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You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X364DN. You'll find the answers to all your questions on the LEXMARK X364DN in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK X364DN
User guide LEXMARK X364DN
Operating instructions LEXMARK X364DN
Instructions for use LEXMARK X364DN
Instruction manual LEXMARK X364DN

LEXMARK

**Lexmark X264dn, X363dn,
X364dn, and X364dw**

User's Guide

February 2009

www.lexmark.com

Machine type(s):
7013, 4549, 4564
Model(s):
231, 235, 432, 436, 439, d1, d2, g1, g2, d1, d2, g1, g2



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Manual abstract:

lexmark.com Contents Safety information.....

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CAUTION--SHOCK HAZARD: If you are installing an optional drawer after setting up the printer, then turn the printer off and unplug the power cord from the wall outlet before continuing. CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. CAUTION--POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to move it safely. @@Disconnect all cords and cables from the printer before moving it.

Use the handholds located on both sides of the printer to lift it. @@@@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/. Instalação Asennus Setup Instalación Instalacja Installation Installazione Installatie Installasjon 20 kg (44 lbs) · Connecting the printer · Installing the printer software 1 2 1 2 3 1 4 2 2 3 4 1 2 @ 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 User's Guide--The User's Guide is available on the Software and Documentation CD.

· · · · Configuring printer settings Viewing and printing documents and photos Setting up and using printer software Setting up and configuring the printer on a network, depending on your printer model For updates, check our Web site at www.lexmark.com/publications/. · Caring for and maintaining the printer · Troubleshooting and solving problems Learning about the printer 9 What are you looking for? Help using the printer software Find it here Windows or Mac Help--Open a printer software program or application, and then click Help. Click Notes: to view context-sensitive information. · The Help installs automatically with the printer software. · The printer software is located in the printer Program folder or on the desktop, depending on your operating system. The latest supplemental information, updates, and technical support: 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 CAUTION--POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lbs) and requires two or more trained personnel to lift it safely. When selecting a location for the printer, leave enough room to open trays, covers, and doors.



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If you plan to install any options, leave enough room for them also. 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 Learning about the printer 10 · Allow the following recommended amount of space around the printer for proper ventilation: 5 1 4 3 2 1 2 3 4 5 Rear 305 mm (12 in.) Right side 203 mm (8 in.) Front Left side Top 203 mm (8 in.) 76 mm (3 in.) 254 mm (10 in.) Printer configurations Basic model The following illustration shows the printer front with its basic features or parts: Learning about the printer 11 3 1 2 8 4 5 6 7 1 2 3 4 5 6 Front door release button Printer control panel Automatic Document Feeder (ADF) System board door Front door Multipurpose feeder door Note: Depending on your printer model, this could be the manual feeder door. 7 8 Standard 250-sheet tray (Tray 1) Standard exit bin The following illustration shows the printer back with its basic features or parts: Learning about the printer 12 1 8 2 3 4 5 6 7 1 2 3 Rear door Ethernet port Wireless antenna Note: The wireless antenna appears on wireless models only. 4 Fax ports Note: Fax ports appear on fax models only. 5 6 7 8 USB port Printer power cord socket Power switch Locking device Learning about the printer 13 Configured model The following illustration shows the printer configured with an optional 250- or 550-sheet drawer: 1 1 Optional 250- or 550-sheet drawer (Tray 2) Basic functions of the scanner The scanner provides copy, fax, and scan capability. 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, an e-mail address, or a flash drive. Note: The fax function is available on selected printer models only. Learning about the printer 14 Understanding the ADF and scanner glass Automatic Document Feeder (ADF) Scanner glass Use the ADF for multiple-page documents. Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). Using the ADF The ADF can scan multiple pages, including two-sided pages on some models. When using the ADF: · · · · · Load the document into the ADF faceup, short edge first. Adjust the paper guides to touch the sides of the paper loaded. Remove staples before loading.

Separate punched sheets before loading. Load up to 50 sheets of plain paper in the ADF input tray, based on 75 g/m² (20 lb.) paper. Scan sizes from 124.46 x 127 mm (4.

9 x 5 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 52 to 120 g/m² (14 to 32 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 up to 215.9 x 297.18 mm (8.

