LEXMARK™

X422

User's Reference

January 2004

www.lexmark.com

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Edition notice

Edition: January 2004

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Notices

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

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Licensing notice

The MFP resident software contains:

- Software developed and copyrighted by Lexmark

- Lexmark modified software licensed under the provisions of the GNU General Public License version 2 and the GNU Lesser General Public License version 2.1

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Since the GNU licensed software that the Lexmark modifications are based upon is supplied explicitly without warranty, use of the Lexmark modified version is similarly provided without warranty. See the warranty disclaimers in the referenced licenses for additional details.

To obtain source code files for the Lexmark modified GNU licensed software, launch the drivers CD that shipped with your MFP and click **Contact Lexmark**.

Safety information

- If your product is *not* marked with this symbol ▯ , it *must* be connected to an electrical outlet that is properly grounded.
  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 cord or telephone, during a lightning storm.
- The power cord must be connected to an electrical outlet that is near the product and easily accessible.
- Refer service or repairs, other than those described in the operating instructions, 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.
- Your product uses a laser.
  CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
- Your product uses a printing process that heats the print media, and the heat may cause the print media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.
- This product contains mercury in the lamp (<5mg Hg). Disposal of mercury may be regulated due to environmental considerations. For disposal or recycling information, contact your local authorities or the Electronic Industries Alliance: www.eiae.org.

Cautions and warnings

CAUTION: A caution identifies something that might cause you harm.

Warning: A warning identifies something that might damage your MFP hardware or software.

Electronic emission notices

Federal Communications Commission (FCC) compliance information statement

The Lexmark X422 MFP, Type 7001-001, has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and

can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

The manufacturer is not responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

> **Note:** To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1329605 for parallel attach or 12A2405 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Industry Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 89/336/EEC, 73/23/EEC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility and safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.A declaration of conformity with the requirements of the directives has been signed by the Director of Manufacturing and Technical Support, Lexmark International, S.A., Boigny, France.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950.

Radio interference notice

> **Warning:** This is a Class A product. In a domestic environment, this product may cause radio interference, in which case, the user may be required to take adequate measures.

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

1-meter average sound pressure, dBA	
Printing (simplex)	51
Copying from the automatic document feeder	52
Scanning from the automatic document feeder	47
Idling	30

Energy Star

The EPA ENERGY STAR Office Equipment program is a partnership effort with office equipment manufacturers to promote the introduction of energy-efficient products and to reduce air pollution caused by power generation.

Companies participating in this program introduce products that power down when they are not being used. This feature will cut the energy used by up to 50 percent. Lexmark is proud to be a participant in this program.

As an ENERGY STAR Partner, Lexmark International, Inc. has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

Laser notices

Laser advisory label

A laser notice label may be affixed to this MFP as shown:
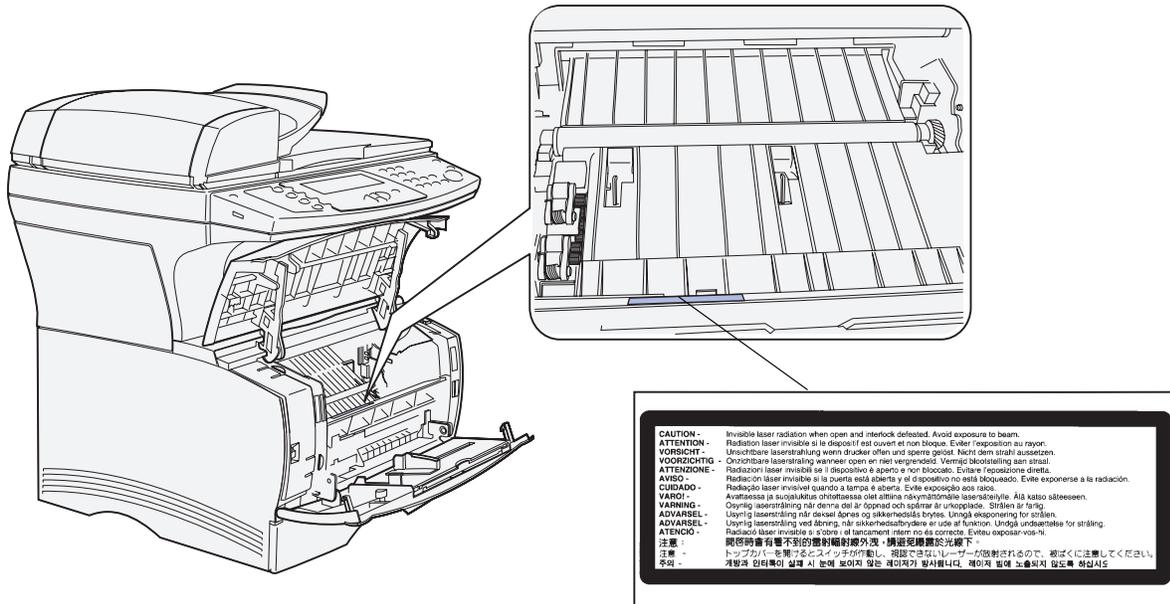
Laser statement

The MFP is certified in the U.S. to conform to the requirements of DHHS 21 CFR Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1.

Class I laser products are not considered to be hazardous. The MFP contains internally a Class IIIb (3b) laser that is nominally a 5 milliwatt gallium arsenide laser operating in the wavelength region of 770-795 nanometers. The laser system and MFP are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

Statement of limited warranty

Lexmark International, Inc., Lexington, KY

This warranty applies to the United States and Canada. For customers outside the U.S. and Canada, refer to the country-specific warranty information that came with your MFP.

Notices

Lexmark X422

This Statement of Limited Warranty applies to this product if it was originally purchased for your use, and not for resale, from Lexmark or a Lexmark remarketer, referred to in this statement as "Remarketer."

Warranty

Lexmark warrants that this product:

- Is manufactured from new parts, or new and serviceable used parts, which perform like new parts
- Is free from defects in material and workmanship
- Conforms to Lexmark's official published specifications
- Is in good working order

If this product does not function as warranted during the warranty period, contact a Remarketer or Lexmark for repair without charge.

If this product is a feature or option, this statement applies only when that feature or option is used with the product for which it was designed. To obtain warranty service, you may be required to present the feature or option with the product.

If you transfer this product to another user, warranty service under the terms of this statement is available to that user for the remainder of the warranty period. You should transfer proof of original purchase and this statement to that user.

Warranty service

The warranty period is 12 months and starts on the date of original purchase as shown on the purchase receipt.

To obtain warranty service you may be required to present proof of original purchase. Warranty service will be provided at a Lexmark designated location.

When warranty service involves the exchange of a product or part, the item replaced becomes the property of the Remarketer or Lexmark. The replacement may be a new or repaired item. The replacement item assumes the remaining warranty period of the original product.

Replacement is not available to you if the product you present for exchange is defaced, altered, in need of a repair not included in warranty service, or damaged beyond repair. Also, such product must be free of any legal obligation or restrictions that prevent its exchange.

Before you present this product for warranty service, remove all programs, data, and removable storage media.

For further explanation of your warranty alternatives and the nearest Lexmark authorized servicer in your area, please contact Lexmark at 1-859-232-3000, or on the World Wide Web at **http://support.lexmark.com**.

Remote technical support is provided for this product throughout its warranty period. Lexmark offers a variety of extended warranty programs that include an extension of technical support. For products no longer covered by a Lexmark warranty, technical support may only be available for a fee.

Extent of warranty

We do not warrant uninterrupted or error-free operation of a product.

Warranty service does not include repair of failures caused by:

- Modification or attachments
- Accidents or misuse
- Unsuitable physical or operating environment
- Maintenance by anyone other than Lexmark or a Lexmark authorized servicer
- Operation of a product beyond the limit of its duty cycle
- Failure to have installed a maintenance kit as specified (if applicable)
- Use of printing media outside of Lexmark specifications
- Use of other than Lexmark supplies (such as toner cartridges, inkjet cartridges, and ribbons)
- Use of other than Lexmark product or component

ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE WARRANTY PERIOD. NO WARRANTIES, EXPRESS OR IMPLIED, WILL APPLY AFTER THIS PERIOD.

Limitation of liability

Your sole remedy under this Statement of Limited Warranty is set forth in this section. For any claim concerning performance or nonperformance of Lexmark or a Remarketer for this product under this Statement of Limited Warranty, you may recover actual damages up to the limit set forth in the following paragraph.

Lexmark's liability for actual damages from any cause whatsoever will be limited to the greater of 1) $5,000 or 2) the amount you paid for the product that caused the damages. This limitation of liability will not apply to claims by you for bodily injury or damage to real property or tangible personal property for which Lexmark is legally liable. In no event will Lexmark be liable for any lost profits, lost savings, incidental damage, or other economic consequential damages. This is true even if you advise Lexmark or a Remarketer of the possibility of such damages. Lexmark is not liable for any claim by you based on a third party claim.

This limitation of remedies also applies to any developer of materials supplied to Lexmark. Lexmark's and the developer's limitations of remedies are not cumulative. Such developer is an intended beneficiary of this limitation.

Additional rights

Some states do not allow limitations on how long an implied warranty lasts, or do not allow the exclusion or limitation of incidental or consequential damages. If such laws apply, the limitations or exclusions contained in this statement may not apply to you.

This warranty gives you specific legal rights. You may also have other rights which vary from state to state.

1 Overview

The following illustrations show the standard Lexmark™ X422 multifunction printer (MFP), the MFP configured with an optional 250-sheet drawer, and the MFP configured with a 500-sheet drawer.

Standard MFP

Optional
250-sheet
drawer

Optional 500-sheet
drawer
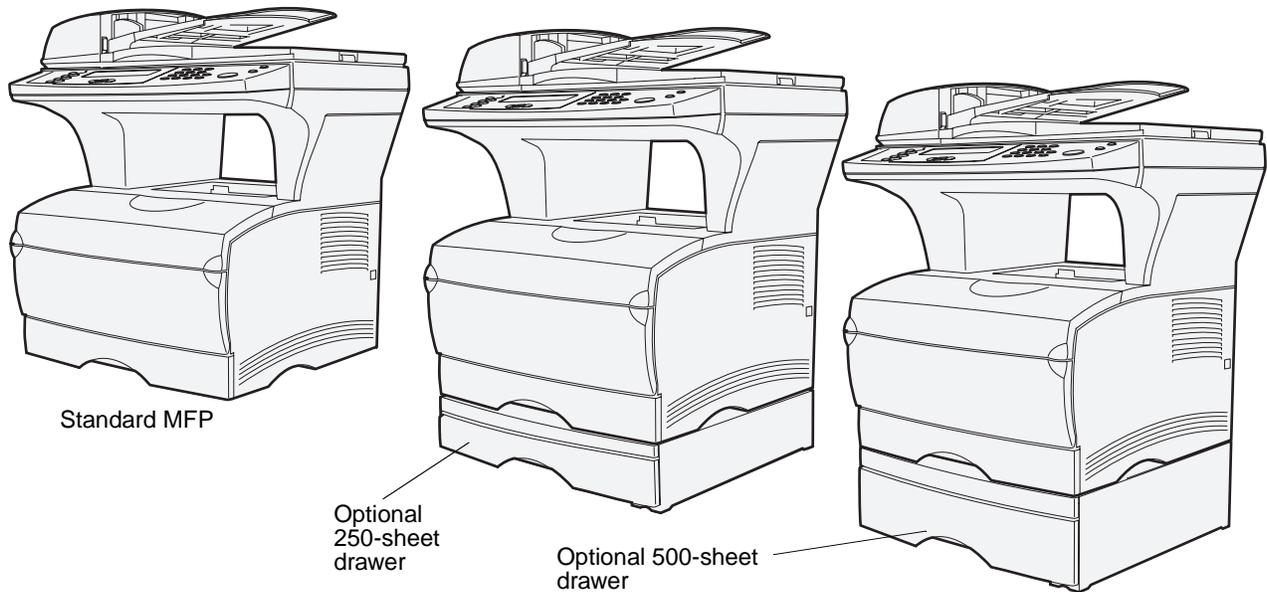
Note: You may only use one of the optional drawers at a time.

2 Printing, copying, faxing, and scanning

This chapter provides examples of typical jobs, as well as information on avoiding jams, printing certain types of jobs, and canceling a print job from the control panel.

Tips on storing media

There are two types of media — scan media and print media. *Scan media* is what is placed in the automatic document feeder (ADF) or on the scanner flatbed. Some types of scan media cannot be run through the ADF, so it has to be placed on the scanner flatbed.

Print media, which is paper, card stock, transparencies, labels, and envelopes, is loaded into print media sources which are the trays and the multipurpose feeder. Card stock, transparencies, labels, and envelopes are sometimes referred to as *specialty media*.

Store your print media properly. For more information, see **Storing print media** in **Media specifications and guidelines**.

Scanning information

Avoiding jams when scanning

Place scan media in the appropriate place — either the automatic document feeder (ADF) or the scanner flatbed. If you are unsure if your document will cause a jam in the ADF, we recommend that you scan it using the scanner flatbed.

The ADF only accommodates paper in the following sizes: A4, A5, JIS B5, folio, letter, legal, executive, statement. The ADF can handle paper weights up to 60–120 g/m^2 (16–32 lb).

You may place up to 50 sheets of 20 lb paper in the ADF.

Some tips for scan media to avoid jams in the ADF are:

- Do not load wrinkled, creased, damp, or curled scan media.

- Do not overload the ADF. The ADF can accommodate 50 sheets of 20 lb paper.

- Do not force a stack of scan media under the stack height limiter.

The following cannot be fed by the ADF:

- Paper with clip or staple attached

- Paper with ink not totally dry

- Paper with inconsistent thickness, such as envelopes

- Paper with wrinkles, curls, folds, or tears

- Paper that is too large or too small (use the scanner flatbed instead)

- Paper with an odd (non-rectangular) shape

- Paper with perforations on its side

- Tracing paper, coated paper, carbonless paper

- Items other than papers, such as cloth, metal, or overhead projector (OHP) film

- Notched paper

- Photographic paper

- Very thin paper

Scanning to e-mail or FTP

Note: You must set up e-mail and FTP before you can use them. See **E-mail/FTP Settings** for information about setting up e-mail and FTP.

You can scan a document directly to an e-mail address or File Transfer Protocol (FTP) site. This section describes the settings and options available. Once you have built a To: list and chosen the settings you want, press **Start** to begin scanning at any time.

Note: FTP is the protocol used across a network for exchanging files.

Build a To: list

You can add multiple e-mail recipients, or one FTP destination, to the To: list.

Search for name

Press **E-mail**, highlight `Search for name`, and press the **Select** button ✓. Use ✓ and the navigation arrow buttons to enter the name you are looking for. When you have entered the name or the first part of the name, highlight `Find` and then press ✓. When the results are displayed, use the up and down arrows to highlight the name you want, and then press ✓.

Manual e-mail addresses

Press **E-mail**, highlight `Manual e-mail address`, and then press ✓. Use ✓ and the navigation arrow buttons to enter the recipient's e-mail address. You can enter multiple e-mail addresses by separating each address with a comma. Highlight `Done`, and then press ✓ to return to the E-mail menu.

Manual FTP address

Press **E-mail**, highlight `Manual FTP address`, and then press ✓. Use ✓ and the navigation arrow buttons to enter the FTP address. You can only enter one FTP address. Highlight `Done`, and then press ✓ to return to the E-mail menu.

View To: list

Press **E-mail**, and then highlight `View To: list` to view the list you have built to verify you have the correct recipients. If you need to remove a recipient, use the up and down arrow buttons to highlight the recipient's address, and then press ✓ to select that recipient. Use the navigation arrow buttons to highlight `Delete`, and then press ✓ to delete the recipient's name from the `To: list`.

Once you build a To: list, you can save it for future use. Use the navigation arrow buttons to highlight `Save List`, and then press ✓. The To: list is saved as a shortcut, and the new shortcut number is displayed. You can change the name and number of the shortcut by browsing to the IP address or host name of the MFP. Save the change and continue with processing the e-mail.

Specify original size

To specify the original size of your scan, use the navigation arrow buttons to highlight `Options` from the E-mail menu, and then press ✓. Use the navigation arrow buttons to highlight `What will be scanned`, and then press ✓. Press the left or right arrow until you see the size you need.

Specify orientation

To specify the orientation of your scan, use the navigation arrow buttons to highlight `Options` from the E-mail menu, and then press ✓. Use the navigation arrow buttons to highlight `What will be scanned`, and then press ✓. Press the down arrow until `Orientation` is highlighted, and then press the left or right arrow to select portrait or landscape orientation.

Specify content

To specify the type of content on your original document, use the navigation arrow buttons to highlight `Options` from the E-mail menu, and then press ✓. Use the navigation arrow buttons to highlight `What will be scanned`, and then press ✓. Press the down arrow until `Content` is highlighted. Press the left or right arrow to choose the content type that matches your original document. Choose among `Text/Graphics`, `Photo`, and `Text`.

Specify format

To specify the format in which your scans are sent, use the navigation arrow buttons to highlight `Options` from the E-mail menu, and then press ✓. Use the navigation arrow buttons to highlight `What will be sent`, and then press ✓. Press the down arrow until `Format` is highlighted. Press the left or right arrow to choose the type of file to be attached to your e-mail. Choose among PDF, PS, TIFF, and JPEG. For information on these types, see **Format**.

Set darkness

To adjust the resolution of your scanned documents, use the navigation arrow buttons to highlight `Options` from the E-mail menu, and then press ✓. Use the navigation arrow buttons to highlight `What will be sent`, and then press ✓. Press the down arrow until `Darkness` is highlighted. Press the right arrow to increase the darkness or the left arrow to decrease the darkness.

Set resolution

To adjust the resolution of your scanned documents, use the navigation arrow buttons to highlight `Options` from the E-mail menu, and then press ✓. Use the navigation arrow buttons to highlight `What will be sent`, and then press ✓. Press the down arrow until `Resolution` is highlighted. Press the right arrow to increase the resolution, or the left arrow to decrease the resolution. The higher the resolution you choose, the larger the file size is.

> **Note:** Color impacts the resolution range. See **Color** in **What will be scanned** for more information.

Enter a subject line

To enter a unique subject line, use the navigation arrow buttons to highlight `Options` from the E-mail menu, and then press ✓. Use ✓ and the navigation arrow buttons to type the subject. Highlight `Done`, and then press ✓ to return to the E-mail menu `Options` screen.

Scanning to PC

Create a Scan Profile

A scan profile includes important information about your original document and presets the MFP control panel to those settings. The ScanBack™ Utility is an easy way to create Scan Profiles. You can also browse to the IP address or host name of the MFP to create Scan Profiles.

Use ScanBack utility

The ScanBack Utility is shipped on the drivers CD.

Step 1: Set up your Scan Profile

1 Launch the ScanBack Utility. If you installed the software using the default directories, click **Start** → **Programs** → **Lexmark** → **ScanBack** → **ScanBack Utility**.

2 Select the MFP you want to use. If none are listed, see your support person to obtain a list, or click the **Setup** button to manually search for an IP address or hostname. You must select an MFP to continue creating a profile.

3 Follow the instructions on the screens to define the type of document being scanned and the kind of output you want to create. Available settings are determined by the capabilities of the MFP you select.

4 Make sure to check:

- Show MFP Instructions—if you want to view or print the final directions
- Create Shortcut—if you want to save this group of settings to use again

5 Click **Finish**. A dialog box displays your scan profile information and the status of the received images.

Step 2: Scan your original documents

1 Locate the MFP you specified in the scan profile.

2 Load all pages face up in the ADF or face down in the scanner flatbed. See **Loading scan media in the ADF** and **Loading scan media in the scanner flatbed** for more information and illustrations for orientation.

3 On the control panel, press **Print/Profiles**.

4 Press the down arrow until **Profiles** is highlighted, and then press ✓.

5 Press the down arrow until your profile name is highlighted, and then press ✓ to start scanning.

> **Note:** If you are using the scanner flatbed, observe the control panel to see messages. If prompted to choose **Scan Next Page**, **Done**, or **Cancel**, place the next page on the scanner flatbed, highlight **Scan Next Page**, and then press ✓ to continue scanning. Highlight **Done** and press ✓ when all the pages have been scanned.

6 Return to your computer. Your output file is saved in the specified directory or launched in the application you specified.

Use the Web pages

The Web pages are stored in your MFP.

> **Note:** If the pages you browse to are blank, see **page 135**.

Step 1: Set up your Scan Profile

1 Type the IP address or host name of the MFP in the URL field of your browser, and then press **Enter**.

2 Click **Scan to Profile**.

3 Click **Create Scan Profile**.

4 Select your scan settings. For more explanation about the settings, see **Custom Scan Profile settings on page 26**.

5 Click **Next**.

> **Note:** Some versions of Windows operating systems have firewalls enabled. Contact your support person for assistance with the firewall.

Step 2: Select a storage location

1 Specify a path and file name for saving the scan output file to your computer. For example, browse to your desktop, find the appropriate directory, and type in a file name.

2 Assign a Profile Name. This is the name that appears in the profile list on the MFP control panel.

3 Click **Submit**. A Scan Profile window appears on your desktop indicating that your computer is waiting to receive the scan output file.

Step 3: Scan your original documents

1 Locate the MFP you specified in the scan profile.

2 Load all pages face up in the ADF or face down in the scanner flatbed. See **Loading scan media in the ADF** and **Loading scan media in the scanner flatbed** for more information and illustrations for orientation.

3 On the control panel, press **Print/Profiles**.

4 Highlight `Profiles`, and then press ✓.

5 Press the down arrow until your Profile Name is highlighted, and then press **Select** to start scanning.

> **Note:** If you are using the scanner flatbed, observe the control panel to see messages. If prompted to choose `Scan Next Page`, `Done`, or `Cancel`, place the next page on the scanner flatbed, highlight `Scan Next Page`, and then press ✓ to continue scanning. Highlight `Done` and press ✓ when all the pages have been scanned.

6   Return to your computer when the job is finished. The job status window changes to `Image Received`. Once your scan output file appears in the list, you can select it and launch an application to open the file.

> **Note:** Scan Profiles are not stored. Once the window is closed, the associated profile is removed from the control panel list.

Custom Scan Profile settings

Menu	Settings	Description
Quick Setup	Custom	Lets you customize the scan job settings.
	Text—BW - PDF Text—BW - TIFF Text/Graphics—BW - PDF Text/Graphics—Color - PDF Photo—Color - JPEG Photo—Color - TIFF	• Lists preset formats. • Lets you customize the brightness, set the size of your original documents, and the orientation of your scan file output.
Format Type	JPEG, PDF, TIFF and PS	Determines the final output format of the scanned document.
Content	Text, Text/Graphics, Photo	Describes the content of the original documents being scanned.
Color	Color (24 bit), Gray (8 bit), BW (1 bit)	Describes the color scale of the original documents being scanned. BW is Black and White.
Resolution	-- ——————————— ++ A range is provided.	Sets the resolution of the scanned document output file. Use the left and right arrow buttons to move through the range.
Original Size	A4, A5, JIS B5, Letter, Legal, Executive, Folio, Statement, (3 x 5 in.) Photo, (4 x 6 in.) Photo, Business Card	Tells the scanner the scan media size of the original documents being scanned.
Orientation	Portrait, Landscape	Determines the orientation of your scanned document output file.
Compression	JPEG, Zlib, Packbits, CCITT G4, None	There are different compression types for each format.
Darkness	A scale of 1 to 9 with 1 being the lightest setting and 9 being the darkest.	To lighten or darken text and images on the printed page.
JPEG Quality	A scale of 5 to 90 with 5 being the least amount of quality and 90 being the best.	As the JPEG Quality increases, the size of the output file increases also.

Custom Scan Profile fields within the menus

Field	Settings	Description
Save to	Type in the path or browse to the location	Path where scanned file is to be located.
Profile Name	Type in a unique name	• Name that appears in the MFP control panel. • Select this name in the MFP control panel to activate the scan profile.

Copying information

Making copies

Load pages to be copied either face up in the automatic document feeder (ADF) or face down on the scanner flatbed. (See **Loading scan media in the ADF** and **Loading scan media in the scanner flatbed** for more information.) This section describes the different settings available for copy jobs. Once you have chosen the settings you want, press **Start** to begin copying.

> **Note:** If the MFP is processing a job, you may interrupt to make a copy. See **Interrupting a job to make a copy** for more information.

Quick copies

To make one copy of a document, load your original documents into the ADF, or place your first original on the scanner flatbed, and press **Start**. The device automatically enters Copy mode and begins copying.

Select number of copies

To select the number of copies for your job, from the Home screen, type the number of copies on the keypad. The device automatically enters Copy mode. From any other screen, press **Copy**, and then type the number of copies using the numeric keypad. You can also highlight `Copies` on the control panel, and then press the left or right arrows to increase or decrease the number of copies.

Specify copy from size

To specify the original size scan media you are copying from, press **Copy**, press the down arrow until `Copy From` is highlighted, and then press the right or left arrow until you see the size you need.

Set copy to size

To choose the size print media your copies will be made on, press **Copy**, press the down arrow until `Copy To` is highlighted, and then press the right or left arrow until you see the size you need. Your original document is automatically scaled up or down to fit the Copy To print media size.

Set collation

To enable or disable collation for multiple page jobs, press **Copy**, press the down arrow until `Collate` is highlighted, and then press the right or left arrow to turn collate on or off. Collation orders your multiple page job as 1, 2, 3, 1, 2, 3, 1, 2, 3 rather than 1, 1, 1, 2, 2, 2, 3, 3, 3.

Set scale

To set the scale of your copies in terms of a percentage of your original document, press **Copy**, press the down arrow until `Scale` is highlighted, and then press the right arrow to increase the output scale, or the left arrow button to decrease the output scale.

Set darkness

To adjust the darkness of your copies, press **Copy**, press the down arrow until `Darkness` is highlighted, and then press the right arrow to increase the darkness, or the left arrow to decrease the darkness.

Specify content

To specify the type of content contained in your original document, press **Copy**, press the down arrow until `Options` is highlighted, and then press ✓. Use the left and right arrow buttons to choose the content type that matches your original document. Choose among `Text/Graphics`, `Photo`, and `Text`.

Set the duplex feature

To turn duplex copying on or off, press **Copy**, press the down arrow until `Options` is highlighted, and then press ✓. Press the down arrow button until `Duplex` is highlighted. Use the left and right arrow buttons to set duplexing to off, long edge, or short edge.

> **Note:** To copy double-sided original documents, you must use the scanner flatbed, and scan each side.

Set paper saver

You can choose to save paper by arranging more than one copied page per output sheet. To access this feature, press **Copy**, press the down arrow until `Options` is highlighted, and then press ✓. Press the down arrow until `Paper Saver` is highlighted, and then press the left or right arrow until you see the paper saver format you want.

Set margin shift

You can adjust the margin on your copies to provide extra margin width for binding. Press **Copy**, press the down arrow until `Options` is highlighted, and then press ✓. Press the down arrow until `Margin Shift` is highlighted, and then press the left or right arrow until you see the extra width you want for the margin, from 0.25 to 2 inches.

Set time stamp

To enable or disable the time and date stamp on your copies, press **Copy**, press the down arrow until `Options` is highlighted, and then press ✓. Press the down arrow until `Time Stamp` is highlighted, and then press the left or right arrow to turn Time Stamp on or off. Time stamp prints the current time and date in the upper left corner of your copies, if the device has previously been set to the current time.

Set overlay

Choose a text to be displayed in gray background lettering on your copies. Press **Copy**, press the down arrow until `Options` is highlighted, and then press ✓. Press the down arrow until `Overlay` is highlighted, and then press the left or right arrow until you see the overlay message you want. Standard selections are Urgent, Confidential, Copy, Draft, and Custom.

You can also create a custom overlay through the Web page which appears on the control panel once you've created it. `Custom` is the word on the control panel for you to select, but the overlay message prints the text you created. See **Overlay** for more information.

Examples of typical jobs

The following examples show how to change the settings to perform specific copying jobs.

If you are using the scanner flatbed, follow the control panel messages. If prompted to `Scan Next Page`, place the next page on the scanner flatbed and then press **Start** or ✓ to continue scanning. Highlight `Done` and press ✓ when all pages are scanned.

Job 1: single page

1 Place the document face down on the scanner flatbed or face up in the ADF. See **Loading scan media in the ADF** and **Loading scan media in the scanner flatbed** for more information and illustrations for proper orientation.

2 Press **Start**.

Job 2: mixed content

Make eight copies of a two page, letter size document containing one illustration.

1 Load all pages face up in the ADF. See **Loading scan media in the ADF** for more information and illustrations for proper orientation.

2 Press **Copy**.

3 Press **8** on the keypad.

4 Press the down arrow until `Options` is highlighted, and then press ✓.

5 Press the left or right arrow button until `Text/Graphics` appears. `Content` is highlighted.

6 Press **Start**.

Job 3: use paper saver

Make three copies of a four page document which contains only photographs, but minimize paper usage.

1 Load all pages face up in the ADF. See **Loading scan media in the ADF** for more information and illustrations for proper orientation.

2 Press **Copy**.

3 Press **3** on the keypad.

4 Press the down arrow until `Collate` is highlighted, and then press the left or right arrow until you see `On`.

5 Press the down arrow until `Options` is highlighted, and then press ✓.

6 Press the left or right arrow until you see `Photo`. `Content` is highlighted.

7 Press the down arrow until `Paper Saver` is highlighted, and then press the left or right arrow until you see `4 on 1 port`.

8 Press **Start**.

Job 4: two-sided (duplex) copies from one-sided originals

Make a legal size, two page document fit on a duplexed, letter size page for insertion into a standard size notebook. The original documents contain several graphics as well as text.

1 Load all pages face up in the ADF. See **Loading scan media in the ADF** for more information and illustrations for proper orientation.

2 Press **Copy**.

3 Press the down arrow until `Copy From` is highlighted.

4 Press the left or right arrow until you see `Legal`.

5 Press the down arrow until `Options` is highlighted, and then press ✓.

6 Press the left or right arrow until you see `Text/Graphics`. `Content` is highlighted.

7 Press the down arrow until `Duplex` is highlighted.

8 Press the left or right arrow until you see `Long Edge`.

9 Press **Start**.

Job 5: enlarge copies

Enlarge a black and white drawing so you can see it better and make annotations.

1 Place the document face down oriented properly on the scanner flatbed. See **Loading scan media in the scanner flatbed** for more information and illustrations for proper orientation.

2 Press **Copy**.

3 Press the down arrow until you see `Scale`.

4 Press and hold the right arrow to move quickly through the scale.

5 Release the button when `125%` appears on the display.

6 Press the down arrow until `Options` is highlighted, and then press ✓.

7 Press the left or right arrow until you see `Text`. `Content` is highlighted.

8 Press **Start**.

Using Duplex with your scan original for a two-sided copy

If you have a two-sided scan media original copy and want to make a two-sided copy of it:

1 Open the scanner flatbed cover. See **page 47** for an illustration.

2 Place the original document face down on the scanner flatbed and close the cover.

3 Press **Copy**.

4 Press the down arrow button until `Options` is highlighted, and then press ✓.

5 Press the down arrow button until `Duplex` is highlighted.

6 Use the left and right arrow buttons to set `Duplex` to either `Long Edge` or `Short Edge`. For more information on long edge and short edge, see the illustrations on **page 61**.

