Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X5075. You'll find the answers to all your questions on the LEXMARK X5075 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK X5075
User guide LEXMARK X5075
Operating instructions LEXMARK X5075
Instructions for use LEXMARK X5075
Instruction manual LEXMARK X5075

LEXMARK

5000 Series User's Guide

May 2007 www.lexmark.com

You're reading an excerpt. Click here to read official LEXMARK X5075 user guide
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Manual abstract:

@@If the power cord is misused, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of misuse. Remove the power cord from the electrical outlet before inspecting it. Refer service or repairs, other than those described in the user documentation, to a professional service person. This product is designed, tested, and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious. Lexmark is not responsible for the use of other replacement parts. CAUTION: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm. CAUTION: The receiver earpiece may attract pins, staples, or other metallic objects.

Do not place the receiver near such objects, and check the receiver before using it. SAVE THESE INSTRUCTIONS. Contents Safety information...

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.....164 8 Finding more information Finding information about the printer Quick Setup sheet Description The Quick Setup sheet gives you instructions for setting up hardware and software. Where to find You can find this document in the printer box or on the Lexmark Web site at www.lexmark.com. User's Guide Description Where to find The User's Guide gives you instructions for setting up You can find this document in the printer box or on the hardware and software (on Windows operating Lexmark Web site at www.
lexmark.com. systems) and some basic instructions for using the printer. Note: If your printer supports Macintosh operating systems, see the Mac Help: 1 From the Finder desktop, double-click the Lexmark 5000 Series folder. 2 Double-click the printer Help icon.
9 User's Guide: Comprehensive Version Description The User's Guide: Comprehensive Version gives you instructions for using the printer and other information such as: Where to find When you install the printer software, the User's Guide: Comprehensive Version will be installed. · · · · · · · · · Using the software (on Windows operating systems) Loading paper Printing Working with photos Scanning (if supported by your printer) Making copies (if supported by your printer) Faxing (if supported by your printer) Maintaining the printer Connecting the printer to a network (if supported by your printer) scanning, faxing, paper jams, and misfeeds 1 Do one of the following: · In Windows Vista, click . · In Windows XP and earlier, click Start. 2 Click Programs or All Programs Lexmark 5000 Series. 3 Click User's Guide.
If the link to the User's Guide is not on your desktop, follow these instructions: 1 Insert the CD. The installation screen appears. All Programs Note: If necessary, click Run. In Windows XP and earlier versions, click Start Run, and then type D:\setup, where D is the letter of your CD-ROM drive. · Troubleshooting problems with printing, copying, Note: If your printer supports Macintosh operating systems, see the Mac Help: 1 From the Finder desktop, double-click the Lexmark 5000 Series folder. 2 Click Documentation. 3 Click View User's Guide (including Setup Troubleshooting). 2 Double-click the printer Help icon. 4 Click Yes. An icon of the User's Guide appears on your desktop, and the User's Guide: Comprehensive Version appears on the screen.

You can also find this document on the Lexmark Web site at www.lexmark.com. Lexmark Solution Center Description Where to find The Lexmark Solution Center software is included on To access the Lexmark Solution Center: your CD. It installs with the other software, if your 1 Do one of the following: printer connects to a computer. · In Windows Vista, click . · In Windows XP and earlier, click Start. 2 Click Programs or All Programs Lexmark 5000 Series. 3 Select Lexmark Solution Center. 10 Customer support Description Where to find (North America) Where to find (rest of world) Telephone numbers and support hours vary by country or region.
Visit our Web site at www.lexmark.com. Select a country or region, and then select the Customer Support link. Note: For additional information about contacting Lexmark, see the printed warranty that shipped with your printer.
Telephone support Call us at · US: 1-800-332-4120 MondayFriday (8:00 AM11:00 PM ET) Saturday (Noon6:00 PM ET) · Canada: 1-800-539-6275 English MondayFriday (8:00 AM 11:00 PM ET) Saturday (Noon6:00 PM ET) French MondayFriday (9:00 AM 7:00 PM ET) · Mexico: 01-800-253-9627 Monday-Friday (8:00 AM8:00 PM ET) Note: Support numbers and times may change without notice. For the most recent phone numbers available, see the printed warranty statement that shipped with your printer. E-mail support For e-mail support, visit our Web site: www.lexmark.com.
E-mail support varies by country or region, and may not be available in some instances. Visit our Web site at www.lexmark.com. Select a country or region, and then select the Customer Support link. Note: For additional information about contacting Lexmark, see the printed warranty that shipped with your printer. 1 2 3 4 5 Click CUSTOMER SUPPORT. Click Technical Support. Select your printer family. Select your printer model.

From the Support Tools section, click eMail Support. Request. 6 Complete the form, and then click Submit Limited Warranty Description Limited Warranty Information Lexmark International, Inc. furnishes a limited warranty that this printer will be free of defects in materials and workmanship for a period of 12 months after the original date of purchase. Where to find (US) To view the limitations and conditions of this limited warranty, see the Statement of Limited Warranty included with this printer, or set forth at www.lexmark.com. Where to find (rest of world) Warranty information varies by country or region. See the printed warranty that shipped with your printer. 1 Click CUSTOMER SUPPORT.
2 Click Warranty Information. 3 From the Statement of Limited Warranty section, click Inkjet & All-In-One Printers. 4 Scroll through the Web page to view the warranty. 11 Record the following information (located on the store receipt and the back of the printer), and have it ready when you contact us so that we may serve you faster: · · · · Machine Type number Serial number Date purchased Store where purchased Operating system notice All features and functions are operating system-dependent. For complete descriptions: · Windows users--See the User's Guide.
· Macintosh users--If your product supports Macintosh, see the Mac Help installed with the printer software.

