sides of the paper (duplexing) manually*.....

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.....*36 Working with photos*.....

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*.....38 Printing from a Bluetooth-enabled device..*

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*.43 Managing print jobs.....*

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*.....46 Copying....*

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*..50 Tips for copying....*

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*.....50 Making copies.....*

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*..50 Copying photos...*

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.....50 Enlarging or reducing images....

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...51 Adjusting copy quality..

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*.....51 Making a copy lighter or darker.*

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*.....51 Collating copies using the printer control panel...*

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*.....52 Repeating an image on one page..*

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..52 Copying multiple pages on one sheet...

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...53 Making a duplex copy manually..

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53 Canceling copy jobs.....

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.....54 Scanning.....

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.....55 Tips for scanning..

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55 Scanning to a local or network computer.....

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....55 Scanning to a flash drive or memory card.

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.....56 Scanning photos into an editing application..

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

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.....

.....56 Scanning documents into an editing application....

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.....58 Scanning directly to e-mail using the printer software....

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.....58 Scanning to a PDF.....

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*...59 Scanning FAQ..*

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*60 Canceling scan jobs.....*

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*...73 Contents 3 Creating a contact list.....*

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*.....75 Sending faxes.....*

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*...77 Receiving faxes..*

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.....78 Faxing FAQ.....

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.....80 Networking.....

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.....87 Installing the printer on a wireless network.....

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.....  
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.....87 *Advanced wireless setup.*

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.....92 *Networking FAQ.....*

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*..99 Maintaining the printer..*

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*..110 Maintaining ink cartridges.....*

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*...110 Cleaning the exterior of the printer..*

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*..112 Cleaning the scanner glass..*

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.....112 Troubleshooting...

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....113 Before you troubleshoot.....

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...113 Using the Service Center to solve printer problems..

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113 If Troubleshooting does not solve your problem.....

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.....113 Setup troubleshooting..

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.....113 Jams and misfeeds troubleshooting....

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.....119 Print troubleshooting..

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.....121 Copy and scan troubleshooting..

*...d your suggestions help us do it better. Minimizing your printer's environmental impact We are committed to protecting the environment and are continually improving our printers to reduce their environmental impact. @@@@. Share your printer. Wireless/network printers allow you to share a single printer among multiple computers, thus conserving energy and other resources.*

*Conserving paper · Print more than one page image on one side of the paper. The "Pages per sheet" feature allows you to print multiple pages on one sheet. You can print up to 8 page images on one side of a sheet of paper. · Print on both sides of the paper. Duplexing lets you print on both sides of the paper manually or automatically (depending on your printer model). · Preview print jobs before printing. Use the preview features found in Toolbars, the Print or Print Preview dialog, or the printer display (depending on your printer model). · Scan and save. To avoid printing multiple copies, you can scan documents or photographs and save them to a computer program, application, or flash drive for presentation. · Use recycled paper.*

*Conserving ink · Use Quick Print or Draft Mode. These modes can be used to print documents using less ink than normal and are ideal for printing documents that are mostly text. · Use High Yield cartridges. Inks in High-Yield cartridges allow you to print more pages with fewer cartridges. About your printer 6 ·*

*Clean the printhead. Before replacing and recycling your ink cartridges, try using the "Clean Printhead" and "Deep Clean Printhead" features. These features clean the printhead nozzles to improve the quality of your prints. Recycling · Return ink cartridges for reuse or recycling through the Lexmark Cartridge Collection Program. To return an ink cartridge, go to [www.lexmark.com/recycle](http://www.lexmark.com/recycle).*

*Follow the instructions to request a postage-paid bag. · Recycle the product packaging. · Recycle your old printer instead of throwing it away. · Recycle paper from discarded print jobs.*

*· Use recycled paper. To read the Lexmark Environmental Sustainability Report, see [www.lexmark.com/environment](http://www.lexmark.com/environment). 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 [www.lexmark.com/publications/](http://www.lexmark.com/publications/).*

*· Connecting the printer · Installing the printer software Additional setup and instructions for using the printer: User's Guide The User's Guide is available on the installation software CD. · Selecting and storing paper and specialty media · Loading paper · Performing printing, copying, scanning, and faxing tasks, 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 For updates, check our Web site at [www.lexmark.com/publications/](http://www.lexmark.com/publications/).*

*· Caring for and maintaining the printer · Troubleshooting and solving problems About your printer 7 What are you looking for? Help using the printer software Find it here Windows or Mac Help Open a printer software program or application, and then click Help. Click Notes: to view context-sensitive information. · 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.*

*The latest supplemental information, updates, and online technical support: Lexmark Support Web site--[support.lexmark.com](http://support.lexmark.com) Note: Select your region, and then select your product to view the appropriate support site. 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: · · · · · Troubleshooting hints and tips Frequently asked questions Documentation Driver downloads Live chat support E-mail support · · · · Machine Type number Serial number Date purchased Store where purchased Telephone support In the US, call us at: 1-800-332-4120 MondayFriday (8:00 AM11:00 PM ET), Saturday and Sunday (11:00 AM8:00 PM ET) Support telephone numbers and hours of operation for your region or country can be found on the Support Web site (support).*



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lexmark.com) or on the printed warranty that came with your printer. Warranty information Warranty information varies by country or region: · In the US--See the Statement of Limited Warranty included with this printer, or at support.lexmark.com. · Rest of the world--See the printed warranty that came with your printer.

About your printer 8 Understanding the parts of the printer 14 13 12 1 11 2 10 9 3 8 W W PR I INT ING F I 7 PRI NTI ING F I 4 6 5 Use the 1 2 3 4 5 6 7 8 9 Paper support Paper guide adjustment lever Wi-Fi indicator Memory card slots PictBridge and USB port Card reader light Paper exit tray Printer control panel To Load paper. Adjust the paper guides. Check wireless status. Insert a memory card. Connect a PictBridge-enabled digital camera, USB Bluetooth adapter or a flash drive to the printer.

Check card reader status. The light blinks to indicate that a memory card is being accessed. Hold paper as it exits. Operate the printer. Automatic Document Feeder (ADF) paper guide Keep paper straight when feeding it into the ADF.

