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You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X340. You'll find the answers to all your questions on the LEXMARK X340 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK X340
User guide LEXMARK X340
Operating instructions LEXMARK X340
Instructions for use LEXMARK X340
Instruction manual LEXMARK X340

LEXMARK[™]

X340, X340n, X342n MFP

User's Guide

January 2006

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P and software that does not appear in other documentation, as well as information specific to your operating system. Where to find To access the Readme file: 1 Click Start Programs or All Programs Lexmark Lexmark X34x Series. 2 Select Readme. Web site Description Our Web site contains a variety of information. Note: All paths for the Web site are subject to change.

Where to find Visit our Web site at www.lexmark.com. 1 Go to the Web site. 2 Select a country or region from the drop-down list in the upper-left corner of the page.

3 Select the link for the information you need. Record the following information (located on the store receipt and the back of the MFP), and have it ready when you contact us so that we may serve you faster: Machine Type number: Seria 3 When the software installation screen appears, click Install or Install Now. Follow the instructions on the computer screen to complete the installation. Getting the MFP ready to fax You can connect the printer to equipment such as a telephone, an answering machine, or a computer modem. If problems occur, see Setup troubleshooting on page 72. Note: The printer is an analog device that works best when directly connected to the wall jack. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps. If you want a digital connection such as ISDN, DSL, or ADSL, a third-party device (such as a DSL filter) is required.



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You do not need to attach the printer to a computer, but you do need to connect it to a telephone line to send and receive faxes. You can connect the printer to other equipment.

See the following table to determine the best way to set up the printer. Connecting directly to a telephone wall jack CAUTION: Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. Connect the MFP directly to a telephone wall jack to make copies or send and receive faxes without using a computer. 1 Make sure you have a telephone cord and a telephone wall jack. 2 Connect one end of the telephone cord into the LINE port of the MFP. Getting the MFP ready to fax 14 3 Connect the other en of the telephone cord into an active telephone wall jack. Note: For more information on connecting the MFP to telecommunications equipment, see the additional setup instructions that came with the MFP.

Setup steps may vary depending on your country or region. Connecting to a telephone Connect a telephone to the MFP to use the fax line as a normal telephone line. Then set up the printer wherever your telephone is located to make copies or send and receive faxes without using a computer.

1 Make sure you have the following: · · · A telephone Two telephone cords A telephone wall jack of the MFP, and then plug it into an active 2 Connect one telephone cord to the LINE port telephone wall jack. Getting the MFP ready to fax 15 3 Remove the protective plug from the EXT port of the MFP. 4 Connect the other telephone cord to a telephone, and then plug it into the EXT port MFP. of the Note: For more information on connecting the MFP to telecommunications equipment, see the additional setup instructions that came with the MFP. Setup steps may vary depending on your country or region.

Getting the MFP ready to copy The X340/X340n/X342n can be used as a stand-alone copier and does not require additional setup or connection to a computer or a network. Getting the MFP ready to copy 16 3 Learning about the MFP Understanding the parts of the MFP 1 2 3 4 5 14 13 6 12 11 10 9 8 7 Use the 1 2 3 4 5 6 ADF paper support Paper guides Automatic Document Feeder (ADF) Top cover Control panel Output paper support To Extend to support longer media. Make sure paper feeds correctly. Copy, scan, or fax multiplepage documents. Access the scanner glass.

Operate the MFP. For more information, see Using the control panel buttons on page 20. Hold longer paper in the front output tray. Learning about the MFP 17 Use the 7 8 9 10 11 12 13 14 Front output tray Front cover Paper tray Manual feeder Paper level indicator Access button Scanner glass Scanner lock To Hold paper as it exits the MFP. Access the toner cartridge. Load paper automatically. Load paper manually. Verify the level of paper in the paper tray. Release the front cover. Scan, copy, or fax a singlepage document.

Lock the scanner unit during transport. Understanding the parts of the MFP 18 16 24 17 18 23 22 21 20 19 Use the 15 16 17 18 19 20 Rear hinges Power switch Power supply port Dust cover Rear cover Ethernet port To Lift the top cover to fit thicker documents, such as books. Turn the MFP on or off. Connect the MFP to a power source. Protect longer sizes of paper that may extend beyond the edge of the MFP. Remove heavier paper from the printer as it exits. Connect the MFP to a network using an ethernet cable. Note: This port is only available on the X342n. The ethernet port and the USB port cannot be used at the same time. 21 22 23 24 USB port LINE port EXT port Handles Connect the MFP to a computer using a USB cable.

Connect the MFP to an active telephone line to send and receive faxes. Connect the MFP to a telephone or answering machine. Lift the MFP. Understanding the parts of the MFP 19 Using the control panel buttons The display shows: · · · MFP status Messages Menus 1 2 3 4 5 6 7 12 11 10 9 8 Press 1 2 3 4 5 6 7 8 Copy Fax Scan Scale Collate Options (Copy) Speed Dial buttons Shift To Access the Copy mode to make copies. Note: The mode is selected when the button light is on.

Access the Fax mode to fax. Note: The mode is selected when the button light is on. Access the Scan mode to scan. Note: The mode is selected when the button light is on. Control the size of a copied document as compared to its original size.

Control the sequence in which multiple-page jobs are completed. · Adjust the paper source. · Adjust the paper saver settings. Access any of the first five programmed shortcuts. Access shortcuts 610. Note: Press Shift, and then press the first speed dial button to dial shortcut 6. Press Shift, and then press the second speed dial button to dial shortcut 7, and so on. 9 Options (Fax) · Access the Broadcast function. · Delay sending a fax. · Cancel a fax.

Manually send or receive a fax. 10 (On/Off Hook) Using the control panel buttons 20 Press 11 Redial/Pause To · In Fax mode, redial the last number entered. · Insert a threesecond pause in the number to be dialed to wait for an outside line or get through an automated answering system. Enter a pause only when you have already begun programming the number. Access any of the programmed shortcuts. For more information on programming a shortcut, see Setting up shortcuts on page 47. 12 Phone Book 13 14 15 16 17 18 22 21 20 19 Use this 13 14 15 16 Numeric keypad To · Scroll through menu options. · Decrease a number. · Scroll through menu options. · Increase a number.

