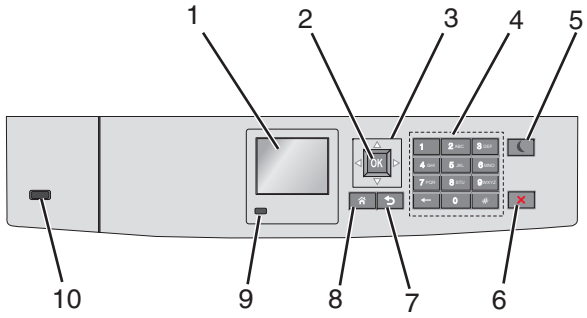
Quick Reference

Using the non-touch-screen printer model

Learning about the printer

Using the four-arrow-button printer control panel



	Use the	To
1	Display	View the printer status. Allow printer setup and operation.
2	Select button	Submit changes made in the printer settings.
3	Arrow buttons	Scroll up and down, or left and right.
4	Keypad	Enter numbers, letters, or symbols.
5	Sleep button	Enable Sleep mode. The following are the statuses based on the indicator light and the Sleep button: • Entering or waking from Sleep mode – The indicator light is illuminated solid green. – The Sleep button is unilluminated. • Operating in Sleep mode – The indicator light is illuminated solid green. – The Sleep button is illuminated solid amber. • Entering or waking from Hibernate mode – The indicator light is illuminated solid green. – The Sleep button is illuminated blinking amber. • Operating in Hibernate mode – The indicator light is unilluminated. – The Sleep button is blinking amber for 0.1 second, and then goes completely unilluminated for 1.9 seconds in pulsing pattern. The following actions wake the printer from Sleep mode: • Pressing any hard button • Opening Tray 1 or loading paper in the multipurpose feeder • Opening a door or cover • Sending a print job from the computer • Performing a power-on reset with the main power switch • Attaching a device to a USB port
6	Stop or Cancel button	Stop all printer activity. **Note:** A list of options is displayed once `Stopped` appears on the display.
7	Back button	Return to the previous screen.
8	Home button	Go to the home screen.
9	Indicator light	Check the status of the printer. • **Off**—The printer is off. • **Blinking green**—The printer is warming up, processing data, or printing. • **Solid green**—The printer is on, but idle. • **Blinking red**—The printer requires operator intervention.
10	USB port	Connect a flash drive to the printer.

Loading paper and specialty media

Setting the paper size and type

1. From the printer control panel, navigate to:

   > **Settings** > OK > **Paper Menu** > OK > **Paper Size/Type** > OK

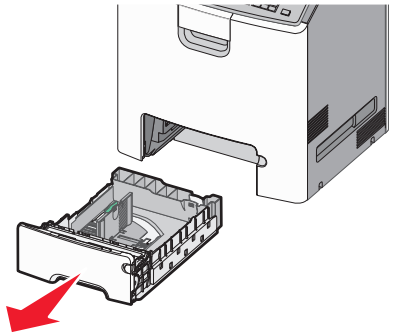
2. Press the up or down arrow button to select the paper tray or feeder, and then press OK.
3. Press the up or down arrow button to select the paper size, and then press OK.
4. Press the up or down arrow button to select the paper type, and then press OK to change the settings.

Loading the standard or an optional 550-sheet tray

The printer has one standard 550-sheet tray (Tray 1) and may have up to four optional 550-sheet trays including the special media tray. For narrow paper sizes such as A6 and envelopes, use the special media tray. For more information, see “Loading the optional 550-sheet special media tray” on page 3.

CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

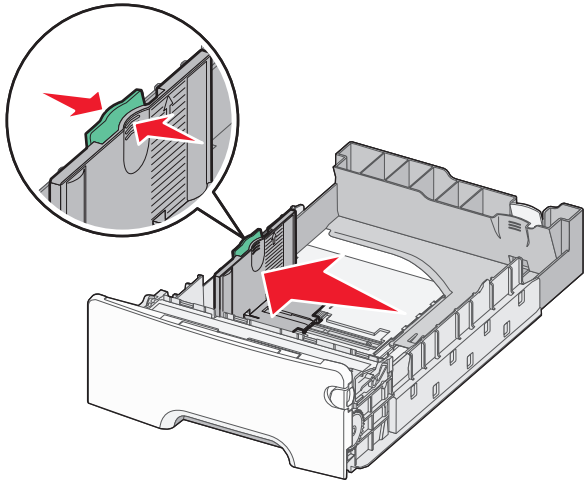
1 Pull the tray completely out.



Notes:

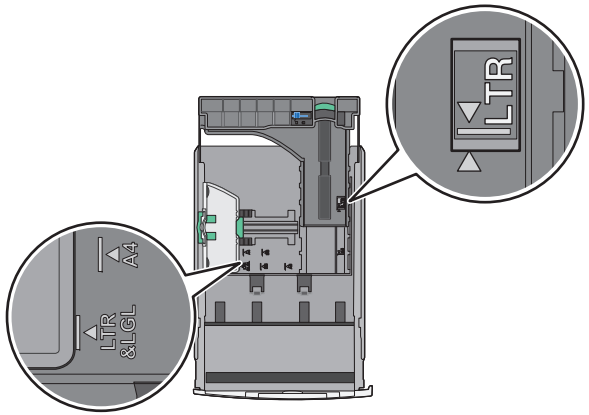
- Do not remove trays while a job prints or while **Busy** appears on the printer display. Doing so may cause a jam.
- The standard 550-sheet tray (Tray 1) does not automatically detect the paper size.

2 Squeeze and slide the width guide to the correct position for the paper size you are loading.



Notes:

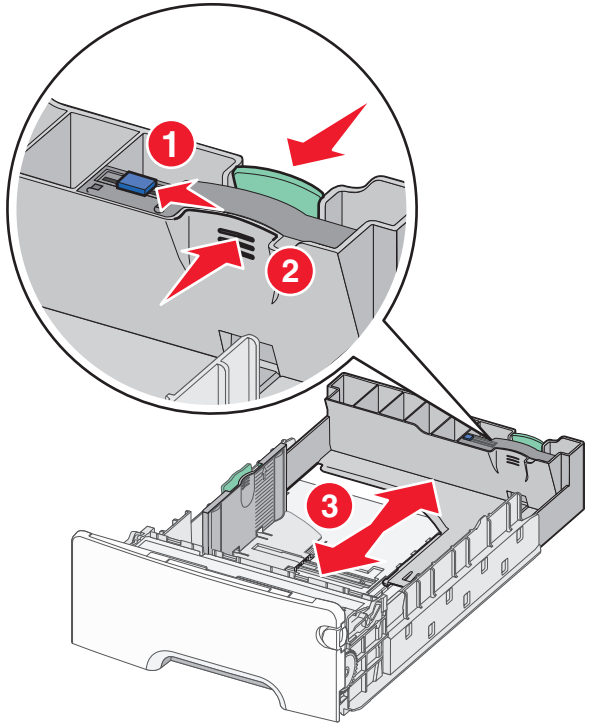
- Use the paper size indicators at the bottom of the tray to help position the length and width guides.
- Incorrect positioning of the width guide can cause paper jams.



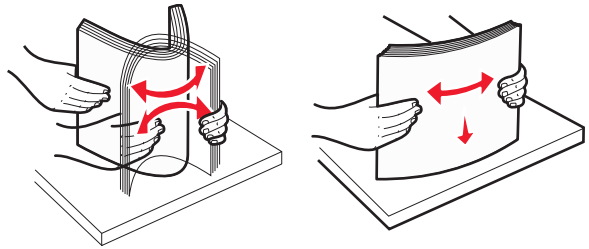
3 Squeeze and slide the length guide to the correct position for the paper size you are loading.

Notes:

- For some paper sizes like letter, legal, and A4, squeeze and slide the length guide backward to accommodate their length.
- The length guide has a locking device. To unlock, slide to the left the button on top of the length guide. To lock, slide the button to the right when a length is selected.



4 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

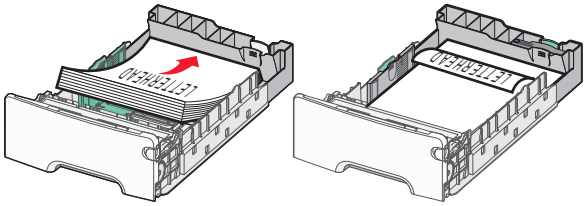


5 Load the paper stack with the recommended printable side faceup.

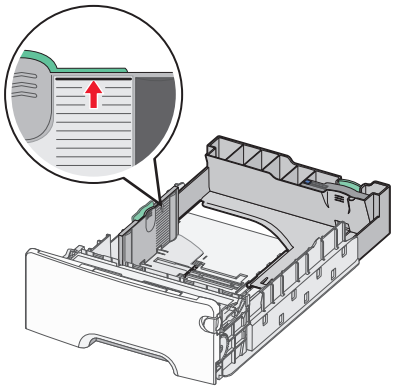
Notes:

- When loading preprinted letterhead for one-sided printing, place the header faceup toward the front of the tray.
- When loading preprinted letterhead for two-sided printing, place the header facedown toward the rear of the tray.

One-sided printing **Two-sided printing**



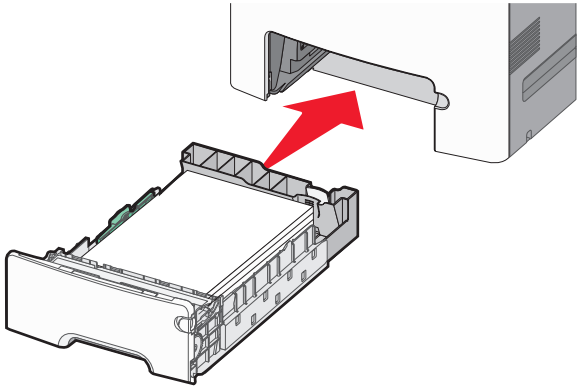
Note: Make sure the paper does not exceed the maximum paper fill indicator located on the left side of the tray.



Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.

6 Insert the tray.

Note: For some paper sizes, the tray will extend past the back of the printer.

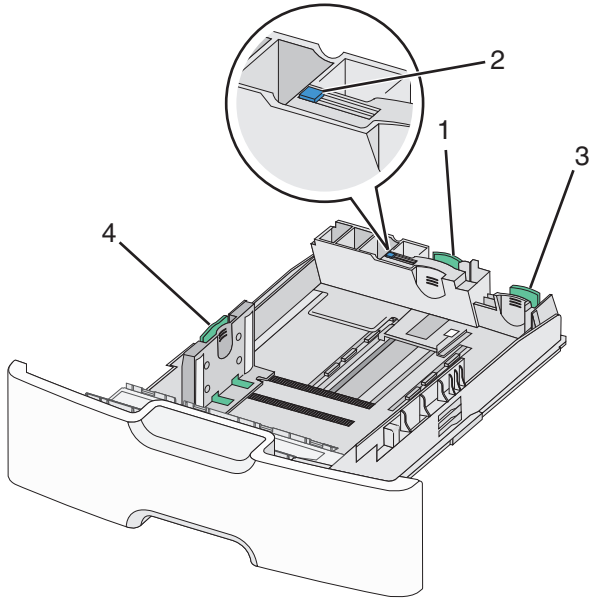


7 From the printer control panel, verify the paper size and paper type setting for the tray based on the paper you loaded.

Note: Paper jams may occur if the paper size and type settings selected do not match the paper loaded.

Loading the optional 550-sheet special media tray

The optional 550-sheet special media tray (Tray 2), unlike any other trays, supports narrow paper sizes such as envelopes and A6.



1	Primary length guide
2	Length guide lock
3	Secondary length guide
4	Width guide

CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other trays closed until needed.

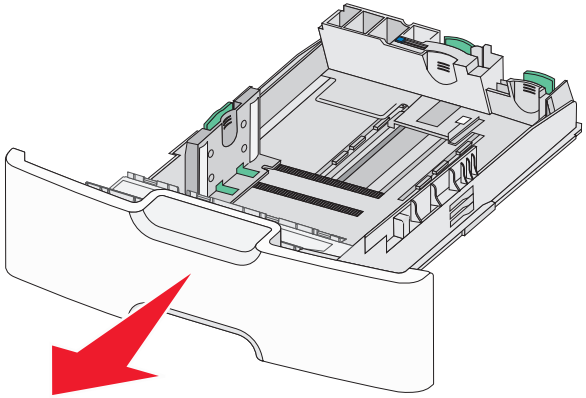
Notes:

- For instructions on loading paper sizes larger than A6 and envelopes, see “Loading the standard or an optional 550-sheet tray” on page 2.
- For a complete list of supported paper sizes, see the “Supported paper sizes, types, and weights” section in the *User’s Guide*.

Loading narrow paper sizes such as envelopes and A6

1 Pull the tray completely out.

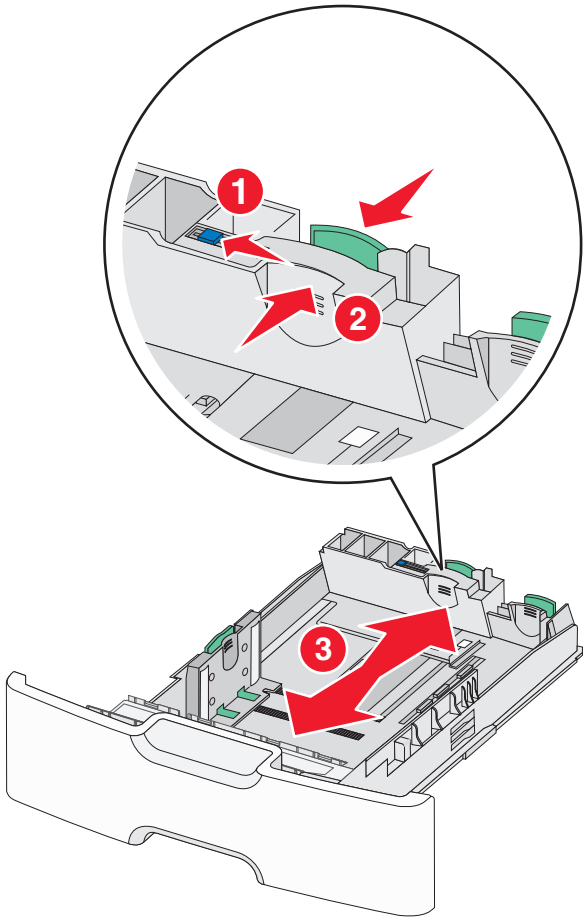
Note: Do not remove trays while a job prints or while **Busy** appears on the display. Doing so may cause a jam.



