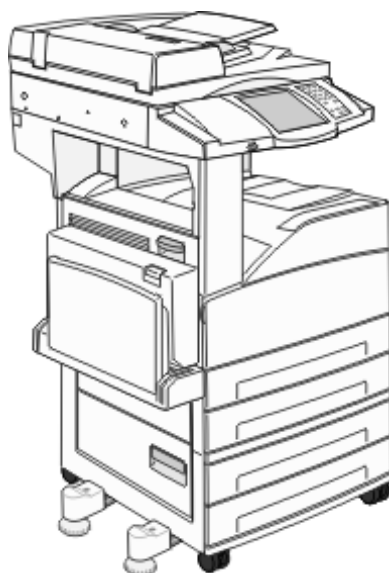




# **X850e, X852e, X854e**

---

## **User's Guide**



**January 2006**

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

Lexmark and Lexmark with diamond design are trademarks of Lexmark International, Inc., registered in the United States and/or other countries.

© 2006 Lexmark International, Inc.

All rights reserved.

740 West New Circle Road  
Lexington, Kentucky 40550

## **Edition: January 2006**

**The following paragraph does not apply to any country where such provisions are inconsistent with local law:** LEXMARK INTERNATIONAL, INC., PROVIDES THIS PUBLICATION "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Some states do not allow disclaimer of express or implied warranties in certain transactions; therefore, this statement may not apply to you.

This publication could include technical inaccuracies or typographical errors. Changes are periodically made to the information herein; these changes will be incorporated in later editions. Improvements or changes in the products or the programs described may be made at any time.

Comments about this publication may be addressed to Lexmark International, Inc., Department F95/032-2, 740 West New Circle Road, Lexington, Kentucky 40550, U.S.A. In the United Kingdom and Eire, send to Lexmark International Ltd., Marketing and Services Department, Westhorpe House, Westhorpe, Marlow Bucks SL7 3RQ. Lexmark may use or distribute any of the information you supply in any way it believes appropriate without incurring any obligation to you. You can purchase additional copies of publications related to this product by calling 1-800-553-9727. In the United Kingdom and Eire, call +44 (0)8704 440 044. In other countries, contact your point of purchase.

References in this publication to products, programs, or services do not imply that the manufacturer intends to make these available in all countries in which it operates. Any reference to a product, program, or service is not intended to state or imply that only that product, program, or service may be used. Any functionally equivalent product, program, or service that does not infringe any existing intellectual property right may be used instead. Evaluation and verification of operation in conjunction with other products, programs, or services, except those expressly designated by the manufacturer, are the user's responsibility.

It may be illegal to copy certain materials without permission or license, including documents, images, and currency. If you are not sure whether you have permission, seek legal advice.

### **UNITED STATES GOVERNMENT RIGHTS**

This software and any accompanying documentation provided under this agreement are commercial computer software and documentation developed exclusively at private expense.

## **Trademarks**

Lexmark, Lexmark with diamond design, and MarkVision are trademarks of Lexmark International, Inc., registered in the United States and/or other countries.

Drag'N'Print, Scanback, MarkNet, and PrintCryption are trademarks of Lexmark International, Inc.

PCL® is a registered trademark of the Hewlett-Packard Company. PCL is Hewlett-Packard Company's designation of a set of printer commands (language) and functions included in its printer products. This printer is intended to be compatible with the PCL language. This means the printer recognizes PCL commands used in various application programs, and the printer emulates the functions corresponding to the commands.

PostScript® is a registered trademark of Adobe Systems Incorporated. PostScript 3 is Adobe Systems' designation of a set of printer commands (language) and functions included in its software products. This printer is intended to be compatible with the PostScript 3 language. This means the printer recognizes PostScript 3 commands used in various application programs, and the printer emulates the functions corresponding to the commands.

Details relating to compatibility are included in the *Technical Reference*.

Other trademarks are the property of their respective owners.

## Safety information



**CAUTION:** Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.



**CAUTION: I:** 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 cord or telephone, during a lightning storm.



**CAUTION:** Refer service or repairs, other than those described in the operating instructions, to a professional service person.



**CAUTION:** 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:** Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.



**CAUTION:** Your product uses a laser. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.



**CAUTION:** Your 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.



**CAUTION:** Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to a public switched telephone network.

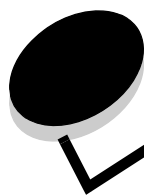
## Mercury statement

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](http://www.eiae.org).

## Static sensitivity notice



**Warning:** This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the MFP.



# Contents

---

<b>Chapter 1: Learning about the MFP .....</b>	<b>8</b>
Identifying the MFP .....	8
Using the scanner .....	8
Configured models .....	9
Understanding the MFP control panel .....	10
Using the LCD touch-screen buttons .....	16
Menus .....	22
 <b>Chapter 2: Copying .....</b>	 <b>23</b>
Quick copy .....	23
Multiple page copying .....	23
Using the flatbed .....	24
Copy screens and options .....	24
Copying from one size to another .....	25
Making transparencies .....	26
Copying to letterhead .....	26
Copying photographs .....	26
Making copies using media from a selected tray .....	27
Copying mixed-sized media .....	27
Setting the duplex option .....	27
Reducing and enlarging copies .....	28
Adjusting copy quality .....	28
Setting collation options .....	28
Placing separator sheets between copies .....	29
Setting paper saving options .....	29
Placing the date and time at the top of each page .....	29
Placing an overlay message on each page .....	30
Creating a custom job (job build) .....	30
Canceling a copy job .....	31
Copy tips .....	31
 <b>Chapter 3: E-mail .....</b>	 <b>32</b>
Entering an e-mail address .....	32
Using a shortcut number .....	32
Using the address book .....	33
E-mailing to a profile .....	33
Adding e-mail subject and message information .....	33
Changing the output file type .....	34
E-mailing color documents .....	34

# Contents

---

Creating an e-mail shortcut .....	34
Creating an e-mail profile .....	35
Canceling an e-mail .....	35
E-mail options .....	35
E-mail server setup .....	37
Address book setup .....	37
<b>Chapter 4: Faxing .....</b>	<b>38</b>
Sending a fax .....	38
Using fax destination shortcuts .....	39
Using the address book .....	39
Sending faxes from a computer .....	39
Creating shortcuts .....	40
Fax options .....	41
Changing the fax resolution .....	42
Adjusting the Darkness setting .....	42
Sending a fax at a later time .....	42
Canceling an outgoing fax .....	43
Fax tips .....	43
Fax setup .....	44
<b>Chapter 5: FTP .....</b>	<b>46</b>
Entering the FTP address .....	46
Using a shortcut number .....	46
Using the address book .....	46
Creating shortcuts .....	47
FTP options .....	48
FTP tips .....	49
<b>Chapter 6: Scanning to a PC or USB flash memory device .....</b>	<b>50</b>
Create a scan to PC profile .....	50
Understanding scan to PC options .....	51
Scanning to a USB flash memory device .....	52
Scanning tips .....	52
<b>Chapter 7: Printing .....</b>	<b>53</b>
Sending a job to print .....	53
Printing from a USB flash memory device .....	53
Canceling a print job .....	55
Printing the menu settings page .....	56
Printing a network setup page .....	56
Printing a font sample list .....	56
Printing a directory list .....	57
Printing confidential and held jobs .....	57
Printing on specialty media .....	60

## Contents

---

Loading standard or optional 500-sheet trays .....	61
Setting the Paper Type and Paper Size .....	64
Loading the multipurpose feeder .....	65
Loading the 2000-sheet dual input trays .....	68
Loading the 2000-sheet high capacity feeder .....	69
Loading Letter or A4 size print media in the short-edge feed orientation .....	71
Linking trays .....	72
Identifying and linking output bins .....	73
<b>Chapter 8: Understanding paper and specialty media guidelines .....</b>	<b>74</b>
Supported print media .....	74
Selecting print media .....	81
Storing print media .....	86
Avoiding jams .....	86
<b>Chapter 9: Installing options .....</b>	<b>88</b>
Accessing the MFP system board .....	89
Installing a printer memory card .....	91
Installing a flash memory or firmware card .....	92
Installing an option card .....	93
Replacing the access panel .....	94
<b>Chapter 10: Maintaining the MFP .....</b>	<b>95</b>
Determining the status of supplies .....	96
Conserving supplies .....	97
Ordering supplies .....	97
Cleaning the flatbed and backing material .....	99
<b>Chapter 11: Clearing jams .....</b>	<b>100</b>
Identifying jams .....	100
Access doors and trays .....	101
Understanding jam numbers .....	102
Clearing jams .....	102
Clearing staple jams .....	122
Clearing ADF Jams .....	124
<b>Chapter 12: Administrative support .....</b>	<b>126</b>
Adjusting control panel brightness .....	126
Restoring factory default settings .....	126
Adjusting screen timeout .....	127
Adjusting Power Saver .....	127
Configuring the MFP .....	127
Encrypting the hard disk .....	133
Hard disk wiping .....	134
Using the restricted server list function .....	135

<b>Chapter 13: Troubleshooting .....</b>	<b>136</b>
Understanding MFP messages .....	136
Online technical support .....	136
Checking an unresponsive MFP .....	136
Printing multiple language PDFs .....	136
Solving printing problems .....	137
Solving copy quality problems .....	139
Solving scan quality problems .....	139
Solving fax quality problems .....	140
Solving option problems .....	140
Solving paper feed problems .....	142
Print quality troubleshooting .....	143
Solving print quality problems .....	144
Conventions .....	148
Electronic emission notices .....	148
Other telecommunications notices .....	153
Waste from Electrical and Electronic Equipment (WEEE) directive .....	155
Laser advisory label .....	156
 <b>Index .....</b>	 <b>157</b>

# 1

## Learning about the MFP

---

### *Identifying the MFP*

For more information about installing input options, see **Installing and removing options** or the instructions that came with the option.



**CAUTION:** The MFP weighs approximately 154 lbs (70kg). Lifting the MFP safely requires a mechanical lift.



**CAUTION:** Do not set up this product or make any electrical or cabling connections, such as the power cord or telephone, during a lightning storm.

### *Using the scanner*

#### *Basic functions of the scanner*

The MFP provides copy, fax, and scan-to-network capabilities for large workgroups. You can:

- Make quick copies, or change the settings on the control panel to perform specific copying jobs.
- Send an outgoing fax using the MFP control panel.
- Send an outgoing fax to multiple fax destinations at the same time.
- Scan documents and send them to your PC, an e-mail address, or an FTP destination.
- Scan documents and send them to another printer (PDF by way of FTP).

#### *Automatic document feeder and flatbed*

**Note:** Color documents can be scanned to a PC, e-mail address, or an FTP destination. Printed output on this MFP is black and grayscale only, not color.

The ADF can scan multiple pages including duplex pages. When using the ADF:

- Place the paper in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- Place up to 75 sheets of plain paper on the ADF input tray.
- Scan media from 139.7 x 210 mm (5.5 x 8.26 in.) to 297 x 432 mm (11.69 x 17 in.).



## Learning about the MFP

---

- Scan jobs with mixed page sizes (letter and legal).
- Scan media that weighs from 38 to 128 g/m<sup>2</sup> (14 to 32 lb).

**Note:** Color documents can be scanned to a PC, e-mail address, or an FTP destination.

- Copy and print documents at 600 dpi.

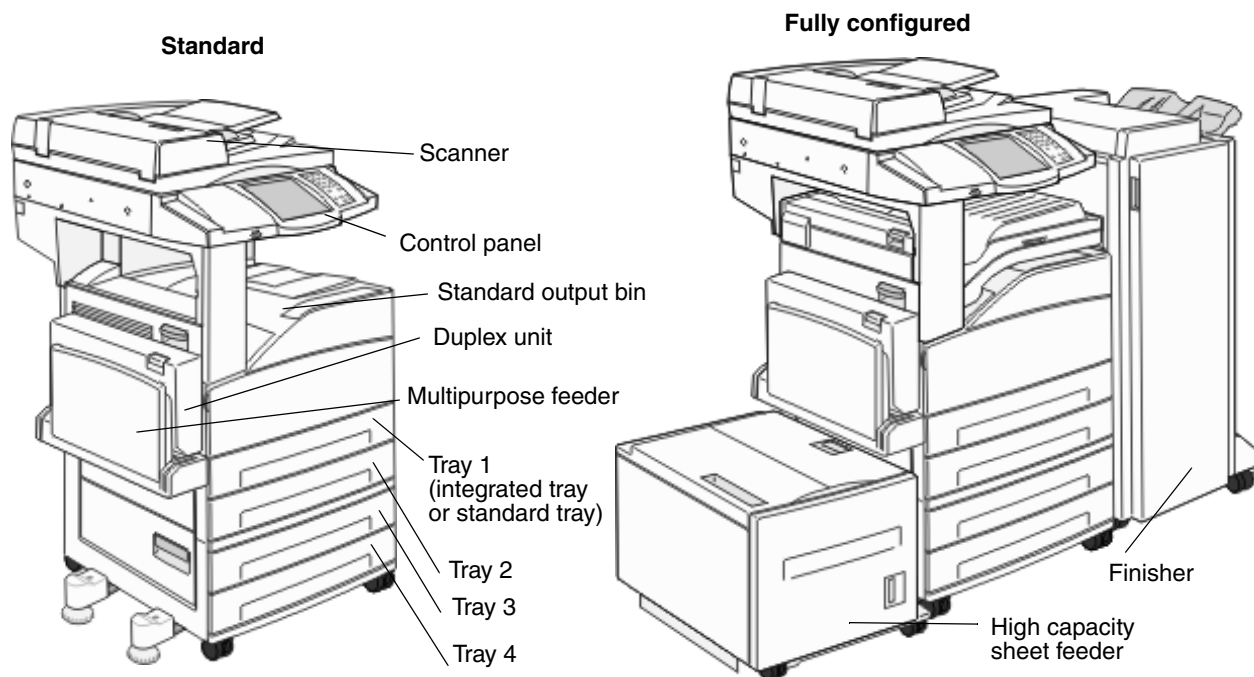
**Note:** Printed output is black and grayscale only, not color.

The flatbed can be used to scan or copy single pages or book pages. When using the flatbed:

- Place the document in the left rear corner.
- Scan or copy media up to 297 x 432 mm (11.69 x 17 in.).
- Copy books up to 25.3 mm (1 in.) thick.
- Copy and print documents at 600 dpi.

## Configured models

The following illustrations show a standard MFP and an MFP with a duplex unit and a 500-sheet drawer. Other print media handling options are also available.



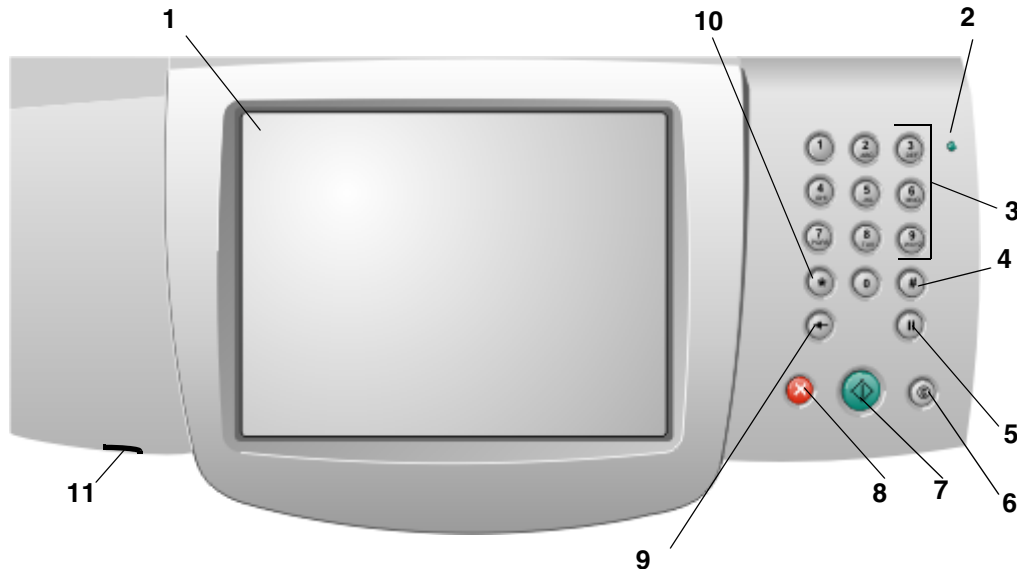
### *Understanding the MFP control panel*

MFP and scanner settings can be changed several ways: through the MFP control panel, the software application in use, the print driver, MarkVision™ Professional, or Web pages. Settings changed from the application or print driver apply only to the job being sent to the MFP.

Changes made to print, fax, copy, and e-mail settings from an application override changes made from the control panel.

If a setting cannot be changed from the application, use the MFP control panel, MarkVision Professional, or the Web pages. Changing a setting from the MFP control panel, MarkVision Professional, or the Web pages makes that setting the user default.

The MFP control panel consists of:



Callout	Control panel item	Function										
1	LCD	A liquid crystal display (LCD) which shows home screen buttons, menus, menu items, and values. Allows for making selections within Copy, Fax, and so on.										
2	Indicator light	<div><div>Gives information about the status of the MFP using the colors red and green.</div><table><tr><th>Status</th><th>Indicates</th></tr><tr><td>Off</td><td>MFP power is off.</td></tr><tr><td>Blinking green</td><td>MFP is warming up, processing data, or printing a job.</td></tr><tr><td>Solid green</td><td>MFP is on, but idle.</td></tr><tr><td>Solid red</td><td>Operator intervention is required.</td></tr></table></div>	Status	Indicates	Off	MFP power is off.	Blinking green	MFP is warming up, processing data, or printing a job.	Solid green	MFP is on, but idle.	Solid red	Operator intervention is required.
Status	Indicates											
Off	MFP power is off.											
Blinking green	MFP is warming up, processing data, or printing a job.											
Solid green	MFP is on, but idle.											
Solid red	Operator intervention is required.											

## Learning about the MFP

Callout	Control panel item	Function
3	0–9 <b>Note:</b> Referred to as the numeric keypad.	Press these buttons to enter numbers when the LCD screen has a field that accepts the entry of numbers. Also, use these buttons to dial phone numbers for faxes. <b>Note:</b> If a number is pressed while on the home screen without pressing the # button first, the Copy menu opens and changes the Copy Quantity.
4	# (Pound or number character)	Press this button: <ul style="list-style-type: none"> <li>For a shortcut identifier</li> <li>Within phone numbers. For a Fax number with a #, enter it twice — ##.</li> <li>From the home screen, the Fax Destination List menu item, E-mail Destination List menu item, or Profile List menu item to access shortcuts</li> </ul>
5	Dial Pause	Press to cause a two- or three-second dial pause in a fax number. The button only functions within the Fax menu or with fax functions. Press from the home screen to redial a fax number. When outside of the Fax menu, fax function, or home screen, pressing Dial Pause causes an error beep. When sending a fax, in the Fax To: field, a Dial Pause press is represented by a comma (,).
6	Clear All	Press to restore all default settings to a screen and return the MFP to the home screen. When in the menus, it cancels all changes that have not been submitted and returns the MFP to the home screen. When in other menus, it returns all settings to their default values, and then returns the MFP to the home screen.
7	Start	Press to initiate the current job indicated on the control panel. From the home screen, press it to start a copy job with the default settings. If pressed while a job runs through the scanner, the button has no effect.
8	Stop	Press to cause the printing or scanning to stop. During a scan job, the scanner finishes scanning the current page and then stops, which means paper may remain in the ADF. During a print job, the print media path is cleared before the printing stops. <b>Stopping</b> appears on the control panel during this process.
9	Backspace	Within the Copy menu, which is accessed by touching the Copy button, press <b>Backspace</b> to delete the right-most digit of the value in the Copy Count. The default value of 1 appears if the entire number is deleted by pressing <b>Backspace</b> numerous times. Within the Fax Destination List, press <b>Backspace</b> to delete the right-most digit of a number entered manually. It also deletes an entire shortcut entry. Once an entire line is deleted, another press of <b>Backspace</b> causes the cursor to move up one line. Within the E-mail Destination List, press <b>Backspace</b> to delete the character to the left of the cursor. If the entry is in a shortcut, the entire entry is deleted.

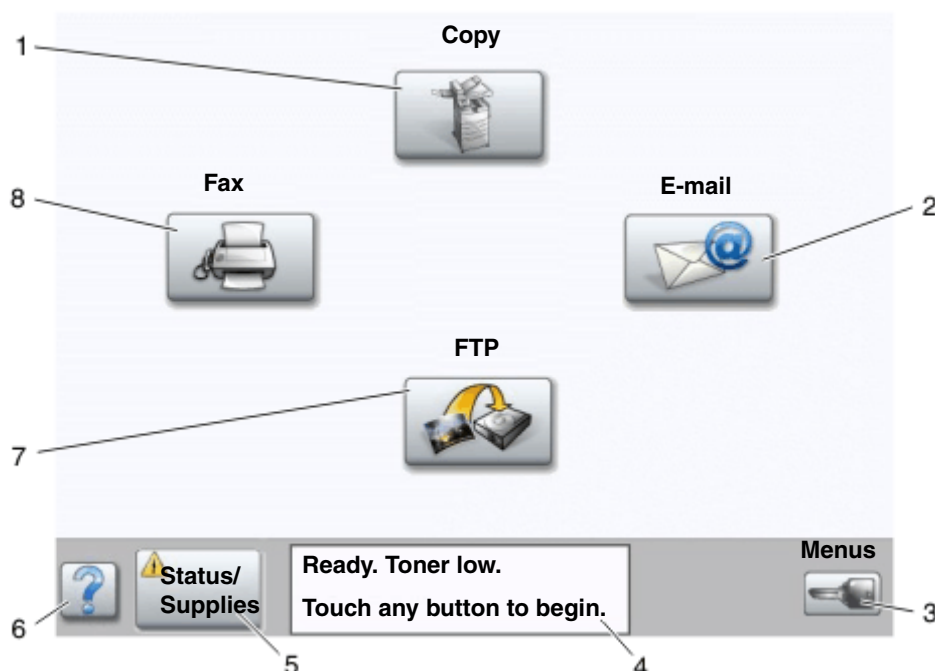
## Learning about the MFP

---

Callout	Control panel item	Function
10	Asterisk (*)	* is used as part of a fax number or as an alphanumeric character.
11	USB Direct interface	<p>The host Universal Serial Bus (USB) direct interface on the control panel is used to plug in a USB flash memory device and print any Portable Document Format (PDF) [.pdf file], Joint Photographic Experts Group (JPEG) [.jpeg or .jpg file], Tagged Image File Format (TIFF) [.tiff or .tif file], Graphics Interchange Format (GIF) [.gif file], Basic Multilingual Plane (BMP) [.bmp file], Portable Network Graphics (PNG) [.png file], PiCture eXchange (PCX) [.pcx file], and PC Paintbrush File Format [.dcm file] files.</p> <p>The USB direct interface can also be used to scan a document to a USB flash memory device using the PDF, TIFF, or JPEG formats.</p>

## Home screen and home screen buttons

After the MFP is turned on and a short warm-up period occurs, the LCD shows a basic screen (example shown here) which is referred to as the Home screen. Use the Home screen buttons to initiate an action such as copy, fax, or scan, to open the menu screen, or to respond to messages.







Callout number	Button	Function
1	Copy	Touch to access the Copy menus. If the home screen is shown, press a number to access the Copy menus, too.
2	E-mail	Touch to access the E-mail menus. It is possible to scan a document directly to an e-mail address.
3	Menus (A key is shown on the button.)	Touch to access the menus. These menus are only available when the MFP is in the <b>Ready</b> state. The Menus button is on a gray bar called the navigation bar. The bar contains other buttons described as follows.
4	Status message bar	Shows the current MFP status such as <b>Ready</b> or <b>Busy</b> . Shows MFP conditions such as <b>Toner Low</b> . Shows intervention messages to give instructions on what the user should do so the MFP can continue processing, such as <b>Close door</b> or <b>insert toner cartridge</b> .
5	Status/Supplies	Appears on the LCD whenever the MFP status includes a message requiring intervention. Touch it to access the messages screen for more information on the message including how to clear it.
6	? (Tips)	All menus have a Tips button. Tips is a context-sensitive Help feature within the LCD touch screens.



## Learning about the MFP

Callout number	Button	Function
7	FTP	Touch to access the File Transfer Protocol (FTP) menus. A document can be scanned directly to an FTP site.
8	Fax	Touch to access the Fax menus.

Other buttons may appear on the Home screen. They are:

Button	Button name	Function
	Release Held Faxes (or Held Faxes if in Manual Mode)	There are held faxes with a scheduled hold time previously set. To access the list of held faxes, touch this button.
	Search Held Jobs	To search on any of the following items and return any matches: <ul style="list-style-type: none"> <li>• User names for held or confidential print jobs</li> <li>• Job names for held jobs, excluding confidential print jobs</li> <li>• Profile names</li> <li>• Bookmark container or job names</li> <li>• USB container or job names for supported extensions only</li> </ul>
	Held Jobs	To open a screen containing all the held jobs containers.
	Lock Device	<p>This button appears on the screen when the MFP is unlocked and Device Lockout Personal Identification Number (PIN) is not null or empty.</p> <p>To lock the MFP:</p> <ol style="list-style-type: none"> <li>1 Touch Lock Device to open a PIN entry screen.</li> <li>2 Enter the correct PIN to lock the control panel which locks both the control panel buttons and the touch-screen buttons.</li> </ol> <p>Once the control panel is locked, the PIN entry screen clears, and the Lock Device button is replaced with the Unlock Device button.</p> <p><b>Note:</b> If an invalid PIN is entered, <b>Invalid PIN.</b> appears. A pop-up screen appears with the Continue button. Touch <b>Continue</b>. The home screen returns with the Lock Device button displayed.</p>

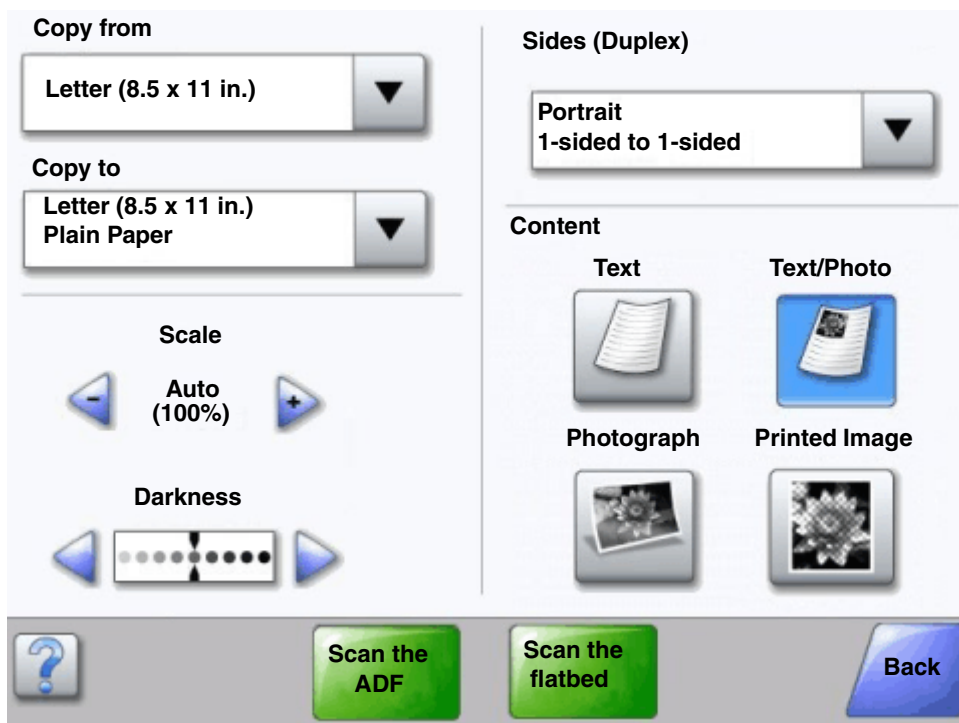
## Learning about the MFP

Button	Button name	Function
	Unlock Device	<p>This button appears on the screen when the MFP is locked. The control panel buttons and shortcuts cannot be used while it appears and no default copy starts may occur.</p> <p>To unlock the MFP:</p> <ol style="list-style-type: none"> <li>1 Touch Unlock Device to open a PIN entry screen.</li> <li>2 Enter the correct PIN to unlock the numeric keypad (0–9) and the Backspace button on the control panel.</li> </ol> <p><b>Note:</b> If an invalid PIN is entered, <b>Invalid PIN.</b> appears. A pop-up screen appears with the <b>Continue</b> button. Touch <b>Continue</b>. The home screen returns with the Unlock Device button displayed.</p>
	Cancel Jobs	<p>To open the Cancel Jobs screen. The Cancel Jobs screen shows any of the following items under three headings on the screen which are Print, Fax, and Network:</p> <ul style="list-style-type: none"> <li>• Print Job</li> <li>• Copy Job</li> <li>• Fax</li> <li>• Profile</li> <li>• FTP</li> <li>• E-mail Send</li> </ul> <p>Each heading has its own list of jobs shown in a column under the heading. Each column can only show three jobs per screen. The job appears as a button. If more than three jobs exist in a column, then the <b>down arrow</b> appears at the bottom of the column. Each touch of the <b>down arrow</b> accesses one job in the list. When more than three jobs exist, once the fourth job in the list is reached, then an <b>up arrow</b> appears at the top of the column. For illustrations of the up and <b>down arrow</b> buttons, see <b>Information on touch-screen buttons</b>.</p> <p>To cancel a job, see the <b>Canceling a print job</b> for instructions.</p>



## Using the LCD touch-screen buttons

The following section provides information on navigating through several screens. Only a few are chosen to demonstrate the use of the buttons.

### Sample screen one






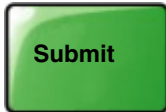




### Information on touch-screen buttons

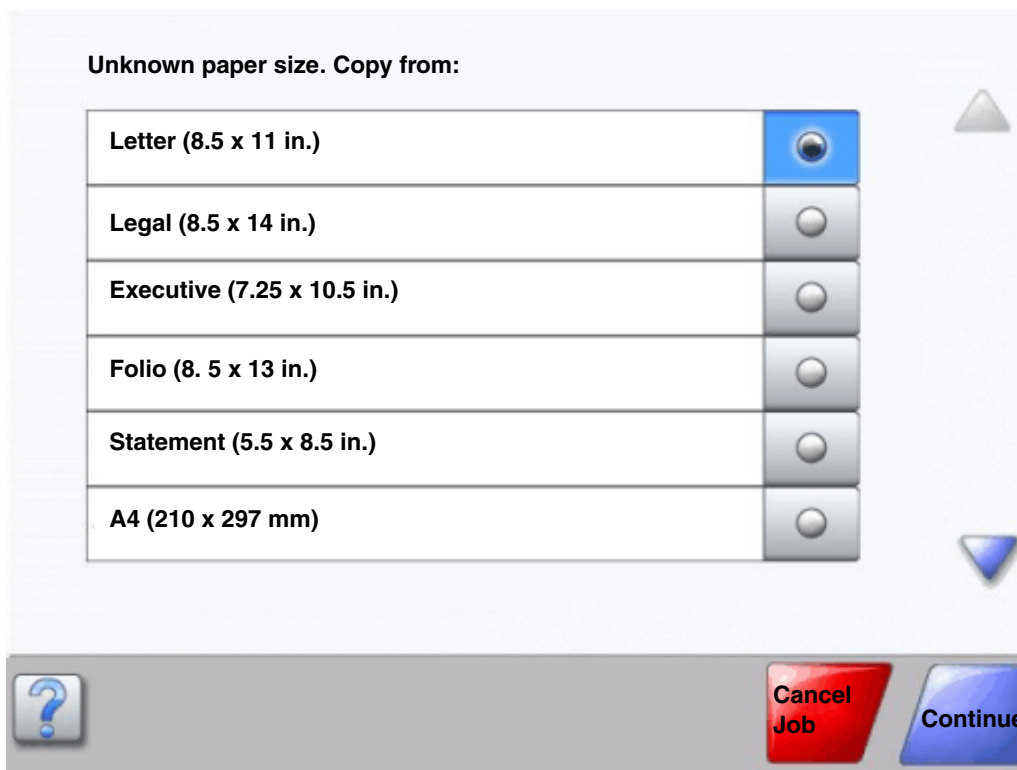
Button	Button name	Function or description
	Select button	Touch the <b>select</b> button to have another screen appear with additional items. On the first screen, the user default setting is shown. Once the <b>select</b> button is touched, and the next screen appears, touching another item shown on the screen changes the user default setting.
	Left scroll decrease button	Touch the <b>left scroll decrease</b> button to scroll to another value in decreasing order.






## Learning about the MFP

Button	Button name	Function or description
	Right scroll increase button	Touch the <b>right scroll increase</b> button to scroll to another value in increasing order.
	Left arrow button	Touch the <b>left arrow</b> button to scroll left to: <ul style="list-style-type: none"> <li>• Reach a decreased value shown by an illustration.</li> <li>• See a full text field on the left.</li> </ul>
	Right arrow button	Touch the <b>right arrow</b> button to scroll right to: <ul style="list-style-type: none"> <li>• Reach an increased value shown by an illustration.</li> <li>• See a full text field on the right.</li> </ul>
  	Scan the ADF Scan the flatbed	On the gray navigation bar, these two choices indicate that two types of scanning are possible. One may choose to scan from the ADF or the flatbed.
	Submit	<p>A <i>green button</i> indicates a choice. If a different value within a menu item is touched, it needs to be saved to become the current user default setting. To save the value as the new user default setting, touch <b>Submit</b>.</p> 
	Back	<p>When the <b>Back</b> button is shaped like this, no other navigation is possible from this screen except to go back. If any other choice is made on the navigation bar, the screen closes.</p> <p>For example, in <b>Sample screen one</b>, all the selections for scanning have been made. One of the preceding green buttons should be touched. The only other button available is <b>Back</b>. Touch <b>Back</b> to return to the previous screen, and all the settings for the scan job made on Sample screen one are lost.</p>
	Back	When the <b>Back</b> button is shaped like this, both forward and backward navigation is possible from this screen, so there are other options available on the screen besides selecting <b>Back</b> .




## Sample screen two





## Information on touch-screen buttons

Button	Button name	Function or description
	Down arrow	Touch the <b>down arrow</b> to move down to the next item in a list, such as a list of menu items or values. The <b>down arrow</b> does not appear on a screen with a short listing. It only appears if the entire listing cannot be seen on one screen. On the last screen of the listing, the <b>down arrow</b> is gray to indicate that it is not active since the end of the list appears on this screen.
	Up arrow	Touch the <b>up arrow</b> to move up to the next item in a list, such as a list of menu items or values. When on the first screen presented with a long list, the <b>up arrow</b> is gray to indicate that it is not active. On the second screen needed to show the rest of the listed item, the <b>up arrow</b> is blue to show that it is active.
	Unselected radio button	This is an unselected <b>radio</b> button.