· Choose the option that appears on the display. · Save settings. In Copy mode: Select the number of copies you want to make. In Fax mode: · Enter fax numbers. · Select letters when creating a Phone Book entry.

· Type numbers to enter or edit the time or date on the display. 17 Content Select the type of material being copied or faxed. Select one of the following choices: · Text · Mixedtext and photo · Photo 18 Start Start a copy, scan, or fax job, depending on which mode is selected. Using the control panel buttons 21 Use this 19 Stop To · Return settings to their default values, depending on which mode is selected. · Cancel a copy, scan, or fax job.

· Exit a menu. Select one of five darkness settings. Display a control panel menu or submenu. Return to the previous menu without saving any changes. Note: Press before pressing Back to save your settings. 20 21 22 Darkness Menu Back Using the control panel menus Navigating the control panel menus 1 Press Menu. 2 Press 3 Press 4 Press 5 Press or or or repeatedly until the menu you want appears, and then press . . repeatedly until the menu option you want appears, and then press repeatedly until the setting you want appears.



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to save the setting.

Printing a list of menu items 1 From the control panel, press Menu. 2 Press 3 Press or or repeatedly until REPORTS appears, and then press . . repeatedly until Print Menus appears, and then press The MFP prints a list of all available menus and default settings. Printing a network setup page (X342n only) You can print a network setup page to review the network settings. Note: This menu item is only available when the USB cable is unplugged. 1 From the control panel, press Menu. 2 Press 3 Press or or repeatedly until REPORTS appears, and then press . . repeatedly until Network Setup appears, and then press Using the control panel menus 22 4 The MFP prints the network setup page.

Copy Defaults menu Use this Darkness Content Number Scale Collate Paper Source Paper Saver To Improve the readability of a copy by darkening a light document or lightening a dark document. Specify the type of document being copied: Text, Mixed, or Photo. Specify how many copies to print. Specify the percentage for enlarging or reducing an image copy. Collate copies as they exit.

Select the paper source you want to use. Choose how many page images to print on a page. Fax Advanced menu Use this Auto Answer Behind PABX Dial Method Fax Forwarding Fax Footer Auto Reduce Confirmation To Modify answer settings. Indicate if there is a telephone switching device. Select where the dialing method should be pulse or tone for a fax job.

Forward a fax to another fax machine. Add a footer to a fax. Automatically reduce the size of a document for faxing. Print a confirmation page each time a fax is sent or if there is an error while faxing. Using the control panel menus 23 Fax Defaults menu Use this Content To Choose the quality of the image being sent. Note: Changing the content may also increase the time necessary to send the fax. Original Size Darkness Rings Distinct Ring Redials Redial Wait Paper Source Speaker Volume Prefix ECM Station ID Specify the default size of original documents to be faxed. Improve the readability of a fax by darkening a light document or lightening a dark document. Specify the number of rings before the MFP automatically answers an incoming fax. Choose the type of ring that indicates an incoming fax, if the fax number has a distinct ring.

Choose the number of redial attempts after a failed fax transmission. Choose the number of minutes to wait before an automatic redial. Select the paper source you want to use. Turn the speaker on or off to monitor the fax tone. Specify the volume of the telephone ring for incoming faxes or specify the volume of the speaker to monitor the fax tone. Set an extension to dial before dialing any autodial number. For example, enter a prefix if you must dial an extension to reach an outside line. Ensure accurate, errorfree transmission with another ECMequipped fax machine. Set the fax machine number or ID name that appears on the fax header. Changing the default mode The MFP settings default to copy mode.

To select another mode as default: 1 Press Menu. 2 Press 3 Press 4 Press 5 Press or or or repeatedly until MACHINE SETUP appears, and then press repeatedly until Mode appears, and then press repeatedly until the mode you want appears. . . to save the setting.

Setting the Timeout option If you change the copy or fax settings using the control panel buttons for a specific job, the MFP will restore the default settings after a set period of time. Using the control panel menus 24 To set the length of time the MFP waits before restoring default settings: 1 Press Menu. 2 Press 3

Press 4 Press or or or repeatedly until MACHINE SETUP appears, and then press repeatedly until Timeout appears, and then press . . . repeatedly until the length of time you want appears, and then press 5 Press Back repeatedly to return to the Ready prompt. Setting the network options (X342n only) Note: These menu items are only available when the USB cable is unplugged. 1 Press Menu. 2 Press 3 Press . . . or or repeatedly until NETWORK SETUP appears, and then press repeatedly until one of the following appears: . Enable DHCP IP Address Netmask Gateway 4 Press to make adjustments to any of the above items. After making the necessary adjustments, press and the printer will save your settings and return to the Ready prompt. If no adjustments are made, press Back repeatedly to return to the Ready prompt. Using the control panel menus 25 Using the MFP software Use this Print Properties Presto! PageManager QLINK To Select the best print settings for the document you are printing. . Scan, share, and organize photos and documents. . View, edit, send, and back up files in many formats.

. Scan to various applications. . Configure additional applications for scanning. For more information, see page 56. . Customize scan settings. For more information, see page 58. Using Print Properties Print Properties is the software that controls the printing function when the printer is connected to a computer. You can change the settings in Print Properties based on the type of project you want to create. Opening Print Properties You can open Print Properties from almost any program: 1 With a document open, click File Print. 2 From the Print dialog, click Properties, Preferences, Options, or Setup.

Using the Print Properties tabs Tab Layout Options . Select the orientation of the document on the printed page: portrait or landscape.

. Choose the order to print the pages. . Choose the number of pages to print per sheet. . Choose the paper source. . Specify the type of paper loaded. Add, edit, or remove a watermark.

Add personal profiles. Lists copyright and file versions. Paper/Quality Watermark Profiles About Using the MFP software 26 Using Presto! PageManager (USB attach only) Use Presto! PageManager to scan, share, and organize photos and documents. To open Presto! PageManager, click Start Programs or All Programs Lexmark Applications Presto! PageManager. To access the Presto! PageManager Help: 1 Open Presto! PageManager.

