



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X560N. You'll find the answers to all your questions on the LEXMARK X560N in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK X560N
User guide LEXMARK X560N
Operating instructions LEXMARK X560N
Instructions for use LEXMARK X560N
Instruction manual LEXMARK X560N

LEXMARK

X560n

User's Guide

May 2008

www.lexmark.com

Lexmark and Lexmark with diamond design are trademarks of Lexmark International, Inc., registered in the United States and/or other countries.
All other trademarks are the property of their respective owners.
© 2008 Lexmark International, Inc.
All rights reserved.
740 West New Circle Road
Lexington, Kentucky 40530



[You're reading an excerpt. Click here to read official LEXMARK X560N user guide](http://yourpdfguides.com/dref/1261626)
<http://yourpdfguides.com/dref/1261626>

Manual abstract:

© 2008 Lexmark International, Inc. All rights reserved. @@@@23 Connecting to a telephone

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 23 Connecting to an answering machine.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

.. 25 Connecting to a computer with a modem...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
. 26 Setting the outgoing fax name and number.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

. @@@@ @@@@ 31 Understanding Express Scan Manager

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.. 31 Installing options.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

32 Installing a 550-sheet drawer.....

.....
.....
.....

.....
.....

.....
.....
.....
.....

.....
.....
.37 Attaching cables....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....40 Loading paper and specialty media..

.....
.....
.....
.....

...42 Loading Tray 1 (MPT)..

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....

.....
.42 Loading Tray 2 and Tray 3...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.44 Setting the Paper Type....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.46 Linking trays....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....
.....
.....
.....

.....
.....
..... 48 Contents 3 Unacceptable paper .

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 49 Selecting paper.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

. 49 Selecting preprinted forms and letterhead.....

.....

.....
.....
.....
.....

.50 Using transparencies.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....50 Using envelopes.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

...51 Using labels..

.....

.....
.....
.....
.....

.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
52 Using card stock.....

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

...53 Storing paper.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 55 Supported paper weights.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

. 56 Paper capacities.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....

.....59 Understanding Secure Print.

.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

. 59 Printing Secure Print jobs from the printer control panel

.....
.....
.....

.....
.....
.....

.....
.....
.....

..... 59 Using Proof printing....

.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

..60 Canceling a print job from the printer control panel ...

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.. 60 Canceling a print job from the Windows taskbar

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.. 61 Canceling a print job from the Windows desktop.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

.....
.....

.....
.. *61 Canceling a print job from Mac OS X...*

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

..... *61 Copying...*

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

.....
.. *62 Making a copy.....*

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....
...62 Customizing copy settings.
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
..63 Selecting a paper tray for copies...

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

..... 63 Collating copies.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..... 78 Scanning to e-mail.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

...79 Setting up the SMTP server.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

..... 79 Creating an e-mail address using Address Book Editor....

.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

... 90 Creating a fax group using the printer control panel.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 90 Canceling a fax job...

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

91 Receiving a fax.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..... 92 *Printing secure faxes...*

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
... 92 *Adjusting fax activity report settings..*

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

...93 Limiting access to fax and scan operations...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

...94 Limiting who can send faxes to the printer.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

....94 Customizing dial settings.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....

.....
.....
.....
.....
.....
.....
....95 Setting the dialing mode .
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 95 Adjusting the volume....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

95 Setting up to fax while behind a PBX

.....
.....
.....
.....

.....
.....
.....
.....

.....

.....

.....

.....

.....

.....

.....

.....

.... 95 Setting the time delay before receiving a fax automatically

.....

.....

.....

.....

.....

.....

.....

.... 96 Customizing the default fax settings from the printer control panel.....

.....

.....

.....

.....

.....

.....96 Contents 6 Adjusting the fax resolution

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 96 Selecting the type of document being faxed...

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..... *96 Making a fax lighter or darker*

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..... *97 Setting the delayed start time*.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

.....
.. 97 Customizing the fax settings for an individual fax job.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

...97 Clearing jams.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

...98 Avoiding jams..

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

....98 Understanding jam messages and locations.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.119 Understanding printer menus....

.....

.....

.....

.....

.....

.....122 Menu list.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..122 Default Settings Menu.....

.....

.....

.....

.....

.....

.....

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

122 Copy Defaults menu

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

....122 Scan Defaults menu .

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

.....
.....125 Fax Defaults menu.

.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

..127 Tray Settings menu...

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..128 Tray 1 (MPT) menu.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
128 Tray 2 menu

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
129 Tray 3 menu

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....

.....
.....
.....

.....
.....
.....
.....

.....
129 Information Pages menu.....

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....130 Billing Meters menu.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....131 Admin Menu...

.....
.....
.....

.....
.....
.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

....131 Address Book menu.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....131 Print Language menu.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....
.....
.....
.....

.....
.....
.....

.132 Network Settings menu.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....134 Parallel Settings menu .

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....136 USB Settings menu.

.....
.....
.....

.....
.....

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....136 Fax Settings menu.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

....136 System Settings menu .

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

... 140 Maintenance menu.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....

144 Secure Settings menu

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.145 Admin Reports menu

.....

.....
.....
.....
.....

.....
.....
.147 Contents 7 Understanding printer messages...
.....

.....
.....
.....
.....

...148 List of status and error messages.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.148 Maintaining the printer...
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.160 Storing supplies...
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....160 *Cleaning the printer...*

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

160 Cleaning the exterior of the printer

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

160 Cleaning the scanner glass....

.....

.....
.....
.....
.....

.....
.....

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....

..161 Ordering supplies...

.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....161 Ordering print cartridges

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....163 Removing the printer from the 550-sheet drawer

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....

..164 Moving the printer to another location...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

167 Setting the printer up in a new location

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....167 Adjusting the color registration....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....168 *Adjusting the color registration automatically...*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.168 Adjusting the color registration manually.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

....168 Administrative support.....

.....
.....
.....

.....
.....
.....
.....

.....170 *Locking the administrator menus.*

.....

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....

.170 Adjusting Power Saver...

.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....

...170 Setting the Auto Reset.

.....

.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
..171 Using the Embedded Web Server...

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....

....171 Creating an administrator password for the Embedded Web Server.

.....
.....
.....
.....

.....
.....

....172 Creating e-mail alerts.

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

172 Troubleshooting.....

.....
.....
.....
.....

