



2500 Series All-In-One

User's Guide



December 2006

www.lexmark.com

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740 West New Circle Road
Lexington, Kentucky 40550


Important safety information


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

Connect the power supply cord to an electrical outlet that is near the product and easily accessible.

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

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

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

 **CAUTION:** When closing the scanner unit, make sure to keep your hands out from underneath the scanner unit.

SAVE THESE INSTRUCTIONS.

Operating system notice

All features and functions are operating system-dependent. For complete descriptions:

- **Windows users**—See the *User's Guide*.
- **Macintosh users**—If your product supports Macintosh, see the Mac Help installed with the printer software.

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Finding information about the printer

Setup sheet

Description	Where to find
The <i>Setup</i> sheet gives you instructions for setting up hardware and software.	You can find this document in the printer box or on the Lexmark Web site at www.lexmark.com .

Getting Started or Setup Solutions booklet

Description	Where to find
<p>The <i>Getting Started</i> booklet gives you instructions for setting up hardware and software (on Windows operating systems) and some basic instructions for using the printer.</p> <p>Note: If your printer supports Macintosh operating systems, see the Mac Help:</p> <ol style="list-style-type: none">1 From the Finder desktop, double-click the Lexmark 2500 Series folder.2 Double-click the printer Help icon. <p>The <i>Setup Solutions</i> booklet tells you how to solve printer setup problems.</p> <p>Note: These documents do not ship with all printers. If you did not receive a <i>Getting Started</i> booklet or a <i>Setup Solutions</i> booklet, see the <i>User's Guide</i> instead.</p>	You can find this document in the printer box or on the Lexmark Web site at www.lexmark.com .

User's Guide

Description	Where to find
<p>The <i>User's Guide</i> gives you instructions for using the printer and other information such as:</p> <ul style="list-style-type: none">• Using the software (on Windows operating systems)• Loading paper• Printing• Working with photos• Scanning (if supported by your printer)• Making copies (if supported by your printer)• Faxing (if supported by your printer)• Maintaining the printer• Connecting the printer to a network (if supported by your printer)• Troubleshooting problems with printing, copying, scanning, faxing, paper jams, and misfeeds <p>Note: If your printer supports Macintosh operating systems, see the Mac Help:</p> <ol style="list-style-type: none">1 From the Finder desktop, double-click the Lexmark 2500 Series folder.2 Double-click the printer Help icon.	<p>When you install the printer software, the <i>User's Guide</i> will be installed.</p> <ol style="list-style-type: none">1 Click Start → Programs or All Programs → Lexmark 2500 Series.2 Click User's Guide. <p>If the link to the <i>User's Guide</i> is not on your desktop, follow these instructions:</p> <ol style="list-style-type: none">1 Insert the CD. The installation screen appears. Note: If necessary, click Start → Run, and then type D:\setup, where D is the letter of your CD-ROM drive.2 Click View User's Guide (including Setup Troubleshooting).3 Click Yes. An icon of the <i>User's Guide</i> appears on your desktop, and the <i>User's Guide</i> appears on the screen. <p>You can also find this document on the Lexmark Web site at www.lexmark.com.</p>

Help

Description	Where to find
<p>The Help gives you instructions for using the software, if your printer connects to a computer.</p>	<p>While in any Lexmark software program, click Help, Tips → Help, or Help → Help Topics.</p>

Lexmark Solution Center

Description	Where to find
<p>The Lexmark Solution Center software is included on your CD. It installs with the other software, if your printer connects to a computer.</p>	<p>To access the Lexmark Solution Center:</p> <ol style="list-style-type: none">1 Click Start → Programs or All Programs → Lexmark 2500 Series.2 Select Lexmark Solution Center.

Customer support

Description	Where to find (North America)	Where to find (rest of world)
Telephone support	<p>Call us at</p> <ul style="list-style-type: none"> US: 1-800-332-4120 Monday–Friday (8:00 AM–11:00 PM ET) Saturday (Noon–6:00 PM ET) Canada: 1-800-539-6275 <i>English</i> Monday–Friday (9:00 AM–11:00 PM) Saturday (Noon–6:00 PM) <i>French</i> Monday–Friday (9:00 AM–7:00 PM) Mexico: 001-888-377-0063 Monday–Friday (8:00 AM–8:00 PM ET) <p>Note: Support numbers and times may change without notice. For the most recent phone numbers available, see the printed warranty statement that shipped with your printer.</p>	<p>Telephone numbers and support hours vary by country or region.</p> <p>Visit our Web site at www.lexmark.com. Select a country or region, and then select the Customer Support link.</p> <p>Note: For additional information about contacting Lexmark, see the printed warranty that shipped with your printer.</p>
E-mail support	<p>For e-mail support, visit our Web site: www.lexmark.com.</p> <ol style="list-style-type: none"> 1 Click CUSTOMER SUPPORT. 2 Click Technical Support. 3 Select your printer family. 4 Select your printer model. 5 From the Support Tools section, click e-Mail Support. 6 Complete the form, and then click Submit Request. 	<p>E-mail support varies by country or region, and may not be available in some instances.</p> <p>Visit our Web site at www.lexmark.com. Select a country or region, and then select the Customer Support link.</p> <p>Note: For additional information about contacting Lexmark, see the printed warranty that shipped with your printer.</p>

Limited Warranty

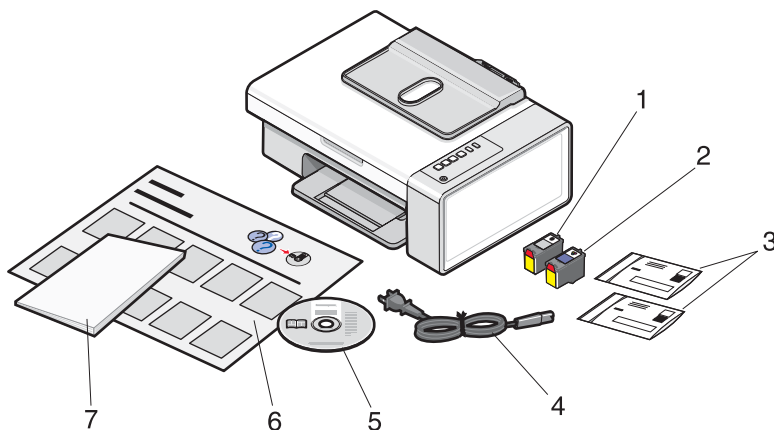
Description	Where to find (US)	Where to find (rest of world)
<p>Limited Warranty Information</p> <p>Lexmark International, Inc. furnishes a limited warranty that this printer will be free of defects in materials and workmanship for a period of 12 months after the original date of purchase.</p>	<p>To view the limitations and conditions of this limited warranty, see the Statement of Limited Warranty included with this printer, or set forth at www.lexmark.com.</p> <ol style="list-style-type: none"> 1 Click CUSTOMER SUPPORT. 2 Click Warranty Information. 3 From the Statement of Limited Warranty section, click Inkjet & All-In-One Printers. 4 Scroll through the Web page to view the warranty. 	<p>Warranty information varies by country or region. See the printed warranty that shipped with your printer.</p>

Record the following information (located on the store receipt and the back of the printer), and have it ready when you contact us so that we may serve you faster:

- Machine Type number
- Serial number
- Date purchased
- Store where purchased

Setting up the printer

Checking the box contents

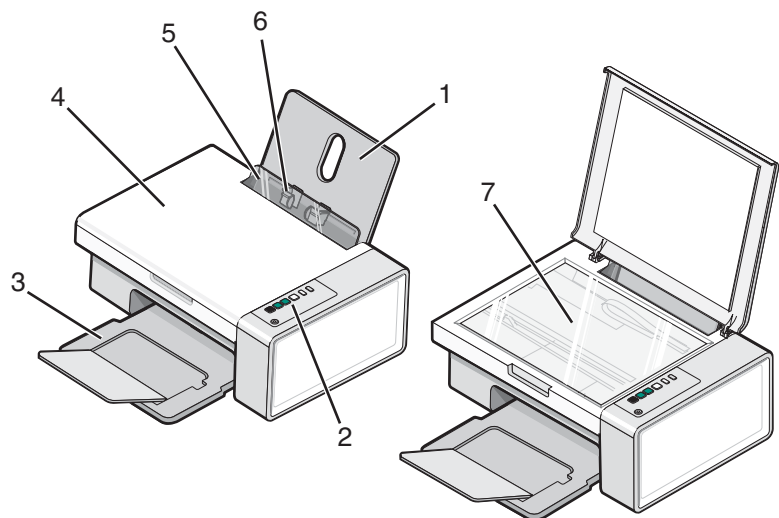


	Name	Description
1	Black print cartridge	Cartridges to be installed into the printer. Note: Cartridge combinations vary depending on the product purchased.
2	Color print cartridge	
3	Cartridge return bags	Used to return the licensed cartridges that shipped with the printer.
4	Power cord	Attaches to the power supply port located at the back of the printer. Note: Your power cord may look different from the one shown.
5	Installation software CD	<ul style="list-style-type: none">• Installation software for the printer• Help• <i>User's Guide</i> in electronic format
6	Setup sheet	Instructions on setting up printer hardware and software, and information on setup troubleshooting.
7	Getting Started or Setup Solutions	Printed booklet that serves as a guide (available in certain geographies only). Note: The complete version of the <i>User's Guide</i> can be found on the installation software CD that shipped with the printer.

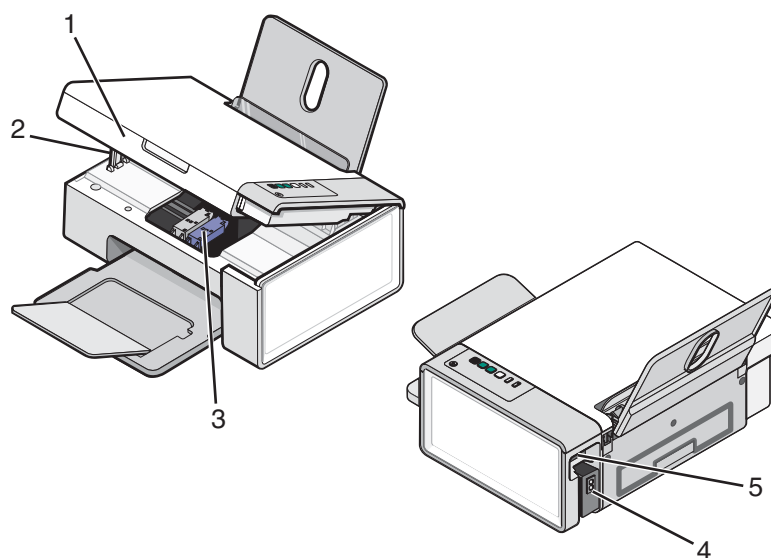
Note: A USB cable may or may not be included.

Learning about the printer

Understanding the parts of the printer

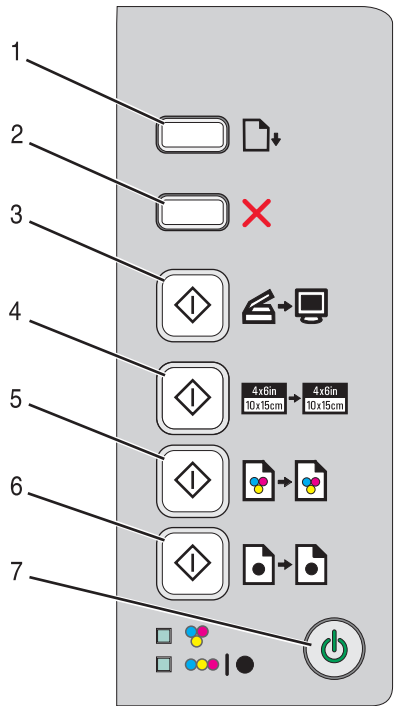


	Use the	To
1	Paper support	Load paper.
2	Control panel	Operate the printer. For more information, see “Using the control panel buttons” on page 14.
3	Paper exit tray	Hold paper as it exits.
4	Top cover	Access the scanner glass.
5	Paper feed guard	Prevent small objects from falling inside.
6	Paper guide	Keep paper straight when feeding.
7	Scanner glass	Copy, scan, fax, or remove an item.



	Use the	To
1	Scanner unit	Access the print cartridges.
2	Scanner support	Hold up the scanner unit.
3	Print cartridge carrier	Install, replace, or remove a print cartridge.
4	Power supply with port	Connect the printer to a power source.
5	USB port	Connect the printer to a computer using a USB cable.

Using the control panel buttons



	Press	To
1		Load or eject paper.
2		<ul style="list-style-type: none"> Cancel a print, copy, or scan job in progress. Clear error messages.
3		Scan a document or photo(s) to the computer.
4		Start a 4 x 6 color photo copy.
5		Start a color copy of a document or photo.
6		Start a black-and-white copy of a document or photo.
7		<ul style="list-style-type: none"> Turn the printer on or off. Cancel a print, copy, or scan job in progress. Reset the printer.

Check	To
The light	Determine if the color print cartridge needs to be replaced. For more information, see “Blinking lights on the control panel” on page 67.
The light	Determine if the black (or photo) print cartridge needs to be replaced. For more information, see “Blinking lights on the control panel” on page 67.

