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You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK OFFICEEDGE PRO 4000. You'll find the answers to all your questions on the LEXMARK OFFICEEDGE PRO 4000 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK OFFICEEDGE PRO 4000
User guide LEXMARK OFFICEEDGE PRO 4000
Operating instructions LEXMARK OFFICEEDGE PRO 4000
Instructions for use LEXMARK OFFICEEDGE PRO 4000
Instruction manual LEXMARK OFFICEEDGE PRO 4000

LEXMARK

Pro4000 Series User's Guide

April 2012

www.lexmark.com

Machine Type(s):
4447
Model(s):
Pro4000: 010, 014; Pro4000: 000



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Manual abstract:

14 Ordering paper and other supplies. 18 Setting the security PIN of the printer. 47 Printing on both sides of the paper (duplexing). 133 Contents 5 Cleaning the exterior of the printer. 134 Cleaning the scanner glass. 135 Moving the printer to another location. 137 If Troubleshooting does not solve your problem.

@@@This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components.

The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.

CAUTION—POTENTIAL INJURY: Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems.

Remove the power cord from the electrical outlet before inspecting it. Refer service or repairs, other than those described in the user documentation, to a professional service person. **CAUTION—POTENTIAL INJURY:** The lithium battery in this product is not intended to be replaced. Discard used lithium batteries according to the manufacturer's instructions and local regulations. **IMPORTANT SAFETY INSTRUCTIONS:** When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following: • Do not use this product near water for example, near a bathtub, washbowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

□ Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning. □ Do not use the telephone to report a gas leak in the vicinity of the leak. **CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables from the printer before proceeding. **CAUTION—SHOCK HAZARD:** Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm. **SAVE THESE INSTRUCTIONS.** About your printer 7 About your printer Thank you for choosing this printer! We've worked hard to make sure it will meet your needs. To start using your new printer right away, use the setup materials that came with the printer, and then skim the User's Guide to learn how to perform basic tasks. To get the most out of your printer, read the User's Guide carefully, and make sure you check the latest updates on our Web site.

We're committed to delivering performance and value with our printers, and we want to make sure you're satisfied. If you do encounter any problems along the way, one of our knowledgeable support representatives will be delighted to help you get back on track fast. And if you find something we could do better, please let us know. After all, you are the reason we do what we do, and your suggestions help us do it better. Minimizing your printer's environmental impact We are committed to protecting the environment and are continually improving our printers to reduce their environmental impact. By selecting certain printer settings or tasks, you may be able to reduce your printer's environmental impact even further. conserving energy • Select the lowest Sleep timeout. The Sleep feature puts the printer in a minimum-power standby mode after the printer has been idle for a set amount of time (the Sleep timeout). • Reduce the screen brightness. Dim the printer display to lower the power consumption of your printer.

• 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 16 page images on one side of a sheet of paper.

□ Print on both sides of the paper. Two-sided printing (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). To avoid printing multiple copies, you can scan documents or photos and save them to a computer program, application, or flash drive for presentation (depending on your printer model).

about your printer 8 Conserving ink • Use Quick Print or Draft Mode. These modes can be used to print documents using less ink than normal and are recommended for printing documents that are mostly text. □ Use font types and font settings that require less ink. Most programs or applications let you adjust the darkness of the colors. • Use high-yield cartridges. Inks in high-yield cartridges allow you to print more pages. • Preview print jobs before printing. Use the preview features found in Toolbars, the Print Preview dialog, or the printer display (depending on your printer model). Recycling • Return ink cartridges for reuse or recycling through the Lexmark Cartridge Collection Program. Recycle your old printer instead of throwing it away.

To read the Lexmark Environmental Sustainability Report, see www. 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. Finding information about the printer Publications What are you looking for?

Initial setup instructions: Find it here Setup documentation The setup documentation came with the printer and is also available on the Lexmark Web site at <http://support>. □ Connecting the printer • Installing the printer software About your printer 9 What are you looking for? Additional setup and instructions for using the printer: Find it here 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 <http://support>. □ Caring for and maintaining the printer • Troubleshooting and solving problems Creating and customizing printer solutions, depending on your printer model Help using the printer software SmartSolutions User's Guide Go to <http://smartsolutions>.



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□ The printer software is located in the printer program folder or on the desktop, depending on your operating system. 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 ••••• MAC address number Serial number Date purchased Store where purchased About your printer 10 What are you looking for? Telephone support Find it here In the US, call us at: 1-800-395-4039 Monday–Friday (9:00 AM–9:00 PM ET), Saturday (12:00 noon–6:00 PM ET) Support telephone numbers and hours of operation for your region or country can be found on the Support Web site (<http://support.lexmark>).

Com) or on the printed warranty that came with your printer. Warranty information • In the US—See the Statement of Limited Warranty included with this printer, or at <http://support>. □ In other countries or regions—See the printed warranty that came with your printer. 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. Understanding the parts of the printer Use the 1 Automatic Document Feeder (ADF) To • Scan, copy, or fax multiple-page documents.

• Access ADF paper jams. About your printer 11 Use the 2 ADF input tray To Load original documents into the ADF. Notes: • Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. □ After scanning, copying, or faxing, you can lift the right end of the input tray to retrieve the original documents easily.

3 4 5 6 7 8 PictBridge and USB port Card reader light Memory card slot Connect a PictBridge-enabled digital camera or a flash drive to the printer. check the card reader status. The light comes on when a memory card is inserted and blinks when a memory card is being accessed. Paper tray (Tray 1) Note: This option is available only in select printer models. load paper. You can load the same type of paper as in Tray 1. You can also load a different type of paper and change the default paper settings so the printer uses paper from Tray 2 for certain types of print jobs. hold paper as it exits. Note: For the printer to be ready for any print job, make sure to fully extend the exit bin and to flip out the bin extender. Note: For the printer to be ready for any print job, make sure to fully extend the exit bin and to flip out the bin extender.