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12 Setting up the printer Checking the box contents 1 2 3 4 1 2 3 8 7 6 5 Name 1 2 3 Black print cartridge Color print cartridge Telephone handset Description Cartridges to be installed into the printer. Note: Cartridge combinations vary depending on the product purchased. · Answer incoming telephone calls and talk to someone on the phone · Listen for fax tones when sending a fax Note: Plug the coiled cord in the back of the printer into the base of the telephone handset. 4 Telephone cord Use for faxing.

For more information about connecting this cord, see "Choosing fax connection." Note: Your telephone cord may look different from the one shown. 5 Power cord Attaches to the power supply port located at the back of the printer. Note: Your power cord may look different from the one shown. 6 7 Setup sheet Installation software CD Instructions on setting up printer hardware and software, and information on setup troubleshooting. · Installation software for the printer · User's Guide in electronic format · Mac Help 13 Name 8 Description User's Guide, Getting Started, or Setup Solutions Printed booklet that serves as a guide. Note: The User's Guide can be found on the installation software CD that shipped with the printer. Note: A USB cable may or may not be included. Understanding the parts of the printer 11 1 2 10 9 3 4 8 5 7 6 Use the 1 2 3 Paper support Paper guides Automatic Document Feeder (ADF) To Load paper. Keep paper straight when loading.

Fax, copy, or scan one or more pages. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. 4 · Turn the printer on and off. · Stop the print, copy, scan, or fax process. Control panel PictBridge port Paper exit tray Automatic Document Feeder (ADF) exit tray Display Operate the printer. Connect a PictBridge-enabled digital camera. Hold paper as it exits. Pick up your original document after it has gone through the ADF. View menus, settings options, printer status, and messages. 5 6 7 8 9 14 Use the 10 11 To Automatic Document Feeder (ADF) paper guides Keep paper straight when feeding into the ADF.

Telephone handset · Answer incoming telephone calls and talk to someone on the phone. · Listen for fax tones when sending a fax. 1 2 4 3 Use the 1 2 USB port EXT port To Connect the printer to a computer using a USB cable. Connect additional devices, such as a data/fax modem, telephone, or answering machine to the printer. Notes: · Remove the plug to access the port.

· This connection method may not be applicable in all countries or regions. EXT 3 LINE port Connect the printer to an active telephone line to send and receive faxes. The printer must be connected to this telephone line to receive incoming fax calls. Note: Do not connect additional devices to the LINE port, and do not connect a DSL (digital subscriber line), ISDN (integrated services digital network), or cable modem to the printer. LINE 15 Use the 4 To Power supply with port Connect the printer to a power source.

Getting the printer ready to fax CAUTION: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm. Choosing a fax connection You can connect the printer with equipment such as a telephone, an answering machine, or a computer modem. If problems occur, see the topics listed under "Setup troubleshooting" in the "Troubleshooting" chapter. Notes: · 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. For more information, see "Using a digital phone service" on page 25. 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. Equipment Benefits telephone line. See this section telephone wall jack" on page 20. · The printer · A telephone cord · Use the fax line as a normal For more information, see "Connecting directly to a · Send and receive faxes without using a computer. · A telephone wall jack · The printer · An answering machine · Use the fax line as a normal For more information, see "Connecting to an answering telephone line. machine" on page 22. · Send and receive faxes without using a computer. · Two telephone cords · Receive incoming voice messages. · A telephone wall jack 16 Equipment Benefits telephone line. See this section a modem" on page 23.

· The printer · A computer modem · Use the fax line as a normal For more information, see "Connecting to a computer with · Send and receive faxes without using a computer. · Two telephone cords · Send faxes using the computer. · A telephone wall jack Using an RJ11 adapter Country/region · · · · · United Kingdom Ireland Finland Norway Denmark · · · · · Italy Sweden Netherlands France Portugal To connect your printer to an answering machine or other telecommunications equipment, use the telephone line adapter included in the box with the printer. 1 Connect one end of the telephone cord into the Line port of the printer. 2 Connect the adapter to the telephone line that came with the printer.

Note: The UK adapter is shown. Your adapter may look different, but it will fit the telephone outlet used in your location. 3 Connect the telephone line of your chosen telecommunications equipment to the left outlet of the adapter. 17 If your telecommunications equipment uses a US-style (RJ11) telephone line, follow these steps to connect the equipment: 1 Remove the plug from the EXT port on the back of the printer. Note: Once this plug is removed, any country- or region-specific equipment you connect to the printer by the adapter, as shown, will not function properly.

2 Connect your telecommunications equipment directly to the EXT port on the back of the printer. Warning: Do not touch cables or the printer in the area shown while actively sending or receiving a fax. Country/region · · · · · · · · · Saudi Arabia United Arab Emirates Egypt Bulgaria Czech Republic Belgium Australia South Africa Greece · · · · · · · · Israel Hungary Poland Romania Russia Slovenia Spain Turkey 18 To connect an answering machine or other telecommunications equipment to the printer: 1 Remove the plug from the back of the printer.

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Note: Once this plug is removed, any country- or region-specific equipment that you connect to the printer by the adapter, as shown, will not function properly. 2 Connect your telecommunications equipment directly to the EXT port on the back of the printer. Warning: Do not touch cables or the printer in the area shown while actively sending or receiving a fax. Country/region · Germany · Austria · Switzerland There is a plug installed in the EXT port of the printer. This plug is necessary for the proper functioning of the printer. 19 Note: Do not remove the plug. If you remove it, other telecommunications devices in your home (such as telephones or answering machines) may not work.