2 Click Help Help. Using QLINK (USB attach only) With QLINK, you can: . . . Scan to various applications. Configure additional applications for scanning. For more information, see page 56. Customize scan settings. For more information, see page 58. To open QLINK, use one of the following methods: . . . From the MFP control panel, press Scan. Double-click the QLINK icon on the desktop. Click Start Programs or All Programs Lexmark Lexmark X34x Series QLINK. Using the MFP software 27 4 Loading paper and original documents Loading paper in the paper tray 1 Make sure: You use paper designed for laser printers.

The paper is not used or damaged. If you are using specialty paper, you follow the instructions that came with the paper.



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You do not force paper into the MFP. Set the correct paper type in the control panel, or using the computer. For more information, see *Setting the paper type and size*. 2 Remove the paper tray. Loading paper and original documents 28 3 Holding the tray on a stable surface, press the guide lock, and slide the rear guide until it locks at the paper length you want. Note: To load longer paper, such as legal size paper: · Press the button at the back of the paper tray, and extend the tray until it locks into place. 2 1 · Attach the dust cover to the rear of the MFP to protect the paper that extends beyond the edge of the MFP. 4

Prepare a stack of paper for loading by flexing or fanning it back and forth.

Straighten the edges on a level surface. Loading paper in the paper tray 29 5 Load the paper with the print side facing down. Note: Load letterhead paper with the design side facing down. The top edge of the sheet should be placed at the front of the tray. 6 Make sure the paper is below the maximum fill lines on the left inside wall of the tray.

Note: Overloading paper may cause paper jams. Loading paper in the paper tray 30 7 Squeeze and adjust the paper guides until they lightly touch the side of the stack of paper. Note: Do not push the paper guides far enough to cause the materials to warp. Incorrect adjustments may cause paper jams. 8 Close the paper tray.

Note: The paper level indicator, on the front of the paper tray, shows the amount of paper currently in the tray. Note: If you experience problems with the paper feed, use the manual feeder. For more information, see *Loading paper in the manual feeder* on page 32. Loading paper in the paper tray 31 Loading paper in the manual feeder Use the manual feeder to print transparencies, labels, envelopes, or card stock. You may also use the manual feeder to make short runs of paper types or sizes that are not currently loaded in the paper tray. For information on acceptable print media to use in the manual feeder, see *Loading various paper types* on page 33. 1 Make sure: · · · · You use paper designed for laser printers. The paper is not used or damaged. If you are using specialty paper, you follow the instructions that came with it. You do not force paper into the MFP.

Set the correct paper type and size in the control panel, or using the computer. For more information, see *Setting the paper type and size*. 2 Place a single sheet of paper face-up with the leading edge first into the center of the manual feeder, and adjust the paper guides to the paper width. The MFP automatically engages the print media. Loading paper in the manual feeder 32 Loading various paper types Input source/capacity1 Size (mm/in.) Plain paper Letter (215.9

x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.69) Folio (215.

9 x 330.2/8.5 x 13) Legal (215.9 x 355.6/8.

5 x 14) Executive (184.2 x 266.7/7.25 x 10.5) JISB5 (182 x 257/7.

2 x 10) Statement (140 x 216/5.5 x 8.5) A5 (148 x 210/5.83 x 8.27) Envelopes2 No. 9 (98.4 x 225.4/3.88 x 8.88) No.

10 (104.8 x 241.3/4.12 x 9.5) DL (110 x 220/4.33 x 8.66) C5 (162 x 229/6.38 x 9.02) B5 (176 x 250/6.93 x 9.

84) No. 7 3/4 (98.4 x 190.4/3.88 x 7.

5) Paper labels3 Letter (215.9 x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.69) Transparency films Letter (215.

9 x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.69) Yes/50 Yes/1 Yes/50 No/0 Yes/1 No/0 No/0 Yes/1 No/0 250sheet paper tray Yes/250 Manual feeder Yes/1 550-

sheet paper tray (optional) Yes/550 Loading various paper types 33 Input source/capacity1 Size (mm/in.) Card stock4 Letter (215.9 x 279/8.5 x 11) A4 (210 x

297/8.27 x 11.69) Folio (215.9 x 330.

2/8.5 x 13) Legal (215.9 x 355.6/8.5 x 14) Executive (184.2 x 266.7/7.25 x 10.5) JISB5 (182 x 257/7.2 x 10) Statement (140 x 216/5.

5 x 8.5) A5 (148 x 210/5.83 x 8.27) 1 2 250sheet paper tray No/0 Manual feeder Yes/1 550sheet paper tray (optional) No/0 Maximum capacity may be reduced depending on paper thickness. Feed envelopes one sheet at a time through the manual feeder.

MFP is intended for occasional paper label printing only. Feed one sheet at a time through the manual feeder. Do not use vinyl labels with the MFP. card stock one sheet at a time through the manual feeder. It must exit through the rear output slot.

Individual postcard sizes, such as 4 x 6, are not supported. Lexmark recommends full-sized sheets of postcard stock designed for laser printers. 3 The 4 Feed

Warning: Using unsupported media sizes may damage the MFP. Loading various paper types 34 Setting the paper type and size Using the control panel 1

Press Menu. 2 Press 3 Press press . or . or . repeatedly until the paper size you want to use is selected, and then press repeatedly until the paper type you want to use is selected. . repeatedly until the paper source you want to use appears.

or repeatedly until PAPER SETUP appears on the top line of the display, and then press . or repeatedly until Size/Type appears on the top line of the display, and then 4 Press 5 Press 6 Press 7 Press 8 Press 9 To return to the Ready prompt, press Stop. Note: If you are printing from the computer, continue with

Using the control panel. Using the computer 1 With a document open, click File Print. 2 Click Properties, Options, Setup, or Preferences. 3 From the

Paper/Quality tab, select the paper type from the Media dropdown list. 4 Click the Advanced button. 5 Select the paper size. 6 Click OK. 7 Click OK.

8 Click OK. Setting the paper type and size 35 Loading original documents into the ADF You can load up to 50 sheets of an original document into the ADF for scanning, copying, and faxing. · · Remove staples and paper clips from the original documents before loading into the ADF. The ADF may not properly

feed documents that are damaged or folded. If this occurs, use the scanner glass.

For more information, see *Loading original documents on the scanner glass* on page 37. 1 Load an original document face-up into the ADF. @@Place these

items on the scanner glass. 2 Adjust the paper guides on the ADF against the edges of the paper. Note: If longer paper is used, extend the ADF paper support.