5 x 11.7 in.). · Copy books up to 25.3-mm (1-in.) thick. Learning about the printer 15 Understanding the printer control panel 1 2 3 Copy Scan/Email Fax Content Copy Text Text/Photo Photo Copies Fax Menu Stop/Cancel Redial/Pause 1@!. 4 7 PQRS 2 ABC 5 JKL 8 TUV 0 3 DEF 6 MNO 9WXYZ Darkness Scale Resolution Duplex/2-Sided Options Back Select Start Options Hook * # Shortcuts Item 1 Description Selections and settings Select a function such as Copy, Scan, Email, or Fax. Change default copy and scan settings such as the number of copies, duplex printing, copy options, and scaling. Use the address book when scanning to e-mail.

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, print using the USB flash memory device, or change the default fax settings. 1 2 3 2 3 10 4 5 9 8 7 6 Item 1 2 3 4 5 6 7 Copy Content Copies Scale Options Address Book Darkness Description Enters the copy function Enhances copy, scan, e-mail, or fax quality. Choose from Text, Text/Photo, or Photo.

Enters the number of copies to print Changes the size of the copied document to fit onto the currently selected paper size Changes Original Size, Paper Source, and Collate settings Opens the address book Adjusts the current darkness settings Learning about the printer 16 Item 8 Description Duplex 2-Sided Makes a two-sided copy Note: On selected printer models, you can also perform two-sided scan jobs. 9 Fax Enters the fax function Note: Fax mode is not available on selected printer models. 10 Scan/Email Enters the scan or scan to e-mail function 1 2 3 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 all printer activity 4 Start Starts a copy or scan job 5 Right arrow Scrolls right Learning about the printer 17 Item 6 Select Description Accepts menu selections and settings 7 Left arrow Scrolls left 8 Indicator light · · · · 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 one screen at a time to the Ready screen Note: An error beep sounds when you press is displayed. if a flash drive is connected and the USB menu 2 1 7 6 3 5 4 Item 1 Redial/Pause Description · Press once 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 to redial a fax number. 2 Keypad Enters numbers, letters, or symbols on the display Learning about the printer 18 Item 3 Front USB port Description Lets you scan to a flash drive or print supported file types Notes: · The front USB port is available only on selected printer models. · When a USB flash memory device is inserted into the printer, the printer can only scan to the USB device or print files from the USB device.



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All other printer functions are unavailable. 4 Shortcuts Enters the shortcut screen # 5 Hook Press once to take the telephone line off-hook (like picking up a telephone receiver).

Press a second time to hang up the line. Note: The Hook button is available only on selected printer models. 6 7 Options Resolution Changes Original Size, Broadcast, Delayed Send, and Cancel settings Selects a dpi value for the scan Note: Press the arrow buttons to scroll through the values, and then press to enter a value. Learning about the printer 19 Additional printer setup Installing internal options CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. Installing a flash memory card The system board has a connection for one optional flash memory card. CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. Warning--Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

1 Access the system board. Additional printer setup 20 2 Unpack the card. Note: Avoid touching the connection points along the edge of the card. 3 Holding the card by its sides, align the card with the connector on the system board. 4 Push the card firmly into place.

Notes: · The entire length of the connector on the card must touch and be flush against the system board. · Be careful not to damage the connectors. · If your printer model does not fax, your system board will not have the fax card attached to the system board. 5 Close the system board door. Additional printer setup 21 Installing hardware options Installing a 250- or 550-sheet drawer The printer supports one optional drawer; you can install a 250- or 550-sheet drawer.

CAUTION--SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer. 1 Unpack the drawer, and then remove any packing material from the outside of the drawer. 2 Remove the tray from the support unit. 1 2 1 2 Support unit Tray 3 Remove any packing material and tape from inside the tray. 4 Insert the tray into the support unit. 5 Place the drawer in the location chosen for the printer. Additional printer setup 22 6 Align the printer with the drawer, and then lower the printer into place. Attaching cables 1 Connect the printer to a computer or a network. · For a local connection, use a USB cable.

· For a network connection, use an Ethernet cable. 2 Connect the power cord to the printer first and then to a wall outlet. Additional printer setup 23 1 2 3 4 1 2 Ethernet port Fax ports Note: The fax ports are available on selected printer models only. 3 4 USB port Printer power cord socket Verifying printer setup Once all hardware and software options are installed and the printer is turned on, verify that the printer is set up correctly by printing the following: · Menu settings page--Use this page to verify that all printer options are installed correctly. A list of installed options appears toward the bottom of the page. If an option you installed is not listed, then it is not installed correctly. Remove the option and install it again. · Network setup page--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. Additional printer setup 24 Printing a menu settings page Print a menu settings page to review the current menu settings and to verify printer options are installed correctly.

