



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X203N. You'll find the answers to all your questions on the LEXMARK X203N in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK X203N
User guide LEXMARK X203N
Operating instructions LEXMARK X203N
Instructions for use LEXMARK X203N
Instruction manual LEXMARK X203N

LEXMARK

Lexmark X203n and X204n Series

User's Guide

February 2011

www.lexmark.com

Machine type(s):
7011
Model(s):
200, 215, 300, 315



[You're reading an excerpt. Click here to read official LEXMARK X203N user guide](http://yourpdfguides.com/dref/3970863)
<http://yourpdfguides.com/dref/3970863>

Manual abstract:

lexmark.com Contents Safety information.....

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.....152 Blank pages ...

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.....153 Characters have jagged or uneven edges

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.....153 Clipped images.

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154 Incorrect margins.....

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155 Paper curl....

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..156 Print is too dark ...

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..158 Streaked horizontal lines

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159 Streaked vertical lines.....

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...160 Toner fog or background shading appears on the page

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....160 Toner rubs off.

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.....161 Toner specks .

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.....161 Transparency print quality is poor....

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162 Embedded Web Server does not open.....

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.....162 *Check the network connections ...*

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....162 *Check the network settings*

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.....162 *Contacting Customer Support..*

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.....162 *Notices.*

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163 Product information.....

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.163 Edition notice....

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..163 Power consumption.....

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CAUTION--POTENTIAL INJURY: This product uses a laser. @@@@**CAUTION--HOT SURFACE:** The inside of the printer might be hot. @@Use only the power cord provided with this product or the manufacturer's authorized replacement. Use only the telecommunications (RJ-11) cord provided with this product or a 26 AWG or larger replacement when connecting this product to the public switched telephone network. Use care when you replace a lithium battery. **CAUTION--POTENTIAL INJURY:** There is a danger of explosion if a lithium battery is incorrectly replaced.

Replace it only with the same or an equivalent type of lithium battery. Do not recharge, disassemble, or incinerate a lithium battery. @@@@**Disconnect all cords and cables from the printer before moving it. Use the handholds located on both sides of the printer to lift it. @@@@CAUTION--SHOCK HAZARD:** Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports. 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--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.** Safety information 9 Learning about the 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. 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/. User's Guide--The User's Guide is available on the Software and Documentation CD.

For updates, check our Web site at www.lexmark.com/publications/. · Connecting the printer · Installing the printer software Additional setup and instructions for using the printer: · Selecting and storing paper and specialty media · Loading paper · Performing printing, 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 · Caring for and maintaining the printer · Troubleshooting and solving problems Help using the printer software Windows or Mac Help--Open a printer software program or application, and then click Help. Click ? to view context-sensitive information. Notes: · The Help installs automatically with the printer software. · The printer software is located in the printer Program folder or on the desktop, depending on your operating system. Learning about the printer 10 What are you looking for? The latest supplemental information, updates, and technical support: Find it here Lexmark Support Web site--support.lexmark.com Note: Select your region, and then select your product to view the appropriate support site.

Support telephone numbers and hours of operation for your region or country can be found on the Support Web site or on the printed warranty that came with your printer. Record the following information (located on the store receipt and the back of the printer), and have it ready when you contact support so that they may serve you faster: · · · · Documentation Driver downloads Live chat support E-mail support Telephone support · · · · Warranty information Machine Type number Serial number Date purchased Store where purchased Warranty information varies by country or region: · In the US--See the Statement of Limited Warranty included with this printer, or at support.lexmark.com. · Rest of the world--See the printed warranty that came with your printer. Selecting a location for the printer When selecting a location for the printer, leave enough room to open trays, covers, and doors. It is important to: · Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard. · Provide a flat, sturdy, and stable surface. · Keep the printer: Away from the direct airflow of air conditioners, heaters, or ventilators Free from direct sunlight, humidity extremes, or temperature fluctuations Clean, dry, and free of dust · Allow the following recommended amount of space around the printer for proper ventilation: Learning about the printer 11 1@!. 2 ABC 4 GHI 5 JKL 7 PQRS 8 TUV 3 DEF 6 MNO 9 WXYZ 0 * # 4 1 3 2 1 2 3 4 5 Left Side 31 cm (12 in.) Right Side 31 cm (12 in.) Front Rear Top 41 cm (16 in.) 15 cm (6 in.) 31 cm (12 in.) Printer configurations Basic model The following illustration shows the printer front with its basic features or parts: Learning about the printer 12 1@!. 4 GHI 2 ABC 5 JKL 3 DEF 6 MNO 1 7 PQRS 8 TUV 7 6 * 9 WXY 0 Z # 2 3 4 5 1 2 3 4 5 6 7 Printer control panel Standard exit bin Paper stop Manual feeder Paper tray (250 sheets) Front door Front door release button Configured model The following illustration shows the fully configured printer: Learning about the printer 13 1 1@!.



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4 GHI 2 ABC 5 JKL 3 DEF 6 MNO 2 7 PQRS 8 TUV 8 7 * 9 WXY 0 Z # 3 4 5 6 1 2 3 4 5 6 7 8 Automatic Document Feeder (ADF) Printer control panel Standard exit bin Paper stop Manual feeder Paper tray (250 sheets) Front door Front door release button Basic functions of the scanner The scanner provides copy, fax, and scan-to-network capability. Note: Fax is supported on selected models only. You can: Make quick copies, or change the settings on the printer control panel to perform specific copy jobs. Send a fax using the printer control panel.

