



X548 Series

User's Guide

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www.lexmark.com

Machine type(s):

7525

Model(s):

630, 632, 636

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Safety information

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


Do not place or use this product near water or wet locations.


 **CAUTION—POTENTIAL INJURY:** This 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—POTENTIAL INJURY:** The lithium battery in this product is not intended to be replaced. There is a danger of explosion if a lithium battery is incorrectly replaced. Do not recharge, disassemble, or incinerate a lithium battery. Discard used lithium batteries according to the manufacturer's instructions and local regulations.

 **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.

This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

 **CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.


 **CAUTION—POTENTIAL INJURY:** Before moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.
- Lift the printer off the optional drawer, and set it aside instead of trying to lift the drawer and printer at the same time.


Note: Use the handholds located on both sides of the printer to lift it off the optional drawer.


Use only the power cord provided with this product or the manufacturer's authorized replacement.

Use only the telecommunications (RJ-11) cord provided with this product or a 26 AWG or larger replacement when connecting this product to the public switched telephone network.


 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.


This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.


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


 **CAUTION—POTENTIAL INJURY:** Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.

Refer service or repairs, other than those described in the user documentation, to a professional service person.

 **CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables from the printer before proceeding.

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



 **CAUTION—TIPPING HAZARD:** Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.

 **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.

SAVE THESE INSTRUCTIONS.

Learning about the printer

Finding information about the printer

What are you looking for?	Find it here
Initial setup instructions: <ul style="list-style-type: none">• Connecting the printer• Installing the printer software	Setup documentation—The setup documentation came with the printer and is also available on the Lexmark Web site at http://support.lexmark.com .
Additional setup and instructions for using the printer: <ul style="list-style-type: none">• Selecting and storing paper and specialty media• Loading paper• Configuring printer settings• Viewing and printing documents and photos• Setting up and using the printer software• Configuring the printer on a network (depending on your printer model)• Caring for and maintaining the printer• Troubleshooting and solving problems	<i>User's Guide</i> —The <i>User's Guide</i> is available on the <i>Software and Documentation</i> CD. For updates, check our Web site at http://support.lexmark.com .
Instructions for: <ul style="list-style-type: none">• Installing the printer using Guided or Advanced wireless setup• Connecting the printer to an Ethernet or a wireless network• Troubleshooting printer connection problems	<i>Networking Guide</i> — Open the <i>Software and Documentation</i> CD, and then look for <i>Printer and Software Documentation</i> under the Pubs folder. From the list of publications, click the Networking Guide link.
Help using the printer software	Windows or Mac Help—Open a printer software program or application, and then click Help .  Click  to view context-sensitive information. Notes: <ul style="list-style-type: none">• The Help installs automatically with the printer software.• The printer software is located in the printer Program folder or on the desktop, depending on your operating system.

What are you looking for?	Find it here
<p>Latest supplemental information, updates, and technical support:</p> <ul style="list-style-type: none"> • Documentation • Driver downloads • Live chat support • E-mail support • Telephone support 	<p>Lexmark Support Web site— http://support.lexmark.com</p> <p>Note: Select your country or region, and then select your product to view the appropriate support site.</p> <p>Support telephone numbers and hours of operation for your country or region can be found on the Support Web site or on the printed warranty that came with your printer.</p> <p>Record the following information (located on the store receipt and at the back of the printer), and have it ready when you contact support so they may serve you faster:</p> <ul style="list-style-type: none"> • Machine Type number • Serial number • Date purchased • Store where purchased
Warranty information	<p>Warranty information varies by country or region:</p> <ul style="list-style-type: none"> • In the US—See the Statement of Limited Warranty included with this printer, or at http://support.lexmark.com. • In other countries and regions—See the printed warranty that came with your printer.

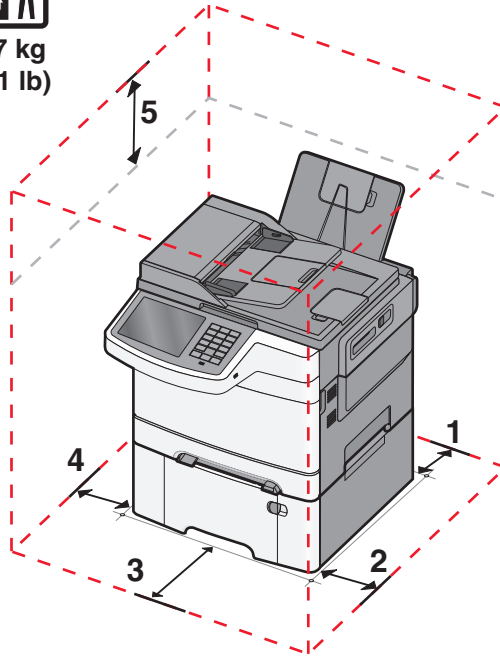
Selecting a location for the printer

When selecting a location for the printer, leave enough room to open trays, covers, and doors. If you plan to install any options, then also leave enough room for them. It is important to:

- Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer:
 - Away from the direct airflow of air conditioners, heaters, or ventilators
 - Free from direct sunlight, humidity extremes, or temperature fluctuations
 - Clean, dry, and free of dust
- Allow the following recommended amount of space around the printer for proper ventilation:



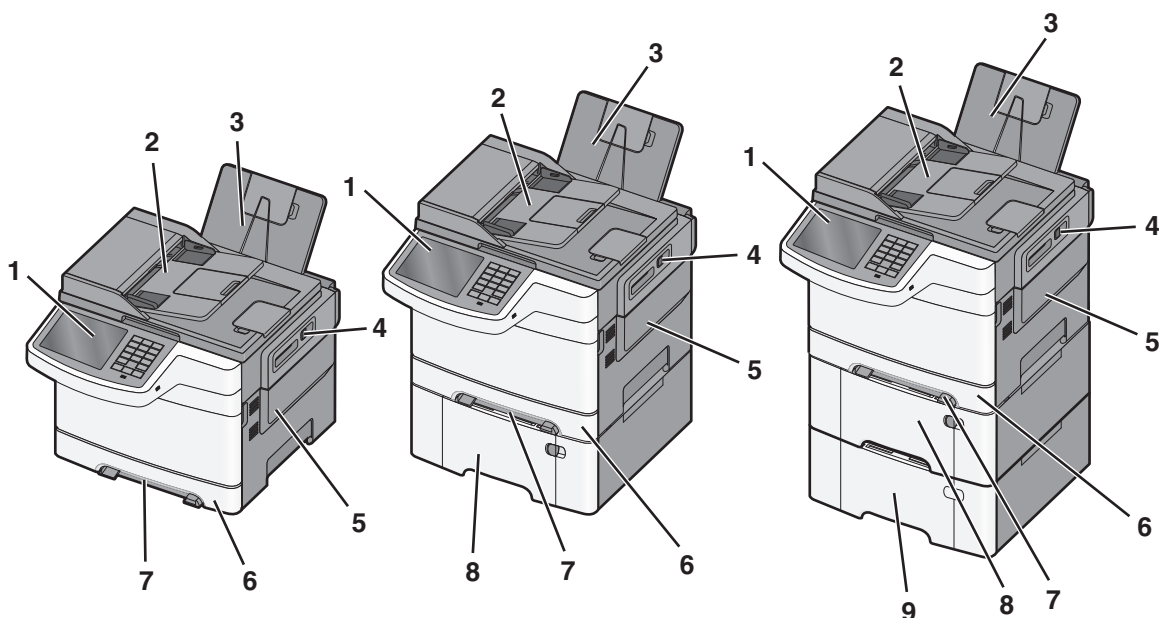
32.07 kg
(70.71 lb)



1	102 mm (4 in.)
2	508 mm (20 in.)
3	152 mm (6 in.)
4	76 mm (3 in.)
5	254 mm (10 in.)

Printer configurations

Basic models



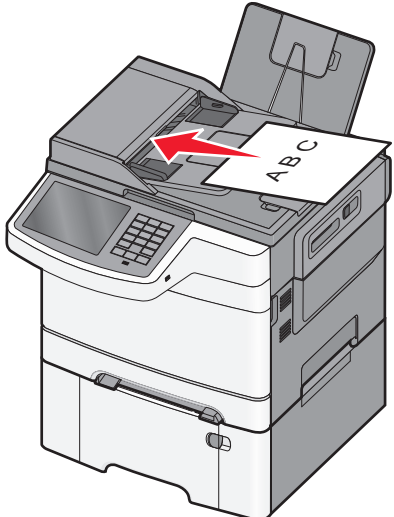
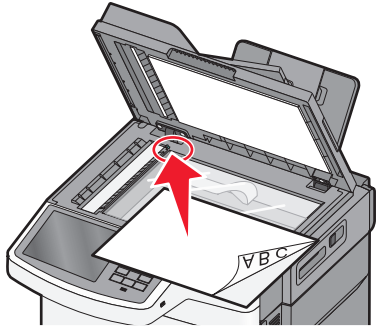
1	Printer control panel
2	Automatic Document Feeder (ADF)
3	Standard exit bin
4	Top door latch
5	Right side cover
6	Standard 250-sheet tray (Tray 1)
7	Manual feeder
8	650-sheet duo drawer with integrated multipurpose feeder (Tray 2)
9	Optional 550-sheet tray (Tray 3)

Basic functions of the scanner

The scanner provides copy, fax, and scan-to-network capability for workgroups. You can:

- Make quick copies, or change the settings on the printer control panel to perform specific copy jobs.
- Send a fax using the printer control panel.
- Send a fax to multiple fax destinations at the same time.
- Scan documents and send them to your computer, an e-mail address, an FTP server, or a USB flash memory device.

Understanding the ADF and scanner glass

Automatic Document Feeder (ADF)	Scanner glass
 <p data-bbox="151 829 613 852">Use the ADF for multiple-page documents.</p>	 <p data-bbox="630 640 1469 699">Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p>

You can use the ADF or the scanner glass to scan documents.

Using the ADF

The ADF can scan multiple pages including duplex (two-sided) pages. When using the ADF:

Note: Duplex scanning is not available on selected printer models.

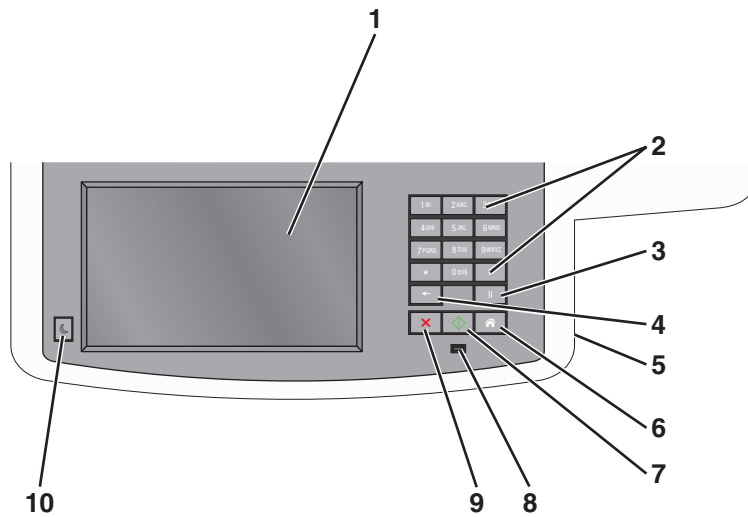
- Load the document into the ADF faceup, short edge first.
- Load up to 50 sheets of plain paper into the ADF.
- Scan sizes from 125 x 216 mm (4.9 x 8.5 in.) wide to 127 x 356 mm (5 x 14 in.) long.
- Scan media weights from 52 to 120 g/m² (14 to 32 lb).
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

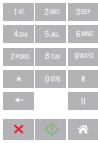
















Using the scanner glass




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

- Place a document facedown on the scanner glass in the corner with the green arrow.
- Scan or copy documents up to 215.9 x 355.6 mm (8.5 x 14 in.).
- Copy books up to 12.7 mm (0.5 in.) thick.

Understanding the printer control panel



Item	Description	
1	Display	View scanning, copying, faxing, and printing options as well as status and error messages.
2	Keypad	Enter numbers, letters, or symbols on the display. 
3	Pause 	<ul style="list-style-type: none"> Press  to cause a two- or three-second dial pause in a fax number. In the Fax To field, a Pause is represented by a comma (,). From the home screen, press  to redial a fax number. The button functions only within the Fax menu or with fax functions. When outside of the Fax menu, fax function, or home screen, pressing  causes an error beep.
4	Back 	<p>In the Copy menu, press  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  numerous times.</p> <p>In the Fax Destination List, press  to delete the right-most digit of a number entered manually. You can also press  to delete an entire shortcut entry. Once an entire line is deleted, another press of  causes the cursor to move up one line.</p> <p>In the E-mail Destination List, press  to delete the character to the left of the cursor. If the character is in a shortcut, then the shortcut is deleted.</p>
5	USB port	Insert a flash drive to send data to the printer or to scan a file to the flash drive.
6	Home 	Press  to return to the home screen.
7	Submit 	<ul style="list-style-type: none"> Press  to initiate the current job indicated on the display. From the home screen, press  to start a copy job with the default settings. If pressed while a job is scanning, then the button has no effect.

Item	Description
<p>8</p> <p>Indicator light</p>	<ul style="list-style-type: none"> • 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—Operator intervention is needed.
<p>9</p> <p>Stop</p> 	<p>Press  to stop all printer activity.</p> <p>A list of options is offered once Stopped appears on the display.</p>
<p>10</p> <p>Sleep</p> 	<p>Press to put printer into or out of Sleep Mode.</p>


Understanding the home screen

Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Touch the home screen buttons and icons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.

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



Touch	To
Copy	Access the Copy menus and make copies.
E-mail	Access the E-mail menus and send e-mails.
Fax	Access the Fax menus and send fax.
	Access the printer menus. Note: These menus are available only when the printer is in the Ready state.
FTP	Access the File Transfer Protocol (FTP) menus and scan documents directly to an FTP server.
Status message bar	<ul style="list-style-type: none">• Show the current printer status such as Ready or Busy.• Show printer conditions such as Toner Low or Cartridge Low.• Show intervention messages so the printer can continue processing.
Status/Supplies	<ul style="list-style-type: none">• 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.
USB or USB Thumbdrive	View, select, print, scan, or e-mail photos and documents from a flash drive. Note: This button appears only when you return to the home screen while a memory card or flash drive is connected to the printer.
Bookmarks	Create, organize, and save a set of bookmarks (URL) into a tree view of folders and file links. Note: The tree view supports only bookmarks created from this function, and not from any other application.
Held Jobs	Display all current held jobs.

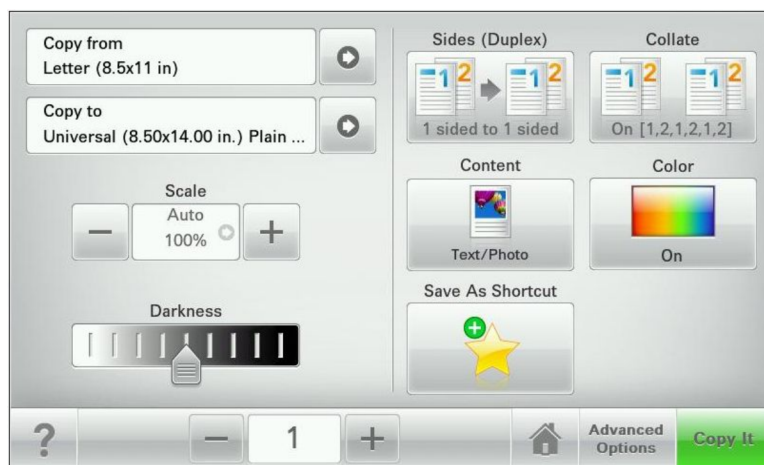
Other buttons that may appear on the home screen:








Touch	To
Search held jobs	<p>Search on any of the following items:</p> <ul style="list-style-type: none"> • User name for held or confidential print jobs • Job names for held jobs, excluding confidential print jobs • Profile names • Bookmark container or print job names • USB container or print job names for supported file types
Release Held Fax	<p>Access the list of held faxes.</p> <p>Note: This button appears only when there are held faxes with a scheduled hold time previously set.</p>
Lock Device	<p>Open a password entry screen. Enter the correct password to lock the printer control panel.</p> <p>Note: This button appears only when the printer is unlocked and password has been set.</p>
Unlock Device	<p>Open a password entry screen. Enter the correct password to unlock the printer control panel.</p> <p>Note: This button appears only when the printer is locked. The printer control panel buttons and shortcuts cannot be used while this appears.</p>
Cancel Jobs	<p>Open the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network.</p> <p>The following options are available under the Print, Fax, and Network headings:</p> <ul style="list-style-type: none"> • Print job • Copy job • Fax profile • FTP • E-mail send <p>Each heading has a list of jobs shown in a column under it which can show only three jobs per screen. If more than three jobs exist in a column, then an arrow appears enabling you to scroll through the jobs.</p>
Change Language	<p>Launch the Change Language pop-up window that allows you to change the primary language of the printer.</p>

Using the touch-screen buttons





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

Sample touch screen





Touch	To
Submit	Submit changes made in the printer settings.
Sample Copy	Print a sample copy.
Right arrow 	Scroll to the right.
Left arrow 	Scroll to the left.
Home 	Return to the home screen.
Right increase 	Select a higher value.
Left decrease 	Select a lower value.
Exit 	Exit from the current screen.
Tips 	Open a context-sensitive Help dialog on the touch screen.

Other touch-screen buttons

Touch	To
Accept 	Save a setting.
Cancel 	<ul style="list-style-type: none"> • Cancel an action or a selection. • Exit a screen and lets you return to the previous screen without saving changes.
Reset 	Reset values on the screen.
Radio button 	Select or clear an item.

Features

Feature	Description
Menu trail line: <u>Menus</u> > <u>Settings</u> > <u>Copy Settings</u> > Number of Copies	<p>A menu trail line is located at the top of each menu screen. This feature shows the path taken to arrive at the current menu.</p> <p>Touch any of the underlined words to return to that menu.</p> <p>Number of Copies is not underlined since this is the current screen. If you touch an underlined word 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 default setting.</p>
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.

Setting up and using the home screen applications

Customizing the home screen using the Embedded Web Server

Accessing the Embedded Web Server

To access the Embedded Web Server, type your printer IP address or host name in the address field of your Web browser.

Note: If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Network/Ports menu.
- Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

Customizing the home screen

- 1 From the Embedded Web Server, click **Settings > General Settings > Home screen customization**.
- 2 Select the home screen application to be displayed.



Note: You can also clear the check box to hide the home screen application.



- 3 Click **Submit**.

Note: If the application is not listed, then access the application configuration settings by clicking **Settings > Device Solutions > Solutions (eSF) > name of the application**.

Using the home screen applications

Note: 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.

Touch	To
Forms and Favorites 	<ul style="list-style-type: none">• Access frequently used forms and bookmarks.• Create your own index of forms, information sheets, and other materials you print often. To print a form, see “Printing forms” on page 22.
Scan to Network 	Scan your documents to specified network destinations. Note: If the application icon does not appear on the printer home screen, then you need to set up the application.

Touch	To
My MFP 	<p>Customize your touch-screen settings, and then store these preferences on a flash drive. Each time you insert your flash drive into the USB port of a printer that supports My MFP, your preferred settings are automatically loaded.</p> <p>Note: The application icon appears only when a flash drive with My MFP settings is inserted into the USB port of the printer.</p>
WS-Scan 	<p>Scan your documents to a specified Windows-based application.</p> <p>Note: This application is available only for network printers and computers that support Microsoft Web Services.</p>

Using Forms and Favorites

The Forms and Favorites application provides users with quick and easy access to frequently used forms or other information that is regularly printed.

The Bookmark function is used to create a link to a form or electronic file at a predetermined URL or network location. These files are then accessed *only* from the Forms and Favorites icon, and not from any other application.

When adding bookmarks from the printer Embedded Web Server, more configuration options are available than when adding bookmarks from the printer control panel.

Changing the display icon and label

You can change the icon and associated text that appear on the printer home screen. If you do not want to use the default icon for an application, then you can import new icons to be used for both the pressed and unpressed button states.

Note: For information about compatible image file types and recommended file sizes, see the mouse-over help next to each field.

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 3 Click the name of the application > **Configure**.
- 4 From the Home Screen Button section, you can:
 - Specify a new icon text or label to be displayed above the icon on the home screen.
 - Click **Browse** to select a new icon image file to represent the application on the home screen.

- Click **Browse** to select a new image file to be displayed while the application icon is being pressed.

5 Click **Apply** to save the settings or **Reset** to return to the previous settings.

Adding bookmarks using the printer control panel

Note: Bookmarks added from the printer control panel must be edited from the printer Embedded Web Server.

1 From the home screen, navigate to:

Forms and Favorites > Create Bookmark > enter a name for the new bookmark > Submit

This name will be displayed in the Forms menu when selecting a form to print.

2 Select **Network, FTP, HTTP, or HTTPS** to specify the network location or the protocol of the bookmark, and then touch **Submit**.

3 Choose an authentication option, or enter the URL or network location of the form.

Note: The printer does not verify the validity of the URL or network location. Make sure that the location is entered correctly.

4 Touch **Submit**.

Adding bookmarks using the Embedded Web Server

1 From the Embedded Web Server, click **Settings** or **Configuration**.

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

3 Click the name of the application, and then click **Add** under the Bookmarks field.

Note: You can also edit or delete a bookmark.

4 In the Name field, type a new bookmark name.

5 From the Location list, select the protocol or specify if it is located in a network folder. You may choose **Network, FTP, HTTP, or HTTPS**.

6 In the PIN field, type a four-digit number. This field is optional and will require users to enter a PIN when printing the bookmark.

7 Type the network address, the network domain name, the port, or the URL based on the location of the bookmark specified in Step 4.

8 Under Authentication Options, select whether to require user authentication for this destination. The credentials are used to access the network destination.

9 In the sections that follow, adjust the settings as necessary:

- Select check boxes to allow users to modify settings.
- Use radio buttons and drop-down menus to specify the default settings.

10 Click **Apply** to save the new bookmark.

Printing forms

From the home screen, navigate to:

Forms and Favorites > select the form from the list > enter the number of copies > adjust other settings > Submit

Using Scan to Network

Scan to Network lets users of a printer scan their documents to network destinations specified by the network administrator. After the destinations (shared network folders) have been established on the network, the setup process for the application involves installing and configuring the application on the appropriate printer(s) using the Embedded Web Server.

Supported operating systems

For the application to work, the network destination must use any of the following operating systems:

- Using Network Share
 - Microsoft Windows Vista Ultimate Edition
 - Microsoft Windows 7 Ultimate
 - Microsoft Windows 7 Ultimate x64 Edition
 - Microsoft Windows Server Professional 2008
 - Microsoft Windows Server 2008 x64 Edition
 - Microsoft Windows Server 2003 Standard Edition SP1 or R2
 - Microsoft Windows XP Professional SP2
 - Microsoft Windows 2000 Professional SP4
 - Microsoft Windows 2000 SP4
- Using *File Transfer Protocol* (FTP)
 - Microsoft Windows Vista Ultimate Edition
 - Microsoft Windows 7 Ultimate
 - Microsoft Windows 7 Ultimate x64 Edition
 - Microsoft Windows Server Professional 2008
 - Microsoft Windows Server 2008 x64 Edition
 - Microsoft Windows Server 2003 Standard Edition SP1 or R2
 - Microsoft Windows XP Professional SP2
 - Microsoft Windows 2000 Professional SP4
 - Microsoft Windows 2000 SP4
 - Red Hat Linux Enterprise Edition
 - Sun Solaris 10
 - Novell OES Linux SUSE 9
- Using *Distributed File System* (DFS) environment
 - Stand-alone DFS
 - Domain-based DFS
 - Domain based DFS with one child domain used for authentication

Configuring the display icon and label

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.

- 3 Click the name of the application > **Configure**.
- 4 From the Home Screen Button section, you can:
 - Specify a new icon text or label to be displayed above the icon on the home screen.
 - Click **Browse** to select a new icon image file to represent the application on the home screen.
 - Click **Browse** to select a new image file to be displayed while the application icon is being pressed.
 - Select **Always show button** to make the icon appear on the home screen even when there is no valid destination.
- 5 Click **Apply** to save the settings or **Reset** to return to the previous settings.

Configuring a destination using the Embedded Web Server

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 3 Click the name of the application > **Configure** > **Add**.

Note: You can also edit or delete existing destinations.
- 4 Type a name for the destination.
- 5 Select **Network Folder** or **FTP Address**, and then configure the selected destination.
- 6 Under Authentication Options, select whether or not to require user authentication for this destination. The credentials are used to access the network destination.
- 7 In the sections that follow, adjust the settings as necessary:
 - Select check boxes to allow users to modify settings.
 - Use radio buttons and drop-down menus to specify the default settings.
- 8 Click **OK**.
- 9 Repeat steps step 3 on page 24 through step 8 on page 24 to add, edit, or delete destinations.
- 10 Click **Apply**.

Scanning documents at the printer

- 1 Load the document into the scanner.

Note: Documents may be loaded into the scanner in multiple ways. For information on the different methods of loading documents into the scanner, see the *User's Guide* that came with the printer.
- 2 Touch the application icon.
- 3 Select the destination where you want to receive the scanned document.

Note: After steps 2 or 3, you may be required to enter the user name and password used to access the printer depending on how the printer and the particular destination are configured. Contact your system support person for login information.
- 4 Some additional job options may be available depending on how the application has been configured. Follow the instructions on the screen to update the options. Contact your system support person for more information on each option.

- 5 Touch **Scan It** or **Send It**. Depending on how the application has been configured, you may have the option to preview and make adjustments to scanned pages.
- 6 To scan additional documents, load the next document into the scanner and select one of the following from the confirmation screen:
 - Touch **Yes, to same destination** to scan the document to the previous destination.
 - Touch **Yes, to a different destination** to scan the document to a different destination.
 - Touch **No** to finish the operation and return to the printer Home screen.

Using the Remote Operator Panel

The Remote Operator Panel application lets you remotely access the printer control panel display using the Embedded Web Server.

Setting up the Remote Operator Panel

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 3 Select the name of the application, and then select the **Enabled** check box.
- 4 From the Authentication Type menu, select an authentication type.
Note: The Remote Management Access Control works only with the Remote Operator Panel Applet.
- 5 If you selected VNC Password Authentication as the authentication type, then enter a password in the VNC Password field.
- 6 If you want to use SSL/TLS for data encryption, then select the **Secure Connection** check box.
- 7 Click **Apply**.

Remotely accessing the printer control panel using the Embedded Web Server

Note: This feature is available only on printers installed with the Remote Operator Panel application.

- 1 From the Embedded Web Server, click **Applications > Remote Operator Panel**.
- 2 Click **Launch VNC Applet > Click here to continue**.
A dialog appears, remotely showing a dynamic display of the printer control panel in its current state.
- 3 From the lower left side, refer to the keyboard key equivalent for each of the printer button commands.

Note: The location of the keyboard key equivalent may differ depending on the printer model.

Using My MFP

My MFP lets you customize your printer touch screen interface, and then store those preferences on a flash drive. Each time the flash drive is inserted into the printer USB port, your preferences will be displayed. My MFP can save job preferences, home screen preferences, and imported address book files.

Using My MFP Setup Wizard

- 1 Insert a flash drive into your printer USB port.

The contents of the drive appears on the display.

- 2 Touch **Back** to return to the home screen.

Note: Your system support person can configure the My MFP Setup Wizard to launch automatically the first time you insert your flash drive. If the setup wizard launches automatically, then skip to Step 3.

- 3 From the home screen, touch **Run My MFP Setup Wizard**.

- 4 Select **Yes, setup my preferences**, and then touch **OK**.

Note: If you choose **No** at this step, then you will not be prompted to set up My MFP in the future when you insert the same flash drive into a printer. If you change your mind and later wish to set up My MFP, then you will need to manually delete all .mymfp files from the flash drive. For more information, see “Deleting My MFP data from your USB drive” on page 27.

- 5 Enter your name, and then touch **OK**.

- 6 You can choose to enter your e-mail address, and then touch **OK**.

If you do not wish to include an e-mail address in your profile, then touch **Skip**.

- 7 Enter a password for your profile, and then touch **OK**.

If you do not wish to use a password with your profile, then touch **Skip**.

- 8 If necessary, enter the password again, and then touch **OK**.

Customizing My MFP settings

- 1 From the home screen, touch **My MFP Configuration**.

- 2 Touch the arrows to select which options to configure.

You can:

- Select home screen icons.
- Import an image for home screen wallpaper.
- Import one or more address books.
- Set preferences for Copy, Fax, E-mail, Scan to USB, and FTP functions.
- Edit your name.
- Password-protect your data.
- Add or edit your e-mail address.
- Remove the My MFP profile from your flash drive.

Using My MFP

My MFP lets you use the printer with a personalized profile. Each time you insert your flash drive into the USB port of a printer that supports My MFP, your preferred settings are automatically loaded.

- 1 Insert your flash drive into the USB port.
If you have set password-protect for your profile, then enter your password to continue.
- 2 Select the function you want to use.
If individual functions such as print, copy, or fax are protected by a password or PIN, then you must enter the correct credentials to use those functions.
- 3 When you are finished, remove your flash drive from the printer.

Deleting My MFP data from your USB drive

Using the My MFP interface

- 1 Touch **My MFP Configuration**.
- 2 From the Welcome screen use the arrows to scroll through the list of options until you see Remove My MFP data from the drive.
- 3 Touch **Remove My MFP data from the drive**.
- 4 Select **Delete profile**, and touch **Save Setting** to clear your My MFP settings from your USB drive.

Manually deleting the data


- 1 Insert your USB drive into a computer.
- 2 Locate all files beginning with .mymfp (they will be grouped together).
- 3 Delete all files beginning with .mymfp.

Using WS-Scan

The Web Services - Scan application lets you scan documents at the printer, and then send the scanned image to your computer. This application is available only for network printers and computers that support Microsoft Web Services.

To scan documents at the printer, see “Scanning documents at the printer” on page 24.

Setting up WS-Scan

- 1 From the computer screen, click  or click **Start** and then click **Run**.
- 2 In the Start Search or Run box, type **control printers**.
- 3 Press **Enter**, or click **OK**.
- 4 Click **Add a printer**, and then select **Add a network, wireless or Bluetooth printer**.

Note: The wireless or Bluetooth connection is available only on select printer models.

- 5 Select the printer that you want to have WS-Scan enabled, and then click **Next**.

If the printer is not listed, then you can search for the printer using its IP address. If you do not know the IP address of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 6 Follow the instructions on the computer screen.

Exporting and importing a configuration using the Embedded Web Server

You can export configuration settings into a text file that can then be imported and used to apply the settings to one or more additional printers.

Exporting a configuration

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 3 From Installed Solutions, click the name of the application you want to configure.
- 4 Click **Configure > Export**.
- 5 Follow the instructions on the computer screen to save the configuration file, and then enter a unique file name or use the default name.

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


Importing a configuration

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 3 From Installed Solutions, click the name of the application you want to configure.
- 4 Click **Configure > Import**.
- 5 Browse to the saved configuration file, and then load or preview it.

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

Additional printer setup

Installing internal options

 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

You can customize your printer connectivity and memory capacity by adding optional cards. The instructions in this section explain how to install the available cards; you can also use them to locate a card for removal.

Available options

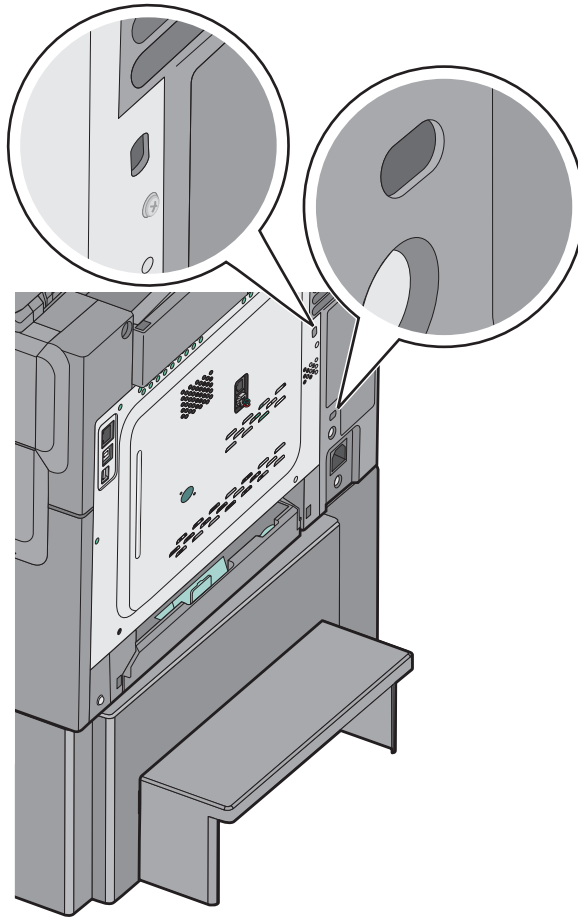
Note: Certain options are not available on selected printer models.

Memory cards

- Printer memory
- Flash memory
- Font cards

Using the security lock feature

The printer is equipped with a security lock feature. When a lock compatible with most laptop computers is attached, the printer is locked. Once locked, the metal plate and the system board cannot be removed. Attach a security lock to the printer in the location shown.



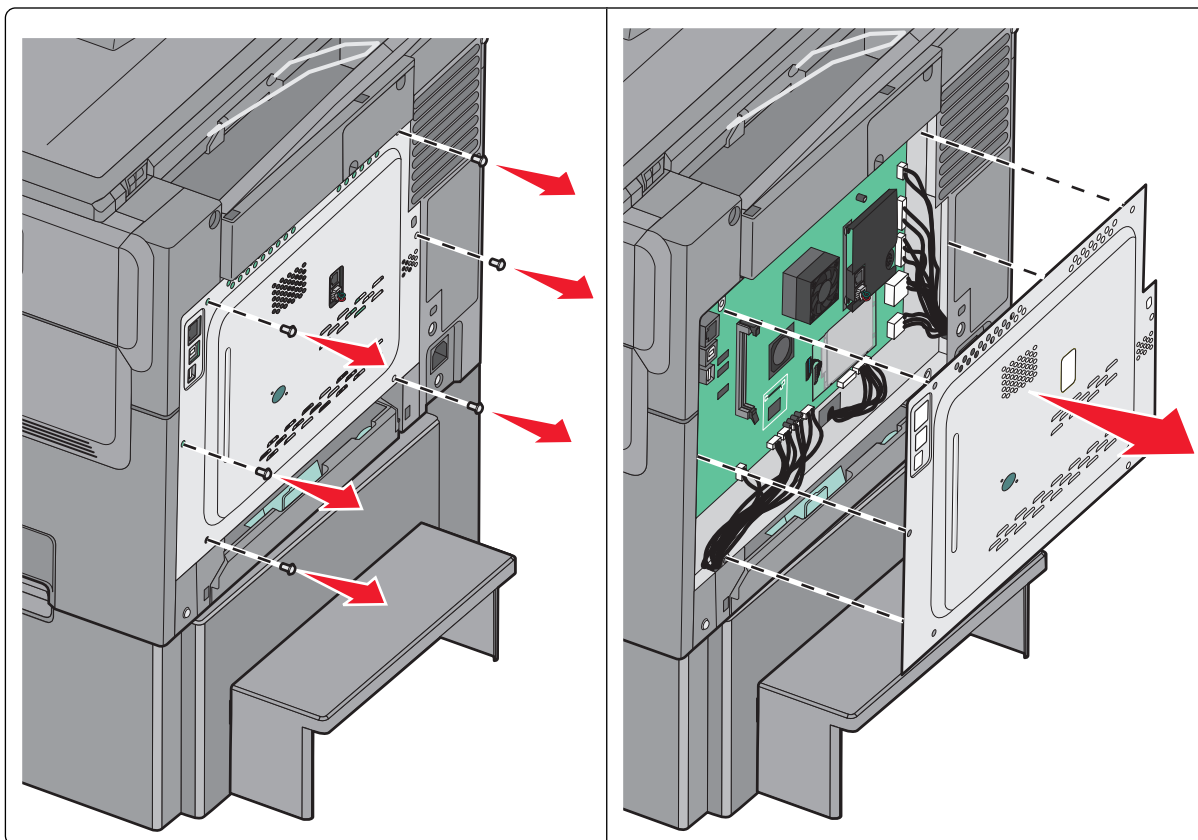
Installing a memory card



CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Note: This task requires a flathead screwdriver.

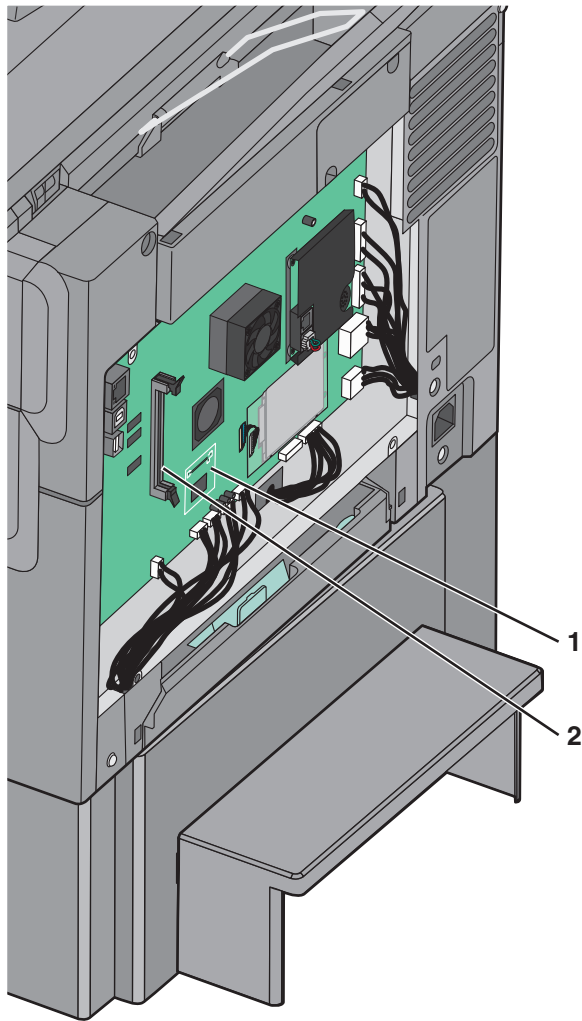
- 1** Access the system board at the back of the printer.
 - a** Turn the screws on the cover counterclockwise to remove them.
 - b** Remove the cover.



Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

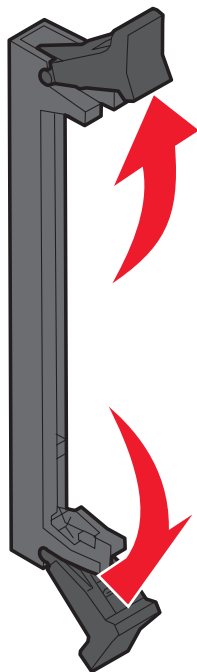
- 2 Use the following illustration to locate the connector.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.



1	Flash memory or font card connector
2	Memory card connector

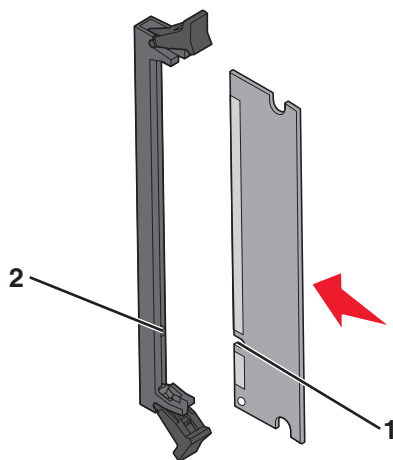
- 3 Open the memory card connector latches.



- 4 Unpack the memory card.

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

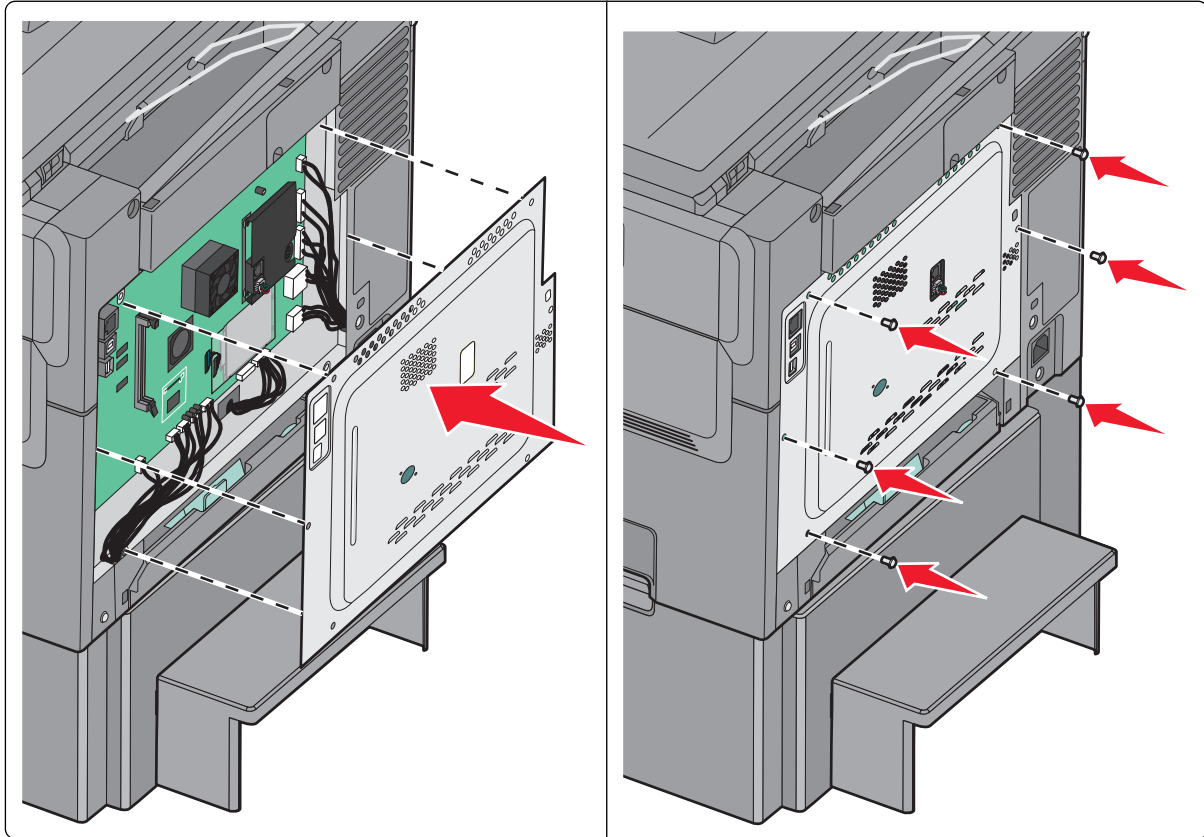
- 5 Align the notches on the memory card with the ridges on the connector.



1	Notches
2	Ridges

- 6 Push the memory card straight into the connector until it *snaps* into place.

7 Reinstall the system board cover.

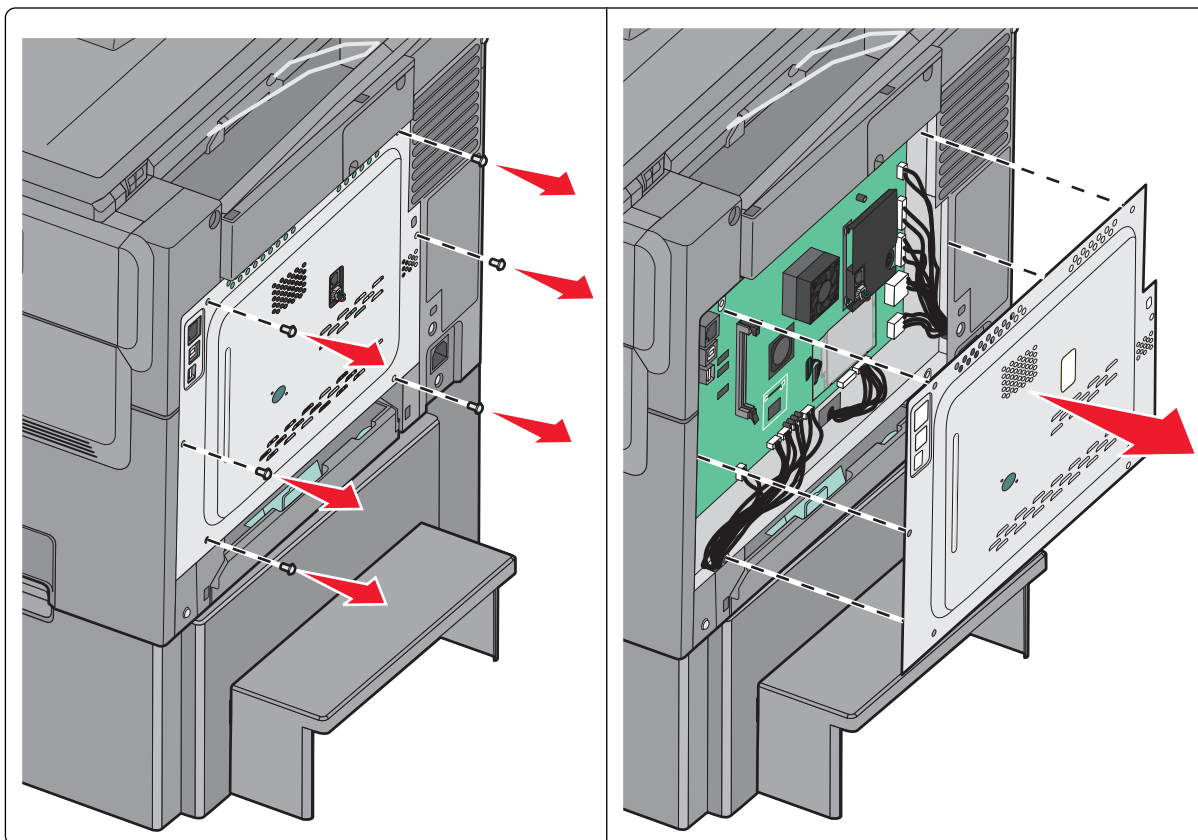


Installing a flash memory or font card

⚠ CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Note: This task requires a flathead screwdriver.

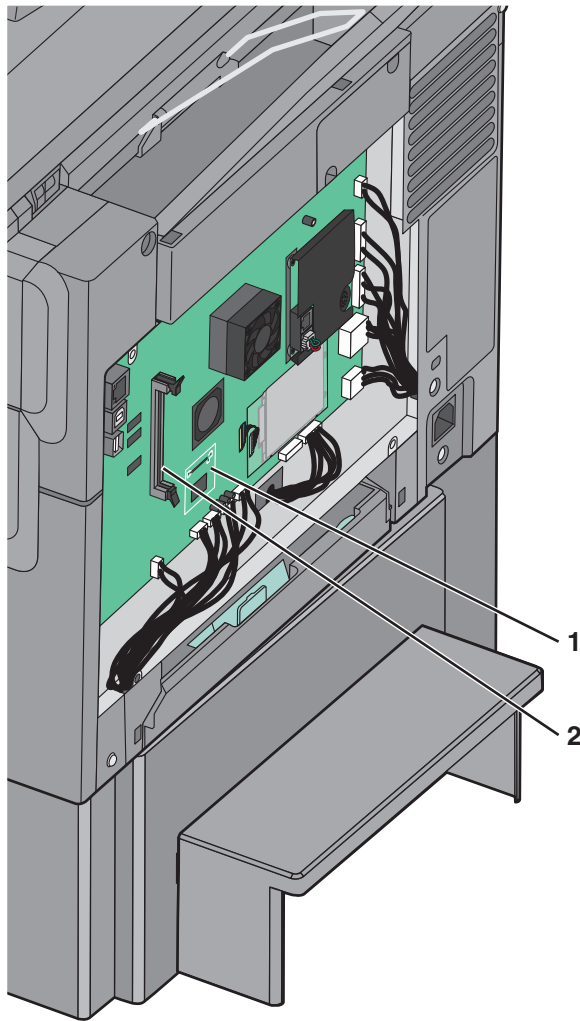
- 1** Access the system board at the back of the printer.
 - a** Turn the screws on the cover counterclockwise to remove them.
 - b** Remove the cover .



Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

- 2 Use the following illustration to locate the connector.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

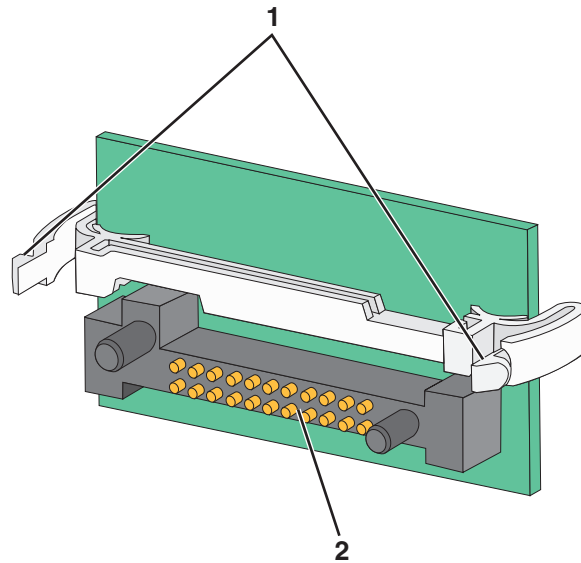


1	Flash memory or font card connector
2	Memory card connector

3 Unpack the flash memory or font card.

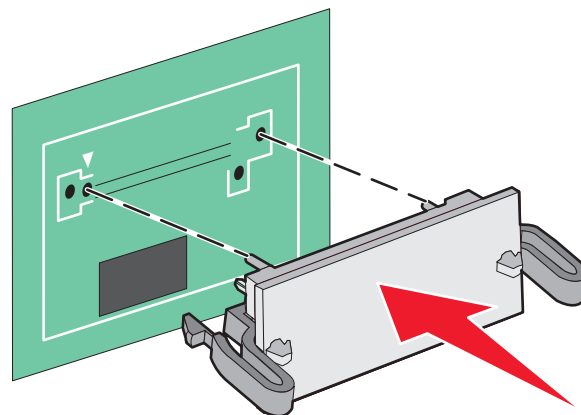
Note: Avoid touching the connection points along the edge of the card.

- 4 Holding the card by its sides, align the plastic pins on the card with the holes on the system board.



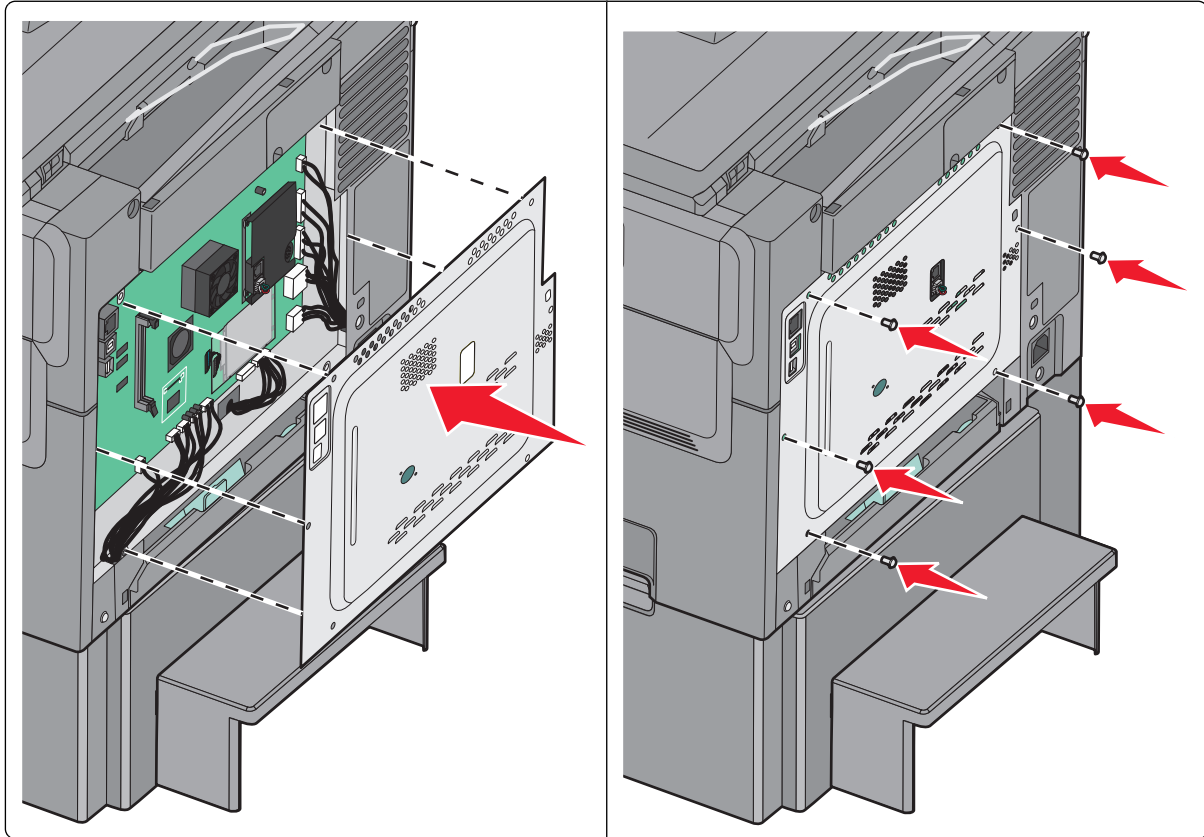
1	Plastic pins
2	Metal pins

- 5 Push the card firmly into place.



Note: The entire length of the connector on the card must touch and be flush against the system board.

6 Reinstall the system board cover.



Installing hardware options

Order of installation

⚠ CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb), and requires two or more trained personnel to lift it safely.

⚡ CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

- Optional 550-sheet tray (Tray 3)
- 650-sheet duo drawer (Tray 2)
- Printer

For more information on installing an optional 550-sheet tray, see the setup documentation that came with the option.

Installing an optional tray or drawer

The printer supports two additional input sources: an optional 550-sheet tray and a 650-sheet duo drawer (Tray 2) with an integrated multipurpose feeder.

Note: Some printer models may not support the optional 550-sheet tray.

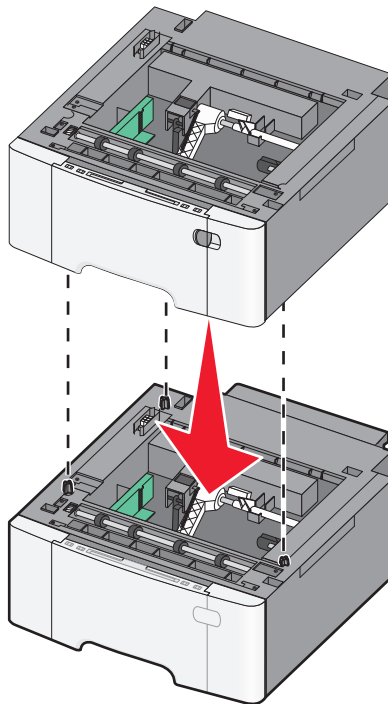
CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

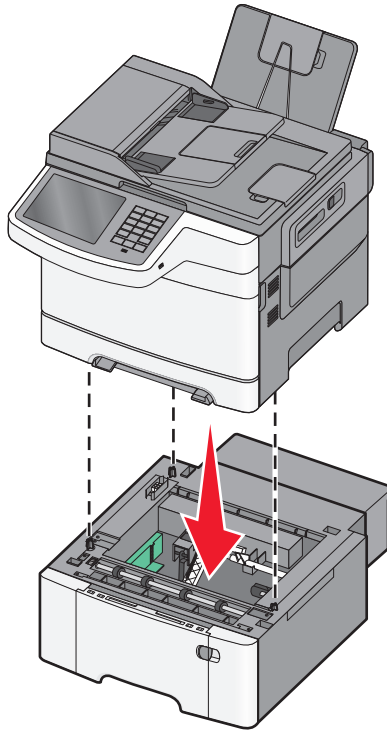
- 1 Unpack the optional tray, and then remove all packing material and the dust cover.
- 2 Place the tray near the printer.

Note: If you are installing both the optional tray and the 650-sheet duo drawer, then the optional 550-sheet tray must always be installed as the first tray (configuring from the bottom up).

- 3 Align the 650-sheet duo drawer with the optional 550-sheet tray, and then lower it into place.



- 4 Align the printer with the 650-sheet duo drawer, lower the printer into place, and then install the dust covers.



Note: Once the printer software and any options are installed, it may be necessary to manually add the options in the printer driver to make them available for print jobs. For more information, see “Updating available options in the printer driver” on page 43.

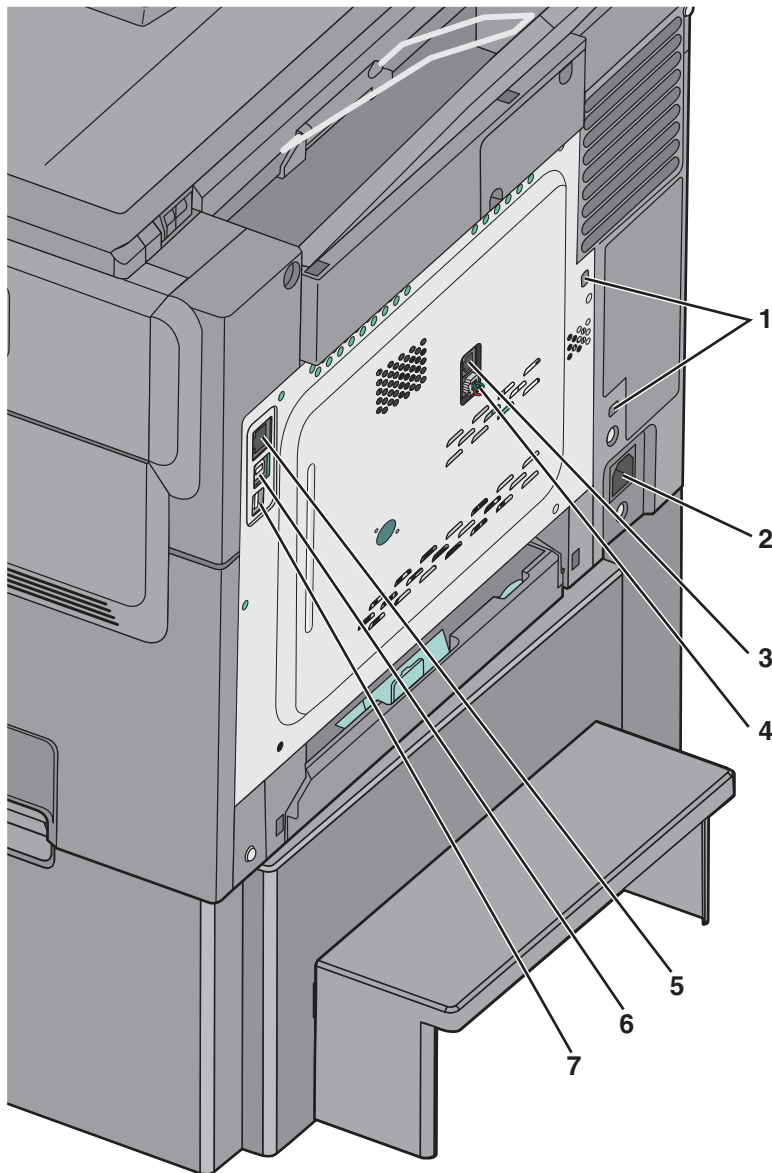
Attaching cables

CAUTION—POTENTIAL INJURY: 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 fax feature, power cord, or telephone, during a lightning storm.

Connect the printer to the computer using a USB cable or Ethernet cable.

Be sure to match the following:

- The USB symbol on the cable with the USB symbol on the printer
- The appropriate Ethernet cable to the Ethernet port



1	Security lock port
2	Printer power cord socket
3	Printer LINE port
4	Printer EXT port
5	Ethernet port
6	USB printer port
7	USB port
Warning—Potential Damage: Do not touch the USB cable, any network adapter, or the printer in the area shown while actively printing. A loss of data or a malfunction can occur.	

Verifying printer setup

Once all hardware and software options are installed and the printer is turned on, verify that the printer is set up correctly.

Printing a menu settings page

From the home screen, navigate to:

 > **Reports > Menu Settings Page**

Printing a network setup page

If the printer is attached to a network, then print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

- 1 From the home screen, navigate to:

 > **Reports > Network Setup Page**

- 2 Check the first section of the network setup page, and confirm that the status is **Connected**.

If the status is **Not Connected**, then the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and then print another network setup page.

Setting up the printer software


Installing the printer software

For Windows users

- 1 Close all open software programs.
- 2 Insert the *Software and Documentation* CD.

Wait for the Welcome screen to appear.

If the CD does not launch after a minute, then do the following:

- a Click , or click **Start** and then click **Run**.
- b In the Start Search or Run box, type **D:\setup.exe**, where **D** is the letter of your CD or DVD drive.
- c Press **Enter**, or click **OK**,

- 3 Click **Install** and then follow the instructions on the computer screen.

For Macintosh users

- 1 Close all open software applications.
- 2 Insert the *Software and Documentation* CD, and then double-click the software installer package.
- 3 Follow the instructions on the computer screen.


Using the World Wide Web

- 1 Go to the Lexmark Web site at **www.lexmark.com**.
- 2 From the Drivers & Downloads menu, click **Driver Finder**.
- 3 Select your printer, and then select your operating system.
- 4 Download the driver and then install it.

Updating available options in the printer driver

Once the printer software and any options are installed, it may be necessary to manually add the options in the printer driver to make them available for print jobs.

For Windows users

- 1 Open the printers folder:
 - a Click , or click **Start** and then click **Run**.
 - b In the Start Search or Run box, type **control printers**.
 - c Press **Enter**, or click **OK**.
- 2 Select the printer.
- 3 Right-click the printer, and then select **Properties**.
- 4 Click the **Configuration** tab.
- 5 Click **Update Now - Ask Printer** or manually add any installed hardware options under Configuration Options.
- 6 Click **Apply**.

For Macintosh users

In Mac OS X version 10.5 or later

- 1 From the Apple menu, navigate to:
System Preferences > Print & Fax > select your printer > Options & Supplies > Driver
- 2 Add any installed hardware options, and then click **OK**.

In Mac OS X version 10.4 or earlier

- 1 From the Finder, navigate to:
Go > Applications > Utilities
- 2 Double-click **Printer Setup Utility** or **Print Center**.
- 3 Select your printer.
- 4 From the Printers menu, choose **Show Info**.
- 5 Add any installed hardware options, and then click **Apply Changes**.

Installing the printer on a wired network


These instructions apply to Ethernet and fiber optic network connections.

Note: Make sure you have completed the initial setup of the printer.

For Windows users

- 1 Insert the *Software and Documentation* CD.

If the installation screen does not appear after a minute, then launch the CD manually:

- a Click , or click **Start** and then click **Run**.
- b In the Start Search or Run box, type **D:\setup.exe**, where **D** is the letter of the CD or DVD drive.
- c Press **Enter**, or click **OK**.

- 2 Click **Install**, and then follow the instructions on the computer screen.

Note: To configure the printer using a static IP address, IPv6, or scripts, select **Advanced Options > Administrator Tools**.

- 3 Select **Ethernet connection**, and then click **Continue**.
 - 4 Attach the appropriate cable to the computer and to the printer when instructed to do so.
 - 5 Select the printer from the list, and then click **Continue**.
- Note:** If the configured printer does not appear on the list, then click **Modify Search**.
- 6 Follow the instructions on the computer screen.

For Macintosh users

- 1 Allow the network DHCP server to assign an IP address to the printer.
- 2 Obtain the printer IP address. You can:
 - a View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
 - b Print a network setup page or menu settings page and locate the information in the TCP/IP section.

Note: You will need the IP address if you are configuring access for computers on a different subnet than the printer.
- 3 Install the printer drivers, and then add the printer.
 - a Install a printer driver file on the computer:
 - 1 Insert the *Software and Documentation* CD, and then double-click the installer package for the printer.
 - 2 Follow the instructions on the computer screen.
 - 3 Select a destination, and then click **Continue**.
 - 4 From the Easy Install screen, click **Install**.
 - 5 Type the user password, and then click **OK**.All the necessary applications are installed in the computer.
 - 6 Click **Close** when installation is complete.

b Add the printer:

- For IP printing:

In Mac OS X version 10.5 or later

- 1 From the Apple menu, navigate to:
System Preferences > Print & Fax
- 2 Click **+**, and then click the **IP** tab.
- 3 Type the printer IP address in the address field, and then click **Add**.

In Mac OS X version 10.4 or earlier

- 1 From the Finder, navigate to:
Applications > Utilities
 - 2 Double-click **Printer Setup Utility** or **Print Center**.
 - 3 From the Printer List, click **Add**, and then click **IP Printer**.
 - 4 Type in the printer IP address in the address field, and then click **Add**.
- For AppleTalk printing:

Note: Make sure AppleTalk is activated on your printer.

In Mac OS X version 10.5

- 1 From the Apple menu, navigate to:
System Preferences > Print & Fax
- 2 Click **+**, and then navigate to:
AppleTalk > select the printer from the list > Add

In Mac OS X version 10.4 or earlier

- 1 From the Finder, navigate to:
Applications > Utilities
- 2 Double-click **Printer Setup Utility** or **Print Center**.
- 3 From the Printer List, click **Add**.
- 4 Click **Default Browser** tab > **More Printers**.
- 5 From the first pop-up menu, select **AppleTalk**.
- 6 From the second pop-up menu, select **Local AppleTalk Zone**.
- 7 Select the printer from the list, and then click **Add**.

Note: If the printer does not show up in the list, then you may need to add it using the IP address. For more information, contact your system support person.

Minimizing your printer's environmental impact

Lexmark is committed to environmental sustainability and is continually improving its printers to reduce their impact on the environment. We design with the environment in mind, engineer our packaging to reduce materials, and provide collection and recycling programs. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment
- The Lexmark recycling program at www.lexmark.com/recycle

By selecting certain printer settings or tasks, you may be able to reduce your printer's impact even further. This chapter outlines the settings and tasks that may yield a greater environmental benefit.

Saving paper and toner

Studies show that as much as 80% of the carbon footprint of a printer is related to paper usage. You can significantly reduce your carbon footprint by using recycled paper and the following printing suggestions, such as printing on both sides of the paper and printing multiple pages on one side of a single sheet of paper.

For information on how you can quickly save paper and energy using one printer setting, see “Using Eco-Mode” on page 47.

Using recycled paper

As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser printers. For more information on recycled papers that work well with your printer, see “Using recycled paper and other office papers” on page 61.

Conserving supplies

Use both sides of the paper

If your printer model supports duplex printing, then you can control whether print appears on one or two sides of the paper by selecting **2-sided printing** from the Print dialog or from the Lexmark Toolbar.

Place multiple pages on one sheet of paper

You can print up to 16 consecutive pages of a multiple-page document onto one side of a single sheet of paper by selecting a setting from the Multipage printing (N-Up) section of the Print dialog screen.

Check your first draft for accuracy

Before printing or making multiple copies of a document:

- Use the preview feature, which you can select from the Print dialog or from the Lexmark Toolbar to see how the document will look like before you print it.
- Print one copy of the document to check its content and format for accuracy.

Avoid paper jams

Correctly set the paper type and size to avoid paper jams. For more information, see “Avoiding jams” on page 232.

Saving energy

Using Eco-Mode

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > General Settings > Eco-Mode** > select a setting > **Submit**.

Choose	To
Off	Use factory default settings for all settings associated with Eco-Mode. This setting supports the performance specifications of your printer.
Energy	Reduce energy use, especially when the printer is idle. <ul style="list-style-type: none">• Printer engine motors do not start until it is ready to print. You may notice a short delay before the first page is printed.• The printer enters Sleep mode after one minute of inactivity.• When the printer enters Sleep mode, the printer control panel display and the standard exit bin lights are turned off.• If scanning is supported, the scanner lamps are activated only when a scan job is started.
Energy/Paper	Use all the settings associated with Energy mode and Paper mode.
Paper	<ul style="list-style-type: none">• Enable the automatic duplex feature.• Turn off print log features.

Reducing printer noise

To select a Quiet Mode setting using the Embedded Web Server:

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > General Settings > Quiet Mode** > select a setting > **Submit**.

Choose	To
Off Note: Selecting Photo from the driver may disable Quiet Mode and provide better print quality and full speed printing.	Use factory default settings. This setting supports the performance specifications of your printer.
On	Reduce printer noise. <ul style="list-style-type: none"> • Print jobs will process at a reduced speed. • Printer engine motors do not start until a document is ready to print. There will be a short delay before the first page is printed. • If your printer has faxing capability, fax sounds are reduced or disabled, including those made by the fax speaker and ringer. The fax is placed in standby mode. • The alarm control and cartridge alarm sounds are turned off. • The printer will ignore the Advance Start command.

Adjusting Sleep Mode

To save energy, you can decrease the number of minutes before the printer enters Sleep Mode.

Available settings range from 2–240 minutes. The factory default setting is 30 minutes.

Using the Embedded Web Server

- 1 Type the printer IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Settings > General Settings > Timeouts**.

- 3 In the Sleep Mode field, enter the number of minutes you want the printer to wait before it enters Sleep Mode.

- 4 Click **Submit**.

Using the printer control panel

- 1 From the home screen, navigate to:

 > **Settings > General Settings > Timeouts**

- 2 Touch the arrows next to **Sleep Mode** to select the number of minutes you want the printer to wait before it enters Sleep Mode.

- 3 Touch **Submit**.

Adjusting the brightness of the display

To save energy, or if you have trouble reading your display, then adjust the brightness of the display.

Available settings range from 20–100. The factory default setting is 100.

Using the Embedded Web Server

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings** > **General Settings**.

- 3 In the Screen Brightness field, enter the brightness percentage you want for the display.

- 4 Click **Submit**.

Using the printer control panel

- 1 From the home screen, navigate to:



> **Settings** > **General Settings**

- 2 Touch the arrows until **Screen Brightness** appears, and then select a setting.

- 3 Touch **Submit**.

Recycling

Lexmark provides collection programs and environmentally progressive approaches to recycling. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment
- The Lexmark recycling program at www.lexmark.com/recycle

Recycling Lexmark products

To return Lexmark products for recycling:

- 1 Visit our Web site at www.lexmark.com/recycle.
- 2 Find the product type you want to recycle, and then select your country or region from the list.
- 3 Follow the instructions on the computer screen.

Note: Printer supplies and hardware not listed in a Lexmark collection program may be recycled through your local recycling center. Contact your local recycling center to determine the items they accept.

Recycling Lexmark packaging

Lexmark continually strives to minimize packaging. Less packaging helps to ensure that Lexmark printers are transported in the most efficient and environmentally sensitive manner and that there is less packaging to dispose of. These efficiencies result in fewer greenhouse emissions, energy savings, and natural resource savings.

Lexmark cartons are 100% recyclable where corrugated recycling facilities exist. Facilities may not exist in your area.

The foam used in Lexmark packaging is recyclable where foam recycling facilities exist. Facilities may not exist in your area.

When you return a cartridge to Lexmark, you can reuse the box that the cartridge came in. Lexmark will recycle the box.

Returning Lexmark cartridges for reuse or recycling

The Lexmark Cartridge Collection Program diverts millions of Lexmark cartridges from landfills annually by making it both easy and free for Lexmark customers to return used cartridges to Lexmark for reuse or recycling. One hundred percent of the empty cartridges returned to Lexmark are either reused or demanufactured for recycling. Boxes used to return the cartridges are also recycled.

To return Lexmark cartridges for reuse or recycling, follow the instructions that came with your printer or cartridge and use the prepaid shipping label. You can also do the following:

- 1** Visit our Web site at **www.lexmark.com/recycle**.
- 2** From the Toner Cartridges section, select your country or region from the list.
- 3** Follow the instructions on the computer screen.

Loading paper and specialty media

This section explains how to use the 250-sheet tray, the manual feeder, an optional 550-sheet tray, and the 650-sheet duo drawer with an integrated multipurpose feeder. It also includes information about paper orientation, setting the Paper Size and Paper Type, and linking and unlinking trays.

Setting the paper size and type

The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set manually for all trays that do not contain plain paper.

From the home screen navigate to:



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

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. Set the Paper Size for the specified tray to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper:

- Units of Measure
- Portrait Width
- Portrait Height

Note: The smallest supported Universal size is 76 x 127 mm (3 x 5 in.); the largest size is 216 x 356 mm (8.5 x 14 in.).

- 1 From the home screen, navigate to:



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

- 2 Touch **Portrait Width** or **Portrait Height** > select the width or height > **Submit**.

Loading the standard 250-sheet tray and optional 550-sheet tray

The printer has one standard 250-sheet tray (Tray 1) with an attached manual feeder. The 250-sheet tray, the 650-sheet duo drawer, and the optional 550-sheet tray support the same paper sizes and types and are loaded in the same way.

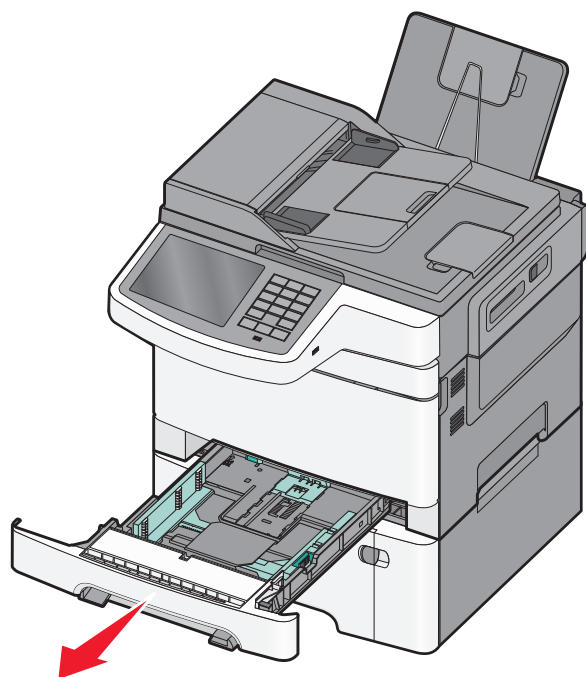
Note: Some printer models may not support the optional 550-sheet tray.



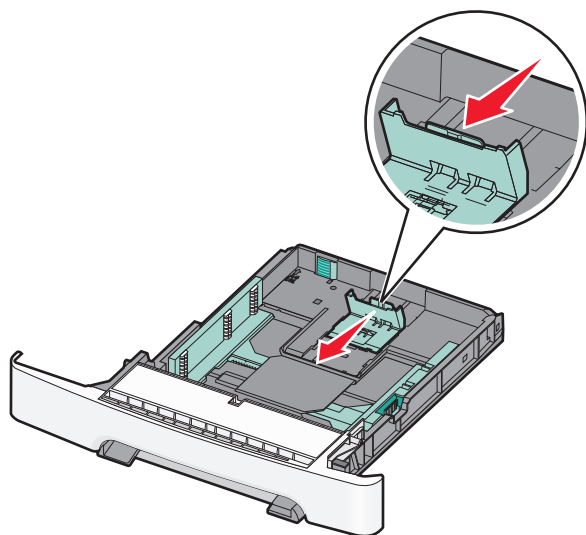
CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

- 1 Pull the tray out.

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

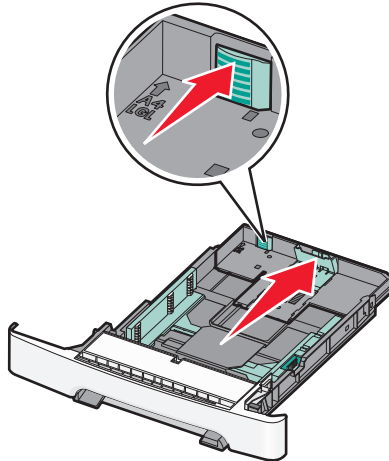


- 2 Squeeze the length guide tab, and then slide the guide to the correct position for the paper size being loaded.



Note: Use the size indicators on the bottom of the tray to help position the guide.

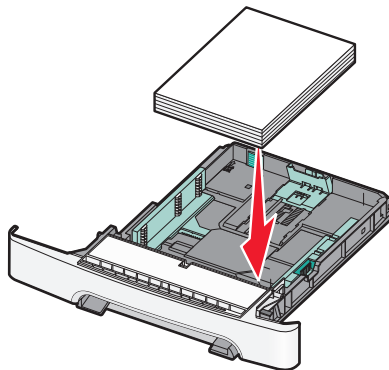
- 3 If the paper is longer than letter-size paper, then push the green tab at the back of the tray to extend it.



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



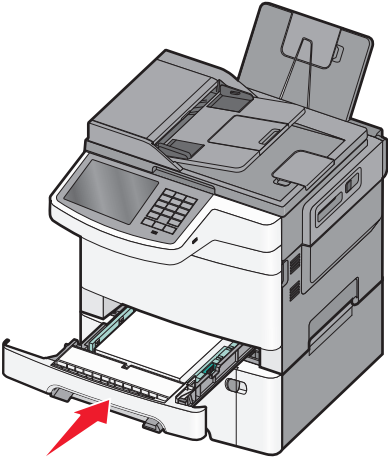
- 5 Load the paper stack with the recommended print side faceup.



- 6 Make sure the paper guides are secure against the edges of the paper.

Note: Make sure the side guides are placed tightly against the edges of the paper so that the image is registered properly on the page.

7 Insert the tray.




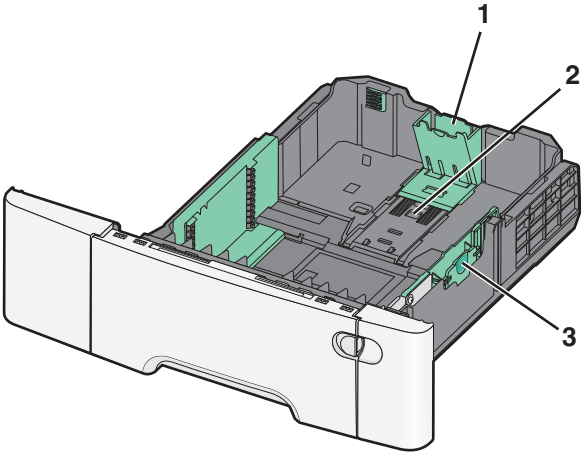
8 If a different type or size of paper was loaded than the type or size previously loaded in the tray, then change the Paper Type or Paper Size setting for the tray from the printer control panel.

Note: Mixing paper sizes or types in a paper tray may cause jams.

Loading the 650-sheet duo drawer

The 650-sheet duo drawer (Tray 2) consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The drawer is loaded in the same way as the 250-sheet tray and the optional 550-sheet tray, and supports the same paper types and sizes. The only differences are the look of the guide tabs and the location of the paper size indicators.

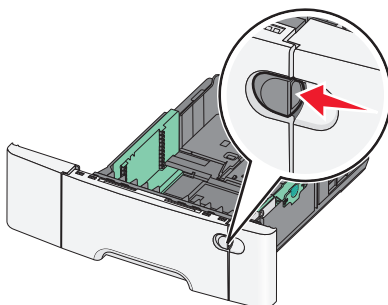
 **CAUTION—POTENTIAL INJURY:** To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.



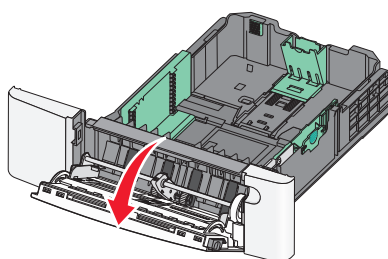
1	Length guide tabs
2	Size indicators
3	Width guide tabs

Loading the multipurpose feeder

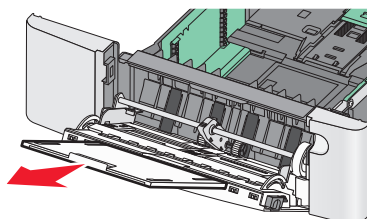
- 1 Push the multipurpose feeder latch to the left.



- 2 Open the multipurpose feeder.



- 3 Grasp the extension, and pull it straight out until it is fully extended.



- 4 Prepare the paper for loading.

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



- Hold transparencies by the edges. Straighten the edges on a level surface.

Note: Avoid touching the print side of transparencies. Be careful not to scratch them.



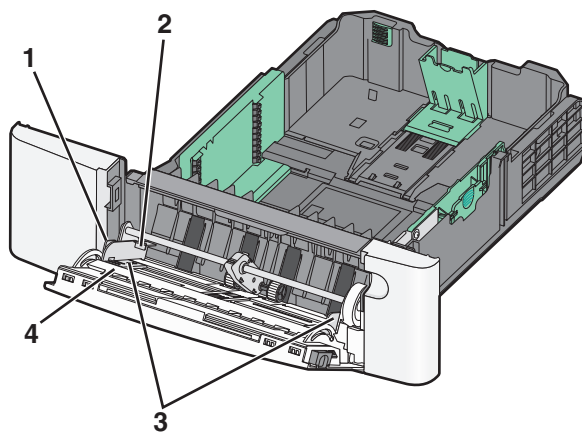
- Flex a stack of envelopes back and forth to loosen them. Straighten the edges on a level surface.

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 Locate the stack height limiter and tab.

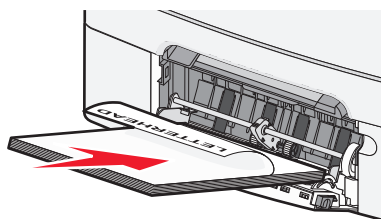
Note: Do not exceed the maximum stack height by forcing paper under the stack height limiter.



1	Tab
2	Stack height limiter
3	Width guide
4	Size indicators

6 Load the paper, and then adjust the width guide to lightly touch the edge of the paper stack.

- Load paper, card stock, and transparencies with the recommended print side facedown and the top edge entering first.



- Load envelopes with the flap side up.

Notes:

- Do not load or close the multipurpose feeder while a job is printing.
- Load only one size and type of paper at a time.

- 7 Make sure the paper is as far into the multipurpose feeder as it will go with very gentle pushing. Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.
- 8 From the printer control panel, set the Paper Size and Paper Type.

Loading the manual feeder

The standard 250-sheet tray has an integrated manual feeder that can be used to print on different types of media one sheet at a time.

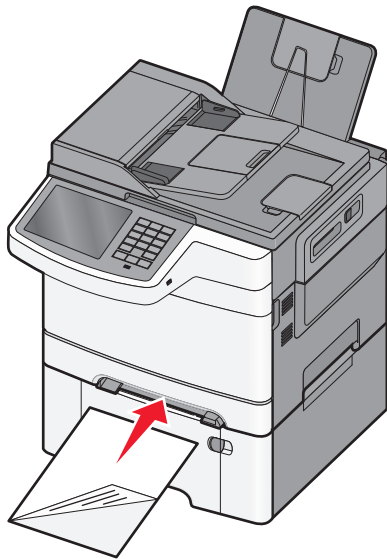
- 1 Send a manual print job.

For Windows users

- a With a document open, click **File > Print**.
- b Click **Properties, Preferences, Options, or Setup**.
- c Navigate to:
Paper tab > Paper type > Manual Paper > OK > OK

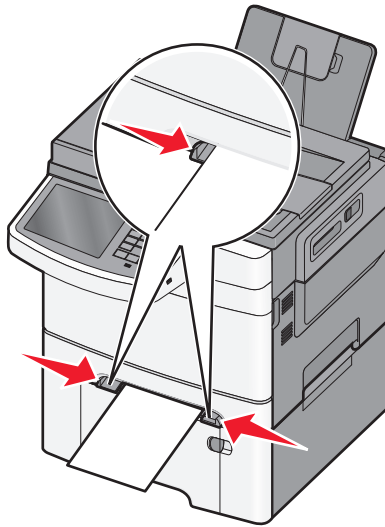
For Macintosh users

- a With a document open, choose **File > Print**.
 - b From the Copies & Pages or General pop-up menu, choose **Manual Paper**.
 - c Click **OK** or **Print**.
- 2 When **Load Single Sheet Feeder with [paper type] [paper size]** appears, load the sheet facedown into the manual feeder. Load envelopes on the left side of the feeder with the flap side up.



Note: Align the long edge of the sheet so that it is flush with the right side of the manual feeder.

- 3 Adjust the width guides until they lightly touch the sheet. Do not force the width guides against the sheet. Doing so may damage the sheet.



- 4 Push the sheet in until it stops. The printer pulls it in farther.

Note: To achieve the best possible print quality, use only high-quality media designed for laser printers.

Linking and unlinking trays

Linking trays

Tray linking is useful for large print jobs or multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked. The Paper Size setting for all trays must be set manually from the Paper Size menu. The Paper Type setting must be set for all trays from the Paper Type menu. The Paper Type menu and the Paper Size menu are both available from the Paper Size/Type menu.

Unlinking trays

Change one of the following tray settings:

- Paper Type
Paper Type names describe the paper characteristics. If the name that best describes your paper is used by linked trays, then assign a different Paper Type name to the tray, such as Custom Type [x], or define your own custom name.
- Paper Size
Paper Size settings must be set manually from the Paper Size menu.

Note: Trays that do not have the same settings as any other tray are not linked.

Warning—Potential Damage: Do not assign a Paper Type name that does not accurately describe the type of paper loaded in a tray. The temperature of the fuser varies according to the specified Paper Type. Prints may not be properly processed if an inaccurate Paper Type is selected.

Creating a custom name for a paper type

If the printer is on a network, you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

- 1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Paper Menu > Custom Name > type a name > Submit**.

Note: This custom name will replace the Custom Type [x] name under the Custom Types and Paper Size and Type menus.

- 3 Click **Custom Types > select a paper type > Submit**.

Assigning a custom paper type name

Assign a custom paper type name to a tray when linking or unlinking trays.

From the home screen, navigate to:



> **Paper Menu > Paper Size/Type > select a custom paper type name > select a tray > Submit**

Configuring a custom name

If the printer is on a network, then you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

- 1 Type the printer IP address in the address field of your Web browser.

Note: If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Paper Menu > Custom Types > select the custom name you want to configure > select a paper or specialty media type > Submit**.

Paper and specialty media guide

Paper guidelines

Paper characteristics

The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock.

Weight

The printer can automatically feed paper weights from 60 to 176 g/m² (16 to 47 lb bond) grain long. Paper lighter than 75 g/m² (20 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 80 g/m² (21 lb bond) grain long paper. For paper smaller than 182 x 257 mm (7.2 x 10.1 in.), we recommend 90 g/m² or heavier paper.

Curl

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

Smoothness

Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. Always use paper between 100 and 300 Sheffield points; however, smoothness between 150 and 200 Sheffield points produces the best print quality.

Moisture content

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

Condition paper before printing by storing it in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 60 to 176 g/m² (16 to 47 lb bond) paper, use grain long fibers.

Fiber content

Most high-quality xerographic paper is made from 100% chemically treated pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton possesses characteristics that can negatively affect paper handling.

Selecting paper

Using appropriate paper prevents jams and helps ensure trouble-free printing.

To help avoid jams and poor print quality:

- *Always* use new, undamaged paper.
- Before loading paper, know the recommended print side of the paper. This information is usually indicated on the paper package.
- *Do not* use paper that has been cut or trimmed by hand.
- *Do not* mix paper sizes, types, or weights in the same source; mixing results in jams.
- *Do not* use coated papers unless they are specifically designed for electrophotographic printing.

Using recycled paper and other office papers

As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser and LED (electrophotographic) printers. In 1998, Lexmark presented to the US government a study demonstrating that recycled paper produced by major mills in the US fed as well as non-recycled paper. However, no blanket statement can be made that *all* recycled paper will feed well.

Lexmark consistently tests its printers with recycled paper (20–100% post-consumer waste) and a variety of test paper from around the world, using chamber tests for different temperature and humidity conditions. Lexmark has found no reason to discourage the use of today's recycled office papers, but generally the following property guidelines apply to recycled paper.

- Low moisture content (4–5%)
- Suitable smoothness (100–200 Sheffield units, or 140–350 Bendtsen units, European)

Note: Some much smoother papers (such as premium 24 lb laser and LED papers, 50–90 Sheffield units) and much rougher papers (such as premium cotton papers, 200–300 Sheffield units) have been engineered to work very well in laser and LED printers, despite surface texture. Before using these types of paper, consult your paper supplier.

- Suitable sheet-to-sheet coefficient of friction (0.4–0.6)
- Sufficient bending resistance in the direction of feed

Recycled paper, paper of lower weight ($<60 \text{ g/m}^2$ [16 lb bond]) and/or lower caliper ($<3.8 \text{ mils}$ [0.1 mm]), and paper that is cut grain-short for portrait (or short-edge) fed printers may have lower bending resistance than is required for reliable paper feeding. Before using these types of paper for laser or LED (electrophotographic) printing, consult your paper supplier. Remember that these are general guidelines only and that paper meeting these guidelines may still cause paper feeding problems in any laser or LED printer (for example, if the paper curls excessively under normal printing conditions).

Selecting preprinted forms and letterhead

Use these guidelines when selecting preprinted forms and letterhead:

- Use grain long for 60 to 176 g/m^2 weight paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid papers with rough or heavily textured surfaces.

Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must be able to withstand temperatures up to 200°C (392°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not. When in doubt, contact the paper supplier.

Preprinted papers such as letterhead must be able to withstand temperatures up to 200°C (392°F) without melting or releasing hazardous emissions.

Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40%. Most label manufacturers recommend printing in a temperature range of 18 to 24°C (65 to 75°F) with relative humidity between 40 and 60%.
- Store paper in cartons when possible, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.

Supported paper sizes, types, and weights





















The following tables provide information on standard and optional paper sources and the types of paper they support.







































Note: For an unlisted paper size, select the closest *larger* listed size.

Supported paper sizes

Notes:

- Your printer model may have a 650-sheet duo drawer, which consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The 550-sheet tray of the 650-sheet duo drawer supports the same paper sizes as the optional 550-sheet tray. The integrated multipurpose feeder supports different paper sizes, types, and weights.
- Some printer models may not support the optional 550-sheet tray.


















Paper size	Dimensions	250-sheet tray	Optional 550-sheet tray	Multipurpose feeder	Manual feeder
A4	210 x 297 mm (8.3 x 11.7 in.)				
A5	148 x 210 mm (5.83 x 8.3 in.)				
JIS B5	182 x 257 mm (7.2 x 10.1 in.)				
A6	105 x 148 mm (4.1 x 5.8 in.)	X	X		
Statement	140 x 216 mm (5.5 x 8.5 in.)	X	X		
Letter	216 x 279 mm (8.5 x 11 in.)				
* When Universal is selected, the page is formatted for 216 x 356 mm (8.5 x 14 in.) unless the size is specified by the software program.					

Paper size	Dimensions	250-sheet tray	Optional 550-sheet tray	Multipurpose feeder	Manual feeder
Folio	216 x 330 mm (8.5 x 13 in.)				
Oficio (Mexico)	216 x 340 mm (8.5 x 13 in.)				
Legal	216 x 356 mm (8.5 x 14 in.)				
Executive	184 x 267 mm (7.3 x 10.5 in.)				
Universal*	148 x 210 mm (5.8 x 8.3 in.) up to 216 x 356 mm (8.5 x 14 in.)				
	76 x 127 mm (3 x 5 in.) up to 216 x 356 mm (8.5 x 14 in.)	X	X		
7 3/4 Envelope (Monarch)	98 x 191 mm (3.9 x 7.5 in.)	X	X		
9 Envelope	98 x 225 mm (3.9 x 8.9 in.)	X	X		
10 Envelope	105 x 241 mm (4.1 x 9.5 in.)	X	X		
DL Envelope	110 x 220 mm (4.3 x 8.7 in.)	X	X		
B5 Envelope	176 x 250 mm (6.9 x 9.8 in.)	X	X		
C5 Envelope	162 x 229 mm (6.4 x 9 in.)	X	X		
Monarch	105 x 241 mm (4.1 x 9.5 in.)	X	X		
Other Envelope	98 x 162 mm (3.9 x 6.3 in.) up to 176 x 250 mm (6.9 x 9.8 in.)	X	X		
* When Universal is selected, the page is formatted for 216 x 356 mm (8.5 x 14 in.) unless the size is specified by the software program.					

Supported paper types and weights

Notes:

- Your printer model may have a 650-sheet duo drawer, which consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The 550-sheet tray of the 650-sheet duo drawer supports the same paper as the optional 550-sheet tray. The integrated multipurpose feeder supports different paper sizes, types, and weights.
- Some printer models may not support the optional 550-sheet tray.

Paper type	Standard 250-sheet tray	Optional 550-sheet tray	Multipurpose feeder	Manual feeder
Paper <ul style="list-style-type: none"> Plain^{1, 2} Bond^{1, 2} Glossy Colored Custom Type [x] Letterhead Light^{1, 2} Heavy^{1, 2} Preprinted Rough/Cotton^{1, 2} Recycled 				
Card stock ^{1, 2, 3}				
Transparencies		X		
Labels ^{2, 4, 5} <ul style="list-style-type: none"> Paper 				
Envelopes ^{2, 6, 7}	X	X		

¹ Paper types must be set to match the supported paper weights.

² The duplex unit supports paper weights from 60 to 105 g/m² (16–28-lb) grain long bond paper. The duplex unit does not support card stock, transparencies, envelopes, or labels.

³ For 60 to 176 g/m² (16–47-lb) bond paper, we recommend grain long fibers.

⁴ The pressure-sensitive area must enter the printer first.

⁵ Single-sided paper labels designed for laser printers are supported for occasional use. The use of paper labels should not exceed 20 pages per month. Prolonged use may reduce fuser life. Vinyl, pharmacy, and dual-sided labels are not supported. For more information, see the *Card Stock & Label Guide* on the Lexmark Web site at <http://support.lexmark.com>.

⁶ The maximum weight for 100 percent cotton envelopes is 90 g/m² (24-lb) bond.

⁷ The cotton content limit for 105 g/m² (28-lb) bond envelopes is 25 percent.

Printing

This chapter covers printing, printer reports, and job cancelation. The selection and handling of paper and specialty media can affect how reliably documents print. For more information, see “Avoiding jams” on page 232 and “Storing paper” on page 62.

Printing a document

Printing a document

- 1 From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper.
- 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 settings as necessary.
- d Click **OK > Print**.

For Macintosh users

- a Customize the settings as needed 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 loaded paper.
 - 3 Click **OK**.
- b Customize the settings as needed 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 as needed.
Note: To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder.
 - 3 Click **Print**.

Adjusting toner darkness

- 1 Type the printer IP address into the address field of your Web browser.
If you do not know the IP address of the printer, you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Settings > Print Settings > Quality Menu > Toner Darkness**.

- 3 Adjust the toner darkness setting.
- 4 Click **Submit**.