.....
.....
.....

.....173 Online customer support...

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

173 Checking an unresponsive printer.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....173 Solving printing problems....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
..174 Job takes longer than expected to print ...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

...174 Tray linking does not work..

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

174 Unexpected page breaks occur.....

.....
.....
.....
.....

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

175 Poor copy quality.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....175 Partial document or photo copies.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....

...177 Solving scan problems.....

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.177 Scanner does not respond

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

...177 Scan was not successful

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....179 *Cannot scan from a computer ...*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..179 *Solving fax problems.....*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

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

.....

.....
.....
.....

181 Received fax has poor print quality.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....182 Solving option problems...

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

182 Option does not operate correctly or quits after it is installed

.....
.....
.....

.....
.....
.....

.....
.....
.....

....182 Drawers.....

.....

.....
.....
.....
.....
.....

.....183 Paper jam message remains after jam is cleared .

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....183 Solving print quality problems.

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.184 Repeating defects.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

184 Color misregistration.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

...184 Light colored line, white line, or incorrectly colored line.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....185 Streaked vertical lines ..

.....
.....
.....

.....
.....
.....
.....

.....
.....

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

....186 Print is too light .

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....

..186 Print irregularities ...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.187 Print is too dark.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....187 Transparency print quality is poor.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....

...188 Uneven print density..

.....
.....

.....
.....
.....
.....

.....

.....
189 Solid color pages.....

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.190 Paper curl.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....190 Toner specks....

.....
.....
.....

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....
.....191 *Contacting Customer Support*.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....192 *Contents 9 Notices*..

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....193 *Edition notice*...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....

Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. 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--SHOCK HAZARD: Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports. This product uses a laser. CAUTION--POTENTIAL INJURY: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions. This product contains a lithium battery. CAUTION--POTENTIAL INJURY: There is a risk of explosion if the battery is replaced with an incorrect type.

Discard used batteries according to the battery manufacturer's instructions and local regulations. This product contains mercury in the lamp (<5mg Hg).

Disposal of mercury may be regulated due to environmental considerations. For disposal or recycling information, contact your local authorities or the Electronic Industries Alliance: www.eiae.org. This symbol indicates the presence of a hot surface or component. CAUTION--HOT SURFACE: To reduce the risk of injury from a hot component, allow the surface to cool before touching it. Safety information 11 Learning about the printer Checking the box contents

The following illustration shows the items included with the printer. 1 2 6 5 4 3 1 2 3 4 5 6 Printer Print cartridges Phone cord Power cable Setup sheet Software and Documentation CD Learning about the printer 12 Printer configurations Basic model The following illustrations show the basic printer model.

1 8 2 3 7 6 4 5 1 2 3 4 5 6 7 8 Automatic Document Feeder (ADF) Paper guides Scanner cover Printer control panel Standard 250-sheet tray (Tray 2) Standard exit bin Scanner glass Scanner lock Learning about the printer 13 1 2 3 7 4 5 6 1 2 3 4 5 6 7 LINE port Ethernet port EXT port Parallel port USB port Power supply port Power switch Learning about the printer 14 Fully configured model The following illustration shows the fully configured printer model. The basic model can be fully configured by adding a 550-sheet drawer. 1 1 Optional 550-sheet drawer (Tray 3) Learning about the printer 15 Understanding the printer control panel Printer control panel item Description 1 Quick access panel The buttons on the quick access panel provide direct access to pre-programmed fax numbers. Up to 10 entries can be stored in the Quick Dial directory for one-touch access to fax numbers. Note: You can set up Quick Dial entries using the printer control panel, the Embedded Web Server, or Address Book Editor. 2 3 4 5 6 7 8 Copy Fax E-Mail Scan Display OK Navigation buttons Activate Copy mode. Activate Fax mode. Activate Email mode. Activate Scan mode. Shows messages describing the current state of the printer and indicating possible printer problems you must resolve Accept menu selections and settings.

· Press · Press menu. or to scroll through menu lists. to scroll backwards through the menus, or to display the Walk-Up Features to scroll forward through the menus. · Press 9 Arrow lights Indicate the flow of data either into or out of the printer. 10 Job indicator light When illuminated, it indicates that there is a fax job in the printer memory.

Learning about the printer 16 Printer control panel item Description 11 Back Return to the previous menu. 12 Color Mode Switches between Color and B&W (black-and-white) modes for your copy, fax, or scan job Control panel item 13 14 15 Job Status System Keypad Description Press to check active job status and Walk-Up printing jobs. Switches the display to the Setup menu In Copy mode: Enter the number of copies or prints you want to make. In Fax mode: · Enter fax numbers. · Select letters when creating a Speed Dial list.

· Type numbers to enter or edit the date and time shown on the display. 16 Wake Up This light is on in power saver mode. Push Wake Up to exit power saver mode. Note: While the printer is in power saver mode, no other printer control panel functions will work. 17 Clear All Press once to return to the main menu. All job settings are reset to factory default settings. Learning about the printer 17 Control panel item 18 Stop Description Reset the printer when performing an action. 19 Start Press to start a copy, scan, or fax job. 20 21 22 Error Speed Dial Clear button The red light indicates an error condition. Press to access directories of group or individual fax telephone numbers.

Deletes a single character each time the button is pressed. Use this button when entering e-mail addresses and telephone numbers. 23 Redial/Pause · Dial the last fax number entered (redial). · Insert a pause in the number to be dialed to wait for an outside line or get through an automated answering system. When faxing, you can press this button to quickly enter a fax number with the alphanumeric keypad. Press to access the Fax and Email address books. 24 25 Manual Dial Phone Book Getting the printer ready to fax The following connection methods may not be applicable in all countries or regions.

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. Choosing a fax connection You can connect the printer with equipment such as a telephone, an answering machine, or a computer modem.

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. Learning about the printer 18 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. · The printer · A telephone cord · The printer · A telephone · Two telephone cords · · · · · The printer A telephone An answering machine Three telephone cords The printer A telephone A computer modem Three telephone cords · Use the fax line as a normal telephone line.



[You're reading an excerpt. Click here to read official LEXMARK](#)

[X560N user guide](#)

<http://yourpdfguides.com/dref/1261626>

· Send and receive faxes without using a computer. Receive both incoming voice messages and faxes.