Send a fax to multiple fax destinations at the same time. Scan documents and send them to your computer or an e-mail address. Learning about the printer 14 Understanding the ADF and scanner glass Automatic Document Feeder (ADF) Scanner glass 1@!. 2 ABC 4 GHI 5 JKL 7 PQRS 8 TUV 3 DEF 6 MNO 9 WXYZ 0 * # A B C A B C 1@! 4 GHI . 2 ABC 5 JKL 3 DEF 6 MNO 9 WXY 0 7 PQRS 8 TUV * Z # Use the ADF for multiple-page documents. Note: The ADF is available on selected models only. Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). You can use the ADF or the scanner glass to copy or scan documents. Using the ADF Note: The ADF is available on selected models only. The ADF can copy or scan multiple pages.

When using the ADF: Load the document into the ADF faceup, short edge first. Load up to 30 sheets of 75 g/m² (20 lb) plain paper in the ADF input tray. Scan sizes from 139.7 mm x 210 mm (5.5 x 8.3 in.) to 215.9 x 355.6 mm (8.5 x 14 in.

). Scan documents with mixed page sizes (letter and legal). Scan media weights from 60 to 105 g/m² (16 to 28 lb). 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. Using the scanner glass The scanner glass can be used to scan or copy single pages or book pages. When using the scanner glass: · Place a document facedown on the scanner glass in the upper left corner. · Scan or copy documents from 114.3 x 139.7 mm (4.

5 x 5.5 in.) to 215.9 x 297.2 mm (8.5 x 11.7 in.). · Copy books up to 25.4-mm (1.

0 in.) thick. Learning about the printer 15 Understanding the printer control panel 1 2 3 Copy Menu Stop/Cancel Hook 1@!. 4 2 ABC 5 JKL 8 TUV 0 3 DEF 6 MNO 9WXYZ Scan/Email Fax Select Redial/Pause Back Start 7 PQRS Options Address Book * # Shortcuts Item 1 Description Selections and settings Select a function such as Copy, Scan/Email, Fax, or Options. Use the address book when scanning to e-mail.

Note: Fax mode is not available on selected printer models. Display area Keypad area View scanning, copying, faxing, and printing options as well as status and error messages. Access the administration menus; start, stop, or cancel a print job. Enter numbers, letters, or symbols on the display. Access the Address Book or change the default fax settings on printer models that support fax.

1 2 3 Copy 2 Scan/Email 3 Fax Options 4 Item 1 2 3 4 Copy Description Enters the copy function Scan/Email Enters the scan or scan to e-mail function Fax Options Enters the fax function Note: Fax mode is not available on selected printer models. Temporarily changes settings such as Original Size, Paper Source, and Scale Learning about the printer 16 2 1 Menu Stop/Cancel 3 Back Select Start 9 8 7 6 5 4 Item 1 Menu Description Enters the administration menus 2 3 Display Stop/Cancel View scanning, copying, faxing, and printing options as well as status and error messages · Stops printing · Exits a menu and returns to Ready Starts a copy, scan, or fax job 4 Start 5 Right arrow Scrolls right 6 Select Accepts menu selections and settings 7 Left arrow Scrolls left Learning about the printer 17 Item 8 Indicator light Description Off--The power is off. Blinking green--The printer is warming up, processing data, or printing. Solid green--The printer is on, but idle. Blinking red--Operator intervention is needed. 9 Back Returns to the previous menu 2 1 Hook 1@!. 4 2 ABC 5 JKL 8 TUV 0 3 DEF 6 MNO 9WXYZ Redial/Pause 7 PQRS 5 Address Book * # Shortcuts 4 3 Item 1 Hook Description Press to take the line off-hook (like picking up a telephone receiver) when faxing. Press a second time to hang up the line. Note: Fax mode is not available on selected printer models. 2 Keypad 1@!.

4 7 PQRS 2 ABC 5 JKL 8 TUV 0 3 DEF 6 MNO 9WXYZ Enter numbers, letters, or symbols on the display. * 3 # Shortcuts Enters the shortcut screen # Learning about the printer 18 Item 4 Address Book Description Access any of the programmed shortcuts (1-99) for fax and e-mail. Note: Fax mode is not available on selected printer models. 5 Redial/Pause · Press the Redial/Pause button to cause a two- or three-second dial pause in a fax number. In the Fax To: field, a Dial Pause is represented by a comma (.). · Press the Redial/Pause button to redial a fax number. · The button functions only within the Fax menu or with fax functions. When outside of the Fax menu, fax function, or home screen, pressing the Redial/Pause button causes an error beep. Note: Fax mode is not available on selected printer models. Learning about the printer 19 Additional printer setup Attaching cables 1 Connect the power cord to the printer first and then to a wall outlet.

2 Connect the printer to a computer or a network. · For a local connection, make sure to install the printer CD before connecting a USB cable. · For a network connection, connect an Ethernet cable before installing the printer CD. 3 1 2 1 2 3 Ethernet port USB port Printer power cord socket Installing printer software A printer driver is software that lets the computer communicate with the printer. The printer software is typically installed during the initial printer setup.

