



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X5470. You'll find the answers to all your questions on the LEXMARK X5470 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual LEXMARK X5470**  
**User guide LEXMARK X5470**  
**Operating instructions LEXMARK X5470**  
**Instructions for use LEXMARK X5470**  
**Instruction manual LEXMARK X5470**

**LEXMARK**

**X5400 Series User's Guide**



2007

[www.lexmark.com](http://www.lexmark.com)



[You're reading an excerpt. Click here to read official LEXMARK X5470 user guide](http://yourpdfguides.com/dref/325007)  
<http://yourpdfguides.com/dref/325007>

*Manual abstract:*

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*.... 33 Connecting to a computer with a modem.....*

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*..... 34 Connecting to a telephone ..*

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*. 35 Setting up to fax while behind a PBX ....*

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.....47 Finding a printer/print server located on remote subnets.....

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.....47 Tips for using network adapters..

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47 Sharing a printer in a Windows environment.....

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.....48 Contents 3 Checking the port setting...

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*..48 Configure network printers.....*

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*...49 Connect to network printer..*

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*....49 Loading paper and original documents.....*

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..50 Loading paper...

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.....50 Using the automatic paper type sensor.

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.....50 Loading envelopes...

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.....52 Loading iron-on transfers.

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.....52 Loading custom-size paper.....

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53 Loading banner paper.....

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*.53 Loading original documents into the Automatic Document Feeder...*

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*....53 Loading original documents on the scanner glass.*

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*.....55 Printing...*

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*.57 Printing basic documents.....*

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.....57 Printing a document....

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.. 57 Printing a Web page ...

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..... 57 Printing photos or images from a Web page ..

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..... *58 Printing multiple copies of a document...*

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..... *58 Printing on both sides of the paper ....*

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... *59 Collating copies.....*

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*... 59 Printing the last page first (reverse page order)..*

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*.. 60 Printing multiple pages on one sheet (N-Up)...*

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*. 60 Pausing print jobs....*

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*.. 60 Canceling print jobs.....*

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*.... 60 Printing specialty documents.*

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..... 63 *Assembling a booklet.*

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.. 63 *Printing on custom-size paper..*

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..... 64 *Printing iron-on transfers.*

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*. 64 Printing transparencies...*

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*..... 64 Printing a banner ...*

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.... 64 Contents 4 Changing printer settings.

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...65 Saving and deleting print settings ..

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.. 65 Resetting printer software to factory default settings .....

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..... *80 Printing Photo Packages ..*

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*. 80 Creating Photo Greeting Cards....*

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*.. 80 Printing all photos from a memory device...*

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. 81 Printing photos stored on the memory device using the proof sheet....

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..... 81 Printing photos by number..

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. 82 Using a PictBridge-enabled digital camera to control printing photos.....

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. 83 Printing photos from a digital camera using DPOF ....

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..... 84 Printing photos by date range..

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..... 85 Printing photos from the control panel using color effects.....

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..... 85 Creating and viewing a slideshow..

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*...101 Faxing..*

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*...102 Sending a fax.....*

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*.....103 Entering a fax number .*

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*.105 Setting a fax manual answer code...*

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*...106 Using Caller ID from the control panel .....*

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*...106 Using Caller ID from the software..*

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*..106 Receiving a fax automatically.....*

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*.....107 Receiving a fax with an answering machine.*

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*.....107 Forwarding faxes..*

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*...112 Setting Auto Answer to on..*

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*113 Setting up a fax header.....*

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*.....113 Setting up a fax footer .*

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*....115 Using the Fax Solutions Software .....*

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*....116 Setting up a dialing prefix .*

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*..117 Setting the distinctive ring...*

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*...117 Setting the number of rings before receiving a fax automatically .*

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*.....118 Setting up Speed Dial....*

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*...118 Printing fax activity reports..*

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.....119 Maintaining the printer...

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.....120 Replacing print cartridges...

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.....120 Installing print cartridges.....

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*...122 Aligning print cartridges..*

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*..122 Cleaning the print cartridge nozzles...*

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*...123 Wiping the print cartridge nozzles and contacts.*

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*..123 Preserving the print cartridges.....*

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...124 *Cleaning the scanner glass.....*

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....125 *Cleaning the exterior of the printer.....*

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.....125 *Ordering supplies..*

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.....126 Troubleshooting...