Note: Adjust the paper guide on the ADF tray to the width of the original document. 10 11 ADF output tray ADF tray Hold documents as they exit from the ADF. Load original documents in the ADF. Recommended for scanning, copying, or faxing multiple-page documents. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 12 13 14 ADF Paper feed guard Paper guides Scan, copy, or fax multiple-page letter-, legal-, and A4-size documents. Prevent items from falling into the paper slot. Keep paper straight when feeding. About your printer 9 1 2 W PRINTIN G I F I 9 8 3 XX XX XX XX XX MAC : XX 7 W PRINTIN G I F 4 I 5 6 Use the 1 2 3 4 Scanner lid Scanner glass To Access the scanner glass.

Scan and copy photos and documents. Power supply with port Connect the printer to a power source. EXT Port Connect additional devices (telephone or answering machine) to the printer and the telephone line. Use this port if you do not have a dedicated fax line for the printer, and if this connection method is supported in your country or region. Note: Remove the plug to access the port. EXT 5 LINE Port Connect the printer to an active telephone line (through a standard wall jack, DSL filter, or VoIP adapter) to send and receive faxes. LINE 6 USB port Connect the printer to a computer using a USB cable. Warning--Potential Damage: Do not touch the USB port except when plugging in or removing a USB cable or installation cable. 7 Printhead access Install the printhead. Note: The carrier moves to the printhead access area when no printhead is installed on the printer.

8 9 Ink cartridge access Scanner unit Install, replace, or remove ink cartridges. · Access the ink cartridges and printhead. · Remove paper jams. About your printer 10 Ordering and replacing supplies Ordering ink cartridges Page yields available at www.

lexmark.com/pageyields. For best results, use only Lexmark ink cartridges. Lexmark S400 Series models (except Lexmark S408) Item Black cartridge High yield black cartridge Yellow color cartridge High yield yellow color cartridge Cyan color cartridge High yield cyan color cartridge Magenta color cartridge High yield magenta color cartridge 1 2 Return Program Cartridge1 Regular cartridge2 100 100XL 100 100XL 100 100XL 100 100XL 100A 100XLA 100A 100XLA 100A 100XLA 100A 100XLA Licensed for a single use only. After use, return this cartridge to Lexmark for remanufacturing, refilling, or recycling. Available only on the Lexmark Web site at www.lexmark.com. Lexmark S408 models Item Black cartridge High yield black cartridge Yellow color cartridge High yield yellow color cartridge Cyan color cartridge High yield cyan color cartridge Magenta color cartridge High yield magenta color cartridge 1 2 Return Program Cartridge1 108 108XL 108 108XL 108 108XL 108 108XL Regular cartridge2 108A 108XLA 108A 108XLA 108A 108XLA 108A 108XLA Licensed for a single use only. After use, return this cartridge to Lexmark for remanufacturing, refilling, or recycling. Available only on the Lexmark Web site at www.lexmark.com. Using genuine Lexmark ink cartridges Lexmark printers, ink cartridges, and photo paper are designed to perform together for superior print quality, and our inks are formulated to work with your printer and help extend the life of your product. We recommend that you use only genuine Lexmark ink cartridges.

Ordering and replacing supplies 11 Lexmark's warranty does not cover damage caused by non-Lexmark ink or ink cartridges. Replacing ink cartridges Make sure you have a new ink cartridge or cartridges before you begin. You must install new cartridges immediately after removing the old ones or the ink remaining in the printhead nozzles may dry out. 1 Turn on your printer. 2 Open the printer. W PRIN I TING F I Note: The printhead moves to the cartridge installation position. 3 Press the release tab, and then remove the used ink cartridge or cartridges. 4 Install each ink cartridge. Use two hands to install the black cartridge. Note: Install the new ink cartridges immediately after removing the protective cap to avoid exposing the ink to air.

5 Close the printer. Ordering and replacing supplies 12 Ordering paper and other supplies To order supplies or to locate a dealer near you, visit our Web site at www.lexmark.com. Item USB cable For more information, go to www.

lexmark.com. Paper Lexmark Photo Paper Paper size Part Number 1021294 . . . . . Letter A4 4 x 6 in. L Letter A4 4 x 6 in. L Lexmark PerfectFinish Photo Paper Notes: · Availability may vary by country or region.

· For best results when printing photos or other high-quality images, use Lexmark Photo Paper or Lexmark PerfectFinish™ Photo Paper. · For more information, go to www.lexmark.com 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. Ordering and replacing supplies 13 Using the printer control panel buttons and menus Using the printer control panel The following diagrams explain the sections of the printer control panel: 1 2 3 4 5 10 9 8 7 6 Use the: 1 Power button To · Turn the printer on and off. · Switch to Power Saver mode.

Note: When the printer is on, press to switch to Power Saver mode. Press and hold for three seconds to turn off the printer. 2 Copy button Access the copy menu and make copies. 3 Scan button Access the scan menu and scan documents.



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4 Fax button Access the fax menu and send faxes. 5 Photo button Access the photo menu and print photos. Using the printer control panel buttons and menus 14 Use the: 6 Display Note: The display is turned off in Power Saver mode. To View: · Printer status · Messages · Menus Choose a menu or submenu item that appears on the display. 7 8 Arrow buttons Select button · Select menu options. · Save settings.

· Feed or eject paper. Press and hold for 3 seconds to feed or eject paper from the printer. 9 Back button · Return to the previous screen. · Exit from one menu level to a higher one. Access the setup menu and change printer settings.

Note: The Copy, Scan, Fax, and Photo button lights are off when this button is selected. 1 2 3 4 5 10 Setup button Cancel 7 6 Use the: 1 2 To Address Book Access fax numbers from a saved list of numbers. Redial/Pause In Fax mode: · Insert a three-second pause in a fax number to wait for an outside line or get through an automated answering system. Enter a pause only when you have already begun entering the number. · Display the last number dialed.