If you need to install the software after setup, follow these instructions: For Windows users 1 Close all open software programs. 2 Insert the Software and Documentation CD. 3 From the main installation dialog, click Install. 4 Follow the instructions on the screen. Additional printer setup 20 For Macintosh users 1 Close all open software applications.

2 Insert the Software and Documentation CD. 3 From the Finder desktop, double-click the printer CD icon that automatically appears. 4 Double-click the Install icon. 5 Follow the instructions on the screen. Using the World Wide Web 1 Go to the Lexmark Web site at www.lexmark.com.



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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.

Verifying printer setup If your printer is a network model and is attached to a network, print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration. Printing a menu settings page Print a menu settings page to review the current menu settings. Note: If you have not made any menu item settings changes yet, then the menu settings page lists all the factory default settings. Once you select and save other settings from the menus, they replace the factory default settings as user default settings. A user default setting remains in effect until you access the menu again, choose another value, and save it. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press . . .

3 Press the arrow buttons until Reports appears, and then press After the menu settings page prints, Ready appears. 4 Press the arrow buttons until Menu Settings Page appears, and then press Printing a network setup page If the printer is attached to a network, print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press .

. 3 Press the arrow buttons until Reports appears, and then press Additional printer setup 21 4 Press the arrow buttons until Network Setup Page appears, and then press After the network setup page prints, Ready appears. . 5 Check the first section on the network setup page, and confirm that Status is "Connected." If Status is "Not Connected," the LAN drop may not be active, or the network cable may be malfunctioning.

Consult a system support person for a solution, and then print another network setup page. Installing the printer on a wired network Use the following instructions to install the printer on a wired network. These instructions apply to Ethernet connections. Before you install the printer on a wired network, make sure that: · You have completed the initial setup of the printer. · The printer is connected to your network with the appropriate type of cable. For Windows users 1 Insert the Software and Documentation CD. Wait for the Welcome screen to appear. If the CD does not launch after a minute, then 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.

2 Click Install Printer and Software. 3 Click Agree to agree to the License Agreement. 4 Select Suggested, and then click Next. Note: To configure the printer using a static IP address, using IPv6, or to configure printers using scripts, select Custom and follow the on-screen instructions. 5 Select Wired Network Attach, and then click Next. 6 Select the printer manufacturer from the list. 7 Select the printer model from the list, and then click Next. 8 Select the printer from the list of printers discovered on the network, and then click Finish. Note: If your configured printer does not appear in the list of discovered printers, then click Add Port and follow the on-screen instructions. 9 Follow the on-screen instructions to complete the installation.

For Macintosh users 1 Allow the network DHCP server to assign an IP address to the printer. 2 Print the network setup page from the printer. For information on printing a network setup page, see "Printing a network setup page" on page 21. 3 Locate the printer IP address in the TCP/IP section of the network setup page. You will need the IP address if you are configuring access for computers on a different subnet than the printer.

Additional printer setup 22 4 Install the drivers and add the printer. a Install a PPD file on the computer: 1 Insert the Software and Documentation CD in the CD or DVD drive. 2 Double-click the installer package for the printer. 3 From the Welcome screen, click Continue. 4 Click Continue again after viewing the Readme file.

5 Click Continue after viewing the license agreement, and then click Agree to accept the terms of the 6 7 8 9 agreement. Select a Destination, and then click Continue. From the Easy Install screen, click Install. Type the user password, and then click OK. All the necessary software is installed on the computer. Click Restart when installation is complete. b Add the printer: · For IP printing: In Mac OS X version 10.5 1 2 3 4 5 From the Apple menu, choose System Preferences. Click Print & Fax. Click +.

Select the printer from the list. Click Add. In Mac OS X version 10.4 and earlier 1 2 3 4 5 6 From the Finder desktop, choose Go > Applications. Double-click Utilities. Double-click Printer Setup Utility or Print Center. From the Printer List, click Add. Select the printer from the list. Click Add. Note: If the printer does not show up in the list, you may need to add it using the IP address.

Contact your system support person for assistance. *Additional printer setup* 23 *Minimizing your printer's environmental impact* Lexmark is committed to environmental sustainability and is continually improving its printers to reduce their impact on the environment. We design with the environment in mind, engineer our packaging to reduce materials, and provide collection and recycling programs. For more information, see: · The Notices chapter · The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment · The Lexmark recycling program at www.lexmark.com/recycling By selecting certain printer settings or tasks, you may be able to reduce your printer's impact even further. This chapter outlines the settings and tasks that may yield a greater environmental benefit. Saving paper and toner Studies show that as much as 80% of the carbon footprint of a printer is related to paper usage.

You can significantly reduce your carbon footprint by using recycled paper and the following printing suggestions, such as printing on both sides of the paper and printing multiple pages on one side of a single sheet of paper. For information on how you can quickly save paper and energy using one printer setting, see "Using Eco-Mode". Using recycled paper As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser printers. For more information on recycled papers that work well with your printer, see "Using recycled paper and other office papers" on page 39. Conserving supplies There are a number of ways you can reduce the amount of paper and toner you use when printing, copying, or receiving faxes. You can: Use both sides of the paper You can control whether print appears on one or two sides of the paper for a printed document or a copy.