## Learning about the MFP





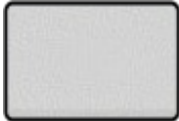
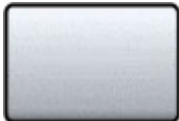
Button	Button name	Function or description
	Selected radio button	This is a selected <b>radio</b> button. Touch a <b>radio</b> button to select it. The <b>radio</b> button changes color to show it is selected. In <b>Sample screen two</b> , the only paper size selected is Letter.
	Cancel Job	See <b>Cancel Jobs</b> .
	Continue	<p>Touch <b>Continue</b> after a menu item or value on a screen is selected and more changes need to be made for a job from the original screen. Once <b>Continue</b> is touched, the original screen appears.</p> <p>For example, if one touched <b>Copy</b> on the home screen, the Copy screen appears like <b>Sample screen one</b>. The following example shows how the Continue button reacts.</p> <ol style="list-style-type: none"> <li>1 Touch the <b>select</b> button by the <b>Copy to</b> box and a new screen appears.</li> <li>2 Touch <b>MP Feeder</b> and a new screen appears.</li> <li>3 Touch <b>Legal</b> and a new screen appears.</li> <li>4 Touch <b>Next</b> and a new screen appears.</li> <li>5 Touch <b>Plain Paper</b> for the type of print media needed.</li> <li>6 Touch <b>Continue</b>. The Copy screen returns to allow other selections besides Copy to. The other settings on the Copy screen available are Duplex, Scale, Darkness, Collate, and Copies.</li> </ol> <p>Touch <b>Continue</b> to return to the original screen and make other settings changes for a copy job before the <b>Copy it</b> button is touched to start the job.</p>

### Other touch-screen buttons


Button	Button name	Function or description
	Custom	Allows for creating a <b>custom</b> button based on the user's needs
	Cancel	<p>Touch <b>Cancel</b> to cancel an action or a selection.</p> <p>Touch <b>Cancel</b> to cancel out of a screen and return to the previous screen.</p>

## Learning about the MFP

---

Button	Button name	Function or description
	Select	Touch to select a menu. The next screen appears showing menu items. Touch to select a menu item. The next screen appears showing values.
	Done	Allows specifying that a job is finished. For example, when scanning an original document, one could indicate that the last page is scanned, and then printing the job would begin.
	Back	Touch the <b>Back</b> button to return to the previous screen, and no settings are saved on the screen where it was touched. The <b>Back</b> button appears on each menu screen except for the home screen.
	Home	Touch the <b>Home</b> button to return to the home screen. The <b>Home</b> button appears on every screen except the home screen. See the <b>Home screen and home screen buttons</b> for more information.
	Grayed out button	When this button appears, it looks faded with a faded word on it. It means the button is not active or unavailable on this screen. It was probably active on the previous screen, but the selections made on the previous screen caused it to be unavailable on the current screen.
	Gray button	Touch this button to select the action appearing on the button.

### Features

Feature	Feature name	Description
<u>Menus</u> → <u>Settings</u> → <u>Copy Settings</u> → Number of Copies	Menu trail line	<p>A line is located at the top of each menu screen. This feature acts as a trail. It gives the exact location within the menus. Touch any of the underlined words to return to that menu or menu item. The Number of Copies is not underlined since this is the current screen.</p> <p>If this feature is used on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and it does not become the user default setting.</p>
	Attendance message alert	<p>If an attendance message occurs which closes a function, such as copy or fax, then a blinking red exclamation point appears over the function button on the home screen. This feature indicates an attendance message exists.</p>

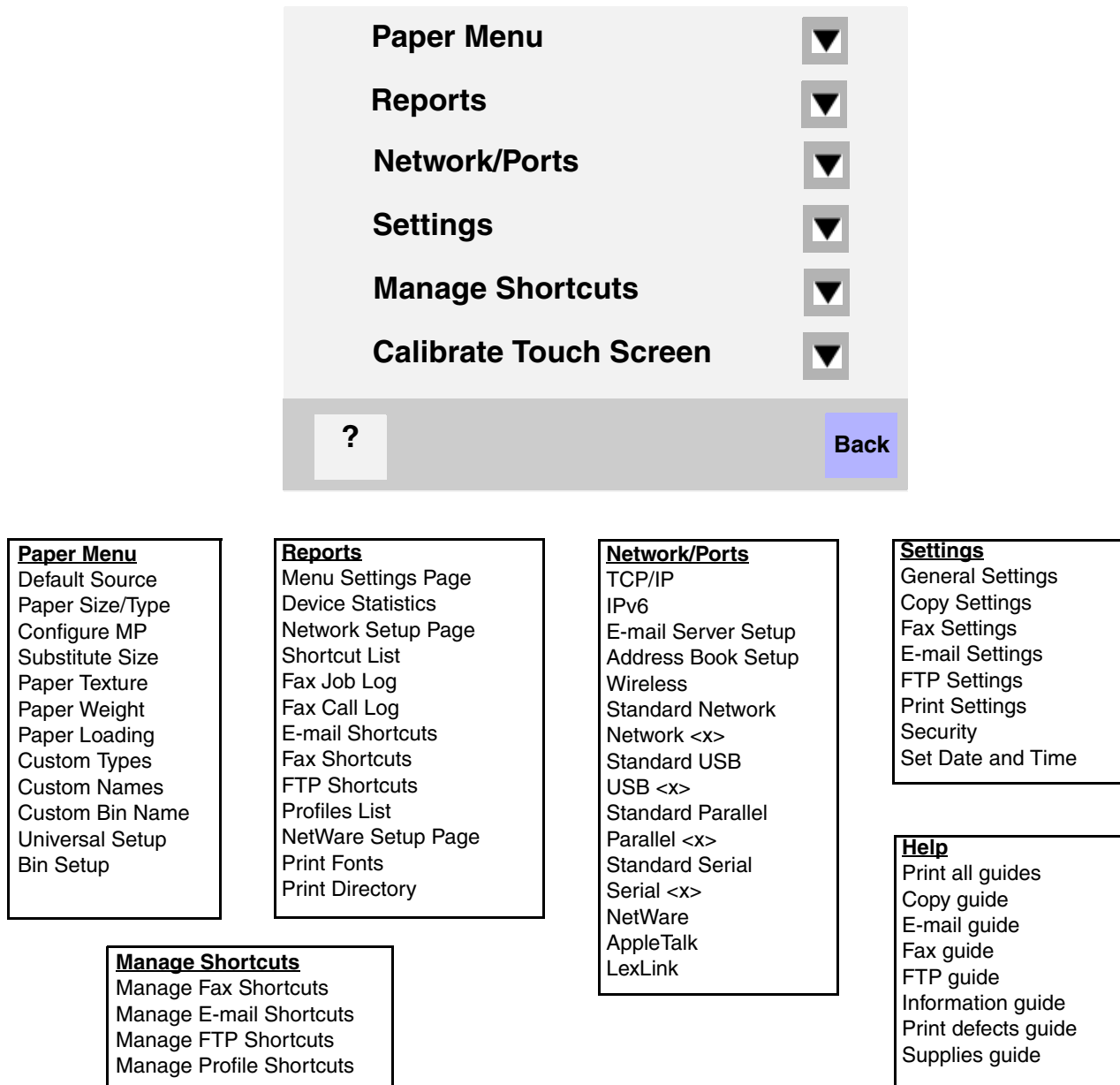
## Menus

A number of menus are available to make it easy for you to change MFP settings or print reports. To access the menus and settings, touch the **Menus** button in the lower right corner of the home screen.

When a value or setting is selected and saved, it is stored in MFP memory. Once stored, these settings remain active until new ones are stored or the factory defaults are restored.

**Note:** Settings chosen for faxing, scanning, e-mailing, copying, and settings for printing from the application may override the settings selected from the control panel.

The following diagram shows the touch screen menu index and the menus and items available under each menu. For more information about menus and menu items, see the *Menus and Messages Guide* on the *Software and Documentation CD*.



# 2

## Copying

---

The following copy topics are available in this and other chapters.

**Quick copy**

**Multiple page copying**

**Using the flatbed**

**Copy screens and options**

**Copying from one size to another**

**Making transparencies**

**Copying to letterhead**

**Copying photographs**

**Making copies using media from a selected tray**

**Copying mixed-sized media**

**Setting the duplex option**

**Reducing and enlarging copies**

**Adjusting copy quality**

**Setting collation options**

**Placing separator sheets between copies**

**Setting paper saving options**

**Placing the date and time at the top of each page**

**Placing an overlay message on each page**

**Creating a custom job (job build)**

**Canceling a copy job**

**Copy tips**

**Solving copy quality problems**

### ***Quick copy***

- 1 Place the original document face up in the ADF or face down on the flatbed.  
Adjust the paper guides when using the ADF.
- 2 Press **Go** on the numeric pad.
  - If an LDSS profile has been installed, you may receive an error when attempting a quick copy. Contact your system support person for access.

### ***Multiple page copying***

- 1 Place the original document face up in the ADF or face down on the flatbed.  
Adjust the paper guides when using the ADF.
- 2 Touch **Copy** on the home screen, or use the numeric keypad to specify the number of copies you want.  
After touching Copy or entering the number of copies, the touch screen will automatically change to the copy settings menu.
- 3 Change the copy options to meet your requirements.
- 4 Touch **Copy It**.

### *Using the flatbed*

If you are using the flatbed to make copies:

- 1 Open the document cover.
- 2 Place the document face down on the flatbed.
- 3 Close the document cover.
- 4 Touch **Copy** on the home screen, or press **Go** on the numeric pad.  
For **Copy**, continue with **step 5**.  
For **Go**, continue with **step 8**.
- 5 Set the number of copies.
- 6 Change the copy options to meet your requirements.
- 7 Touch **Copy It**.
- 8 Touch **Scan Next** if you have more pages to scan, or touch **Finish the Job** if you are done.  
Touching **Finish the Job** returns the MFP to the copy screen.
- 9 Touch **Home** when you are finished.

### *Copy screens and options*

**Copy From**—Opens a screen where you can enter the size of the documents you are going to copy.

- Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the Copy Options Screen.
- When Original Size is set to Mixed Sizes, you can scan different size original documents. They will be scaled automatically to fit the selected output media size.

**Copy To**—Opens a screen where you can enter the size and type of paper on which your copies will be printed.

- Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the Copy Options Screen.
- If the size settings for Copy From and Copy To are different, the MFP will automatically adjust the Scale setting to accommodate the difference.
- If you have a special type or size of paper that you would like to copy onto that is not normally in the MFP paper trays, you can select MP Feeder, and manually send the type of paper you want through the MP feeder.
- When using Auto Match, the MFP will match the size of the original document as specified in the Copy From box. If a matching paper size is not loaded in one of the paper trays, the MFP will scale the copy to fit loaded media.

**Scale**—Creates an image from your copy that is proportionally scaled anywhere between 25% and 400%. Scale can also be set for you automatically.

- When you want to copy from one size of paper to another, such as legal size to letter size, setting your Copy From and Copy To paper sizes will automatically change the scale to keep all the original document information on your copy.
- Touching the arrow to the left lowers the value by 1%; touching the arrow to the right increases the value by 1%.
- Holding your finger on an arrow makes a continuous increment.
- Holding your finger on an arrow for two seconds causes the pace of the change to accelerate.

**Darkness**—Adjusts how light or dark your copies will turn out in relation to the original document.



## Copying

---

**Printed Image**—Copies halftone photographs or graphics, such as those printed on a laser printer, or pages from a magazine or newspaper. For original documents that are a mixture of text, line drawings, or other graphics, leave Printed Image off.

**Sides (Duplex)**—Prints copies on 1 or 2 sides, makes 2-sided copies (duplex) of 2-sided originals, 2-sided copies from 1-sided originals or 1-sided copies (simplex) from 2-sided originals.

**Collate**—Keeps the pages of a print job stacked in sequence, particularly when printing multiple copies of the document. The default setting for Collate is on; the output pages of your copies will be ordered (1,2,3) (1,2,3) (1,2,3). If you want all the copies of each page to remain together, turn Collate off, and your copies will be ordered (1,1,1) (2,2,2) (3,3,3).

**Options**—Opens a screen to change Paper Saver, Advanced Imaging, Separator Sheets, Margin Shift, Edge Erase, Date/Time Stamp, Overlay, Content, or Advance Duplex settings.

- **Paper Saver**—Takes two or more sheets of an original document and prints them together on the same page. Paper Saver is also called N-up printing. The N stands for Number. For example, 2-up would print two pages of your document on a single page, and 4-up would print four pages of your document on a single page. Touching **Print Page Borders** adds or removes the outline border surrounding the original document pages on the output page.
- **Create Booklet**—Creates a sequence of collated output that, when folded in half, forms a booklet half the page size of the original document and with all the pages in order.

**Note:** To use Create Booklet, you must have a duplex unit attached to the MFP.

- **Advanced Imaging**—Adjusts Background Removal, Contrast, and Shadow Detail before you copy the document.
- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job.
  - Custom Job is not supported on all models.
- **Separator Sheets**—Places a blank piece of paper between each copy of your copying job. The separator sheets can be drawn from a bin with a different kind or color of paper from your copies.
- **Margin Shift**—Increases the size of the margin the specified distance. This can be useful in providing space to bind or hole-punch copies. Use the increase or decrease arrows to set how much of a margin you want. If the additional margin is too large, the copy will be cropped.
- **Edge Erase**—Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the selected area, leaving nothing printed on that portion of the paper.
- **Date/Time Stamp**—Turns the Date/Time Stamp on and prints the date and time at the top of every page.
- **Overlay**—Creates a watermark (or message) that overlays the content of your copy. You can choose between Urgent, Confidential, Copy, and Draft. The word you pick will appear, faintly, in large print across each page.

**Note:** A custom overlay can be created by the System Administrator. An additional icon with that message will then be available.

- **Content**—Enhances copy quality. Choose *Text* for original documents that are mostly text or line art. Choose *Text/Photo* when the original documents are a mixture of text and graphics or pictures. Choose *Photograph* when the original document is a high-quality photograph or inkjet print. Choose *Printed Image* when copying halftone photographs or graphics, such as those printed on a laser printer, or pages from a magazine or newspaper.
- **Advanced Duplex**—Controls how many sides and what orientation your original documents have, and whether your original documents are bound along the long edge or the short edge.

## Copying from one size to another

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.

## Copying

---

- 3 Touch **Copy** on the home screen.
- 4 Touch **Copy from:**, and then identify the size of your original document.  
For example, Legal.
- 5 Touch **Copy to:**, and then select the size you want the copy to be.

**Note:** If you select a paper size that is different from the “Copy from” size, the MFP will scale the size automatically.

- 6 Touch **Copy It**.

### ***Making transparencies***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Copy from:**, and then identify the size of your original document.
- 5 Touch **Copy to:**, and then touch the tray that contains transparencies.

**Note:** If you do not see Transparency as an option, speak with your system support person.

- 6 Touch **Copy It**.

### ***Copying to letterhead***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Copy from:**, and then identify the size of your original document.
- 5 Touch **Copy to:**, and then touch the tray that contains letterhead.

**Note:** If you do not see Letterhead as an option, speak with your system support person.

- 6 Touch **Copy It**.

### ***Copying photographs***

- 1 Open the document cover.
- 2 Place the photograph face down on the flatbed.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Options**.
- 5 Touch **Content**.
- 6 Touch **Photograph**.
- 7 Touch **Copy It**.
- 8 Touch **Scan Next** or **Done**.

### ***Making copies using media from a selected tray***

During the copy process, you can select the input tray that contains the media type of choice. For example, if a special media type is located in the multipurpose feeder, and you want to make copies on that media:

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Copy from:**, and then identify the size of your original document.
- 5 Touch **Copy to:**, and then touch **multipurpose feeder** or the tray that contains the media type you want.
- 6 Touch **Copy It**.

### ***Copying mixed-sized media***

You can place mixed-sized original documents in the ADF and then copy them. Depending on the paper size loaded in the trays, the scanner will print on the same size media or scale the document to fit the media in the tray.

Example 1: the MFP has two paper trays, one tray loaded with letter and the other with legal paper. A document mixed with letter and legal pages needs to be copied.

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Copy From**, and then touch **Mixed Sizes**.
- 5 Touch **Copy To**, and then touch **Auto Size Match**.
- 6 Touch **Copy It**.

The scanner will identify the different size pages as they scan, and then print them on the correct size paper.

Example 2: the MFP has one paper tray, loaded with letter-size paper. A document mixed with letter and legal pages needs to be copied.

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Copy From**, and then touch **Mixed Sizes**.
- 5 Touch **Copy It**.

The scanner will identify the different size pages as they scan, and then scale the legal size pages to print on letter size paper.

### ***Setting the duplex option***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.

- 4 Touch the button that looks the way you want your copies duplexed.

The first number represents sides of the original documents; the second number represents sides of the copy.

For example, select 1 --> 2-sided if you have 1-sided original documents and you want 2-sided copies.

- 5 Touch **Copy It**.

## ***Reducing and enlarging copies***

Copies can be reduced to 25% of the original document size or enlarged to 400% of the original document size. The default for Scale is Auto. If you leave Scale set to Auto, the content of your original document will be scaled to fit the size of the paper onto which you are copying.

To reduce or enlarge a copy:

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 From Scale, touch + or – to enlarge or reduce your output.

**Note:** Touching **Copy To** or **Copy From** after setting Scale manually will turn the scale value back to **Auto**.

- 5 Touch **Copy It**.

## ***Adjusting copy quality***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Options**.
- 5 Touch **Content**.
- 6 Touch the icon that best represents what you are copying (for example, Text, Text/Photo, Photograph, or Printed Image).
  - Text—Used for original documents that are mostly text or line art.
  - Text/Photo—Used when the original documents are a mixture of text and graphics or pictures.
  - Photograph—Used when the original document is a high-quality photograph or inkjet print.
  - Printed Image—Used when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper.
- 7 Touch **Copy It**.

## ***Setting collation options***

If you want your copies collated, you don't need to do anything; this is the default setting.

For example, two copies of three pages will print page 1, page 2, page 3, page 1, page 2, page 3.

If you don't want your copies collated, you can change the setting.

For example, two copies of three pages will print page 1, page 1, page 2, page 2, page 3, page 3.

To turn collation off:

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Use the numeric keypad to enter the number of copies you want.
- 5 Touch **Off** if you do not want your copies collated.
- 6 Touch **Copy It**.

### ***Placing separator sheets between copies***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Options**.
- 5 Touch **Separator Sheets**.

**Note:** Collation must be On for the separator sheets to be placed between copies. If Collation is Off, the separator sheets are inserted after the job has been printed.

- 6 Touch **Copy It**.

### ***Setting paper saving options***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Make your duplex choice.
- 5 Touch **Options**.
- 6 Touch **Paper Saver**.
- 7 Select the output you want.

For example, if you have four portrait-oriented original documents that you want copied to the same side of one sheet, touch **4 on 1 Portrait**.

- 8 Touch **Print Page Borders** if you want a box drawn around each page on the copies.
- 9 Touch **Copy It**.

### ***Placing the date and time at the top of each page***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Options**.

- 5 Touch **Date/Time Stamp**.
- 6 Touch **On**.
- 7 Touch **Done**.
- 8 Touch **Copy It**.

### ***Placing an overlay message on each page***

An overlay message can be placed on each page. The message choices are Urgent, Confidential, Copy, or Draft. To place a message on the copies:

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Options**.
- 5 Touch the button containing the overlay you want to use.
- 6 Touch **Done**.
- 7 Touch **Copy It**.

### ***Creating a custom job (job build)***

The custom job or job build is used to combine one or more sets of original documents into a single copy job. Each set may be scanned using different job parameters. When a copy job is submitted and **Custom Job** is enabled, the scanner will scan the first set of original documents using the supplied parameters, then scan the next set with the same or different parameters.

The definition of a set depends on the Scan Source:

- From the flatbed, a set consists of one page.
- From the ADF, a set consists of all scanned pages until the ADF becomes empty.
- When one page is sent through the ADF, a set consists of one page.

For example:

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Copy** on the home screen.
- 4 Touch **Options**.
- 5 Touch **Custom Job**.
- 6 Touch **On**.
- 7 Touch **Done**.
- 8 Touch **Copy It**.

When the end of a set is reached, the "Scan the next page" screen appears. Touch **Scan the next page** or touch **Done**. For more information on the Custom job or the job build setting, see the *Menus and Messages Guide* on the *Software and Documentation CD*.

### ***Canceling a copy job***

#### ***While the document is in the ADF***

When the ADF begins processing a document, the scanning screen is displayed. You can cancel the copy job by touching **Cancel Job** on the touch screen.

Touching **Cancel Job** cancels the entire job that is being scanned. The scanning screen will be replaced with a "Canceling scan job" screen. The ADF will clear any page that has started scanning and leave the other pages in the ADF.

#### ***While copying pages using the flatbed***

During the copy process, the "Scan the next page" screen appears. To cancel the copy job, touch **Cancel Job** on the touch screen.

Touching **Cancel Job** cancels the entire job that has been scanned. The scanning screen will be replaced with a "Canceling scan job" screen. Once the job has been flushed, the touch screen will return to the copy screen.

#### ***When the pages are being printed***

To cancel the print job, touch **Cancel Job** on the touch screen, or press cancel on the numeric keypad.

Touching **Cancel Job** or pressing cancel on the keypad cancels the remaining print job. Once the job has been deleted, the touch screen will return to the home screen.

### ***Copy tips***

The following tips may improve the MFP copy quality. For additional information or to solve copy problems, see **Solving copy quality problems**.

Question	Tip
When should I use Text mode?	<ul style="list-style-type: none"><li>Text mode should be used when text preservation is the main goal of the copy, and preserving images copied from the original document is not a concern.</li><li>Text is best used for receipts, carbon copy forms, and documents that only contain text or fine line art.</li></ul>
When should I use Text/Photo mode?	<ul style="list-style-type: none"><li>Text/Photo mode should be used when copying an original document that contains a mixture of text and graphics.</li><li>Text/Photo is best used for magazine articles, business graphics, and brochures.</li></ul>
When should I use Printed Image mode?	Printed Image mode should be used when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper.
When should I use Photograph mode?	Photograph mode should be used when the original document is a high-quality photograph or inkjet print.

The MFP can be used to e-mail scanned documents to one or more recipients.

There are four ways to send an e-mail from the MFP. You can type the e-mail address, use a shortcut number, use the address book, or a profile. Permanent e-mail destinations can be created in the Manage Destinations link located under the Configuration tab on the Web page.

For more information or detailed instructions, select one of the following:

**Entering an e-mail address**

**Using a shortcut number**

**Using the address book**

**E-mailing to a profile**

**Adding e-mail subject and message information**

**Changing the output file type**

**E-mailing color documents**

**Creating an e-mail shortcut**

**Creating an e-mail profile**

**Canceling an e-mail**

**E-mail options**

**E-mail server setup**

**Address book setup**

## ***Entering an e-mail address***

- 1 Place the original document in the ADF face up or on the flatbed face down.  
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.
- 3 Enter the recipient's address.  
You can enter additional recipients by pressing next and then entering the recipient's address or shortcut number.
- 4 Touch **E-mail It**.

## ***Using a shortcut number***

- 1 Place the original document in the ADF face up or on the flatbed face down.  
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.



- 3 Press #, and then enter the recipient's shortcut number.  
You can enter additional recipients by pressing next and then entering the recipient's shortcut number or address.
- 4 Touch **E-mail It**.

### ***Using the address book***

- 1 Place the original document in the ADF face up or on the flatbed face down.  
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.
- 3 Touch **Search Address Book**.
- 4 Enter the name or part of the name you are searching for, and then touch **Search**.
- 5 Touch the name that you want to add to the To: field.  
You can enter additional recipients by pressing next and then entering the recipient's address or shortcut number, or searching the address book.
- 6 Touch **E-mail It**.

### ***E-mailing to a profile***

- 1 Place the original document in the ADF face up or on the flatbed face down.  
Adjust the paper guides when using the ADF.
- 2 Touch **Held Jobs** on the home screen.
- 3 Touch **Profiles**.
- 4 Select your e-mail destination from the profile list.
- 5 Touch **E-mail It**.

### ***Adding e-mail subject and message information***

- 1 Place the original document in the ADF face up or on the flatbed face down.  
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.
- 3 Touch **Options**.
- 4 Touch **Subject**.
- 5 Enter the e-mail subject.
- 6 Touch **Done**.
- 7 Touch **Message**.
- 8 Enter an e-mail message.
- 9 Touch **Done**.
- 10 Touch **E-mail It**.

### ***Changing the output file type***

- 1 Place the original document in the ADF face up or on the flatbed face down.  
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.
- 3 Enter an e-mail address.
- 4 Touch **Options**.
- 5 Touch the button that represents the file type you want to send.
  - **PDF**—This creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at <http://www.adobe.com>.
  - **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
  - **JPEG**—Creates and attaches a separate file for each page of your original document, and is viewable by most Web browsers and graphics programs.
- 6 Touch **E-mail It**.

### ***E-mailing color documents***

- 1 Place the original document in the ADF face up or on the flatbed face down.  
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.
- 3 Enter an e-mail address.
- 4 Touch **Options**.
- 5 Touch **Color**.
- 6 Touch **E-mail It**.

### ***Creating an e-mail shortcut***

#### ***From a computer***

- 1 Enter the IP address of the MFP into the address line of the Web browser.
- 2 Click **Configuration** (in the left frame), and then click **Manage Destinations** (in the right frame).

**Note:** You may be asked to enter a password. If you do not have an ID and password, get one from your system support person.
- 3 Click **E-mail Destination Setup**.
- 4 Enter a unique name for the recipient, and specify the e-mail address.

**Note:** If you are entering multiple addresses, separate each address with a comma (,).
- 5 Choose your scan settings (Format, Content, Color, and Resolution).
- 6 Enter a shortcut number, and then click **Add**.

If you enter a number that is already in use, you are prompted to select another number.

- 7 Go to the MFP, and place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 8 Adjust the paper guides.
- 9 Press #, and then enter the recipient's shortcut number.
- 10 Touch **E-mail It**.

### ***From the MFP***

- 1 Load the original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **E-mail** on the home screen.
- 4 Enter the recipient's e-mail address.  
To create a group of recipients, touch **Next number**, and enter the next recipient's e-mail address.
- 5 Touch **Save as Shortcut**.
- 6 Enter a unique name for the shortcut.
- 7 Verify the shortcut name and number are correct, and then touch **OK**.  
If the name or number is incorrect, touch **Cancel**, and reenter the information.
- 8 Touch **E-mail It**.

### ***Creating an e-mail profile***

- 1 Open your Web browser. In the address line, enter the IP address of the MFP you want to configure using the format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Click **E-mail/FTP Settings**.
- 4 Click **Manage E-mail Shortcuts**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Add**.

### ***Canceling an e-mail***

- 1 When using the ADF, touch **Cancel** while **Scanning...** is displayed on the touch screen.
- 2 When using the scanner bed, touch **Cancel** while **Scan the Next Page / Finish the Job** is displayed on the touch screen.

### ***E-mail options***

**Original Size**—Opens a screen where you can enter the size of the documents you are going to e-mail.

- Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the e-mail Options screen.
- When Original Size is set to Mixed Sizes, you can scan different size original documents (letter and legal size pages). They will be scaled automatically to fit the selected output media size.

**Sides (Duplex)**—Tells the MFP if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the e-mail.

**Orientation**—Tells the MFP whether the original document is portrait or landscape and then changes the Sides and Binding settings to match the original document orientation.

**Binding**—Tells the MFP whether the original document is bound on the long-edge or short-edge side.

**E-mail Subject**—Lets you enter a subject line to your e-mail. You can enter up to 255 characters.

**E-mail Message**—Lets you enter a message that will be sent with your scanned attachment.

**Resolution**—Adjusts the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document. Image resolution can be decreased to reduce the e-mail file size.

**Send As**—Sets the output (PDF, TIFF, or JPEG) for the scanned image.

**PDF** output is a single file.

**TIFF** output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page each in a series of files.

**JPEG** saves one page in each file. When multiple pages are scanned, the output will be a series of files.

**Content**—Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your e-mail.

**Text**—Emphasize sharp, black, high-resolution text against a clean, white background.

**Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures.

**Photo**—Tells the scanner to pay extra attention to graphics and pictures. This setting emphasizes a reproduction of the full dynamic range of tones in the original. This increases the amount of information saved.

**Color**—Sets the scan type and output for the e-mail. Color documents can be scanned and sent to an e-mail address.

**Note:** The MFP will print color documents in grayscale only.

**Advanced Options**—Lets you change Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, or Darkness settings.

**Advanced Imaging**—Adjusts Background Removal, Contrast, and Shadow Detail before you copy the document.

**Custom Job (Job Build)**—Combines multiple scanning jobs into a single job.

**Note:** Custom Job is not supported on all models.

**Transmission Log**—Prints the transmission log or transmission error log.

**Scan Preview**—Displays the first pages of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

**Note:** Scan Preview is not supported on all models.

**Edge Erase**—Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge.

**Darkness**—Adjusts how light or dark your scanned e-mails will turn out.

### ***E-mail server setup***

For e-mail to operate, it must be turned on in the MFP configuration and have a valid IP address or gateway address. To set up the e-mail function:

- 1 Open your Web browser. In the address line, enter the IP address of the MFP you want to configure using the format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Click **E-mail/FTP Settings**.
- 4 Click **E-mail Server Setup**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Submit**.

### ***Address book setup***

- 1 Open your Web browser. In the address line, enter the IP address of the MFP you want to configure using the format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Click **E-mail/FTP Settings**.
- 4 Click **Manage E-mail Shortcuts**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Add**.

# 4

## Faxing

**Note:** Faxing is not supported on all models.

The fax function lets you scan items and fax them to one or more recipients directly from the MFP. When you touch Fax, it opens the fax destination screen. You enter the fax number and touch Fax It to send your fax. You can also change the fax settings to fit your personal needs.

During initial MFP setup, you may be required to configure the MFP for faxing. For additional information, see **Fax setup**.

The following fax topics are available in this and other chapters.

**Sending a fax**

**Using fax destination shortcuts**

**Using the address book**

**Sending faxes from a computer**

**Creating shortcuts**

**Fax options**

**Changing the fax resolution**

**Adjusting the Darkness setting**

**Sending a fax at a later time**

**Canceling an outgoing fax**

**Fax tips**

**Fax setup**

**Solving fax quality problems**

**Viewing a fax log**

### ***Sending a fax***

There are two ways to send a fax: enter the number using a numeric keypad or use a shortcut number. Use the instructions below to send a fax using the keypad, or see **Using fax destination shortcuts** to fax your documents using a shortcut.

- 1** Load the original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2** Adjust the paper guides.
- 3** Touch **Fax** on the home screen.
- 4** Enter the fax number using the numbers on the touch screen or keypad.

Add recipients by touching next and then entering the recipient's telephone number or shortcut number, or search the address book.

**Note:** To place a two-second dialing pause within a fax number, use the Dial Pause button.



The dial pause will appear as a comma in the Fax to: box. Use this feature if you need to dial an outside line first.

- 5** Touch **Fax It**.

### ***Using fax destination shortcuts***

Fax destination shortcuts are just like the speed dial numbers on a telephone or fax machine. You can assign shortcut numbers when creating permanent fax destinations. Permanent fax destinations or speed dial numbers are created in the Manage Destinations link located under the Configuration tab on the Web page. A shortcut number (1–99999) can contain a single recipient or multiple recipients. By creating a group fax destination with a shortcut number, you can quickly and easily fax information to an entire group.

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Press # followed by the shortcut number on the keypad.  
Press # followed by the shortcut number on the keypad, or touch **Next Number** to enter another address.  
For information on creating shortcut numbers, see **Creating shortcuts**.
- 4 Touch **Fax It**.

### ***Using the address book***

**Note:** If the address book feature is not enabled, contact your system support person.

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Fax** on the home screen.
- 4 Touch **Search Address Book**.
- 5 Using the touch screen keyboard, enter the name or part of the name of the person for whom you'd like to find a fax number. (Do not attempt to search for multiple names at the same time.)
- 6 Touch **Enter**.
- 7 Touch the name, to add it to the **Fax to:** list.
- 8 Repeat steps 5 through 6 to enter additional destinations.
- 9 Touch **Fax It**.

### ***Sending faxes from a computer***

Faxing from a computer lets you send electronic documents without leaving your desk. This gives you the flexibility of faxing documents directly from software applications.

- 1 From your software application, click **File → Print**.
- 2 From the Print window, select your MFP, and then click **Properties**.

**Note:** In order to perform this function from your computer, you must use the PostScript printer driver for your MFP.

- 3 Choose the **Paper** tab, and change the Output format to Fax.
- 4 Click **OK**. At the next screen, click **OK**.
- 5 From the Fax screen, enter the name and number for the fax recipient.
- 6 Click **Send** to send your job.

### ***Creating shortcuts***

Instead of entering the entire phone number of a fax recipient on the control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A single shortcut number or a multiple number shortcut can be created. There are two methods for creating shortcut numbers: from a computer or from the MFP touch screen.

#### ***From a computer***

- 1 Enter the IP address of the MFP in the address line of your Web browser. If you do not know the IP address, see your administrator.
- 2 Click **Configuration** (in the left frame of your browser window), and then click **Manage Destinations** (in the right frame of your browser window).

**Note:** A password may be required. If you do not have an ID and password, get one from your system support person.

- 3 Click **Fax Shortcut Setup**.
- 4 Enter a unique name for the shortcut, and specify the fax number.  
To create a multiple number shortcut, enter the fax numbers for the group.

**Note:** Separate each fax number in the group with a semicolon (;).

- 5 Assign a shortcut number.  
If you enter a number that is already in use, you are prompted to select another number.
- 6 Click **Add**.
- 7 Go to the MFP, and load your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 8 From the numeric keypad, press #, and then enter your shortcut number.
- 9 Touch **Fax It**.

#### ***From the MFP***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Fax** on the home screen.
- 4 Enter the recipient's fax number.  
To create a group of recipients, touch **Next number**, and enter the next recipient's fax number.
- 5 Touch **Save as Shortcut**.
- 6 Enter a unique name for the shortcut.
- 7 Verify the shortcut name and number are correct, and then touch **OK**.  
If the name or number is incorrect, touch **Cancel**, and reenter the information.
- 8 Touch **Fax It**.



### ***Fax options***

**Original**—Opens a screen where you can choose the size of the documents you are going to fax.

- Touching any of the paper size buttons on the follow-on screen will make that your selection and return you to the Fax Options Screen.
- When Original Size is set to Mixed Sizes, you can scan different size original documents (letter and legal size pages). They will be scaled automatically to fit the selected output media size.

**Content**—Used to select the type of document you are scanning (for example, Text, Text/Photo, or Photo). Content affects the quality and size of your scan by selecting how the scanner will handle the information on the original document.

- The Text setting will emphasize sharp, black, high-resolution text against a clean, white background. The Text/Photo setting is used when the original documents are a mixture of text and graphics or pictures.
- The Photo setting tells the scanner to pay extra attention to graphics and pictures. This setting emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved and possibly increases transmission time.

**Sides**—Lets you inform the MFP if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the fax.

**Resolution**—Lets you control how closely the scanner examines the document you wish to fax. If you are faxing a photograph, a drawing with fine lines, or a document with very small text, increase the Resolution setting. This will increase the amount of time required for the scan and will increase the quality of the fax output. *Standard* is suitable for most documents. *Fine* is recommended for documents with small print. *Super fine* is recommended for original documents with fine detail. *Ultra fine* is recommended for documents with pictures or photographs.

**Darkness**—Lets you adjust how light or dark your faxes will turn out in relation to the original document.

**Advanced Options**—Lets you access the Delayed Send, Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, Advanced Duplex, or Fax Queue settings.

**Delayed Send**—Lets you set up a fax that will be sent at a later time or date. After setting up your fax, select **Delayed Send**, enter the time and date you would like to transmit your fax, and then touch **Done**. This setting can be especially useful in sending information to fax lines that are not readily available during certain hours, or when transmission times are cheaper.

**Note:** If the device is powered off when the delayed fax is due to be sent, the fax is sent the next time the MFP is powered up.

**Advanced Imaging**—Lets you adjust Background Removal, Contrast, and Shadow Detail before you copy the document.

**Custom Job (Job Build)**—Lets you combine multiple scanning jobs into a single job.

**Note:** Custom Job is not supported on all models.

**Transmission Log**—Lets you print the transmission log or transmission error log.

**Scan Preview**—Displays the image before it is included in the fax. When a page is scanned, the scanning is paused and a preview image appears.

**Note:** Scan Preview is not supported on all models.

**Edge Erase**—Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing printed on that portion of the paper.

**Advanced Duplex**—Controls how many sides and what orientation your original document has, and whether your original documents are bound along the long edge or the short edge.