Press the left or right arrow button to view the last five numbers dialed. 3 Dialtone Dial the telephone number manually using the keypad before sending the fax. Using the printer control panel buttons and menus 15 Use the: 4 5 Color/Black Start button To Switch to color mode or black-and-white mode. Start a print, scan, fax, or copy job, depending on which mode is selected. 6 Cancel button · Cancel a print, copy, scan, or fax job in progress. · Exit from a menu level of the Copy, Scan, Fax, Photo, or File Print menu to the top level of a menu. · Exit from a menu level of the Setup menu to the top level of the previous mode. · Clear current settings or error messages, and return to default settings. 7 Keypad In Copy mode or Photo mode: enter the number of copies or prints you want to make. In Fax mode: · · · · Enter fax numbers.

Navigate an automated answering system. Select letters when creating a Speed Dial list. Type numbers to enter or edit the date and time shown on the display.

Changing temporary settings into new default settings The following menus revert to default settings after two minutes of inactivity or after the printer is turned off: Copy menu · · · · · Copies Quality Lighter/Darker Resize Original Size Pages per Sheet Copies per Sheet Content Type Scan menu · Quality · Original Size · Lighter/Darker · Quality The following Photo options will not time out after two minutes of inactivity or after you turn off the printer, but they will return to the factory default settings when a memory card or flash drive is removed. Fax menu (selected models only) Photo menu · · · · Photo Effects

Photo Size Layout Quality Using the printer control panel buttons and menus 16 To change the temporary settings into new default settings 1 From the printer control panel, press . . . 2 Press the arrow buttons to scroll to Defaults, and then press Use Current appears on the display. 3 Press the arrow buttons to scroll to Set Defaults, and then press 4 Press 5 Press again to select Use Current. until you exit Setup, or press another mode button.

To disable the settings timeout feature You can disable the settings timeout feature if you do not want the printer to revert to the default settings after two minutes of inactivity or after the printer is turned off. 1 From the printer control panel, press . . . 2 Press the arrow buttons to scroll to Device Setup, and then press 3 Press the arrow buttons to scroll to Clear Settings Timeout, and then press 4 Press the arrow buttons to scroll to Never, and then press 5 Press until you exit Setup, or press another mode button.

· Changing the Power Saver timeout The Power Saver timeout is the time it takes for the printer to switch to Power Saver mode when the printer is left idle. The Power Saver feature optimizes energy efficiency by reducing the printer power consumption (as much as 28 percent on some printer models) compared to the default printer settings. To save the most energy, select the lowest Power Saver timeout. 1 From the printer control panel, press .

. . . 2 Press the arrow buttons to scroll to Device Setup, and then press 3 Press the arrow buttons to scroll to Power Saver, and then press 4 Press the arrow buttons to select a Power Saver timeout, and then press 5 Press until you exit Setup, or press another mode button. Saving energy with Eco-Mode The Eco-

Mode feature optimizes energy efficiency and saves money. When Eco-Mode is enabled, the printer automatically switches to the following settings: · The printer display is dimmed. · The printer changes to Power Saver mode after ten minutes. Using the printer control panel buttons and menus 17 Notes: · If you are using Eco-Mode, then the Eco-Mode settings override any changes you may make to individual settings that are part of Eco-Mode. · Eco-Mode is enabled by default. To change the Eco-Mode setting: 1 From the printer control panel, press .

. 2 Press the arrow buttons to scroll to Device Setup, and then press 3 Press the arrow buttons to scroll to Eco-Mode. 4 Select the Eco-Mode setting, and then press 5 Press . until you exit Setup, or press another mode button. Resetting to factory settings Resetting to factory default settings will delete all the printer settings you have previously selected. Using the printer control panel menus 1 From the printer control panel, press . . . 2 Press the arrow buttons to scroll to Defaults, and then press 3 Press the arrow buttons to scroll to Set Defaults, and then press 4 Press the arrow buttons to scroll to Use Factory, and then press buttons.

Initial Setup Complete appears on the display. 5 When prompted to set the initial settings of your printer, make your selections using the printer control panel Using a button combination (if you cannot read the current language) 1 Turn off the printer. Note: If you have set the Power Saver timeout in the Setup menu, then press and hold turn off the printer. for three seconds to turn the printer on. 2 From the printer control panel, press and hold Note: Do not release

buttons. and and , and then press and release until Language appears on the display, indicating that the printer has been 3 When prompted to set the initial settings of your printer, make your selections using the printer control panel Initial Setup Complete appears on the display. Using the printer control panel buttons and menus 18 Using the printer software Minimum system requirements The printer software requires up to 500 MB of free disk space.



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Supported operating systems . . . . . Microsoft Windows 7 (Web only) | Microsoft Windows Vista (SP1) | Microsoft Windows XP (SP3) | Microsoft Windows 2000 (SP4 or greater) | Macintosh PowerPC OS X v10.3.

9 or later Macintosh Intel OS X v10.4.4 or later Linux Ubuntu 8.04 LTS and 8.10 (Web only) | Linux OpenSUSE 11.0 and 11.1 (Web only) | Linux Fedora 10 (Web only) | driver for this operating system is available only at [support.lexmark.com](http://support.lexmark.com). 1 The printer Using the Windows printer software Software installed during printer installation When you set up the printer using the installation software CD, all the necessary software was installed.

You may have chosen to install some additional programs. The following table provides an overview of various software programs and what they can help you do. If you did not install these additional programs during initial installation, then reinsert the installation software CD, run the installation software, and then select Install Additional Software from the Software Already Installed screen. Using the printer software 19 Printer software Use the Lexmark™ Printer Home (referred to as Printer Home) To . . . . . Launch applications or programs. Access the Fax Solutions software. Scan or e-mail a photo or document. Edit scanned documents. Scan documents to PDF. Adjust settings for the printer. Order supplies.

Maintain ink cartridges. Print a test page. Register the printer. Contact technical support. Lexmark Fast Pics (referred to as Fast Pics) Lexmark Toolbar (referred to as Toolbar) Manage, edit, transfer, and print photos and documents.

. . . . . Print black or text-only Web pages to save ink. Schedule automatic printing of Web pages. Access Picnik and edit photos online. Print, scan, or convert local files from Windows. Lexmark Tools for Office (referred to as Tools for Office) Lexmark Fax Solutions (referred to as Fax Solutions) Access your favorite settings in Microsoft Office 2007.