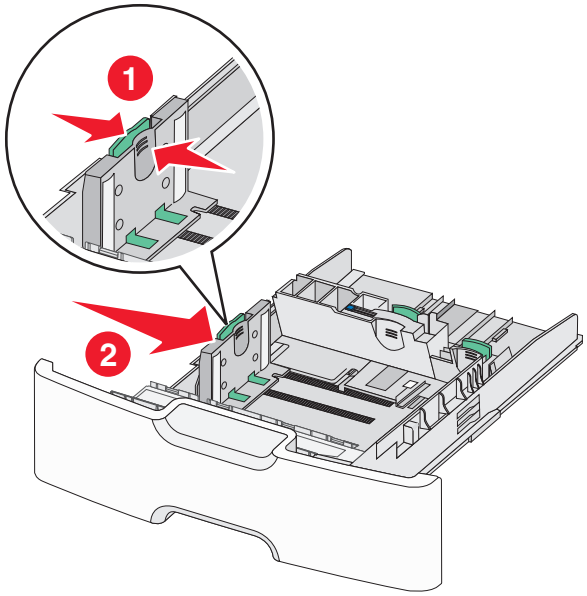
2 Squeeze and slide the primary length guide toward you until it stops.

Notes:

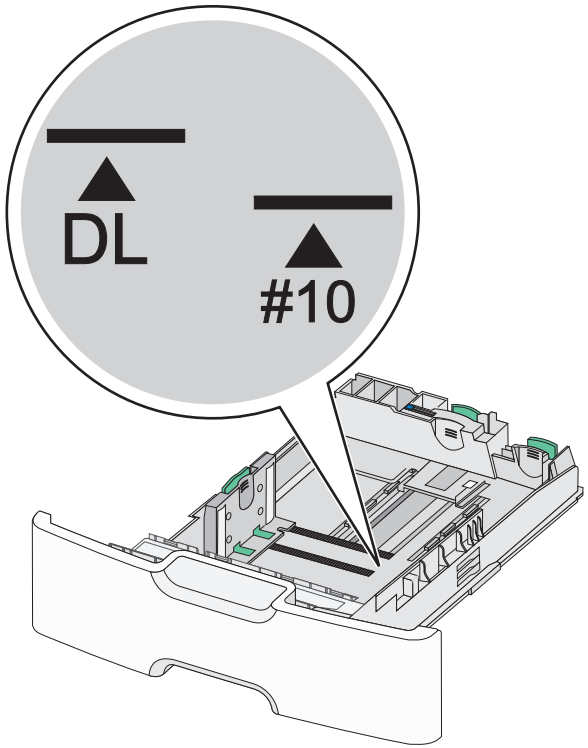
- The length has a locking device. To unlock the length guide, slide to the left the button on top of the length guide. To lock, slide the button to the right when a length has been selected.
- You can only slide the secondary length guide when the primary length guide reaches the edge of the width guide.



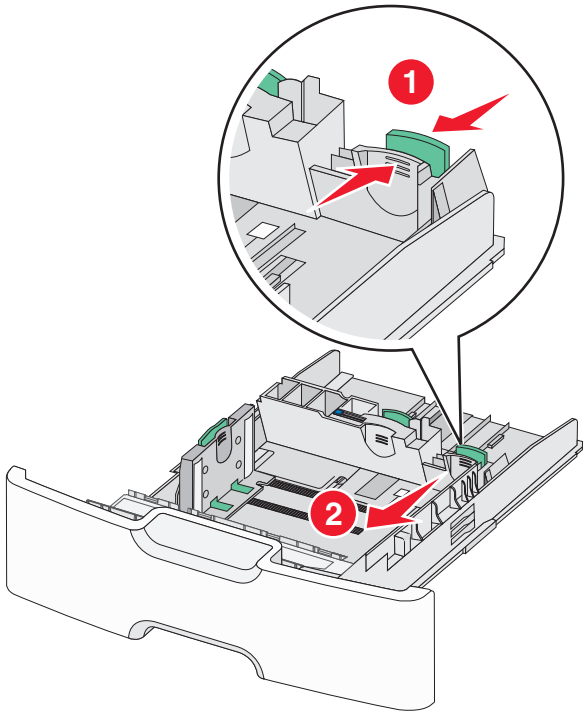
3 Squeeze and slide the width guide to the correct position for the paper size you are loading.



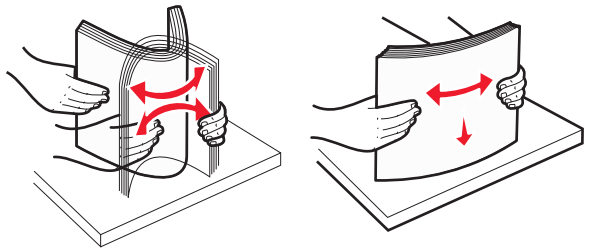
Note: Use the paper size indicators at the bottom of the tray to help position the width guide.



4 Squeeze and slide the secondary length guide to the correct position for the paper size you are loading.



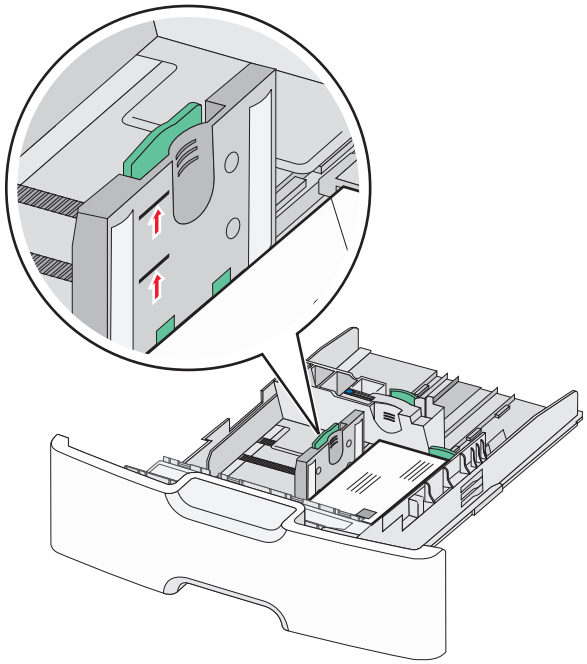
5 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



6 Load the paper stack with the recommended printable side faceup.

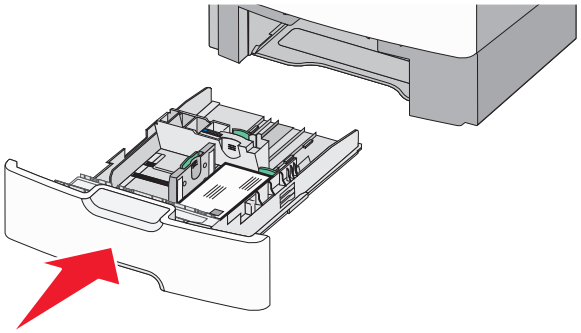
Notes:

- Load envelopes with the stamp side entering the printer first.
- Make sure the paper does not exceed the maximum paper fill indicator located on the side of the width guide.



Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.

7 Insert the tray.



8 From the printer control panel, verify the paper size and paper type setting for the tray based on the paper you loaded.

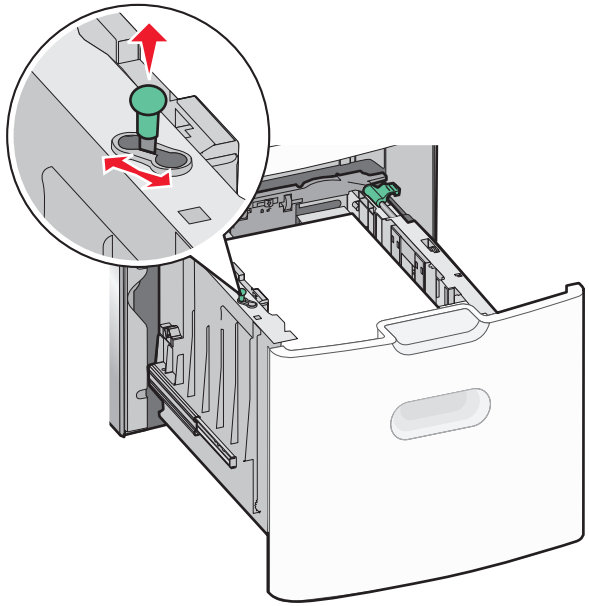
Note: Return the secondary length guide back to its original position when loading long papers such as legal, letter, and A4. Squeeze and slide the guide until it *clicks* into place.

Loading the 2,000-sheet high-capacity feeder

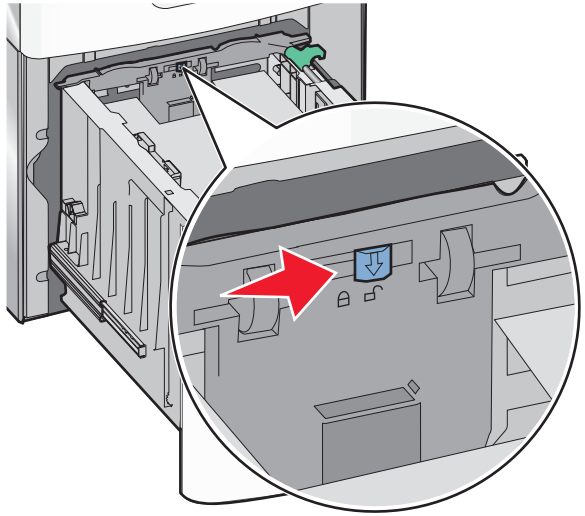
CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

1 Pull the tray out.

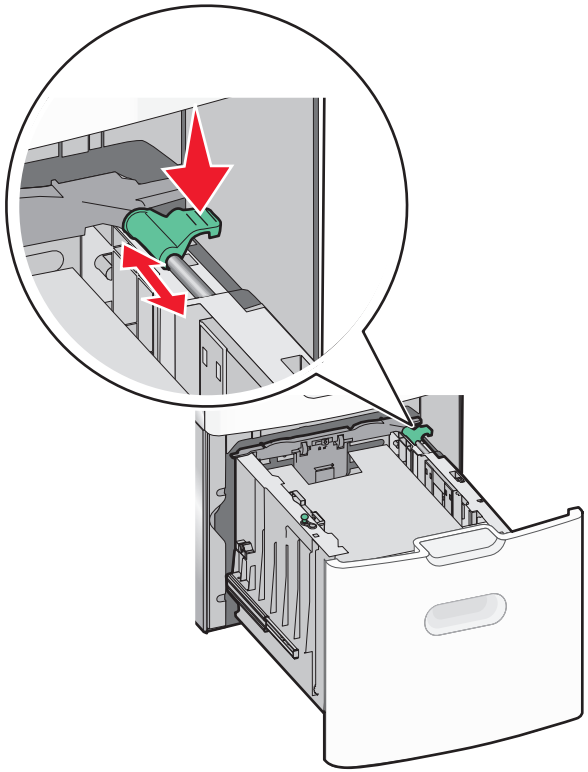
2 Pull up and slide the width guide to the correct position for the paper size you are loading.



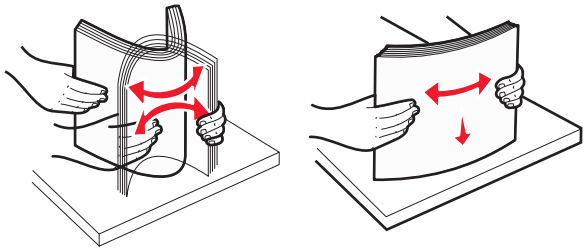
3 Push the length guide button to the right to unlock the length guide.



4 Push the length guide release latch to raise the length guide. Slide the guide to the correct position for the paper size you are loading, and then lock the guide.



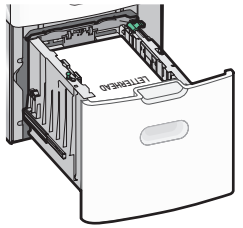
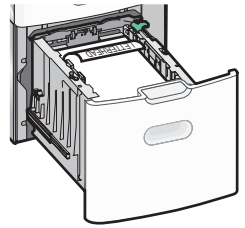
5 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



6 Load the paper stack:

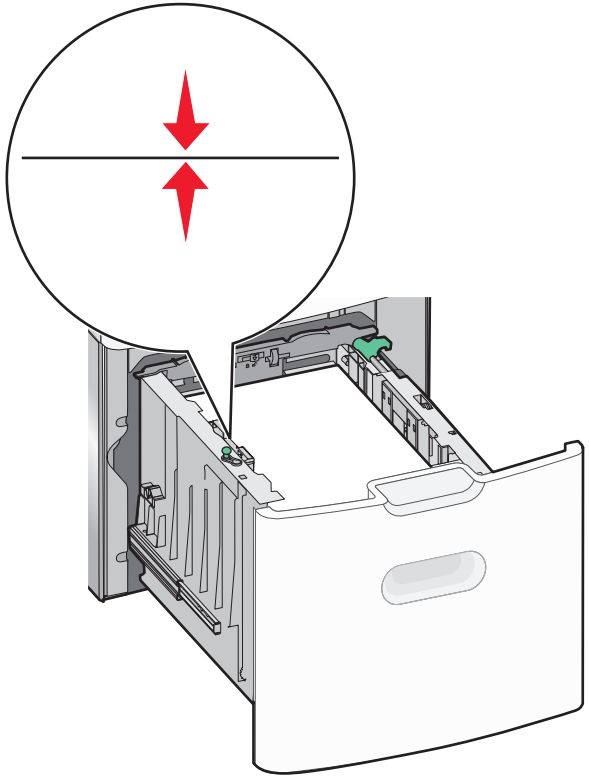
- Printable side faceup for one-sided printing
- Printable side facedown for two-sided printing

Preprinted paper orientation for one-sided and two-sided printing.