### ***Changing the fax resolution***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Fax** on the home screen.
- 4 Enter the fax number.
- 5 Touch **Options**.
- 6 Touch the button that represents the resolution you want.
- 7 Touch **Fax It**.

### ***Adjusting the Darkness setting***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Fax** on the home screen.
- 4 Enter the fax number.
- 5 Touch **Options**.
- 6 Touch the left **Darkness** arrow to reduce the darkness of the fax or touch the right **Darkness** arrow to increase the darkness of the fax.
- 7 Touch **Fax It**.

### ***Sending a fax at a later time***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **Fax** on the home screen.
- 4 Enter the fax number.
- 5 Touch **Options**.
- 6 Touch **Advanced Options**.
- 7 Touch **Delayed Send**.

**Note:** If Fax Mode is set to Fax Server, the Delayed Send button will not appear. Faxes waiting for transmission are listed in the Fax Queue.

- 8 Touch the left arrow to reduce the time or the right arrow to increase the time the fax will be transmitted.

**Note:** Touching the increase or decrease arrow increments the time by 30 minutes. If the current time is shown, the left arrow is grayed out.

- 9 Touch **Done**.

### *Canceling an outgoing fax*

There are two ways to cancel an outgoing fax:

#### **While the original documents are still scanning**

- 1 When using the ADF, touch **Cancel** while **Scanning...** is displayed on the touch screen.
- 2 When using the scanner bed, touch **Cancel** while **Scan the Next Page / Finish the Job** is displayed on the touch screen.

#### **After the original documents have been scanned to memory**

- 1 Touch **Cancel Jobs** on the home screen.  
The Cancel Jobs screen will appear.
- 2 Touch the job or jobs you want to cancel.  
Only three jobs appear on the screen, touch the down arrow until the job you want appears and then touch the job you want to cancel.
- 3 Touch **Delete Selected Jobs**.  
The Deleting Selected Jobs screen appears, the selected jobs are deleted, and then the home screen appears.

### *Fax tips*

The following tips may improve the MFP fax quality. For additional information or to solve copy problems, see **Solving fax quality problems**.

Question	Tip
When should I use Text mode?	<ul style="list-style-type: none"><li>• Text mode should be used when text preservation is the main goal of the fax, and preserving images copied from the original document is not a concern.</li><li>• Text is best used for receipts, carbon copy forms, and documents that only contain text or fine line art.</li></ul>
When should I use Text/Photo mode?	<ul style="list-style-type: none"><li>• Text/Photo mode should be used when faxing an original document that contains a mixture of text and graphics.</li><li>• Text/Photo is best used for magazine articles, business graphics, and brochures.</li></ul>
When should I use Photo mode?	Photo mode should be used for faxing photos printed on a laser printer or taken from a magazine or newspaper.

### ***Fax setup***

When you first turn on the MFP or if the MFP has been off for an extended time, **Set clock** will appear. Additionally, many countries and regions require outgoing faxes to contain the following information in a margin at the top or bottom of each transmitted page, or on the first page of the transmission:

- Date and time (date and time fax is sent)
- Station name (identification of the business, other entity, or individual sending the message)
- Station number (telephone number of the sending fax machine, business, other entity, or individual)

**Note:** See **Electronic emission notices** and **Other telecommunications notices** for FCC information.

There are two methods to enter your fax setup information. They are 1) manually entering the information through the MFP control panel, or 2) using your browser to access the MFP IP address and then entering the Configure menu.

**Note:** If you do not have a TCP/IP environment, you must use the MFP control panel to set your basic fax information.

Select one of the following to find the instructions for the method you want to use.

#### **Performing manual fax setup**

#### **Performing browser fax setup**

### **Performing manual fax setup**

- 1 Touch the **Menus** button on the home screen.
- 2 Touch **Settings**.
- 3 Touch **Fax Settings**.
- 4 Touch **General Fax Settings**.
- 5 Touch **Station Name**.
- 6 Enter the Station Name (enter your name or company name).
- 7 Touch **Done** to save your choice.
- 8 Touch **Station Number**.
- 9 Enter your fax phone number.
- 10 Touch **Done**.

### **Performing browser fax setup**

**Note:** Configuration is a task usually done by a network administrator. If you are prompted for a password during the following instructions, see your network administrator for help.

- 1 Type the IP address of the MFP in the address line of your browser (for example, <http://192.168.236.24>), and then press **Enter**.
- 2 Click **Configuration**.
- 3 Under the MFP heading, click **Fax Setup**.

**4** Click **Configuration**.

If you are changing fax modes, you must click **Submit** before you can access the configuration page.

**Note:** During MFP power up, if the print server is configured to use Network Time Protocol (NTP) time, the current date and time are provided. However, you must set the time zone to get the correct time.

**5** Enter the required FCC information:

- Date and time (current date and time)
- Station name (personal name or company name)
- Station number (fax phone line number)

**6** Select the Time Zone, such as Eastern (USA and Canada, Eastern Standard Time). This sets the required information.

**7** Set your options for Rings to Answer, and so on.

**8** After you finish entering the information, click **Submit**.

Changing optional settings such as setting up a fax transmission log, creating permanent fax destinations, and enabling the fax server function can be changed through your browser, or the MFP control.

### Viewing a fax log

When you send or receive a fax, an entry of the activity is recorded in a file. You can view or print this file when you want.

To view the fax log:

- 1** Type the IP address of the MFP in the address line of your browser, and then press **Enter**.
- 2** Click **Reports**.
- 3** Click **Fax Settings**.
- 4** Click **Fax Job Log** or **Fax Call Log**.

# 5 FTP

---

The MFP scanner lets you scan documents directly to a File Transfer Protocol (FTP) server. Only one FTP address may be sent to at a time.

**Note:** FTP must be enabled from the function access menu before it can be used. See **Restricting Function Access** for more information.

Once an FTP destination has been configured by your system administrator, the name of the destination becomes available as a shortcut number or listed as a profile under the Held Jobs icon. An FTP location could also be another PostScript printer: for example, a color document can be scanned and then sent to a color printer. Sending a document to an FTP server is similar to sending a fax. The difference is that you are sending the information over your network instead of the phone line.

For more information or detailed instructions, select one of the following:

**Entering the FTP address**

**Using the address book**

**Using a shortcut number**

**FTP tips**

## ***Entering the FTP address***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **FTP** on the home screen.
- 4 Enter the **FTP** address.
- 5 Touch **Send It**.

## ***Using a shortcut number***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **FTP** on the home screen.
- 4 Press #, and then enter the FTP shortcut number.
- 5 Touch **Send It**.

## ***Using the address book***

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.

- 3 Touch **FTP** on the home screen.
- 4 Touch **Search Address Book**.
- 5 Enter name or part of the name you are searching for, and then touch **Search**.
- 6 Touch the name that you want to add to the To: field.
- 7 Touch **Send It**.

## *Creating shortcuts*

Instead of entering the entire FTP site address on the control panel each time you want to send a document to an FTP, you can create a permanent FTP destination and assign a shortcut number. A single shortcut number or a multiple number shortcut can be created. There are two methods for creating shortcut numbers: from a computer or from the MFP touch screen.

### *From a computer*

- 1 Enter the IP address of the MFP in the address bar of your Web browser. If you do not know the IP address, see your administrator.
- 2 Click **Configuration** (in the left frame of your browser window) and then click **Manage Destinations** (in the right frame of your browser window).

**Note:** A password may be required. If you do not have an ID and password, get one from your system support person.

- 3 Click **FTP Shortcut Setup**.
- 4 Enter the appropriate information into the fields.
- 5 Assign a shortcut number.  
If you enter a number that is already in use, you are prompted to select another number.
- 6 Click **Add**.
- 7 Go to the MFP, and load your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 8 From the numeric keypad, press #, and then enter your shortcut number.
- 9 Touch **Send It**.

### *From the MFP*

- 1 Place your original document in the ADF face up. Labels on the ADF show how to load the paper based on its size.
- 2 Adjust the paper guides.
- 3 Touch **FTP** on the home screen.
- 4 Enter the FTP site.
- 5 Touch **Save as Shortcut**.
- 6 Enter a unique name for the shortcut.
- 7 Verify the shortcut name and number are correct, and then touch **OK**.  
If the name or number is incorrect, touch **Cancel**, and reenter the information.
- 8 Touch **Send It**.

## ***FTP options***

**Original Size**—Opens a screen where you can enter the size of the documents you are going to copy.

- Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the FTP Options Screen.
- When Original Size is set to Mixed Sizes, you can scan different size original documents (letter and legal size pages). They will be scaled automatically to fit the selected output media size.

**Sides (Duplex)**—Tells the MFP if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the e-mail.

**Binding**—Tells the MFP whether the original document is bound on the long-edge or short-edge side.

**Base File Name**—Lets you enter a file name. The default value is the word *image*. A timestamp is added to the file name to prevent overwriting files of the same name at the FTP site.

**Note:** There is a 53-character limit for the file name.

**Resolution**—Adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

**Send As**—Sets the output (PDF, TIFF, or JPEG) for the scanned image.

**PDF** output is a single file.

**TIFF** output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page each in a series of files.

**JPEG** saves one page in each file. When multiple pages are scanned, the output will be a series of files.

**Content**—Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your FTP file.

**Text**—Emphasizes sharp, black, high-resolution text against a clean, white background.

**Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures.

**Photo**—Tells the scanner to pay extra attention to graphics and pictures. This setting emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.

**Color**—Sets the scan type and output for the copy. Color documents can be scanned and sent to an FTP site, PC, or e-mail address. The MFP will print color documents in grayscale only.

**Advanced Options**—Accesses the Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, or Darkness settings.

**Advanced Imaging**—Adjusts Background Removal, Contrast, and Shadow Detail before you scan the document.

**Custom Job (Job Build)**—Combines multiple scanning jobs into a single job.

**Note:** Custom Job is not supported on all models.

**Transmission Log**—Prints the transmission log or transmission error log.

**Scan Preview**—Displays the first pages of the image before it is included in the FTP file. When the first page is scanned, the scanning is paused and a preview image appears.

**Note:** Scan Preview is not supported on all models.

**Edge Erase**—Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides, or pick a particular edge. Edge Erase will erase whatever is within the area selected and leave nothing printed on that portion of the paper.

**Darkness**—Adjusts how light or dark your scanned documents will turn out.



## ***FTP tips***

The following tips may improve the MFP FTP quality.

Question	Tip
When should I use Text mode?	<ul style="list-style-type: none"><li>• Text mode should be used when text preservation is the main goal of sending a document to an FTP site, and preserving images copied from the original document is not a concern.</li><li>• Text is best used for receipts, carbon copy forms, and documents that only contain text or fine line art.</li></ul>
When should I use Text/Photo mode?	<ul style="list-style-type: none"><li>• Text/Photo mode should be used when sending a document to an FTP site that contains a mixture of text and graphics.</li><li>• Text/Photo is best used for magazine articles, business graphics, and brochures.</li></ul>
When should I use Photo mode?	Photo mode should be used when the original is composed mostly of photos printed on a laser printer or taken from a magazine or newspaper.

# 6

## Scanning to a PC or USB flash memory device

---

The MFP scanner lets you scan documents directly to your PC or a USB flash memory device.

Your computer does not have to be directly connected to the MFP for you to receive Scan to PC images. You can scan the document back to your computer over the network by creating a scan profile on your computer and then downloading the profile to the MFP.

For more information or detailed instructions, select one of the following:

**Create a scan to PC profile**

**Understanding scan to PC options**

**Scanning to a USB flash memory device**

**Scanning tips**

### *Create a scan to PC profile*

- 1 Type the IP address of the MFP in the address line of your browser, and then press **Enter**.

If the Java applet screen appears, click **Yes**.

- 2 Click **Scan Profile**.

- 3 Click **Create Scan Profile**.

- 4 Select your scan settings, and then click **Next**.

- 5 Select a location for saving the scanned output file somewhere on your computer.

- 6 Enter a profile name.

The profile name is the name that will appear on the Scan Profile list on the MFP control panel.

- 7 Click **Submit**.

- 8 Review the instructions on the Scan to PC screen.

A shortcut number was automatically assigned when you clicked Submit. You can use this shortcut number when you are ready to scan your documents.

- a Go to the MFP, and place your original document in the ADF face up, long edge first.
- b Press # followed by the shortcut number on the keypad, or touch **Profiles** on the home screen.
- c After you enter the shortcut number, the scanner will scan and send the document to the directory or application you specified. If you touch **Profiles** on the home screen, locate your shortcut on the list.

- 9 Return to your computer to view your file.

Your output file is saved in the location you specified or launched in the application you specified.

### *Understanding scan to PC options*

To change the options for the scan to PC Profile, you must click the **Quick Setup** box, and select **Custom**. Quick Setup lets you select preset formats or customize your scan job settings. You can select:

Custom	Photo - Color JPEG
Text - BW PDF	Photo - Color TIFF
Text - BW TIFF	Photo - Gray JPEG
	Photo - Gray TIFF

**Format Type**—Sets the output (PDF, TIFF, or JPEG) for the scanned image.

**PDF** output is a single file.

**TIFF** output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page each in a series of files.

**JPEG** saves one page in each file. When multiple pages are scanned, the output will be a series of files.

**Compression**—Sets the compression format used to compress the scanned output file.

**Default Content**—Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Content affects the quality and size of your scanned file.

**Text**—Emphasizes sharp, black, high-resolution text against a clean, white background.

**Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures.

**Photo**—Tells the scanner to pay extra attention to graphics and pictures. This setting emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.

**Color**—Tells the MFP the color of the original documents. You can select Gray, BW (Black and White), or Color.

**Original Size**—Opens a field where you can select the size of the document you are going to scan.

**Orientation**—Tells the MFP whether the original document is portrait or landscape and then changes the Sides and Binding settings to match the original document orientation.

**Duplex**—Tells the MFP if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the e-mail.

**Darkness**—Adjusts how light or dark your scanned documents will turn out.

**Resolution**—Adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

**Advanced Imaging**—Select this feature to adjust Background Removal, Contrast, and Shadow Detail before you scan the document.

### ***Scanning to a USB flash memory device***

- 1 Place the original document in the ADF face up or on the flatbed face down.  
Adjust the paper guides when using the ADF.
- 2 Insert the USB flash memory device into the USB direct interface on the front of the MFP.  
The Held Jobs screen appears.
- 3 Touch **Scan to USB drive**.
- 4 Enter the name of the file.
- 5 Select your scan settings.
- 6 Touch **Scan It**.

### ***Scanning tips***

The following tips may improve the MFP scanning quality. For additional information, see **Solving scan quality problems**.

Question	Tip
When should I use Text mode?	<ul style="list-style-type: none"><li>• Text mode should be used when text preservation is the main goal of the scan, and preserving images copied from the original document is not a concern.</li><li>• Text is best used for receipts, carbon copy forms, and documents that only contain text or fine line art.</li></ul>
When should I use Text/Photo mode?	<ul style="list-style-type: none"><li>• Text/Photo mode should be used when scanning an original document that contains a mixture of text and graphics.</li><li>• Text/Photo is best used for magazine articles, business graphics, and brochures.</li></ul>
When should I use Photo mode?	Photo mode should be used when scanning photos printed on a laser printer or taken from a magazine or newspaper.



## Printing

---

This chapter covers information about sending a job to print, printing confidential jobs, canceling a print job, printing a menu settings page, a font list, and a directory list. This chapter also provides information on printing folio and statement size media. For tips on paper jam prevention and print media storage, see **Avoiding jams** and **Storing print media**.

### ***Sending a job to print***

An MFP driver is software that lets your computer communicate with the MFP. When you choose **Print** from a software application, a window representing the MFP driver opens. You can then select the appropriate settings for the specific job you are sending to the MFP. Print settings selected from the driver override the default settings selected from the MFP control panel.

You may need to click **Properties** or **Setup** from the initial Print dialog to see all of the available MFP settings you can change. If you are not familiar with a feature in the MFP driver window, open the online Help for more information.

To support all the MFP features, use the Lexmark custom drivers supplied with the MFP. Updated drivers, as well as a complete description of the driver packages and Lexmark driver support, are available from the Lexmark Web site.

To print a job from a typical Windows application:

- 1 Open the file you want to print.
- 2 From the File menu, select **Print**.
- 3 Select the MFP in the dialog. Modify the MFP settings as appropriate (such as the pages you want to print or the number of copies).
- 4 Click **Properties** or **Setup** to adjust MFP settings that were not available on the first screen, and then click **OK**.
- 5 Click **OK** or **Print** to send the job to the MFP.

### ***Printing from a USB flash memory device***

A USB Direct interface is located on the control panel so you can insert a USB flash memory device and print the following types of documents:

- Portable Document Format (PDF) [.pdf file]
- Joint Photographic Experts Group (JPEG) [.jpeg or .jpg file]
- Tagged Image File Format (TIFF) [.tiff or .tif file]
- Graphics Interchange Format (GIF) [.gif file]
- Basic Multilingual Plane (BMP) [.bmp file]
- Portable Network Graphics (PNG) [.png file]
- PiCture eXchange (PCX) [.pcx file]
- PC Paintbrush File Format [.dcm file].

Printing a document from a USB flash memory device is similar to printing a held job.

**Note:** You cannot print encrypted files or files without printing permissions.

## Printing

---

We recommend using the following tested and approved USB flash memory devices in the 256 MB, 512 MB, and 1 GB sizes:

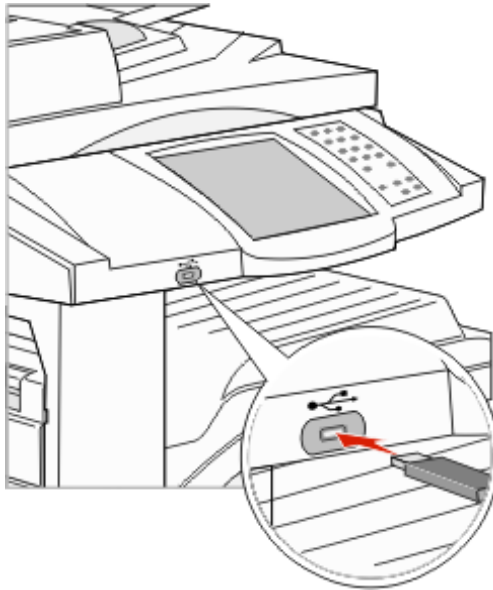
- Lexar JumpDrive 2.0 Pro
- SanDisk Cruzer Mini

Other USB flash memory devices must:

- Be compatible with the USB 2.0 standard.
- Support the Full-Speed standard as well.  
Devices only supporting USB low speed capabilities are not supported.
- Use the FAT file system.  
Devices formatted with NTFS or any other file systems are not supported.

To print from a USB flash memory device:

- 1 Make sure the MFP is on and **Ready** or **Busy** appears.
- 2 Insert a USB flash memory device into the USB Direct interface.



**Note:** If you insert the memory device when the MFP requires attention such as when a paper jam has occurred, the MFP ignores the memory device.

- 3 Touch the arrow next to the document you want to print.  
A screen asking the number of copies to be printed will appear.
- 4 To print only one copy, touch **Print**, or touch **+** to enter the number of copies.

**Note:** Do not remove the USB flash memory device from the USB Direct interface until the document has finished printing.

The document will begin printing.

**Note:** If you insert the memory device when the MFP is busy printing other jobs, the message **Printer Busy** appears. Select **Continue**, and your job prints after the other jobs finish.

If you leave the device in the MFP after exiting the USB drive menu, you can still print PDFs on the device as held jobs. See **Printing confidential and held jobs**.

### ***Canceling a print job***

There are several methods for canceling a print job.

- **Canceling a job from the MFP control panel**
- **Canceling a job from a computer running Windows**
  - **Canceling a job from the taskbar**
  - **Canceling a job from the desktop**
- **Canceling a job from a Macintosh computer**
  - **Canceling a print job from a computer running Mac OS 9**
  - **Canceling a job from a computer running Mac OS X**

#### ***Canceling a job from the MFP control panel***

If the job is formatting, scanning, or already printing, touch **Cancel Job** on the display.

#### ***Canceling a job from a computer running Windows***

##### **Canceling a job from the 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 the job you want to cancel.
- 3 Press the **Delete** key on the keyboard.

##### **Canceling a job from the desktop**

- 1 Minimize all programs to reveal the desktop.
- 2 Double-click the **My Computer** icon.

**Note:** If you do not have the **My Computer** icon, select **Start → Settings → Control Panel**, and then go to **step 4**.

- 3 Double-click the **Printers** icon.  
A list of available printers appears.
- 4 Double-click the printer you selected when you sent the job.  
A list of print jobs appears in the printer window.
- 5 Select the job you want to cancel.
- 6 Press the **Delete** key on the keyboard.

### ***Canceling a job from a Macintosh computer***

#### **Canceling a print job from a computer running Mac OS 9**

When you send a job to print, the printer icon for your selected MFP appears on the desktop.

- 1 Double-click the printer icon on your desktop.  
A list of print jobs appears in the printer window.
- 2 Select the print job you want to cancel.
- 3 Click the trash can button.

#### **Canceling a job from a computer running Mac OS X**

When you send a job to print, the printer icon for your selected MFP appears in the dock.

- 1 Open **Applications** → **Utilities**, and then double-click **Print Center** or **Printer Setup**.
- 2 Double-click the MFP you are printing to.
- 3 In the printer window, select the print job you want to cancel, and then press **Delete**.

### ***Printing the menu settings page***

You can print a menu settings page to review the default MFP settings and to verify the MFP options are installed correctly.

- 1 Make sure the MFP is on and the **Ready** message appears.
- 2 Touch the **Menus** button on the control panel.
- 3 Touch **Reports**.
- 4 Touch **Menu Settings Page**.

### ***Printing a network setup page***

You can print a network setup page to review the default MFP settings and to verify the MFP options are installed correctly.

- 1 Make sure the MFP is on and the **Ready** message appears.
- 2 Touch the **Menus** button on the control panel.
- 3 Touch **Reports**.
- 4 Touch **Network Setup Page**.

### ***Printing a font sample list***

To print samples of the fonts currently available for the MFP:

- 1 Make sure the MFP is on and the **Ready** message appears.
- 2 Touch the **Menus** button on the control panel.
- 3 Touch **Reports**.
- 4 Touch the down arrow until **Print Fonts** appears, then touch **Print Fonts**.
- 5 Touch **PCL Fonts** or **PostScript Fonts**.



### ***Printing a directory list***

A directory listing shows the resources stored in flash memory. To print a listing:

- 1 Make sure the MFP is on and the **Ready** message appears.
- 2 Touch the **Menus** button on the control panel.
- 3 Touch **Reports**.
- 4 Touch the down arrow until **Print Directory** appears, then touch **Print Directory**.

### ***Printing confidential and held jobs***

The term *held job* refers to any type of print job that can be initiated by the user at the MFP. This includes a confidential job, a verify print job, a reserve print job, a repeat print job, a bookmark, a profile, or a file on a USB flash memory device. When sending a job to the MFP, you can specify in the driver that you want the MFP to hold the job in memory. Once your job is stored in MFP memory, go to the MFP, and use the MFP control panel to specify what you want to do with your print job.

All confidential and held jobs have a user name associated with them. To access confidential or held jobs, you must first select the type of job (confidential or held), and then select your user name from the user name list. Once you select your user name, you can print all your confidential jobs, or select an individual print job. You can then choose the number of copies for the print job, or you can delete the print job.

### ***Printing a confidential job***

When you send a confidential job to the MFP, you must enter a personal identification number (PIN) from the driver. The PIN must be four digits using the numbers 0–9. The job is held in MFP memory until you enter the same four-digit PIN from the control panel and choose to print or delete the job. This ensures the job does not print until you are there to retrieve it. No one else using the MFP can print the job without the PIN.

#### **Windows**

- 1 From a word processor, spreadsheet, browser, or other application, select **File → Print**.
- 2 Click **Properties**. (If there is no Properties button, click **Setup**, and then click **Properties**.)
- 3 Depending on the operating system, you may have to click the **Other Options** tab, and then click **Print and Hold**.

**Note:** If you have difficulty finding Print and Hold → Confidential Print, click **Help**, see the topic Confidential Print or Print and Hold, and then follow the driver instructions.

- 4 Enter a User Name and PIN.
- 5 Send your job to the MFP.

Go to the MFP when you are ready to retrieve your confidential print job, and follow the **At the MFP** steps.

#### **Macintosh**

- 1 From a word processor, spreadsheet, browser, or other application, select **File → Print**.
- 2 From the **Copies & Pages** or **General** pop-up menu, select **Job Routing**.
  - a When using Mac OS 9, if Job Routing is not a choice on the pop-up menu, select **Plug-in Preferences → Print Time Filters**.
  - b Turn down the disclosure triangle to the left of **Print Time Filters**, and select **Job Routing**.
  - c In the pop-up menu, select **Job Routing**.
- 3 From the radio group, select **Confidential Print**.

4 Enter a User Name and PIN.

5 Send your job to the MFP.

Go to the MFP when you are ready to retrieve your confidential print job, and follow the **At the MFP** steps.

### At the MFP

1 Touch **Held jobs** on the home screen.

2 Touch your user name.

**Note:** A maximum of 500 results can be displayed for held jobs. If your name does not appear, touch the down arrow until your name appears, or touch **Search Held Jobs** if there are a large number of held jobs in the MFP.

3 Select **Confidential Jobs**.

4 Enter your PIN.

For more information, see **Entering a personal identification number (PIN)**.

5 Touch the job you want to print.

6 Touch **Print**, or touch **+** to input the number of copies, and then touch **Print**.

**Note:** After your job prints, it is deleted from MFP memory.

### Entering a personal identification number (PIN)

After you select a Confidential Job, the Enter PIN screen appears.

Use the touch screen number pad or the numeric pad to the right of the display to enter the four-digit PIN associated with the confidential job.

**Note:** As you enter the PIN, asterisks appear on the display to ensure confidentiality.

If you enter an invalid PIN, the Invalid PIN screen appears.

Reenter the PIN, or touch **Cancel**.

**Note:** After your job prints, it is deleted from MFP memory.

### Printing and deleting held jobs

Held jobs (Verify Print, Reserve Print, or Repeat Print) are printed or deleted from the MFP control panel and do not require a PIN.

#### Verify Print

If you send a Verify Print job, the MFP prints one copy and holds the remaining copies you requested in MFP memory. Use Verify Print to examine the first copy to see if it is satisfactory before printing the remaining copies. Once all copies are printed, the Verify Print job is automatically deleted from MFP memory.

#### Reserve Print

If you send a Reserve Print job, the MFP does not print the job immediately. It stores the job in memory so you can print the job later. The job is held in memory until you delete it from the Held Jobs menu. Reserve Print jobs may be deleted if the MFP requires extra memory to process additional held jobs.

### Repeat Print

If you send a Repeat Print job, the MFP prints all requested copies of the job *and* stores the job in memory so you can print additional copies later. You can print additional copies as long as the job remains stored in memory.

**Note:** Repeat Print jobs are automatically deleted from MFP memory when the MFP requires extra memory to process additional held jobs.

### Windows

- 1 From a word processor, spreadsheet, browser, or other application, select **File → Print**.
- 2 Click **Properties**. (If there is no Properties button, click **Setup**, and then click **Properties**.)
- 3 Depending on the operating system, you may have to click the **Other Options** tab, and then click **Print and Hold**.

**Note:** If you have difficulty finding Print and Hold → Held Jobs, click **Help**, and see the topic Held Jobs or Print and Hold, then follow the driver instructions.

- 4 Select the type of held job you want, and then send your job to the MFP.

Go to the MFP when you are ready to retrieve your confidential print job, and follow the **At the MFP** steps.

### Macintosh

- 1 From a word processor, spreadsheet, browser, or other application, select **File → Print**.
- 2 From the **Copies & Pages** or **General** pop-up menu, select **Job Routing**.
  - a When using Mac OS 9, if Job Routing is not a choice on the pop-up menu, select **Plug-in Preferences → Print Time Filters**.
  - b Turn down the disclosure triangle to the left of **Print Time Filters**, and select **Job Routing**.
  - c From the pop-up menu, select **Job Routing**.
- 3 From the radio group, select the type of held job you want, enter a user name, and then send your job to the MFP.

Go to the MFP when you are ready to retrieve your confidential print job, and follow the **At the MFP** steps.

### At the MFP

- 1 Touch **Held jobs** on the home screen.
- 2 Touch your user name.

**Note:** A maximum of 500 results can be displayed for held jobs. If your name does not appear, touch the down arrow until your name appears, or touch **Search <your name>** if you have a large number of held jobs in the MFP.

- 3 Touch the job you want to print.

Touch the down arrow, or touch **Search <your name>** if you have a large number of held jobs in the MFP.
- 4 Touch **Print**, or touch **+** to input the number of copies, and then touch **Print**.

**Note:** You can also choose to **Print All** or **Delete All**.

### ***Printing on specialty media***

*Media* is paper, card stock, transparencies, labels, and envelopes. The last four are sometimes referred to as *specialty media*. Follow these instructions to print on specialty media.

- 1 Load the media as specified for the tray being used. See **Loading standard or optional 500-sheet trays** for help.
- 2 From the MFP control panel, set the Paper Type and Paper Size according to the media you loaded. See **Setting the Paper Type and Paper Size** for help.
- 3 From the computer software application, set the paper type, size, and source according to the media you loaded.

#### **Windows**

- a From a word processor, spreadsheet, browser, or other application, select **File → Print**.
- b Click **Properties** (or **Options**, **Printer**, or **Setup**, depending on the application) to view the MFP driver settings.
- c Click the **Paper** tab.  
A paper tray list will appear.
- d Select the tray containing the specialty media.

**Note:** If you have difficulty, click **Help**, and then follow the driver instructions.

- e Select the media type (transparencies, envelopes, and so on) from the **Paper Type** list box.
- f Select the size of the specialty media from the **Paper Size** list box.
- g Click **OK**, and then send the print job as usual.

#### **Mac OS 9**

- a Select **File → Page Setup**.
- b Select the size of the specialty media from the **Paper** pop-up menu, and then click **OK**.
- c Select **File → Print**.
- d With **General** selected on the top pop-up menu, go to the **Paper Source** pop-up menu, and select the tray containing the specialty media or the name of the media.
- e Click **Print**.

#### **Mac OS X**

- a Select **File → Page Setup**.
- b Select the MFP from the **Format for** pop-up menu.
- c Select the size of the specialty media from the **Paper** pop-up menu, and then click **OK**.
- d Select **File → Print**.
- e From the **Copies & Pages** pop-up menu, select **Imaging**.
- f Select the specialty media on the **Paper Type** pop-up menu.
- g From the **Imaging** pop-up menu, select **Paper Feed**.
- h Select the tray containing the specialty media from the **All pages from** or **First page from / Remaining from** pop-up menus.
- i Click **Print**.

### ***Loading standard or optional 500-sheet trays***

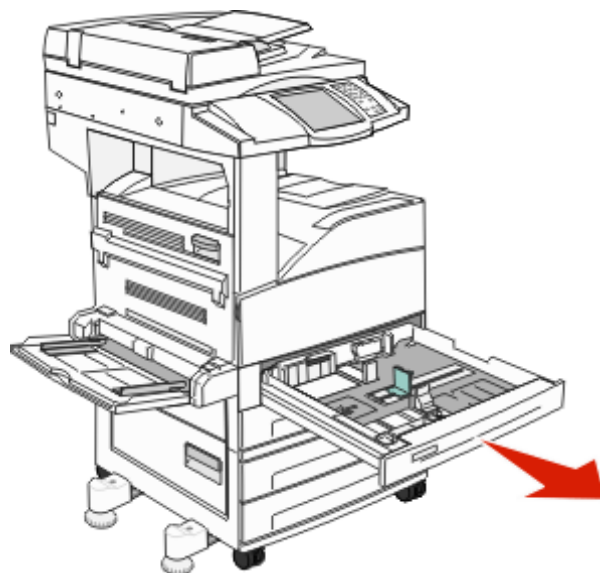
Your MFP has two 500-sheet standard trays. You may have also purchased an optional 2x500-sheet drawer which has two additional 500-sheet trays. Print media is loaded into all the 500-sheet trays the same way.

**Note:** The steps for loading the optional 2000-sheet dual input trays and the 2000-sheet high capacity feeder are different than the steps for loading a 500-sheet tray.

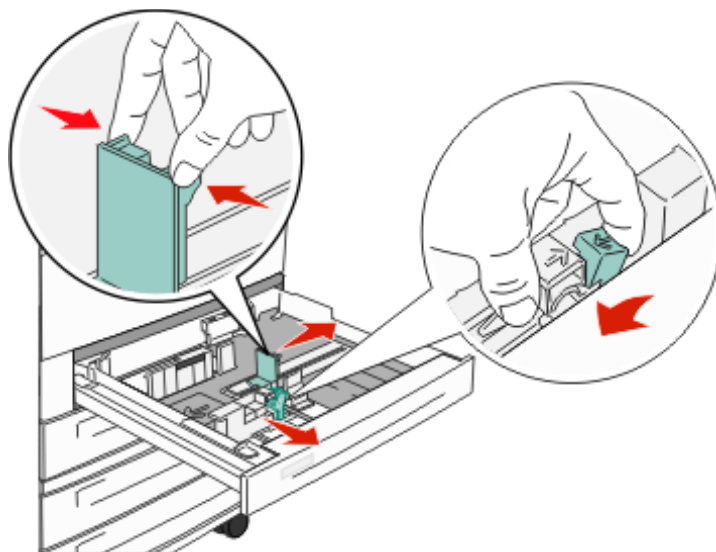
To load print media:

**Note:** Do not remove a tray when a job is printing or when the operator panel indicator light is blinking. Doing so may cause a jam.

- 1 Pull out the tray.



- 2 Squeeze the side guide tab, and slide the guide to the outside of the tray.

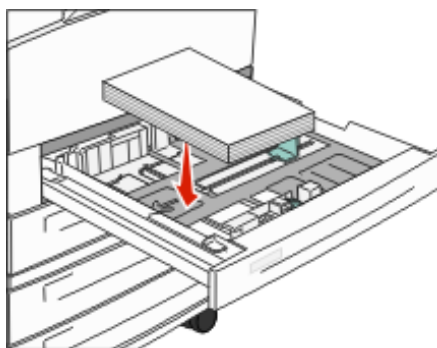


- 3 Squeeze the front guide tab, and slide the guide to the correct position for the media size you are loading.

- 4 Flex the sheets back and forth to loosen them, then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.



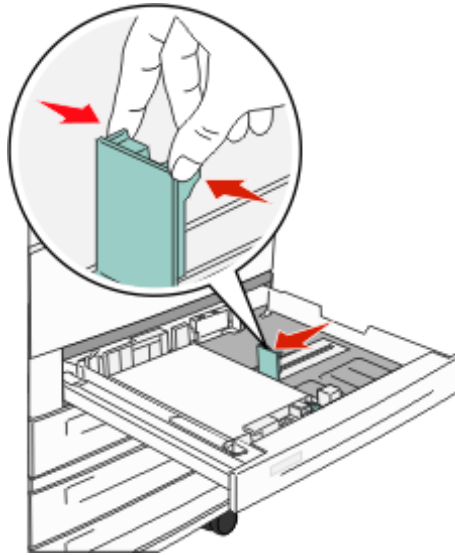
- 5 Load print media in the tray with the print side up.



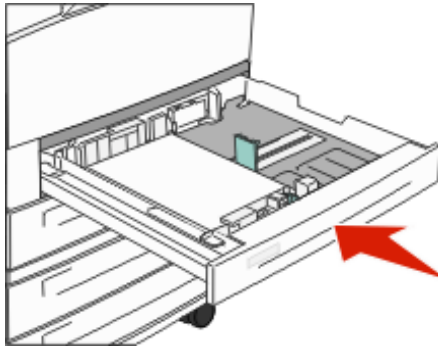
For information about loading Letter or A4 size media in the short-edge feed position, see Loading Letter or A4 size print media in the short-edge feed orientation.