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....128 Setup Troubleshooting.

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..128 Incorrect language appears on the display....

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..128 Power button is not lit ...

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*..128 Software does not install.....*

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*.....129 Page does not print..*

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*....130 Solving printer communication problems .*

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*.131 Understanding Warning levels ....*

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*132 Removing and reinstalling the software .....*

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*.132 Enabling the USB port...*  
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.....*.132 Print troubleshooting...*

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.....*.133 Improving print quality ...*

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*...137 Checking the print cartridges.*

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*.137 Ink levels seem incorrect...*

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*..137 Ink levels seem to go down too quickly ...*

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*....138 A blank or incorrect page prints.....*

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*.138 Characters on printout are missing or unexpected ....*

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*.138 Colors on printout are faded or differ from colors on the screen .....*

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*139 Copied item does not match the original item.....*

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*....139 Glossy photo paper or transparencies stick together .*

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*.....140 Page prints with different fonts.....*

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*...140 Print is too dark or smudged ..*

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*.141 Printed characters are improperly formed or are not aligned correctly....*

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*...141 Printouts have alternating bands of light and dark print.....*

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*.....142 Transparencies or photos contain white lines ..*

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*...142 Vertical straight lines are not smooth .....*

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*.144 Settings are not saved.....*

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*..145 Checking the Spool Settings for banner printing .....*

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*.145 Resolving font problems.....*

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.....145 Printer is busy printing another job ...

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..145 Ready or Busy Printing is listed as the status...

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146 Printing a test page.....

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.....146 Test page does not print ....

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..147 Checking external devices.....

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*...151 Wrong printer is attached.*

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*...151 Updating the printer software .....*

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*...151 Bidirectional communication is not established..*

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.....154 How to clear and avoid paper jams.  
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.....154 Paper jam in the Automatic Document Feeder (ADF).....

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.154 Paper jam in the printer...

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....155 Paper jam in the paper support.....

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..156 Paper or specialty media misfeeds.



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<http://yourpdfguides.com/dref/325007>





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*..158 Nothing happens when memory card is inserted .....*

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*159 Copy troubleshooting.....*

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*....159 Copier does not respond .*

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*....159 Scanner unit does not close.....*

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*....160 Poor copy quality.....*

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*....160 Partial document or photo copies.*

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*..161 Scan troubleshooting.....*

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*..161 Scanner does not respond .....*

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*....161 Scan was not successful .....*

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*.162 Scanning takes too long or freezes the computer....*

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*.....162 Poor scanned image quality .*

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*.....163 Partial document or photo scans..*

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*...163 Cannot scan to a computer over a network..*

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*...164 Fax troubleshooting..*

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*.164 Cannot send or receive a fax.....*

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*164 Can send but not receive faxes.....*

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*....166 Can receive but not send faxes.*

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.....167 Printer receives a blank fax..

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168 Received fax has poor print quality.....

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.....168 Caller ID information is not displayed...

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.....169 Contents 9 Fax Error ...

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....169 Fax Mode Unsupported.

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..169 Remote Fax Error.....

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...169 Phone Line Busy ..

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.....170 Phone Line Error.....

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.....171 Error messages on the printer display...

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.....171 Alignment Error....

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....172 Cartridge Error (1102, 1203, 1204, or 120F).

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172 Black Ink Low / Color Ink Low / Photo Ink Low .....

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....173 Clear Carrier Jam .

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.....173 Cover Open .....

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173 Left Cartridge Error / Right Cartridge Error.....

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*..174 Left Cartridge Incorrect / Right Cartridge Incorrect ...*

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*.....174 Left Cartridge Missing / Right Cartridge Missing ...*

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*..174 Memory Failure...*

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*..175 No proof sheet information .....*

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*..175 No valid photo image files detected .....*

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*.....175 Only one photo enhancement may be chosen at a time.....*

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*176 Only one photo/size selection can be chosen at a time.....*

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*..176 Photo size error. Photo must fit on page. .*

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*...176 PictBridge communications error.....*

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*..176 Please remove camera to use your memory card...*

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*.176 Some photos removed from card by host.....*

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*....176 Problems reading the memory card.....*

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*...176 Error messages on the computer screen..*

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*..177 Clearing error messages...*

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*....177 Left/Right Cartridge Missing.*

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...177 Communication not available..