11 Printer control panel Operate the printer. Use the 12 13 14 Customer support label Scanner glass To Identify the model number of the printer, the customer support hot line, and the ink cartridge information. scan , copy , or fax photos and documents. Power supply with port Connect the printer to the power cord. About your printer 12 Use the 15 Duplex unit To • Print on both sides of a sheet of paper. • Access paper jams. 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. Note: Remove the sticker to access the port. 16 USB port 17 18 Ethernet port LINE port Connect your printer to a computer , a local network , an external DSL , or a cable modem.

Connect the printer to an active telephone line through a standard wall jack (RJ-11), DSL filter, or VoIP adapter, or any other adapter that allows you to access the phone line to send and receive faxes. 19 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. Selecting a location for the printer When selecting a location for the printer, leave enough room to open trays (including optional trays), covers, and doors, depending on the features of your printer.

it is important to: • Provide a flat , sturdy , and stable surface. □ Keep the printer: – Away from the direct airflow of air conditioners, heaters, or ventilators – Free from direct sunlight, humidity extremes, or temperature fluctuations – Clean, dry, and free of dust Ordering and replacing supplies 13 Ordering and replacing supplies Ordering ink cartridges Make sure to order the cartridges that are available in your region. □ Region 1: For the United States, Canada, and Latin America, use 200, 200XL, or 200XLA cartridges. □ Region 2: For the European Union (EU), the European Economic Area (EEA), and Switzerland, use 210, 210XL, or 200XLA cartridges. □ Region 3: For Africa, the Middle East, Central Eastern Europe (non-EU), the C the fax.

9 Pause 10 Dial Tone 11 Address Book Access fax numbers from a saved list of numbers. 16 17 Ethernet indicator Check the Ethernet connection of your printer. Wi-Fi indicator Check the wireless connection of your printer. Note: This feature may be available only in select printer models. Using the printer control panel buttons and menus 18 Changing the Sleep timeout The Sleep timeout is the time it takes for the printer to switch to Sleep mode when the printer is left idle. The Sleep feature optimizes energy efficiency by reducing the printer power consumption. To save the most energy, select the lowest Sleep timeout. 1 From the printer control panel, navigate to: > Setup > press OK OK > Device Setup > OK > Sleep > OK 2 Press the up or down arrow button to select or use the keypad to enter the value of the Sleep timeout, and then . Saving paper and energy To significantly cut paper usage and reduce paper waste, activate duplex printing: 1 From the printer control panel, navigate to: > Setup > OK > Print Mode Setup > OK > 2-Sided Copy, Standalone > OK OK 2 Press the up or down arrow button to scroll to On, and then press 1 From the printer control panel, navigate to: > Setup > OK OK . To optimize energy efficiency, reduce the Sleep timeout and Screen Brightness: > Device Setup > OK > Sleep > OK 2 Press the up or down arrow button to select or use the keypad to enter the Sleep timeout value, and then press .

3 From the printer control panel, navigate to: > Setup > OK > Device Setup > OK > Screen Brightness > OK 4 Press the up or down arrow button to scroll to Dim, and then press OK . Note: If you select 2-Sided Copy, Standalone, then the printer prints on both sides of the paper (duplex) for copy and fax jobs, and for printing in Windows and Macintosh, depending on your printer model.



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Restoring factory default settings Resetting to factory default settings will delete all the printer settings you have previously selected. 1 From the printer control panel, navigate to: > Setup > OK > Restore Factory Defaults > OK 2 Press the up or down arrow button to scroll to Restore All Printer Settings, and then press 3 Press the left or right arrow button to scroll to Yes, and then press OK OK . . The printer restarts automatically after resetting to factory default settings. 4 When prompted to set the initial settings of your printer, make your selections using the printer control panel buttons. initial Setup Complete appears on the display. Using the printer control panel buttons and menus 19 Setting the security PIN of the printer To prevent unauthorized changes in specific menu settings, you can set a security PIN for the printer. 1 From the printer control panel, navigate to: > Setup > OK > Security Setup > OK > Set Admin PIN OK 2 Enter your four-digit PIN, and then press .

Note: Make sure you remember your security PIN. To recover a lost PIN, you will need the assistance of customer support. 3 From the Security Setup menu, navigate to: Lock Settings > OK > On > OK *Note: When Lock Settings is set to On, you need to enter the security PIN every time you want to change some printer settings. to disable the security PIN , set Lock Settings to Off.* Using shortcuts 20 Using shortcuts What are shortcuts? A shortcut is a way to quickly accomplish printing, copying, scanning, e-mailing, or faxing tasks with the printer.

You can configure and save a set of frequently used printer settings available for a given task and then assign a shortcut number and shortcut name to it. The shortcut number and shortcut name serve as the identification for a particular task and its printer settings. When you want to perform a task with those settings, you do not need to go through the usual process of adjusting the settings and options. Simply enter the shortcut number or select the shortcut name and number on the printer control panel, and the task will launch automatically. Configure the shortcut settings for a task in the Embedded Web Server:

Select Copy Eco-Copy ID Card Copy Scan to Fax Scan to E-mail To Copy a document or photo.