**Note:** Make sure the print media is below the max fill line on the rear guide. Overloading may cause jams.

- 6 Squeeze the side guide tab, and slide the guide until it lightly rests against the edge of the media.



- 7 Insert the tray.



### ***Setting the Paper Type and Paper Size***

After setting the Paper Type and Paper Size to the correct values for the type and size used in the trays, then any trays containing the same size and type are automatically linked by the MFP.

**Note:** If the media size you are loading is the same media size that was previously loaded, do not change the Paper Size setting.

To change the Paper Size and Paper Type setting:

- 1 Make sure the MFP is on.
- 2 Touch the **Menus** button on the control panel.
- 3 Touch **Paper Menu**.
- 4 Touch **Paper Size**.
- 5 Touch the left or right arrow to change the size for the desired tray.
- 6 Touch **Submit**.
- 7 Touch **Paper Type**.
- 8 Touch the left or right arrow to change the media type for the desired tray.
- 9 Touch **Submit**.
- 10 Touch the home icon.



### ***Loading the multipurpose feeder***

The multipurpose feeder can hold several sizes and types of print media, such as transparencies, postcards, note cards, and envelopes. It can be used for single-page or manual printing or as an additional tray.

The multipurpose feeder can hold approximately:

- 100 sheets of 75 g/m<sup>2</sup> (20 lb) paper
- 10 envelopes
- 75 transparencies

The multipurpose feeder accepts print media within the following dimensions:

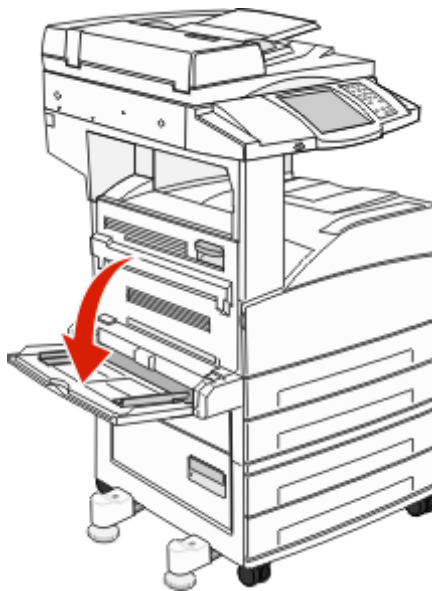
- Width—89 mm (3.5 in.) to 297 mm (11.7 in.)
- Length—98 mm (3.9 in.) to 432 mm (17.0 in.)

The icons on the multipurpose feeder show you how to load the multipurpose feeder with paper, how to turn an envelope for printing, and how to load letterhead paper for simplex and duplex printing.

To load print media:

**Note:** Do not add or remove print media when the MFP is printing from the multipurpose feeder or when the operator panel indicator light is blinking. Doing so may cause a jam.

- 1 Lower the multipurpose feeder.



- 2 Pull the tray extension out.

**Note:** *Do not* place objects on the multipurpose feeder. Also, avoid pressing down or applying excessive force on it.

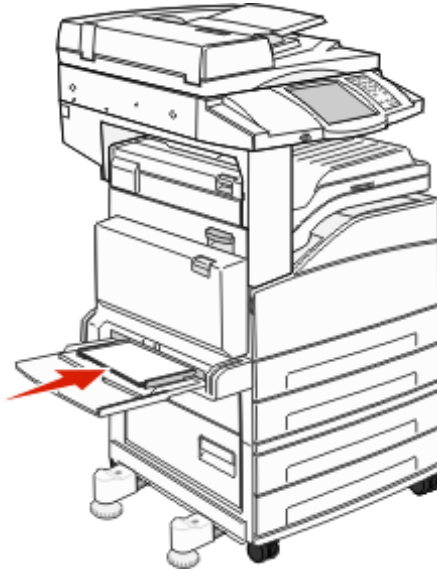


- 3 Slide the width guides to the outside of the feeder.
- 4 Flex the sheets or envelopes back and forth to loosen them, then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.

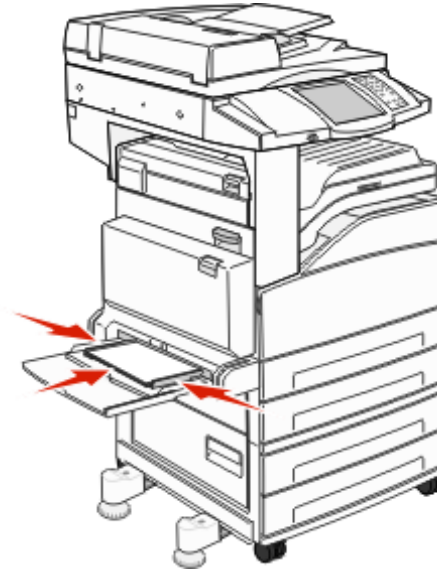


- 5 Load the media in the feeder.

**Note:** Make sure the print media is below the max fill line. Overloading may cause jams.



- 6 Slide the width guides until they lightly rest against the edge of the media.

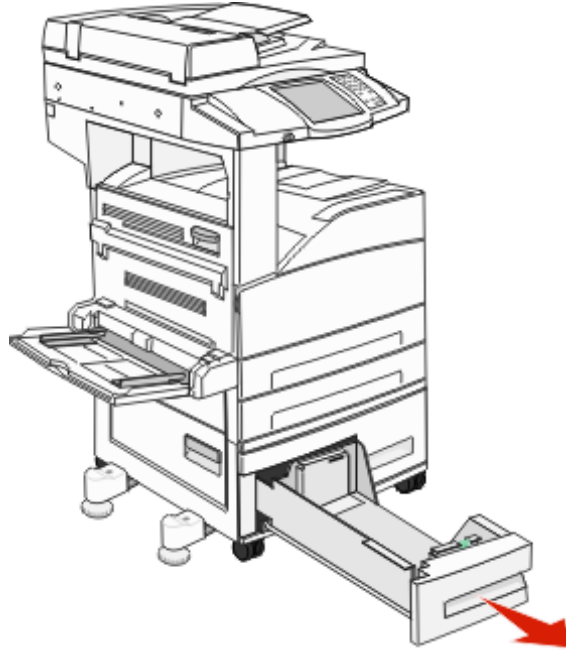


- 7 Set the Paper Size and Paper Type for the multipurpose feeder (MP Feeder Size and MP Feeder Type) to the correct value for the print media you loaded.
- a Touch the **Menus** button on the touch screen.
  - b Press the ► to the right of **Paper Menu**.
  - c Press the ► to the right of **Paper Size** or **Paper Type**.
  - d Press the ► to the right of the paper source you are using.
  - e Press <-- or --> until you see the paper size or paper type you loaded, and then press **Submit**.
  - f Press the home icon to return to the home screen.

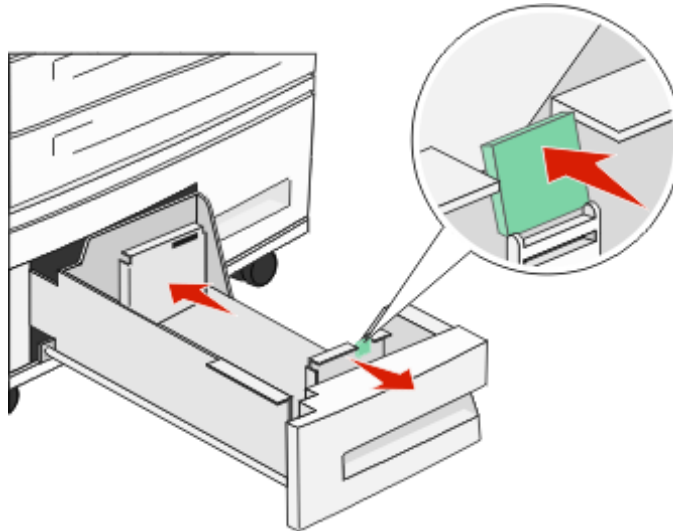
### ***Loading the 2000-sheet dual input trays***

The 2000-sheet dual input drawer includes two trays: an 850-sheet tray and an 1150-sheet tray. Although the trays are different in appearance, they both load the same way.

- 1 Pull out the tray.



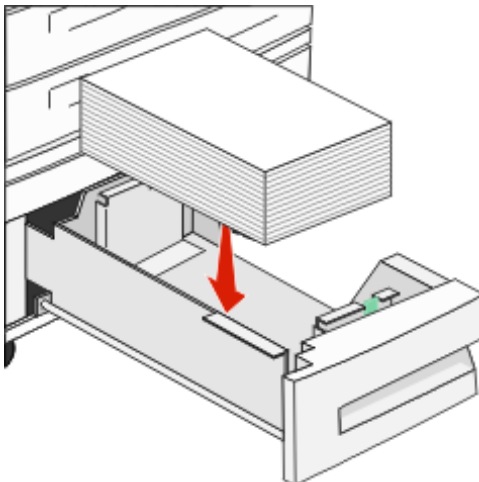
- 2 Squeeze the front guide tab, and slide the guide to the correct position for the size media you are loading.



- 3 Flex the sheets back and forth to loosen them, then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.



- 4 Load print media in the tray with the print side up.



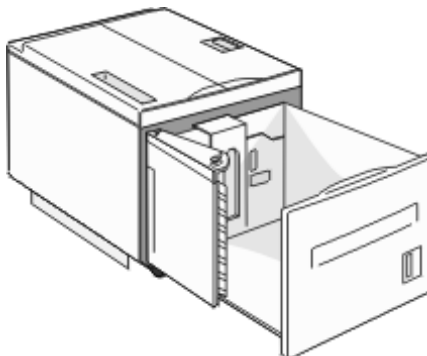
**Note:** Make sure the print media is below the max fill line on the rear guide. Overloading may cause jams.

- 5 Insert the tray into the MFP.

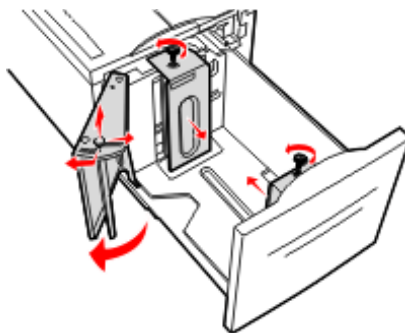
### ***Loading the 2000-sheet high capacity feeder***

The high capacity feeder can hold 2000 sheets of Letter, A4, Executive, or JIS B5 paper (75 g/m<sup>2</sup> [20 lb]).

- 1 Pull out the tray.



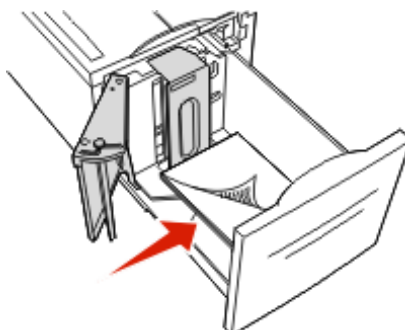
- 2 If loading print media with a different width or length, adjust the width and length guides.



- 3 Flex the sheets back and forth to loosen them, then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.



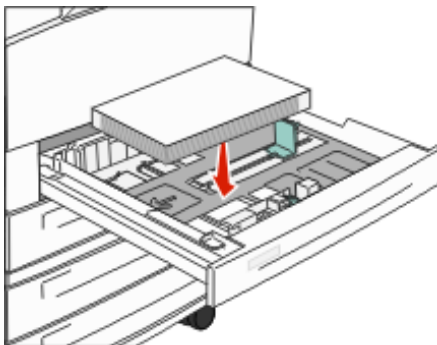
- 4 Load print media in the tray with the print side down.



- Place pre-punched paper with the holes toward the left side of the tray.
- Place letterhead (or the top of the page) toward the front of the tray.

- 5 Insert the tray into the high capacity feeder.

### ***Loading Letter or A4 size print media in the short-edge feed orientation***



For the MFP to recognize Letter or A4 size print media loaded in the short-edge feed orientation, Short-edge Printing must be enabled.

- 1 Make sure the MFP is off.
- 2 Press and hold the keypad buttons **2** and **6** while you turn the MFP on.
- 3 Release both buttons when **Performing Self Test** appears on the display.  
The MFP performs its power-on sequence, and then the configuration menu appears on the display.
- 4 Press ▼ until **Short-edge Printing** appears, and then press the ► to the right of **Short-edge Printing**.
- 5 Press <-- or --> until you see **Enable**, and then press **Submit**.  
**Submitting Change** appears on the display.
- 6 Press **Back**.
- 7 Press **Exit Config Menu**.  
**Rebooting the Device** appears on the display.

### ***Setting up trays with different orientations***

We recommend that you use the custom type settings to differentiate print media of the same size with different orientations. For example, if you want to have letter-size paper loaded into both standard trays, but one in the long-edge orientation and one in the short-edge orientation, you could set up the trays as follows:

- **Tray 1:** Long-edge Fed; Paper Size=Letter; Paper Type=Plain
- **Tray 2:** Short-edge Fed; Paper Size=Letter; Paper Type=Custom Type 1

By setting the MFP menus like this, you can easily choose which orientation you want to use for a print job by selecting the appropriate tray.

### ***Changing the Custom Type Name***

You can use the MFP Embedded Web Server or MarkVision™ to define a name other than "Custom Type [x]" for each of the custom media types that are loaded. When a custom name is defined for a Custom Type, then the MFP displays this name wherever it would normally display "Custom Type [x]".

To define a custom name using the Embedded Web Server:

- 1 Open the MFP Embedded Web Server by typing its IP address in the address bar of a browser. For example:  
**http://192.168.0.11**

- 2 Click **Configuration**.
- 3 Click **PAPER MENU**.
- 4 Click **CUSTOM NAMES**.

- 5 Define one or more custom names.

For example, you could enter names such as “Short-edge Letter” or “Yellow Glossy.”

- 6 Click **Submit**.

## ***Linking trays***

Tray linking enables the automatic linking feature for trays when you load the same size and type of print media in multiple sources. The MFP automatically links the trays; when one tray is empty, print media feeds from the next linked tray.

For example, if you have the same size and type of print media loaded in tray 2 and tray 4, the MFP selects print media from tray 2 until it becomes empty, and then the MFP automatically feeds print media from the next linked tray—tray 4.

By linking all trays (standard and optional), you effectively create a single source with a capacity of up to 4,100 sheets.

Make sure you load the same size and type of print media in each tray and then, using the Paper menu, set the same paper size and type for the trays to link.

Set the paper size and type for each tray. See **Setting the Paper Type and Paper Size** for more information.

To disable tray linking, set the Paper Type to a unique value for each tray.

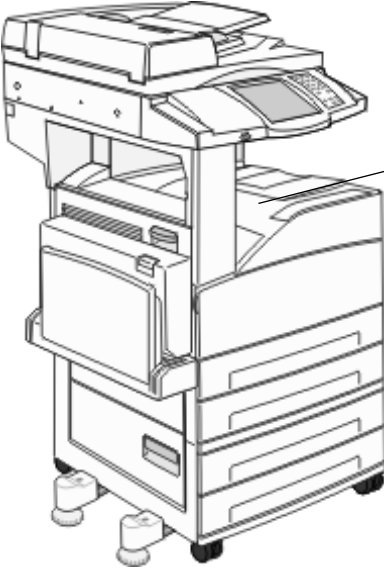
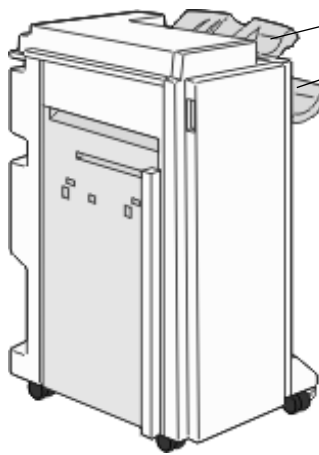
If all the trays do not have the same type of print media loaded when linked, you could mistakenly print a job on the wrong paper.



## Identifying and linking output bins

There is one standard output bin on all MFP models. If you need additional output capacity, the optional finisher provides up to 3500 sheets of additional output capacity.

The following table provides information on output bin capacities.

Output bin	Each bin accommodates	Illustration of output bin
Standard bin	<ul style="list-style-type: none"> <li>• 500 sheets* (75 g/m<sup>2</sup> [20 lb]) plain paper</li> <li>• 300 transparencies</li> <li>• 200 labels</li> <li>• 50 envelopes (75 g/m<sup>2</sup> [20 lb])</li> </ul> <p><b>Note:</b></p>	 <p>Standard bin</p>
Finisher bin 1	500 sheets (75 g/m <sup>2</sup> [20 lb]) plain paper	 <p>Bin 1</p> <p>Bin 2</p>
Finisher bin 2	3000 sheets† (75 g/m <sup>2</sup> [20 lb]) plain paper	

\* Standard bin capacity with finisher installed: up to 300 sheets.

† This capacity may decrease if mixed print media sizes are sent to this bin.

## 8

# Understanding paper and specialty media guidelines

*Print media* is paper, card stock, transparencies, labels, and envelopes. The last four are sometimes referred to as *specialty media*. The MFP provides high quality printing on a variety of media. A number of things must be considered concerning media before printing. This chapter provides information on making media selections and caring for media.

- **Supported print media**
- **Selecting print media**
- **Storing print media**
- **Avoiding jams**

For more details about the types of paper and specialty media your MFP supports, see the *Card Stock & Label Guide* available on the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com).

We recommend that you try a limited sample of any paper or specialty media you are considering using with the MFP before purchasing large quantities.

## Supported print media

The following tables provide information on standard and optional sources for both input and output trays and bins.

- **Print media sizes**
- **Media sizes supported in the finisher**
- **Feed characteristics by print media size**
- **Print media types**
- **Print media weights**
- **Media weights supported in the finisher**

**Note:** If you use a print media size not listed, select the next larger size.

### Print media sizes

✓ — indicates support		500-sheet trays (standard and option)	Multipurpose feeder	2000-sheet dual input trays (option)	2000-sheet high capacity feeder (option)	Duplex unit (option)	500-sheet standard output bin	300-sheet second exit output bin <sup>2</sup>
Print media size	Dimensions							
<b>A3</b>	297 x 420 mm (11.7 x 16.5 in.)	✓	✓			✓	✓	✓
<b>A4</b>	210 x 297 mm (8.27 x 11.7 in.)	✓	✓	✓	✓	✓	✓	✓
<b>A5</b>	148 x 210 mm (5.83 x 8.27 in.)	✓	✓			✓	✓	✓
<sup>1</sup> This size setting formats the page for 297.0 x 431.8 mm (11.7 x 17.0 in.) unless the size is specified by the software application.								
<sup>2</sup> This output bin is only available when the finisher is installed.								

## Understanding paper and specialty media guidelines

### Print media sizes(continued)

✓ — indicates support		500-sheet trays (standard and option)	Multipurpose feeder	2000-sheet dual input trays (option)	2000-sheet high capacity feeder (option)	Duplex unit (option)	500-sheet standard output bin	300-sheet second exit output bin <sup>2</sup>
Print media size	Dimensions							
<b>JIS B4</b>	257 x 364 mm (10.1 x 14.3 in.)	✓	✓			✓	✓	✓
<b>JIS B5</b>	182 x 257 mm (7.17 x 10.1 in.)	✓	✓	✓	✓	✓	✓	✓
<b>Letter</b>	215.9 x 279.4 mm (8.5 x 11 in.)	✓	✓	✓	✓	✓	✓	✓
<b>Legal</b>	215.9 x 355.6 mm (8.5 x 14 in.)	✓	✓			✓	✓	✓
<b>Executive</b>	184.2 x 266.7 mm (7.25 x 10.5 in.)	✓	✓	✓	✓	✓	✓	✓
<b>Folio</b>	216 x 330 mm (8.5 x 13 in.)	✓	✓			✓	✓	✓
<b>Statement</b>	139.7 x 215.9 mm (5.5 x 8.5 in.)	✓	✓			✓	✓	✓
<b>Tabloid</b>	279 x 432 mm (11.0 x 17.0 in.)	✓	✓			✓	✓	✓
<b>Universal<sup>1</sup></b>	98.4 x 89.0 mm to 297.0 x 431.8 mm (3.9 x 3.5 in. to 11.7 x 17.0 in.)	✓	✓			✓	✓	✓
<b>7 ¾ Envelope</b>	98.4 x 190.5 mm (3.875 x 7.5 in.)		✓				✓	✓
<b>10 Envelope</b>	104.8 x 241.3 mm (4.12 x 9.5 in.)		✓				✓	✓
<b>DL Envelope</b>	110 x 220 mm (4.33 x 8.66 in.)		✓				✓	✓
<b>C5 Envelope</b>	162 x 229 mm (6.38 x 9.01 in.)		✓				✓	✓
<b>Other Envelope</b>	98.4 x 89.0 mm to 297.0 x 431.8 mm (3.9 x 3.5 in. to 11.7 x 17.0 in.)		✓				✓	✓
<sup>1</sup> This size setting formats the page for 297.0 x 431.8 mm (11.7 x 17.0 in.) unless the size is specified by the software application.								
<sup>2</sup> This output bin is only available when the finisher is installed.								

### Media sizes supported in the finisher

Size	Bin 1				Bin 2			
	Standard*	Offset	Staple	Punch	Standard*	Offset	Staple	Punch
A3	✓				✓	✓	✓	✓
A4	✓				✓	✓	✓	✓
A5	✓							
JIS B4	✓				✓	✓	✓	✓
JIS B5	✓				✓	✓	✓	✓
Letter	✓				✓	✓	✓	✓
Legal	✓				✓	✓	✓	✓
Executive	✓				✓	✓	✓	✓
Folio	✓				✓	✓	✓	✓
Statement	✓							
Tabloid	✓				✓	✓	✓	✓
Universal								
7 ¾ Envelope								
10 Envelope								
DL Envelope								
C5 Envelope								
Other Envelope								

\* Paper passes to the finisher bin without being stapled or offset.

### Feed characteristics by print media size

Print media size	Feed orientation <sup>1</sup>	Print media orientation <sup>2</sup>	Size supports duplex
<b>A3</b>	Portrait	Short-edge	✓
<b>A4</b>	Portrait <i>or</i> Landscape	Short-edge <i>or</i> Long-edge	✓
<b>A5</b>	Portrait	Short-edge	✓
<b>JIS B4</b>	Portrait	Short-edge	✓
<b>JIS B5</b>	Landscape	Long-edge	✓
<b>Letter</b>	Portrait <i>or</i> Landscape	Short-edge <i>or</i> Long-edge	✓
<b>Legal</b>	Portrait	Short-edge	✓
<b>Executive</b>	Landscape	Long-edge	✓
<b>Folio</b>	Portrait	Short-edge	✓
<b>Statement</b>	Portrait	Short-edge	✓
<b>Tabloid</b>	Portrait	Short-edge	✓
<b>Universal</b>	Portrait <sup>3</sup>	Short-edge	✓
<b>7 ¾ Envelope</b>	Landscape	Long-edge	
<b>10 Envelope</b>	Landscape	Long-edge	
<b>DL Envelope</b>	Landscape	Long-edge	
<b>C5 Envelope</b>	Landscape	Long-edge	
<b>Other Envelope</b>	Portrait	Short-edge	

<sup>1</sup> Feed orientation indicates how the MFP will place the image on the page, not whether the physical page will be short-edge or long-edge oriented.

<sup>2</sup> Short-edge Printing must be enabled for the MFP to recognize letter or A4 size print media loaded in the short-edge orientation. For more information, see **Loading Letter or A4 size print media in the short-edge feed orientation**.

<sup>3</sup> The feed orientation for Universal is actually variable.

### Print media types

Print media	500-sheet trays	Multipurpose feeder	2000-sheet dual input trays	2000-sheet high capacity feeder	Duplex unit	Standard output bin	Second exit output bin	Finisher			
								Standard	Offset	Stapled	Hole Punch
Paper	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Card stock	✓	✓				✓	✓	✓	✓		
Transparencies	✓	✓				✓	✓				
Paper labels <sup>1</sup>	✓	✓				✓	✓				
Bond	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Envelope		✓				✓	✓				
Letterhead	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preprinted	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Colored paper	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<sup>1</sup> This MFP is intended for occasional paper label printing only.											

## Understanding paper and specialty media guidelines

### Print media weights

Print media	Type	Print media weight				
		500-sheet trays	Multipurpose feeder	2000-sheet dual input trays	2000-sheet high capacity feeder	Duplex unit
<b>Paper</b>	Xerographic or business paper	<ul style="list-style-type: none"> <li><b>Tray 1:</b> 64 to 105 g/m<sup>2</sup> grain long (17 to 28 lb bond)</li> <li><b>Other 500-sheet trays:</b> 64 to 216 g/m<sup>2</sup> grain long (17 to 58 lb bond)</li> </ul>	64 to 216 g/m <sup>2</sup> grain long (17 to 58 lb bond)	64 to 105 g/m <sup>2</sup> grain long (17 to 28 lb bond)		
<b>Card stock—maximum</b> (grain long) <sup>1</sup>	Index Bristol	163 g/m <sup>2</sup> (90 lb)	120 g/m <sup>2</sup> (67 lb)			
	Tag	163 g/m <sup>2</sup> (100 lb)	120 g/m <sup>2</sup> (74 lb)			
	Cover	176 g/m <sup>2</sup> (65 lb)	135 g/m <sup>2</sup> (50 lb)			
<b>Card stock—maximum</b> (grain short) <sup>1</sup>	Index Bristol	199 g/m <sup>2</sup> (110 lb)	163 g/m <sup>2</sup> (90 lb)			
	Tag	203 g/m <sup>2</sup> (125 lb)	163 g/m <sup>2</sup> (100 lb)			
	Cover	216 g/m <sup>2</sup> (80 lb)	176 g/m <sup>2</sup> (65 lb)			
<b>Transparencies</b>	Laser printer	138 to 146 g/m <sup>2</sup> (37 to 39 lb bond)	138 to 146 g/m <sup>2</sup> (37 to 39 lb bond)			
<b>Labels<sup>4</sup></b>	Paper	180 g/m <sup>2</sup> (48 lb bond)	163 g/m <sup>2</sup> (43 lb bond)			
<b>Integrated forms</b>	Pressure-sensitive area (must enter the MFP first)	135 to 140 g/m <sup>2</sup> (36 to 37 lb bond)	135 to 140 g/m <sup>2</sup> (36 to 37 lb bond)			
	Paper base (grain long)	75 to 135 g/m <sup>2</sup> (20 to 36 lb bond)	75 to 135 g/m <sup>2</sup> (20 to 36 lb bond)			
<b>Envelopes<sup>2</sup></b>	Sulfite, wood-free or up to 100% cotton bonds		60 to 105 g/m <sup>2</sup> (16 to 28 lb bond) <sup>3</sup>			

<sup>1</sup> Grain short is preferred for papers over 135 g/m<sup>2</sup>.

<sup>2</sup> 100% cotton content maximum weight—24 lb.

<sup>3</sup> 28 lb bond envelopes are limited to 25% cotton content.

<sup>4</sup> This MFP is intended for occasional paper label printing only.

## Understanding paper and specialty media guidelines

### Media weights supported in the finisher

Print media	Type	Finisher media weight			
		Bin 1	Bin 2		
			Offset	Staple	Hole Punch
<b>Paper</b>	Xerographic or business paper	64 to 105 g/m <sup>2</sup> grain long (17 to 28 lb bond)	64 to 216 g/m <sup>2</sup> grain long (17 to 58 lb bond)	<ul style="list-style-type: none"> <li>40 sheets of 90 g/m<sup>2</sup> grain long (24 lb bond)</li> <li>50 sheets of 64 to 75 g/m<sup>2</sup> grain long (17 to 20 lb bond)</li> </ul>	64 to 216 g/m <sup>2</sup> grain long (17 to 58 lb bond)
<b>Card stock—maximum</b> (grain long)	Index Bristol	163 g/m <sup>2</sup> (90 lb bond)	Not recommended		
	Tag	163 g/m <sup>2</sup> (100 lb bond)			
	Cover	176 g/m <sup>2</sup> (65 lb bond)			
<b>Card stock—maximum</b> (grain short)	Index Bristol	199 g/m <sup>2</sup> (110 lb bond)	Not recommended		
	Tag	203 g/m <sup>2</sup> (125 lb bond)			
	Cover	216 g/m <sup>2</sup> (80 lb bond)			
<b>Transparencies</b>	Laser printer	138 to 146 g/m <sup>2</sup> 37 to 39 lb bond)	Not recommended		
<b>Integrated forms</b>	Pressure sensitive area	140 to 175 g/m <sup>2</sup> (up to 47 lb bond)	Not recommended		
	Paper base (grain long)	75 to 135 g/m <sup>2</sup> (20 to 36 lb bond)			
<b>Labels — upper limit<sup>1</sup></b>	Paper	180 g/m <sup>2</sup> (48 lb bond)	Not recommended		
<b>Envelopes</b>	Sulfite, wood-free or up to 100% cotton bond	60 to 105 g/m <sup>2</sup> (16 to 28 lb bond)	Not recommended		

<sup>1</sup> This MFP is intended for occasional paper label printing only.



### Selecting print media

Selecting the appropriate print media for the MFP helps you avoid printing problems. The following sections contain guidelines for choosing the correct print media for the MFP.

- **Paper**
- **Transparencies**
- **Envelopes**
- **Labels**
- **Card stock**

#### **Paper**

To ensure the best print quality and feed reliability, use 90 g/m<sup>2</sup> (24 lb) xerographic, grain long paper. Business papers designed for general business use may also provide acceptable print quality.

We recommend Lexmark part number 12A5950 letter-size glossy paper and Lexmark part number 12A5951 for A4 size glossy paper.

Always print several samples before buying large quantities of any type of media. When choosing any media, consider the weight, fiber content, and color.

The laser printing process heats paper to high temperatures of 230°C (446°F) for non-MICR applications. Use only paper able to withstand these temperatures without discoloring, bleeding, or releasing hazardous emissions. Check with the manufacturer or vendor to determine whether the paper chosen is acceptable for laser printers.

When loading paper, note the recommended print side on the paper package, and load paper accordingly. For detailed tray loading instructions, see the following:

- **Loading standard or optional 500-sheet trays**
- **Loading the multipurpose feeder**
- **Loading the 2000-sheet dual input trays**
- **Loading the 2000-sheet high capacity feeder**

#### **Paper characteristics**

The following paper characteristics affect print quality and reliability. It is recommended that these guidelines are followed when evaluating new paper stock.

For detailed information, see the *Card Stock & Label Guide* available on the Lexmark Web site at [www.lexmark.com/publications](http://www.lexmark.com/publications).

#### **Weight**

The MFP can automatically feed paper weights from 60 to 176 g/m<sup>2</sup> (16 to 47 lb bond) grain long in the integrated and optional trays and paper weights from 60 to 135 g/m<sup>2</sup> (16 to 36 lb bond) grain long in the multipurpose feeder. Paper lighter than 60 g/m<sup>2</sup> (16 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 90 g/m<sup>2</sup> (24 lb bond) grain long paper. To use paper narrower than 182 x 257 mm (7.2 x 10.1 in.), it is recommended that the weight be greater than or equal to 90 g/m<sup>2</sup> (24 lb bond).

#### **Curl**

Curl is the tendency of media to curve at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the MFP, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold and dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems.

### Smoothness

The degree of smoothness of paper directly affects print quality. If the paper is too rough, the toner does not fuse to the paper properly, resulting in poor print quality. If the paper is too smooth, it can cause paper feeding or print quality issues. Smoothness needs to be between 100 and 300 Sheffield points; however, smoothness between 150 and 250 Sheffield points produces the best print quality.

### Moisture content

The amount of moisture in the paper affects both print quality and the ability of the MFP to feed the paper properly. Leave the paper in its original wrapper until it is time to use it. This limits the exposure of the paper to moisture changes that can degrade its performance.

Condition paper while it is still in the original wrapper. To condition it, store it in the same environment as the MFP for 24 to 48 hours before printing to let the paper stabilize in the new conditions. Extend the time several days if the storage or transportation environment is very different from the MFP environment. Thick paper may also require a longer conditioning period because of the mass of material.

### 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/m<sup>2</sup> (16 to 24 lb bond) paper, grain long fibers are recommended.

### Fiber content

Most high-quality xerographic paper is made from 100% chemically 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 possess characteristics that can result in degraded paper handling.

### Unacceptable paper

The following papers are not recommended for use with the MFP:

- 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 MFP
- Preprinted papers that can be affected by the temperature in the MFP fuser
- Preprinted papers that require a *registration* (the precise print location on the page) greater than ±0.09 in., such as optical character recognition (OCR) forms

In some cases, you can adjust registration with your 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 containing more than 25% post-consumer waste that do not meet DIN 19 309
- Recycled paper having a weight less than 60 g/m<sup>2</sup> (16 lb)
- Multiple-part forms or documents

### Selecting paper

Proper paper loading helps prevent jams and ensures trouble-free printing.

To help avoid jams or 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.

## Understanding paper and specialty media guidelines

- Do not use paper that has been cut or trimmed by hand.
- Do not mix media sizes, weights, or types in the same source; mixing results in jams.
- Do not use coated papers unless they are specifically designed for electrophotographic printing.
- Do not forget to change the Paper Size setting when using a source that does not support auto size sensing.
- Do not remove trays while a job is printing or **Busy** appears on the operator panel.
- Make sure the Paper Type, Paper Texture, and Paper Weight settings are correct. (See “Paper Menu” in the *Menus and Messages Guide* located on the *Software and Documentation CD* for detailed information about these settings.)
- Make sure the paper is properly loaded in the source.
- Flex paper back and forth. Do not fold or crease the paper. Straighten the edges on a level surface.



### Selecting preprinted forms and letterhead

Use the following guidelines when selecting preprinted forms and letterhead paper for the MFP:

- Use grain long papers for best results for 60 to 90 g/m<sup>2</sup> weights.
- 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 withstand temperatures of 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 should 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 230°C (446°F) without melting or releasing hazardous emissions.

### Printing on 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 in the media sources.

Media source or process	Print side	Top of page
500-sheet trays	<ul style="list-style-type: none"><li>• <b>Single-sided printing:</b> Printed letterhead face up</li><li>• <b>Duplex (two-sided) printing:</b> Printed letterhead face down</li></ul>	<ul style="list-style-type: none"><li>• <b>Long-edge fed:</b> Letterhead top edge enters towards the front of the tray.</li><li>• <b>Short-edge fed:</b> Letterhead top edge towards the left of the tray.</li></ul>
2000-sheet dual input trays		Letterhead goes toward the front of the tray.
2000-sheet high capacity feeder	<ul style="list-style-type: none"><li>• <b>Single-sided printing:</b> Printed letterhead face down</li><li>• <b>Duplex (two-sided) printing:</b> Printed letterhead face up</li></ul>	Letterhead goes toward the front of the tray.
Multipurpose feeder		<ul style="list-style-type: none"><li>• <b>Long-edge fed:</b> Letterhead top edge towards the front of the MFP.</li><li>• <b>Short-edge fed:</b> Letterhead top edge enters last.</li></ul>

### Transparencies

Feed transparencies from the standard tray or the multipurpose feeder. Try a sample of any transparencies being considered for use with the MFP before buying large quantities.

When printing on transparencies:

- Be sure to set the Paper Type to Transparency from the MFP driver or from MarkVision™ Professional to avoid damaging the MFP.
- Use transparencies designed specifically for laser printers. Transparencies must be able to withstand temperatures of 230°C (446°F) without melting, discoloring, offsetting or releasing hazardous emissions.
- To prevent print quality problems, avoid getting fingerprints on the transparencies.
- Before loading transparencies, fan the stack to prevent sheets from sticking together.

### Selecting transparencies

The MFP can print directly on transparencies designed for use in laser printers. Print quality and durability depend on the transparency used. Always print samples on the transparencies being considered for use before buying large quantities.