Connecting directly to a telephone wall jack Connect the printer directly to a telephone wall jack to make copies or to 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 printer. 3 Connect the other end of the telephone cord into an active telephone wall jack. Connecting directly to a telephone wall jack in Germany Connect the printer directly to a telephone wall jack to send and receive faxes without using a computer. 1 Make sure you have a telephone cord (provided with the product) and a telephone wall jack. 2 Connect one end of the telephone cord into the LINE port of the printer. 3 Connect the other end of the telephone cord into the N slot of an active telephone wall jack. 20 4 If you would like to use the same line for both fax and telephone communication, connect a second telephone line (not provided) between the telephone and the F slot of an active telephone wall jack. 5 If you would like to use the same line for recording messages on your answering machine, connect a second telephone line (not provided) between the answering machine and the other N slot of the telephone wall jack. Connecting to a telephone Connect a telephone to the printer to use the fax line as a normal telephone line. Then set up the printer wherever your telephone is located to make copies or to send and receive faxes without using a computer. Note: Setup steps may vary depending on your country or region. For more information on connecting the printer to telecommunications equipment, see the related topic, "Using an RJ11 adapter." 1 Make sure you have the following: · A telephone · Two telephone cords · A telephone wall jack 21 2 Connect one telephone cord to the LINE port of the printer, and then plug it into an active telephone wall jack.

3 Remove the protective plug from the EXT port of the printer. 4 Connect the other telephone cord to a telephone, and then plug it into the EXT port of the printer. Connecting to an answering machine Connect an answering machine to the printer to receive both incoming voice messages and faxes. Note: Setup steps may vary depending on your country or region. For more information on connecting the printer to telecommunications equipment, see the related topic, "Using an RJ11 adapter.

" 1 Make sure you have the following: · A telephone · An answering machine · Three telephone cords · A telephone wall jack 22 2 Connect one telephone cord into the LINE port jack. of the printer, and then plug it into an active telephone wall 3 Remove the protective plug from the EXT port of the printer. 4 Connect a second telephone cord from the telephone to the answering machine. 5 Connect a third telephone cord from the answering machine to the EXT port of the printer. Connecting to a computer with a modem Connect the printer to a computer with a modem to send faxes from the software application. 23 Note: Setup steps may vary depending on your country or region. For more information on connecting the printer to telecommunications equipment, see the related topic, "Using an RJ11 adapter." 1 Make sure you have the following: · A telephone · A computer with a modem · Two telephone cords · A telephone wall jack 2 Connect a telephone cord into the LINE port of the printer, and then plug it into an active telephone wall jack. 3 Remove the protective plug from the EXT port of the printer. 4 Connect a second telephone cord from the computer modem to the EXT port of the printer.

24 Using a digital phone service The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used. · If you are using an ISDN telephone service, connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider. · If you are using DSL, connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider. · If you are using a PBX telephone service, make sure you are connecting to an analog connection on the PBX. If none exists, consider installing an analog telephone line for the fax machine. For more information on faxing when using a PBX telephone service, see the related topic, "Setting up to fax while behind a PBX." Understanding the control panel Using the control panel The display shows: · · · · Printer status Messages Menus Setting options 1 3 4 2 5 Press 1 2 3 4 5 To Quick Dial buttons Access any of the first five programmed Speed Dial numbers.

Phonebook Settings Quality Access any of the programmed Speed Dial numbers (189) or Group Dial numbers (90 99). Access menus for maintenance functions, paper size and type, printer setup, and printer defaults. Adjust the quality of a fax, copy, or scan. Display the Fax, Copy, or Scan menu, depending on which mode is selected. 25 1 2 3 4 5 6 7 8 Press 1 Fax Mode To Access the fax default screen and send faxes.

Note: The mode is selected when the button light is on. 2 Copy Mode Access the copy default screen and make copies. Note: The mode is selected when the button light is on. 3 Scan Mode Access the scan default screen and scan documents. Note: The mode is selected when the button light is on.

4 · Return to the previous screen. · Delete a letter or number. · Decrease a number. · Delete a letter or number. · Scroll through menus, submenus, or settings on the display. · Select a menu or submenu item that appears on the display. · Feed or eject paper if held for three seconds. · Increase a number. · Scroll through menus, submenus, or settings on the display. · · · · Cancel a fax, print, copy, or scan job in progress.

Clear a fax number or end a fax transmission and return to the fax default screen.

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Exit a menu or submenu, and return to the default fax, copy, or scan screen. Clear current settings or error messages, and return to default settings. 5 6 7 8 26 1 2 3 5 4 Press 1 To A keypad number or symbol In Fax mode: · · · · 2 Auto Answer Enter fax numbers. Navigate an automated answering system. Select letters when creating a Speed Dial list. Type numbers to enter or edit the date and time shown on the display. In Copy mode: Enter the number of copies or prints you want to make. Set the printer to answer all incoming calls when the button light is on. Note: For information on setting the number of rings before the printer will answer incoming calls, see "Receiving a fax automatically using the control panel" on page 42.

3 Redial / Pause In Fax mode: · Display the last number dialed. Press dialed. or to view the last five numbers · Insert a three-second 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 entering the number. 4 5 Start Black Start Color Start a black-and-white fax, copy, scan, or print job, depending on which mode is selected.