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...177 General Printing Problem .

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...178 Ink Low ..

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.....178 Out of Memory...

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..178 Out of Paper.....

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*..178 Fixing a printing failure.....*

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*.178 Unsupported file types found on memory card.....*

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*...179 Paper Jam .....*

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.....179 Multiple All-In-Ones found...

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.....179 Black Cartridge replacement required.

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.....179 Color Cartridge replacement required.

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*....179 Black and Color Cartridge replacement required .*

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*.....180 Contents 10 Notices..*

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*..181 Product information...*

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194 Contents 11 12 Introduction 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](http://www.lexmark.com). User's Guide Description The User's Guide gives you instructions for setting up hardware and software (on Windows operating systems) and some basic instructions for using the printer.

Note: If your printer supports Macintosh operating systems, see the Mac Help: Where to find You can find this document in the printer box or on the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com). 1 From the Finder desktop, double-click the Lexmark X5400 Series folder. 2 Double-click the printer Help icon.

Introduction 13 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 X5400 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. Note: If necessary, click All Programs 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 X5400 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](http://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 X5400 Series. 3 Select Lexmark Solution Center. Introduction 14 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](http://www.lexmark.com). Select a country or region, and then select the Customer Support link. 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 Note: For additional information about English MondayFriday (8:00 AM contacting Lexmark, see the printed warranty 11:00 PM ET) that shipped with your printer. Saturday (Noon6:00 PM ET) French MondayFriday (9:00 AM7:00 PM ET) MondayFriday (8:00 AM8:00 PM ET) · Mexico: 01-800-253-9627 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](http://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](http://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. Submit Request. 6 Complete the form, and then click Introduction 15 Limited Warranty Description Limited Warranty Information Lexmark International, Inc.



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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](http://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. 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. Introduction 16 Safety information Use only the power supply and power supply cord provided with this product or the manufacturer's authorized replacement power supply and power supply cord. Connect the power supply cord to a properly grounded electrical outlet that is near the product and easily accessible. CAUTION--POTENTIAL INJURY: Do not twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If 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. 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--SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm. SAVE THESE INSTRUCTIONS. Refer service or repairs, other than those described in the user documentation, to a professional service person. Safety information 17 Setting up the printer Your printer may not support: . Memory Cards . PictBridge-enabled digital camera . Photo Card mode Checking the box contents 1 2 3 4 1 2 3 7 6 5 Name 1 2 3 4 5 6 Black print cartridge Color print cartridge Telephone cord Power cord Quick Setup sheet Installation software CD Description Cartridges to be installed into the printer Note: Cartridge combinations vary depending on the product purchased. Use for faxing. For more information about connecting this cord, see "Choosing a fax connection" on page 30. Attaches to the power supply port located at the back of the printer Initial setup directions . Installation software for the printer . User's Guide: Comprehensive Version in electronic format 7 Automatic Document Feeder (ADF) exit tray Holds documents as they exit from the ADF. Note: You may need to purchase a USB cable separately. Setting up the printer 18 Setting up the printer for standalone use 1 Unpack the printer. 1 2 3 Notes: . Place the printer near the computer during setup. If you're setting up on a wireless network, you may move the printer after setup is complete. . You may need to purchase a USB cable separately. . The printer may ship with two CDs. 2 Remove all tape and packing material from all areas of the printer. 3 Raise the paper support. Setting up the printer 19 4 Insert the back end of the Automatic Document Feeder exit tray. 5 Snap in the front end of the Automatic Document Feeder exit tray. 6 Raise the control panel. 7 If needed, install the correct control panel for your language. Setting up the printer 20 8 Extend the paper exit tray. 9 Extend the paper guides. 10 Load paper. 1 2 11 Connect the power cord. Setting up the printer 21 12 Make sure that the power is on. 13 If prompted, set the language. a Using the control panel of the printer, press the display. or repeatedly until the language that you want appears on b Press to save.