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 down arrow button until 4 Press the down arrow button until . Reports appears, and then press . . 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, the network cable may be malfunctioning, or, if you have a wireless printer model, the wireless network may not be configured properly. Consult a system support person for a solution, and then print another network setup page. Setting up the printer software 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 25 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.



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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.

Updating available options in the printer driver Once the printer software and any options are installed, it may be necessary to manually add the options in the printer driver to make them available for print jobs. For Windows users 1 Do one of the following: In Windows Vista a Click . b Click Control Panel. c Click Hardware and Sound. d Click Printers.

In Windows XP a Click Start. b Click Printers and Faxes. In Windows 2000 a Click Start. b Click Settings Printers. 2 Select the printer. 3 Right-click the printer, and then select Properties. 4 Click the Install Options tab. 5 Under Available Options, add any installed hardware options. 6 Click Apply. Additional printer setup 26 For Macintosh users In Mac OS X version 10.

5 or later 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Select the printer, and then click Options & Supplies. 4 Click Driver, and then add any installed hardware options. 5 Click OK. In Mac OS X version 10.4 and earlier 1 From the Go menu, choose Applications. 2 Double-click Utilities, and then double-click Print Center or Printer Setup Utility. 3 Select the printer, and then from the Printers menu, choose Show Info. 4 From the pop-up menu, choose Installable Options.

5 Add any installed hardware options, and then click Apply Changes. Setting up wireless printing Note: Wireless printing is available on select printer models only. Information you will need to set up the printer on a wireless network Note: Do not connect the installation or network cables until prompted to do so by the setup software. · SSID--The SSID is also referred to as the network name. · Wireless Mode (or Network Mode)--The mode will be either infrastructure or ad hoc.

· Channel (for ad hoc networks)--The channel defaults to auto for infrastructure networks. Some ad hoc networks will also require the auto setting. Check with your system support person if you are not sure which channel to select. · Security Method--There are three basic options for Security Method: WEP key If your network uses more than one WEP key, enter up to four in the provided spaces. Select the key currently in use on the network by selecting the Default WEP Transmit Key.

or WPA or WPA2 passphrase WPA includes encryption as an additional layer of security. The choices are AES or TKIP. Encryption must be set for the same type on the router and on the printer, or the printer will not be able to communicate on the network. No security If your wireless network does not use any type of security, then you will not have any security information. Note: Using an unsecured wireless network is not recommended. Additional printer setup 27

If you are installing the printer on an 802.IX network using the Advanced method, then you may need the following: · · · Authentication type Inner authentication type 802.IX username and password Certificates Note: For more information on configuring 802.IX security, see the Networking Guide on the Software and Documentation CD. Installing the printer on a wireless network (Windows) Before you install the printer on a wireless network, make sure that: · Your wireless network is set up and working properly.

· The computer you are using is connected to the same wireless network where you want to set up the printer. 1 Connect the power cable to the printer and then to a properly grounded electrical outlet, and then turn the printer on. 1 2 Note: For fax setup, see the User's Guide on the Software and Documentation CD. Make sure the printer and computer are fully on and ready. Do not connect the USB cable until instructed to do so on the screen. Additional printer setup 28 2 Insert the Software and Documentation CD. 3 Click Install Printer and Software. 4 Click Agree to accept the terms of the License Agreement. 5 Select Suggested and then click Next. 6 Click Wireless Network Attach.

7 Remove the label covering the USB port on the back of the printer. 8 Temporarily connect a USB cable between the computer on the wireless network and the printer. Notes: · After the printer is configured, the software will instruct you to disconnect the temporary USB cable so you can print wirelessly. · If your printer has faxing capabilities, then connect the telephone cable. Additional printer setup 29 9 Follow the on-screen instructions to complete the software installation.

Note: Basic is the recommended path to choose. Choose Advanced only if you want to customize your installation. 10 To allow other computers on the wireless network to use the wireless printer, follow steps 2 through 6 for each computer. Installing the printer on a wireless network (Macintosh) Before you install the printer on a wireless network, make sure that: · Your wireless network is set up and working properly. · The computer you are using is connected to the same wireless network where you want to set up the printer.