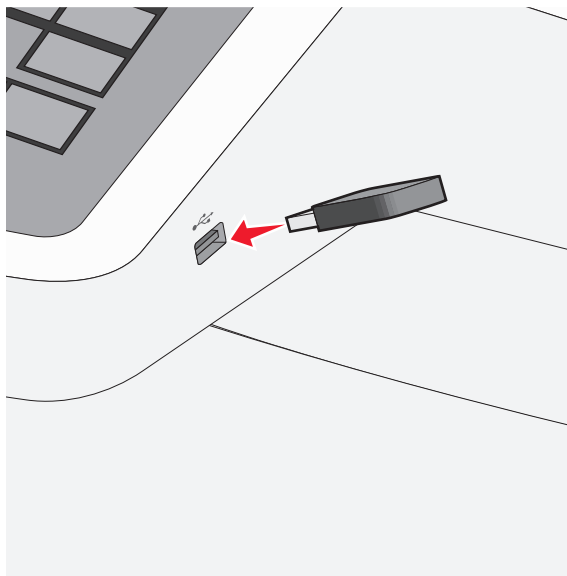
Printing from a flash drive

Printing from a flash drive

Notes:

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

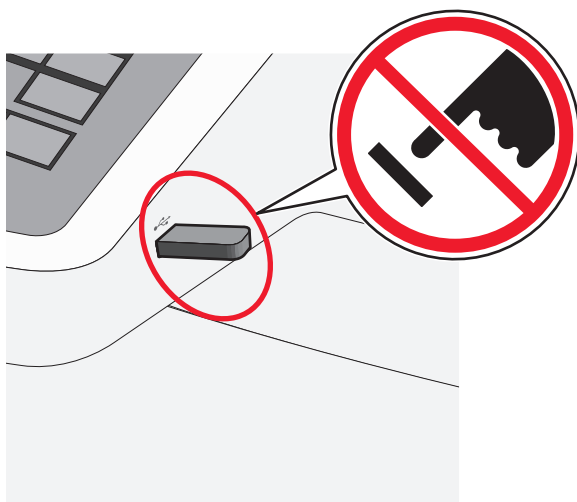
- 1 Insert a flash drive into the USB port.



Notes:

- 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 increase the number of copies to print, 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
<ul style="list-style-type: none"> • Lexar JumpDrive 2.0 Pro (256MB, 512MB, or 1GB sizes) • SanDisk Cruzer Mini (256MB, 512MB, or 1GB sizes) <p>Notes:</p> <ul style="list-style-type: none"> • 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 FAT (<i>File Allocation Tables</i>) system. Devices formatted with NTFS (<i>New Technology File System</i>) or any other file system are not supported. 	<p>Documents:</p> <ul style="list-style-type: none"> • .pdf • .xps <p>Images:</p> <ul style="list-style-type: none"> • .dcm • .gif • .JPEG • .jpg • .bmp • .pcx • .TIFF • .tif • .png

Printing on specialty media

Tips on using card stock

Card stock is heavy, single-ply specialty media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities.

When printing on card stock:

- From MarkVision Professional, the printer software, or the printer control panel:
 - 1 Set the Paper Type to Card Stock.
 - 2 Set the Paper Weight to Card Stock Weight.
 - 3 Set the Card Stock Weight to Normal or Heavy.
- Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems.
- Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 200°C (392°F) without releasing hazardous emissions.
- Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer.
- Use grain short card stock when possible.

Tips on using envelopes

Print samples on the envelopes being considered for use before buying large quantities.

When printing on envelopes:

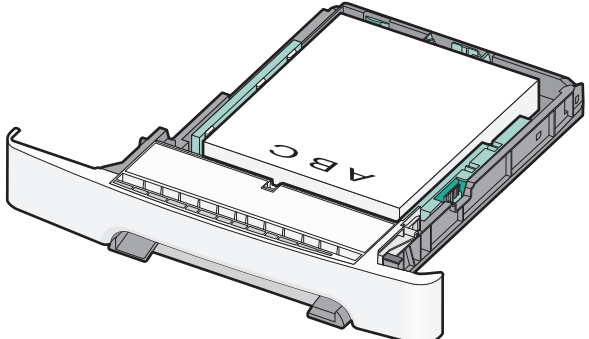
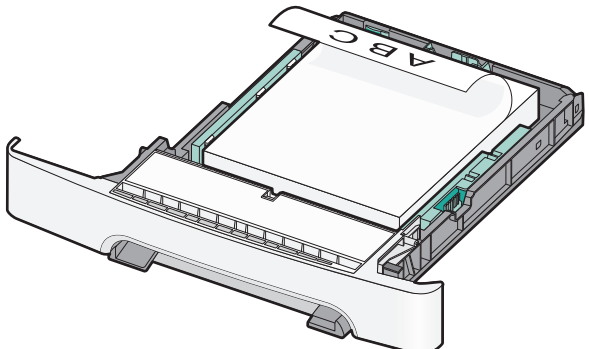
- Feed envelopes from the manual feeder or optional multipurpose feeder.
- Set the Paper Type to Envelope, and select the envelope size.
- Use envelopes designed specifically for laser printers. Check with the manufacturer or vendor to ensure the envelopes can withstand temperatures up to 200°C (392°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions.
- For the best performance, use envelopes made from 60 g/m² (16 lb bond) paper. Use up to 105 g/m² (28 lb bond) weight for envelopes as long as the cotton content is 25% or less. All-cotton envelopes must not exceed 90 g/m² (24 lb bond) weight.
- Use only new envelopes.
- To optimize performance and minimize jams, do not use envelopes that:
 - Have excessive curl or twist
 - Are stuck together or damaged in any way
 - Have windows, holes, perforations, cutouts, or embossing
 - Have metal clasps, string ties, or folding bars
 - Have an interlocking design
 - Have postage stamps attached
 - Have any exposed adhesive when the flap is in the sealed or closed position

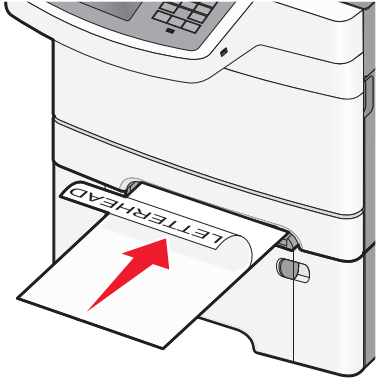
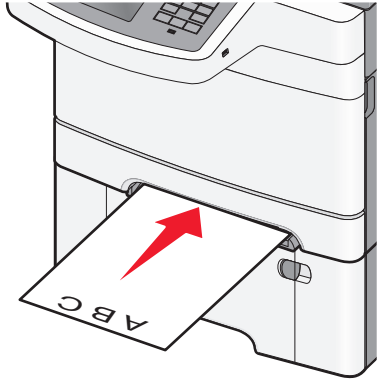
- Have bent corners
- Have rough, cockle, or laid finishes
- Adjust the width guides to fit the width of the envelopes.

Note: A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes.

Tips on using letterhead

Page orientation is important when printing on letterhead. Use the following table to determine which direction to load the letterhead:

Source or process	Print side and paper orientation
<ul style="list-style-type: none"> • Standard 250-sheet tray • Optional 550-sheet tray • Simplex (one-sided) printing from trays 	<p>Printed letterhead design is placed faceup. The top edge of the sheet with the logo is placed at the front of the tray.</p> 
<p>Duplex (two-sided) printing from trays</p>	<p>Printed letterhead design is placed facedown. The top edge of the sheet with the logo is placed at the back of the tray.</p> 
<p>Note: Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser printers.</p>	

Source or process	Print side and paper orientation
Manual feeder (simplex printing) Multipurpose feeder	<p>Preprinted letterhead design is placed facedown. The top edge of the sheet with the logo should enter the manual feeder first.</p> 
Manual feeder (duplex printing) Multipurpose feeder	<p>Preprinted letterhead design is placed faceup. The top edge of the sheet with the logo should enter the manual feeder last.</p> 
<p>Note: Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser printers.</p>	

Tips on using labels

Note: Use paper label sheets for occasional use only. Vinyl, pharmacy, and dual-sided labels are not supported.

For detailed information on label printing, characteristics, and design, see the *Card Stock & Label Guide* available on the Lexmark Web site at <http://support.lexmark.com>.

When printing on labels:

- Use labels designed specifically for laser/LED printers. Check with the manufacturer or vendor to verify that:
 - The labels can withstand temperatures up to 210°C (410°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.

Note: Labels can be printed at a higher fusing temperature up to 220°C (428°F) if Label Weight is set to Heavy. Select this setting using the Embedded Web Server, or from the printer control panel Paper menu.

 - Label adhesives, face sheet (printable stock), and topcoats can withstand up to 25 psi (172 kPa) pressure without delaminating, oozing around the edges, or releasing hazardous fumes.
- Do not use labels with 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 printer and the cartridge with adhesive, and could void the printer and cartridge warranties.
- Do not use labels with exposed adhesive.
- Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label.
- Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.04 in.) away from edges is recommended. Adhesive material contaminates the printer and could void the warranty.
- If zone coating of the adhesive is not possible, remove a 1.6 mm (0.06 in.) strip on the leading and driver edge, and use a non-oozing adhesive.
- Portrait orientation works best, especially when printing bar codes.

Tips on using transparencies

Print a test page on the transparencies being considered for use before buying large quantities.

When printing on transparencies:

- Feed transparencies from the 250-sheet tray, manual feeder, or optional multipurpose feeder.
- Use transparencies designed specifically for laser printers. Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 200°C (392°F) without melting, discoloring, offsetting, or releasing hazardous emissions.
- To prevent print quality problems, avoid getting fingerprints on the transparencies.

Printing confidential and other held jobs

Storing print jobs in the printer

You can set the printer to store print jobs in the printer memory until you start the print job from the printer control panel.

All print jobs that can be initiated by the user at the printer are called *held jobs*.

Note: Confidential, Verify, Reserve, and Repeat print jobs may be deleted if the printer requires extra memory to process additional held jobs.

Print job type	Description
Confidential	Confidential lets you hold print jobs in the computer until you enter the PIN from the control panel. Note: The PIN is set from the computer. It must be four digits, using the numbers 0–9.
Verify	Verify lets you print one copy of a print job while the printer holds the remaining copies. It allows you to examine if the first copy is satisfactory. The print job is automatically deleted from the printer memory once all copies are printed.
Reserve	Reserve allows the printer to store print jobs for printing at a later time. The print jobs are held until deleted from the Help Jobs menu.
Repeat	Repeat prints <i>and</i> stores print jobs in the printer memory for reprinting.

Printing confidential and other held jobs

Note: Confidential and Verify print jobs are automatically deleted from memory after printing. Repeat and Reserve jobs are held in the printer until you choose to delete them.

For Windows users

- 1 With a document open, click **File > Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click **Print and Hold**.
- 4 Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
- 5 Click **OK** or **Print**.
- 6 From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > your user name > Confidential Jobs > enter PIN > select print job > specify number of copies > Print
 - For other print jobs, navigate to:
Held jobs > your user name > select print job > specify number of copies > Print

For Macintosh users

- 1 With a document open, choose **File > Print**.
If necessary, click the disclosure triangle to see more options.
- 2 From the print options or Copies & Pages pop-up menu, choose **Job Routing**.
- 3 Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
- 4 Click **OK** or **Print**.
- 5 From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > your user name > Confidential Jobs > enter PIN > select print job > specify number of copies > Print
 - For other print jobs, navigate to:
Held jobs > your user name > select print job > specify number of copies > Print

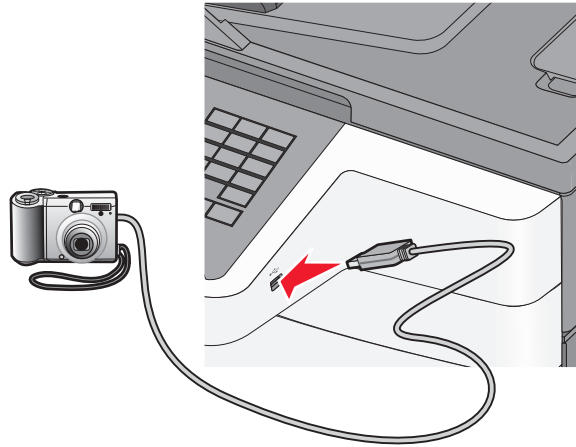
Printing photos from a PictBridge-enabled digital camera

You can connect a PictBridge-enabled digital camera to the printer, and use the buttons on the camera to select and print photos.

- 1 Insert one end of the USB cable into the camera.

Note: Use only the USB cable that came with your camera.

- 2 Insert the other end of the USB cable into the USB port on the front of the printer.



Notes:

- Make sure the PictBridge-enabled digital camera is set to the correct USB mode. See the camera documentation for more information.
- If the PictBridge connection is successful, then a confirmation message appears on the printer display.

- 3 Follow the instructions on the camera to select and print photos.

Note: If the printer is turned off while the camera is connected, then you must disconnect and then reconnect the camera.

Printing information pages

Printing a font sample list

- 1 From the home screen, navigate to:


 > **Reports > Print Fonts**

- 2 Touch **PCL Fonts** or **PostScript Fonts**.

Printing a directory list


A directory list shows the resources stored in a flash memory or on the printer hard disk.

From the home screen, navigate to:

 > **Reports > Print Directory**


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 box, 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

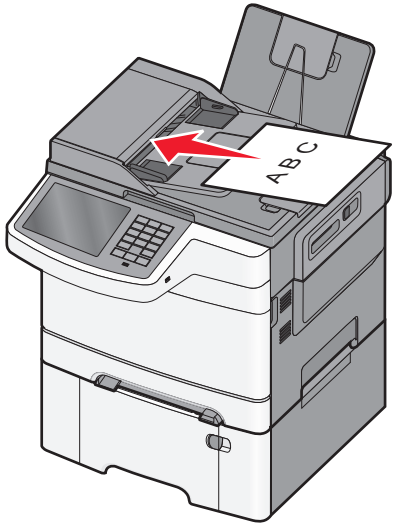
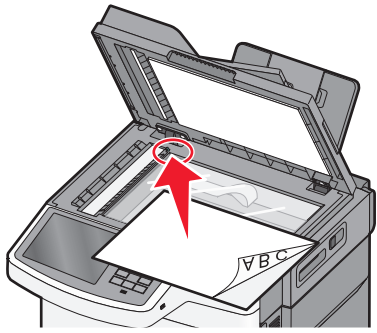
In Mac OS X version 10.5 or later:

- 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 or earlier:

- 1 From the Finder, navigate to:
Go > Applications
- 2 Double-click **Utilities > 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 the **Delete** icon.

Copying

ADF	Scanner glass
	
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

Making copies

Making a quick copy

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

Copying using the ADF

- 1 Load an original document faceup, short edge first into the ADF.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 Adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > change the copy settings > Copy It

Copying using the scanner glass

- 1 Place an original document facedown on the scanner glass in the upper left corner.
- 2 From the home screen, navigate to:
Copy > change the copy settings > **Copy It**
- 3 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.
- 4 Touch **Finish the Job** to return to the home screen.




Copying film photos

- 1 Place a photo facedown on the upper left corner of the scanner glass.
- 2 From the home screen, navigate to:

Copy > **Content** > **Photo** >  > **Photo/Film** >  > **Copy It** > **Scan the Next Page** or **Finish the Job**

Copying on specialty media

Copying on transparencies

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > **Copy from** > size of the original document > 
- 4 Touch **Copy to**, and then select the tray that contains transparencies, or touch **Manual Feeder Size**.
- 5 Load transparencies in the multipurpose feeder.
- 6 From the home screen, navigate to:
 > select the desired size of the transparencies > **Manual Feeder Type** >  > **Copy It**


Copying on letterhead

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.



- 3 From the home screen, navigate to:
Copy > Copy from > size of the original document > Copy to > Manual Feeder
- 4 Place the letterhead faceup, top edge first in the multipurpose feeder.
- 5 Select the size of the letterhead.
- 6 Navigate to:
Continue > Letterhead > Continue > Copy It

Customizing copy settings

Copying in black and white

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > Allow color copies > Off >  > Submit

Copying to a different size

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **Copy**.
- 4 Touch **Copy from** > select the size of the original document > .
- 5 Touch **Copy to** > select the size of the copy > .
- 6 Touch **Copy It**.

Making copies using paper from a selected tray

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:
Copy > Copy from > size of the original document > Copy to
- 4 Touch **Manual Feeder** or select the tray that contains the paper type you want to use.
Note: If you choose Manual Feeder, then you will also need to select the paper size and type.
- 5 Touch **Copy It**.

Copying different paper sizes

Use the ADF to copy original documents with different paper sizes. Depending on the paper sizes loaded and the “Copy to” and “Copy from” settings, each copy is either printed on mixed paper sizes (Example 1) or scaled to fit a single paper size (Example 2).

Example 1: Copying on mixed paper sizes

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:

Copy > Copy from > Mixed Sizes >  > Copy to > Auto Size Match >  > Copy It

The scanner identifies the different paper sizes as they are scanned. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

Example 2: Copying on a single paper size

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:

Copy > Copy from > Mixed Sizes >  > Copy to > Letter >  > Copy It

The scanner identifies the different paper sizes as they are scanned, and then scales the mixed paper sizes to fit on the paper size selected.

Copying on both sides of the paper (duplexing)

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **Copy**.

- 4 From the Sides (Duplex) area, touch the button for your preferred duplexing method.

The first number represents sides of the original documents; the second number represents sides of the copy. For example, select 1-sided to 2-sided if you have 1-sided original documents and you want 2-sided copies.

- 5 Touch  and then **Copy It**.

Reducing or enlarging copies

Copies can be reduced to 25% of the original document size or enlarged to 400% of the original document size. The factory default setting 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 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **Copy**.
- 4 From the Scale area, touch the arrows to enlarge or reduce your copies.
Touching “Copy to” or “Copy from” after setting Scale manually changes the scale value back to Auto.
- 5 Touch **Copy It**.

Adjusting copy quality

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > Content
- 4 Touch the button that best represents the content type of the document you are copying:
 - **Text**—Use when the content of the original document is mostly text or line art.
 - **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
 - **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
 - **Photo**—Use when the original document is mostly a photo or an image.

- 5 Touch .

- 6 Touch the button that best represents the content source of the document you are copying:
 - **Color Laser**—Use when the original document was printed using a color laser printer.
 - **Black/White Laser**—Use when the original document was printed using a mono laser printer.

- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

7 Touch  > **Copy It.**

Collating copies

If you print multiple copies of a document, then you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

Collated



Not collated



By default, Collate is set to On. If you do not want to collate your copies, then change the setting to Off:

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > enter the number of copies > **Collate** > **Off** >  > **Copy It**

Placing separator sheets between copies

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > **Advanced Options** > **Separator Sheets**

Note: Collate must be set to On for the separator sheets to be placed between copies. If Collate is set to Off, then the separator sheets are added to the end of the print job.

- 4 Select one of the following:

- **Between Copies**
- **Between Jobs**

- **Between Pages**
- **Off**

5 Touch  > **Copy It.**

Copying multiple pages onto a single sheet

In order to save paper, you can copy either two or four consecutive pages of a multiple-page document onto a single sheet of paper.

Notes:

- The Paper Size must be set to Letter, Legal, A4, or JIS B5.
- The Copy Size must be set to 100%.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > Advanced Options > Paper Saver > select desired output >  > Copy It

Creating a custom copy job (job build)

The custom copy 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 scans the first set of original documents using the supplied parameters, and then it scans the next set with the same or different parameters.

The definition of a set depends on the scan source:

- If you scan a document on the scanner glass, then a set consists of one page.
- If you scan multiple pages using the ADF, then a set consists of all scanned pages until the ADF becomes empty.
- If you scan one page using the ADF, then a set consists of one page.

For example:

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > Options > Custom Job > On > Done > Copy It

When the end of a set is reached, the scan screen appears.


- 4 Load the next document faceup, short edge first into the ADF or facedown on the scanner glass, and then touch **Scan the Automatic Document Feeder** or **Scan the flatbed**.

Note: If required, change the job settings.

- 5 If you have another document to scan, then repeat the previous step. Otherwise, touch **Finish the job**.


Placing information on copies

Placing the date and time at the top of each page

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > Advanced Options > Header/Footer
- 4 Pick an area of the page where you want to place the date and time.
- 5 Touch **Yes** or **No** >  > **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, Custom or Draft. To place a message on the copies:

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > Advanced Options > Overlay > select overlay message > .
4 Touch **Copy It**.

Canceling a copy job

Canceling a copy job while the document is in the ADF

When the ADF begins processing a document, the scanning screen appears. To cancel the copy job, touch **Cancel Job** on the touch screen.


A “Canceling scan job” screen appears. The ADF clears all pages in the ADF and cancels the job.

Canceling a copy job while copying pages using the scanner glass

Touch **Cancel Job** on the touch screen.

A “Canceling scan job” screen appears. Once the job is canceled, the copy screen appears.

Canceling a copy job while the pages are being printed

1 Touch **Cancel Job** on the touch screen, or press  on the keypad.

2 Touch the job you want to cancel.

3 Touch **Delete Selected Jobs**.

The remaining print job is canceled. The home screen appears.

Understanding the copy screens and options

Copy from

This option opens a screen where you can enter the paper size of the original document.

- Touch the paper size that matches the original document.
- When “Copy from” is set to Mixed Sizes, the scanner identifies the different paper sizes as they are scanned. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

Copy to

This option opens a screen where you can enter the paper size and type on which your copies will be printed.

- Touch the paper size and type that matches the paper loaded.
- If the paper size setting for “Copy from” and “Copy to” are different, then the printer automatically adjusts the Scale setting to accommodate the difference.

Copies

This option allows you to set the number of copies to be printed.

Scale

This option 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 from legal-size to letter-size paper, setting the “Copy from” and “Copy to” paper sizes automatically changes the scale to keep all the original document information on your copy.
- Touch the left arrow to decrease the value by 1%; touch the right arrow to increase the value by 1%.
- Hold your finger on an arrow to make a continuous increment change.
- Hold your finger on an arrow for two seconds to cause the pace of the change to accelerate.

Darkness

This option adjusts how light or dark your copies will turn out in relation to the original document.

Sides (Duplex)

Use this option to select duplex settings. You can print copies on one or two sides, make two-sided copies (duplex) of two-sided original documents, make two-sided copies from one-sided original documents, or make one-sided copies (simplex) from two-sided original documents.

Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document. The factory 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).

Content

This option lets you set the original document type and source.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Color

This option enables or disables color for the scanned image.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **Advanced Duplex**—Use to specify the document orientation, whether documents are one-sided or two-sided, and how documents are bound.

Note: Some Advanced Duplex options are available only on select printers.

- **Advanced Imaging**—Use to change or adjust Auto Center, Background Removal, Color Balance, Color Dropout, Contrast, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you copy the document.
- **Create Booklet**—Use to create a booklet. You can choose between 1-sided and 2-sided.

Note: This option appears only when a print duplexer and printer hard disk are installed.

- **Cover Page Setup**—Use to set copy cover page and booklet cover page.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a 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 on that portion of the scan.
- **Header/Footer**—Use to turn on Date/Time, Page number, Bates number, or Custom text, and prints them in the specified header or footer location.
- **Margin Shift**—Use to increase the size of the margin of a specified distance by shifting the scanned image. 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, then the copy will be cropped.
- **Overlay**—Use to create a watermark (or message) that overlays the content of your copy. You can choose from Urgent, Confidential, Copy, and Draft, or you can enter a custom message in the "Enter custom text" field. The word you pick will appear, faintly, in large print across each page.

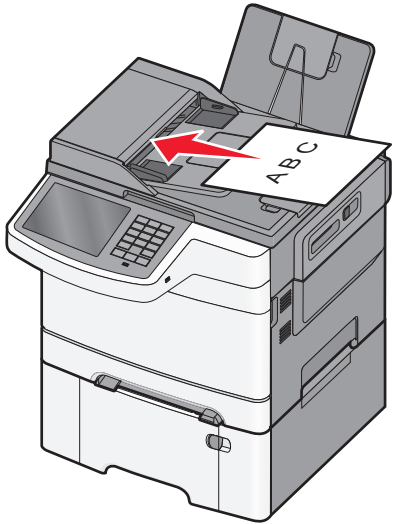
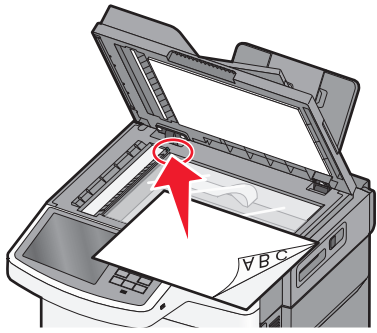
Note: A custom overlay can also be created by your system support person. When a custom overlay is created, a button with an icon of that overlay will be available.

- **Paper Saver**—Use to print two or more sheets of an original document 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.
- **Separator Sheets**—Use to place a blank piece of paper between copies, pages, or print jobs. The separator sheets can be drawn from a tray that contains a type or color of paper that is different from the paper your copies are printed on.

Save As Shortcut

This option allows the current settings to be saved as a shortcut by assigning a number.

E-mailing

ADF	Scanner glass
	
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

You can use the printer to e-mail scanned documents to one or more recipients. There are three ways to send an e-mail from the printer. You can type the e-mail address, use a shortcut number, or use the address book.

Getting ready to e-mail

Setting up the e-mail function

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings**.

- 3 Under Default Settings, click **E-mail/FTP Settings**.

- 4 Click **E-mail Settings** > **Setup E-mail Server**.

- 5 Fill in the fields with the appropriate information.

- 6 Click **Submit**.

Configuring e-mail settings

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > E-mail/FTP Settings > E-mail Settings**.

3 Fill in the fields with the appropriate information.

4 Click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Under Other Settings, click **Manage Shortcuts > E-mail Shortcut Setup**.

4 Type a unique name for the recipient, and then enter the e-mail address.

Note: If you are entering multiple addresses, then separate each address with a comma (,).

5 Select the 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, then you are prompted to select another number.

Creating an e-mail shortcut using the touch screen

1 From the home screen, navigate to:

E-mail > Recipient > type an e-mail address

To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

2 Touch .


3 Type a unique name for the shortcut, and then touch **Done**.

4 Verify that the shortcut name and number are correct, and then touch **OK**.



If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

E-mailing a document


Sending an e-mail using the touch screen

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
Note: Make sure the size of the original document and the copy paper size are the same. Failure to set the proper size may result to a cropped image.
- 3 From the home screen, navigate to:
E-mail > Recipient
- 4 Enter the e-mail address, or press  and then enter the shortcut number.
To enter additional recipients, touch **Next Address**, and then enter the address or shortcut number you want to add.
Note: You can also enter an e-mail address using the address book.
- 5 Touch **Done > Send It**.

Sending an e-mail using a shortcut number

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 Press , enter the shortcut number using the keypad, and then touch .
To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add.
- 4 Touch **Send It**.

Sending an e-mail using the address book

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
E-mail > Recipient(s) >  > enter the name of recipient > Browse shortcuts

- 4 Touch the name of the recipients.

To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add, or search the address book.

- 5 Touch **Done**.

Customizing e-mail settings

Adding e-mail subject and message information

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, touch **E-mail**.
- 4 Type an e-mail address.
- 5 Touch **Options > Subject**.
- 6 Type the e-mail subject.
- 7 Touch **Done > Message**.
- 8 Type an e-mail message.
- 9 Touch **Done > E-mail It**.

Changing the output file type

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
E-mail > Recipient > type an e-mail address > Send as
- 4 Touch the button that represents the file type you want to send.
 - **PDF**—Use this to create a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
 - **Secure PDF**—Use this to create an encrypted PDF file that protects the file contents from unauthorized access.
 - **TIFF**—Use this to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.

- **JPEG**—Use this to create and attach a separate file for each page of your original document, viewable by most Web browsers and graphics programs.
- **XPS**—Use this to create a single XML Paper Specification (XPS) file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third-party standalone viewer.

5 Touch **E-mail It**.

Note: If you selected Secure PDF, you will be prompted to enter your password twice.

Canceling an e-mail

- When using the ADF, touch **Cancel Job** while **Scanning** appears.
- When using the scanner glass, touch **Cancel Job** while **Scanning** appears, or while **Scan the Next Page / Finish the Job** appears.

Understanding e-mail options

Recipients

This option lets you enter the destination of your e-mail. You may enter multiple e-mail addresses.

Subject

This option lets you enter a subject line for your e-mail.

Message

This option lets you enter a message that will be sent with your scanned attachment.

File Name

This option lets you customize the attachment file name.

Original Size

This option opens a screen where you can choose the size of the documents you are going to e-mail.

- Touch a paper size button to select that size as the Original Size setting. The e-mail screen appears with the new setting displayed.
- When “Original Size” is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes.

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.

Color

This option sets the output color for the scanned image. Touch to enable or disable color.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Send As

This option sets the output (PDF, TIFF, JPEG or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, 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, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation**— Specifies the orientation of the original document, and then changes **Sides** and **Binding** to match the orientation.
- **Binding**— Specifies if the original document is bound on the long-edge or short-edge side.

Scan Preview

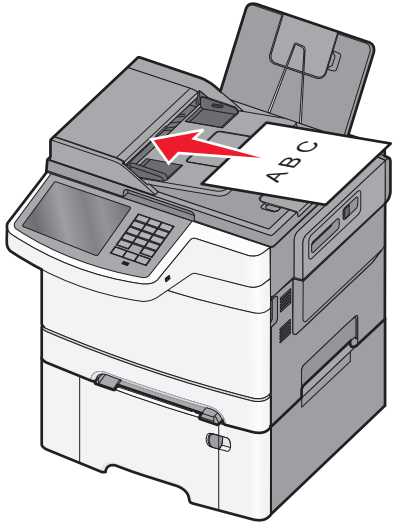
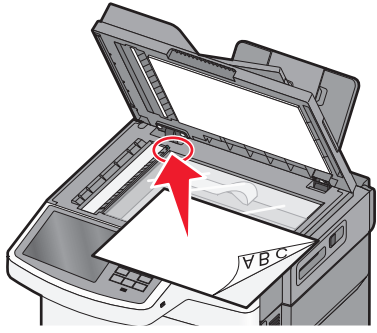
This option displays the first page of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

Advanced Options

Touching this button opens a screen where you can change the following settings:

- **Advanced Imaging**—Use to adjust the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you e-mail the document.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a 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 on that portion of the scan.
- **Transmission Log**—Use to print the transmission log or transmission error log.


Faxing

ADF	Scanner glass
 <p>Use the ADF for multiple-page documents.</p>	 <p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p>

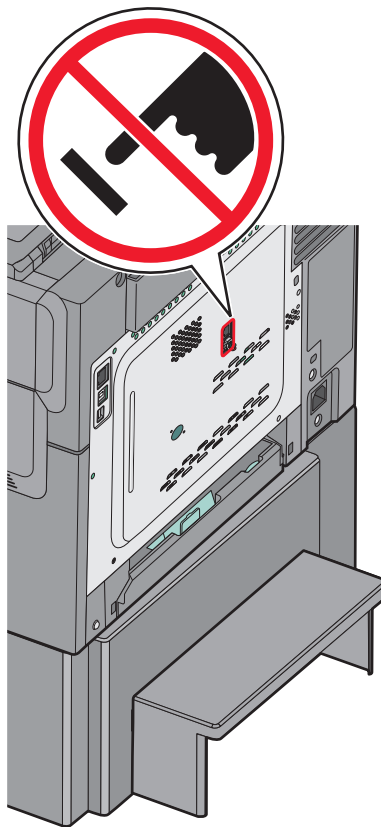
Getting the printer ready to fax

The following connection methods may not be applicable in all countries or regions.

Note: During the initial printer setup, deselect Fax and any other function you plan to set up later, and then touch **Continue**. The indicator light may blink red if the fax function is enabled and not fully set up.

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

Warning—Potential Damage: Do not touch cables or the printer in the area shown while actively sending or receiving a fax.



Initial fax setup

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: station name (identification of the business, other entity, or individual sending the message) and station number (telephone number of the sending fax machine, business, other entity, or individual).

To enter your fax setup information, use the printer control panel, or use your browser to access the Embedded Web Server and then enter the Settings menu.

Note: If you do not have a TCP/IP environment, then you must use the printer control panel to enter your fax setup information.

Using the printer control panel for fax setup

When the printer is turned on for the first time or if the printer has been off for an extended time, a series of start-up screens appear. If the printer has fax capabilities, then the following screens appear:

Fax Name or Station Name

Fax Number or Station Number

- 1** When **Fax Name** or **Station Name** appears, enter the name to be printed on all outgoing faxes.
- 2** After entering the Fax Name or Station Name, touch **Submit**.
- 3** When **Fax Number** or **Station Number** appears, enter the printer fax number.
- 4** After entering the Fax Number or Station Number, touch **Submit**.

Using the Embedded Web Server for fax setup

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings > Fax Settings > Analog Fax Setup**.

3 In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.

4 In the Fax Number or Station Number field, enter the printer fax number.

5 Click **Submit**.

Choosing a fax connection

You can connect the printer with equipment such as a telephone, an answering machine, or a computer modem. To determine the best way to set up the printer, see the following table.


Notes:

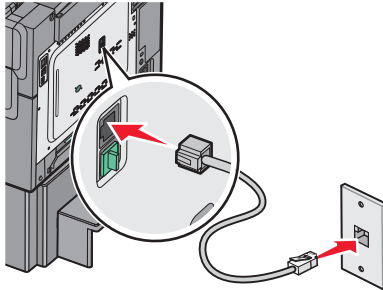
- The printer is an analog device that works best when directly connected to the wall outlet. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps.
- If you want a digital connection such as ISDN, DSL, or ADSL, a third-party device (such as a DSL filter) is required. Contact your DSL provider for a DSL filter. The DSL filter removes the digital signal on the telephone line that can interfere with the ability of the printer to fax properly.
- You *do not* need to attach the printer to a computer, but you *do* need to connect it to an analog telephone line to send and receive faxes.

Equipment and service options	Fax connection setup
Connect directly to the telephone line	See “Connecting to an analog telephone line” on page 96
Connect to a Digital Subscriber Line (DSL or ADSL) service	See “Connecting to a DSL service” on page 96.
Connect to a Private Branch eXchange (PBX) or Integrated Services Digital Network (ISDN) system	See “Connecting to a PBX or ISDN system” on page 96.
Use a Distinctive Ring service	See “Connecting to a distinctive ring service” on page 97.
Connect to a telephone line, telephone, and answering machine	See “Connecting the printer and a telephone or answering machine to the same telephone line” on page 98
Connect through an adapter used in your area	See “Connecting to an adapter for your country or region” on page 100.
Connect to a computer with a modem	See “Connecting to a computer with a modem” on page 105.

Connecting to an analog telephone line


If your telecommunications equipment uses a US-style (RJ11) telephone line, then follow these steps to connect the equipment:

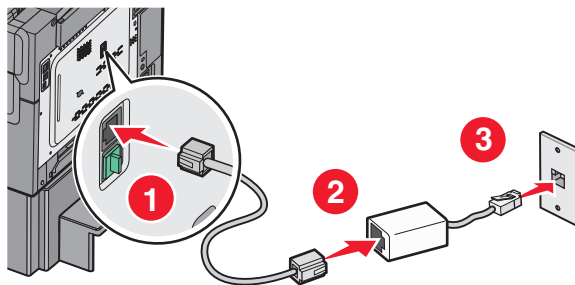
- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.



Connecting to a DSL service


If you subscribe to a DSL service, then contact the DSL provider to obtain a DSL filter and telephone cord, and then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to the DSL filter.
- Note:** Your DSL filter may look different than the one in the illustration.
- 3 Connect the DSL filter cable to an active telephone wall jack.



Connecting to a PBX or ISDN system

If you use a PBX or ISDN converter or terminal adapter, then follow these steps to connect the equipment:


- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to the port designated for fax and telephone use.

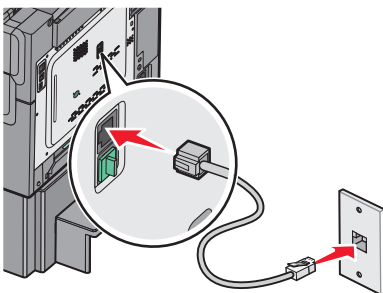
Notes:

- Make sure the terminal adapter is set to the correct switch type for your region.
- Depending on the ISDN port assignment, you may have to connect to a specific port.
- When using a PBX system, make sure the call waiting tone is off.
- When using a PBX system, dial the outside line prefix before dialing the fax number.
- For more information on using the fax with a PBX system, see the documentation that came with your PBX system.

Connecting to a distinctive ring service

A distinctive ring service may be available from your telephone service provider. This service allows you to have multiple telephone numbers on one telephone line, with each telephone number having a different ring pattern. This may be useful for distinguishing between fax and voice calls. If you subscribe to a distinctive ring service, then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.



- 3 Change the Distinctive Rings setting to match the setting you want for the printer to answer:


Note: The factory default setting for distinctive rings is **On**. This allows the printer to answer single, double, and triple ring patterns.

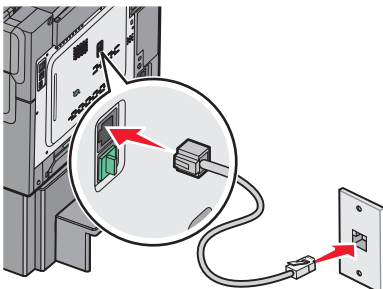
- a From the home screen, navigate to:


 > **Settings** > **Fax Settings** > **Analog Fax Settings** > **Distinctive Rings**

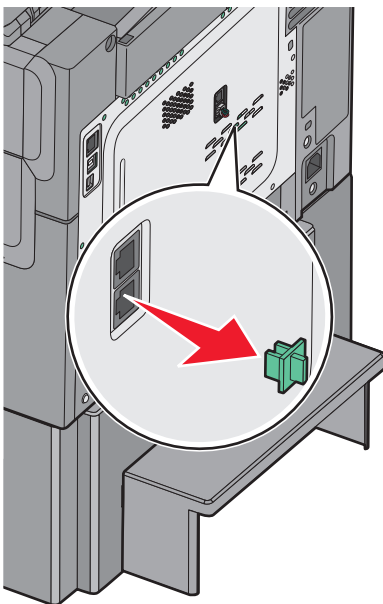
- b Select the pattern setting you want to change, and then touch **Submit**.

Connecting the printer and a telephone or answering machine to the same telephone line

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack .



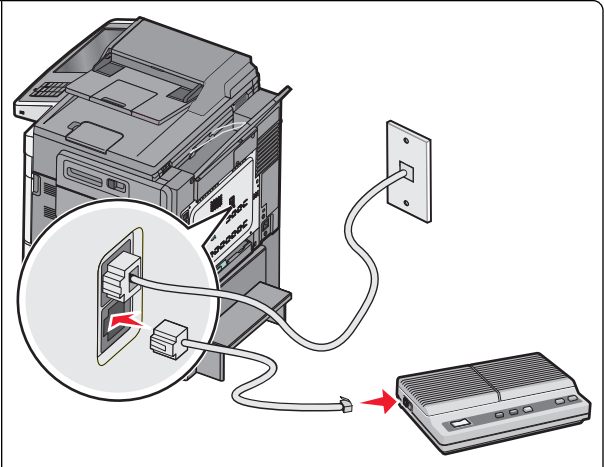
- 3 Remove the plug from the printer EXT port .



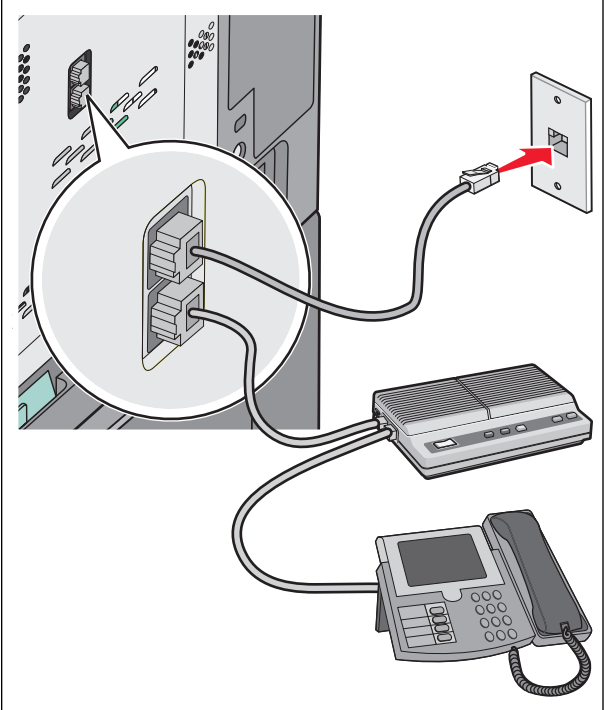
- 4 Connect your telecommunications equipment directly to the printer EXT port .

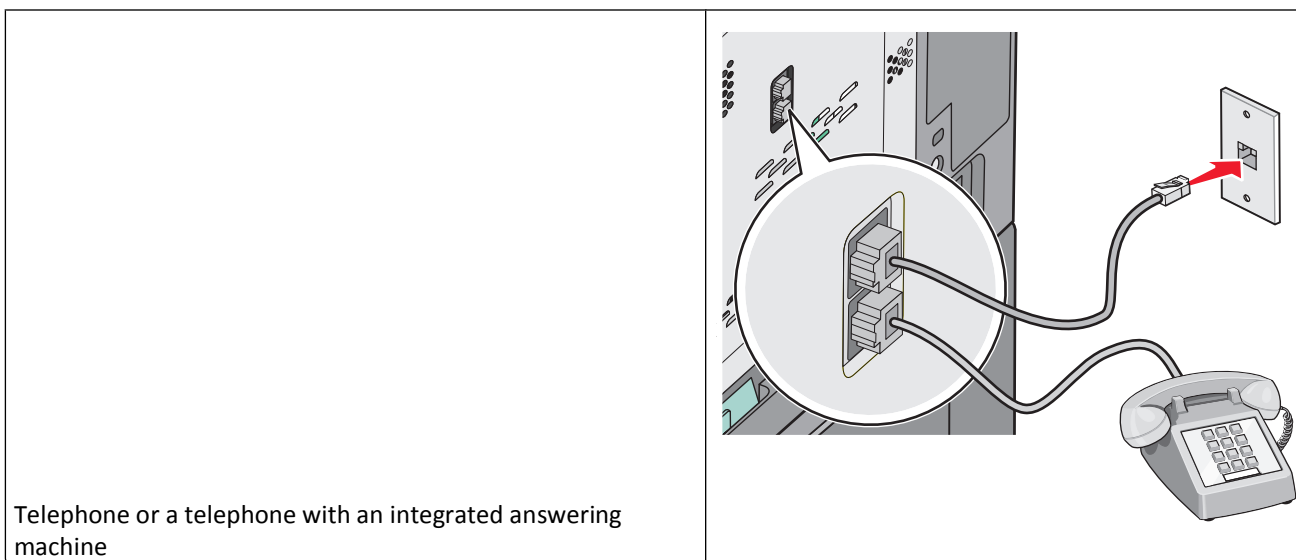
Use one of the following methods:

Answering machine



Answering machine and telephone





Connecting to an adapter for your country or region


The following countries or regions may require a special adapter to connect the telephone cable to the active telephone wall jack:


Country/region

- Austria
- Cyprus
- Denmark
- Finland
- France
- Germany
- Ireland
- Italy
- New Zealand
- Netherlands
- Norway
- Portugal
- Sweden
- Switzerland
- United Kingdom

Countries or regions except Austria, Germany, and Switzerland

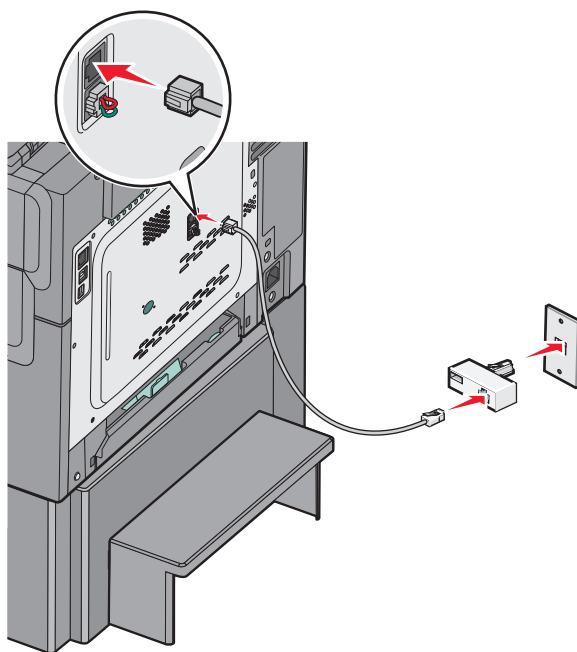
For some countries or regions, a telephone line adapter is included in the box. Use this adapter to connect an answering machine, telephone, or other telecommunications equipment to the printer.

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .

Note: There is a special RJ-11 plug installed in the printer EXT port . Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

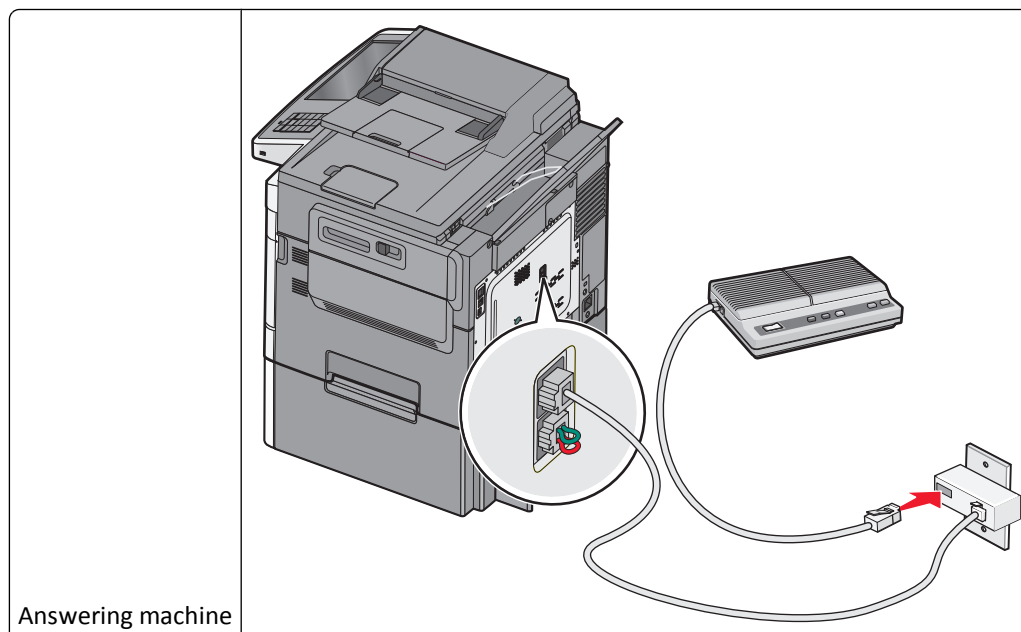
- 2 Connect the other end of the telephone cable to the adapter, and then connect the adapter to the active telephone wall jack.

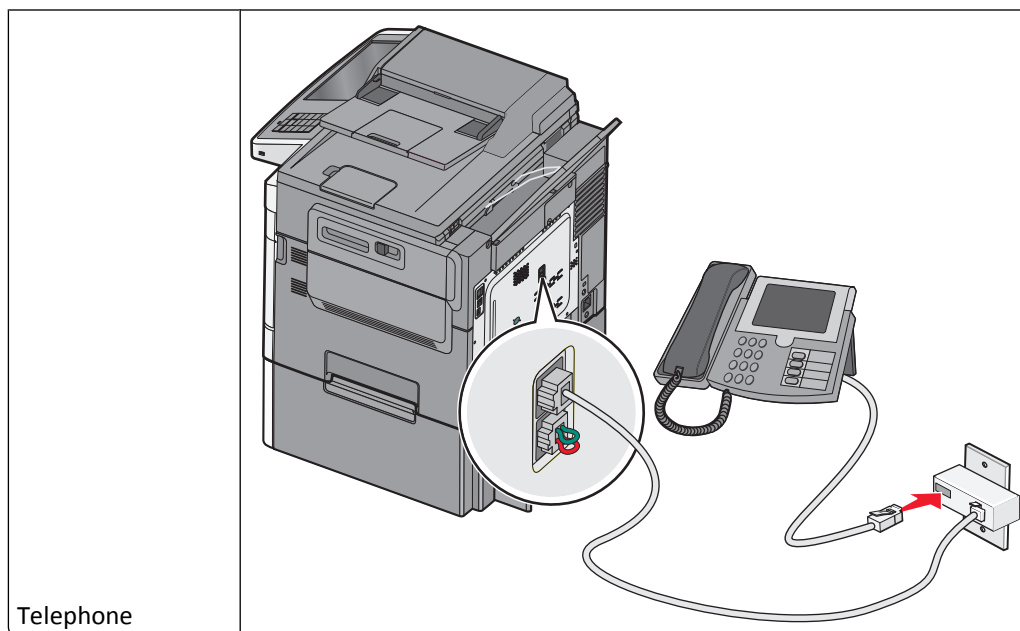
Note: Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.