7 Press **Start**. The first side is scanned.

8 Open the scanner flatbed cover, turn the original document over, close the cover, highlight `Scan Next Page`, and press ✓.

9 Highlight `Done`, and press ✓.

Interrupting a job to make a copy

Unless disabled by your support person, printing may be interrupted to make a copy quickly.

1 Press the **Stop** button to stop the MFP.

2 Load the original document face up in the ADF or face down in the scanner flatbed. See **Loading scan media in the ADF** and **Loading scan media in the scanner flatbed** for more information and illustrations for orientation.

3 Press the right arrow button to highlight `Insert immediate copy job`, and press ✓.

4 Set any values for Copies or any other setting that you want.

5 Press **Start**.

`Scanning ...` appears and the copy prints.

Canceling a copy

Once you have started a copy job, if you need to cancel it, use the navigation arrow buttons to highlight `Cancel`, and then press ✓.

Faxing information

To send a quick fax, see **Quick fax**. For all other fax procedures, you must press the **Fax** button to enter the Fax menu.

Quick fax

If you have a fax destination stored as a shortcut, you can send a fax to that destination very quickly from the Home screen. Press **#**, and then enter the shortcut number on the numeric keypad. Load

your original documents face up in the ADF, or place your first original document face down on the scanner flatbed, and then press **Start**.

Sending faxes

Your MFP can fax to single or multiple recipients. You can send faxes immediately, or schedule them to be sent at a later time. Load pages to be faxed either face up in the ADF or face down on the scanner flatbed. This section describes the different settings available for fax jobs. Once you have built a Fax To: list and chosen the settings you want, press **Start** to begin faxing.

Build a Fax To: list

You can add multiple recipients to the Fax To: list. For each recipient, use the numeric keypad to enter the phone number and any special dialing codes, or # and the shortcut number. The "||" button represents a dial pause.

Press ✓ after you enter each phone number if you have another number to enter. The Fax To: list scrolls up to give you space for your next entry.

To add a recipient stored as a shortcut, highlight `Search` and press ✓. Search for your shortcut based on the recipient's name or based on the shortcut number assigned when you first saved the shortcut. A list is presented. Highlight the numbers you want to select in the list. Each number is highlighted when a check mark appears to the left of it. Highlight `Done`, and then press ✓. All numbers highlighted become shortcuts.

Save a Fax To: list

Once you build a Fax To: list, you can save it for future use. Use the navigation arrow buttons to highlight `Save`, and then press ✓. The Fax To: list is saved as a shortcut, and the new shortcut number is displayed. You can change the name and number of the shortcut by browsing to the IP address or host name of the MFP.

Specify original size

To specify the original size of your fax, use the navigation arrow buttons to highlight `Options` from the main Fax screen, and then press ✓. Press the left or right arrow until you see the size you want.

Set resolution

To set a resolution for your fax, use the navigation arrow buttons to highlight `Options`, and then press ✓. Press the down arrow until `Resolution` is highlighted, and then press the left or right arrow to select the resolution you want. The higher the resolution you use, the longer each page takes to send.

Specify content

To specify the type of content on your original document, use the navigation arrow buttons to highlight `Options`, and then press ✓. Press the down arrow until `Content` is highlighted. Press the left or right arrow to choose the content type that matches your original document. Choose among `Text/Graphics`, `Photo`, and `Text`.

Set darkness

To adjust the darkness of your faxes, use the navigation arrow buttons to highlight `Options`, and then press ✓. Press the down arrow until `Darkness` is highlighted. Press the right arrow to increase the darkness or the left arrow to decrease the darkness.

Manual Fax

If your MFP shares a phone line with a telephone through the use of a line splitter, you can use manual fax to begin sending or receiving faxes after beginning a phone call.

To enter manual fax mode, press **Fax**. Highlight `Options` and press ✓. Highlight `Manual Fax` and press ✓.

You can also begin manual fax by pressing **#** and then **0** from the Home screen.

Within manual fax:

- Highlight `Begin Scanning` and press ✓ to scan and transmit a single page on the scanner flatbed, or all scan media loaded in the scanner ADF.

- Highlight `Prescan` and press ✓ to scan multiple originals one at a time on the scanner flatbed. Highlight `Scan Next Page` and press ✓ to scan each new page, and then highlight `Done` and press ✓ to transmit all pages.

- Highlight `Begin Receiving` and press ✓ to begin receiving an incoming fax.

Examples of typical fax jobs

Job 1: one page

1 Place the document face down on the scanner flatbed or face up in the ADF.

2 Press **Fax**.

3 Enter the fax recipient phone number on the numeric keypad.

4 Press **Start**.

Job 2: multiple pages

1 Load all pages face up in the ADF.

2 Press **Fax**.

3 Enter the fax recipient phone number on the numeric keypad.

4 Press **Start**.

Job 3: text/graphics content

1 Load all pages face up in the ADF.

2 Press **Fax**.

3 Enter the fax recipient phone number on the numeric keypad.

4 Use the navigation arrow buttons to highlight `Options`, and then press ✓. Press the down arrow until `Content` is highlighted. Press the left or right arrow until you see `Text/Graphics`.

5 Press **Start**.

Job 4: photo

1 Place the photo face down on the scanner flatbed.

2 Press **Fax**.

3 Enter the fax recipient phone number on the numeric keypad.

4 Use the navigation arrow buttons to highlight `Options`, and then press ✓. Press the down arrow until `Content` is highlighted. Press the left or right arrow until you see `Photo`.

5 Press the down arrow until `Resolution` is highlighted. Press the right arrow until you see `Super Fine`.

6 Press **Start**.

Canceling fax jobs

You may cancel pending or incoming faxes, or faxes that are currently transmitting.

Canceling a pending or currently transmitting fax job

1 Press **Stop**.

2 Press the down arrow button until you highlight `Cancel Faxes`, and then press ✓.

3 Press the down arrow button until you reach the fax job number you sent. Press ✓ to highlight it. A number is highlighted when an **x** appears to the left of it.

> **Note:** If you want to cancel more than one fax job at this point, highlight other fax job numbers in this list.

4 Press the left arrow button to highlight **Delete**, and then press ✓.

Canceling fax(es). appears on the control panel.

Canceling an incoming fax job

Once you hear the ringing tone of an incoming fax, notice that the **Receiving** message appears on the control panel. Once you see this message:

1 Press **Stop**.

2 Press the down arrow button until you highlight **Cancel Faxes**, and then press ✓.

3 Press the down arrow button until you reach **Incoming fax**. Press ✓ to highlight it. It is highlighted when an **x** appears to the left of it.

4 Press the left arrow button to highlight **Delete**, and then press ✓.

Canceling fax(es). appears on the control panel.

Printing information

Avoiding jams when printing

If you select appropriate print media (paper, transparencies, labels, and card stock) for your MFP, you're helping to have trouble-free printing. See **Print media guidelines** for more information.

> **Note:** We recommend that you try a limited sample of any print media you are considering using with the MFP before purchasing large quantities.

By carefully selecting print media and loading it properly, you should be able to avoid most jams. See the following for instructions on loading and using print media:

- **Loading the standard tray or the optional 250-sheet tray**
- **Loading the optional 500-sheet tray**
- **Using and loading the multipurpose feeder**

If you do experience a jam, see **Clearing jams** for instructions.

The following hints can help you avoid jams:

- Use only recommended print media. See **Print media guidelines** for more information. Refer to the *Card Stock & Label Guide* available on the Lexmark Web site at **www.lexmark.com/publications** for more information about which print media provides optimum results for your printing environment.

- If you need detailed information before purchasing large quantities of customized print media, refer to the *Card Stock & Label Guide*.

- Do not load wrinkled, creased, damp, or curled print media.

- Flex, fan, and straighten print media before you load it. If jams do occur with print media, try feeding one sheet at a time through the multipurpose feeder.

- Do not overload the print media sources. Make sure the stack height does not exceed the maximum height indicated by the labels in the sources.

- Do not use print media that you have cut or trimmed.

- Do not mix print media sizes, weights, or types in the same print media source.

- Make sure the recommended print side is face down when loading all trays, and the recommended print side is face up when loading the multipurpose feeder.

- Keep print media stored in an acceptable environment. See **Storing print media** for more information.

- Do not remove trays during a print job.

- Push all trays in firmly after loading them.

- Make sure the guides in the trays are properly positioned for the size print media you have loaded. Make sure the guides are not placed too tightly against the stack of print media.

- Card stock must fed from the multipurpose feeder and exit to the rear output bin. See **Using the rear output bin** for more information.

- Envelopes may be sent to the standard output bin; however, if the envelopes exit to the rear output bin there is less curl.

- Make sure all cables that connect to the MFP are correctly attached, so they do not interfere with the rear output bin. Refer to the *Setup Guide* for more information.

Sending a job to print

Printing from a Windows environment

1 Load print media. (See **Loading print media** for more information.)

2 From your application, open the file you want to print.

3 From the File menu, select **Print Setup.**

4 Verify the X422 is selected in the Print Setup dialog box.

5 In the Print Setup dialog box, click **Properties**, **Options**, or **Setup** (depending on the application), select the print media type and size, and then click **OK**.

6 Click **OK** or **Print**.

Printing from a Macintosh computer

1 Load print media. (See **Loading print media** for more information.)

2 From your application, open the file you want to print.

3 From the File menu, select **Page Setup**.

4 Verify the X422 is selected in the dialog box..

5 From the Paper menu, select the page size you are using, and then click **OK**.

6 From the File menu, click **Print**.

Printing the menu settings page

The menu settings page shows information including:

- Current settings for each of the menu items for all menus
- Cartridge information
- A list of installed options and features
- Installed MFP memory
- Device statistics

Print a menu settings page to review the default print, fax, copy, and e-mail settings, and to verify that MFP options are installed correctly.

1 Make sure the MFP is on.

2 Press the **Administration** (key) button.

3 Press the right arrow button to highlight `Print Reports`, and then press ✓.

4 Press ✓ again to select `Menu Settings Page`.

> **Note:** With the Menu Settings Page, you can verify:

- that the amount of memory installed is correctly listed under "Device Information."
- that the trays are configured for the sizes and types of print media you loaded.
- that the network information and server information are correct.
- that the options you installed are correctly listed under "Installed Features."

If an option you installed is not listed, turn the MFP off, unplug the power cord, and reinstall the option. Refer to the *Setup Guide* for information on installing options.

Printing a font sample list

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

1 Make sure the MFP is on.

2 Press the **Administration** (key) button.

3 Press the right arrow button to highlight `Print Reports`, and then press ✓.

4 Press the down arrow button until you reach `Print Fonts`, and then press ✓.

5 Press the down arrow button until you reach either `PCL Fonts` or `PS Fonts`.

  - Select `PCL Fonts` to print a listing of the fonts available to the PCL emulator.
  - Select `PS Fonts` to print a listing of the fonts available to the PostScript 3 emulator.

6 Press ✓.

   The message `Printing Font List` appears.

Canceling a print job from the MFP control panel

If the job you want to cancel is printing or in the device print queue:

1 Press the **Print/Profiles** or **Stop** button.

2 Press the down arrow button until you reach `Cancel Print Jobs`.

3 Press ✓. A list of print jobs appears. Use the up and down arrows to scroll through the list. Highlight the job you need to cancel. Press ✓.

4 Use the left arrow button to highlight `Delete`.

5 Press ✓. The print jobs that you highlighted are then deleted. The message `Canceling print job(s).` appears.

Canceling a print job from your computer

Search on your computer for the correct screens that let you cancel or delete your print jobs.

Printing a directory list

A directory list shows all the resources stored in flash memory. To print:

1 Make sure the MFP is on and the `Ready` message appears on the control panel.

2 Press the **Administration** (key) button.

3 Press the right arrow button to highlight `Print Reports`, and then press ✓.

4 Press the down arrow button until you reach `Print Directory`, and then press ✓.

The message `Printing Directory List` appears and remains on the control panel until the page prints.

Print Held Jobs—using the Print and Hold function

Print Held Jobs accesses the Print and Hold function. When sending a job to the MFP, you can specify in the driver that you want the MFP to hold the job in memory. When you are ready to print the job, you must go to the MFP and use the control panel menus to identify which *held* job you want to print. (See **Using the MFP control panel and menus** for information on using the control panel.)

> **Note:** All held jobs (Reserve Print, Repeat Print, Verify Print, and Confidential) may be deleted if the MFP requires extra memory to process additional held jobs. Confidential jobs and Verify Print jobs are deleted from MFP memory once all copies are printed.

Selecting a user name

All confidential and held jobs have a user name associated with them. If you are on a network, the user name is the same as your computer name on the network. If you are locally attached to the MFP, you must create a user name in the print driver dialog when you send the job.

To access all held jobs or confidential jobs, you must first select your user name from a list of user names for print jobs. When the list is presented, use the up and down arrows to scroll through the list. Press ✓ once you find your user name for your job.

Selecting the type of Held Job

There are four types of jobs you can hold:

- Confidential Print Jobs—print a confidential job when you can be at the MFP to retrieve it
- Reserve Print Jobs—delay printing a job
- Repeat Print Jobs—request extra copies of a job at a later time
- Verify Print Jobs—verify one copy before printing additional copies

Confidential jobs

When you send a job to the MFP, you can enter a personal identification number (PIN) from the driver. The PIN must be four digits using the numbers 1–6. The job is then held in MFP memory until you enter the same four-digit PIN from the control panel and choose to print or delete the job. This ensures that the job does not print until you retrieve it, and no one else using the MFP can print the job.

Printing a confidential job

Send your job to print. From the print driver, enter your personal identification number (PIN).

> **Note:** Your print job and PIN are retained in the MFP memory; however, if the MFP is turned off, the confidential job is discarded.

Entering a PIN

1 Press the **Print/Profiles** button.

2 Press the down arrow button until **Print Held Jobs** is highlighted.

3 Press the ✓ button. A list of user names appears on the display.

4 Press the down arrow button until your user name is highlighted, and then press ✓. The user name is highlighted when a check mark appears to the left of your user name.

   The following prompt appears, where the field **<username>** is your true user name:

   ```
   Enter PIN for
   <username>

   _
   ```

5 Enter your PIN using the numeric keypad. Press ✓.

   A list of all print jobs matching your user name and PIN appears on the display.

6 Select the print jobs you want to print by using the up and down arrow buttons. Press ✓ to highlight the print job. Your selections are indicated by an **x** that appears to the left of the job name. You may select more than one print job.

7 Press the left arrow button to highlight **Print**, and then press ✓. A Copies screen appears.

8 Select the number of copies you want to print by using the left and right arrow buttons or specify the number using the numeric keypad.

9 Press ✓. The `Selected job submitted for printing.` message appears.

> **Note:** After printing the job, the MFP deletes the confidential job from memory.

Reserve Print

If you send a Reserve Print job, the MFP does not print the job immediately, but stores the job in memory so you can print the job later. Reserve Print jobs may be deleted if the MFP requires extra memory to process additional held jobs.

See **Printing and deleting held jobs** for more information.

Repeat Print

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

See **Printing and deleting held jobs** for more information.

Verify Print

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

See **Printing and deleting held jobs** if you need help printing the additional copies stored in memory.

Sending a held print job

To send a print job and hold it at the MFP:

1 From your application, click **Print** and select the MFP.

2 Click **Properties** on the Print dialog.

3 Select the **Other Options** tab from the Properties dialog.

4 Click **Print and Hold**.

5 Click the type of Held Print Job you want to send: **Confidential**, **Verify**, **Reserve**, or **Repeat**.

6 If your user name is not automatically detected, enter a user name.

For Confidential Held Print Jobs, enter a four-digit PIN (range from 1–6).

7 Click **OK**.

8 Click **OK**.

Printing and deleting held jobs

Once held jobs are stored in MFP memory, you can use the MFP control panel to specify what you want to do with one or more of the jobs. You can select either Confidential Job or Held Jobs (Repeat Print, Reserve Print, and Verify Print jobs), then you select your user name from a list. If you select Confidential Job, you must enter the personal identification number (PIN) you specified in the driver when you sent the job. See **Confidential jobs** for more information.

1 To access held jobs from the control panel, press the **Print/Profiles** button.

2 Press the down arrow button to highlight `Print Held Jobs`. Press ✓.

3 Use the up and down arrow buttons to highlight the user name on the jobs.

> **Note:** If a confidential job exists, which is recognizable in the list because after your user name a space and the word "Confidential" follows, you are prompted to enter your PIN number by the PIN request screen. Enter your PIN number using the numeric keypad. See **Confidential jobs** for more information.

4 Use the up and down arrow buttons to scroll through the list of job names on the Pick Jobs screen. You may highlight jobs and press ✓ to select one or more jobs. If you cannot see the entire job name use right arrow button to scroll to the end of the job name.

5 Use the navigation arrow buttons to highlight `Print`, and then press ✓. The Number of Copies query screen appears.

6 Press and release the right or left arrow buttons to scroll to the number of copies you want. Press ✓. This number of copies prints for each print job you selected in the list. The message `Selected jobs submitted for printing.` appears.

> **Note:** If some jobs in the list are not needed, you may first highlight these jobs, press ✓, and then highlight `Delete` and press ✓. The message `Selected jobs deleted.` appears.

3 Media specifications and guidelines

This chapter provides specifications for each type of media that can be used with your MFP.

There are two types of media — scan media and print media. *Scan media* is what is placed in the automatic document feeder (ADF) or on the scanner flatbed. Some types of scan media cannot be run through the ADF, so it has to be placed on the scanner flatbed.

Print media, which is paper, card stock, transparencies, labels, and envelopes, is loaded into print media sources which are the trays and the multipurpose feeder. Card stock, transparencies, labels, and envelopes are sometimes referred to as *specialty media*.

Scan media specifications and guidelines

Scan media source specifications

Source	Scan media supported	Sizes supported	Weight	Capacity
Scanner automatic document feeder (ADF)	Paper	A4, A5, JIS B5, folio, letter, legal, executive, statement	60–120 g/m^2 (16–32 lb)	50 sheets of 20 lb paper
Scanner flatbed	Paper, envelopes, labels, transparencies, card stock, or any type of document made of paper that is flat, such as a book, magazine, map, pamphlet, or receipt	A4, A5, JIS B5, letter, executive, statement, 3 x 5 in., 4 x 6 in., business card Any size that fits the scanner flatbed window, which measures 216 x 297 mm (8.5 x 11.7 in.)	Non-applicable	Non-applicable

To avoid jams in the ADF, see **Avoiding jams when scanning**.

Loading scan media

You can load or place all sorts of items to be scanned to make a copy, to be scanned to e-mail, or to be scanned to fax. Based on the type of item you have, whether it be a stack of pages or a book, the ADF or the scanner flatbed accommodates the item.

Loading scan media in the ADF

1 Push the guides to the size you are loading.

2 Load the scan media face up in the ADF with the edge going under the stack height limiter.
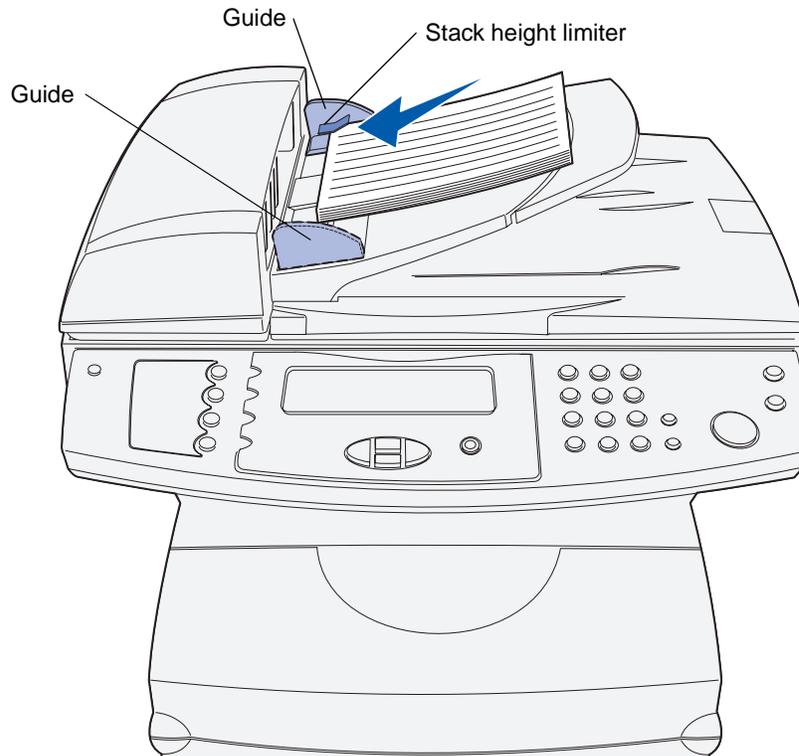
3 Adjust the guides so they lightly touch the edge of the stack if you loaded a stack of scan media.

> **Note:** Do not force a stack of scan media under the stack height limiter. This may result in ADF jams. The ADF can accommodate 50 sheets of 20 lb paper.

Orienting scan media correctly in the ADF

All scan media loads the same way, but the orientation of the printed side of your job makes a difference. Use the following illustration to show you how to turn your scan media based on if it has a landscape orientation or a portrait orientation.

Landscape
orientation

Portrait
orientation
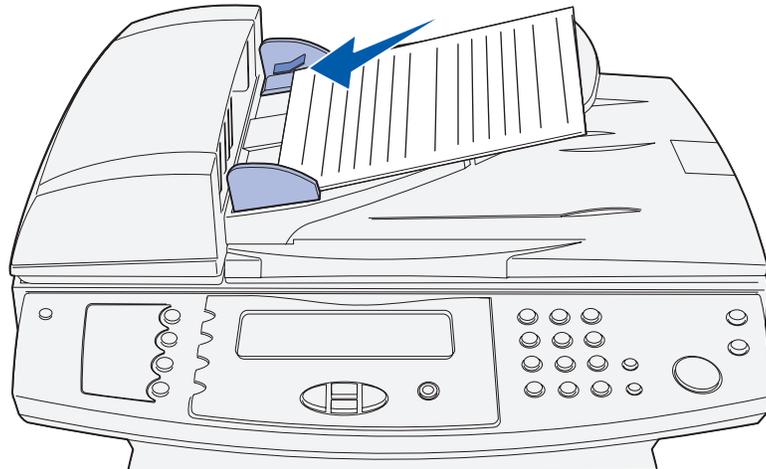
Loading scan media in the scanner flatbed

1 Open the scanner flatbed cover.
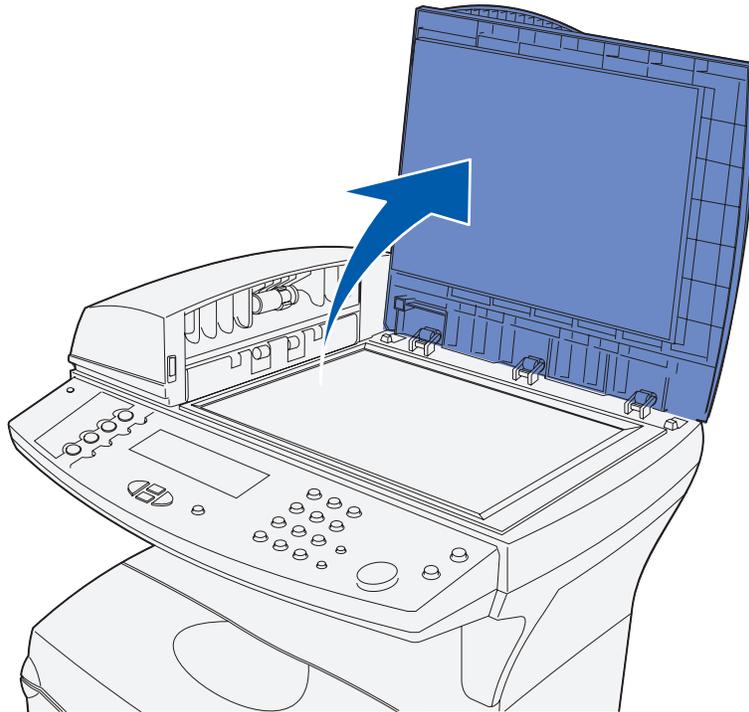
2 Position your item face down on the scanner glass with the top left corner of the item placed at the left corner of the glass.
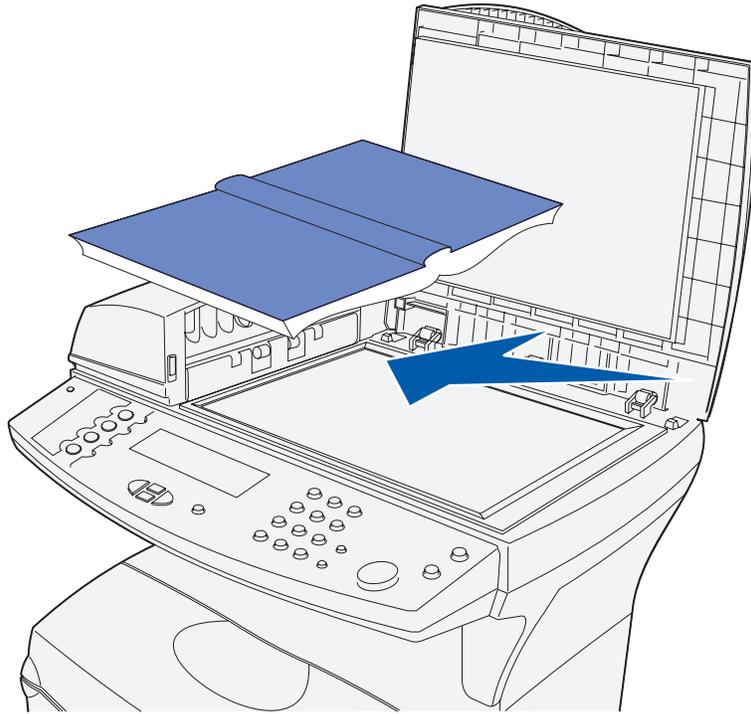
a For an item with portrait orientation, the item is placed this way:
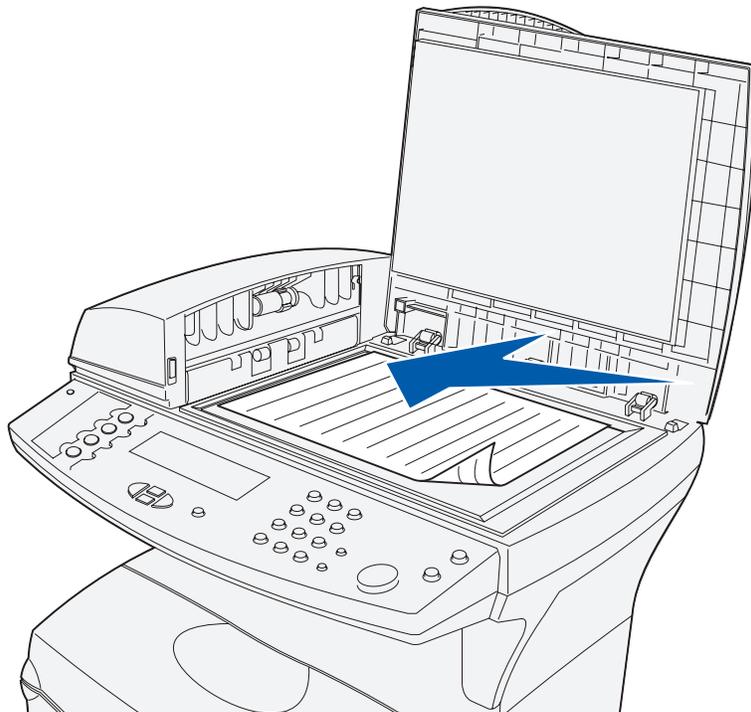
b For an item with landscape orientation, the item is placed this way:
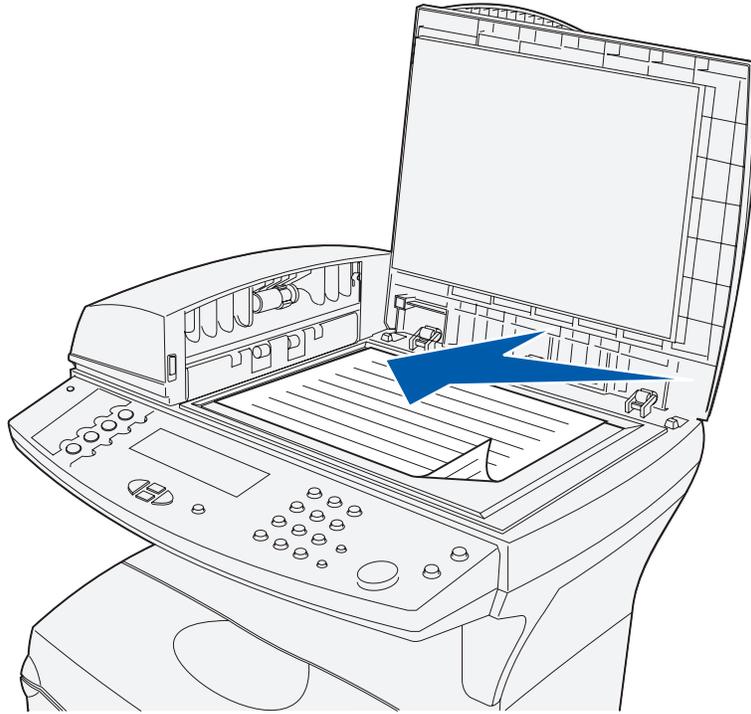
Note: If you load a book, note that the cover of the scanner flatbed automatically adjusts to accommodate the depth of the book.
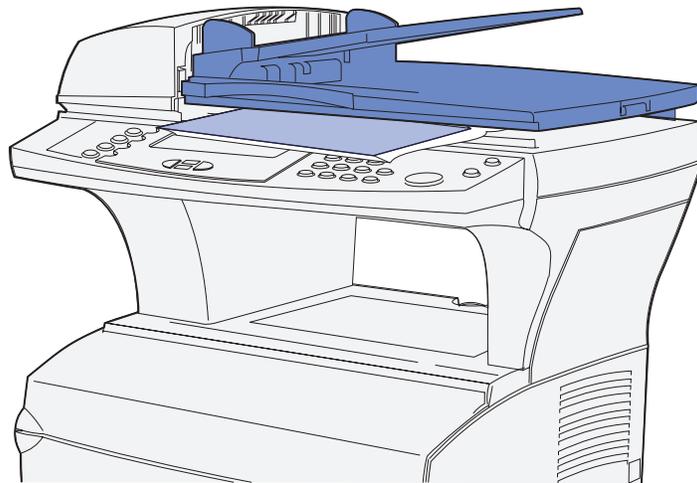
3 Close the scanner flatbed cover.

Print media specifications and guidelines

Your MFP provides high quality printing on a variety of print media. You must consider a number of things concerning print media before you print. This section provides information to help you make print media selections, how to care for the print media, and how to load it in the standard tray (250-sheet letter size tray) and the optional tray which is part of the optional 500-sheet drawer.

For detailed information about print media characteristics, refer to the *Card Stock & Label Guide* available on the Lexmark Web site at **www.lexmark.com/publications**.