We recommend Lexmark part number 70X7240 Letter size transparencies and Lexmark part number 12A5010 A4 size transparencies.

The Paper Type setting should be set to Transparency to help prevent jams. (See “Paper Type” on the publications CD for detailed information about this setting.) Check with the manufacturer or vendor to determine whether the transparencies are compatible with laser printers that heat transparencies to 230°C (446°F). Use only transparencies that are able to withstand these temperatures without melting, discoloring, offsetting, or releasing hazardous emissions. For detailed information, see the *Card Stock & Label Guide*, which is available on the Lexmark Web site at [www.lexmark.com/publications](http://www.lexmark.com/publications).

Transparencies can be fed automatically from the multipurpose feeder and the standard 500-sheet trays (Tray 1 and Tray 2). See **Print media types** for information about transparency compatibility with output bins.

Be careful when you handle transparencies. Fingerprints on the surface of the transparency cause poor print quality.

### Envelopes

You can load up to 10 envelopes in the multipurpose feeder. Try a sample of any envelopes you are considering using with the MFP before buying large quantities. See **Loading the multipurpose feeder** for instructions on loading envelopes.

When printing on envelopes:

- To achieve the best possible print quality, use only high-quality envelopes that are designed for use in laser printers.
- Set the Paper Source in the Paper menu based on the source in use, set the Paper Type to Envelope, and select the correct envelope size from the operator panel, the MFP driver, or from MarkVision Professional.
- For best performance, use envelopes made from 90 g/m<sup>2</sup> (24 lb bond) paper. Use up to 105 g/m<sup>2</sup> (28 lb bond) weight for the 500-sheet standard trays and multipurpose feeder as long as the cotton content is 25% or less. Envelopes with 100% cotton content must not exceed 90 g/m<sup>2</sup> (24 lb bond) weight.
- Use only new, undamaged envelopes.
- For best performance and to minimize jams, do not use envelopes that:
  - Have excessive curl or twist
  - Are stuck together or damaged in any way
  - Contain windows, holes, perforations, cutouts or embossing
  - Use metal clasps, string ties, or metal 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 nicked edges or bent corners
  - Have rough, cockle, or laid finishes

## Understanding paper and specialty media guidelines

---

- Use envelopes that can withstand temperatures of 230°C (446°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions. If you have any doubts about the envelopes you are considering using, check with the envelope supplier.
- Adjust the width guide to fit the width of the envelopes.
- Do not load different size envelopes at the same time.
- A combination of high humidity (over 60%) and the high printing temperatures may seal the envelopes.

### Labels

**Note:** This MFP is intended for occasional paper label printing only.

The MFP can print on many labels designed for use with laser printers, except for vinyl labels. These labels are supplied in Letter size, A4 size, and Legal size sheets. Label adhesives, face sheet (printable stock), and topcoats must be able to withstand temperatures of 230°C (446°F) and pressure of 25 pounds per square inch (psi).

Try a sample of any labels you are considering using with the MFP before purchasing a large quantity.

For detailed information on label printing, characteristics, and design, see the *Card Stock & Label Guide* available on the Lexmark Web site at [www.lexmark.com/publications](http://www.lexmark.com/publications).

After printing approximately 10,000 pages of labels (or each time you replace the toner cartridge), complete the following steps to maintain MFP feeding reliability:

- 1 Print five sheets of paper.
- 2 Wait approximately five seconds.
- 3 Print five more sheets of paper.

When printing on labels:

- Set the Paper Type to Labels in the Paper menu. Set the Paper Type from the MFP control panel, the MFP driver, or from MarkVision Professional.
- Do not load labels together with paper or transparencies in the same source; mixing media can cause feeding problems.
- Do not use label sheets with a slick backing material.
- Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the MFP and the cartridge with adhesive, and could void the MFP and cartridge warranties.
- Use labels that can withstand temperatures of 230°C (446°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.
- 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.
- Do not use label sheets that have adhesive to the edge of the sheet. Zone coating of the adhesive at least 1 mm (0.04 in.) away from edges is recommended. Adhesive material contaminates the MFP 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.
- Remove a 3 mm (0.125 in.) strip from the leading edge to prevent labels from peeling inside the MFP.
- Portrait orientation is preferred, especially when printing bar codes.
- Do not use labels that have exposed adhesive.

For detailed information on label printing, characteristics, and design, see the *Card Stock & Label Guide*, available on the Lexmark Web site at [www.lexmark.com/publications](http://www.lexmark.com/publications).

### ***Card stock***

Card stock is single ply, and has a large array of properties, such as the moisture content, thickness, and texture, that can significantly affect print quality. See **Supported print media** for information on the preferred weight and for the grain direction of print media.

Try a sample of any card stock you are considering using with the MFP before purchasing a large quantity.

See **Print media weights** for information on the preferred weight of media.

When printing on card stock:

- Set the Paper Type in the Paper Menu to Card Stock from the operator panel, from the MFP driver, or from MarkVision Professional. Set the Paper Weight to CardStock Weight, and set the CardStock Weight to Normal or Heavy. Set this from the operator panel, the MFP driver, or from MarkVision Professional. Select Heavy for card stock weighing more than 163 g/m<sup>2</sup> (90 lb).
- Be aware that preprinting, perforation, and creasing can significantly affect the print quality and cause media handling or jamming problems.
- Avoid using card stock that may release hazardous emissions when heated.
- Do not use preprinted card stock manufactured with chemicals that may contaminate the MFP. Preprinting introduces semi-liquid and volatile components into the MFP.
- The use of grain long card stock is recommended.

### ***Storing print media***

Use the following guidelines to avoid paper feeding problems and uneven print quality.

- For best results, store media in an environment where the temperature is approximately 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 a relative humidity of 40 to 60%.
- Store cartons of media on a pallet or shelf, rather than directly on the floor.
- When storing individual packages of media out of the original carton, make sure they rest on a flat surface so the edges do not buckle or curl.
- Do not place anything on top of the media packages.
- Store paper in its original wrapper until you load it into the MFP.

### ***Avoiding jams***

Use appropriate print media (paper, transparencies, labels, and card stock) to help ensure trouble-free printing. See **Supported print media** for more information.

**Note:** Try a limited sample of any print media you are considering using with the MFP before purchasing large quantities.

By selecting the appropriate print media and loading it properly, you can avoid most jams. For detailed tray loading instructions, see the following:

- **Loading standard or optional 500-sheet trays**
- **Loading the multipurpose feeder**
- **Loading the 2000-sheet dual input trays**
- **Loading the 2000-sheet high capacity feeder**

## Understanding paper and specialty media guidelines

---

The following hints can help you avoid jams:

- Use only recommended print media.
- Do not overload the print media sources. Make sure the stack height does not exceed the maximum height indicated by the stack line labels in the sources.
- Do not load wrinkled, creased, damp, or curled print media.
- Flex, fan, and straighten print media before you load it. If jams do occur with print media, try feeding one sheet at a time through the multipurpose feeder.
- Do not use print media that you have cut or trimmed yourself.
- Do not mix print media sizes, weights, or types in the same print media source.
- Make sure the recommended print side is loaded in the source according to your simplex or duplex needs.
- Keep print media stored in an acceptable environment. See **Storing print media**.
- Do not remove trays during a print job.
- Push all trays in firmly after loading them.
- Make sure the guides in the trays are properly positioned for the size of print media you have loaded. Make sure the guides are not placed too tightly against the stack of print media.

# 9

## Installing options

---

**CAUTION:** If you are installing memory or option cards sometime after setting up the MFP, turn the MFP off and unplug the power cord before continuing.

You can customize the MFP memory capacity and connectivity by adding optional cards. The instructions in this section help you install any of the following options:

- Memory cards
  - Printer memory
  - Flash memory
- Firmware cards
  - Bar Code
  - Forms
  - IPDS and SCS/TNe
  - PRESCRIBE
  - PrintCryption™
- Other options
  - External Serial Adapter
  - Tri-Port Adapter
  - Infrared Adapter
  - USB/Parallel 1284-C interface card
  - Coax/Twinax Adapter
  - Internal print servers (also called internal network adapters or INAs)

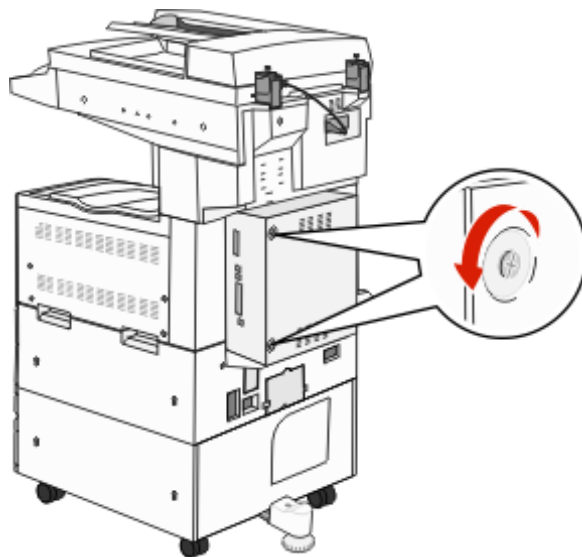


### ***Accessing the MFP system board***

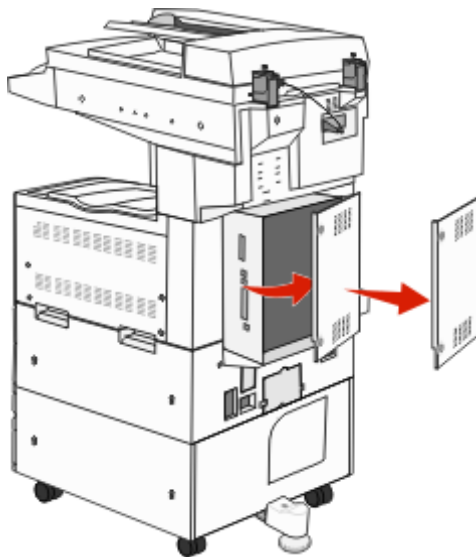
You must access the MFP system board to install printer memory, flash memory, or an option card.

**CAUTION:** Turn the MFP off, and unplug the power cord before continuing.

- 1 Loosen the screws on the access panel located on the back side of the MFP.



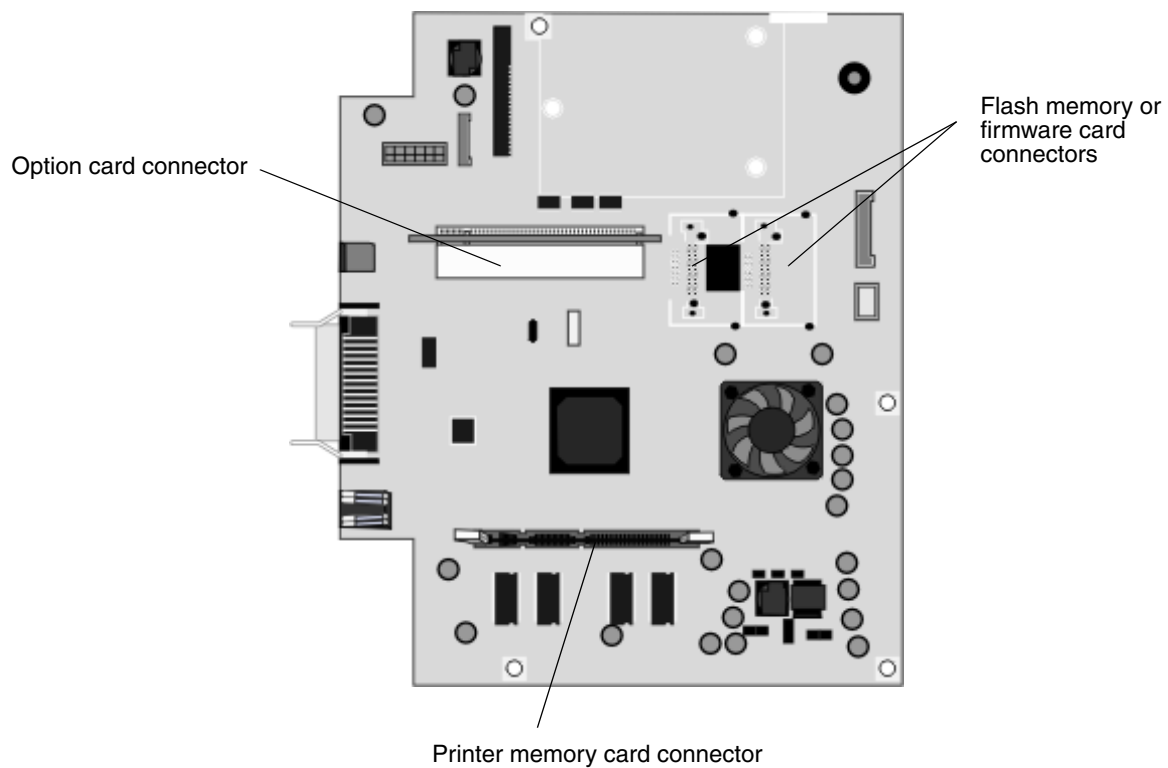
- 2 Remove the panel from the MFP, and set it aside.



## Installing options

---

Use the illustration to locate the connector for the option you want to install.



### ***Installing a printer memory card***

Complete the following instructions to install a printer memory card.

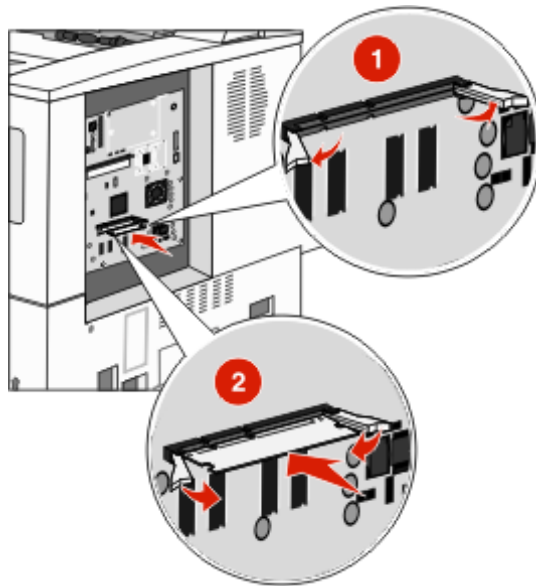
**Note:** Memory cards designed for other Lexmark printers may not work with your MFP.

- 1 Remove the system board access panel. (See **Accessing the MFP system board.**)
- 2 Push open the latches on both ends of the memory card connector.
- 3 Unpack the memory card.

**Warning:** Printer memory cards are easily damaged by static electricity. Touch something metal such as the MFP frame before you touch a memory card.

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

- 4 Align the notches on the bottom of the card with the notches on the connector.
- 5 Push the memory card firmly into the connector until the latches on either end of the connector *snap* into place. It may require some force to fully seat the card.



- 6 Make sure each latch fits over the notch on the end of the card.

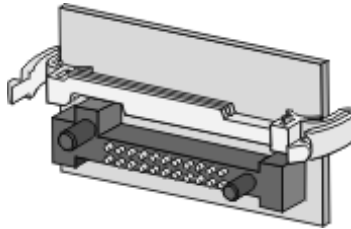
### *Installing a flash memory or firmware card*

**Note:** Flash memory and firmware cards designed for other Lexmark printers may not work with your MFP.

- 1 Remove the system board access panel. (See **Accessing the MFP system board.**)
- 2 Unpack the flash memory or firmware card.

**Warning:** Flash memory and firmware cards are easily damaged by static electricity. Touch something metal such as the MFP frame before you touch a card.

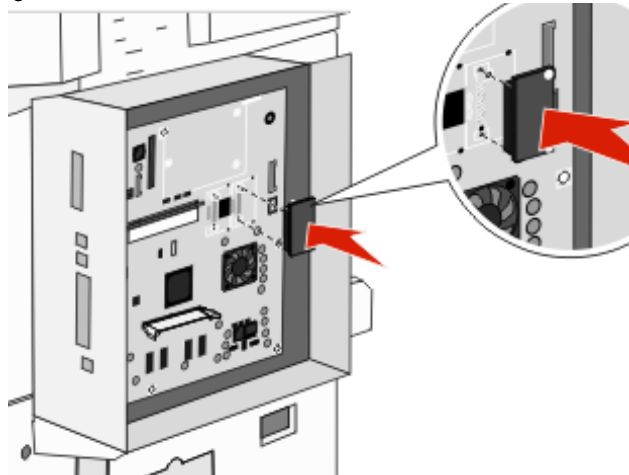
- 3 Holding the flash memory or firmware card by the locking clips, align the plastic pins on the card with the holes on the system board.



- 4 Push the flash memory or firmware card firmly into place, and release the locking clips.

The entire length of the connector on the flash memory or firmware card must touch the system board and be locked into the connector.

Be careful not to damage the connectors.

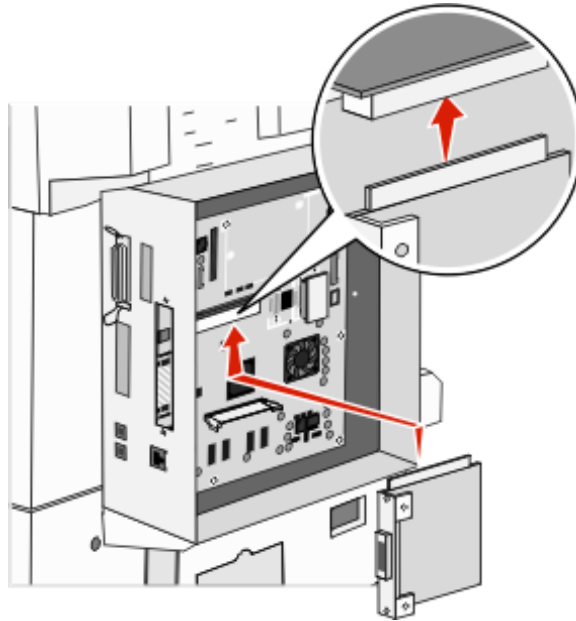


### *Installing an option card*

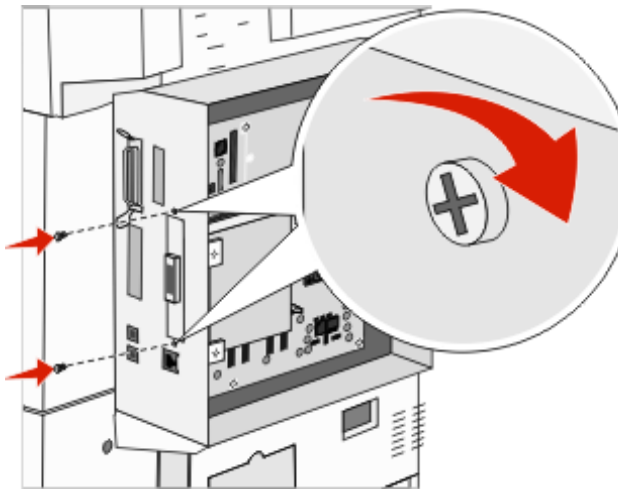
**Warning:** Option cards are easily damaged by static electricity. Touch something metal such as the MFP frame before you touch a memory card.

**Note:** You need a small Phillips screwdriver to attach the option card to the system board.

- 1 Remove the system board access panel. (See **Accessing the MFP system board**.)
- 2 Unpack the card. Save the packaging materials.
- 3 Align the connection points on the card with the connector on the system board, and push the card firmly into the system board connector.



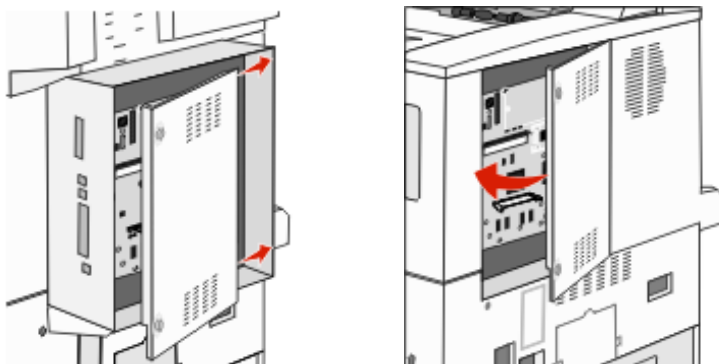
- 4 Insert the screws saved from the cover plate (or the extra screws shipped with the card).
- 5 Tighten the screws to secure the card.



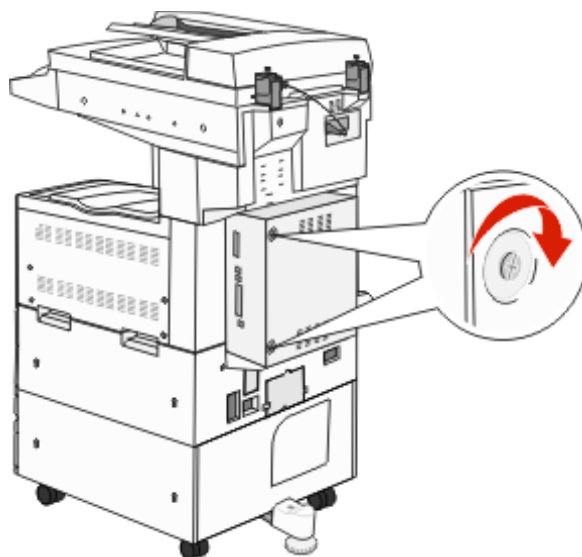
### ***Replacing the access panel***

After you have installed options on the MFP system board, follow these steps to reattach the access panel.

- 1 Align the tabs on the right side of the access panel with the slots on the MFP.
- 2 Slide the panel to the right and towards the MFP.



- 3 Tighten the screws.



- 4 Plug the MFP power cord back into a properly grounded electrical outlet, and turn on the MFP.

# 10

## Maintaining the MFP

---

Periodically, you need to complete certain tasks to maintain optimum print quality. These tasks are covered in this chapter.

If several people are using the MFP, you may want to designate a key operator to do the setup and maintenance of the MFP. Refer printing problems and maintenance tasks to this key operator.

In the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark Authorized Supplies Dealers in your area. In other countries or regions, visit the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com), or contact the place where you bought the MFP.

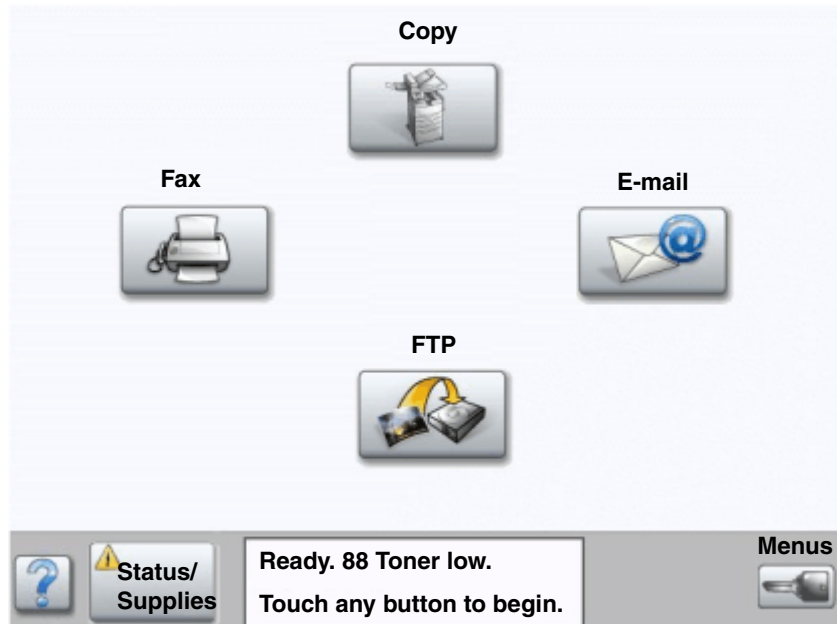
### ***Storing supplies***

Choose a cool, clean storage area for the MFP supplies. Store supplies right side up in their original packaging until you are ready to use them.

Do not expose supplies to:

- Direct sunlight
- Temperatures above 35°C (95°F)
- High humidity (above 80%)
- Salty air
- Corrosive gases
- Heavy dust

### ***Determining the status of supplies***



The MFP control panel alerts you once a supply item or maintenance is required. The Print status message bar at the bottom of the touch screen indicates if the MFP is **Ready** and lets you know if any supplies are low or empty. Touching **Status / Supplies** on the bottom of the touch screen will open the **Status / Supplies** screen where you can view the status of the various trays and other supply items.



### Conserving supplies

Several settings in your application software or through the touch screen let you conserve toner and paper. For more information on changing these settings, see the *Menus and Messages Guide* on the *Software and Documentation CD*.

Supply	Menu selection item	What the setting does
Toner	<b>Toner Darkness</b> ; touch the <b>Menus</b> button → <b>Printer Settings</b> → <b>Quality Menu</b>	Lets you adjust the level of toner released on a sheet of print media. The values range from 1 (lightest setting) to 10 (darkest setting). <b>Note:</b> When toner is low, firmly shake the cartridge to redistribute any remaining toner. See <b>Ordering a toner cartridge or photoconductor</b> for more information.
Print media	<b>Multipage Print</b> ; touch the <b>Menus</b> button → <b>Printer Settings</b> → <b>Finishing Menu</b>	Causes the MFP to print two or more page images on one side of a sheet. Values for Multipage Print are 2 Up, 3 Up, 4 Up, 6 Up, 9 Up, 12 Up, and 16 Up. Combined with the duplex setting, Multipage Print lets you print up to 32 pages on one sheet of paper (16 images on the front and 16 on the back).
	<b>Duplex</b> ; touch the <b>Menus</b> button → <b>Printer Settings</b> → <b>Finishing Menu</b>	Duplex printing is available when you have a duplex unit. It lets you print on both sides of a sheet of paper.
	Use your software application or MFP driver to send a Verify Print job.	Lets you examine the first copy of a multiple-copy job to be sure it is satisfactory before you print the other copies. If the job is unsatisfactory, you can cancel the job. See <b>Printing and deleting held jobs</b> for more information about a Verify Print job.

### Ordering supplies

To order supplies in the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark Authorized Supplies Dealers in your area. In other countries or regions, visit the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com), or contact the place where you bought the MFP.

#### Ordering a toner cartridge or photoconductor

When the **Toner Low** message appears, you should order a new toner cartridge.

When the **PC unit life warning** message appears, you should order a new photoconductor.

You need to have a new toner cartridge or photoconductor available when the current one no longer prints satisfactorily. The following table lists the part numbers for ordering these items.

Part number	Description
X850H21G	Toner cartridge
X850H22G	Photoconductor

### Maintenance kit

**80 Scheduled Maintenance** appears on the display after 300,000 pages have printed to let you know it is time to replace MFP maintenance items. Order a maintenance kit when **80 Scheduled Maintenance** first appears on the display. The maintenance kit contains all the items necessary to replace the pick rollers, the fuser, and the transfer roller.

See the following table for the maintenance kit part number for your specific MFP.

Machine voltage	Part numbers
110 V	40X0956
220 V	40X0957
100 V	40X0958

### ***Ordering staple cartridges***

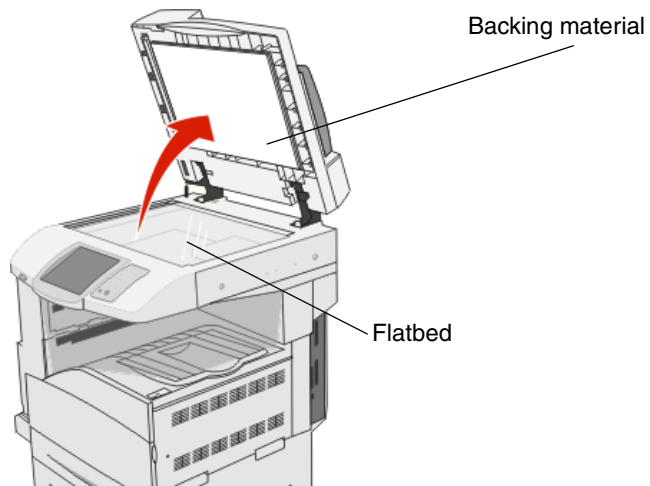
Staple cartridges hold 3,000 staples. Use part number 25A0013 to order a pack of three staple cartridges.

When **Staples Low** or **Staples Empty** appears on the operator panel display, insert a new staple cartridge in the finisher. See the illustrations inside the stapler access door for more information.

- If Staple Alarm is set to Single, the MFP stops printing, and the **Load Staples** message appears. Install a new staple cartridge, or press **Go** to clear the message and continue printing.
- If Staple Alarm is set to Continuous, the MFP displays the **Load Staples** message and continues printing. A partial sheet of staples will remain in the staple cartridge holder when this message appears. Do not remove this sheet. Install a new staple cartridge to properly feed the partial sheet of staples.

### ***Cleaning the flatbed and backing material***

- 1 Open the document cover.
- 2 Dampen a clean, lint-free cloth or cotton swab with isopropyl alcohol (95%).
- 3 Wipe the flatbed and backing material by moving the cloth or swab from side to side.



- 4 Close the document cover.

# 11

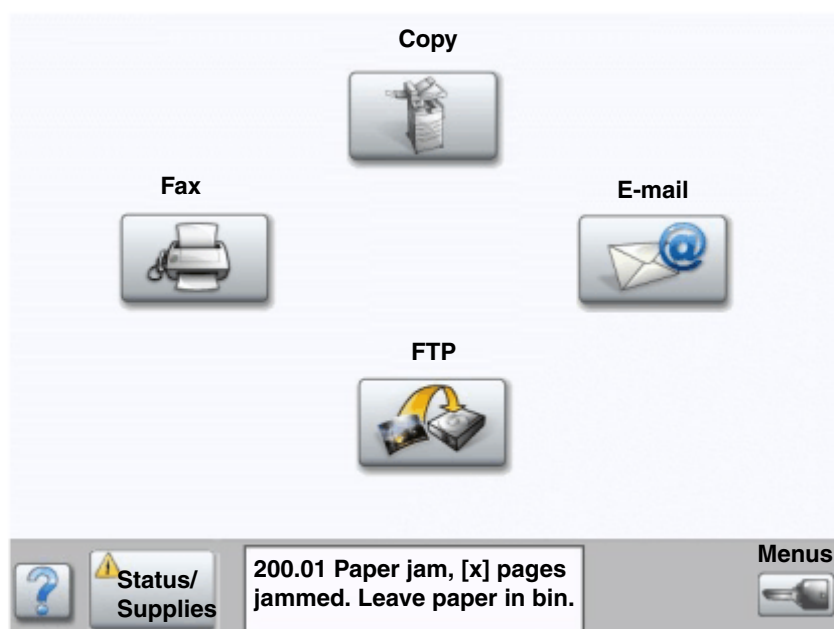
## Clearing jams

By carefully selecting print media and loading it properly, you should be able to avoid most paper jams. For more information on avoiding paper jams, see **Avoiding jams**. If jams do occur, follow the steps outlined in this section.

To resolve the paper jam messages, you must clear the entire paper path, and then touch **Continue** to clear the message and resume printing. The MFP prints a new copy of the page that jammed if Jam Recovery is set to On or Auto; however, the Auto setting does not guarantee the page will print.

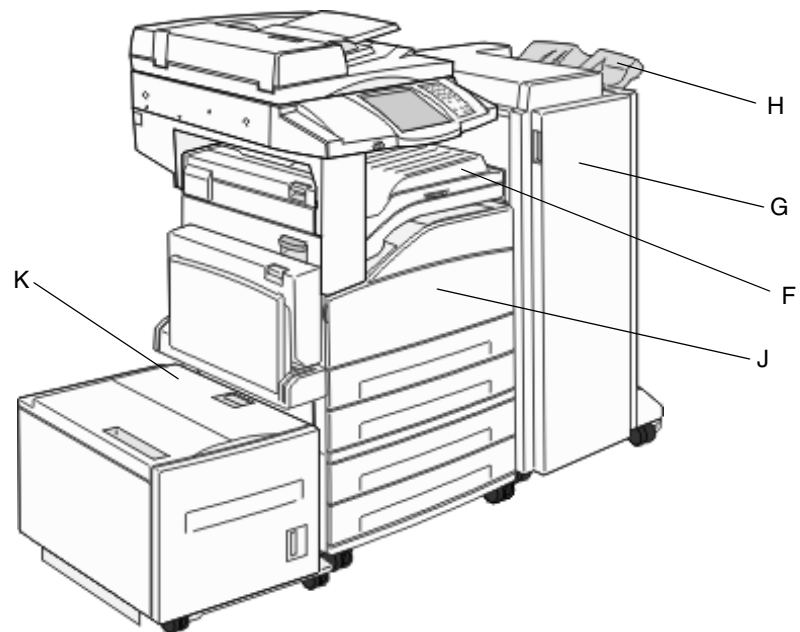
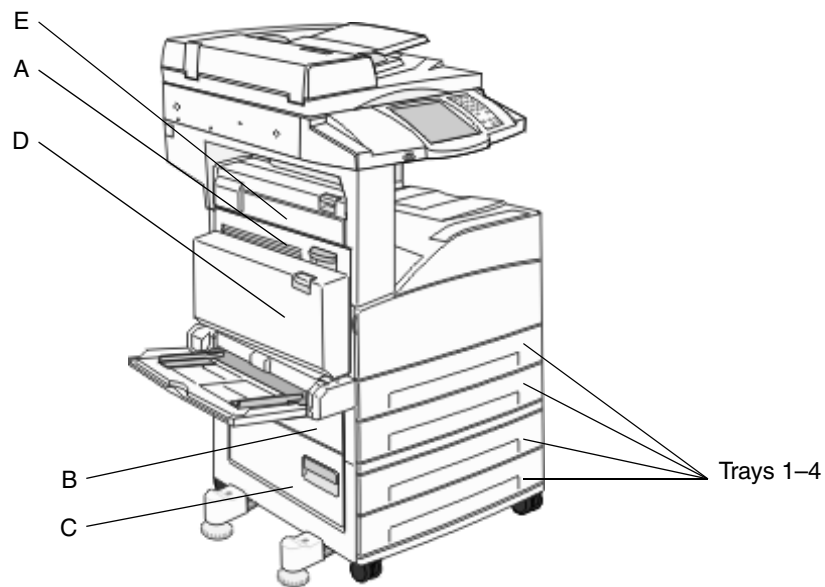
### *Identifying jams*

If the MFP jams, the appropriate jam message will be displayed on the touch screen Print status message bar.



### ***Access doors and trays***

The following illustrations show the areas where jams may occur.



### Understanding jam numbers

The following table lists the jams that can occur and the action necessary to clear the message. The jam number indicates the area where the jam occurred. However, it is best to clear the entire paper path to ensure you have cleared all possible jams.

Jam	What to do
<b>200–202 Jams</b>	Open Door A, and remove the jam.
<b>203 Jam</b>	Open the Door A and Door E, and remove the jam.
<b>230 Jam</b>	Open Door D, and remove the jam. Open the Door A and Door E, and remove the jam.
<b>231 Jam</b>	Open Door D, and remove the jam. Open the Door A and Door E, and remove the jam.
<b>24x Jams</b>	Open each tray, and remove any jammed media.
<b>250 Jam</b>	Remove all media from the multipurpose feeder, flex and stack the media, reload the multipurpose feeder, and adjust the guide.
<b>280-288 Jams</b>	As directed by the message, check area F, G, or H, then remove the jam.
<b>289 Jam</b>	Remove the staple cartridge, then remove any jammed staples.
<b>290, 291, 292, and 294 Jams</b>	Open the ADF cover and the scanner cover, and remove any jammed media.
<b>293 Jam</b>	Select the location of your original document, finish your job without further scanning, restart scanning, or cancel the job and clear the message.

### Clearing jams

Although there are several places a jam can occur, clearing the paper path is straightforward. The jam number shown in the message indicates the jam location.

**Note:** The following clearing jam instructions may seem out of sequence. However, they have been grouped to help you quickly clear the print path.

#### 250 Jam

- 1 Remove the paper from the multipurpose feeder.