Copy a document or photo using two-sided or draft setting. Copy both sides of an ID card onto a single page. *Note: Make sure the printer is connected to the network and the Internet through an Ethernet or wireless connection.* scan to Computer Scan to Network Scan a document or photo and send it to your computer. *Note: Make sure the printer is connected to the computer locally (USB).* scan a document or photo and save it to a network folder. *Note: Make sure the printer is connected to the Internet through an Ethernet or wireless connection.* Scan to Memory Device Print a File Scan a document or photo and save it to a memory card or flash drive (depending on your printer model). print a document from your computer. *Note: Make sure the printer is connected to the computer through the same Ethernet or wireless network.*

Example: A lawyer who uses his printer to send e-mails to clients normally navigates through the printer control panel to select the feature and its available options. Instead of doing that, he can configure the printer settings (such as the message title and recipient) from the Embedded Web Server, and then assign a shortcut number and shortcut name to the task. Every time he enters the shortcut number or selects the shortcut name on the printer control panel, the printer automatically sends the documents according to the selected settings. Using shortcuts 21 Getting started During installation, a link will be provided for you to create shortcuts. If you were not able to create your shortcuts during installation, then you may create the shortcuts through your printer software.

Launching the shortcuts page using the printer software Before you begin, make sure: •Your printer and computer are each connected to the network through an Ethernet or wireless connection. 2 Click All Programs or Programs, and then select the printer program folder from the list. 3 Navigate to: Printer Home > select your printer > Settings > Configure Shortcuts For Macintosh users 1 From the Finder, navigate to: Applications > select your printer folder > Shortcuts 2 Select your printer from the list, and then click Launch. Creating a shortcut 1 Launch the shortcuts page, and then navigate to: Add New Shortcut > select a task 2 Assign a shortcut number and shortcut name, and then specify the settings. *Notes:* •A shortcut number is the number you assign to a particular task and its printer settings.

You can assign shortcut numbers from 1 to 999. If you configured the shortcut to show the settings before running, then the settings will appear on the printer display. Modifying or deleting a shortcut 1 Launch the shortcuts page, and then select a shortcut. 2 Do either of the following: •Make the necessary changes, and then click Save Changes. •Click Delete.

Using shortcuts 22 Using shortcuts on the printer Make sure you have created a shortcut. From the printer control panel, navigate to: > Shortcuts > OK > select a shortcut > OK or > > enter the shortcut number > OK *Note: If you configured the shortcut to show the settings before running, then the settings will appear on the printer display. adjust the settings if necessary.* Using the printer software 23 Using the printer software Minimum system requirements The printer software requires up to 500MB of free disk space. 0* The printer driver for this operating system is available only at <http://support>.

*Note: Information on additional operating system versions that are compatible with the printer may be available on our Web site. 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 click Advanced Options > Install Additional Software. Using the printer software 24 Printer software Use the Lexmark™ Printer Home (referred to as Printer Home) To ••••••••••Launch applications or programs. 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 Tools for Office (referred to as Tools for Office) Printer Setup Utility Status Messenger Status Monitor Center Access your favorite settings in Microsoft Office 2007.



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Configure the fax and e-mail settings of your printer. Learn more about the printing problems encountered. □ Check the supplies status of your printer. • Order supplies online. Receive automatic notifications of updates to your printer software when new updates are available. When you click File > Print > Properties with a document open, a Printing Preferences dialog appears. The dialog lets you select options for the print job, such as the following: Product Update Printing Preferences ••••• Select the number of copies to print. 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 printer software 25 Using the Macintosh printer software Launching the Print dialog Use the Print dialog to adjust the print settings and schedule print jobs.

With a document or photo open, choose File > Print. Launching an application 1 From the Finder, navigate to: Applications > select your printer folder 2 Double-click the application that you want to use. Use the Printer Settings To •••• Customize settings for fax jobs. Create and edit the Contacts list. configure e-mail connectivity settings.

Configure the language, country, date, and time. Shortcuts Wireless Setup Assistant Uninstaller Speed up usual tasks with your printer. set up the printer on a wireless network. Note: This application is automatically installed with the printer software if the printer has wireless capability. Remove the printer software from your computer.

Notes: • Your printer may not come with these applications, depending on the features of the printer that you purchased or the installation type (standard or custom) chosen when you installed the printer. □ To take advantage of the full features of your printer, select the custom install option during installation, and then select all packages listed. Accessing Web links Web links are links to predefined Web pages that are saved in the printer folder. 1 From the Finder, navigate to: Applications > select your printer folder > Web Links 2 Double-click the Web link that you want to visit. Use Customer Support Lexmark Software Updates Lexmark Online Order Supplies Online To Contact customer support. Using the printer software 26 Use Printer Registration Visit Lexmark SmartSolutions To Register your printer. Note: Your printer may not come with these Web links, 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 Navigate to: Printer Home > select your printer > Support > Online support 4 From the Web site, select your printer and then download the driver.

5 Install additional or optional software. For Macintosh users 1 From the Finder, navigate to: Applications > select your printer folder > Web Links > Lexmark Software Updates 2 From the Web site, select your printer and then download the driver. 2 Click All Programs or Programs, and then select the printer program folder from the list. 3 Select your printer, and then click Product Update. 4 Follow the instructions on the computer screen. For Macintosh users 1 From the Finder, navigate to: Applications > select your printer folder > Web Links > Lexmark Software Updates 2 From the Web site, select your printer and then download the driver. Using the printer software 27 Downloading PCL and PS drivers (Windows only) Universal Print Drivers (PCL 5 emulation, PCL XL emulation, and PS emulation) can be downloaded from our Web site. You need to search for your printer model to view compatible drivers. 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 uninstalling and reinstalling the printer.

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 Click the uninstaller. 4 Follow the instructions on the computer screen. 5 Once the uninstall process is complete, restart your computer.

for Macintosh users 1 Close all open applications. 2 From the Finder, navigate to: Applications > select your printer folder 3 Double-click Uninstaller. 4 Follow the instructions on the computer screen. 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. If the installation dialog 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. c Press Enter , or click OK. Using the printer software 28 3 Click Install, and then follow the instructions on the computer screen. For Macintosh users Note: To take advantage of the full features of your printer, select the custom install option, and then select all packages listed. If the installation dialog does not appear after a minute, then click the CD icon on the desktop. 3 Double-click the software installer package, and then follow the instructions on the computer screen. Using the Internet 1 Go to the Lexmark Web site at www. 2 Navigate to: SUPPORT & DOWNLOADS > select your printer > select your operating system 3 Download the driver, and then install the printer software. Loading paper and original documents 29 Loading paper and original documents Loading the paper tray Make sure: •••••The printer is turned on.