Learning about the software

This chapter tells how to use the printer with Windows operating systems. If you are using a Macintosh operating system, see the Mac Help:

- 1 From the Finder desktop, double-click the **Lexmark 2500 Series** folder.
- 2 Double-click the printer **Help** icon.

Using the printer software





Use this software	To
The Lexmark Imaging Studio	Preview, scan, copy, print, or fax documents or photos.
The Solution Center	Find troubleshooting, maintenance, and cartridge ordering information.
Print Properties	Select the best print settings for the document you are printing.
The Toolbar	Create printer-friendly versions of an active Web page.







Using the Lexmark Imaging Studio

To open the Lexmark Imaging Studio Welcome screen, use one of these methods:

Method 1	Method 2
From the desktop, double-click the Lexmark Imaging Studio icon.	<ol style="list-style-type: none">1 Click Start → Programs or All Programs → Lexmark 2500 Series.2 Select Lexmark Imaging Studio.

Click the **Lexmark Imaging Studio** icon for the task you want to complete.

Click	To	Details
	Scan	<ul style="list-style-type: none">• Scan a photo or document.• Save, edit, or share your photo or document.
	Copy	<ul style="list-style-type: none">• Copy a photo or document.• Reprint or enlarge your photo.
	Fax	Send a photo or document as a fax.
	E-mail	Send a document or photo as an attachment to an e-mail message.

Click	To	Details
	View/Print Photo Library	Browse, print, or share your photos.
	Transfer Photos	Download photos from a memory card, flash drive, CD, or PictBridge-enabled digital camera to the Photo Library.
	Photo Greeting Cards	Make quality greeting cards from your photos.
	Photo Packages	Print multiple photos in various sizes.
	Slideshow	View your photos in motion.
	Poster	Print your photos as a multiple-page poster.

From the bottom left corner of the Welcome screen,

Click	To
Setup and diagnose printer	<ul style="list-style-type: none"> • Check ink levels. • Order print cartridges. • Find maintenance information. • Select other Solution Center tabs for more information, including how to change printer settings and troubleshooting.
Setup and manage faxes	Set printer fax settings for: <ul style="list-style-type: none"> • Dialing and Sending • Ringing and Answering • Fax Printing/Reports • Speed Dial and Group Dial numbers






Using the Solution Center

The Solution Center provides help, as well as information about the printer status and ink level.

To open the Solution Center, use one of these methods:

Method 1	Method 2
<ol style="list-style-type: none"> 1 From the desktop, double-click the Lexmark Imaging Studio icon. 2 Click Setup and diagnose printer. The Solution Center appears with the Maintenance tab open. 	<ol style="list-style-type: none"> 1 Click Start → Programs or All Programs → Lexmark 2500 Series. 2 Select Solution Center.

The Solution Center consists of six tabs:

From here	You can
Printer Status (Main dialog)	<ul style="list-style-type: none"> • View the status of the printer. For example, while printing, the status of the printer is Busy Printing. • View ink levels and order new print cartridges.
How To 	<ul style="list-style-type: none"> • Learn how to: <ul style="list-style-type: none"> – Print. – Use basic features. – Print projects such as photos, envelopes, cards, banners, iron-on transfers, and transparencies. • Find the electronic <i>User's Guide</i> for more information.
Troubleshooting 	<ul style="list-style-type: none"> • Learn tips about the current status. • Solve printer problems.
Maintenance 	<ul style="list-style-type: none"> • Install a new print cartridge. • View shopping options for new cartridges. • Print a test page. • Clean to fix horizontal streaks. • Align to fix blurry edges. • Troubleshoot other ink problems.
Contact Information 	Learn how to contact us by telephone or on the World Wide Web.
Advanced 	<ul style="list-style-type: none"> • Change the appearance of the Printing Status window. • Download the newest software files. • Turn printing voice notification on or off. • Change network printing settings. • Share information with us regarding how you use the printer. • Obtain software version information.

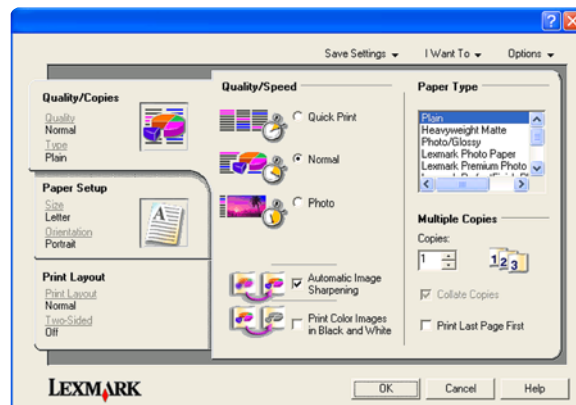
Note: For more information, click **Help** in the lower right corner of the screen.

Using Print Properties

Opening Print Properties

Print Properties is the software that controls the printing function when the printer is connected to a computer. You can change the settings in Print Properties based on the type of project you want to create. You can open Print Properties from almost any program:

- 1 With a document open, click **File → Print**.
- 2 From the Print dialog, click **Properties, Preferences, Options, or Setup**.



Using the Save Settings menu

From the “Save Settings” menu, you can name and save the current Print Properties settings for future use. You can save up to five custom settings.

Using the I Want To menu

The “I Want To” menu contains a variety of task wizards (printing a photo, an envelope, a banner, a poster, or printing on both sides of the paper) to help you select the correct print settings for a project.

Using the Options menu

Use the “Options” menu to make changes to the Quality Options, Layout Options, and Printing Status Options settings. For more information on these settings, open the tab dialog from the menu, and then click the **Help** button on the dialog.

The “Options” menu also provides direct links to different parts of the Solution Center as well as software version information.

Using the Print Properties tabs

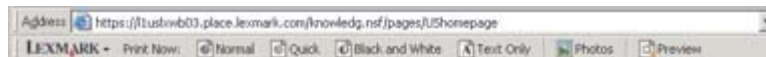
All of the print settings are on the three main tabs of the Print Properties software: Quality/Copies, Paper Setup, and Print Layout.

Tab	Options
Quality/Copies	<ul style="list-style-type: none">• Select a Quality/Speed setting.• Select a Paper Type.• Customize how the printer prints several copies of a single print job: collated or normal.• Choose Automatic Image Sharpening.• Choose to have the last page printed first.
Paper Setup	<ul style="list-style-type: none">• Specify the size of paper loaded.• Select the orientation of the document on the printed page: portrait or landscape.
Print Layout	<ul style="list-style-type: none">• Select the layout you want to print.• Choose to print on both sides of the paper, and select a duplexing preference.



Note: For more information about these settings, right-click a setting on the screen.





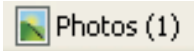

Using the Toolbar

The Toolbar lets you create printer-friendly versions of Web pages.



Note: The Toolbar launches automatically when you browse the Web using Microsoft Windows Internet Explorer version 5.5 or later.

Click	To
	<ul style="list-style-type: none">• Select Page Setup options.• Select Options to customize the toolbar appearance or select a different setting for printing photos.• Access links to the Lexmark Web site.• Access Help for additional information.• Uninstall the Toolbar.
Normal 	Print an entire Web page in normal quality.

Click	To
<p>Quick</p> 	<p>Print an entire Web page in draft quality.</p>
<p>Black and White</p> 	<p>Print an entire Web page in black and white.</p>
<p>Text Only</p> 	<p>Print only the text of a Web page.</p>
<p>Photos</p> 	<p>Print only the photos or images on a Web page. Note: The number of photos or images valid for printing appears next to Photos.</p> 
<p>Preview</p> 	<p>Preview a Web page before printing.</p>

Resetting printer software settings to defaults

Windows 2000, Windows XP, or Windows Vista users:

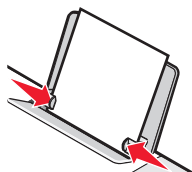
- 1 Click **Start** → **Settings** → **Printers** or **Printers and Faxes**.
- 2 Right-click the **Lexmark 2500 Series** icon.
- 3 Click **Printing Preferences**.
- 4 Click the **Save Settings** menu.
- 5 From the Restore section, select **Factory Settings (Defaults)**.

Note: Factory default settings cannot be deleted.

Loading paper and original documents

Loading paper

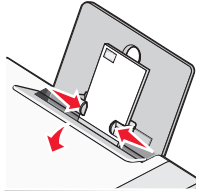
- 1 Make sure:
 - You use paper designed for inkjet printers.
 - If you are using photo, glossy, or heavyweight matte paper, you load it with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.)
 - The paper is not used or damaged.
 - If you are using specialty paper, you follow the instructions that came with it.
 - You do not force paper into the printer.
- 2 Before loading paper the first time, slide the paper guides out toward the edges of the paper support.
- 3 Load the paper vertically in the center of the paper support, and adjust the paper guides to rest against the edges of the paper.

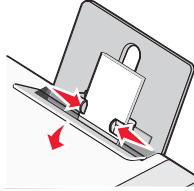


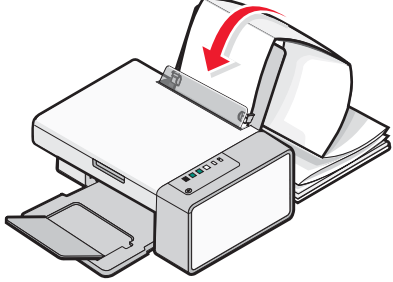
Note: To avoid paper jams, make sure the paper does not buckle when you adjust the paper guides.

Loading various paper types

Load up to	Make sure
100 sheets of plain paper	<ul style="list-style-type: none">• The paper is designed for use with inkjet printers.• The paper is loaded in the center of the paper support.• The paper guides rest against the edges of the paper.
25 sheets of heavyweight matte paper 25 sheets of photo paper 25 sheets of glossy paper	<ul style="list-style-type: none">• The glossy or printable side of the paper faces you. (If you are not sure which side is the printable side, see the instructions that came with the paper.)• The paper is loaded in the center of the paper support.• The paper guides rest against the edges of the paper. <p>Note: Photos require more drying time. Remove each photo as it exits, and allow it to dry to avoid ink smudging.</p>

Load up to	Make sure
10 envelopes	<ul style="list-style-type: none"> • The print side of the envelopes faces you. • The stamp location is in the upper left corner. • The envelopes are designed for use with inkjet printers. • The envelopes are loaded in the center of the paper support. • The paper guides rest against the edges of the envelopes. <p>Warning: Do not use envelopes that have metal clasps, string ties, or metal folding bars.</p> <p>Notes:</p> <ul style="list-style-type: none"> – Do not load envelopes with holes, perforations, cutouts, or deep embossing. – Do not use envelopes that have exposed flap adhesive. – Envelopes require more drying time. Remove each envelope as it exits, and allow it to dry to avoid ink smudging. 
25 sheets of labels	<ul style="list-style-type: none"> • The print side of the labels faces you. • The top of the labels feeds into the printer first. • The adhesive on the labels does not extend to within 1 mm of the edge of the label. • You use full label sheets. Partial sheets (with areas exposed by missing labels) may cause labels to peel off during printing, resulting in a paper jam. • The labels are loaded in the center of the paper support. • The paper guides rest against the edges of the labels. <p>Note: Labels require more drying time. Remove each sheet of labels as it exits, and allow it to dry to avoid ink smudging.</p>
25 transparencies	<ul style="list-style-type: none"> • The rough side of the transparencies faces you. • If the transparencies have a removable strip, each strip faces away from you and down toward the printer. • The transparencies are loaded in the center of the paper support. • The paper guides rest against the edges of the transparencies. <p>Notes:</p> <ul style="list-style-type: none"> • Transparencies with paper backing sheets are not recommended. • Transparencies require more drying time. Remove each transparency as it exits, and allow it to dry to avoid ink smudging.

Load up to	Make sure
10 iron-on transfers	<ul style="list-style-type: none"> • You follow the loading instructions that came with the iron-on transfers. • The print side of the transfers faces you. • The transfers are loaded in the center of the paper support. • The paper guides rest against the edges of the transfers. <p>Note: For best results, load transfers one at a time.</p>
25 greeting cards 25 index cards 25 photo cards 25 postcards	<ul style="list-style-type: none"> • The print side of the cards faces you. • The cards are loaded in the center of the paper support. • The paper guides rest against the edges of the cards.  <p>Note: Photo cards require more drying time. Remove each photo card as it exits, and allow it to dry to avoid ink smudging.</p>
100 sheets of custom-size paper	<ul style="list-style-type: none"> • The print side of the paper faces you. • The paper size fits within these dimensions: Width: <ul style="list-style-type: none"> – 76.2–215.9 mm – 3.0–8.5 inches Length: <ul style="list-style-type: none"> – 127.0–355.6 mm – 5.0–17.0 inches • The paper is loaded in the center of the paper support. • The paper guides rest against the edges of the paper.