Specifications for print media details the types and quantities of print media you can load in each of the sources. For more information on selecting specific print media, see **Print media guidelines**.

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

The following information refers to items in the **Print media source specifications** table and provides helpful tips about print media and sources:

- For weights of print media other than paper, refer to the *Card Stock & Label Guide.*

- Capacities are for 20 lb paper, unless otherwise noted.

- For more information about printing labels from tray 1 (standard tray), refer to the *Card Stock & Label Guide.*

- You can send labels and transparencies to the standard output bin; however, they may print more successfully when sent to the rear output bin.

- The following sizes or types of print media *must* exit to the rear output bin:

  - Print media 165.1 mm (6.5 in.) or less in length
  - 3 x 5 in. and 4 x 6 in. index cards and card stock

- Envelopes may curl less if they exit to the rear output bin.

Specifications for print media

Print media source specifications

Source	Print media supported	Sizes supported	Weight	Capacity
Tray 1 (standard 250-sheet tray)	Paper, paper labels, transparencies	A4, A5, JIS B5, folio, letter, legal, executive, statement	60–90 g/m^2 (16–24 lb)	250 sheets of paper 50 transparencies 100 sheets of paper labels
Tray 2 (optional 250-sheet tray)	Paper only	A4, A5, JIS B5, folio, letter, legal, executive, statement	60–90 g/m^2 (16–24 lb)	250 sheets of paper
Tray 2 (optional 500-sheet tray)	Paper only	A4, JIS B5, folio, letter, legal, executive	60–90 g/m^2 (16–24 lb)	500 sheets of paper
Multipurpose feeder	Paper, envelopes, transparencies, card stock	Minimum: 76.2 x 127 mm (3 x 5 in.) Maximum: 216 x 355.6 mm (8.5 x 14 in.) Supports all sizes listed in **Supported print media sizes**.	60–199 g/m^2 (16–53 lb)	100 sheets of paper 10 envelopes 20 transparencies 10 sheets of card stock

Print media output specifications

Output device	Print media supported	Sizes supported	Weight	Capacity
Rear output bin	Paper, envelopes, labels, transparencies, card stock	A4, A5, JIS B5, folio, letter, executive, statement, 7 3/4 envelope (Monarch), 9 envelope, 10 envelope (Com-10), DL envelope, C5 envelope, B5 envelope, other envelope	60–199 g/m^2 (16–53 lb)	20 sheets of paper
Standard output bin	Paper, envelopes, labels, transparencies, card stock	A4, A5, JIS B5, folio, letter, legal, executive, statement, universal, 7 3/4 envelope (Monarch), 9 envelope, 10 envelope (Com-10), DL envelope, C5 envelope, B5 envelope, other envelope	60–199 g/m^2 (16–53 lb)	150 sheets of paper

Note: Print duplex jobs only on paper weighing 16–24 lb.

Duplex unit specifications

	Exits to the standard output bin	Exits to the rear output bin [1]
Sizes supported	A4, JIS B5, folio, letter, legal	A4, JIS B5, folio, letter, legal [2]
Weight	60–90 g/m^2 (16–24 lb)	75–90 g/m^2 (20–24 lb)
[1] Print media exits to the rear output bin if it is open.		
[2] Legal size paper sent to the rear output bin stacks improperly when too many sheets accumulate. Remove paper often from this bin.		

The multipurpose feeder accepts print media within the following dimensions:

	Minimum	Maximum
Width	76.2 mm (3 in.)	216 mm (8.5 in.)
Length	127 mm (5 in.)	355.6 mm (14 in.)
The multipurpose feeder accepts print media within a weight range of 60–199 g/m^2 (16–53 lb).		

Media specifications and guidelines

The following information refers to items in the **Supported print media sizes** table and provides helpful tips about print media sizes your MFP supports.

- Legal size paper sent to the rear exit bin stacks improperly when too many sheets accumulate. Remove the paper often from this bin.
- Select Universal size when using a nonstandard size sheet of print media. Set the actual size from your application.
- Envelopes may be sent to the standard output bin; however, they may curl less if sent to the rear output bin.
- Select Other Envelope size when using a nonstandard size of envelope. The MFP formats the envelope for the maximum size (9.02 x 14 in.). Set the actual size from your application.

Supported print media sizes

✓ - indicates support ✗ - indicates no support Print media	Dimensions	Tray 1 (250-sheet tray)	Tray 2 (optional 250-sheet drawer)	Tray 2 (optional 500-sheet drawer)	Multipurpose feeder	Standard output bin	Rear output bin	Duplex
Paper								
A4	210 x 297 mm (8.27 x 11.7 in.)	✓	✓	✓	✓	✓	✓	✓
A5	148 x 210 mm (5.83 x 8.27 in.)	✓	✓	✗	✓	✓	✓	✗
JIS B5	182 x 257 mm (7.17 x 10.12 in.)	✓	✓	✓	✓	✓	✓	✓
Letter	215.9 x 279.4 mm (8.5 x 11 in.)	✓	✓	✓	✓	✓	✓	✓
Legal	215.9 x 356 mm (8.5 x 14 in.)	✓	✓	✓	✓	✓	✓	✓
Executive	184.2 x 266.7 mm (7.25 x 10.5 in.)	✓	✓	✓	✓	✓	✓	✓
Folio	215.9 x 330 mm (8.5 x 13 in.)	✓	✓	✓	✓	✓	✓	✓
Statement	139.7 x 215.9 mm (5.5 x 8.5 in.)	✓	✓	✗	✓	✓	✓	✗
Universal	216 x 356 mm (8.5 x 14 in.)	✓	✓	✓	✓	✓	✓	✓

Supported print media sizes(continued)

✓ - indicates support ✗ - indicates no support Print media	Dimensions	Tray 1 (250-sheet tray)	Tray 2 (optional 250-sheet drawer)	Tray 2 (optional 500-sheet drawer)	Multipurpose feeder	Standard output bin	Rear output bin	Duplex
Envelopes								
7 3/4 Envelope (Monarch)	98.4 x 190.5 mm (3.875 x 7.5 in.)	✗	✗	✗	✓	✓	✓	✗
9 Envelope	98.4 x 225.4 mm (3.875 x 8.875 in.)	✗	✗	✗	✓	✓	✓	✗
10 Envelope (Com-10)	104.8 x 241.3 mm (4.125 x 9.5 in.)	✗	✗	✗	✓	✓	✓	✗
DL Envelope	110 x 220 mm (4.33 x 8.66 in.)	✗	✗	✗	✓	✓	✓	✗
C5 Envelope	162 x 229 mm (6.38 x 9.01 in.)	✗	✗	✗	✓	✓	✓	✗
B5 Envelope	176 x 250 mm (6.93 x 9.84 in.)	✗	✗	✗	✓	✓	✓	✗
Other Envelope (Universal)	356 x 216 mm (14 x 8.5 in.)	✗	✗	✗	✓	✓	✓	✗

Supported special print media types

✓ - indicates support ✗ - indicates no support Print media	Tray 1 (250-sheet tray)	Tray 2 (optional 250-sheet drawer)	Tray 2 (optional 500-sheet drawer)	Multipurpose feeder	Standard output bin	Rear output bin	Duplex
Card stock	✗	✗	✗	✓	✗	✓	✗
Paper labels**	✓	✗	✗	✗	✓*	✓	✗
Transparencies	✓	✗	✗	✓	✓*	✓	✗
* Labels and transparencies may be sent to the standard output bin; however, they may print more successfully when sent to the rear output bin. ** For feeding other types of labels from Tray 1 and the multipurpose feeder, refer to the *Card Stock & Label Guide* available on the Lexmark Web site at www.lexmark.com/ publications.							

Storing print media

Use the following guidelines for proper print media storage. These help avoid paper feeding problems and uneven print quality:

- For best results, store print media in an environment where the temperature is approximately 21°C (70°F) and the relative humidity is 40%.
- Store cartons of print media on a pallet or shelf, rather than directly on the floor.
- If you store individual packages of print media out of the original carton, make sure they rest on a flat surface so the edges do not buckle or curl.
- Do not place anything on top of the print media packages.

Print media guidelines

Selecting the appropriate print media (paper, transparencies, envelopes, paper labels, and card stock) for your MFP helps you avoid printing problems.

The following sections contain guidelines for choosing the correct print media.

For detailed information about print media characteristics, refer to the *Card Stock & Label Guide* available on the Lexmark Web site at **www.lexmark.com/publications**.

Paper

For the best print quality, use 75 g/m^2 (20 lb) xerographic, grain long paper. Try a sample of any paper you are considering using with the MFP before buying large quantities.

When loading paper, note the recommended print side on the paper package, and load paper accordingly. See the following topics for detailed loading instructions:

- **Loading the standard tray or the optional 250-sheet tray**
- **Loading the optional 500-sheet tray**
- **Using and loading the multipurpose feeder**

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

- Paper with a rough or heavily textured surface
- Coated papers, such as erasable bond
- Preprinted papers manufactured with chemicals that may contaminate the MFP
- Multiple-part forms
- Synthetic papers
- Thermal papers
- Recycled paper having a weight less than 75 g/m^2 (20 lb)

Letterhead

Preprinted papers such as letterhead must be able to withstand temperatures up to 200°C (392°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner or the silicone in the fuser. Inks that are oxidation-set or oil-based should meet these requirements; latex inks might not.

Printing on letterhead

Check with the manufacturer or vendor to determine whether the preprinted letterhead you have chosen is acceptable for laser MFPs.

Page orientation is important when printing on letterhead. Use the following table for help when loading letterhead in the print media sources.

Print media source or process	Top of page		
	Print side	Portrait	Landscape
Tray 1 (standard tray) Tray 2 (optional 250-sheet or 500-sheet drawer)	Face down	Front of tray	Left side of tray
Duplex printing using tray 1 or tray 2	Face up	Rear of tray	Not applicable
Multipurpose feeder (including feeding individual sheets)	Face up	Logo enters the MFP first	Left side of tray
Duplex printing using the multipurpose feeder	Face down	Logo enters the MFP last	Not applicable

> **Note:** It is possible to load letterhead for simplex (single-sided) or duplex (two-sided) printing. See **Paper Loading** for more information.

Transparencies

You can feed transparencies from the standard 250-sheet tray or the multipurpose feeder. Try a sample of any transparencies you are considering using with the MFP before buying large quantities.

Do not load transparencies in the optional 250-sheet or 500-sheet drawer. To load transparencies in the multipurpose feeder, see **page 78** of **Using and loading the multipurpose feeder**.

When printing on transparencies:

- Be sure to set the **Paper Type** to Transparency from the print driver, MarkVision™ Professional, the **control panel**, or the Web pages to avoid damaging your MFP.
- Use transparencies designed specifically for laser printers. Transparencies must be able to withstand temperatures of 175°C (347°F) without melting, discoloring, or releasing hazardous emissions.
- To prevent print quality problems, avoid getting fingerprints on the transparencies.
- Before loading transparencies, fan the stack to prevent sheets from sticking together.

Envelopes

You can load up to 10 envelopes in the multipurpose feeder. Try a sample of any envelopes you are considering using with the MFP before buying large quantities. See **page 79** of **Using and loading the multipurpose feeder** for loading an envelope instructions.

When printing on envelopes:

- Set the **Paper Size** to MP Feeder Size sub-menu from the **control panel**, MarkVision Professional, or the Web page. Set the **Paper Type** to Envelope in the MP Feeder Type sub-menu from the **control panel**, MarkVision Professional, or the Web pages. Select the size and type from the print driver.
- Use envelopes made from 75 to 105 g/m^2 (20 to 28 lb) bond paper. For best performance and fewer print media jams, do not use envelopes that:
  - Have excessive curl.
  - Are stuck together.
  - Are damaged in any way.
  - Contain windows, holes, perforations, cutouts or embossing.
  - Use metal clasps, string ties, or metal folding bars.
  - Have postage stamps attached.
  - Have any exposed adhesive when the flap is in the sealed or closed position.
- Use envelopes that can withstand temperatures of 205°C (401°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.
- Adjust the right paper guide to fit the width of the envelopes.
- Load envelopes with the flap side down, and position the short edge nearest the return address to enter the MFP first. See **page 79** of **Using and loading the multipurpose feeder** for loading an envelope instructions.
- If you are feeding self-sealing envelopes, open the rear output bin door so envelopes feed straight out the back of the MFP. The rear output bin holds about 10 envelopes.

Labels

Your MFP can print on many labels designed for use with laser MFPs. These labels are supplied in letter size and A4 size sheets. Label adhesives, face sheet (printable stock), and topcoats must be able to withstand temperatures of 205°C (401°F) and pressure of 25 pounds per square inch (psi).

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

For detailed information on label printing, characteristics and design, refer to the *Card Stock & Label Guide* available on the Lexmark Web site at **www.lexmark.com/publications**.

When printing on labels:

- Set the **Paper Type** to Labels from the print driver, MarkVision Professional, the **control panel**, or the Web pages.
- Do not load labels together with paper or transparencies in the same paper source.
- Do not use label sheets with a slick backing material.
- Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate your MFP and your cartridge with adhesive, and could void your MFP and cartridge warranties.
- Use labels that can withstand temperatures of 205°C (401°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.

- Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label.
- Do not use label sheets that have adhesive to the edge of the sheet. We recommend zone coating of the adhesive at least 1 mm (0.04 in.) away from edges. Adhesive material contaminates your MFP and could void your warranty.
- If zone coating of the adhesive is not possible, a 3 mm (0.125 in.) strip should be removed on the leading and driver edge, and a non-oozing adhesive should be used.
- Remove a 3 mm (0.125 in.) strip from the leading edge to prevent labels from peeling inside the MFP.
- Portrait orientation is preferred, especially when printing bar codes.
- Do not use labels that have exposed adhesive.

MFP maintenance when printing on labels

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

1 Print 5 sheets of paper.

2 Wait approximately 5 seconds.

3 Print 5 more sheets of paper.

Card stock

Card stock is single ply, and has a large array of properties, such as the orientation of paper fibers and texture, that can significantly affect the print quality.

You may only print card stock from the multipurpose feeder. Card stock must always exit to the rear output bin.

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

See **Specifications for print media** for information on the preferred weight of print media.

When printing on card stock:

- Set the **Paper Type** to Card Stock from the print driver, MarkVision Professional, the **control panel**, or the Web pages.
- Do not use preprinted card stock manufactured with chemicals that may contaminate the MFP. Preprinting introduces semi-liquid and volatile components in the MFP.
- Do not use card stock that is perforated or creased. It may cause print media jams.
- We recommend the use of grain short card stock.

MFP maintenance when printing on card stock

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

1 Print 5 sheets of paper.

2 Wait approximately 5 seconds.

3 Print 5 more sheets of paper.

For detailed information on card stock printing, characteristics, and design, refer to the *Card Stock & Label Guide* available on the Lexmark Web site at **www.lexmark.com/publications**.

Using the duplex feature for printing

Duplex printing (or *two-sided printing)* lets you print on both sides of a sheet of paper. For paper sizes that are acceptable for duplex printing, see **Duplex unit specifications**.

> **Note:** Print duplex jobs only on paper weighing 16–24 lb.

Select **Duplex** from your print driver to print individual duplex jobs.

> **Warning:** As the MFP processes a duplex print job, it partially ejects a sheet to the standard output bin, and then pulls the sheet back inside. Do not touch the sheet while it is partially ejected. Doing so could damage the MFP or cause a jam. Remove pages only after they have fully exited the MFP to a bin.

For more information on bins, see **Using the output bins**.

Duplex printing on letterhead

When duplex printing on letterhead from the multipurpose feeder, load it with the logo face down and entering the MFP last.

When duplex printing on letterhead from the trays, load it with the logo face up and facing toward the rear of the MFP.

Using Duplex Bind

When you select duplex bind printing in the print driver or Duplex Bind in the Finishing Menu, you must select either long edge or short edge binding. The purpose of Duplex Bind is to define the way duplexed pages are bound, and how the printing on the back of the sheet (even-numbered pages) is oriented in relation to the printing on the front (odd-numbered pages).

The two values for Duplex Bind are:

Long Edge*

The asterisk (*) indicates this is the factory default setting.

Assumes binding along the long end of the page (left edge for portrait orientation and top edge for landscape orientation). The following illustration shows long-edge binding for portrait and landscape pages:
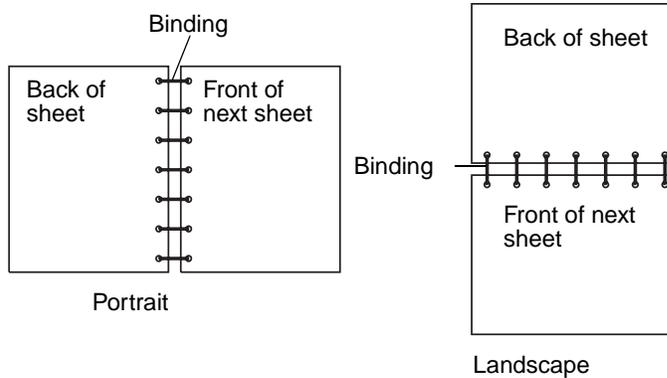
Binding

Back of sheet | Front of next sheet

Portrait

Back of sheet

Binding

Front of next sheet

Landscape

Short Edge

Assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation). The following illustration shows short-edge binding for portrait and landscape pages:

Back of sheet

Binding

Front of next sheet

Portrait

Binding

Back of sheet | Front of next sheet

Landscape
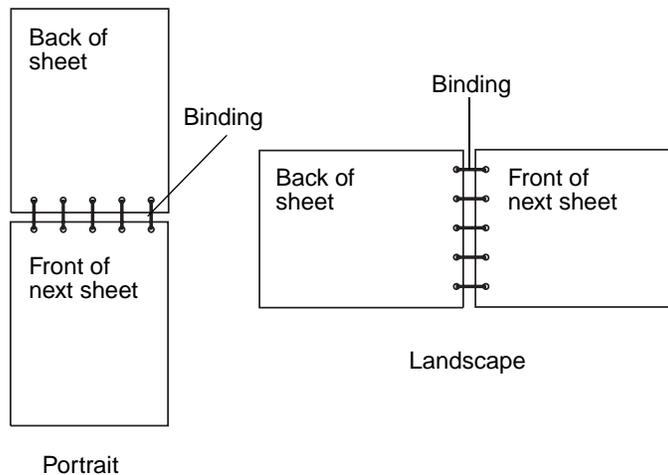
Loading print media

Your MFP has two standard sources, the 250-sheet tray (standard tray) and the multipurpose feeder. For more information, see **Using and loading the multipurpose feeder**. Load the print media you use for the majority of your print jobs in the standard 250-sheet tray.

Proper print media loading helps prevent jams and helps make your printing trouble-free.

Before loading print media, know the recommended print side of the print media you are using. This information is usually indicated on the print media package.

Do not remove trays while a job prints or while **Busy** displays on the control panel. Doing so may cause a jam.

Loading the standard tray or the optional 250-sheet tray

The following instructions work for loading the standard tray or the tray for the optional 250-sheet drawer.

Your MFP has one standard 250-sheet tray. You may use the optional 250-sheet drawer or the optional 500-sheet drawer as a print media source; however, you may use only one of these options at a time. See your *Setup Guide* for installation information.

For the sizes and types of print media these trays support, see **Print media source specifications**.

To load the tray for the optional 500-sheet drawer, see **Loading the optional 500-sheet tray**.

To load print media in a tray:

1 Remove the tray.
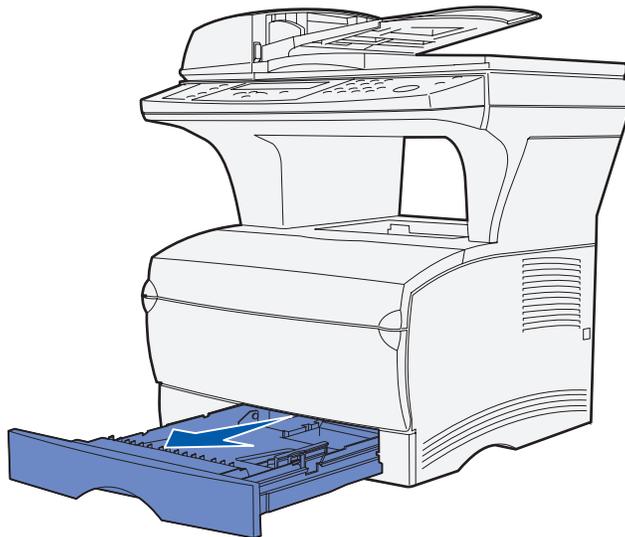
2 Press down on the metal plate until it locks into place.
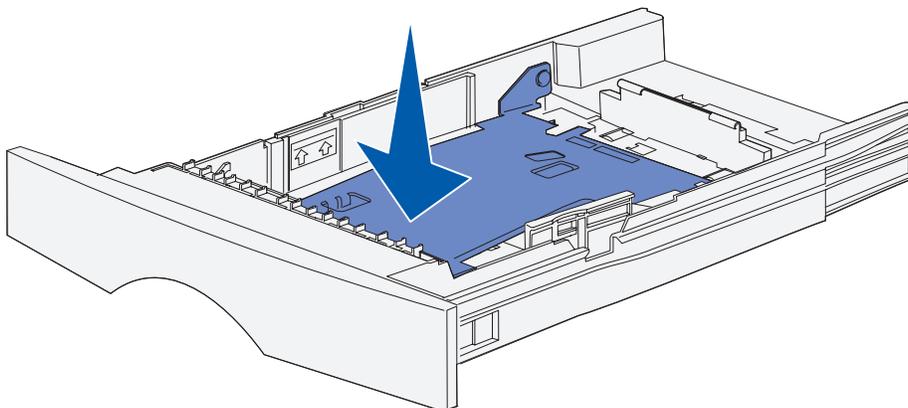
3 Locate the tabs on both of the guides.

Tab

Tab
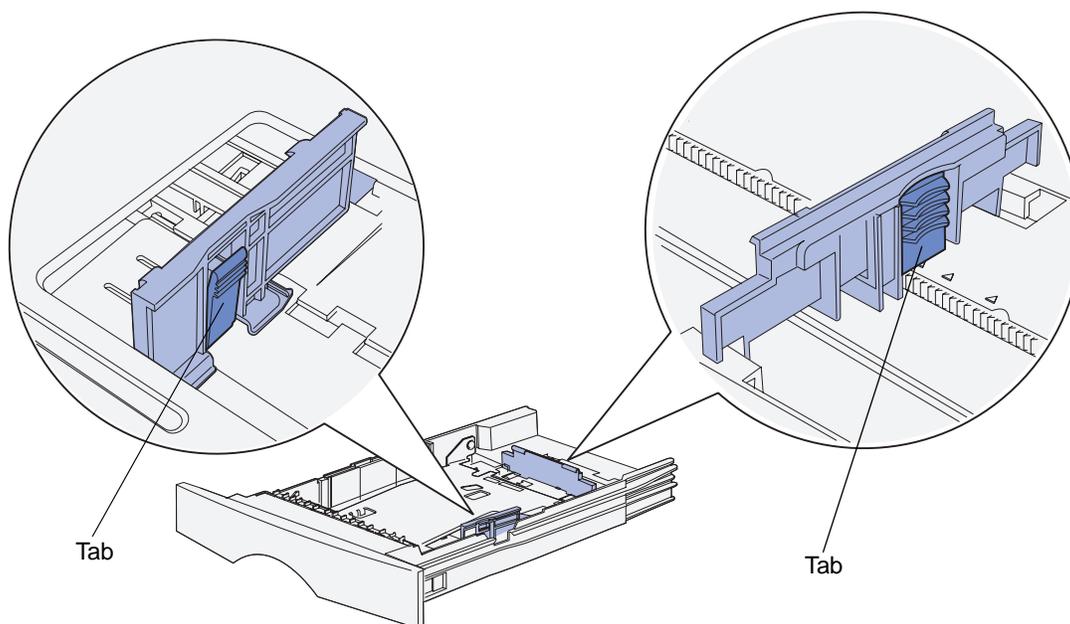
4 Squeeze the length guide tab and the length guide together, and then slide the guide to the back of the tray.

5 Squeeze the width guide tab and the width guide together, and then slide the guide all the way to the right.

Length guide

Width guide
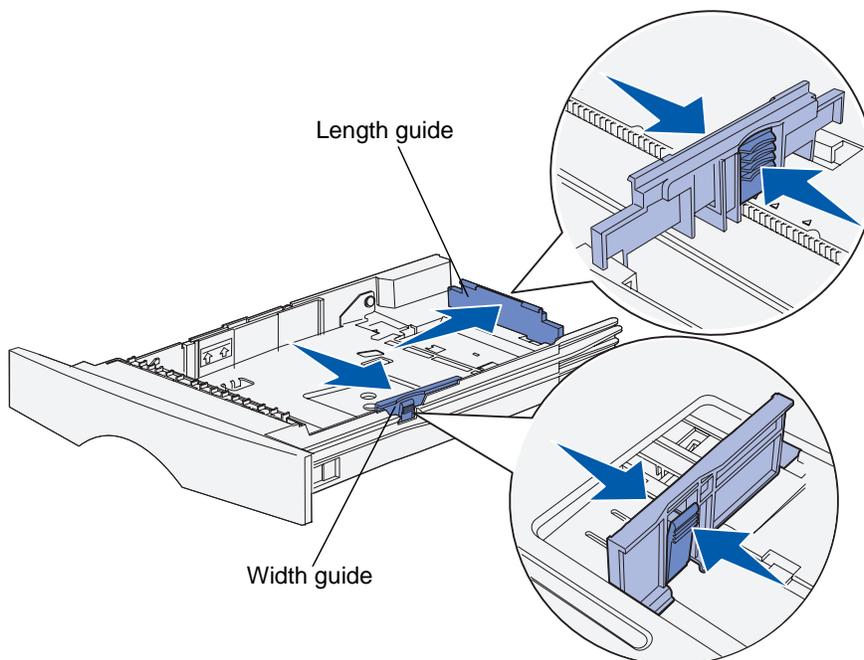
6 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.
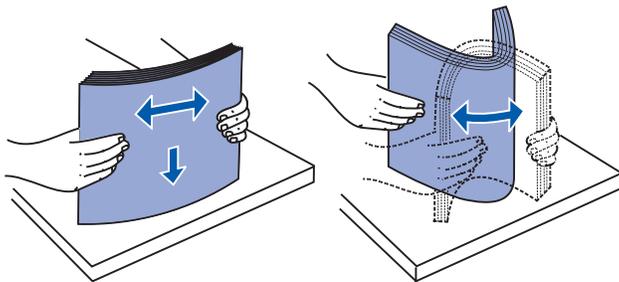
Hold the print media so the side you want to print on is face down, and the front edge of the stack is toward the front of the tray.

For information on loading letterhead, see **Printing on letterhead**.

7 Place the stack of print media against the left side of the tray and insert it under the metal stop.

Make sure the print media fits easily under the metal stop and is not bent or wrinkled. Do not raise the metal stop or force print media under it.

> **Note:** Do not exceed the maximum stack height indicated by the maximum stack height indicator. Overfilling the tray may cause jams.

Metal stop

Maximum stack height indicator
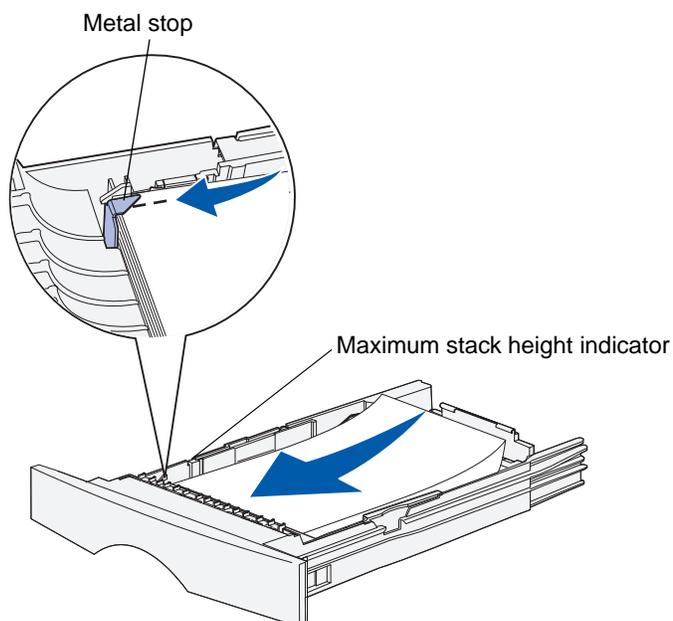
8 Squeeze the width guide tab and the width guide together, and then slide the guide to the edge of the print media.
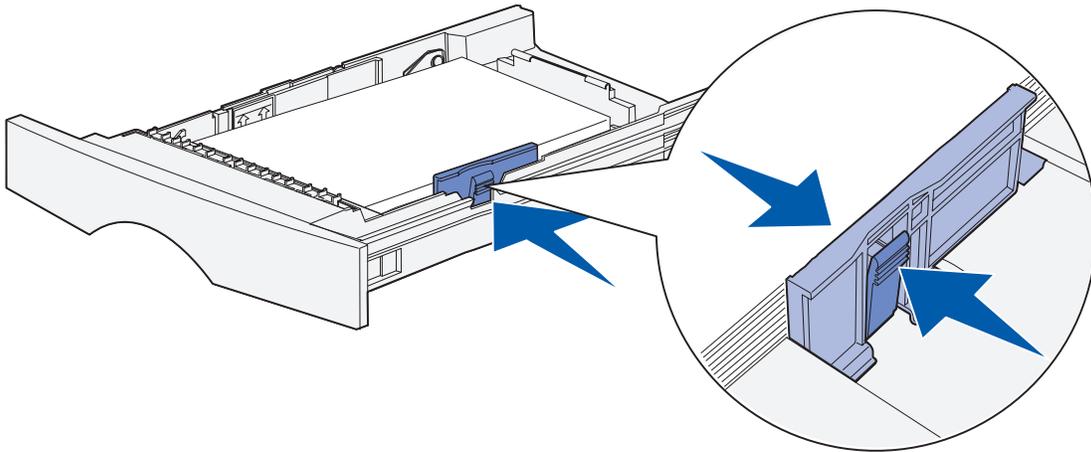
9 Squeeze the length guide tab and the length guide together, and then slide the guide to the edge of the print media.
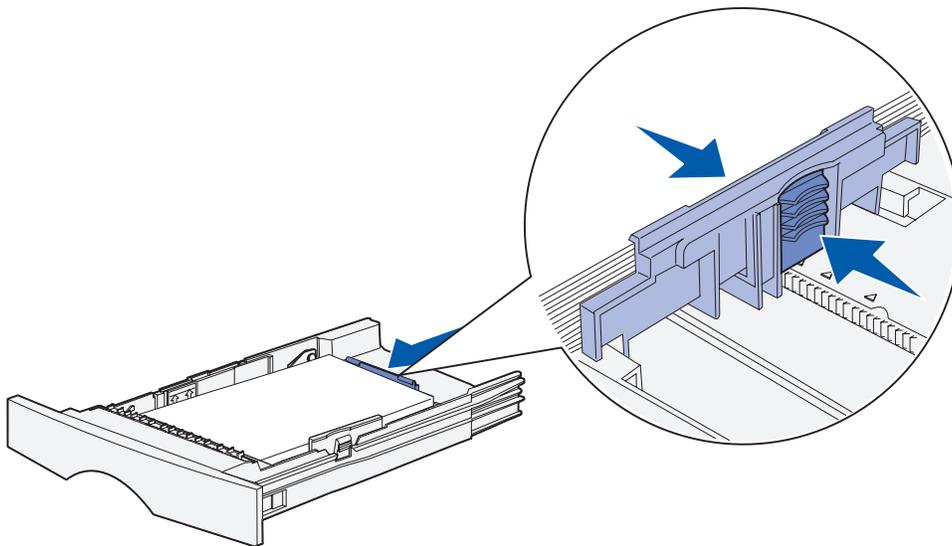
Note: Sliding the guides too tightly against the print media may cause misfeeds.