14 If prompted, set the country or region. a Using the control panel of the printer, press appears on the display. or repeatedly until the country or region that you want b Press to save. Setting up the printer 22 15 Open the printer. 16 Press down on the levers. 17 Remove the tape from the black cartridge, and then insert the cartridge in the left carrier. 18 Close the black cartridge carrier lid Setting up the printer 23 19 Remove the tape from the color cartridge, and then insert the cartridge in the right carrier. 20 Close the color cartridge carrier lid. 21 Close the printer. 22 Press . An alignment page prints. Setting up the printer 24 23 Discard or recycle the alignment page. Notes: . The alignment page may differ from the one shown. . Streaks on the alignment page are normal, and do not indicate a problem. Understanding the parts of the printer 9 6 7 8 12 11 10 5 4 3 2 1 Use the 1 2 3 PictBridge port Memory card slots Control panel To Connect a PictBridge-enabled digital camera or a flash drive to the printer. Insert a memory card. Operate the printer. For more information, see "Using the control panel" on page 37. Hold paper as it exits. 4 5 6 7 8 9 Paper exit tray Automatic Document Feeder (ADF) paper guide Keep paper straight when feeding into the ADF. Automatic Document Feeder (ADF) Automatic Document Feeder (ADF) exit tray Paper guide Paper support Scan, copy, or fax multiple-page letter-, legal-, and A4-size documents. Hold paper as it exits from the ADF. Keep paper straight when feeding. Load paper. Setting up the printer 25 Use the 10 Automatic Document Feeder (ADF) paper stop To . Stop paper as it exits the ADF. . Support A4- and legal-size paper as it exits. Copy, scan, fax, or remove an item. Access the scanner glass. 11 12 Scanner glass Top cover 1 2 3 4 5 6 Use the 1 2 3 4 Scanner unit Print cartridge carrier USB port EXT port To Access the print cartridges. Install, replace, or remove a print cartridge.

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. Note: Remove the plug to access the port.



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<http://yourpdfguides.com/dref/325007>

**EXT 5 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 6 Power supply with port** Connect the printer to a power source. Setting up the printer 26 Getting the printer ready to fax **CAUTION--SHOCK HAZARD:** Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm. 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.

Setting up the printer 27 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--Potential Damage:** 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 Setting up the printer 28 To connect an answering machine or other telecommunications equipment to the printer: 1 Remove the plug from the back of the printer.

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--Potential Damage:** Do not touch cables or the printer in the area shown while actively sending or receiving a fax. Country/region · Germany · Austria · Switzerland Setting up the printer 29 There is a plug installed in the EXT port of the printer. This plug is necessary for the proper functioning of the printer. 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. 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 "Setup Troubleshooting" on page 128. Note: The printer is an analog device that works best when directly connected to the wall jack.

Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps. If you want a digital connection such as ISDN, DSL, or ADSL, a third-party device (such as a DSL filter) is required. 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 Send and receive faxes without using a computer. See this section "Connecting directly to a telephone wall jack" on page 32 "Connecting to a telephone" on page 35 · The printer · A telephone cord · The printer · A telephone · Two telephone cords · · · · The printer A telephone An answering machine Three telephone cords · Use the fax line as a normal telephone line. · Send and receive faxes without using a computer. Receive both incoming voice messages and "Connecting to an answering faxes. machine" on page 31 Setting up the printer 30 Equipment Benefits Send faxes using the computer or the printer.

See this section "Connecting to a computer with a modem" on page 34 · · · · The printer A telephone A computer modem Three telephone cords 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 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 from the EXT port of the printer.

Setting up the printer 31 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 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. Setting up the printer 32 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. 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.



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Setting up the printer 33 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 computer with a modem Connect the printer to a computer with a modem to send faxes from the software application. 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. Setting up the printer 34 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. 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 2 Connect one telephone cord to the LINE port of the printer, and then plug it into an active telephone wall jack. Setting up the printer 35 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.