You use paper designed for inkjet printers. The paper is not used or damaged. You follow the instructions that came with the specialty media. The paper does not buckle when you adjust the paper guides. 1 Lift the exit bin, and then pull out the tray completely. 2 Move the paper guides to the sides of the tray.

Loading paper and original documents 30 3 If you are loading legal-size paper, then squeeze the tab and pull to extend the tray. 4 Load the paper with the printable side facedown. 5 Adjust the paper guides to rest against the left, right, and bottom edges of the paper. Note: Make sure the paper is below the maximum fill line located on the edge of the paper tray.

Overloading the tray can cause paper jams. Loading paper and original documents 31 6 Insert the tray. Note: If you extended the tray to accommodate legal-size paper, then the tray sticks out from the front of the printer when inserted. 7 Fully extend the exit bin, and then flip out the bin extender to catch the paper as it exits. Loading various paper types Note: Different paper types and sizes should not be loaded together in the paper tray.



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Load up to 300 sheets of plain paper Make sure • The paper is designed for use with inkjet printers. □ The paper guides rest against the left, right, and bottom edges of the paper. Loading paper and original documents 32 Load up to 100 sheets of coated paper 25 sheets of photo paper 25 sheets of glossy paper Make sure • The paper is loaded with the glossy or printable side facedown. If you are not sure which side is printable, then see the instructions that came with the paper. □ The paper guides rest against the left, right, and bottom edges of the paper.

□ You do not touch or scratch the glossy surface of the unprinted paper to prevent smudges or marks that may affect the quality of your prints. Notes: • For best results, allow photos to dry at least 24 hours before stacking, displaying, or storing. □ For best results, load more photo paper than needed, but do not exceed the maximum number of sheets for your paper type. 10 envelopes • The envelopes are designed for use with inkjet printers. □ The envelopes are loaded with the printable side facedown and the flap to the left as shown. □ You load the envelopes in the center of the tray as indicated by the icon. Load them all the way to the back of the tray. • You print the envelopes in landscape orientation. □ The paper guides rest against the left, right, and bottom edges of the envelopes. • You select the correct envelope size.

Set the left and right margins so that the envelope text will be correctly positioned on the envelope. Warning—Potential Damage: Do not use envelopes that have metal clasps, string ties, or metal folding bars. Notes: • Do not load envelopes with holes, perforations, cutouts, or deep embossing. □ Do not use envelopes that have exposed flap adhesive. Loading paper and original documents 33 Load up to 25 sheets of labels Make sure • You 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. • • • • 50 transparencies You load A4- or letter-size label sheets. The labels are loaded with the printable side facedown. The top of the labels feeds into the printer first. The paper guides rest against the left, right, and bottom edges of the label sheets.

□ The transparencies are loaded with the rough side facedown. • You load A4- or letter-size transparencies. □ You remove any paper backing sheets from the transparencies before loading. □ If the transparencies have a removable strip, then each strip faces down. □ The paper guides rest against the left, right, and bottom edges of the transparencies.

note: Transparencies require more drying time. Remove each transparency as it exits, and allow it to dry to avoid ink smudging. 10 iron-on transfers • You follow the loading instructions that came with the iron-on transfers. □ The transfers are loaded with the printable side facedown. □ The paper guides rest against the edges of the transfers.

note: For best results, load transfers one at a time. 25 index cards, photo papers, or postcards • • • • The thickness does not exceed 0. Photo paper is loaded with the printable side facedown. You load the photo paper in the center of the tray. The paper guides rest against the left, right, and bottom edges of the paper. Note: For best results, allow photos to dry at least 24 hours before stacking, displaying, or storing. Loading paper and original documents 34 Saving paper settings You can adjust the settings for your print and copy jobs to match the paper size and type you have loaded in the printer. 1 From the printer control panel, press . 2 Adjust the settings as needed: • If you want to set the paper size, then navigate to: Setup > Setup > OK > Paper Setup > Paper Setup > OK > Paper Size > Paper Type > OK > select the default paper size > select the default paper type > OK • If you want to set the paper type, then navigate to: OK OK OK OK Loading original documents on the scanner glass 1 Open the scanner cover and place the document facedown on the scanner glass. 2 Close the scanner cover.

Loading paper and original documents 35 Loading original documents into the ADF Note: Make sure the paper is below the maximum fill line located on the edge of the paper guide. Overloading the tray can cause paper jams. 1 Adjust the paper guides on the ADF input tray to the width of the original document. 2 Load the original document faceup and top edge first, until the tip of the document fits snugly into the ADF. You can load the following paper sizes: • • • • • • • • • •

• • • Letter Legal 8 x 10 inches A4 B5 A5 20 x 25 cm Executive Oficio (Mexico) Folio Note: Make sure that the paper size loaded matches the paper size setting in the scan options menu. Loading paper and original documents 36 Using different paper sizes and types For best results, choose a recommended paper for a print job. Recommended paper brands For e-mails, received faxes, internal documents, and similar print jobs Size Letter A4 Recommended paper