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For more information, see: · "Printing on both sides of the paper (duplexing)" on page 42 · "Copying on both sides of the paper (duplexing)" on page 49 Place multiple pages on one sheet of paper You can print up to 16 consecutive pages of a multiple-page document onto one side of a single sheet of paper from the Print dialog. To copy two or four consecutive pages of a multiple-page document onto one side of a single sheet of paper, see "Copying multiple pages onto a single sheet" on page 54. Minimizing your printer's environmental impact 24 Choose scanning You can avoid making a paper output of a document or photograph by scanning it and then saving it to a computer program or application. For more information, see: · "Scanning to a computer" on page 81 · "E-mailing a document" on page 58 Check your first draft for accuracy Before printing or making multiple copies of a document: · Use the Lexmark preview feature, which you can select from the Print dialog, the Lexmark Toolbar, or the printer display, to see what the document will look like before you print it.

· Print one copy of the document to check its content and format for accuracy. Avoid paper jams Carefully select and load paper to avoid paper jams. For more information, see "Avoiding jams" on page 135. Use lower settings Use lower settings, such as a lower darkness setting from the Copy or Finishing menu. Saving energy For additional information on saving power, see the Notices chapter. Using Eco-Mode Use Eco-Mode to quickly select one or more ways to reduce your printer's environmental impact. Note: See the table for the multiple settings that change when you select an Eco-Mode setting. Choose Energy To Reduce energy use, especially when the printer is idle. · Printer engine motors do not start until a job is ready to print. You may notice a short delay before the first page is printed.

· The printer enters Power Saver mode after one minute of inactivity. · When the printer enters Power Saver mode, the printer control panel display light is turned off. · The scanner lamps are activated only when a scan job is started. Paper Turn off print log features. Energy/Paper Use all the settings associated with Energy mode and Paper mode.

Off Use factory default settings for all settings associated with Eco-Mode. This setting supports the performance specifications for your printer. To select an Eco-Mode setting: 1 From the printer control panel, press . . . 2 Press the arrow buttons until Settings appears, and then press Minimizing your printer's environmental impact 25 3 Press the arrow buttons until General Settings appears, and then press 4 Press the arrow buttons until Eco-Mode appears, and then press 5 Select the setting you want, and then press Submitting changes appears.

. . . Adjusting Power Saver 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press . . . 3 Press the arrow buttons until Settings appears, and then press 4 Press the arrow buttons until General Settings appears, and then press 5 Press the arrow buttons until Timeouts appears, and then press . . . 6 Press the arrow buttons until Power Saver appears, and then press mode, and then press 7 Press the arrow buttons to increase or decrease the number of minutes before the printer enters Power Saver .

Available settings are Disabled and a range from 1240 minutes. Note: Power Saver settings can also be adjusted by issuing a Printer Job Language (PJM) command. For more information, see the Technical Reference available on the Lexmark Web site at www.lexmark.com/publications. Recycling Lexmark provides collection programs and environmentally progressive approaches to recycling. For more information, see: · The Notices chapter · The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment · The Lexmark recycling program at www.lexmark.com/recycling Recycling Lexmark products To return Lexmark products to Lexmark for recycling: 1 Visit our Web site at www.lexmark.com/recycle. 2 Find the product type you want to recycle, and then select your country from the list. 3 Follow the instructions on the computer screen.

Recycling Lexmark packaging Lexmark continually strives to minimize packaging. Less packaging helps to ensure that Lexmark printers are transported in the most efficient and environmentally sensitive manner and that there is less packaging to dispose of. These efficiencies result in fewer greenhouse emissions, energy savings, and natural resource savings. Lexmark cartons are 100% recyclable where corrugated recycling facilities exist. Facilities may not exist in your area.

Minimizing your printer's environmental impact 26 Expanded polystyrene (EPS) foam used in Lexmark packaging is recyclable where foam recycling facilities exist. Facilities may not exist in your area. For information on EPS foam recycling locations: 1 Visit EPS Recycling International's Web site at www.epsrecycling.org/pages/intcon.html. 2 Select your country or region from the list, and then click the links or use the contact information provided. When you return a cartridge to Lexmark, you can reuse the box that the cartridge came in. Lexmark will recycle the box. Returning Lexmark cartridges for reuse or recycling The Lexmark Cartridge Collection Program diverts millions of Lexmark cartridges from landfills annually by making it both easy and free for Lexmark customers to return used cartridges to Lexmark for reuse or recycling.

One hundred percent of the empty cartridges returned to Lexmark are either reused or demanufactured for recycling. Boxes used to return the cartridges are also recycled. To return Lexmark cartridges for reuse or recycling, follow the instructions that came with your printer or cartridge and use the pre-paid shipping label. You can also: 1 Visit our Web site at www.lexmark.com/recycle. 2 From the Toner Cartridges section, select your country from the list. 3 Follow the instructions on the computer screen. Reducing printer noise Use Quiet Mode to reduce the printer noise. Note: See the table for the multiple settings that change when you select a Quiet Mode setting.

Choose On To Reduce printer noise. · You may notice a reduction in processing speed. · Printer engine motors do not start until a job is ready to print. You may notice a short delay before the first page is printed. · Fans run at a reduced speed or are turned off.