One-sided printing	Two-sided printing
	

- Make sure paper does not exceed the maximum paper fill indicator located on the side of the tray.

  Warning—Potential Damage: Overloading the tray may cause paper jams and possible printer damage.



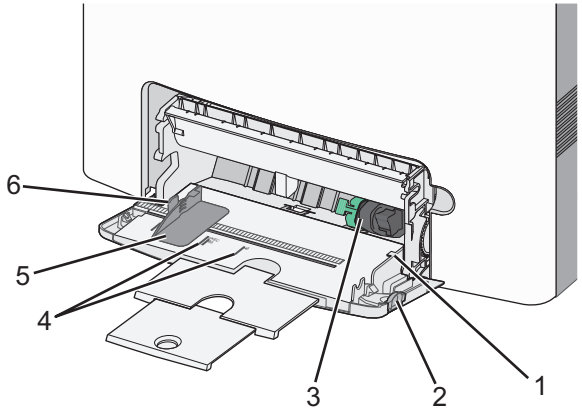
7 Insert the tray.

Loading the multipurpose feeder

The multipurpose feeder can hold approximately:

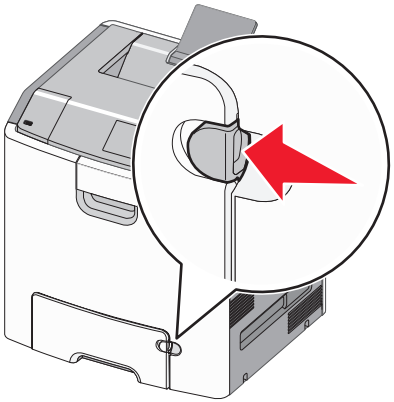
- 100 sheets of 75-g/m^2 (20-lb) paper
- 10 envelopes
- 75 transparencies

Note: Do not add or remove paper or specialty media while the printer prints from the multipurpose feeder or when the printer control panel indicator light is blinking. Doing so may cause a jam.

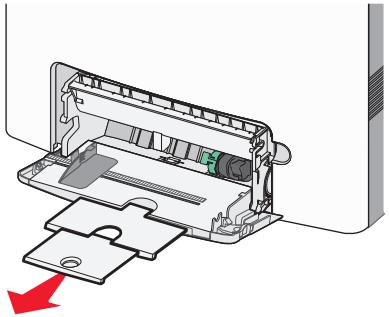


1	Maximum paper fill indicator
2	Tray release latch
3	Paper release lever
4	Paper size indicators
5	Paper width guide
6	Width guide release tab

1 Press the tray release latch to the left, and then pull the multipurpose feeder down.

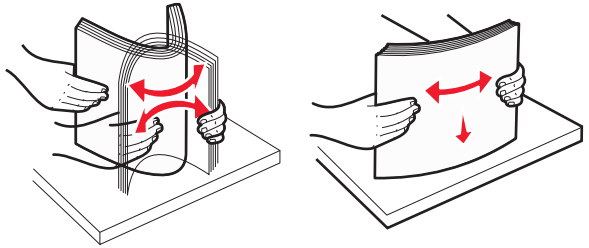


2 Gently pull the extension out until it is fully extended.



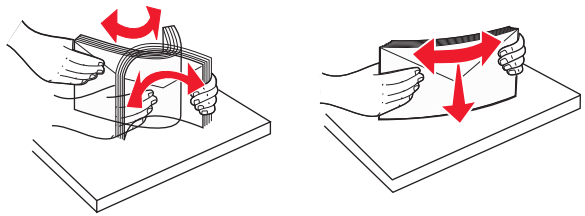
3 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

Paper

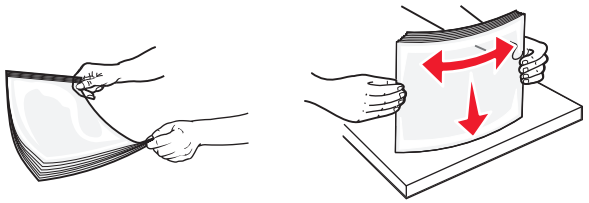


* Avoid touching the printable side of transparencies. Be careful not to scratch them.

Envelopes

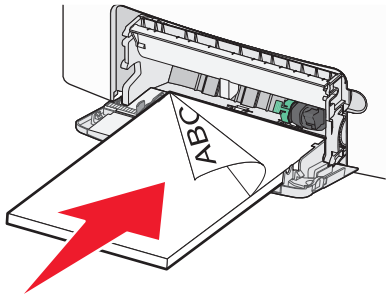


Transparencies*



* Avoid touching the printable side of transparencies. Be careful not to scratch them.

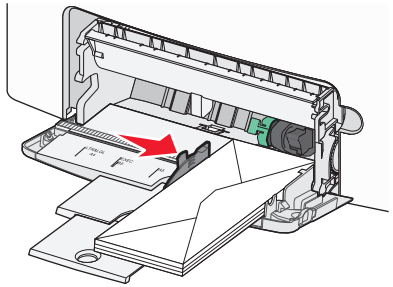
4 Load the paper or specialty media. Slide the stack into the multipurpose feeder until it comes to a stop.



Notes:

- Make sure paper or specialty media does not exceed the maximum paper fill indicator.
- Load only one size and type of paper or specialty media at a time.
- Paper or specialty media should lie flat and fit loosely in the multipurpose feeder.
- If the paper or specialty media is pushed too far into the multipurpose feeder, then press the paper release lever to remove it.
- Load envelopes with the flap on the right side and the stamp edge entering the printer first.

Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.



Linking and unlinking trays

Unlinking trays

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address in the TCP/IP section in the Network/Reports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.
2. Click **Settings** > **Paper Menu**.
3. Change the paper size and type settings of the tray so that they *do* not match the settings of any other tray, and then click **Submit**.

Warning—Potential Damage: The paper loaded in the tray should match the paper type name assigned in the printer. The temperature of the fuser varies according to the specified paper type. Printing issues may occur if settings are not properly configured.

Linking trays

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address in the TCP/IP section in the Network/Reports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.
2. Click **Settings** > **Paper Menu**.
3. Change the paper size and type settings of the tray so that they match the settings of any other tray, and then click **Submit**.

Printing

Printing a document

Printing a document

1. From the Paper menu on the printer control panel, set the paper type and size to match the paper loaded.
2. Send the print job:

   For Windows users

   a. With a document open, click **File** > **Print**.

   b. Click **Properties**, **Preferences**, **Options**, or **Setup**.

   c. Adjust the settings, if necessary.

   d. Click **OK** > **Print**.

   For Macintosh users

   a. Customize the settings in the Page Setup dialog if necessary:
      1. With a document open, choose **File** > **Page Setup**.
      2. Choose a paper size or create a custom size to match the paper loaded.
      3. Click **OK**.

   b. Customize the settings in the Page Setup dialog if necessary:
      1. With a document open, choose **File** > **Print**.

      If necessary, click the disclosure triangle to see more options.
   2. From the Print dialog and pop-up menus adjust the settings if necessary.

      Note: To print on a specific paper type, adjust the paper type setting to match the paper loaded, or select the appropriate tray or feeder.
   3. Click **Print**.

Printing in black and white

From the printer control panel, navigate to:

> **Settings** > **Settings** > **Print Settings** > **Quality Menu** > **Print Mode** > **Black Only** >

Adjusting toner darkness

1. Open a Web browser, and then type the IP address of the printer in the address field.

   Notes:

   - View the printer IP address in the TCP/IP section in the Network/Reports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.
2. Click **Settings** > **Print Settings** > **Quality Menu** > **Toner Darkness**.
3. Adjust the toner darkness setting.
4. Click **Submit**.

Using Max Speed and Max Yield

The Max Speed and Max Yield settings let you choose between a faster print speed or a higher toner yield. Max Yield is the factory default setting.

- **Max Speed**—This lets you print in either black or color depending on what is set in the printer driver. The printer prints in color unless Black Only is selected in the printer driver.
- **Max Yield**—This lets you switch from black to color based on the color content found on each page. Frequent color mode switching can result in slower printing if the content of pages is mixed.

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address in the TCP/IP section in the Network/Reports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** > **Print Settings** > **Setup Menu**.
3. From the Printer Usage list, select **Max Speed** or **Max Yield**.
4. Click **Submit**.

Using the printer control panel

1. From the printer control panel, navigate to:

   > **Settings** > **Settings** > **Print Settings** > **Setup Menu**

2. From the Printer Usage list, select **Max Speed** or **Max Yield**.
3. Press OK.

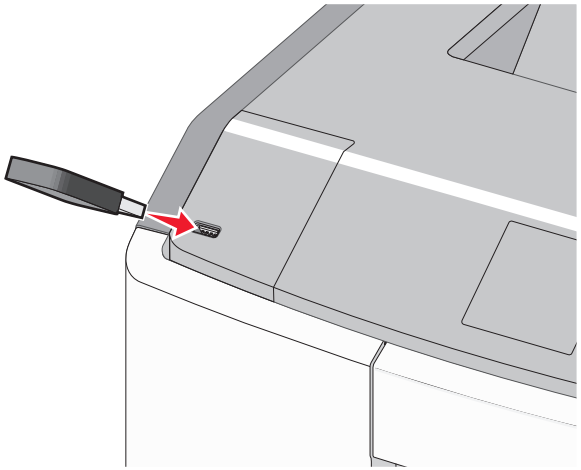
Printing from a flash drive

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, you will be prompted to enter the file password from the printer control panel.
- You cannot print files for which you do not have printing permissions.

1. Insert a flash drive into the USB port.



Notes:

- A flash drive icon appears on the home screen and in the held jobs icon when a flash drive is installed.
- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

Warning—Potential Damage: Do not touch the USB cable, any network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device. A loss of data can occur.

2. From the printer control panel, select the document you want to print.
3. Press the left or right arrow button to specify the number of copies for printing, and then press OK.

   Notes:

   - Do not remove the flash drive from the USB port until the document has finished printing.
   - If you leave the flash drive in the printer after leaving the initial USB menu screen, then you can still print files from the flash drive as held jobs.

Supported flash drives and file types

Flash drive	File type
• Lexar JumpDrive 2.0 Pro (256MB, 512MB, or 1GB sizes) • SanDisk Cruzer Mini (256MB, 512MB, or 1GB sizes) **Notes:** • Hi-Speed USB flash drives must support the full-speed standard. Devices supporting only USB low-speed capabilities are not supported. • USB flash drives must support the File Allocation Table (FAT) system. Devices formatted with New Technology File System (NTFS) or any other file system are not supported.	Documents: • .pdf • .xps Images: • .dcx • .gif • .JPEG or .jpg • .bmp • .pcx • .TIFF or .tif • .png • .fls

Canceling a print job

Canceling a print job from the printer control panel

From the printer control panel, navigate to:

Canceling a print job from the computer

For Windows users

1. Open the printers folder:
   a. Click , or click **Start** and then click **Run**.
   b. In the Start Search or Run dialog, type `control printers`.
   c. Press **Enter**, or click **OK**.
2. Double-click the printer icon.
3. Select the print job you want to cancel.
4. From the keyboard, press **Delete**.

For Macintosh users

In Mac OS X version 10.5 or later:

1. From the Apple menu, choose **System Preferences** > **Print & Fax** > **Open Print Queue**.
2. From the printer window, select the print job you want to cancel.
3. From the icon bar at the top of the window, click the **Delete** icon.

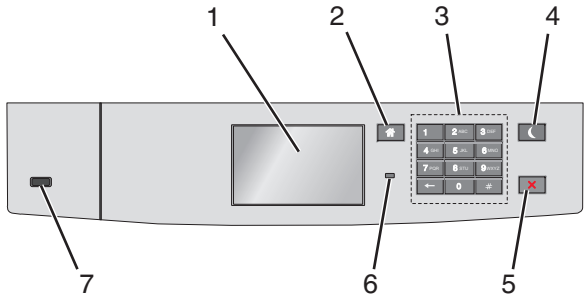
In Mac OS X version 10.4:

1. From the Finder, navigate to:
   Go > **Applications** > **Utilities**
2. Double-click **Print Center** or **Printer Setup Utility**.
3. Double-click the printer icon.
4. From the printer window, select the print job you want to cancel.
5. From the icon bar at the top of the window, click **Delete**.