Loading original documents into the ADF 36 Loading original documents on the scanner glass You can scan, copy, and fax photos, text documents, magazine

articles, newspapers, and other publications. Note: Place postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings or carbonless paper)

on the scanner glass. 1 Open the top cover. 2 Place the document face-down on the scanner glass in the upper left corner. Loading original documents on the

scanner glass 37 3 Close the top cover to avoid dark edges on the scanned image. Selecting an output location The MFP has two output locations: the front

output tray and the rear paper exit. Front output tray Rear paper exit Front output tray The front output tray should be used to output plain paper only. Use

the rear paper exit for envelopes, labels, card stock, and transparencies.



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To use the front output tray, make sure the rear cover is closed. This tray should be used for most jobs and is recommended for jobs requiring over 50 sheets of plain paper continuously.

Note: If problems, such as excessive curl, occur when using the front output tray, try using the rear output slot. Rear paper exit You can use the rear paper exit for all paper types; however, for envelopes, labels, card stock, and transparencies, using this slot is recommended. To use the rear paper exit, open the rear cover. Paper is output face-up through the rear paper exit, with the last page on the top. To avoid paper jams, do not open or close the rear cover while printing. Selecting an output location 38 5 Printing Printing a document 1 Load paper. 2 With a document open, click File Print. 3 Click Properties, Options, Setup, or Preferences. 4 Adjust the settings. 5 Click OK.

6 Click OK or Print. Printing an envelope 1 Load an envelope face-up in the manual feeder. Note: Make sure the envelope flap is face-down. 2 With a document open, click File Print. 3 Click Properties, Options, Setup, or Preferences.

4 From the Layout tab, select Landscape. Note: · · Most envelopes use landscape orientation. Make sure the same orientation is also selected in the software application. 5 From the Paper/Quality tab, select the paper source. 6 Select Envelope from the Media drop-down list.

7 Click the Advanced button. 8 Select the envelope size loaded, and click OK. 9 Click OK. Printing 39 10 Click OK or Print. Printing transparencies 1 Load transparencies. Note: · · If you are using the manual feeder, load one transparency at a time. Make sure you use a transparency designed for laser printers. Print. 2 With a document open, click File 3 Click Properties, Options, Setup, or Preferences. 4 From the Paper/Quality tab, select the paper source.

5 Select Transparency from the Media drop-down list. 6 Click the Advanced button. 7 Select the transparency size loaded, and click OK. 8 Click OK. 9 Click OK or Print. Printing collated copies If you print 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). 1 Load paper. 2 With a document open, click File Print. 3 From Copies, select the Collate check box. 4 Click OK or Print.

Printing multiple pages on one sheet 1 Load paper. 2 With a document open, click File Print. 3 Click Properties, Options, Setup, or Preferences. Printing transparencies 40 4 From the Layout tab, select the number of pages per sheet from the Pages Per Sheet drop down list. 5 Click OK.

6 Click OK or Print. Printing the last page first (reverse order) 1 Load paper. 2 With a document open, click File Print. 3 Click Properties, Options, Setup, or Preferences. 4 From the Layout tab, select the Back to Front check box.

5 Click OK. 6 Click OK or Print. Printing the last page first (reverse order) 41 6 Faxing @@@@Place these items on the scanner glass. Use the scanner glass for single-page documents, postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings or carbonless paper). Faxing 42 Sending a fax

Note: Make sure the MFP is connected to an active, analog telephone line. Sending a fax automatically 1 Make sure the MFP is on. 2 Load an original document face-up into the ADF or face-down on the scanner glass. Note: Do not load postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 3 From the control panel, press Fax.

4 Enter a fax number, press Speed Dial 1, 2, 3, 4, or 5, or press Phone Book to select a number. Note: · · If you do not have a Speed Dial list but want to create one, see Setting up shortcuts on page 47. If you do not have a Phone Book list but want to create one, see Using the Phone Book on page 48. 5 Press Start. 6 If prompted, press 1 (for yes) if you have more pages, or 2 (for no) if you have finished scanning the entire document. Sending a fax manually 1 Make sure the MFP is on. 2 Load an original document face-up into the ADF or face-down on the scanner glass. 3 From the control panel, press Fax. 4 Press to get a dial tone. Sending a fax 43 5 Enter a fax number, press Speed Dial 1, 2, 3, 4, or 5, or press Phone Book to select a number.

Note: · · If you do not have a Speed Dial list but want to create one, see Setting up shortcuts on page 47. If you do not have a Phone Book list but want to create one, see Using the Phone Book on page 48. 6 When you hear the fax tone, press Start. The control panel prompts you for another page. 7 If prompted, press 1 (for yes) if you have more pages, or 2 (for no) if you have finished scanning the entire document.

Sending a fax to a group (broadcast fax) You can send a fax to as many as 8 people at once. Note: You cannot save this group in the Phone Book. 1 Load an original document into the ADF or on the scanner glass. 2 From the control panel, press Fax. 3 Under Fax, press Options.

4 Press 5 Press . . or repeatedly until Broadcast appears, and then press . 6 Enter a fax number, and then press have entered the last number. 7 Using the numeric keypad, press 1 (for Yes) if you have another number, or 2 (for No) if you Sending a fax at a scheduled time (delay send) Using the delay send feature, you can scan a document now and fax it at a later time. 1 Load an original document into the ADF or on the scanner glass. 2 From the control panel, press Fax. 3 Under Fax, press Options. 4 Press 5 Press . or repeatedly until Delay send appears, and then press .

Sending a fax 44 6 Enter a fax number, and then press have entered the last number. . 7 Using the numeric keypad, press 1 (for Yes) if you have another number, or 2 (for No) if you 8 Enter the time you want to send the fax, and then press . Note: At the designated time, the fax numbers are dialed and the fax is sent to all of the designated fax numbers. If the fax transmission is unsuccessful to any of the numbers on the broadcast list, the unsuccessful numbers will be dialed again. Adding a prefix before dialing Using the prefix feature, you can dial an extension to reach an outside line or turn off call-waiting before sending a fax. 1 From the control panel, press Menu. 2 Press 3 Press or or repeatedly until Fax Defaults appears, and then press repeatedly until Prefix appears, and then press . . .