. . . . . Send a fax. Receive a fax in three-in-one printers. Add, edit, or delete contacts in the built-in phone book. Access the Lexmark Fax Setup Utility in four-in-one printers. Use the Fax Setup Utility to set the Speed Dial and Group Dial numbers, set Ringing and Answering, and print fax history and status reports. Abbyy Sprint OCR Lexmark Wireless Setup Utility (referred to as Wireless Setup Utility) Scan a document and produce text that you can edit with a word-processing program. . Set up the wireless printer on a wireless network. . Change the wireless settings of the printer. Note: This program is installed automatically with the printer software if the printer has wireless capability. Lexmark Service Center (referred to as Service Center) . Troubleshoot the printer.

. Access the printer maintenance functions. . Contact technical support. Notes: . This program is installed automatically with the printer software. . You may be prompted to install this program from the Web, depending on your printer model. Using the printer software 20 Use the Printing Preferences To When you select File Print with a document open and then click Properties, a Printing Preferences dialog appears. The dialog lets you select options for the print job, such as the following: . . . . . Select the number of copies to print. Print two-sided copies. Select the paper type. Add a watermark. Enhance images.

Save settings. Note: Printing Preferences is installed automatically with the printer software. Note: Your printer may not come with some of these programs or some of the functions of these programs, depending on the features of the printer that you purchased. Using the Macintosh printer software Software installed during printer installation Software resident in the Macintosh OS Use the Print dialog Printer Services dialog (not available in Mac OS X v10.5 or later) To Adjust the print settings and schedule print jobs.

. . . . . Access the printer utility. Troubleshoot. Order ink or supplies. Contact Lexmark. Check the printer software version installed on the computer.

Printer software Applications are installed along with the printer software during installation. These applications are saved in the printer folder that appears on the Finder desktop after installation. 1 From the Finder desktop, double-click the printer folder. 2 Double-click the icon of the application that you want to use. Use the Lexmark All-In-One Center (referred to as All-In-One Center) Lexmark Fax Setup Utility (referred to as Fax Setup Utility) To . Scan photos and documents. . Customize settings for scan jobs. . Customize settings for fax jobs. . Create and edit the Speed Dial list. Using the printer software 21 Use the Lexmark Network Card Reader (referred to as Network Card Reader) Lexmark Printer Utility (referred to as Printer Utility) To . View the contents of a memory device inserted into a network printer. . Transfer photos and PDF documents from a memory device to the computer over a network.

. . . . . Get help with cartridge installation. Print a test page. Print an alignment page. Clean the printhead nozzles. Order ink or supplies. Register the printer. Contact technical support. Lexmark Wireless Setup Assistant (referred to as Wireless Setup Assistant) Set up the printer on a wireless network. Note: Your printer may not come with these applications, depending on the features of the printer that you purchased. Finding and installing optional software For Windows users 1 Click or Start.

2 Click All Programs or Programs, and then select the printer program folder from the list. 3 Select Printer Home. 4 Choose your printer from the printer drop-down list. 5 From the Support tab, click On-line support. 6 From the Web site, select your printer and download the driver.

7 Install additional or optional software. For Macintosh users 1 From the Finder desktop, double-click the printer folder. 2 Double-click the Printer Utility icon. 3 From the Web Links tab, click Customer Support. 4 From the Web site, select your printer and download the driver.

5 Install additional or optional software. Using the printer software 22 Updating the printer software (Windows only) Checking for software updates 1 Click or Start. 2 Click All Programs or Programs, and then select the printer program folder from the list. 3 Select Printer Home. 4 Choose your printer from the printer drop-down list. 5 From the Support tab, select Check for updates. 6 Follow the instructions on the computer screen. Enabling automatic software updates 1 With a document open, click File Print.



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2 Click Properties, Preferences, Options, or Setup. 3 From the Advanced tab, click More Options.

4 In the Software Updates section, select Allow automatic updates from the web for my software. 5 Click OK. Reinstalling the printer software When you set up the printer using the installation software CD, all the necessary software was installed. If you encountered problems while installing, or if your printer does not appear in the Printers folder or as a printer option when you send a print job, then try removing and reinstalling the printer software. Uninstalling the printer software For Windows users 1 Click or Start. 2 Click All Programs or Programs, and then select the printer program folder from the list. 3 Select the uninstall option. 4 Follow the instructions on the computer screen to remove the software. 5 Once the uninstall process is complete, restart your computer.

For Macintosh users 1 From the Finder desktop, double-click the printer folder.

2 Double-click the Uninstaller icon. 3 Follow the instructions on the computer screen to remove the software. Using the printer software 23 Installing the printer software Note: If you installed the printer software on this computer before but need to reinstall the software, then uninstall the current software first.

For Windows users 1 Close all open software programs. 2 Insert the installation software CD.

If the Welcome screen does not appear after a minute, then launch the CD manually: 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. 3 Follow the instructions on the Welcome screen. For Macintosh users 1 Close all open software applications.

2 Insert the installation software CD. If the installation dialog does not appear after a minute, then click the CD icon on the desktop. 3 Double-click Install. 4

Follow the instructions on the installation dialog. Using the World Wide Web 1 Go to the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com). 2 From the Drivers & Downloads menu, click Driver Finder. 3 Select your printer, and then select your operating system. 4 Download the driver and install the printer software.

Using the printer software 24 Loading paper and original documents Loading paper 1 Fan the paper. 2 Center the paper on the paper support. 3 Adjust the paper guides so they rest against the edges of the paper. W P R I N T I N G I F I Note: Do not force paper into the printer. The paper should be flat against the paper support, and the edges should be flush against both paper guides. 4 From the printer control panel, select or confirm your paper settings. Loading paper and original documents 25 Paper and specialty media guidelines Load up to: 100 sheets of plain paper Make sure that: · The paper guides rest against the edges of the paper. · You load letterhead paper with the print side faceup and the top of the letterhead going into the printer first. 25 sheets of heavyweight matte paper · The print side of the paper is faceup. · The paper guides rest against the edges of the paper.

· You select Automatic, Normal, or Photo print quality. Note: Draft mode is available but is not recommended for use with expensive paper such as heavyweight matte, labels, photo cards and glossy paper. 20 sheets of banner paper · You remove all paper from the paper support before inserting banner paper. · You use banner paper designed for inkjet printers. · You place a stack of banner paper on or behind the printer, and feed in the first sheet.