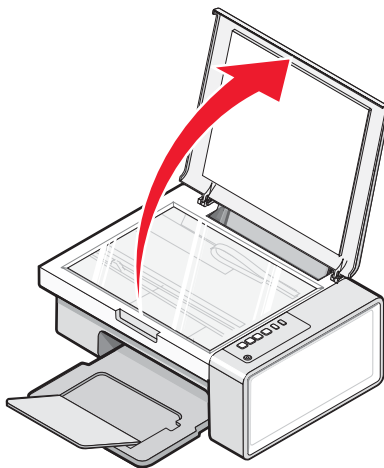
Load up to	Make sure
20 sheets of banner paper	 <ul style="list-style-type: none"> • You remove all the paper from the paper support before loading the banner paper. • You tear off only the number of pages needed to print the banner. • You place the required stack of banner paper behind the printer, and feed in the first sheet. • The leading edge of the banner paper feeds into the printer first. • The paper is loaded in the center of the paper support. • The paper guides rest against the edges of the paper. • You have selected the correct paper size for the banner in Print Properties. For more information, see “Using Print Properties” on page 18.

Loading original documents on the scanner glass

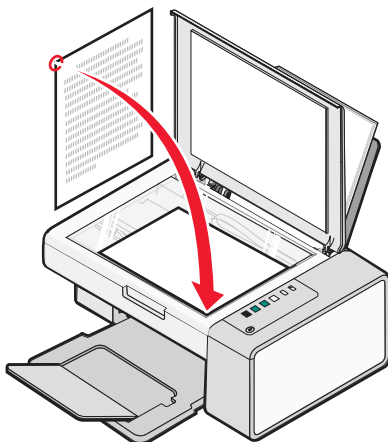
You can scan and then print photos, text documents, magazine articles, newspapers, and other publications. You can scan a document for faxing.

Note: The maximum scan area for the scanner glass is 216 x 297 mm (8.5 x 11.7 in.).

- 1 Open the top cover.

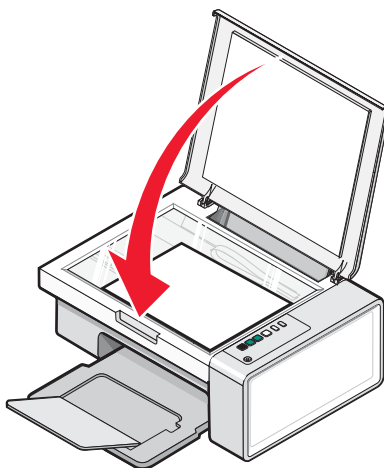


- 2** Place the original document or item facedown on the scanner glass in the lower right corner.



Note: Photos should be loaded as shown.

- 3** Close the top cover to avoid dark edges on the scanned image.



Printing

Changing the paper type

If you print using specialty paper, such as photo paper, cards, envelopes, transparencies, or iron-on transfers, you need to change the paper type setting from the Print dialog box.

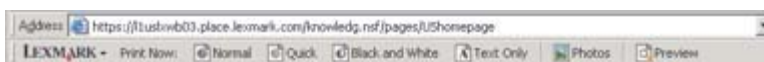
- 1 Load paper.
- 2 With a document open, click **File → Print**.
- 3 From the Print dialog, click **Properties, Preferences, Options, or Setup**.
- 4 From the Paper Type section, select the paper type that matches the type of paper you are loading.
- 5 Click **OK**.
- 6 Click **OK** or **Print**.

Printing a document

- 1 Load paper.
- 2 With a document open, click **File → Print**.
- 3 Click **Properties, Preferences, Options, or Setup**.
- 4 Adjust the settings.
- 5 Click **OK**.
- 6 Click **OK** or **Print**.

Printing a Web page

You can use the Toolbar to create a printer-friendly version of any Web page.



- 1 Load paper.
- 2 Open a Web page using Microsoft Internet Explorer 5.5 or later.
- 3 If you want to check or change your print settings:
 - a From the toolbar area, click **Lexmark → Page Setup**.
 - b Adjust the print settings.
 - c Click **OK**.

Note: For additional print setting options, see “Using Print Properties” on page 18.
- 4 If you want to view the Web page before printing:
 - a Click **Preview**.
 - b Use the toolbar options to scroll between pages, zoom in or out, or select whether to print text and images or text only.

c Click:

- **Print**

or

- **Close**, and continue to step 5.

5 If needed, select a print option from the Toolbar:

- **Normal**
- **Quick**
- **Black and White**
- **Text Only**

Printing high-quality graphics

- 1** Load paper.
- 2** With your image open, click **File → Print**.
- 3** Click **Properties, Preferences, Options, or Setup**.
- 4** Click the **Quality/Copies** tab.
- 5** From the Quality/Speed section, select **Photo**.
- 6** From the Paper Type section, select the paper type loaded in the printer.
- 7** Click **OK**.
- 8** Click **OK** or **Print**.

Printing photos or images from a Web page

- 1** Load paper. For best results, use photo or heavyweight matte paper, with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.)
- 2** Open a Web page with Microsoft Internet Explorer 5.5 or later.
On the Toolbar, the number of photos valid for printing appears next to Photos.



- 3** If no number appears next to Photos:
 - a** From the Lexmark logo drop-down menu, select **Options**.
 - b** Select the **Advanced** tab.
 - c** Select a lower minimum photo size.
 - d** Click **OK**.
The number of photos valid for printing appears next to Photos.
- 4** Click **Photos**.
The Fast Pics dialog appears.
- 5** If you want to print all the photos or images using the same settings, select the size you want, the blank paper size in the printer, and the number of copies.

- 6 If you want to print one photo or image at a time:
 - a Click the photos or images you do *not* want to print to deselect them.
 - b To make common editing changes:
 - 1 Right click the photo or image.
 - 2 Click **Edit**.
 - 3 Make your selections.
 - 4 Follow the instructions on the screen.
 - 5 When you are finished making changes, click **Done**.
 - 6 Select the size you want, the blank paper size in the printer, and the number of copies.
- 7 Click **Print Now**.

Printing collated copies

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

Collated



Not collated



- 1 Load paper.
- 2 With a document open, click **File → Print**.
- 3 Click **Properties, Preferences, Options, or Setup**.
- 4 From the Quality/Copies tab, select the number of copies to print.
- 5 Select the **Collate Copies** check box.
- 6 If you want to print with reverse page order, select the **Print Last Page First** check box.
- 7 Click **OK**.
- 8 Click **OK** or **Print**.

Printing the last page first (reverse page order)

- 1 Load paper.
- 2 With a document open, click **File → Print**.
- 3 Click **Properties, Preferences, Options, or Setup**.
- 4 From the Quality/Copies tab, select **Print Last Page First**.
- 5 Click **OK**.
- 6 Click **OK** or **Print**.

Printing on both sides of the paper (duplexing)

When you select Two-Sided Printing (duplexing), the printer prints on both sides of a sheet of paper. First, the printer prints the odd-numbered pages of the document on the front sides of the paper. You then reload the document, and the printer prints the even-numbered pages on the back sides of the paper.

- 1 With a document open, click **File → Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 From the “I Want To” menu, click **Print on both sides of the paper**.
- 4 Make sure **Two-Sided Printing** is selected.
- 5 Select a binding edge of **Side Flip** or **Top Flip**.
- 6 Make sure **Print Instruction Page to Assist in Reloading** is selected.
- 7 Click **OK** to close any printer software dialogs that are open.
- 8 Print the document.

Notes:

- The instruction sheet for two-sided printing will not print completely on paper smaller than A4 or letter size.
- To return to single-sided printing, make sure **Two-Sided Printing** is *not* selected.

Printing transparencies

- 1 Load up to 10 transparencies.
- 2 With your document open, click **File → Print**.
- 3 Click **Properties, Preferences, Options, or Setup**.
- 4 From the Quality/Copies tab, select **Normal** or **Photo**.
- 5 From the Paper Type section, select **Transparency**.
- 6 Click **OK** to close any printer software dialog boxes that are open.
- 7 Print the document.

Note: Do not force the transparencies into the printer.

Printing envelopes

- 1 Load envelopes.
- 2 From the software application, click **File → Print**.
- 3 Click **Properties, Preferences, Options, or Setup**.
- 4 From the “I Want To” menu, select **Print on an envelope**.
- 5 From the Envelope Size list, select the envelope size loaded.
- 6 Select **Portrait** or **Landscape** orientation.

Notes:

- Most envelopes use landscape orientation.
- Make sure the same orientation is also selected in the software application.

7 Click **OK**.

8 Click **OK**.

9 Click **OK** or **Print**.

Printing iron-on transfers

1 Load iron-on transfers.

2 With your image open, click **File → Print**.

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

4 From the Print Layout tab, select **Mirror** if you want the printer software to flip the image.

Select **Normal** if you have a program that automatically flips the image.

5 Click **OK** to close any printer software dialogs that are open.

6 Print the iron-on transfers.

Note: Do not force iron-on transfers into the printer.

Printing cards

1 Load greeting cards, index cards, or postcards.

2 From the software application, click **File → Print**.

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

4 Select a Quality/Speed setting.

Select **Photo** for photos and greeting cards and **Normal** for other types of cards.

5 Select the **Paper Setup** tab.

6 Select **Paper**.

7 From the Paper Size list, select a card size.

8 Click **OK**.

9 Click **OK** or **Print**.

Notes:

- To avoid paper jams, do not force the cards into the printer.
- To prevent smudging, remove each card as it exits, and let it dry before stacking.

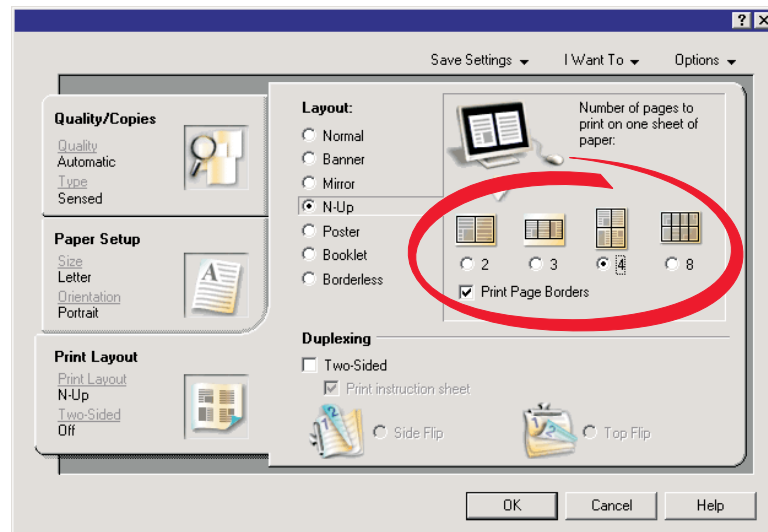
Printing multiple pages on one sheet

1 Load paper.

2 With a document open, click **File → Print**.

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

4 From the Print Layout tab, select **N-up.**



5 Select the number of pages to print on each page.

6 If you want each page image to be surrounded by a border, select **Print Page Borders.**

7 Click **OK.**

8 Click **OK** or **Print.**

Working with photos

- For best results, use Lexmark Premium Photo Paper or Lexmark Photo Paper.
- To prevent smudging, avoid touching the surface of a printed photo. For best results, remove each printed sheet individually from the paper exit tray, and allow the prints to dry 24 hours before stacking, displaying, or storing.

Retrieving and managing photos

Transferring all photos from a media device using the computer

- 1 Insert your CD or any photo storage device into the computer.
- 2 If you are using Windows XP or Windows Vista, a “What do you want Windows to do?” screen will appear.
Click **Transfer Photos to your computer using the Lexmark Imaging Studio**.
- 3 Click **Automatically save all photos to “My Pictures”**.
- 4 Remove the CD to view your transferred photos in the Photo Library.

Transferring selected photos from a media device using the computer

- 1 Insert your CD or any photo storage device into the computer.
- 2 If you are using Windows XP or Windows Vista, a “What do you want Windows to do?” screen will appear.
Click **Transfer Photos to your computer using the Lexmark Imaging Studio**.
- 3 Click **Select photos to save**.
- 4 Click **Deselect All**.
- 5 Click to select the photo(s) you want to transfer.
- 6 If you want to save the photos to the default folder, click **Next**.
- 7 If you want to save the photos in a folder other than the default folder:
 - a Click **Browse**.
 - b Select the folder you want.
 - c Click **OK**.
- 8 If you want to assign a prefix to all of the photos you just transferred, click the check box and enter a name.
- 9 Click **Next**.
- 10 Remove your CD to view your transferred photos in the Photo Library.

Printing photos using the computer

Note: To print photos or images from a Web page, see “Printing photos or images from a Web page” on page 27.

Printing photos from the Photo Library

- 1 Load paper.
- 2 From the desktop, double-click the **Lexmark Imaging Studio** icon.

- 3 Click **View / Print Photo Library**.
- 4 Click the photos you want to print.
- 5 Click **Photo Prints**.
- 6 Change the print settings as necessary.

Notes:

- From the Quality drop-down list, select a print quality.
- From the Paper Size in Printer drop-down list, select the paper size.
- You can also select other photo sizes, and print multiple copies of the photos.

- 7 Click **Print Now**.

