

# Quick Reference

March 2025

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# Copy

## Making copies

1. Load an original document into the ADF tray or on the scanner glass.

**Note:** To avoid a resized image, make sure that the original document and output have the same paper size.

2. From the control panel, select **Copy**, and then specify the number of copies.  
If necessary, adjust the copy settings.
3. Copy the document.

## Copying on both sides of the paper

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to **Copy > More Settings > Sides**.
3. Select a setting.
4. Copy the document.

## Copying multiple pages onto a single sheet

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to **Copy > More Settings > Pages per Side**.
3. Enable the menu, and then select a setting.
4. Copy the document.

# Email

## Configuring the email SMTP settings

Configure the Simple Mail Transfer Protocol (SMTP) settings to send a scanned document through email. The settings vary with each service provider. For more information, see [email service providers](#).

Before you begin, make sure that the printer is connected to a network and that the network is connected to the Internet.

### Using the Embedded Web Server

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

#### Notes

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

2. Click **Settings > Email**.
3. Configure the email settings. For more information, see [Email service providers](#).

#### Notes

- For email service providers that are not on the list, contact your provider and ask for the settings.
- For video instructions on configuring the SMTP settings for Gmail™ email service, go to <https://infoserve.lexmark.com/ref/common/configuring-email-video.html>.
- For Microsoft 365 OAuth 2.0 Authentication, you must register your printer to OAuth 2.0 Authentication. For more information, see [Setting up OAuth 2.0 Authentication for Email Server using the Embedded Web Server](#).

4. Click **Save**.

### Setting up OAuth 2.0 Authentication for Email Server using the Embedded Web Server

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

#### Notes

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

2. Click **Settings > Email**.
3. Scroll down to the **Set Up OAuth 2 for Email Server** section, and then click **Register**.
4. Go to <https://microsoft.com/devicelogin>.
5. Enter the code that was generated in the Embedded Web Server.
6. Log in to your Outlook account.
7. Follow the instructions on the screen.

### Using the email setup wizard in the printer

The wizard appears when you attempt to send an email and the SMTP settings are not yet configured. These instructions apply only to some printer models.

### Notes

- Before using the wizard, make sure that the printer firmware is updated. For more information, see the “Printer firmware instructions” section.
- Setting up the SMTP settings using the email setup wizard is not applicable for OAuth 2.0 Authentication.

1. From the home screen, touch **Email**.
2. Touch **Set up now**, and then type your email address.
3. Type the password.

### Notes

- Depending on your email service provider, type your account password, app password, or authentication password. For more information on the password, see [email service providers](#), and then look for Device Password.
- If your provider is not listed, then contact your provider and ask for the Primary SMTP Gateway, Primary SMTP Gateway Port, Use SSL/TLS, and SMTP Server Authentication settings. Proceed with the setup after getting the settings.

4. Touch **OK**.

## Using the email setup wizard in the printer

1. From the control panel, navigate to **Settings > Email > Email Setup**.
2. Configure the settings.

### Notes

- For more information on the password, see [email service providers](#).
- If your service provider is not listed, then contact your provider.

## Email service providers

Use the following table to determine the SMTP settings of your service provider.

### Notes

- If you encounter errors using the settings provided, then contact your service provider.
- If your service provider is not listed, then contact your provider.

- [AOL Mail](#)
- [Comcast Mail](#)
- [Gmail](#)
- [iCloud Mail](#)

## Email

- [Mail.com](#)
- [NetEase Mail \(mail.126.com\)](#)
- [NetEase Mail \(mail.163.com\)](#)
- [NetEase Mail \(mail.yeah.net\)](#)
- [Outlook Live or Microsoft 365](#)
- [QQ Mail](#)
- [Sina Mail](#)
- [Sohu Mail](#)
- [Yahoo! Mail](#)
- [Zoho Mail](#)

### Notes

- If you encounter errors using the settings provided, then contact your email service provider.
- For email service providers that are not on the list, contact your provider.

### AOL Mail

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.aol.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your email address

Setting	Value
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address
<b>Device Password</b>	App password

**Note:** To create an app password, go to the [AOL Account Security](#) page, log in to your account, and then click **Generate app password**.

### Comcast Mail

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.comcast.net
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your email address

## Email

Setting	Value
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address
<b>Device Password</b>	Account password

### Gmail™

**Note:** Make sure that two-step verification is enabled on your Google account. To enable two-step verification, go to the [Google Account Security](#) page, log in to your account, and then from the “Signing in to Google” section, click **2-Step Verification**.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.gmail.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your email address
<b>SMTP Server Authentication</b>	Login / Plain

Setting	Value
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address
<b>Device Password</b>	App password

**Notes**

- To create an app password, go to the [Google Account Security](#) page, log in to your account, and then from the “Signing in to Google” section, click **App passwords**.
- “App passwords” shows only if two-step verification is enabled.

### iCloud Mail

**Note:** Make sure that two-step verification is enabled on your account.

## Email

Setting	Value
Primary SMTP Gateway	smtp.mail.me.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login / Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	App password

**Note:** To create an app password, go to the [iCloud Account Management](#) page, log in to your account, and then from the Security section, click **Generate Password**.

### Mail.com

Setting	Value
Primary SMTP Gateway	smtp.mail.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login / Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Account password

### NetEase Mail (mail.126.com)

**Note:** Make sure that the SMTP service is enabled on your account. To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, and then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

Setting	Value
Primary SMTP Gateway	smtp.126.com

Setting	Value
<b>Primary SMTP Gateway Port</b>	465
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your email address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address
<b>Device Password</b>	Authorization password  <div data-bbox="658 858 1066 1155" style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p><b>Note:</b> The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.</p> </div>

**Note:** Make sure that the SMTP service is enabled on your account. To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, and then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.163.com
<b>Primary SMTP Gateway Port</b>	465
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your email address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address

NetEase Mail (mail.163.com)

## Email

Setting	Value
<b>Device Password</b>	Authorization password  <b>Note:</b> The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

### NetEase Mail (mail.yeah.net)

**Note:** Make sure that the SMTP service is enabled on your account. To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, and then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.yeah.net
<b>Primary SMTP Gateway Port</b>	465
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your email address

Setting	Value
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address
<b>Device Password</b>	Authorization password  <b>Note:</b> The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

### Outlook Live or Microsoft 365

These settings apply to outlook.com and hotmail.com email domains, and Microsoft 365 accounts.

Setting	Value (Simple Authentication)	Value (OAuth2.0 Authentication)
<b>Primary SMTP Gateway</b>	smtp.office365.com	smtp.office365.com
<b>Primary SMTP Gateway Port</b>	587	587

## Email

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Setting	Value (Simple Authentication)	Value (OAuth2.0 Authentication)
<b>Use SSL/TLS</b>	Required	Required
<b>Require Trusted Certificate</b>	Disabled	Disabled
<b>Reply Address</b>	Your email address	The email address used to register OAuth 2.0 Authentication
<b>SMTP Server Authentication</b>	Login / Plain	OAuth2.0
<b>User-Initiated Email</b>	N/A	Use Device SMTP Credentials
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address	N/A

Setting	Value (Simple Authentication)	Value (OAuth2.0 Authentication)
<b>Device Password</b>	Account password or app password	N/A

Setting	Value (Simple Authentication)	Value (OAuth2.0 Authentication)
	<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>For accounts with two-step verification disabled, use your account password.</li> </ul>	

Setting	Value (Simple Authentication)	Value (OAuth2.0 Authentication)
	<ul style="list-style-type: none"> <li>For outlook.com or hotmail.com accounts with two-step verification enabled, use an app password. To create an app password, go to the <a href="#">Outlook Live Account Management</a> page, and then log in to your account.</li> </ul>	

**Note:** For more setup options for business using Microsoft 365, go to the [Microsoft 365 help page](#).

QQ Mail

**Note:** Make sure that the SMTP service is enabled on your account. To enable the service, from the QQ Mail home page, click **Settings > Account**, and then from the POP3/IMAP/SMTP/Exchange/CardDAV/CalDAV Service section, enable either **POP3/SMTP service** or **IMAP/SMTP service**.

Setting	Value
Primary SMTP Gateway	smtp.qq.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login / Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your email address

Setting	Value
Device Password	Authorization code

**Note:** To generate an authorization code, from the QQ Mail home page, click **Settings > Account**. From the POP3/IMAP/SMTP/Exchange/CardDAV/CalDAV Service section, click **Generate authorization code**.

Sina Mail

**Note:** Make sure that the POP3/SMTP service is enabled on your account. To enable the service, from the Sina Mail home page, click **Settings > More settings > User-end POP/IMAP/SMTP**, and then enable **POP3/SMTP service**.

Setting	Value
Primary SMTP Gateway	smtp.sina.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required

Setting	Value
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your email address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address
<b>Device Password</b>	Authorization code

**Note:** To create an authorization code, from the email home page, click **Settings > More settings > User-end POP/IMAP/SMTP**, and then enable **Authorization code status**.

Sohu Mail

**Note:** Make sure that the SMTP service is enabled on your account. To enable the service, from the Sohu Mail home page, click **Options > Settings > POP3/SMTP/IMAP**, and then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.sohu.com
<b>Primary SMTP Gateway Port</b>	465
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your email address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address

## Email

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Setting	Value
<b>Device Password</b>	Independent password  <b>Note:</b> The independent password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

Setting	Value
<b>Device Password</b>	App password  <b>Note:</b> To create an app password, go to the <a href="#">Yahoo Account Security</a> page, log in to your account, and then click <b>Generate app password</b> .

### Yahoo! Mail

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.mail.yahoo.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your email address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address

### Zoho Mail

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.zoho.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your email address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your email address

Setting	Value
<b>Device Password</b>	Account password or app password  <b>Notes</b> <ul style="list-style-type: none"><li>• For accounts with two-step verification disabled, use your account password.</li><li>• For accounts with two-step verification enabled, use an app password. To create an app password, go to the <a href="#">Zoho Mail Account Security</a> page, log in to your account, and then from the Application-Specific Passwords section, click <b>Generate New Password</b>.</li></ul>

## Sending an email

Before you begin, make sure that the SMTP settings are configured. For more information, see [Configuring the email SMTP settings on page 2](#).

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, navigate to **Scan > Email**.
3. Enter the needed information, and then select **Next**.  
If necessary, configure the settings.
4. Select **Scan**, and then send the email.

## Scanning to a computer

Before you begin, make sure that the computer and the printer are connected to the same network.

### For Windows users

#### Using Lexmark ScanBack Utility

1. From the computer, run **Lexmark ScanBack Utility**, and then click **Create profile**.

#### Notes

- To download the utility, go to [www.lexmark.com/downloads](http://www.lexmark.com/downloads).
- If you prefer to use an existing scanning profile, click **Existing profile**.

2. Click **Setup**, add then add the printer IP address.

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

3. Click **OK**, and then click **Close**.
4. Select the format and the size of the document to be scanned.
5. Select a file format and scan resolution, and then click **Next**.
6. Type a unique scan profile name.
7. Browse to the location that you want to save the scanned document to, and then create a file name.

**Note:** To reuse the scan profile, enable **Create Shortcut**, and then create a unique shortcut name.

8. Click **Finish**.
9. Load an original document into the automatic document feeder or on the scanner glass.
10. From the control panel, navigate to **Scan Profiles > Scan to Computer**, and then select a scan profile.
11. On your computer, click **Scan Complete**.

#### Using Windows Fax and Scan

**Note:** Make sure that the printer is added to the computer. For more information, see [Adding printers to a computer on page 35](#).

1. Load an original document into the automatic document feeder or on the scanner glass.
2. From the computer, open **Windows Fax and Scan**.
3. Click **New Scan**, and then select a scanner source.
4. If necessary, change the scan settings.
5. Scan the document.
6. Click **Save as**, type a file name, and then click **Save**.

#### For Macintosh users

**Note:** Make sure that the printer is added to the computer. For more information, see [Adding printers to a computer on page 35](#).

1. Load an original document into the automatic document feeder or on the scanner glass.
2. From the computer, do either of the following:
  - Open **Image Capture**.
  - Open **Printers & Scanners**, and then select a printer. Click **Scan > Open Scanner**.
3. From the **Scanner** dialog, do one or more of the following:

- Select the location that you want to save the scanned document to.
  - Select the size of the original document.
  - To scan from the ADF, select **Document Feeder** from the **Scan Menu** or enable **Use Document Feeder**.
  - If necessary, configure the scan settings.
4. Click **Scan**.