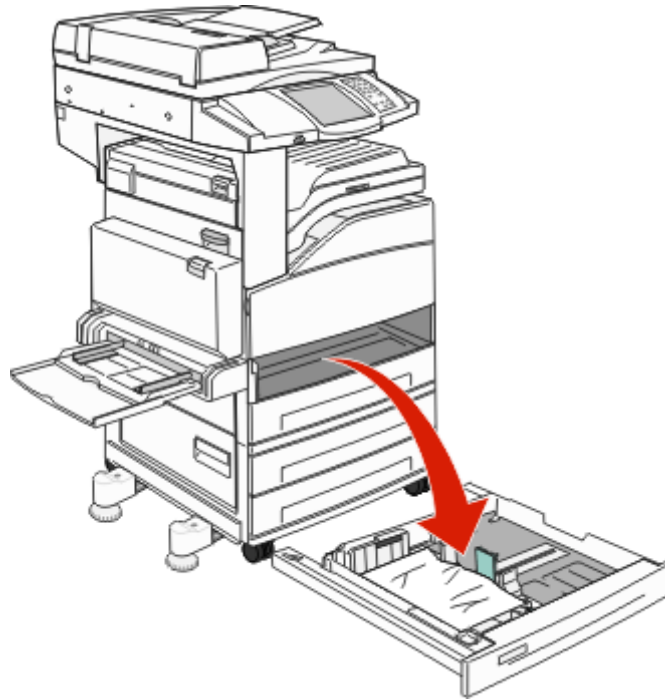
- 2 Flex, fan, and restack the media, and place it into the multipurpose feeder.
- 3 Load the print media.
- 4 Slide the side guide toward the inside of the tray until it lightly rests against the edge of the media.

- 5 Touch **Continue**.

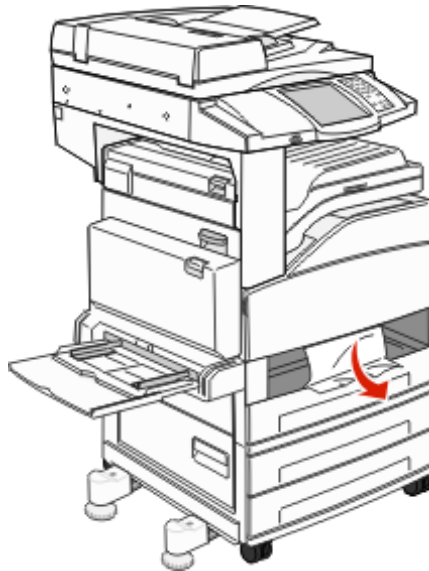
### **24x Jams**

Paper jams in these areas can occur on the incline surface of a tray or across more than one tray. To clear these areas:

- 1 Open the tray. If necessary, remove the tray from the MFP.



- 2 Remove the media from the MFP tray slot.

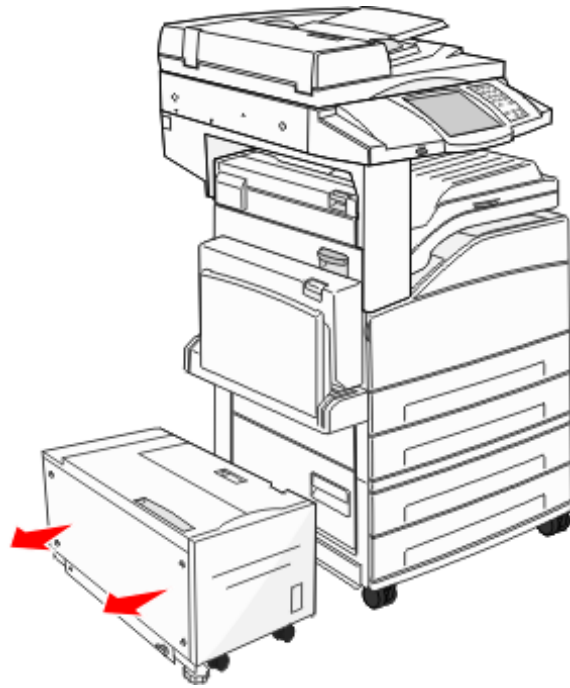


- 3 Remove any crumpled paper from the tray.
- 4 Insert the tray into the MFP.

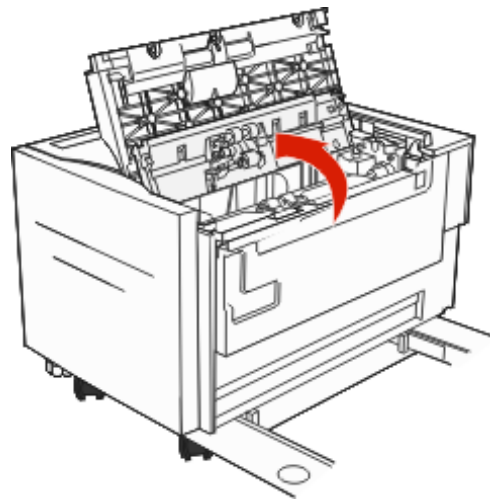
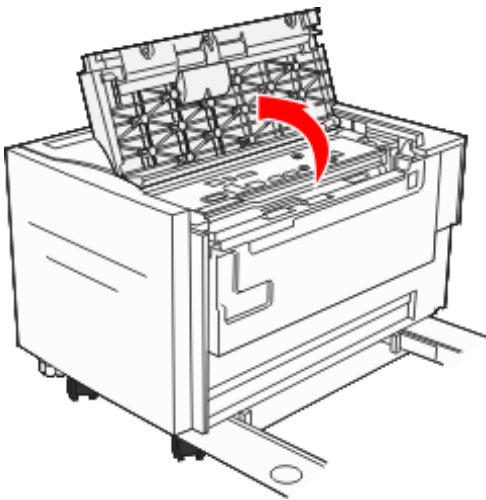
- 5 Touch **Continue**.

### Clearing the 2000-sheet high capacity feeder (Tray 5)

- 1 If necessary, close the multipurpose feeder.
- 2 Slide the high capacity feeder away from the MFP.



- 3 Raise the top door, and lift the jam access cover.

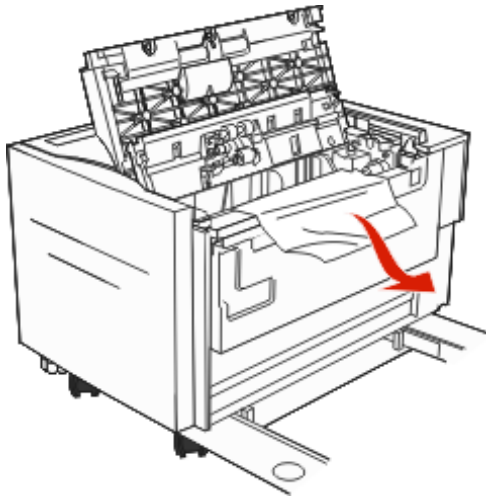




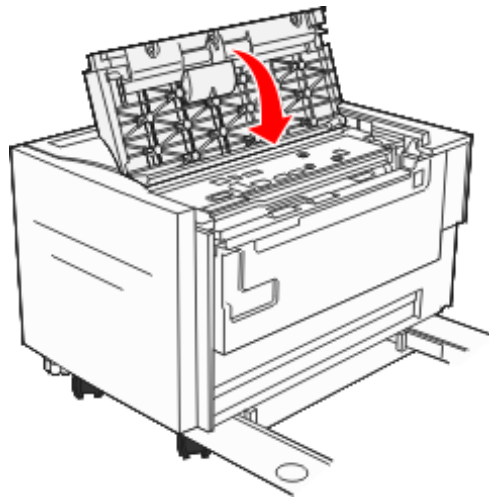
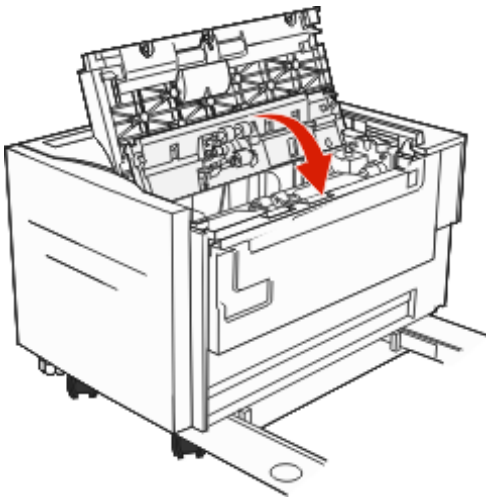
## Clearing jams

---

- 4 Remove the jammed paper.



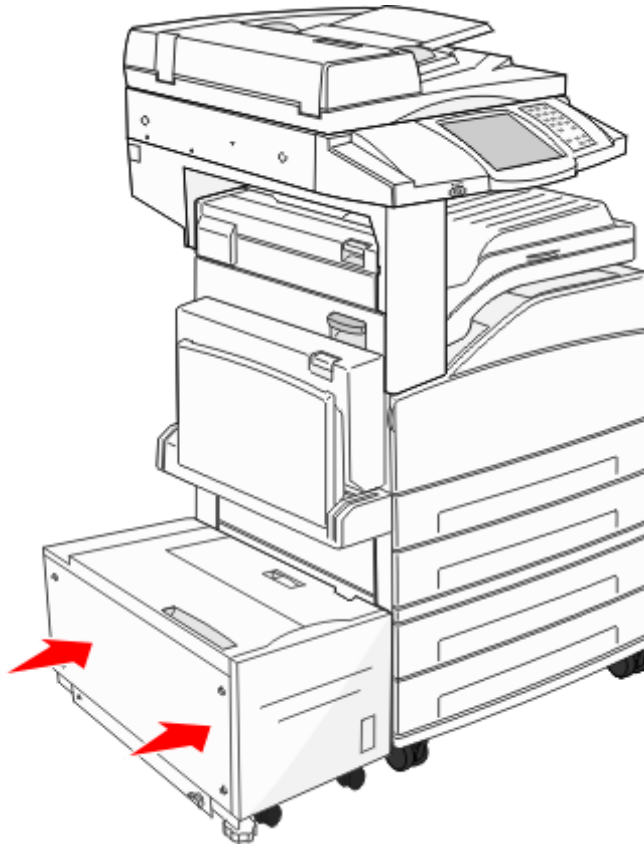
- 5 Close the jam access cover and top door.



## Clearing jams

---

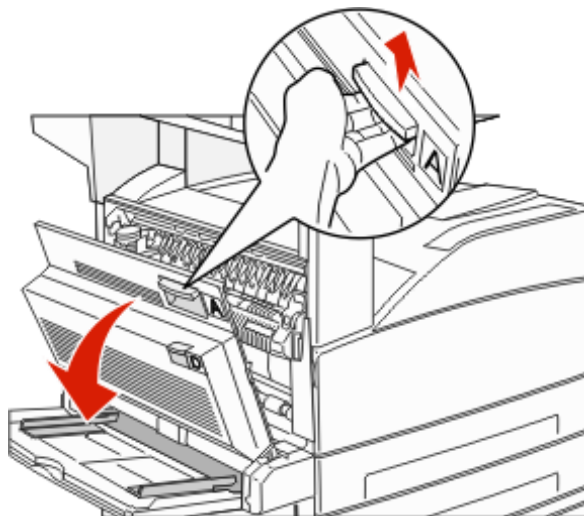
- 6 Slide the feeder firmly against the MFP.



- 7 Touch **Continue**.

### 200–202 Jams

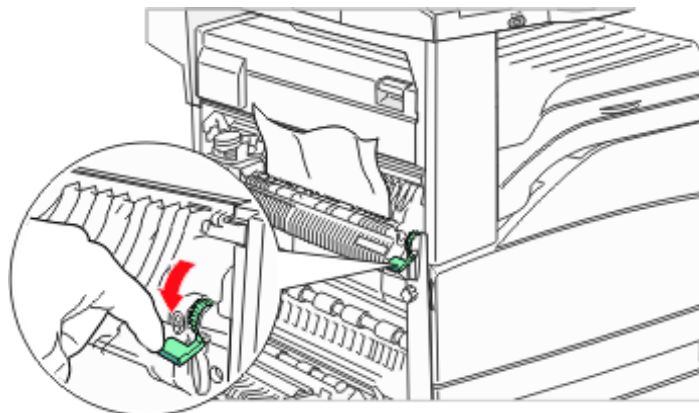
- 1 Open Door A by pushing the release latch and lowering the door.



**CAUTION:** The inside of the MFP might be hot.

- 2 Pull the print media up and toward you.

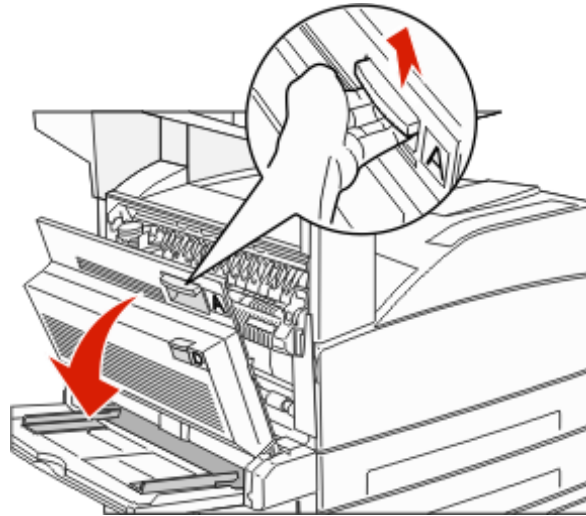
**Warning:** If the print media does not move immediately when you pull, stop pulling. Push down and pull the green lever to make it easier to remove the media. Make sure all paper fragments are removed.



- 3 Close Door A.
- 4 Touch **Continue**.

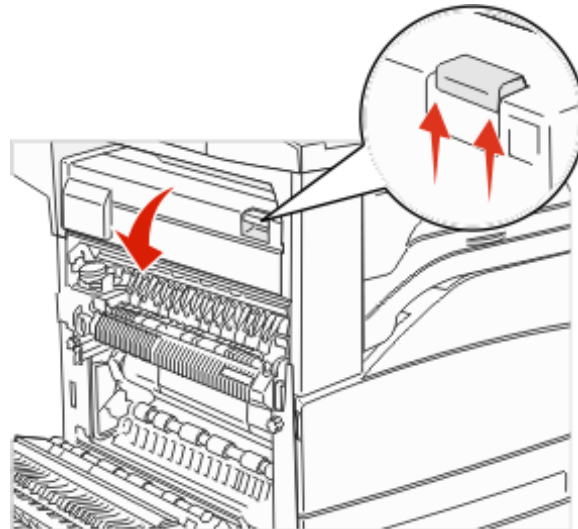
### 203 Jam

- 1 Open Door A by pushing the release latch and lowering the door.



**CAUTION:** The inside of the MFP might be hot.

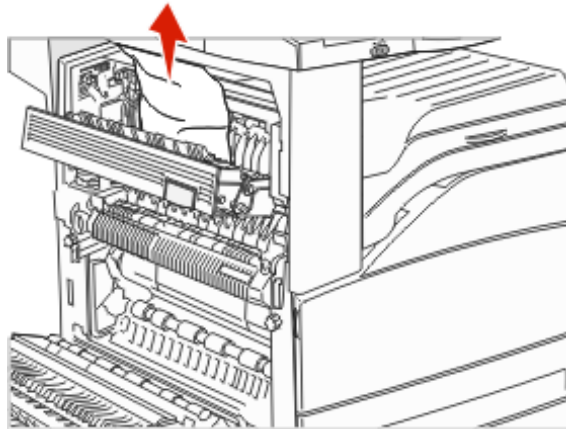
- 2 Open Door E by pushing the release latch and lowering the door.



## Clearing jams

---

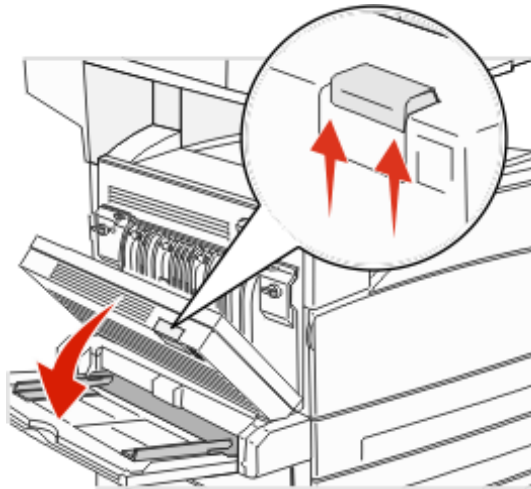
- 3 Pull the print media up.



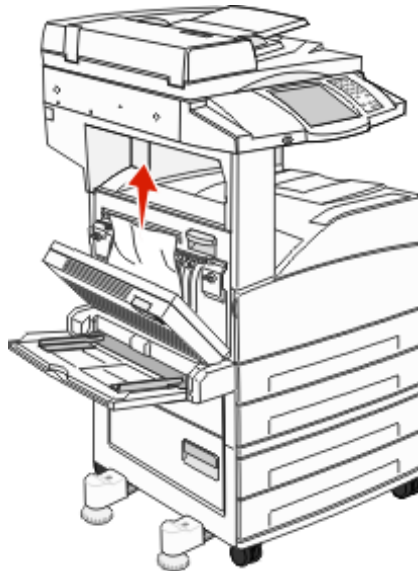
- 4 Close Door E.
- 5 Close Door A.
- 6 Touch **Continue**.

### **230 Jam**

- 1 Open Door D by the duplex rear door.



- 2 Remove the jammed media.

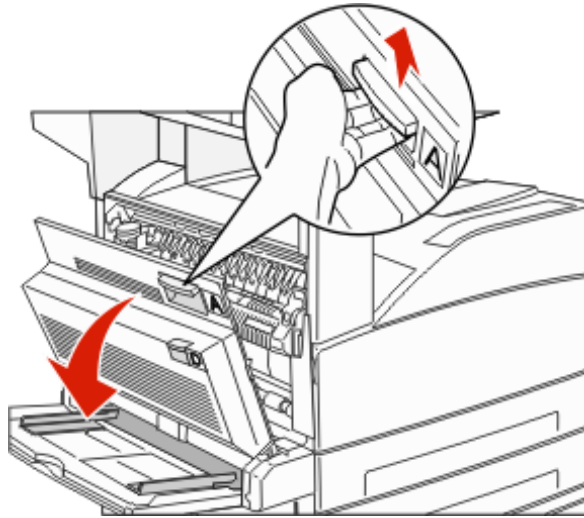


- 3 Close Door D.

## Clearing jams

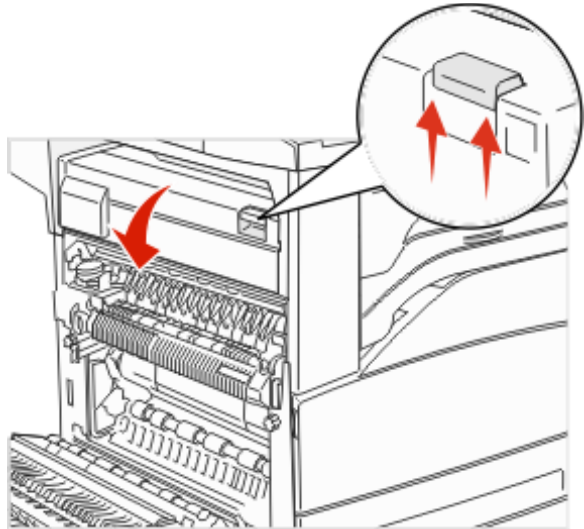
---

- 4 Open Door A by pushing the release latch and lowering the door.



**CAUTION:** The inside of the MFP might be hot.

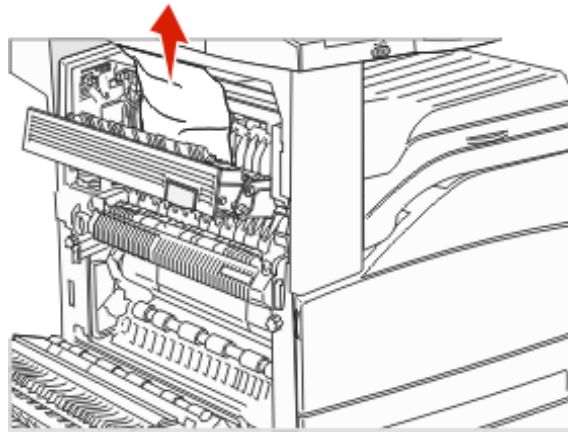
- 5 Open Door E by pushing the release latch and lowering the door.



## Clearing jams

---

- 6 Pull the print media up.

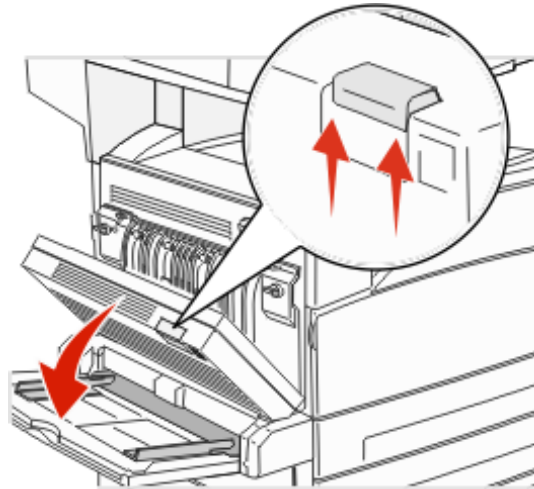


- 7 Close Door E.  
8 Close Door A.  
9 Touch **Continue**.

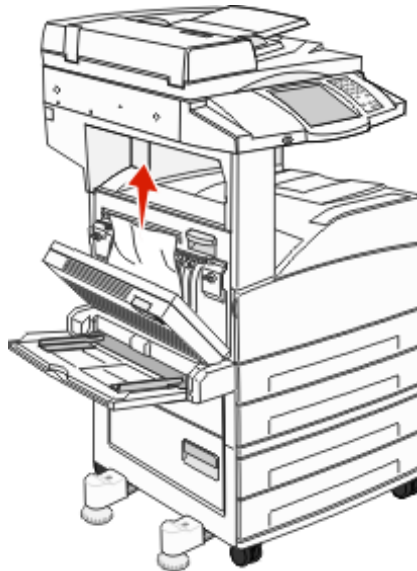


### 231 Jam

- 1 Open Door D by the duplex rear door.



- 2 Remove the jammed media.

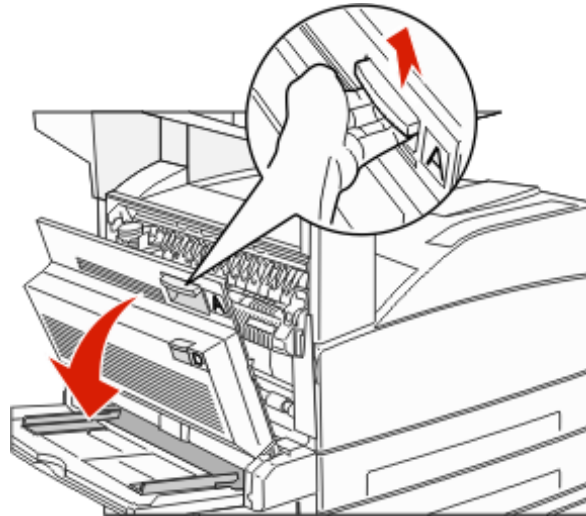


- 3 Close Door D.

## Clearing jams

---

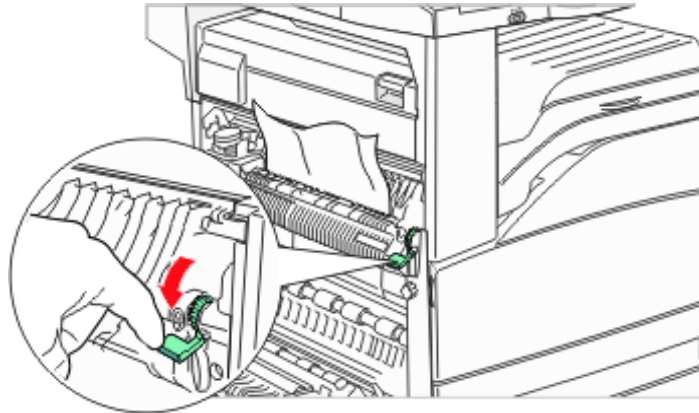
- 4 Open Door A by pushing the release latch and lowering the door.



**CAUTION:** The inside of the MFP might be hot.

- 5 Pull the print media up.

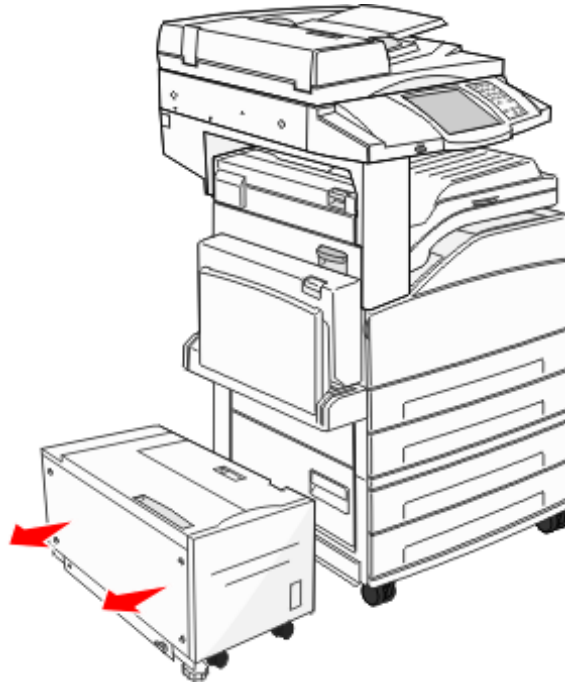
**Warning:** If the print media does not move immediately when you pull, stop pulling. Pull the green lever to make it easier to remove the media. Make sure all paper fragments are removed.



- 6 Close Door A.
- 7 Touch **Continue**.

### ***Clearing Area B***

- 1 If the MFP is configured with a 2000-sheet high capacity feeder, slide the feeder away from the MFP.



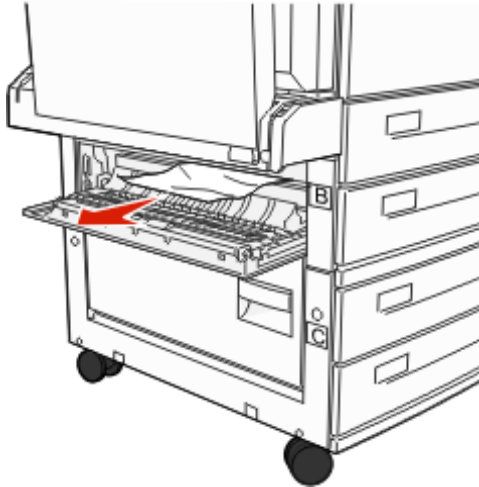
## Clearing jams

---

- 2 Open Door B.



- 3 Remove the jammed media.

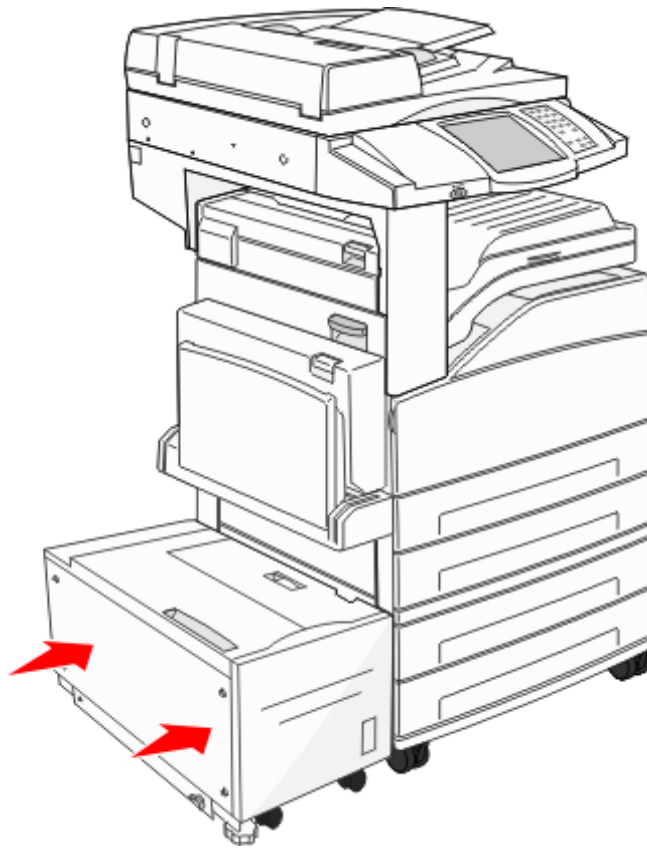


- 4 Close Door B.

## Clearing jams

---

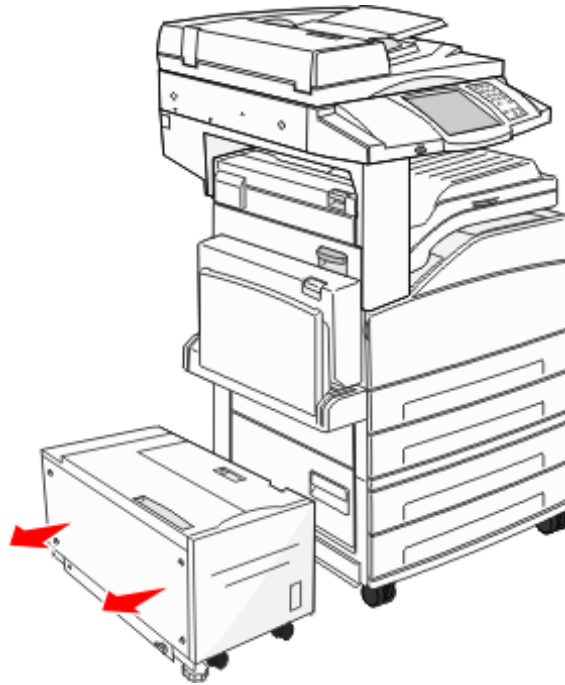
- 5 Slide the feeder firmly against the MFP.



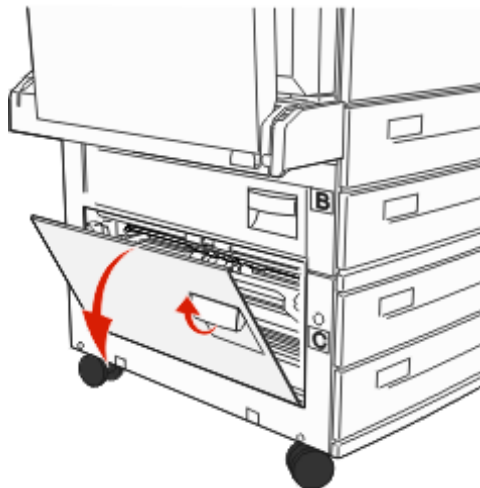
- 6 Touch **Continue**.

### ***Clearing Area C***

- 1 If the MFP is configured with a 2000-sheet high capacity feeder, slide the feeder away from the MFP.



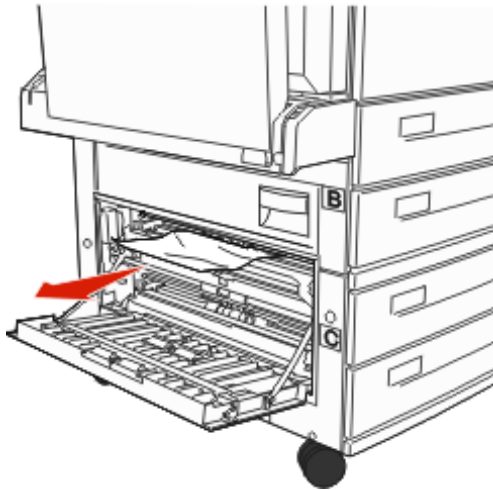
- 2 Open Door C.



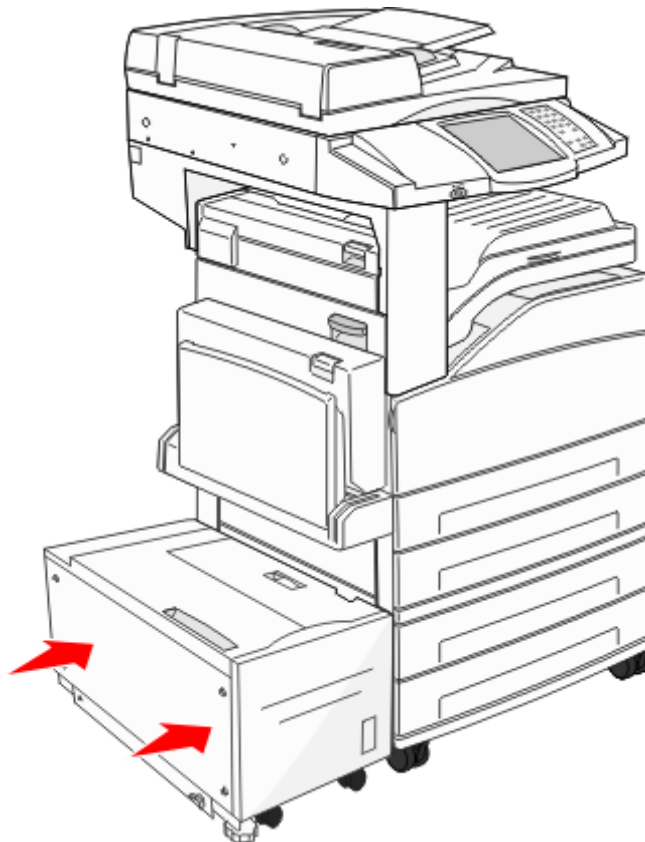
## Clearing jams

---

- 3 Remove the jammed media.



- 4 Close Door C.
- 5 Slide the feeder firmly against the MFP.



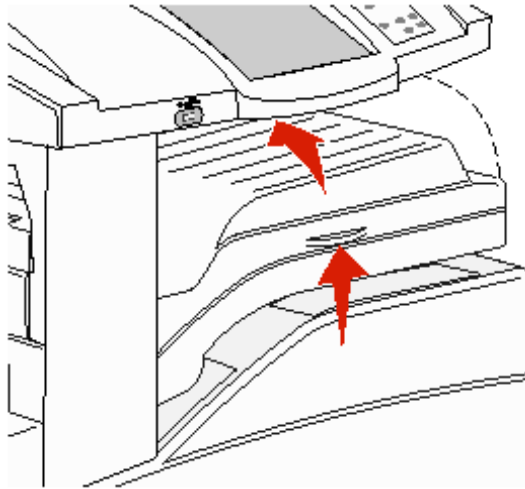
- 6 Touch **Continue**.

### 280-288 Jams

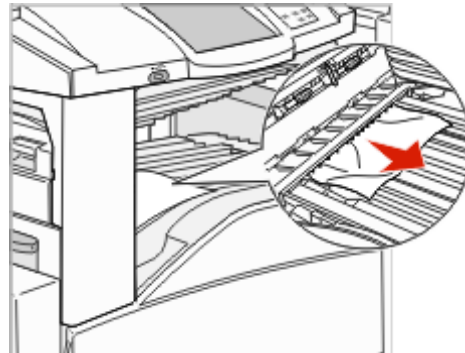
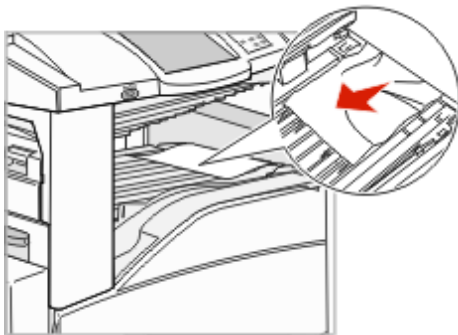
These are finisher jams. Follow the appropriate instructions to clear a jam in the finisher.