*Start a color fax, copy, or scan, or print job, depending on which mode is selected. 27 Saving settings In a setting menu, an * appears next to the default setting. To change the setting: 1 From the control panel, press Settings, and then press and then press : or repeatedly until the setting you want appears, · To save most settings. An * appears next to the saved setting. · To select a temporary setting.*

*An * appears next to the selected setting. See the table below for a list of temporary settings. Note: The printer reverts to the default setting after two minutes of inactivity or if the printer is turned off. Temporary settings Copy Mode · · · · · · · Copies Resize Lighter/Darker Quality Repeat Image N-Up Original Size Original Type Scan Mode · Quality · Original Size · Quality · Lighter/Darker Fax Mode 2 To change the timeout feature: a Press Settings. b Press c Press d Press or or or repeatedly until Device Setup appears, and then press . . repeatedly until Clear Settings Timeout appears, and then press repeatedly until Never appears, and then press . 3 To change one or more temporary settings into new default settings: a Press Settings. b Press c Press d Press or or or repeatedly until Defaults appears, and then press . .*

. repeatedly until Set Defaults appears, and then press repeatedly until Use Current appears, and then press Understanding the Settings menu 1 From the control panel, press Settings. 2 Press 3 Press . 4 Press or repeatedly until the submenu item you want or the setting you want appears. or repeatedly until the menu item you want appears. 28 5 Press . Note: When you choose a value selection, an asterisk (*) appears next to the selected setting. 6 To go into additional submenus and settings, repeat step 4 and step 5 as needed. 7 If necessary, press From here Maintenance repeatedly to return to the previous menus and make other selections. You can Select: · Ink Level to view the ink level of the color cartridge.

Press to view the ink level of the black (or photo) cartridge. or · Clean Cartridges to clean the print cartridge nozzles. · Align Cartridges to align the cartridge. · Print Test Page to print a test page. Paper Setup Device Setup Select the size and type of paper loaded.

Select: · Language to change the language setting. · Country to set the default blank paper size, date format, number of Caller ID patterns, and region selection being used in your location. · Date/Time to set the date and time. · Host Fax Settings to choose whether to allow the fax software from the computer to make changes in your fax settings. · Button Beep to set the volume of the tone when a control panel button is pressed to either On or Off.

On is the default. · Caller ID Pattern to choose from one of the following patterns available based on the country or region you selected during initial setup. If phones in your country use two detection patterns, call your telecommunications company to determine their subscribed pattern. Pattern 1 (FSK) Pattern 2 (DTMF) For more information, see "Using Caller ID from the control panel" on page 43. · Clear Settings Timeout to change the timeout feature before the printer, if left unused, resets to the factory default settings. For more information, see "Saving settings" on page 28. Defaults Select: · Photo Print Size to choose the size of photo(s) to print. · Set Defaults to change default settings. For more information, see "Saving settings" on page 28. 29 Installing another language control panel These instructions apply only if you received one or more additional language control panels with the printer.

1 Lift and remove the control panel (if one is installed). 2 Choose the correct control panel for your language. 3 Align the clips on the control panel with the holes on the printer, and then press down. Installing the printer software Using the installation software CD (Windows users only) Using the CD that came with the printer: 1 Start Windows. 2 When the desktop appears, insert the software CD. The software installation screen appears. 3 Click Install. Using the installation software CD (Macintosh users only) 1 Close all open software applications. 2 Insert the software CD. 3 From the Finder desktop, double-click the printer CD icon that automatically appears.

30 4 Double-click the Install icon. 5 Follow the instructions on the computer screen. Using the World Wide Web 1 Go to the Lexmark Web site at www.lexmark.com.

2 From the home page, navigate through the menu selection, and then click Drivers & Downloads. 3 Choose the printer and the printer driver for your operating system. 4 Follow the instructions on the computer screen to download the driver and install the printer software. Understanding the printer software Using the software that installed with your printer, you can edit photos, send faxes, maintain your printer, and do many other tasks. The following is an overview of features of the Productivity Studio and the Solution Center.

To open the Productivity Studio Welcome Screen, use one of these methods: Method 1 From the desktop, double-click the Productivity Studio icon. Method 2 1 Do one of the following: · In Windows Vista, click . · In Windows XP and earlier, click Start. 2 Click Programs or All Programs Lexmark 5000 Series. 3 Select Productivity Studio. Click the Productivity Studio icon for the task you want to complete. Depending on the printer you have, some of the features of this software may not be applicable.

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Click To Scan Details · Scan a photo or document. · Save, edit, or share a photo or document. Copy · Copy a photo or document.

· Reprint or enlarge a photo. Fax Send a photo or document as a fax. E-mail Send a photo or document as an attachment to an e-mail message. 31 Click To Transfer Photos Details Download photos from a memory card, flash drive, CD, or digital camera to the Library. Photo Greeting Cards Make quality greeting cards from your photos. Photo Packages Print multiple photos in various sizes. Poster Print a photo as a multiple-page poster. At the bottom left corner of the Welcome Screen, there are two Settings choices: Click Printer Status and Maintenance To · · · · · Open the Solution Center. Check ink levels. Order print cartridges.

Find maintenance information. Select other Solution Center tabs for more information, including how to change printer settings and troubleshooting. Dialing and Sending Ringing and Answering Fax Printing/Reports Speed Dial and Group Dial numbers Fax History and Settings Select printer fax settings for: · · · · 32 The Solution Center is a complete guide to such printing features as printing photos, troubleshooting printing problems, installing print cartridges, and performing maintenance tasks. To open the Solution Center, use one of the following methods. Method 1 Method 2 1 From the desktop, double-click on the Solution Center icon.