· If your printer has faxing capability, fax sounds are reduced or disabled, including those made by the fax speaker and ringer. Off Use factory default settings. This setting supports the performance specifications for your printer. To select a Quiet Mode setting: 1 From the printer control panel, press .



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. 2 Press the arrow buttons until Settings appears, and then press 3 Press the arrow buttons until General Settings appears, and then press Minimizing your printer's environmental impact 27 4 Press the arrow buttons until Quiet Mode appears, and then press 5 Select the setting you want, and then press Submitting changes appears. . . Minimizing your printer's environmental impact 28 Loading paper and specialty media This section explains how to load the 250-sheet tray and the manual feeder. It also includes information about paper orientation and setting the Paper Size and Paper Type. Setting the Paper Size and Paper Type To print on a different size or type of paper, load the paper and then change the printer settings. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press Paper Menu appears. .

3 Press . . 4 Press the arrow buttons until Size/Type appears, and then press Select Source appears. 5 Press the arrow buttons until the paper source you want appears, and then press . . 6 To change the size setting: a Press the arrow buttons until Size appears next to the paper source you want to use, and then press The current paper size setting appears. b Press the arrow buttons until the size you want appears, and then press Submitting Changes appears. . 7 To change the type setting: a Press the arrow buttons until Type appears next to the paper source you want to use, and then press The current paper type setting appears.

b Press the arrow buttons until the type you want appears, and then press Submitting Changes appears. . Configuring Universal paper settings The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set the Paper Size for the Manual Feeder to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper: · Units of measure (inches or millimeters) · Portrait Height and Portrait Width · Feed Direction Note: The smallest supported Universal size is 76 x 127 mm (3 x 5 in.); the largest is 216 x 356 mm (8.5 x 14 in.). Paper that weighs at least 75 g/m2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.17 in.) wide. Loading paper and specialty media 29 Specify a unit of measurement 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press Paper Menu appears. . 3 Press . . . 4 Press the arrow buttons until Universal Setup appears, and then press 5 Press the arrow buttons until Units of Measure appears, and then press 6 Press the arrow buttons until the correct unit of measure appears, and then press Submitting Changes appears, followed by the Universal Setup menu. Specify the paper height and width Defining a specific height and width measurement for the Universal paper size (in the portrait orientation) allows the printer to support the size, including support for standard features such as duplex printing and printing multiple pages on one sheet.

Note: Select Portrait Height to adjust the paper height setting or Paper Width to adjust the paper width setting, or adjust both. Instructions to adjust both follow. 1 From the Universal Setup menu, press the arrow buttons until Portrait Width appears, and then press . Submitting Changes appears, followed by the Universal Setup menu. . 2 Press the left arrow button to decrease the setting or the right arrow button to increase the setting, and then press 3 From the Universal Setup menu, press the arrow buttons until Portrait Height appears, and then press . 4 Press the left arrow button to decrease the setting or the right arrow button to increase the setting, and then press . Submitting Changes appears, followed by the Universal Setup menu. Loading paper and specialty media

30 Loading the paper tray Do not load the paper tray while a job prints or while Busy appears on the display. Doing so may cause a paper jam. 1 Pull the paper tray completely out. 1@!. 2 ABC 4 GHI 5 JKL 7 PQRS 8 TUV 3 DEF 6 MNO 9 WXYZ 0 * # 2 Squeeze the width guide tabs on the right guide as shown, and slide the width guides to the sides of the tray. The width guides move in unison. 1 2 Loading paper and specialty media 31 3 Squeeze the length guide tabs together as shown, and then slide the length guide to the correct position for the paper size.

Use the size indicators on the bottom of the tray to help position the guide. If you are loading a longer size of paper, then squeeze the length guide tab and slide the length guide backward to the correct position for the paper size. The tray extends backward as shown. Loading paper and specialty media 32 4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper.

Straighten the edges on a level surface. 5 Load the paper stack toward the back of the tray as shown with the recommended print side facedown. Note: The maximum fill line on the side of the width guide indicates the maximum height for loading paper. Do not overload the tray. Load letterhead with the print side facedown and the top edge of the sheet toward the front of the tray. LETTERHEAD Loading paper and specialty media 33 6 Squeeze the width guide tabs on the right guide, and then slide the width guides to lightly touch the side of the stack. 1 2 7 Insert the paper tray. 1@!. 2 ABC 4 GHI 5 JKL 7 PQRS 8 TUV 3 DEF 6 MNO 9 WXYZ 0 * # 8 If the paper type you loaded differs from the type that was previously loaded in the tray, then change the Paper Type setting for the tray. Using the manual feeder The manual feeder can feed only one sheet of paper at a time.

You can use the manual feeder to quickly print on paper types or sizes that are not currently loaded in the tray. 1 Insert the paper faceup into the center of the manual feeder. 2 Adjust the paper guides to the paper width. Loading paper and specialty media 34 3 Push the paper further into the manual feeder until the printer pulls it in. Warning--Potential Damage: Do not force the paper into the feeder. Forcing the paper causes jams. 1@!. 2 ABC 4 GHI 5 JKL 7 PQRS 8 TUV 3 DEF 6 MNO 9 WXYZ 0 * # Notes: · Load letterhead faceup, with the top of the sheet entering first. · Load envelopes with the flap side down and with the stamp area as shown. 1@!.