#### Clearing Area F

- 1 Lift the bridge unit assembly door.



- 2 Remove the jammed media.

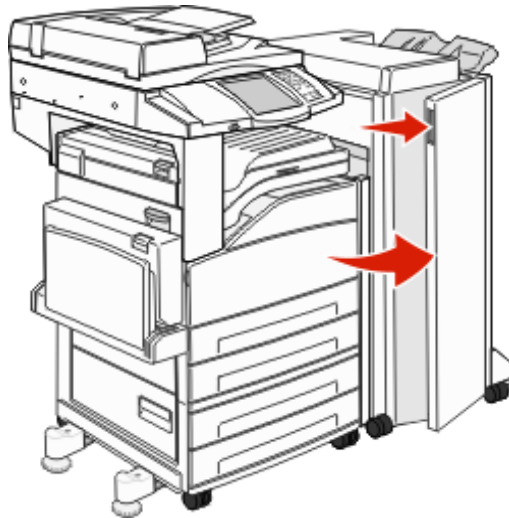


- 3 Close the door.
- 4 Touch **Continue**.



### Clearing Area G

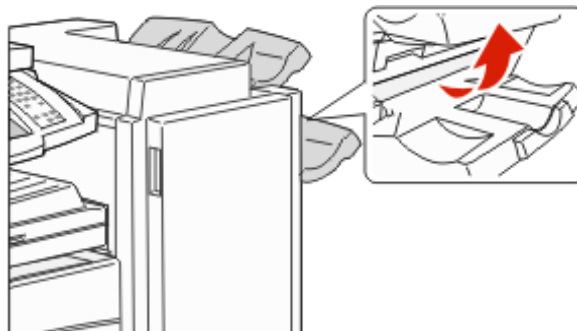
- 1 Open the finisher door.



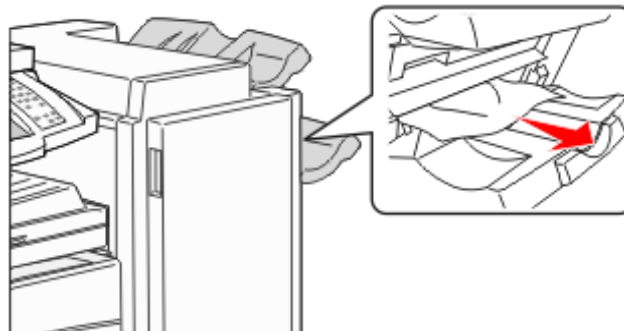
- 2 Remove the jammed media, as indicated on the operator panel.
- 3 Close the door.
- 4 Touch **Continue**.

### Clearing Area H

- 1 Lift Door H.



- 2 Remove the jammed media.



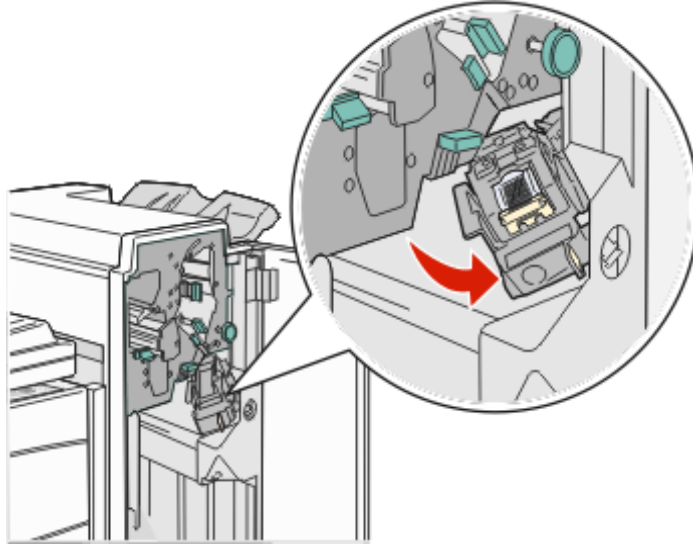
- 3 Close the door.
- 4 Touch **Continue**.

### ***Clearing staple jams***

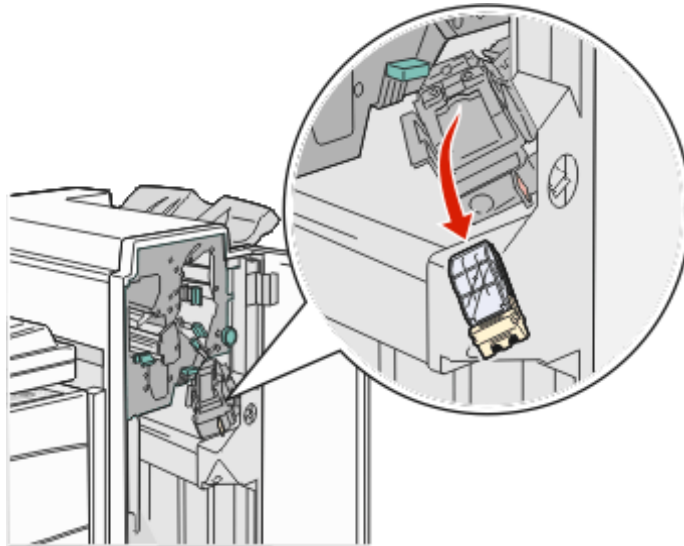
#### ***289 Jam***

A **289** jam number indicates staples are jammed in the stapler. This requires removing the staple cartridge holder from the MFP.

- 1 Check that the machine stops operations, and open Door G (front door) of the finisher.
- 2 Hold the lever on the staple cartridge holder, and move the holder to the right (towards you).



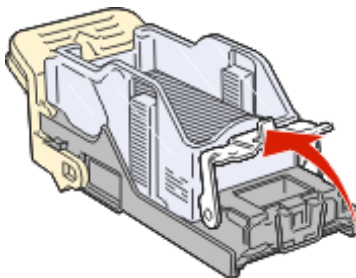
- 3 Firmly pull the colored tab to remove the staple cartridge.



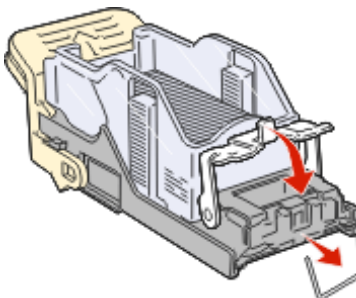
## Clearing jams

---

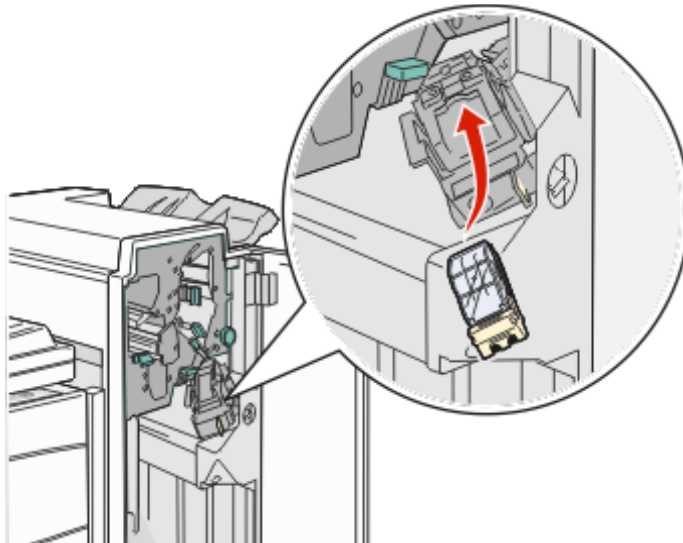
- 4 Use the metal tab to lift the staple guard, and then pull out the sheet of staples.  
Discard the entire sheet.



- 5 Remove any loose staples from the staple guard.
- 6 Look through the clear covering on the bottom of the cartridge holder to make sure no staples are jammed in the entry throat.
- 7 Press down on the staple guard until it *snaps* securely into place.



- 8 Push the cartridge holder firmly into the stapler until the holder *clicks* into place.



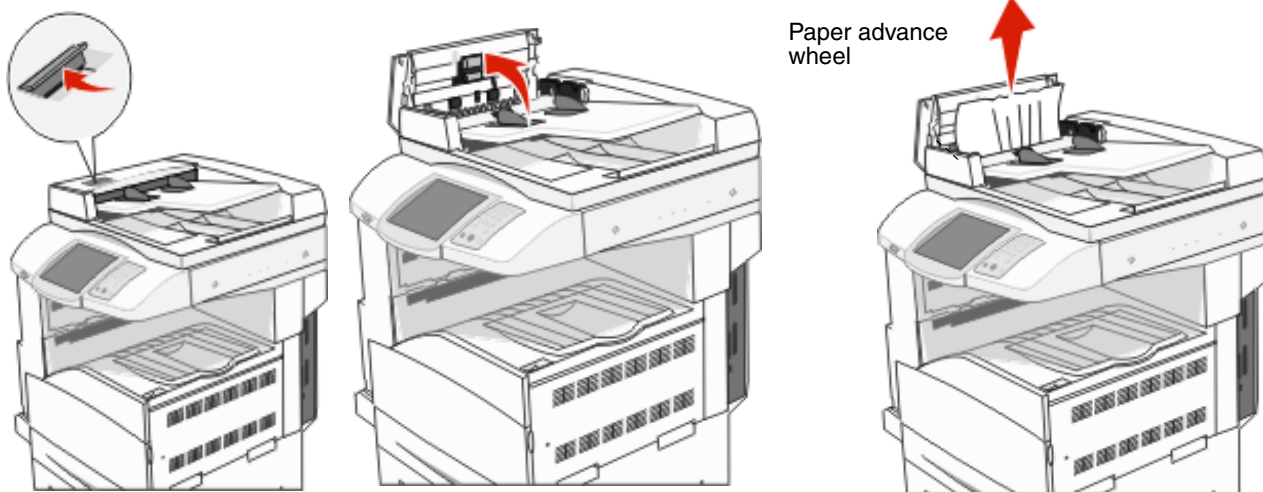
- 9 Close Door G.

**Priming Stapler** appears on the operator panel display. Priming ensures the stapler is functioning properly.

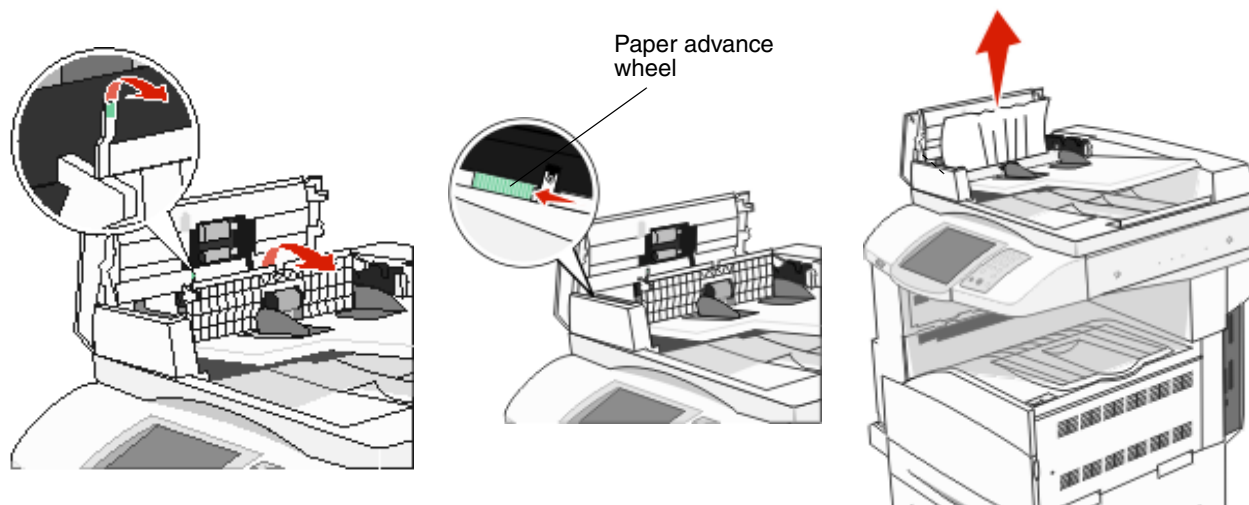
### Clearing ADF Jams

#### 290, 291, 292, and 294 Jams

- 1 Remove all original documents from the ADF.
- 2 Lift the ADF cover latch.
- 3 Open the ADF cover.

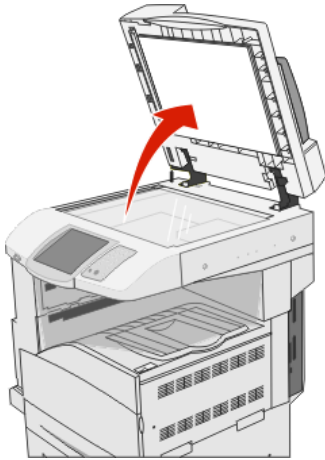


- 4 Raise the sheet guard.
- 5 Turn the paper advance wheel to the left to remove any jammed pages.



- 6 Close the ADF cover.

- 7 Open the document cover, and remove any jammed pages.



- 8 Close the document cover.
- 9 Touch **Continue**.

### **293 Jam**

A **293** jam indicates the MFP was sent a scan job, but found no original document in the ADF. To resolve a **293** Jam:

- Touch **Continue** if no scan job is active when the attendance message appears. This clears the message.
- Touch **Cancel Job** if a scan job is processing when the attendance message appears. This cancels the job and clears the message.
- Touch **Scan from Automatic Document Feeder** if the page jam recovery is active. Scanning resumes from the ADF immediately after the last successfully scanned page.
- Touch **Scan from flatbed** if page jam recovery is active. Scanning resumes from the flatbed immediately after the last successfully scanned page.
- Touch **Finish job without further scanning** if page jam recovery is active. The job ends at the last successfully scanned page, but the job is not canceled. Successfully scanned pages go to their destination: copy, fax, e-mail, or FTP.
- Touch **Restart job** if job recovery is active and the job is restartable. The message clears. A new scan job containing the same parameters as the previous job starts.

### ***Adjusting control panel brightness***

If you are having trouble reading your control panel display, the LCD brightness can be adjusted through the Settings menu.

#### ***Brightness***

- 1 Make sure the MFP is on.
- 2 Touch the **Menus** button on the home screen.
- 3 Touch **Settings**.
- 4 Touch **General Settings**.
- 5 Touch the down arrow until **Brightness** appears.
- 6 Touch the left arrow to decrease the brightness, or touch the right arrow to increase the brightness.  
Brightness values can be adjusted from 5–100 (100 is the default value).
- 7 Touch **Submit**.
- 8 Touch **Home**.

### ***Restoring factory default settings***

When you first enter the MFP menus from the control panel, you may notice an asterisk (\*) to the left of a value in the menus. This asterisk indicates the *factory default setting*. These settings are the original MFP settings. (Factory defaults may vary for different regions.)

When you select a new setting from the control panel, **Submitting Selection** appears. When the Submitting Selection message disappears, an asterisk appears next to the setting to identify it as the current *user default setting*. These settings are active until new ones are stored, or the factory defaults are restored. To restore the original MFP factory default settings:

**Warning:** All downloaded resources (fonts, macros, and symbol sets) in MFP memory (RAM) will be deleted. (Resources residing in flash memory or on the hard disk remain unaffected.)

- 1 Make sure the MFP is on.
- 2 Touch the **Menus** button on the home screen.
- 3 Touch **Settings**.
- 4 Touch **General Settings**.
- 5 Touch the down arrow until **Restore Defaults** appears.
- 6 Touch the left arrow or right arrow until **Restore Now** appears.

When you touch Restore Now, all menu settings return to the factory default values, except:

- The control panel Display Language setting in the Setup menu.
- All settings in the Parallel menu, Serial menu, Network menu, and USB menu.

- 7 Touch **Submit**.
- 8 Touch **Home**.

### ***Adjusting screen timeout***

To adjust the **Screen Timeout** setting:

- 1 Make sure the MFP is on.
  - 2 Touch the **Menus** button on the home screen.
  - 3 Touch **Settings**.
  - 4 Touch **General Settings**.
  - 5 Touch the down arrow until **Screen Timeout** appears.
  - 6 Touch the left arrow to decrease the time, or touch the right arrow to increase the time.
- The settings available range from 15–300 minutes.

### ***Adjusting Power Saver***

To adjust the **Power Saver** setting:

- 1 Make sure the MFP is on.
  - 2 Touch the **Menus** button on the home screen.
  - 3 Touch **Settings**.
  - 4 Touch **General Settings**.
  - 5 Touch the down arrow until **Power Saver** appears.
  - 6 Touch the left arrow to decrease the time, or touch the right arrow to increase the time.
- The settings available range from 2–240 minutes.

### ***Configuring the MFP***

A variety of functions can be used to increase the level of Information Technology (IT) security for the device. The following sections show how to configure these functions.

#### ***Setting Password Protect for the menus***

Apply an administrative password to restrict unauthorized users from making changes to the MFP configuration from either the control panel or the Embedded Web Server (EWS).

- 1 Touch the **Menus** button on the home screen.
- 2 Touch **Settings**.
- 3 Touch the **down arrow** and then touch **Security**.
- 4 Touch the **down arrow** and then touch **Create/Change Passwords** → **Create/Change Advanced Password**.
- 5 Enter and reenter a password of both alphabetic and non-alphabetic characters. The password must be a minimum of 8 characters.
- 6 Touch **Submit**.

- 7 Touch **Settings** → **Security** → **Password Protect** to view what configuration settings are protected by the **Advanced Password**.

**Note:** Settings → Security → Password Protect and Settings → Security → Create/Change Passwords → Create Change User Password can be used to restrict access with a different password than the Advanced Password. Use Settings → Security → Password Protect to select the menus that are accessible with both an Advanced Password and a User Password.

**Note:** The Advanced Password and the User Password protect the menus on the touch screen control panel of the MFP and the Configuration section of the EWS pages.

### ***Restricting Function Access***

The MFP supports a variety of methods for authenticating users prior to allowing access to functions.

- 1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using this format:  
*http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Under Other Settings, click **Security**.
  - g Select an authentication method.
  - h Click **Submit**.
- 4 Click on the setup link for the authentication method previously selected in step g.
  - a Fill out the appropriate information for the environment.
  - b Click **Submit**.
- 5 Click **Function Access**.
  - a Set the function authentication level for each function. Select **Off** to prevent anyone from using a function.
  - b Click **Submit**.

**Note:** FTP must be enabled from the function access menu before it can be used.

### ***Preventing access to the menus from the control panel***

It is possible to prevent access to all the menus using the control panel touch screen. To prevent access:

- 1 Touch the **Menus** button on the home screen.
- 2 Touch **Settings**.
- 3 Touch the **down arrow**.
- 4 Touch **Security** → **Function Access** → **Menus** → **Disabled**.
- 5 Touch **Submit**.

### ***Disabling the Driver to Fax menu item***

- 1 Touch the **Menus** button on the home screen.
- 2 Touch **Settings** → **Fax Settings** → **Analog Fax Setup** → **Fax Send Settings**.
- 3 Touch the **down arrow**.
- 4 Touch **Driver to fax** → **Off**.
- 5 Touch **Submit**.



### ***Setting the Device Lockout personal identification number (PIN)***

The Device Lockout PIN allows locking and unlocking the functional state of the MFP. A locked MFP automatically buffers each job received to its hard disk. To initiate the printing of jobs on a locked MFP hard disk, enter the correct PIN on the control panel to unlock the MFP.

A locked MFP also prevents all use of the control panel except to unlock the MFP.

**Note:** This setting is only available on MFP models with an integrated hard disk drive. Back channel data is processed while the MFP is locked. Reports, such as user or event logs, can be retrieved from a locked MFP.

- 1 Touch the **Menus** button on the home screen.
- 2 Touch **Settings**.
- 3 Touch the **down arrow** and then touch **Security**.
- 4 Touch the **down arrow** and then touch **Create/Change Passwords** → **Create/Change Device Lockout PIN**.
- 5 Enter and reenter a 4-digit PIN.
- 6 Touch **Submit**.

### **Locking the MFP using the Device Lockout PIN**

- 1 Touch the **Lock Device** button.
- 2 Enter the 4-digit Device Lockout PIN.

### **Unlocking the MFP using the Device Lockout PIN**

- 1 Touch the **Unlock Device** button.
- 2 Enter the 4-digit Device Lockout PIN.

### ***Setting a password before printing received faxes***

To prevent received faxes from being printed until a password is entered:

- 1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using this format:  
*http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Under **Default Settings**, click **Fax Settings** → **Analog Fax Setup**.
- 4 Scroll to **Holding Faxes** and click it.
- 5 Select **Always On** for **Held Fax Mode**.
- 6 Define a **Print Faxes Password** in the field.
- 7 Click **Submit**.

### ***Releasing held faxes for printing***

- 1 On the MFP touch screen control panel, touch the **Release Held Faxes** button.

**Note:** If the **Release Held Faxes** button appears as pale gray and the words appear faded on the button, then the button is inactive because no fax jobs are being held.

- 2 Enter the defined password in the **Print Faxes Password** field.

This releases any received and held fax jobs, so they print.

**Note:** The defined password was created in **step 6** of **Setting a password before printing received faxes**.

### ***Setting security using the Embedded Web Server (EWS)***

To enhance the security of network communications and MFP configuration, use the advanced security features. These features are available through the Web page of the MFP.

#### **Setting the Advanced Password**

The Advanced Password is used to password-protect the menus. Setting the Advanced Password is required for Secure Mode and confidential communication with MarkVision Professional.

If the Advanced Password was not created using the touch screen control panel by following the instructions in **Setting Password Protect for the menus on page 127**, it can also be created from the EWS. To create it:

- 1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using this format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Under Other Settings, click **Security**.
- 4 Click **Create/Change Password**.
- 5 Click **Create/Change Advanced Password**.
- 6 Enter and reenter a password of both alphabetic and non-alphabetic characters. The password must be a minimum of 8 characters.
- 7 Touch **Submit**.

### ***Using the secure EWS***

The SSL (Secure Sockets Layer) allows for secure connections to the Web server within the print device. To connect to the EWS more securely, connect to the SSL port instead of the default HTTP port. The SSL port connection will encrypt all Web server network communications between the PC and the MFP.

To connect to the SSL port:

- 1 Open a Web browser.
- 2 In the address line, enter the IP address of the MFP being configured using the format: *https://ip\_address/*.

### ***Supporting SNMPv3 (Simple Network Management Protocol version 3)***

SNMPv3 protocol allows for encrypted and authenticated network communications. It also lets the administrator select a desired level of security. Prior to use, at least one user name and password must be established from the settings page. To configure for SNMPv3 through the EWS of the MFP:

- 1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Under Other Settings, click **Network/Ports**.
- 4 Click **SNMP**.

SNMPv3 authentication and encryption has three levels of support:

- No authentication and no encryption
- Authentication with no encryption
- Authentication and encryption

**Note:** The selected level serves as a minimum level of protection. The MFP negotiates with the SNMPv3 requestor, and a higher level of protection may be agreed upon and used by both.

5 Indicate the setting for each sub-item as required for the network environment.

6 Click **Submit**.

### Disabling SNMPv1 and SNMPv2

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip\_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **SNMP**.

5 Click to clear the Enabled check box unless SNMPv1 and SNMPv2 are used in this environment.

6 Click **Submit**.

### Supporting IPSec (Internet Protocol Security)

IP Security protocol provides authentication and encryption of communications at the network layer allowing all application and network communications over the IP protocol to be secure. IPSec can be set up between the MFP and up to five hosts, using both IPv4 and IPv6. To configure IPSec through the EWS:

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip\_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **IPSec**.

Two types of authentication are supported for IPSec:

- **Shared Key Authentication**—Any ASCII phrase shared among all the participating hosts. This is the easiest way to configure when only a few hosts on the network use IPSec.
- **Certificate Authentication**—Allows any hosts or subnet of hosts to authenticate for IPSec. Each host must have a public/private key pair. *Validate Peer Certificate* is enabled by default, requiring each host to have a signed certificate. The certificate authority certificate must be installed. Each host must have its identifier in the *Subject Alternate Name* of the signed certificate.

**Note:** After an MFP is configured for IPSec with a host, IPSec is required for any IP communication to take place.

5 Indicate the setting for each sub-item as required for the network environment.

6 Click **Submit**.

### ***Disabling ports and protocols***

The TCP and UDP ports can be configured to one of three modes or values:

- **Disabled**—Never allows network connections to this port
- **Secure and Unsecure**—Allows the port to remain open, even in Secure mode
- **Unsecured Only**—Allows the port to only open when the MFP is not in Secure mode

**Note:** A password must be set to enable Secure mode. Once enabled, only the ports set to Secure and Unsecure will be open.

To configure the mode for TCP and UDP ports from the EWS:

- 1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Under Other Settings, click **Network/Ports**.
- 4 Click **TCP/IP Port Access**.
- 5 For each port listed, select the appropriate value from the list previously described.

**Note:** Disabling ports will disable function on the MFP.

- 6 Click **Submit**.

### ***Using 802.1x Authentication***

802.1x port authentication allows the MFP to join networks that require authentication before allowing access. 802.1x port authentication can be used with the WPA (Wi-Fi Protected Access) feature of an optional internal wireless print server to provide WPA-Enterprise security support.

Support for 802.1x requires the establishment of credentials for the MFP. The MFP must be known to the Authentication Server (AS). The AS will allow network access to devices presenting a valid set of credentials which typically involves a name/password combination and possibly a certificate. The AS will allow network access to MFPs presenting a valid set of credentials. The credentials can be managed by using the EWS of the MFP. To use certificates as part of the credentials:

- 1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Under Other Settings, click **Network/Ports**.
- 4 Click **Certificate Management**.

To enable and configure 802.1x on the EWS after installing the required certificates:

- 1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Under Other Settings, click **Network/Ports**.
- 4 Click **802.1x Authentication**.

**Note:** If an optional internal wireless print server is installed, click **Wireless** instead of 802.1x Authentication.

- 5 Select the check box next to **Active** to enable 802.1x Authentication.

- 6 Indicate the setting for each sub-item as required for the network environment.
- 7 Click **Submit**.

### **Confidential Print Setup**

Confidential Print Setup allows the designation of a maximum number of PIN entry attempts and allows setting an expiration time for print jobs. When a user exceeds a specific number of PIN entry attempts, all of that user's print jobs are deleted. When a user has not printed their jobs within a designated time period, the print jobs are deleted. To activate Confidential Print Setup:

- 1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip\_address/*.
- 2 Click **Configuration**.
- 3 Under Other Settings, click **Security**.
- 4 Click **Confidential Print Setup**.
- 5 Set the value for the maximum number of invalid PINs allowed. Set Job Expiration to the maximum amount of time before a submitted confidential print job is deleted.
- 6 Click **Submit**.

### **Encrypting the hard disk**

**Warning:** All resources on the hard disk will be deleted. Resources residing in flash memory or in RAM remain unaffected.

**Note:** This setting is only available on MFP models with an integrated internal hard disk drive.

- 1 Turn the MFP off. Wait 10 seconds.
- 2 Press and hold the **2** and **6** buttons on the numeric keypad while turning the MFP on.
- 3 Release the buttons when the touch screen blinks and is blank momentarily. Wait.  
The **Config Menu** appears.
- 4 Touch the **down arrow** to scroll to **Disk Encryption**.
- 5 Touch the **right arrow** to enter the **Disk Encryption** menu.
- 6 Touch the **right arrow** next to **Enable** to encrypt the hard disk.  
**Contents will be lost. Continue?** appears.
- 7 Touch **Yes** to continue the process.  
The Encrypting Disk progress bar appears.

**Warning:** Do not power off the MFP until the process completes.

- 8 When hard disk encryption is finished, touch **Back** to return to the **Config Menu**.
- 9 Touch **Exit Config Menu** to exit.

To disable disk encryption:

- 1 Turn the MFP off. Wait 10 seconds.
- 2 Press and hold the **2** and **6** buttons on the numeric keypad while turning the MFP on.

- 3 Release the buttons when the touch screen blinks and is blank momentarily. Wait.  
The **Config Menu** appears.
- 4 Touch the **down arrow** to scroll to **Disk Encryption**.
- 5 Touch the **right arrow** to enter the **Disk Encryption** menu.
- 6 Touch the **right arrow** next to **Disable** to decrypt the hard disk.  
**Contents will be lost. Continue?** appears.
- 7 Touch **Yes** to continue the process.  
The Formatting Disk progress screen appears.  
  
**Warning:** Do not power off the MFP until the process completes.
- 8 When hard disk decryption is finished, touch **Back** to return to the **Config Menu**.
- 9 Touch **Exit Config Menu** to exit.

### ***Hard disk wiping***

**Warning:** All resources on the hard disk will be irretrievably deleted. (Resources residing in flash memory or in RAM remain unaffected.)

**Note:** This setting is only available on MFP models with an integrated internal hard disk drive.

- 1 Turn the MFP off. Wait 10 seconds.
- 2 Press and hold the **2** and **6** buttons on the numeric keypad while turning the MFP on.
- 3 Release the buttons when the touch screen blinks and is blank momentarily. Wait.  
The **Config Menu** appears.
- 4 Touch the **down arrow** to scroll to **Wipe Disk**.
- 5 Touch the **right arrow** to enter the **Wipe Disk** menu.
- 6 Touch the **right arrow** next to **Wipe Disk now** to wipe the hard disk.  
**Contents will be lost. Continue?** appears.
- 7 Touch **Yes** to continue the process.  
The Wiping Disk progress screen appears.  
  
**Warning:** Do not power off the MFP until the process completes.
- 8 When hard disk wiping is finished, touch **Back** to return to the **Config Menu**.
- 9 Touch **Exit Config Menu** to exit.

### ***Using the restricted server list function***

The Restricted Server List lets a system support person restrict which hosts are allowed to communicate with the MFP over the network which prevents other hosts from managing and printing to the MFP.

**Note:** The Restricted Server List only restricts TCP traffic; it does not affect UDP traffic. The Restricted Server List supports up to ten host addresses or ten network addresses.

To configure the Restricted Server List from the EWS of the MFP:

- 1** Open a Web browser.
- 2** In the address line, enter the IP address of the MFP requiring configuration using the format: *http://ip\_address/*.
- 3** Click **Configuration**.
- 4** Under Other Settings, click **Network/Ports**.
- 5** Click **TCP/IP**.
- 6** Enter the list of addresses in the **Restricted Server List** field for network communications permission separated by commas in the following format: *111.222.333.444*. To indicate an entire subnet, provide the subnet mask bits in the format: *111.222.333.0/24*.
- 7** Click **Submit**.

## Understanding MFP messages

The MFP displays three types of messages: status messages, attendance messages, and service messages. Status messages provide information about the current state of the MFP. They require no action on your part. Attendance messages alert you to MFP problems that require your intervention. Service messages also alert you to problems that require intervention. However, the MFP will stop printing and the errors are non-recoverable. It may be possible to power the MFP off and back on to temporarily recover from the service message error condition. For more information about MFP messages, see the *Menus and Messages* Guide on the *Software and Documentation* CD.

## Online technical support

Technical support is available on our Lexmark Web site at [www.lexmark.com](http://www.lexmark.com).

## Checking an unresponsive MFP

If the MFP is not responding, first make sure:

- The power cord is plugged into the MFP and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The MFP is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.
- The MFP is turned on.
- The MFP cable is securely attached to the MFP and the host computer, print server, option, or other network device.

Once you have checked each of these possibilities, turn the MFP off, wait at least 10 seconds, and then turn the MFP back on. This often fixes the problem.

## Printing multiple language PDFs

Symptom	Cause	Solution
Some documents do not print.	The documents contain unavailable fonts.	<ol style="list-style-type: none"> <li>1 Open the document you want to print in Adobe Reader.</li> <li>2 Click the printer icon. The Print dialog appears.</li> <li>3 Check the <b>Print as image</b> box.</li> <li>4 Click <b>OK</b>.</li> </ol>



## Solving printing problems

Symptom	Cause	Solution
The control panel display is blank.	The MFP self test failed.	Turn the MFP off, wait about 10 seconds, and turn the MFP back on. If the <b>Ready</b> message does not appear, turn the MFP off, and call for service.
The message <b>USB device unsupported</b> appears when using a USB device.	The USB device you are using may not be supported or has an error. Only specific USB flash memory devices are supported.	For information regarding tested and approved USB flash memory devices, see <b>Printing from a USB flash memory device</b> .
Jobs do not print.	The MFP is not ready to receive data.	Make sure <b>Ready</b> or <b>Power Saver</b> appears on the display before sending a job to print.
	The output bin is full.	Remove the stack of paper from the output bin.
	The specified input tray is empty.	Load paper in the tray.
	You are using the wrong MFP driver or are printing to a file.	<ul style="list-style-type: none"> <li>Verify you are using the MFP driver associated with the MFP.</li> <li>If you are using a USB port, make sure you are running Windows 98/Me, Windows 2000, Windows XP, or Windows Server 2003 and using a Windows 98/Me, Windows 2000, Windows XP, or Windows Server 2003 compatible MFP driver.</li> </ul>
	Your MarkNet™ N8000 series internal print server is not set up properly or is not connected properly.	Verify that you have properly configured the MFP for network printing. See the <i>Software and Documentation</i> CD or the Lexmark Web site for information.
	You are using the wrong interface cable, or the cable is not securely connected.	Make sure you are using a recommended interface cable. Make sure the connection is secure.
Held jobs do not print.	A formatting error has occurred.	<ul style="list-style-type: none"> <li>Print the job. (Only part of the job may print.)</li> <li>Delete the job.</li> <li>Free up additional MFP memory by scrolling through the list of held jobs and deleting others you have sent to the MFP.</li> </ul>
	The MFP has insufficient memory.	
	The MFP has received invalid data.	Delete the job.
Job takes longer than expected to print.	The job is too complex.	Reduce the complexity of your print job by eliminating the number and size of fonts, the number and complexity of images, and the number of pages in the job.
	Page Protect is set to On.	Set <b>Page Protect</b> to <b>off</b> under Settings → General Settings → Print Recovery. For more information, see the <i>Menus and Messages Guide</i> .
Job prints from the wrong tray or on the wrong paper or specialty media.	The control panel menu settings do not match the media loaded in the tray.	Make sure the Paper Size and Paper Type specified in the MFP driver match the paper size and type in the tray.

## Troubleshooting

---

Symptom	Cause	Solution
Incorrect characters print.	You are using an incompatible parallel cable.	If you are using a parallel interface, make sure you are using an IEEE 1284-compliant parallel cable. We recommend Lexmark part number 1329605 (10 ft) or 1427498 (20 ft) for the standard parallel port.
	The MFP is in Hex Trace mode.	If <b>Ready Hex</b> appears on the display, you must exit Hex Trace mode before you can print your job. Turn the MFP off, wait 10 seconds, and then turn the MFP back on to exit Hex Trace mode.
Tray linking does not work.	Tray linking is not configured properly.	<ul style="list-style-type: none"> <li>Make sure both the size and type of media are the same in both trays.</li> <li>Make sure the paper guides in the trays are set for the correct size media.</li> <li>Make sure the menu values for both size and type are set correctly in the Paper Menu.</li> <li>See <b>Linking trays</b>, or see the <i>Menus and Messages Guide</i> for more information.</li> </ul>
Large jobs do not collate.	Collate is not set to On.	Set <b>Collation</b> to <b>on</b> in the <b>Finishing Menu</b> or through the MFP driver. <b>Note:</b> Setting <b>Collation</b> to <b>off</b> in the driver overrides the setting in the <b>Finishing Menu</b> . See the <i>Menus and Messages Guide</i> for more information.
	The job is too complex.	Reduce the complexity of the print job by eliminating the number and size of fonts, the number and complexity of images, and the number of pages in the job.
	The MFP does not have enough memory.	Add MFP memory.
Unexpected page breaks occur.	The job has timed out.	Set <b>Print Timeout</b> to a higher value from the <b>Setup Menu</b> . See the <i>Menus and Messages Guide</i> for more information.