10 Insert the tray.
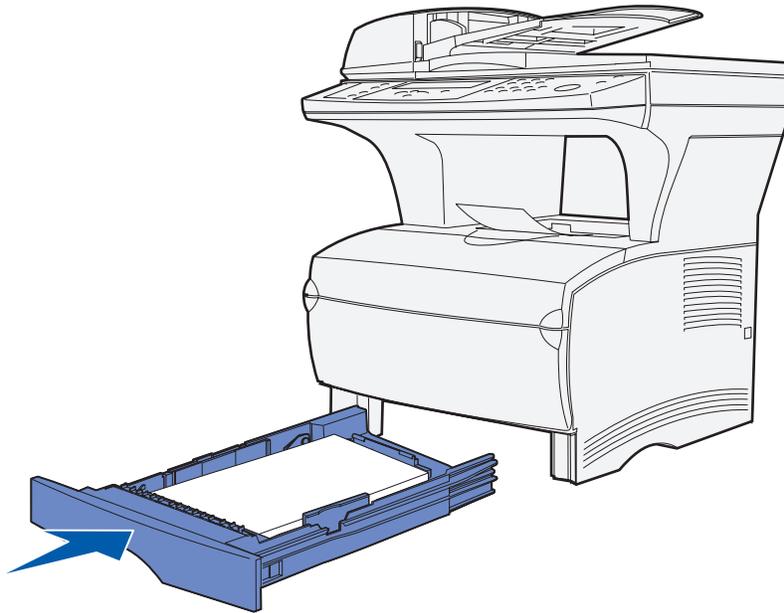
11 Set the paper size and paper type in the menus from the control panel.

Loading the optional 500-sheet tray

The optional 500-sheet tray only accepts paper. It is designed with a special cover at the back of the tray to shield legal size paper. The cover protects legal size paper from exposure to dust.

To load paper in the tray:

1 Remove the tray.
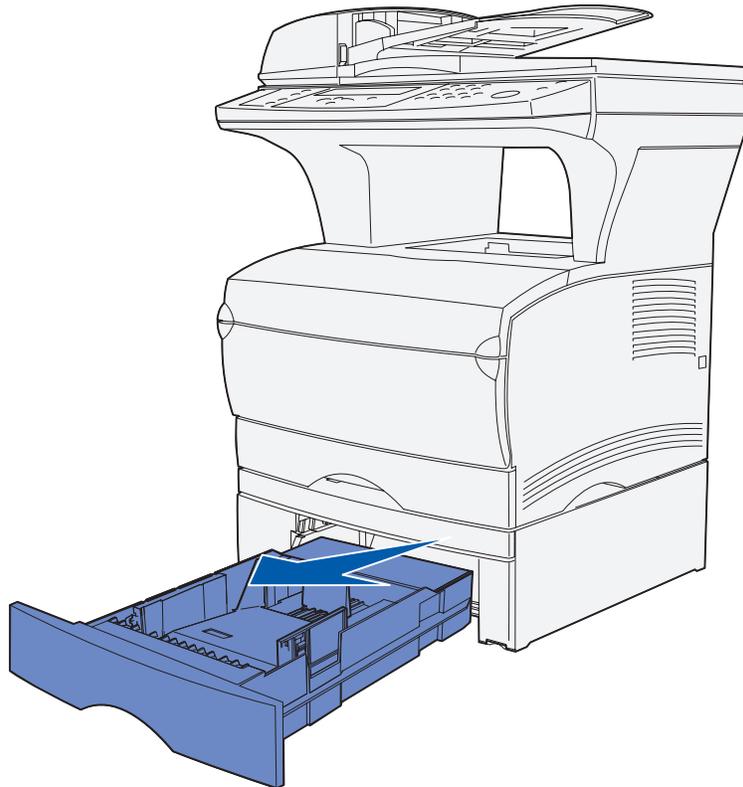
2 Raise the cover.
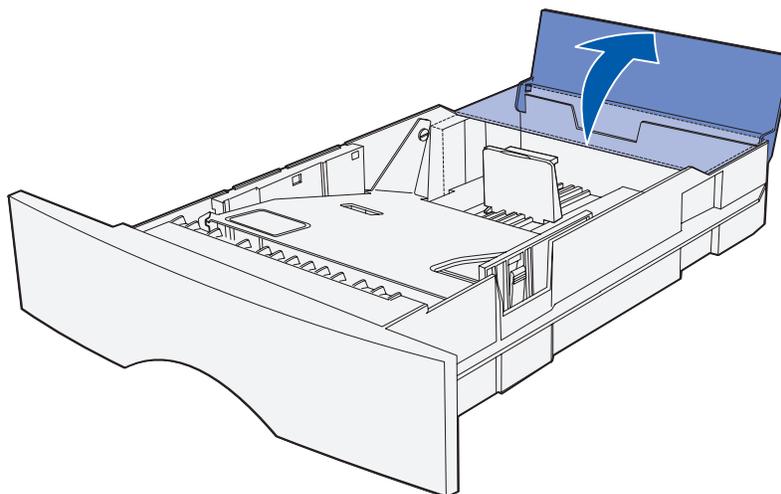
3 Press down on the metal plate until it locks into place.
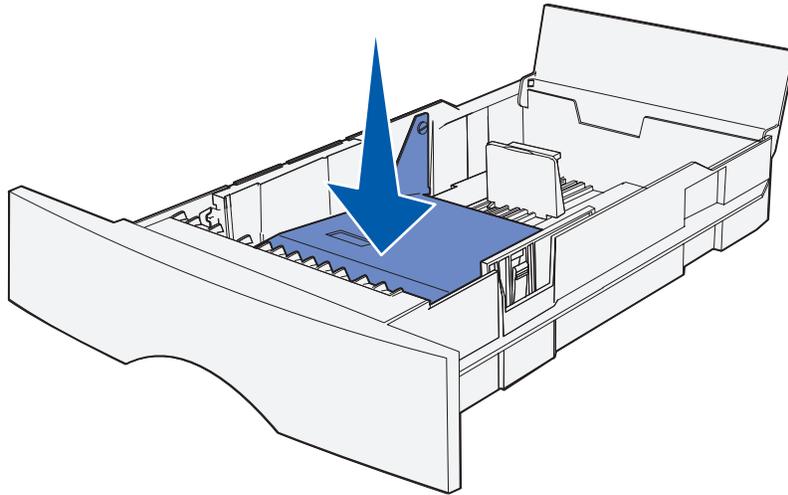
4 Locate the tabs on both of the guides.

Tab

Tab
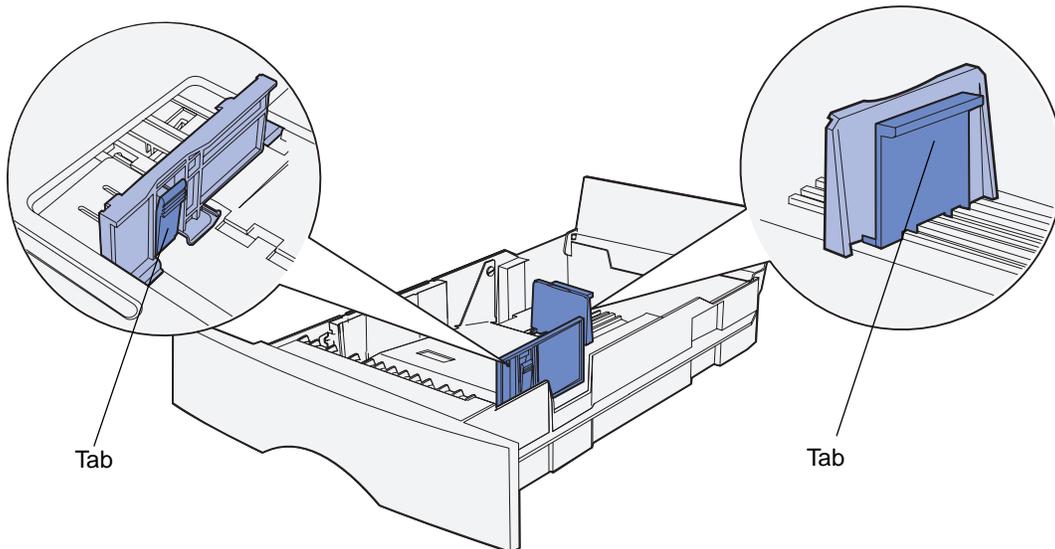
5 Squeeze the length guide tab and the length guide together, and then slide the guide to the back of the tray.

6 Squeeze the width guide tab and the width guide together, and then slide the guide all the way to the right.

Length guide

Width guide
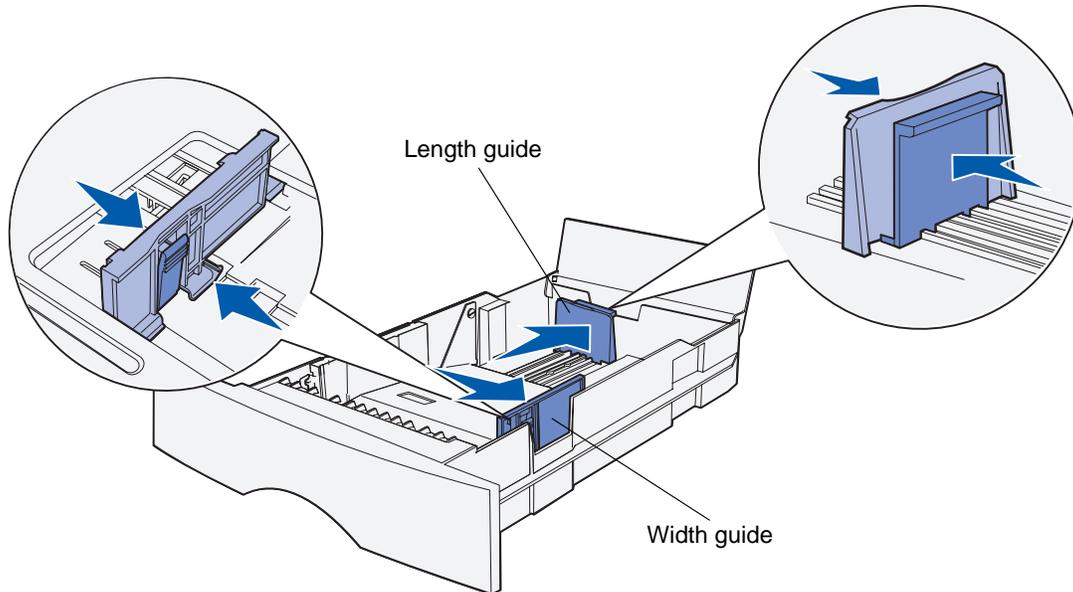
7 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.
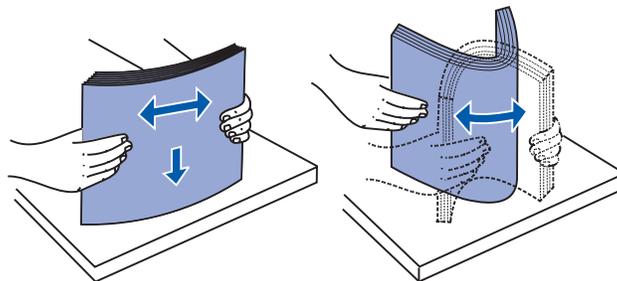
Hold the paper so the side you want to print on is face down, and the front edge of the stack is toward the front of the tray.

For information on loading letterhead, see **Printing on letterhead**.

8 Place the stack of paper against the left side of the tray and insert it under the metal stop.

Make sure the paper fits easily under the metal stop and is not bent or wrinkled. Do not raise the metal stop or force paper under it.

> **Note:** Do not exceed the maximum stack height indicated by the maximum stack height indicator. Overfilling the tray may cause jams.
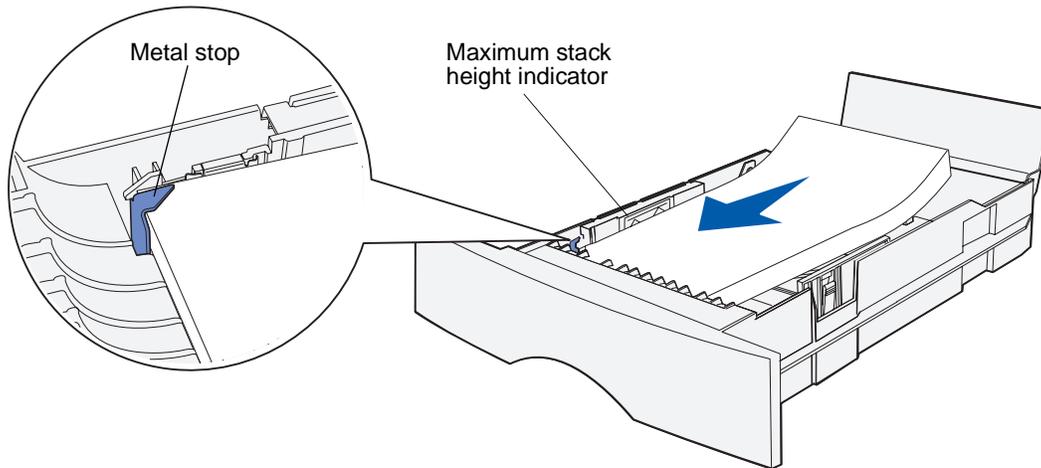
9 Squeeze the width guide tab and the width guide together, and then slide the guide to the edge of the paper.
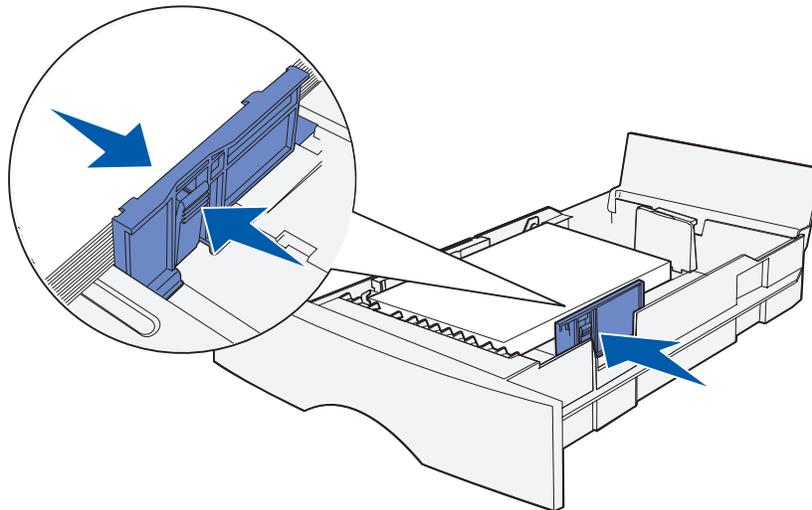
10 Squeeze the length guide tab and the length guide together, and then slide the guide to the edge of the paper.
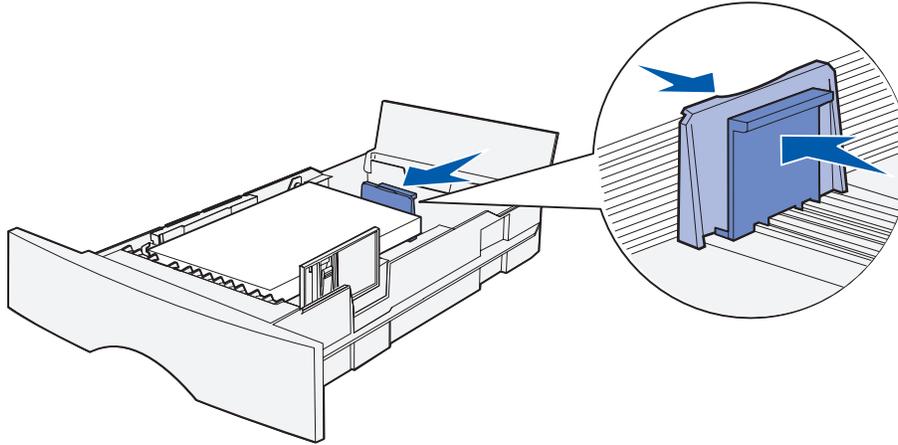
> **Note:** Sliding the guides too tightly against the paper may cause misfeeds.

11 Close the cover.
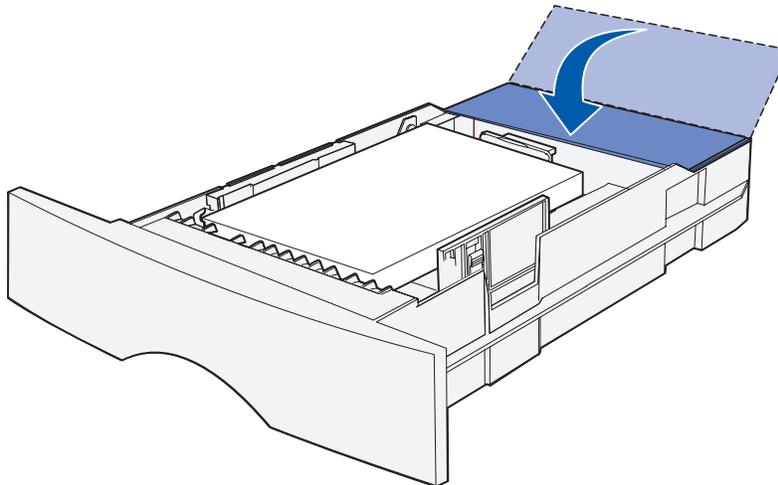
12 Insert the tray.

13 Set the paper size and paper type in the menus from the control panel.

Using and loading the multipurpose feeder

Your MFP has a multipurpose feeder that holds several sizes and types of print media. It is located on the front of your MFP and can be closed when you are not using it. Reserve the multipurpose feeder for when you print on different sizes and types of print media, such as card stock, transparencies, postcards, note cards, and envelopes. You can load a stack of print media, or you can load single sheets you do not keep in a tray.

If the MFP displays `Load MP Feeder`, you should load the multipurpose feeder. Load the print media, and then press ✓. If you load a single sheet, the message is displayed again to prompt you to load the next sheet. See **Loading the multipurpose feeder** for more information.

See **page 51** of **Media specifications and guidelines** for a listing of supported types and sizes.

> **Note:** When printing from the multipurpose feeder, be sure to set the Paper Size and Paper Type.

Follow these guidelines when using the multipurpose feeder:

- Load only one size and type of print media at a time.

- To achieve the best possible print quality, use only high-quality print media that is designed for use in laser printers. See **Print media guidelines** for information on selecting types of print media.

- To prevent jams, do not add print media to the multipurpose feeder when it already contains print media.

- Do not close the multipurpose feeder while a job is printing. Doing so may cause a jam.

- Load print media with the top edge going into the multipurpose feeder first.

- Do not place objects on the multipurpose feeder. Also, avoid applying excessive force to it.

Opening the multipurpose feeder

1 Locate the finger grips on the multipurpose feeder door.
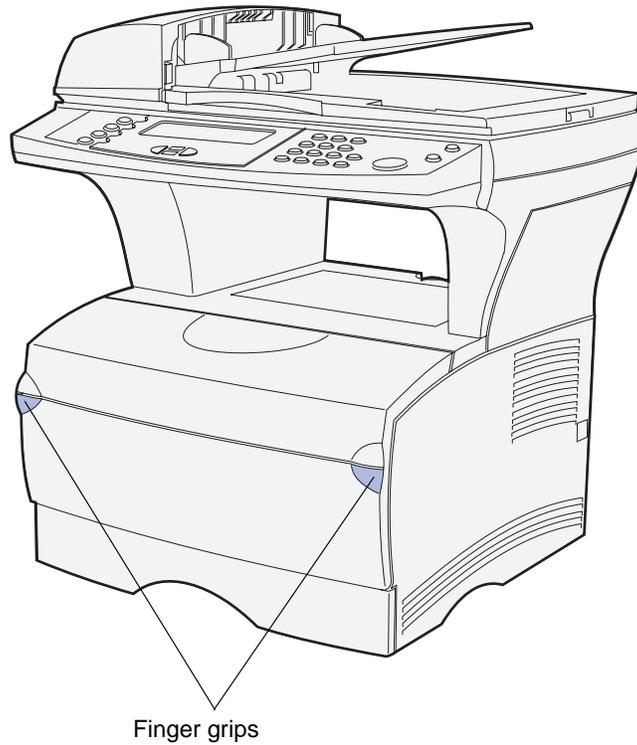
Finger grips

2 Use the finger grips to pull the door open.
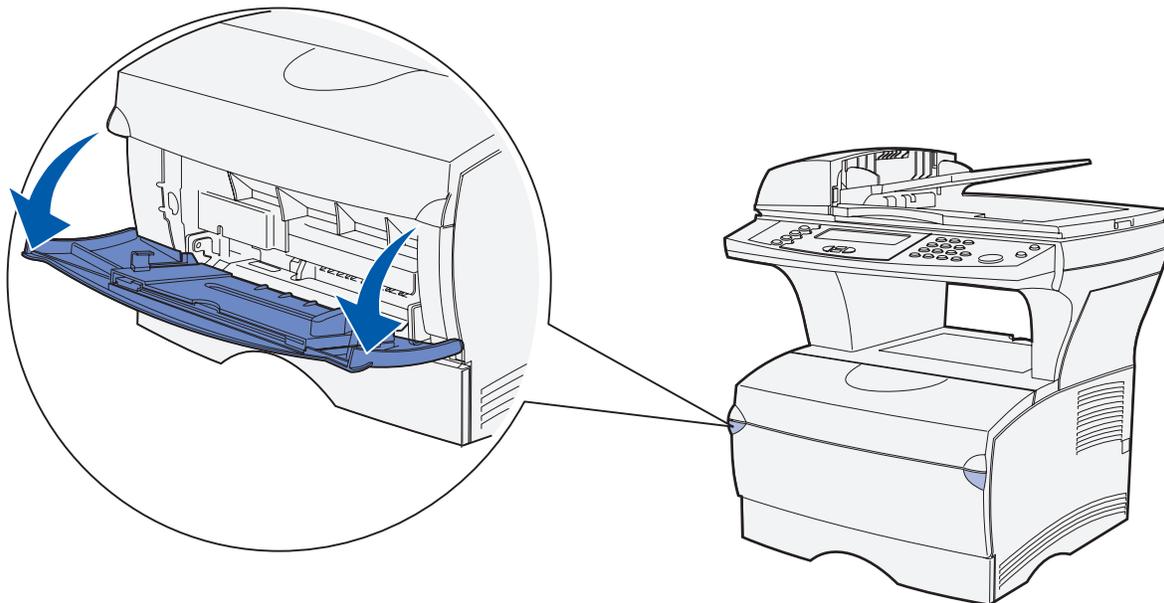
3 Pull the extension out.

> **Note:** If you plan to load envelopes, do not extend the other extension as mentioned in **step 4 on page 74** and **step 5 on page 74**. Having the first extension out and the second one not extended works best with envelopes.
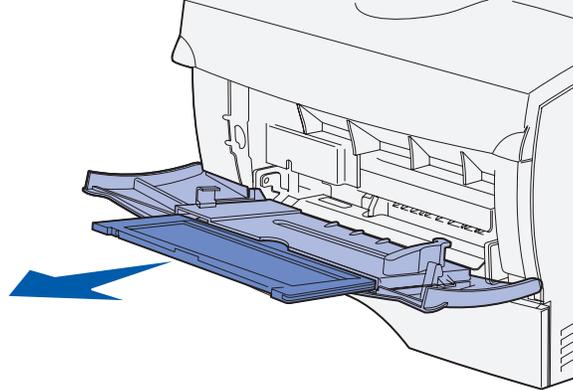
4 Gently press down on the ridge. The extension unfolds.

Ridge
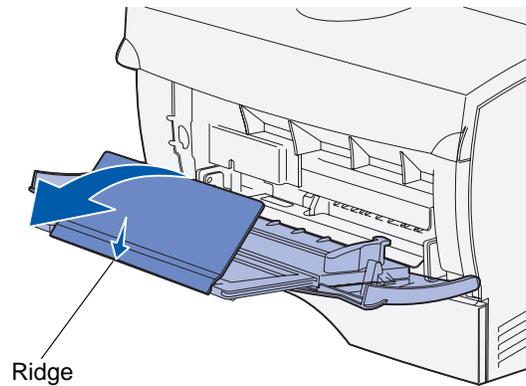
5 Guide the extension down gently so the multipurpose feeder is extended fully.
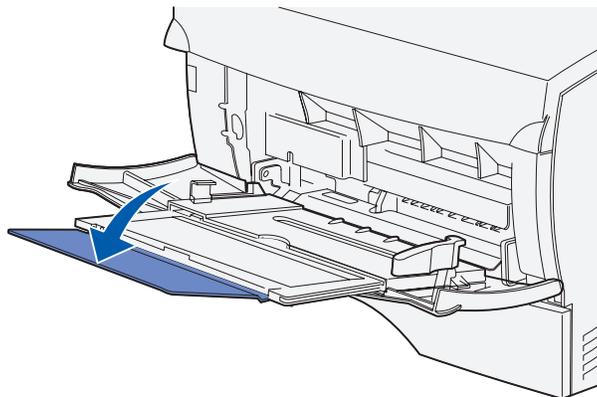
Loading the multipurpose feeder

See **Specifications for print media** for information on sizes and types of print media you can load in the multipurpose feeder.

1 Slide the width guide all the way to the right.
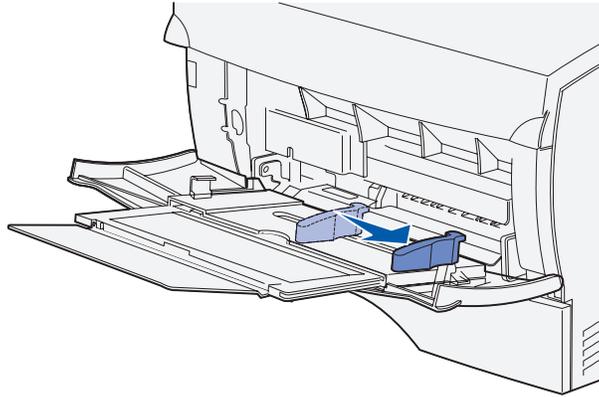
2 Prepare print media for loading.

> **Note:** Do not load different sizes or types of print media in the multipurpose feeder at the same time. Doing so may cause a jam.

- Flex sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.
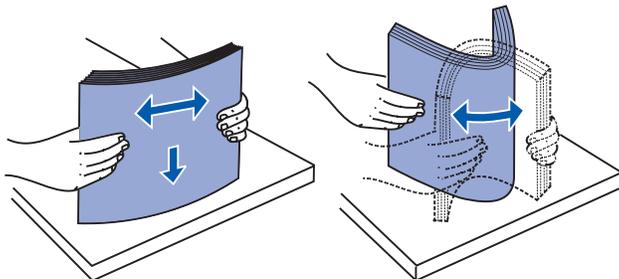
- Hold transparencies by the edges and fan them to prevent feeding failures.

> **Note:** Avoid touching the print side of the transparencies. Be careful not to scratch them.
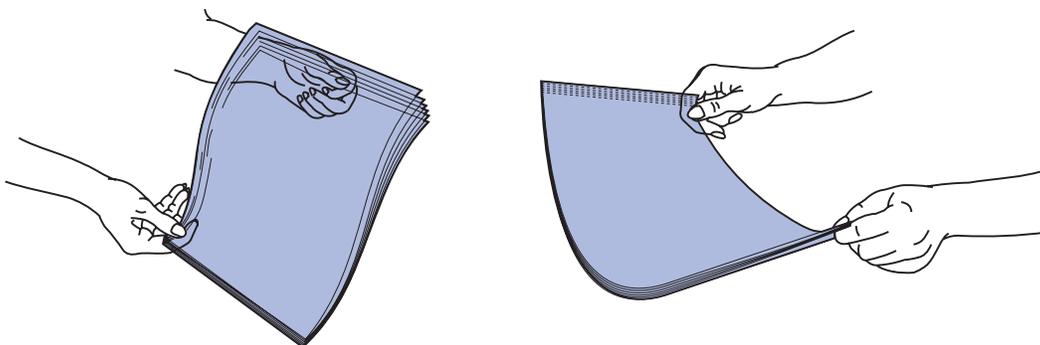
- Fan envelopes back and forth to loosen them. Do not fold or crease the envelopes. Straighten the edges on a level surface.
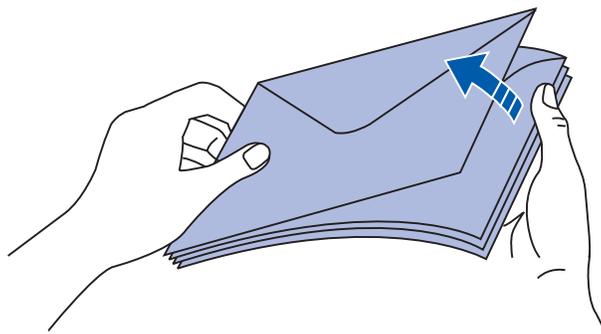
3 Locate the stack height limiter. Do not exceed the maximum stack height by forcing print media under the stack height limiter. The maximum stack height for any print media is 10 mm (0.4 in.). Overfilling the multipurpose feeder could cause jams.

Stack height limiter
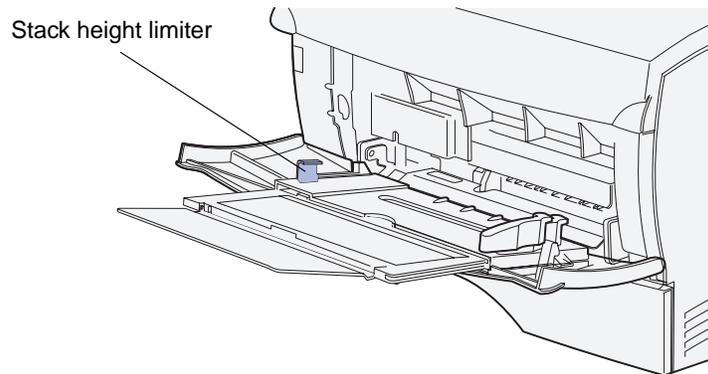
> **Note:** See **Print media source specifications** for more information.