Using the touch-screen printer model

Learning about the printer

Using the touch-screen printer control panel



Use the		To
1	Display	Show the printer status. Allow printer setup and operation.
2	Home button	Return to the home screen.
3	Keypad	Enter numbers, letter, or symbols.
4	Sleep button	Enable Sleep mode. The following are the statuses based on the indicator light and the Sleep button: • Entering or waking from Sleep mode – The indicator light is illuminated solid green. – The sleep button is unilluminated. • Operating in Sleep mode – The indicator light is illuminated solid green. – The sleep button is illuminated solid amber. • Entering or waking from Hibernate mode – The indicator light is illuminated solid green. – The sleep button is illuminated blinking amber. • Operating in Hibernate mode – The indicator light is unilluminated. – The sleep button is blinking amber for 0.1 of a second, then goes completely unilluminated for 1.9 seconds in pulsing pattern. The following actions wake the printer from Sleep mode: • Touching the screen or pressing any hard button • Opening Tray 1 or loading paper in the multipurpose feeder • Opening a door or cover • Sending a print job from the computer • Performing a power-on reset with the main power switch • Attaching a device to a USB port
5	Stop/Cancel button	Stop all printer activity. **Note:** A list of options is displayed when `Stopped` appears on the display.

Use the		To
6	Indicator light	Check the status of the printer. • **Off**—The printer is off. • **Blinking green**—The printer is warming up, processing data, or printing. • **Solid green**—The printer is on, but idle. • **Blinking red**—The printer requires operator intervention.
7	USB port	Connect a flash drive to the printer.

Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Use the home screen buttons and icons to initiate an action.

Note: Your home screen, icons, and the buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.

Touch		To
1	Change Language	Change the primary language of the printer.
2	Bookmarks	Create, organize, and save a set of bookmarks (URLs) into a tree view of folders and file links. **Note:** The tree view does not include bookmarks created within Forms and Favorites, and the ones in the tree are not usable in Forms and Favorites.

Touch		To
3	Held Jobs	Display all current held jobs.
4	USB or USB Thumbdrive	View, select, or print photos and documents from a flash drive. **Note:** This icon appears only when you return to the home screen while a memory card or flash drive is connected to the printer.
5	Menus	Access printer menus. **Note:** These menus are available only when the printer is in the Ready state.
6	Status message bar	• Show the current printer status such as `Ready` or `Busy`. • Show printer conditions such as `Fuser missing` or `Cartridge Low`. • Show intervention messages and the instructions on how to clear them.
7	Status/Supplies	• Display a warning or error message whenever the printer requires intervention to continue processing. • Access the messages screen for more information on the message, and how to clear it.
8	Tips	View a context-sensitive help information.

This may also appear on the home screen:

Touch	To
Search Held Jobs	Search current held jobs.

Features

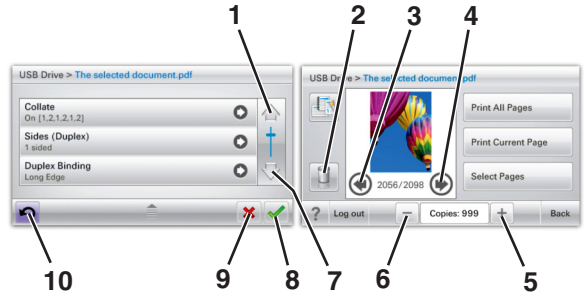
Feature	Description
Attendance message alert	If an attendance message affects a function, then this icon appears and the red indicator light blinks.
Warning	If an error condition occurs, then this icon appears.

Feature	Description
Printer IP address Example: `123.123.123.123`	The IP address of your network printer is located at the top left corner of the home screen and appears as four sets of numbers separated by periods. You can use the IP address when accessing the Embedded Web Server so you can view and remotely configure printer settings even when you are not physically near the printer.

Using the touch-screen buttons

Note: Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.

Sample touch screen



	Touch	To
1	Up arrow	Scroll up.
2	Delete folder	Delete the file you selected.

	Touch	To
3	Left arrow	Scroll to the left.
4	Right arrow	Scroll to the right.
5	Right scroll increase	Scroll to another value in increasing order.
6	Left scroll decrease	Scroll to another value in decreasing order.
7	Down arrow	Scroll down.
8	Accept	Save a setting.
9	Cancel	• Cancel an action or a selection. • Cancel out a screen and return to the previous screen.
10	Back	Navigate back to the previous screen.

Setting up and using the home screen applications

Notes:

- Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded applications. Some applications are supported only on select printer models.
- There may be additional solutions and applications available for purchase. To learn more, visit **www.lexmark.com**. Or, inquire at your point of purchase.

Accessing the Embedded Web Server

The Embedded Web Server is the printer Web page that lets you view and remotely configure printer settings even when you are not physically near the printer.

1. Obtain the printer IP address:
   - From the printer control panel home screen
   - From the **TCP/IP** section in the **Network/Ports** menu
   - By printing a network setup page or menu settings page, and then finding the **TCP/IP** section

   Note: An IP address appears as four sets of numbers separated by periods, such as `123.123.123.123`.
2. Open a Web browser, and then type the printer IP address in the address field.

   The Embedded Web Server page appears.

Showing or hiding icons on the home screen

1. Open a Web browser, and then type the printer IP address in the address field.

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
2. Click **Settings** > **General Settings** > **Home screen customization**.

   A list of basic printer functions appears.
3. Select the check boxes to specify which icons appear on the printer home screen.

   Note: Cleared check box items are hidden.
4. Click **Submit**.

Activating the home screen applications

Your printer comes with preinstalled home screen applications. Before you can use these applications, first activate and set up these applications using the Embedded Web Server. For more information about accessing the Embedded Web Server, see “Accessing the Embedded Web Server” on page 12.

For detailed information about configuring and using the home screen applications, visit the Lexmark Web site at **http://support.lexmark.com**.

Using Background and Idle Screen

Icon	Description
	The application lets you customize the background and idle screen of your printer home screen.

1. From the home screen, navigate to:

   Change Background > select background to use
2. Touch .

Setting up Forms and Favorites

Icon	Description
	The application helps you simplify and streamline work processes by letting you quickly find and print frequently used online forms directly from the home screen. **Note:** The printer must have permission to access the network folder, FTP site, or Web site where the bookmark is stored. From the computer where the bookmark is stored, use sharing, security, and firewall settings to allow the printer at least a *read* access. For help, see the documentation that came with your operating system.

1 Open a Web browser, and then type the printer IP address in the address field.

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** > **Device Solutions** > **Solutions (eSF)** > **Forms and Favorites**.

3 Define the bookmarks, and then customize the settings.

4 Click **Apply**.

To use the application, touch **Forms and Favorites** on the printer home screen, and then navigate through form categories, or search for forms based on a form number, name, or description.

Understanding Eco-Settings

Icon	Description
	The application lets you easily manage energy consumption, noise, toner, and paper usage settings to help reduce the environmental impact of your printer.

Understanding Showroom

Icon	Description
	The application lets you create and display a customized slide show on the touch screen of your printer. You can load images either from a flash drive or through the printer Embedded Web Server.

Setting up Remote Operator Panel

This application shows the printer control panel on your computer screen and lets you interact with the printer control panel, even when you are not physically near the network printer. From your computer screen, you can view the printer status, release held print jobs, create bookmarks, and do other print-related tasks you might normally do while standing at the network printer.

1 Open a Web browser, and then type the printer IP address in the address field.

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** > **Device Solutions** > **Solutions (eSF)** > **Remote Operator Panel**.

3 Select the **Enabled** check box, and then customize the settings.

4 Click **Apply**.

To use the application, from the Embedded Web Server, click **Applications** > **Remote Operator Panel** > **Launch VNC Applet**.

Exporting and importing a configuration

You can export configuration settings into a text file, and then import it to apply the settings to other printers.

Exporting a configuration to a file

1 Open a Web browser, and then type the printer IP address in the address field.

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** or **Configuration**.

3 Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.

4 From Installed Solutions, click the name of the application you want to configure.

5 Click **Configure** > **Export**.

6 Follow the instructions on the computer screen to save the configuration file, and then type a unique file name or use the default name.

   Note: If a `JVM Out of Memory` error occurs, then repeat the export process until the configuration file is saved.

Importing a configuration from a file

1 Open a Web browser, and then type the printer IP address in the address field.

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** or **Configuration**.

3 Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.

4 From Installed Solutions, click the name of the application you want to configure.

5 Click **Configure** > **Import**.

6 Browse to the saved configuration file that was exported from a previously configured printer, and then load or preview it.

   Note: If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click **Apply**.

Loading paper and specialty media

Setting the paper size and type

From the home screen navigate to:

> **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type >

Configuring Universal paper settings

The Universal paper size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus.

Notes:

- The smallest supported Universal size is 76.2 x 127 mm (3 x 5 in.) and loaded only in the multipurpose feeder.
- The largest supported Universal size is 215.9 x 1219.2 mm (8.5 x 48 in.) and loaded only in the multipurpose feeder.

1 From the home screen, navigate to:

   > **Paper Menu** > **Universal Setup** > **Units of Measure** > select the unit of measure >

2 Touch **Portrait Width** or **Portrait Height**.

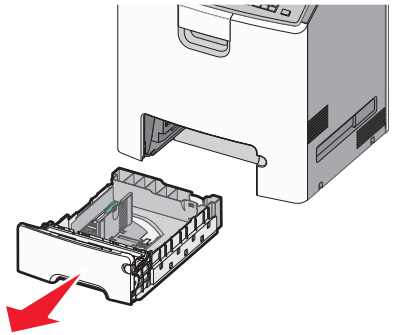
3 Select the width or height, and then touch .

Loading the standard or an optional 550-sheet tray

The printer has one standard 550-sheet tray (Tray 1) and may have up to four optional 550-sheet trays including the special media tray. For narrow paper sizes such as A6 and envelopes, use the special media tray. For more information, see “Loading the optional 550-sheet special media tray” on page 15.

CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other trays closed until needed.

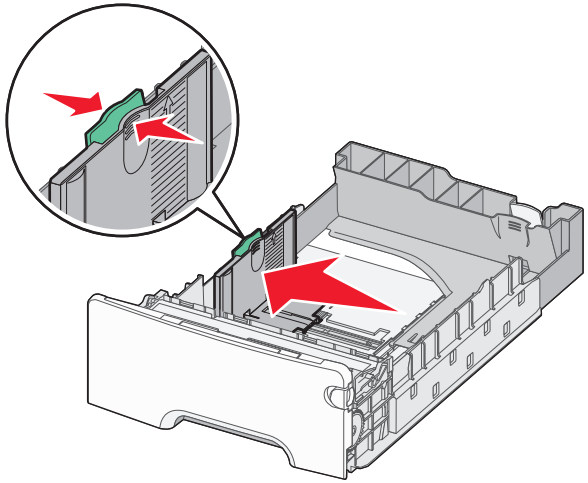
1 Pull the tray completely out.



Notes:

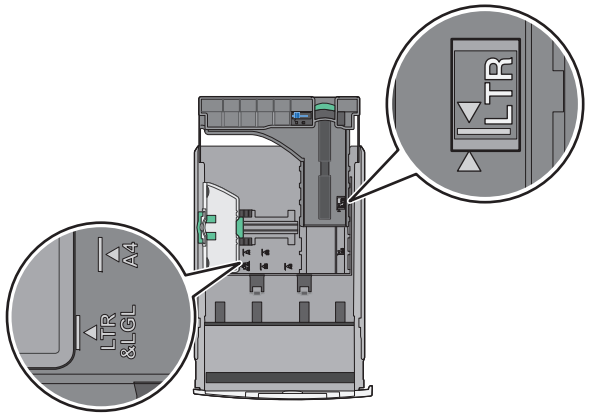
- Do not remove trays while a job prints or while **Busy** appears on the display. Doing so may cause a jam.
- The standard 550-sheet tray (Tray 1) does not automatically detect the paper size.

2 Squeeze and slide the width guide to the correct position for the paper size you are loading.



Notes:

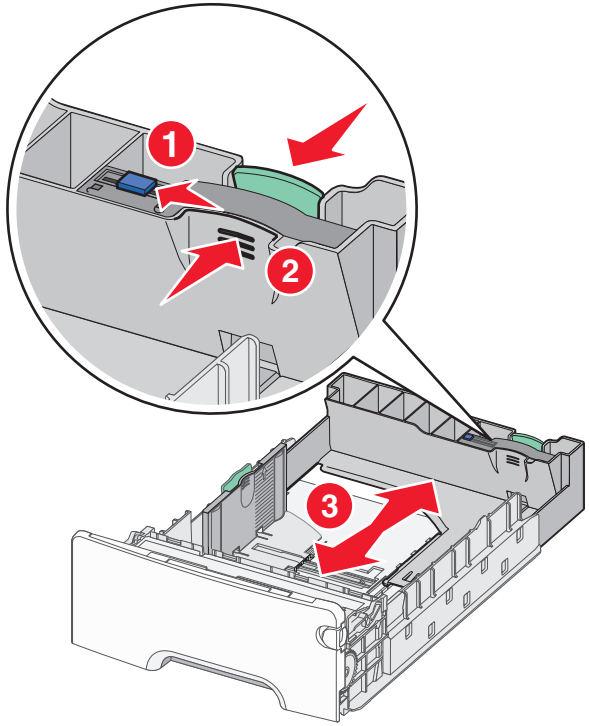
- Use the paper size indicators at the bottom of the tray to help position the length and width guides.
- Incorrect positioning of the width guide can cause paper jams.



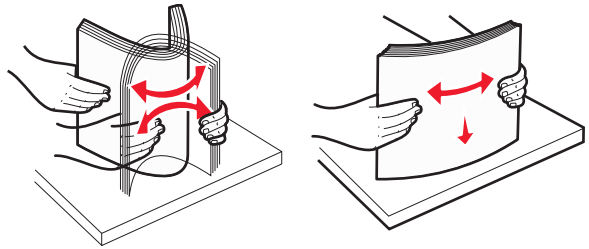
3 Squeeze and slide the length guide to the correct position for the paper size you are loading.