PrintWorks 30% Recycled Multipurpose Paper #00011 UPM Future Multitech Weight 20 lb 80 g/m² Set paper type to Plain Plain For colorful and high-coverage documents Size Letter Recommended paper Georgia Pacific Everyday Ink Jet and Laser Paper #214305 Weight 24 lb Set paper type to ColorLok Certified Plain Premium Plain Hammermill Ultra Premium Laser 24 lb Print #16600-0 Note: For best results, set Page Dry Time to Extended. georgia Pacific Premium Multipurpose Paper #214306 A4 20 lb Colorlok Certified Plain Premium Plain M-Real Data Copy Colour Printing 90 g/m² Note:

For best results, set Page Dry Time to Extended. SOPORCEL Navigator Universal Multifunctional 80 g/m² Premium Plain For résumés, letterhead documents, and similar print jobs Size Letter Recommended paper Weight Set paper type to Premium Plain Wausau Professional Series Royal 24 lb Linen paper, 30% recycled, #WAU74089 For photos, brochures, business cards, iron-on transfers, window clings, and other specialty print jobs Paper and specialty media Photo One-sided or two-sided printing One-sided Recommended paper Set paper type to Lexmark PerfectFinish™ Photo Lexmark Photo Lexmark PerfectFinish Photo Lexmark Photo Loading paper and original documents 37 Paper and specialty media Matte brochure One-sided or two-sided printing Two-sided Recommended paper Set paper type to Inkjet matte brochure papers for light- or Inkjet Matte Brochure moderate-coverage printing: • Printworks Matte Photo Paper #00471 • Paperworks Inkjet 2-sided Matte Coated 8. 5x11 32lb/120g 60pk P/C: PPPJJ32-2 Inkjet matte brochure paper for heavier-coverage printing: • Paperworks Inkjet 2-sided Matte Coated 8.

5x11 44lb/165g 60pk P/C: PPPJJ44 Glossy brochure Inkjet Glossy Brochure • Red River Zeppelin SemiGloss • Paperworks Inkjet 2-sided Semi-Gloss P/C: PPPJJ48 and Manufacturer #: JANUSSM8511 Avery specialty • Avery Half-Fold Greeting Cards for Inkjet Printers #3265 Business Card • Avery Tri-Fold Brochures for Inkjet Printers #8324 • Avery Two-Side Printable Clean Edge Business cards for Inkjet Printers #8871 Iron-on transfer Clear window cling Transparent film One-sided Avery T-shirt Transfers for Inkjet Printers Iron-On Transfer #3271 Micro Format, Inc.



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, Super Color Cling #SP5676 3M Inkjet Transparency Film #CG3480 Transparency Transparency Setting the paper size and type You can adjust the settings for your print and copy jobs to match the paper size and type you have loaded in the printer. Using the printer control panel 1 From the printer control panel, press . 2 Adjust the settings as needed: • If you want to set the paper size, then navigate to: Setup > Setup > OK > Paper Setup > Paper setup > OK > Paper Size > Paper Type > OK > select the paper size you want > select the paper type you want > OK • If you want to set the paper type, then navigate to: OK OK OK OK Loading paper and original documents 38 Using the printer software For Windows users 1 With a document open, click File > Print. 2 Click Properties , Preferences , Options , or Setup.

3 Click the Paper/Finishing tab, and then select the size or type of paper to use, and the paper source or tray. 4 Click OK. For Macintosh users 1 With a document open, choose File > Page Setup. 2 From the Page Setup dialog, set the printer, paper size, and orientation. 3 Click OK. 4 From the menu bar, choose File > Print. 5 From the Printer pop-up menu, choose your printer. 6 From the print options pop-up menu, choose Quality & Media. 7 From the Paper Type pop-up menu, choose the type of paper to use. Setting the page dry time Using the control panel 1 From the printer control panel, navigate to: > Setup > OK > Print Mode Setup > OK > Page Dry Time > OK 2 Press the up or down arrow button to scroll to the dry time setting you want, and then press OK . Note: The dry time varies depending on the print quality selected for the print job. Select Extended to extend the dry time for your prints. 3 Navigate to: Layout tab > Print on Both Sides (Duplex) area > select a dry time setting Note: Under conditions of high humidity, or if the normal drying time does not allow the ink to dry completely, select Extended. 4 Click OK. Loading paper and original documents 39 For Macintosh users 1 From the Apple menu, navigate to: System Preferences > Print & Fax > select your printer 2 Navigate to: Open Print Queue > Printer Setup > Driver tab or Printer Setup > Installable Options 3 From the Two-Sided Printing Dry Time pop-up menu, choose a dry time setting.

Note: Under conditions of high humidity, or if the normal drying time does not allow the ink to dry completely, choose Extended. If two trays contain paper of the same size and type, and the trays have the same settings, then the trays are automatically linked. When one tray is empty, the print job continues using the linked tray. From the printer control panel, navigate to: > Setup > Notes: OK > Paper Setup > OK > Paper Tray Linking > OK > Automatic > OK • Optional trays are purchased separately. For more information, contact the place where you purchased the printer. Make sure the printer is off before installing the optional tray. The paper type and paper size in the default paper tray and the optional tray should match to avoid a media type mismatch error. Printing 40 Printing Tips for printing •••••Make sure the exit bin is fully extended and the bin extender is flipped out. 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. 3 Select the print quality, the number of copies to print, the type of paper to use, and how the pages should print. For Macintosh users 1 With a document open, choose File > Page Setup. 2 From the Page Setup dialog, set the printer, paper size, and orientation.

3 Click OK. 4 From the menu bar, choose File > Print. 5 From the Printer pop-up menu, choose your printer. 6 From the print options menu, choose the print quality, the number of copies to print, the type of paper to use, and how the pages should print. To optimize print colors for a special print job, use Color Preference and Advanced Color Options.