4 Load the print media.

- Load paper and card stock with the recommended print side face up and the top edge entering first.
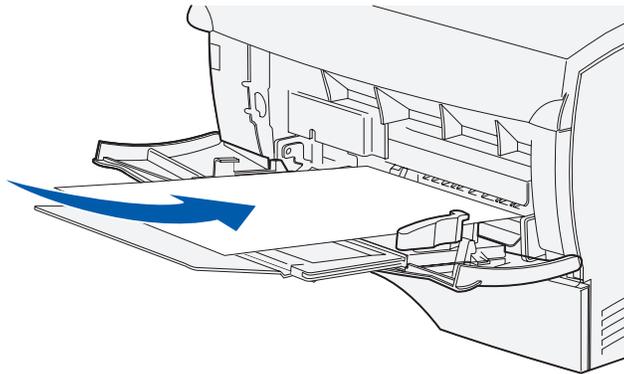
- Load letterhead with the logo face up and the top edge entering first.
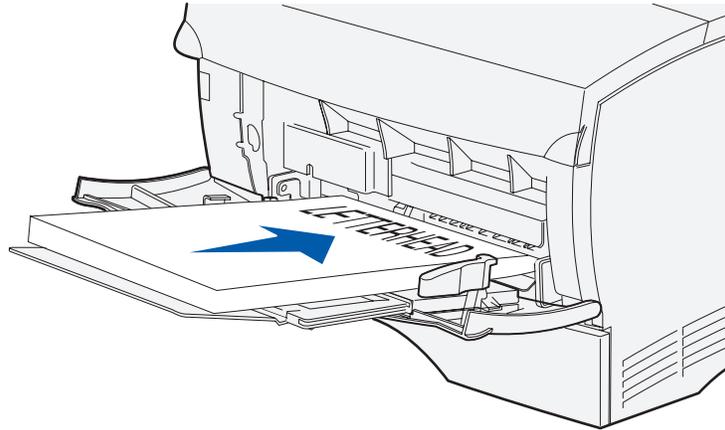
> **Note:** If you load letterhead for duplex printing, load the sheets with the logo face down and entering last.

- Load transparencies with the recommended print side face up and the top edge entering first.
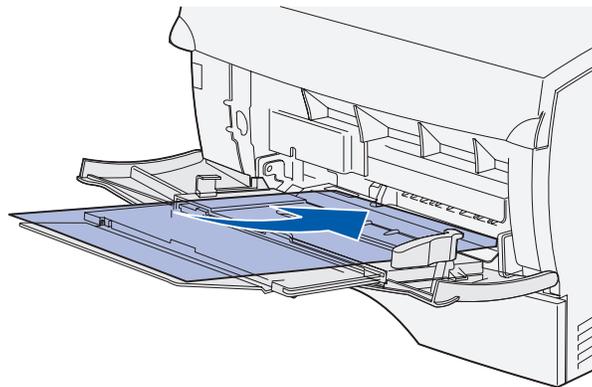
> **Warning:** Never use envelopes with clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the MFP.

- Load envelopes with the flap side down and the stamp area entering last.

  Note: For best results, peel-and-stick envelopes should exit to the rear output bin. Open the rear output bin when printing on these envelopes.

Do not feed stamped envelopes into the multipurpose feeder. The stamp and addresses are shown for envelope orientation only.
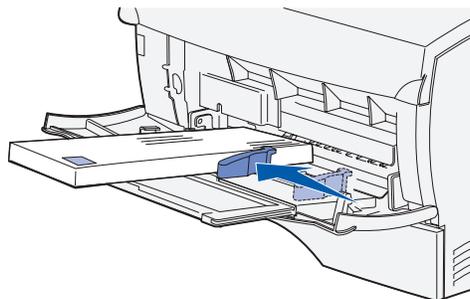
5 Slide the print media into the multipurpose feeder slot as far as it will go without damaging the print media.
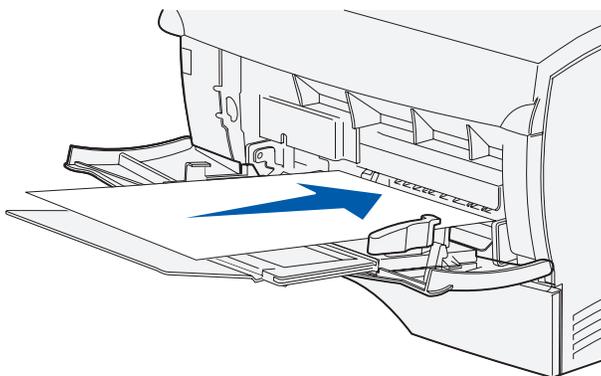
6 Slide the width guide to the left until it lightly touches the edge of the stack.

Stack height limiter
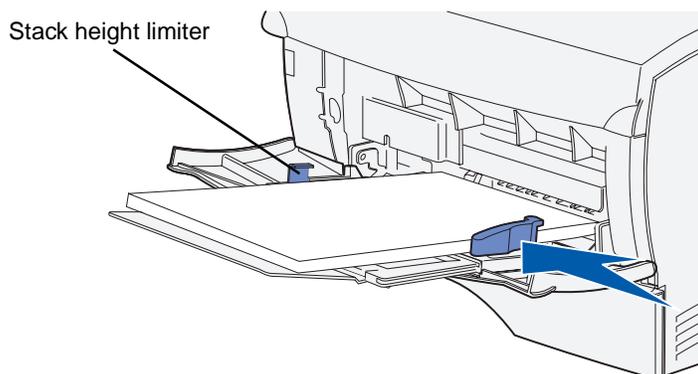
Make sure the print media fits loosely in the multipurpose feeder and is not bent or wrinkled.

7 Set the paper size and paper type in the menus from the control panel.

Using the output bins

Using the standard output bin

The standard output bin holds 150 sheets of print media. The MFP automatically sends print jobs to the standard output bin. All jobs collate face down in this bin.

Standard output bin
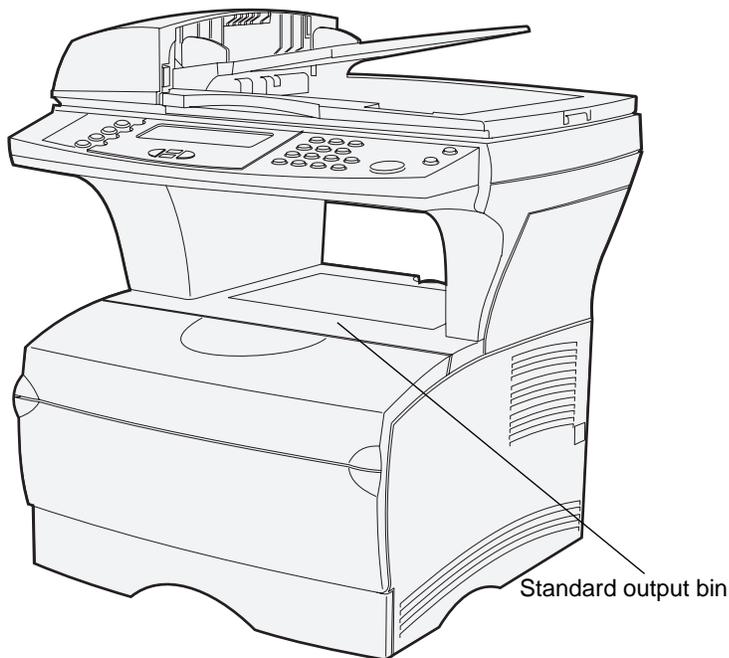
Raising the paper rest

The paper rest holds printed jobs at an angle to keep them from sliding out of the bin. Pull the paper rest forward to raise it.
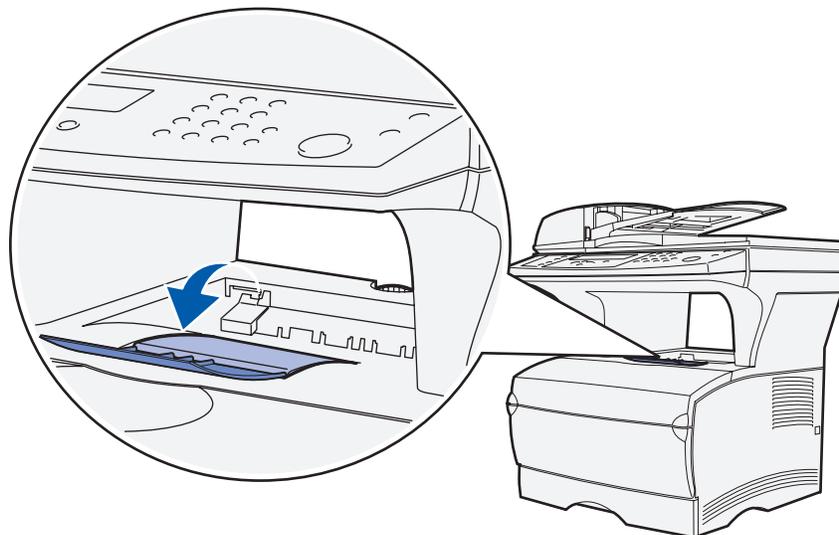
Using the rear output bin

The MFP automatically sends print jobs to the rear output bin when you open it. The rear output bin reverse collates (pages 4, 3, 2, 1) all jobs face up. The rear output bin holds 20 sheets of paper.

You may want to use the rear output bin when you print on different sizes and types of print media, such as paper, transparencies, postcards, note cards, and envelopes.

- Labels and transparencies may print more successfully when sent to the rear output bin.
- Envelopes may curl less if sent to the rear output bin.
- Card stock must always exit to the rear output bin.

Print media that is 165.1 mm (6.5 in.) or less in length must exit to the rear output bin.

> **Note:** Legal size print media sent to the rear exit bin stacks improperly when too many sheets accumulate. You must remove print media often from this bin.

To use the rear output bin:

1 Grasp the tab in the recessed area of the rear output bin door.

Tab
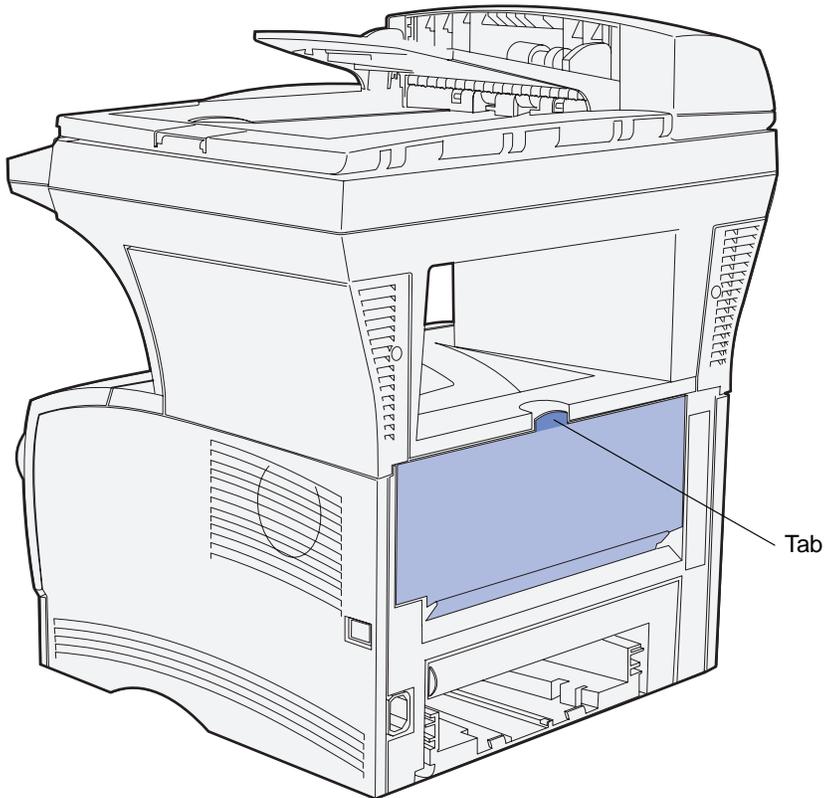
2 Pull the door down.
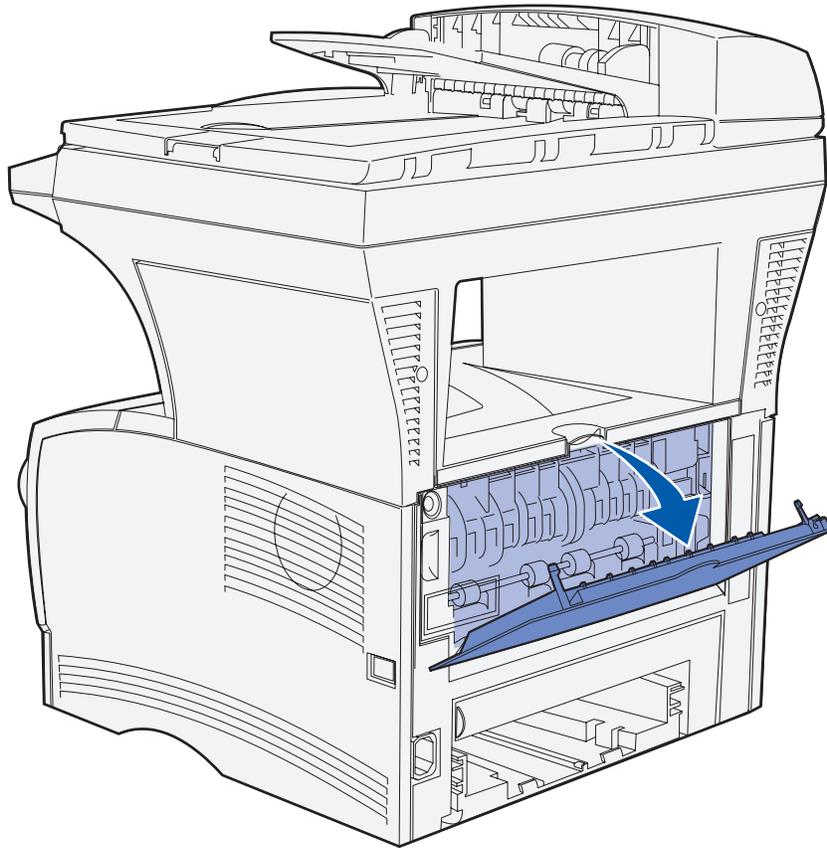
3 Pull the extension straight out using the tab.
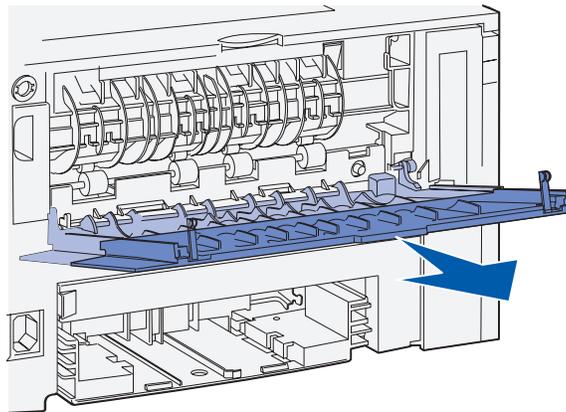
4 Close the rear output bin door when you finish using it.

> **Note:** Make sure the door closes properly on both sides to prevent jams.

4 Clearing jams

By carefully selecting media and loading it properly, you should be able to avoid most jams. If jams do occur, complete the steps in the following sections. If jams occur frequently, see **Avoiding jams when printing**.

> **Note:** You must remove all jammed media from the entire paper path. A new copy of the page that jammed prints if **Jam Recovery** is set to On from the **control panel** or the Web pages. Setting Jam Recovery to Auto does not guarantee that a new copy of the page will print.

Identifying the media path

The following illustration shows the path that media travels through the MFP. The path varies depending on the input source (trays and multipurpose feeder) and output bin you are using.

Front view of the scanner and ADF   Side view of the MFP
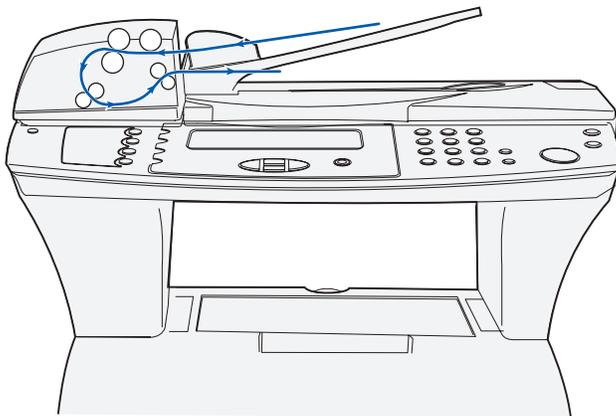
Optional drawer
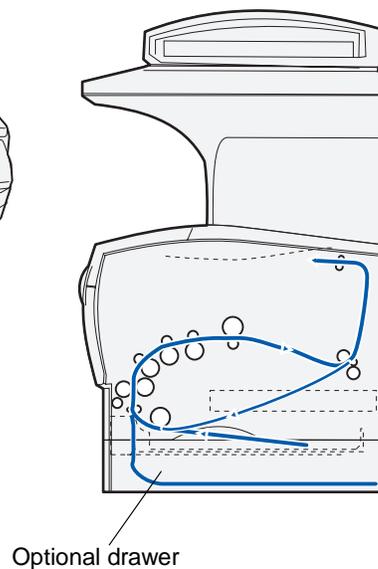
> **Note:** To avoid tearing scan media or print media, pull all jams out gently and slowly.

Clearing jams

Use the following table to locate instructions for jam removal based on the jam message:

Message	To clear this jam, see instructions in these sections
`290 Scanner jam, remove all originals from the scanner`	**Entering the ADF**
`291 Scanner jam, remove all originals from the scanner`	**In the ADF**
`292 Scanner jam, remove all originals from the scanner`	**Opening top cover during scanning**
`293 Scanner jam, replace all originals if restarting job`	**Jammed due to missing scan media or poor positioning in the ADF**
`200 Paper jam, remove Print Cartridge to access`	**Jams under the print cartridge** **Jams in the tray 1 area** **Jams in the tray 2 area**
`201 Paper jam, remove Print Cartridge to access`	**Jams under the print cartridge** **Jams behind the upper front door and the rear output bin door** **Jams in the tray 1 area** **Jams in the tray 2 area** **Jams inside a tray after clearing the metal stop** **Jams in the fuser**
`202 Paper jam, open rear door to access`	**Jams under the print cartridge** **Jams behind the rear output bin door** **Before reaching the standard output bin** **Exiting to the standard output bin**
`230 Paper jam, check duplex`	**Jams in the fuser** **Jams under the MFP**
`250 Paper jam, check MP Feeder`	**Jams in the multipurpose feeder**

Jams in the ADF

There are several jams that may occur in the ADF.

Entering the ADF

The scan media jammed under the top cover of the ADF.

1 Open the top cover of the ADF.

2 Grasp the jammed scan media and pull it out.
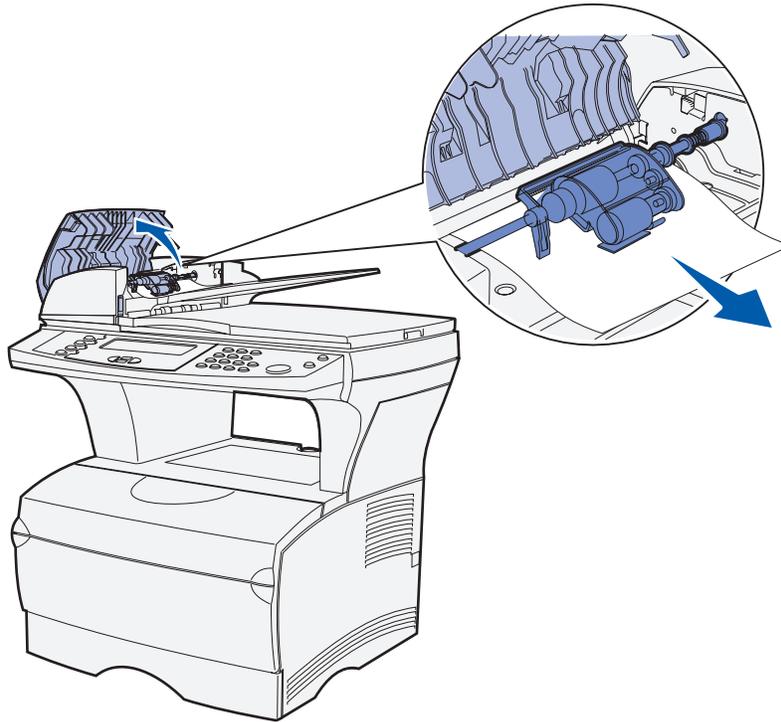
3 Press ✓ .

In the ADF

The scan media jammed under the rollers under the top cover of the ADF.

1 Open the top cover of the ADF.

2 Press the button to release the second cover.
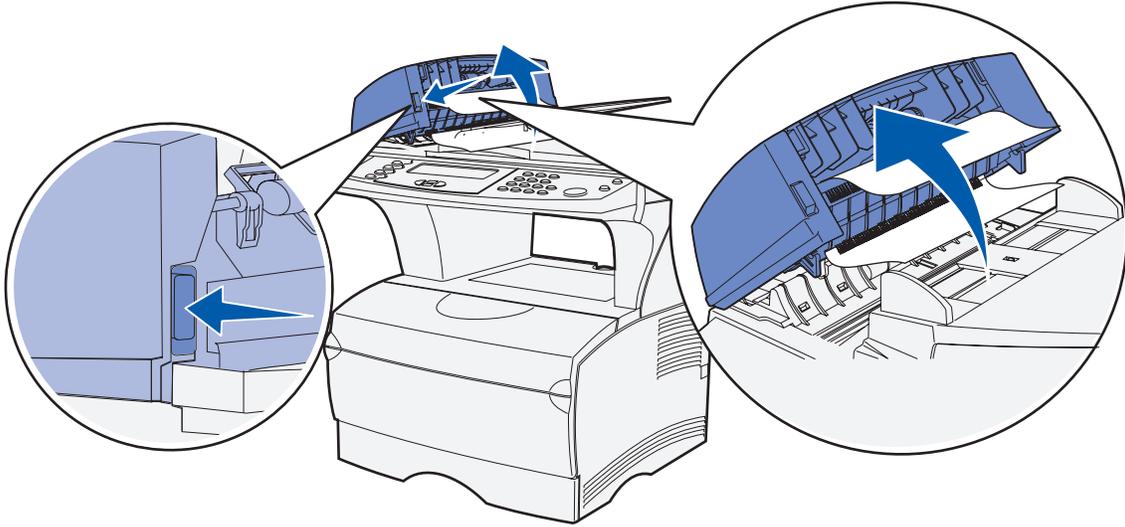
3 Lift the second cover.

4 Grasp the jammed scan media and pull it out.

5 Press ✓.

Jams in the ADF
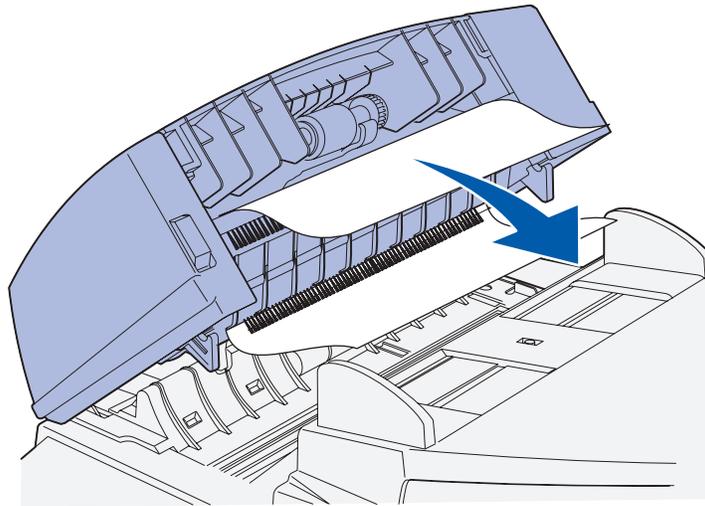
Opening top cover during scanning

A jam occurs when the top cover of the ADF is opened after the scanning process starts.

1 Remove the jam following the directions in **Entering the ADF** or **In the ADF** based on how far the jam is under the top cover.

2 Press ✓.

Jammed due to missing scan media or poor positioning in the ADF

A jam occurs when scan media is not positioned properly in the ADF or media was not placed in the ADF.

Position the scan media properly in the ADF and press ✓.

Jams under the print cartridge

Since the jam may occur farther back in the MFP behind the print cartridge area, you may need to reach in farther to remove the jam.

1 Open the upper front door.

2 Remove the print cartridge. (See **Removing the used print cartridge** for instructions.)

    CAUTION: The rear portion of the inside of the MFP may be hot.
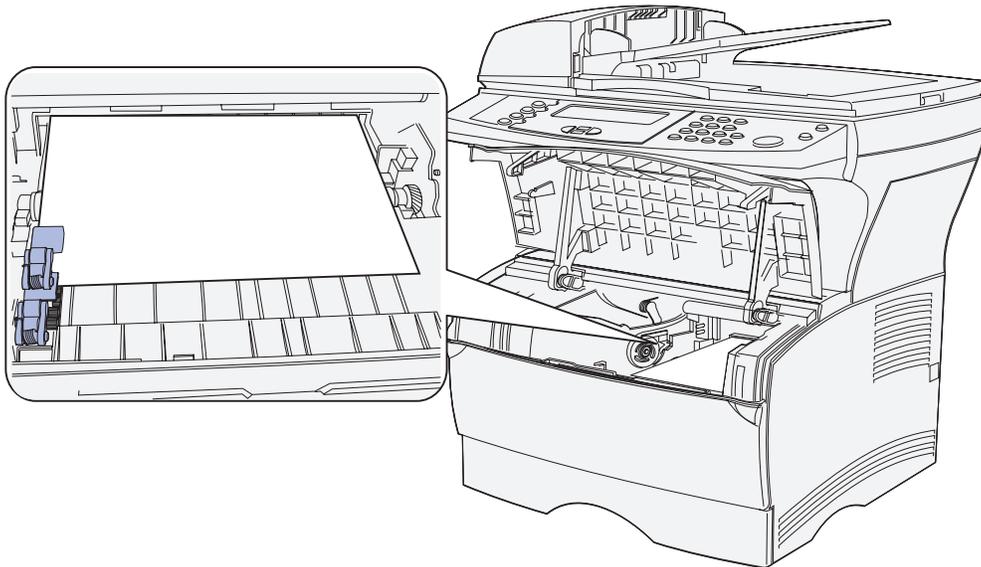
    Note: The ends of the print media may not be visible.

3 With both hands, pull the print media to the right, and then out.
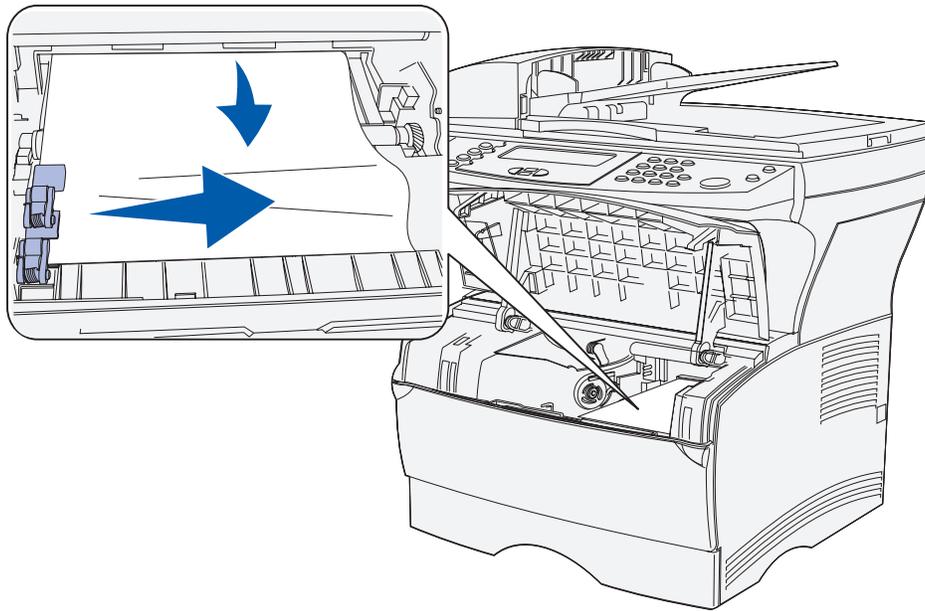
> **Note:** If the print media resists, stop pulling and access it from the rear output bin door. See **Jams behind the upper front door and the rear output bin door** to continue.

4 Reinstall the print cartridge. (See pages **108** through **109** of **Installing the new print cartridge** for instructions.)

5 Close the upper front door.

6 Press ✓.

Jams behind the upper front door and the rear output bin door

Jams in these areas require opening the rear output bin door and the upper front door:

- The print media jams before reaching the standard output bin. See **Before reaching the standard output bin**.

- The print media jams before exiting completely into the standard output bin. See **Exiting to the standard output bin**.

Before reaching the standard output bin

The print media jams before reaching the standard output bin.

1 Open the rear output bin door.
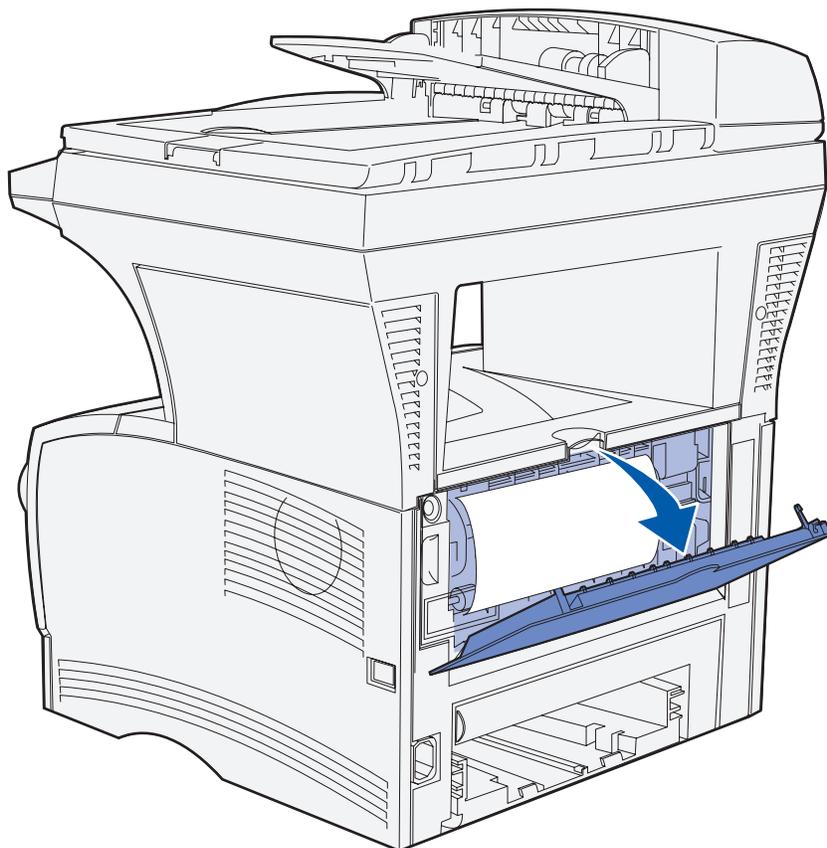
2 Gently remove the jam based on how much is visible.