3 Connect the answering machine or telephone to the adapter.

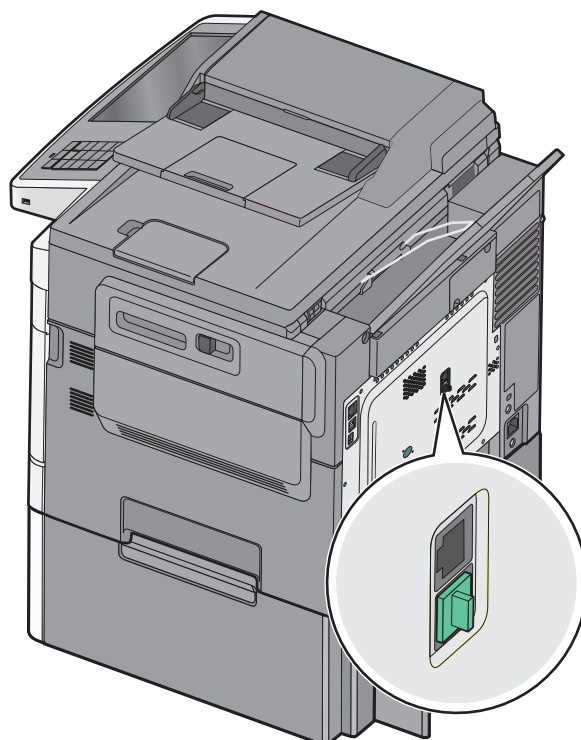
Use one of the following methods:







Austria, Germany, and Switzerland

There is a special RJ-11 plug installed in the printer EXT port . Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

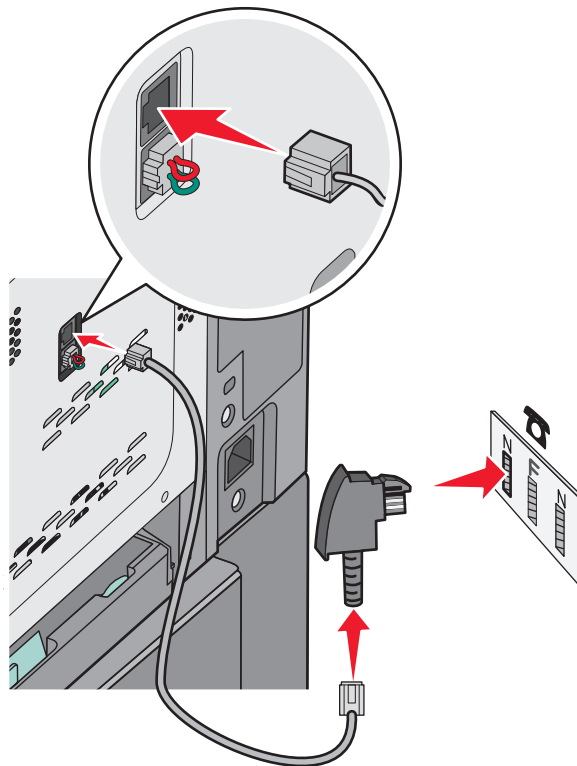


Connecting to a telephone wall jack in Germany

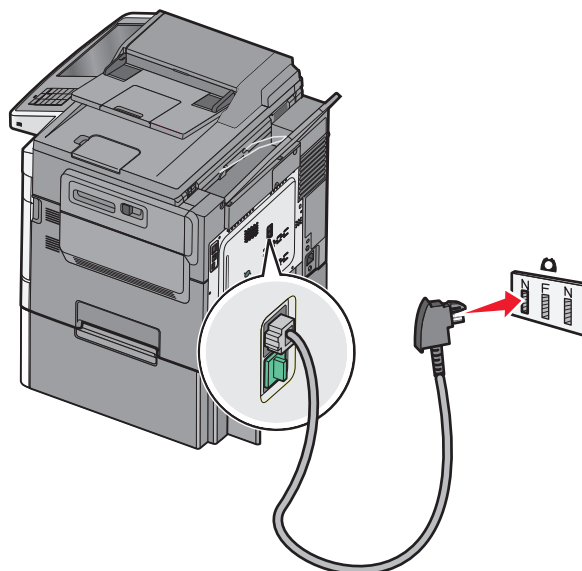
Note: There is a special RJ-11 plug installed in the printer EXT port . Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to the adapter.

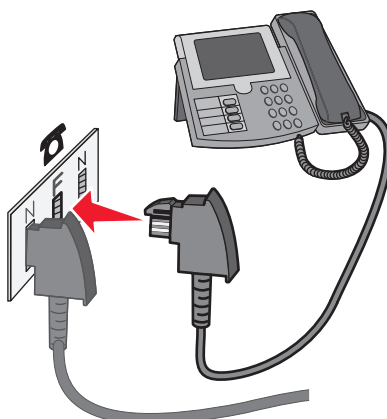
Note: Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.



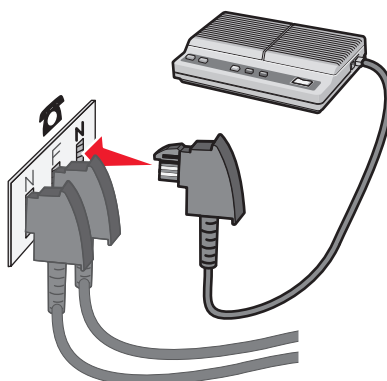
- 3** Connect the adapter into the N slot of an active analog telephone wall jack.



- 4** If you would like to use the same line for both fax and telephone communication, then connect a second telephone line (not provided) between the telephone and the F slot of an active analog telephone wall jack.




- 5** If you would like to use the same line for recording messages on your answering machine, then connect a second telephone cable (not provided) between the answering machine and the other N slot of the active analog telephone wall jack.

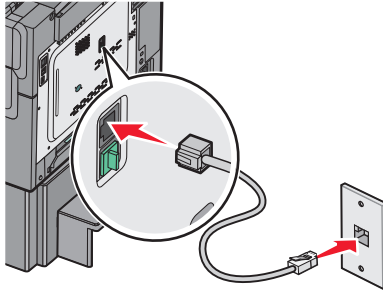



Connecting to a computer with a modem

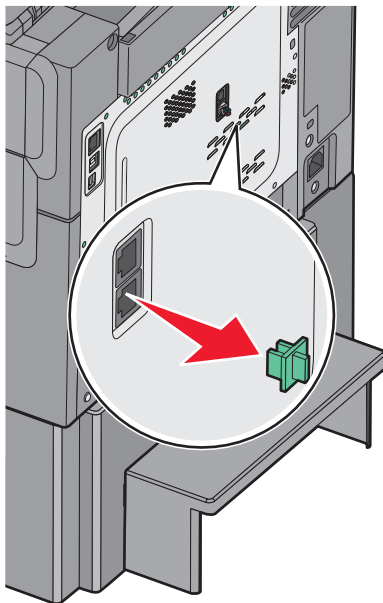
Connect the printer to a computer with a modem to send faxes from the software program.

Note: Setup steps may vary depending on your country or region.

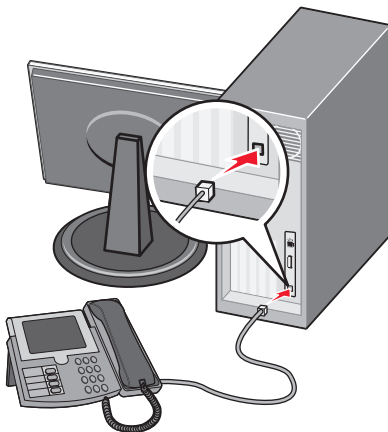
- 1 Connect one end of the telephone cable that came with the printer to the printer LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.




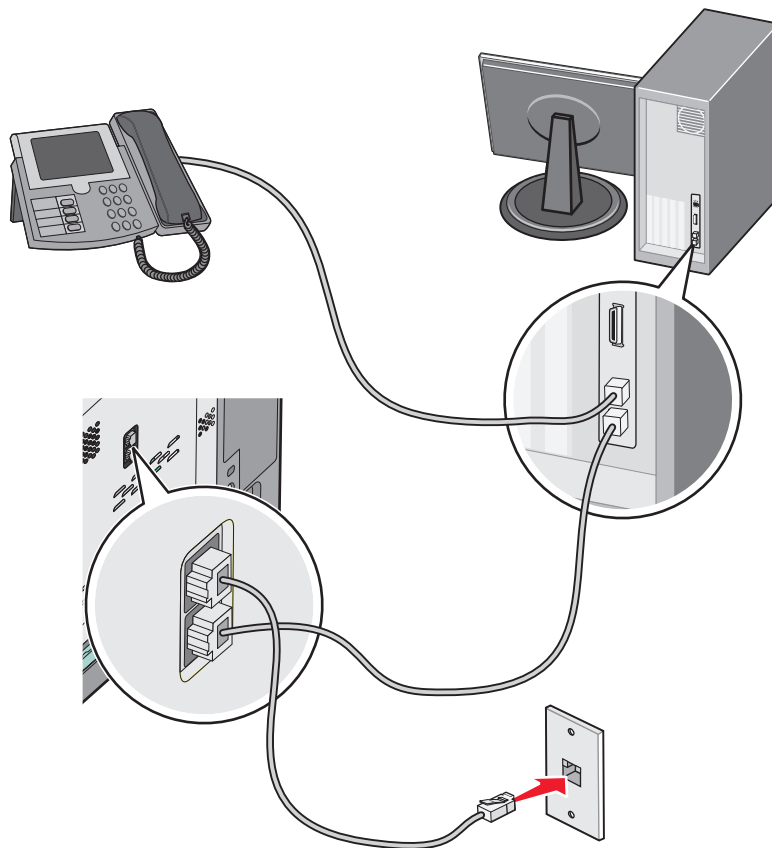
- 3 Remove the protective plug from the printer EXT port .



4 Connect your telephone to the computer telephone jack.



5 Connect an additional telephone cord (not provided) from the computer modem to the printer EXT port .



Setting the outgoing fax or station name and number

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Fax Settings > Analog Fax Setup**.
- 3 In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.
- 4 In the Fax Number or Station Number field, enter the printer fax number.
- 5 Click **Submit**.

Setting the date and time

You can set the date and time so that they are printed on every fax you send. If there is a power failure, then you may have to reset the date and time.

- 1 Type the printer IP address in the address field of your Web browser.
If you do not know the IP address of the printer, then you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Security > Set Date and Time**.
- 3 In the Set Date & Time field, enter the current date and time.
- 4 Click **Submit**.

Note: It is recommended to use the network time.

Configuring the printer to observe daylight saving time

The printer can be set to automatically adjust for daylight saving time:

- 1 Type the printer IP address in the address field of your Web browser.
If you do not know the IP address of the printer, then you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Security > Set Date and Time**.
- 3 Select the **Automatically Observe DST** checkbox, and then enter the DST start and end dates in the Custom Time Zone Setup section.
- 4 Click **Submit**.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the printer control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **Manage Shortcuts** > **Fax Shortcut Setup**.

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

3 Type a unique name for the shortcut, and then enter 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 (;).

4 Assign a shortcut number.

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

5 Click **Add**.

Creating a fax destination shortcut using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.


2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Fax > enter the fax number

To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

4 Navigate to:

 > enter a name for the shortcut > **Done** > **OK** > **Fax It**

Sending a fax

Sending a fax using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.


Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, touch **Fax**.

- 4 Enter the fax number or a shortcut using the touch screen or keypad.

To add recipients, touch **Next Number** and then enter the recipient's telephone number or shortcut number, or search the address book.

Note: To place a dial pause within a fax number, press . The dial pause appears as a comma in the "Fax to" box. Use this feature if you need to dial an outside line first.

- 5 Touch **Fax It**.

Sending a fax using the computer

The printer driver fax option allows you to "print to fax," where the printer will send a queued document as a fax rather than print it. The fax option functions as a normal fax machine, but is controlled through the printer driver instead of the printer control panel.

- 1 With a document open, click **File > Print**.
- 2 Select the printer, and then navigate to:
Properties > Fax tab > Enable fax
- 3 Enter the recipient fax number(s) in the "Fax number(s)" field.
Fax numbers can be entered manually or by using the Phone Book feature.
- 4 If necessary, enter a prefix in the Dialing prefix field.
- 5 Select the appropriate paper size and page orientation.
- 6 If you want to include a cover page with the fax, then select **Include cover page with fax**, and enter the appropriate information.
- 7 Click **OK**.

Notes:

- The Fax option is available for use only with the PostScript driver or the Universal Fax Driver. For information on installing these drivers, see the *Software and Documentation* CD.
- The Fax option must be configured and enabled in the PostScript driver under Configuration tab before it can be used.
- If the **Always display settings prior to faxing** check box is selected, then you will be prompted to verify the recipient information before the fax is sent. If this check box is not selected, then the queued document will be sent automatically as a fax when you click **OK** on the Fax tab.


Sending a fax using shortcuts

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. A shortcut number (1–99999) can contain a single recipient or multiple recipients.

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

3 Press , and then enter the shortcut number using the keypad.

4 Touch **Fax It**.

Sending a fax using the address book

The address book enables you to search for bookmarks and network directory servers.

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

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Fax >  > **Browse shortcuts**

4 Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find.

Note: Do not attempt to search for multiple names at the same time.

5 Touch **Done** > **Fax It**.

Customizing fax settings

Changing the fax resolution

Settings range from Standard (fastest speed) to Super Fine (slowest speed but best quality).

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Fax > enter the fax number > **Options**

4 From the Resolution area, touch the arrows to change to the resolution you want.

5 Touch **Fax It**.

Making a fax lighter or darker

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:
Fax > enter the fax number > **Options**
- 4 From the Darkness area, touch the arrows to adjust the darkness of the fax.
- 5 Touch **Fax It**.

Sending a fax at a scheduled time

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax > enter the fax number > **Options** > **Advanced Options** > **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.
- 4 Touch the arrows to adjust the time the fax will be transmitted.
The time is increased or decreased in increments of 30 minutes. If the current time is shown, the left arrow is unavailable.
- 5 Touch **Fax It**.
Note: The document is scanned and then faxed at the scheduled time.

Viewing a fax log

- 1 Type the printer IP address into the address field of your Web browser.
If you do not know the IP address of the printer, you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Settings** > **Reports** > **Fax Job Log** or **Fax Call Log**.

Blocking junk faxes

- 1 Type the printer IP address into the address field of your Web browser.
If you do not know the IP address of the printer, you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Settings** > **Fax Settings** > **Analog Fax Setup** > **Block No Name Fax**.

Notes:

- This option blocks all incoming faxes that have a private caller ID or no fax station name.
- In the Banned Fax List field, enter the phone numbers or fax station names of specific fax callers you want to block.

Canceling an outgoing fax

Canceling a fax while the original documents are still scanning

- When using the ADF, touch **Cancel Job** while **Scanning...** appears.
- When using the scanner glass, touch **Cancel Job** while **Scanning...** appears or while **Scan the Next Page / Finish the Job** appears.

Canceling a fax after the original documents have been scanned to memory

- 1 On the home screen, touch **Cancel Jobs**.
The Cancel Jobs screen appears.
- 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.

Understanding fax options

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.

- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Resolution

This options increases how closely the scanner examines the document you want to fax. If you are faxing a photo, a drawing with fine lines, or a document with very small text, then 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**—Use in faxing regular documents.
- **Fine**—Use in faxing documents with small print.
- **Super fine**—Use in faxing documents with fine detail.

Darkness

This option adjusts how light or dark your faxes will turn out in relation to the original document.

Color

This option enables or disables color in faxing.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the fax.
- **Orientation**— Specifies the orientation of the original document, and then changes **Sides** and **Binding** to match the orientation.
- **Binding**— Specifies if the original document is bound on the long-edge or short-edge side.

Scan Preview

This option displays the first page of the image before it is included in the fax. When the first page is scanned, the scanning is paused and a preview image appears.

Delayed Send

This lets you send a fax at a later time or date.

- 1 Set up your fax.
- 2 From the home screen, navigate to:
Delayed Send > enter the date and time you want to send your fax > **Done**

Note: If the printer is turned off when the delayed fax is scheduled to be sent, then the fax is sent the next time the printer is turned on.

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.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **Advanced Imaging**—Use to adjust the Background Removal, Contrast, Color Balance, Negative Image, Mirror Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you fax the document.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a 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 on that portion of the scan.
- **Transmission Log**—Use to print the transmission log or transmission error log.

Holding and forwarding faxes

Holding faxes

This option lets you hold received faxes from printing until they are released. Held faxes can be released manually or at a scheduled day or time.

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Fax Settings > Analog Fax Setup > Holding Faxes**.

- 3 In the Print Faxes Password field, enter a password.

- 4 From the Held Fax Mode menu, select one of the following:

- **Off**
- **Always On**
- **Manual**
- **Scheduled**

- 5 If you selected Scheduled, then continue with the following steps:

- a Click **Fax Holding Schedule**.
- b From the Action menu, select **Hold faxes**.
- c From the Time menu, select the time you want the held faxes released.
- d From the Day(s) menu, select the day you want the held faxes released.

- 6 Click **Add**.

Forwarding a fax

This option lets you print and forward received faxes to a fax number, e-mail address, FTP site, or LDSS.

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Fax Settings**.

- 3 From the Fax Forwarding menu, select one of the following:

- **Print**
- **Print and Forward**
- **Forward**

- 4 From the “Forward to” menu, select one of the following:

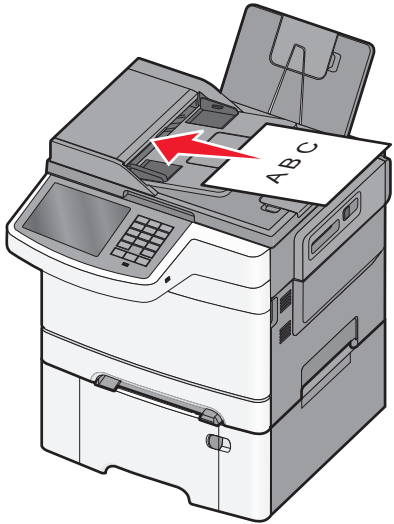
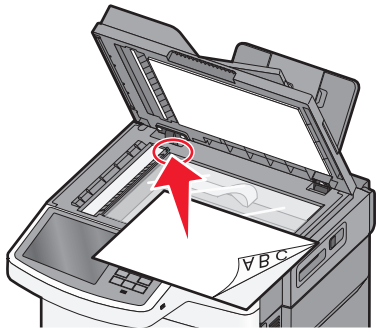
- **Fax**
- **E-mail**
- **FTP**
- **LDSS**
- **eSF**

- 5 In the Forward to Shortcut field, enter the shortcut number where you want the fax forwarded.

Note: The shortcut number must be valid for the setting selected in the “Forward to” menu.

- 6 Click **Submit**.

Scanning to an FTP address

ADF	Scanner glass
	
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

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

Once an FTP destination has been configured by your system support person, the name of the destination becomes available as a shortcut number, or it is listed as a profile under the Held Jobs icon. An FTP destination 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 over the phone line.

Creating shortcuts

Instead of entering the entire FTP site address on the printer control panel each time you want to send a document to an FTP server, you can create a permanent FTP destination and assign a shortcut number. There are two methods for creating shortcut numbers: using using the Embedded Web Server or using the printer touch screen.

Creating an FTP shortcut using the Embedded Web Server

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings**.

- 3 Under Other Settings, click **Manage Shortcuts**.

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

- 4 Click **FTP Shortcut Setup**.

- 5 Enter the appropriate information.


- 6 Enter a shortcut number.

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

- 7 Click **Add**.

Creating an FTP shortcut using the touch screen

- 1 From the home screen, navigate to:

FTP > type the FTP address >  > enter a name for the shortcut > **Done**

- 2 Verify that the shortcut name and number are correct, and then touch **OK**. If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

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

- 3 Touch **Submit**.

Scanning to an FTP address

Scanning to an FTP address using the touch screen

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

FTP > **FTP** > type the FTP address > **Send It**

Scanning to an FTP address using a shortcut number

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 Press , and then enter the FTP shortcut number.

- 4 Touch **Send It**.


Scanning to an FTP address using the address book

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, adjust the paper guides.

- 3 From the home screen, navigate to:

FTP > FTP >  > enter the name of recipient > Browse shortcuts > name of recipient > Search

Understanding FTP options

FTP

This option lets you enter the IP address for the FTP destination.

Note: Addresses should be in dot notation form (for example: **yyy.yyy.yyy.yyy**).

File Name

This option lets you enter the file name of the scanned document.

Original Size

This option opens a screen where you can choose the size of the documents for FTP sending.

- Touch a paper size button to select that size as the Original Size setting. The FTP screen appears with the new setting displayed.
- Set “Original Size” to Mixed Sizes to scan original documents with different paper sizes.

Send As

This option sets the output (PDF, TIFF, JPEG or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, 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, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

Color

This option enables or disables color for the scanned image.

Resolution

This option 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.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned.
- **Orientation**— Specifies the orientation of the original document, and then changes the Sides and Binding settings to match the orientation.
- **Binding**— Specifies if the original document is bound on the long-edge or short-edge side.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Scan Preview

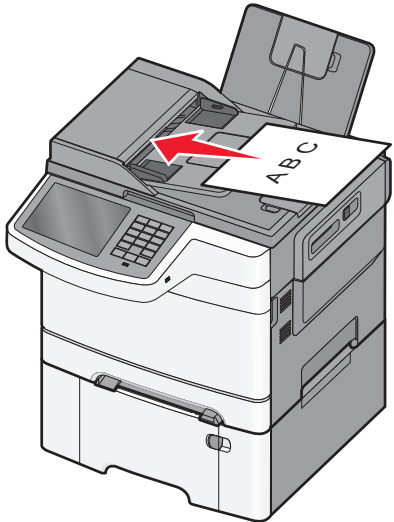
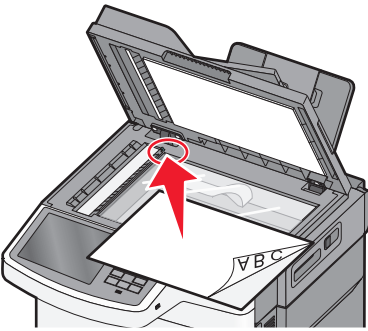
This option displays the first page of the original document before it is scanned completely. When the first page is scanned, the scanning is paused and a preview image appears.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **Advanced Imaging**—Use to adjust the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Negative Image, Mirror Image, Scan edge to edge, Shadow Detail, Sharpness, and Temperature image output settings before sending the image.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a 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 on that portion of the scan.
- **Transmission Log**—Use to print the transmission log or transmission error log.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.

Scanning to a computer or flash drive

ADF	Scanner glass
	
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

The scanner lets you scan documents directly to a computer or a flash drive. The computer does not have to be directly connected to the printer for you to receive Scan to PC images. You can scan the document back to the computer over the network by creating a scan profile on the computer and then downloading the profile to the printer.

Scanning to a computer

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Scan Profile > Create**.

3 Select your scan settings, and then click **Next**.

4 Select a location on your computer where you want to save the scanned output file.

5 Enter a scan name.

The scan name is the name that appears in the Scan Profile list on the display.

6 Click **Submit**.

7 Review the instructions on the Scan Profile 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 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- b If you are loading a document into the ADF, then adjust the paper guides.

- c Press **#**, and then enter the shortcut number using the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.

- d After entering the shortcut number, the scanner scans and sends the document to the directory or program you specified. If you touched **Profiles** on the home screen, then locate your shortcut on the list.

- 8 Return to the computer to view the file.

The output file is saved in the location or launched in the program you specified.

Scanning to a flash drive

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 Insert the flash drive into the USB port on the front of the printer.

The USB Drive home screen appears.

- 4 Select the destination folder, and then touch **Scan to USB drive**.

- 5 Adjust the scan settings.

- 6 Touch **Scan It**.

Using the ScanBack Utility

You can use the Lexmark™ ScanBack™ Utility instead of the Embedded Web Server to create scan-to-PC profiles. The ScanBack Utility can be downloaded from the Lexmark Web site home page on <http://support.lexmark.com>.

- 1 Set up your scan-to-PC profile:

- a Launch the ScanBack Utility.

- b Select the printer.

If no printers are listed, then contact your system support person, or click **Setup** to manually search for an IP address or host name.

- c Follow the instructions on your computer screen to define the type of document being scanned and what kind of output you want to create.

d Select any of the following:

- **Show MFP Instructions**—View or print the instructions.
- **Create Shortcut**—Save this group of settings to use again.

e Click **Finish**.

A dialog box appears with your scan profile information and the status of the received images.

2 Scan your original documents:

- a** Load all pages in the ADF or on the scanner glass.
- b** From the printer control panel, navigate to:
Scan/Email > Profiles > select your scan profile > Submit

Note: Your output file is saved in a directory or launched in the application you specified.

Understanding scan profile options

Original Size

This option sets the size of the documents you are going to scan. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Resolution

This option 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.

Color

This option enables or disables color for the scanned image.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.

- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Use this to specify if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation**— Use this to specify the orientation of the original document, and then change **Sides** and **Binding** to match the orientation.
- **Binding**— Use this to specify if the original document is bound on the long-edge or short-edge of the page.

Scan Preview

This option displays the first page 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.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **Advanced Imaging**—Use to change or adjust Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before scanning a document.
- **Custom Job**—Use to combine multiple scan jobs into a single scan job.
- **Edge Erase**—Use to remove smudges or information around the edges of a 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 on that portion of the scanned image.
- **Transmission Log**—Use to print the transmission log or transmission error log.

Understanding printer menus

Menus list

These menus can be accessed from the printer control panel, the Embedded Web Server, or the software application driver.

Note: Certain menus are available on select printer models only.

Supplies	Paper Menu	Reports	Settings
Replace Supply	Default Source	Menu Settings Page	General Settings
Cyan Cartridge	Paper Size/Type	Device Statistics	Copy Settings
Magenta Cartridge	Substitute Size	Network Setup Page	Fax Settings
Yellow Cartridge	Paper Texture	Network [x] Setup Page	E-mail Settings
Black Cartridge	Paper Weight	Shortcut List	FTP Settings
Imaging Kit	Paper Loading	Fax Job Log	Flash Drive
Separator Roll and Pick Assembly	Custom Types	Fax Call Log	Print Settings
Waste Toner Bottle	Custom Names	Copy Shortcuts	
Fuser	Custom Scan Sizes	E-mail Shortcuts	
Transfer Module	Universal Setup	Fax Shortcuts	
		FTP Shortcuts	
		Profiles List	
		Print Fonts	
		Print Directory	
		Asset Report	
Security	Network/Ports	Help	Manage Shortcuts
Edit Security Setups	Active NIC	Print All Guides	Fax Shortcuts
Miscellaneous Security Settings	Network ¹	Copy Guide	E-mail Shortcuts
Confidential Print	Standard USB Menu	E-mail Guide	FTP Shortcuts
Disk Wiping	SMTP Setup	Fax Guide	Copy Shortcuts
Security Audit Log		FTP Guide	Profile Shortcuts
Set Date and Time		Print Defects Guide	
		Information Guide	
		Supplies Guide	

Option Card Menu

A list of installed DLEs (Download Emulators) appears.²

¹ Depending on the printer setup, this menu appears as Standard Network or Network [x].

² This menu appears only when one or more DLEs are installed.

Supplies menu

Menu item	Description
Cyan Cartridge Early Warning Low Invalid Replace Missing or Defective OK Unsupported	Shows the status of the cyan toner cartridge
Magenta Cartridge Early Warning Low Invalid Replace Missing or Defective OK Unsupported	Shows the status of the magenta toner cartridge
Yellow Cartridge Early Warning Low Invalid Replace Missing or Defective OK Unsupported	Shows the status of the yellow toner cartridge
Black Cartridge Early Warning Low Invalid Replace Missing or Defective OK Unsupported	Shows the status of the black toner cartridge
Imaging Kit OK Replace Black Imaging Kit Replace Color Imaging Kit	Shows the status of the imaging kit
Separator Pick Assembly and Roller OK Replace	Shows the status of the separator pick assembly and roller

Menu item	Description
Waste Toner Bottle Near Full Replace Missing OK	Shows the status of the waste toner bottle

Paper menu

Default Source menu

Menu item	Description
Default Source Tray [x] MP feeder Manual Paper Manual Envelope	Sets a default paper source for all print jobs Notes: <ul style="list-style-type: none"> • Tray 1 (standard tray) is the factory default setting. • The 650-sheet-duo drawer must be installed in order for MP Feeder to appear as a menu setting in the Paper menu. • Only installed paper sources will appear as menu settings. • If the same size and type of paper are in two trays and the Paper Size and Paper Type settings match, then the trays are automatically linked. When one tray is empty, the print job continues using the linked tray. • A paper source selected by a print job will override the Default Source setting for the duration of the print job.

Paper Size/Type menu

Menu item	Description
Tray [x] Size Letter Legal Executive Oficio (México) Folio Universal A4 A5 JIS B5	Specifies the paper size loaded in each tray Notes: <ul style="list-style-type: none"> • Letter is the US factory default setting. A4 is the international factory default setting. • For trays with automatic size sensing, only the size detected by the hardware appears. • If the same size and type of paper are in two trays and the Paper Size and Paper Type settings match, then the trays are automatically linked. When one tray is empty, the print job uses the linked tray.
Note: Only installed trays are listed in this menu.	

Menu item	Description
Tray [x] Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Custom Type [x]	Specifies the type of paper loaded in each tray Notes: <ul style="list-style-type: none"> • Plain Paper is the factory default setting for Tray 1, Custom Type [x] is the factory default setting for all other trays. • If available, a user-defined name will appear instead of Custom Type [x]. • Use this menu to configure automatic tray linking.
MP Feeder Size Letter Legal Executive Oficio (México) Folio Statement Universal 7 3/4 Envelope 9 Envelope 10 Envelope DL Envelope C5 Envelope B5 Envelope Other Envelope A4 A5 A6 JIS B5	Specifies the paper size loaded in the multipurpose feeder Note: Letter is the US factory default setting. A4 is the international factory default setting.
Note: Only installed trays are listed in this menu.	

Menu item	Description
MP Feeder Type Custom Type [x] Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper	Specifies the paper type loaded in the multipurpose feeder Note: Custom Type [x] is the factory default setting.
Manual Paper Size Letter Legal Executive Oficio (México) Folio Statement Universal A4 A5 A6 JIS B5	Specifies the paper size being loaded manually Note: Letter is the US factory default setting. A4 is the international factory default setting.
Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Custom Type [x]	Specifies the paper type being loaded manually Note: Plain Paper is the factory default setting.
Note: Only installed trays are listed in this menu.	

Menu item	Description
Manual Envelope Size 10 Envelope DL Envelope C5 Envelope B5 Envelope Other Envelope 7 3/4 Envelope 9 Envelope	Specifies the envelope size being loaded manually Note: 10 Envelope is the US factory default setting. DL Envelope is the international factory default setting.
Manual Envelope Type Envelope Custom Type [x]	Specifies the envelope type being loaded manually Note: Envelope is the factory default setting.
Note: Only installed trays are listed in this menu.	

Substitute Size menu

Menu item	Description
Substitute Size All Listed Off Statement/A5 Letter/A4	Substitutes a specified paper size if the requested paper size is not available Notes: <ul style="list-style-type: none"> All Listed is the factory default setting. All available size substitutions are allowed. Off indicates no size substitutions are allowed. Setting a size substitution lets a print job continue without a Change Paper message appearing.

Paper Texture menu

Menu item	Description
Plain Texture Normal Rough Smooth	Specifies the relative texture of the paper loaded Note: Normal is the factory default setting.
Card Stock Texture Normal Rough Smooth	Specifies the relative texture of the card stock loaded Notes: <ul style="list-style-type: none"> Normal is the factory default setting. Settings appear only if card stock is supported.
Transparency Texture Normal Rough Smooth	Specifies the relative texture of the transparencies loaded Note: Normal is the factory default setting.

Menu item	Description
Recycled Texture Normal Rough Smooth	Specifies the relative texture of the recycled paper loaded Note: Normal is the factory default setting.
Glossy Texture Normal Rough Smooth	Specifies the relative texture of the glossy paper loaded Note: Normal is the factory default setting.
Labels Texture Normal Rough Smooth	Specifies the relative texture of the labels loaded Note: Normal is the factory default setting.
Bond Texture Rough Smooth Normal	Specifies the relative texture of the bond paper loaded Note: Rough is the factory default setting.
Envelope Texture Normal Rough Smooth	Specifies the relative texture of the envelopes loaded Note: Normal is the factory default setting.
Letterhead Texture Normal Rough Smooth	Specifies the relative texture of the letterhead paper loaded Note: Normal is the factory default setting.
Preprinted Texture Normal Rough Smooth	Specifies the relative texture of the preprinted paper loaded Note: Normal is the factory default setting.
Colored Texture Normal Rough Smooth	Specifies the relative texture of the colored paper loaded Note: Normal is the factory default setting.
Light Paper Normal Rough Smooth	Specifies the relative texture of the light paper loaded Note: Normal is the factory default setting.
Heavy Paper Normal Rough Smooth	Specifies the relative texture of the heavy paper loaded Note: Normal is the factory default setting.
Rough/Cotton Paper Rough	Specifies the relative texture of the rough/cotton paper loaded Note: Rough is the factory default setting.

Menu item	Description
Custom [x] Paper Normal Rough Smooth	Specifies the relative texture of the custom paper loaded Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • Settings appear only if the custom type is supported.

Paper Weight menu

Menu items	Definition
Plain Weight Normal Heavy Light	Identifies the relative weight of the paper loaded Note: Normal is the factory default setting.
Card Stock Weight Normal Heavy Light	Identifies the relative weight of the card stock loaded Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • Settings appear only if card stock is supported.
Transparency Weight Normal Heavy Light	Identifies the relative weight of the transparency loaded Note: Normal is the factory default setting.
Recycled Weight Normal Heavy Light	Identifies the relative weight of the recycled paper loaded Note: Normal is the factory default setting.
Glossy Weight Normal Heavy Light	Identifies the relative weight of the glossy paper loaded Note: Normal is the factory default setting.
Labels Weight Normal Heavy Light	Identifies the relative weight of the labels loaded Note: Normal is the factory default setting.
Bond Weight Normal Heavy Light	Identifies the relative weight of the bond paper loaded Note: Normal is the factory default setting.

Menu items	Definition
Envelope Weight Normal Heavy Light	Identifies the relative weight of the envelopes loaded Note: Normal is the factory default setting.
Rough Envelope Weight Normal Heavy Light	Identifies the relative weight of the envelopes loaded Notes: <ul style="list-style-type: none"> • Normal is the factory default setting • Settings appear only if card stock is supported.
Letterhead Weight Normal Heavy Light	Identifies the relative weight of the letterhead loaded Notes: <ul style="list-style-type: none"> • Light is the factory default setting. • Settings appear only if paper is supported.
Preprinted Weight Normal Heavy Light	Identifies the relative weight of the preprinted paper loaded Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • Settings appear only if paper is supported.
Colored Weight Normal Heavy Light	Identifies the relative weight of the paper loaded Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • Settings appear only if paper is supported.
Light Weight Light	Identifies the relative weight of the paper loaded Notes: <ul style="list-style-type: none"> • Light is the factory default setting. • Settings appear only if light paper is supported.
Heavy Weight Heavy	Identifies the relative weight of the paper loaded Notes: <ul style="list-style-type: none"> • Heavy is the factory default setting. • Settings appear only if heavy paper is supported.
Rough/Cotton Weight Normal Heavy Light	Identifies the relative weight of the rough/cotton paper loaded Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • Settings appear only if rough/cotton paper is supported.

Menu items	Definition
Custom [x] Weight Normal Heavy Light	Identifies the relative weight of the custom paper type loaded Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • Settings appear only if custom paper is supported.

Paper Loading menu

Menu item	Description
Card Stock Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Card Stock as the paper type Note: Off is the factory default setting.
Recycled Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Recycled as the paper type Note: Off is the factory default setting.
Glossy Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Glossy as the paper type Note: Off is the factory default setting.
Bond Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Bond as the paper type Note: Off is the factory default setting.
Letterhead Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Letterhead as the paper type Note: Off is the factory default setting.
Preprinted Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Preprinted as the paper type Note: Off is the factory default setting.
Colored Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Colored as the paper type Note: Off is the factory default setting.
Light Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Light as the paper type Note: Off is the factory default setting.
Notes: <ul style="list-style-type: none"> • Duplex sets the printer default to 2-sided printing for all print jobs unless 1-sided printing is selected from Print Properties. • If Duplex is selected, then all print jobs are sent through the duplex unit, including 1-sided print jobs. 	

Menu item	Description
Heavy Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Heavy as the paper type Note: Off is the factory default setting.
Custom [x] Loading Off Duplex	Determines whether 2-sided printing occurs for all print jobs that specify Custom [x] as the paper type Notes: <ul style="list-style-type: none"> Off is the factory default setting. Custom [x] Loading appears only when the custom paper type is supported.
Notes: <ul style="list-style-type: none"> Duplex sets the printer default to 2-sided printing for all print jobs unless 1-sided printing is selected from Print Properties. If Duplex is selected, then all print jobs are sent through the duplex unit, including 1-sided print jobs. 	

Custom Types menu

Menu item	Description
Custom Type [x] Paper Card Stock Transparency Glossy Rough/Cotton Labels Envelope	Associates a paper or specialty media type with a factory-default Custom Type [x] name or a user-defined custom name created from the Embedded Web Server or using MarkVision™ Professional Notes: <ul style="list-style-type: none"> Paper is the factory default setting. The custom media type must be supported by the selected tray or multipurpose feeder in order to print from that source.
Recycled Paper Card Stock Transparency Glossy Rough/Cotton Labels Envelope	Specifies a paper type when the Recycled setting is selected in other menus Notes: <ul style="list-style-type: none"> Paper is the factory default setting. The custom media type must be supported by the selected tray or multipurpose feeder in order to print from that source.

Custom Names menu

Menu item	Definition
Custom Name [x] [none]	Specify a custom name for a paper type. This name replaces the Custom Type [x] name in the printer menus.

Custom Scan Sizes menu

Menu item	Description
Custom Scan Size [x] Scan Size Name Width 1–11.69 inches (25–297 mm) Height 1–17 inches (25–432 mm) Orientation Portrait Landscape 2 scans per side Off On	<p>Specifies a custom scan size name, scan sizes, and options. The custom scan size name replaces Custom Scan Size [x] in the printer menus.</p> <p>Notes:</p> <ul style="list-style-type: none"> • 11.69 inches is the US factory default setting for Width. 297 millimeters is the international factory default setting for Width. • 17 inches is the US factory default setting for Height. 432 millimeters is the international factory default setting for Height. • Portrait is the factory default setting for Orientation. • Off is the factory default setting for 2 scans per side.

Universal Setup menu

Menu item	Description
Units of Measure Inches Millimeters	<p>Identifies the unit of measure</p> <p>Note: Inches is the US factory default setting. Millimeters is the international factory default setting.</p>
Portrait Width 3–14.17 inches 76–360 mm	<p>Sets the portrait width</p> <p>Notes:</p> <ul style="list-style-type: none"> • 8.5 inches is the US factory default setting. Inches can be increased in 0.01-inch increments. • 216 mm is the international factory default setting. Millimeters can be increased in 1-mm increments. • If the width exceeds the maximum, then the printer uses the maximum width allowed.
Portrait Height 3–14.17 inches 76–360 mm	<p>Sets the portrait height</p> <p>Notes:</p> <ul style="list-style-type: none"> • 14 inches is the US factory default setting. Inches can be increased in 0.01-inch increments. • 356 mm is the international factory default setting. Millimeters can be increased in 1-mm increments. • If the height exceeds the maximum, then the printer uses the maximum height allowed.
Feed Direction Short Edge Long Edge	<p>Specifies the feed direction</p> <p>Notes:</p> <ul style="list-style-type: none"> • Short Edge is the factory default setting. • Long Edge appears only if the longest edge is shorter than the maximum width supported by the tray.

Reports menu

Reports menu

Menu item	Description
Menu Settings Page	Prints a report containing information about the paper loaded into trays, installed memory, total page count, alarms, timeouts, printer control panel language, TCP/IP address, status of supplies, status of the network connection, and other information
Device Statistics	Prints a report containing printer statistics such as supply information and details about printed pages
Network Setup Page	Prints a report containing information about the network printer settings, such as the TCP/IP address information Note: This menu item appears only in network printers or printers connected to print servers.
Shortcut List	Prints a report containing information about configured shortcuts
Fax Job Log	Prints a report containing information about the last 200 completed faxes Note: This menu item is available only when Enable Job Log is set to On in the Fax Settings menu.
Fax Call Log	Prints a report containing information about the last 100 attempted, received, and blocked calls Note: This menu item is available only when Enable Job Log is set to On in the Fax Settings menu.
Copy Shortcuts	Prints a report containing information about copy shortcuts
E-mail Shortcuts	Prints a report containing information about e-mail shortcuts
Fax Shortcuts	Prints a report containing information about fax shortcuts
FTP Shortcuts	Prints a report containing information about FTP shortcuts
Profiles List	Prints a list of profiles stored in the printer
Print Fonts	Prints a report of all the fonts available for the printer language currently set in the printer
Print Directory	Prints a list of all the resources stored on an optional flash memory card or printer hard disk Notes: <ul style="list-style-type: none"> • Job Buffer Size must be set to 100%. • Make sure the optional flash memory or printer hard disk is installed correctly and working.
Asset Report	Prints a report containing asset information including the printer serial number and model name. The report contains text and UPC barcodes that can be scanned into an asset database.

Network/Ports

Active NIC menu

Menu item	Description
Active NIC Auto [list of available network cards]	Notes: <ul style="list-style-type: none">• Auto is the factory default setting.• This menu item appears only if an optional network card is installed.

Standard Network or Network [x] menu

Note: Only active ports appear in this menu; all inactive ports are omitted.

Menu item	Description
PCL SmartSwitch On Off	Sets the printer to automatically switch to PCL emulation when a print job requires it, regardless of the default printer language Notes: <ul style="list-style-type: none">• On is the factory default setting.• When Off is used, the printer does not examine incoming data. The printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the printer to automatically switch to PS emulation when a print job requires it, regardless of the default printer language Notes: <ul style="list-style-type: none">• On is the factory default setting.• When Off is used, the printer does not examine incoming data. The printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.
NPA Mode Auto Off	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none">• Auto is the factory default setting.• Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.

Menu item	Description
Network Buffer Auto 3KB to [maximum size allowed]	Sets the size of the network input buffer Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • The value can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Network Buffer, disable or reduce the size of the parallel, serial, and USB buffers. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Job Buffering Off On Auto	Temporarily stores print jobs on the printer hard disk before printing. This menu only appears if a formatted printer hard disk is installed. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • On buffers print jobs on the printer hard disk. • Auto buffers print jobs only if the printer is busy processing data from another input port. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Mac Binary PS Auto On Off	Sets the printer to process Macintosh binary PostScript print jobs Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • On processes raw binary PostScript print jobs. • Off filters print jobs using the standard protocol.
Standard Network Setup Reports Network Card TCP/IP IPv6 AppleTalk	Displays and sets the printer network settings
Network [x] Setup Reports Network Card TCP/IP IPv6 AppleTalk	

Reports menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or Network [x] > Standard Network Setup or Network Setup > Reports or Network Reports

Menu item	Description
Print Setup Page	Prints a report containing information about the network printer settings, such as the TCP/IP address

Network Card menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or Network [x] > Standard Network Setup or Network [x] Setup > Network Card

Menu item	Description
View Card Status Connected Disconnected	Lets you view the connection status of the Network Card
View Card Speed	Lets you view the speed of a currently active network card
Network Address UAA LAA	Lets you view the network addresses
Job Timeout 0 10–225	Sets the amount of time in seconds before a network print job is canceled Note: 90 seconds is the factory default setting.
Banner Page Off On	Allows the printer to print a banner page Note: Off is the factory default setting.

TCP/IP menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or Network [x] > Standard Network Setup or Network [x] Setup > TCP/IP

Note: This menu is available only in network models or printers attached to print servers.

Menu item	Description
Activate On Off	Activates TCP/IP Note: On is the factory default setting.
Set Hostname	Lets you view or change the current TCP/IP host name Note: This can be changed only from the Embedded Web Server.
IP Address	Lets you view or change the current TCP/IP address Note: Manually setting the IP address sets the Enable DHCP and Enable Auto IP settings to Off. It also sets Enable BOOTP and Enable RARP to Off on systems that support BOOTP and RARP.

Menu item	Description
Netmask	Lets you view or change the current TCP/IP netmask
Gateway	Lets you view or change the current TCP/IP gateway
Enable DHCP On Off	Specifies the DHCP address and parameter assignment setting Note: On is the factory default setting.
Enable RARP On Off	Specifies the RARP address assignment setting Note: On is the factory default setting.
Enable BOOTP On Off	Specifies the BOOTP address assignment setting Note: On is the factory default setting.
Enable AutoIP Yes No	Specifies the Zero Configuration Networking setting Note: Yes is the factory default setting.
Enable FTP/TFTP Yes No	Enables the built-in FTP server, which allows you to send files to the printer using File Transfer Protocol. Note: Yes is the factory default setting.
Enable HTTP Server Yes No	Enables the built-in web server (Embedded Web Server) to monitor and manage the printer remotely using a web browser. Note: Yes is the factory default setting.
WINS Server Address	Lets you view or change the current WINS server address
Enable DDNS Yes No	Lets you view or change the current DDNS setting Note: Yes is the factory default setting.
Enable mDNS Yes No	Lets you view or change the current mDNS setting Note: Yes is the factory default setting.
DNS Server Address	Lets you view or change the current DNS server address
Enable HTTPS Yes No	Lets you view or change the current HTTPS setting Note: Yes is the factory default setting.

IPv6 menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or Network [x] > Standard Network Setup or Network [x] Setup > IPv6

Note: This menu is available only in network models or printers attached to print servers.

Menu item	Description
Enable IPv6 On Off	Enables IPv6 in the printer Note: On is the factory default setting.
Auto Configuration On Off	Specifies whether the network adapter accepts the automatic IPv6 address configuration entries provided by a router Note: On is the factory default setting.
Set Hostname	Lets you view or change the current IPv6 host name
View Address	Lets you view the current setting
View Router Address	Note: These settings can be changed only from the Embedded Web Server.
Enable DHCPv6 On Off	Enables DHCPv6 in the printer Note: On is the factory default setting.

AppleTalk menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or Network [x] > Standard Network Setup or Network [x] Setup > AppleTalk

Menu item	Description
Activate Yes No	Activates AppleTalk support Note: Yes is the factory default setting.
View Name	Shows the assigned AppleTalk name Note: The name can be changed only from the Embedded Web Server.
View Address	Shows the assigned AppleTalk address Note: The address can be changed only from the Embedded Web Server.
Set Zone [default] [list of zones available on the network]	Provides a list of AppleTalk zones available on the network Note: When “default” is selected, the printer uses the AppleTalk zone that the router identifies as the default zone for the network. If no default zone exists, then the zone marked with an * is the default setting.