If you select Color Preference, then select either Natural or Vivid. If you select Advanced Color Options, then select Use ICC test Chart Process. 5 From the "Ink to Use" area, select either of the following: • Color + Black to use four inks including black. Color Only to use cyan, magenta, and yellow inks. For Macintosh users 1 With a document open, choose File > Print. 2 From the printer pop-up menu, choose your printer. 3 From the print options pop-up menu, choose Quality & Media > Advanced Options. 4 From the "Ink to Use" pop-up menu, choose either of the following: • Color + Black to use four inks including black. Color Only to use cyan, magenta, and yellow inks. 5 From the Color Preferences area, choose Natural or Vivid, or choose Use ICC Test Chart Process.

6 Click Print. Collating printed copies When printing multiple copies of a document, 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. Printing 42 •To prevent smudging when printing photos, remove each photo as it exits the printer, and then let it dry before stacking. 3 Navigate to: Layout tab > Copies area 4 Enter the number of copies that you want to print, and then select Collate. For Macintosh users 1 With a document open, choose File > Page Setup. 2 From the Page Setup dialog, set the printer, paper size, and orientation. 3 Click OK. 4 From the menu bar, choose File > Print. 5 From the Printer pop-up menu, choose your printer.

6 From the Copies area, enter the number of copies that you want to print, and then select Collated. 7 Click Print. Changing the print order of pages For Windows users 1 With a document open, click File > Print. 2 Click Properties , Preferences , Options , or Setup. 3 Navigate to: Layout tab > Copies area 4 To change the current page order, select the Reverse page order check box.

For Macintosh users 1 With a document open, choose File > Page Setup. 2 From the Page Setup dialog, set the printer, paper size, and orientation. 3 Click OK. 4 From the menu bar, choose File > Print. Printing 43 5 From the Printer pop-up menu, choose your printer.

6 From the print options pop-up menu, choose Paper Handling. 7 From the Page Order pop-up menu, choose a page order: • To print the first page first, choose Normal. To print the last page first, choose Reverse. 3 Navigate to: Layout tab > Page Layouts area > select Multiple pages per side (N-Up) 4 Select the number of page images to print on each side. For Macintosh users 1 With a document open, choose File > Page Setup. 2 From the Page Setup dialog, set the printer, paper size, and orientation.



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3 Click OK. 4 From the menu bar, choose File > Print. 5 From the Printer pop-up menu, choose your printer. 6 From the print options pop-up menu, choose Layout.

7 From the Pages per Sheet pop-up menu, choose the number of page images to print on each page. Printing 44 Printing documents from a memory card or flash drive Notes: • The printer reads only one memory device at a time. □ Make sure the memory device contains document files that are supported by the printer. 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 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 the left or right arrow button to scroll to Documents, and then press OK. 3 Press the up or down arrow button to scroll to the document, and then press necessary. OK to select the document for printing. OK 4 From the Print Options menu screen, use the arrow buttons to select your printing options, and then press , if Note: You may select the number of copies, color mode, print quality, paper settings, and paper-saving options. You can also enhance sharpness and use separator sheets. 3 Navigate to: Paper/Finishing tab > Paper size list > select your envelope size If no size matches the envelope size, then click Manage Custom Sizes and set a custom size. 4 Navigate to: Paper type list > select Envelope 5 Navigate to: Layout tab > Page Orientation area > select an orientation 6 Click OK to close any printer software dialogs. 7 Click OK or Print. For Macintosh users 1 With a document open, choose File > Page Setup.

2 From the “Format for” pop-up menu, choose your printer. Printing 45 3 From the Paper Size pop-up menu, choose your envelope size. If no size matches the envelope size, then set a custom size. 4 Select an orientation , and then click OK. 5 From the menu bar, choose File > Print.

6 From the Printer pop-up menu, choose your printer. □ Make sure the same orientation is also selected in the application. Printing on labels Notes: •••• 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. 3 Navigate to: Paper/Finishing tab > Manage Custom Sizes > New 4 Type a name and adjust the settings as needed to create a custom size, and then click OK. 5 Navigate to: Paper type list > select the created custom type 6 Click OK to close any printer software dialogs. 7 Click OK or Print.

For Macintosh users 1 With a document open, choose File > Page Setup. 2 From the “Format for” pop-up menu, choose your printer. 3 From the Paper Size pop-up menu, choose your paper size. If no paper size matches the label sheet size, then set a custom size. 4 Select an orientation , and then click OK. 5 From the menu bar, choose File > Print. Printing 46 6 From the Printer pop-up menu, choose your printer. 7 From the print options pop-up menu, choose Quality & Media. 8 From the Paper Type pop-up menu, choose Labels. 9 From the Print Quality menu, choose a print quality other than Quick Print or Draft.

3 Navigate to: Paper/Finishing tab > Manage Custom Sizes > New 4 Type a name and adjust the settings as needed to create a custom size, and then click OK. 5 Click Close, and then click OK to close any printer software dialogs. 6 Click OK or Print. For Macintosh users 1 With a document open, choose File > Page Setup. 2 From the “Format for” pop-up menu, choose your printer.

3 From the Paper Size pop-up menu, choose Manage Custom Sizes. 4 Adjust the settings as needed to create a custom size, and then click OK. 5 Click OK. 6 From the menu bar, choose File > Print. 7 From the printer pop-up menu, choose your printer.

8 Click Print. Printing 47 Working with photos Supported memory cards and file types Memory card File type Documents: •••••••••••••••• Secure Digital (SD) Secure Digital High Capacity (SDHC) 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) • . Tif (Tagged Image File Format) Using a memory card or flash drive with the printer Insert a memory card into the card slot or a flash drive into the USB port. Printing 48 Inserting a memory card Inserting a flash drive Notes: Notes: • Insert the card with the brand name label facing up. □ Make sure any arrows on the card point toward the printer. □ If necessary, connect the memory card to the adapter that came with it. □ 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. □ Make sure that the memory card inserted is supported by the printer. For more information, see “Supported memory cards and file types” on page 47.