Printing all photos from a media device using the computer

- 1 Load photo paper with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.) For more information, see “Loading paper” on page 21.
- 2 Insert your CD or any photo storage device into the computer.
- 3 If you are using Windows XP or Windows Vista, a “What do you want Windows to do?” screen appears. Click **Transfer Photos to your computer using the Lexmark Imaging Studio**.
- 4 Click **Select photos to print**.
- 5 Click **Print**.
- 6 From the Quality drop-down list, select a copy quality.
- 7 From the Paper Size in Printer drop-down list, select the paper size.
- 8 To select multiple prints of a photo, or to select photo sizes other than 4 x 6 in. (10 x 15 cm), select the options you want in the table. Use the drop-down list in the last column to view and select other sizes.
- 9 Click **Print Now** in the bottom right corner of the screen.
- 10 Remove your CD.

Printing selected photos from a media device using the computer

- 1 Load photo paper with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.) For more information, see “Loading paper” on page 21.
- 2 Insert your CD or any photo storage device into the computer.
- 3 If you are using Windows XP or Windows Vista, a “What do you want Windows to do?” screen appears. Click **Transfer Photos to your computer using the Lexmark Imaging Studio**.
- 4 Click **Select photos to print**.
- 5 Click **Deselect All**.
- 6 Click to select the photo(s) you want to print.
- 7 Click **Print**.
- 8 From the Quality drop-down list, select a copy quality.
- 9 From the Paper Size in Printer drop-down list, select the paper size.

- 10 To select multiple prints of a photo, or to select photo sizes other than 4 x 6 in. (10 x 15 cm), select the options you want in the table. Use the drop-down list in the last column to view and select other sizes.
- 11 Click **Print Now** in the bottom right corner of the screen.
- 12 Remove the CD.

Printing Photo Packages

- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 Click **Photo Packages**.
- 3 Click to select the photos you want to include in your photo package.
- 4 Click **Next**.
- 5 From the Quality drop-down list, select a copy quality.
- 6 From the Paper Size in Printer drop-down list, select the paper size.
- 7 To select multiple prints of a photo, or to select photo sizes other than 4 x 6 in. (10 x 15 cm), select the options you want in the table. Use the drop-down list in the last column to view and select other sizes.
- 8 Click **Print Now** in the bottom right corner of the screen.

Creating photo projects

Creating Photo Greeting Cards

- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 Click **Photo Greeting Cards**.
- 3 From the Style tab, click to select a style for your greeting card.
- 4 From the Photo tab, select and drag a photo into the preview pane on the right side of the screen.
- 5 Click the text area to be able to add text to your photo greeting card.
- 6 When you have finished editing your text, click **OK**.
- 7 If you want to create another photo greeting card using a different style and/or photo, click **Add New Card**, and repeat step 3 on page 34 through step 6 on page 34.
- 8 If you want to print your photo greeting card, select **Print your Photo Greeting Card** from the Share tab.
- 9 Select the number of copies from the Copies drop-down list.
- 10 Select the copy quality from the Quality drop-down list.
- 11 Select the paper size from the Paper Size in Printer drop-down list.

Paper sizes supported	Dimensions
A4	210 x 297 millimeters
Letter	8.5 x 11 inches
Greeting cards	4 x 8 inches (10.16 x 20.32 centimeters)

- 12 Click **Print Now**.

- 13 If you want to e-mail your photo greeting card, click **E-mail your Photo Greeting Card** from the Share tab.
- 14 From the Send Quality and Speed area of the screen, select the image size.
- 15 Click **Create E-mail** to create an e-mail message with your photo greeting card(s) attached.

Creating and viewing a slideshow

- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 Click **Slideshow**.
- 3 Click and drag the photos you want to include in the slideshow to the “Photos in Your Slideshow” area.
If you want the photos to appear in a specific order, click the photos in the order you want them to show.

Notes:

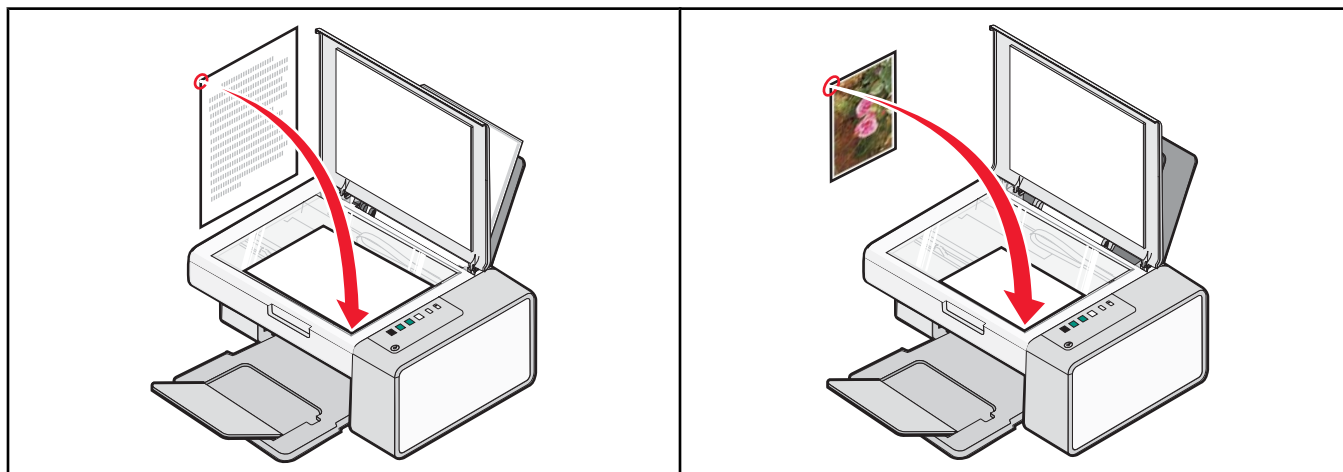
- If you want to change the slideshow settings, click the **Settings** tab.
- If you want to save or print the slideshow, click the **Share** tab.

- 4 Click **View Show**.

Printing an image as a multiple-page poster





- 1 Load paper.
- 2 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 3 From the Printing Creative Tasks area of the Welcome screen, click **Poster**.
- 4 If you are scanning a photo:
 - a Place the photo facedown on the scanner glass.
 - b Click **File → Add Photo from Scanner**.
- 5 If you are not scanning a new item, open the folder that contains your photo.
- 6 Drag the photo to the Print a Multi-Page Poster preview area of the screen.
- 7 Click **Next Step** at the bottom of the left pane.
- 8 From the “Paper size to print poster on” drop-down list, select a paper size.
- 9 From the “Print Quality for poster” drop-down list, select the print quality.
- 10 From the Poster Size drop-down list, select the poster size.
- 11 If you want to rotate the poster so that it fits better on the printed pages, click **Rotate 90 degrees**.
- 12 Click **Print Now** in the bottom right corner of the screen.

Copying





Copying using the control panel

Making a copy

- 1 Load paper.
- 2 Load an original document facedown on the scanner glass.
- 3 Press   to start a color copy or   to start a black-and-white copy.

Copying 4 x 6 photos

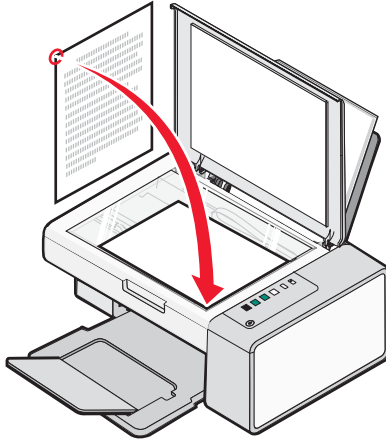
- 1 Load a 4 x 6 (10 x 15 cm) photo card with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.)
- 2 Place a photo facedown on the scanner glass in the lower right corner. For more information, see “Loading original documents on the scanner glass” on page 24.
- 3 Press   .

Copying using the computer

Note: Make sure the printer is connected to a computer, and both the printer and computer are on.

Copying a document using the computer

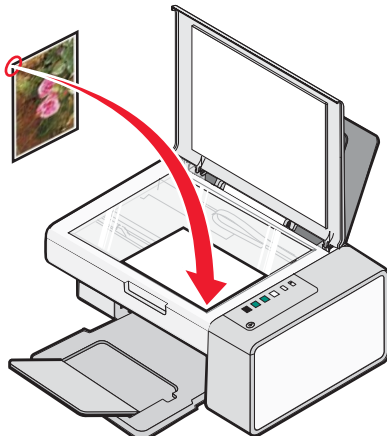
- 1 Load an original document facedown on the scanner glass.



- 2 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 3 From the left pane of the Welcome screen, click **Copy**.
- 4 Select the Document option.
- 5 Click **Start**.
- 6 From the Copies drop-down list, select the number of copies.
- 7 From the Quality drop-down list, select the copy quality.
- 8 From the Paper Size in Printer drop-down list, select the paper size.
- 9 Select whether you want your document printed in Color, Grayscale, or Black and White by clicking the appropriate option.
- 10 To adjust the Brightness value, use the Brightness slider.
- 11 To select a custom print size, enter a number from 25 to 400 in the Print Size box.
You can also make the document fit the page by clicking the Fit to Page option.
- 12 Click **Copy Now** in the bottom right corner of the screen.

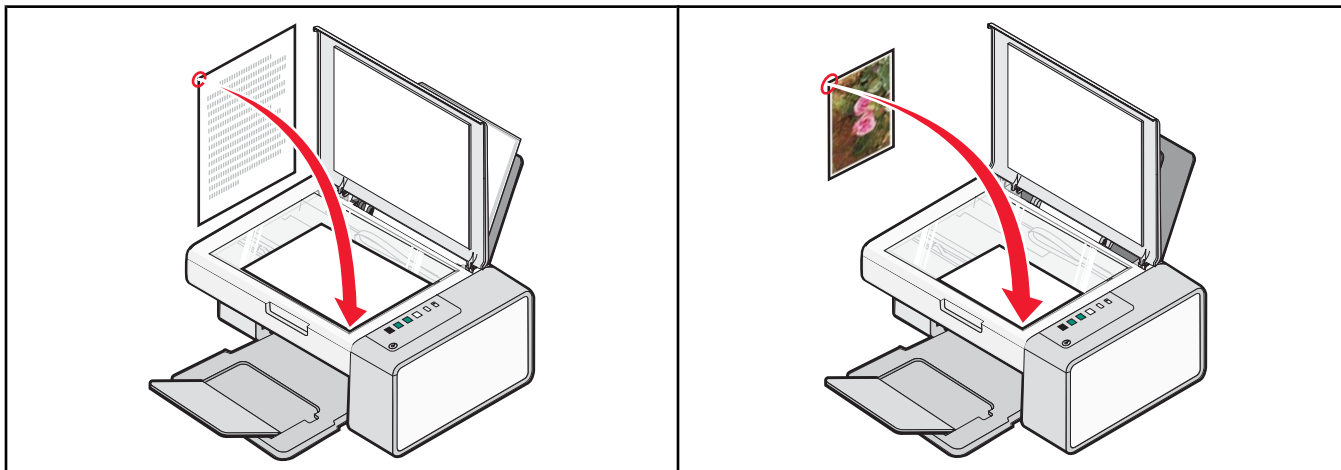
Copying a photo using the computer

- 1 Place the photo facedown on the scanner glass.



- 2 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 3 From the left pane of the Welcome screen, click **Copy**.
- 4 Select **Photo**.
- 5 Click **Start**.
The photo appears in the right pane.
- 6 From the Quality drop-down list, select the copy quality.
- 7 From the Paper Size in Printer drop-down list, select the paper size.
- 8 To select multiple prints of a photo, or to select photo sizes other than 4 x 6 in. (10 x 15 cm), select the options you want in the table. Use the drop-down list in the last column to view and select other sizes.
- 9 Click **Copy Now** in the bottom right corner of the screen.


Scanning



Note: Make sure the printer is connected to a computer, and both the printer and computer are on.

Scanning using the control panel

1 Load an original document facedown on the scanner glass.

2 Press   to begin scanning.

The **Save Photo** dialog appears on your computer screen.

3 If you want to save the scan, click **Browse**, then select where to save the scanned image.

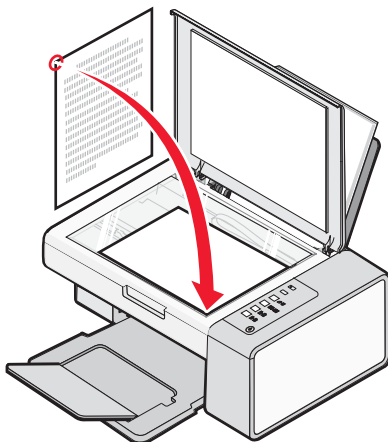
4 Enter the file name and format you want for the scanned image.