4 Enter the prefix you want to dial before sending a fax, and then press 5 Press Stop to return to the Ready prompt. Adding a pause while dialing Using the pause feature, you can add a pause during dialing to wait for an outside line or navigate an automated telephone system. While dialing the fax number, press Redial/Pause to insert a pause. A pause is represented by a comma (,) on the display. Receiving a fax Receiving a fax automatically When the MFP is set to Auto Answer, it answers an incoming fax on a specified number of rings.



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Once the connection is established, the MFP automatically receives the fax. Receiving a fax 45 Receiving a fax manually We recommend using this feature when the fax and the telephone share a telephone line. Choose which incoming faxes to accept by setting the MFP to manual answering mode. 1 Deselect Auto Answer: a b c From the control panel, press Fax. Press Menu.

Press or repeatedly until FAX ADVANCED appears, and then press . Auto Answer appears. d e f Press Press press . or . repeatedly until No appears on the bottom line of the display, and then To return to the Ready prompt, press Stop. . 2 When the telephone rings, press 3 If you hear a fax tone, press Start. The MFP receives the fax. Forwarding faxes Use the fax forwarding feature if you are going to be away but still want to receive faxes. There are three fax forwarding settings: . . . Off--(Default) Forward--The MFP sends the fax to the designated fax number.

Forward and Print--The MFP prints the fax and then sends it to the designated fax number. Setting up fax forwarding 1 From the control panel, press Fax. 2 Press Menu. 3 Press 4 Press 5 Press 6 Press 7 Press . or repeatedly until Forward or Fwd. and Print is selected. . or repeatedly until Fax Forwarding is selected. or repeatedly until FAX ADVANCED is selected. Forwarding faxes 4 6 8 Press .

9 Enter the number to which you want to forward the fax. 10 Press . Printing fax activity reports 1 From the control panel, press Fax. 2 Press Menu. 3 Press 4 Press 5 Press 6 Press .

. or repeatedly until Fax Call log or Fax Job log is selected. or repeatedly until REPORTS is selected. Customizing fax settings Setting up shortcuts To make sending faxes easier, you can enter up to 99 shortcuts. 1 From the control panel, press Fax.

2 Press Phone Book. 3 Press 4 Press 5 Press . or repeatedly until Edit is selected. Add appears on the display. . . 6 Enter the shortcut number (199), and then press Note: . . Shortcuts do not have to be entered in order. Shortcuts 110 can be accessed through the Speed Dial buttons. For more information, see Using the Speed Dial buttons on page 48. Printing fax activity reports 4 7 7 Enter the shortcut name using the keypad, and then press Entering characters on page 50.

. For more information, see Note: @@ You cannot enter a name using these languages. 8 Enter a fax number, and then press are finished. . 9 Using the numeric keypad, press 1 (for Yes) if you have another number, or 2 (for No) if you Using the Speed Dial buttons You can access shortcuts 15 and 610 with the Speed Dial buttons. These buttons are automatically programmed when you program shortcuts 110. For instructions on how to add shortcuts to the Phone Book, see Setting up shortcuts on page 47. 1 Load an original document into the ADF or on the scanner glass. 2 From the control panel, press Fax.

@@@ Note: Shift + Speed Dial 1 is shortcut 6.

@@ Search for shortcuts by number or by name. @@@@ When the name you want is selected, press . @@ 2 Press Menu. 3 Press 4 Press 5 Press 6 Press 7 Press 8 Press 9 Press . or repeatedly until the setting you want is selected.

to turn the setting on or off. . or repeatedly until Distinct Ring is selected. @@ 2 Press Menu. 3 Press 4 Press 5 Press 6 Press .

to save. to save. . or repeatedly until Station ID is selected. @@@@ Press the appropriate key repeatedly until the character you want to use appears on the display. Note: . . Key 1 2 3 4 5 6 7 8 9 0 To add a space, press . To go back a space, press . Characters 1@ ABCabc2 DEFdef3 GHIghi4 JKLjkl5 MNomno6 PQRSpqrs7 TUVtuv8 WXYZwxyz9 0./+ -: ; ! < > () [] Canceling a fax job 1 Under Fax, press Options. 2 Press 3 Press 4 Press .

or repeatedly until you see the job that you want to cancel, and then press . @@@@ 3 From the control panel, press Copy. 4 Enter the number of copies you want to print. @@ 2 From the control panel, make sure Copy mode is selected. @@ 4 Under Copy, press Collate repeatedly until On appears.

@@@ 3 From the control panel, make sure Copy mode is selected. 4 Under Copy, press Options. @@@ 4-Up--Prints four copied documents on a page. @@@@ The computer is attached to the MFP. The software has been loaded onto the computer.

@@@ For more information, see Configuring additional applications for scanning on page 56. Adjust the scan settings using the computer. For more information, see Customizing scan settings on page 58. . 5 Press Start. The MFP scans the document.

6 If prompted, press 1 (for yes) if you have more pages, or 2 (for no) if you have finished scanning the entire document. Scanning documents using the computer (USB attach only) 1 Make sure: . . . The computer is on. The computer is attached to the MFP. The software has been loaded onto the computer. 2 Load an original document face-up into the ADF or face-down on the scanner glass.

3 Open QLINK: . Double-click the QLINK icon on the desktop. Scanning documents using the control panel (USB attach only) 55 . Click Start All Programs Lexmark Lexmark X34x Series QLINK. 4 Select the application you want to use. Note: If you do not see the application you want to use, configure additional applications for scanning. For more information, see Configuring additional applications for scanning on page 56. 5 If you want to adjust the scan settings, see Customizing scan settings on page 58. 6 Press Scan Now. The MFP scans the document. Configuring additional applications for scanning Note: When QLINK is installed, it automatically selects available applications for scanning. 1 Open QLINK: . . Double-click the QLINK icon on the desktop.

Click Start All Programs Lexmark Lexmark X34x Series QLINK 2 Click New Application. 3 Click Browse, and browse to the folder where the application is stored. 4 Select the application you want to use, and click Open. 5 Enter the program name. 6 Enter the program name to appear on the display. Note: You can also change your scan default settings for this application. 7 Click OK. Scanning documents directly from an application (USB attach only) You can scan documents directly from applications that are TWAIN and WIA compliant. See the application Help for more information. Scanning documents directly from an application (USB attach only) 56 Scanning text for editing (OCR) Use the Optical Character Recognition (OCR) software feature to turn scanned images into text that you can edit with a word-processing or spreadsheet application.