2 Click Setup and diagnose printer. The Solution Center appears with the Maintenance tab open. 1 Do one of the following: · In Windows Vista, click . · In Windows XP and earlier, click Start. 2 Click Programs or All Programs Lexmark 5000 Series.

3 Select Solution Center. From here How To You can: · Learn how to: Use basic features. Print, scan, copy, and fax. Print projects such as photos, envelopes, cards, banners, iron-on transfers, and transparencies. · Find the electronic User's Guide for more information. · View ink levels and order new print cartridges. Troubleshooting · Learn tips about the current status. · Solve printer problems. · View ink levels and order new print cartridges. · · · · · · Change the appearance of the Printing Status window.

Turn printing voice notification on or off. Change network printing settings. Share information with us regarding how you use the printer. Obtain software version information. View ink levels and order new print cartridges. Advanced Maintenance · Install a new print cartridge. Note: Wait until scanning is complete before installing a new print cartridge. · · · · · · Order new print cartridges. Print a test page. Clean print cartridges to fix horizontal streaks. Align print cartridges to fix blurry edges. View ink levels. Troubleshoot other ink problems. Turning printing voice notification on or off The printer has a voice notification feature that tells you when printing starts and when it is completed. 33 To turn the voice notification on or off: 1 Do one of the following: · In Windows Vista, click .

· In Windows XP and earlier, click Start. 2 Click Programs or All Programs 3 Click Solution Center. 4 Click Advanced. 5 Click Printing Status. 6 Select or clear Play voice notification for printing events.

7 Click OK. Lexmark 5000 Series. Security Information Third-party applications, including anti-virus, security, and firewall programs may alert you about the printer software being installed. For your printer to work properly, allow the printer software to run on your computer. 34 Loading paper and original documents Loading paper 1 Make sure: · You use paper designed for inkjet printers. · If you are using photo, glossy, or heavyweight matte paper, you load it with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.) · 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 printer.

2 Before loading paper the first time, slide the paper guides out toward the edges of the paper support. You can load up to: · · · · 100 sheets of plain paper 25 sheets of heavyweight matte paper 25 sheets of photo paper 25 sheets of glossy paper Note: Photos require more drying time. Remove each photo as it exits, and allow it to dry to avoid ink smudging. 3 Load the paper vertically in the center of the paper support, and adjust the paper guides to rest against the edges of the paper. 1 2 Note: To avoid paper jams, make sure the paper does not buckle when you adjust the paper guides. Using the automatic paper type sensor The printer is equipped with an automatic paper type sensing device. The Paper Type Sensor automatically detects the type of paper that has been loaded into the printer and adjusts the settings for you. For example, if you want to print a photo, load photo paper into the printer. The printer detects the type of paper and automatically adjusts the settings to give you optimum photo-printing results. Loading envelopes You can load up to 10 envelopes at a time.

Warning: Do not use envelopes that have metal clasps, string ties, or metal folding bars. 1 Load envelopes in the center of the paper support with the stamp location in the upper left corner. 2 Make sure: · The print side of the envelopes faces you. · The envelopes are designed for use with inkjet printers. 35 · The paper guides rest against the edges of the envelopes.

1 2 Notes: · Do not load envelopes with holes, perforations, cutouts, or deep embossing. · Do not use envelopes that have exposed flap adhesive. · Envelopes require more drying time. Remove each envelope as it exits, and allow it to dry to avoid ink smudging. Loading labels You can load up to 25 sheets of labels at a time.

1 Load labels with the print side facing you and the top of the sheet fed into the printer first. 2 Make sure: · The print side of the labels faces you. · The top of the labels feeds into the printer first. · The adhesive on the labels does not extend to within 1 mm of the edge of the labels. · You use full label sheets. Partial sheets (with areas exposed by missing labels) may cause labels to peel off during printing, resulting in a paper jam. · The labels are loaded in the center of the paper support. · The paper guides rest against the edges of the labels. Note: Labels require more drying time. Remove each sheet of labels as it exits, and allow it to dry to avoid ink smudging.

Loading greeting cards, index cards, photo cards, and postcards You can load up to 25 greeting cards, index cards, photo cards, or postcards at a time.

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1 Load cards with the print side facing you. 2 Make sure: · The cards are loaded in the center of the paper support. · The paper guides rest against the edges of the cards. 1 2 Note: Photo cards require more drying time. Remove each photo card as it exits, and allow it to dry to avoid ink smudging. 36 Loading transparencies You can load up to 50 transparencies at a time. 1 Load transparencies with the rough side facing you. If the transparencies have a removable strip, each strip should face away from you and down toward the printer. 2 Make sure: · The transparencies are loaded in the center of the paper support. · The paper guides rest against the edges of the transparencies. Notes: · Transparencies with paper backing sheets are not recommended. · Transparencies require more drying time. Remove each transparency as it exits, and allow it to dry to avoid ink smudging. Loading iron-on transfers You can load up to 10 iron-on transfers at once, but you will achieve best results loading them one at a time.

1 Load iron-on transfers with the print side of the transfer facing you. 2 Make sure: · You follow the loading instructions that came with the iron-on transfers. · The transfers are loaded in the center of the paper support. · The paper guides rest against the edges of the transfers. Loading custom-size paper You can load up to 100 sheets of custom-size paper at a time.