Prepare to configure the printer 1 Locate the printer MAC address on the sheet that came with the printer. Write the last six digits of the MAC address in the space provided below: MAC address: ___ ___ ___ ___ ___ ___ 2 If your printer has faxing capabilities, then connect the telephone cable. 3 Connect the power cable to the printer, and then to a properly grounded electrical outlet, and then turn the printer on. 1 2 Enter the printer information 1 Access the AirPort options. In Mac OS X version 10.5 or later a From the Apple menu, choose System Preferences. b Click Network. c Click AirPort. In Mac OS X version 10.4 and earlier a From the Go menu, choose Applications.

b Double-click Internet Connect. c From the toolbar, click AirPort. Additional printer setup 30 2 From the Network pop-up menu, select print server xxxxxx, where the x's are the last six digits of the MAC address located on the MAC address sheet. 3 Open the Safari browser. 4 From the Bookmarks drop-down menu, select Show. 5 Under Collections, select Bonjour or Rendezvous, and then double-click the printer name. Note: The application is referred to as Rendezvous in MAC OS X version 10.3, but is now called Bonjour by Apple Computer. 6 From the main page of the Embedded Web Server, navigate to the page where the wireless settings information is stored. Configure the printer for wireless access 1 Type the name of your network (SSID) in the appropriate field.

2 Select Infrastructure as your Network Mode if you are using a wireless router. 3 Select the type of security you use to protect your wireless network. 4 Enter the security information necessary for the printer to join your wireless network. 5 Click Submit. 6 Open the AirPort application on your computer: In Mac OS X version 10.



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5 or later a From the Apple menu, choose System Preferences. b Click Network. c Click AirPort. In Mac OS X version 10.4 and earlier a From the Go menu, choose Applications.

b Double-click Internet Connect. c From the toolbar, click AirPort. 7 From the Network pop-up menu, select your wireless network. Configure your computer to use the printer wirelessly To print to a network printer, each Macintosh user must install a custom PostScript Printer Description (PPD) file and create a printer in the Print Center or Printer Setup Utility. 1 Install a PPD file on the computer: a Insert the Software and Documentation CD in the CD or DVD drive. b Double-click the installer package for the printer. c From the Welcome screen, click Continue. d Click Continue again after viewing the Readme file. e Click Continue after viewing the license agreement, and then click Agree to accept the terms of the agreement. Additional printer setup 31 f Select a Destination, and then click Continue.

g From the Easy Install screen, click Install. h Type the user password, and then click OK. All necessary software is installed on the computer. i Click Restart when installation is complete. 2 Add the printer: a For IP printing: In Mac OS X version 10.5 or later 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Click +. 4 Select the printer from the list. 5 Click Add. In Mac OS X version 10.4 and earlier 1 From the Go menu, choose Applications. 2 Double-click Utilities. 3 Locate and double-click Printer Setup Utility or Print Center. 4 From the Printer List, choose Add. 5 Select the printer from the list. 6 Click Add. b For AppleTalk printing: In Mac OS X version 10.5 1 From the Apple menu, choose System Preferences. 2 Click Print & Fax. 3 Click +. 4 Click AppleTalk. 5 Select the printer from the list. 6 Click Add. In Mac OS X version 10.4 1 From the Go menu, choose Applications. 2 Double-click Utilities. 3 Locate and double-click Print Center or Printer Setup Utility. 4 From the Printer List, choose Add. 5 Choose the Default Browser tab. 6 Click More Printers. 7 From the first pop-up menu, choose AppleTalk. 8 From the second pop-up menu, choose Local AppleTalk zone. 9 Select the printer from the list. 10 Click Add. Additional printer setup 32 Installing the printer on a wired network Use the following instructions to install the printer on a wired network. These instructions apply to Ethernet and fiber optic network 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, IPv6, or 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.