Standard USB menu

Menu item	Description
PCL SmartSwitch On Off	Sets the printer to automatically switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> On is the factory default setting. When set to Off, the printer does not examine incoming data. The printer uses PostScript emulation if the PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the printer to automatically switch to PS emulation when a print job received through a USB port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> On is the factory default setting. When set to Off, the printer does not examine incoming data. The printer uses PCL emulation if the PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PCL SmartSwitch is set to Off.
NPA Mode Auto On Off	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> Auto is the factory default setting. Auto sets the printer to examine data, determine the format, and then process it appropriately. Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
USB Buffer Auto 3KB to [maximum size allowed] Disabled	Sets the size of the USB input buffer Notes: <ul style="list-style-type: none"> Auto is the factory default setting. Disabled turns off job buffering. Any jobs already buffered on the printer hard disk are printed before normal processing resumes. The USB buffer size value can be changed in 1-KB increments. The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. To increase the maximum size range for the USB Buffer, disable or reduce the size of the parallel, serial, and network buffers. Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.

Menu item	Description
Job Buffering Off On Auto	Temporarily stores print jobs on the printer hard disk before printing Notes: <ul style="list-style-type: none"> Off is the factory default setting. On buffers jobs on the printer hard disk. Auto buffers print jobs only if the printer is busy processing data from another input port. Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is then updated.
Mac Binary PS Auto On Off	Sets the printer to process Macintosh binary PostScript print jobs Notes: <ul style="list-style-type: none"> Auto is the factory default setting. On processes raw binary PostScript print jobs. Off filters print jobs using the standard protocol.
ENA Address YYY.YYY.YYY.YYY	Sets the network address information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port.
ENA Netmask YYY.YYY.YYY.YYY	Sets the netmask information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port.
ENA Gateway YYY.YYY.YYY.YYY	Sets the gateway information for an external print server Note: This menu item is available only if the printer is attached to an external print server through the USB port.

SMTP Setup menu

Menu item	Description
Primary SMTP Gateway	Specifies SMTP server gateway and port information Note: 25 is the default SMTP gateway port.
Primary SMTP Gateway Port	
Secondary SMTP Gateway	
Secondary SMTP Gateway Port	
SMTP Timeout 5–30	Specifies the amount of time in seconds before the server stops trying to send an e-mail Note: 30 seconds is the factory default setting.
Reply Address	Specifies a reply address of up to 128 characters in the e-mail sent by the printer

Menu item	Description
Use SSL Disabled Negotiate Required	Sets the printer to use SSL for increased security when connecting to the SMTP server Notes: <ul style="list-style-type: none"> Disabled is the factory default setting. When the Negotiate setting is used, the SMTP server determines if SSL will be used.
SMTP Server Authentication No authentication required Login/Plain CRAM-MD5 Digest-MD5 NTLM Kerberos 5	Specifies the type of user authentication required for scan to e-mail privileges Note: “No authentication required” is the factory default setting.
Device-Initiated E-mail None Use Device SMTP Credentials	Specifies what credentials will be used when communicating to the SMTP server. Some SMTP servers require credentials to send an e-mail. Notes: <ul style="list-style-type: none"> None is the factory default setting for Device and User-Initiated E-mail. Device Userid and Device Password are used to log in to the SMTP server when Use Device SMTP Credentials is selected.
User-Initiated E-mail None Use Device SMTP Credentials Use Session User ID & Password Use Session E-mail address & Password Prompt User	
Device Userid	
Device Password	
Kerberos 5 Realm	
NTLM Domain	

Security menu

Editing Security Setups menu

Menu item	Description
Edit Backup Password	Creates a backup password Note: This menu item will only appear if a backup password exists.
Edit Building Blocks	Edits the Internal Accounts, NTLM, various Setups, Password, and PIN
Edit Security Templates	Adds or edits a Security Template
Edit Access Controls	Controls access to printer menus, firmware updates, held jobs, and other access points

Miscellaneous Security Settings menu

Menu item	Description
Login Restrictions Login failures Failure time frame Lockout time Panel Login Timeout Remote Login Timeout	Limits the number and time frames of failed login attempts from the printer control panel before <i>all</i> users are locked out Notes: <ul style="list-style-type: none"> • “Login failures” specifies the number of failed login attempts before users are locked out. Settings range from 1–10. 3 attempts is the factory default setting. • “Failure time frame” specifies the time frame during which failed login attempts can be made before users are locked out. Settings range from 1–60 minutes. 5 minutes is the factory default setting. • “Lockout time” specifies how long users are locked out after exceeding the login failures limit. Settings range from 1–60 minutes. 5 minutes is the factory default setting. • Panel Login Timeout specifies how long the printer remains idle on the home screen before automatically logging the user off. Settings range from 1–900 seconds. 30 seconds is the factory default setting. • Remote Login Timeout specifies how long a remote interface remains idle before automatically logging the user off. Settings range from 1–120 seconds. 10 minutes is the factory default setting.
Security Reset Jumper Access controls = “No Security” Reset factory security defaults No Effect	Changes the value of the security settings Notes: <ul style="list-style-type: none"> • Access controls = “No Security” is the factory default setting. It retains all the security information that the user has defined. • “Reset factory security defaults” deletes all security information that the user has defined, and assigns the factory default value to each setting in the Miscellaneous Security Settings section of both the printer control panel and the Web page. • No Effect means the reset has no effect on the device security configuration.
LDAP Certificate Verification Demand Try Allow Never	Allows the user to request a server certificate Notes: <ul style="list-style-type: none"> • Demand is the factory default setting. This means a server certificate is requested. If a bad certificate is provided or if no certificate is provided, the session is terminated immediately. • Try means a server certificate is requested. If no certificate is provided, the session proceeds normally. If a bad certificate is provided, the session is terminated immediately. • Allow means a server certificate is requested. If no certificate is provided, the session proceeds normally. If a bad certificate is provided, it will be ignored and the session proceeds normally. • Never means no server certificate is requested.
Minimum PIN Length 1-16	Limits the digit length of the PIN Note: 4 is the factory default setting.

Confidential Print menu

Menu item	Description
Max Invalid PIN Off 2–10	Limits the number of times an invalid PIN can be entered Notes: <ul style="list-style-type: none"> • This menu appears only if a formatted, non-defective printer hard disk is installed. • Once the limit is reached, the print job for that user name and that PIN are deleted.
Confidential Job Expiration Off 1 hour 4 hours 24 hours 1 week	Limits the amount of time a confidential print job stays in the printer before it is deleted Notes: <ul style="list-style-type: none"> • If the Job Expiration setting is changed while confidential print jobs reside on the printer RAM or printer hard disk, then the expiration time for those print jobs does not change to the new default value. • If the printer is turned off, then all confidential jobs held in printer RAM are deleted.
Repeat Job Expiration Off 1 hour 4 hours 24 hours 1 week	Sets a time limit on how long the printer stores print jobs
Verify Job Expiration Off 1 hour 4 hours 24 hours 1 week	Sets a time limit on how long the printer stores print jobs needing verification
Reserve Job Expiration Off 1 hour 4 hours 24 hours 1 week	Sets a time limit on how long the printer stores print jobs for printing at a later time
Note: Off is the factory default setting.	

Disk Wiping menu

Disk Wiping erases *only* print job data on the printer hard disk that *are not* currently in use by the file system. All permanent data on the printer hard disk are preserved, such as downloaded fonts, macros, and held jobs.

Note: This menu appears only when a formatted, non-defective printer hard disk is installed.

Menu item	Description
Wiping Mode Auto Manual Off	Specifies the mode for disk wiping Note: Auto is the factory default setting. The printer determines when to initiate a disk wipe.
Scheduled Wiping Time Day	Sets the schedule for disk wiping Notes: <ul style="list-style-type: none"> • Time is used to set the time for scheduled wiping. • Day is used to set the specific day or period for scheduled wiping. Values are Sunday to Friday, Everyday, Weekdays, and Weekends. • Scheduled wipes are initiated <i>without</i> displaying a user warning or confirmation message. • Both manual and scheduled wiping allow the file system to reuse marked disk space without first having to wipe it.
Manual Wiping Do not start now Start now	Overwrites all disk space that has been used to hold data from a print job that has been processed (printed). This type of wipe <i>does not</i> erase any information related to an unprocessed print job. Notes: <ul style="list-style-type: none"> • “Do not start now” is the factory default setting. • If the Disk Wiping access control is activated, then a user must successfully authenticate and have the required authorization in order to initiate the disk wipe.
Automatic Method Single pass Multiple pass	Marks all disk space used by a previous print job and does not permit the file system to reuse this space until it has been cleared Notes: <ul style="list-style-type: none"> • “Single pass” is the factory default setting. • Only automatic wiping enables users to activate disk wiping without having to turn the printer off for an extended amount of time. • Highly confidential information should be wiped using <i>only</i> the Multiple pass method.
Manual Method Single pass Multiple pass	Allows the file system to reuse marked disk space without having to wipe it first Notes: <ul style="list-style-type: none"> • “Single pass” is the factory default setting. • Highly confidential information should be wiped using the Multiple pass method <i>only</i>.
Scheduled Method Single pass Multiple pass	Allows the file system to reuse marked disk space without having to wipe it first Note: “Single pass” is the factory default setting.

Security Audit Log menu

Menu item	Description
Export Log	Enables an authorized user to export the security log Notes: <ul style="list-style-type: none"> To export the log from the printer control panel, a flash drive must be attached to the printer. From the Embedded Web Server, the log can be downloaded to a computer.
Delete Log Yes No	Specifies whether audit logs are deleted Note: Yes is the factory default setting.
Configure Log Enable Audit Enable Remote Syslog Remote Syslog Server Remote Syslog Port Remote Syslog Method Remote Syslog Facility Log full behavior Admin's e-mail address Digitally sign exports Severity of events to log Remote Syslog non-logged events E-mail log cleared alert E-mail log wrapped alert E-mail % full alert % full alert level E-mail log exported alert E-mail log settings changed alert Log line endings	Specifies whether and how the audit logs are created Note: Factory default settings enable the security audit log.

Set Date and Time menu

Menu item	Description
Current Date and Time	Lets you view the current date and time settings for the printer
Manually Set Date and Time [input date and time]	Note: Date/Time is set in YYYY-MM-DD HH:MM:SS format.
Time Zone [list of time zones]	Note: GMT is the factory default setting.
Automatically Observe DST On Off	Note: On is the factory default setting and uses the applicable Daylight Saving Time associated with the Time Zone setting.

Menu item	Description
Custom Time Zone Setup UTC Offset DST Start Week DST Start Day DST Start Month DST Start Time DST End Week DST End Day DST End Month DST End Time DST Offset	Enables the user to setup the time zone
Enable NTP On Off	Enables Network Time Protocol, which synchronizes the clocks of devices on a network Note: On is the factory default setting.
NTP Server [NTP Server Address]	Lets you view the NTP Server Address
Enable Authentication Off On	Lets you change the authentication setting to On or Off Note: Off is the factory default setting.

Settings menu

General Settings menu

Menu item	Description
Display Language English Francais Deutsch Italiano Espanol Dansk Norsk Nederlands Svenska Portuguese Suomi Russian Polski Greek Magyar Turkce Cesky Simplified Chinese Traditional Chinese Korean Japanese	Sets the language of the text appearing on the display Note: Some languages may not be available for all printers.
Eco-Mode Off Energy Energy/Paper Paper	Minimizes the use of energy, paper, or specialty media Notes: <ul style="list-style-type: none">• Off is the factory default setting. Off resets the printer to its factory default settings.• Energy minimizes the power used by the printer. Performance may be affected, but print quality is not.• Energy/Paper minimizes the use of power, and of paper and specialty media.• Paper minimizes the amount of paper and specialty media needed for a print job. Performance may be affected, but print quality is not.
ADF Loaded Beep Enabled Disabled	Specifies whether the ADF sounds a beep when paper is loaded Note: Enabled is the factory default setting.

Menu item	Description
Quiet Mode Off On	Reduces the amount of noise produced by the printer Notes: <ul style="list-style-type: none"> • Off is the factory default setting. This setting supports the performance specifications of your printer. • On configures the printer to produce as little noise as possible. This setting is best suited for printing text and line graphics. • For optimal printing of color-rich documents, set Quiet Mode to Off. • Selecting Photo from the printer driver may disable Quiet Mode and provide better print quality and full speed printing.
Run Initial setup Yes No	Instructs the printer to run the setup wizard Notes: <ul style="list-style-type: none"> • Yes is the factory default setting. • After completing the setup wizard by selecting Done at the country or region selection screen, the default becomes No.

Menu item	Description
Keyboard Keyboard Type English Francais Francais Canadien Deutsch Italiano Espanol Greek Dansk Norsk Nederlands Svenska Suomi Portuguese Russian Polski Swiss German Swiss French Korean Magyar Turkish Czech Simplified Chinese Traditional Chinese Japanese Custom Key 1 Custom Key 2	Specifies a language for the printer control panel virtual keyboard
Paper Sizes US Metric	Specifies the default paper measurements Notes: <ul style="list-style-type: none"> Initial setting is determined by your country or region selection in the initial setup wizard. Changing this setting also changes the Units of Measurement setting in the Universal Setup menu and the default for each input source in the Paper Size/Type menu.
Scan to PC Port Range [port range]	Specifies a valid port range for printers behind a port blocking firewall. The valid ports are specified by two sets of numbers separated by a semicolon. Note: 9751:12000 is the factory default setting.

Menu item	Description
<p>Displayed Information</p> <p>Left side</p> <p>Right side</p> <p>Custom Text [x]</p> <p>[x] Toner</p> <p>Waste Toner Bottle</p> <p>Fuser</p> <p>Transfer Module</p> <p> When to display</p> <p> Do not display</p> <p> Display</p> <p> Message to Display</p> <p> Default</p> <p> Alternate</p> <p> Default</p> <p> [text entry]</p> <p> Alternate</p> <p> [text entry]</p>	<p>Specifies what is displayed on the upper left and right corners of the home screen</p> <p>For the Left side and Right side options, choose from the following options:</p> <ul style="list-style-type: none"> None IP Address Hostname Contact Name Location Date/Time mDNS/DDNS Service Name Zero Configuration Name Custom Text [x] Model Name <p>Notes:</p> <ul style="list-style-type: none"> • IP Address is the factory default setting for “Left side.” • Date/Time is the factory default setting for “Right side.” • “Do not display” is the factory default setting for “When to display.” • Default is the factory default setting for Message to Display.
<p>Displayed Information</p> <p>Paper Jam</p> <p>Load Paper</p> <p>Service Errors</p>	<p>Specifies what is displayed for Paper Jam, Load Paper, and Service Errors. Available selections for each button are:</p> <p>Display</p> <ul style="list-style-type: none"> No Yes <p>Message to Display</p> <ul style="list-style-type: none"> Default Alternate <p>Default</p> <p> [text entry]</p> <p>Alternate</p> <p> [text entry]</p> <p>Notes:</p> <ul style="list-style-type: none"> • No is the factory default setting for Display. • Default is the factory default setting for Message to Display.

Menu item	Description
Home screen customization Change Language Copy Copy shortcuts Fax Fax Shortcuts E-mail E-mail Shortcuts FTP FTP Shortcuts Search Held Jobs Held Jobs USB Drive Profiles and Solutions Bookmarks Jobs by user Forms and Favorites	Lets you add or remove buttons that appear on the home screen Available selections for each button are: Do not display Display
Date Format MM-DD-YYYY DD-MM-YYYY YYYY-MM-DD	Specifies the format for the printer date
Time Format 12 hour A.M./P.M. 24 hour clock	Specifies the format for the printer time Note: 12 hour is the factory default setting.
Screen Brightness 20–100	Specifies the brightness of the printer control panel display Note: 100 is the factory default setting.
One Page Copy Off On	Sets copying from the scanner glass to only one page at a time Note: Off is the factory default setting.
Audio Feedback Button Feedback On Off Volume 1–10	Sets the audio volume for the buttons Notes: <ul style="list-style-type: none"> • On is the factory default setting for Button Feedback. • 5 is the factory default setting for Volume.
Show Bookmarks Yes No	Specifies whether bookmarks are displayed from the Held Jobs area Note: Yes is the factory default setting.
Allow Background Removal On Off	Specifies whether image background is removed in copy, fax, e-mail, FTP, or scan-to-USB jobs Note: On is the factory default setting.

Menu item	Description
Allow Custom Job Scans On Off	Lets you scan multiple documents into one file Note: On is the factory default setting. If On is selected, the Allow Custom Job Scans setting can be enabled for specific jobs.
Scanner Jam Recovery Job level Page level	Specifies how a scan job should be reloaded if a paper jam occurs in the ADF Notes: <ul style="list-style-type: none"> • If “Job level” is selected, then the entire scan job must be scanned again if a paper jam occurs. • If “Page level” is selected, then only the jammed page forward must be scanned again.
Web Page Refresh Rate 30–300	Specifies the number of seconds between Embedded Web Server refreshes Note: 120 seconds is the factory default setting.
Contact Name	Specifies a contact name for the printer Note: The contact name will be stored on the Embedded Web Server.
Location	Specifies the location of the printer Note: The location will be stored on the Embedded Web Server.
Alarms Alarm Control Cartridge Alarm	Sets an alarm to sound when the printer requires operator intervention Available selections for each alarm type are: Off Single Continuous Notes: <ul style="list-style-type: none"> • Single is the factory default setting for Alarm Control. Single sounds three quick beeps. • Off is the factory default setting for Cartridge Alarm. Off means no alarm will sound. • Continuous repeats three beeps every 10 seconds.
Timeouts Standby Mode 1–240 Disabled	Specifies the number of minutes of inactivity before the system enters a lower power state Note: 15 minutes is the factory default setting.

Menu item	Description
Timeouts Sleep Mode 1–240 min Disabled	Sets the amount of time the printer waits, after a print job is finished, before it goes into a reduced power state Notes: <ul style="list-style-type: none"> • 30 minutes is the factory default setting. • Lower settings conserve more energy, but may require longer warm-up times. • Select the lowest setting if the printer shares an electrical circuit with room lighting. • Select a high setting if the printer is in constant use. Under most circumstances, this keeps the printer ready to print with minimum warm-up time.
Timeouts Screen Timeout 15–300 sec	Sets the amount of time in seconds the printer waits before returning the printer display to a Ready state Note: 30 seconds is the factory default setting.
Timeouts Print Timeout Disabled 1–255 sec	Sets the amount of time in seconds the printer waits to receive an end-of-job message before canceling the remainder of the print job Notes: <ul style="list-style-type: none"> • 90 seconds is the factory default setting. • When the timer expires, any partially printed page still in the printer is printed, and then the printer checks to see if any new print jobs are waiting. • Print Timeout is available only when using PCL emulation. This setting has no effect on PostScript emulation print jobs.
Timeouts Wait Timeout Disabled 15–65535 sec	Sets the amount of time in seconds the printer waits for additional data before canceling a print job Notes: <ul style="list-style-type: none"> • 40 seconds is the factory default setting. • Wait Timeout is available only when the printer is using PostScript emulation. This setting has no effect on PCL emulation print jobs.
Timeouts Job Hold Timeout 5–255 sec	Sets the amount of time the printer waits for user intervention before it holds jobs that require unavailable resources and continues to process print jobs in the print queue Notes: <ul style="list-style-type: none"> • 30 seconds is the factory default setting. • This menu appears only when a printer hard disk is installed.
Print Recovery Auto Continue Disabled 5–255	Lets the printer automatically continue printing from certain offline situations when not resolved within the specified time period Note: Disabled is the factory default setting.

Menu item	Description
Print Recovery Jam Recovery Auto On Off	Specifies whether the printer reprints jammed pages Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks. • On sets the printer to always reprint jammed pages. • Off sets the printer to never reprint jammed pages.
Print Recovery Page Protect Off On	Lets the printer successfully print a page that may not have printed otherwise Notes: <ul style="list-style-type: none"> • Off is the factory default setting. Off prints a partial page when there is not enough memory to print the whole page. • On sets the printer to process the whole page so that the entire page prints.
Sleep Button Settings Press Sleep Button Sleep Do Nothing	Determines how the printer responds when pressing the Sleep button in Idle state Notes: <ul style="list-style-type: none"> • Sleep is the factory default setting for Press Sleep Button. • Do Nothing is the factory default setting for Press and Hold Sleep Button. • Sleep sets the printer to operate at a lower power setting. • If the printer is in Sleep Mode, then the touch screen appears off and the Sleep button turns amber in color. • Touch anywhere on the touch screen or press a button on the printer control panel to exit Sleep Mode.
Factory Defaults Do Not Restore Restore Now	Returns the printer settings to the factory default settings Notes: <ul style="list-style-type: none"> • Do Not Restore is the factory default setting. Do Not Restore keeps the user-defined settings. • Restore Now returns all printer settings to the factory default settings except Network/Ports menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

Copy Settings menu

Menu item	Description
Content Type Text/Photo Photo Text Graphics	Specifies the type of content in the copy job Note: Text/Photo is the factory default setting.

Menu item	Description
Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Black and White Laser Other	Specifies how the original document was produced Note: Color Laser is the factory default setting.
Color On Off	Specifies whether copies are scanned in color Note: On is the factory default setting.
Allow color copies On Off	Specifies whether copies are printed in color Note: On is the factory default setting.
Sides (Duplex) 1 sided to 1 sided 1 sided to 2 sided 2 sided to 1 sided 2 sided to 2 sided	Specifies whether an original document is duplex (two-sided) or simplex (one-sided), and then specifies whether the copy should be duplex or simplex Notes: <ul style="list-style-type: none"> • 1 sided to 1 sided—The original page has printing on one side, and the copy will also have printing on one side. • 1 sided to 2 sided—The original page has printing on one side while the copy will have printing on both sides. For example, if the original document is six sheets, then the copy is three sheets with printing on both sides. • 2 sided to 1 sided—The original page has printing on both sides while the copy will have printing on only one side. For example, if the original document is three sheets, then the copy is six sheets with printing on only one side. • 2 sided to 2 sided—The original page has printing on both sides, and the copy will also have printing on both sides. • This option appears only if the printer has a duplex scanner.
Paper Saver Off 2 on 1 Portrait 2 on 1 Landscape 4 on 1 Portrait 4 on 1 Landscape	Allows copying two or four sheets of a document on one page Note: Off is the factory default setting.
Print Page Borders Off On	Specifies whether a page border is printed Note: Off is the factory default setting.
Collate On [1,2,1,2,1,2] Off [1,1,1,2,2,2]	Keeps the pages of a print job stacked in sequence when printing multiple copies Note: On is the factory default setting.

Menu item	Description
Original Size Letter Legal Executive Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card ID Card Custom Scan Size [x] A4 A5 Oficio (Mexico) A6 JIS B5 Book Original Mixed Sizes	Specifies the paper size of the original document Note: Letter is the US factory default setting. A4 is the international factory default setting.
Copy To Source Tray [x] Single Sheet Feeder Multi-Page Feeder	Specifies the paper source for copy jobs Note: Tray 1 is the factory default setting.
Transparency Separators On Off	Places a sheet of paper between transparencies Note: On is the factory default setting.
Separator Sheets Off Between Copies Between Jobs Between Pages	Places a sheet of paper between pages, copies, or copy jobs Note: Off is the factory default setting.
Separator Sheet Source Tray [x] Manual Feeder	Specifies the separator sheet source Note: Tray 1 is the factory default setting.
Darkness 1–9	Specifies the level of darkness for the copy job Note: 5 is the factory default setting.
Number of Copies 1–999	Specifies the number of copies for the copy job Note: 1 is the factory default setting.

Menu item	Description
Header/Footer [Location] Off Date/Time Page number Custom text Print on All pages First page only All but first page Custom text	Specifies header/footer information and its location on the page For the location, choose from the following options: <ul style="list-style-type: none"> • Top left • Top middle • Top right • Bottom left • Bottom middle • Bottom right Notes: <ul style="list-style-type: none"> • Off is the factory default setting for Top left. • “All pages” is the factory default setting for “Print on.”
Overlay Off Confidential Copy Draft Urgent Custom	Specifies the overlay text printed on each page of the copy job Notes: <ul style="list-style-type: none"> • Off is the factory default setting • If a user selects Custom but has not defined a Custom Overlay value, then no overlay appears.
Custom Overlay	Specifies a custom overlay text Note: A maximum of 64 characters is allowed.
Allow priority copies On Off	Allows interruption of a print job to copy a page or document Note: On is the factory default setting.
Custom Job scanning Off On	Lets you copy, in a single copy job, a document that contains mixed paper sizes Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu item appears only if a printer hard disk is installed.
Allow Save as Shortcut On Off	Lets you save custom copy settings as shortcuts Note: On is the factory default setting.
Background Removal -4 to 4	Adjusts the amount of background visible on a copy job Note: 0 is the factory default setting.
Auto Center Off On	Lets you automatically center the content on the page Note: Off is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the output

Menu item	Description
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during copy jobs, and how much increase or decrease there is in the dropout Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for Content 0–5	Specifies the contrast used for the copy job Note: Best for Content is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document Note: Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a copy job Note: 0 is the factory default setting.
Scan edge to edge Off On	Specifies if the original document is scanned edge-to-edge Note: Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness of a copy job Note: 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default, while “warm” values generate a redder output than the default.
Sample Copy Off On	Creates a sample copy of the original document Note: Off is the factory default setting.

Fax Settings menu

Fax Mode (Analog Fax Setup) menu

Analog Fax Setup mode sends the fax job by way of a telephone line.

General Fax Settings

Menu item	Description
Fax Name or Station Name	Specifies the name of the fax in the printer
Fax Number or Station Number	Specifies the number assigned to the fax
Station ID Fax Name or Station Name Fax Number or Station Number	Specifies how the fax is identified
Enable Manual Fax Off On	Sets the printer to fax manually only, which requires a line splitter and a telephone handset Notes: <ul style="list-style-type: none">• Use a regular telephone to answer an incoming fax job and to dial a fax number.• Touch # 0 on the numeric keypad to go directly to the Manual Fax function.
Memory Use Equal Mostly sent All send All receive Mostly receive	Defines the allocation of non-volatile memory between sending and receiving fax jobs Notes: <ul style="list-style-type: none">• Equal is the factory default setting. Equal splits the memory for sending and receiving fax jobs into equal amounts.• Mostly sent specifies that most of the memory is set to send fax jobs.• All send specifies that all the memory is set to send fax jobs.• All receive specifies that all the memory is set to receive fax jobs.• Mostly receive specifies that most of the memory is set to receive fax jobs.
Cancel Faxes Allow Don't Allow	Specifies whether or not the printer cancels fax jobs
Caller ID On Off Alternate	Specifies type of caller ID being used
Fax number masking Off From left From right	Specifies the direction from where digits are masked in an outgoing fax number Note: The number of characters masked is determined by the “Digits to mask” setting.
Digits to mask 0–58	Specifies the number of digits to mask in an outgoing fax number

Menu item	Description
Fax Cover Page Fax Cover Page Off by default On by default Never use Always use Include to field On Off Include from field Off On From Include Message field Off On Message Include Logo Off On Include Footer [x] Footer [x]	Configures the fax cover page Note: “Off by default” is the factory default setting for all Fax Cover Page options.

Fax Send Settings

Menu item	Description
Resolution Standard Fine 200 dpi Super Fine 300 dpi	Specifies quality in dots per inch (dpi). A higher resolution gives greater print quality, but increases the fax transmission time for outgoing faxes. Note: Standard is the factory default setting.

Menu item	Description
Original Size Mixed Sizes Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original	Specifies the paper size of the original document Note: Mixed Sizes is the US factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long edge Short edge	Specifies how text and graphics are oriented on a page Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Content Type Text Text/Photo Graphics Photo	Specifies the content of the original document Note: Text is the factory default setting.
Content Source Color Laser Inkjet Magazine Press Black/White Laser Photo/Film Newspaper Other	Specifies how the original document was produced Note: Color Laser is the factory default setting.

Menu item	Description
Darkness 1–9	Lightens or darkens the output Note: 5 is the factory default setting.
Dial Prefix	Lets you enter a dialing prefix, such as 99. A numeric entry field is provided.
Dialing Prefix Rules Prefix Rule [x]	Establishes a dialing prefix rule
Automatic Redial 0–9	Specifies the number of times the printer tries to send the fax to a specified number Note: 5 is the factory default setting.
Redial Frequency 1–200	Specifies the number of minutes between redials
Behind a PABX No Yes	Enables switchboard blind dialing without a dial tone
Enable ECM Yes No	Enables Error Correction Mode for fax jobs
Enable Fax Scans On Off	Lets you fax files that are scanned at the printer
Driver to fax Yes No	Allows the printer driver to send fax jobs
Allow Save as Shortcut On Off	Lets you save fax numbers as shortcuts in the printer
Dial Mode Tone Pulse	Specifies the dialing sound, either as a tone or a pulse
Max Speed 2400 4800 9600 14400 33600	Specifies the maximum speed in baud at which faxes are sent
Custom Job scanning Off On	Lets you scan a document that contains mixed paper sizes into a single file
Scan Preview Off On	Specifies whether a preview will appear on the display for scan jobs

Menu item	Description
Background Removal -4 to 4	Adjusts the amount of background visible on a scanned image Note: 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the scanned image
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop, and how much to increase or decrease the dropout Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast in the scanned image Note: “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document Note: Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible Note: 0 is the factory default setting.
Scan edge to edge Off On	Specifies if the original document is scanned edge-to-edge prior to faxing Note: Off is the factory default setting.
Sharpness 0–5	Adjusts the sharpness of a fax Note: 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.
Enable Color Fax Scans Off by default On by default Never use Always use	Enables color faxing Note: “Off by default” is the factory default setting.

Menu item	Description
Auto Convert Color Faxes to Mono Faxes On Off	Converts all outgoing faxes to black and white Note: On is the factory default setting.

Fax Receive Settings

Menu item	Description
Enable Fax Receive On Off	Allows fax jobs to be received by the printer Note: On is the factory default setting.
Rings to Answer 1–25	Specifies the number of rings before answering an incoming fax job Note: 1 is the factory default setting.
Auto Reduction On Off	Scales an incoming fax job so that it fits the size of the paper loaded in the designated fax source Note: On is the factory default setting.
Paper Source Auto Tray [x] Multi-Purpose Feeder	Specifies the paper source selected to supply paper for the printer to print an incoming fax
Output Bin Standard Bin Bin [x]	Specifies an exit bin for received faxes Note: Bin 1 is available only when the finisher is installed.
Sides (Duplex) Off On	Enables duplex printing (two-sided printing) for incoming fax jobs
Separator Sheets Off Before Job After Job	Enables the printer to include separator sheets for incoming fax jobs
Separator Sheet Source Tray [x] Manual Feeder	Specifies where the printer will pick the separator sheet
Fax Footer Off On	Prints the transmission information at the bottom of each page from a received fax Note: Off is the factory default setting.
Max Speed 33600 2400 4800 9600 14400	Specifies the maximum speed in baud at which faxes are received

Menu item	Description
Fax Forwarding Print Print and Forward Forward	Enables forwarding of received faxes to another recipient
Forward to Fax E-mail FTP LDSS eSF	Specifies the type of recipient to which faxes will be forwarded Note: This menu is available only from the printer Embedded Web Server.
Forward to Shortcut	Lets you enter the shortcut number which matches the recipient type (Fax, E-mail, FTP, LDSS, or eSF)
Block No Name Fax Off On	Enables blocking of incoming faxes sent from devices with no station ID specified
Banned Fax List	Enables the list of banned fax numbers stored in the printer
Holding Faxes Held Fax Mode Off Always On Manual Scheduled Fax Holding Schedule	Enables fax holding all of the time or according to set schedule Note: Off is the factory default setting.
Enable Color Fax Receive On Off	Enables the device to receive fax in color

Fax Log Settings

Menu item	Description
Transmission Log Print log Do not print log Print only for error	Enables printing of a transmission log after each fax job
Receive Error Log Print Never Print on Error	Enables printing of a receive error log following a receive error
Auto Print Logs On Off	Enables automatic printing of fax logs Note: Logs print after every 200 jobs.

Menu item	Description
Log Paper Source Tray [x] Manual Feeder	Specifies the source of the paper used for printing logs
Logs Display Remote Fax Name or Remote Station Name Dialed Number	Specifies whether printed logs display the dialed number or the station name returned
Enable Job Log On Off	Enables access to the Fax Job log
Enable Call Log On Off	Enables access to the Fax Call log
Log Output Bin Standard Bin Bin [x]	Specifies the exit bin where fax logs are printed

Speaker Settings

Menu item	Description
Speaker Mode On until Connected Always On Always Off	Specifies the mode of the speaker. Notes: <ul style="list-style-type: none"> • “On until Connected” is the factory default setting. A sound is issued until the fax connection is made. • Always On turns the speaker on. • Always Off turns the speaker off.
Speaker Volume High Low	Controls the volume setting Note: High is the factory default setting.
Ringer Volume On Off	Controls the fax speaker ringer volume Note: On is the factory default setting.

Answer On

Menu item	Description
All Rings Single Ring Only Double Ring Only Triple Ring Only Single or Double Rings Only Single or Triple Rings Only Double or Triple Rings Only	Specifies ring patterns when device is answering calls Note: All Rings is the factory default setting.

Fax Mode (Fax Server Setup) menu

Fax Mode sends the fax job to a fax server for transmission.

Fax Server Setup

Menu item	Description
To Format	Lets you enter specific fax information using the virtual keyboard on the printer control panel
Reply Address	
Subject	
Message	
SMTP Setup	Specifies SMTP setup information
Primary SMTP Gateway	Specifies SMTP server port information
Secondary SMTP Gateway	
Image Format PDF (.pdf) XPS (.xps) TIFF (.tif)	Specifies the image type for scanning to fax
Content Type Text/Photo Photo Text Graphics	This option tells the printer the original document type and source. Note: Text/Photo is the factory default setting.
Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Black and White Laser Other	Specifies how the content was originally produced Note: Color Laser is the factory default setting.
Fax Resolution Standard Fine 200 dpi Super Fine 300 dpi	Specifies the resolution level for scanning to fax
Darkness 1–9	Lightens or darkens the output Note: 5 factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image

Menu item	Description
Original Size Mixed Sizes Letter Legal Executive Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A4 A5 A6 Oficio (Mexico) JIS B5 Book Original Mixed Sizes	Specifies the paper size of the document being scanned Note: Mixed Sizes is the US factory default setting. A4 is the international factory default setting.
Use Multi-Page TIFF On Off	Lets you save scan jobs into multiple-page or single-page TIFF files. For a multiple-page scan-to-fax job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the scan job. Notes: <ul style="list-style-type: none"> On is the factory default setting. This menu item applies to all scan functions.
Enable Analog Receive Off On	Enables receiving of analog faxes Note: Off is the factory default setting.

E-mail Settings menu

Menu item	Description
E-mail Server Setup Subject Message Base file name	Specifies e-mail server information Notes: <ul style="list-style-type: none"> The subject box has a limitation of 255 characters. The message box has a limitation of 512 characters.
E-mail Server Setup Send me a copy Never appears On by default Off by default Always On	Sends a copy of the e-mail back to the sender Note: "Never appears" is the factory default setting.

Menu item	Description
E-mail Server Setup Max E-mail size 0–65535 KB	Specifies the maximum e-mail size in kilobytes Note: E-mails above the specified size are not sent.
E-mail Server Setup Size error message	Sends a message when an e-mail is greater than the configured size limit
E-mail Server Setup Limit destinations	Specifies a domain name, such as a company domain name, and then limits e-mail destinations to that domain name only Notes: <ul style="list-style-type: none"> • E-mail can be sent only to the specified domain. • The limit is one domain.
E-mail Server Setup Web Link Setup Server Login Password Path Base file name Web Link	Defines the e-mail server path name; for example: /directory/path Note: The characters * : ? < > are invalid entries for a path name.
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specifies the format of the scanned file Note: PDF (.pdf) is the factory default setting.
PDF Version 1.5 1.6 A-1a 1.2 1.3 1.4	Sets the version of the PDF file that will be scanned for e-mailing Note: 1.5 is the factory default setting.
Content Type Text/Photo Photo Text Graphics	Specifies the content of the original document Note: Text/Photo is the factory default setting.

Menu item	Description
Content Source Color Laser Inkjet Magazine Press Black/White Laser Photo/Film Newspaper Other	Specifies how the original document was produced Note: Color Laser is the factory default setting.
Color Color Gray	Specifies whether or not a job prints in grayscale or color Note: Color is the factory default setting.
Resolution 150 200 300 400 600 75	Specifies the resolution of the scan in dots per inch Note: 150 dpi is the factory default setting.
Darkness 1–9	Lightens or darkens the output Note: 5 is the factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image Note: Portrait is the factory default setting.

Menu item	Description
Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Mixed Sizes	Specifies the paper size of the document being scanned Notes: <ul style="list-style-type: none"> • A4 is the international factory default setting. • Letter is the US factory default setting.
Sides (Duplex) Off Long edge Short edge	Specifies how the text and graphics are oriented on the page Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
JPEG Quality Best for content 5–90	Sets the quality of a JPEG photo image in relation to file size and quality of the image Notes: <ul style="list-style-type: none"> • “Best for content” is the factory default setting. • 5 reduces the file size and quality of the image. • 90 provides the best image quality, but the file size is very large. • This menu applies to all scan functions.
Text Default 5–90	Sets the quality of a text image in relation to file size and quality of the image Note: 75 is the factory default setting.
Text/Photo Default 5–90	Sets the quality of a text or photo image in relation to file size and the quality of the image Note: 75 is the factory default setting.
Photo Default 5–90	Sets the quality of a photo image in relation to file size and the quality of the image Note: 50 is the factory default setting.

Menu item	Description
E-mail images sent as Attachment Web Link	Specifies how the images will be sent Note: Attachment is the factory default setting.
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-e-mail job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. Notes: <ul style="list-style-type: none"> On is the factory default setting. This menu applies to all scan functions.
Transmission Log Print log Do not print log Print only for error	Specifies whether or not the transmission log prints Note: Print log is the factory default setting.
Log Paper Source Tray [x] Manual Feeder	Specifies the paper source for printing e-mail logs Note: Tray 1 is the factory default setting.
E-mail Bit Depth 8 bit 1 bit	Enables the Text/Photo mode to produce smaller file sizes by using 1-bit images when Color is set to Off Note: 8 bit is the factory default setting.
Custom Job scanning Off On	Lets you copy, in a single copy job, a document that contains mixed paper sizes Note: Off is the factory default setting.
Scan Preview Off On	Specifies whether or not a preview will appear on the display for scan jobs Note: Off is the factory default setting.
Allow Save as Shortcut On Off	Lets you save e-mail addresses as shortcuts Notes: <ul style="list-style-type: none"> On is the factory default setting. When set to Off, the Save as Shortcut button does not appear on the e-mail destination screen.
Background Removal -4 to 4	Adjusts the amount of background visible on a scanned image Note: 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the output

Menu item	Description
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during scanning, and how much to increase or decrease the dropout Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast of the output Note: “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document Note: Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a scanned image Note: 0 is the factory default setting.
Scan edge to edge Off On	Specifies whether the original document is scanned edge-to-edge Note: Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness on a scanned image Note: 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.
Use cc:/bcc: Off On	Enables the use of the cc: and bcc: fields Note: Off is the factory default setting.

FTP Settings menu

Menu item	Description
Format PDF (.pdf) Secure PDF (.pdf) TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specifies the format of the FTP file Note: PDF (.pdf) is the factory default setting .
PDF Version 1.5 1.6 A-1a 1.2 1.3 1.4	Sets the version level of the PDF file for FTP sending Note: 1.5 is the factory default setting.
Content Type Text Graphics Text/Photo Photo	Specifies the content of the original document Note: Text/Photo is the factory default setting.
Content Source Color Laser Inkjet Magazine Press Black/White Laser Photo/Film Newspaper Other	Specifies how the original document was produced Note: Color Laser is the factory default setting.
Color Color Gray	Specifies whether a job prints in grayscale or color Note: Color is the factory default setting.
Resolution 150 200 300 400 600 75	Specifies how many dots per inch are scanned Note: 150 dpi is the factory default setting.
Darkness 1–9	Lightens or darkens the output Note: 5 is the factory default setting.

Menu item	Description
Orientation Portrait Landscape	Specifies the orientation of the scanned image Note: Portrait is the factory default setting.
Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Mixed Sizes	Specifies the paper size of the document that is being scanned Notes: <ul style="list-style-type: none"> • A4 is the international factory default setting. • Letter is the US factory default setting.
Sides (Duplex) Off Long edge Short edge	Specifies how the text and graphics are oriented on the page Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
JPEG Quality Best for content 5–90	Sets the quality of a JPEG photo image in relation to file size and the quality of the image Notes: <ul style="list-style-type: none"> • “Best for content” is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu applies to all scan functions.
Text Default 5–90	Sets the quality of the text in relation to file size and the quality of the image Note: 75 is the factory default setting.

Menu item	Description
Text/Photo Default 5–90	Sets the quality of a text/photo image in relation to file size and the quality of the image Note: 75 is the factory default setting.
Photo Default 5–90	Sets the quality of a photo image in relation to file size and the quality of the image Note: 50 is the factory default setting.
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. Notes: <ul style="list-style-type: none"> • On is the factory default setting. • This menu applies to all scan functions.
Transmission Log Print log Do not print log Print only for error	Specifies whether the transmission log prints Note: “Print log” is the factory default setting.
Log Paper Source Tray [x] Manual Feeder	Specifies a paper source when printing FTP logs Note: Tray 1 is the factory default setting.
FTP bit Depth 8 bit 1 bit	Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off Note: 8 bit is the factory default setting.
Base File Name	Lets you enter a base file name Note: The limitation is 53 characters.
Custom Job Scanning Off On	Lets you copy a document that contains mixed paper sizes into a single scan job Note: Off is the factory default setting.
Scan Preview Off On	Specifies whether a preview will appear on the display for scan jobs Note: Off is the factory default setting.
Allow Save as Shortcut On Off	Enables shortcut creation for FTP addresses Note: On is the factory default setting.
Background Removal -4 to 4	Adjusts the amount of background visible on a copy Note: 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the output

Menu item	Description
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during scanning, and how much to increase or decrease the dropout Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast 0–5 Best for content	Specifies the contrast of the output Note: “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document Note: Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a scanned image Note: 0 is the factory default setting.
Scan edge to edge Off On	Specifies whether the original document is scanned edge-to-edge Note: Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness of a scanned image Note: 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.

Flash Drive menu

Flash Drive menu

Scan Settings

Menu item	Description
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specifies the format of the file to be sent through FTP Note: PDF (.pdf) is the factory default setting.
PDF Version 1.2–1.6 A-1a	Sets the version of the PDF file to be sent through FTP Note: 1.5 is the factory default setting.
Content Type Text/Photo Photo Text Graphics	Specifies the content of the original document Note: Text/Photo is the factory default setting.
Content Source Color Laser Inkjet Photo/Film Magazine Newspaper Press Other Black and White Laser	Specifies how the original document was produced Note: Color Laser is the factory default setting.
Color Gray Color	Specifies whether prints are in grayscale or color Note: Gray is the factory default setting.
Resolution 150 200 300 400 600 75	Specifies the resolution of the scan in dots per inch (dpi) Note: 150 is the factory default setting.
Darkness 1–9	Lightens or darkens the output Note: 5 is the factory default setting.

Menu item	Description
Orientation Portrait Landscape	Specifies the orientation of the scanned image Note: Portrait is the factory default setting.
Original Size Letter Legal Executive Tabloid Folio Statement Universal 4 x 6 in. 3 x 5 in. Business Card Custom Scan Size [x] A3 A4 A5 Oficio (Mexico) A6 JIS B4 JIS B5 Book Original Mixed Sizes	Specifies the paper size of the document Note: Letter is the US factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long edge Short edge	Specifies how the text and graphics are oriented on a page Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
JPEG Quality Best for content 5–90	Sets the quality of a JPEG photo image in relation to file size and quality Notes: <ul style="list-style-type: none"> • “Best for content” is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu applies to all scan functions.
Text Default 5–90	Sets the quality of the text in relation to file size and the quality of the image Note: 75 is the factory default setting.
Text/Photo Default 5–90	Sets the quality of a text/photo image in relation to file size and the quality Note: 75 is the factory default setting.

Menu item	Description
Photo Default 5–90	Sets the quality of a photo image in relation to file size and the quality Note: 50 is the factory default setting.
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page. Notes: <ul style="list-style-type: none"> On is the factory default setting. This menu applies to all scan functions.
Scan Bit Depth 8 bit 1 bit	Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off Note: 8 bit is the factory default setting.
File Name	Lets you enter a base file name Note: A maximum of 53 characters is allowed.
Custom Job Scanning Off On	Lets you copy a document containing mixed paper sizes in a single copy job Note: Off is the factory default setting.
Scan Preview Off On	Specifies whether a preview appears on the display for scan jobs Note: Off is the factory default setting.
Background Removal -4 to 4	Adjusts the amount of background visible on a copy Note: 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the scanned image
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during scanning, and how much to increase or decrease the dropout Notes: <ul style="list-style-type: none"> None is the factory default setting for Color Dropout. 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast of the scanned image Note: “Best for content” is the factory default setting.

Menu item	Description
Mirror Image Off On	Creates a mirror image of the original document Note: Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a scanned image Note: 0 is the factory default setting.
Scan edge to edge Off On	Specifies whether the original document is scanned edge-to-edge Note: Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness on a scanned image Note: 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.

Print Settings

Copies 1–999	Specifies a default number of copies for each print job Note: 1 is the factory default setting.
Paper Source Tray [x] MP Feeder Manual Paper Manual Envelope	Sets a default paper source for all print jobs Note: Tray 1 is the factory default setting.
Collate On (1,2,1,2,1,2) Off (1,1,1,2,2,2)	Stacks the pages of a print job in sequence when printing multiple copies Note: On is the factory default setting.
Sides (Duplex) 1 sided 2 sided	Specifies whether prints are on one side or on both sides of the page Note: 1 sided is the factory default setting.
Staple Off Auto Back Dual Dual Double Front	Specifies whether prints are stapled Notes: <ul style="list-style-type: none"> Off is the factory default setting. This menu appears only when the printer is equipped with a stapler.

Hole Punch Off On	Specifies whether prints have punched holes Notes: <ul style="list-style-type: none"> Off is the factory default setting. This menu appears only when the printer is equipped with a puncher.
Hole Punch Mode 2 holes 3 holes 4 holes	Determines the type of punch finishing performed on prints Notes: <ul style="list-style-type: none"> “3 holes” is the factory default setting if 3-hole puncher is installed. “4 holes” is the factory default setting if 2-hole and 4-hole puncher is installed. This menu appears only when the printer is equipped with a puncher.
Duplex Binding Long Edge Short Edge	Defines the way duplexed pages are bound and how the printing on the back of the page is oriented in relation to the printing on the front of the page Notes: <ul style="list-style-type: none"> Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Paper Saver Orientation Auto Landscape Portrait	Specifies the orientation of a multiple-page document Note: Auto is the factory default setting. The printer chooses between portrait and landscape
Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up	Specifies that multiple-page images be printed on one side of a paper Notes: <ul style="list-style-type: none"> Off is the factory default setting. The number selected is the number of page images that will print per side.
Paper Saver Border None Solid	Prints a border on each page image Note: None is the factory default setting.
Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical	Specifies the positioning of multiple-page images Notes: <ul style="list-style-type: none"> Horizontal is the factory default setting. Positioning depends on the number of page images and whether they are in portrait or landscape orientation.