## Fax

### Setting up the printer to fax

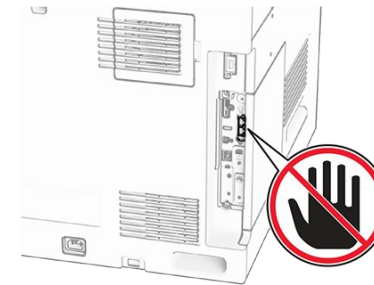
### Setting up the fax function using analog fax

#### Notes

- A fax card must be installed for the printer to use analog fax.
- Some connection methods are applicable only in some countries or regions.
- If the fax function is enabled and not fully set up, then the indicator light may blink red.
- If you do not have a TCP/IP environment, then use the control panel to set up fax.

#### Warning—Potential Damage

To avoid loss of data or printer malfunction, do not touch cables or the printer in the area shown while actively sending or receiving a fax.



#### Using the control panel

1. From the control panel, navigate to **Settings > Fax > Fax Setup > General Fax Settings**.
2. Configure the settings.

#### Using the Embedded Web Server

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

### Notes

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

2. Click **Settings > Fax > Fax Setup > General Fax Settings**.
3. Configure the settings.
4. Apply the changes.

## Setting up the fax function using fax server

### Notes

- This feature lets you send fax messages to a fax service provider that supports email receiving.
- This feature supports outgoing fax messages only. To support fax receive, make sure that you have a device-based fax, such as analog fax, etherFAX, or Fax over IP (FoIP), configured in your printer.

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

### Notes

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

2. Click **Settings > Fax**.
3. From the **Fax Mode** menu, select **Fax Server**, and then click **Save**.
4. Click **Fax Server Setup**.
5. In the To Format field, type [#]@myfax.com, where [#] is the fax number and **myfax.com** is the fax provider domain.

### Notes

- If necessary, configure the Reply Address, Subject, or Message fields.
- To let the printer receive fax messages, enable the device-based fax receive setting. Make sure that you have a device-based fax configured.

6. Click **Save**.
7. Click **Fax Server Email Settings**, and then enable **Use Email SMTP Server**.

**Note:** If the settings are not configured, then see [Configuring the email SMTP settings on page 2](#).

8. Apply the changes.

## Sending a fax

### Using the control panel

1. Load an original document into the ADF tray or on the scanner glass.
2. From the control panel, select **Fax**.
3. Select **Add Recipient** or **Address Book**.

If necessary, adjust the settings.

4. Send the fax.

## Print

### Printing from a computer

#### For Windows users

### Using the computer

Before you begin, make sure that the fax driver is installed. For more information, see [Installing the fax driver on page 35](#).

#### For Windows users

1. With a document open, click **File > Print**.
2. Select a printer, and then click **Properties, Preferences, Options, or Setup**.
3. Click **Fax > Enable fax > Always display settings prior to faxing**, and then enter the recipient number.

If necessary, configure the settings.

4. Send the fax.

#### For Macintosh users

1. With a document open, choose **File > Print**.
2. Select the printer that has - **Fax** added after its name.
3. In the To field, enter the recipient number.

If necessary, configure the settings.

4. Send the fax.

**If you are printing from a Microsoft app, such as Word or PowerPoint, then do the following:**

1. Click **File > Print**.

**Note:** You can also press the **CTRL** and **P** keys to open the Print dialog.

2. In the **Printer** menu, select a printer, and then click **Printer Properties**.

**Note:** The Printing Preferences dialog appears which contains the settings to perform print jobs.

**If you are printing from Adobe Acrobat™, then do the following:**

1. Click **File** or **Menu>Print**.

**Note:** You can also press the **CTRL** and **P** keys to open the Print dialog.

2. In the **Printer** menu, select a printer, and then click **Properties**.

**Note:** The Printing Preferences dialog appears which contains the settings to perform print jobs.

**If you are printing from a web browser, then do the following:**

1. Click the **Settings** menu (three dots), and then click **Print**.

**Note:** You can also press the **CTRL** and **P** keys to open the Print dialog.

2. Select **More settings**, scroll down, and then click **Print using system dialogue**.
3. In the **Select Printer** menu, select a printer, and then click **Preferences**.

**Note:** The Printing Preferences dialog appears which contains the settings to perform print jobs.

**For Macintosh users**

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



**Note:** You can also press the **Command** and **P** keys to open the Print dialog which contains the settings to perform print jobs.

## Printing from a mobile device

### Printing from a mobile device using Mopria™ Print Service

Mopria Print Service is a mobile printing solution for mobile devices running on Android™ version 5.0 or later. It lets you print directly to any Mopria™ certified printer.

**Note:** Make sure that you download Mopria Print Service from the Google Play™ store and enable it on your mobile device.


1. From your mobile device, launch a compatible application or select a document from the file manager.
2. Tap  > **Print**.
3. Select a printer, and then adjust the settings, if necessary.
4. Tap .

## Printing from a mobile device using AirPrint

The AirPrint software feature is a mobile printing solution that lets you print directly from Apple devices to an AirPrint-certified printer.

### Notes




- Make sure that the Apple device and the printer are connected to the same network. If the network has multiple wireless hubs, then make sure that both devices are connected to the same subnet.
- This application is supported only in some Apple devices.

1. From your mobile device, select a document from your file manager or launch a compatible application.
2. Tap  > **Print**.
3. Select a printer, and then adjust the settings, if necessary.
4. Print the document.

## Printing from a mobile device using Wi-Fi Direct®

Wi-Fi Direct® is a printing service that lets you print to any Wi-Fi Direct-ready printer.

**Note:** Make sure that the mobile device is connected to the printer wireless network. For more information, see [Connecting a mobile device to the printer on page 38](#).

1. From your mobile device, launch a compatible application or select a document from your file manager.
2. Depending on your mobile device, do one of the following:
  - Tap  > **Print**.
  - Tap  > **Print**.
  - Tap  > **Print**.
3. Select a printer, and then adjust the settings, if necessary.
4. Print the document.

## Printing confidential and other held jobs

**Note:** Held jobs may get deleted before they expire or without any intervention if memory resources become low. If your printer supports a storage drive, then install a hard disk or an intelligent storage drive to increase its storage for held jobs.

### For Windows users

1. With a document open, click **File > Print**.
2. Select a printer, and then click **Properties, Preferences, Options, or Setup**.
3. Click **Print and Hold**.
4. Click **Use Print and Hold**, and then assign a username.
5. Select from any of the following print job types:
  - **Confidential print**—The printer asks for a personal identification number before letting you print the job.

**Note:** If you select this job type, then enter a four-digit personal identification number (PIN).

- **Verify print**—The printer prints one copy and holds the remaining copies that you requested from the driver in printer memory.
- **Reserve print**—The printer stores the job in memory so that you can print the job later.
- **Repeat print**—The printer prints all requested copies of the job and stores the job in memory so you can print additional copies later.

6. Click **OK**.
7. Click **Print**.
8. From the printer control panel, release the print job.
  - a. Select **Print**.
  - b. Select **Held jobs**, and then select your username.

**Note:** For confidential print jobs, select **Confidential**, enter the PIN, and then select **OK**.

- c. Select the print job, and then select **Print**.

### For Macintosh users

1. With a document open, choose **File > Print**.
2. Select a printer.
3. From the **Print Job Security** drop-down menu, enable **Print with PIN**, and then enter a four-digit PIN.
4. Click **Print**.
5. From the printer control panel, release the print job.
  - a. Select **Held jobs**, and then select the computer name.
  - b. Select **Confidential**, and then enter the PIN.
  - c. Select the print job, and then select **Print**.

## Maintain the printer

### Printer ports



**CAUTION—SHOCK HAZARD**

To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.



### CAUTION—POTENTIAL INJURY

To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.



### CAUTION—POTENTIAL INJURY

To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.

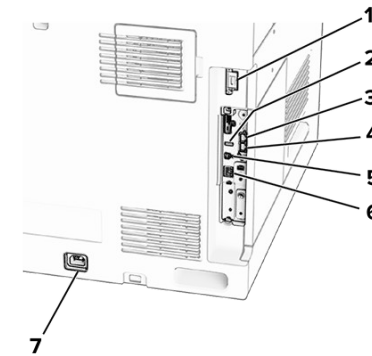


### CAUTION—POTENTIAL INJURY

To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

### Warning—Potential Damage

To avoid loss of data or printer malfunction, do not touch the USB cable, any wireless network adapter, or the printer in the areas shown while actively printing.



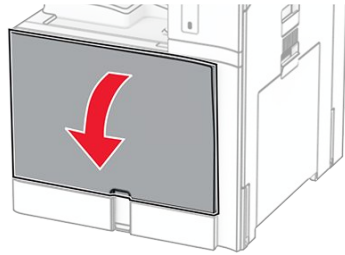
	Printer port	Function
1	Finisher or option port	Connect the printer to a finisher or an option.
2	USB port	Attach a keyboard or any compatible option.

	Printer port	Function
3	LINE port  <b>Note:</b> Available only when a fax card is installed.	Connect the printer to an active telephone line through a standard wall jack (RJ-11), DSL filter, or VoIP adapter, or any other adapter that allows you to access the telephone line to send and receive faxes.

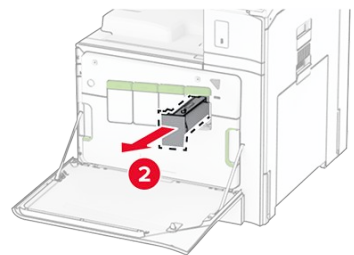
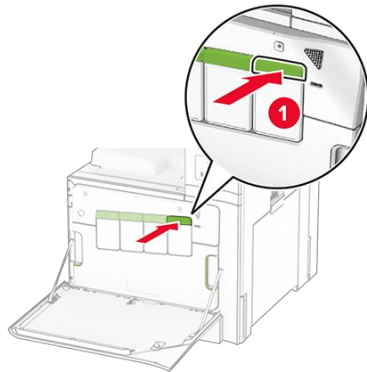
	Printer port	Function
4	EXT port  <b>Note:</b> Available only when a fax card is installed.	Connect more devices (telephone or answering machine) to the printer and the telephone line. Use this port if you do not have a dedicated fax line for the printer and if this connection method is supported in your country or region.
5	USB printer port	Connect the printer to a computer.
6	Ethernet port	Connect the printer to a network.
7	Power cord socket	Connect the printer to a properly grounded electrical outlet.

## Replacing a toner cartridge

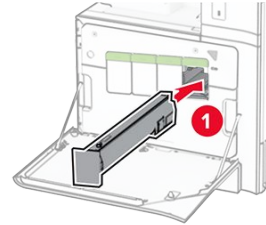
1. Open the front door.



2. Remove the used toner cartridge.



3. Unpack the new toner cartridge.
4. Insert the new toner cartridge until it clicks into place.



5. Close the door.

## Loading the 550-sheet tray

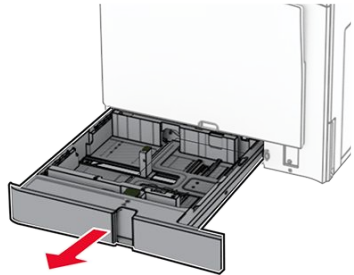


### CAUTION—TIPPING HAZARD

To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

1. Open the tray.

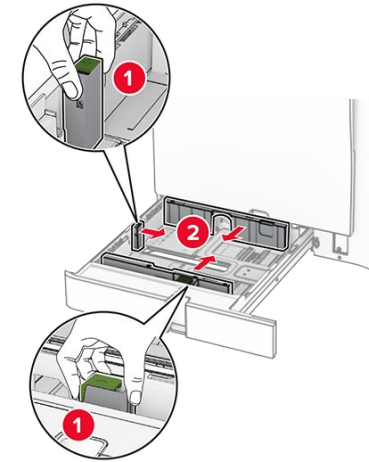
**Note:** To avoid jams, do not open trays while the printer is busy.



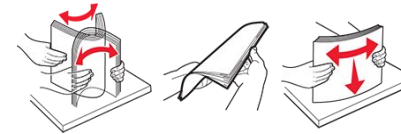
2. Adjust the guides to match the size of the paper that you are loading.

### Notes

- Use the indicators on the bottom of the tray to position the guides.
- Prepunched paper is supported only in the standard 550-sheet tray.
- A3-size paper is supported only in the optional 550-sheet tray.



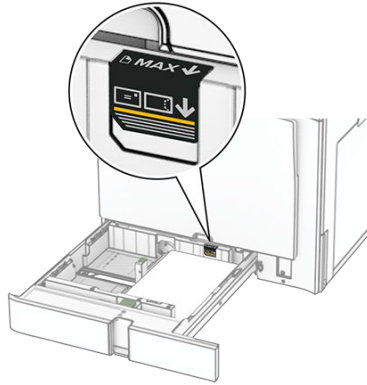
3. Flex, fan, and align the paper edges before loading.



4. Load the paper stack with the printable side faceup.

### Notes

- Do not slide paper into the tray.
- Make sure that the side guides fit snugly against the paper.
- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.