□ The card reader light comes on when a memory card is inserted and blinks when a memory card is being accessed. Warning—Potential Damage: Do not touch any cables, ports, 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. Follow the instructions on the printer display or select from available options. Notes: • If the printer does not recognize the memory device, then remove and reinsert it. □ The printer reads only one memory device at a time. Printing 49 Printing photos from a memory card or flash drive 1 Load photo paper. 2 Insert a memory card , flash drive , or digital camera set to mass storage mode. If image files and document files are stored in the memory device, then press the left or right arrow button to select Photos, and then press OK . note: Only files with supported file types will be shown.

3 Use the up or down arrow button to select a photo printing option, and then press OK . □ Select and Print allows you to choose a layout, the number of photos per page, paper settings, photo size, photo quality, and to sharpen the quality of graphics. □ Print Photos allows you to print all photos, selected photos by photo range, and print photos using predefined photo size templates.



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4 To adjust the print settings, press the up or down arrow button to scroll to the option you want to set, and then press the left or right arrow button to scroll to the setting you want. If necessary, press OK to make a selection.

5 Press . Note: For best results, allow the prints to dry at least 24 hours before stacking, displaying, or storing. 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. Notes: • Make sure that the 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 is displayed on the printer control panel. For more information, see the documentation that came with the camera. □ The printer reads only one memory device at a time. Printing 50 Warning—Potential Damage: Do not touch any open 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: Use PictBridge Device to choose and print photos. press OK to select printer default settings. 4 If you want to change the default print settings: a Press OK to access the PictBridge menu.

B Press the arrow buttons to select the paper source, paper setup, photo size, number of photos per page and print quality. You can also enhance the quality of graphics. press OK each time you make a selection. Note: The printer will use the default print settings unless you change the print settings from the camera. 5 See the documentation that came with the camera to begin printing. Note: If you insert the USB cable of the PictBridge-enabled camera while the printer is performing another job, then wait for the job to finish before printing from the camera. Printing on both sides of the paper (duplexing) Printing on both sides of the paper (duplexing) automatically The automatic duplex unit supports A4-, A5-, letter-, legal-, statement-, and executive-size paper. Notes: • Other paper sizes may be supported. □ Two-sided printing is not supported on envelopes, card stock, or photo paper. □ Do not remove the page until printing is finished.

3 Navigate to: Layout tab > Print on Both Sides (Duplex) area > select Print on both sides 4 Click OK to close any printer software dialogs. 5 Click OK or Print. Printing 51 To return to single-sided printing, repeat steps 1 and 2, and then navigate to: Layout tab > Print on Both Sides (Duplex) area > select Print on one side only For Macintosh users 1 With a document open, choose File > Page Setup. 2 From the Page Setup dialog, set the printer, paper size, and orientation. 3 Click OK.

4 From the menu bar, choose File > Print. 5 From the Printer pop-up menu, choose your printer. 6 From the print options pop-up menu, choose Quality & Media. 7 From the Paper Type pop-up menu, choose Plain Paper. 8 From the print options pop-up menu, choose Layout.

9 From the Two-Sided pop-up menu, choose Long-Edge binding or Short-Edge binding. □ For Long-Edge binding, pages are bound along the long edge of the page (left edge for portrait, top edge for landscape). Portrait Landscape 2 1 2 1 • For Short-Edge binding, pages are bound along the short edge of the page (top edge for portrait, left edge for landscape). portrait Landscape 10 Click Print. Printing 52 Setting the duplex printing dry time Using the control panel 1 From the printer control panel, navigate to: > Setup > OK > Print Mode Setup > OK > Page Dry Time > OK 2 Press the up or down arrow button to scroll to the dry time setting you want, and then press OK . Note: The dry time varies depending on the print quality selected for the print job. Select Extended to extend the dry time for your prints. 3 Navigate to: Layout tab > Print on Both Sides (Duplex) area > select a dry time setting Note: Under conditions of high humidity, or if the normal drying time does not allow the ink to dry completely, select Extended. 4 Click OK. For Macintosh users 1 From the Apple menu, navigate to: System Preferences > Print & Fax > select your printer 2 Navigate to: Open Print Queue > Printer Setup > Driver tab or Printer Setup > Installable Options 3 From the Two-Sided Printing Dry Time pop-up menu, choose a dry time setting.

Note: Under conditions of high humidity, or if the normal drying time does not allow the ink to dry completely, choose Extended. 4 Click OK or Apply Changes. Printing 53 Managing print jobs Finding the print queue for your printer A print queue represents the printer that is connected to your computer. The print queue name is usually the printer model or the printer nickname assigned when installing or adding the printer. Note: Several print queues may appear in the list depending on how the printer is connected (USB, Ethernet, wireless). Make sure you know how your printer is connected to the computer to be able to select the correct print queue. For Windows users 1 Open the printers folder. a Click , or click Start and then click Run. B In the Start Search or Run box, type control printers. c Press Enter , or click OK.

2 Find the print queue for your printer (Network or USB). 3 If the print queue is not in the list, then create a new print queue. For Macintosh users 1 From the Apple menu, navigate to: System Preferences > Print & Fax > the print queue for your printer 2 If the print queue is not in the list, then create a new print queue. Creating a print queue For Windows users 1 From the Printer Tasks area, click Add a Printer. 2 Follow the instructions on the computer screen.

For more information, see the documentation that came with your operating system. For Macintosh users 1 From the Print & Fax area, click +. 2 If necessary, click the Default or Default Browser tab. 3 Select your printer from the list. Note: Printers connected to the network or locally through a USB cable may have the same default printer name.