Separator Sheets Off Between Copies Between Jobs Between Pages	Specifies whether blank separator sheets are inserted Notes: <ul style="list-style-type: none"> Off is the factory default setting. Between Copies inserts a blank sheet between each copy of a print job if Collate is set to On. If Collate is set to Off, then a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's. Between Jobs inserts a blank sheet between print jobs. Between Pages inserts a blank sheet between each page of the print job. This setting is useful when printing transparencies or when inserting blank pages in a document for notes.
Separator Sheet Source Tray [x] Manual Feeder	Specifies the paper source for separator sheets Notes: <ul style="list-style-type: none"> Tray 1 is the factory default setting. From the Paper menu, Configure MP must be set to Cassette in order for Manual Feeder to appear as a menu setting.
Blank Pages Do Not Print Print	Specifies whether blank pages are inserted in a print job Note: Do Not Print is the factory default setting.

Print Settings

Setup menu

Menu item	Description
Printer Language PCL Emulation PS Emulation	Sets the default printer language Notes: <ul style="list-style-type: none"> PCL Emulation is the factory default printer language. Setting a printer language as the default does not prevent a software program from sending print jobs that use another printer language.
Job Waiting Off On	Specifies that print jobs be removed from the print queue if they require unavailable printer options or custom settings. They are stored in a separate print queue, so other jobs print normally. When the missing information and/or options are obtained, the stored jobs print. Notes: <ul style="list-style-type: none"> Off is the factory default setting. This menu appears only when a non-read-only printer hard disk is installed. This requirement ensures that stored jobs are not deleted if the printer loses power.

Menu item	Description
Print Area Normal Fit to Page Whole Page	Sets the logical and physical printable area Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. When attempting to print data in the non-printable area defined by the Normal setting, the printer clips the image at the boundary. • Whole Page allows the image to be moved into the non-printable area defined by the Normal setting, but the printer will clip the image at the Normal setting boundary. Whole Page only affects pages printed using a PCL 5e interpreter. This setting has no effect on pages printed using the PCL XL or PostScript interpreter.
Printer Usage Max Yield Max Speed	Sets color toner use in printing Notes: <ul style="list-style-type: none"> • Max Yield is the default printer setting. • The printer driver is capable of overriding this setting
Download Target RAM Flash Disk	Sets the storage location for downloads Notes: <ul style="list-style-type: none"> • RAM is the factory default setting. Storing downloads in RAM is temporary. • Storing downloads in flash memory or on a printer hard disk places them in permanent storage. Downloads remain in flash memory or on the printer hard disk even when the printer is turned off. • This menu appears only when a flash and/or disk option is installed.
Resource Save Off On	Specifies how the printer handles temporary downloads, such as fonts and macros stored in RAM, when the printer receives a job that requires more memory than is available Notes: <ul style="list-style-type: none"> • Off is the factory default setting. Off sets the printer to retain the downloads only until memory is needed. Downloads are deleted in order to process print jobs. • On retains the downloads during language changes and printer resets. If the printer runs out of memory, then 38 Memory Full appears, and downloads are not deleted.
Print All Order Alphabetical Oldest First Newest First	Specifies the order in which held and confidential jobs are printed when Print All is selected Note: Alphabetical is the factory default setting. Print jobs always appear in alphabetical order on the printer control panel.

Finishing menu

Menu item	Description
Sides (Duplex) 1 sided 2 sided	Specifies whether duplex (2-sided) printing is set as the default for all print jobs Notes: <ul style="list-style-type: none"> 1 sided is the factory default setting. You can set 2-sided printing from the software program. For Windows users, click File > Print, and then click Properties, Preferences, Options, or Setup. For Macintosh users, choose File > Print, and then adjust the settings from the print dialog and pop-up menus.
Duplex Binding Long Edge Short Edge	Defines the way duplexed pages are bound and how the printing on the back of the page is oriented in relation to the printing on the front of the page Notes: <ul style="list-style-type: none"> Long Edge is the factory default setting. Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Copies 1–999	Specifies a default number of copies for each print job Note: 1 is the factory default setting.
Blank Pages Do Not Print Print	Specifies whether blank pages are inserted in a print job Note: Do Not Print is the factory default setting.
Collate On (1,2,1,2,1,2) Off (1,1,1,2,2,2)	Stacks the pages of a print job in sequence when printing multiple copies Notes: <ul style="list-style-type: none"> On is the factory default setting. No pages will be collated. The On setting stacks the print job sequentially. Both settings print the entire job the number of times specified by the Copies menu setting.
Separator Sheets Off Between Copies Between Jobs Between Pages	Specifies whether blank separator sheets are inserted Notes: <ul style="list-style-type: none"> Off is the factory default setting. Between Copies inserts a blank sheet between each copy of a print job if Collate is set to On. If Collate is set to Off, then a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's. Between Jobs inserts a blank sheet between print jobs. Between Pages inserts a blank sheet between each page of the print job. This setting is useful when printing transparencies or inserting blank pages in a document for notes.
Separator Source Tray [x] Manual Feeder	Specifies the paper source for separator sheets Note: Tray 1 (standard tray) is the factory default setting.

Menu item	Description
Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up	Specifies that multiple-page images be printed on one side of a sheet of paper Notes: <ul style="list-style-type: none"> Off is the factory default setting. The number selected is the number of page images that will print on each page.
Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical	Specifies the positioning of multiple-page images Notes: <ul style="list-style-type: none"> Horizontal is the factory default setting. Positioning depends on the number of images and whether the images are in portrait or landscape orientation.
Paper Saver Orientation Auto Landscape Portrait	Specifies the orientation of a multiple-page sheet Note: Auto is the factory default setting. The printer chooses between portrait and landscape.
Paper Saver Border None Solid	Prints a border on each page image Note: None is the factory default setting.

Quality menu

Menu item	Description
Color Correction Auto Off Manual	Adjusts the color output on the printed page Notes: <ul style="list-style-type: none"> Auto is the factory default setting. Auto applies different color conversion tables to each object on the printed page. Off turns off color correction. Manual allows customization of the color tables using the settings available from the Manual Color menu. Due to the differences in additive and subtractive colors, certain colors that appear on computer monitors are impossible to duplicate on the printed page.
Print Resolution 4800 CQ 1200 dpi	Specifies the printed output resolution Note: 4800 CQ is the factory default setting.
Toner Darkness 1–5	Lightens or darkens the printed output Notes: <ul style="list-style-type: none"> 4 is the factory default setting. Selecting a smaller number can help conserve toner.

Menu item	Description
Enhance Fine Lines Off On	<p>Enables a print mode preferable for files such as architectural drawings, maps, electrical circuit diagrams, and flow charts</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. • You can set this option from the software program. For Windows users, click File > Print > Properties > Preferences > Options, or Setup. For Macintosh users, choose File > Print, and then adjust the settings from the print dialog and pop-up menus. • To set Enhance Fine Lines using the Embedded Web Server, type the network printer IP address in a browser window.
Color Saver Off On	<p>Reduces the amount of toner used for graphics and images. The amount of toner used for text is not reduced.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. • On overrides Toner Darkness settings.
RGB Brightness -6 to 6	<p>Adjusts brightness in color outputs</p> <p>Notes:</p> <ul style="list-style-type: none"> • 0 is the factory default setting. • -6 is the maximum decrease. 6 is the maximum increase. • This does not affect files where CMYK color specifications are being used.
RGB Contrast 0–5	<p>Adjusts contrast in color outputs</p> <p>Notes:</p> <ul style="list-style-type: none"> • 0 is the factory default setting. • This does not affect files where CMYK color specifications are being used.
RGB Saturation 0–5	<p>Adjusts saturation in color outputs</p> <p>Notes:</p> <ul style="list-style-type: none"> • 0 is the factory default setting. • This does not affect files where CMYK color specifications are being used.
Color Balance Cyan -5 to 5 Magenta -5 to 5 Yellow -5 to 5 Black -5 to 5 Reset Defaults 0	<p>Adjusts color in printed output by increasing or decreasing the amount of toner being used for each color</p> <p>Note: 0 is the factory default setting.</p>

Menu item	Description
Color Samples sRGB Display sRGB Vivid Display—True Black Vivid Off—RGB US CMYK Euro CMYK Vivid CMYK Off—CMYK	Prints sample pages for each of the RGB and CMYK color conversion tables used in the printer Notes: <ul style="list-style-type: none"> • Selecting any setting prints the sample. • Color samples consist of a series of colored boxes along with the RGB or CMYK combination that creates the color observed. These pages can be used to help decide which combinations to use to get the desired printed output. • From a browser window, type the IP address of the printer to access a complete list of color sample pages from the Embedded Web Server.
Manual Color RGB Image Vivid sRGB Display Display True Black sRGB Vivid Off RGB Text Vivid sRGB Display Display True Black sRGB Vivid Off RGB Graphics Vivid sRGB Display Display True Black sRGB Vivid Off	Customizes the RGB color conversions Notes: <ul style="list-style-type: none"> • sRGB Display is the factory default setting for RGB Image. This applies a color conversion table to an output that matches the colors displayed on a computer monitor. • sRGB Vivid is the factory default setting for RGB Text and RGB Graphics. sRGB Vivid applies a color table that increases saturation. This is preferred for business graphics and text. • Vivid applies a color conversion table that produces brighter, more saturated colors. • Display—True Black applies a color conversion table that uses only black toner for neutral gray colors. • Off turns off color conversion.

Menu item	Description
Manual Color CMYK Image US CMYK Euro CMYK Vivid CMYK Off CMYK Text US CMYK Euro CMYK Vivid CMYK Off CMYK Graphics US CMYK Euro CMYK Vivid CMYK Off	Customizes the CMYK color conversions Notes: <ul style="list-style-type: none"> • US CMYK is the US factory default setting. US CMYK applies a color conversion table that tries to produce output that matches SWOP color output. • Euro CMYK is the international factory default setting. Euro CMYK applies a color conversion table that tries to produce output that matches EuroScale color output. • Vivid CMYK increases color saturation for the US CMYK color conversion table. • Off turns off color conversion.
Spot Color Replacement	Allows users to create and save custom spot colors with corresponding CMYK values
Color Adjust	Initiates a recalibration of color conversion tables and allows the printer to make adjustments for color variations in output Notes: <ul style="list-style-type: none"> • Adjusting color starts when the menu is selected. Adjusting appears on the display until the process is finished. • Color variations in output sometimes result from changeable conditions such as room temperature and humidity. Color adjustments are made on printer algorithms. Color alignment is also recalibrated in this process.

Job Accounting menu

Note: This menu item appears only if a formatted, non-defective printer hard disk is installed. The printer hard disk cannot be read/write- or write-protected.

Menu item	Description
Job Accounting Log Off On	Determines if the printer creates a log of the print jobs it receives Note: Off is the factory default setting.
Job Accounting Utilities	Lets you print and delete log files or export them to a flash drive
Accounting Log Frequency Monthly Weekly	Determines how often a log file is created Note: Monthly is the factory default setting.

Menu item	Description
Log Action at End of Frequency None E-mail Current Log E-mail & Delete Current Log Post Current Log Post & Delete Current Log	Determines how the printer responds when the frequency threshold expires Note: None is the factory default setting.
Disk Near Full Level 1–99 Off	Specifies the maximum size of the log file before the printer executes the Disk Near Full Action Note: 5MB is the factory default setting.
Disk Near Full Action None E-mail Current Log E-mail & Delete Current Log E-mail & Delete Oldest Log Post Current Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All Logs Delete All But Current	Determines how the printer responds when the printer hard disk is nearly full Notes: <ul style="list-style-type: none"> • None is the factory default setting. • The value defined in Disk Near Full Level determines when this action is triggered.
Disk Full Action None E-mail & Delete Current Log E-mail & Delete Oldest Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All Logs Delete All But Current	Determines how the printer responds when disk usage reaches the maximum limit (100MB) Note: None is the factory default setting.
URL to Post Logs	Determines where the printer posts job accounting logs
E-mail Address to Send Logs	Specifies the e-mail address to which the device sends job accounting logs
Log File Prefix	Note: The current host name defined in the TCP/IP menu is used as the default log file prefix.

Utilities menu

Menu item	Description
Remove Held Jobs Confidential Held Not Restored All	Removes confidential and held jobs from the printer hard disk Notes: <ul style="list-style-type: none"> • Selecting a setting affects only print jobs that are resident in the printer. Bookmarks, print jobs on flash drives, and other types of held jobs are not affected. • Not Restored removes all Print and Hold jobs that are <i>not</i> restored from the printer hard disk or memory.
Format Flash Yes No	Formats the flash memory Warning—Potential Damage: Do not turn off the printer while the flash memory is being formatted. Notes: <ul style="list-style-type: none"> • Yes deletes all data stored in flash memory. • No cancels the format request. • Flash memory refers to the memory added by installing a flash memory option card in the printer. • A flash memory option card must be installed in the printer and operating properly for this menu item to be available. • The flash memory option card must not be read/write- or write-protected.
Delete Downloads on Disk Delete Now Do Not Delete	Removes downloads from the printer hard disk, including all held jobs, buffered jobs, and parked jobs Notes: <ul style="list-style-type: none"> • Delete Now configures the printer control panel to return to the originating screen after the deletion process is completed. • Do Not Delete sets the printer control panel to return to the main Utilities menu.
Activate Hex Trace	Assists in isolating the source of a print job problem Notes: <ul style="list-style-type: none"> • When activated, all data sent to the printer is printed in hexadecimal and character representation, and control codes are not executed. • To exit or deactivate Hex Trace, turn the printer off or reset the printer.
Coverage Estimator Off On	Provides an estimate of the percentage coverage of toner on a page. The estimate is printed on a separate page at the end of each print job. Note: Off is the factory default setting.

XPS menu

Menu item	Description
Print Error Pages Off On	Prints a page containing information on errors, including XML markup errors Note: Off is the factory default setting.

PDF menu

Menu item	Description
Scale to Fit No Yes	Scales page content to fit the selected page size Note: No is the factory default setting.
Annotations Do Not Print Print	Specifies whether to print annotations in the PDF Note: Do Not Print is the factory default setting.

PostScript menu

Menu item	Description
Print PS Error Off On	Prints a page containing the PostScript error Note: Off is the factory default setting.
Lock PS Startup Mode Off On	Enables users to disable the SysStart file Note: Off is the factory default setting.
Font Priority Resident Flash/Disk	Establishes the font search order Notes: <ul style="list-style-type: none">• Resident is the factory default setting.• This menu item is available only if a formatted flash memory option card or printer hard disk is installed and operating properly.• Make sure the flash memory option or printer hard disk is not read/write-, write-, or password-protected.• Job Buffer Size must not be set to 100%.
Image Smoothing Off On	Enhances the contrast and sharpness of low-resolution images and smooths their color transitions Notes: <ul style="list-style-type: none">• Off is the factory default setting.• Image Smoothing has no effect on images that are 300 dpi or higher in resolution.

PCL Emul menu

Menu item	Description
Font Source Resident Disk Download Flash All	Specifies the set of fonts used by the Font Name menu item Notes: <ul style="list-style-type: none"> Resident is the factory default setting. Resident shows the factory default set of fonts downloaded in RAM. Flash and Disk settings show all fonts resident in that option. The Flash option must be properly formatted and cannot be read/write-, write-, or password-protected. Download shows all the fonts downloaded in RAM. All shows all fonts available to any option.
Font Name Courier 10	Identifies a specific font and the option where it is stored Note: Courier 10 is the factory default setting. Courier 10 shows the font name, font ID, and the storage location in the printer. The font source abbreviation is R for Resident, F for Flash, K for Disk, and D for download.
Symbol Set 10U PC-8 12U PC-850	Specifies the symbol set for each font name Notes: <ul style="list-style-type: none"> 10U PC-8 is the US factory default setting. 12U PC-850 is the international factory default setting. A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text. Only the supported symbol sets are shown.
PCL Emulation Settings Point Size 1.00–1008.00	Changes the point size for scalable typographic fonts Notes: <ul style="list-style-type: none"> 12 is the factory default setting. Point Size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch. Point sizes can be increased or decreased in 0.25-point increments.
PCL Emulation Settings Pitch 0.08–100	Specifies the font pitch for scalable monospaced fonts Notes: <ul style="list-style-type: none"> 10 is the factory default setting. Pitch refers to the number of fixed-space characters per inch (cpi). Pitch can be increased or decreased in 0.01-cpi increments. For nonscalable monospaced fonts, the pitch appears on the display but cannot be changed.
PCL Emulation Settings Orientation Portrait Landscape	Specifies the orientation of text and graphics on the page Notes: <ul style="list-style-type: none"> Portrait is the factory default setting. Portrait prints text and graphics parallel to the short edge of the page. Landscape prints text and graphics parallel to the long edge of the page.

Menu item	Description
PCL Emulation Settings Lines per Page 1–255 60 64	Specifies the number of lines that print on each page Notes: <ul style="list-style-type: none"> • 60 is the US factory default setting. 64 is the international default setting. • The printer sets the amount of space between each line based on the Lines per Page, Paper Size, and Orientation settings. Select the desired Paper Size and Orientation before setting Lines per Page.
PCL Emulation Settings A4 Width 198 mm 203 mm	Sets the printer to print on A4-size paper Notes: <ul style="list-style-type: none"> • 198 mm is the factory default setting. • The 203-mm setting sets the width of the page to allow the printing of eighty 10-pitch characters.
PCL Emulation Settings Auto CR after LF Off On	Specifies whether the printer automatically performs a carriage return (CR) after a line feed (LF) control command Note: Off is the factory default setting.
PCL Emulation Settings Auto LF after CR Off On	Specifies whether the printer automatically performs a line feed (LF) after a carriage return (CR) control command Note: Off is the factory default setting.
Tray Renumber Assign MP Feeder Off None 0–199 Assign Tray [x] Off None 0–199 Assign Manual Paper Off None 0–199 Assign Manual Env Off None 0–199	Configures the printer to work with printer software or programs that use different source assignments for trays, drawers, and feeders Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • None is not an available selection. It is only displayed when it is selected by the PCL 5 interpreter. It also ignores the Select Paper Feed command. • 0–199 allows a custom setting to be assigned.
Tray Renumber View Factory Defaults None	Displays the factory default setting assigned to each tray, drawer, or feeder

Menu item	Description
Tray Renumber Restore Defaults Yes No	Returns all tray, drawer, and feeder assignments to the factory default settings

HTML menu

Menu Item	Description
Font Name Albertus MT Antique Olive Apple Chancery Arial MT Avant Garde Bodoni Bookman Chicago Clarendon Cooper Black Copperplate Coronet Courier Eurostile Garamond Geneva Gill Sans Goudy Helvetica Hoefler Text Intl CG Times Intl Courier Intl Univers	Joanna MT Letter Gothic Lubalin Graph Marigold MonaLisa Recut Monaco New CenturySbk New York Optima Oxford Palatino StempelGaramond Taffy Times TimesNewRoman Univers Zapf Chancery NewSansMTCS NewSansMTCT New SansMTJA NewSansMTKO Sets the default font for HTML documents Note: The Times font is used in HTML documents that do not specify a font.

Menu item	Description
Font Size 1–255 pt	Sets the default font size for HTML documents Notes: <ul style="list-style-type: none"> • 12 pt is the factory default setting. • Font size can be increased in 1-point increments.
Scale 1–400%	Scales the default font for HTML documents Notes: <ul style="list-style-type: none"> • 100% is the factory default setting. • Scaling can be increased in 1% increments.

Menu item	Description
Orientation Portrait Landscape	Sets the page orientation for HTML documents Note: Portrait is the factory default setting.
Margin Size 8–255 mm	Sets the page margin for HTML documents Notes: <ul style="list-style-type: none"> • 19 mm is the factory default setting. • Margin size can be increased in 1-mm increments.
Backgrounds Print Do Not Print	Specifies whether to print backgrounds on HTML documents Note: Print is the factory default setting.

Image menu

Menu item	Description
Auto Fit On Off	Selects the optimal paper size, scaling, and orientation Note: On is the factory default setting. It overrides scaling and orientation settings for some images.
Invert Off On	Inverts bi-tonal monochrome images Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This setting does not apply to GIF or JPEG images.
Scaling Best Fit Anchor Center Fit Height/Width Fit Height Fit Width Anchor Top Left	Scales the image to fit the selected paper size Notes: <ul style="list-style-type: none"> • Best Fit is the factory default setting. • When Auto Fit is set to On, Scaling is automatically set to Best Fit.
Orientation Portrait Landscape Rev Portrait Rev Landscape	Sets the image orientation Note: Portrait is the factory default setting.

PictBridge menu

Menu item	Description
Photo Size Auto L 2L Hagaki Postcard Card Size 100 x 150 mm 4 x 6 in 8 x 10 in Letter A4 A5 JIS B5	Controls the printed size of each photo printed from a PictBridge-enabled device Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • If both the printer and the PictBridge-enabled camera have a value for this setting, the value in the camera supersedes the value in the printer.
Layout Auto Off 2 Up 3 Up 4 Up 6 Up 9 Up 12 Up 16 Up Index Print	Determines the maximum number of images that can be printed on one side of paper Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • If both the printer and the PictBridge-enabled camera have a value for this setting, the value in the camera supersedes the value in the printer.
Quality Normal Draft Fine	Determines which resolution, toner darkness, and color saver values the device uses when printing photos sent from a PictBridge-enabled device Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • If both the printer and the PictBridge-enabled camera have a value for this setting, the value in the camera supersedes the value in the printer.
Paper Source MP Feeder Tray [x] Manual Paper	Identifies the printer default input source when printing photos from a PictBridge-enabled device Notes: <ul style="list-style-type: none"> • MP Feeder is the factory default setting. • A photo size larger than the size of the media installed in the printer input source cannot be selected.

Help menu

The Help menu consists of a series of Help pages that are stored in the multifunction printer (MFP) as PDF files. They contain information about using the printer and performing various tasks, including copying, scanning, and faxing.

English, French, German, and Spanish translations are stored in the printer.

Other translations are available on the Lexmark Web site at www.lexmark.com.

Menu item	Description
Print All Guides	Prints all the guides
Copy Guide	Provides information about making copies and changing settings
Fax Guide	Provides information about sending faxes using fax numbers, shortcut numbers, or the address book, and about changing settings
E-mail Guide	Provides information about sending e-mails using addresses, shortcut numbers, or the address book, and about changing settings
FTP Guide	Provides information about scanning documents directly to an FTP server using an FTP address, shortcut numbers, or the address book, and about changing settings
Print Defects Guide	Provides help in resolving repeating defects in copies or prints
Information Guide	Provides help in locating additional information
Supplies Guide	Provides part numbers for ordering supplies

Securing the printer hard disk and other installed memory

Statement of Volatility

Your printer contains various types of memory that are capable of storing device and network settings, information from embedded solutions, and user data. The types of memory—along with the types of data stored by each—are described below.

- **Volatile memory**—Your device utilizes standard *Random Access Memory* (RAM) to temporarily buffer user data during simple print and copy jobs.
- **Non-volatile memory**—Your device may utilize two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types are used to store the operating system, device settings, network information, scanner and bookmark settings, and embedded solutions.
- **Hard disk memory**—Some devices have a hard disk drive installed. The printer hard disk is designed for device-specific functionality and cannot be used for long term storage for data that is not print-related. The hard disk does not provide the capability for users to extract information, create folders, create disk or network file shares, or FTP information directly from a client device. The hard disk can retain buffered user data from complex scan, print, copy, and fax jobs, as well as form data, and font data.

There are several circumstances under which you might wish to erase the contents of the memory devices installed in your printer. A partial list includes:

- The printer is being decommissioned
- The printer hard drive is being replaced
- The printer is being moved to a different department or location
- The printer is being serviced by someone from outside your organization
- The printer is being removed from your premises for service

Disposing of a hard drive

Note: Not all printers have a hard disk installed.

In high-security environments, it may be necessary to take additional steps to ensure that confidential data stored on the printer hard disk cannot be accessed once the printer—or its hard disk—is removed from your premises. While most data can be erased electronically, you may want to consider one or more of the following actions before disposing of a printer or hard disk:

- **Degaussing**—Flushes the hard drive with a magnetic field that erases stored data
- **Crushing**—Physically compresses the hard disk to break component parts and render them unreadable
- **Milling**—Physically shreds the hard disk into small metal bits

Note: While most data can be erased electronically, the only way to guarantee that all data is completely erased is to physically destroy each memory device on which data could have been stored.

Erasing volatile memory

The volatile memory (RAM) installed on your printer requires a power source to retain information. To erase the buffered data, simply power down the device.

Erasing non-volatile memory

There are several methods available for erasing data stored in non-volatile memory, depending on the type of memory device installed, and the type of data stored by that device. For information about how to erase each type of information, see the *Embedded Web Server Administrator Guide*.

- **Individual settings**—You can erase individual printer settings using the printer control panel, or the printer Embedded Web Server.
- **Device and network settings**—You can erase device and network settings and restore factory defaults by resetting the NVRAM using the printer Config menu.
- **Security settings**—You can restore factory defaults or erase security settings by selecting a behavior for the Security Reset Jumper in the Embedded Web Server, and then moving a hardware jumper located on the motherboard.
- **Fax data**—If your printer does not contain a hard disk, or you have chosen NAND for fax storage, you can erase fax settings and data by resetting the NVRAM using the printer Config menu.

Note: If your printer has a hard disk that has been partitioned for fax storage, you must reformat that partition to erase fax data and settings.

- **Embedded solutions**—You can erase information and settings associated with embedded solutions by uninstalling the solutions, or by restoring factory defaults using the printer Config menu.

Erasing printer hard disk memory using the Embedded Web Server

Note: Not all printers have a hard disk installed.

Configuring Disk Wiping in the printer menus enables you to remove residual confidential material left by scan, print, copy, and fax jobs, by securely overwriting files that have been marked for deletion.

- 1 From the Embedded Web Server, click **Settings > Security > Disk Wiping**.

Note: Printers without a hard disk will not display Disk Wiping in the Security menu.

- 2 For Wiping Mode, select one of the following:

- **Auto**—Use this to automatically wipe data following each use (can increase the time between jobs).
- **Manual**—Use this to set up a schedule for disk wiping.

- 3 Click **Submit**.

- 4 From the Security menu, click **Disk Wiping**.

- 5 If you have enabled Manual mode and wish to set up a schedule for disk wiping, click **Scheduled Disk Wiping**.

Notes:

- Scheduled Disk Wiping will not be displayed until after Manual mode has been selected and submitted.
- If you do not wish to schedule disk wiping, then you can skip steps 5 and 6.

- 6 Use the Time and Day(s) options to designate when disk wiping should occur, and then click **Add**. Repeat as needed to schedule additional times for disk wiping. When finished, use the browser Back button to return to the Disk Wiping setup screen.

Note: Disk wiping can take from several minutes to more than an hour, during which time the printer will be unavailable for other user tasks.

- 7 From the Disk Wiping settings screen, select one of the following for each method of disk wiping (Automatic, Manual, and Scheduled):
 - **Single Pass**—This lets you overwrite the printer hard disk in a single pass with a repeating bit pattern.
 - **Multi-pass**—This lets you overwrite the printer hard disk with random bit patterns several times, followed by a verification pass. A secure overwrite is compliant with the DoD 5220.22-M standard for securely erasing data from a hard disk. Highly confidential information should be wiped using this method.
- 8 Click **Submit**.

Configuring printer hard disk encryption using the Embedded Web Server

Note: Not all printers have a hard disk installed.

Enabling hard disk encryption helps prevent the loss of sensitive data in the event your printer or its hard disk is stolen.

- 1 From the Embedded Web Server, click **Settings > Security > Disk Encryption**.

Note: Printers without a hard disk will not display Disk Encryption in the Security menu.

- 2 From the Disk Encryption menu, select **Enable**.

Warning—Potential Damage: Enabling disk encryption will erase the contents of the printer hard disk.

Note: Disk encryption can take from several minutes to more than an hour, during which the printer will be unavailable for other user tasks.

- 3 Click **Submit**.

Maintaining the printer

Periodically, certain tasks are required to maintain optimum print quality.

Cleaning the exterior of the printer

- 1 Make sure that the printer is turned off and unplugged from the wall outlet.



CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

- 2 Remove paper from the standard exit bin.
- 3 Dampen a clean, lint-free cloth with water.

Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the printer.

- 4 Wipe only the outside of the printer, making sure to include the standard exit bin.

Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your printer.

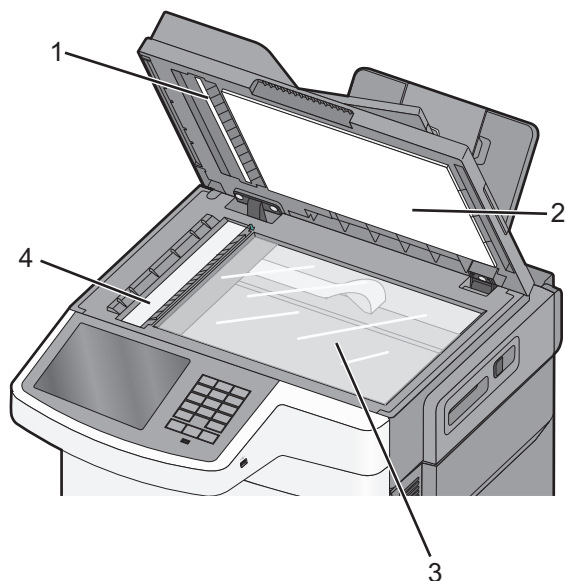
- 5 Make sure the paper support and standard exit bin are dry before beginning a new print job.

Cleaning the scanner glass

Clean the scanner glass if you encounter print quality problems, such as streaks on copied or scanned images.

Note: Clean both areas of the scanner glass and both white underside areas.

- 1 Slightly dampen a soft, lint-free cloth or paper towel with water.
- 2 Open the scanner cover.



1	White underside ADF cover
2	White underside scanner glass cover
3	Scanner glass
4	ADF glass

- 3 Wipe the scanner glass until it is clean and dry.
- 4 Wipe the white underside of the scanner cover until it is clean and dry.
- 5 Close the scanner cover.

Storing supplies

Choose a cool, clean storage area for the printer supplies. Store supplies right side up in their original packing 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

Checking the status of supplies

A message appears on the display when a replacement supply item is needed or when maintenance is required.

Checking the status of supplies from the printer control panel

From the home screen, touch **Status/Supplies > View Supplies**.

Checking the status of supplies from a network computer

Note: The computer must be connected to the same network as the printer.

- 1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Device Status**.

The Device Status page appears, displaying a summary of supply levels.

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 or contact the place where you purchased the printer.

Note: All life estimates for printer supplies assume printing on letter- or A4-size plain paper.

Ordering toner cartridges

When **88.xx [Color] cartridge low** appears, order a new toner cartridge.

When **88.xx [Color] cartridge critically low** appears, you *must* replace the specified cartridge.

Recommended toner cartridges and part numbers

Part name	Lexmark Return Program	Regular
Black toner cartridge	C540A1KG	Not applicable
Cyan toner cartridge	C540A1CG	Not applicable
Magenta toner cartridge	C540A1MG	Not applicable
Yellow toner cartridge	C540A1YG	Not applicable
Black high-yield toner cartridge	C540H1KG	C540H2KG
Cyan high-yield toner cartridge	C540H1CG	C540H2CG
Magenta high-yield toner cartridge	C540H1MG	C540H2MG
Yellow high-yield toner cartridge	C540H1YG	C540H2YG

Part name	Lexmark Return Program	Regular
Black extra-high-yield toner cartridge	C544X1KG C546U1KG C546U2KG	C544X2KG
Cyan extra-high-yield toner cartridge	C544X1CG	C544X2CG
Magenta extra-high-yield toner cartridge	C544X1MG	C544X2MG
Yellow extra-high-yield toner cartridge	C544X1YG	C544X2YG

Ordering imaging kits

When **31.xx Defective imaging kit** appears, order a replacement imaging kit.

Part name	Part number
Black and color imaging kit	C540X71G
Black imaging kit	C540X74G

Ordering a waste toner bottle

When **82 Replace Waste Toner** appears, order a replacement waste toner bottle. The waste toner bottle *must* be replaced when **82 Replace Waste Toner** appears.

Part name	Part number
Waste toner bottle	C540X75G

Replacing supplies

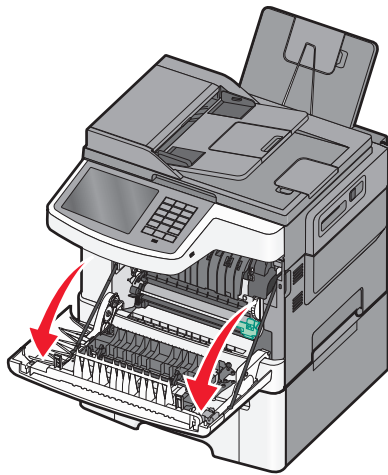
Replacing the waste toner bottle

Replace the waste toner bottle when **82 Replace waste toner** appears. The printer will not continue printing until the waste toner bottle is replaced.

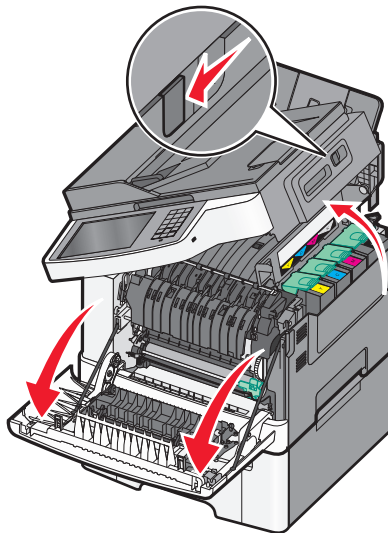
- 1 Unpack the replacement waste toner bottle.
- 2 Grasp the front door at the side handholds, and then pull it toward you.



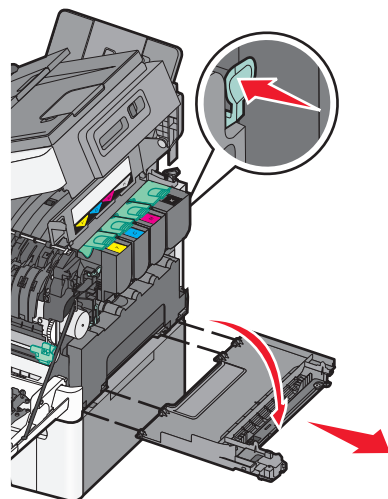
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.



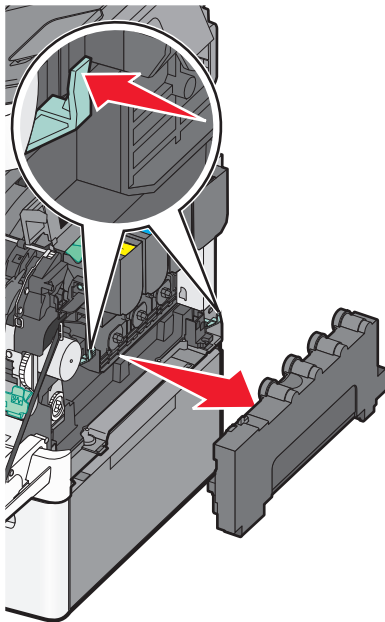
3 Open the top door.



4 Remove the right side cover.

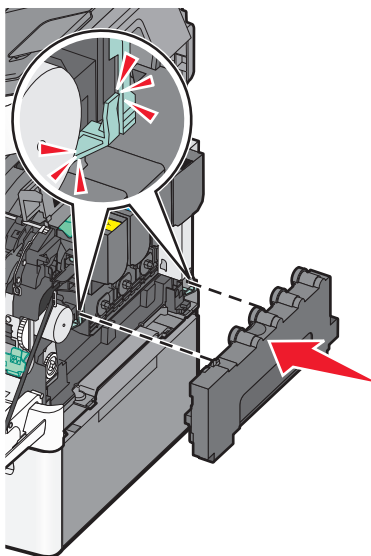


- 5** Press the green levers on each side of the waste toner bottle, and then remove it.

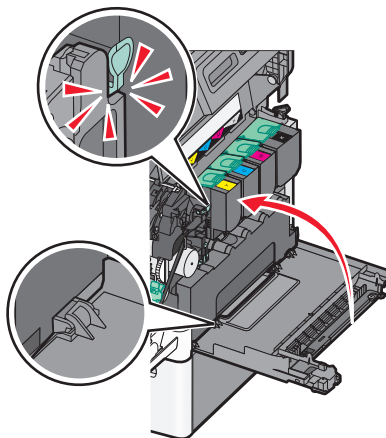


- 6** Place the waste toner bottle in the enclosed packaging.

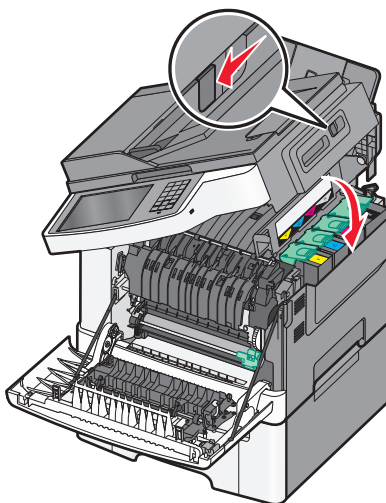
- 7** Insert the new waste toner bottle.



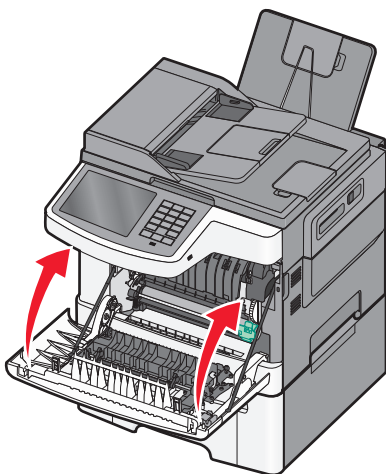
8 Replace the right side cover.



9 Close the top door.



10 Close the front door.



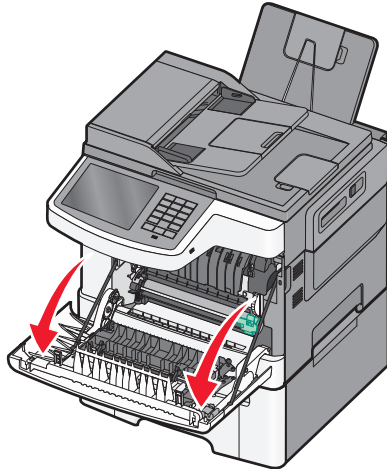
Replacing a black and color imaging kit

Replace the black and color imaging kit when **Replace Color Imaging Kit** appears.

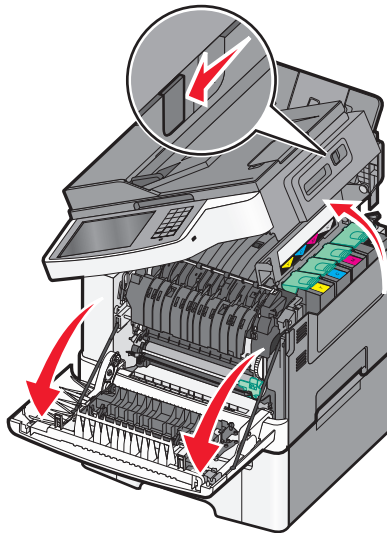
- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.



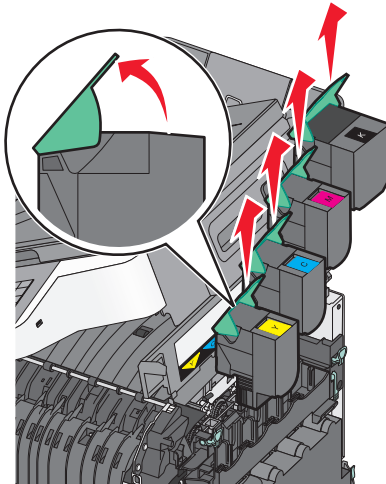
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.



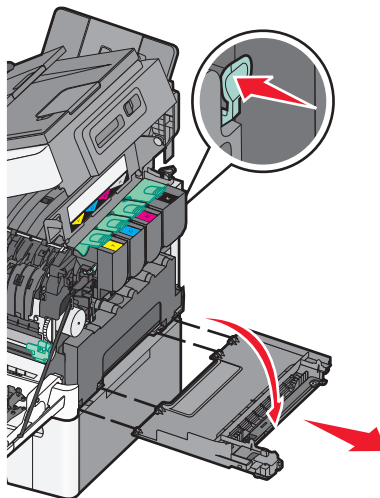
- 2 Open the top door.



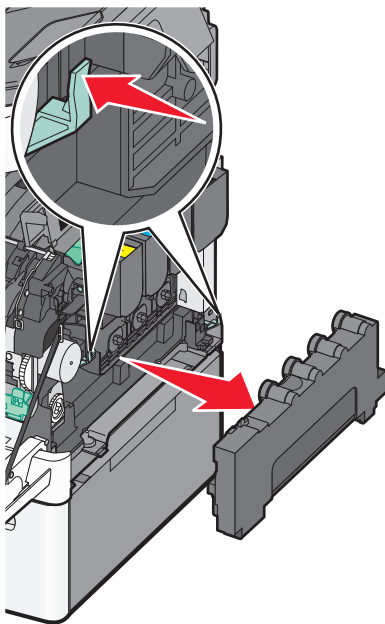
- 3** Remove the toner cartridges by lifting the handles, and then gently pulling away from the imaging kit.



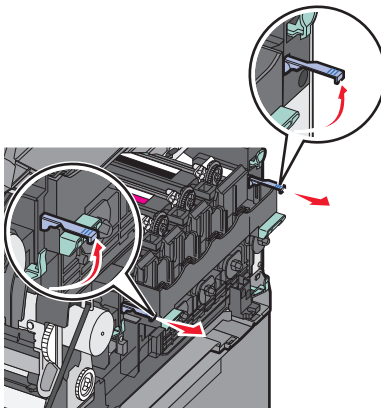
- 4** Remove the right side cover.



- 5 Press the green levers on each side of the waste toner bottle, and remove it.

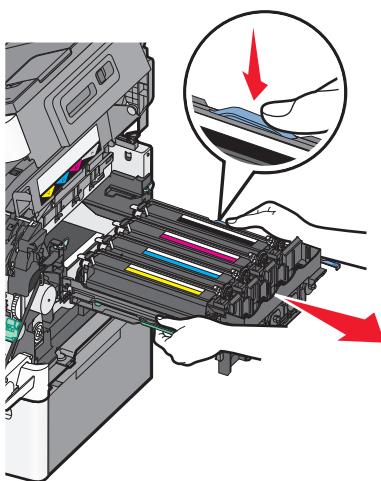


- 6 Lift the blue levers on the imaging kit, and then pull it toward you.

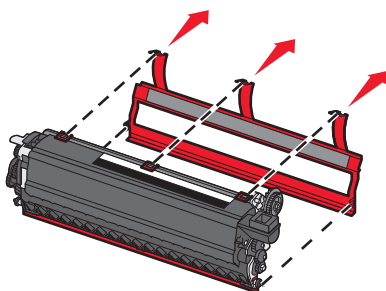


- 7 Press down on the blue levers, grasp the green handles on the sides, and then pull the imaging kit out.

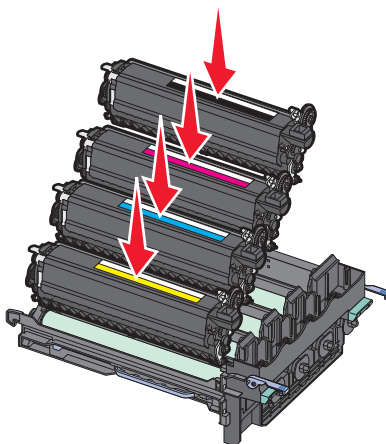
Warning—Potential Damage: Do not touch the underside of the imaging kit. This could damage the imaging kit.



- 8** Unpack the replacement black and color imaging kit.
Leave the packaging on the developer units.
- 9** Gently shake the yellow, cyan, magenta, and black developer units side to side.
- 10** Remove the red shipping cover from the yellow, cyan, magenta, and black developer units.

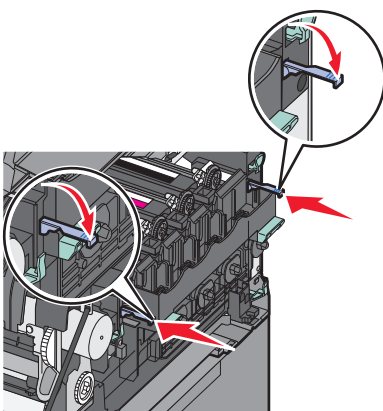
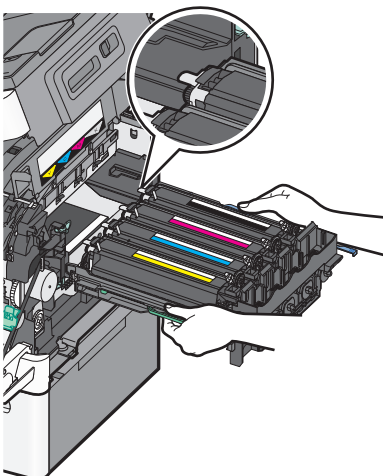


- 11** Insert the yellow, cyan, magenta, and black developer units.

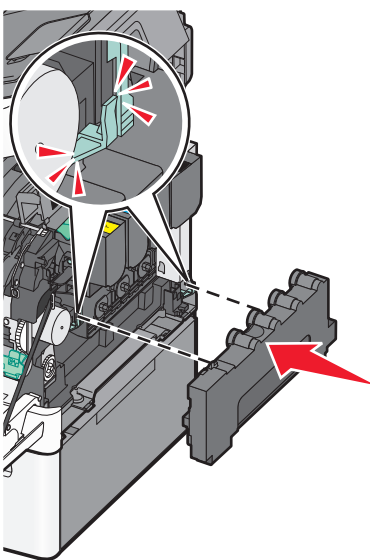


- 12** Place the used black and color imaging kit in the enclosed package.

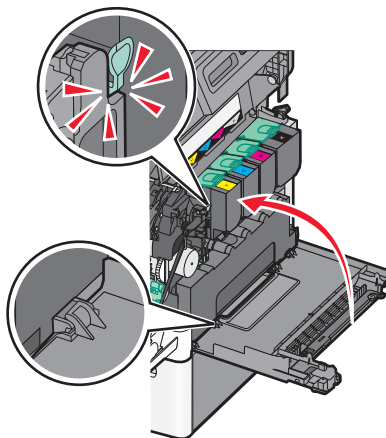
13 Align and insert the imaging kit.



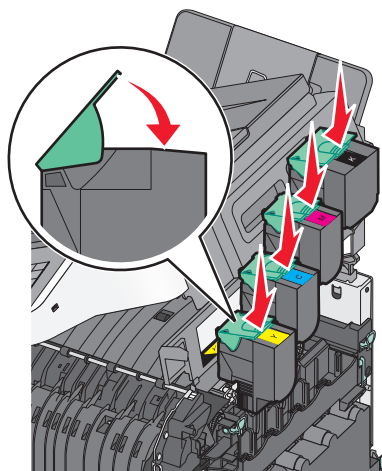
14 Replace the waste toner bottle.



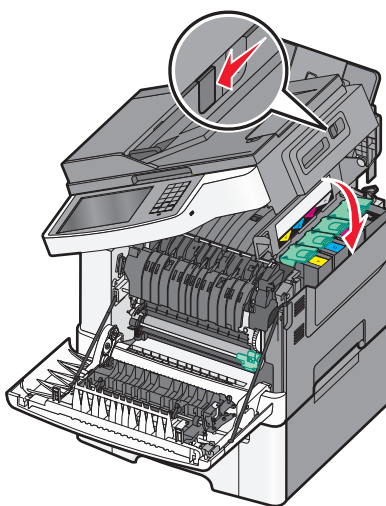
15 Replace the right side cover.



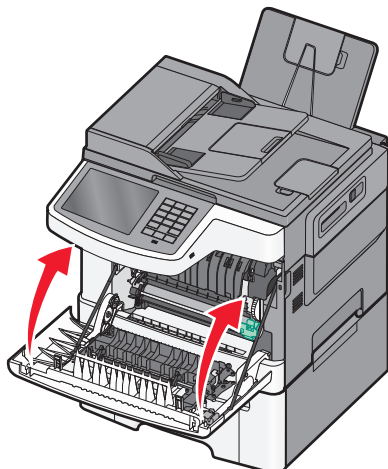
16 Replace the toner cartridges.