1 Make sure ABBYY FineReader is installed. Note: ABBYY FineReader installs as part of the MFP software during initial setup. To verify that it has been installed correctly, click Start Programs or All Programs ABBYY FineReader 6.0 Sprint, and make sure that ABBYY FineReader is listed. 2 Load an original document face-up into the ADF or face-down on the scanner glass.



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3 Click Start Programs or All Programs Presto! PageManager. Lexmark Applications PageManager appears with the Scan Buttons dialog. 4 From the Scan Buttons dialog, click . Note: If the Scan Buttons dialog does not appear, press F9. 5 From the Scan Manager dialog, click Preview. 6 Adjust the scan settings as desired. Note: For best results, select Black and White instead of color. 7 Click Scan. ABBYY FineReader appears. 8 From the toolbar, click Read. 9 Click Save. 10 Select a destination you want to send to, and click OK. 11 Edit and save the document. Scanning text for editing (OCR) 57 Customizing scan settings 1 Open QLINK: · · Double-click the QLINK icon on the desktop. Click Start All Programs Lexmark Lexmark X34x Series QLINK.

2 Select the destination you want to scan to. 3 Click Edit. 4 Adjust the scan settings. 5 Click OK. Scanning over a network Note: Only available on the X342n connected to a network 1 Type the IP address of the MFP in the address line of your browser, and then press Enter. If the Java applet screen appears, click Yes. Note: The IP address can be found on the network setup page. For more information, see Printing a network setup page (X342n only) 2 Click Scan Profile. 3 Click Create Scan Profile. 4 Select your scan settings, and then click Next.

5 Select a location for saving the scanned output file somewhere on your computer. @@@@PDF output is a single file. TIFF output is a single file. @JPEG saves one page in each file. @@@@Default Content--Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Content affects the quality and size of your scanned file. Text--Emphasizes sharp, black, high-resolution text against a clean, white background. Text/Photo--Used when the original documents are a mixture of text and graphics or pictures. Photo--Tells the scanner to pay extra attention to graphics and pictures.

This setting emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved. Color--Tells the MFP the color of the original documents. You can select Gray, BW (Black and White), or Color. Original Size--Opens a field where you can select the size of the document you are going to scan. Understanding Scan options 59 Orientation--Tells the MFP whether the original document is portrait or landscape and then changes the Sides and Binding settings to match the original document orientation. Darkness--Adjusts how light or dark your scanned documents will turn out. Resolution--Adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Understanding Scan options 60 9 Maintaining the MFP Removing a toner cartridge 1 Press the access button on the left side of the MFP, and open the front cover. 1 2 2 To remove the toner cartridge: a b Press the button on the print cartridge assembly. Remove the toner cartridge using the handle. 1 2 To return the empty toner cartridge, see Recycling Lexmark products on page 70 for more information. Maintaining the MFP 61 Installing a toner cartridge 1 If you are installing a new toner cartridge, remove the toner cartridge from the packaging, and gently shake four or five times to distribute the toner. 2 Gently slide the toner cartridge in until it locks into place. Installing a toner cartridge 62 3 Close the front cover. Note: The front cover must be closed to start a new print, copy, scan, or fax job. Redistributing toner Redistribute the toner if you are dissatisfied with print quality or if the error message on the display is 88 Toner Low. Note: If the error message reappears after redistributing the toner, replace the toner cartridge.

For more information, see Removing a toner cartridge on page 61 and Installing a toner cartridge on page 62. 1 Press the access button on the left side of the MFP, and open the front cover. 1 2 Redistributing toner 63 2 To remove the toner cartridge: a b Press the button on the print cartridge assembly. Remove the toner cartridge using the handle. 1 2 3 Firmly shake the cartridge in all directions to distribute the toner.

4 Reinstall the cartridge, and close the front cover. Note: If print quality does not improve, replace the toner cartridge. Redistributing toner 64 Replacing the photoconductor 1 Press the access button on the left side of the MFP, and open the front cover. 1 2 2 Pull on the handle to remove the print cartridge assembly. 3 Place the print cartridge assembly on a flat, clean surface.

Replacing the photoconductor 65 4 To remove the toner cartridge: a b Press the button on the print cartridge assembly. Remove the toner cartridge using the handle. 5 Unpack the photoconductor kit. 6 Install the toner cartridge into the new photoconductor. Note: The toner cartridge snaps into place when correctly installed. 7 Reinstall the print cartridge assembly. 8 Press and hold Stop for three seconds to reset photoconductor recount. 9 Close the front cover. Replacing the photoconductor 66 Cleaning the MFP To maintain print quality, follow these cleaning procedures each time the toner cartridge is replaced or if print quality problems occur. Warning: Do not put water directly on the MFP or use ammoniabased cleaners or volatile solvents, such as paint thinner, on the MFP.

Cleaning the scanner glass 1 Slightly dampen a soft, lintfree cloth or paper towel with water. 2 Open the top cover. 3 Wipe the surfaces of the scanner glass and ADF until they are clean and dry. 4 Wipe the underside of the white top cover and white sheet until it is clean and dry. 5 Close the top cover. Cleaning the outside of the MFP Wipe the outside surface of the MFP with a soft, clean, lintfree cloth. If you dampen the cloth slightly with water, be careful not to let any water drip onto or inside the MFP. Cleaning the MFP 67 Cleaning the inside of the MFP CAUTION: The fuser area is hot. Avoid contact with the fuser area to prevent burns. Warning: While cleaning the inside of the MFP, be careful not to touch the transfer roller located under the toner cartridge.

Oil from your fingers can affect print quality. 1 Turn the MFP off, unplug the power cord, and then wait for the MFP to cool down. 2 Open the front cover, and pull on the handle to remove the print cartridge assembly. Warning: Do not touch the green photoconductor drum. 3 Place the print cartridge assembly on a clean, dry surface.