5 Click **Save**.

Scanning using the computer

Scanning a document using the computer

1 Load an original document facedown on the scanner glass.



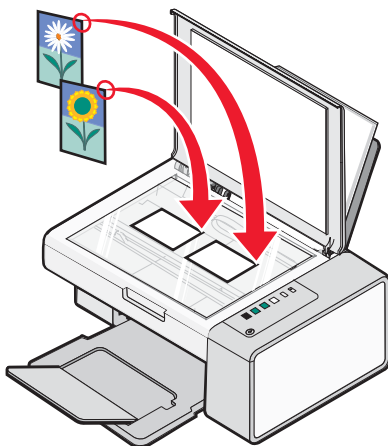
- 2 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 3 Click **Scan**.
- 4 Select the Document option.
- 5 Click **Start**. The scanned document is loaded into your default word-processing application. You can edit your scanned document.

Scanning a photo to the Photo Library

- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 Click **View / Print Photo Library**.
- 3 From the Photo Library Add tab, click **Add New Scan**.
- 4 Select the Photo option.
- 5 Click **Start**. The photo is placed in the current folder of the Photo Library.

Scanning multiple photos at one time using the computer

- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 Place the photos facedown on the scanner glass.



Note: For best results, place photos with the most space possible between photos and the edges of the scan area.

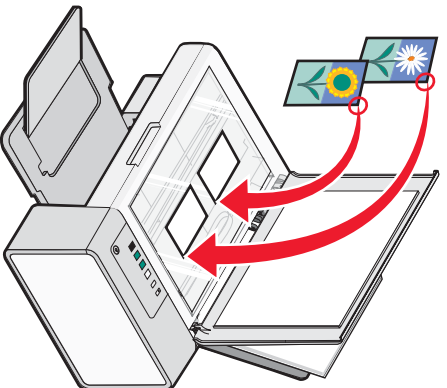
- 3 Close the top cover.
- 4 Click **Scan**.
- 5 Select the Several Photos option.
- 6 Click **Start**.

Scanning multiple photos using the computer

You can scan photos from the scanner glass and add photos stored in the Photo Library.

- 1 Load the photo(s) facedown on the scanner glass.

Note: If the photos are small enough to scan them at the same time from the scanner glass, for best results place them with the most space possible between photos and the edges of the scan area.



- 2 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 3 Click **Scan**.
- 4 Select the Photo or Several Photos option.
- 5 Click **Start**.
- 6 If you want to scan another photo(s) from the scanner glass:
 - a Click **Add Another** on the right side of the screen.
 - b Click **New Scan**.
 - c Load the photo(s) facedown on the scanner glass.

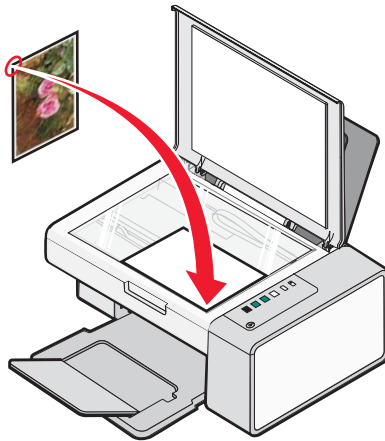
Note: If the photos are small enough to scan them at the same time from the scanner glass, for best results place them with the most space possible between photos and the edges of the scan area.

 - d Select the Photo or Several Photos option.
 - e Click **Start**.
- 7 If you want to add a photo(s) stored on your computer:
 - a Click **Add Another** on the right side of the screen.
 - b Click **Photo from Photo Library**.
 - c Select the photo(s) you want to add.
 - d Click **Add Photos**. A thumbnail of the photo is added to the preview pane.
- 8 Repeat step 6 and/or step 7 until you have finished scanning and adding all your photos.

Scanning documents or images for e-mailing

You can e-mail attached images using your default e-mail application.

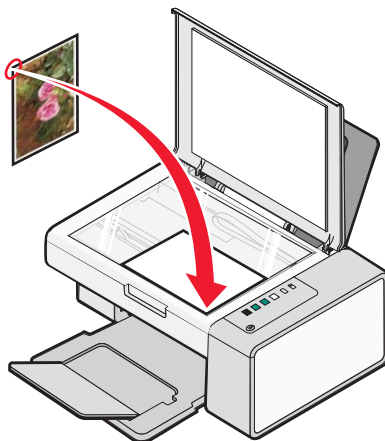
- 1 Load an original document facedown on the scanner glass.



- 2 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 3 Click **E-mail**.
- 4 Select the Photo, Several Photos, or Document option.
- 5 Click **Start**.
- 6 If you are scanning a photo, select the Photo Size from the Send Quality and Speed area.
- 7 Click **Create E-mail** to have your images attached to an e-mail message.

Saving a scanned image on the computer

- 1 Load an original document facedown on the scanner glass.



- 2 Close the top cover.
- 3 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 4 Click **Scan**.
- 5 Select the Photo, Several Photos, or Document option.

- 6 Click **Start**.
- 7 From the Save or Edit screen menu bar, click **Save**.
- 8 To save to another folder, click **Browse**, and select a folder. Click **OK**.
- 9 To rename the file, enter the name in the File Name area. To assign the name as a prefix to all of your photos, select the "Start all photos with File Name" check box.
- 10 To save the photo as another file type, select the file type from the File Type drop-down list.
- 11 To select a date for the photo, click the drop-down list, and select a date from the calendar.
- 12 Click **Save**.

Removing image patterns from photos, magazines, or newspapers

- 1 With a scanned image open, click **Advanced**.
- 2 Click **Image Patterns**.
- 3 To remove the image patterns caused by scanning from magazines or newspapers, click **Remove Patterns**.
- 4 From the drop-down list, select the patterns to be removed.
- 5 To reduce stray marks on color photos, click the check box, and then move the slider to the desired value.
- 6 Click **OK**. The thumbnail is updated.

Customizing scan settings using the computer

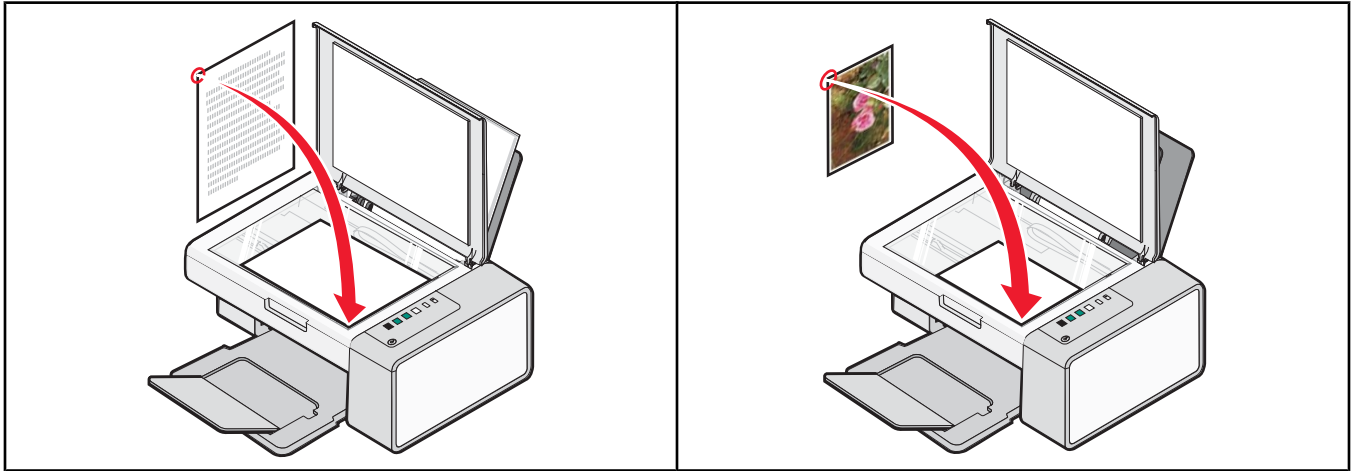
- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 Click **Scan**.
- 3 Click **Custom Settings**.
- 4 Change the settings as needed.

Setting	Options
Color Depth	Select either Color, Grey, or Black and White.
Scan Resolution (Dots Per Inch)	Select a scan resolution value from the drop-down list.
Size	<ul style="list-style-type: none"> You can auto-crop the scanned item. Move the slider to the desired setting. You can select the area to be scanned. Select a paper source from the drop-down list.
Select area to be scanned	You can select the area to be scanned by choosing a paper size from the drop-down list.
Convert the image to text with OCR	Select this to convert your image to text.
Always use these settings when scanning	You can make your selections permanent by selecting the check box.

Changing the order of programs in the Scan Application list

- 1** From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2** Click **View / Print Photo Library**.
- 3** From the program taskbar at the bottom of the screen, click **Other Software**.
- 4** Click **Modify Application Order**.
- 5** Select a program from the list box, and then click ▲ to move the program higher in the list, or click ▼ to move the program further down in the list.
- 6** Click **Close** to save any changes.

Faxing



Make sure:

- The printer is connected to a computer that is equipped with a modem.
- The computer is connected to a working phone line.
- Both the printer and the computer are turned on.

Sending a fax using the software

You can scan a document to the computer and then fax it to someone using the software.

- 1 Load an original document facedown on the scanner glass.
- 2 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 3 From the left pane of the Welcome screen, click **Fax**.
- 4 Select the Document option.
- 5 Click **Start**.
- 6 Enter the recipient information, and then click **Next**.
Note: A fax number can include up to 64 numbers, commas, periods, and/or these symbols: * # + - ().
- 7 Enter the cover page information, and then click **Next**.
- 8 If there are any additional documents that you want to send with your fax, add these now, and then click **Next**.
- 9 To send your fax:
 - Immediately—Select the Send now option.
 - At a scheduled time:
 - a Select the “Delay sending until” option.
 - b Set a time and date.
- 10 If you want a paper copy of your fax, select Print a copy of your fax.
- 11 Click **Send**.

Receiving a fax using the software

- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 From the left pane of the Welcome screen, click **Fax**.
The Fax Solution Software appears.
- 3 Click **Tools → Preferences and Settings**.
- 4 Click the **Receiving Faxes** tab.
- 5 From the “Incoming Calls” area, select **Automatically**.
- 6 To set the number of telephone rings before the printer automatically receives faxes, select a setting from the “Rings before pickup” drop-down list.
- 7 Click **OK** to save the settings.

Using the computer Phone Book

Address book(s) from your operating system appear as Phone Books.

To access a Phone Book entry:

- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 From the left pane of the Welcome screen, click **Fax**.
The Fax Solution Software appears.
- 3 Click **Tools → Phonebook**.
- 4 To modify the Phone Book, select an option, enter the new information, and click **OK**.

Use this	To
New Contact	Create a new Phone Book entry.
New Group	Create a new Group Phone Book entry.
Edit	Edit a Phone Book entry.
Delete	Delete a Phone Book entry.

Notes:

- You can include a calling card number as part of the fax number.
- A fax number can include up to 64 numbers, commas, periods, and/or these symbols: * # + - ().

Printing fax activity reports

- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 From the left pane of the Welcome screen, click **Fax**.
The Fax Solution Software appears.
- 3 Click **Tools → Create Report**.
- 4 From the Display drop-down list, select **Sent and Outgoing Faxes**, **Received**, or **Incoming Faxes**.

- 5 Choose a date range.
- 6 Click **Print**.

Blocking junk faxes

- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 From the left pane of the Welcome screen, click **Fax**.
The Fax Solution Software appears.
- 3 Click **Tools → Preferences and Settings**.
- 4 Click the **Receiving Faxes** tab.
- 5 From the “Block Junk Faxes” area, select the check box beside Enable Fax Blocking.
- 6 If you want to block faxes from specific phone numbers:
 - a Click **Manage Block List**.
 - b Click **New**.
 - c Enter a phone number in the Fax Identifier field and corresponding contact name in the Notes field.

Notes:

- You can include a calling card number as part of the fax number.
- A fax number can include up to 64 numbers, commas, periods, and/or these symbols: * # + - ().
- You can block faxes from up to 50 phone numbers.

- 7 Click **OK** to save the setting.

Customizing fax settings

Customizing settings using the Fax Solution Software

You can adjust the fax settings in the Fax Solution Software. These settings apply to the faxes you send or receive.

- 1 From the desktop, double-click the **Lexmark Imaging Studio** icon.
- 2 From the left pane of the Welcome screen, click **Fax**.
The Fax Solution Software appears.
- 3 Click **Tools → Preferences and Settings**.
- 4 Click each tab, and change the settings as needed.

Tab	Options
Modem and Dialing	<ul style="list-style-type: none"> • Enter the name of the current modem. • Change modem. • Choose whether to assign the current modem exclusively for Lexmark Fax Center. • Select Modem Speaker options. • Change dialing properties.

Tab	Options
Sending Faxes	<ul style="list-style-type: none"> • Create a default cover page. • Select whether to use a fax header. • Select the number of times you want the machine to redial and the time between those attempts if the fax cannot be sent on the first try. • Select a default scanning device.
Receiving Faxes	<ul style="list-style-type: none"> • Select auto answer options. • Manage blocked faxes. • Choose whether to turn on notifications sounds.
Preferences	<ul style="list-style-type: none"> • Select options for the recent fax list. • Choose settings for List Display. • Choose whether to delete old faxes automatically, and set the time frame for keeping faxes before deleting them. • Choose a default phone book.