Send faxes using the computer or the printer. 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, telephone, or other telecommunications equipment, use the telephone line adapter included in the box with the printer in some countries or regions. Note: If you have DSL, do not connect the printer using a splitter because the fax feature may not work correctly. 1 Connect the adapter to the telephone cord 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. Learning about the printer 19 2 Connect the telephone line of your chosen telecommunications equipment to the left outlet of the adapter. 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. FA X 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 FA X 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. Learning about the printer 20 FA X Country/region Saudi Arabia United Arab Emirates Egypt Bulgaria Czech Republic Belgium Australia South Africa Greece Israel Hungary Poland Romania Russia Slovenia Spain Turkey To connect a telephone, an answering machine, or other telecommunications equipment to the printer: 1 Remove the plug from the back of the printer. FA X Learning about the printer 21 2 Connect your telecommunications equipment directly to the EXT port FA X on 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. Country/region · Germany · Austria · Switzerland There is a plug installed in the EXT port printer. of the printer. This plug is necessary for the proper functioning of the FA X 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. Learning about the printer 22 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 FAX port of the printer. 3 Connect the other end of the telephone cord into an active 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. 1 Make sure you have the following: · A telephone · Two telephone cords · A telephone wall jack Learning about the printer 23 2 Connect one telephone cord to the FAX port of the printer, and then plug it into an active telephone wall jack. FA X 3 Remove the protective plug from the EXT port FA X of the printer. 4 Connect the other telephone cord to a telephone, and then plug it into the EXT port of the printer. FA X Learning about the printer 24 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.

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 FAX port of the printer, and then plug it into an active telephone wall jack. FA X 3 Remove the protective plug from the EXT port FA X of the printer. 4 Connect a second telephone cord from the telephone to the answering machine. Learning about the printer 25 5 Connect a third telephone cord from the answering machine to the EXT port of the printer. 1 FA X 2 3 FA X Connecting to a computer with a modem Connect the printer to a computer with a modem to send faxes from the software program. Note: Setup steps may vary depending on your country or region. 1 Make sure you have the following: · A telephone · A computer with a modem · Three telephone cords · A telephone wall jack 2 Connect a telephone cord into the FAX port of the printer, and then plug it into an active telephone wall jack. FA X Learning about the printer 26 3 Remove the protective plug from the EXT port FA X of the printer. 4 Connect a second telephone cord from the telephone to the computer modem. 5 Connect a third telephone cord from the computer modem to the EXT port FA X of the printer.

Setting the outgoing fax name and number 1 Make sure the printer is on and Select Function appears. 2 From the printer control panel, press System. 3 Press or repeatedly until Admin Menu appears, and then press OK. Learning about the printer 27 4 Press 5 Press or or repeatedly until Fax Settings appears, and then press OK. repeatedly until Your Fax Number appears, and then press OK. 6 Use the keypad to enter the fax number, and then press OK. 7 Press or repeatedly until Company Name appears, and then press OK. 8 Use the keypad to type the user name, and then press OK. 9 Press repeatedly until Select Function appears. Setting the country code 1 Make sure the printer is on and Select Function appears.

2 From the printer control panel, press System. 3 Press 4 Press 5 Press 6 Press 7 Press Notes: or or or or or repeatedly until Admin Menu appears, and then press OK. repeatedly until Fax Settings appears, and then press OK. repeatedly until Country appears, and then press OK. repeatedly to select the country or region, and then press OK.

repeatedly until Yes appears, and then press OK. The printer automatically restarts, and then Select Function appears. · After the country code is changed, the Fax and Address Book settings are cleared. · If your country or region is not listed in the Country menu, use the following table to determine which country or region to select: If you live in Algeria Austria Barbados Belarus Bulgaria Columbia Costa Rica Croatia Cyprus Ecuador Egypt El Salvador Estonia Select France France United States United States France United States United States France France United States France United States France Learning about the printer 28 If you live in Finland Greece Guam Guatemala Honduras Hungary Iceland Israel Jordan Kuwait Latvia Lebanon Liechtenstein Lithuania Malaysia Malta Morocco Nicaragua Nigeria Norway Oman Panama Paraguay Peru Portugal Puerto Rico Qatar Romania Saudi Arabia Serbia Montenegro Senegal Singapore Slovakia Select France France United States United States United States United States France France France France France France France France Brazil United States France United States France France France United States United States United States France United States France France France France France France United States France Learning about the printer 29 If you live in Slovenia Sri Lanka Trinidad and Tobago Tunisia United Arab Emirates Uruguay Venezuela Vietnam Virgin Islands Select France France United States France France United States United States France United States Setting the date You can set the date so that the correct date is printed on every fax you send.



[You're reading an excerpt. Click here to read official LEXMARK X560N user guide](http://yourpdfguides.com/dref/1261626)
<http://yourpdfguides.com/dref/1261626>

If there is a power failure, you may have to reset the date.

To set the date: 1 Make sure the printer is on and Select Function appears. 2 From the printer control panel, press System. @@repeatedly until System Settings appears, and then press OK. repeatedly until Clock Settings appears, and then press OK. repeatedly until Set Date appears, and then press OK. or to move to the next digit. After the date is entered, 7 Use the keypad to enter the date, and then press press OK. 8 Press repeatedly until Select Function appears. Setting the time You can set the time so that the correct time is printed on every fax you send. If there is a power failure, you may have to reset the time.

To set the time: 1 Make sure the printer is on and Select Function appears. 2 From the printer control panel, press System. @@repeatedly until System Settings appears, and then press OK. repeatedly until Clock Settings appears, and then press OK. repeatedly until Set Time appears, and then press OK. Learning about the printer 30 7 Use the keypad to enter the time, and then press press OK. or to move to the next digit. After the time is entered, 8 Press repeatedly until Select Function appears. Understanding the fax and scan software Understanding Address Book Editor Address Book Editor provides a convenient interface for modifying the address book entries stored in the printer. With it you can create: · Fax entries · E-mail entries · Server entries When you start the program, if the printer is connected by way of a USB cable, the Address Book Editor reads the printer address book. You can create, edit, and delete entries. After making changes, you can then save the updated address book to the printer or to your computer. Address Book Editor can be installed from the Software and Documentation CD. It is available for Windows and Macintosh. Understanding Express Scan Manager Express Scan Manager handles scan jobs sent from the printer to your computer by way of a USB cable.