Setting up to fax while behind a PBX If the printer is being used in a business or office, it may be connected to a Private Branch Exchange (PBX) telephone system. Ordinarily, when dialing a fax number, the printer waits to recognize the dial tone and then dials the fax number. However, this method of dialing may not work if the PBX telephone system uses a dial tone that is not recognizable to most fax machines. The "Dialing while behind a PBX" feature enables the printer to dial the fax number without waiting to recognize the dial tone. 1 From the desktop, double-click the Productivity Studio icon. 2 From the Settings area of the Welcome Screen, click Fax History and Settings. @4 Click the Dialing and Sending tab. 5 From the "Dialing on your phone line" area, select Behind PBX from the Dialing Method drop-down list. 6 Click OK to save the setting. Setting up the printer 36 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 Your printer may not support: · memory cards · PictBridge-enabled digital camera · Photo Card mode Using the control panel The display shows: · Printer status · Messages · Menus Press 1 To · Turn the printer on and off. · Stop the print, copy, scan, or fax process.

Copy Mode Access the copy default screen and make copies. Note: The mode is selected when the button light is on. 2 3 Scan Mode Access the scan default screen and scan documents. Note: The mode is selected when the button light is on. Setting up the printer 37 Press 4 Fax Mode To Access the fax default screen and send faxes. Note: The mode is selected when the button light is on. 5 Photo Card Access the photo default screen and print photos. Note: The mode is selected when the button light is on. 6 Resize · In Copy mode: Change the size of a copy. · In Photo Card mode: Change the size of a photo. Display the Copy, Scan, Fax, or Photo Card menu, depending on which mode is selected. 7 8 Lighter / Darker Adjust the brightness of a copy, fax, or photo. Press To 1 · 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. · Increase a number. · Enter a space between letters or numbers. · Scroll through menus, submenus, or settings on the display. · · · · Cancel a print, copy, scan, or fax job in progress. Clear a fax number or end a fax transmission, and return to the fax default screen. Exit a menu or submenu, and return to the default copy, scan, fax, or photo card screen. Clear current settings or error messages, and return to default settings. 2 3 4 5 Setting up the printer 38 Press 1 To A keypad number or symbol In Copy mode or Photo Card mode: Enter the number of copies or prints you want to make. 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. 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" on page 107. 3 Pause / Redial 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 6 Phone Book Start Color Start Black Access any of the programmed Speed Dial numbers (189) or Group Dial numbers (9099). Start a color copy, scan, fax, or photo print job, depending on which mode is selected. Start a black-and-white copy, scan, fax, or photo print job, depending on which mode is selected.



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Setting up the printer 39 Saving settings In a setting menu, an \* appears next to the default setting. To change the setting: 1 Press or repeatedly until the setting you want appears. 2 Press : . To save most settings. An \* appears next to the saved setting. . To select a temporary setting.

An \* appears next to the selected setting. Note: The printer reverts to the default setting of a temporary 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 Resize Lighter/Darker Quality The following Photo Card settings will not time-out after two minutes of inactivity or turning off the power but will return to the factory default settings when a memory card or flash drive is removed. Fax Mode Photo Card To change the time-out feature: Photo Effects Paper Size Photo Size Layout Quality Paper Type a Press . b Press or c Press d Press e Press f Press . or . or repeatedly until Tools appears. repeatedly until Device Setup appears. repeatedly until Clear Settings Timeout appears. Setting up the printer 40 g Press h Press i Press . or . repeatedly until Never appears. 3 To change one or more temporary settings into new default settings: a Press . b Press or repeatedly until Tools appears. c Press d Press e Press f Press g Press h Press i Press .

or . or . or . repeatedly until Use Current appears. repeatedly until Set Defaults appears. repeatedly until Defaults appears. 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.

Setting up the printer 41 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. 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](http://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. Installing the optional XPS driver (Windows Vista users only) The XML Paper Specification (XPS) driver is an optional printer driver designed to make use of the advanced XPS color and graphics features that are available only for Windows Vista users. To use XPS features, you must install the XPS driver as an additional driver after you install the regular printer software. Notes: . Before installing the XPS driver, you must install the printer on your computer. . Before installing the XPS driver, you must install the Microsoft QFE Patch and then extract the driver files from the installation software CD. To install the patch, you must have administrator privileges on the computer.