### ***Solving copy quality problems***

The following solutions will help solve copy problems. For additional information, see **Copy tips**.

Symptom	Solution
Unwanted background is visible.	Adjust the Background Removal setting under Copy → Options → Advanced Imaging. Touch the right arrow to remove more background.
Unwanted patterns (Moire) appear when a document is copied using Photograph mode.	Change the content mode to Printed Image under Copy → Options → Content.
Black text is too light or disappearing.	<ul style="list-style-type: none"> <li>• Change the content mode to Text under Copy → Options → Content.</li> <li>• Adjust the Background Removal setting under Copy → Options → Advanced Imaging. Touch the left arrow to remove less background.</li> <li>• Adjust the Contrast setting under Copy → Options → Advanced Imaging. Touch the right arrow to add more contrast.</li> <li>• Adjust the Shadow Detail setting under Copy → Options → Advanced Imaging. Touch the left arrow to decrease shadow detail.</li> <li>• Adjust the Darkness setting under the Copy menu. Touch the right arrow to increase the darkness setting.</li> </ul>
The copy looks washed out or overexposed.	<ul style="list-style-type: none"> <li>• Adjust the Background Removal setting under Copy → Options → Advanced Imaging. Touch the left arrow to remove less background.</li> <li>• Adjust the Shadow Detail setting under Copy → Options → Advanced Imaging. Touch the left arrow to remove more shadow detail.</li> </ul>

### ***Solving scan quality problems***

The following solutions will help solve copy problems. For additional information, see **Scanning tips**.

Symptom	Solution
The file size is too big when I scan a document to the network.	<ul style="list-style-type: none"> <li>• Touch <b>Options</b>, then under Resolution, decrease the output resolution.</li> <li>• Touch <b>Options</b>, then under Content, change the Color option to black and white.</li> <li>• Touch <b>Options</b>, then under Content, change the setting to Text.</li> </ul>
Text characters do not look sharp when I scan a document to the network.	<ul style="list-style-type: none"> <li>• Touch <b>Options</b>, then under Resolution, increase the output resolution.</li> <li>• Touch <b>Options</b>, then under Content, change the setting to Text.</li> </ul>
Black text is too light or disappearing.	<ul style="list-style-type: none"> <li>• Adjust the Darkness setting. Touch the right arrow to increase the darkness setting.</li> <li>• Change the content mode to Text.</li> <li>• Adjust the Background Removal setting under Advanced Imaging. Touch the left arrow to remove less background.</li> <li>• Adjust the Contrast setting under Advanced Imaging. Touch the right arrow to add more contrast.</li> <li>• Adjust the Shadow Detail setting under Advanced Imaging. Touch the left arrow to decrease shadow detail.</li> </ul>
Unwanted background is visible.	Adjust the Background Removal setting under Advanced Imaging. Touch the right arrow to remove more background.

### ***Solving fax quality problems***

The following solutions will help solve copy problems. For additional information, see **Fax tips**.

Symptom	Solution
The fax document takes a long time to transmit.	Touch <b>Options</b> , then under Content, change the setting to Text, and then set the resolution to Standard.
The images on the fax I sent are not clear.	<p>Touch <b>Options</b>, then under Content, change the setting to Text/Photo or Photo.</p> <p>Increase the output resolution.</p> <p><b>Note:</b> This will increase the amount of time required for the scan and will increase the quality of the fax output.</p>

### ***Solving option problems***

If an option does not operate correctly after it is installed, or if it quits working:

- Turn the MFP off, wait for about 10 seconds, and turn the MFP on. If this does not fix the problem, unplug the MFP, and check the connection between the option and MFP.
- Print the menu settings page, and check to see if the option is listed in the Installed Options list. If the option is not listed, reinstall it. See **Printing the menu settings page** for more information.
- Make sure the option is selected in the software application you are using.

The following table lists MFP options and suggested corrective actions for related problems. If the suggested corrective action does not fix the problem, call your service representative.

Option	Action
Drawers	<ul style="list-style-type: none"> <li>• Make sure the connection between drawers (250-sheet drawer, 500-sheet drawer, or 2000-sheet drawer) or the connection between a drawer and a duplex unit or the MFP is secure.</li> <li>• Make sure the print media is loaded correctly. See <b>Loading standard or optional 500-sheet trays</b> for more details.</li> </ul>
Duplex unit	<ul style="list-style-type: none"> <li>• Make sure the connection between the duplex unit and the MFP is secure. If the duplex unit is listed on the menu settings page, but print media jams when it enters or exits the duplex unit, the MFP and duplex unit may not be properly aligned.</li> <li>• Make sure the duplex front access cover is securely installed.</li> </ul>
Flash memory	Make sure flash memory is securely connected to the MFP system board.
Internal print server	<ul style="list-style-type: none"> <li>• Make sure the internal print server (also called an internal network adapter or INA) is securely connected to the MFP system board.</li> <li>• Make sure you are using the correct cable, that it is securely connected, and the network software is correctly set up.</li> </ul> <p>See the <i>Software and Documentation</i> CD that shipped with the MFP for more details.</p>
Large capacity feeder (2000-sheet drawer)	See <b>Solving 2000-sheet drawer problems</b> .
MFP memory	Make sure MFP memory is securely connected to the MFP system board.

### ***Solving 2000-sheet drawer problems***

Problem	Solution
The elevator tray does not raise when the loading door is closed, or the elevator tray does not lower when the door is opened and the elevator button is pushed.	Check the following: <ul style="list-style-type: none"><li>• The MFP is properly attached to the 2000-sheet drawer.</li><li>• The MFP is powered on.</li><li>• The power cord is plugged firmly into the back of the 2000-sheet drawer.</li><li>• The power cord is plugged into an outlet.</li><li>• The outlet has power.</li></ul>
The elevator tray lowers unexpectedly.	Check to see if the MFP is out of print media or has a jam.
More than one sheet of print media is fed, or a sheet is fed improperly.	Remove the print media in the MFP paper path, and check the stack to ensure the print media has been loaded properly. Be sure to remove the top and bottom sheets of each ream of paper that is loaded.
A jam occurs.	
Rubber feed rollers do not turn to advance print media.	Check the following: <ul style="list-style-type: none"><li>• The power cord is plugged firmly into the back of the 2000-sheet drawer.</li><li>• The power cord is plugged into an outlet.</li><li>• The outlet has power.</li></ul>
Consistent misfeeds or jams in the drawer	Try the following: <ul style="list-style-type: none"><li>• Flex the paper.</li><li>• Turn the print media over.</li></ul> Check the following: <ul style="list-style-type: none"><li>• Drawer is properly installed.</li><li>• Print media is loaded correctly.</li><li>• Print media is not damaged.</li><li>• Print media meets specifications.</li><li>• Guides are positioned correctly for the print media size selected.</li></ul>
Service messages	A service message indicates an MFP failure that may require service. Turn the MFP off, wait about 10 seconds, and then turn the MFP on. If the error recurs, write down the error number, the problem, and a detailed description. Call for service.

### ***Solving paper feed problems***

Symptom	Cause	Solution
Paper frequently jams.	You are using paper that does not meet the MFP specifications.	Use recommended paper and other specialty media. See the <i>Card Stock &amp; Label Guide</i> available on our Lexmark Web site at <a href="http://www.lexmark.com">www.lexmark.com</a> for detailed specifications. See <b>Avoiding jams</b> for information that can help prevent jams from occurring.
	You have loaded too much paper or too many envelopes.	Make sure the stack of paper you load does not exceed the maximum stack height indicated in the tray or on the multipurpose feeder.
	Guides in the selected tray are not set to the appropriate position for the size paper loaded.	Move the guides in the tray to the correct position.
	The paper has absorbed moisture due to high humidity.	Load paper from a fresh package. Store paper in its original wrapper until you load it. See <b>Storing print media</b> for more information.
The Paper Jam message remains after you remove the jammed paper.	You have not pressed <b>Continue</b> or have not cleared the entire paper path.	Clear the entire paper path, and then press <b>Continue</b> . See <b>Clearing jams</b> for more information.
The page that jammed does not reprint after you clear the jam.	Jam Recovery in the Setup menu is set to Off.	Set <b>Jam Recovery</b> to Auto or On. See the <i>Menus and Messages Guide</i> for more information.
Blank pages feed into the output bin.	An incorrect media type is loaded in the tray being printed from.	Load the correct type media for your print job, or change the Paper Type to match the type of media loaded. See the <i>Menus and Messages Guide</i> for more information.
Original documents misfeed in the ADF.	The guides are not adjusted properly.	Adjust the guides toward the media until they lightly rest against the edge of the media.

### ***Print quality troubleshooting***

To help isolate print quality problems, print the “Print defects guide,” and check for repeating defects. If repeating defects appear, print the Print Quality Test Pages.

#### ***Printing the print defects guide***




- 1** Touch the help icon (?).
- 2** Touch **Print Defects Guide**.

#### ***Printing the print quality test pages***

- 1** Turn the MFP off.
- 2** Hold down the number **2** and number **6** keys on the numeric pad.
- 3** Continue to hold the buttons, and turn the MFP on.  
Hold the buttons for about 10 seconds while the MFP is powering up, then release the buttons. The MFP enters the Configuration menu.
- 4** Touch **Print Quality Pages**.
- 5** Touch **Exit Configuration Menu**.  
The MFP restarts and returns to the home page.

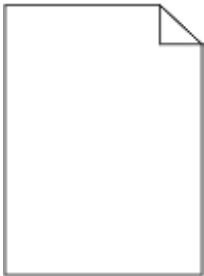



## Solving print quality problems

The information in the following table may help you solve print quality problems. If these suggestions still do not correct the problem, call for service. You may have an MFP part that requires adjustment or replacement.

Problem	Action
<p>Print is too light.</p> 	<ul style="list-style-type: none"> <li>• The toner may be low. To utilize the remaining toner, remove the cartridge by gripping the handles with both hands. With the cartridge arrows pointing downward, firmly shake the toner cartridge side-to-side and front-to-back several times to redistribute the toner. Reinstall the cartridge. Repeat this procedure multiple times until the print remains faded. When the print remains faded, replace the toner cartridge.</li> <li>• Change the <b>Toner Darkness</b> setting in the Quality menu.</li> <li>• Change the <b>Brightness</b> setting in the Quality menu.</li> <li>• Change the <b>Contrast</b> setting in the Quality menu.</li> <li>• If you are printing on an uneven print surface, change the Paper Weight and Paper Texture settings in the Paper menu.</li> <li>• Verify the correct print media is being used.</li> <li>• Verify you are using the correct MFP drivers.</li> <li>• Verify the environment is 16 to 32 degrees C (60 to 90° F).</li> </ul>
<p>Toner smears or print comes off the page.</p> 	<ul style="list-style-type: none"> <li>• If you are printing on an uneven print surface, change the Paper Weight and Paper Texture settings in the Paper menu.</li> <li>• Verify the print media is within the MFP specifications. See <b>Understanding paper and specialty media guidelines</b> for more details.</li> </ul>
<p>Toner appears on the back of the printed page.</p>	<p>Toner is on the transfer roll. To help prevent this, do not load print media that is smaller than the page size of the job to be printed.</p> <p>Open and close the MFP top front cover to run the MFP setup cycle and clean the transfer roll.</p>
<p>Toner fog or background shading appears on the page.</p> 	<ul style="list-style-type: none"> <li>• Check the toner cartridge to make sure it is installed correctly.</li> <li>• The <b>Toner Darkness</b> setting may be too dark. Change the <b>Toner Darkness</b> setting in the Quality menu.</li> <li>• Verify the environment is Class B.</li> <li>• Replace the charge rolls.</li> <li>• Replace the toner cartridge.</li> </ul>

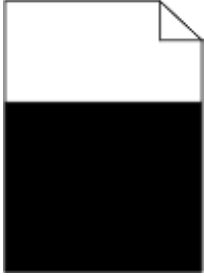



## Troubleshooting

Problem	Action
<p>Entire page is white.</p> 	<ul style="list-style-type: none"> <li>• Make sure the packaging material is removed from the toner cartridge.</li> <li>• Check the toner cartridge to be sure it is installed correctly.</li> <li>• The toner may be low. To utilize the remaining toner, remove the cartridge by gripping the handles with both hands. With the cartridge arrows pointing downward, firmly shake the toner cartridge side-to-side and front-to-back several times to redistribute the toner. Reinstall the cartridge. Repeat this procedure multiple times until the print remains faded. When the print remains faded, replace the toner cartridge.</li> </ul>
<p>Streaks appear on the page.</p> 	<ul style="list-style-type: none"> <li>• The toner may be low. To utilize the remaining toner, remove the cartridge by gripping the handles with both hands. With the cartridge arrows pointing downward, firmly shake the toner cartridge side-to-side and front-to-back several times to redistribute the toner. Reinstall the cartridge. Repeat this procedure multiple times until the print remains faded. When the print remains faded, replace the toner cartridge.</li> <li>• If you are using preprinted forms, make sure the ink can withstand temperatures of 230°C (446°F).</li> </ul>
<p>Printing is too dark.</p> 	<ul style="list-style-type: none"> <li>• Change the <b>Toner Darkness</b> setting in the Quality menu.</li> <li>• Change the <b>Brightness</b> setting in the Quality menu.</li> <li>• Change the <b>Contrast</b> setting in the Quality menu.</li> <li>• Verify the environment is 16 to 32 degrees C (60 to 90° F).</li> </ul> <p><b>Note:</b> Macintosh computer users should make sure the job lines per inch (lpi) setting is not set too high in the software application.</p>
<p>Characters have jagged or uneven edges.</p> 	<ul style="list-style-type: none"> <li>• Change the <b>Print Resolution</b> setting in the Quality menu to 600 dpi, 1200 dpi, or 2400 Image Q.</li> <li>• Enable Enhance Fine Lines.</li> </ul> <p>See the tables on <b>page 147</b> for more settings information.</p> <ul style="list-style-type: none"> <li>• If you are using downloaded fonts, verify the fonts are supported by the MFP, the host computer, and the software application.</li> <li>• Verify the print media type and print tray type settings match.</li> <li>• Verify you are using the correct MFP drivers.</li> <li>• Verify the environment is 16 to 32 degrees C (60 to 90° F).</li> </ul>

## Troubleshooting

---

Problem	Action
<p>Part or all of the page is printed in black.</p> 	<p>Check the toner cartridge to see if it is installed correctly.</p>
<p>The job prints, but the top and side margins are incorrect.</p> 	<ul style="list-style-type: none"> <li>• Make sure the <b>Paper Size</b> setting in the Paper menu is correct.</li> <li>• Make sure the margins are set correctly in your software application.</li> </ul>
<p>Ghost images appear.</p>	<ul style="list-style-type: none"> <li>• Make sure the <b>Paper Type</b> setting in the Paper menu is correct.</li> <li>• Verify the environment is Class B.</li> <li>• Replace the charge rolls.</li> <li>• Replace the toner cartridge.</li> </ul>
<p>Some of the print is cut off on the sides, top, or bottom of the media.</p>	<p>Move the guides in the tray to the proper positions for the size loaded.</p>
<p>Print is skewed or inappropriately slanted.</p>	
<p>Transparency print quality is poor.</p>	<ul style="list-style-type: none"> <li>• Use only transparencies recommended by the MFP manufacturer.</li> <li>• Make sure the <b>Paper Type</b> setting in the Paper menu is set to Transparency.</li> </ul>

## Troubleshooting

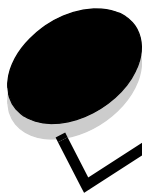
---

The Quality menu control panel options can be adjusted to help improve print quality.

Menu selection	Purpose	Values <sup>†</sup>	
Print Resolution	To select printed output resolution	600 dpi* 1200 dpi 2400 Image Q	
Toner Darkness	Lightens or darkens printed output and alters toner consumption	1–10	<b>8*</b> is the default setting. Select a lower number to lighten the printed output or save toner.
Brightness	Adjusts the gray value of printed graphics and pictures	-6 – +6	<b>0*</b> is the default setting.
Contrast	Adjusts the contrast of printed graphics and pictures	0–5	<b>0*</b> is the default setting.
<sup>†</sup> Values marked by an asterisk (*) are the factory default settings.			

In addition, the Enhance Fine Lines and Gray Correction options can be enabled to improve print quality. These settings are available on the driver and on the MFP Embedded Web Server (EWS) interface. For more information about these options, see the driver Help.

Driver option	Purpose	Values†	
Enhance Fine Lines	A selection to enable a print mode preferable for certain files containing fine line detail, such as architectural drawings, maps, electronic circuit diagrams, and flow charts	On	In the driver, select On or Off.
		Off*	In the driver, select On or Off.
Gray Correction	Automatically adjusts the contrast enhancement applied to images	Auto	In the driver, select Auto or Off.
		Off*	In the driver, select Auto or Off.
† Values marked by an asterisk (*) are the factory default settings.			



# Notices

---

## Conventions

**Note:** A *note* identifies something that could help you.



**CAUTION:** A *caution* identifies something that could cause you harm.

**Warning:** A *warning* identifies something that could damage your product hardware or software.

## Electronic emission notices

### Federal Communications Commission (FCC) compliance information statement

#### Part 15

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

The manufacturer is not responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

**Note:** To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1329605 for parallel attach or 12A2405 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

## India emissions notice

This device uses very low power low range RF communication that has been tested and found not to cause any interference whatsoever. The manufacturer is not responsible in case of any disputes arising out of requirement of permissions from any local authority, regulatory bodies or any organization, required by the end-user to install and operate this product at his premises.

### भारतीय उत्सर्जन सूचना

यह यंत्र बहुत ही कम शक्ति, कम रेंज के RF कम्युनिकेशन का प्रयोग करता है जिसका परीक्षण किया जा चुका है, और यह पाया गया है कि यह किसी भी प्रकार का व्यवधान उत्पन्न नहीं करता। इसके अंतिम प्रयोक्ता द्वारा इस उत्पाद को अपने प्रांगण में स्थापित एवं संचालित करने हेतु किसी स्थानीय प्राधिकरण, नियामक निकायों या किसी संगठन से अनुज्ञा प्राप्त करने की जरूरत के संबंध में उठे विवाद की स्थिति में विनिर्माता जिम्मेदार नहीं है।

## Industry Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations ICES-003.

### Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement ICES-003 sur le matériel brouilleur du Canada.

## European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 89/336/EEC, 73/23/EEC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.

**CE X850e, X852e, X854e**

A declaration of conformity with the requirements of the directives is available from the Director of Manufacturing and Technical Support, Lexmark International, S. A., Boigny, France.

This product satisfies the limits of EN 55022; safety requirements of EN 60950; radio spectrum requirements of ETSI EN 300 330-1 and ETSI EN 300 330-2; and the EMC requirements of EN 55024, ETSI EN 301 489-1 and ETSI EN 301 489-3.

English	Hereby, Lexmark International Inc., declares that this product is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
Suomi	Valmistaja Lexmark International Inc. vakuuttaa täten, että tämän tuotteen tyyppinen laite on direktiivin 1999/5/EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.
Nederlands	Hierbij verklaart Lexmark International Inc. dat dit product in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.
	Bij deze verklaart Lexmark International Inc. dat dit product voldoet aan de essentiële eisen en aan de overige relevante bepalingen van richtlijn 1999/5/EG.

## Notices

Français	Par la présente Lexmark International Inc. déclare que le produit est conforme aux exigences essentielles et aux autres dispositions pertinentes de la directive 1999/5/CE
	Par la présente, Lexmark International Inc. déclare que ce produit est conforme aux exigences essentielles et aux autres dispositions de la directive 1999/5/CE qui lui sont applicables
Svenska	Härmed intygar Lexmark International Inc. att denna produkt står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.
Dansk	Undertegnede Lexmark International Inc. erklærer herved, at følgende produkt overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF
German	Hiermit erklärt Lexmark International Inc., dass sich dieses Produkt in Übereinstimmung mit den grundlegenden Anforderungen und den anderen relevanten Vorschriften der Richtlinie 1999/5/EG befindet. (BMW i)
	Hiermit erklärt Lexmark International Inc. die Übereinstimmung des Produkts mit den grundlegenden Anforderungen und den anderen relevanten Festlegungen der Richtlinie 1999/5/EG. (Wien)
Ελληνικά	Με την παρούσα Lexmark International Inc. δηλώνει ότι το παρόν προϊόν συμμορφώνεται προς τις ουσιώδεις απαιτήσεις και τις λοιπές σχετικές διατάξεις της οδηγίας 1999/5/ΕΚ.
Italiano	Con la presente Lexmark International Inc. dichiara che questo prodotto è conforme ai requisiti essenziali e alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.
Español	Por medio de la presente Lexmark International Inc. declara que este producto cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE
Português	A Lexmark International Inc. declara que este produto está em conformidade com os requisitos essenciais e outras provisões da Directiva 1999/5/CE.
Česky	Společnost Lexmark International Inc. tímto prohlašuje, že tento výrobek vyhovuje základním požadavkům a dalším ustanovením směrnice 1999/5/EC, které se na tento výrobek vztahují.
Malti	B'dan il-mezz, Lexmark International Inc., tiddikjara li dan il-prodott huwa konformi mar-rekwiżiti essenzjali u ma' dispożizzjonijiet oħra rilevanti tad-Direttiva 1999/5/KE.
Magyar	A Lexmark International Inc. ezennel kijelenti, hogy ez a termék megfelel az 1999/5/EC irányelv alapvető követelményeinek és más vonatkozó rendelkezéseinek.
Eesti	Käesolevaga kinnitab Lexmark International Inc. selle seadme vastavust direktiivi 1999/5/EÜ põhinõuetele ja nimetatud direktiivist tulenevatele teistele asjakohastele sätetele.

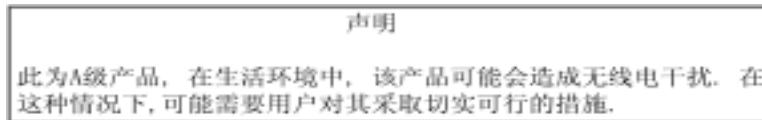
## Notices

Latviski	Ar šo Lexmark International Inc. deklarē, ka šis produkts atbilst Direktīvas 1999/5/EK būtiskajām prasībām un citiem ar to saistītajiem noteikumiem.
Lithuanian	Lexmark International Inc. deklaruoja, kad šis gaminys tenkina 1999/5/EB Direktyvos esminius reikalavimus ir kitas šios direktyvos nuostatas.
Polski	Firma Lexmark International Inc. deklaruje z pełną odpowiedzialnością, że ten produkt spełnia podstawowe wymagania i odpowiada warunkom zawartym w dyrektywie 1999/5/WE.
Slovak	Lexmark International Inc. týmto vyhlasuje, že tento výrobok vyhovuje technickým požiadavkám a ďalším ustanoveniam smernice 1999/5/ES, ktoré sa na tento výrobok vzťahujú.
Slovenščina	Družba Lexmark International Inc. s tem izjavlja, da je ta naprava skladna z bistvenimi zahtevami in drugimi ustreznimi določili direktive 1999/5/EC.

### Radio interference notice

**Warning:** This is a Class A product. In a domestic environment, this product may cause radio interference, in which case, the user may be required to take adequate measures.

### CCC EMC notice



### Japanese VCCI notice

If this statement appears on your product, the following statement is applicable.

この装置は、クラス A 情報技術装置です。この装置を家庭環境で使用する  
と電波妨害を引き起こすことがあります。この場合には使用者が適切な対策  
を講ずるよう要求されることがあります。 VCCI-A

この装置は、情報処理装置等電波障害自主規制協議会(VCCI)の基準に基づく  
クラスA情報技術装置です。この装置を家庭環境で使用するすると電波妨害を引き  
起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求  
されることがあります。

### Korean MIC statement

If this symbol appears on your product, the accompanying statement is applicable.



이 기기는 업무용으로 형식승인/전자파적합등록을 한 기기이오니  
판매자 또는 사용자는 이 점을 주의하시기 바라며 만약 잘못 판매  
또는 구입하였을 때에는 가정용으로 교환하시기 바랍니다.

This equipment has undergone Type Approval/EMC registration as a business product. It should not be used in a residential area.

### BSMI EMC notice

If this symbol appears on your product, the accompanying statement is applicable.



警告使用者：  
這是甲類的資訊產品，在居住的環境中使用時，可能會造成無線電干擾，在這種情況下，使用者會被要求採取某些適當的對策。

### Part 68

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See the *Setup Sheet* for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this equipment, for repair or warranty information, contact Lexmark International, Inc. at [www.Lexmark.com](http://www.Lexmark.com) or your Lexmark representative. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact Lexmark International, Inc. See the previous paragraph for contact information.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.



The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See the section in this publication entitled **Fax setup** in order to program this information into your fax machine.

## ***Other telecommunications notices***

### ***Notice to users of the Canadian telephone network***

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

### ***Notice to users of the New Zealand telephone network***

The following are special conditions for the Facsimile User Instructions.

The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

### ***South Africa telecommunications notice***

This modem must be used in conjunction with an approved surge protection device when connected to the PSTN.

### ***Using this product in Germany***

This product requires a German billing tone filter (Lexmark part number 14B5123) to be installed on any line which receives metering pulses in Germany. Metering pulses may or may not be present on analog lines in Germany. The subscriber may request that metering pulses be placed on the line, or can have them removed by calling the German network provider. Normally, metering pulses are not provided unless specifically requested by the subscriber at the time of installation.

### ***Using this product in Switzerland***

This product requires a Swiss billing tone filter (Lexmark part number 14B5109) to be installed on any line which receives metering pulses in Switzerland. The Lexmark filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

### ***Noise emission levels***

### **German GS mark notice**

**Model:** Lexmark X850e, X852e, X854e

**Machine types:** 7500-000, 7500-100, 7500-200

#### **Mailing address**

Lexmark Deutschland GmbH

Postfach 1560

63115 Dietzenbach

#### **Physical address**

Lexmark Deutschland GmbH

Max-Planck-Straße 12

63128 Dietzenbach

**Phone:** 0180 - 564 56 44 (Product Information)

Phone: 01805 - 00 01 15 (Technical Support)

**E-mail:** internet@lexmark.de

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

1-meter average sound pressure, dBA	
Printing	52
Idling	31
Scanning	52
Finishing	56

### ENERGY STAR



### ***Waste from Electrical and Electronic Equipment (WEEE) directive***



The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products. If you have further questions about recycling options, visit the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com) for your local sales office phone number.

### ***Laser advisory label***

A laser notice label may be affixed to this MFP.

### ***LUOKAN 1 LASERLAITE***

**VAROITUS!** Laitteen käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

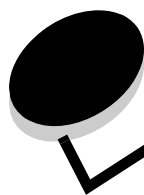
### ***KLASS 1 LASER APPARAT***

**WARNING!** Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

### ***Laser notice***

This MFP is certified in the U.S. to conform to the requirements of DHHS 21 CFR Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1.

Class I laser products are not considered to be hazardous. The MFP contains internally a Class IIIb (3b) laser that is nominally a 5 milliwatt gallium arsenide laser operating in the wavelength region of 770-795 nanometers. The laser system and MFP are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.



# Index

---

## A

- address book 39
- adjust paper tray 62, 68
- adjusting
  - Power Saver 127
  - screen timeout 127
- adjusting quality 28
- Advanced Password, menu protection 128
- Advanced Password, setting 130
- appendix template
  - 1-column 148
- applying template to existing files
  - 1-column appendix 148
- Asterisk button 12
- automatic size sensing 72
- automatic tray linking 72

## B

- Backspace button 11
- booklet 25
- brightness, LCD 126
- buttons
  - ? (Tips) 13
  - Asterisk 12
  - Back 20
  - Backspace 11
  - Cancel 19
  - Cancel Job 18
  - Cancel Jobs 15
  - Clear All 11
  - Continue 19
  - Copy 13
  - Custom 19
  - Dial Pause 11
  - Done 20
  - down arrow 18
  - E-mail 13
  - Fax 14
  - FTP 14
  - gray 20
  - grayed out 20
  - Held Faxes 14
  - Held Jobs 14
  - Home 20
  - left arrow 17
  - left scroll decrease 16
  - Lock Device 14
  - Menus 13

- numeric keypad 11
- Pound 11
- Release Held Faxes 14
- right arrow 17
- right scroll increase 17
- Search Held Jobs 14
- Select 16, 20
- selected radio 19
- Start 11
- Status/Supplies 13
- Stop 11
- Unlock Device 15
- unselected radio 18

## C

- cancel e-mail 35
- Cancel Job button 18
- canceled
  - copy job 31
- canceled a print job 55
- card stock
  - guidelines 86
  - loading 61
- characteristics, media
  - letterhead 83
- characteristics, print media 81
  - paper 81
- Clear All button 11
- clearing jams 100
- collate 25
- collation 28
- color 34
- confidential jobs 57
  - entering a PIN 57
  - sending 57
- configuring the MFP 127
- Continue button 19
- contrast, LCD 126
- control panel
  - Asterisk 12
  - Backspace 11
  - Clear All 11
  - Dial Pause 11
  - LCD 10
  - numeric keypad 11
  - pound 11
  - Start 11
  - Stop 11

- control panel menus
  - preventing access 128
- converting existing files to standard template
  - 1-column appendix 148
- copies
  - flatbed 24
  - quick 23
- copy
  - from 24
  - one size to another 25
  - to 24
- copy quality
  - adjusting 28
- copy screens 24
- copy tray selection 27
- copying 23
  - duplexing 27
  - enlarging 28
  - letterhead 26
  - multipurpose feeder 27
  - reducing 28
  - transparencies 26
- create booklet 25
- custom job 30

## D

- date stamp 25
- Device Lockout PIN
  - locking the MFP 129
  - setting 129
  - unlocking the MFP 129
- Dial Pause button 11
- disabling
  - ports 132
  - protocols 132
  - SNMPv1 131
  - SNMPv2 131
- down arrow button 18
- Driver to Fax
  - disabling 128
- duplex 25
  - advanced 25
- duplex copying 27

## E

- edge erase 25
- electrical emission statement 148
- e-mail
  - address book 32
  - addresses 32
  - canceling 35
  - color documents 34
  - file reduction 36, 48
  - file types 34
  - message 33
  - options 35

- quality 36, 48
- resolution 36, 48
- scanning 32
- shortcut creation 34
- shortcuts 32
- subject line 33
- to a profile 32
- Embedded Web Server
  - setting security 130
  - using secured 130
- emission statement 148
- enlarging 28
- envelopes
  - guidelines 84
- erase edge 25

## F

- fax
  - address book 39
  - from a computer
    - computer faxing 39
  - sending 38
  - shortcuts 39
- FCC statement 148
- file types
  - e-mail 34
- Finisher 9
- front guide 62, 68
- FTP
  - enabling 128
- Function Access, restricting 128

## G

- guidelines
  - labels 85
  - paper
    - unacceptable 82
  - print media 81
  - printing letterhead 83

## H

- hard disk
  - encryption 133
  - wiping 134
- held jobs
  - confidential jobs 57
  - entering a PIN 57
- Home button 20
- home screen 13
  - buttons 13
  - status message bar 13

## I

- Identifying MFPs 8
- indicator light 10
- integrated forms 79, 80

Internet Protocol Security 131

## J

jams

- avoiding 87
- clearing 100, 102

job 30

job build 30

## L

labels

- guidelines 85
- printer maintenance 85

LCD brightness 126

LCD contrast 126

LCD touch-screen features

- Attendance message alert 21
- Menu trail line 21

left arrow button 17

left scroll decrease button 16

letterhead 83

- guidelines 83
- page orientation 83
- printing 83

letterhead copying 26

Lexmark Authorized Supplies Dealers 95

light, indicator 10

linking trays 72

loading print media

- card stock 61
- paper
  - input tray 61
  - multipurpose feeder 65
- transparencies
  - input tray 61

## M

Macintosh 55, 56, 57, 59, 60, 145

maintaining the MFP 95

- ordering a toner cartridge 97

maintenance

- staple cartridge 98

maintaining the MFP

- ordering a photoconductor 97

margin shift 25

maximum stack height 62, 67, 69

media

- guidelines
  - letterhead 83
  - letterhead, printing 83
- letterhead
  - guidelines 83
  - loading instructions based on source 83
- transparencies, guidelines 84

menus

- preventing access 128

setting Password Protect 127

Menus *See* individual menus

mercury statement 3

MFP

- locking 129
- unlocking 129

mixed sizes, copying 27

multipurpose feeder

- guidelines 65

multipurpose feeder copying 27

## N

navigation bar 13

numeric keypad 11

n-up printing 25

## O

operator panel

- brightness 126
- contrast 126

options

- e-mail 35

ordering

- photoconductor 97
- toner cartridge 97

## P

paper

- letterhead 83
- preprinted forms 83
- recommended types 81
- unsatisfactory types 82

paper saver 25

paper saving 29

paper tray adjustment 62, 68

password

- Print Faxes Password 129
- setting

Print Faxes Password 129

Password Protect, setting for the menus 127

PIN

- entering at the MFP 58
- entering from the driver 57
- for confidential jobs 57

ports, disabling 132

Pound button 11

Power Saver, adjusting 127

preprinted forms 83

print cartridge

- ordering 97

print media

- guidelines 81
- paper 81

Print media guidelines 81

print media jams

- avoiding 87

- print media specifications
  - characteristics 81
  - sizes 74, 77
  - types 78
  - weight 79
- Printing 53
- problems
  - incorrect characters print 138
  - job didn't print 137
  - job prints 137
    - from wrong tray 137
    - on wrong paper or specialty media 137
  - large jobs do not collate 138
  - operator panel 137
    - blank 137
    - displays black diamonds 137
  - paper feed
    - blank pages in output bin 142
    - frequent jams 142
    - jammed page does not reprint 142
    - Paper Jam message remains after clearing jam 142
  - print time seems long 137
  - tray linking does not work 138
  - unexpected page breaks 138
- protocols, disabling 132
- publications
  - Card Stock & Label Guide* 74, 81, 84, 85
  - Menus and Messages Guide* 83, 136

## Q

- quick copies 23

## R

- radio button
  - selected 19
  - unselected 18
- received faxes
  - printing
    - setting a password prior to 129
- reducing 28
- repeat print 59
- replacing
  - staple cartridge 98
- reserve print 58
- resolution 36, 48
- restricted server list function, using 135
- right arrow button 17
- right scroll increase button 17

## S

- safety information 3
- scale 24
- scanning
  - options 51
  - to a PC 50
  - to e-mail 32

- screen timeout 127
- screens
  - copy 24
- secure management
  - through MVP 135
- security
  - 802.1x Authentication 132
  - Confidential Print Setup 133
  - setting
    - Advanced Password 130
    - using Embedded Web Server 130
  - supporting
    - IPSec 131
    - Simple Network Management Protocol 130
    - using secure Embedded Web Server 130
- Select button 16
- selecting media 27
- Sending a job to print 53
- separator sheets 25
- setting collation 28
- settings
  - dark 24
  - light 24
- sheets
  - separator 25
- shortcut 34
- shortcuts 39
  - creating 40, 47
  - multinumber 40, 47
  - single 40, 47
- short-edge feed 71
- side guide 62
- Simple Network Management Protocol, security 130
- SNMPv1, disabling 131
- SNMPv2, disabling 131
- standard tray 9
- staple and offset unit
  - replacing staples 98
- staple cartridge, replacing 98
- staple jam 122
- Staples Empty or Misfed** message 122
- Start button 11
- static sensitivity notice 3
- status message bar 13
- Stop button 11
- supplies
  - maintenance kit 97
  - photoconductor 97
  - toner cartridge 97

## T

- time stamp 25
- transparencies
  - loading
    - input tray 61
- transparencies, copying 26
- tray linking 72



tray selection 27  
troubleshooting  
  settings  
    software application overrides 10

### **U**

USB Direct interface 53  
USB flash memory device 53

### **V**

verify print 58