- If the middle of the sheet of print media is visible, but not the ends, grasp the print media on both sides and gently pull it straight out toward you.
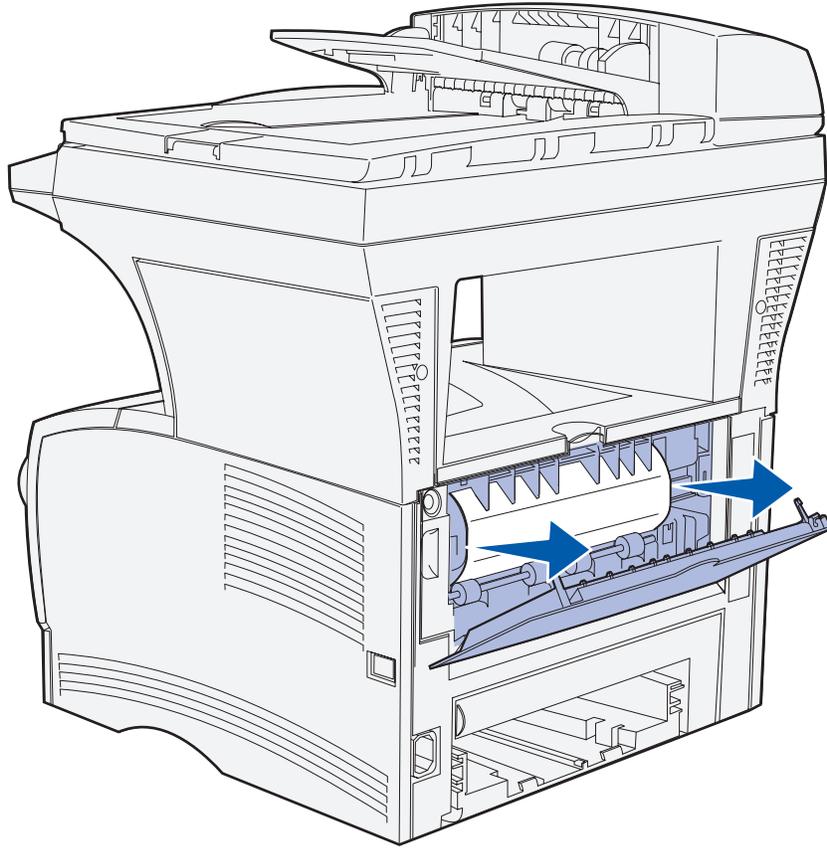
Jams behind the upper front door and the rear output bin door

- If an end of the jam is visible, pull it straight out toward you.

Tab
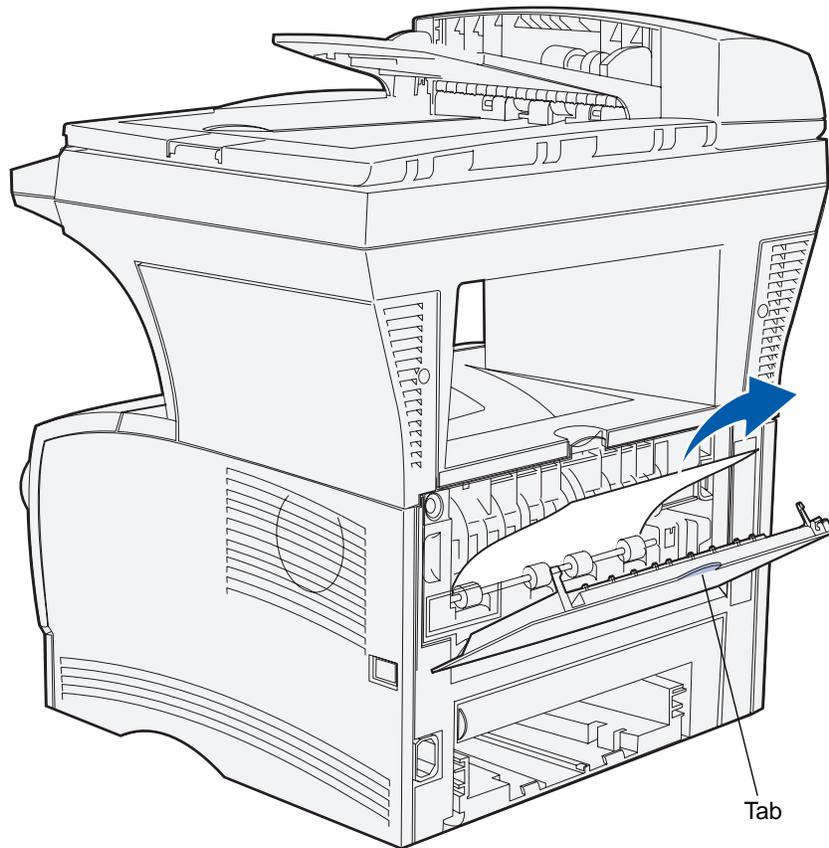
3 Close the rear output bin door by pushing it in the middle under the tab.

> **Note:** Make sure the door closes on both sides.

4 Press ✓.

Jams behind the upper front door and the rear output bin door

Jams in the fuser

1 Open the upper front door. (See **page 106** in **Removing the used print cartridge** if you need instructions.)

2 Remove the print cartridge. (See **Page 107** in **Removing the used print cartridge** if you need instructions.)

   CAUTION: The inside rear of the MFP may be hot.

3 Locate the jam inside the MFP.

4 Gently pull the jam straight out and then up.
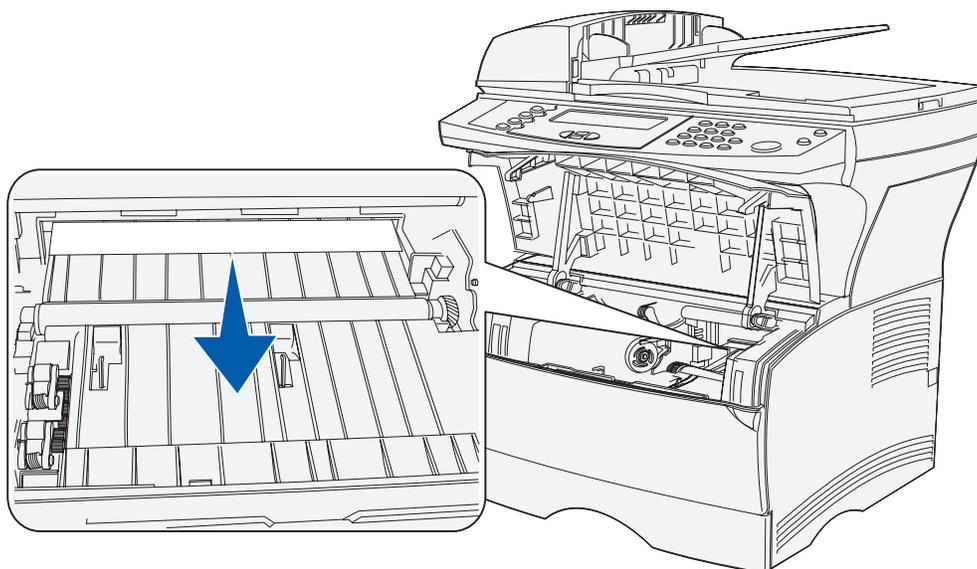
5 Reinstall the print cartridge.

6 Close the upper front door.

7 Press ✓ .

Exiting to the standard output bin

1   Gently pull the jam straight out.

2   If the print media does not pull easily from here, continue with **Jams behind the rear output bin door** on **Page 95**.
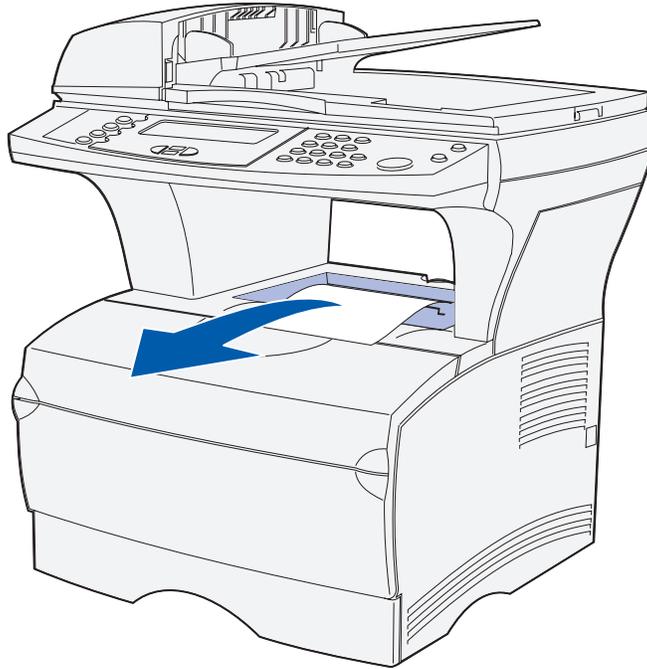
3   Press ✓.

Jams behind the rear output bin door

This jam occurs when print media less than 152.4 mm (6 in.) in length has attempted to exit to the standard output bin.

1 Open the rear output bin door.
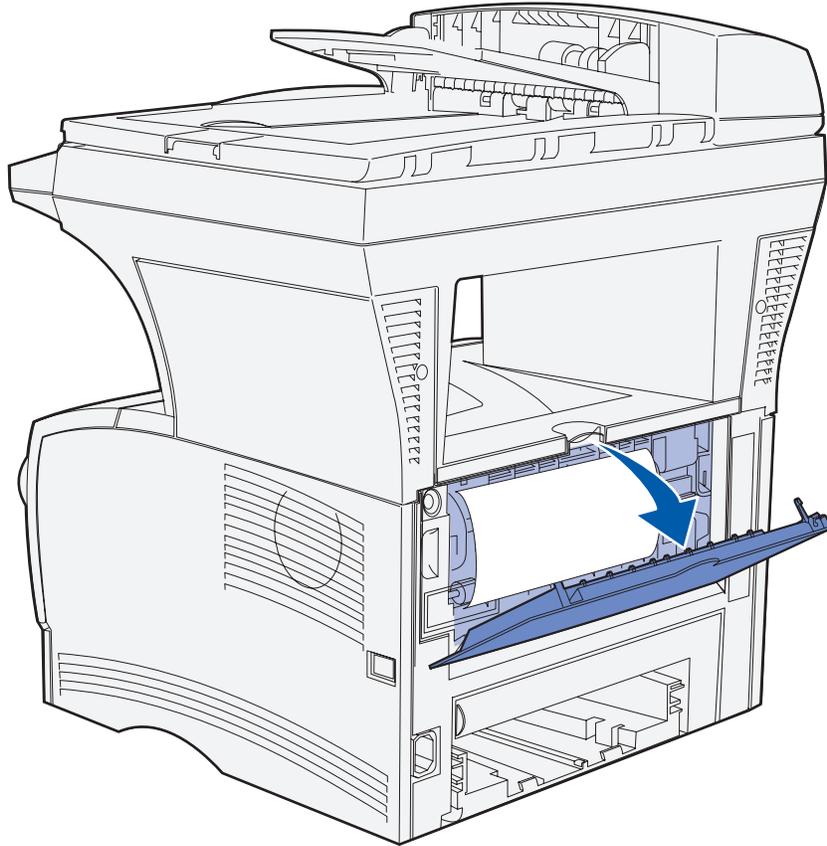
2 Gently remove the jam.

If the print media resists, stop pulling. Remove the print cartridge, and then pull the jam out.
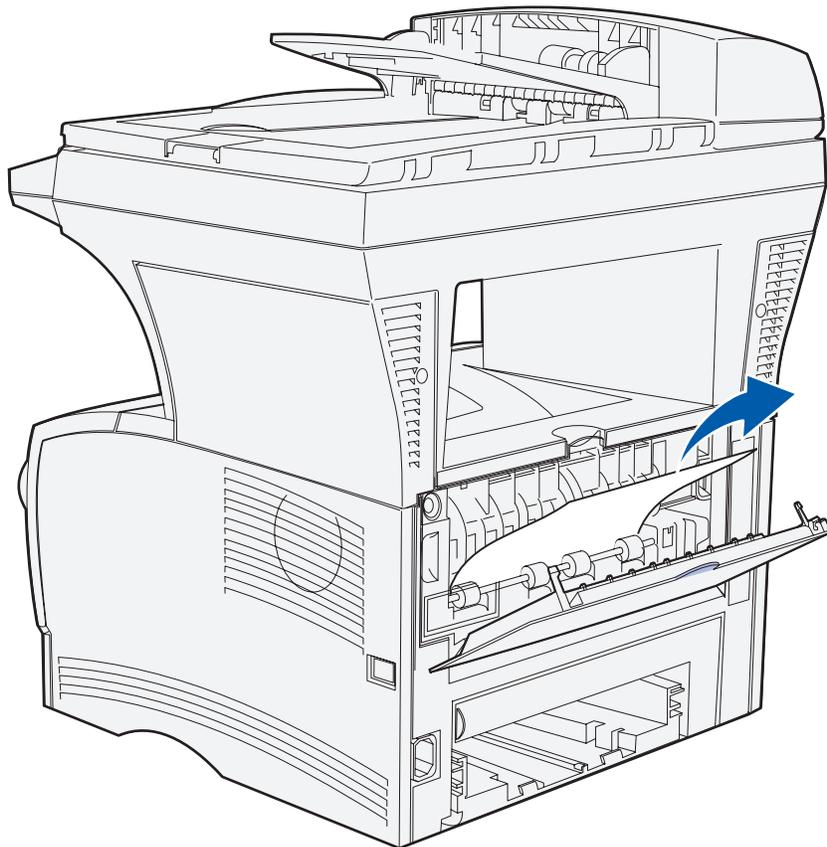
Note: If you cannot find the jam inside the MFP, check to see if the print job has exited to the standard output bin.

3 Leave the rear output bin door open to finish printing any additional pages less than 152.4 mm (6 in.) in length.

4 Press ✓.

Jams behind the rear output bin door

Jams in the multipurpose feeder

1 Gently pull the jam straight out of the multipurpose feeder.
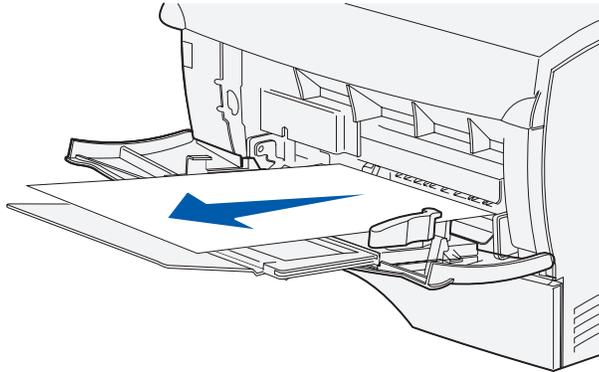
2 Press ✓.

Jams in the tray 1 area

Print media is jammed in the area under the print cartridge, but the jam is not visible.

1 Gently pull tray 1 (standard tray) out and set it aside.

2 Pull the jam straight out.
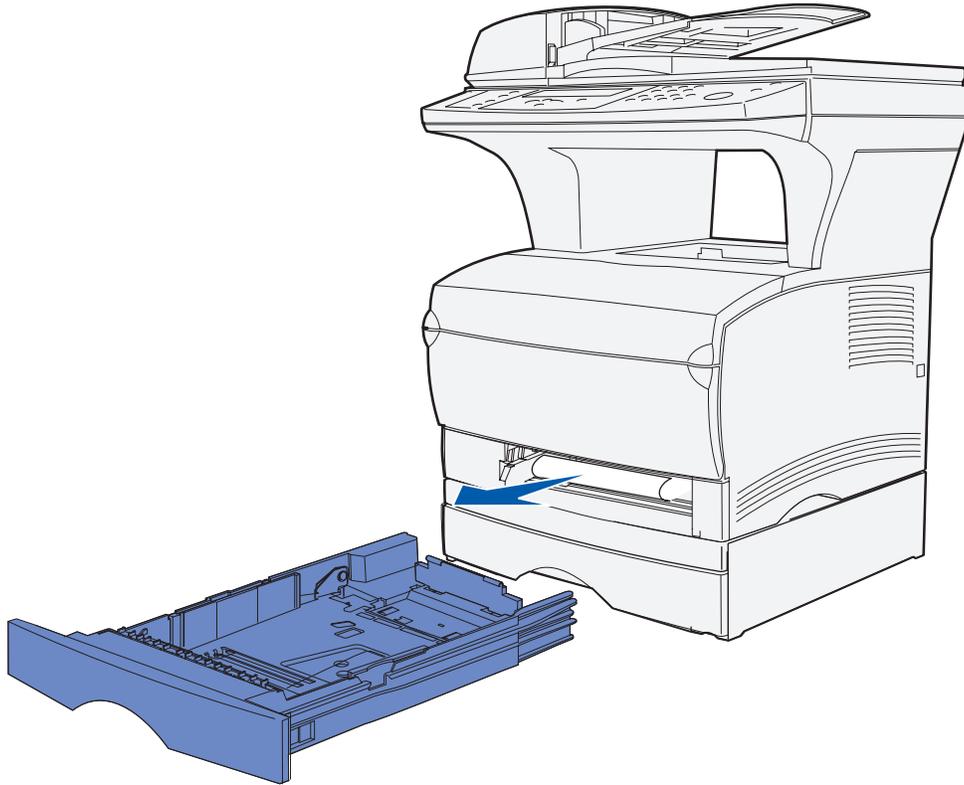
3 Push the tray in.

4 Press ✓ .

Jams in the tray 2 area

1 Gently pull tray 2 (optional 250-sheet or 500-sheet tray) out.

2 Pull the jam straight out.
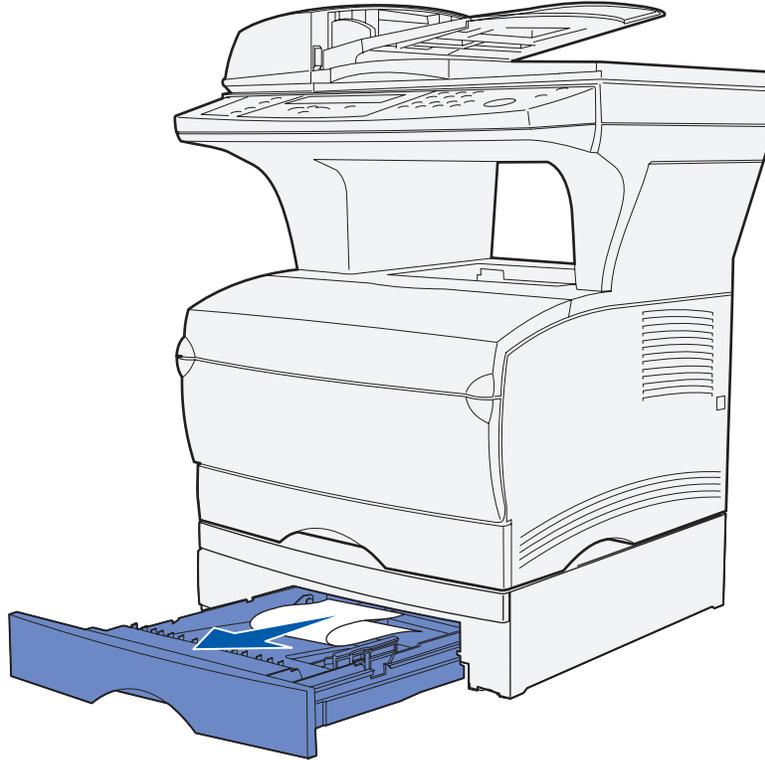
3 Push the tray in.

4 Press ✓ .

Jams inside a tray after clearing the metal stop

The print media jams as it releases from under the metal stop, but it has not completely exited the tray. This can occur in any of the trays. You need to check each tray.

1 Pull the tray completely out.

2 Reposition the print media under the metal stop.
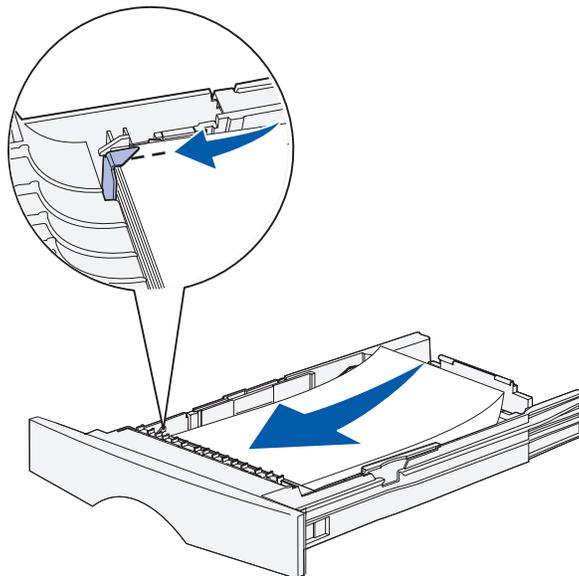
Note: If the sheet of print media is damaged, remove it. Do not reposition it.

3 Press down on the print media until the metal plate below it locks into place.
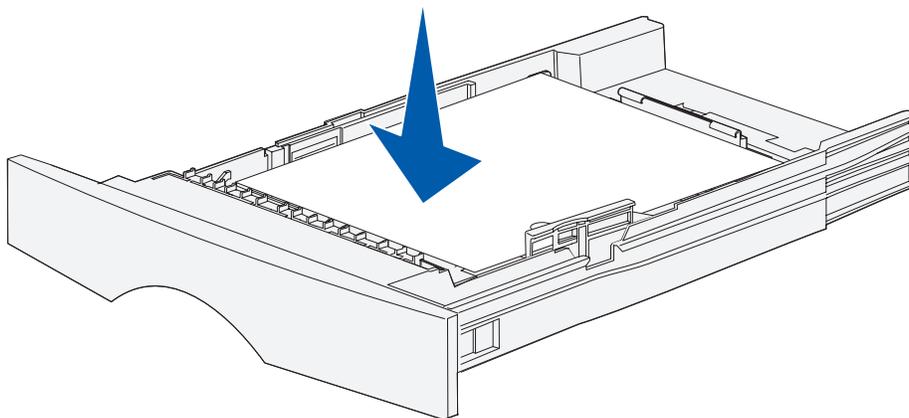
4 Insert the tray. See **Page 66** in **Loading print media** for an illustration of how to insert the tray.

5 Press ✓.

Jams under the MFP

Print media can jam under the MFP and above tray 1 when the duplex feature is in use. To clear this type of jam:

1 Pull tray 1 (standard tray) completely out.

2 Look under the MFP on the left side to locate a green lever.

3 Press down on the green lever.
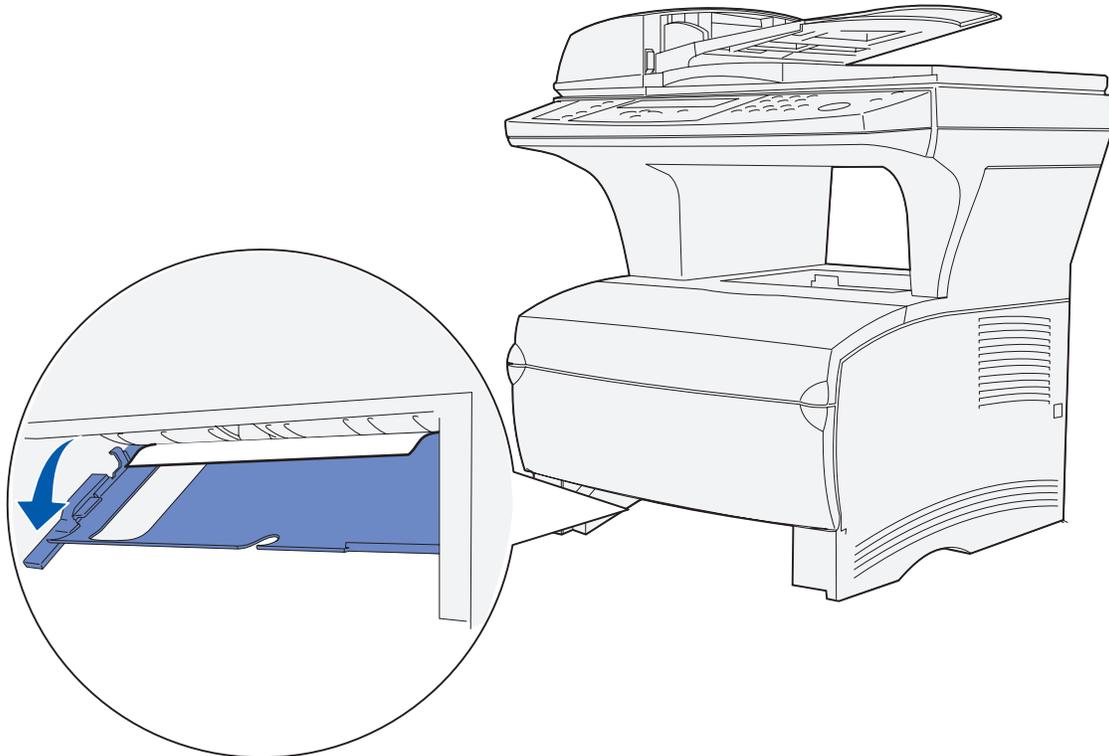
4 Look for the jam. If it is not visible from the front, continue with **step 6**.

5 Gently pull the jam toward you.

> **Note:** If the jam does not come out easily, continue with **step 6**.

6 From the back of the MFP, open the rear door using the tab.

Tab
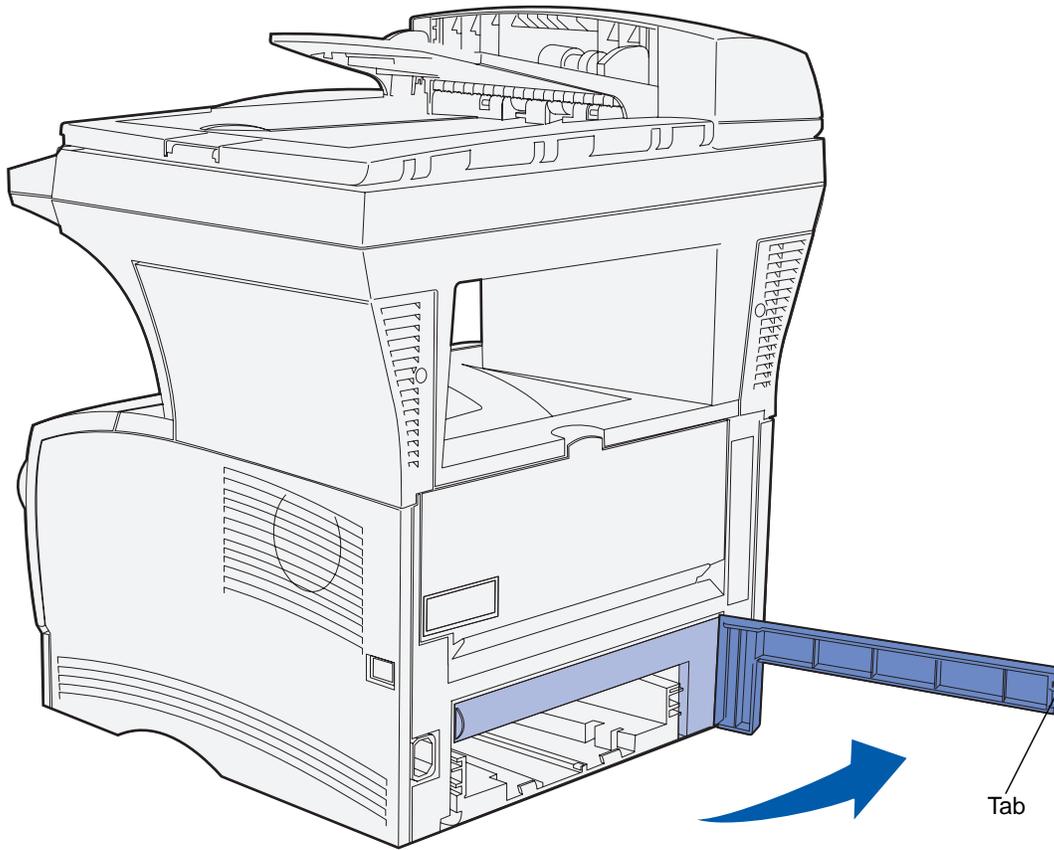
7 Look under the MFP on the right side to locate a green lever.

8 Push down on the lever.

9 Gently pull the jam toward you.

Lever
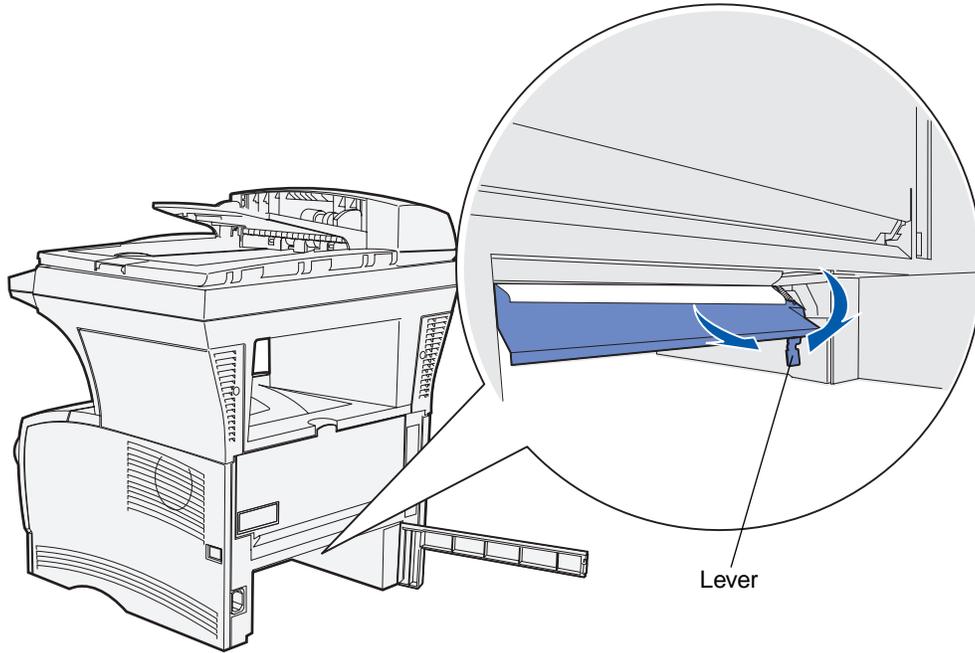
10 Close the rear door.

11 Insert the tray.

12 Press ✓ .

5 Maintenance

Conserving supplies

Conserving supplies lowers printing costs.

- When printing drafts, conserve toner by changing the Toner Darkness setting to a value less than 8 in the print driver.
- Reduce paper consumption by using the duplex feature to print on both sides of the paper. Set the MFP to Duplex in the print driver for individual print jobs.
- Use the **Paper Saver** setting.

Maintaining your MFP

Periodically, you need to replace the print cartridge and clean the MFP to maintain optimum print quality. See **Replacing the print cartridge** and **Cleaning under the print cartridge** for more information.

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

Ordering supplies

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

Ordering a pick roller assembly

Order Lexmark part number 56P2274.

Ordering a separator pick roller

Order Lexmark part number 56P2253.