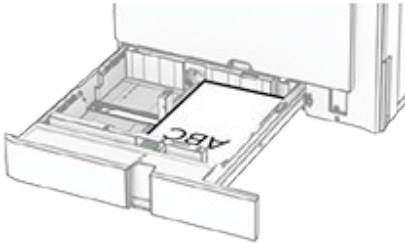
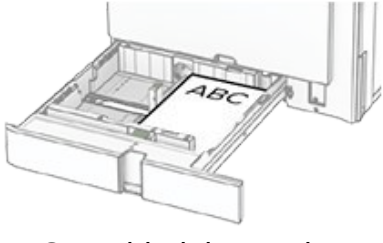
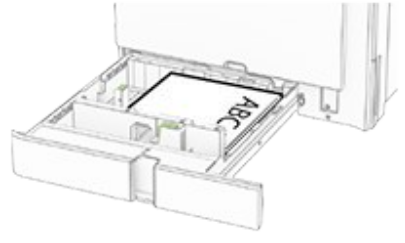
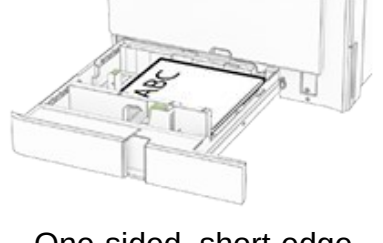
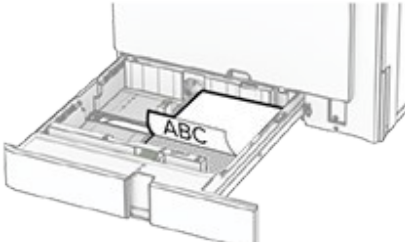
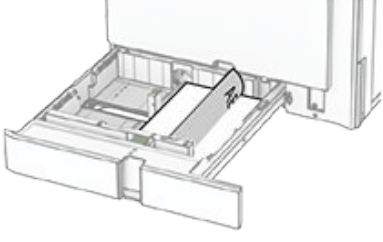


5. Insert the tray.

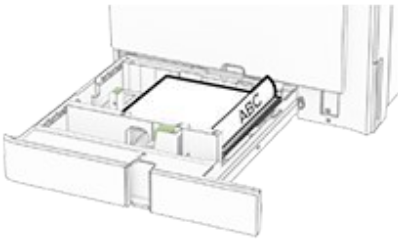
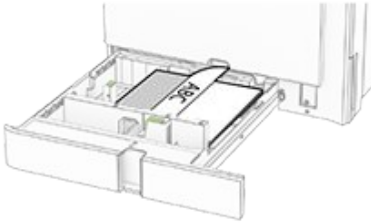
If necessary, set the paper size and paper type to match the paper loaded in the tray.

**Note:** When a finisher is installed, the pages are rotated to 180° when printed.

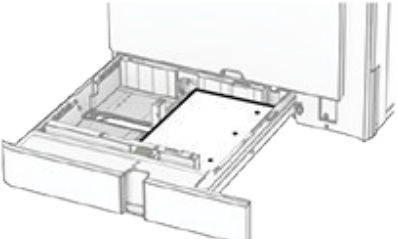
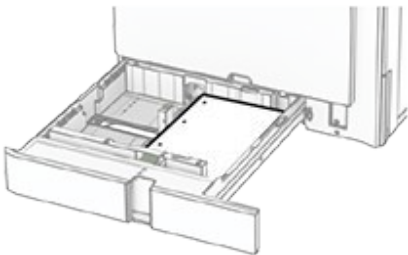
**When loading letterhead, do any of the following:**

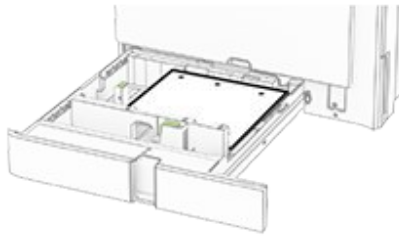
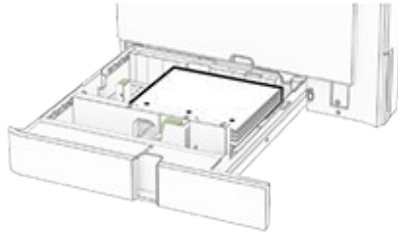
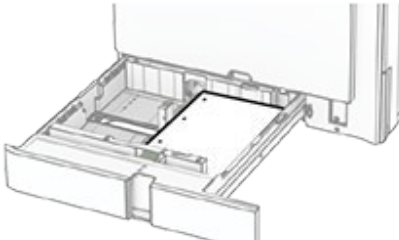
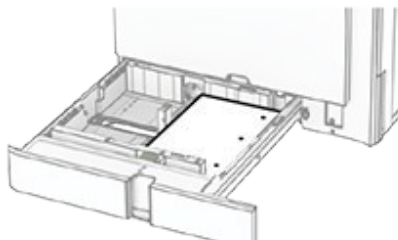
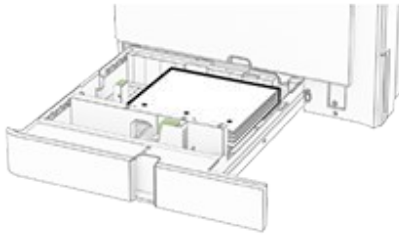
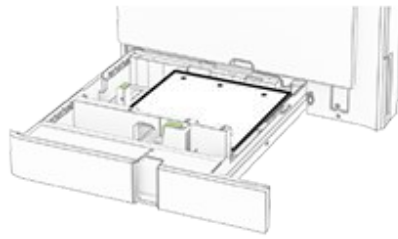
Without an optional finisher	With an optional finisher
 <p>One-sided, long-edge printing</p>	 <p>One-sided, long-edge printing</p>
 <p>One-sided, short-edge printing</p>	 <p>One-sided, short-edge printing</p>
 <p>Two-sided, long-edge printing</p>	 <p>Two-sided, long-edge printing</p>

## Maintain the printer

Without an optional finisher	With an optional finisher
 <p>Two-sided, short-edge printing</p>	 <p>Two-sided, short-edge printing</p>

When loading prepunched paper, do any of the following:

Without an optional finisher	With an optional finisher
 <p>One-sided, long-edge printing</p>	 <p>One-sided, long-edge printing</p>

Without an optional finisher	With an optional finisher
 <p>One-sided, short-edge printing</p>	 <p>One-sided, short-edge printing</p>
 <p>Two-sided, long-edge printing</p>	 <p>Two-sided, long-edge printing</p>
 <p>Two-sided, short-edge printing</p>	 <p>Two-sided, short-edge printing</p>

## Loading the 2000-sheet tandem tray

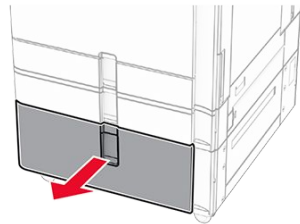


### CAUTION—TIPPING HAZARD

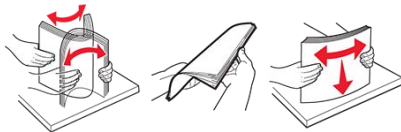
To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

1. Open the tray.

**Note:** To avoid jams, do not pull out trays while the printer is busy.



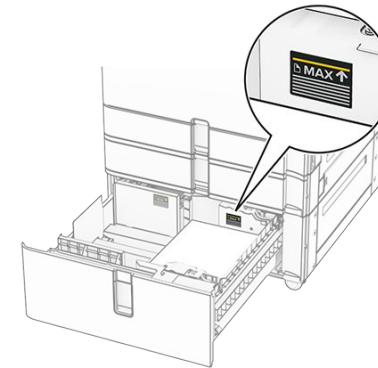
2. Flex, fan, and align the paper edges before loading.



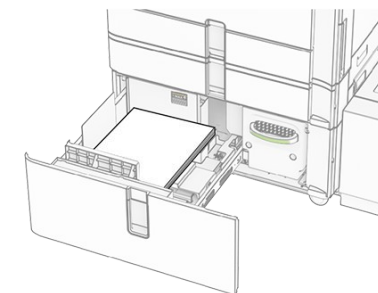
3. Load the paper stack to the right tray insert with the printable side faceup.

### Notes

- Do not slide paper into the tray.
- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.



4. Insert the right tray insert into the printer.
5. Load the paper stack to the left tray insert with the printable side faceup.



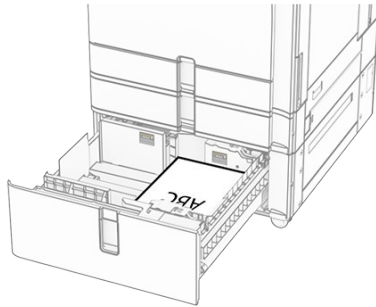
6. Insert the tray.

## Maintain the printer

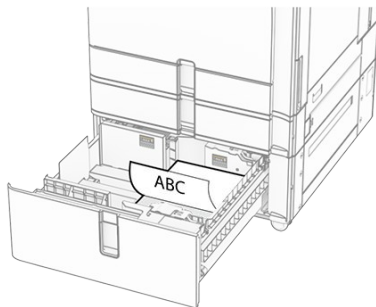
If necessary, set the paper size and type to match the paper loaded in the tray.

**Note:** When a finisher is installed, the pages are rotated to 180° when printed.

When loading letterhead for one-sided printing, load it faceup with the header toward the front of the tray.



When loading letterhead for two-sided printing, load it facedown with the header toward the front of the tray.



## Loading the 1500-sheet tray

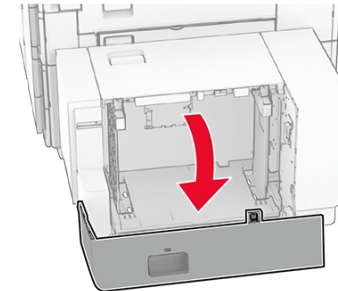


### CAUTION—TIPPING HAZARD

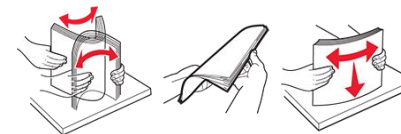
To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

1. Open door K.

**Note:** To avoid jams, do not open trays while the printer is busy.



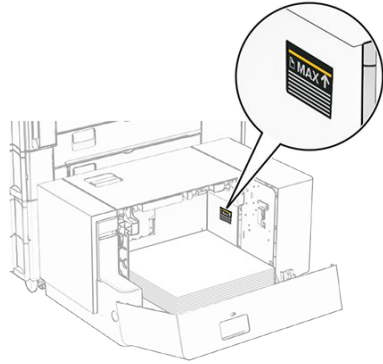
2. Flex, fan, and align the paper edges before loading.



3. Load the paper stack with the printable side facedown.

### Notes

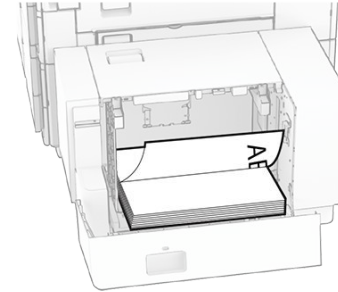
- Do not slide paper into the tray.
- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.



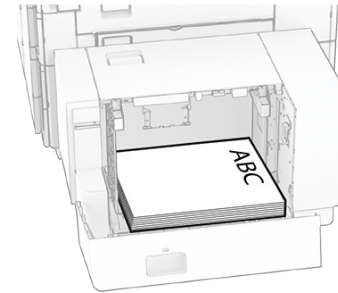
#### 4. Close door K.

If necessary, set the paper size and type to match the paper loaded in the tray.

When loading letterhead for one-sided printing, load it facedown with the header toward the rear of the printer.

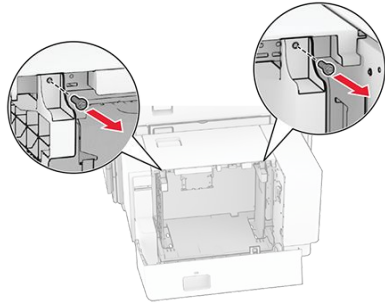


When loading letterhead for two-sided printing, load it faceup with the header toward the rear of the printer.

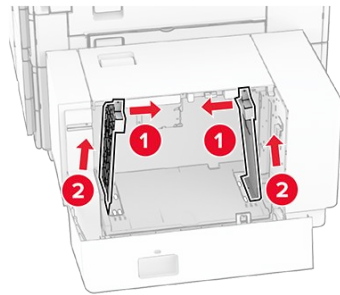


When loading a different paper size, make sure to adjust the guides. Do the following:

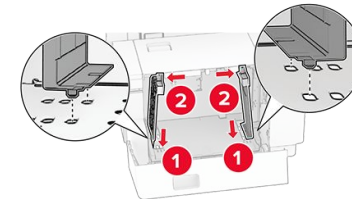
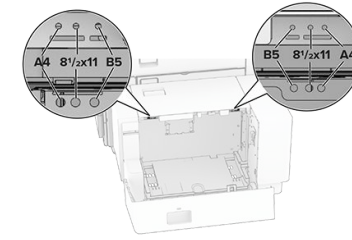
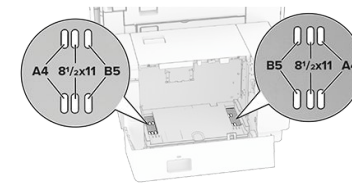
1. Using a flat-head screwdriver, remove the screws from the paper guides.