· The paper guides rest against the edges of the paper. · You select A4 Banner or Letter Banner paper size. W P R I N T I N G I F I Loading paper and original documents 26 Load up to: 10 envelopes Make sure that: · The print side of the envelope is faceup. · The paper guides rest against the edges of the envelopes. ·

You print the envelopes with Landscape orientation.

Note: If you are mailing within Japan, then the envelope can be printed in Portrait orientation with the stamp in the lower right corner or in Landscape orientation with the stamp in the lower left corner. If you are mailing internationally, then print in Landscape orientation with the stamp in the upper left corner. · You select the correct envelope size. Select the next biggest size if the exact envelope size is not listed, and set the left and right margins so your envelope is correctly positioned. 25 sheets of labels · The print side of the label is faceup. · The paper guides rest against the edges of the paper. · You select Automatic, Normal, or Photo print quality. Note: Draft mode is available but is not recommended for use with expensive paper such as heavyweight matte, labels, photo cards and glossy paper. 25 greeting cards, index cards, postcards, or photo cards · The print side of the card is faceup. · The paper guides rest against the edges of the cards.

· You select Automatic, Normal, or Photo print quality. Note: Draft mode is available but is not recommended for use with expensive paper such as heavyweight matte, labels, photo cards and glossy paper. Loading paper and original documents 27 Load up to: 25 sheets of photo/glossy paper Make sure that: · The print side of the paper is faceup. · The paper guides rest against the edges of the paper. · You select Automatic, Normal, or Photo print quality.

Note: Draft mode is available but is not recommended for use with expensive paper such as heavyweight matte, labels, photo cards and glossy paper. 10 iron-on transfers · You follow the loading instructions on the iron-on transfer packaging. · The print side of the transfer is faceup. · The paper guides rest against the edges of the transfer. · You select Automatic, Normal, or Photo print quality.

50 transparencies · The rough side of the transparencies is faceup. · The paper guides rest against the edges of the transparencies. Saving paper default settings You can set the default paper size, paper type, and photo print size for the documents and photos that you print. Note: These default settings apply only to print, copy, and scan jobs that you initiate from the printer. 1 From the printer control panel, press .

2 Choose the default settings: · If you want to set the default paper size: a Press to select Paper Setup. b Press the arrow buttons to scroll to Paper Size, and then press . c Press the arrow buttons to select the default paper size for the printer, and then press . · If you want to set the default paper type: a Press to select Paper Setup. b Press the arrow buttons to scroll to Paper Type, and then press .

c Press the arrow buttons to select the default paper type for the printer, and then press .



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· If you want to set the default photo print size: a Press the arrow buttons to scroll to Defaults, and then press . b Press to select Photo Print Size. c Press the arrow buttons to select the default photo print size for the printer, and then press 3 Press until you exit Setup, or press another mode button. · Loading paper and original documents 28 Loading original documents on the scanner glass 1 Open the scanner lid and place the document facedown on the scanner glass. 2 Close the scanner lid. W PRIN I TING F I W PRIN T I I NG F I Loading original documents into the ADF You can load up to 35 sheets of an original document into the ADF for scanning, copying, and faxing. You can load A4-, letter-, or legal-size paper into the ADF. 1 Adjust the paper guide on the ADF tray to the width of the original document.

2 Load the original document faceup and top edge first into the ADF until you hear a beep. W PRIN I TING F I W PRIN TING I F I Loading paper and original documents 29 Printing Tips for printing · · · · Use the appropriate paper for your print job. Select a higher print quality for better prints. Make sure there is enough ink in the ink cartridges. Remove each sheet as it is printed when printing photos or when working with specialty media. Select the borderless setting when printing photos. Printing basic documents Printing a document 1 Load the paper in the printer. 2 Send the print job: For Windows users a With a document open, click File Print. b Click Properties, Preferences, Options, or Setup. c Select the print quality, the number of copies to print, the type of paper to use, and how the pages should print.

d Click OK to close any printer software dialogs. e Click OK or Print. For Macintosh users a b c d With a document open, choose File > Print. From the Printer pop-up menu, choose the printer. If necessary, click the disclosure triangle. From the print options pop-up menu, choose the print quality, the number of copies to print, the type of paper to use, and how the pages should print. e Click Print. Printing 30 Collating printed copies If you print multiple copies of a document, then you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated). Collated Not collated Notes: · The collate option is available only when you are printing multiple copies. · To prevent smudging when printing photos, remove each photo as it exits the printer, and then let it dry before stacking.

For Windows users 1 With a document open, click File Print. 2 Click Properties, Preferences, Options, or Setup. 3 From the Copies section of the Print Setup tab, enter the number of copies that you want to print, and then select Collate Copies. 4 Click OK to close any printer software dialogs. 5 Click OK or Print. For Macintosh users 1 With a document open, choose File > Print. 2 From the Printer pop-up menu, choose the printer. 3 If necessary click the disclosure triangle. 4 In the Copies field, enter the number of copies that you want to print, and then select Collated. 5 Click Print.

Printing pages in reverse order By default, the first page is printed first. If you want to reverse the order in which pages print to make documents ready to read with the first page on top, then do the following: For Windows users 1 With a document open, click File Print. 2 Click Properties, Preferences, Options, or Setup. Printing 31 3 From the Copies section of the Print Setup tab, select a page order: · To print the last page first, select Print Last Page First. · To print the first page first, clear the Print Last Page First check box. Note: If two-sided printing is enabled, then you cannot print the last page first. To change the print order, you must first disable two-sided printing. 4 Click OK to close any printer software dialogs. 5 Click OK or Print. For Macintosh users 1 With a document open, choose File > Print.

2 From the Printer pop-up menu, choose the printer. 3 If necessary, click the disclosure triangle. 4 From the print options pop-up menu, choose Paper Handling. 5 From the Paper Handling menu, or from the Page Order pop-up menu, select a page order: · To print the last page first, select Reverse page order or Reverse. · To print the first page first, clear the Reverse page order or Reverse option. 6 Click Print. Printing multiple pages on one sheet For Windows users 1 With a document open, click File Print. 2 Click Properties, Preferences, Options, or Setup. 3 From the Layout list of the Advanced tab, select Pages per sheet. 4 Select the number of page images to print on each page.