2 ABC 4 GHI 5 JKL 7 PQRS 8 TUV 3 DEF 6 MNO 9 WXYZ 0 * # Loading paper and specialty media 35 Paper capacities Paper type Paper1 Labels2 Transparencies Envelopes 1 2 Paper tray 250 sheets 50 sheets 50 X Manual feeder 1 sheet 1 sheet 1 1 Based on 75 g/m2 (20 lb) paper Single-sided paper labels designed for laser printers are supported for occasional use: no more than 20 pages of labels a month. Vinyl, pharmacy, and dual-web labels are not supported.



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The standard exit bin capacity is 150 sheets, based on 75 g/m2 (20 lb) paper. Loading paper and specialty media 36 Paper and specialty media guidelines Paper guidelines Selecting the correct paper or specialty media reduces printing problems. For the best print quality, try a sample of the paper or specialty media before buying large quantities.

Paper characteristics The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock. **Weight** The paper tray can automatically feed paper weights up to 90 g/m2 (24 lb bond) grain long paper. The manual feeder can automatically feed paper weights up to 163 g/m2 (43 lb bond) grain long. For best performance, use 75 g/m2 (20 lb bond) grain long paper.

Paper lighter than 60 g/m2 (16 lb) might not be stiff enough to feed properly, causing jams. Paper that weighs at least 75 g/m2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.17 in.) wide. **Curl** Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems.

Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems. **Smoothness** Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly.

If paper is too smooth, it can cause paper feeding or print quality issues. Always use paper between 100300 Sheffield points; smoothness between 150250 Sheffield points produces the best print quality. **Moisture content** The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance. Condition paper before printing by storing it in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period. **Grain direction** Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either grain long, running the length of the paper, or grain short, running the width of the paper.

For 6490 g/m2 (1724 lb bond) paper, grain long paper is recommended. Short grain paper is not recommended for papers less than 64 g/m2 or sizes less than or equal to 182 mm (7.17 in.) wide. Paper and specialty media guidelines 37 Fiber content Most high-quality xerographic paper is made from 100% chemically treated pulped wood.

This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling. **Unacceptable paper** The following paper types are not recommended for use with the printer: · Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper · Preprinted papers with chemicals that may contaminate the printer · Preprinted papers that can be affected by the temperature in the printer fuser ·

Preprinted papers that require a registration (the precise print location on the page) greater than ±2.3 mm (±0.9 in.

), such as optical character recognition (OCR) forms In some cases, registration can be adjusted with a software application to successfully print on these forms. · · · · Coated papers (erasable bond), synthetic papers, thermal papers Rough-edged, rough or heavily textured surface papers, or curled papers Recycled papers that fail EN12281:2002 (European) Paper weighing less than 60 g/m2 (16 lb) Multiple-part forms or documents Selecting paper Using appropriate paper prevents jams and helps ensure trouble-free printing. To help avoid jams and poor print quality: · · · · Always use new, undamaged paper. Before loading paper, know the recommended print side. This information is usually indicated on the package. Do not use paper, paper labels, or card stock that has been cut or trimmed by hand. Do not mix sizes, types, or weights in the same source; mixing results in jams. Do not use coated papers unless they are specifically designed for electrophotographic printing. **Selecting preprinted forms and letterhead** Use these guidelines when selecting preprinted forms and letterhead: · · · · Use grain long for 60 to 90 g/m2 weight paper. Paper that weighs at least 75 g/m2 (20 lb) is recommended for sizes less than or equal to 182

mm (7.

17 in.) wide. Use only forms and letterhead printed using an offset lithographic or engraved printing process. Avoid papers with rough or heavily textured surfaces. Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must be able to withstand temperatures up to 225°C (437°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not. When in doubt, contact the paper supplier. Paper and specialty media guidelines 38 Preprinted papers such as letterhead must be able to withstand temperatures up to 225°C (437°F) without melting or releasing hazardous emissions.

Using recycled paper and other office papers As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser (electrophotographic) printers. In 1998, Lexmark presented to the US government a study demonstrating that recycled paper produced by major mills in the US fed as well as non-recycled paper. However, no blanket statement can be made that all recycled paper will feed well.

Lexmark consistently tests its printers with recycled paper (20100% post-consumer waste) and a variety of test paper from around the world, using chamber tests for different temperature and humidity conditions. Lexmark has found no reason to discourage the use of today's recycled office papers, but generally the following property guidelines apply to recycled paper.

· Low moisture content (45%) · Suitable smoothness (100200 Sheffield units, or 140350 Bendtsen units, European) Note: Some much smoother papers (such as premium 24 lb laser papers, 5090 Sheffield units) and much rougher papers (such as premium cotton papers, 200300 Sheffield units) have been engineered to work very well in laser printers, despite surface texture. Before using these types of paper, consult your paper supplier.



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· Suitable sheet-to-sheet coefficient of friction (0.40.6) · Sufficient bending resistance in the direction of feed Recycled paper, paper of lower weight (<60 g/m2 [16 lb bond]) and/or lower caliper (<3.