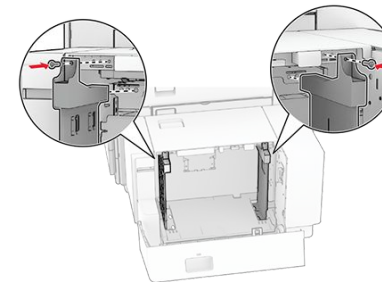
2. Remove the paper guides.



3. Align the paper guides to match the size of the paper that you are loading.

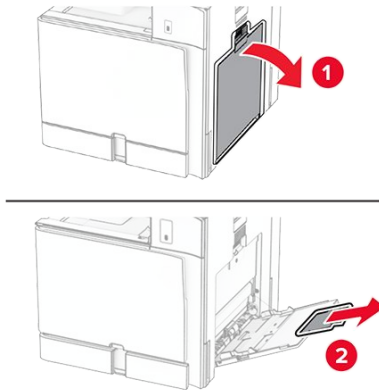


4. Install the screws on the paper guides.

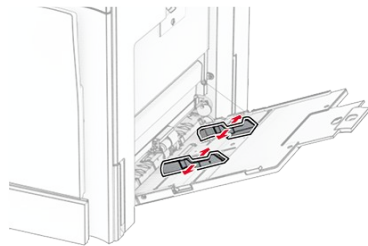


## Loading the multipurpose feeder

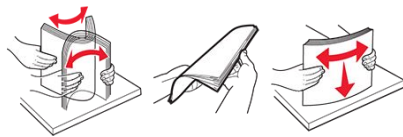
1. Open the multipurpose feeder.



2. Adjust the side guides to match the size of the paper that you are loading.



3. Flex, fan, and align the paper edges before loading.



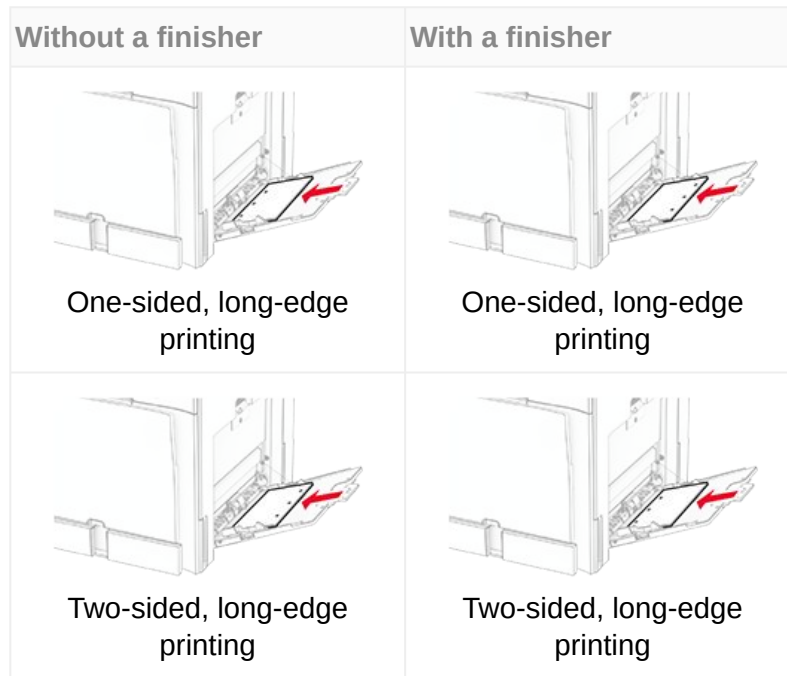
4. Load the paper.

**Note:** Make sure that the side guides fit snugly against the paper.

- When loading letterhead, do either of the following:

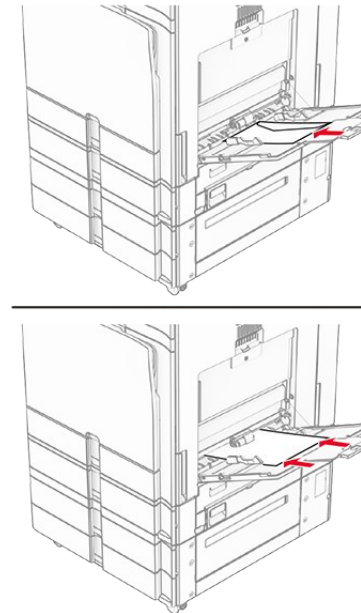
Without a finisher	With a finisher
<p>One-sided, long-edge printing</p>	<p>One-sided, long-edge printing</p>
<p>Two-sided, long-edge printing</p>	<p>Two-sided, long-edge printing</p>

- When loading prepunched paper, do either of the following:



### For envelopes

Load envelope with the flap faceup toward the rear of the printer.  
Load European envelope with the flap faceup entering the multipurpose feeder first.



**Note:** When a finisher is installed, the pages are rotated to 180° when printed.

## Setting the size and type of the specialty media

For specialty media like labels, card stock, or envelopes, do the following:

1. From the control panel, navigate to **Settings > Paper > Tray Configuration > Paper Size/Type**.
2. Select a paper source, and then set the size and type of the specialty media.

## Installing the printer software

### Notes

- The print driver is included in the software installer package.
- For Macintosh computers with macOS version 10.7 or later, you do not need to install the driver to print on an AirPrint-certified printer. If you want custom printing features, then download the print driver.

1. Obtain a copy of the software installer package.
  - From the software CD that came with your printer.
  - Go to [www.lexmark.com/downloads](http://www.lexmark.com/downloads).
2. Run the installer, and then follow the instructions on the computer screen.

## Installing the fax driver

1. Go to [www.lexmark.com/downloads](http://www.lexmark.com/downloads), search for your printer model, and then download the appropriate installer package.
2. From your computer, click **Printer Properties**, and then navigate to the **Configuration** tab.
3. Select **Fax**, and then click **Apply**.

## Adding printers to a computer

Before you begin, do one of the following:

- Connect the printer and the computer to the same network. For more information on connecting the printer to a network, see [Connecting the printer to a Wi-Fi network on page 36](#).
- Connect the computer to the printer. For more information, see [Connecting a computer to the printer on page 37](#).
- Connect the printer to the computer using a USB cable. For more information, see [Printer ports on page 22](#).

**Note:** The USB cable is sold separately.

### For Windows users

1. Install the print driver on the computer.

**Note:** For more information, see [Installing the printer software on page 35](#).

2. Open **Printers & scanners**, and then click **Add a printer or scanner**.
3. Depending on your printer connection, do one of the following:
  - Select a printer from the list, and then click **Add device**.
  - Click **Show Wi-Fi Direct printers**, select a printer, and then click **Add device**.
  - Click **The printer that I want isn't listed**, and then from the **Add Printer** window, do the following:

1. Select **Add a printer using an IP address or hostname**, and then click **Next**.
2. In the Device type field, select **TCP/IP Device**.
3. In the Hostname or IP address field, type the printer IP address, and then click **Next**.

### Notes

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

4. Select a print driver, and then click **Next**.
5. Select **Use the driver that is currently installed (recommended)**, and then click **Next**.
6. Type a printer name, and then click **Next**.
7. Click **Finish**.

### For Macintosh users

1. Open **Printers & Scanners**.
2. Click **Add Printer, Scanner, or Fax**, and then select a printer.
3. From the **Add Printer** menu, select a print driver.

### Notes

- To use the Macintosh print driver, select either **AirPrint** or **Secure AirPrint**.
- If you want custom printing features, then select the Lexmark print driver. To install the driver, see [Installing the printer software on page 35](#).

4. Add the printer.

## Connecting the printer to a Wi-Fi network

Before you begin, make sure that:

- Active Adapter is set to **Auto**. From the control panel, navigate to **Settings > Network/Ports > Network Overview > Active Adapter**.
- The Ethernet cable is not connected to the printer.

### Using the control panel

1. From the control panel, navigate to **Settings > Network/Ports > Wireless > Setup On Printer Panel > Choose Network**.
2. Select a Wi-Fi network, and then type the network password.

**Note:** For printers with built-in Wi-Fi capability, a prompt for setting up the Wi-Fi network appears during initial setup.

## Configuring Wi-Fi Direct

Wi-Fi Direct® enables Wi-Fi devices to connect directly to each other without using an access point (wireless router).

1. From the control panel, navigate to **Settings > Network/Ports > Wi-Fi Direct**.
2. Configure the settings.
  - **Enable Wi-Fi Direct**—Enables the printer to broadcast its own Wi-Fi Direct network.
  - **Wi-Fi Direct Name**—Assigns a name for the Wi-Fi Direct network.
  - **Wi-Fi Direct Password**—Assigns the password for negotiating the wireless security when using the peer-to-peer connection.
  - **Show Password on Setup Page**—Shows the password on the Network Setup Page.
  - **Preferred Channel Number**—Assigns the preferred channel of the Wi-Fi Direct network.
  - **Group Owner IP Address**—Assigns the IP address of the group owner.
  - **Auto-Accept Push Button Requests**—Lets the printer accept connection requests automatically.

**Note:** Accepting push-button requests automatically is not secured.

### Notes

- By default, the Wi-Fi Direct network password is not visible on the printer display. To show the password, enable the password peek icon. From the control panel, navigate to **Settings > Security > Miscellaneous > Enable Password/PIN Reveal**.
- To know the password of the Wi-Fi Direct network without showing it on the printer display, print the **Network Setup Page**. From the control panel, navigate to **Settings > Reports > Network > Network Setup Page**.

## Connecting a computer to the printer

Before connecting your computer, make sure that Wi-Fi Direct has been configured. For more information, see [Configuring Wi-Fi Direct on page 37](#).

### For Windows users

1. Open **Printers & scanners**, and then click **Add a printer or scanner**.
2. Click **Show Wi-Fi Direct printers**, and then select the printer Wi-Fi Direct name.
3. From the printer display, take note of the eight-digit PIN of the printer.
4. Enter the PIN on the computer.

**Note:** If the print driver is not already installed, then Windows downloads the appropriate driver.

### For Macintosh users

1. Click the wireless icon, and then select the printer Wi-Fi Direct name.

**Note:** The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.

2. Type the Wi-Fi Direct password.

### Connecting a mobile device to the printer

Before connecting your mobile device, make sure that Wi-Fi Direct has been configured. For more information, see [Configuring Wi-Fi Direct on page 37](#).

## Clearing jams

### Identifying jam locations

### Using Wi-Fi Direct

**Note:** These instructions apply only to mobile devices running on the Android™ platform.

1. From the mobile device, go to the **Settings** menu.
2. Enable **Wi-Fi**, and then tap **Wi-Fi** > **Wi-Fi Direct**.
3. Select the printer Wi-Fi Direct name.
4. Confirm the connection on the printer control panel.

### Using Wi-Fi

1. From the mobile device, go to the **Settings** menu.
2. Tap **Wi-Fi**, and then select the printer Wi-Fi Direct name.

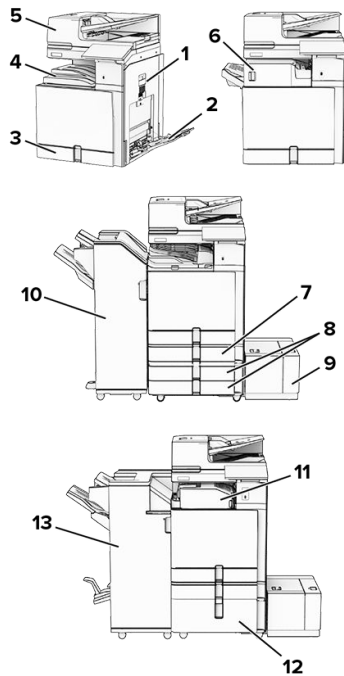
**Note:** The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.

3. Enter the Wi-Fi Direct password.

Notes

## Clearing jams

- When **Jam Assist** is set to **On**, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When **Jam Recovery** is set to **On** or **Auto**, the printer reprints jammed pages.