If you want each page image to be surrounded by a border, then select Print Page Borders. 5 Click OK to close any printer software dialogs. 6 Click OK or Print. For Macintosh users 1 With a document open, choose File > Print. 2 From the Printer pop-up menu, choose the printer. 3 If necessary, click the disclosure triangle. 4 From the print options pop-up menu, choose Copies & Pages, and then click Page Setup. 5 From the Paper Size pop-up menu, choose a paper size. 6 Choose an orientation, and then click OK. Printing 32 7 From the print options pop-up menu, choose Layout.

· From the Pages per Sheet pop-up menu, choose the number of page images that you want to print on one sheet. · From the Layout Direction menu, choose a layout direction. · If you want to print a border around each page image, then choose an option from the Border pop-up menu. 8 Click Print. Printing documents from a memory card or flash drive (Windows only) To enable the File Print function: · The printer must be connected to a computer through a USB cable or through a network. · The printer and the computer must be on. · The memory card or flash drive must contain document files that are supported by the printer. For more information, see "Supported memory cards and file types" on page 39. · The computer must contain applications that support the file types in the memory device. 1 Insert a memory card or flash drive.

When the printer detects the memory device, Memory Card Detected or Storage Device Detected appears on the display. 2 If only document files are stored on the memory device, then the printer automatically switches to File Print mode. If document files and image files are stored on the memory device, then press to select Documents. 3 Select and print the document: If the printer is using a USB connection a Press the arrow buttons to select the file name of the document that you want to print or the folder where the document is saved in the memory device. b Press , and then press to start printing the document. If the printer is using a Wireless connection (selected models only) a Press the arrow buttons to select the file name of the document that you want to print.



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b Press , and then wait for the printer to connect to the network computer or to finish searching the network for available computers. c When prompted, press the arrow buttons to select the name of the network computer, and then press start printing the document. Notes: to · You may be prompted to enter a PIN if the computer requires it. Enter the PIN using the keypad.

· To assign a computer name and a PIN to the computer, see the Help for the printer software associated with your operating system. Printing 33 Printing specialty documents Printing envelopes 1 Load the envelopes in the printer. 2 Send the print job: For Windows users a b c d With a document open, click File Print. Click Properties, Preferences, Options, or Setup. From the Paper Type list of the Print Setup tab, select Plain Paper. From the Paper Size list, select the envelope size. Note: To print on a custom-size envelope, select Custom Size, and then specify the height and width of the envelope. e Select an orientation. f Click OK to close any printer software dialogs. g Click OK or Print.

For Macintosh users a b c d e With a document open, choose File > Print. From the Printer pop-up menu, choose the printer. If necessary, click the disclosure triangle. From the print options pop-up menu, choose Copies & Pages, and then click Page Setup. From the Paper Size pop-up menu, choose the envelope size. If no size matches the size of the envelope, then set a custom size. f Select an orientation, and then click OK. g Click Print. Notes: · Most envelopes use landscape orientation. · Make sure the same orientation is also selected in the software application.

Printing labels 1 Load the label sheets in the printer. 2 Send the print job: For Windows users a With a document open, click File Print. b Click Properties, Preferences, Options, or Setup. Printing 34 c From the Paper Size list of the Print Setup tab, choose a paper size that matches the size of the label sheet. If no paper size matches the label sheet size, then set a custom size.

If necessary, choose the appropriate type of paper from the Paper Type list. d Click OK to close any printer software dialogs. e Click OK or Print. For Macintosh users a b c d e With a document open, choose File > Print. From the Printer pop-up menu, choose the printer. If necessary, click the disclosure triangle. From the print options pop-up menu, choose Copies & Pages, and then click Page Setup. From the Paper Size pop-up menu, choose a size that matches the size of the label sheet. If no paper size matches the label sheet size, then set a custom size. f Select an orientation, and then click OK. g From the print options pop-up menu, choose Quality & Media. · From the Paper Type pop-up menu, choose Card Stock. · From the Print Quality menu, choose a print quality other than Quick Print. h Click Print. Tips on loading label sheets · · · · Make sure the top of the label sheet feeds into the printer first.

Make sure the adhesive on the labels does not extend to within 1 mm of the edge of the label sheet. Make sure the paper guide or paper guides rest against the edges of the label sheet. Use full label sheets. Partial sheets (with areas exposed by missing labels) may cause labels to peel off during printing, resulting in a paper jam. Printing on custom-size paper Before beginning these instructions, load the custom-size paper in the printer. For Windows users 1 With a document open, click File Print. 2 Click Properties, Preferences, Options, or Setup. 3 From the Paper Size list of the Print Setup tab, select Custom Size. The Define Custom Paper Size dialog appears. 4 Set the paper size.

5 Select the measurement units to use (inches or millimeters). 6 Click OK to close any printer software dialogs. 7 Click OK or Print. Printing 35 For Macintosh users 1 With a document open, choose File > Print. 2 From the printer pop-up menu, choose the printer. 3 If necessary, click the disclosure triangle. 4 From the print options pop-up menu, choose Copies & Pages and then click Page Setup. 5 From the Settings pop-up menu, choose Custom Paper Size. 6 Create a custom size: a Select Use custom page size. b Type the Width and Height of the paper. c Choose a Feed Method. d Click OK. 7 Click Print. Printing on both sides of the paper (duplexing) manually For Windows users 1 With a document open, click File Print. 2 Click Properties, Preferences, Options, or Setup. 3 Click the Advanced tab. 4 From the 2-Sided Printing section, select Manual. Note: The Print Instruction Page to Assist in Reloading item is selected automatically. 5 Click OK. The printer prints the odd-numbered pages and the instruction sheet.

Printing 36 6 Flip and reload the paper, following the directions on the instruction sheet to complete the print job. 3 2 W PR I N T I N G F I 1 1 Note: To return to single-sided printing, return to the Advanced tab. From the 2-Sided Printing section, select Off from the drop-down menu. For Macintosh users 1 With a document open, choose File > Print. 2 From the print options pop-up menu, choose Paper Handling. 3 From the Print or "Pages to print" pop-up menu, select to print the odd numbered pages. 4 After printing the first set of pages, flip and reload the paper. 3 2 W PR I N T I N G F I 1 5 Repeat steps 1 and 2. 6 From the Print or "Pages to print" pop-up menu, select to print the even numbered pages. 7 Click Print.