1 Load paper with the print side facing you. 2 Make sure: · The paper size fits within these dimensions: Width: 76.0216.0 mm 3.08.5 inches Length: 127.0-432.0 mm 5.017.0 inches · The stack height does not exceed 10 mm.

· The paper is loaded in the center of the paper support. · The paper guides rest against the edges of the paper. Loading banner paper You can load up to 20 sheets of banner paper at a time. 1 Remove all paper from the paper support before loading the banner paper. 2 Tear off only the number of pages needed to print the banner. 37 3 Place the required stack of banner paper behind the printer. 4 Feed the leading edge of the banner paper into the printer first. 5 Make sure: · The paper is loaded in the center of the paper support. · The paper guides rest against the edges of the paper. Loading original documents into the Automatic Document Feeder (ADF) You can load up to 30 sheets of an original document into the Automatic Document Feeder (ADF) for scanning, copying, and faxing.

1 Load an original document facedown into the ADF. 2 Adjust the paper guides on the ADF to rest against the edges of the paper. Automatic Document Feeder (ADF) paper capacity Load up to 30 sheets of: Make sure · Letter-size paper · A4 paper · Legal-size paper · The document is loaded facedown. · The paper guides rest against the edges of the paper. 38 Load up to 30 sheets of: Make sure · · · · · Custom-size paper Prepunched paper Reinforced-edge copier paper Preprinted forms Letterhead paper · The document is loaded facedown.

· The paper guides rest against the edges of the paper. · The paper size fits within these dimensions: Width: 76.2 mm215.9 mm 3.5 in. 8.5 in. Length: 127.0 mm355.6 mm 5.0 in.14.0 in. · You allow preprinted media to dry thoroughly before loading into the ADF. · You do not use media printed with metallic ink particles.

*· You avoid embossed designs. 39 Faxing using the control panel CAUTION: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm. Warning: Do not touch cables or the printer in the area shown while actively sending or receiving a fax. Sending a fax using the control panel Entering a fax number using the control panel 1 From the control panel, press Fax Mode. 2 Enter a fax number using: The keypad Enter a fax number using the keypad. Notes: · You can include a calling card number as part of the fax number. · A fax number can include up to 64 numbers and/or the symbols * or #. · Press Redial / Pause to insert a three-second pause in a number you are entering to wait for an outside line or get through an automated answering system. A comma appears on the display.*

Quick Dial Press Quick Dial 1, 2, 3, 4, or 5. Note: For instructions on how to set Quick Dial buttons, see "Setting up Quick Dial buttons using the control panel" and/or "Setting up Quick Dial buttons using the computer." 40 Speed Dial or Group Dial a Press Phone Book. b Enter Speed Dial and/or Group Dial numbers. · Press or repeatedly until the Speed Dial or Group Dial number you want appears.

· Use the keypad to enter the number of the Speed Dial entry (1 89) or Group Dial entry (9099). Notes: · For instructions on how to add Speed Dial or Group Dial numbers using the computer, see the related topic, "Setting up Speed Dial." · For instructions on how to add Speed Dial or Group Dial numbers using the control panel, see the related topic, "Using the control panel Phonebook." 3 If you want to send a fax to a group of numbers (broadcast fax): a Press . b Repeat entering fax numbers, using any combination of the previous methods, until a maximum of 30 fax numbers have been entered.

Note: Each fax number contained in Group Dial entries counts toward the 30-number maximum. Sending a fax using the control panel Make sure the printer is on. 1 Load an original document facedown in the Automatic Document Feeder (ADF). 2 From the control panel, press Fax Mode. 3 Enter a fax or Speed Dial (189) number; press Quick Dial 1, 2, 3, 4, or 5; or press Phone Book to select a number from the Speed Dial or Group Dial list. For more information, see "Entering a fax number." Note: Press the keypad numbers to use an automated answering system. 4 If you want to send a fax to a group of numbers (broadcast fax): a Press . b Add fax numbers for the group, and press until all have been entered, for a maximum of 30. Note: Each fax number contained in Group Dial entries counts toward the 30-number maximum.

5 Press Start Color or Start Black. Sending a fax while listening to a call (On Hook Dial) using the control panel The manual dialing feature lets you dial a telephone number while listening to the call through a speaker on the printer. It is useful when you must navigate an automated answering system or enter a calling card number before sending your fax. 1 From the control panel, press Fax Mode. 2 Press 3 Press . . You can now hear the dial tone of or repeatedly until On Hook Dial appears, and then press the telephone line.

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41 4 Enter a fax or Speed Dial (189) number; press Quick Dial 1, 2, 3, 4, or 5; or press Phone Book to select a number from the Speed Dial or Group Dial list. For more information, see "Entering a fax number." Note: Press the keypad numbers to use an automated answering system.
5 Press Start Color or Start Black. Sending a broadcast fax at a scheduled time You can send a fax to a group of fax numbers at a time you choose. 1 Load an original document facedown in the Automatic Document Feeder (ADF). 2 From the control panel, press Fax Mode. 3 Press 4 Press 5 Press .
or or repeatedly until Delay Fax appears, and then press . . repeatedly until Delay Until appears, and then press 6 Enter the time you want to send the fax, and then press . 7 If the printer is not set to the 24-hour mode, press save your settings. or repeatedly to select AM or PM, and then press to 8 Enter a fax or Speed Dial (189) number; press Quick Dial 1, 2 , 3, 4, or 5; or press Phonebook to select a number from the Speed Dial or Group Dial list.
For more information, see "Entering a fax number." Note: Press the keypad numbers to use an automated answering system. 9 If needed, add more fax numbers, and press until all, for a maximum of 30, have been entered. Note: Each fax number contained in Group Dial entries counts toward the 30-number maximum. 10 Press Start Color or Start Black. Note: At the designated time, the fax program dials and sends the fax 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 based on your redial settings. For information on changing redial settings, see "Phone Line Busy." Receiving a fax using the control panel Receiving a fax automatically using the control panel 1 Make sure the Auto Answer light is on. 2 To set the number of telephone rings before the printer automatically receives faxes: a Press Fax Mode.