17 Close the top door.



- 18** Close the front door.



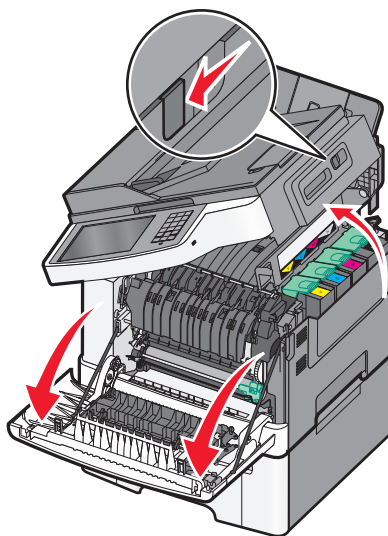
Replacing a toner cartridge

Replace the specified toner cartridge (yellow, cyan, magenta, or black) when **88.xx [Color] cartridge critically low** appears. The printer will not continue printing until the specified cartridge is replaced.

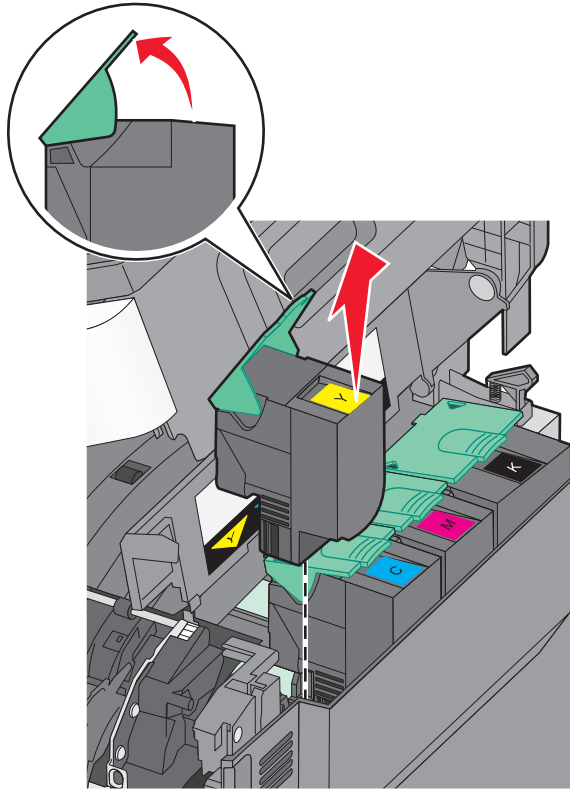
Warning—Potential Damage: Damage caused by use of a non-Lexmark toner cartridge is not covered under warranty.

Note: Degraded print quality may result from using non-Lexmark toner cartridges.

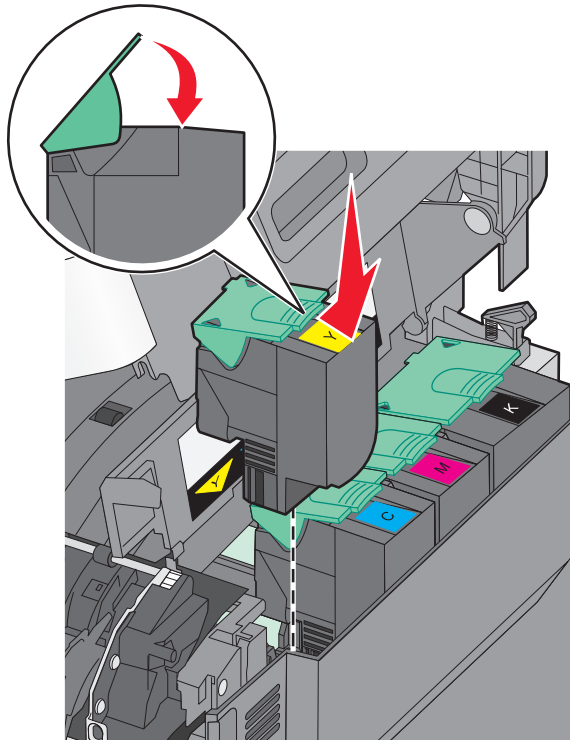
- 1** Make sure the printer is on and **Ready** or **88.xx [Color] cartridge critically low** appears.
- 2** Unpack the new cartridge, and set it near the printer.
- 3** Open the top door.



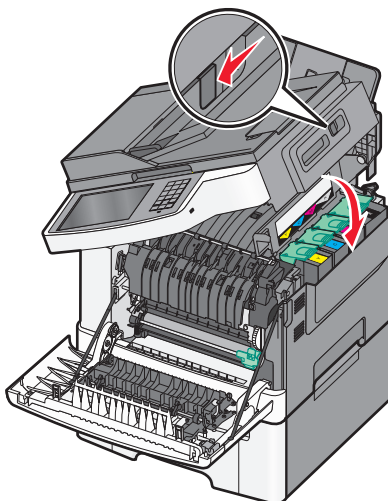
- 4** Remove the toner cartridge by lifting the handle, and then gently pull away from the imaging kit.



- 5** Align the new toner cartridge, and then press down until it is all the way into the slot.




- 6 Close the top door.

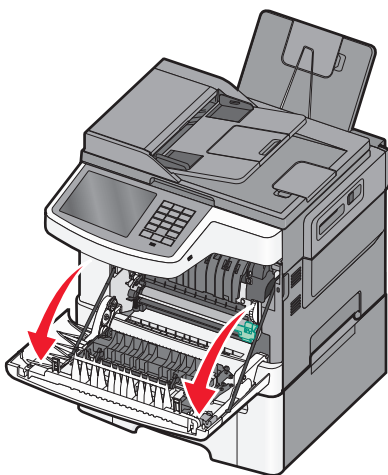


Replacing a developer unit

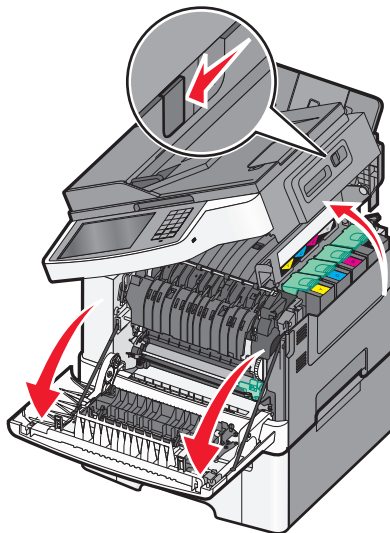
Replace a developer unit when a print quality defect occurs or when damage occurs to the printer.

- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.

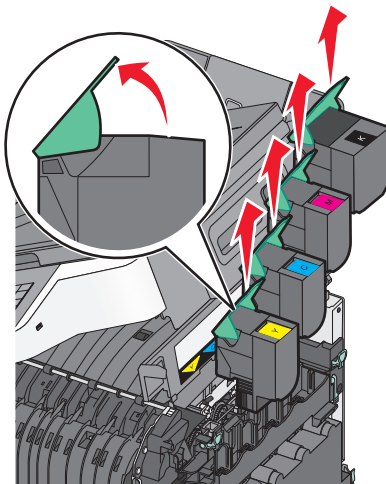
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.



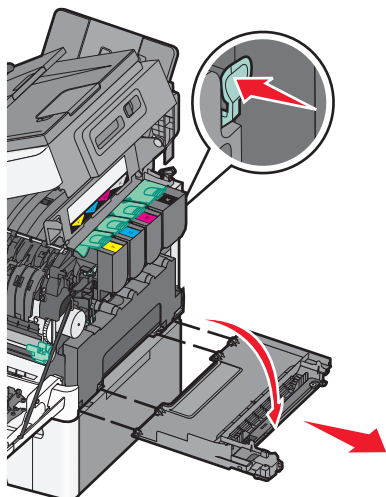
2 Open the top door.



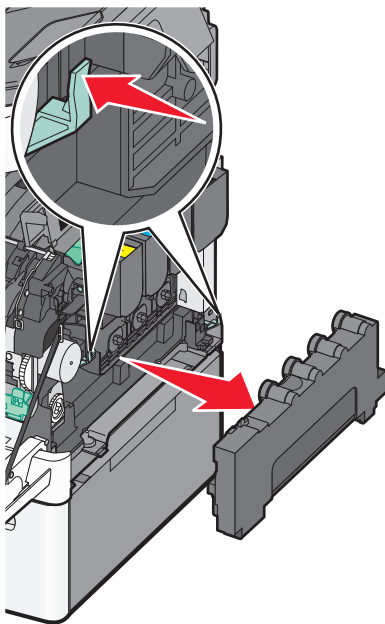
3 Remove the toner cartridges by lifting the handles and then gently pulling away from the imaging kit.



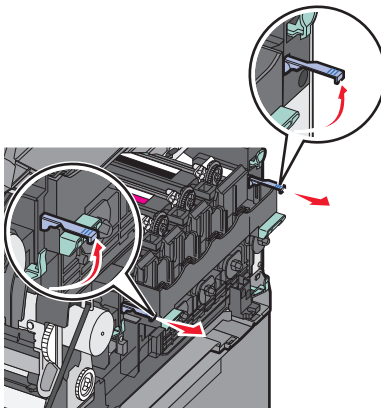
4 Remove the right side cover.



- 5 Press the green levers on each side of the waste toner bottle, and then remove it.

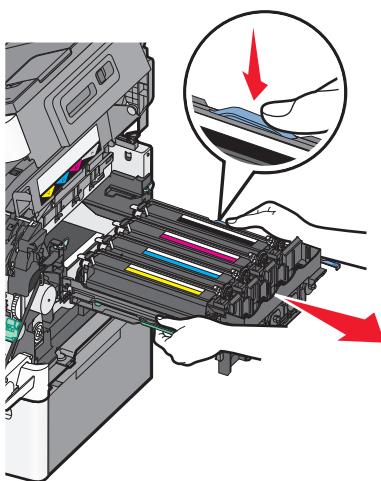


- 6 Lift the blue levers on the imaging kit, and then pull it toward you.

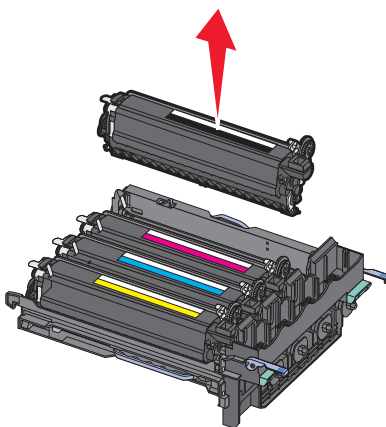


- 7 Press down on the blue levers, grasp the handles on the sides, and then pull the imaging kit out.

Warning—Potential Damage: Do not touch the underside of the imaging kit. This could damage the imaging kit.



8 Remove the used developer unit.



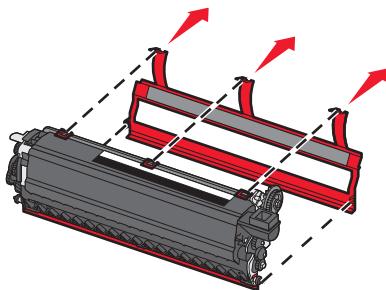
9 Place the used developer in the enclosed package.

10 Unpack the replacement developer unit.

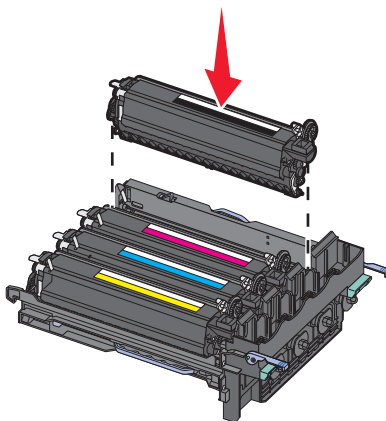
Leave the packaging on the developer unit.

11 Gently shake the developer unit side to side.

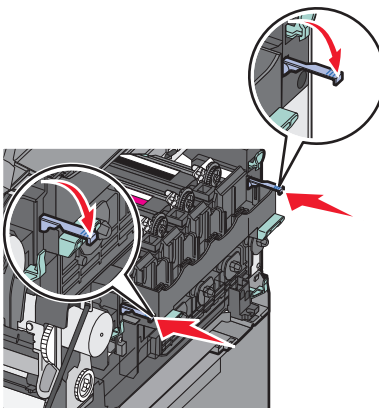
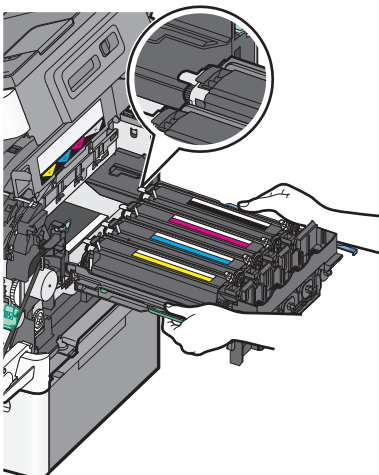
12 Remove the red shipping cover from the developer unit.



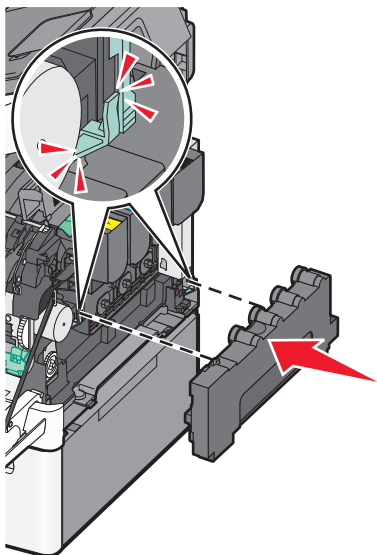
13 Insert the developer unit.



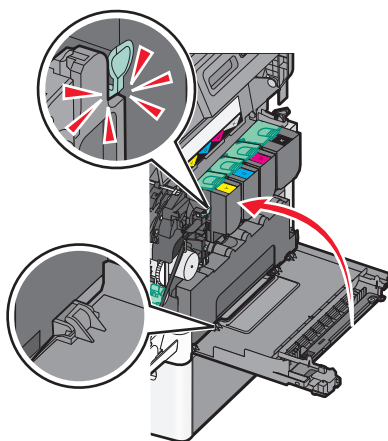
14 Align and insert the imaging kit.



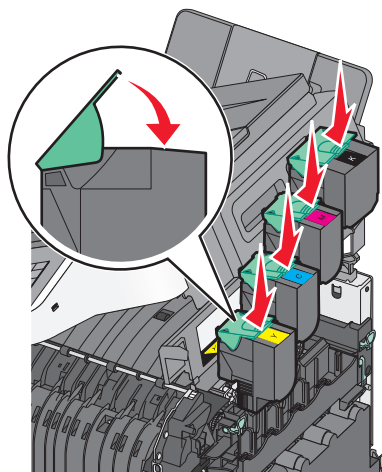
15 Replace the waste toner bottle.



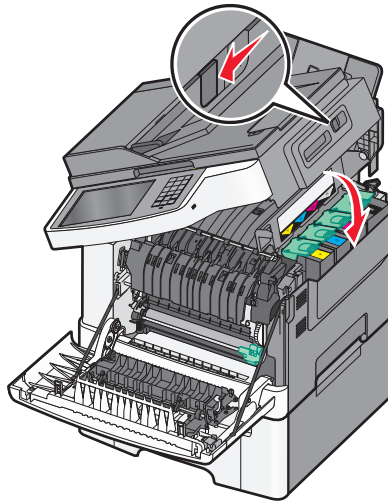
16 Replace the right side cover.



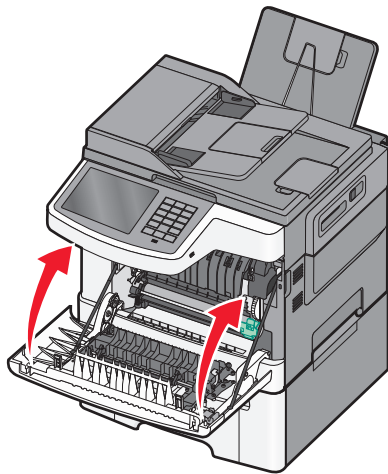
17 Replace the toner cartridges.



18 Close the top door.



19 Close the front door.



Moving the printer

Before moving the printer

⚠ CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

⚠ CAUTION—POTENTIAL INJURY: Before moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.

- Lift the printer off of the optional drawer and set it aside instead of trying to lift the drawer and printer at the same time.

Note: Use the handholds located on both sides of the printer to lift it off the optional drawer.

Warning—Potential Damage: Damage to the printer caused by improper moving is not covered by the printer warranty.

Moving the printer to another location

The printer and options can be safely moved to another location by following these precautions:

- Any cart used to move the printer must have a surface able to support the full footprint of the printer. Any cart used to move the options must have a surface able to support the dimensions of the options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.

Shipping the printer

When shipping the printer, use the original packaging or call the place of purchase for a relocation kit.

Administrative support

Finding advanced networking and administrator information

This chapter covers basic administrative support tasks using the Embedded Web Server. For more advanced system support tasks, see the *Networking Guide* on the *Software and Documentation* CD and the *Embedded Web Server Administrator's Guide* on the Lexmark Web site at <http://support.lexmark.com>.

Using the Embedded Web Server

If the printer is installed on a network, then the Embedded Web Server is available for a range of functions including:

- Viewing a virtual display of the printer control panel
- Checking the status of the printer supplies
- Configuring printer settings
- Configuring network settings
- Viewing reports

To access the Embedded Web Server for your printer:

- 1 Type the printer IP address into the address field of your Web browser.

Notes:

- If you do not know the IP address of the printer, then print a network setup page, and then locate the IP address in the TCP/IP section.
- If you are using a proxy server, then temporarily disable it to load the Embedded Web Server correctly.

- 2 Press **Enter**.

Checking the printer status

You can view paper tray settings, the level of toner in the toner cartridges, the percentage of life remaining in the maintenance kit, and capacity measurements of certain printer parts from the Device Status page of the Embedded Web Server.

- 1 Type the printer IP address in the address field of your Web browser.

Note: If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Device Status**.

Checking the virtual display

- 1 Open an Embedded Web Server associated with your printer.

Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Check the virtual display that appears in the top left corner of the screen.

The virtual display works as an actual display would work on a printer control panel, showing printer messages.

Setting up e-mail alerts

You can have the printer send you an e-mail when the supplies are getting low or when the paper needs to be changed, added, or when there is a paper jam.

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Under Other Settings, click **E-mail Alert Setup**.

4 Select the items for notification, and type the e-mail address to receive the alerts.

5 Click **Submit**.

Note: Contact your system support person to set up the e-mail server.

Viewing reports

You can view some reports from the Embedded Web Server. These reports are useful for assessing the status of the printer, the network, and supplies.

To view reports from a network printer:

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Reports**, and then click the type of report you want to view.

Restoring factory default settings

If you want to retain a list of the current menu settings for reference, then print a menu settings page before restoring the factory default settings.

Warning—Potential Damage: Restoring factory defaults returns most printer settings to the original factory default settings. Exceptions include the display language, custom sizes and messages, and network/port menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

From the home screen, navigate to:

 > **Settings** > **General Settings** > **Factory Defaults** > **Restore Now** > **Submit**

Clearing jams

By carefully selecting paper and loading it properly, you can avoid most jams. If jams do occur, follow the steps outlined in this section.

To clear a jam message and resume printing, clear the entire paper path, and then touch **Continue**. If Jam Recovery is set to On, then the printer prints a new copy of the page that jammed. If Jam Recovery is set to Auto, then the printer reprints the jammed page if enough printer memory is available.

Avoiding jams

Paper tray recommendations

- Make sure the paper lies flat in the tray.
- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it prior to printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height.
- 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.

Paper recommendations

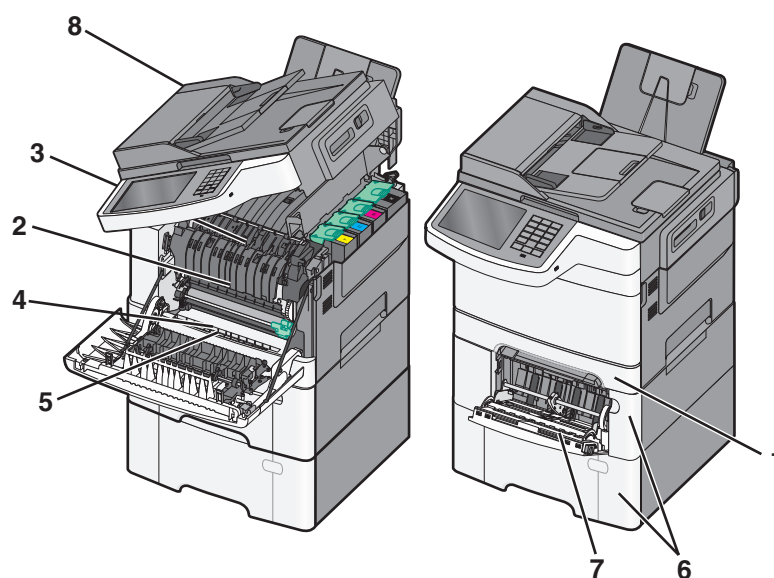
- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex and straighten paper before loading it.



- 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 sizes and types are set correctly in the printer control panel menus.
- Store paper per manufacturer recommendations.

Understanding jam numbers and locations

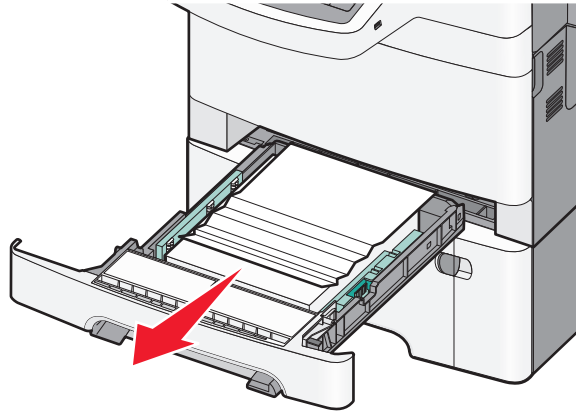
When a jam occurs, a message indicating the jam location appears. The following illustration and table list the paper jams that can occur and the location of each jam. Open doors and covers, and remove trays to access jam locations.



	Jam number	Jam location	Instructions
1	200	In the standard 250-sheet tray and manual feeder (Tray 1)	1 Open the front door. Inspect the area behind the front door, and then remove any jams. 2 Open the fuser cover. Inspect the area under the cover, and then remove any jams. 3 Close the front door. 4 Pull Tray 1 out. Inspect the tray area, and then remove any jams. 5 Verify that the paper is loaded correctly. 6 Reinsert Tray 1.
2	201	Under the fuser	
3	202	In the fuser	
4	230	In the duplex	
5	235	In the duplex Note: This jam number indicates that the paper being used for a duplex print job is not supported.	
6	24x	In the 550-sheet tray	1 Pull the 550-sheet tray out, and then remove any jams. 2 Reinsert the tray.
7	250	In the multipurpose feeder	1 Press the latch to the left to release the multipurpose feeder. 2 Inspect the multipurpose feeder, and then remove any jams. 3 Close the multipurpose feeder. Note: You may need to open the 650-sheet duo tray to remove jammed pages behind the multipurpose feeder.
8	290-294	In the ADF	Open the ADF cover, and then remove the jam.

200 paper jam

- 1 Grasp the handle, and pull the standard 250-sheet tray (Tray 1) and manual feeder out.



- 2 Grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

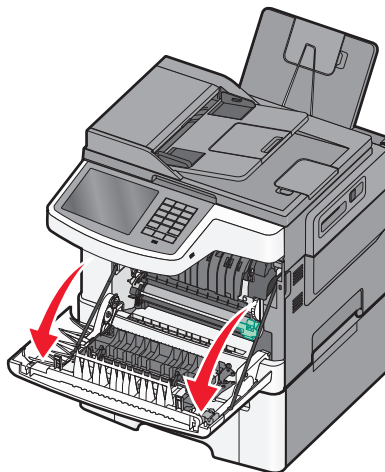
- 3 Insert the tray.
- 4 From the printer control panel, touch **Continue, jam cleared**.

201 paper jam

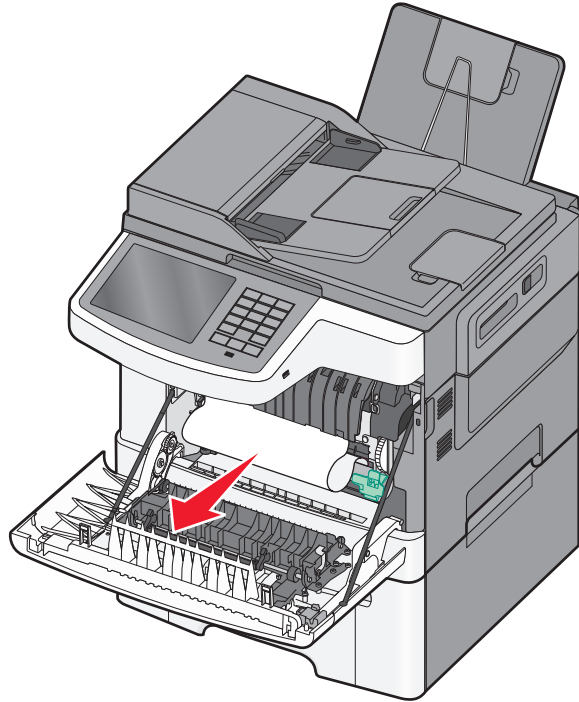
- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.



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.



- 2 Grasp the jammed paper on each side, and then gently pull it out.



Notes:

- Make sure all paper fragments are removed.
- There may be a second sheet jammed if **200.xx Paper Jam** and **202.xx Paper Jam** appear.

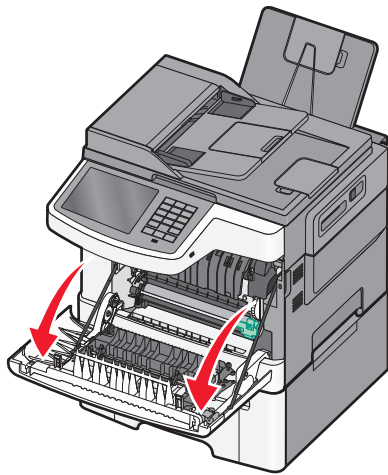
- 3 Close the front door.
- 4 From the printer control panel, touch **Continue, jam cleared**.

202 paper jam

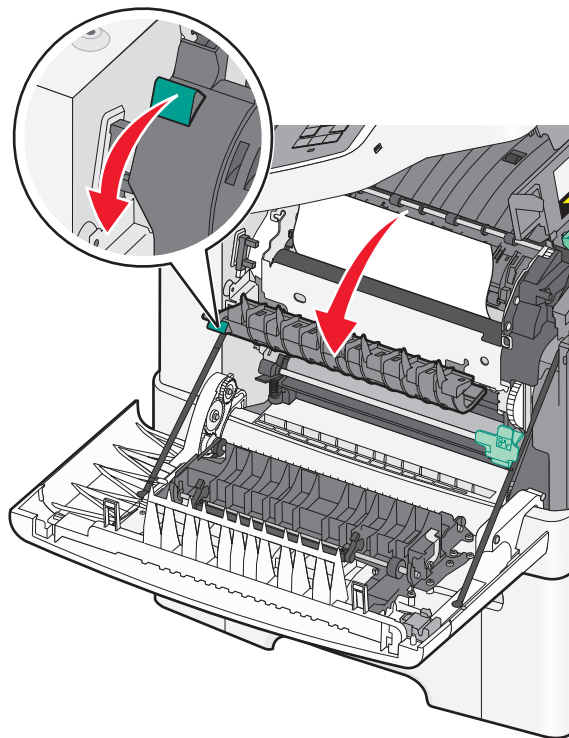
- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.



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.



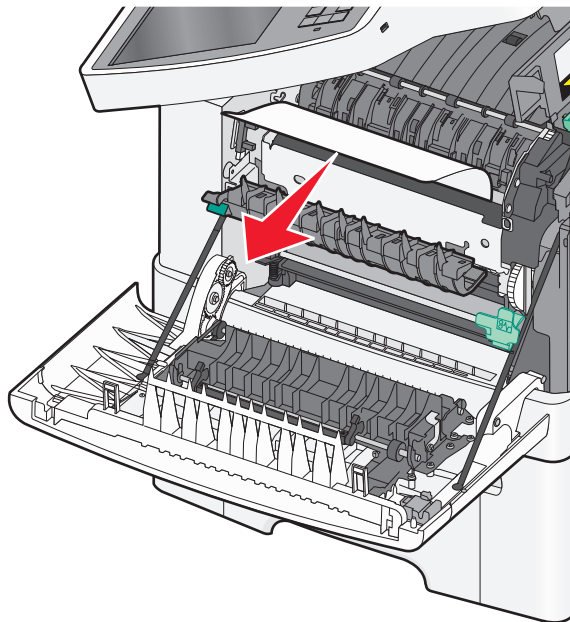
- 2 Grasp the green lever, and then pull the fuser cover toward you.



- 3 Hold the fuser cover down, and then remove the jammed paper.

Note: Make sure all paper fragments are removed.

The fuser cover closes when released.



- 4 Close the front door.
- 5 From the printer control panel, touch **Continue, jam cleared**.

230 paper jam

- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.
- 2 Grasp the jammed paper, and then gently pull it out.
Note: Make sure all paper fragments are removed.
- 3 From the printer control panel, touch **Continue, jam cleared**.

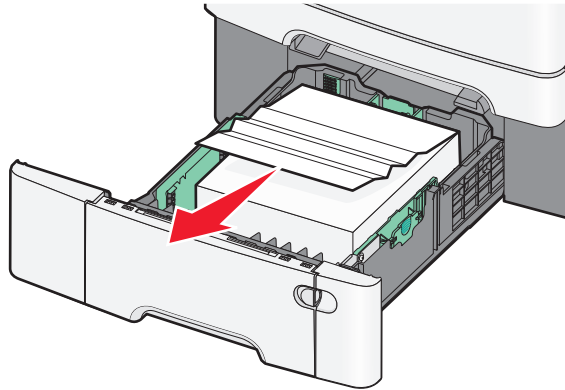
235 paper jam

This jam occurs when the paper is too short for the duplex unit.

- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.
- 2 Grasp the jammed paper on each side, and then gently pull it out.
Note: Make sure all paper fragments are removed.
- 3 Load the tray with the correct paper size (A4, letter, legal, or folio).
Note: When loading, flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.
- 4 Insert the tray.
- 5 Close the front door.
- 6 From the printer control panel, touch **Continue, jam cleared**.

24x paper jam

- 1 Grasp the optional 550-sheet tray handle, and pull the tray out.



Note: The optional 550-sheet tray is not available on all printer models.

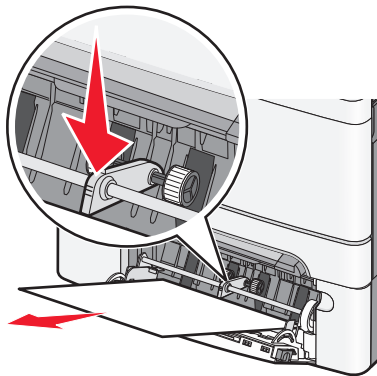
- 2 Grasp the jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.

- 3 Insert the tray.
- 4 From the printer control panel, touch **Continue, jam cleared**.

250 paper jam

- 1 Remove all paper from the multipurpose feeder.
- 2 Push the lever in the multipurpose feeder to access the jammed paper.



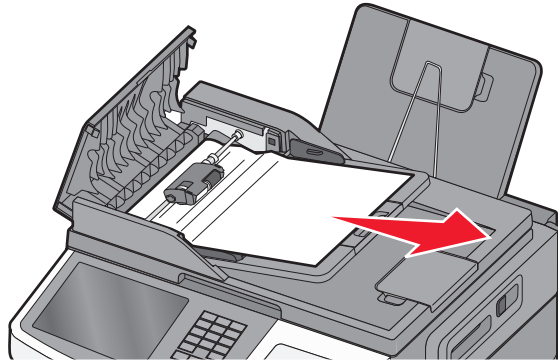
- 3 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

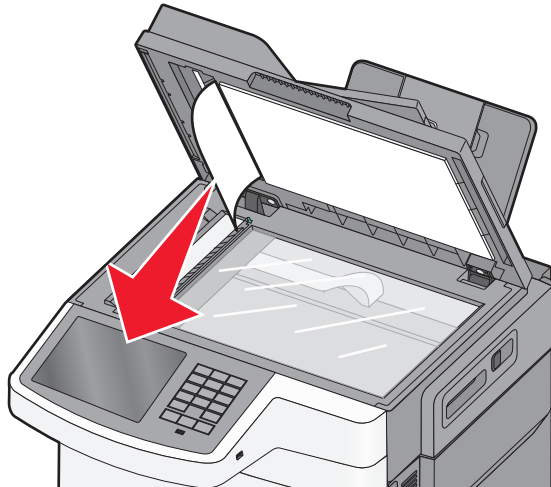
- 4 From the printer control panel, touch **Continue, jam cleared**.

290–294 paper jams

- 1 Remove all original documents from the ADF.
- 2 Open the ADF cover, firmly grasp any jammed paper, and then gently pull it out. Remove the pick arm assembly to remove hard-to-reach jammed paper.



- 3 Close the ADF cover.
- 4 Open the scanner cover, firmly grasp any jammed paper, and then gently pull it out.
Note: Make sure all paper fragments are removed.



- 5 Close the scanner cover.
- 6 From the printer control panel, touch **Continue, jam cleared**.

Troubleshooting

Solving basic printer problems

If there are basic printer problems, or the printer is unresponsive, make sure:

- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electronic equipment plugged into the outlet is working.
- The printer is turned on. Check the printer power switch.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- All options are properly installed.
- The printer driver settings are correct.

Once you have checked each of these possibilities, turn the printer off, wait for about 10 seconds, and then turn the printer back on. This often fixes the problem.

Understanding printer messages

Adjusting color

Wait for the process to complete.

Change [paper source] to [custom type name]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom type name] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom string]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom string] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size] [paper type]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue.**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size] [paper type] load [orientation]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the printer control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Close front door

- 1 Turn the printer off, and then on.
- 2 Open and then fully close the front door of the printer.

Note: Make sure there are no obstructions in the front door sensor.

Error reading USB drive. Remove drive.

An unsupported USB device has been inserted. Remove the USB device, and then install a supported one.

Error reading USB hub. Remove hub.

An unsupported USB hub has been inserted. Remove the USB hub, and then install a supported one.

Fax Station Name not set up. Contact system administrator.

The Fax Station Name has not been entered. Sending and receiving faxes is disabled until fax is configured properly.

Try one or more of the following:

- Touch **Continue** to clear the message.
- Complete the Analog Fax Setup. If the message appears again, then contact your system support person.

Fax Station Number not set up. Contact system administrator.

The Fax Station Number has not been entered. Sending and receiving faxes is disabled until fax is configured properly.

Try one or more of the following:

- Touch **Continue** to clear the message.
- Complete the Analog Fax Setup. If the message appears again, then contact your system support person.

If restarting job, replace originals that have not begun to exit the scanner

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch **Scan from flatbed** to continue scanning from the scanner immediately after the last successful scan job.

- Touch **Finish job without further scanning** to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Insert Tray [x]

Fully insert the specified tray into the printer.

Load [src] with [custom type name]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default paper source.

- Cancel the print job.

Load [src] with [custom string]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default paper source.

- Cancel the print job.

Load [src] with [size]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it feeds from the default paper source.

- Cancel the print job.

Load [src] with [type] [size]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it feeds from the default paper source.

- Cancel the print job.

Load Manual Feeder with [custom type name]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [custom string]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper size]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper type] [paper size]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Memory full, cannot print faxes

There is not enough memory to print the fax job.

Touch **Continue** to clear the message without printing. Held faxes will attempt to print after the printer has been restarted.

No analog phone line connected to modem, fax is disabled

The analog phone line was not detected; the fax is disabled. Connect the printer to an analog phone line, and then touch **Continue**.

Remove packaging material, [area name]

Remove any remaining packaging material from the specified location.

Remove paper from standard output bin

Remove the stack of paper from the standard exit bin.

Replace all originals if restarting job.

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch **Scan from flatbed** to continue scanning from the scanner immediately after the last successful scan job.
- Touch **Finish job without further scanning** to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Remove originals from the scanner automatic document feeder

The scanner failed to feed one or more pages through the Automatic Document Feeder (ADF).

- 1 Remove all pages from the ADF.

Note: The message clears when the pages are removed from the ADF.

- 2 Flex the pages.
- 3 Place the pages in the ADF.
- 4 Adjust the ADF guides.

Restore held jobs?

Try one or more of the following:

- Touch **Restore** to restore all held jobs stored on the printer hard disk.
- Touch **Do not restore** if you do not want any print jobs to be restored.

Scanner automatic feeder cover open

Close the ADF cover to clear the message.

Scan document too long

The scan job exceeds the maximum number of pages. Touch **Cancel job** to clear the message and cancel the scan job.

Some held jobs were not restored

Touch **Continue** to delete the specified job.

Note: Held jobs that are not restored stay on the hard disk and are inaccessible.

Unsupported camera mode, unplug camera and change mode

The camera mode does not support PictBridge.

Unplug the camera, change the mode and plug the camera back into the printer.

Unsupported disk

An unsupported disk has been inserted. Remove the unsupported disk, and then install a supported one.

30.xx [Color] cartridge missing

Try one or more of the following:

- Remove and reinstall the specified toner or print cartridge. For instructions on removing a toner or print cartridge, touch **More information**.
- Install a new toner or print cartridge, following the instruction sheet that came with the replacement part.

30.xx Missing [color] cartridge and/or [color] imaging kit

Try one or more of the following:

- Remove and reinstall the specified toner or print cartridge, or imaging kit. For instructions on removing a cartridge or imaging kit, touch **More information**.
- Install a new cartridge or imaging kit, following the instruction sheet that came with the replacement part.

31.xx Defective [color] cartridge

The specified toner cartridge is either missing or not functioning properly. Try one or more of the following:

- Remove the specified toner cartridge, and then reinstall it.
- Remove the specified toner cartridge, and then install a new one.

31.xx Defective imaging kit

The imaging kit is either missing or not functioning properly. Try one or more of the following:

- Remove the imaging kit, and then reinstall it.
- Remove the imaging kit, and then install a new one.

32.xx Replace unsupported [color] cartridge

Remove the unsupported toner or print cartridge, and then install a supported one.

34 Incorrect paper size, open [src]

Try one or more of the following:

- Load the appropriate paper or specialty media in the proper tray.
- Confirm that the wheel on tray 1 is set to the paper size loaded in the tray. Make sure this size is the size you are trying to print.
- Touch **Continue** to clear the message and print using a different tray.
- Check length and width guides of the tray and make sure the paper is properly loaded in the tray.
- Make sure the Print Properties or Print dialog settings have the correct paper size and type.
- Check that the paper size is correctly set. For example, if the MP Feeder Size is set to Universal, make sure the paper is large enough for the data being printed.
- Cancel the print job.

35 Insufficient memory to support Resource Save feature

Try one or more of the following:

- Touch **Continue** to disable Resource Save and continue printing.
- To enable Resource Save after receiving this message, make sure the link buffers are set to Auto, and then exit the menus to activate the link buffer changes. When **Ready** appears, enable Resource Save.
- Install additional memory.

37 Insufficient memory, some held jobs will not be restored

The printer deleted some held jobs in order to process current jobs.

Touch **Continue** to clear the message.

37 Insufficient memory to collate job

Try one or more of the following:

- Touch **Continue** to print the portion of the job already stored and begin collating the rest of the print job.
- Cancel the current print job.

38 Memory full

Try one or more of the following:

- Touch **Cancel job** to clear the message.
- Install additional printer memory.

39 Complex page, some data may not have printed

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.
- Install additional printer memory.

51 Defective flash detected

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.

52 Not enough free space in flash memory for resources

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
Downloaded fonts and macros not previously stored in flash memory are deleted.
- Delete fonts, macros, and other data stored in flash memory.
- Upgrade to a larger capacity flash memory card.

53 Unformatted flash detected

Try one or more of the following:

- Touch **Continue** to stop the defragment operation and continue printing.
- Format the flash memory. If the error message remains, the flash memory may be defective and require replacing.

54 Standard network software error

Try one or more of the following:

- Touch **Continue** to continue printing.
- Turn the printer off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

54 Network [x] software error

Try one or more of the following:

- Touch **Continue** to continue printing.
- Turn the printer off, wait for about 10 seconds, and then turn the printer back on.
- Upgrade (flash) the network firmware in the printer.

56 Standard USB port disabled

Try one or more of the following:

- Touch **Continue** to clear the message.
The printer discards any data received through the USB port.
- Make sure the USB Buffer menu item is not set to Disabled.

57 Configuration change, some held jobs were not restored

Something has changed in the printer to invalidate the held jobs. Possible changes include:

- The printer firmware has been updated.
- Paper input options needed for the print job were removed.
- The print job was created using data from a device in the USB port and the device is no longer in the USB port.
- The printer hard disk contains print jobs that were stored while installed in a different printer model.

Touch **Continue** to clear the message.

58 Too many flash options installed

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the excess flash memory.
- 4 Connect the power cord to a properly grounded outlet.
- 5 Turn the printer back on.

58 Too many trays attached

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the additional trays.
- 4 Connect the power cord to a properly grounded outlet.
- 5 Turn the printer back on.

59 Incompatible tray [x]

Try one or more of the following:

- Remove the specified tray.
- Touch **Continue** to clear the message and continue printing without using the specified tray.

61 Remove defective disk

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Install a different printer hard disk before performing any operations that require a printer hard disk.

62 Disk full

Try one or more of the following:

- Touch **Continue** to clear the message and continue processing.
- Delete fonts, macros, and other data stored on the printer hard disk.
- Install a printer hard disk with larger capacity.

63 Unformatted disk

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Format the printer hard disk.

If the error message remains, the hard disk may be defective and require replacing.

80 Routine maintenance

The printer needs to be serviced. For more information, contact customer support.

82.xx Replace waste toner bottle

- 1 Replace the waste toner bottle.

For instructions on replacing the waste toner bottle, from the printer control panel touch **More Information**.

- 2 Touch **Continue** to clear the message and continue printing.

82.xx Waste toner bottle missing

Reinsert the waste toner bottle into the printer.

82.xx Waste toner bottle nearly full

Order a replacement waste toner bottle immediately.

- 1 Replace the waste toner bottle.

For instructions on installing the waste toner bottle, from the printer control panel touch **More Information**.

- 2 Touch **Continue** to clear the message and continue printing.

88.xx [Color] cartridge critically low

Replace the specified toner cartridge.

- 1 Touch **More Information** from the printer control panel for instructions on replacing a print cartridge.

- 2 Touch **Continue** to clear the message and continue printing.

88.xx [color] cartridge low

- 1 Order a replacement toner cartridge immediately.
- 2 Remove the specified cartridge.
- 3 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 4 Reinsert the cartridge, and then touch **Continue** to clear the message and continue printing.

Note: Repeat this procedure multiple times until the print remains faded, and then replace the cartridge.

88.xx [color] cartridge nearly low

- 1 Order a replacement toner cartridge.
- 2 Remove the specified cartridge.
- 3 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 4 Reinsert the cartridge, and then touch **Continue** to clear the message and continue printing.

Note: Repeat this procedure multiple times until the print remains faded, and then replace the cartridge.

840.01 Scanner disabled by admin

Print without the scanner or contact your system support person.

840.02 Scanner disabled. Contact system administrator if problem persists.

The printer identified a problem with the scanner and automatically disabled it. Try one or more of the following:

- 1 Remove all pages from the ADF.
- 2 Turn the printer off.
- 3 Wait for 15 seconds, and then turn the printer on.

Note: If turning the printer off and then on again does not clear the message, then touch **Continue with scanner disabled** to return to the home screen, and then contact your system support person.

- 4 Place the document in the ADF, and then adjust the paper guides.
- 5 From the home screen, touch **Copy**, or use the keypad to enter the number of copies.
- 6 Change the copy settings as needed.
- 7 Touch **Copy It**.

290–294 ADF scanning jams

The scanner failed to feed one or more pages through the ADF.

- 1 Remove all original documents from the ADF.

Note: The message clears when the pages are removed from the ADF.

- 2 Do not fold or crease original documents. Straighten the edges on a level surface.

- 3 Load the original documents in the ADF.
- 4 Adjust the ADF guides.
- 5 Touch **Continue**, jam cleared.

Solving printing problems

Multiple-language PDF files do not print

The PDF files may contain unavailable fonts.

- 1 Open the document you want to print in Adobe Acrobat.
- 2 Click the printer icon > **Advanced** > **Print as image** > **OK** > **OK**.

Printer control panel display is blank or displays only diamonds

The printer self test failed. Turn the printer off, wait about 10 seconds, and then turn the printer back on.

If **Performing Self Test** and **Ready** do not appear, turn the printer off and contact Customer Support.

Error message about reading USB drive appears

Make sure the flash drive is supported.

Print jobs do not print

Try one or more of the following:

MAKE SURE THERE IS NO PROBLEM WITH YOUR PRINTER

From the printer control panel, check the status. If necessary, follow the recovery instructions.

MAKE SURE THE PRINTER IS READY TO PRINT

Make sure **Ready** appears on the display before sending a print job.

CHECK IF A SUPPLY IS MISSING OR NEEDS REPLACEMENT

Remove and then reinstall or replace the supply.

CHECK IF THE STANDARD EXIT BIN IS FULL

Remove the paper stack from the standard exit bin.

CHECK IF THE PAPER TRAY IS EMPTY

Load paper in the tray.

MAKE SURE THE CORRECT PRINTER SOFTWARE IS INSTALLED

- Verify that you are using the correct printer software.
- If the printer is connected to your computer through a USB port, then make sure you are running a supported operating system and using a compatible printer software.

MAKE SURE THE INTERNAL PRINT SERVER IS WORKING PROPERLY

- Make sure the internal print server is properly installed and that the printer is connected to the network.
- Print a network setup page and check that the status shows **Connected**. If the status is **Not Connected**, then check the network cables, and then try printing the network setup page again. Contact your system support person to make sure the network is functioning correctly.

The printer software is available on the Lexmark Web site at <http://support.lexmark.com>.

MAKE SURE YOU ARE USING A RECOMMENDED USB, SERIAL, OR ETHERNET CABLE

For more information, visit the Lexmark Web site at <http://support.lexmark.com>.

MAKE SURE PRINTER CABLES ARE SECURELY CONNECTED

Check the cable connections to the printer and print server to make sure they are secure.

For more information, see the setup documentation that came with the printer.

Confidential and other held jobs do not print

These are possible solutions. Try one or more of the following:

PARTIAL JOB, NO JOB, OR BLANK PAGE PRINTS

The print job may contain a formatting error or invalid data.

- Delete the print job, and then print it again.
- For PDF documents, recreate the PDF and then print it again.

If you are printing from the Internet, then the printer may be reading multiple job titles as duplicates and deleting all jobs except the first one.

- For Windows users, open Print Properties. From the Print and Hold dialog, select the "Keep duplicate documents" check box under the User name text box before entering a PIN number.
- For Macintosh users, save each print job, naming each job differently, and then send the individual jobs to the printer.

MAKE SURE THE PRINTER HAS SUFFICIENT MEMORY

Free up additional printer memory by scrolling through the list of held jobs and deleting some of them.

Print job takes longer than expected

Try one or more of the following:

REDUCE THE COMPLEXITY OF THE PRINT JOB

Eliminate the number and size of fonts, the number and complexity of images, and the number of pages in the print job.