Ordering a print cartridge

To use the remaining toner, remove the print cartridge, and then shake it gently back and forth
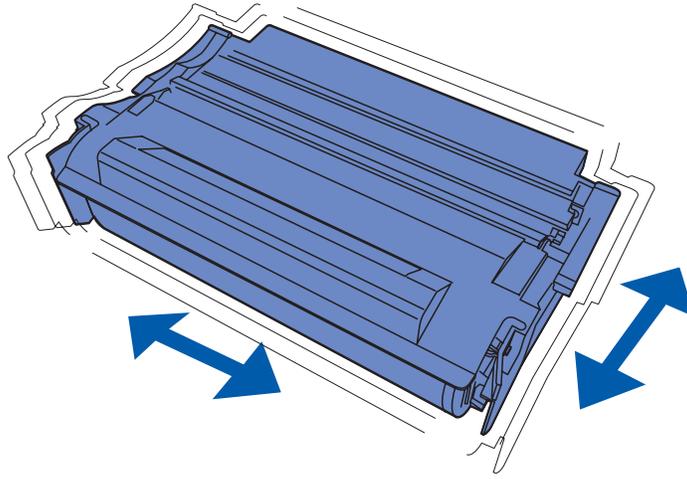
You need to have a new print cartridge available when the current one no longer prints satisfactorily. The recommended print cartridges specifically designed for your MFP are:

Part number	Average yield
Lexmark Return Program cartridges	
12A4710	6,000 pages
12A4715	12,000 pages
Regular cartridge	
12A3710	6,000 pages
12A3715	12,000 pages

Storing the print cartridge

Store the print cartridge in the original packaging until you are ready to install it.

Do not store the print cartridge in:

- Temperatures greater than 40°C (104°F).
- An environment with extreme changes in humidity or temperature.
- Direct sunlight.
- Dusty places.
- A car for a long period of time.
- An environment where corrosive gases are present.
- An environment with salty air.

Replacing the print cartridge

> **Note:** The manufacturer does not recommend that you use print cartridges from a third-party refiller. Print quality and MFP reliability cannot be guaranteed if you do. For best results, use genuine supplies.

Removing the used print cartridge

1 Turn the MFP off.

2 Open the upper front door using the finger grips.

Finger grips
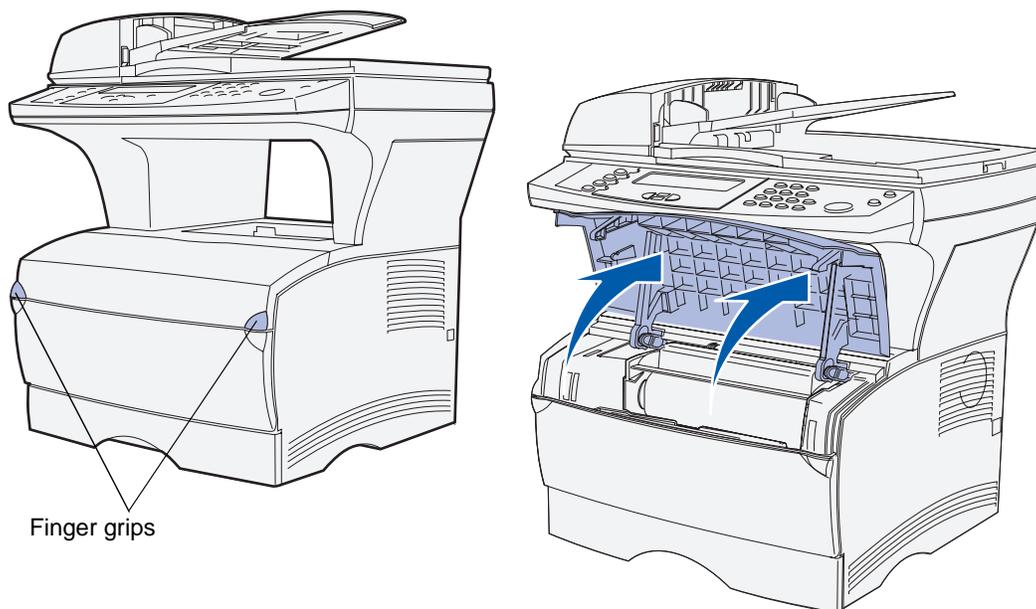
3 Grasp the print cartridge by the handle.

4 Lift the print cartridge up and out.

Handle
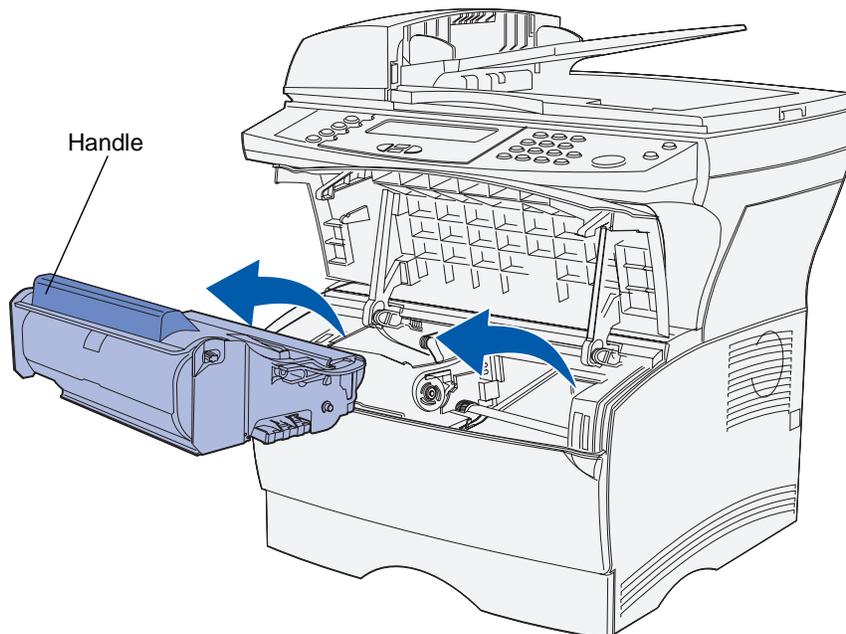
5 Set it aside.

Cleaning under the print cartridge

Using a clean, lint-free cloth, gently clean the shaded areas by wiping toward the front of the MFP.

Warning: Do not touch the transfer roller or the plastic sensors.

Plastic sensor

Plastic sensor   Transfer roller
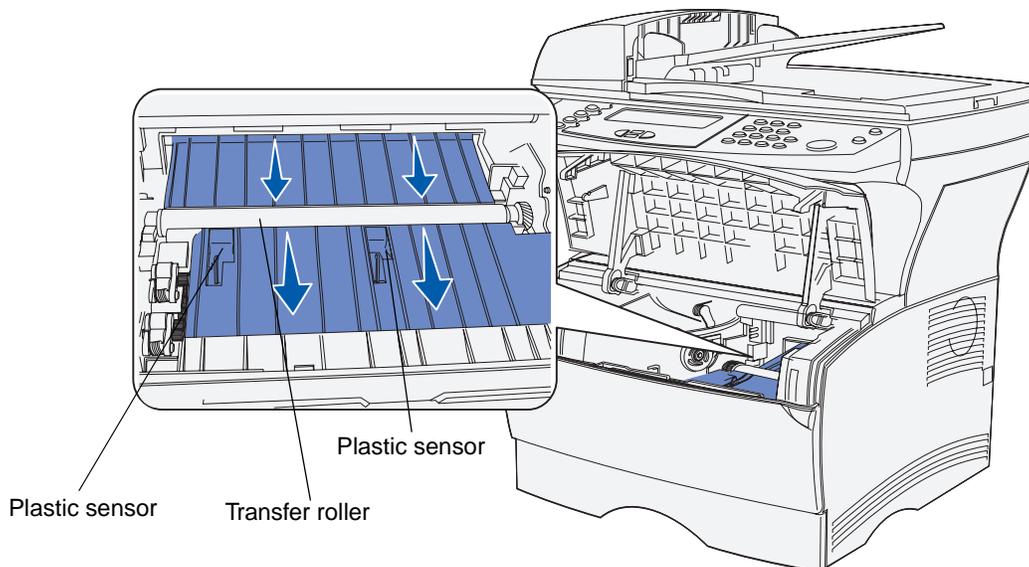
Installing the new print cartridge

1   Remove the new cartridge from the packaging. Remove the red plastic piece and foam. Save the packaging and foam to return the used print cartridge. For more information, see **step 6 on page 110**.

Red plastic piece

Foam

Packaging
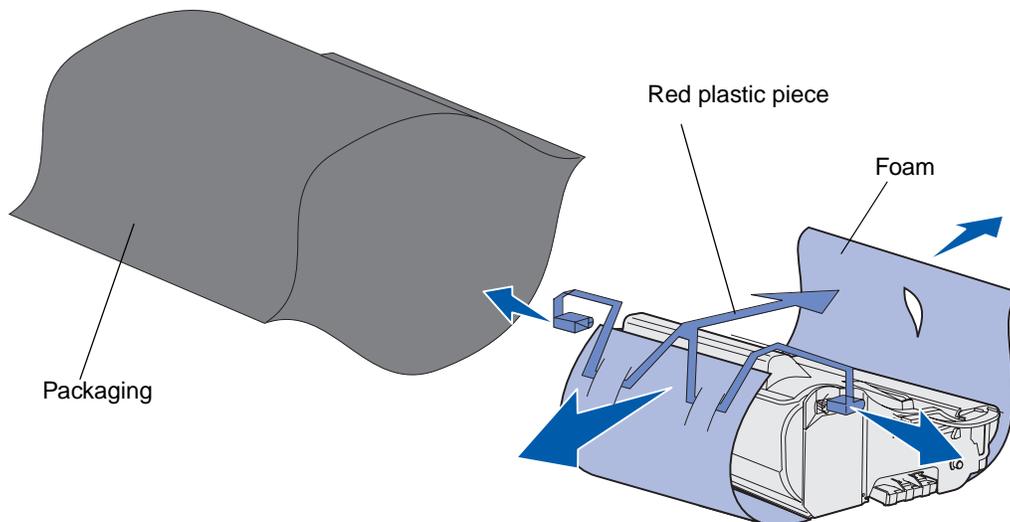
Warning: Do not touch the photoconductor drum on the bottom of the print cartridge.

2   Hold the print cartridge by the handle and gently shake it side-to-side to distribute the toner.
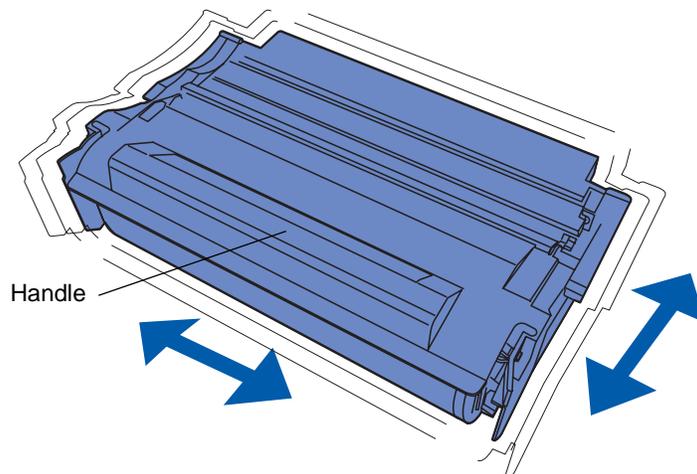
Handle

3 Hold the print cartridge by the handle and insert it into the MFP:

a Align the tabs on each side of the print cartridge with the slots on each side of the print cartridge cradle.
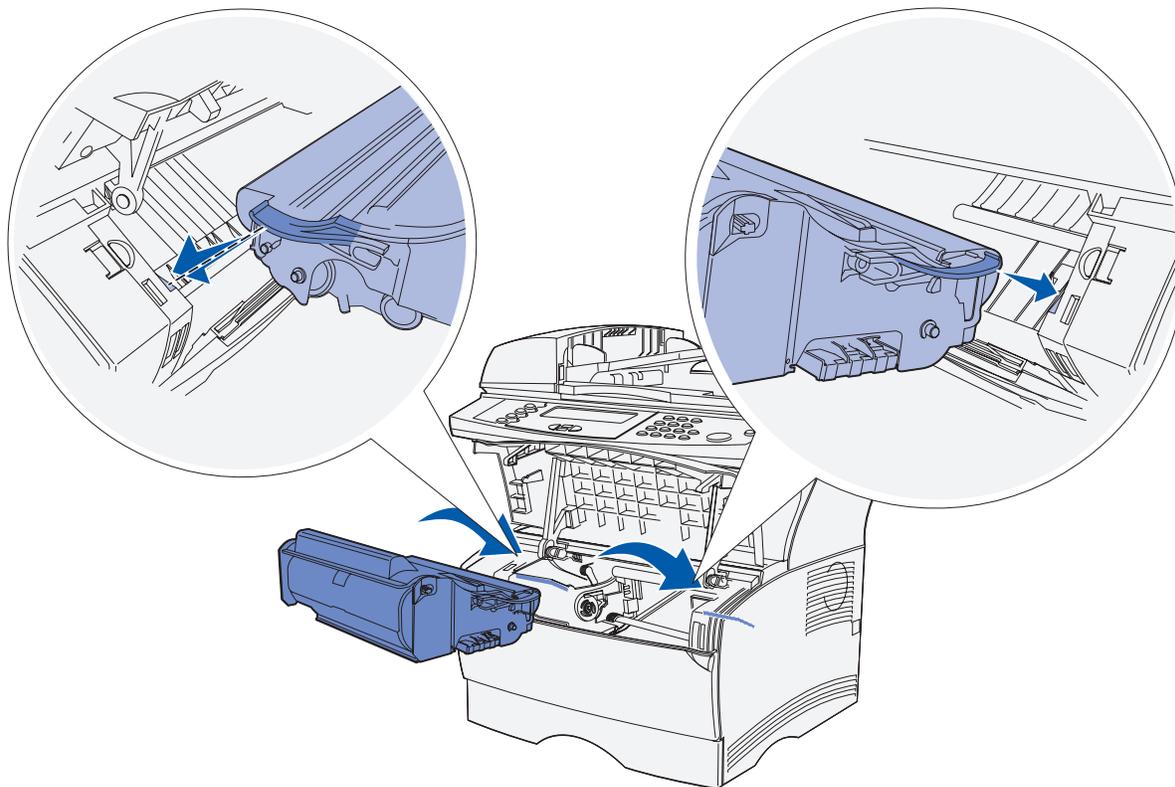
b Slide the print cartridge into the MFP until it *snaps* into place.
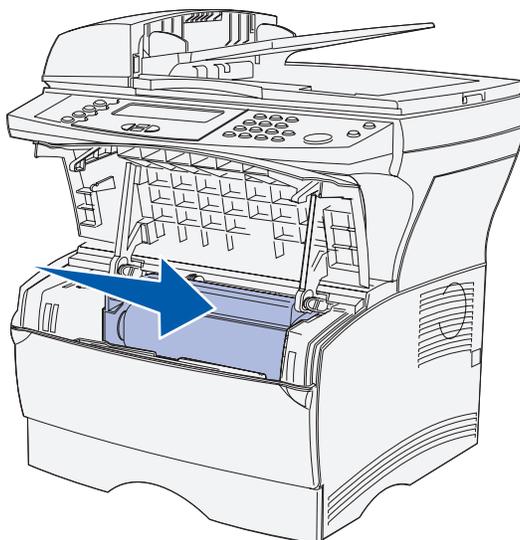
4 Close the upper front door.

Make sure the door *snaps* closed on both sides, or the MFP will not function properly.

5 Turn the MFP on.

6 Follow the instructions in the new print cartridge box to recycle the used print cartridge.

When you return a used print cartridge, you contribute to a worldwide recycling effort at no cost to you.

For best results, use Lexmark supplies with the MFP. Damage caused to the MFP by use of third-party supplies is not covered under your Lexmark MFP warranty.

Recycling Lexmark products

To return your Lexmark products to Lexmark for recycling:

1 Visit our Web site:

www.lexmark.com/recycle

2 Follow the instructions on your screen.

Cleaning the printhead lens

You can solve some print quality problems by cleaning the printhead lens.

1 Turn the MFP off.

2 Open the upper front door and the multipurpose feeder door.

3 Remove the print cartridge. See **Replacing the print cartridge**.

4 Locate the glass printhead lens.

5 Gently wipe the printhead lens with a clean, dry, lint-free cloth.

> **Warning:** Do not touch the charge roller. Touching the surface will damage the roller.
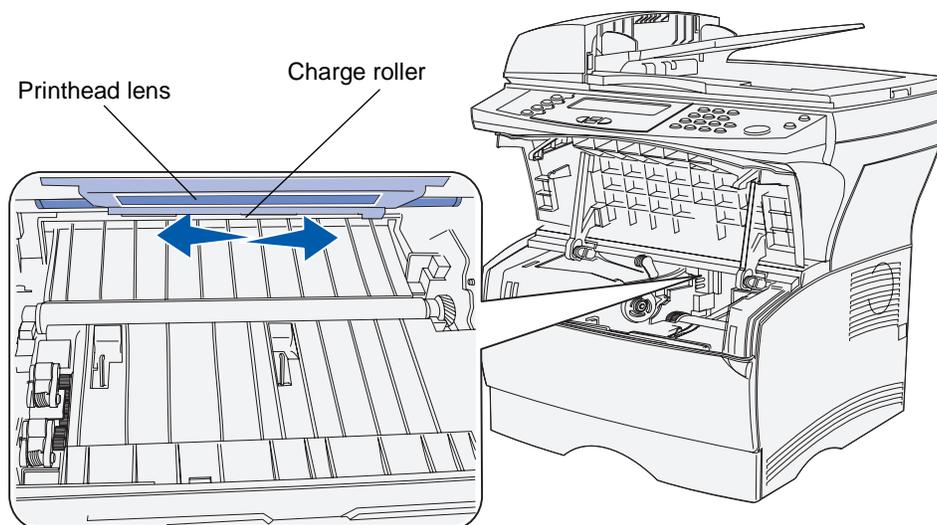
6 Reinstall the print cartridge.

7 Close the upper front door, and then the multipurpose feeder door.

8 Turn the MFP on.

Replacing the pick roller assembly and the separator pick roller

You need to replace these items when you have scanned 40,000 pages.

To replace them:

1 Turn the MFP off.

2 Open the top cover of the ADF.
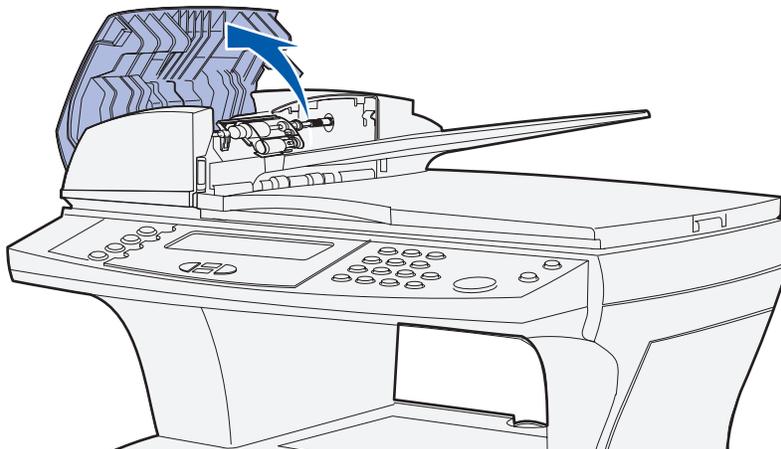
3 Grasp the plastic part of the used pick roller assembly on each side.

4 Push the pick roller assembly to the side of the ADF, so one side of the assembly is loose.
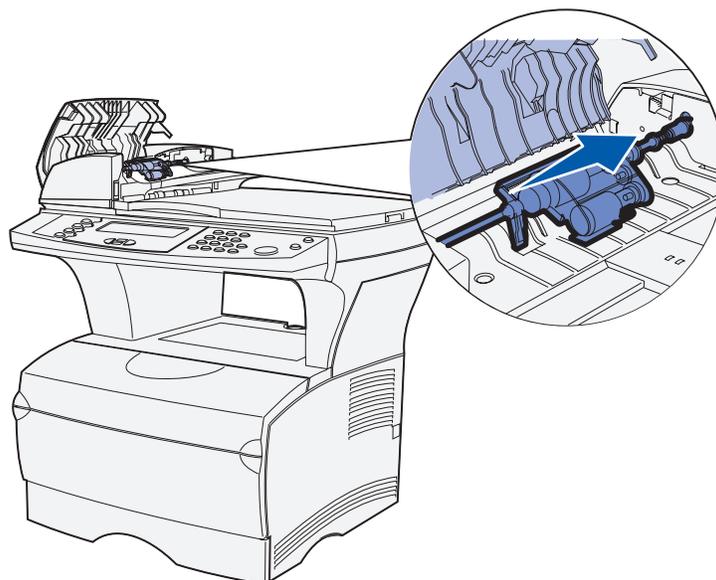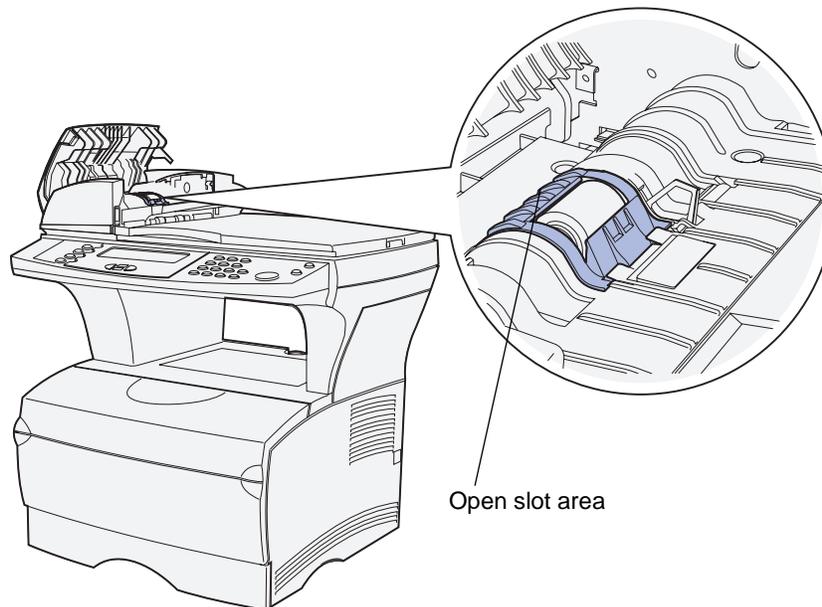
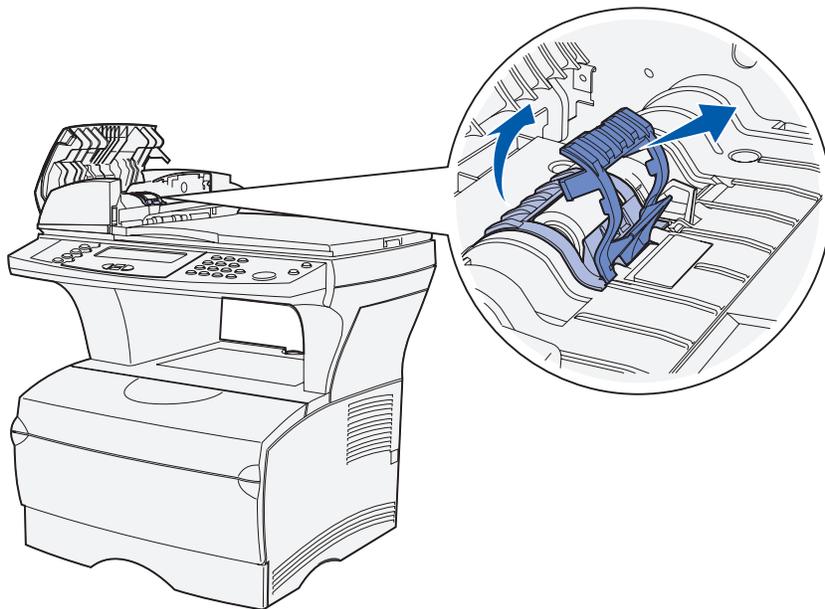**5** Angle the pick roller assembly so you can lift it up and out. Dispose of it properly.
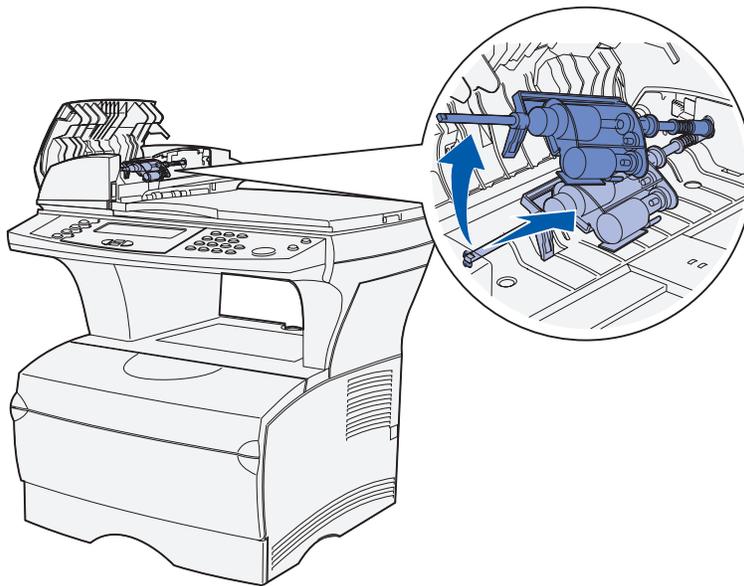
6 Grasp the cover over the separator pick roller at the open slot area.

Open slot area

Replacing the pick roller assembly and the separator pick roller

7   Lift it up and back. The cover comes completely off. Set it aside.

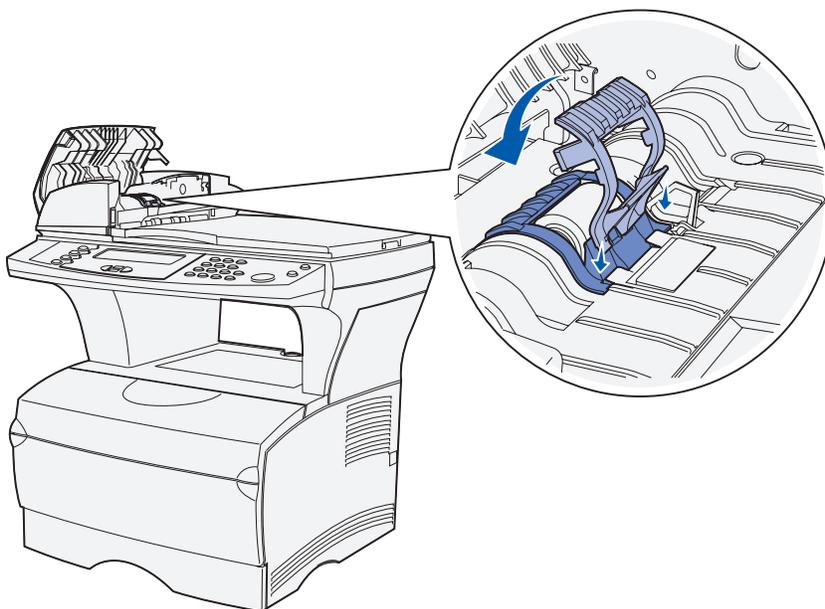**8**   Lift the used separator pick roller straight up and out. Dispose of it properly.
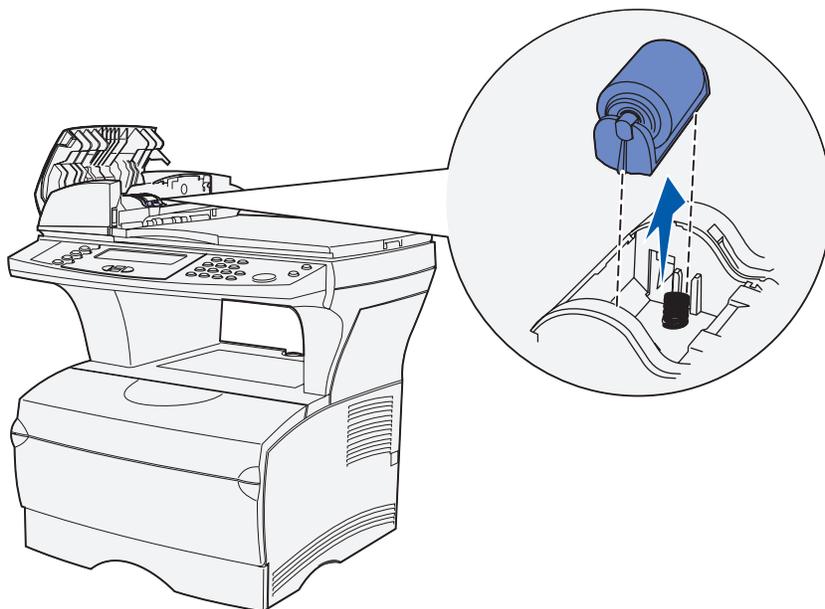
9   Remove any packaging from the new separator pick roller.

10 Align the tabs on each side of the separator pick roller with the slots and slide it into place.
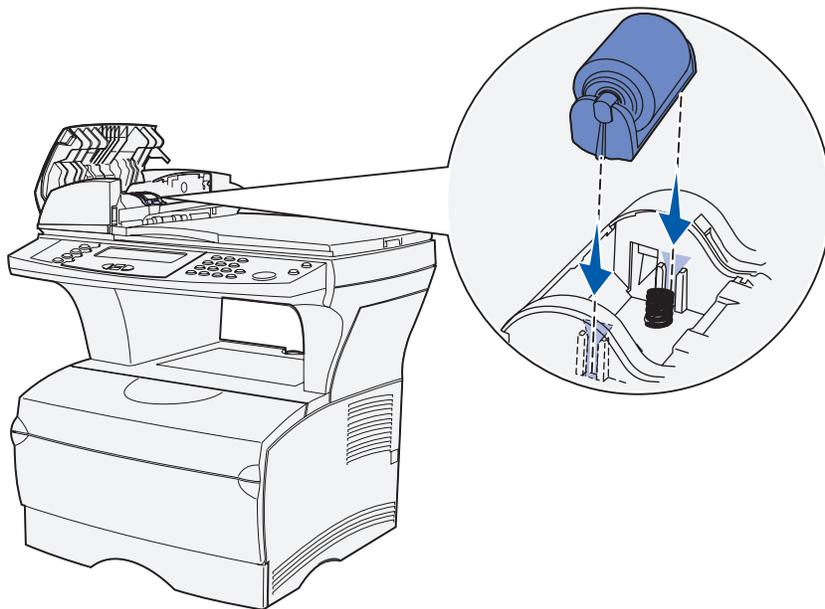
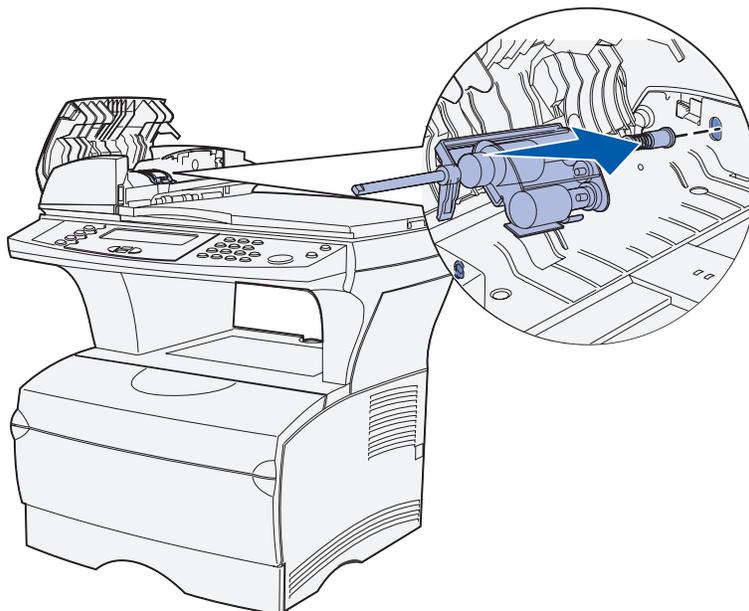**11** Align the tabs on the cover with the slots and firmly press it into place.