b Press c Press d Press . e Press f Press . g Press h Press . or repeatedly until Pick Up On appears. or repeatedly until Ringing and Answering appears. . or repeatedly until Fax Setup appears. 42 i Press j Press or repeatedly until the setting you want appears. to save the setting. Auto Answer light turns on. When the numbers of rings you set is detected, the printer automatically receives the incoming fax. Setting a fax manual answer code using the control panel 1 From the control panel, press Fax Mode. 2 Press 3 Press 4 Press . 5 Press 6 Press . 7 Press 8 Press .
*9 Enter the code you want up to seven characters. Characters can include numbers or the symbols * and #. 10 Press to save the setting. or repeatedly until Manual Pickup Keycode appears. or repeatedly until Ringing and Answering appears.*
*. or repeatedly until Fax Setup appears. Receiving a fax manually 1 Make sure the Auto Answer light is off. 2 To receive the fax if you have not set up a manual answer code: · Press Start Color or Start Black. or · Press * 9 * on the telephone after you answer it and hear fax tones. 3 To receive a fax if you have set up a manual answer code, enter the code on the telephone after you answer it and hear fax tones. Note: For information on how to set up a manual answer code, see the related topic, "Setting a fax manual answer code." 4 Hang up the telephone. The printer receives the fax. Using Caller ID from the control panel Caller ID is a service provided by some telephone companies that identifies the telephone number or the name of the person who is calling.*

If you subscribe to this service, it works with the printer. When you receive a fax, the telephone number or name of the person who is sending you the fax appears on the display. Notes: · Caller ID is available only in some countries and regions. · The number of patterns is defined by the country or region setting and only the number of patterns defined for the selected country or region is shown. 43 The printer supports two distinct Caller ID patterns: Pattern 1 (FSK) and Pattern 2 (DTMF). Depending on the country or region you live in and the telecommunications company you subscribe to, you may need to switch the pattern to display Caller ID information. 1 From the control panel, press Settings. 2 Press 3 Press . 4 Press 5 Press . 6 Press 7 Press or repeatedly until the setting you want appears.
or repeatedly until Caller ID Pattern appears. or repeatedly until Device Setup appears. to save the setting. Receiving a fax with an answering machine using the control panel Note: You must set up the equipment as shown in the related topic, "Connecting to an answering machine." To receive a fax with an answering machine connected to the printer: 1 Make sure that Auto Answer is on.
For more information, see the related topic, "Setting Auto Answer to on." 2 Make sure you have set the number of times the telephone rings before receiving a fax automatically. See the related topic, "Setting the number of rings before receiving a fax automatically using the control panel." When a telephone ring is detected, the answering machine picks up the call. · If the printer detects a fax, it receives the fax and disconnects the answering machine.
· If the printer does not detect a fax, the answering machine receives the call. 3 Set the answering machine to answer incoming calls before the printer does. For example, if you set the answering machine to answer calls after three rings, set the printer to answer calls after five rings. Forwarding faxes using the control panel Use the fax forwarding feature if you are going to be away, but still want to receive your faxes. There are three fax forwarding settings: · Off--(Default) · Forward--The printer sends the fax to the designated fax number. · Print & Forward--The printer prints the fax and then sends it to the designated fax number. To set up fax forwarding: 1 From the control panel, press Fax Mode. 2 Press 3 Press 4 Press . 5 Press 6 Press . or repeatedly until Ringing and Answering appears.

. or repeatedly until Fax Setup appears. 44 7 Press 8 Press . 9 Press 10 Press . or repeatedly until Fax Forward appears. or repeatedly until the setting you want appears. 11 Enter the number to which you want to forward the fax. 12 Press to save the setting. Note: If you select Forward or Print & Forward, Forward will appear in the second line of the Fax Mode default menu on the display. Using the control panel Phonebook The control panel Phonebook is a directory of Speed Dial entries (189) and Group Dial entries (9099).
To access a Phonebook entry: 1 From the control panel, press Phonebook. 2 Press or Use the keypad to enter the number of the Speed Dial or Group Dial entry. To access the Phone Book menu: or repeatedly until the entry you want appears. 1 From the control panel, press Fax Mode.

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2 Press 3 Press 4 Press .
or or repeatedly until Phone Book appears, and press repeatedly until the setting you want appears. . 5 Press , and follow the instructions on the display. Use this View Add Remove Modify Print To View Phonebook entries. Create a new Speed Dial or Group Dial entry.
Delete a Speed Dial or Group Dial entry. Edit a Speed Dial or Group Dial entry. Print all Speed Dial and Group Dial entries in the Phone Book. Note: For instructions on how to add Speed Dial or Group Dial entries to the Phonebook using the computer, see the related topic, "Setting up speed dial." 45 Customizing fax settings using the control panel Understanding the Fax menu To access and navigate the Fax menu: 1 From the control panel, press Fax Mode. The fax default screen appears. 2 If you do not want to change a setting, enter the fax number and press Start Color or Start Black. 3 If you want to change a setting, press 4 Press 5 Press or or . . .