Printing 37 Working with photos Using a memory card or flash drive with the printer Memory cards and flash drives are storage devices frequently used with cameras and computers. You can remove the memory card from the camera or the flash drive from the computer and insert it directly into the printer. 1 Insert a memory card into the card slot or a flash drive into the USB port. Inserting a memory card Inserting a flash drive W PR I N T I N G F I W PR I N T I N G F I MEMORY STICK FL AS H DR IV E Notes: Notes: · Insert the card with the brand name label facing right. · Make sure any arrows on the card point toward the printer.

· The flash drive uses the same port that is used for a PictBridge camera cable. · An adapter may be necessary if your flash drive does not fit directly into the port. · If necessary, connect the memory card to the adapter that came with it. · Make sure that the memory card inserted is supported by the printer. For more information, see "Supported memory cards and file types" on page 39.

W PR I N T I N G F I Warning--Potential Damage: Do not touch any cables, any network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device.



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A loss of data can occur. 2 Look for Memory Card Detected or Storage Device Detected on the display. Printing 38 Notes: · If the printer does not recognize the memory device, then remove and reinsert it. · If a flash drive or a digital camera set to mass storage mode is inserted into the USB port while a memory card is in the card slot, then a message appears on the display prompting you to choose which memory device to use. Supported memory cards and file types  
Memory Card File Type Documents: ······ Secure Digital (SD) Micro Secure Digital (with adapter) (Micro SD) Mini Secure Digital (with adapter) (Mini SD) MultiMedia Card (MMC) Reduced Size MultiMedia Card (with adapter) (RS-MMC) MultiMedia Card mobile (with adapter) (MMCmobile) Memory Stick Memory Stick PRO Memory Stick Duo (with adapter) Memory Stick PRO Duo (with adapter) xD-Picture Card xD-Picture Card (Type H) xD-Picture Card (Type M) Secure Digital High Capacity (SDHC) ······ .doc (Microsoft Word) .xls (Microsoft Excel) .ppt (Microsoft PowerPoint) .pdf (Adobe Portable Document Format) .

rtf (Rich Text Format) .docx (Microsoft Word Open Document Format) .xlsx (Microsoft Excel Open Document Format) .pptx (Microsoft PowerPoint Open Document Format) .wpd (WordPerfect) Images: · JPEG · TIFF Printing photos using the printer control panel 1 Load photo paper. 2 From the printer control panel, press . 3 Insert a memory card, flash drive, or digital camera set to mass storage mode. If document files and image files are stored in the memory device, then press the arrow buttons to select Photos, and then press . 4 Press the arrow buttons to scroll to Easy Photo or Print Photos, and then press Notes: · · Select Easy Photo if you want to print photos quickly.

· Select Print Photos if you want to customize the photos before printing them. 5 Press the arrow buttons to select a photo printing option, and then press . Note: You can choose to print the most recent photo, print all the photos, print photos that fall within a date range, print photos by selecting the photo numbers on a proof sheet, or print pre-selected photos from a digital camera using Digital Print Order Format (DPOF). The DPOF option appears only when there is a valid DPOF file in your memory device. Printing 39 6 Adjust the print settings: · If you are in the Easy Photo menu, then press the arrow buttons to select the paper size and photo size.

Press each time you make a selection. · If you are in the Print Photos menu, then press the arrow buttons to select the photo size, paper size, paper type, layout, photo effects, and quality of the photos, and to adjust the brightness and color effects of the each time you make a selection. photos. Press 7 Press the Color/Black button to set a color or black-and-white print. When you select color or black-only printing, the light near your choice comes on.

8 Press . Note: For best results, allow the prints to dry at least 24 hours before stacking, displaying, or storing. Printing photos from a memory device using the printer software 1 Load photo paper with the glossy or printable side faceup. (If you are not sure which side is the printable side, then see the instructions that came with the paper.) 2 From the printer control panel, press . 3 Insert a memory card, flash drive, or digital camera set to mass storage mode. If document files and image files are stored on the memory device, then press to select Photos. 4 Transfer or print the photos: If the printer is using a USB connection · For Windows users Fast Pics launches automatically when you insert the memory device. Follow the instructions on the computer screen to transfer the photos to the computer or to print. · For Macintosh users If you have set an application to launch when a memory device is connected to the computer, then the application automatically launches.

Follow the instructions on the computer screen to transfer the photos to the computer or to print. If the printer is using a Wireless connection (selected models only) a Press the arrow buttons to scroll to Select Computer, and then press . . b Press the arrow buttons to select the network computer where you want to save the photos, and then press c Transfer or print the photos: · For Windows users Fast Pics launches automatically when you insert the memory device.

Follow the instructions on the computer screen to transfer the photos to the computer or to print. · For Macintosh users Select Yes to view images from the memory device. The Network Card Reader launches on the computer. Follow the instructions on the computer screen to transfer the photos to the computer or to print. Printing 40 Printing photos from a PictBridge-enabled digital camera PictBridge is a technology available in most digital cameras that lets you print directly from your digital camera without using a computer. 1 Insert one end of the USB cable into the camera.

Note: Use only the USB cable that came with the camera. 2 Insert the other end of the cable into the PictBridge port on the front of the printer. W P R I N T I N G I F I Notes: · Make sure that the PictBridge-enabled digital camera is set to the correct USB mode. If the camera USB selection is incorrect, then the camera is detected as a flash drive, or an error message will be displayed on the printer control panel. For more information, see the camera documentation.

· The printer reads only one memory device at a time. W P R I N T I N G I F I Warning--Potential Damage: Do not touch the USB cable, any network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device. A loss of data can occur. 3 If the PictBridge connection is successful, then the following message appears on the display: PictBridge Camera detected. Press OK to change settings.