Cleaning the MFP 68 4 With a dry, lintfree cloth, wipe away any dust and spilled toner from the print cartridge area. Warning: · · To prevent damage to the print cartridge assembly, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary. Do not touch the black transfer roller.



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5 Reinsert the print cartridge assembly, and close the front cover.

6 Plug in the power cord and turn the MFP on. Cleaning the MFP 69 Ordering supplies To order supplies or to locate a dealer near you, visit our Web site: www.lexmark.com. Part number X340A11G X340H11G X340H22G X340A21G X340H21G 1 2 Item Return program toner cartridge (X340/X340n/X342n) Average yield 2500 standard pages1 High yield return program toner cartridge (X342n) 6000 standard pages1 Photoconductor kit Toner Cartridge (X340/X340n/X342n) High yield toner cartridge (X342n) Up to 30,000 pages2 2500 standard pages1 6000 standard pages1 Declared yield value in accordance with ISO/IEC 19752. Based on approximately 5% coverage. Recycling Lexmark products To return Lexmark products to Lexmark for recycling: 1 Visit our Web site: www.lexmark.com/recycle. 2 Follow the instructions on the computer screen.

Ordering supplies 70 10 Troubleshooting Setup troubleshooting on page 72 Jams and misfeeds troubleshooting on page 75 Print and copy troubleshooting on page 84 Print quality troubleshooting on page 85 Scan troubleshooting on page 88 Fax troubleshooting on page 89 Error messages troubleshooting on page 91 Troubleshooting 71 Setup troubleshooting Symptom Incorrect language appears on the display. Solution 1 Press Menu. 2 Press 3 Press 4 Press 5 Press 6 Press display. 7 Press Display is not lit. . . or repeatedly until the language you want appears on the . . or repeatedly until Language appears on the display. or repeatedly until MACHINE SETUP appears on the display. 8 Press Back repeatedly to return to the Ready prompt. 1 Turn off the MFP. 2 Disconnect the power supply cord from the wall outlet, and then from the MFP. 3 Plug the cord all the way into the MFP. 4 Plug the cord into an electrical outlet that other electrical devices have been using. 5 Turn on the MFP.

Software will not install. If the software does not launch automatically when you insert the CD: 1 Close all open software applications. 2 Temporarily disable any antivirus programs. 3 Doubleclick the My Computer icon. For Windows XP, click Start to access the My Computer icon.

4 Doubleclick the CDROM drive icon. 5 If necessary, doubleclick setup.exe. 6 Follow the instructions on the computer screen to install the software. Note: After installing the software, be sure to reenabte your antivirus software. 1 Remove the software CD. 2 Turn off the computer. 3 Restart the computer. 4 When the desktop appears, reinsert the software CD. 5 Follow the instructions on the computer screen.

If the MFP is connected to the computer through another device: 1 Disconnect the USB cable from any other device such as a USB hub or switch box. 2 Directly connect the cable to the MFP and the computer. Setup troubleshooting 72 Symptom Unable to connect over a network Solution Make sure you are using the correct cable, that it is securely connected, and the network options are properly configured. For more information, see Setting the network options (X342n only). Note: Connecting over a network is only available on the X342n. Setup troubleshooting 73 Removing and reinstalling the drivers software If the software is not functioning properly or a communications error message appears, you may need to remove and then reinstall the drivers software. If the problems persist, follow these steps: Note: Before reinstalling, shut down and restart the computer. 1 Disconnect the USB cable from the computer. 2 From the desktop, click Start Programs Lexmark Lexmark Software Uninstall. 3 Follow the instructions on the computer screen to remove the software.

4 Restart the computer. 5 If any Add New Hardware screens appear, click Cancel. 6 Eject and reinsert the software CD. 7 Reconnect the USB cable to the computer. If the software installation screen does not appear: 1 From the desktop, double-click My Computer.

For Windows XP, click Start to access the My Computer icon. 2 Double-click the CDROM drive icon. If necessary, double-click setup.exe. 3 When the MFP software installation screen appears, click Install or Install Now.

4 Follow the instructions on the computer screen to complete the installation. Setup troubleshooting 74 Jams and misfeeds troubleshooting Follow these tips to help prevent document and paper jams. Use only recommended print materials. Do not mix paper types in the paper tray. Do not use creased, damp, or curled paper. Flex, fan, and straighten the paper before loading. Make sure the adjustable paper guides are positioned correctly. Make sure the recommended print side has the correct orientation when loading paper in the paper tray and the manual feeder. Do not overload the paper tray. The paper should be below the max fill line on the inside wall of the paper tray.

Do not remove the paper from the tray while printing. Symptom Paper jam Paper or specialty media · Misfeeds or skews · Multiple sheets stick together. Solution Clear the paper jam. See Clearing a paper jam on page 76. Load a smaller amount of paper into the MFP. See Loading various paper types on page 33 for more information about maximum loading amounts for each paper type. Use only new, unwrinkled paper. Prepare the stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface Paper does not feed. Make sure paper is loaded correctly.

For more information, see Loading paper and original documents on page 28. Load a smaller amount of paper into the MFP. See Loading various paper types on page 33 for more information about maximum loading amounts for each paper type. Paper stacks poorly in the front output slot. Envelopes skew or fail to feed correctly.

Extend the paper stop. Do not let too much paper stack up in the front output slot. Insert a single envelope in the manual feeder, and make sure the guides are against both sides of the envelope. Jams and misfeeds troubleshooting 75 Clearing a paper jam Use the following table to locate and clear the paper jam.

Note: To avoid tearing the paper, pull the paper out gently and slowly.

Message 200.xx Paper Jam 201.xx Paper Jam 202.xx Paper Jam 241.xx Paper Jam 242.xx Paper Jam 251.xx Paper Jam 290 Scanner Jam 291 Scanner Jam 292 Scanner Jam Location of jam MFP input sensor Between MFP input and exit sensors Paper exit sensor Tray 1 Tray 2 Manual Feeder ADF 251 Paper Jam on page 82 290/291/292 Scanner Jam on page 83 202 Paper Jam on page 80 241/242 Paper Jam on page 81 Go to... 200/201 Paper Jam on page 77

Note: xx represents numbers specific to the jam.