To install the Microsoft QFE Patch and extract the driver: 1 Insert the installation software CD, and then click Cancel when the Setup Wizard appears. 2 Click Computer. Setting up the printer 42 3 Double-click the CD or DVD drive icon, and then double-click Drivers. 4 Double-click xps, and then double-click the setupxps file. XPS driver files are copied to your computer, and any required Microsoft XPS files are launched. Follow the instructions on the screen to finish installing the patch. To install the XPS driver: 1 Click Control Panel. 2 Under Hardware and Sound, click Printer, and then click Add a Printer. 3 From the Add Printer dialog, click Add a local printer. 4 From the "Use an existing port" drop-down menu, select Virtual printer port for USB, and then click Next. 5 Click Have disk. The Install From Disk dialog appears. 6 Click Browse, and then navigate to the XPS driver files on your computer: a Click Computer, and then double-click (C:). b Double-click Drivers, and then double-click Printer. c Double-click the folder that has your printer model number, and then double-click Drivers. d Double-click xps, and then click Open. e From the Install From Disk dialog, click OK. 7 Click Next on the two additional dialogs that appear. For more information on the XPS driver, see the XPS readme file on the installation software CD. The file is located in the xps folder with the setupxps batch file (D:\Drivers\xps\readme).

Understanding the printer software Using the software that installed with your printer, you can edit photographs, send faxes, maintain your printer, and so much more. The following is an overview of features of Productivity Studio and 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 Click Programs or All Programs Lexmark X5400 Series. 2 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. Click To Scan Details . Scan a photo or document. . Save, edit, or share your photo or document. Setting up the printer 43 Click To Copy Details . Copy a photo or document.

. Reprint or enlarge your photo. Send a photo or document as a fax. Fax E-mail Send a document or photo as an attachment to an e-mail message. Transfer Photos 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 your photos as a multiple-page poster. From the bottom left corner of the Welcome Screen, there are two Settings choices: Click Printer Status and Maintenance To . . . . 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. Setting up the printer 44 Click Fax History and Settings To Set printer fax settings for: . . . . Dialing and Sending Ringing and Answering Fax Printing/Reports Speed Dial and Group Dial numbers The Solution Center is a complete guide to such printing features as printing photographs, troubleshooting printing problems, and installing and maintaining supplies.



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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. 1 Click Programs or All Programs Lexmark X5400 Series.

2 Click Setup and diagnose printer. The Solution Center appears with the Maintenance tab open. From here How To You can: 2 Select Solution Center. · 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 Setting up the printer 45 From here Maintenance You can: · 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. 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 Lexmark X5400 Series. 3 Click Solution Center.

4 Click Advanced. 5 Click Printing Status. 6 Select or clear Play voice notification for printing events. 7 Click OK. 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. Setting up the printer 46 General networking Finding your MAC address You may need the media access control (MAC) address of the print server to complete network printer configuration. The MAC address is a series of letters and numbers listed on the bottom of the external print server. Assigning an IP address An IP address is assigned during printer software installation, but only for Direct IP printing. The print object, created at the end of the installation, sends all print jobs across the network to the printer attached to the print server using this address. Many networks have the ability to automatically assign an IP address. In smaller networks, it is often called Auto-IP. There are two common types of Auto-IP networks. UPnP network environments provide automatic private IP addresses in the 169.254.

x.x range. ICS network environments provide automatic private IP addresses in the 192.168.x.x range. Larger networks may use DHCP to assign addresses. These are usually unique to the company. During the Direct IP printing installation of printer software, the IP address is visible in the printer list only as it is being assigned. The print object that is created in the Printers folder of the operating system will reference the MAC address of the print server in the port name.

If the IP address is not automatically assigned during printer software installation, you can try manually entering an address after selecting your printer/print server from the available list. Configure IP address If you have lost communication with the printer over a network, select Use DHCP to reestablish communication with the printer. You must assign an IP address in any of the following situations: · · · · You manually assigned IP addresses for the other network devices. You want to assign a specific IP address. You move the printer to a remote subnet.

The printer is listed as Unconfigured in the Configuration Utility. Contact your system support person for more information. Finding a printer/print server located on remote subnets The printer software CD can automatically find the printers that are located on the same network as the computer. If the printer and print server are located on another network (called a subnet), you must manually enter an IP address during printer software installation. Tips for using network adapters · Make sure the adapter connections are secure.

· Make sure the computer is turned on. · Make sure you entered the correct IP address. General networking 47 Sharing a printer in a Windows environment 1 Prepare the computers to share the printer. a Make all computers printing to the printer accessible through Network Neighborhood by enabling File and Print Sharing. See the Windows documentation for detailed instructions. b Install the printer software on all computers that will print to the printer. 2 Identify the printer. On the computer that is attached to the printer: a b c d e Click Start Settings Printers or Printers and Faxes. Right-click the Lexmark X5400 Series icon. Click Sharing.