4 Press to access the PictBridge menu. Printing 41 5 Press the arrow buttons to select the paper size, paper type, photo size, and layout of the photos that you want to print. Press each time you make a selection. 6 See the documentation for your camera to begin printing. Note: If you insert the camera while the printer is performing another job, then wait for the job to finish before printing from the camera. Printing photos from a memory device using the proof sheet 1 Load letter- or A4-size plain paper. 2 From the printer control panel, press 3 Insert a memory card or flash drive. If document files and image files are stored in the memory device, then press the arrow buttons to select Photos, and then press . . 4 Press the arrow buttons to scroll to Proof Sheet, and then press 5 Press the arrow buttons to select an option to print a proof sheet.



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You can print a proof sheet: . . For all photos on the memory device. . For the 20 most recent photos, if there are 20 or more photos on the memory device. . By date, if the photos on the card were taken on different dates. If you choose this option, then select the date. 6 Press . The proof sheet prints. 7 Follow the instructions on the proof sheet to select which photos to print, the number of copies per photo, red-eye reduction, page layout, print options, and paper size.

Note: When making selections, make sure to fill in the circles completely. 8 When Scan Proof Sheet appears on the display, press scanner glass.

, and then load the proof sheet facedown on the Note: If Scan Proof Sheet does not appear on the display, then press the arrow buttons until it appears on the display. 9 Press . The printer scans the proof sheet. 10 Load photo paper with the glossy or printable side faceup. (If you are not sure which side is the printable side, then see the instructions that came with the paper.

) Note: Make sure that the paper matches the size that you selected on the proof sheet. 11 Press the Color/Black button to set a color or black-and-white print. When you select color or black-only printing, the light near your choice comes on. 12 Press to print the photos. Note: For best results, allow the prints to dry at least 24 hours before stacking, displaying, or storing.

Printing 42 Printing photos from a digital camera using DPOF If your camera supports Digital Print Order Format (DPOF), then you can specify which photos to print, how many of each, and the print settings while the memory card is still in the camera. The printer recognizes these settings when you insert the memory card into the printer or connect the camera to the printer. Note: If you specify a photo size while the memory card is still in the camera, then make sure that the size of the paper loaded in the printer is not smaller than the size you specify in the DPOF selection. 1 Load photo paper with the glossy or printable side faceup. (If you are not sure which side is the printable side, then see the instructions that came with the paper.) 2 From the printer control panel, press 3 Insert a memory card. . Memory Card Detected appears on the display. 4 Press the arrow buttons to scroll to Print Photos, and then press 5 Press the arrow buttons to scroll to Print DPOF, and then press . to print the photos.

Note: This option appears only if a DPOF file is detected in the memory card. Note: For best results, allow the prints to dry at least 24 hours before stacking, displaying, or storing. Printing from a Bluetooth-enabled device . This printer is compliant with Bluetooth Specification 2.0. It supports the following profiles:

Object Push Profile (OPP) and Serial Port Profile (SPP). Check with your Bluetooth-enabled device manufacturers (cellular phone or PDA) to determine their hardware compatibility and interoperability. It is recommended that you use the latest firmware on your Bluetooth-enabled device. . To print Microsoft documents from your Windows Mobile/Pocket PC PDA, additional third-party software and drivers are required. For more information about the required software, see the documentation for your PDA. Setting up a connection between your printer and a Bluetooth-enabled device Note: The printer does not support printing files from your computer using a Bluetooth connection.

You need to set up a connection between a Bluetooth-enabled device and your printer if you are sending a print job from the Bluetooth device for the first time. You will need to repeat the setup if: . You reset the printer to its factory default settings. . You change the Bluetooth security level or the Bluetooth pass key. . The Bluetooth-enabled device you are using requires users to set up a Bluetooth connection on every print job. For more information, see the documentation for your Bluetooth device.

. The name of the Bluetooth device you are using is automatically deleted from the Bluetooth device list. When the Bluetooth security level is set to High, the printer saves a list of up to eight Bluetooth devices that have previously set up a connection with the printer. When the printer detects more than eight devices, the least recently used device is removed from the list. You need to repeat the setup of the deleted device to be able to send a print job to the printer. Note: You need to set up a connection for each Bluetooth device that you use to send a print job to the printer.

Printing 43 To set up a connection between the printer and a Bluetooth-enabled device: 1 Insert a USB Bluetooth adapter into the USB port located on the front of the printer. W P R I N T I N G I F I Bluetooth Dongle Connected appears on the display. Note: A Bluetooth adapter is not included with the printer. 2

From the printer control panel, press . . 3 Press the arrow buttons to scroll to Bluetooth Setup, and then press 4 Press the arrow buttons to scroll to Discovery, and then press . 5 Make sure Discovery is set to On. If necessary, press the arrow buttons to scroll to On, and then press The printer is now ready to accept a connection from a Bluetooth-enabled device. . 6 Configure the Bluetooth-enabled device to set up a connection to the printer.

For more information, see the documentation for your Bluetooth device. Note: If the Bluetooth Security Level on the printer is set to High, then you must enter a pass key. Printing 44 Setting the Bluetooth security level 1 Insert a Bluetooth USB adapter into the USB port. W P R I N T I N G I F I Bluetooth Dongle Connected appears on the display. Note: A Bluetooth adapter is not included with the printer. 2 From the printer control panel, press . . 3 Press the arrow buttons to scroll to Bluetooth Setup, and then press button 4 Press the arrow buttons to scroll to Security Level, and then press . 5 Press the arrow buttons to select the security level, and then press . . Select Low to allow Bluetooth devices to connect and send print jobs to your printer without requiring users to enter a pass key.

. Select High to require users to enter a four-digit numeric pass key on the Bluetooth device before connecting and sending print jobs to the printer. 6 The Bluetooth Pass Key menu appears on the display if you set the security level to High. Use the keypad to enter your four-digit pass key, and then press .

Printing from a Bluetooth-enabled device Note: The printer does not support printing files from your computer using a Bluetooth connection. Printing 45 1 Insert a USB Bluetooth adapter into the USB port.

W P R I N T I N G I F I Bluetooth Dongle Connected appears on the display. Warning--Potential Damage: Do not touch cables, any network adapter, any connector, the USB Bluetooth adapter, or the printer in the areas shown while actively printing, reading, or writing from a Bluetooth-enabled device.



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