5 Click **OK** after you finish customizing the settings.

6 Close the Fax Solution Software.

Setting the number of rings before receiving a fax automatically

1 From the desktop, double-click the **Lexmark Imaging Studio** icon.

2 From the left pane of the Welcome screen, click **Fax**.

The Fax Solution Software appears.

3 Click **Tools → Preferences and Settings**.

4 Click the **Receiving Faxes** tab.

5 From the “Incoming Calls” area, select **Automatically**.

6 From the “Rings before pickup” drop-down list, select the setting you want.

7 Click **OK**.

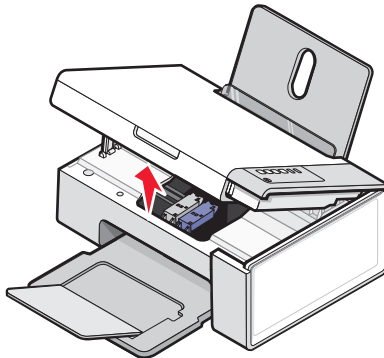
Maintaining the printer

Changing print cartridges

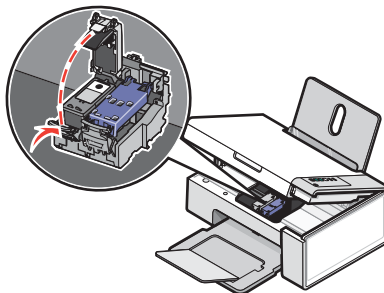
Removing a used print cartridge

- 1 Make sure the printer is on.
- 2 Lift the scanner unit.

The print cartridge carrier moves and stops at the loading position, unless the printer is busy.



- 3 Press down on the cartridge carrier lever to raise the cartridge carrier lid.

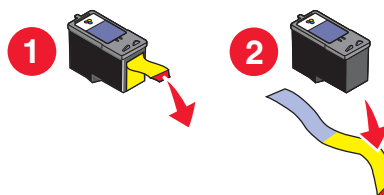


- 4 Remove the used print cartridge.

Note: If you are removing both cartridges, repeat step 3 and step 4 for the second cartridge.

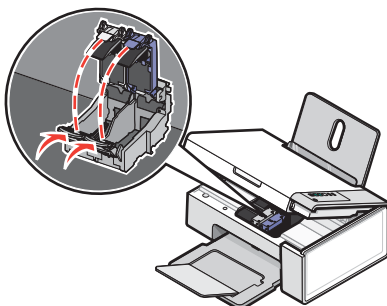
Installing print cartridges

- 1 If you are installing new print cartridges, remove the sticker and tape from the back and bottom of the cartridges.

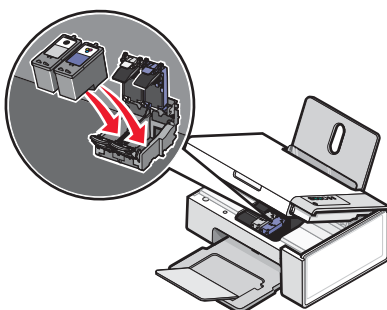


Warning: Do *not* touch the gold contact area on the back or the metal nozzles on the bottom of the cartridges.

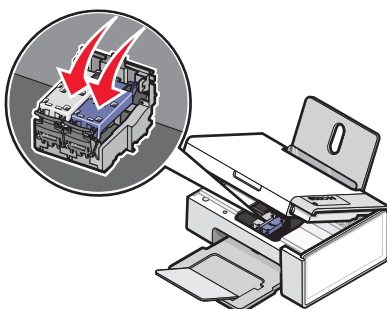
2 Press down on the cartridge carrier levers to raise the cartridge carrier lids.



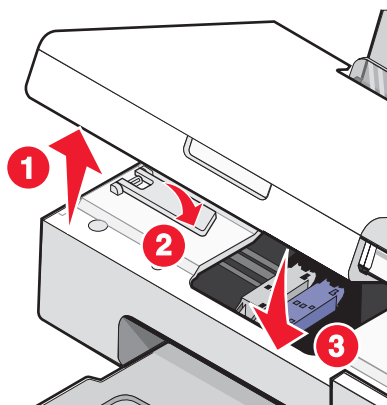
3 Insert the black cartridge or the photo cartridge in the left carrier. Insert the color cartridge in the right carrier.





4 Close the lids.

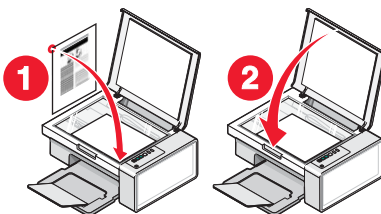




5 Lift the scanner unit, gently push the scanner support towards the cartridge carriers, and carefully lower the scanner unit until it is completely closed.



6 Load paper.

- 7 Press and hold   for three seconds to print an alignment page.
- 8 Load the printed alignment page facedown on the scanner glass in the lower right corner, and close the top cover.



- 9 Press   again to align the cartridge(s).

Note: The scanner unit must be closed to start a new scan, print, copy, or fax job.

Achieving better print quality

Improving print quality

If you are not satisfied with the print quality of a document, make sure you:

- Use the appropriate paper for the document. If you are printing photos or other high quality images, for best results use Lexmark Premium Photo Paper or Lexmark Photo Paper.
- Use a paper that is a heavier weight or bright white.
- Select a higher print quality.

If the document still does not have the print quality you want, follow these steps:

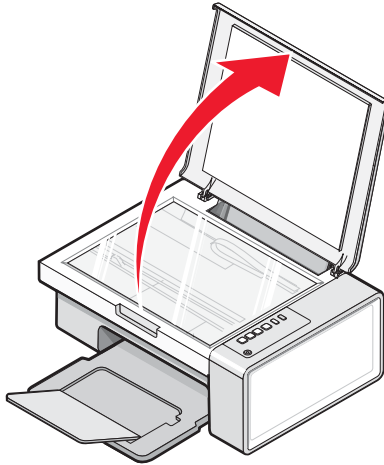
- 1 Align the print cartridges. For more information, see “Aligning the print cartridges” on page 51.
If print quality has not improved, continue to step 2.
- 2 Clean the print cartridge nozzles. For more information, see “Cleaning the print cartridge nozzles” on page 52.
If print quality has not improved, continue to step 3.
- 3 Remove and reinsert the cartridges. For more information, see “Removing a used print cartridge” on page 49 and “Installing print cartridges” on page 49.
If print quality has not improved, continue to step 4.
- 4 Wipe the print cartridge nozzles and contacts. For more information, see “Wiping the print cartridge nozzles and contacts” on page 52.
If print quality is still not satisfactory, replace the cartridge. For more information, see “Ordering supplies” on page 54.

Aligning the print cartridges

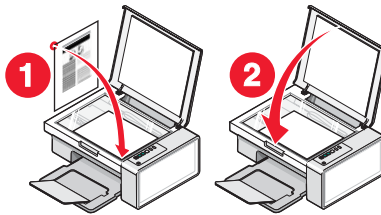
- 1 Load plain paper.
- 2 Open the **Solution Center**.
- 3 From the Maintenance tab, click **Align to fix blurry edges**.
- 4 Click **Print**.

The alignment page prints.

- 5 Open the top cover of the printer.



- 6 Place the printed alignment page facedown on the scanner glass in the lower right corner, and then close the top cover.



- 7 Press  .

After a few seconds, an **Alignment Success** dialog appears on your computer screen.

- 8 Click **Close**.

- 9 Click **Exit**.

If you aligned the cartridges to improve print quality, print your document again. If print quality has not improved, clean the print cartridge nozzles.

Cleaning the print cartridge nozzles

- 1 Load plain paper.
- 2 Open the **Solution Center**. See “Using the Solution Center” on page 16.
- 3 From the Maintenance tab, click **Clean to fix horizontal streaks**.
- 4 Click **Print**.

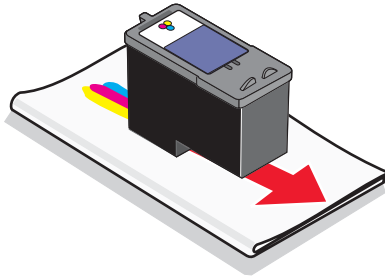
A page prints, forcing ink through the print cartridge nozzles to clean them.

- 5 Print the document again to verify that the print quality has improved.
- 6 If print quality has not improved, try cleaning the nozzles up to two more times.

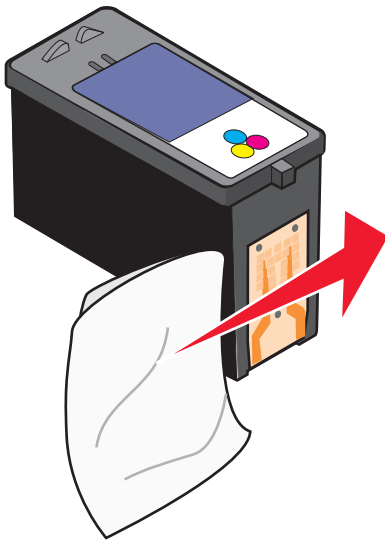
Wiping the print cartridge nozzles and contacts

- 1 Remove the print cartridges.
- 2 Dampen a clean, lint-free cloth with water.

- 3** Gently hold the cloth against the nozzles for about three seconds, and then wipe in the direction shown.



- 4** Using another clean section of the cloth, gently hold the cloth against the contacts for about three seconds, and then wipe in the direction shown.

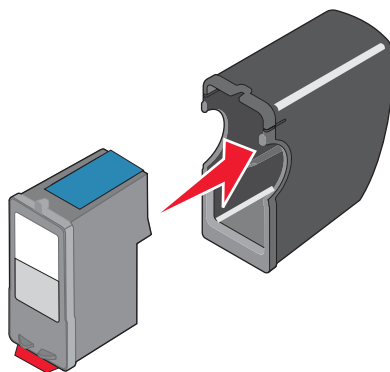


- 5** With another clean section of the cloth, repeat step 3 and step 4.
- 6** Let the nozzles and contacts dry completely.
- 7** Reinsert the print cartridges.
- 8** Print the document again.
- 9** If the print quality does not improve, clean the print nozzles. For more information, see “Cleaning the print cartridge nozzles” on page 52.
- 10** Repeat step 9 up to two more times.
- 11** If print quality is still not satisfactory, replace the print cartridges.

Preserving the print cartridges

- Keep a new cartridge in its packaging until you are ready to install it.
- Do not remove a cartridge from the printer except to replace, clean, or store it in an airtight container. The cartridges do not print correctly if left exposed for an extended period of time.

- Keep the photo cartridge in its own storage unit when not in use.



Cleaning the scanner glass

- 1 Dampen a clean, lint-free cloth with water.
- 2 Gently wipe the scanner glass clean.

Note: Make sure all ink or corrective fluid on a document is dry before placing the document on the scanner glass.

Ordering supplies

To order supplies or to locate a dealer near you, visit our Web site at www.lexmark.com.

Notes:

- For best results, use only Lexmark print cartridges.
- For best results when printing photos or other high-quality images, use Lexmark Premium Photo Paper.

Item	Part number	Average cartridge standard page yield is up to*
Black cartridge	28†	175
Black cartridge	28A	175
High yield black cartridge	34	550
Color cartridge	29†	150
Color cartridge	29A	150
High yield color cartridge	35	500
Photo cartridge	31	Not applicable
USB cable	1021294	Not applicable
* Values obtained by continuous printing. Declared yield value in accordance with ISO/IEC 24711 (FDIS).		
† Licensed Return Program Cartridge		

Paper	Paper size
Lexmark Premium Photo Paper	<ul style="list-style-type: none"> • Letter • A4 • 4 x 6 in. • 10 x 15 cm • L
Lexmark Photo Paper	<ul style="list-style-type: none"> • Letter • A4 • 4 x 6 in. • 10 x 15 cm
Note: Availability may vary by country or region.	

For information on how to purchase Lexmark Premium Photo Paper or Lexmark Photo Paper in your country or region, go to www.lexmark.com.

Using genuine Lexmark print cartridges

Lexmark printers, print cartridges, and photo paper are designed to perform together for superior print quality.

If you receive an **Out of Original Lexmark Ink** message, the original Lexmark ink in the indicated cartridge (s) has been depleted.

If you believe you purchased a new, genuine Lexmark print cartridge, but the **Out of Original Lexmark Ink** message appears:

- 1 Click **Learn More** on the message.
- 2 Click **Report a non-Lexmark print cartridge**.

To prevent the message from appearing again for the indicated cartridge(s):

- Replace your cartridge(s) with new Lexmark print cartridge(s).
- If you are printing from a computer, click **Learn more** on the message, select the check box, and click **Close**.
- If you are using the printer without a computer, press **Cancel**.

Lexmark's warranty does not cover damage caused by non-Lexmark ink or print cartridges.

Refilling a print cartridge

The warranty does not cover repair of failures or damage caused by a refilled cartridge. Lexmark does not recommend use of a refilled cartridge. Refilling a cartridge can affect print quality and may cause damage to the printer. For best results, use Lexmark supplies.