Notes:

- For some paper sizes like letter, legal, and A4, squeeze and slide the length guide backward to accommodate their length.
- The length guide has a locking device. To unlock, slide to the left the button on top of the length guide. To lock, slide the button to the right when a length is selected.



4 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

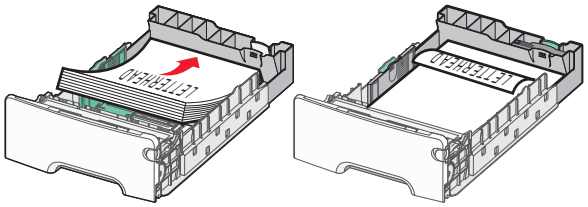


5 Load the paper stack toward the back of the tray with the recommended printable side faceup.

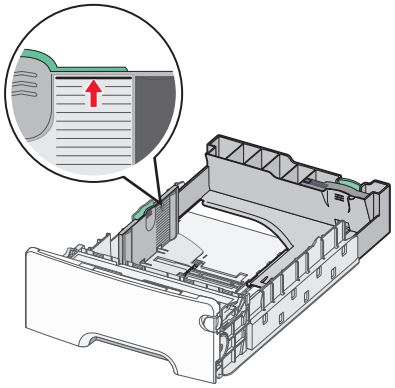
Notes:

- When loading preprinted letterhead for one-sided printing, place the letterhead faceup toward the front of the tray.
- When loading preprinted letterhead for two-sided printing, place the letterhead facedown toward the rear of the tray.

One-sided printing **Two-sided (Duplex) printing**



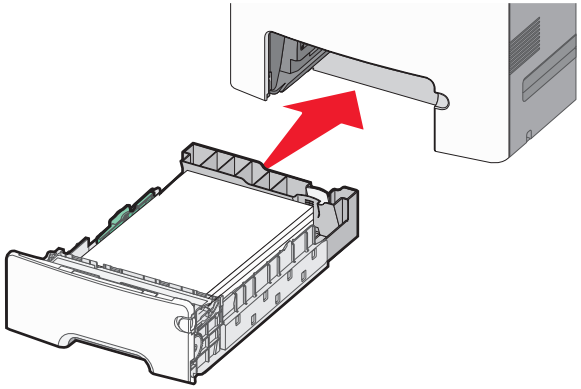
Note: Make sure the paper does not exceed the maximum paper fill indicator located on the left side of the tray.



Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.

6 Insert the tray.

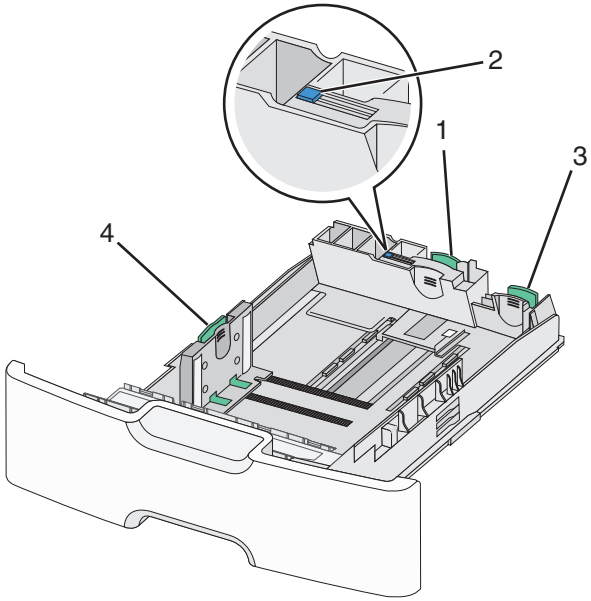
Note: For some paper sizes, the tray will extend past the back of the printer.



7 From the printer control panel, verify the paper size and paper type setting for the tray based on the paper you loaded.

Loading the optional 550-sheet special media tray

The optional 550-sheet special media tray (Tray 2) supports narrow paper sizes such as envelopes and A6.



1	Primary length guide
2	Length guide lock
3	Secondary length guide
4	Width guide

CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other trays closed until needed.

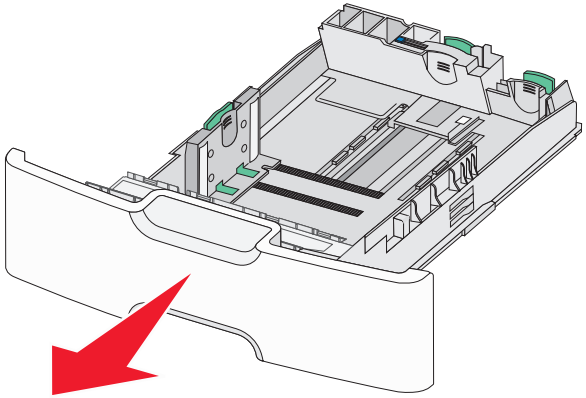
Notes:

- For instructions on loading paper sizes larger than A6 and envelopes, see “Loading the standard or an optional 550-sheet tray” on page 14.
- For a complete list of supported paper sizes, see the "Supported paper sizes, types, and weights" section in the *User's Guide*.

Loading narrow paper sizes such as envelopes and A6

1 Pull the tray completely out.

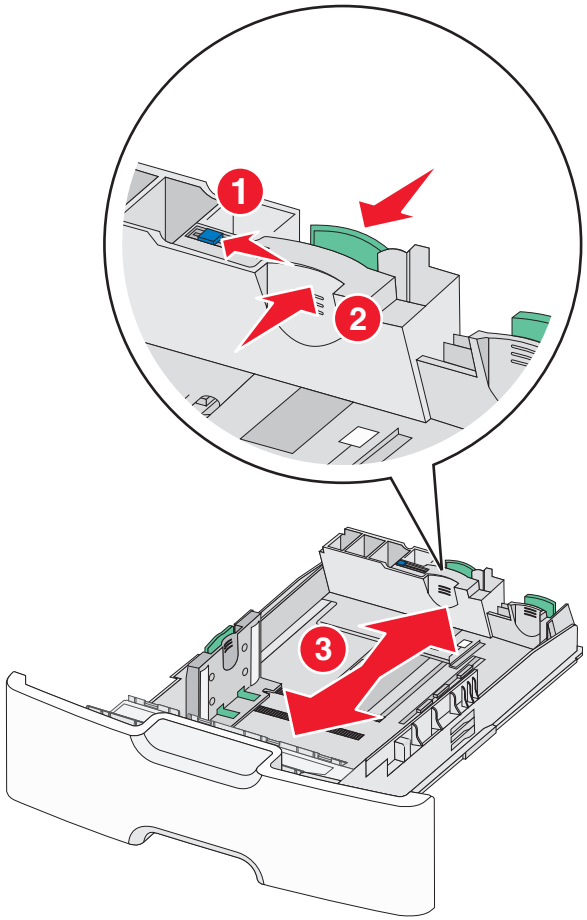
Note: Do not remove trays while a job prints or while **Busy** appears on the display. Doing so may cause a jam.



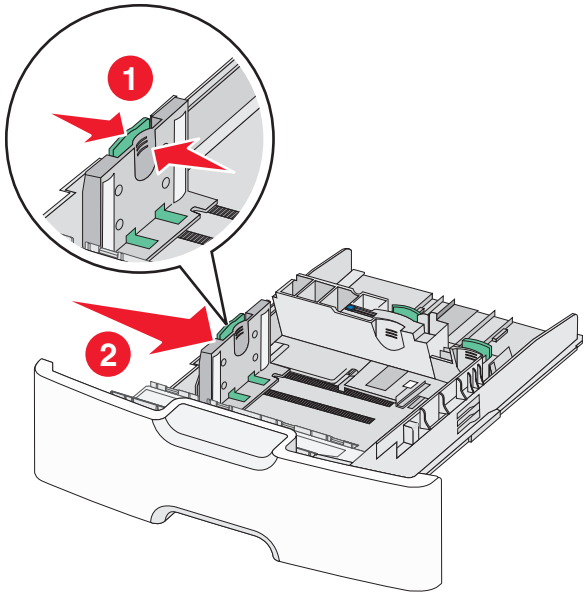
2 Squeeze and slide the primary length guide toward you until it stops.

Notes:

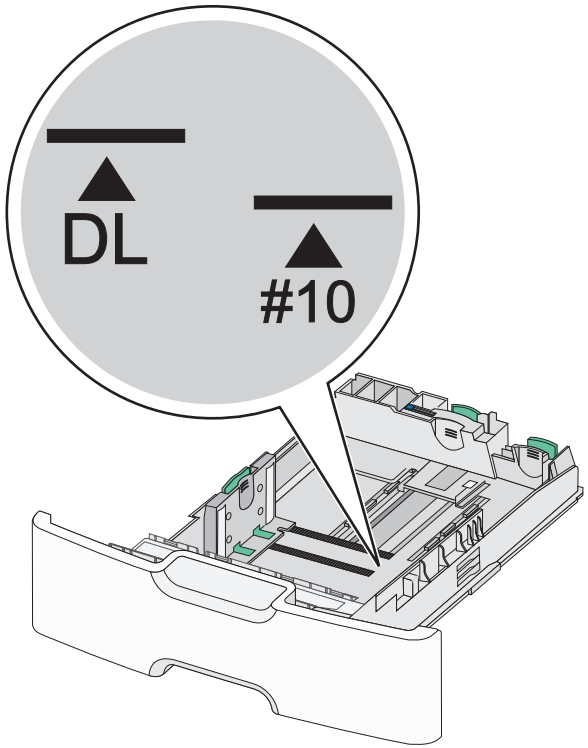
- The length has a locking device. To unlock the length guide, slide to the left the button on top of the length guide. To lock, slide the button to the right when a length has been selected.
- You can only slide the secondary length guide when the primary length guide reaches the edge of the width guide.



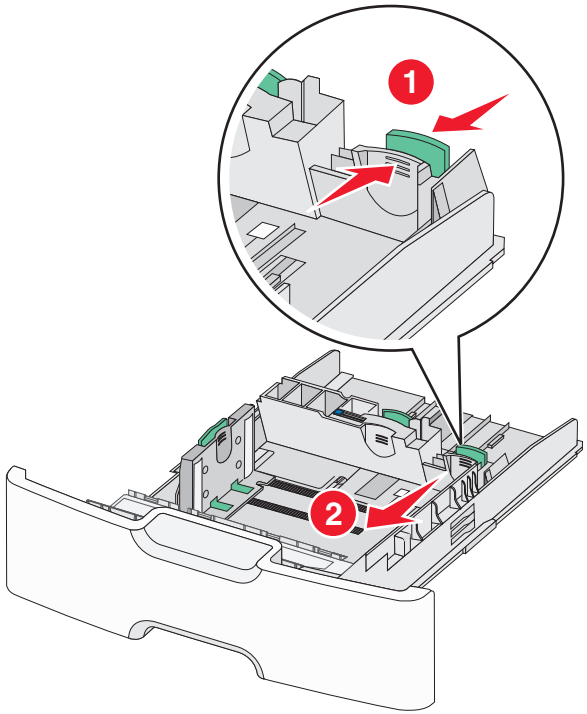
3 Squeeze and slide the width guide to the correct position for the paper size you are loading.



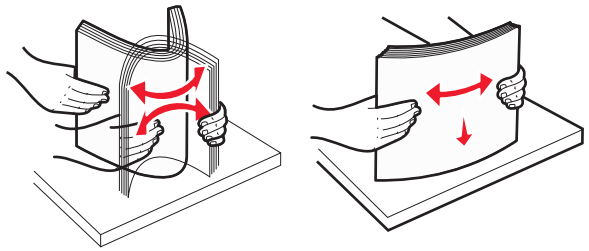
Note: Use the paper size indicators at the bottom of the tray to help position the width guide.



4 Squeeze and slide the secondary length guide to the correct position for the paper size you are loading.



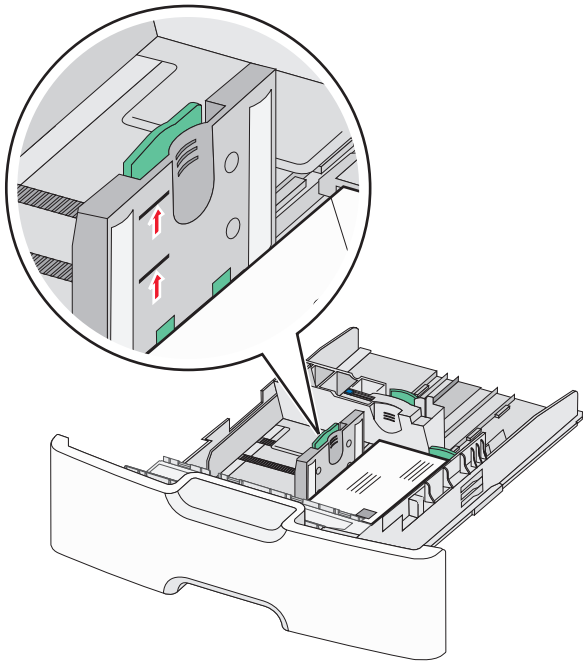
5 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



6 Load the paper stack with the recommended printable side faceup.

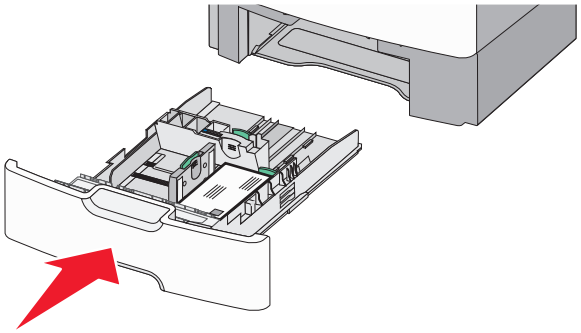
Notes:

- Load envelopes with the stamp side entering the printer first.
- Make sure the paper does not exceed the maximum paper fill indicator located on the side of the width guide.



Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.

7 Insert the tray.



8 From the printer control panel, verify the paper size and paper type setting for the tray based on the paper you loaded.

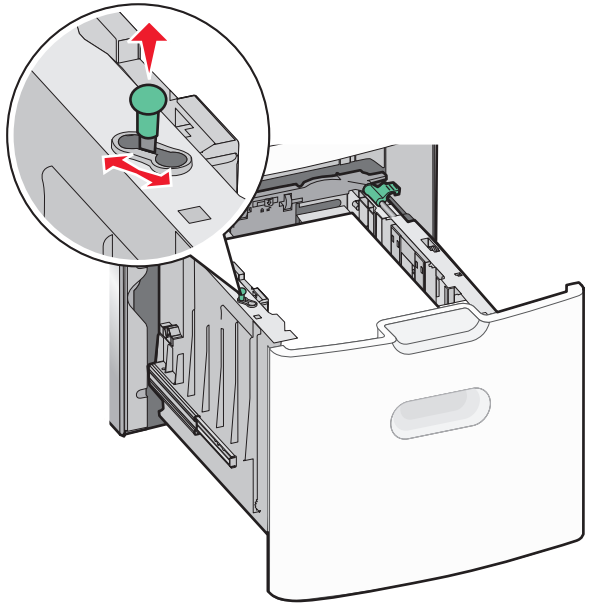
Note: Return the secondary length guide to its original position when loading long papers such as legal, letter, and A4. Squeeze and slide the guide until it *clicks* into place.

Loading the 2,000-sheet high-capacity feeder

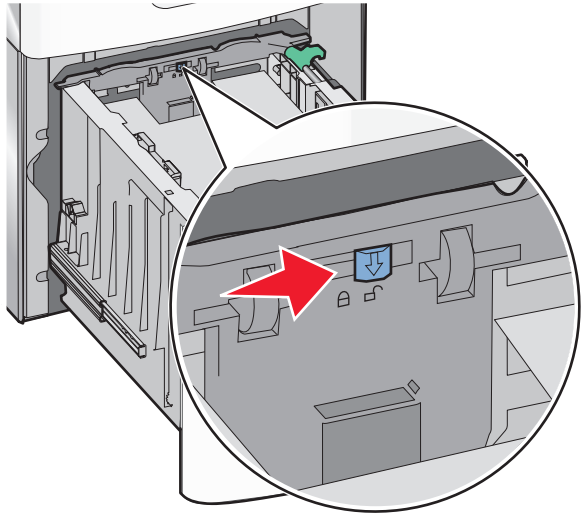
CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper tray separately. Keep all other trays closed until needed.

1 Pull the tray out.

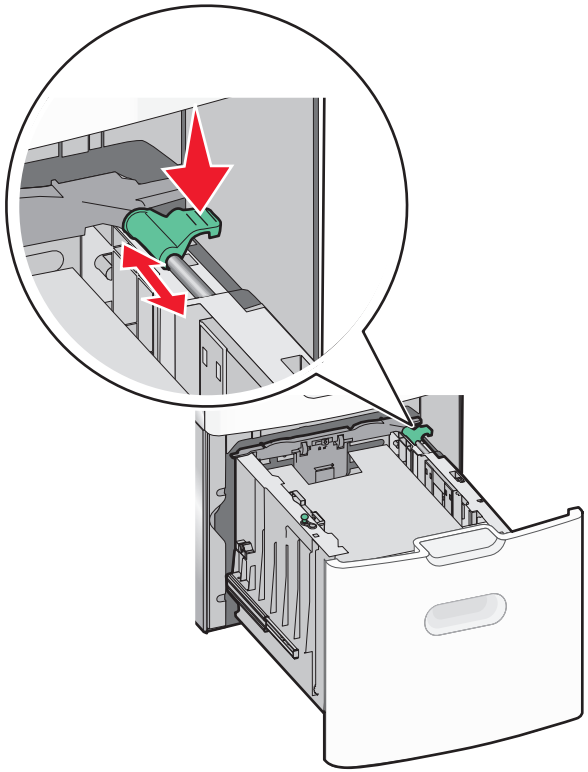
2 Pull up and slide the width guide to the correct position for the paper size you are loading.



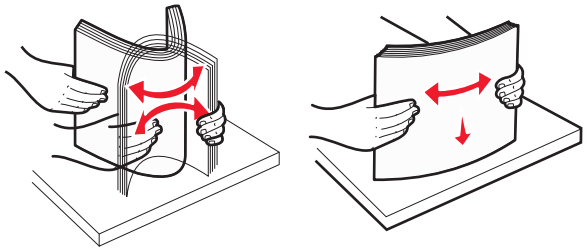
3 Unlock the length guide.



4 Push the length guide release latch to raise the length guide. Slide the guide to the correct position for the paper size you are loading, and then lock the guide.

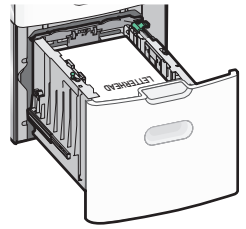
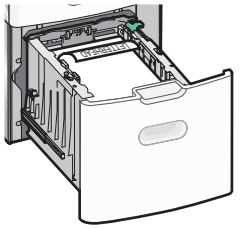


5 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



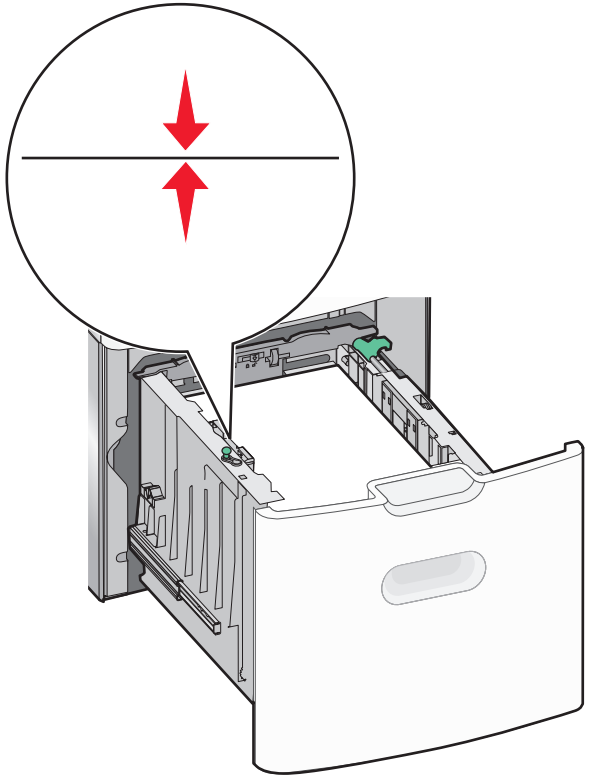
6 Load the paper stack:

- Printable side faceup for one-sided printing
- Printable side facedown for two-sided printing

One-sided printing	Two-sided printing
	

- Make sure paper does not exceed the maximum paper fill indicator located on the side of the tray.

  Warning—Potential Damage: Overloading the tray may cause paper jams and possible printer damage.



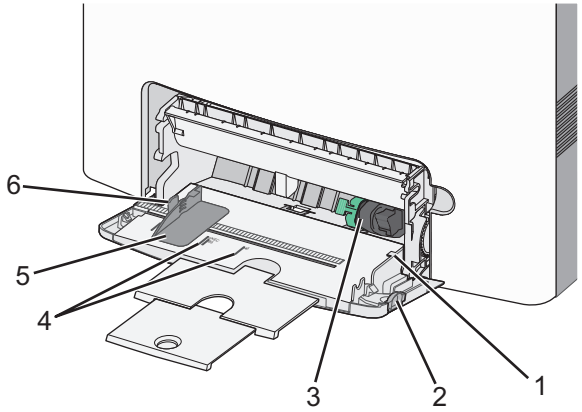
7 Insert the tray.

Loading the multipurpose feeder

The multipurpose feeder can hold approximately:

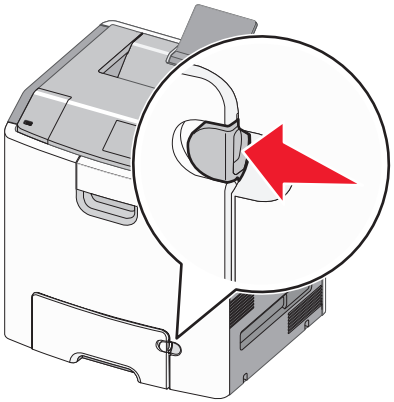
- 100 sheets of 75-g/m^2 (20-lb) paper
- 10 envelopes
- 75 transparencies

Note: Do not add or remove paper or specialty media while the printer prints from the multipurpose feeder or when the printer control panel indicator light is blinking. Doing so may cause a jam.

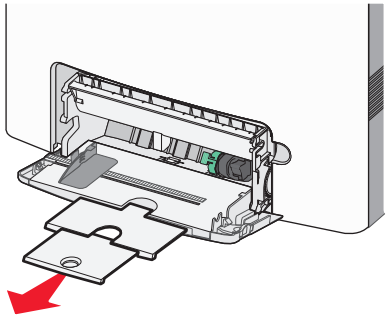


1	Maximum paper fill indicator
2	Tray release latch
3	Paper release lever
4	Paper size indicators
5	Paper width guide
6	Width guide release tab

1 Press the tray release latch to the left, and then pull the multipurpose feeder down.

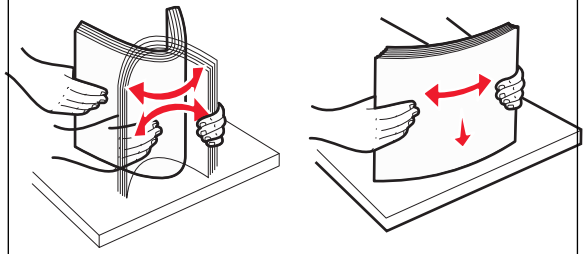


2 Gently pull the extension out until it is fully extended.



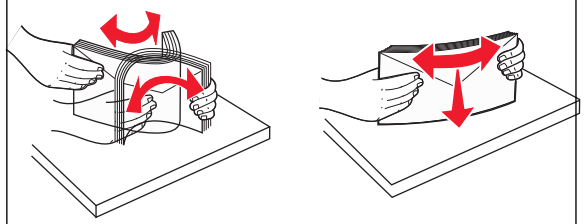
3 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

Paper

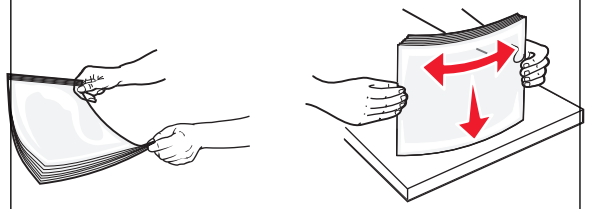


* Avoid touching the printable side of transparencies. Be careful not to scratch them.

Envelopes

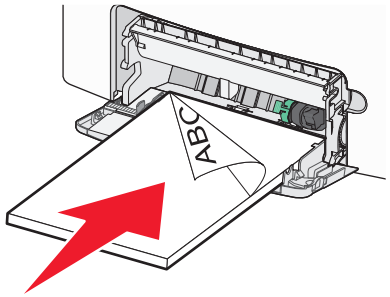


Transparencies*



* Avoid touching the printable side of transparencies. Be careful not to scratch them.

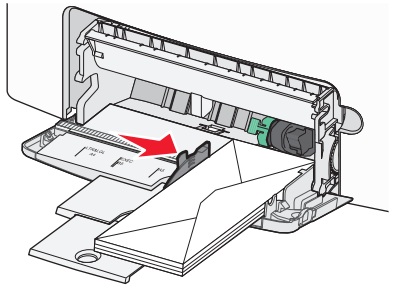
4 Load the paper or specialty media. Slide the stack into the multipurpose feeder until it comes to a stop.



Notes:

- Make sure paper or specialty media does not exceed the maximum paper fill indicator.
- Load only one size and type of paper or specialty media at a time.
- Paper or specialty media should lie flat and fit loosely in the multipurpose feeder.
- If the paper or specialty media is pushed too far into the multipurpose feeder, then press the paper release lever to remove it.
- Load envelopes with the flap on the right side up and the stamp edge entering the printer first.

Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.



5 From the printer control panel, verify the paper size and paper type setting for the feeder based on the paper you loaded.

Linking and unlinking trays

Unlinking trays

1 Open a Web browser, and then type the printer IP address in the address field.

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings** > **Paper Menu**.

3 Change the paper size and type settings of the tray so that they do *not* match the settings of any other tray, and then click **Submit**.

Warning—Potential Damage: Paper loaded in the tray should match the paper type name assigned in the printer. The temperature of the fuser varies according to the specified paper type. Printing issues may occur if settings are not properly configured.

Linking trays

1 Open a Web browser, and then type the printer IP address in the address field.

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings** > **Paper Menu**.

3 Change the paper type and size settings of the tray so that they match the settings of any other tray, and then click **Submit**.

Printing

Printing a document

Printing a document

1 From the Paper menu on the printer control panel, set the paper type and size to match the paper loaded.

2 Send the print job:

For Windows users

a With a document open, click **File** > **Print**.

b Click **Properties**, **Preferences**, **Options**, or **Setup**.

c Adjust the settings, if necessary.

d Click **OK** > **Print**.