When the scan is sent from the printer to the computer, Express Scan Manager automatically manages the scan job. Before scanning to your computer, you should start Express Scan Manager and configure the scan settings. You can specify settings for image type, resolution, paper size, and output destination. Express Scan Manager can be installed from the Software and Documentation CD. Learning about the printer 31 Installing options Installing a 550-sheet drawer The printer supports one optional drawer which allows an additional 550 sheets of paper to be loaded.

CAUTION--SHOCK HAZARD: If you are installing a 550-sheet drawer after setting up the printer, turn the printer off, and unplug the power cord before continuing. 1 Unpack the 550-sheet drawer, and remove any packing material. 2 Install the stabilizer feet to the bottom corners of the drawer housing. Each foot is keyed to fit a specific corner. 3 Place the drawer in the location chosen for the printer. 4 Align the printer with the 550-sheet drawer, and lower the printer into place. Installing options 32 Securing the 550-sheet drawer to the printer 1 Grasp the handle, and pull the standard tray (Tray 2) out. Remove the tray completely. 2 Attach and tighten the two screws provided with the feeder with a coin or similar object. Installing options 33 3 Align the tray, and insert it.

Installing options 34 Installing a multi-protocol network card The system board has one connection for an optional multi-protocol network card. CAUTION--SHOCK HAZARD: If installing a network card after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing. Warning--Potential Damage: System board electrical components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors. 1 Access the system board. 2 Unpack the network card. Note: Avoid touching the connection points along the edge of the card. 3 Holding the network card by its sides, align the connector on the card with the connector on the system board. Installing options 35 4 Push the card firmly into place. Notes: · The entire length of the connector on the network card must touch and be flush against the system board.

· Be careful not to damage the connectors. 5 Attach the screws to hold the network card in place. Installing options 36 6 Close the system board cover. Installing a memory card CAUTION--SHOCK HAZARD: If you are installing a memory card after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing. Warning--Potential Damage: System board electrical components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors. Installing options 37 An optional memory card can be purchased separately and attached to the system board. To install the memory card: 1 Access the system board. 2 Unpack the memory card. Note:

Avoid touching the connection points along the edge of the card.

3 Align the notch on the memory card with the ridge on the connector. Installing options 38 4 Insert the memory card into the slot. 5 Push the memory card back until it snaps into place. Installing options 39 6 Close the system board cover. Attaching cables Connect the printer to the computer using a USB cable or an Ethernet cable. · A USB port requires a USB cable. Be sure to match the USB symbol on the cable with the USB symbol on the printer. · Connect the Ethernet cable to the Ethernet port shown. Installing options 40 1 2 3 1 2 3 Ethernet port USB symbol USB port Installing options 41 Loading paper and specialty media This section shows how to load the multipurpose feeder (Tray 1), the 250-sheet tray (Tray 2), and the optional 550sheet tray (Tray 3). Loading Tray 1 (MPT) In addition to plain paper, Tray 1 (MPT) can use various other sizes and types of paper or specialty media, such as envelopes and transparencies.

Notes: · Make sure Tray 2 is completely installed before opening Tray 1 (MPT). · Load up to 150 sheets or a stack of paper that weighs 60216 g/m2 and is less than 15 mm (.59 in.) high. The minimum paper size supported is 76.2 x 127 mm (3 x 5 in.). · Tray 1 (MPT) supports paper or specialty media within the following dimensions: 76.2 x 127 mm 220.0 x 355.

6 mm (3 x 5 in..8.66 x 14 in.).

· For duplex printing, you can load paper that is 64163 g/m2. · Do not load different types of paper at the same time. · Do not remove or add paper to Tray 1 (MPT) when printing, or if there is any paper still in the tray. Doing so may cause a paper jam. · Do not put any objects other than paper in Tray 1 (MPT). · Always load paper short edge first.



[You're reading an excerpt. Click here to read official LEXMARK X560N user guide](http://yourpdfguides.com/dref/1261626)

<http://yourpdfguides.com/dref/1261626>

To load paper in Tray 1 (MPT): 1 Gently pull open the Tray 1 (MPT) cover. Loading paper and specialty media 42 2 Slide the width guides to the edges of the tray. The width guides should be fully extended. 3 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface. 4 Insert all paper or specialty media facedown and top edge first into Tray 1 (MPT). Loading paper and specialty media 43 5 Slide the width guides until they rest lightly against the edges of the paper stack. Loading Tray 2 and Tray 3 The printer has two trays to select from: the standard tray (Tray 2), also known as the 250-sheet tray, and the optional 550-sheet tray (Tray 3), which is part of the 550-sheet drawer and fits into the support unit.

Proper paper loading prevents jams and facilitates trouble-free printing. Load the standard tray or optional tray in the same way. 1 Grasp the handle, and pull the tray out. Remove the tray completely. Note: Do not remove trays while a job prints. Doing so may cause a jam. Loading paper and specialty media 44 2 Squeeze the length guide tab as shown. Slide the guide to the correct position for the paper size being loaded. 3 Squeeze the width guide tabs together as shown, and slide the width guide to the correct position for the paper size being loaded. Note: Notice the load line label on the side of the tray which indicates the maximum stack height for your paper.

4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface. Loading paper and specialty media 45 5 Load the paper stack with the recommended print side faceup. Load the stack toward the back of the tray as shown.

When loading preprinted letterhead, place the header toward the front of the tray. 6 Align the tray, and insert it. Setting the Paper Type 1 Make sure the printer is on and Select Function appears. 2 From the printer control panel, press System. 3 Press 4 Press 5 Press 6 Press 7 Press or or or repeatedly until Tray Settings appears, and then press OK.

repeatedly until the desired tray appears, and then press OK. repeatedly until Paper Type appears, and then press OK. repeatedly to select the desired paper type, and then press OK. repeatedly until Select Function appears. Linking trays Tray linking enables the automatic linking feature for trays when the same size and type of paper is loaded in multiple sources. By linking trays, you can create a larger capacity for output. When Tray 2 is empty, paper automatically feeds from Tray 3 to finish printing. Loading paper and specialty media 46 To set up tray linking: · Load both Tray 2 and Tray 3 with the same paper size and type. · From Print Properties, change the Paper source to Auto select. · Set Tray Switching to Nearest Size: 1 From the printer control panel, press System.