Notes: · If your configured printer does not appear in the list of discovered printers, then click Add Port and follow the on-screen instructions. · If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section. 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 25. 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 33 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 or later 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 Go menu, choose 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. · For AppleTalk printing: In Mac OS X version 10.5 1 2 3 4 5 6 From the Apple menu, choose System Preferences. Click Print & Fax. Click +. Click AppleTalk. Select the printer from the list. Click Add. In Mac OS X version 10.4 and earlier 1 From the Go menu, choose Applications. 2 Double-click Utilities. 3 Double-click Print Center or Printer Setup Utility. Additional printer setup 34 4 5 6 7 8 9 10 From the Printer List, click Add. Choose the Default Browser tab. Click More Printers. From the first pop-up menu, choose AppleTalk. From the second pop-up menu, select Local AppleTalk zone. Select the printer from the list. Click Add. Note: If the printer does not show up in the list, then you may need to add it using the IP address. Contact your system support person for assistance. Additional printer setup 35 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.



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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 57. Conserving supplies There are a number of ways to reduce the amount of paper 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 an incoming fax, a printed document, or a copy. For more information, see: · "Printing on both sides of the paper (duplexing)" on page 63 · "Copying on both sides of the paper (duplexing)" on page 73 · "Printing incoming faxes on both sides of the paper (duplexing)" on page 98 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 76. Minimizing your printer's environmental impact 36 Choose scanning You can avoid making a paper output of a document or photograph by scanning it to save to a computer program, application, or flash drive. For more information, see: · "Scanning to a computer" on page 102 · "Scanning to a flash drive" on page 103 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 42. Saving energy You may be able to further reduce energy by adjusting Power Saver. 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 and option lights are turned off. · The scanner lamps are activated only when a scan job is started.

Paper · Print appears on both sides of a print, copy, or received fax. · Fax transmission log features are turned off. Energy/Paper Use all the settings associated with Energy mode and Paper mode. Off Use factory default settings. 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 3 Press the arrow buttons until General Settings appears, and then press Minimizing your printer's environmental impact 37 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 using the printer control panel 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 Timeout appears, and then press . . 6 Press the arrow buttons until Power Saver appears, and then press mode. Available settings range from 1-240 minutes. 7 Press the arrow buttons to enter the number of minutes for the printer to wait before entering the Power Saver 8 Press 9 Press . Submitting changes appears. , and then press until Ready appears. Adjusting Power Saver using the Embedded Web Server Available settings range from 1-240 minutes. The factory default setting is 30 minutes. To increase or decrease the number of minutes before the printer enters Power Saver mode: 1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section. 2 Click Settings, and then click General Settings. 3 Click Timeouts. 4 In the Power Saver box, increase or decrease the number of minutes you want the printer to wait before it enters Power Saver mode. 5 Click Submit.

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 Minimizing your printer's environmental impact 38 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.

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.



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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. Minimizing your printer's environmental impact 39 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 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 . .

2 Press the arrow buttons until Settings appears, and then press 3 Press the arrow buttons until General Settings appears, and then press 4 Press the arrow buttons until Quiet Mode appears, and then press 5 Select the setting you prefer between Yes and No, and then press Submitting changes appears. . .

Minimizing your printer's environmental impact 40 Loading paper and specialty media This section explains how to load the trays and feeders. It also includes information about paper orientation, setting the Paper Size and Paper Type, and linking and unlinking trays. Setting the Paper Size and Paper Type After you set the Paper Size and Paper Type to the correct settings for the size and type used in the trays, then any trays containing the same size and type are automatically linked by the printer. Note: If the size of the paper being loaded now is the same size as the previously loaded paper, do not change the Paper Size setting. 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 correct source appears, and then press Size appears under the source name. 6 Press . . 7 Press the arrow buttons until the correct size appears, and then press Submitting Changes appears, followed by Size. 8 Press the arrow buttons until Type appears, and then press Submitting Changes appears, followed by Type.

. . 9 Press the arrow buttons until the correct type appears, and then press 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 41 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 2 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. . 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. Avoiding jams The following hints can help you avoid jams: Paper tray recommendations Make sure the paper lies flat in the paper tray. Do not remove the paper tray while the printer is printing.

Do not load the paper tray while the printer is printing. Load it prior to printing, or wait for a prompt to load it. Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height. Make sure the guides in the paper tray or the manual feeder are properly positioned and are not pressing too tightly against the paper or envelopes. · Push the paper tray in firmly after loading paper. Loading paper and specialty media 42 Paper recommendations · Use only recommended paper or specialty media. · Do not load wrinkled, creased, damp, bent, or curled paper. · Flex, fan, and straighten paper before loading it. . . . Do not use paper that has been cut or trimmed by hand.

