



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK T644. You'll find the answers to all your questions on the LEXMARK T644 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK T644  
User guide LEXMARK T644  
Operating instructions LEXMARK T644  
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Instruction manual LEXMARK T644

## Lexmark™ T64x Quick Reference

### Loading paper and specialty media

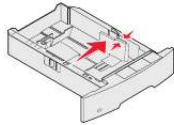
#### Loading standard trays and optional trays

- 1 Remove the tray from the printer, and place it on a flat, level surface.

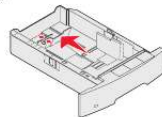


**Note:** Do not remove a tray when a job is printing or when the control panel green indicator light is blinking. Doing so may cause a jam.

- 2 Squeeze the side guide tab, and slide the guide to the outer edge of the tray.



- 3 Squeeze the rear guide tab, and slide the guide to the correct position for the size media you are loading.



- 4 Flex the sheets back and forth to loosen them, then fan them. Do not fold or create the print media. Straighten the edges on a level surface.

- 5 Place the print media in the tray:

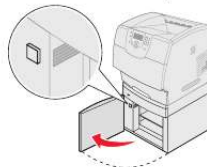
- Print side facedown for *simplex* (single-sided) printing
- Print side faceup for duplex printing

- 6 Squeeze the side guide tab, and slide the guide toward the inside of the tray until it lightly rests against the edge of the media.

- 7 Insert the tray into the printer.

#### Loading the 2000-sheet drawer

- 1 Open the loading door. If the elevator tray is not already in the lowered position, push the elevator button to lower the tray.



- 2 Flex the sheets back and forth to loosen them, then fan them. Do not fold or create the print media. Straighten the edges on a level surface.

- 3 Slightly bend the stack of print media as shown, and place it on the elevator tray with the preferred print side facing down.



- 4 Carefully align each stack as you load it to ensure a smooth edge where the stacks meet. Do not load print media above the load line.

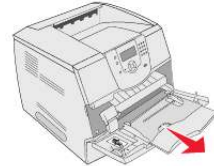
- 5 Close the loading door.

#### Loading the multipurpose feeder

- 1 Push the release latch, and lower the multipurpose feeder.



- 2 Pull the tray extension out.



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**Manual abstract:**

*Straighten the edges on a level surface. 5 Place the print media in the tray: · Print side facedown for simplex (single-sided) printing 4 Carefully align each stack as you load it to ensure a smooth edge where the stacks meet. @@Doing so may cause a jam. 1 Open the loading door. @@Do not fold or crease the print media. Straighten the edges on a level surface. 3 Slide the width guide to the far right. 2 From the File menu, select Print. @@Do not fold or crease the print media. Straighten the edges on a level surface.*

*@@2 Click Properties. @@@@5 Send your job to the printer. 6 Go to the printer when you are ready to retrieve your confidential print job 4 To print only one copy, press 6 Slide the side guide toward the inside of the tray until it lightly rests against the edge of the media. , or manually input the number of copies with the number pad, then press . 7 Press 8 Press until the appears next to Held jobs, and then press .*

*until the appears next to your user name, and then press . @@@@until appears next to the job requiring cancelation, and then press . The message Canceling <filename> appears. .*



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