2 Press or repeatedly until Admin Menu appears, and then press OK. 3 Press 4 Press 5 Press 6 Press or or or repeatedly until System Settings appears, and then press OK. repeatedly until Tray Switching appears, and then press OK. repeatedly until Nearest Size appears, and then press OK. repeatedly until Select Function appears. Loading paper and specialty media 47 Paper and specialty media guide Paper guidelines When printing on specialty media, use the printer control panel to set the correct Paper Type. Paper characteristics The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock. Weight The printer can automatically feed paper weights from 60 to 176 g/m² (16 to 47 lb bond) grain long.

Paper lighter than 60 g/m² (16 lb) might not be stiff enough to feed properly, causing jams.

For best performance, use 90 g/m² (24 lb bond) grain long paper. For paper smaller than 182 x 257 mm (7.2 x 10.1 in.), we recommend 90 g/m² or heavier paper.

Curl Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems. Smoothness Paper smoothness directly affects print quality.

If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. Always use paper between 100 and 300 Sheffield points; however, smoothness between 150 and 200 Sheffield points produces the best print quality. Moisture content The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance. Condition paper before printing by storing it in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period. Grain direction Grain refers to the alignment of the paper fibers in a sheet of paper.

Grain is either grain long, running the length of the paper, or grain short, running the width of the paper. For 60 to 90 g/m² (16 to 24 lb bond) paper, use grain long fibers. Paper and specialty media guide 48 Fiber content Most high-quality xerographic paper is made from 100% chemically treated pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton possesses characteristics that can negatively affect paper handling. Unacceptable paper The following paper types are not recommended for use with the printer: · Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper · Preprinted papers with chemicals that may contaminate the printer · Preprinted papers that can be affected by the temperature in the printer fuser · Preprinted papers that require a registration (the precise print location on the page) greater than ±2.3 mm (±0.9 in.), such as optical character recognition (OCR) forms In some cases, registration can be adjusted with a software application to successfully print on these forms. · · · · Coated papers (erasable bond), synthetic papers, thermal papers Rough-edged, rough or heavily textured surface papers, or curled papers Recycled papers that fail EN12281:2002 (European) Paper weighing less than 60 g/m² (16 lb) Multiple-part forms or documents Selecting paper Using appropriate paper prevents jams and helps ensure trouble-free printing.



[You're reading an excerpt. Click here to read official LEXMARK](http://yourpdfguides.com/dref/1261626)

[X560N user guide](http://yourpdfguides.com/dref/1261626)

<http://yourpdfguides.com/dref/1261626>

To help avoid jams and poor print quality: · Always use new, undamaged paper. · Before loading paper, know the recommended print side of the paper. This information is usually indicated on the paper package. · Do not use paper that has been cut or trimmed by hand. · Do not mix paper sizes, types, or weights in the same source; mixing results in jams.

· Do not use coated papers unless they are specifically designed for electrophotographic printing. Selecting preprinted forms and letterhead Use these guidelines when selecting preprinted forms and letterhead: · Use grain long for 60 to 176 g/m² weight paper. · Use only forms and letterhead printed using an offset lithographic or engraved printing process. · Avoid papers with rough or heavily textured surfaces. Use papers printed with heat-resistant inks designed for use in xerographic copiers.

The ink must be able to withstand temperatures up to 230°C (446°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not. When in doubt, contact the paper supplier. Preprinted papers such as letterhead must be able to withstand temperatures up to 180°C (381.6°F) without melting or releasing hazardous emissions. Paper and specialty media guide 49 Using recycled paper As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser (electrophotographic) printers. In 1998, Lexmark presented to the US government a study demonstrating that recycled paper produced by major mills in the US fed as well as non-recycled paper. However, no blanket statement can be made that all recycled paper will feed well. Lexmark consistently tests its printers with recycled paper (20100% post-consumer waste) and a variety of test paper from around the world, using chamber tests for different temperature and humidity conditions.

Lexmark has found no reason to discourage the use of today's recycled office papers, but generally the following property guidelines apply to recycled paper.

· · · Low moisture content (45%) Suitable smoothness (100200 Sheffield units) Suitable sheet-to-sheet coefficient of friction (0.40.6) Sufficient bending resistance in the direction of feed Recycled paper, paper of lower weight (<60 gm²/16 lb bond) and/or lower caliper (<3.8 mils/0.1 mm), and paper that is cut grain-short for portrait (or short-edge) fed printers may have lower bending resistance than is required for reliable paper feeding. Before using these types of paper for laser (electrophotographic) printing, consult your paper supplier. Remember that these are general guidelines only and that paper meeting these guidelines may still cause paper feeding problems. Using letterhead Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser printers. Page orientation is important when printing on letterhead.

Use the following table for help when loading letterhead: Paper source Tray 1 (250-sheet tray) and Tray 2 (Optional 550-sheet tray) Multipurpose Feeder Print side Letterhead faceup Top of page Letterhead goes toward the front of the tray Letterhead facedown Letterhead goes toward the front of the tray Using transparencies Print samples on the transparencies being considered for use before buying large quantities. When printing on transparencies: · From Print Properties or the printer control panel, set the Paper Type to Transparency. Warning--Potential Damage: Not setting the Paper Type to Transparency could damage the printer. · Feed transparencies from the multipurpose feeder. · Use transparencies designed specifically for laser printers.

Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 180°C (356°F) without melting, discoloring, offsetting, or releasing hazardous emissions. · Use transparencies that are 0.120.14 mm (4.85. 4 mil) in thickness or 161179 g/m² in weight. Print quality and durability depend on the transparencies used. Paper and specialty media guide 50 · To prevent print quality problems, avoid getting fingerprints on the transparencies. · Before loading transparencies, fan the stack to prevent sheets from sticking together. · We recommend Lexmark part number 12A8240 for letter-size and Lexmark part number 12A8241 for A4-size transparencies. Using envelopes Print samples on the envelopes being considered for use before buying large quantities. When printing on envelopes: · From Print Properties or the printer control panel, set the Paper Size and Paper Type. · Use envelopes designed specifically for laser printers. Check with the manufacturer or vendor to ensure the envelopes can withstand temperatures up to 180°C (356°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions. · For the best performance, use envelopes made from 90 g/m² (24 lb bond) paper.