If necessary, use the Name field to rename the printer. 4 Click Add. Printing 54 Setting your printer as the default printer Your printer should be selected automatically from the Print dialog when you send a print job. If you have to manually select your printer, then it is not the default printer. To set the default printer: For Windows users 1 Click , or click Start and then click Run. 2 In the Start Search or Run box, type control printers. 4 Right-click the printer, and then select Set as Default Printer. For Macintosh users 1 From the Apple menu, navigate to: System Preferences > Print & Fax 2 Select the printer from the Default Printer pop-up menu, or select the printer and click Make Default.



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Changing the default printing mode To conserve ink, you can change the default printing mode for all print jobs to Draft or Quick Print. It uses less ink and is recommended for printing text-only documents.

If you need to change to a different print mode to print photos or other high-quality documents, then you can select a different mode from the Print dialog before sending the print job. 2 From the printer pop-up menu, choose your printer. 3 From the print options pop-up menu, choose Quality & Media. 4 From the Print Quality pop-up menu, choose a print quality. 2 In the Start Search or Run box, type control printers. 4 Right-click the printer, and then select Open or See what's printing. 5 Pause the print job: • If you want to pause a particular print job, then right-click the document name, and then select Pause. □ If you want to pause all print jobs in the queue, then click Printer, and then select Pause Printing. For Macintosh users 1 Click the printer icon on the Dock. the print queue dialog appears.

2 Pause the print job: • If you want to pause a particular print job, then choose the document name, and then click Hold. □ If you want to pause all print jobs in the queue, then click Pause Printer or Stop Jobs. resuming print jobs For Windows users 1 Click , or click Start and then click Run. 2 In the Start Search or Run box, type control printers. 4 Right-click the printer, and then select Open or See what's printing.

5 Resume the print job: • If you want to resume a particular print job, then right-click the document name, and then select Resume or Restart. □ If you want to resume all print jobs in the queue, then click Printer, and then clear the selection for Pause Printing. For Macintosh users 1 From the Apple menu, navigate to: System Preferences > Print & Fax > select your printer 2 Click Open Print Queue or Set Up Printers. the print queue dialog appears. Printing 56 3 Resume the print job: • If you want to resume a particular print job, then choose the document name, and then click Resume.

□ If you want to resume all print jobs in the queue, then click Resume Printer or Start Jobs. Canceling print jobs To cancel a print job from the printer control panel, press to the home screen. To cancel a print job from the computer, do the following: , and then press OK . Printing stops and the printer returns For Windows users 1 Click , or click Start and then click Run. 2 In the Start Search or Run box, type control printers. 4 Right-click the printer, and then select Open or See what's printing. 5 Cancel the print job: • If you want to cancel a particular print job, then right-click the document name, and then select Cancel. □ If you want to cancel all print jobs in the queue, then click Printer > Cancel All Documents. For Macintosh users 1 Click the printer icon on the Dock. the print queue dialog appears.

2 Choose the job you want to cancel, and then click Delete. printing from a mobile device What is LexPrint? LexPrint is a free application that lets you print easily from your iPad, iPhone, or iPod touch using any Lexmark printer connected to the same wireless network. It lets you print Web pages, photos from the photo album, or photos you recently captured using the camera of your mobile device, depending on its features. You can also customize print settings from your mobile device. Depending on your Lexmark printer model, you may need to download the LexPrint Listener application from our Web site at www.

Printing 57 Supported printers LexPrint enables your mobile device to communicate with Lexmark printers found on the same network. □ For select printer models that support Direct Image and Zeroconf or Bonjour, you can print directly from your mobile device to the printer without using LexPrint Listener. To check if your printer model supports these features, visit www. □ For other Lexmark printers, your mobile device can send print jobs to your printer as long as the printer software and LexPrint Listener are installed on the computer where the printer is connected. Copying 58 Copying ADF Scanner glass Use the ADF for multiple-page documents.

note: The ADF is available only in select printer models. If you purchased a printer without an ADF, then load original documents or photos on the scanner glass. Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). Tips for copying • Make sure the exit bin is fully extended and the bin extender is flipped out. □ Use the ADF when scanning two-sided pages if your printer supports duplex scanning and the ADF supports the original document size.

□ Use the scanner glass when scanning two-sided pages if your printer does not support duplex scanning or the ADF does not support the original document size. □ ••• When using the ADF, adjust the paper guides on the ADF to the width of the original document. To easily retrieve a document after copying or scanning, lift the ADF input tray. When using the scanner glass, close the scanner cover, if possible, to avoid dark edges on the scanned image. Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF.

Place these items on the scanner glass. to start copying. □ When the document to be copied is in place with the settings you want, press Making copies 1 Load paper. 2 Load an original document faceup into the ADF or facedown on the scanner glass. 3 From the printer control panel, navigate to: > Copy > OK > Copies 4 Press the left or right arrow button to select the number of copies. Copying 59 5 From the Copy menu screen, press the up or down arrow button to scroll to the option you want to set, and then press the left or right arrow button to scroll to the setting you want. If necessary, press OK to make a selection. When you select color or black-only printing, the light that corresponds to your choice comes on. 7 Press . Note: The selected copy settings are reset to the factory default after two minutes of printer inactivity.

copying an ID card 1 Load plain A4- or letter-size paper. 2 From the printer control panel, navigate to: > Copy > OK > ID Card Copy 3 Press 4 Press press OK , and then load the front side of the ID card facedown at the placement corner of the scanner glass. 5 When prompted to copy the back side of the ID card, press the left or right arrow button to scroll to Yes, and then 6 Load the back side of the ID card facedown at the placement corner of the scanner glass, and then press Enlarging or reducing images 1 Load paper. 2 Load the original document facedown on the scanner glass. 3 From the printer control panel, navigate to: > Copy > OK > Scale 4 Press the left or right arrow button to scroll to the Scale setting you want. Notes: • If you select Custom %, then press percent value.



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