Do not mix paper sizes, weights, or types in the same stack. Make sure all sizes and types are set correctly in the printer control panel menus. Store paper per the manufacturer's recommendations. Loading trays 1 Pull the tray completely out. Note: Do not remove trays while a job prints or while Busy appears on the display. Doing so may cause a jam. Loading paper and specialty media 43 2 Squeeze and slide the guides to the correct position for the paper size you are loading.

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3 1 4 2 For long paper like A4 or legal, squeeze and slide the length guide backwards to accommodate the length of paper you are loading. If you are loading A6-size paper: a Squeeze and slide the length guide toward the center of the tray to the A5 size position. b Raise the A6 backstop.

Notes: · The standard tray accommodates only 150 sheets of A6-size paper. Notice the maximum fill line on the A6 backstop which indicates the maximum height for loading A6-size paper. Do not try to overload the tray. · A6-size paper cannot be loaded in the optional tray. Loading paper and specialty media 44

Notes: · Use the size indicators on the bottom of the tray to help position the guide.

· For setup, load letter- or A4-size paper based on the standard size for your country or region. 3 Flex a stack of paper back and forth to loosen the sheets, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface. 4 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 width guide indicates the maximum height for loading paper. Do not load A6-size paper to the maximum fill line; the tray holds only 150 sheets of A6-size paper. 1 1 Maximum fill line Loading paper and specialty media 45 Load letterhead with the top edge of the sheet toward the front of the tray and the design facedown. LETTERHEAD 5 Squeeze and slide the guides to lightly touch the side of the stack. 1 2 6 Insert the tray. 7 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. Loading paper and specialty media 46 Using a multipurpose or manual feeder Some models of the printer have a multipurpose feeder, whereas other models have a manual feeder. The multipurpose feeder can be loaded like a tray with up to 50 sheets of paper. The manual feeder can be loaded with one sheet of paper at a time. Using the multipurpose feeder You may want to use the multipurpose feeder when you print on different sizes and types of papers or specialty media, such as card stock, transparencies, paper labels, and envelopes.

You may also want to use the multipurpose feeder for single-page print jobs on letterhead or on other specialty media you do not keep in a tray. Opening the multipurpose feeder 1 Pull the multipurpose feeder door down. 2 Pull the extension forward. Loading paper and specialty media 47 3 Pull the extension so it flips forward and down. Loading the multipurpose feeder 1 Squeeze and slide the guides out fully. 2 Flex sheets of paper or paper labels back and forth to loosen them, and then fan them. Do not fold or crease the paper or labels. Straighten the edges on a level surface. 3 Load the paper or specialty media. Notes: · Do not force paper into the multipurpose feeder.

· Do not exceed the maximum stack height. Overfilling may cause jams. Loading paper and specialty media 48 · Load paper, transparencies, and card stock with the recommended print side faceup and the top edge entering the printer first. For more information on loading transparencies, see the packaging the transparencies came in. · Load letterhead with the logo faceup and the top edge entering the printer first.

Loading paper and specialty media 49 · Load envelopes with the flap side down and the stamp location in the position shown. Warning--Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer. 4 Squeeze and slide the guides to support the paper. 5 Slide the paper gently into the multipurpose feeder until it comes to a stop.

Make sure the paper fits loosely and is not bent or wrinkled. 6 From the printer control panel, set the Paper Size and Paper Type. Loading paper and specialty media 50 Using the manual feeder The manual feeder can feed only one sheet of paper at a time. You can use the manual feeder to print on paper types or sizes that are not currently loaded in a tray. 1 Open the manual feeder door. 2 Load one sheet of paper faceup into the center of the manual feeder. 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. Loading paper and specialty media 51 3 Feed paper into the manual feeder only to the point where its leading edge can contact the paper guides. 4 Adjust the paper guides to the paper width.