8 mils [0.1 mm]), and paper that is cut grain-short for portrait (or short-edge) fed printers may have lower bending resistance than is required for reliable paper feeding. Before using these types of paper for laser (electrophotographic) printing, consult your paper supplier. Remember that these are general guidelines only and that paper meeting these guidelines may still cause paper feeding problems in any laser printer (for example, if the paper curls excessively under normal printing conditions). Paper that weighs at least 75 g/m2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.17 in.) wide. Storing paper Use these paper storage guidelines to help avoid jams and uneven print quality: · For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40%. Most label manufacturers recommend printing in a temperature range of 18 to 24°C (65 to 75°F) with relative humidity between 40 and 60%. · Store paper in cartons when possible, on a pallet or shelf, rather than on the floor.

· Store individual packages on a flat surface. · Do not store anything on top of individual paper packages. Paper and specialty media guidelines 39 Supported paper sizes, types, and weights The following tables provide information on standard and optional paper sources and the types of paper they support. Note: For an unlisted paper size, select the closest larger listed size. For information on card stock and labels, see the Card Stock & Label Guide. Paper types and weights supported by the printer The printer engine and manual feeder support 6090 g/m2 (1624 lb) paper weights. The ADF supports 60105 g/m2 (16-28 lb paper). Short grain paper less than 64 g/m2 (17 lb) is not supported. Note: Paper that weighs at least 75 g/m2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.17 in.)

) wide. Paper type Paper Paper tray (250 sheets) Manual feeder (1 sheet) ADF (30 sheets)1 Plain Light Heavy Rough/Cotton Recycled Custom Bond Letterhead Colored Paper Card stock Glossy paper Paper labels2 Transparencies Envelopes 1 2 X X X X X X X X Available on selected models. Single-sided paper labels designed for laser printers are supported for occasional use: no more than 20 pages of labels a month. Vinyl, pharmacy, and dual-web labels are not supported. Paper and specialty media guidelines 40 Paper sizes supported by the printer Note: Paper that weighs at least 75 g/m2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.

17 in.) wide. Paper size1 A4 A52 Executive Folio JIS B52 Legal Letter Oficio Statement2 Universal B5 Envelope C5 Envelope DL Envelope 7 3/4 Envelope (Monarch) 9 Envelope 10 Envelope Other Envelope 1 Dimensions 210 x 297 mm (8.3 x 11.7 in.

) 148 x 210 mm (5.8 x 8.3 in.) 184 x 267 mm (7.3 x 10.5 in.) 216 x 330 mm (8.5 x 13 in.) 182 x 257 mm (7.2 x 10.

1 in.) 216 x 356 mm (8.5 x 14 in.) 216 x 279 mm (8.5 x 11 in.) 216 x 340 mm (8.5 x 13.4 in.) 140 x 216 mm (5.5 x 8.

5 in.) Paper tray (250 sheets) Manual feeder (1 sheet) 76.2 x 127 mm (3 x 5 in.) up to X3 216 x 356 mm (8.5 x 14 in.

) 176 x 250 mm (6.9 x 9.8 in.) 162 x 229 mm (6.4 x 9 in.

) 110 x 220 mm (4.3 x 8.7 in.) 98 x 191 mm (3.9 x 7.5 in.) 98 x 225 mm (3.9 x 8.9 in.) 105 x 241 mm (4.

1 x 9.5 in.) 229 x 356 mm (9 x 14 in.) X X X X X X X X If a paper size you want to use is not listed, configure a Universal paper size. For more information, see "Configuring Universal paper settings" on page 29. Grain long only. Supports only sizes for which the paper guide tabs can be adjusted to lightly touch the side of the paper stack. 2 3 Paper and specialty media guidelines 41 Printing This chapter covers printing, printer reports, and job cancelation. Selection and handling of paper and specialty media can affect how reliably documents print. For more information, see "Avoiding jams" on page 135 and "Storing paper" on page 39.

Printing a document 1 From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper. 2 Send the print job: For Windows users a With a document open, click File Print. b Click Properties, Preferences, Options, or Setup, and then adjust the settings as needed. Note: To print on a specific size or type of paper, adjust the paper size or type settings to match the loaded paper, or select the appropriate tray or feeder. c Click OK, and then click Print.

For Macintosh users a Customize the settings as needed in the Page Setup dialog: 1 With a document open, choose File > Page Setup. 2 Choose a paper size or create a custom size to match the loaded paper. 3 Click OK. b Customize the settings as needed in the Print dialog: 1 With a document open, choose File > Print. If necessary, click the disclosure triangle to see more options.

2 From the Print dialog and pop-up menus, adjust the settings as needed. Note: To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder. 3 Click Print. Printing on both sides of the paper (duplexing) 1 From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper. 2 Send the first page of the print job. For more information, see "Printing a document" on page 42. Printing 42 3 Flip the printed document, and then load it in the paper tray as shown. 1@!. 2 ABC 4 GHI 5 JKL 7 PQRS 8 TUV 3 DEF 6 MNO 9 WXYZ 0 * # 1@!. 2 ABC 4 GHI 5 JKL 7 PQRS 8 TUV 3 DEF 6 MNO 9 WXYZ 0 * # A 4 Send the second page of the print job.