Recycling Lexmark products

To return Lexmark products to Lexmark for recycling:

- 1 Visit our Web site at www.lexmark.com/recycle.
- 2 Follow the instructions on the computer screen.

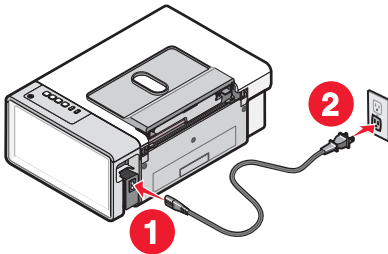


Troubleshooting

- “Setup troubleshooting” on page 56
- “Print troubleshooting” on page 58
- “Copy troubleshooting” on page 61
- “Scan troubleshooting” on page 62
- “Fax troubleshooting” on page 64
- “Jams and misfeeds troubleshooting” on page 65
- “Error messages” on page 68
- “Removing and reinstalling the software” on page 69


Setup troubleshooting



- “Power button is not lit” on page 56
- “Software does not install” on page 56
- “Page does not print” on page 57

Power button is not lit


Check power connection	<ol style="list-style-type: none">1 Disconnect the power cord from the wall outlet, and then from the printer.2 Plug the cord all the way into the power supply on the printer.  <ol style="list-style-type: none">3 Plug the cord into an electrical outlet that other electrical devices have been using.4 If the  light is not on, press .
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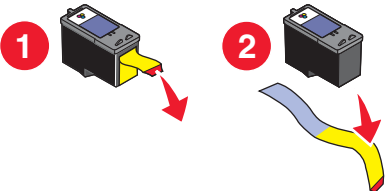


Software does not install

Check your operating system	The following operating systems are supported: Windows 2000, Windows XP, Windows Vista, and Mac OS X. Note: For Windows 2000 users, make sure you are using Service Pack 3 or later.
Check your system requirements	Check that your computer meets the minimum system requirements listed on the box.
USB cable may not be connected	<ol style="list-style-type: none">1 Check the USB cable for any obvious damage.2 Firmly plug the square end of the USB cable into the back of the printer.3 Firmly plug the rectangular end of the USB cable into the USB port of the computer. The USB port is marked with the  USB symbol.

Use these steps to install the printer software	<ol style="list-style-type: none"> 1 Turn off and then restart your computer. 2 Click Cancel on all New Hardware Found screens. 3 Insert the CD, and then follow the instructions on the computer screen to reinstall the software.
May need to reconnect power supply	<ol style="list-style-type: none"> 1 Press  to turn the printer off. 2 Disconnect the power cord from the wall outlet. 3 Gently remove the power supply from the printer. 4 Reconnect the power supply to the printer. 5 Plug the power cord into the wall outlet. 6 Press  to turn the printer on.
Other software may be running	<ol style="list-style-type: none"> 1 Close all open software applications. 2 Disable any anti-virus programs. 3 Double-click the My Computer icon. In Windows XP, click Start to access the My Computer icon. 4 Double-click the CD-ROM drive icon. 5 If necessary, double-click setup.exe. 6 Follow the instructions on the computer screen to install the software.
Software may not be installed correctly	<ol style="list-style-type: none"> 1 Uninstall the printer software, and then reinstall it. For more information, see “Removing and reinstalling the software” on page 69. 2 If the software still does not install correctly, visit our Web site at www.lexmark.com to check for the latest software. <ol style="list-style-type: none"> a In all countries or regions except the United States, select your country or region. b Click the links for drivers or downloads. c Select your printer family. d Select your printer model. e Select your operating system. f Select the file you want to download, and then follow the directions on the computer screen.

Page does not print

Check the control panel for any blinking lights	If one of the lights is blinking, see “Blinking lights on the control panel” on page 67.
Check power	If the  light is not on, see “Power button is not lit” on page 56.
Paper may not be loaded correctly	Remove and then load paper.
Check ink	Check the ink levels, and install new print cartridges if necessary.

Cartridges may have tape on them	<ol style="list-style-type: none"> 1 Remove the print cartridges. 2 Make sure the sticker and tape have been removed.  <ol style="list-style-type: none"> 3 Reinsert the cartridges.
Make sure the printer is set as the default printer and is not on hold or paused.	<ol style="list-style-type: none"> 1 Click: <ul style="list-style-type: none"> • In Windows XP Pro: Start → Settings → Printers and Faxes. • In Windows XP Home: Start → Control Panel → Printers and Faxes. • In Windows 2000 or Windows Vista: Start → Settings → Printers. 2 Double-click the name of your printer. 3 Click Printer. <ul style="list-style-type: none"> • Make sure no check mark appears next to Pause Printing. • Make sure a check mark does appear next to Set As Default.
May need to reconnect power supply	<ol style="list-style-type: none"> 1 Press  to turn the printer off. 2 Disconnect the power cord from the wall outlet. 3 Gently remove the power supply from the printer. 4 Reconnect the power supply to the printer. 5 Plug the power cord into the wall outlet. 6 Press  to turn the printer on.
Software may not be installed correctly	<ol style="list-style-type: none"> 1 Uninstall the printer software, and then reinstall it. For more information, see “Removing and reinstalling the software” on page 69. 2 If the software still does not install correctly, visit our Web site at www.lexmark.com to check for the latest software. <ol style="list-style-type: none"> a In all countries or regions except the United States, select your country or region. b Click the links for drivers or downloads. c Select your printer family. d Select your printer model. e Select your operating system. f Select the file you want to download, and then follow the directions on the computer screen.

Print troubleshooting

- “Improving print quality” on page 59
- “Poor text and graphic quality” on page 59
- “Poor quality at the edges of the page” on page 60
- “Print speed is slow” on page 60
- “Partial document or photo prints” on page 60

Improving print quality

Check paper	<ul style="list-style-type: none"> • Use the appropriate paper for the document. If you are printing photos or other high-quality images, for best results use Lexmark Premium Photo Paper or Lexmark Photo Paper. • Use a paper that is a heavier weight or bright white.
Check print cartridges	<p>If the document still does not have the print quality you want, follow these steps:</p> <ol style="list-style-type: none"> 1 Align the print cartridges. For more information, see “Aligning the print cartridges” on page 51. If print quality has not improved, continue to step 2. 2 Clean the print cartridge nozzles. For more information, see “Cleaning the print cartridge nozzles” on page 52. If print quality has not improved, continue to step 3. 3 Remove and reinsert the print cartridges. For more information, see “Removing a used print cartridge” on page 49 and “Installing print cartridges” on page 49. If print quality has not improved, continue to step 4. 4 Wipe the print nozzles and contacts. For more information, see “Wiping the print cartridge nozzles and contacts” on page 52. If print quality is still not satisfactory, replace the print cartridges. For more information, see “Ordering supplies” on page 54.

Poor text and graphic quality

- Blank pages
- Dark print
- Faded print
- Incorrect colors
- Light and dark bands in print
- Skewed lines
- Smudges
- Streaks
- White lines in print

Check ink	Check the ink levels, and install new print cartridges if necessary.
Review steps to improve print quality	See “Improving print quality” on page 51.
Remove sheets as they are printed	<p>To avoid ink smudging when you are working with the following media, remove each sheet as it exits, and allow it to dry:</p> <ul style="list-style-type: none"> • Documents with graphics or images • Photo paper • Heavyweight matte or glossy paper • Transparencies • Labels • Envelopes • Iron-on transfers <p>Note: Transparencies may take up to 15 minutes to dry.</p>
Use a different brand of paper	Each paper brand accepts ink differently and prints with color variations. If you are printing photos or other high-quality images, for best results use Lexmark Premium Photo Paper or Lexmark Photo Paper.

Check paper condition	Use only new, unwrinkled paper.
Software may not be installed correctly	For more information, see “Software may not be installed correctly” on page 57.

Poor quality at the edges of the page

Check minimum print settings	<p>Unless you are using the borderless feature, use these minimum print margin settings:</p> <ul style="list-style-type: none"> • Left and right margins: <ul style="list-style-type: none"> – 6.35 mm (0.25 in.) for letter size paper – 3.37 mm (0.133 in.) for all paper sizes except letter • Top margin: 1.7 mm (0.067 in.) • Bottom margin: 12.7 mm (0.5 in.)
Select the Borderless print feature	<ol style="list-style-type: none"> 1 From the software application, click File → Print. 2 Click Properties, Preferences, Options, or Setup. 3 Click Print Layout. 4 Click Borderless.
Be sure paper size matches the printer setting	<ol style="list-style-type: none"> 1 From the software application, click File → Print. 2 Click Properties, Preferences, Options, or Setup. 3 Click Paper Setup. 4 Check the paper size.

Print speed is slow

Maximize computer processing speed	Close all applications not in use.
	Try minimizing the number and size of graphics and images in the document.
	Remove as many unused fonts as possible from your system.
Add memory	Consider purchasing more RAM.
Select a lower print quality	<ol style="list-style-type: none"> 1 From the software application, click File → Print. 2 Click Properties, Preferences, Options, or Setup. 3 Click Quality/Copies. 4 From the Quality/Speed area, select a lower print quality.
Software may not be installed correctly	For more information, see “Software may not be installed correctly” on page 57.

Partial document or photo prints

Check document placement	Make sure the document or photo is loaded facedown on the scanner glass in the lower right corner.
Check paper size	Make sure the paper size being used matches the size you selected.


Photo smudges

Photo smudges	To prevent smudging, avoid touching the surface of a printed photo. For best results, remove each printed sheet individually from the paper exit tray, and allow the prints to dry at least 24 hours before stacking, displaying, or storing.
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Copy troubleshooting

- “Copier does not respond” on page 61
- “Scanner unit does not close” on page 61
- “Poor copy quality” on page 61
- “Partial document or photo copies” on page 62

Copier does not respond

Check the control panel for any blinking lights	If one of the lights is blinking, see “Blinking lights on the control panel” on page 67.
Check power	If the  light is not on, see “Power button is not lit” on page 56.
Software may not be installed correctly	For more information, see “Software may not be installed correctly” on page 58.

Scanner unit does not close

Check for obstructions	<ol style="list-style-type: none">1 Lift the scanner unit.2 Remove any obstruction keeping the scanner unit open.3 Lower the scanner unit.
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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

Check the control panel for any blinking lights	If one of the lights is blinking, see “Blinking lights on the control panel” on page 67.
Check ink	Check the ink levels, and install a new print cartridge if necessary.
Clean the scanner glass	If the scanner glass is dirty, gently wipe it with a clean, lint-free cloth dampened with water.
Review steps to improve print quality	See “Improving print quality” on page 51.
Check quality of original document	If the quality of the original document is not satisfactory, try using a clearer version of the document or image.

Are you scanning from photo or glossy paper, a magazine, or a newspaper?	If you are copying or scanning from photo or glossy paper, a magazine, or a newspaper, see “Removing image patterns from photos, magazines, or newspapers” on page 43.
Check document placement	Make sure the document or photo is loaded facedown on the scanner glass in the lower right corner.


Partial document or photo copies

Check document placement	Make sure the document or photo is loaded facedown on the scanner glass in the lower right corner.
Check paper size	Make sure the paper size being used matches the size you selected.


Scan troubleshooting

- “Scanner does not respond” on page 62
- “Scan was not successful” on page 62
- “Scanning takes too long or freezes the computer” on page 63
- “Poor scanned image quality” on page 63
- “Partial document or photo scans” on page 63

Scanner does not respond

Check the control panel for any blinking lights	If one of the lights is blinking, see “Blinking lights on the control panel” on page 67.
Check power	If the  light is not on, see “Power button is not lit” on page 56.
Make sure the printer is set as the default printer and is not on hold or paused.	<ol style="list-style-type: none"> 1 Click: <ul style="list-style-type: none"> • In Windows XP Pro: Start → Settings → Printers and Faxes. • In Windows XP Home: Start → Control Panel → Printers and Faxes. • In Windows 2000: Start → Settings → Printers. 2 Double-click the name of your printer. 3 Click Printer. <ul style="list-style-type: none"> • Make sure no check mark appears next to Pause Printing. • Make sure a check mark does appear next to Set As Default.
Software may not be installed correctly	For more information, see “Software may not be installed correctly” on page 58.

Scan was not successful

USB cable may not be connected	<ol style="list-style-type: none"> 1 Check the USB cable for any obvious damage. 2 Firmly plug the square end of the USB cable into the back of the printer. 3 Firmly plug the rectangular end of the USB cable into the USB port of the computer. The USB port is marked with the  USB symbol.
Reboot computer	Turn off and then restart your computer.

Software may not be installed correctly	For more information, see “Software may not be installed correctly” on page 58.
---	---

Scanning takes too long or freezes the computer

Other software may be running	Close all programs not being used.
Change the scanning resolution to a lower value	<ol style="list-style-type: none"> 1 Load an original document facedown on the scanner glass. 2 From the desktop, double-click the Lexmark Imaging Studio icon. 3 From the left pane of the Welcome screen, click Scan. 4 Click Custom Settings. 5 Select a lower scan resolution. 6 Click Start.