Click Shared As, and give the printer a distinctive name. Click OK. 3 Locate the printer from the remote computer. Note: The remote computer is the one that is not attached to the printer. a b c d e f Click Start Settings Printers or Printers and Faxes. Right-click the Lexmark X5400 Series icon. Click Properties. Click the Ports tab, and then click Add Port... · Select Local Port, and then click New Port...

Enter the Universal Naming Convention (UNC) Port name which consists of the server name and the distinctive printer name that was specified in step 2 on page 48. The name should be in the form \\server\printer. g Click OK. h Click Close on the Printer Ports dialog box. i Make sure the new port is selected on the Ports tab, and then click Apply.

The new port is listed with the printer name. j Click OK. Checking the port setting Windows Vista users only 1 Click Control Panel Printers. 2 Right-click the Lexmark X5400 Series icon. 3 From the sidebar menu, select Properties. 4 Click the Ports tab. 5 Make sure: · The port is set to a USB port. · File is not set as the port. General networking 48 Windows XP or 2000 users only 1 Click Start Settings Printers or Printers and Faxes. 2 Right-click the Lexmark X5400 Series icon.

3 From the sidebar menu, select Properties. 4 Click the Ports tab. 5 Make sure: · The port is set to a USB port. · File is not set as the port. Configure network printers Configure To configure a network printer, select a printer from the list in the window.



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Click **Configure** to assign the printer an Internet Protocol (IP) address. Contact your system support person for more information. Add printers Specify remote subnets that may have direct network attached printers. If the software detects a direct network attached printer, you must first highlight the printer in the window, and then click **Configure** to manually assign an IP address to the printer. Contact your system support person for more information.

Note: The software does not automatically configure printers found on remote subnets. Refresh Click **Refresh** to have the Configuration Utility automatically search to find and configure newly added printers. Connect to network printer You can send scanned images from a network attached printer to your computer. Also, your jobs will open with software that is already installed on your computer. To enable this feature, create and enter a name for your computer.

When you scan an item, a list of names will appear on the Control Panel of your networked printer. You can send the scanned image to your computer by selecting your computer name. If you want to prevent other people from sending scanned images to your computer, you can enter a Personal Identification Number (PIN). 1 Select the check box beside **I wish to require a PIN to scan to my computer.** 2 Create and enter a 4-digit number.

Note: Every time you send a scanned image from the networked printer to your computer, you must enter this number on the keypad of the printer. General networking 49 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 paper and original documents 50 Loading envelopes You can load up to 10 envelopes at a time. Warning--Potential Damage: 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. · 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 paper and original documents 51 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. 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. Loading transparencies You can load up to 25 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 paper and original documents 52 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: 127.0432.0 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.



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2 Tear off only the number of pages needed to print the banner. 3 Place the required stack of banner paper on the top cover. 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 You can load up to 15 sheets of an original document into the Automatic Document Feeder (ADF) for scanning, copying, and faxing. You can load A4-, letter-, or legal-size paper into the Automatic Document Feeder (ADF). Loading paper and original documents 53 Notes: · Use only new, unwrinkled paper that is not curled. · Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the Automatic Document Feeder (ADF).

Place these items on the scanner glass. 1 If you are using A4- or letter-size paper, pull up the Automatic Document Feeder (ADF) paper stop. 2 Adjust the paper guide on the Automatic Document Feeder (ADF) tray to the width of the original document. 3 Fan the original document. 2 1 4 Load the original document facedown and top edge first into the Automatic Document Feeder (ADF) until you hear a beep.

Document Loaded appears on the display, and the document feeds into the Automatic Document Feeder (ADF). Note: Preview is not supported when using the Automatic Document Feeder (ADF). You can preview one page at a time when using the scanner. Loading paper and original documents 54 Automatic Document Feeder (ADF) paper capacity Load up to 15 sheets of: Make sure · You adjust the paper guide on the Automatic Document Feeder (ADF) tray to the width of the original document. · Letter-size paper · A4 paper · Legal-size paper 15 sheets of: · The original document is loaded facedown, top edge first, until you hear a beep.