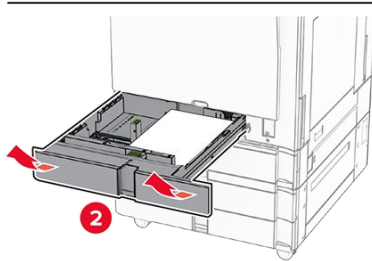
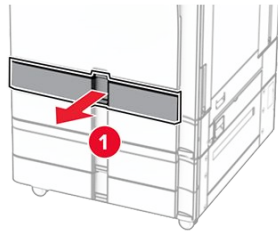


	Jam locations
1	Door B
2	Multipurpose feeder
3	Standard tray

	Jam locations
4	Standard bin
5	Automatic document feeder
6	Staple finisher
7	Optional 550-sheet tray
8	2 x 550-sheet tray
9	1500-sheet tray
10	Staple, hole punch finisher
11	Folding paper transport
12	2000-sheet tandem tray
13	Booklet finisher

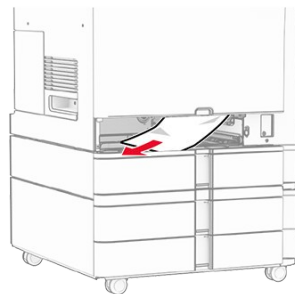
## Paper jam in the standard tray

1. Pull out the standard tray.



2. Remove the jammed paper.

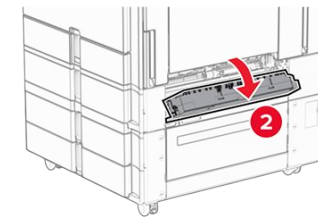
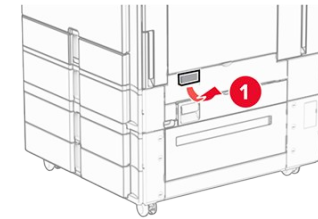
**Note:** Make sure that all paper fragments are removed.



3. Insert the tray.

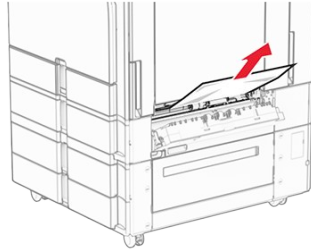
## Paper jam in the optional 550-sheet tray

1. Open door D.

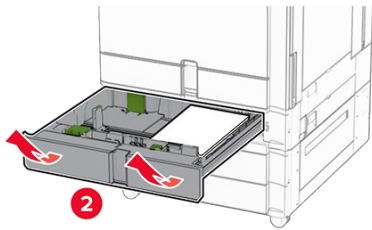
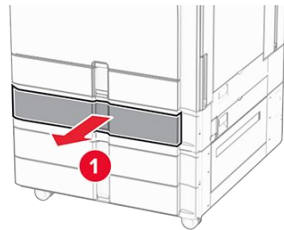


2. Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.

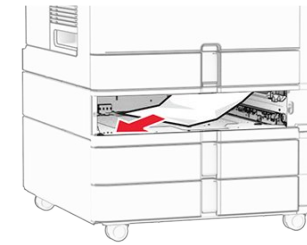


3. Close the door.
4. Pull out the optional 550-sheet tray.



5. Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.

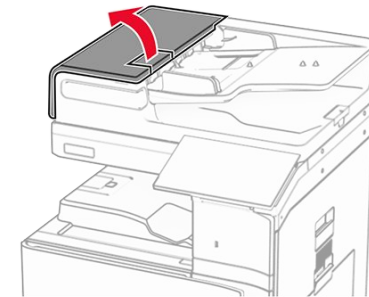


6. Insert the tray.

## Paper jam in the automatic document feeder

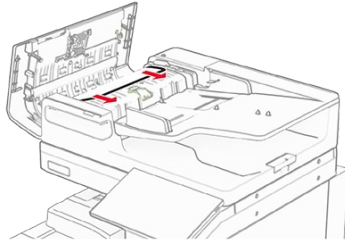
### Paper jam in door A

1. Open door A.



2. Remove the jammed paper.

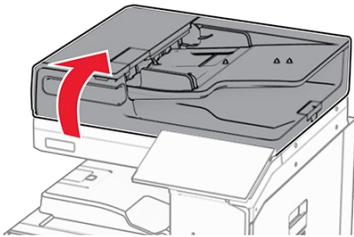
**Note:** Make sure that all paper fragments are removed.



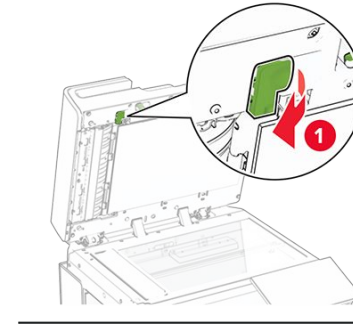
3. Close door A.

### Paper jam in door A1

1. Open the scanner cover.

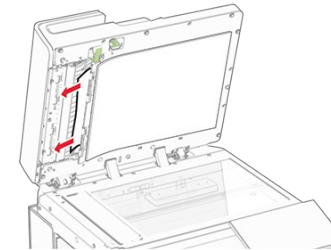


2. Pull the green latch to open door A1.



3. Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.



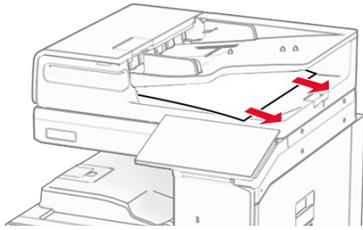
4. Close door A1, and then close the scanner cover.

### Paper jam in the automatic document feeder bin

1. Remove any paper from the automatic document feeder bin.

2. Remove the jammed paper.

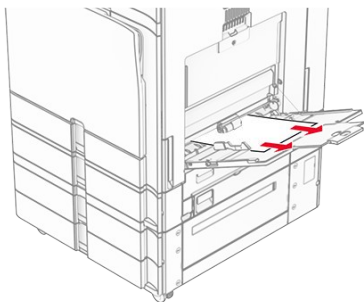
**Note:** Make sure that all paper fragments are removed.



### Paper jam in the multipurpose feeder

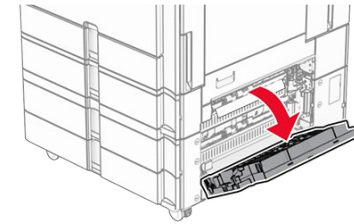
1. Remove any paper from the multipurpose feeder.
2. Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.



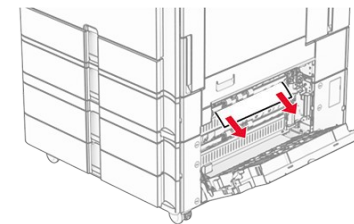
### Paper jam in the 2 x 550-sheet tray

1. Open door E.

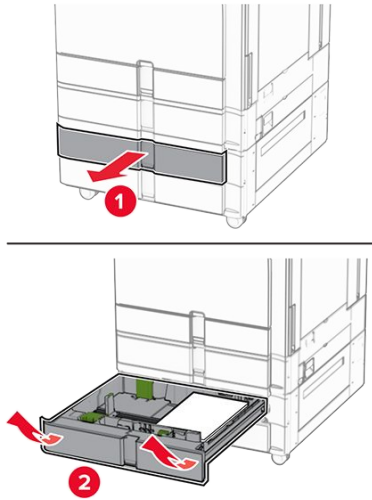


2. Remove the jammed paper inside door E.

**Note:** Make sure that all paper fragments are removed.

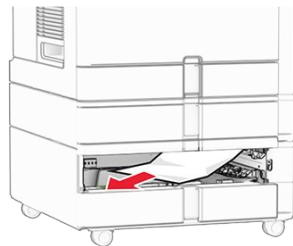


3. Close door E.
4. Pull out tray 3.



5. Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.

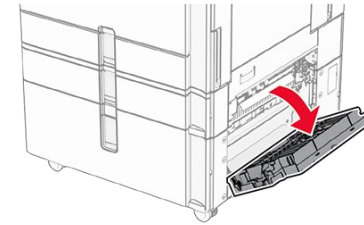


6. Insert tray 3.

7. Repeat [step 4](#) through [step 6](#) for tray 4.

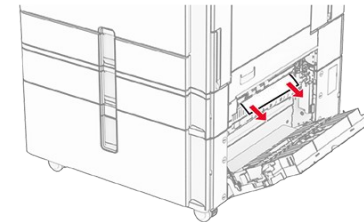
## Paper jam in the 2000-sheet tandem tray

1. Open door E.



2. Remove the jammed paper inside door E.

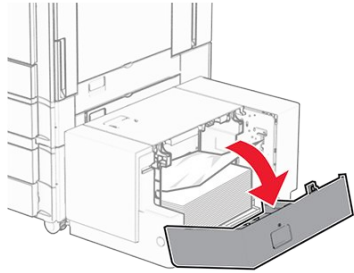
**Note:** Make sure that all paper fragments are removed.



3. Close door E.

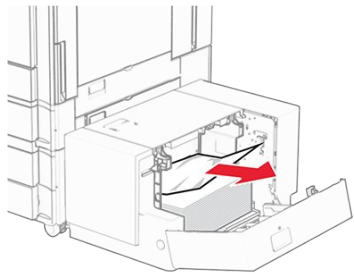
## Paper jam in the 1500-sheet tray

1. Open door K.

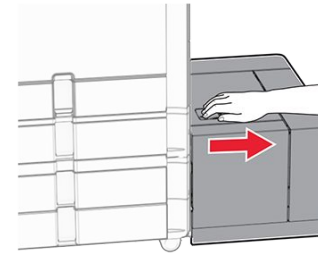


2. Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.

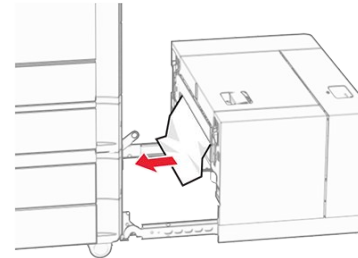


3. Close door K.
4. Grab handle J, and then slide the tray to the right.



5. Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.



6. Slide the tray back into place.

## Paper jam in door B

1. Open door B.



### CAUTION—HOT SURFACE

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



### AVERTISSEMENT — SURFACE CHAUDE

L'intérieur de l'imprimante risque d'être brûlant. Pour réduire le risque de brûlure, laissez la surface ou le composant refroidir avant d'y toucher.



### PRECAUCIÓN: SUPERFICIE CALIENTE

El interior de la impresora podría estar caliente. Para evitar el riesgo de heridas producidas por el contacto con un componente caliente, deje que la superficie se enfríe antes de tocarlo.

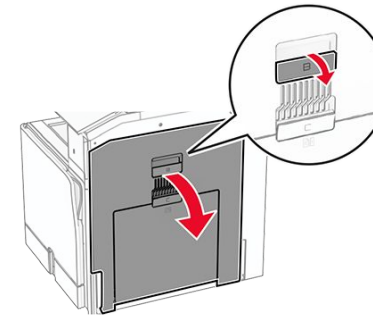


### VORSICHT – HEISSE OBERFLÄCHE

Das Innere des Druckers kann sehr heiß sein. Vermeiden Sie Verletzungen, indem Sie heiße Komponenten stets abkühlen lassen, bevor Sie ihre Oberfläche berühren.