Use up to 105 g/m² (28 lb bond) weight for envelopes as long as the cotton content is 25% or less. All-cotton envelopes must not exceed 90 g/m² (24 lb bond) weight. · Use only new envelopes. · If wrinkling or smeared print occurs, use the Print Properties to rotate the orientation of the envelope by 180 degrees, and then try printing again. · To optimize performance and minimize jams, do not use envelopes that: Have excessive curl or twist Are stuck together or damaged in any way Have windows, holes, perforations, cutouts, or embossing Have metal clasps, string ties, or folding bars Have an interlocking design Have postage stamps attached Have any exposed adhesive when the flap is in the sealed or closed position Have bent corners Have rough, cockle, or laid finishes · Adjust the width guide to fit the width of the envelopes. · Load only one size of envelope at a time. Envelopes may only be loaded in the multipurpose feeder. Load them with the flap up and to the left of the multipurpose feeder. Paper and specialty media guide 51 · Use only envelopes with a flap that covers the area where the seams come together. For more information, see the following illustrations: 1 2 1 2 Envelope flap covering seams (supported) Exposed seams (unsupported) Note: A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes.

Using labels Print samples on the labels being considered for use before buying large quantities. For detailed information on label printing, characteristics, and design, see the Card Stock & Label Guide available on the Lexmark Web site at www.



[You're reading an excerpt. Click here to read official LEXMARK](http://yourpdfguides.com/dref/1261626)

[X560N user guide](http://yourpdfguides.com/dref/1261626)

<http://yourpdfguides.com/dref/1261626>

lexmark.com/publications. When printing on labels: · From Print Properties or the printer control panel, set the Paper type to Labels.

· Do not load labels together with paper or transparencies in the same source; mixing media can cause feeding problems. · Use only letter-, A4-, and legal-size label sheets. · Use labels designed specifically for laser printers, except vinyl labels. Check with the manufacturer or vendor to verify that label adhesives, face sheet (printable stock), and topcoats can withstand temperatures up to 180°C (356°F) and pressure up to 30 psi without delaminating, oozing around the edges, or releasing hazardous fumes. Do not use vinyl labels.

· Do not use labels with slick backing material. Paper and specialty media guide 52 · Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and cartridge warranties. · Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label. · Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.04 in.

) away from edges is recommended. Adhesive material contaminates the printer and could void the warranty. · If zone coating of the adhesive is not possible, remove a 3 mm (0.125 in.) strip on the leading and driver edge, and use a non-oozing adhesive. · Portrait orientation works best, especially when printing bar codes. · Do not use labels with exposed adhesive. Using card stock Card stock is heavy, single-ply print media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities.

When printing on card stock: · From Print Properties or the printer control panel, set the Paper Type to Thin Card Stock or Thick Card Stock. Note: Use Thick Card Stock for card stock weighing more than 164 g/m². · Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems. · Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 180°C (356°F) without releasing hazardous emissions. · Do not use preprinted card stock manufactured with chemicals that may contaminate the printer.

Preprinting introduces semi-liquid and volatile components into the printer. · Use grain long card stock when possible. · For best results, use Tray 1 (MPT) or Tray 2 when using card stock or glossy paper. Storing paper Use these paper storage guidelines to help avoid jams and uneven print quality: · For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40%. Most label manufacturers recommend printing in a temperature range of 18 to 24°C (65 to 75°F) with relative humidity between 40 and 60%.

· Store paper in cartons when possible, on a pallet or shelf, rather than on the floor. · Store individual packages on a flat surface. · Do not store anything on top of individual paper packages. Paper and specialty media guide 53 Supported paper sizes, types, and weights The following tables provide information on standard and optional paper sources and the types of paper they support. Note: For an unlisted paper size, select the closest larger listed size. For information on card stock and labels, see the Card Stock & Label Guide Supported paper sizes Paper size A4 A51 JIS B5 Letter Legal Executive Folio Statement1 Universal2 Dimensions 210 x 297 mm (8.27 x 11.7 in.) 148 x 210 mm (5.83 x 8.

27 in.) 182 x 257 mm (7.17 x 10.1 in.) 215.9 x 279.4 mm (8.5 x 11 in.) 215.9 x 355.

6 mm (8.5 x 14 in.) 184.2 x 266.7 mm (7.

25 x 10.5 in.) 216 x 330 mm (8.5 x 13 in.) 139.

7 x 215.9 mm (5.5 x 8.5 in.) 250-sheet tray: 140 x 98.4 mm to 297 x 432 mm (5.5 x 3.9 in. to 11.7 x 17 in.

) 2 Multipurpose feeder: 105 x 148 mm to 305 x 482 mm (4.1 x 5.8 in. to 12 x 19 in.) 3 Multipurpose Standard 250-sheet Optional 550-sheet feeder (Tray 1 MPT) tray (Tray 2) tray (Tray 3) 7 3/4 Envelope (Monarch) 1 98.4 x 190.5 mm (3.875 x 7.5 in.) X X Recommended for occasional use only.

2 This size setting formats the page or envelope for 215.9 x 355.6 mm (8.5 x 14 in.) for the 250-sheet tray, unless the size is specified by the software program.

3 Measurements apply to simplex (one-sided) printing only. Paper and specialty media guide 54 Paper size Com 10 Envelope DL Envelope C5 Envelope B5 Envelope Other Envelope2 Dimensions 104.8 x 241.3 mm (4.12 x 9.

5 in.) 110 x 220 mm (4.33 x 8.66 in.) 162 x 229 mm (6.38 x 9.01 in.) 176 x 250 mm (6.93 x 9.84 in.

) 89 x 98.4 mm to 297 x 431.8 mm (3.5 x 3.8 in. to 11.7 x 17 in.) Multipurpose Standard 250-sheet Optional 550-sheet feeder (Tray 1 MPT) tray (Tray 2) tray (Tray 3) X X X X X X X X X X 1 Recommended for occasional use only. 2 This size setting formats the page or envelope for 215.9 x 355.

6 mm (8.5 x 14 in.) for the 250-sheet tray, unless the size is specified by the software program. 3 Measurements apply to simplex (one-sided) printing only.

Supported paper types Paper type Paper Card stock Transparencies Paper labels* Envelopes * Vinyl labels are not supported.