Poor scanned image quality

Check the control panel for any blinking lights	If one of the lights is blinking, see “Blinking lights on the control panel” on page 67.
Clean the scanner glass	If the scanner glass is dirty, gently wipe it with a clean, lint-free cloth dampened with water.
Adjust the quality of the scan	<ol style="list-style-type: none"> 1 Load an original document facedown on the scanner glass. 2 From the desktop, double-click the Lexmark Imaging Studio icon. 3 From the left pane of the Welcome screen, click Scan. 4 Click Custom Settings. 5 Select a higher scan resolution. 6 Click Start.
Review steps to improve print quality	See “Improving print quality” on page 51.
Are you scanning from photo or glossy paper, a magazine, or a newspaper?	If you are copying or scanning from photo or glossy paper, a magazine, or a newspaper, see “Removing image patterns from photos, magazines, or newspapers” on page 43.
Check quality of original document	If the quality of the original document is not satisfactory, try using a clearer version of the document or image.
Check document placement	Make sure the document or photo is loaded facedown on the scanner glass in the lower right corner.


Partial document or photo scans

Check document placement	Make sure the document or photo is loaded facedown on the scanner glass in the lower right corner.
Check paper size	Make sure the paper size being used matches the size you selected.

Fax troubleshooting

- “Cannot send or receive a fax” on page 64
- “Can send but not receive faxes” on page 64
- “Can receive but not send faxes” on page 64
- “Printer receives a blank fax” on page 64
- “Received fax has poor print quality” on page 65

Cannot send or receive a fax

Check the control panel for any blinking lights	If one of the lights is blinking, see “Blinking lights on the control panel” on page 67.
Check power	If the  light is not on, see “Power button is not lit” on page 56.
Check cable connections	Make sure cable connections for the following hardware are secure, if applicable: <ul style="list-style-type: none">• Power supply• Telephone• Handset• Answering machine
Verify dial tone	<ul style="list-style-type: none">• 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, wait until the other device is finished before sending a fax.
Check for paper jams	Check for and clear any paper jams.
Disable Call Waiting temporarily	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.

Can send but not receive faxes

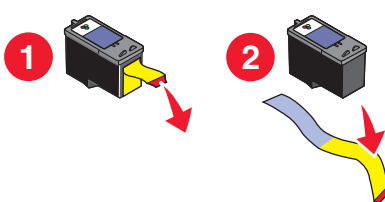
Load paper	Load paper to print any faxes that have been stored in the computer.
Check ink	Check the ink levels, and install a new cartridge if necessary.

Can receive but not send faxes

Check document placement	Load the original document facedown in the lower right corner of the scanner glass.
--------------------------	---

Printer receives a blank fax

Check original	Ask the sender to verify the original document was loaded correctly.
Check ink	Check the ink levels, and install a new print cartridge if necessary.

Cartridges may have tape on them	<ol style="list-style-type: none"> 1 Remove the print cartridges. 2 Make sure the sticker and tape have been removed.  <ol style="list-style-type: none"> 3 Reinsert the print cartridges.
----------------------------------	---







Received fax has poor print quality

Review checklist for sender	<ul style="list-style-type: none"> • 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.
Check ink	Check the ink levels, and install a new print cartridge if necessary.

Jams and misfeeds troubleshooting

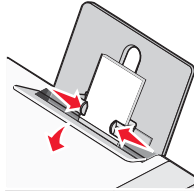
- “Paper jams” on page 65
- “Paper or specialty media misfeeds” on page 66
- “Printer does not feed paper, envelopes, or specialty media” on page 66
- “Banner paper jams” on page 66

Paper jams

Is the jam in the paper support?	<ol style="list-style-type: none"> 1 Press  to turn off the printer. 2 Firmly grasp the paper, and gently pull it out. 3 Press  to turn the printer back on.
Is the jam in the printer?	To automatically eject the paper: <ol style="list-style-type: none"> 1 Press  to turn off the printer. 2 Press  again to turn the printer back on. The paper automatically ejects from the printer.
	To manually remove the paper: <ol style="list-style-type: none"> 1 Press  to turn off the printer. 2 Firmly grasp the paper, and gently pull it out. 3 Press  to turn the printer back on.

Paper or specialty media misfeeds


If paper or specialty media misfeeds or skews, or if multiple sheets feed or stick together, try the following solutions.

Check paper condition	Use only new, unwrinkled paper.
Check paper loading	<ul style="list-style-type: none"> • Load a smaller amount of paper into the printer. • Load paper with the print side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.) <p>See “Loading various paper types” on page 21 for information about:</p> <ul style="list-style-type: none"> • Maximum loading amounts per paper type • Specific loading instructions for supported paper and specialty media
Remove each page as it is printed	Remove each page as it exits, and let it dry completely before stacking.
Adjust the paper guides	<p>Adjust the paper guides:</p> <ul style="list-style-type: none"> • When using media less than 8.5 inches wide • To rest against the edges of the paper or media, making sure it does not buckle 

Printer does not feed paper, envelopes, or specialty media









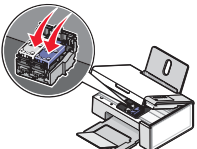






Check for paper jams	Check for and clear any paper jams. For more information, see “Paper jams” on page 65.
Check media loading	<ul style="list-style-type: none"> • Verify that the specialty media is loaded correctly. For more information, see “Loading various paper types” on page 21. • Try loading one page, envelope, or sheet of specialty media at a time.
Make sure the printer is set as the default printer and is not on hold or paused	<ol style="list-style-type: none"> 1 Click: <ul style="list-style-type: none"> • For Windows XP Pro: Start → Settings → Printers and Faxes. • For Windows XP Home: Start → Control Panel → Printers and Faxes. • For Windows 2000: Start → Settings → Printers. 2 Double-click the name of your printer. 3 Click Printer. <ul style="list-style-type: none"> • Make sure no check mark appears next to Pause Printing. • Make sure a check mark does appear next to Set As Default.



Banner paper jams

Clear banner paper jams	<ol style="list-style-type: none"> 1 Press  to turn off the printer. 2 Remove the jammed banner paper from the printer.
-------------------------	--

Review banner printing checklist	<ul style="list-style-type: none"> • Use only the number of sheets needed for the banner. • Select the following settings to enable the printer to feed paper continuously without jamming: <ol style="list-style-type: none"> 1 With a document open, click File → Print. 2 Click Properties, Preferences, Options, or Setup. 3 Select the Paper Setup tab. 4 From the Paper Size area, select Banner. 5 Select Letter Banner or A4 Banner as the paper size. 6 Select Portrait or Landscape. 7 Click OK. 8 Click OK or Print.
----------------------------------	---

Blinking lights on the control panel

  blinks rapidly	<p>The printer may:</p> <ul style="list-style-type: none"> • be out of paper in the middle of a print or copy job. <ol style="list-style-type: none"> 1 Load more paper. See “Loading paper” on page 21. 2 Press   to continue printing or copying. • have a paper jam. <ol style="list-style-type: none"> 1 Clear the paper jam. For more information, see “Jams and misfeeds troubleshooting” on page 65. 2 Press  .
  blinks slowly	<p>The print cartridge carriers are stuck.</p> <ol style="list-style-type: none"> 1 Raise the scanner unit. 2 Remove any objects blocking the path of the cartridge carriers. 3 Make sure the cartridge carrier lids are closed.  <ol style="list-style-type: none"> 4 Lift the scanner unit, gently push the scanner support towards the cartridge carriers, and carefully lower the scanner unit until it is completely closed. 5 Press  . <p>If   is still blinking slowly:</p> <ol style="list-style-type: none"> 1 Raise the scanner unit again. 2 Reinstall the print cartridges. For more information, see “Installing print cartridges” on page 49.
 light is blinking	<p>The color print cartridge needs to be replaced soon.</p> <p>To order supplies, see “Ordering supplies” on page 54.</p>
 light is on	<p>The color print cartridge needs to be replaced immediately.</p> <p>Replace the color print cartridge with a new one. For more information, see “Changing print cartridges” on page 49.</p>

 light is blinking	The black (or photo) print cartridge needs to be replaced soon. To order supplies, see “Ordering supplies” on page 54.
 light is on	The black (or photo) print cartridge needs to be replaced immediately. Replace the black (or photo) print cartridge with a new one. For more information, see “Changing print cartridges” on page 49.

Error messages

These messages appear on your computer screen.

Cartridge Alert	<p>One of the print cartridges needs to be replaced soon.</p> <p>Replace the print cartridge with a new cartridge. For more information, see “Removing a used print cartridge” on page 49 and “Installing print cartridges” on page 49.</p> <p>To order supplies, click Order Ink on your computer screen. You can also see “Ordering supplies” on page 54.</p>
Black cartridge replacement required	<p>A new black (or photo) print cartridge needs to be installed.</p> <p>If available, click the Continue button on your computer screen to print using the color print cartridge. (The Continue button is available only at the beginning of a print job.)</p> <p>Note: A variable amount of ink remains in the black (or photo) print cartridge.</p> <p>Follow these steps to replace the black (or photo) print cartridge in your printer:</p> <ol style="list-style-type: none"> 1 Cancel the print job if not already canceled. 2 Replace the black (or photo) print cartridge with a new cartridge. For more information, see “Removing a used print cartridge” on page 49 and “Installing print cartridges” on page 49. 3 Print again. <p>To order supplies, click Order Ink on your computer screen. You can also see “Ordering supplies” on page 54 in this guide.</p>
Color cartridge replacement required	<p>A new color print cartridge needs to be installed.</p> <p>If available, click the Continue button on your computer screen to print using the black (or photo) print cartridge. (The Continue button is available only at the beginning of a print job.)</p> <p>Note: A variable amount of ink remains in the color print cartridge.</p> <p>Follow these steps to replace the color print cartridge in your printer:</p> <ol style="list-style-type: none"> 1 Cancel the print job if not already canceled. 2 Replace the color print cartridge with a new cartridge. For more information, see “Removing a used print cartridge” on page 49 and “Installing print cartridges” on page 49. 3 Print again. <p>To order supplies, click Order Ink on your computer screen. You can also see “Ordering supplies” on page 54 in this guide.</p>

Black and Color cartridge replacement required	<p>New print cartridges need to be installed. The print job has been canceled.</p> <p>Note: A variable amount of ink remains in the black (or photo) and color print cartridges.</p> <ol style="list-style-type: none"> 1 Replace the print cartridges with new cartridges. For more information, see “Removing a used print cartridge” on page 49 and “Installing print cartridges” on page 49. 2 Print again. <p>To order supplies, click Order Ink on your computer screen. You can also see “Ordering supplies” on page 54 in this guide.</p>
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Removing and reinstalling the software

If the printer is not functioning properly, or if a communications error message appears when you try to use the printer, you may need to remove and reinstall the printer software.

- 1 Click **Start → Programs** or **All Programs → Lexmark 2500 Series**.
- 2 Select **Uninstall**.
- 3 Follow the instructions on the computer screen to remove the printer software.
- 4 Restart the computer before reinstalling the printer software.
- 5 Click **Cancel** on all New Hardware Found screens.
- 6 Insert the CD, and then follow the instructions on the computer screen to reinstall the software.

Note: If the install screen does not appear automatically after you restart your computer, click **Start → Run**, and then type **D:\setup**, where **D** is the letter of your CD-ROM drive.

Notices

Product name:

Lexmark 2500 Series

Machine type:

4428

Model(s):

001

Edition notice

December 2006

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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:

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Conventions

Note: A *Note* identifies something that could help you.

Warning: A *Warning* identifies something that could damage your product hardware or software.

 **CAUTION:** A *CAUTION* identifies something that could cause you harm.

 **CAUTION:** This type of *CAUTION* indicates that you should *not touch* the marked area.

 **CAUTION:** This type of *CAUTION* indicates a *hot surface*.

 **CAUTION:** This type of *CAUTION* indicates a *shock hazard*.

 **CAUTION:** This type of *CAUTION* indicates a *tipping hazard*.

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	50
Scanning	40
Copying	50
Ready	inaudible

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.

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.	14
Copying	The product is generating hard-copy output from hard-copy original documents.	15
Scanning	The product is scanning hard-copy documents.	8
Ready	The product is waiting for a print job.	6

Mode	Description	Power consumption (Watts)
Power Saver	The product is in energy-saving mode.	not applicable
High Off	The product is plugged into a wall outlet, but the power switch is turned off.	not applicable
Low Off (<1 W Off)	The product is plugged into a wall outlet, the power switch is turned off, and the product is in the lowest possible power consumption mode.	not applicable
Off	The product is plugged into a wall outlet, but the power switch is turned off.	5

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.

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.

End-user license agreement

Opening this package, installing the printing device software, or using the print cartridges inside, confirms your acceptance of the following license/agreement: The patented print cartridges contained inside are licensed for a single use only and is/are designed to stop working after delivering a fixed amount of ink. A variable amount of ink will remain in the cartridge when replacement is required. After this single use, the license to use the print cartridge terminates, and the used cartridge must be returned only to Lexmark for remanufacturing, refilling or recycling. **If you do not accept the terms of this single use license/agreement, return this product in its original packaging to your point of purchase.** A replacement cartridge sold without these terms is available at www.lexmark.com.

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