### Warning—Potential Damage

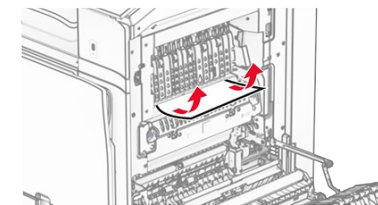
To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



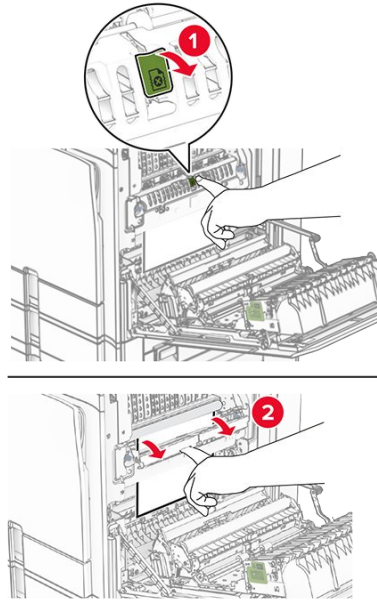
2. Remove the jammed paper in any of the following locations:

**Note:** Make sure that all paper fragments are removed.

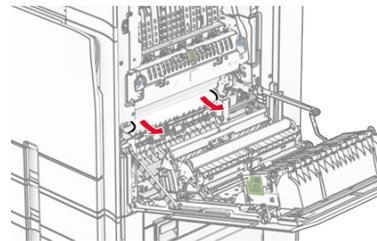
- Above the fuser



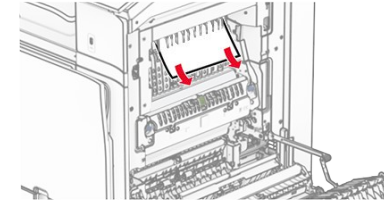
- In the fuser



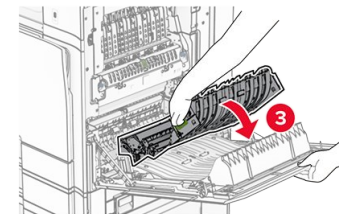
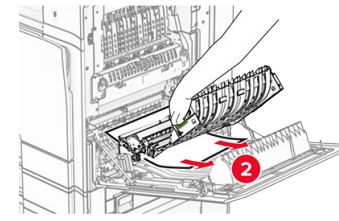
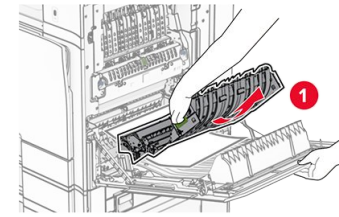
- Below the fuser



- Under the standard bin exit roller



- In the duplex unit

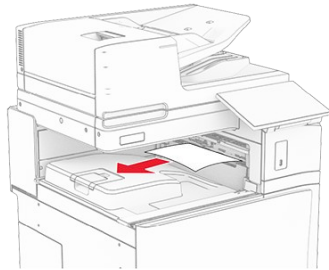


3. Close door B.

## Paper jam in the standard bin

1. Remove any paper from the standard bin.
2. Remove the jammed paper.

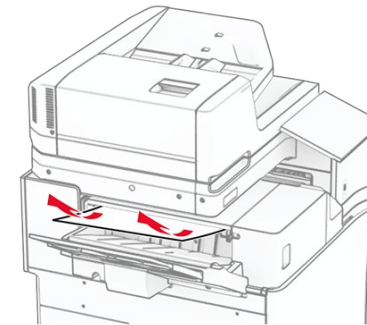
**Note:** Make sure that all paper fragments are removed.



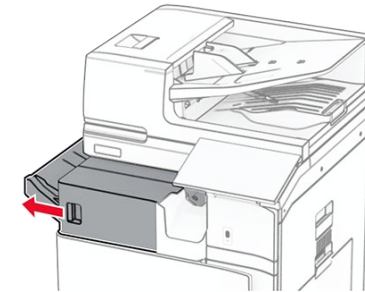
## Paper jam in the staple finisher

1. Remove the jammed paper in the staple finisher bin.

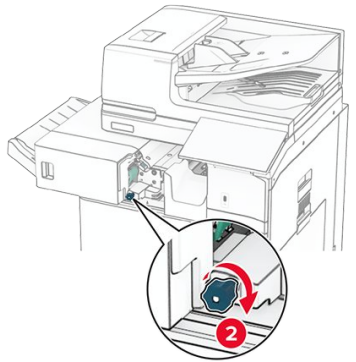
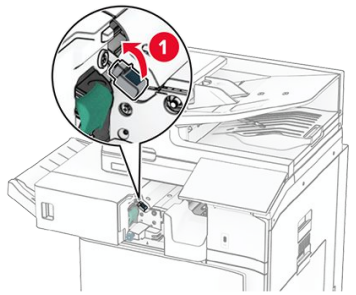
**Note:** Make sure that all paper fragments are removed.



2. Grab handle F, and then slide the staple finisher to the left.

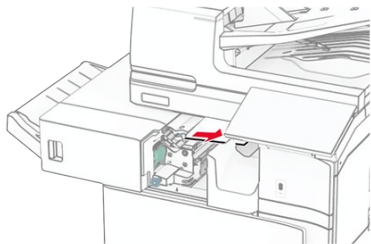


3. Open door R1, and then rotate the knob R2 clockwise.



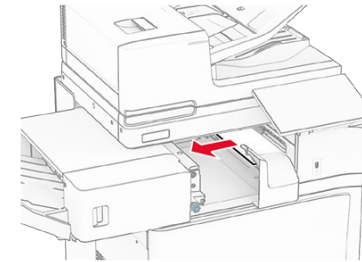
4. Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.

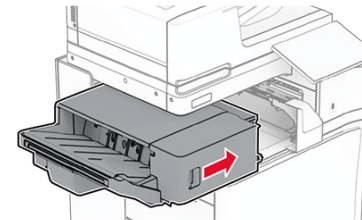


5. Close door R1.
6. Remove the jammed paper in the standard bin exit roller.

**Note:** Make sure that all paper fragments are removed.



7. Slide the staple finisher back into place.

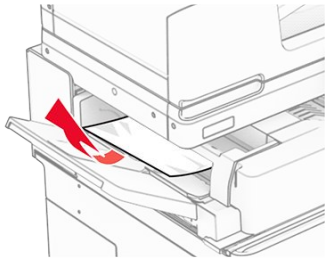


## Paper jam in the folding paper transport

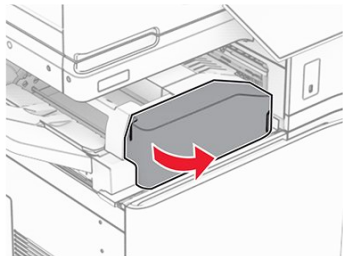
1. Remove the jammed paper.

## Clearing jams

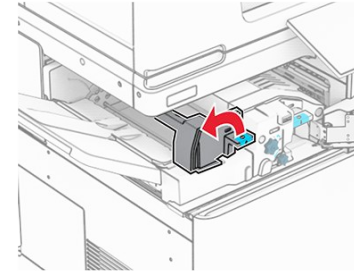
**Note:** Make sure that all paper fragments are removed.



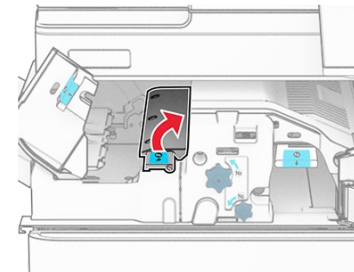
2. Open door F.



3. Lift handle N4.

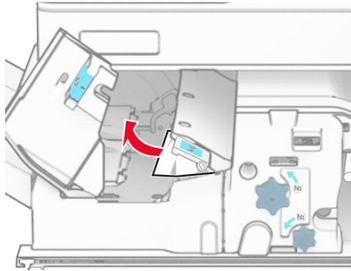


4. Lift handle N5.

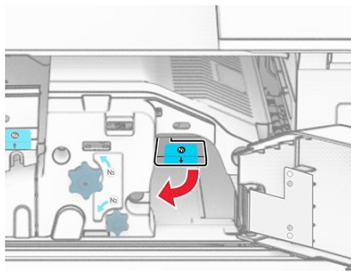


5. Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.



6. Close handle N5, and then close handle N4.
7. Push down handle N1.



8. Turn knob N2 counterclockwise.



9. Remove the jammed paper.

### **Warning—Potential Damage**

To prevent damage to the printer, remove any hand accessories before removing the jammed paper.

**Note:** Make sure that all paper fragments are removed.



10. Put handle N1 back into place.
11. Close door F.

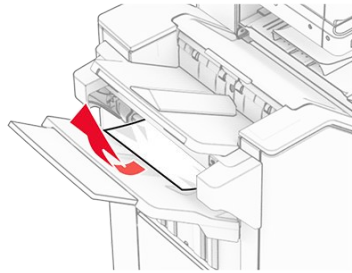
## **Paper jam in the staple, hole punch finisher**

**If your printer is configured with a paper transport, then do the following:**

1. Remove the jammed paper in bin 1.

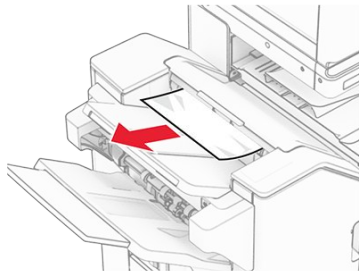
### Notes

- Make sure that all paper fragments are removed.
- Do not remove the printed pages that are in the staple compiler to avoid missing pages.



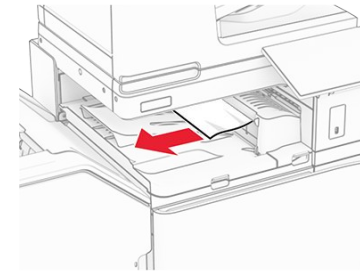
2. Remove the jammed paper in the finisher standard bin.

**Note:** Make sure that all paper fragments are removed.



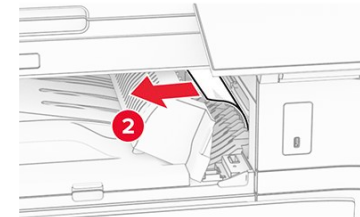
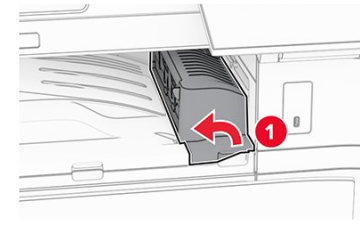
3. Remove the jammed paper in bin 2.

**Note:** Make sure that all paper fragments are removed.



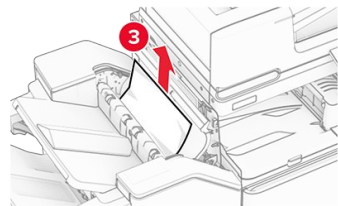
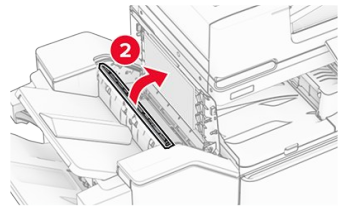
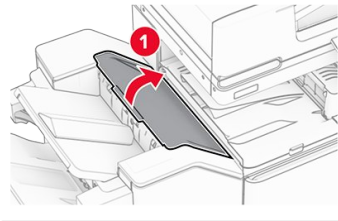
4. Open paper transport cover G, and then remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.

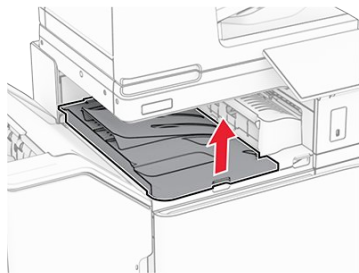


5. Close paper transport cover G.
6. Open door I, open door R1, and then remove the jammed paper.

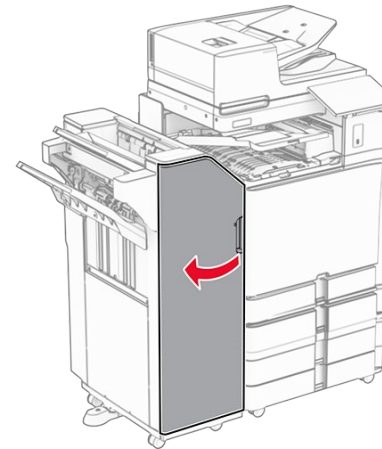
**Note:** Make sure that all paper fragments are removed.



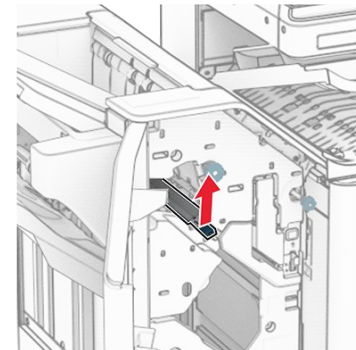
7. Close door R1, and then close door I.
8. Open paper transport cover F.



9. Open door H.

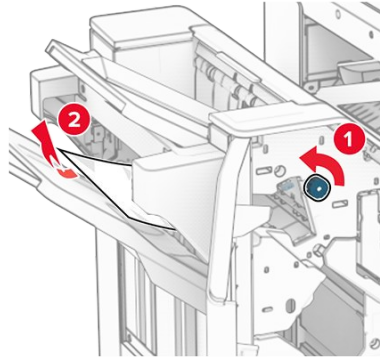


10. Lift handle R4.



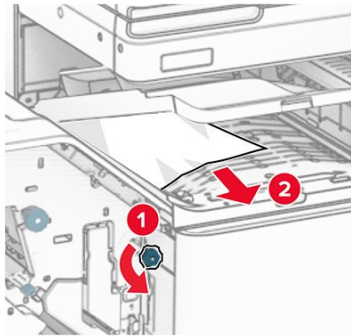
11. Turn knob R3 counterclockwise, and then remove the jammed paper in bin 1.

**Note:** Make sure that all paper fragments are removed.



12. Turn knob R2 counterclockwise, and then remove the jammed paper in paper transport cover F.

**Note:** Make sure that all paper fragments are removed.



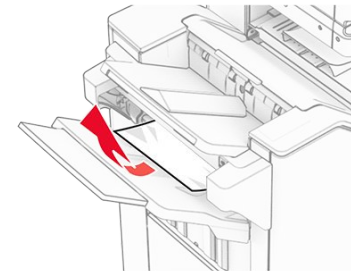
13. Close paper transport cover F.
14. Return handle R4 to its original position.
15. Close door H.