X X X X Multipurpose feeder (Tray 1 MPT) Standard 250-sheet tray Optional 550-sheet tray (Tray 2) (Tray 3) Paper and specialty media guide 55 Supported paper weights Paper type Plain (xerographic or business) paper Card stock--maximum (grain long)1 Multipurpose feeder (Tray 1 MPT) 60 to 90 g/m² grain long (16 to 24 lb bond) Index Bristol--163 g/m² (90 lb) Tag--163 g/m² (100 lb) Cover--176 g/m² (65 lb) Card stock--maximum (grain short)2 Index

Bristol--199 g/m² (110 lb) Tag--203 g/m² (125 lb) Cover--216 g/m² (80 lb) Transparencies Standard 250-sheet tray (Tray 2) Optional 550-sheet tray (Tray 3) 60 to 90 g/m² grain long (16 60 to 90 g/m² grain long to 24 lb bond) (16 to 24 lb bond) Index Bristol--163 g/m² (90 lb) Tag--163 g/m² (100 lb) Cover--176

g/m² (65 lb) Index Bristol--199 g/m² (110 lb) Tag--203 g/m² (125 lb) Cover--216 g/m² (80 lb) Index Bristol--163 g/m² (90 lb) Tag--163 g/m² (100 lb) Cover--176 g/m² (65 lb) Index Bristol--199 g/m² (110 lb) Tag--203 g/m² (125 lb) Cover--216 g/m² (80 lb) X 180 g/m² (48 lb bond) X 138146 g/m² (37 to 39

lb 138146 g/m² (37 to 39 lb bond) bond) 180 g/m² (48 lb bond) X Paper Labels--maximum2, 180 g/m² (48 lb bond) 3 Envelopes4 1 75 to 90 g/m² (20 to 24 lb bond)5, 6 For 60 to 135 g/m² paper, we recommend grain long fibers. For papers heavier than 135 g/m², we recommend grain short. 2 3 4 5 6 The pressure

sensitive area must enter the printer first. Vinyl labels are not supported.



[You're reading an excerpt. Click here to read official LEXMARK](#)

[X560N user guide](#)

<http://yourpdfguides.com/dref/1261626>

Use sulfite, wood-free, or up to 100% cotton envelopes.

Maximum weight for 100% cotton envelopes is 90 g/m2. 105 g/m2 (28 lb bond) envelopes must not exceed 25% cotton content. Paper capacities Paper type
Paper Card stock Labels Multipurpose feeder (Tray 1 MPT) 150 sheets 15 mm (0.59 in.) or less in height 15 mm (0.59 in.) or less in height Standard
250-sheet letter-size tray (Tray 2) 250 sheets* 27.6 mm (1.09 in.) or less in height 27.

6 mm (1.09 in.) or less in height 27.6 mm (1.09 in.) or less in height Optional 550-sheet tray (Tray 3) 550 sheets* 59.4 mm (2.34 in.) or less in height 59.4 mm
(2.

34 in.) or less in height X Transparencies 15 mm (0.59 in.) or less in height * Based on 75 g/m Paper and specialty media guide 56 Paper type Envelopes
Multipurpose feeder (Tray 1 MPT) 15 mm (0.59 in.

) or less in height Standard 250-sheet letter-size tray (Tray 2) X Optional 550-sheet tray (Tray 3) X * Based on 75 g/m Paper and specialty media guide 57
Printing This chapter covers printing, printer reports, and job cancellation. The Selection and handling of paper and specialty media can affect how reliably
documents print. Installing printer software A printer driver is software that lets the computer communicate with the printer. The printer software is typically
installed during the initial printer setup. For more information, see the Setup sheet or Setup Guide that came with the printer, or click Install printer and
software on the Software and User's Guide CD.

When Print is chosen from a program, a dialog representing the printer driver opens. Click Properties, Preferences, Options, or Setup from the initial Print
dialog to open Print Properties and see all of the available printer settings that may be changed. If a feature in Print Properties is unfamiliar, open the online
Help for more information. Note: Print settings selected from the driver override the default settings selected from the printer control panel. Printing a
document from Windows 1 With a document open, click File 3 Adjust the settings. 4 Click OK. 5 Click OK or Print. Print. 2 Click Properties, Preferences,
Options, or Setup. Printing a document from a Macintosh computer 1 With a document open, choose File 3 Click OK or Print.

Print. 2 From the Copies & Pages or General pop-up menu, adjust the settings. Printing the configuration page The configuration page lists information
about the printer such as supply levels, printer hardware information, and network information. 1 Make sure the printer is on and Select Function appears. 2
From the printer control panel, press System. 3 Press 4 Press or or repeatedly until Information Pages appears, and then press OK. repeatedly until
Configuration appears, and then press OK. After the configuration page prints, Select Function appears. Printing 58 Printing the demo page Print the demo
page to isolate print quality problems. 1 Make sure the printer is on and Select Function appears.

2 From the printer control panel, press System. 3 Press 4 Press or or repeatedly until Information Pages appears, and then press OK. repeatedly until Demo
Page appears, and then press OK. After the demo page prints, Select Function appears. Using Secure printing Understanding Secure Print Secure Print is a
feature that lets you assign a password to a print job from the computer, send it to the printer for temporary storage, and start printing the data from the
printer control panel.

You can also store the print data in the printer without attaching a password. By storing frequently used data in the printer, you can print the data from the
printer without sending the data from the computer repeatedly. Note: You can select whether to delete secure print data after printing. The secure print jobs
stored in the printer memory are erased when the printer is turned off. Printing Secure Print jobs from the printer control panel To print data stored in the
printer by Secure Print: 1 Make sure the printer is on and Select Function appears.

2 From the printer control panel, press Job Status. 3 Press 4 Press 5 Press or or or repeatedly until Walk-Up Features appears, and then press OK.
repeatedly until Secure Print appears, and then press OK. repeatedly to select your user name, and then press OK. 6 Using the keypad, enter the password,
and then press OK. 7 Select the name of the job that you want to print, and then press OK. 8 Press Notes: or repeatedly to select either Print and Delete or
Print and Save, and then press OK. · The displayed user ID (up to 8 characters) is the User ID specified in the Secure Print dialog box of the Paper/Output
tab of Print Properties. · For the password, enter the Password set in the Secure Print dialog box of the Paper/Output tab of Print Properties. If Password is
not configured, there will be no setting on the printer control panel.