For Macintosh users

a Customize the settings in the Page Setup dialog:

1 With a document open, choose **File** > **Page Setup**.

2 Choose a paper size or create a custom size to match the paper loaded.

3 Click **OK**.

b Customize the settings in the Print dialog:

1 With a document open, choose **File** > **Print**.
If necessary, click the disclosure triangle to see more options.

2 From the Print dialog and pop-up menus, adjust the settings if necessary.

Note: To print on a specific paper type, adjust the paper type setting to match the paper loaded, or select the appropriate tray or feeder.

3 Click **Print**.

Printing in black and white

From the home screen, navigate to:

> **Settings** > **Print Settings** > **Quality Menu** > **Print Mode** > **Black Only** >

Adjusting toner darkness

1 Open a Web browser, and then type the printer IP address in the address field.

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings** > **Print Settings** > **Quality Menu** > **Toner Darkness**.

3 Adjust the toner darkness setting.

4 Click **Submit**.

Using Max Speed and Max Yield

The Max Speed and Max Yield settings let you choose between a faster print speed or a higher toner yield. Max Yield is the factory default setting.

- **Max Speed**—This lets you print in either black or color depending on what is set in the printer driver. The printer prints in color unless Black Only is selected in the printer driver.
- **Max Yield**—This lets you switch from black to color based on the color content found on each page. Frequent color mode switching can result in slower printing if the content of pages is mixed.

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** > **Print Settings** > **Setup Menu**.
3. From the Printer Usage list, select **Max Speed** or **Max Yield**.
4. Click **Submit**.

Using the printer control panel

1. From the home screen, navigate to:

   > **Settings** > **Print Settings** > **Setup Menu**

2. From the Printer Usage list, select **Max Speed** or **Max Yield**.
3. Touch .

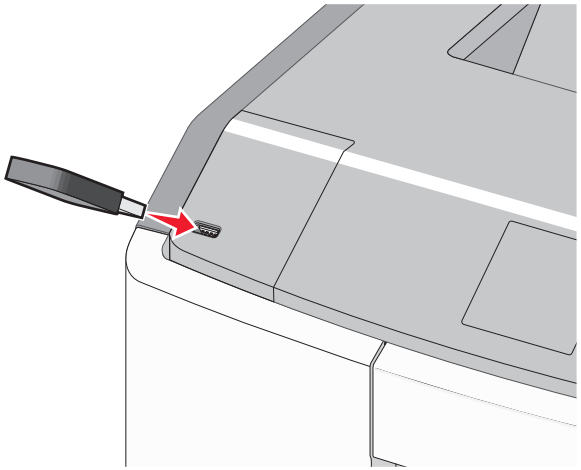
Printing from a flash drive

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, you will be prompted to enter the file password from the printer control panel.
- You cannot print files for which you do not have printing permissions.

1. Insert a flash drive into the USB port.



Notes:

- A flash drive icon appears on the home screen and in the held jobs icon when a flash drive is installed.
- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

Warning—Potential Damage: Do not touch the USB cable, any network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device. A loss of data can occur.

2. From the printer control panel, touch the document you want to print.
3. Touch the arrows to specify the number of copies for printing, and then touch **Print**.

   Notes:

   - Do not remove the flash drive from the USB port until the document has finished printing.
   - If you leave the flash drive in the printer after leaving the initial USB menu screen, then you can still print files from the flash drive as held jobs.

Supported flash drives and file types

Flash drive	File type
• Lexar JumpDrive 2.0 Pro (256MB, 512MB, or 1GB sizes) • SanDisk Cruzer Mini (256MB, 512MB, or 1GB sizes) **Notes:** • Hi-Speed USB flash drives must support the full-speed standard. Devices supporting only USB low-speed capabilities are not supported. • USB flash drives must support the File Allocation Table (FAT) system. Devices formatted with New Technology File System (NTFS) or any other file system are not supported.	Documents: • .pdf • .xps Images: • .dcx • .gif • .JPEG or .jpg • .bmp • .pcx • .TIFF or .tif • .png • .fls

Canceling a print job

Canceling a print job from the printer control panel

1. Touch **Cancel Jobs** on the touch screen, or press on the keypad.
2. Touch the job you want to cancel, and then touch **Delete Selected Jobs**.

Canceling a print job from the computer

For Windows users

1. Open the printers folder:
   a. Click , or click **Start** and then click **Run**.
   b. In the Start Search or Run dialog, type `control printers`.
   c. Press **Enter**, or click **OK**.
2. Double-click the printer icon.
3. Select the print job you want to cancel.
4. From the keyboard, press **Delete**.

For Macintosh users

In Mac OS X version 10.5 or later:

1. From the Apple menu, choose **System Preferences** > **Print & Fax** > **Open Print Queue**.
2. From the printer window, select the print job you want to cancel.
3. From the icon bar at the top of the window, click the **Delete** icon.

In Mac OS X version 10.4:

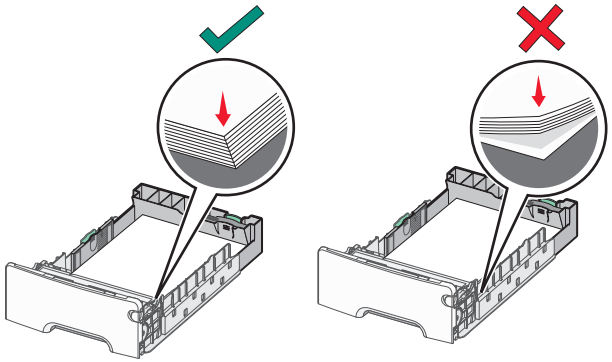
1. From the Finder, navigate to:
   Go > **Applications** > **Utilities**
2. Double-click **Print Center** or **Printer Setup Utility**.
3. Double-click the printer icon.
4. From the printer window, select the print job you want to cancel.
5. From the icon bar at the top of the window, click **Delete**.

Clearing jams

Avoiding jams

Load paper properly

- Make sure paper lies flat in the tray.

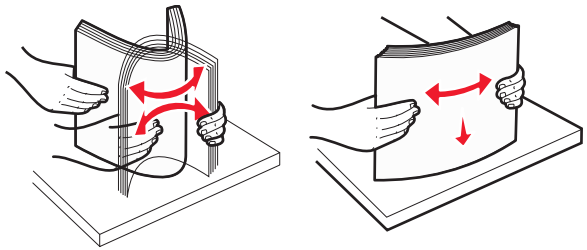


Correct paper loading Incorrect paper loading

- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it before printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height does not exceed the maximum paper fill indicator.
- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing too tightly against the paper or envelopes.
- Push the tray in firmly after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex and straighten paper before loading it.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Make sure all paper sizes and types are set correctly in the printer control panel menus.
- Store paper per manufacturer recommendations.

Understanding jam numbers and locations

When a jam occurs, a message indicating the jam location appears on the printer display. Open doors and covers, and remove trays to access jam locations. To resolve any paper jam message, you must clear all jammed papers from all possible locations.

Area name	Jam numbers	What to do
Inside the printer	**200–201**	Open the front door, and then remove the jammed paper from behind the toner cartridge area. Open the front door, and then remove the jammed paper from under the photoconductor units. Open the front door, and then remove the jammed paper from under the fuser.
Inside the printer	**202–203**	Open the front door, and then remove the jammed paper from the fuser area. Open the top access cover, and then remove the jammed paper.
Inside the printer	**230**	Open the front door, and then remove the jammed paper located between the front door and Tray 1.
Standard output bin	**202–203**	Remove all paper from the standard output bin, and then remove the jammed paper.
Tray [x]	**24x**	Open each tray, and then remove any jams.
Multipurpose feeder	**250**	Remove all paper from the multipurpose feeder, and then remove the jammed paper.

200–201 paper jams

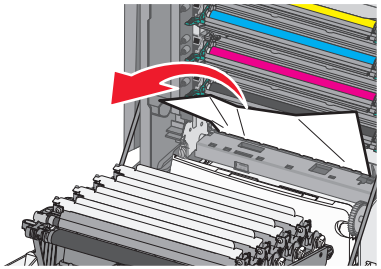
Paper jam in the toner cartridge area

1 Open the front door.

Warning—Potential Damage: To avoid overexposing the photoconductor units, do not leave the front door open for more than 10 minutes.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

2 Firmly grasp the jammed paper on each side, and then gently pull it up and out to remove it from behind the toner cartridge area.



Note: Make sure all paper fragments are removed.

3 Close the front door.

4 Depending on your printer model, touch **Continue, jam cleared** or press OK.

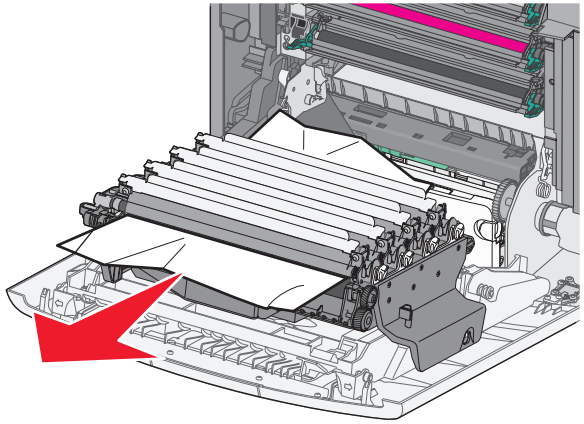
Paper jam under the photoconductor units

1 Open the front door.

Warning—Potential Damage: To avoid overexposing the photoconductor units, do not leave the front door open for more than 10 minutes.

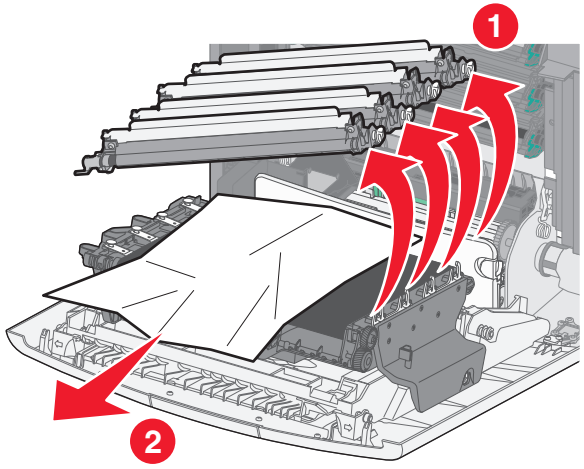
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

2 If lodged under the photoconductor units, then firmly grasp the jammed paper on each side, and then gently pull it out .



3 If the jammed paper is lodged too tightly under the photoconductor units, then remove the photoconductor units and place them on a flat surface.

Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.



4 Firmly grasp the jammed paper on each side, then gently pull it out, and then reinstall each photoconductor unit.

Note: Make sure all paper fragments are removed.

5 Close the front door.

6 Depending on your printer model, touch **Continue, jam cleared** or press OK.

Paper jam in the fuser area

1 Open the front door.

Warning—Potential Damage: To avoid overexposing the photoconductor units, do not leave the front door open for more than 10 minutes.

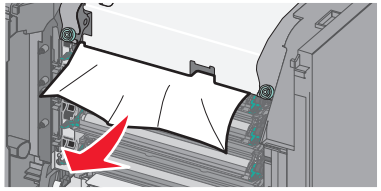
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

2 Open the printer top access cover.

3 Determine where the jammed paper is located, and then remove it:

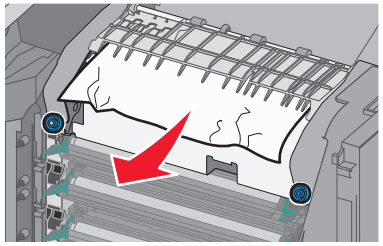
a If the paper is visible under the fuser, then firmly grasp the paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.



b If the paper is visible at the top paper guide in the fuser assembly, then firmly grasp the jammed paper on each side, and then gently pull it out.

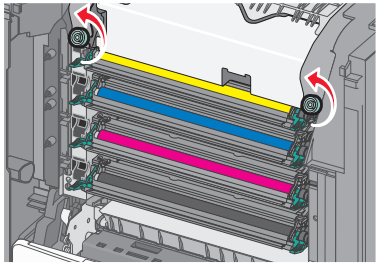
Note: Make sure all paper fragments are removed.



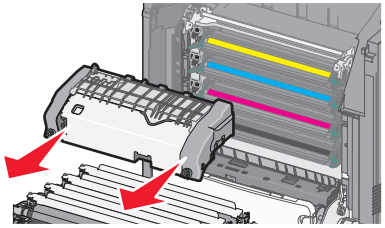
c If paper is not visible, then remove the fuser unit:

Warning—Potential Damage: Do not touch the roller at the center of the fuser unit. Doing so may damage the fuser.

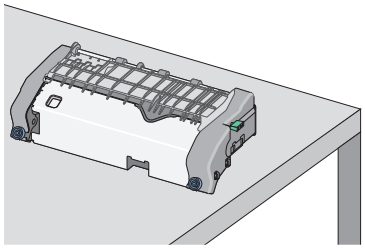
1 Turn the screws on the fuser counterclockwise to loosen them.



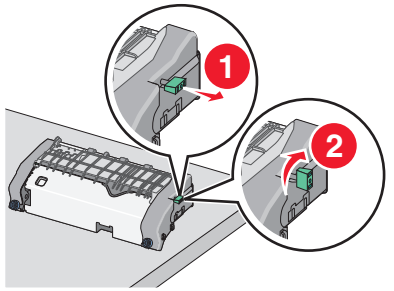
2 Using the handholds on each side, lift and pull the fuser out of the printer.