**If your printer is configured with a folding paper transport, then do the following:**

1. Remove the jammed paper in bin 1.

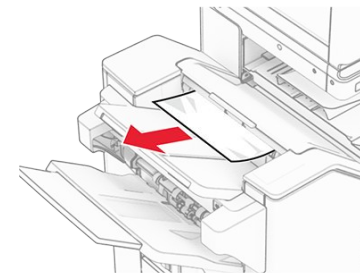
### Notes

- Make sure that all paper fragments are removed.
- Do not remove the printed pages that are in the staple compiler to avoid missing pages.



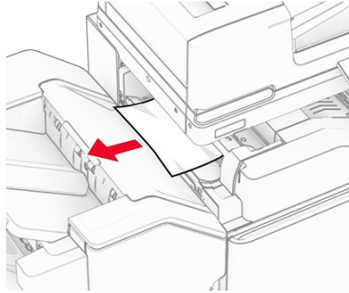
2. Remove the jammed paper in the finisher standard bin.

**Note:** Make sure that all paper fragments are removed.

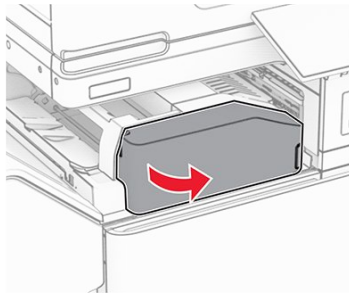


3. Remove the jammed paper in bin 2.

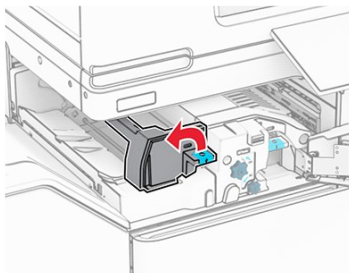
**Note:** Make sure that all paper fragments are removed.



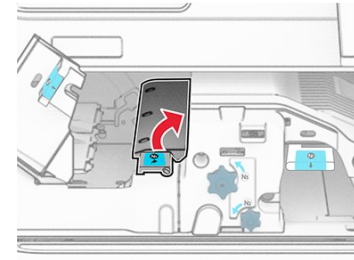
4. Open door F.



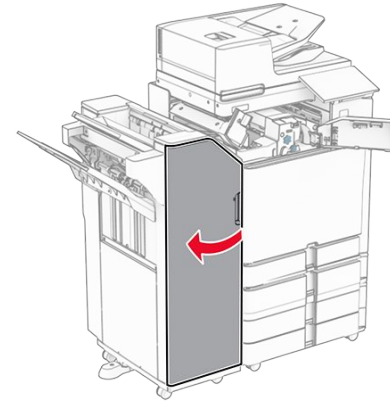
5. Open door N4.



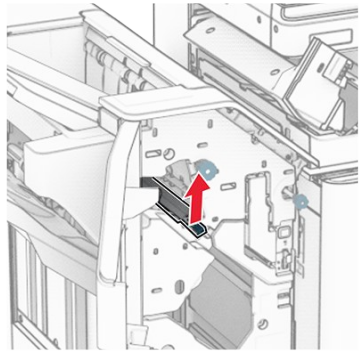
6. Open door N5.



7. Open door H.

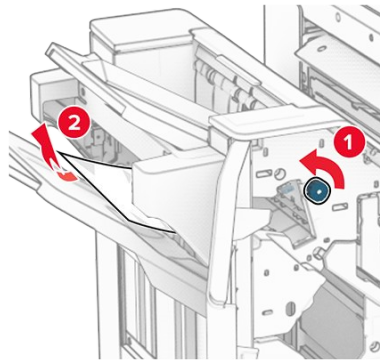


8. Lift handle R4.



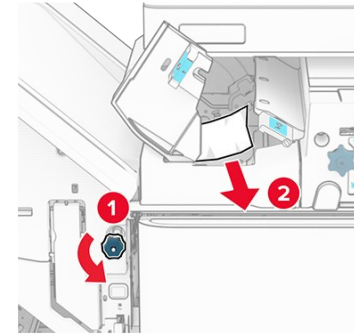
9. Turn knob R3 counterclockwise, and then remove the jammed paper in bin 1.

**Note:** Make sure that all paper fragments are removed.



10. Turn knob R2 counterclockwise, and then remove the jammed paper between doors N4 and N5.

**Note:** Make sure that all paper fragments are removed.



11. Open door B.



### CAUTION—HOT SURFACE

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



### AVERTISSEMENT — SURFACE CHAUDE

L'intérieur de l'imprimante risque d'être brûlant. Pour réduire le risque de brûlure, laissez la surface ou le composant refroidir avant d'y toucher.



### PRECAUCIÓN: SUPERFICIE CALIENTE

El interior de la impresora podría estar caliente. Para evitar el riesgo de heridas producidas por el contacto con un componente caliente, deje que la superficie se enfríe antes de tocarlo.

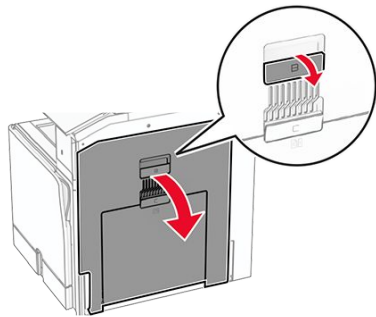


### VORSICHT – HEISSE OBERFLÄCHE

Das Innere des Druckers kann sehr heiß sein. Vermeiden Sie Verletzungen, indem Sie heiße Komponenten stets abkühlen lassen, bevor Sie ihre Oberfläche berühren.

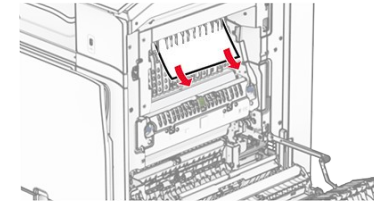
### Warning—Potential Damage

To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.

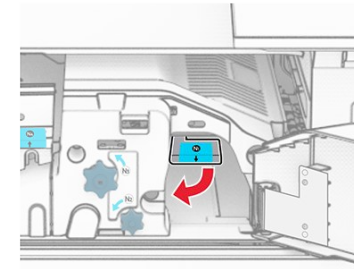


12. Remove the jammed paper under the standard bin exit roller.

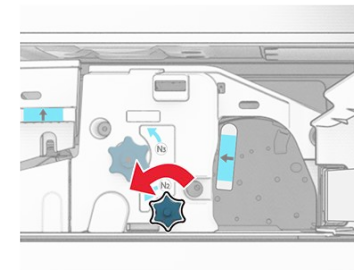
**Note:** Make sure that all paper fragments are removed.



13. Close door B.
14. Push down handle N1.



15. Turn knob N2 counterclockwise.

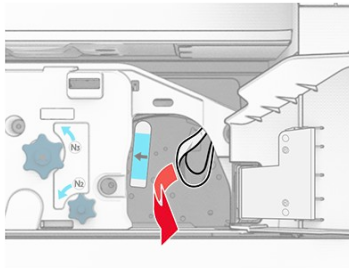


16. Remove the jammed paper.

### Warning—Potential Damage

To prevent damage to the printer, remove any hand accessories before removing the jammed paper.

**Note:** Make sure that all paper fragments are removed.



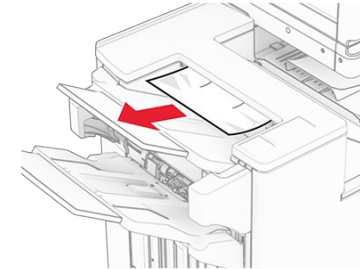
17. Put handle N1 back into place.
18. Close handle N5, and then close handle N4.
19. Close door F.
20. Return handle R4 to its original position.
21. Close door H.

## Paper jam in the booklet finisher

If your printer is configured with a paper transport, then do the following:

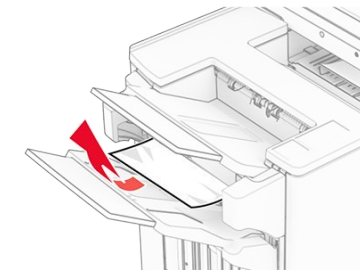
1. Remove the jammed paper in the finisher standard bin.

**Note:** Make sure that all paper fragments are removed.



2. Remove the jammed paper in bin 1.

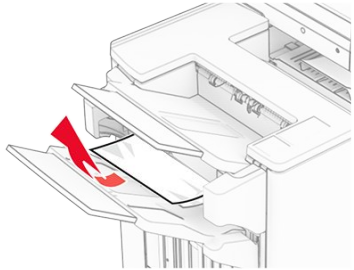
**Note:** Make sure that all paper fragments are removed.



3. Remove the jammed paper in bin 1.

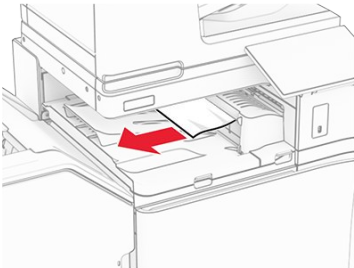
### Notes

- Make sure that all paper fragments are removed.
- Do not remove the printed pages that are in the staple compiler to avoid missing pages.



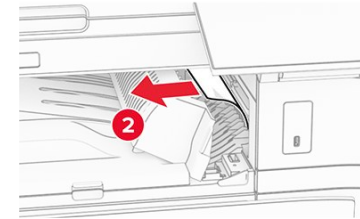
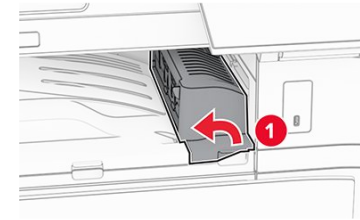
4. Remove the jammed paper in bin 3.

**Note:** Make sure that all paper fragments are removed.

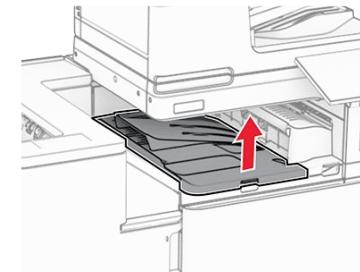


5. Open paper transport cover G, and then remove the jammed paper.

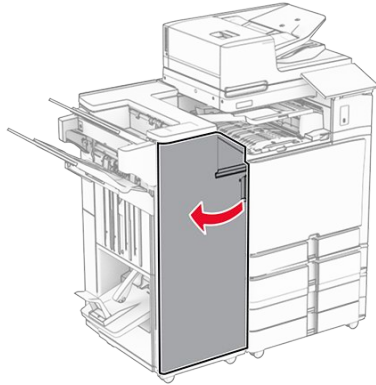
**Note:** Make sure that all paper fragments are removed.



6. Close paper transport cover G.
7. Open paper transport cover F.

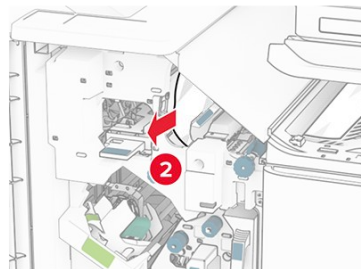


8. Open door H.



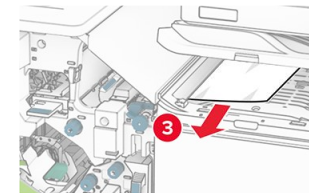
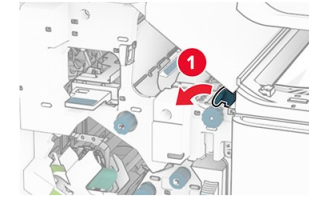
9. Move handle R3 to the right, and then remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.



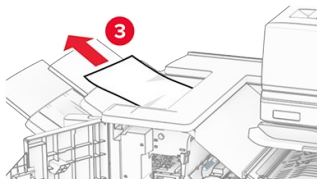
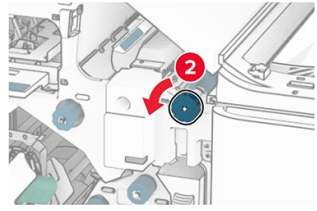
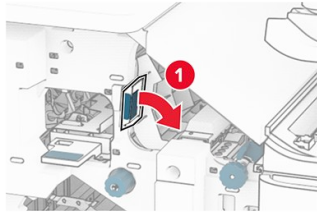
10. Move handle R1 to the left, turn knob R2 counterclockwise, and then remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.