Printing specialty documents Tips on using letterhead Use letterhead designed specifically for laser printers. Print samples on the letterhead being considered for use before buying large quantities. Before loading letterhead, fan the stack to prevent sheets from sticking together. Page orientation is important when printing on letterhead. For information on how to load letterhead, see: "Loading the paper tray" on page 31 "Using the manual feeder" on page 34 Tips on using transparencies Print samples on the transparencies being considered for use before buying large quantities. When printing on transparencies: · Feed transparencies from the standard 250-sheet tray or the manual feeder. · Use transparencies designed specifically for laser printers. Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 190°C (374°F) without melting, discoloring, offsetting, or releasing hazardous emissions. Note: Transparencies can be printed at a temperature up to 200°C (392°F) if Transparency Weight is set to Heavy and Transparency Texture is set to Rough.



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If the transparencies you are using can withstand that temperature, select those settings using the Embedded Web Server, or from the printer control panel Paper menu.

Printing 43 AB C B C · To prevent print quality problems, avoid getting fingerprints on the transparencies. · Before loading transparencies, fan the stack to prevent sheets from sticking together. · We recommend Lexmark part number 70X7240 for letter-size transparencies and Lexmark part number 12A5010 for A4-size transparencies. Tips on using envelopes Print samples on the envelopes being considered for use before buying large quantities. When printing on envelopes: · Load envelopes from the manual feeder.

· Use envelopes designed specifically for laser printers. Check with the manufacturer or vendor to ensure the envelopes can withstand temperatures up to 210°C (410°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions. · For the best performance, use envelopes made from 90 g/m² (24 lb bond) paper or 25% cotton bond. Use up to 105 g/m² (28 lb bond) weight for envelopes as long as the cotton content is 25% or less. All-cotton envelopes must not exceed 90 g/m² (24 lb bond) weight.

· The minimum supported weight for envelopes is 75 g/m² (20 lb bond). For non-peel strip, self-seal envelopes, the minimum supported weight is 80 g/m² (21 lb bond). · Use only new envelopes. · To optimize performance and minimize jams, do not use envelopes that: Have excessive curl or twist Are stuck together or damaged in any way Have windows, holes, perforations, cutouts, or embossing Have metal clasps, string ties, or folding bars Have an interlocking design Have postage stamps attached Have any exposed adhesive when the flap is in the sealed or closed position Have bent corners Have rough, cockle, or laid finishes Have rough, cockle, or laid finishes · Adjust the width guides to fit the width of the envelopes. Note: A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes. Tips on using labels Print samples on the labels being considered for use before buying large quantities. Note: Use only paper label sheets. Vinyl, pharmacy, and dual-sided labels are not supported. For detailed information on label printing, characteristics, and design, see the Card Stock & Label Guide available on the Lexmark Web site at www.lexmark.com/publications.

Printing 44 When printing on labels: · Use labels only in the paper tray or manual feeder. Do not use labels in the ADF. · Use labels designed specifically for laser printers. Check with the manufacturer or vendor to verify that: The labels can withstand temperatures up to 225°C (437°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions. Note: Labels can be printed at the highest fusing temperature if Label Weight is set to Heavy. Select this setting from the Embedded Web Server or from the printer control panel Paper menu. Label adhesives, face sheet (printable stock), and topcoats can withstand up to 25 psi (172 kPa) pressure without delaminating, oozing around the edges, or releasing hazardous fumes. · Do not use labels with slick backing material. · Use full label sheets.

Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and cartridge warranties. · Do not use labels with exposed adhesive. · Do not print within 1 mm (0.04 in.)

) of the edge of the label, of the perforations, or between die-cuts of the label. · Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.04 in.) away from edges is recommended.

Adhesive material contaminates the printer and could void the warranty. · If zone coating of the adhesive is not possible, remove a 1.6 mm (0.06 in.) strip on the leading and driver edge, and use a non-oozing adhesive. · Portrait orientation works best, especially when printing bar codes. Tips on using card stock Card stock is heavy, single-ply specialty media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities. When printing on card stock: · Make sure the Paper Type is Card Stock.

· Select the appropriate Paper Texture setting. · Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems. · Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 210°C (410°F) without releasing hazardous emissions. · Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer. · Use grain short card stock when possible. Printing 45 Printing information pages See "Printing a menu settings page" on page 21 and "Printing a network setup page" on page 21 for more information on printing these pages. Printing a font sample list To print samples of the fonts currently available for your printer: 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press . .

. . 3 Press the arrow buttons until Reports appears, and then press 4 Press the arrow buttons until Print Fonts appears, and then press After the font sample list prints, Ready appears. 5 Press the arrow buttons until PCL Fonts or PostScript Fonts appears, and then press Canceling a print job Canceling a print job

from the printer control panel 1 Press 2 Press . . Stopping... appears, followed by Cancel Print Job. Canceling a print job from the computer To cancel a print job, do one of the following: For Windows users

In Windows Vista: 1 Click . 2 Click Control Panel. 3 Click Hardware and Sound. 4 Click Printers. 5 Double-click the printer icon. 6 Select the job to cancel. 7 From the keyboard, press Delete. Printing 46 In Windows XP: 1 Click Start. 2 From Printers and Faxes, double-click the printer icon. 3 Select the job to cancel. 4 From the keyboard, press Delete.

From the Windows taskbar: When you send a job to print, a small printer icon appears in the right corner of the taskbar. 1 Double-click the printer icon. A list of print jobs appears in the printer window. 2 Select a job to cancel. 3 From the keyboard, press Delete. For Macintosh users In Mac OS X version 10.5: 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax, and then double-click the printer icon.



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