TURN OFF THE PAGE PROTECT SETTING

From the home screen, navigate to:



CHANGE THE ENVIRONMENTAL SETTINGS

When using Eco-Mode or Quiet Mode settings, you may notice a reduction in performance.

Job prints from the wrong tray or on the wrong paper

CHECK THE PAPER TYPE AND PAPER SIZE SETTINGS

Make sure the paper type setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the paper type and paper size settings.
- 2 Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

Incorrect or strange characters print

- The print job may not have terminated properly. Turn the printer off and back on.
- Make sure the printer is not in Hex Trace mode. If **Ready Hex** appears on the display, you must exit Hex Trace mode before you can print your job. Turn the printer off and back on to exit Hex Trace mode.

Tray linking does not work

These are possible solutions. Try one or more of the following:

Note: The paper trays, manual feeder, and multipurpose feeder do not automatically sense the paper size. You must set the size from the Paper Size/Type menu.

LOAD THE SAME SIZE AND TYPE OF PAPER

- Load the same size and type of paper in each tray to be linked.
- Move the paper guides to the correct positions for the paper size loaded in each tray.

USE THE SAME PAPER SIZE AND PAPER TYPE SETTINGS

- Print a menu settings page and compare the settings for each tray.
- If necessary, adjust the settings from the Paper Size/Type menu.

Large jobs do not collate

These are possible solutions. Try one or more of the following:

MAKE SURE COLLATE IS SET TO ON

From the printer control panel Finishing menu, Print Properties, or the Print dialog, set Collate to On.

Note: Setting Collate to Off in the software overrides the setting in the Finishing menu.

REDUCE THE COMPLEXITY OF THE PRINT JOB


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.

MAKE SURE THE PRINTER HAS ENOUGH MEMORY

Add printer memory.

Unexpected page breaks occur

INCREASE THE PRINT TIMEOUT VALUE

- 1 From the home screen, navigate to:
 > **Settings** > **General Settings** > **Timeouts**
- 2 Touch the left or right arrow next to **Print Timeout** until the desired value appears.
- 3 Touch **Submit**.

Solving copy problems

Copier does not respond

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

CHECK THE POWER

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Scanner unit does not close

Make sure there are no obstructions:

- 1 Lift the scanner unit.
- 2 Remove any obstruction keeping the scanner unit open.
- 3 Lower the scanner unit.

Poor copy quality

These are some examples of poor copy quality:

- Blank pages
- Checkerboard pattern
- Distorted graphics or pictures
- Missing characters
- Faded print
- Dark print
- Skewed lines
- Smudges
- Streaks
- Unexpected characters
- White lines in print

Try one or more of the following:

CLEAR ANY ERROR MESSAGES

Check the display and clear any error messages.

REPLACE THE TONER OR PRINT CARTRIDGE

When the print remains faded, replace the toner or print cartridge.

CLEAN THE SCANNER GLASS

The scanner glass may be dirty. Clean the scanner glass with a clean, lint-free cloth dampened with water.

For more information, see “Cleaning the scanner glass” on page 207.

ADJUST THE TONER DARKNESS OF THE COPY

Adjust the toner darkness from the Copy menus.

MAKE SURE THE QUALITY OF THE ORIGINAL DOCUMENT IS SATISFACTORY

Check the quality of the original document.

PLACE THE ORIGINAL DOCUMENT PROPERLY

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

MAKE SURE TO USE THE APPROPRIATE COPY SETTINGS

When patterns (moiré) appear in the output:

- On the Copy screen make sure the Content Type and Source settings are appropriate for the document being scanned.
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Sharpness > lower the Sharpness setting
- On the Copy screen, make sure no scaling is being selected.

When the text is light or disappearing:

- From the Copy screen, navigate to:

Content > Text >  > select the appropriate source for the original document being copied > 

- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Sharpness > increase the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Background removal, and then reduce the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Contrast > increase the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Shadow detail > reduce the current setting

When the output appears washed out or overexposed:

- On the Copy screen make sure the Content Type and Source settings are appropriate for the document being scanned.
- From the Copy screen, adjust the Darkness setting.
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Shadow detail > reduce the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Background removal > reduce the current setting

Partial document or photo copies

These are possible solutions. Try one or more of the following:

CHECK THE DOCUMENT PLACEMENT

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1** From the printer control panel, check the Paper Size setting from the Paper menu.
- 2** Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Solving scanner problems

Checking an unresponsive scanner

If your scanner is not responding, then make sure:

- The printer is turned on.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.

Once you have checked each of these possibilities, turn the printer off and then back on. This often fixes the problem with the scanner.

Scan was not successful

These are possible solutions. Try one or more of the following:

CHECK THE CABLE CONNECTIONS

Make sure the network or USB cable is securely connected to the computer and the printer.

AN ERROR MAY HAVE OCCURRED IN THE PROGRAM

Turn off and then restart the computer.

Scanning takes too long or freezes the computer

These are possible solutions. Try one or more of the following:

OTHER SOFTWARE PROGRAMS MAY BE INTERFERING WITH SCANNING

Close all programs not being used.

THE SCAN RESOLUTION MAY BE SET TOO HIGH

Select a lower scan resolution.

Poor scanned image quality

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

THE SCANNER GLASS MAY BE DIRTY

Clean the scanner glass with a clean, lint-free cloth dampened with water. For more information, see “Cleaning the scanner glass” on page 207.

ADJUST THE SCAN RESOLUTION

Increase the resolution of the scan for a higher quality output.

CHECK THE QUALITY OF THE ORIGINAL DOCUMENT

Make sure the quality of the original document is satisfactory.

CHECK THE DOCUMENT PLACEMENT

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Partial document or photo scans

These are possible solutions. Try one or more of the following:

CHECK THE DOCUMENT PLACEMENT

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1** From the printer control panel, check the Paper Size setting from the Paper menu.
- 2** Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Cannot scan from a computer

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

CHECK THE POWER

Make sure the printer is plugged in, the power is on, and **Ready** appears.

CHECK THE CABLE CONNECTIONS

Make sure the network or USB cable is securely connected to the computer and the printer.

Solving fax problems

Fax and e-mail functions are not set up

The indicator light blinks red until you set up fax and e-mail. To set up fax and e-mail, follow these steps:

Note: Before completing these instructions for a printer on a network, make sure the fax cables are connected.

1 From the home screen, navigate to:

 > **General Settings** > **Run initial setup** > **Yes** > **Submit**

2 Turn the printer off, and then turn it back on.

3 From the printer control panel, touch your language.

4 Touch your country or region, and then touch **Continue**.

5 Select your time zone, and then touch **Continue**.

6 Touch **Fax** and **E-mail** to clear the icons, and then touch **Continue**.

Note: You can use these same steps to disable fax and e-mail.

Caller ID is not shown

Contact your telecommunications company to verify that your telephone line is subscribed to the caller ID service.

If your region supports multiple caller ID patterns, you may have to change the default setting. There are two settings available: FSK (pattern 1) and DTMF (pattern 2). The availability of these settings by way of the Fax menu depends on whether your country or region supports multiple caller ID patterns. Contact your telecommunications company to determine which pattern or switch setting to use.

Cannot send or receive a fax

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

CHECK THE POWER

Make sure the printer is plugged in, the power is on, and **Ready** appears.

CHECK THE PRINTER CONNECTIONS

Make sure the cable connections for the following hardware are secure, if applicable:

- Telephone
- Handset
- Answering machine

CHECK THE TELEPHONE WALL JACK

- 1 Plug a telephone into the wall jack.
- 2 Listen for a dial tone.
- 3 If you do not hear a dial tone, then plug a different telephone into the wall jack.
- 4 If you still do not hear a dial tone, then plug a telephone into a different wall jack.
- 5 If you hear a dial tone, then connect the printer to that wall jack.

REVIEW THIS DIGITAL PHONE SERVICE CHECKLIST

The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.

- If you are using an ISDN telephone service, then connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider.
- If you are using DSL, then connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider.
- If you are using a PBX telephone service, then make sure you are connecting to an analog connection on the PBX. If none exists, consider installing an analog telephone line for the fax machine.

CHECK FOR A DIAL TONE

- Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.
- If the telephone line is being used by another device, then wait until the other device is finished before sending a fax.
- If you are using the On Hook Dial feature, then turn up the volume to verify a dial tone.

TEMPORARILY DISCONNECT OTHER EQUIPMENT

To ensure the printer is working correctly, connect it directly to the telephone line. Disconnect any answering machines, computers with modems, or telephone line splitters.

CHECK FOR JAMS

Clear any jams, and then make sure that **Ready** appears.

TEMPORARILY DISABLE CALL WAITING

Call Waiting can disrupt fax transmissions. Disable this feature before sending or receiving a fax. Call your telephone company to obtain the keypad sequence for temporarily disabling Call Waiting.

VOICE MAIL SERVICE MAY BE INTERFERING WITH THE FAX TRANSMISSION

Voice Mail offered through your local telephone company may disrupt fax transmissions. To enable both Voice Mail and the printer to answer calls, you may want to consider adding a second telephone line for the printer.

THE PRINTER MEMORY MAY BE FULL

- 1 Dial the fax number.
- 2 Scan the original document one page at a time.

Can send but not receive faxes

Try one or more of the following:

LOAD PAPER

If the tray is empty, then load paper in the tray or feeder.

CHECK THE RING COUNT DELAY SETTINGS

The ring count delay sets the number of times the phone rings before the printer answers. If you have extension phones on the same line as the printer, or subscribe to the telephone company's Distinctive Ring service, then keep the Ring Delay setting at 4.

- 1 Type the printer IP address in the address field of your Web browser.
If you do not know the IP address of the printer, then you can:
 - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Settings > Fax Settings > Analog Fax Setup**.
- 3 In the Rings to Answer field, enter the number of times you want the phone to ring before the printer answers.
- 4 Click **Submit**.

REPLACE THE TONER OR PRINT CARTRIDGE

Replace the toner or print cartridge.

Can receive but not send faxes

These are possible solutions. Try one or more of the following:

MAKE SURE THE PRINTER IS IN FAX MODE

From the printer control panel, press the **Fax** button to put the printer in Fax mode.

MAKE SURE THE DOCUMENT IS LOADED PROPERLY

Load the original document faceup, short edge first into the ADF or facedown on the scanner glass in the upper left corner.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

MAKE SURE THE SHORTCUT NUMBER IS SET UP PROPERLY

- Check to make sure the shortcut number has been programmed for the number that you want to dial.
- As an alternative, dial the telephone number manually.

Received fax has poor print quality

Try one or more of the following:

RESEND THE DOCUMENT

Ask the person who sent you the fax to:

- Check that the quality of the original document is satisfactory.
- Resend the fax. There may have been a problem with the quality of the telephone line connection.
- Increase the fax scan resolution, if possible.

REPLACE THE CARTRIDGE

When **88 Cartridge low** appears or when the prints appear faded, replace the cartridge.

MAKE SURE THE FAX TRANSMISSION SPEED IS NOT SET TOO HIGH

Decrease the incoming fax transmission speed:

- 1 Type the printer IP address in the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Fax Settings > Analog Fax Setup**.

3 In the Max Speed box, click one of the following:

2400
4800
9600
14400
33600

4 Click **Submit**.

Solving home screen applications problems

An application error has occurred

CHECK THE SYSTEM LOG FOR RELEVANT DETAILS

1 Type the printer IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

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

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

4 Click **System** tab > **Log**

5 From the Filter menu, select an application status.

6 From the Application menu, select an application, and then click **Submit**.

MAKE SURE THE FILE NAME YOU WANT TO SCAN TO IS NOT ALREADY IN USE

Verify that the file to which you want to scan is not open by another application or user.

To help prevent errors, make sure either **Append time stamp** or **Overwrite existing file** is selected in the destination configuration settings.

ADJUST THE SCAN SETTINGS

In the destination configuration settings, lower the scan settings. For example, to lower the scan resolution, disable Color, or change the "Content type" setting to Text.

CONTACT CUSTOMER SUPPORT

If you still cannot isolate the problem, then contact customer support.

Forms and Favorites troubleshooting

Forms are not available or are not working

MAKE SURE THE BOOKMARK POINTING TO THE FORM IS IN THE BOOKMARKS ROOT FOLDER

If the bookmark pointing to the form was created in a subfolder of the Bookmarks folder, then it will not be available under the Forms solution. Delete the bookmark and recreate it under the Bookmarks root folder.

MAKE SURE THE BOOKMARK IS POINTING TO THE CORRECT LOCATION

The printer does not validate bookmarks. If the URL or network location that was specified when the bookmark was created is incorrect, then the printer will not be able to access the document.

MAKE SURE THE BOOKMARK IS CREATED WITH FORMS AND FAVORITES

If the bookmark is created using another application, then it cannot be accessed in Forms and Favorites.

A network destination stopped working or is invalid

MAKE SURE THE PRINTER AUTHENTICATION IS CONFIGURED

If the application is configured to use MFP authentication credentials, then the printer authentication settings must be configured from the Embedded Web Server.

For more information on configuring the printer authentication settings, see the *Embedded Web Server Administrator's Guide* available on www.lexmark.com.

MAKE SURE DESTINATION IS SHARED AND HAS A VALID NETWORK ADDRESS

Check that the folder or source file is set to be shared across the network.

If the destination has been moved, then the network address may have changed. The destination network address can be accessed from the Embedded Web Server.

MAKE SURE THE PRINTER IS CONNECTED TO THE NETWORK

Make sure that all appropriate network cables are securely connected and that the network settings of the printer are correctly configured. For information on networking the printer, see the *Networking Guide* on the *Software and Documentation* CD that came with the printer.

IF THE SOURCE FILE AND PRINTER RESIDE IN DIFFERENT DOMAINS, THEN MAKE SURE THE DOMAIN INFORMATION IS SPECIFIED

If the source file exists within a different domain than the printer, then you can edit the destination from the application configuration page and enter the appropriate domain information in the Network Address and Network Domain fields. If you do not know the network address of the computer where your source file resides, then consult your system support person.

You can also add the domain name to the Domain Search Order list under the printer network setup.

CHECK THE SYSTEM LOG FOR RELEVANT DETAILS

- 1 Type the printer IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

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

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

4 Click **System** tab > **Log**.

5 From the Filter menu, select an application status.

6 From the Application menu, select an application, and then click **Submit**.

Scan to Network troubleshooting

The application icon is missing from the home screen

MAKE SURE TO ENABLE AT LEAST ONE VALID DESTINATION

DISPLAY THE APPLICATION ICON WHEN NO DESTINATIONS ARE AVAILABLE

- 1** From the Embedded Web Server, click **Settings** or **Configuration**.
- 2** Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.
- 3** Click the name of the application > **Configure**.
- 4** From the Home Screen Button section, select **Always show button** under Display Option, and then click **Apply**.

Printer cannot scan to the selected destination

MAKE SURE THE DESTINATION IS VALID

Verify that the destination is valid in the application configuration settings.

If the destination has been moved, then the network address may have changed. The destination network address can be accessed from the Embedded Web Server.

IF THE PRINTER AND DESTINATION RESIDE IN DIFFERENT DOMAINS, THEN MAKE SURE THE DOMAIN INFORMATION IS SPECIFIED

If the destination exists within a different Windows domain than the printer, then you can edit the destination from the application configuration page and enter the appropriate Windows domain information in the domain field as part of the Network Folder Address. You can also add the domain name to the Domain Search Order list under the printer network setup.

MAKE SURE THE FIREWALL SOFTWARE IS ALLOWING COMMUNICATION

If the destination resides on a computer that uses a newer version of the Windows operating system (Windows XP or later), and the Windows Firewall is enabled, then the printer may have difficulty sending information to the destination if the destination and the printer reside on different subnets. The Windows Firewall must either be configured to allow communication with the subnet the printer resides on, or the destination should be set up on the same subnet as the printer. For more information, contact your system support person.

MAKE SURE A FILE WITH THE DEFAULT FILE NAME DOES NOT ALREADY EXIST IN THE DESTINATION

If the three configuration settings for the File Name section of the application configuration page are not selected (allow user to enter file name; append time stamp; overwrite existing file), and a file using the default file name already exists within the destination, then there will be no method in place to distinguish the newly scanned file from the file present in the destination. The printer will not be able to overwrite the old file, the new file will not receive a time stamp to differentiate it from the old file, and the user will not be able to give the new file a different name. In this case, the old file must either be removed from the destination, or one of the previously mentioned settings must be turned on.

MAKE SURE THE NETWORK IS FUNCTIONING AND THE PRINTER CAN COMMUNICATE

Verify all network connections and that the network settings of the printer are configured appropriately. For information on networking the printer, see the *Networking Guide* on the *Software and Documentation CD* that came with the printer.

FOR NETWORKS USING LDAP AUTHENTICATION, MAKE SURE LDAP SETTINGS HAVE BEEN CONFIGURED CORRECTLY

Verify that LDAP settings are configured appropriately in your printer setup, and in the setup dialog. For more information on LDAP settings, contact your system support person.

MAKE SURE YOU HAVE PERMISSION TO SAVE SCANS TO THIS DESTINATION

On the application Edit Destination screen, clear the contents of the Path Suffix field; or on the destination server, change the user home folder to match the contents of the Path Suffix field.

My MFP troubleshooting

Error reading USB drive

Some flash drives may not be compatible with the printer. At a minimum, the flash drive should:

- Be USB 2.0-compatible
- Support the Full Speed standard (low-speed devices will not work)
- Have a USB type “A” connector
- Support the FAT file system (NTFS file system not supported)

For a list of tested and approved flash drives, visit the Lexmark Web site at www.lexmark.com.

Nothing happens when USB drive is inserted

If nothing happens within a few seconds after you insert your USB drive into the MFP, then use of USB drives may be disabled on the device. Contact your system support person for more information.

I forgot the password to My MFP

If you forget the password for your My MFP profile, then you must delete the profile from your USB drive, insert the drive into an MFP, and then run the setup wizard again. To manually delete the My MFP profile from your USB drive:

- 1 Insert your USB drive into a computer.
- 2 Locate the .mymfp.preferences file, as well as any other files beginning with .mymfp (they will be grouped together).

- 3 Delete all files beginning with .mymfp.

Solving option problems

Option does not operate correctly or quits after it is installed

Try one or more of the following:

RESET THE PRINTER

Turn the printer off, wait for about 10 seconds, and then turn the printer on.

CHECK TO SEE IF THE OPTION IS CONNECTED TO THE PRINTER

- 1 Turn the printer off using the power switch.
- 2 Unplug the power cord from the wall outlet, and then from the printer.
- 3 Check the connection between the option and the printer.

MAKE SURE THE OPTION IS INSTALLED CORRECTLY

Print a menu settings page and check to see if the option is listed in the Installed Options list. If the option is not listed, then reinstall it. For more information, see the hardware setup documentation that came with the option, or go to **www.lexmark.com** to view the option instruction sheet.

MAKE SURE THE OPTION IS SELECTED

From the computer you are printing from, select the option.

For more information, see “Updating available options in the printer driver” on page 43.

Drawers

MAKE SURE THE PAPER IS LOADED CORRECTLY

- 1 Open the paper tray.
- 2 Check for paper jams or misfeeds.
- 3 Make sure paper guides are aligned against the edges of the paper.
- 4 Make sure the paper tray closes properly.
- 5 Close the door.

RESET THE PRINTER

Turn the printer off. Wait 10 seconds. Turn the printer back on.

Multipurpose feeder

CHECK THE MULTIPURPOSE FEEDER

Make sure the 650-sheet duo drawer (multipurpose feeder) is installed properly.

CLEAR ANY JAMS

Clear any jams in the multipurpose feeder.

CHECK THE POWER CORD CONNECTION

Make sure:

- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The outlet has power.

CHECK THE PAPER

Use recommended paper and specialty media. For more information, see the chapter about paper and specialty media guidelines.

CHECK THE PAPER GUIDES

Move the guides in the tray to the correct position for the size loaded.

CHECK FOR SERVICE MESSAGES

If a service message appears, turn the printer off, wait about 10 seconds, and then turn the printer back on. If the error recurs, call for service.

Memory card

Make sure the memory card is securely connected to the printer system board.

Solving paper feed problems

Paper frequently jams

These are possible solutions. Try one or more of the following:

CHECK THE PAPER

Use recommended paper and specialty media. For more information, see the chapter about paper and specialty media guidelines.

MAKE SURE THERE IS NOT TOO MUCH PAPER IN THE PAPER TRAY

Make sure the stack of paper you load does not exceed the maximum stack height indicated in the tray or on the multipurpose feeder.

CHECK THE PAPER GUIDES

Move the guides in the tray to the correct positions for the paper size loaded.

THE PAPER MAY HAVE ABSORBED MOISTURE DUE TO HIGH HUMIDITY

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.


Paper jam message remains after jam is cleared

CHECK THE PAPER PATH

The paper path is not clear. Clear jammed paper from the entire paper path, and then touch **Continue**.

Jammed pages are not reprinted

TURN ON JAM RECOVERY

- 1 From the home screen, navigate to:
 > **Settings** > **General Settings** > **Print Recovery**
- 2 Touch the arrows next to **Jam Recovery** until **On** or **Auto** appears.
- 3 Touch **Submit**.

Solving print quality problems

The information in the following topics may help you solve print quality problems. If these suggestions still do not correct the problem, contact Customer Support. You may have a printer part that requires adjustment or replacement.

Printer is printing blank pages



Try one or more of the following:

MAKE SURE THERE IS NO PACKING MATERIAL LEFT ON THE TONER OR PRINT CARTRIDGE

Remove the cartridge and make sure the packing material is properly removed. Reinstall the cartridge.

MAKE SURE THE TONER OR PRINT CARTRIDGE IS NOT LOW ON TONER

When **88.xx [color] cartridge low** appears, make sure that toner is distributed evenly among all four cartridges:

- 1 Remove the cartridge.

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

- 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.

- 3 Reinsert the cartridge.

Note: If print quality does not improve, then replace the cartridge of the color that is not printing.

If the problem continues, then the printer may need to be serviced. For more information, contact customer support.

Characters have jagged or uneven edges



If you are using downloaded fonts, verify that the fonts are supported by the printer, the host computer, and the software program.

Clipped images

Try one or more of the following:

CHECK THE GUIDES

Move the width and length guides in the tray to the correct positions for the paper size loaded.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the Paper Size setting.
- 2 Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Dark lines appear on prints



MAKE SURE THE IMAGING KIT IS NOT WORN OR DEFECTIVE

When **31.xx Defective imaging kit** appears, replace the imaging kit.

Gray background



CHECK THE TONER DARKNESS SETTING

Select a lighter Toner Darkness setting:

- From the printer control panel, change the setting from the Quality menu.
- For Windows users, change the setting from Print Properties.
- For Macintosh users, change the setting from the Print dialog.

Incorrect margins



These are possible solutions. Try one or more of the following:

CHECK THE PAPER GUIDES

Move the guides in the tray to the correct positions for the paper size loaded.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the Paper Size setting.
- 2 Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Light colored line, white line, or incorrectly colored line



THE IMAGING KIT MAY BE DEFECTIVE

Replace the imaging kit.

Note: The printer has two types of imaging kits: a black and color imaging kit, and a black imaging kit. The black and color imaging kit contains cyan, magenta, yellow, and black. The black imaging kit contains black only.

If the problem continues, the printer may need to be serviced. For more information, contact Customer Support.

Paper curl

Try one or more of the following:

CHECK THE PAPER TYPE AND WEIGHT SETTINGS

Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

- 1 From the printer control panel Paper menu, check the Paper Type and Paper Weight settings.
- 2 Before sending the print job, specify the correct paper type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

LOAD PAPER FROM A FRESH PACKAGE

Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it.

Print irregularities



These are possible solutions. Try one or more of the following:

THE PAPER MAY HAVE ABSORBED MOISTURE DUE TO HIGH HUMIDITY

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

CHECK THE PAPER TYPE SETTING

Make sure the paper type setting matches the paper loaded in the tray:

- 1 From the printer control panel Paper menu, check the Paper Type setting.
- 2 Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the type from Print Properties.
 - For Macintosh users, specify the type from the Print dialog.

CHECK THE PAPER

Avoid textured paper with rough finishes.

THE FUSER MAY BE WORN OR DEFECTIVE

Replace the fuser.

Repeating defects



REPLACE THE DEVELOPER UNIT

Replace the developer unit if the defects occur in every 43.9 mm (1.7 in.) of the page.

REPLACE THE IMAGING KIT

Replace the imaging kit if print defects occur in the following instances:

- in every 34.6 mm (1.4 in.) of the page
- in every 94.2 mm (3.71 in.) of the page

Note: The printer has two types of imaging kits: a black and color imaging kit, and a black imaging kit. The black and color imaging kit contains cyan, magenta, yellow, and black. The black imaging kit contains black only.

Skewed print

CHECK THE PAPER GUIDES

Move the guides in the tray to the correct positions for the paper size loaded.

CHECK THE PAPER

Make sure you are using paper that meets the printer specifications.

Print is too light



Try one or more of the following:

CHECK THE DARKNESS, BRIGHTNESS, AND CONTRAST SETTINGS

The Toner Darkness setting may be too light, the Brightness setting may be too light, or the Contrast setting may be too low.

- Change these settings from the printer control panel Quality menu.
- For Windows users, change these settings from Print Properties
- For Macintosh users:
 - 1 Choose **File > Print**.
 - 2 From the Orientation pictures drop-down menu, choose **Printer Features**.
 - 3 Choose a higher value for the Toner Darkness, Brightness, and Contrast settings.

LOAD PAPER FROM A FRESH PACKAGE

The paper may have absorbed moisture from high humidity. Store paper in its original wrapper until you use it.

AVOID TEXTURED PAPER WITH ROUGH FINISHES

CHECK THE PAPER TYPE SETTING

Make sure the Paper Type setting matches the paper loaded in the tray or feeder:

- From the printer control panel Paper menu, check the Paper Type setting.
- For Windows users, check this setting from Print Properties.
- For Macintosh users, check this setting from the Print dialog.

MAKE SURE THE TONER CARTRIDGE IS NOT LOW ON TONER

When **88.xx [color] cartridge low** appears, make sure the toner is distributed evenly within the print cartridge.

- 1 Remove the toner cartridge.
- 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 3 Reinsert the toner cartridge.

Note: If print quality does not improve, replace the print cartridge.

If the problem continues, the printer may need to be serviced. For more information, contact customer support.

MAKE SURE THERE IS NO DEFECTIVE TONER CARTRIDGE

Replace the defective toner cartridge.

Print is too dark



Try one or more of the following:

CHECK THE DARKNESS, BRIGHTNESS, AND CONTRAST SETTINGS

The Toner Darkness setting may be too dark, the Brightness setting may be too dark, or the Contrast setting may be too high.

- Change these settings from the printer control panel Quality menu.
- For Windows users, change these settings from Print Properties.
- For Macintosh users:
 - 1 Choose **File > Print**.
 - 2 From the Orientation pictures drop-down menu, choose **Printer Features**.
 - 3 Choose a lower value for the Toner Darkness, Brightness, and Contrast settings.

LOAD PAPER FROM A FRESH PACKAGE

The paper may have absorbed moisture due to high humidity. Store paper in its original wrapper until you use it.

AVOID TEXTURED PAPER WITH ROUGH FINISHES

CHECK THE PAPER TYPE SETTING

Make sure the Paper Type setting matches the paper loaded in the tray or feeder:

- From the printer control panel Paper menu, check the Paper Type setting.
- For Windows users, check this setting from Print Properties.
- For Macintosh users, check this setting from the Print dialog.

MAKE SURE THERE IS NO DEFECTIVE TONER CARTRIDGE

Replace the defective toner cartridge.

Solid color or black pages appear on prints



MAKE SURE THE TONER OR PRINT CARTRIDGES ARE INSTALLED CORRECTLY, ARE NOT DEFECTIVE AND NOT LOW ON TONER

- Remove and reinstall the toner or print cartridges.
 - Make sure the toner is distributed evenly within the toner or print cartridge:
 - 1 Remove the toner or print cartridge.
 - 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
 - 3 Reinsert the toner or print cartridge.
- Note:** If print quality does not improve, replace the toner or print cartridge. For more information, see “Replacing a toner cartridge” on page 219.
- If the problem continues, the printer may need to be serviced. For more information, contact customer support.

Toner fog or background shading appears on the page

Try one or more of the following:

MAKE SURE THE IMAGING KITS ARE NOT WORN OR DEFECTIVE

Replace the imaging kits.

Note: The printer has two types of imaging kits: a black-and-color imaging kit, and a black imaging kit. The black-and-color imaging kit has cyan, magenta, yellow, and black developer units. The black imaging kit has a black developer unit only.

MAKE SURE THERE IS NO TONER IN THE PAPER PATH

Clean any visible toner from the paper path. If the problem persists, then contact customer support.

Toner rubs off



These are possible solutions. Try one or more of the following:

CHECK THE PAPER TYPE SETTING

Make sure the paper type setting matches the paper loaded in the tray:

- 1** From the printer control panel, check the Paper Type setting from the Paper menu.
- 2** Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the type from Print Properties.
 - For Macintosh users, specify the type from the Print dialog.

CHECK THE PAPER TEXTURE SETTING

From the printer control panel Paper menu, make sure the Paper Texture setting matches the paper loaded in the tray.

Toner specks



These are possible solutions. Try one or more of the following:

THE IMAGING KIT MAY BE WORN OR DEFECTIVE

Replace the imaging kit.

Note: The printer has two types of imaging kits: a black and color imaging kit, and a black imaging kit. The black and color imaging kit contains cyan, magenta, yellow, and black. The black imaging kit contains black only.

If the problem continues, the printer may need to be serviced. For more information, contact Customer Support.

THERE IS TONER IN THE PAPER PATH

Contact Customer Support.

Transparency print quality is poor

Try one or more of the following:

CHECK THE TRANSPARENCIES

Use only transparencies that meet the printer specifications.

CHECK THE PAPER TYPE SETTING

Make sure the paper type setting is set to Transparency:

- 1 From the printer control panel Paper menu, check the Paper Type setting.
- 2 Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the type from Print Properties.
 - For Macintosh users, specify the type from the Print dialog.

Uneven print density



Replace the black and color imaging kit.

Solving color quality problems

This section helps answer some basic color-related questions and describes how some of the features provided in the Quality menu can be used to solve typical color problems.

FAQ about color printing

What is RGB color?

Red, green, and blue light can be added together in various amounts to produce a large range of colors observed in nature. For example, red and green can be combined to create yellow. Televisions and computer monitors create colors in this manner. RGB color is a method of describing colors by indicating the amount of red, green, or blue needed to produce a certain color.

What is CMYK color?

Cyan, magenta, yellow, and black inks or toners can be printed in various amounts to produce a large range of colors observed in nature. For example, cyan and yellow can be combined to create green. Printing presses, inkjet printers, and color laser printers create colors in this manner. CMYK color is a method of describing colors by indicating the amount of cyan, magenta, yellow, and black needed to reproduce a particular color.

How is color specified in a document to be printed?

Software programs typically specify document color using RGB or CMYK color combinations. Additionally, they allow users to modify the color of each object in a document. For more information, see the software program Help topics.

How does the printer know what color to print?

When a user prints a document, information describing the type and color of each object is sent to the printer. The color information is passed through color conversion tables that translate the color into the appropriate amounts of cyan, magenta, yellow, and black toner needed to produce the desired color. The object information determines the application of color conversion tables. For example, it is possible to apply one type of color conversion table to text while applying a different color conversion table to photographic images.

Why doesn't the printed color match the color I see on the computer screen?

The color conversion tables used in Auto Color Correction mode generally approximate the colors of a standard computer monitor. However, because of technology differences that exist between printers and monitors, there are many colors that can also be affected by monitor variations and lighting conditions. For recommendations on how the printer color sample pages may be useful in solving certain color-matching problems, see the question, “How can I match a particular color (such as a corporate logo)?”

The printed page appears tinted. Can I adjust the color?

Sometimes a printed page may appear tinted (for example, everything printed seems to be too red). This can be caused by environmental conditions, paper type, lighting conditions, or user preference. In these instances, adjust the Color Balance setting to create a more preferable color. Color Balance provides the user with the ability to make subtle adjustments to the amount of toner being used in each color plane. Selecting positive or negative values for cyan, magenta, yellow, and black (from the Color Balance menu) will slightly increase or decrease the amount of toner used for the chosen color. For example, if a printed page has a red tint, then decreasing both magenta and yellow could potentially improve the color balance.

My color transparencies seem dark when they are projected. Is there anything I can do to improve the color?

This problem most commonly occurs when projecting transparencies with reflective overhead projectors. To obtain the highest projected color quality, transmissive overhead projectors are recommended. If a reflective projector must be used, then adjusting the Toner Darkness setting to 1, 2, or 3 will lighten the transparency. Make sure to print on the recommended type of color transparencies.

What is manual color correction?

When manual color correction is enabled, the printer employs user-selected color conversion tables to process objects. However, Color Correction must be set to Manual, or no user-defined color conversion will be implemented. Manual color correction settings are specific to the type of object being printed (text, graphics, or images), and how the color of the object is specified in the software program (RGB or CMYK combinations).

Notes:

- Manual color correction is not useful if the software program does not specify colors with RGB or CMYK combinations. It is also not effective in situations in which the software program or the computer operating system controls the adjustment of colors.
- The color conversion tables—applied to each object when Color Correction is set to Auto—generate preferred colors for the majority of documents.

To manually apply a different color conversion table:

- 1 From the Quality menu, select **Color Correction**, and then select **Manual**.
- 2 From the Quality menu, select **Manual Color**, and then select the appropriate color conversion table for the affected object type.

Manual Color menu

Object type	Color conversion tables
RGB Image RGB Text RGB Graphics	<ul style="list-style-type: none">• Vivid—Produces brighter, more saturated colors and may be applied to all incoming color formats.• sRGB Display—Produces an output that approximates the colors displayed on a computer monitor. Black toner usage is optimized for printing photographs.• Display—True Black—Produces an output that approximates the colors displayed on a computer monitor. Uses only black toner to create all levels of neutral gray.• sRGB Vivid—Provides an increased color saturation for the sRGB Display color correction. Black usage is optimized for printing business graphics.• Off—No color correction is implemented.
CMYK Image CMYK Text CMYK Graphics	<ul style="list-style-type: none">• US CMYK—Applies color correction to approximate the SWOP (Specifications for Web Offset Publishing) color output.• Euro CMYK—Applies color correction to approximated EuroScale color output.• Vivid CMYK—Increases the color saturation of the US CMYK color correction setting.• Off—No color correction is implemented.

How can I match a particular color (such as a corporate logo)?

From the printer Quality menu, nine types of Color Samples sets are available. These are also available from the Color Samples page of the Embedded Web Server. Selecting any sample set generates a multiple-page printout consisting of hundreds of colored boxes. Either a CMYK or RGB combination is located on each box, depending on the table selected. The observed color of each box is obtained by passing the CMYK or RGB combination labeled on the box through the selected color conversion table.

By examining Color Samples sets, a user can identify the box whose color is the closest to the desired color. The color combination labeled on the box can then be used for modifying the color of the object in a software program. For more information, see the software program Help topics. Manual color correction may be necessary to utilize the selected color conversion table for the particular object.

Selecting which Color Samples set to use for a particular color-matching problem depends on the Color Correction setting being used (Auto, Off, or Manual), the type of object being printed (text, graphics, or images), and how the color of the object is specified in the software program (RGB or CMYK combinations). When the printer Color Correction setting is set to Off, the color is based on the print job information; and no color conversion is implemented.

Note: The Color Samples pages are not useful if the software program does not specify colors with RGB or CMYK combinations. Additionally, certain situations exist in which the software program or the computer operating system adjusts the RGB or CMYK combinations specified in the program through color management. The resulting printed color may not be an exact match of the Color Samples pages.

What are detailed Color Samples and how do I access them?

Detailed Color Samples sets are available only through the Embedded Web Server of a network printer. A detailed Color Samples set contains a range of shades (displayed as colored boxes) that are similar to a user-defined RGB or CMYK value. The likeness of the colors in the set are dependent on the value entered in the RGB or CMYK Increment box.

To access a detailed Color Samples set from the Embedded Web Server:

- 1 Type the printer IP address or host name in the address field of your Web browser.

Note: If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Configuration > Color Samples > Detailed Options**.

- 3 Select a color conversion table.

- 4 Enter the RGB or CMYK color number.

- 5 Enter an increment value from 1–255.

Note: The closer the value is to 1, the narrower the color sample range will appear.

- 6 Click **Print**.

Embedded Web Server does not open

Try one or more of the following:

CHECK THE NETWORK CONNECTION

Make sure the printer and computer are turned on and connected to the same network.

CHECK ADDRESS ENTERED INTO THE WEB BROWSER

- Depending on the network settings, you may need to type **https://** instead of **http://** before the printer IP address to access the Embedded Web Server. For more information, contact your system support person.
- Make sure you have the correct printer IP address.

TEMPORARILY DISABLE WEB PROXY SERVERS

Proxy servers may block or restrict you from accessing certain Web sites including the Embedded Web Server. For more information, contact your system support person.

Contacting customer support

When you call customer support, describe the problem you are experiencing, the message on the display, and the troubleshooting steps you have already taken to find a solution.

You need to know your printer model type and serial number. For more information, see the label on the inside top front cover of the printer. The serial number is also listed on the menu settings page.

In the U.S. or Canada, call 1-800-539-6275. For other countries or regions, visit the Lexmark Web site at <http://support.lexmark.com>.

Notices

Product information

Product name:

Lexmark X548, X548de

Machine type:

7525

Model(s):

630, 632, 636

Edition notice

November 2010

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For Lexmark technical support, visit **support.lexmark.com**.

For information on supplies and downloads, visit **www.lexmark.com**.

If you don't have access to the Internet, you can contact Lexmark by mail:

Lexmark International, Inc.
Bldg 004-2/CSC
740 New Circle Road NW
Lexington, KY 40550
USA

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Times New Roman	The Monotype Corporation plc
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Federal Communications Commission (FCC) compliance information statement

This product 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 1021231 for parallel attach or 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Modular component notice

This product may contain the following modular component(s):

Lexmark Regulatory Type/Model LEX-M04-001, FCC ID: IYLLEXM04001; IC:2376A-M04001

Licensing notices

All licensing notices associated with this product can be viewed from the CD:\LEGAL directory of the installation software CD.

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: Some modes may not apply to your product.

1-meter average sound pressure, dBA	
Printing	48 dBA
Ready	32 dBA

Values are subject to change. See www.lexmark.com for current values.

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 for your local sales office phone number.

Static sensitivity notice



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

ENERGY STAR

Any Lexmark product bearing the ENERGY STAR emblem on the product or on a start-up screen is certified to comply with Environmental Protection Agency (EPA) ENERGY STAR requirements as configured when shipped by Lexmark.



Temperature information

Ambient temperature	15.6C° – 32.2C°
Shipping and storage temperature	-40.0C° – 60.0C°

Laser notice

The printer 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 printer contains internally a Class IIb (3b) laser that is nominally a 7 milliwatt gallium arsenide laser operating in the wavelength of 655-675 nanometers. The laser system and printer 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.

Laser advisory label

A laser notice label may be affixed to this printer as shown:



Power consumption

Product power consumption

The following table documents the power consumption characteristics of the product.

Note: Some modes may not apply to your product.

Mode	Description	Power consumption (Watts)
Printing	The product is generating hard-copy output from electronic inputs.	540 W
Copy	The product is generating hard-copy output from hard-copy original documents.	510 W
Scan	The product is scanning hard-copy documents.	60 W
Ready	The product is waiting for a print job.	50 W
Sleep Mode	The product is in a high-level energy-saving mode.	24 W
Off	The product is plugged into a wall outlet, but the power switch is turned off.	0 W

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Values are subject to change. See www.lexmark.com for current values.

Sleep Mode

This product is designed with an energy-saving mode called *Sleep Mode*. The Sleep Mode saves energy by lowering power consumption during extended periods of inactivity. The Sleep Mode is automatically engaged after this product is not used for a specified period of time, called the *Sleep Mode Timeout*.

Factory default Sleep Mode Timeout for this product (in minutes):	30 minutes
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By using the configuration menus, the Sleep Mode Timeout can be modified between 1 minute and 240 minutes. Setting the Sleep Mode Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Sleep Mode Timeout to a high value maintains a fast response, but uses more energy.

Off mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the wall outlet.

Total energy usage

It is sometimes helpful to calculate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

Industry Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de classe A est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 2004/108/EC and 2006/95/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility and safety of electrical equipment designed for use within certain voltage limits.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950.

Notice to users of the US telephone network: FCC requirements

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 your setup documentation 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** 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 your user documentation in order to program this information into your fax machine.

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.

Avis réservé aux utilisateurs du réseau téléphonique du Canada

Ce produit est conforme aux spécifications techniques d'Industrie Canada. Le numéro REN (ringer equivalence number : numéro d'équivalence de sonnerie) fournit une indication du nombre maximum de terminaux pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN du modem est indiqué sur l'étiquette produit située à l'arrière de l'équipement.

Les compagnies de téléphone constatent que les surtensions électriques, en particulier celles dues à la foudre, entraînent d'importants dégâts sur les terminaux privés connectés à des sources d'alimentation CA. Il s'agit-là d'un problème majeur d'échelle nationale. En conséquence, il vous est recommandé de brancher un parasurtenseur dans la prise de courant à laquelle l'équipement est connecté. Utilisez un parasurtenseur répondant à des caractéristiques nominales satisfaisantes et certifié par le laboratoire d'assureurs UL (Underwriter's Laboratories), un autre laboratoire agréé de type NRTL (Nationally Recognized Testing Laboratory) ou un organisme de certification agréé dans votre région ou pays. Ceci prévient tout endommagement de l'équipement causé par les orages et autres surtensions électriques.

Cet équipement utilise des prises de téléphone CA11A.

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 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.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 14B5109 or 80D1877) 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.

Utilisation de ce produit en Suisse

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse (n° de référence Lexmark : 14B5109 ou 80D1877) devant être installé sur toute ligne recevant des impulsions de comptage en Suisse. Ce filtre doit être utilisé pour toute installation car ces impulsions existent sur toutes les lignes téléphoniques suisses.

Verwendung dieses Produkts in der Schweiz

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung (Lexmark Teilenummer 14B5109 oder 80D1877) für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden. Die Verwendung des Lexmark Filters ist obligatorisch, da in allen analogen Telefonleitungen in der Schweiz Zeitsteuertakte vorhanden sind.

Uso del prodotto in Svizzera

Questo prodotto richiede un filtro toni Billing svizzero, (codice Lexmark 14B5109 o 80D1877) da installare su tutte le linee che ricevono impulsi remoti in Svizzera. È necessario utilizzare il filtro Lexmark poiché gli impulsi remoti sono presenti su tutte le linee analogiche in Svizzera.

Regulatory notices for wireless products

This section contains the following regulatory information pertaining to wireless products that contain transmitters, for example, but not limited to, wireless network cards or proximity card readers.

Exposure to radio frequency radiation

The radiated output power of this device is far below the radio frequency exposure limits of the FCC and other regulatory agencies. A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC and other regulatory agencies.

Industry Canada (Canada)

This device complies with Industry Canada specification RSS-210. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This device has been designed to operate only with the antenna provided. Use of any other antenna is strictly prohibited per regulations of Industry Canada.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

The installer of this radio equipment must ensure that the antenna is located or pointed such that it does not emit RF fields in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

Industry Canada (Canada)

Cet appareil est conforme à la norme RSS-210 d'Industry Canada. Son fonctionnement est soumis aux deux conditions suivantes :

(1) cet appareil ne doit pas provoquer d'interférences et (2) il doit accepter toute interférence reçue, y compris celles risquant d'altérer son fonctionnement.

Cet appareil a été conçu pour fonctionner uniquement avec l'antenne fournie. L'utilisation de toute autre antenne est strictement interdite par la réglementation d'Industry Canada.

En application des réglementations d'Industry Canada, l'utilisation d'une antenne de gain supérieur est strictement interdite.

Pour empêcher toute interférence radio au service faisant l'objet d'une licence, cet appareil doit être utilisé à l'intérieur et loin des fenêtres afin de garantir une protection optimale.

Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

L'installateur de cet équipement radio doit veiller à ce que l'antenne soit implantée et dirigée de manière à n'émettre aucun champ HF dépassant les limites fixées pour l'ensemble de la population par Santé Canada. Reportez-vous au Code de sécurité 6 que vous pouvez consulter sur le site Web de Santé Canada www.hc-sc.gc.ca/rpb.

Le terme « IC » précédant le numéro de d'accréditation/inscription signifie simplement que le produit est conforme aux spécifications techniques d'Industry Canada.

Notice to users in the European Union

This product is in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC and 2005/32/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 the ecodesign of energy-using products.

Compliance is indicated by the CE marking.



The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950.

Products equipped with 2.4GHz Wireless LAN option are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, 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.



Operation is allowed in all EU and EFTA countries, but is restricted to indoor use only.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product may be used in the countries indicated in the table below.

AT	BE	BG	CH	CY	CZ	DE	DK	EE
EL	ES	FI	FR	HR	HU	IE	IS	IT
LI	LT	LU	LV	MT	NL	NO	PL	PT
RO	SE	SI	SK	TR	UK			

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Statement of Limited Warranty

Lexmark X548, X548de

Lexmark International, Inc., Lexington, KY

This limited warranty applies to the United States and Canada. For customers outside the U.S., refer to the country-specific warranty information that came with your product.

This limited warranty applies to this product only if it was originally purchased for your use, and not for resale, from Lexmark or a Lexmark Remarketer, referred to in this statement as “Remarketer.”

Limited warranty

Lexmark warrants that this product:

- Is manufactured from new parts, or new and serviceable used parts, which perform like new parts
- Is, during normal use, free from defects in material and workmanship

If this product does not function as warranted during the warranty period, contact a Remarketer or Lexmark for repair or replacement (at Lexmark's option).

If this product is a feature or option, this statement applies only when that feature or option is used with the product for which it was intended. To obtain warranty service, you may be required to present the feature or option with the product.

If you transfer this product to another user, warranty service under the terms of this statement is available to that user for the remainder of the warranty period. You should transfer proof of original purchase and this statement to that user.

Limited warranty service

The warranty period starts on the date of original purchase as shown on the purchase receipt and ends 12 months later provided that the warranty period for any supplies and for any maintenance items included with the printer shall end earlier if it, or its original contents, are substantially used up, depleted, or consumed.

To obtain warranty service you may be required to present proof of original purchase. You may be required to deliver your product to the Remarketer or Lexmark, or ship it prepaid and suitably packaged to a Lexmark designated location. You are responsible for loss of, or damage to, a product in transit to the Remarketer or the Lexmark designated location.

When warranty service involves the exchange of a product or part, the item replaced becomes the property of the Remarketer or Lexmark. The replacement may be a new or repaired item.

The replacement item assumes the remaining warranty period of the original product.

Replacement is not available to you if the product you present for exchange is defaced, altered, in need of a repair not included in warranty service, damaged beyond repair, or if the product is not free of all legal obligations, restrictions, liens, and encumbrances.

Before you present this product for warranty service, remove all print cartridges, programs, data, and removable storage media (unless directed otherwise by Lexmark).

For further explanation of your warranty alternatives and the nearest Lexmark authorized servicer in your area contact Lexmark on the World Wide Web at <http://support.lexmark.com>.

Remote technical support is provided for this product throughout its warranty period. For products no longer covered by a Lexmark warranty, technical support may not be available or only be available for a fee.

Extent of limited warranty

Lexmark does not warrant uninterrupted or error-free operation of any product or the durability or longevity of prints produced by any product.

Warranty service does not include repair of failures caused by:

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- Accidents, misuse, abuse or use inconsistent with Lexmark user's guides, manuals, instructions or guidance
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