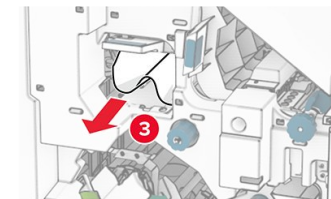
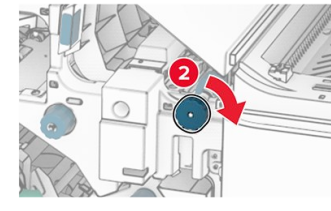
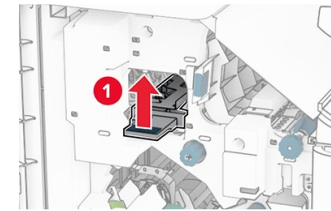
11. Turn knob R5 counterclockwise, and then remove the jammed paper from the finisher standard bin.

**Note:** Make sure that all paper fragments are removed.



12. Lift handle R4, turn knob R2 clockwise, and then remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.

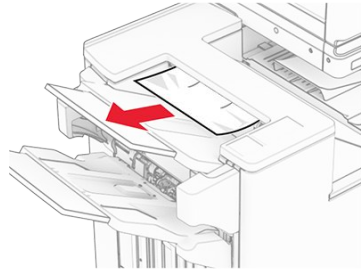


13. Close paper transport cover F.  
14. Return handles R1, R3, and R4 to their original position.  
15. Close door H.

**If your printer is configured with a folding paper transport, then do the following:**

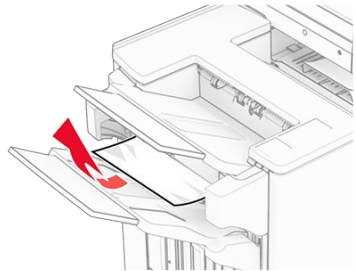
1. Remove the jammed paper in the finisher standard bin.

**Note:** Make sure that all paper fragments are removed.



2. Remove the jammed paper in bin 1.

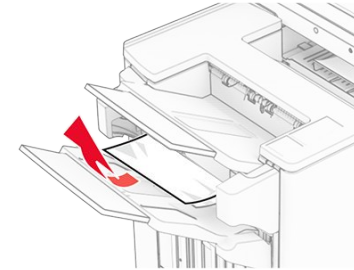
**Note:** Make sure that all paper fragments are removed.



3. Remove the jammed paper in bin 1.

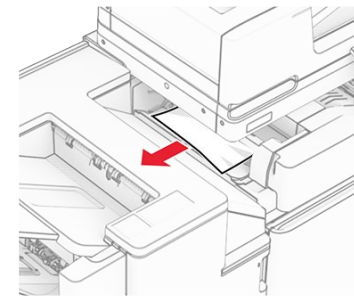
### Notes

- Make sure that all paper fragments are removed.
- Do not remove the printed pages that are in the staple compiler to avoid missing pages.

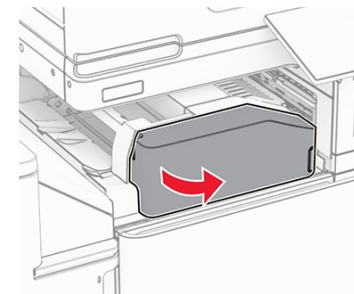


4. Remove the jammed paper in bin 3.

**Note:** Make sure that all paper fragments are removed.

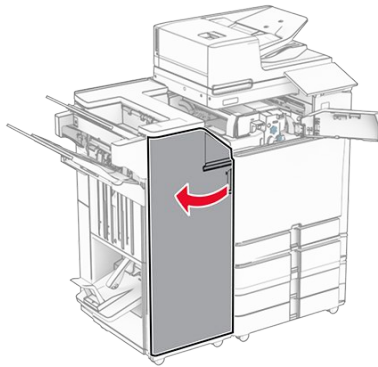


5. Open door F.

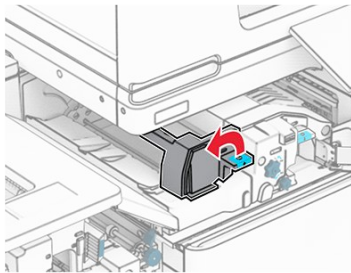


## Clearing jams

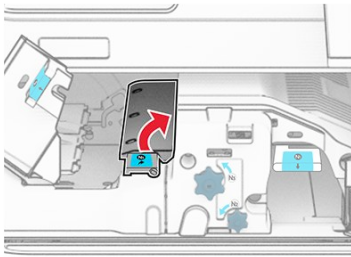
6. Open door H.



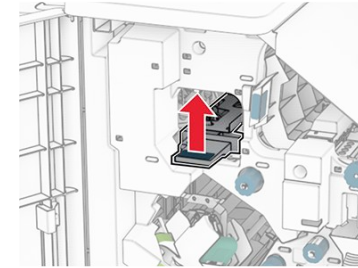
7. Open door N4.



8. Open door N5.



9. Lift handle R4.



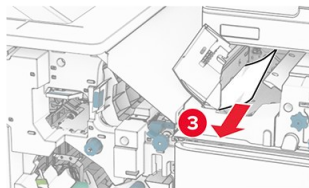
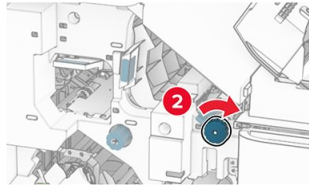
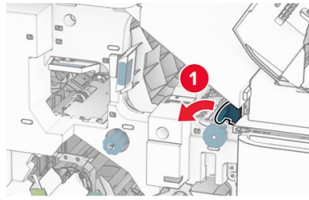
10. Turn knob R2 clockwise, and then remove the jammed paper in handle R4.

**Note:** Make sure that all paper fragments are removed.



11. Move handle R1 to the left, turn knob R2 counterclockwise, and then remove the jammed paper between doors N4 and N5.

**Note:** Make sure that all paper fragments are removed.



12. Open door B.



### CAUTION—HOT SURFACE

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



### AVERTISSEMENT — SURFACE CHAUDE

L'intérieur de l'imprimante risque d'être brûlant. Pour réduire le risque de brûlure, laissez la surface ou le composant refroidir avant d'y toucher.



### PRECAUCIÓN: SUPERFICIE CALIENTE

El interior de la impresora podría estar caliente. Para evitar el riesgo de heridas producidas por el contacto con un componente caliente, deje que la superficie se enfríe antes de tocarlo.

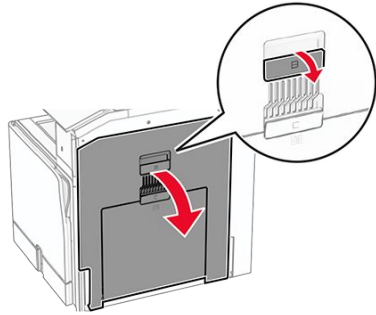


### VORSICHT – HEISSE OBERFLÄCHE

Das Innere des Druckers kann sehr heiß sein. Vermeiden Sie Verletzungen, indem Sie heiße Komponenten stets abkühlen lassen, bevor Sie ihre Oberfläche berühren.

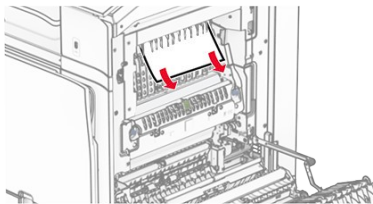
### Warning—Potential Damage

To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.

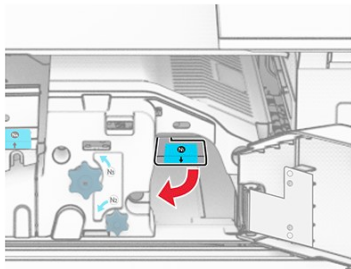


13. Remove the jammed paper under the standard bin exit roller.

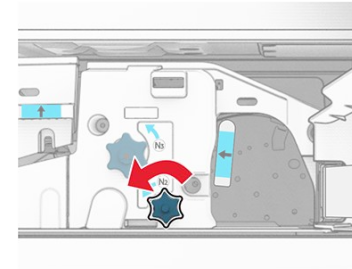
**Note:** Make sure that all paper fragments are removed.



14. Close door B.
15. Push down handle N1.



16. Turn knob N2 counterclockwise.



17. Remove the jammed paper.

### **Warning—Potential Damage**

To prevent damage to the printer, remove any hand accessories before removing the jammed paper.

**Note:** Make sure that all paper fragments are removed.

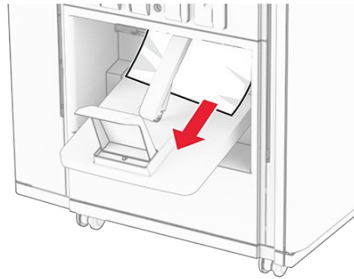


18. Put handle N1 back into place.
19. Close door N5, and then close door N4.
20. Close door F.
21. Return handles R1 and R4 back into their original positions.
22. Close door H.

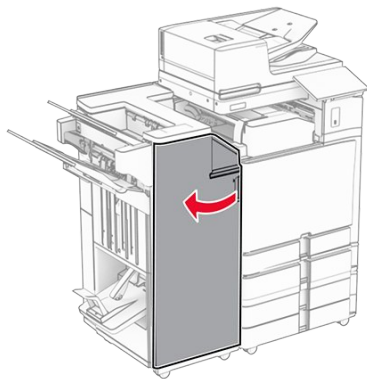
### Paper jam in the booklet maker

1. Remove jammed paper in bin 2.

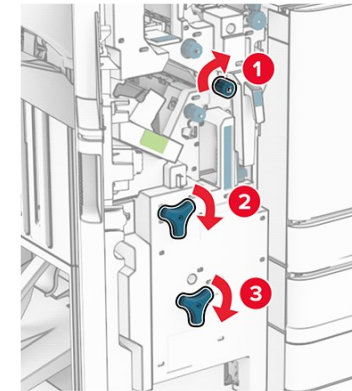
**Note:** Make sure that all paper fragments are removed.



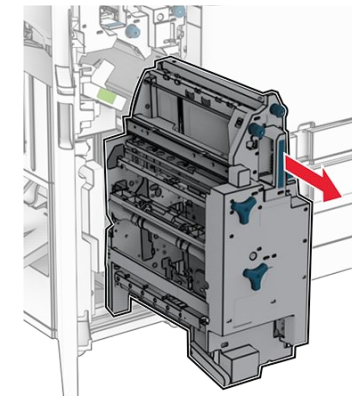
2. Open door H.



3. Turn knobs R6, R11, and R10 clockwise.



4. Pull out the booklet maker.

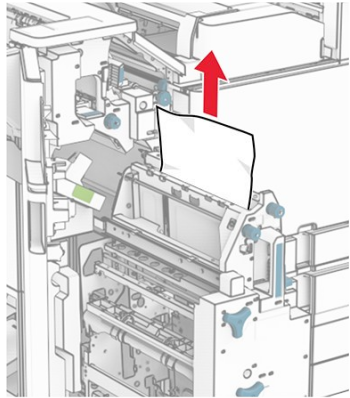


5. Remove the jammed paper.

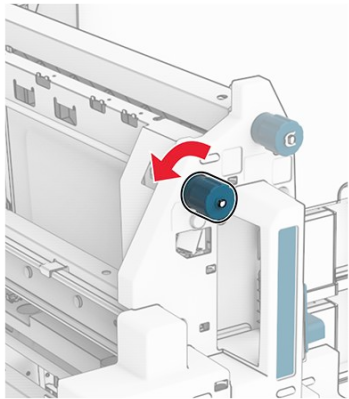
**Note:** Make sure that all paper fragments are removed.

## Clearing jams

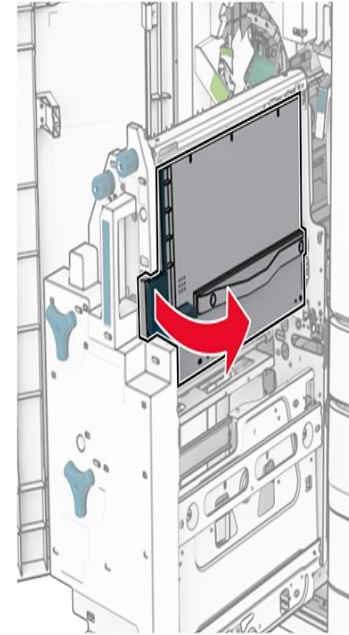
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6. Turn knob R9 counterclockwise until it stops.



7. Open door R8.

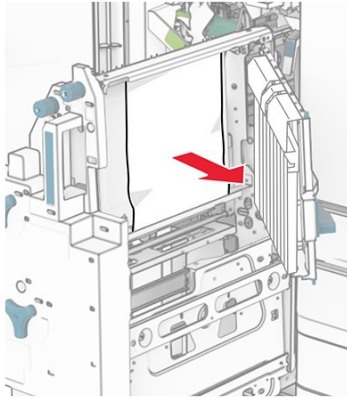


8. Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.

## Clearing jams

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9. Close door R8.
10. Return the booklet maker into the booklet finisher.
11. Close door H.