· You adjust the paper guide on the Automatic Document Feeder (ADF) tray to the width of the original document. . . . Custom paper Pre-punched paper Reinforced-edge copier paper Preprinted forms Letterhead paper · The original document is loaded facedown, top edge first, until you hear a beep. · The paper size fits within these dimensions: Width: 210.0 mm 215.9 mm 8.25 in. 8.5 in. Length: 279.4 mm 355.

6 mm 11.0 in. 14.0 in. · You allow preprinted media to dry thoroughly before loading into the Automatic Document Feeder (ADF). · You do not use media printed with metallic ink particles. · You avoid embossed designs. Loading original documents on the scanner glass You can scan and then print photos, text documents, magazine articles, newspapers, and other publications. You can scan a document for faxing. 1 Make sure the computer and the printer are on.

2 Open the top cover. Loading paper and original documents 55 3 Place the original document or item facedown on the scanner glass in the upper left corner.

4 Close the top cover to avoid dark edges on the scanned image. Loading paper and original documents 56 Printing Printing basic documents Printing a document 1 Load paper. 2 With a document open, click File 4 Adjust the settings.

5 Click OK. 6 Click OK or Print. Print. 3 Click Properties, Preferences, Options, or Setup. Printing a Web page You can use the Toolbar to create a printer-friendly version of any Web page.

1 Load paper. 2 Open a Web page using Microsoft Internet Explorer 5.5 or later. 3 If you want to check or change your print settings: a From the toolbar area, click Lexmark Page Setup. b Adjust the print settings. c Click OK. 4 If you want to view the Web page before printing: a Click Preview. b Use the toolbar options to scroll between pages, zoom in or out, or select whether to print text and images or text only. c Click: · Print in the Print Preview window, then click Print in the Print dialog that opens or · Close, and continue to the next step. 5 If needed, select a print option from the Toolbar: · Normal · Quick · Black and White · Text Only Printing 57 Printing photos or images from a Web page 1 Load paper.

For best results, use photo or heavyweight matte paper, 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.) 2 Open a Web page with Microsoft Internet Explorer 5.5 or later. On the Toolbar, the number of photos valid for printing appears next to Photos. 3 If no number appears next to Photos: a From the Lexmark logo drop-down menu, select Options. b Select the Advanced tab. c Select a lower minimum photo size. d Click OK. The number of photos valid for printing appears next to Photos.

4 Click Photos. The Fast Pics dialog appears. 5 If you want to print all the photos or images using the same settings, select the size you want, the blank paper size in the printer, and the number of copies. 6 If you want to print one photo or image at a time: a Click the photos or images you do not want to print to deselect them. b To make common editing changes: 1 Right click the photo or image.

2 Click Edit. 3 Make your selections. 4 Follow the instructions on the screen. 5 When you are finished making changes, click Done. 6 Select the size you want, the blank paper size in the printer, and the number of copies.

7 Click Print Now. Printing multiple copies of a document 1 With a document open, click File Print or Printer Setup. 2 From the Print Setup dialog box, click Properties, Preferences, Options, or Setup. 3 In the Copies section of the Quality/Copies tab, enter the number of copies you want to print. Note: If you print multiple copies of a multiple-page document and want them collated, click Collate Copies. 4 Click OK to close any printer software dialog boxes that are open. 5 Print the document. Printing 58 Printing on both sides of the paper When you select Two-sided printing, the printer prints the odd-numbered pages of the document on the front sides of the paper. Reload the document to print the even-numbered pages on the back sides of the paper. 1 With a document open, click File Print.

2 Click Properties, Preferences, Options, or Setup. 3 From the "I Want To" menu, click Print on both sides of the paper. 4 Make sure Two-Sided is selected. 5 Choose a binding edge (Side Flip or Top Flip). Notes: · When you select Side Flip, the finished document pages turn like the pages of a magazine. · When you select Top Flip, the finished document pages turn like the pages of a legal pad. 6 Make sure Print Instruction Page to Assist in Reloading is selected. 7 Click OK to close any printer software dialogs that are open. 8 Print the document. Notes: · The instruction sheet for two-sided printing will not completely print on paper smaller than A4 or letter size.



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