Jams and misfeeds troubleshooting 76 200/201 Paper Jam CAUTION: The fuser area is hot. Avoid contact with the fuser area to prevent burns. 1 Press the access button on the left side of the MFP, and open the front cover. 1 2 2 Pull on the handle to remove the print cartridge assembly.



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Warning: Do not leave the print cartridge assembly exposed to direct light for an extended period of time. Extended light exposure can cause print quality problems. Jams and misfeeds troubleshooting 77 3 Remove the jammed paper by gently pulling it straight out. 4 Reinsert the print cartridge assembly. Jams and misfeeds troubleshooting 78 5 Close the front cover. 6 Press Start to resume printing.

Note: If you receive a 200.20 paper jam at the start of a print job, verify that the media settings match the actual media size. Jams and misfeeds troubleshooting 79 202 Paper Jam CAUTION: The fuser area is hot. Avoid contact with the fuser area to prevent burns. 1 Open the rear cover. 2 Remove the jammed paper by gently pulling it straight out. 3 Close the rear cover. 4 Press Start to resume printing. Jams and misfeeds troubleshooting 80 241/242 Paper Jam 1 Open the appropriate paper tray. Note: . . . Open Tray 1 for 241 Paper Jam.

Open Tray 2 for 242 Paper Jam. 242 Paper Jam will only occur when Tray 2 is installed. Tray 2 is optional and may be purchased separately. 2 Remove the jammed paper by gently pulling it straight out. Jams and misfeeds troubleshooting 81 3 Insert the paper tray. 4 Press Start to resume printing. Note: If you receive a 241.18 paper jam at the start of a print job, verify that the media settings match the actual media size. 251 Paper Jam 1 Remove the jammed paper by gently pulling it straight out of the MFP. 2 Press Start to resume printing.

Jams and misfeeds troubleshooting 82 290/291/292 Scanner Jam 1 Open the ADF top cover. 2 Remove the jammed paper by gently pulling it straight out. 3 Close the ADF top cover, and then load the documents back into the ADF. Note: To prevent document jams, use the scanner glass rather than the ADF for thick, thin, or a mixed set of documents. 4 Press Start to resume. Jams and misfeeds troubleshooting 83 Print and copy troubleshooting Problem MFP does not print or respond Solution See Display is not lit. on page 72. Remove and reinstall the software. For more information, see on page 73. If you are scanning a document, wait until scanning is complete before using the MFP.

Restart the computer. Make sure the MFP is set as the default printer. 1 Click Start or Click Start Control Panel Printers and Faxes. Printers and Other Hardware Settings Printers and Faxes or Printers. 2 Doubleclick the Lexmark X340/X340n/X342n icon. 3 Click Printer, and make sure no check mark appears next to Pause Printing. 4 Make sure a check mark appears next to Set As Default. Make sure the front cover is closed. Make sure the toner cartridge is installed correctly. For more information, see Installing a toner cartridge on page 62.

Disconnect the USB cable, and then reconnect it. Print speed is slow. Close all applications not in use. Minimize the number and size of graphics and images in the document. If you are using the manual feeder, this is normal. Print and copy troubleshooting 84 Print quality troubleshooting Problem Light or faded print Solution You may be able to temporarily extend the toner cartridge life by redistributing the toner. For more information, see Redistributing toner on page 63. Install a new toner cartridge. For more information, see Installing a toner cartridge on page 62. Only use new, dry paper.

Make sure the front door is securely latched on both sides. For copies, adjust the darkness settings by pressing Darkness from the control panel. For prints, adjust the darkness settings from the control panel menu: 1 From the control panel, press Menu. 2 Press 3 Press 4 Press 5 Press 6 Press 7 Press Toner specs . or repeatedly to adjust the darkness settings. to save the settings. . or repeatedly until Toner Dark appears. or repeatedly until MACHINE SETUP appears.

AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc 8 Press Back repeatedly to return to the Ready prompt. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc Print irregularities Replace the toner cartridge. For more information, see Installing a toner cartridge on page 62. Clean the inside of the MFP. For more information, see Cleaning the inside of the MFP on page 68. Use only new, dry paper.

You may be able to temporarily extend the toner cartridge life by redistributing the toner. For more information, see Redistributing toner on page 63. if this does not work, install a new print cartridge. For more information, see Installing a toner cartridge on page 62. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc Vertical lines AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc Replace the photoconductor.

For more information, see Replacing the photoconductor on page 65. You may be able to temporarily extend the toner cartridge life by redistributing the toner. For more information, see Redistributing toner on page 63. if this does not work, install a new toner cartridge. For more information, see Installing a toner cartridge on page 62. Print quality troubleshooting 85 Problem Horizontal stripes Solution AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc Gray background Replace the toner cartridge. For more information, see Installing a toner cartridge on page 62. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc For copies, adjust the darkness settings by pressing Darkness from the control panel. For prints, adjust the darkness settings from the control panel menu: 1 From the control panel, press Menu. 2 Press 3 Press 4 Press 5 Press 6 Press 7 Press .

or repeatedly to adjust the darkness settings. to save the settings. . or repeatedly until Toner Dark appears. or repeatedly until MACHINE SETUP appears. 8 Press Back repeatedly to return to the Ready prompt. Replace the toner cartridge. For more information, see Installing a toner cartridge on page 62. Toner smear Clean the inside of the MFP. For more information, see Cleaning the inside of the MFP on page 68.

Make sure that the paper type settings match the paper in the tray. For more information, see Setting the paper type and size on page 35. Replace the toner cartridge. For more information, see Installing a toner cartridge on page 62. Page skew AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc Make sure the paper guides in the tray are aligned with the edges of the paper.

For more information, see Loading paper in the paper tray on page 28. Make sure the paper guides for the manual feeder are aligned with the edges of the paper. For more information, see Loading paper in the manual feeder on page 32. Print quality troubleshooting 86 Problem Wrinkles or creases Solution Make sure paper is loaded correctly. For more information, see Loading paper and original documents on page 28.

Make sure the paper is not too wet. Keep paper in its original wrapper and out of high humidity areas until needed. Try paper from a freshly opened pack. Black pages Replace the toner cartridge. For more information, see Installing a toner cartridge on page 62. If replacing the toner cartridge does not correct the problem, replace the photoconductor. For more information, see Replacing the photoconductor on page 65.



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