· The document name displayed (up to 12 characters) is the Document Name specified in the Secure Print dialog of the Basic tab of Print Properties. Printing
59 Using Proof printing Understanding Proof Print Proof Print is a feature that lets you store the print data of multiple copies in the memory, print out only
the first set to check the print result, and, if satisfactory, print the remaining copies from the printer control panel. Note: You can select whether to delete
proof print data after printing. The proof print jobs stored in the printer memory are erased when the printer is turned off. Printing Proof Print jobs from the
printer control panel To print data stored in the printer by Proof Print: 1 Make sure the printer is on and Select Function appears. 2 From the printer control
panel, press Job Status. 3 Press 4 Press 5 Press 6 Press 7 Press Notes: or or or or repeatedly until Walk-Up Features appears, and then press OK.
repeatedly until Proof Print appears, and then press OK. repeatedly to select your user name, and then press OK. repeatedly to select either Print and Delete
or Print and Save, and then press OK.

repeatedly to select the desired number of copies, and then press OK. · The displayed user ID (up to 8 characters) is the User ID specified in the Proof Print
dialog box of the Paper/Output tab of Print Properties. · The document name displayed (up to 12 characters) is the Document Name specified in the Proof
Print dialog box of the Basic tab of Print Properties. Canceling a print job There are several methods for canceling a print job. The following sections explain
how to cancel a print job from the printer control panel, or from a computer depending on the operating system.

Canceling a print job from the printer control panel To cancel a print job, press Stop at any time. Note: If the print job continues to print, part of the job may
have already been transmitted to the printer buffer before the stop command was sent. Canceling appears on the display, and the remaining buffered pages
are printed before the job is canceled.



[You're reading an excerpt. Click here to read official LEXMARK](http://yourpdfguides.com/dref/1261626)

[X560N user guide](http://yourpdfguides.com/dref/1261626)

<http://yourpdfguides.com/dref/1261626>

Printing 60 Canceling a print job from the Windows taskbar When you send a job to print, a small printer icon appears in the right corner of the taskbar. 1 Double-click the printer icon.

A list of print jobs appears in the printer window. 2 Select a job to cancel. 3 From the keyboard, press Delete. Canceling a print job from the Windows desktop 1 Minimize all programs to reveal the desktop. 2 Double-click the My Computer icon. 3 Double-click the Printers icon. 4 Double-click the printer icon. 5 Select the job to cancel. 6 From the keyboard, press Delete. Canceling a print job from Mac OS X 1 Choose Applications Utilities, and then double-click Print Center or Printer Setup Utility.

2 Double-click the printer you are printing to. 3 From the printer window, select the job to cancel. 4 From the icon bar at the top of the window, click the Delete icon. Printing 61 Copying Automatic Document Feeder (ADF) Scanner glass Use the Automatic Document Feeder (ADF) for multiple-page A4-, letter-, or legal-size documents. Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). Making a copy 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 2 If you are loading a document into the ADF, adjust the paper guides. 3 From the printer control panel, press Copy. 4 Use the keypad to enter the number of copies. 5 To change the color mode, press Color Mode until the light comes on next to the selection you want. Choose between B&W (black and white) and Color. 6 Adjust the copy options. 7 Press Start Notes: to begin copying.

To cancel the copy function, press Stop at any time. Print jobs are interrupted when users make copies. Printing continues while the printer scans the originals. When the copies are ready to print, the print job pauses, the copies print, and then the print job resumes. Copies cannot be made while printing a received fax.

Copying 62 Customizing copy settings Press or to access copy options while in copy mode. Selecting a paper tray for copies To select a paper tray other than the currently selected tray: 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 2 If you are loading a document into the ADF, adjust the paper guides. 3 From the printer control panel, press Copy. 4 Use the keypad to enter the number of copies. 5 To change the color mode, press Color Mode until the light comes on next to the selection you want. Choose between B&W (black and white) and Color. 6 Press 7 Press or repeatedly until Paper Supply appears, and then press OK.

repeatedly to select Tray 1 (MPT), Tray 2, or Tray 3, and then press OK. Note: Tray 3 is optional and may not be available. 8 Press Start to begin copying. Collating copies If you print multiple copies of a document, you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated). Collated Not collated 12 31 23 11 22 33 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 2 If you are loading a document into the ADF, adjust the paper guides. 3 From the printer control panel, press Copy. 4 Use the keypad to enter the number of copies.

5 To change the color mode, press Color Mode until the light comes on next to the selection you want. Choose between B&W (black and white) and Color. 6 Press 7 Press or repeatedly until Collated appears, and then press OK. repeatedly until On appears, and then press OK. to begin copying.

Copying 8 Press Start 63 Reducing or enlarging copies To change the default size ratio for copies: 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 2 If you are loading a document into the ADF, adjust the paper guides. 3 From the printer control panel, press Copy.

4 Use the keypad to enter the number of copies. 5 To change the color mode, press Color Mode until the light comes on next to the selection you want. Choose between B&W (black and white) and Color. 6 Press 7 Press or repeatedly until Reduce/Enlarge appears, and then press OK. or repeatedly until the size ratio you want appears, or press or repeatedly to manually select the size you want. You can reduce the image to 25% of its original size, or enlarge it to 400% of its original size. to begin copying. 8 Press Start Selecting the type of document being copied The scanner optimizes the appearance of the printed output based on the contents of the original document. The following document types are available: Text--Used for black-and-white or colored text Mixed--Used when the original documents are a mixture of text and graphics or photos, such as magazines or newspapers Photo--Used for photo prints 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF.

Place these items on the scanner glass. 2 If you are loading a document into the ADF, adjust the paper guides. 3 From the printer control panel, press Copy. 4 Use the keypad to enter the number of copies. 5 To change the color mode, press Color Mode until the light comes on next to the selection you want. Choose between B&W (black and white) and Color. 6 Press 7 Press or repeatedly until Document Type appears, and then press OK. repeatedly until the document type you want appears, and then press OK. to begin copying. 8 Press Start Copying 64 Adjusting copy quality Choose between Enhanced (best quality) or Standard (fastest speed).

To change the quality setting: 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 2 If you are loading a document into the ADF, adjust the paper guides. 3 From the printer control panel, press Copy.



[You're reading an excerpt. Click here to read official LEXMARK](http://yourpdfguides.com/dref/1261626)

[X560N user guide](http://yourpdfguides.com/dref/1261626)

<http://yourpdfguides.com/dref/1261626>