Warning--Potential Damage: Do not force the paper into the feeder. Forcing the paper causes jams. Paper capacities The capacities of the trays and feeders are based on 75 g/m² (20 lb) paper. Load up to Tray 1 250 sheets of paper 150 sheets of A6-size paper 50 paper labels 50 transparencies Tray 2 250 or 550 sheets of paper 50 paper labels Multipurpose feeder 50 sheets of paper 15 paper labels 10 transparencies 10 sheets of card stock 7 envelopes Manual feeder 1 sheet of paper 1 sheet of paper labels 1 transparency 1 sheet of card stock 1 envelope Notes Vinyl, pharmacy, or dual-sided labels are not supported. Use paper labels only. Single-sided paper labels designed for laser printers are supported for occasional use. It is recommended to print no more than 20 pages of paper labels per month. Only one optional drawer may be installed on the printer at a time. The maximum amount of paper that can be loaded depends on whether you have an optional 250- or 550-sheet tray. Feed paper into the multipurpose feeder only to the point where its leading edge can contact the paper guides.

Do not force the paper into the feeder. Depending on your printer model, you have either a multipurpose feeder or a manual feeder. Loading paper and specialty media 52 Linking and unlinking trays Linking trays Tray linking is useful for large print jobs or multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Size and Type settings are the same for any trays, the trays are automatically linked.

The Size and Type settings for all trays must be set from the Paper menu. Unlinking trays Unlinked trays have settings that are not the same as the settings of any other tray. To unlink a tray using the Paper menu, change the Paper Type and Paper Size settings so that they do not match the settings of any other tray. 1 From the Paper menu, make sure the Type setting (for example, Plain Paper, letterhead, Custom Type <x>) for the tray you want to unlink does not match the Type setting of any other tray. If the name that best describes your paper is used by linked trays, assign a different Paper Type name to the tray, such as

Custom Type <x>, or assign your own custom name.

2 Make sure the Size setting (for example, letter, A4, statement) for the tray you want to unlink does not match the Size setting of any other tray.



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<http://yourpdfguides.com/dref/1261574>

Note: Paper Size settings are not automatic; they must be set manually from the Paper menu. Warning--Potential Damage: Do not assign a Paper Type name that does not accurately describe the type of paper loaded in the tray. The temperature of the fuser varies according to the specified Paper Type. Paper may not be properly processed if an inaccurate Paper Type is selected. Assigning a Custom Type <x> name Assign a Custom Type <x> name to a tray to link or unlink it. Associate the same Custom Type <x> name to each tray that you want to link. 1 Make sure the printer is on and Ready appears. 2 From the printer control panel, press . .

. 3 Press the arrow buttons until Paper Menu appears, and then press 4 Press the arrow buttons until Size/Type appears, and then press Select Source appears. 5 Press the arrow buttons until the name of the tray you want appears, and then press The Size menu item appears. . 6 Press the arrow buttons until the size you want appears, and then press Submitting changes appears. . 7 Press the arrow buttons until Custom Type <x> or another custom name appears, and then press Submitting Changes appears. . 8 Press and release until Ready appears. Loading paper and specialty media 53 Changing a Custom Type <x> name If the printer is on a network, you can use the Embedded Web Server to define a name other than Custom Type <x> for each of the custom paper types that are loaded.

When a Custom Type <x> name is changed, the menus display the new name instead of Custom Type <x>. To change a Custom Type <x> name: 1 Type the printer IP address into the address field of your Web browser. Note: If you do not know the IP address of the printer, print a network setup page and locate the address in the TCP/IP section. 2 Click Settings. 3 Click Paper Menu.

4 Click Custom Name. 5 Type a name for the paper type in a Custom Name <x> box. Note: This custom name will replace a custom type <x> name under the Custom Types and Paper Size and Type menus. 6 Click Submit. 7 Click Custom Types.

Custom Types appears, followed by your custom name. 8 Select a Paper Type setting from the pick list next to your custom name. 9 Click Submit. Loading paper and specialty media 54 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 printer trays can automatically feed paper weights up to 90 g/m2 (24 lb bond) grain long paper. The multipurpose feeder can automatically feed paper weights up to 163 g/m2 (43 lb bond) grain long. Paper lighter than 60 g/m2 (16 lb) might not be stiff enough to feed properly, causing jams.

For best performance, use 75 g/m2 (20 lb bond) grain long paper. For paper smaller than 182 x 257 mm (7.2 x 10.1 in.), we recommend 90 g/m2 (24 lb) or heavier paper. Note: Duplex printing is supported only for 6090 g/m2 (1624 lb bond) paper. 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 6090 g/m2 (1624 lb bond) paper, grain long paper is recommended. Paper and specialty media guidelines 55 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.



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