*repeatedly until the menu item you want appears, and then press repeatedly until the submenu item you want or the setting you want appears, and then press selects a setting. An * appears next to the selected setting. Note: Pressing 6 To go into additional submenus and settings, repeat the previous step. 7 If needed, press repeatedly to return to the previous menus and make other setting selections. 8 Press Start Color or Start Black. Use this Quality* Lighter / Darker* Phone Book On Hook Dial To Adjust the quality of a fax you are sending. Adjust the brightness of a fax you are sending. Add, edit, and print names and fax numbers of individuals or groups. Dial a telephone number while listening to the call through a speaker on the printer. This is useful when you must navigate an automated answering system before sending your fax.*
Enter a specific time to send a fax. Note: Make sure the date and time are entered correctly before setting a specific time to send a fax. Handset Volume Adjust the volume of the speaker in the handset in Canada, Guam, Puerto Rico, US Virgin Islands, or the United States. Note: This option does not appear in other locations. Fax Setup Delay Fax · · · · · Print fax history or transmission status reports.
*Customize settings for receiving a fax. Select fax printing options. Customize settings for sending a fax. Block faxes from the numbers you specify. * Temporary setting.*
*For information on saving temporary and other settings, see the related topic, "Saving settings." 46 Setting up Quick Dial buttons using the control panel 1 From the control panel, press Fax Mode. 2 Enter a fax number. Notes: · You can include a calling card number as part of the fax number. · A fax number can include up to 64 characters. Characters can include numbers, the symbols * and #, or a three-second pause created by pressing Redial / Pause. The pause appears as a comma on the display. 3 Hold down an empty Quick Dial button for two seconds. 4 To program additional Quick Dial buttons, repeat step 2 through step 3. Note: You can also program any empty Quick Dial button whenever you are prompted to enter a fax number.*

Setting up a fax header using the control panel During the initial setup of your printer, you were prompted to enter your name, fax number, date, and time. This information is used to create a fax header for faxes you send. If you have not entered this information: 1 From the control panel, press Fax Mode. 2 Press 3 Press 4 Press . 5 Press 6 Press . Note: In Australia, skip to step step 11. The last 20 digits of your fax number is your Fax Name or Station ID. or repeatedly until Dialing and Sending appears. . or repeatedly until Fax Setup appears.
7 Press 8 Press . or repeatedly until Your Fax Name appears. 9 Enter your name using the keypad. Note: You can enter a maximum of 24 characters. 10 Press 11 Press to save the setting.
*or repeatedly until Your Fax Number appears. 12 Press . 13 Enter your fax number using the keypad. Note: You can enter a maximum of 64 numbers and/or the symbols * or #. 14 Press to save the setting.*
15 Press Settings. 16 Press . 47 17 Press 18 Press . 19 Press 20 Press . or repeatedly until Device Setup appears. or repeatedly until Date/Time appears. 21 Enter the date using the keypad. 22 Press . 23 Enter the time using the keypad. 24 Press .

25 If the hour you entered is 12 or less, press 26 Press to save the setting. or repeatedly until AM, PM, or 24hr appears. Setting up a fax footer using the control panel 1 From the control panel, press Fax Mode. 2 Press 3 Press 4 Press . 5 Press 6 Press . 7 Press 8 Press . 9 Press 10 Press . 11 During the initial setup of your printer, you were prompted to enter the date and time. If you have not entered this information: or repeatedly until On appears. or repeatedly until Fax Footer appears.
or repeatedly until Fax Printing appears. . or repeatedly until Fax Setup appears. a Press Settings. b Press .
c Press d Press . e Press or repeatedly until Date/Time appears. or repeatedly until Device Setup appears. f Press . g Enter the date using the keypad.
h Press . i Enter the time using the keypad. j Press . 48 k If the hour you entered is 12 or less, press l Press to save the setting. or repeatedly until AM, PM, or 24hr appears. Blocking junk faxes using the control panel If you have Caller ID, you can block faxes sent from specific numbers and/or all faxes which do not include a Caller ID number. 1 From the control panel, press Fax Mode. 2 Press 3 Press 4 Press . 5 Press 6 Press . 7 Press 8 Press .

*9 Press 10 Press . 11 If you want to block faxes from specific phone numbers: a Press or repeatedly until Add appears. or repeatedly until On appears. or repeatedly until Turn On/Off appears. or repeatedly until Fax Blocking appears. . or repeatedly until Fax Setup appears. b Press . c Enter a fax number of up to 64 characters. Characters can include numbers and the symbols * and #.*
d Press . e If you want to enter a corresponding name, enter it using the keypad buttons. Note: A name can include up to 24 characters. f Press . g If you want to enter additional numbers: 1 Press .
2 Repeat step c through step f. Note: You can enter up to 50 phone numbers. h If you do not want to enter additional numbers: 1 Press or repeatedly until No appears. 2 Press . 12 If you want to block all faxes that do not provide a Caller ID number: a Press b Press .
c Press d Press or repeatedly until On appears. to save the setting. or repeatedly until Block No-ID appears. 49 13 If you want to print a list of blocked faxes: a Press b Press or repeatedly until Print appears. to print the list. Blocking unwanted changes to fax settings using the control panel This feature blocks network users from changing fax settings. 1 From the control panel, press Settings. 2 Press 3 Press . 4 Press 5 Press . 6 Press 7 Press or until Block appears.

or until Host Fax Settings appears. or repeatedly until Device Setup appears.

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