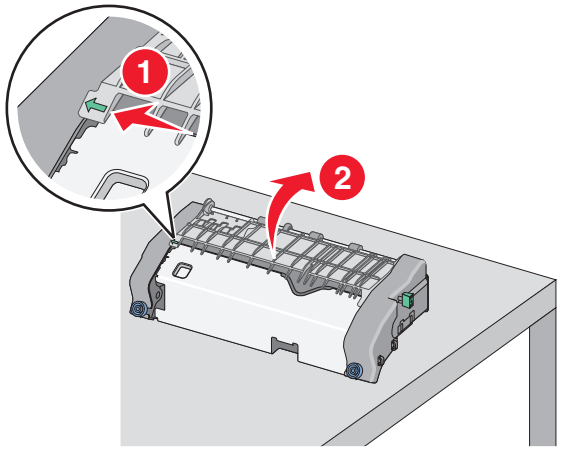
d Place the fuser on a flat surface with the blue thumb screws facing you.



e Pull and then rotate the green rectangular knob clockwise to unlock the top paper guide.

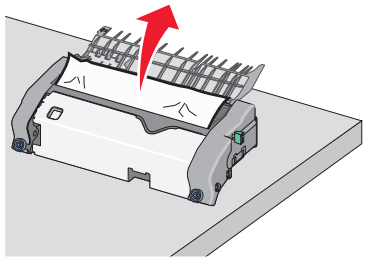


f Press the green arrow tab to the left, and then lift the top paper guide.

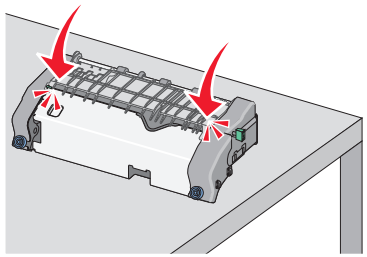


g Firmly grasp the jammed paper on each side, and then gently pull it out.

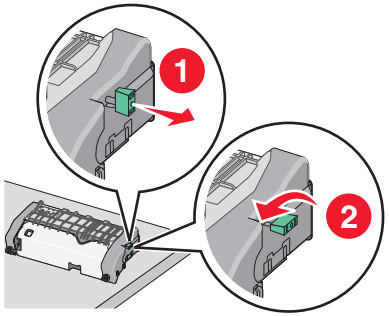
Note: Make sure all paper fragments are removed.



h Close the top paper guide. Make sure both sides of the paper guide are firmly seated.

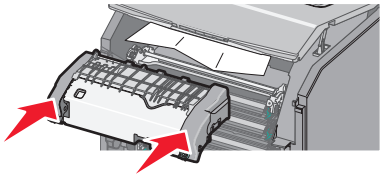


i Pull and then rotate the green rectangular knob counterclockwise to firmly secure the top paper guide.

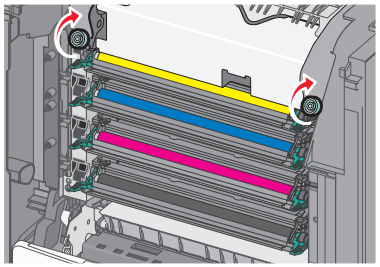


j Reinstall the fuser unit:

1 Align the fuser unit using the handholds on each side, and then insert it back into the printer.



2 Turn the screws clockwise to fasten the fuser securely.



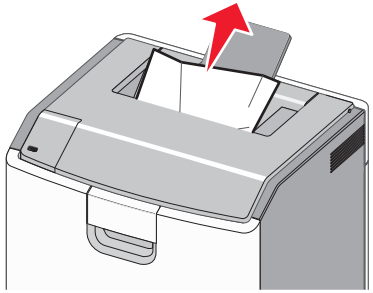
4 Close the printer top access cover, and then close the front door.

5 Depending on your printer model, touch **Continue, jam cleared** or press OK.

202–203 paper jams

If the jammed paper is visible in the standard exit bin, then firmly grasp the paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.



Paper jam in the fuser area

1 Open the front door.

Warning—Potential Damage: To avoid overexposing the photoconductors, do not leave the front doors open for more than 10 minutes.

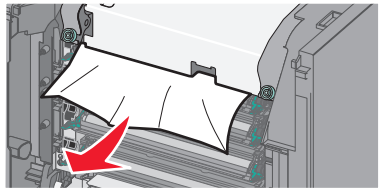
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

2 Open the printer top access cover.

3 Determine where the jammed paper is located, and then remove it:

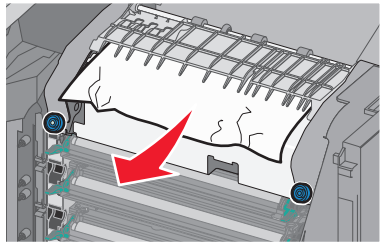
a If the jammed paper is visible under the fuser, then firmly grasp the paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.



b If the jammed paper is visible at the top paper guide in the fuser assembly, then firmly grasp the paper on each side, and then gently pull it out.

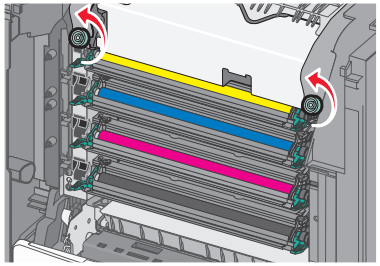
Note: Make sure all paper fragments are removed.



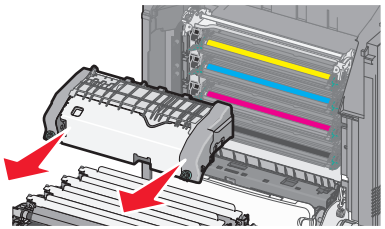
c If the jammed paper is not visible, then remove the fuser unit:

Warning—Potential Damage: Do not touch the roller at the center of the fuser unit. Doing so may damage the fuser.

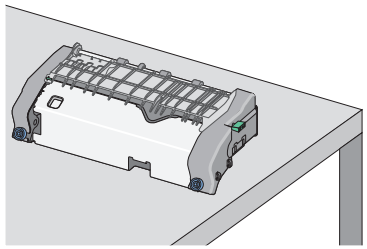
1 Turn the screws on the fuser counterclockwise to loosen them.



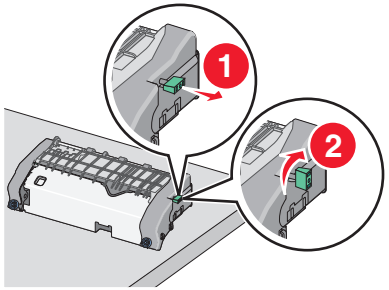
2 Using the handholds on each side, lift and pull the fuser out of the printer.



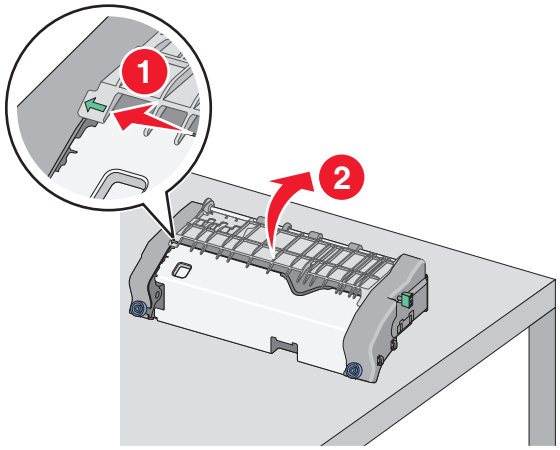
d Place the fuser on a flat surface with the blue thumb screws facing you.



e Pull and then rotate the green rectangular knob clockwise to unlock the top paper guide.

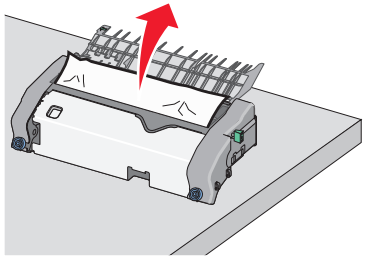


f Press the green arrow tab to the left, and then lift the top paper guide.

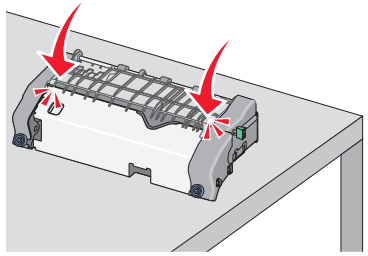


g Firmly grasp the jammed paper on each side, and then gently pull it out.

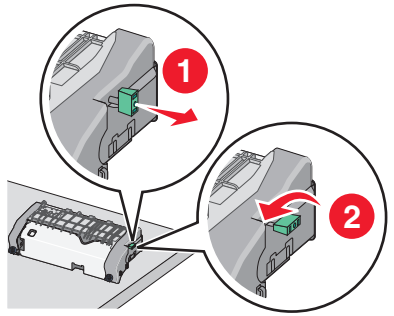
Note: Make sure all paper fragments are removed.



h Close the top paper guide. Make sure both sides of the paper guide are firmly seated.

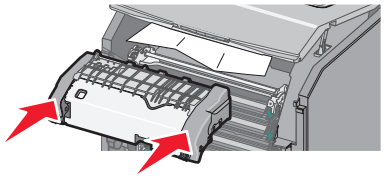


i Pull and then rotate the green rectangular knob counterclockwise to firmly secure the top paper guide.

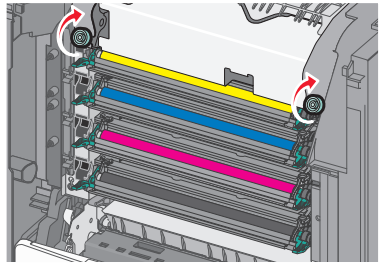


j Reinstall the fuser unit:

1 Align the fuser unit using the handholds on each side, and then insert it back into the printer.



2 Turn the screws clockwise to fasten the fuser securely.



4 Close the printer top access cover, and then close the front door.

5 Depending on your printer model, touch **Continue, jam cleared** or press OK.

Paper jam inside the top access cover

1 Open the front door.

Warning—Potential Damage: To avoid overexposing the photoconductors, do not leave the front doors open for more than 10 minutes.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

2 Open the printer top access cover.

3 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

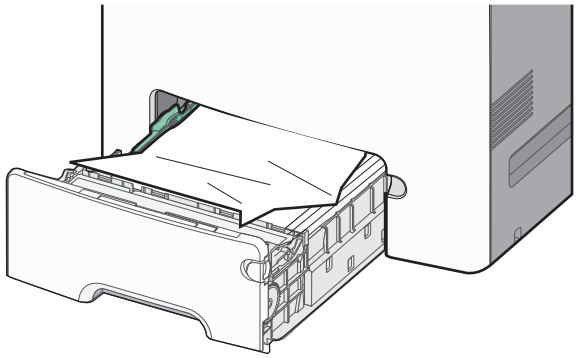
4 Close the printer top access cover, and then close the front door.

5 Depending on your printer model, touch **Continue, jam cleared** or press OK.

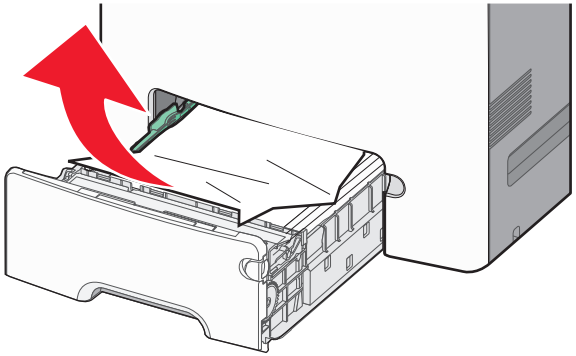
24x paper jam

Paper jam in Tray 1

1 Open Tray 1.



2 Firmly grasp the jammed paper on each side, and then gently pull it out.



Note: Make sure all paper fragments are removed.

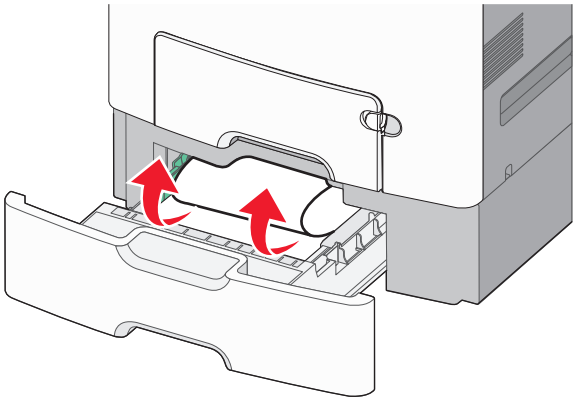
3 Close Tray 1.

4 Depending on your printer model, touch **Continue, jam cleared** or press OK.

Paper jam in one of the optional trays

1 Open the specified tray.

2 Firmly grasp the jammed paper on each side, and then gently pull it out.



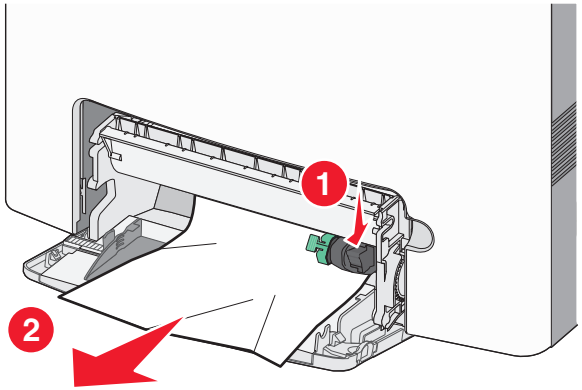
Note: Make sure all paper fragments are removed.

3 Close the tray.

4 Depending on your printer model, touch **Continue, jam cleared** or press OK.

250 paper jam

1 Press the paper release lever, and then remove any jammed pages from the multipurpose feeder.



Note: Make sure all paper fragments are removed.

2 Load new paper into the multipurpose feeder.

3 Depending on your printer model, touch **Continue, jam cleared** or press OK.