**12** Remove the new pick roller assembly from its packaging.

Replacing the pick roller assembly and the separator pick roller

13 Grasp the pick roller assembly and install the larger end on the right side of the ADF in the hole. Push the assembly to the right.

14 Align the other end of the pick roller assembly with the hole on the opposite side of the ADF and place the end into the hole. Turn the assembly gently to make sure it is in place properly.
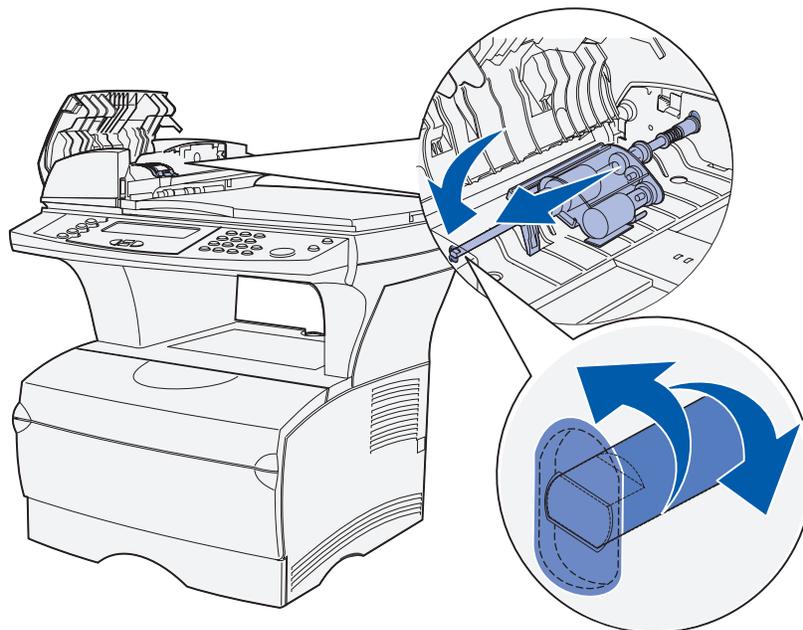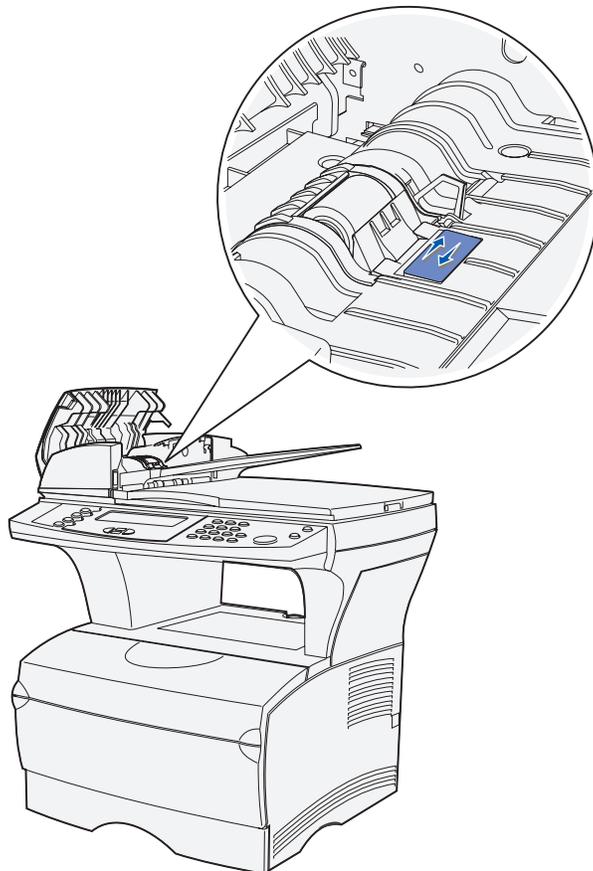
15 Close the top cover of the ADF.

16 Turn the MFP on.

*Replacing the pick roller assembly and the separator pick roller*

Cleaning the ADF

1   Turn the MFP off.

2   Open the top cover of the ADF. If you need help, see the illustration on page **112**.

3   Remove the pick roller assembly. If you need help, see the illustration on page **112** through the illustration on page **113**.

4   Wipe the small area resembling cork with a clean, damp cloth moistened with water only.

5   Reinstall the pick roller. If you need help, see **step 13 on page 116** and **step 14 on page 116**.

6   Close the top cover of the ADF.

7   Turn the MFP on.

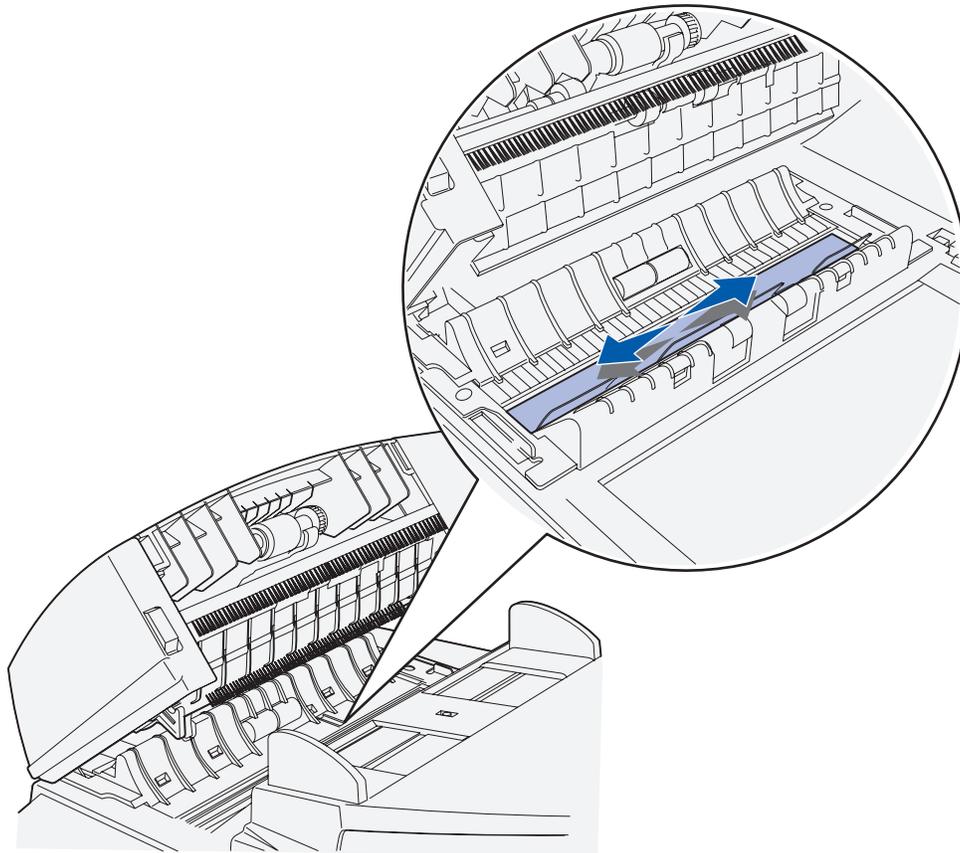# *Cleaning the ADF window*

1 Turn the MFP off.

2 Press the button to release the second cover on the ADF.

3 Pull the second cover up. Since the top cover is attached to the second cover, it comes up with it.
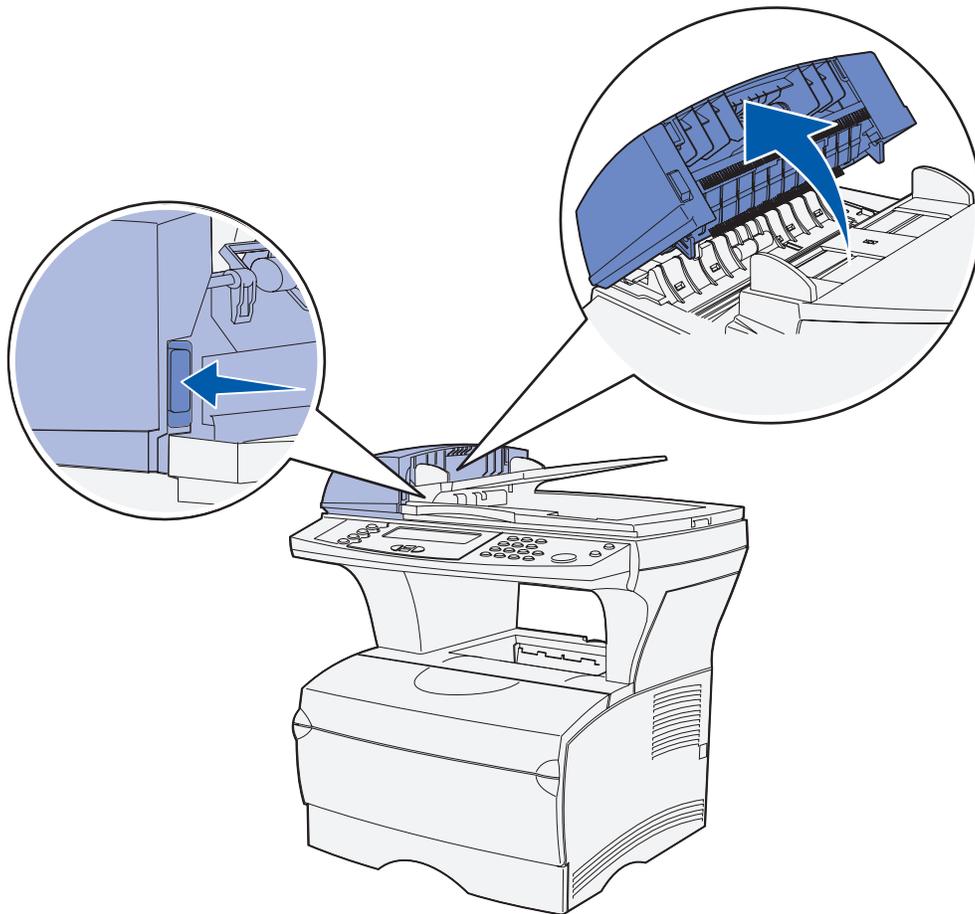
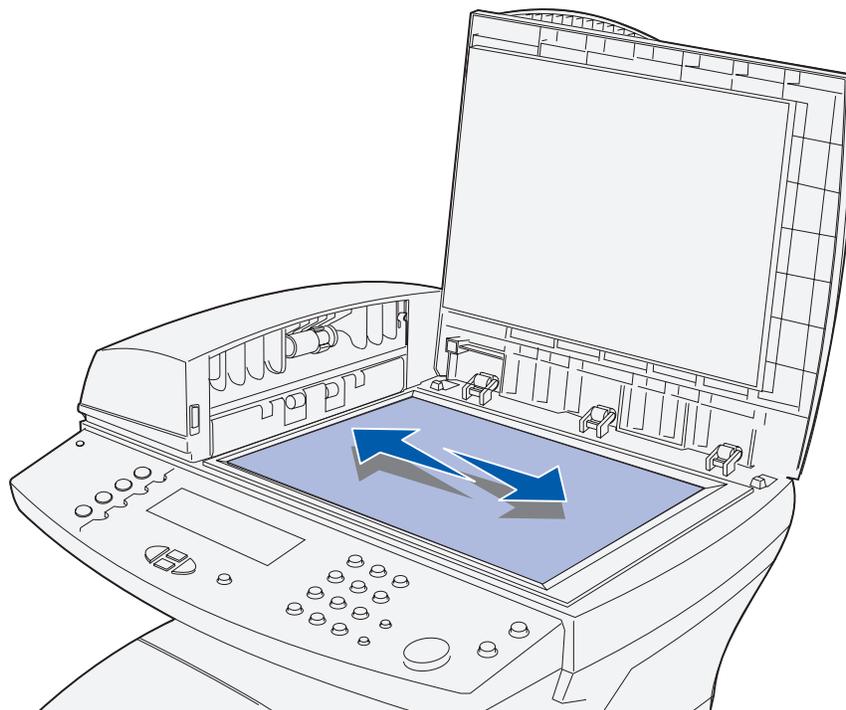**4** Locate the long, narrow ADF window.

5 Using a soft, clean cloth moistened only with water, wipe the ADF window back and forth to clean it.

6 Close the cover.

7 Turn the MFP on.

Cleaning the scanner flatbed

1 Turn the MFP off.

2 Open the scanner flatbed cover.

3 Using a soft, clean cloth moistened only with water wipe the scanner flatbed back and forth to clean it.

4 Close the cover.
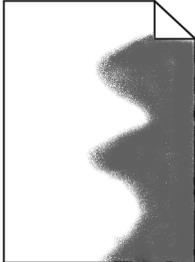
5 Turn the MFP on.

6 **Troubleshooting**

Solving basic MFP problems

Sometimes MFP problems are very easy to solve. When you have a problem, first make sure that:

- If an error displays on the control panel, see **Understanding the MFP control panel messages**.

- The power cord is plugged into the MFP and a properly grounded electrical outlet.

- The MFP power switch is on.

- The electrical outlet is not turned off by any switch or breaker.

- Other electrical equipment plugged into the outlet is working.

- All options are properly installed.

- If you have checked all of the above and still have a problem, turn the MFP power off, wait for about 10 seconds, and then turn the MFP power on. This often fixes the problem.

  Note: If any of these do not solve your problem, see the other topics listed in **Troubleshooting**.

Solving printing problems

Problem	Solution
The MFP does not print at all or prints black splotches down the right side of a page.	Make sure that the upper front door is fully closed on both sides.
	If the left side of the door is not fully closed, the MFP will not print.
	If the right side of the door is not fully closed, black splotches may print down the right side of a page.
Job did not print or incorrect characters printed.	• Make sure **Ready** appears on the control panel before you send a job to print.
	• Make sure print media is loaded in the MFP. See **Loading print media** and **Using and loading the multipurpose feeder**.
	• Verify that the correct print driver is being used.
	• Make sure the network cable or USB cable is firmly plugged in at the back of the MFP.
	Note: A power cord is supplied with your MFP. Other cables, such as a USB or Ethernet cable, must be purchased separately.
	• Make sure you are using the correct cable. If you use the USB port, we recommend the cable with Lexmark part number 12A2405 (2M).
	• If the MFP is connected through a USB hub switch box, try a direct connection.
	• Verify that the correct print media size is selected in the print driver, MarkVision Professional, the **control panel,** or the Web pages.
	• Make sure PCL SmartSwitch and PS SmartSwitch are set to On in the print driver, MarkVision Professional, the **control panel,** or the Web pages.
	• If a print spooler is used, verify that the spooler is not stalled.
	• If you print across a network, see **Solving network printing problems**.
You are connected to the USB port, but the MFP did not print.	Make sure you are using a USB-capable operating system supported by your MFP.

Problem	Solution
Print media misfeeds or multiple feeds occur.	• Make sure the print media you are using meets the specifications for your MFP. See **Media specifications and guidelines** for more information. • Flex print media before loading it in any of the sources. • Make sure the print media is loaded correctly. • Make sure the paper width and length guides on the print media sources are adjusted correctly and are not too tight. • Do not overfill the print media sources. Use the maximum stack height indicators to avoid overfilling. Fill the source below the maximum stack height indicator. • Do not force print media into the multipurpose feeder. • Remove any curled print media from print media sources. • If the print media has a recommended print side, load the print media as described in **Loading print media** and **Using and loading the multipurpose feeder**. • Turn the print media over or around and try printing again to see if feeding improves. • Do not mix print media types in the same source. • Do not mix reams of print media. • Remove the top and bottom sheets of a ream before loading the print media. • Load a print media source only when it is empty.
Job prints from the wrong source or on the wrong print media.	• Check the **Paper Type** setting in the print driver, MarkVision Professional, the **control panel**, or the Web pages.
Print media does not stack neatly in an output bin.	• Turn the print media stack over in the tray or multipurpose feeder. • Lift the paper rest in the standard output bin. (See **Raising the paper rest** for more information.) The print media stacks more neatly. **Note:** Legal size paper sent to the rear exit bin stacks improperly when too many sheets accumulate. You must remove the paper often from this bin.
The MFP has missing or damaged parts.	Contact the place where you purchased your MFP.
You cannot close the upper front door.	Make sure the print cartridge is positioned correctly.
The MFP is on, but nothing prints.	• Make sure the print cartridge is installed. • Make sure the USB or Ethernet cable is firmly plugged into its corresponding connector on the back of the MFP.

Problem	Solution
The **Toner Low** message appears and printing stops.	If the **Toner Low** message appears, the MFP stops printing until you: • Press ✓. You can continue printing for a short time before the print begins to fade. • Remove the print cartridge. To utilize the remaining toner, shake the print cartridge gently, and then reinstall it. See **page 108** in **Replacing the print cartridge** for an illustration of how to shake the print cartridge. Press ✓. • Replace the used print cartridge with a new one to ensure the print quality is not degraded. See **Replacing the print cartridge** for instructions.
The media skews or buckles.	• Do not overfill the trays. See print media capacity levels in **Media specifications and guidelines**. • Make sure the guides are flush against the edges of the print media.
The print media sticks together or the MFP feeds multiple sheets of print media.	• Remove the print media from the tray and fan it. • Do not overfill trays. See print media capacity levels in **Media specifications and guidelines**.
The paper fails to feed from tray 1 (standard tray).	• Remove the paper and fan it. • Make sure Tray 1 is selected from the print driver or from the **Paper Source** menu item in the **Paper Menu** in the Administration menu. • Do not overfill the tray. • Make sure the width and length guides on the print media sources are adjusted correctly and are not too tight.
The paper fails to feed from the optional tray 2 (250-sheet tray or 500-sheet tray). **Note:** Optional trays support paper only.	• Make sure the optional tray 2 is selected from the print driver or from the **Paper Source** menu item in the **Paper Menu** in the Administration menu. • Make sure the tray is pushed in completely. • Make sure the metal plate inside the tray is pressed down before inserting it into the MFP. **Note:** After the tray is inserted, the metal plate springs back up. • Make sure the paper does not exceed the stack height indicator. • Make sure the paper is under the paper stop. See **Loading print media** for more information. • Make sure the width and length guides on the print media sources are adjusted correctly and are not too tight. • Remove the paper from the optional tray 2 and fan it.
The **Load <source> with <new media>** message appears even though there is paper loaded in tray 1 (standard tray) or the optional tray 2 (optional 250- or 500-sheet tray).	Make sure the tray is pushed all the way in.

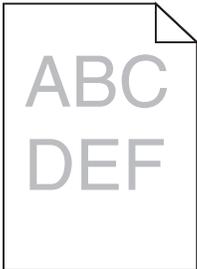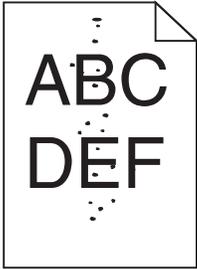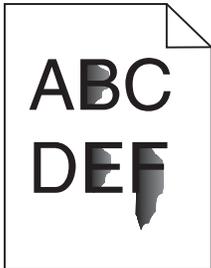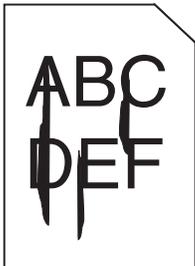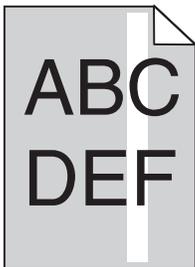| Problem	Solution
A jam message remains on the control panel even though you cleared the jam.	• Make sure you cleared the entire paper path. • Press ✓. • Open and close the upper front door to restart the MFP. • Make sure the print cartridge is installed.
While in PostScript 3 or PCL emulation, the MFP is flushing data (**Flushing buffer** remains on the control panel).	• Make sure you are using the correct PostScript driver. • The MFP does not have enough memory to print the job. Install more memory. Refer to the *Setup Guide* for information about installing optional memory cards.

Solving print quality problems

You may be able to correct many print quality problems by replacing a supply or maintenance item that has reached the end of its intended life.

Use the following table to find solutions to print quality problems you encounter. If you cannot fix the problem, contact the place where you bought your MFP.

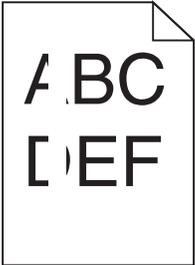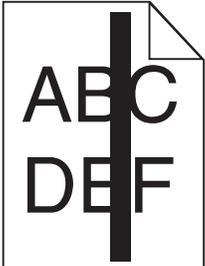| Problem	Solution
Light or blurred characters. ABC DEF	• If `Toner Low` appears, remove the print cartridge. To utilize the remaining toner, shake the print cartridge gently, and then reinstall it. See **page 108** in **Replacing the print cartridge** for an illustration of how to shake the print cartridge. • Increase the Toner Darkness setting. • If you are printing on transparencies, card stock, or labels, be sure you selected the correct **Paper Type** in the print driver, MarkVision Professional, the **control panel,** or the Web pages. • If you are printing on an uneven print surface, adjust the Paper Weight and Paper Texture settings. • Use recommended paper and other print media. Refer to the *Card Stock & Label Guide* available on the Lexmark Web site at www.lexmark.com for detailed specifications. • Make sure print media you load in the sources is not damp. • You may be out of toner or have a defective print cartridge. Replace the print cartridge. See **Replacing the print cartridge** for instructions.
Toner smudges appear on the front or back of the page. ABC DEF	• Make sure the print media is straight and unwrinkled. • Toner is on the transfer roller. To help prevent this, do not load print media that is smaller than the page size of the job to be printed. Specify the correct page size in your driver. • To clean the transfer roller, open and close the MFP upper front door. The MFP automatically runs its setup cycle. • Replace the used print cartridge with a new one. See **Replacing the print cartridge** for instructions.

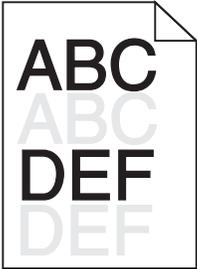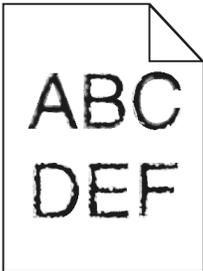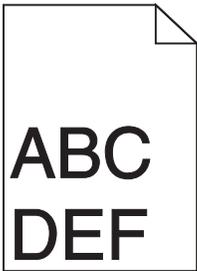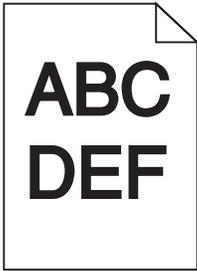| Problem	Solution
Toner smears or rubs off the page. ABC DEF	• Try changing the Media Weight to a heavier setting and the Media Texture to a rougher setting. • If you are printing on an uneven print surface, change the Paper Texture and Paper Weight settings. • Verify that the print media is within the MFP specifications. See **Media specifications and guidelines** for more information. If the problem continues, contact the Lexmark Customer Support Center at 1-859-232-3000 or **http://support.lexmark.com**. • If you are printing on transparencies, card stock, or labels, be sure you selected the correct **Paper Type** in the print driver, MarkVision Professional, the **control panel,** or the Web pages. • Try a different kind of paper. Paper designed for copiers provides the best quality.
Vertical or horizontal streaks appear on the page. ABC DEF	• The toner may be low. Remove the print cartridge. To utilize the remaining toner, shake the print cartridge gently, and then reinstall it. See **page 108** in **Replacing the print cartridge** for an illustration of how to shake the print cartridge. • If you are using preprinted forms, make sure the ink can withstand temperatures of 200°C (392°F). • Clean the printhead lens. See **Cleaning the printhead lens** for instructions. • You may have a defective print cartridge. Replace the print cartridge. See **Replacing the print cartridge** for instructions.
Vertical streaks of various widths appear on print jobs with grayscale graphics, such as a pie chart or bar graph. ABC DEF	• Contaminants, such as paper dust or lint, have accumulated on the printhead lens. Clean the printhead lens. See **Cleaning the printhead lens** for instructions. • You may have a defective print cartridge. Replace the print cartridge. See **Replacing the print cartridge** for instructions.

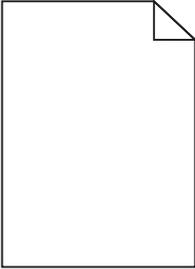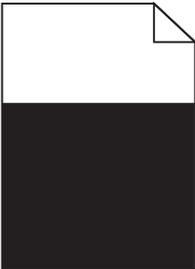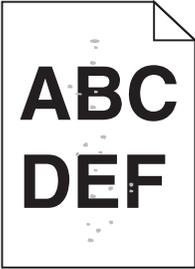*Solving print quality problems*

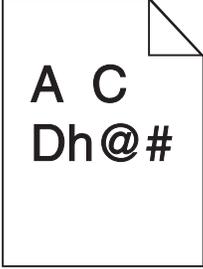| Problem	Solution
The print is light, but **Toner Low** does not appear on the control panel.	• Remove the print cartridge and shake it from side to side to redistribute the toner to extend the life of the cartridge, and then reinstall it. See **page 108** in **Replacing the print cartridge** for an illustration of how to shake the print cartridge. • Replace the used print cartridge with a new one. See **Replacing the print cartridge** for instructions.
Toner Low appears on the control panel.	• Remove the print cartridge and shake it from side to side to redistribute the toner to extend the life of the cartridge, and then reinstall it. See **page 108** in **Replacing the print cartridge** for an illustration of how to shake the print cartridge. • Replace the used print cartridge with a new one. See **Replacing the print cartridge** for instructions.
Solid black areas or white streaks appear on transparencies or paper. ABC DEF ABC DEF	• Choose a different fill pattern in your application. • Try a different type of print media. Print media designed for copiers provides the best quality. • Remove the print cartridge and shake it from side to side to redistribute the toner to extend the life of the cartridge, and then reinstall it. See **page 108** in **Replacing the print cartridge** for an illustration of how to shake the print cartridge. • Replace the used print cartridge with a new one. See **Replacing the print cartridge** for instructions.

Problem	Solution
Faint images or repetitive spots appear on the page. ABC ABC DEF DEF	• Try a different type of print media. Print media designed for copiers provides the best quality. • Replace the used print cartridge with a new one. See **Replacing the print cartridge** for instructions.
Characters have jagged or uneven edges, or image quality is poor. ABC DEF	• Change the **Print Resolution** setting in the print driver, MarkVision Professional, the **control panel**, or the Web pages. Use a print resolution higher than 300 dots per inch (dpi). • If you are using downloaded fonts, verify that the fonts are supported by the MFP, the host computer, and the application.
The job prints, but the left and top margins are incorrect. ABC DEF	• Make sure the **Paper Size** setting is set correctly in the print driver, MarkVision Professional, the **control panel**, or the Web pages. • Verify that the **Print Area** setting in MarkVision Professional, the **control panel**, or the Web pages is correct. Print a menu settings page to verify this. For more information, see **Printing the menu settings page**. • Make sure the margins are set correctly in your application.
Printing is too dark. ABC DEF	• Change the **Toner Darkness** setting in the print driver, MarkVision Professional, the **control panel**, or the Web pages. • Make sure the lines per inch (lpi) setting is not set too high in the application.

Problem	Solution
Pages are blank.	• Send the print job again. • You may have a software error. Try turning the MFP off and back on. • Make sure the packaging material is removed from the print cartridge. See **page 108** of **Replacing the print cartridge** for information about removing the packaging. • Check the print cartridge to be sure it is installed correctly. See **Replacing the print cartridge** for more information. • The print cartridge may be out of toner or defective. Replace the used print cartridge with a new one. See **Replacing the print cartridge** for instructions.
Part or all of the page is printed in black.	• Send the print job again. • Check the print cartridge to see if it is installed correctly. See **Replacing the print cartridge** for more information. • You may have a defective print cartridge. Replace the print cartridge. See **Replacing the print cartridge** for instructions.
Toner fog or background shading appears on the page.	• Check the print cartridge to make sure it is installed correctly. See **Replacing the print cartridge** for more information. • Change the print cartridge. See **Replacing the print cartridge** for more information.

Problem	Solution
Unexpected characters print or characters are missing. A C Dh@#	• Make sure you are using the correct print driver. • Turn the MFP off and back on. • Make sure the USB or Ethernet cable is firmly plugged into its corresponding connector on the back of the MFP. • Restore Factory Defaults. See **Restoring factory defaults** for more information.

Solving fax problems

Problem	Solution
No dial tone.	• Make sure the phone line is connected properly. • Make sure the phone wall socket is working. Test it by plugging another phone into it. • Check the **Behind a PABX** setting.
Shortcuts do not dial correctly.	• Make sure the numbers are stored in the shortcut correctly. Print a fax shortcut list. See **Fax Shortcuts List** for more information. • You may need to insert pauses when a number requires an access code or a country code.
Faxes are not received automatically.	• Make sure Enable fax receive is set to On. See **Enable Fax Receive** for more information.
Faxes are not sent.	• Make sure the fax machine you sent a fax to can receive faxes. Ask the receiving fax machine recipient to solve the problem. • You may need to insert pauses when a number requires an access code or a country code.
An incoming fax has blank spaces or poor quality.	• The fax machine that sent the fax may be faulty. • The fax machine that sent the fax may have a dirty scanner flatbed, also called document glass. Have the owner of the other fax machine clean it. • The print cartridge may be empty. Replace the print cartridge. See **Replacing the print cartridge** for more information. • Check your MPF by making a copy. • A noisy phone line my cause line errors.
Some words on the incoming fax are stretched.	The fax machine that sent the fax had a jam.
Lines are on the documents you send.	Make sure the scanner flatbed and ADF are clean. See **Cleaning the scanner flatbed**, **Cleaning the ADF**, and **Cleaning the ADF window** for more information.
The MFP dials a number, but fails to make a connection with another fax machine.	The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Ask the receiving fax machine recipient to solve the problem.
Blank areas appear on pages with only a small strip of text printed at the top of pages.	• Auto reduction is turned off; turn it on. See **Auto Reduction** for more information. • Incorrect paper settings may be selected. See **Fax Paper Source** for more information.

Solving ADF problems

Problem	Solution
Skewing	• The guides are not positioned properly. Align them with the edges of the paper. • Make sure the ADF tray is properly installed. Refer to the *Setup Guide* for installation instructions.
Misfeeds, multi-feeds, or mispicks	• Make sure the ADF cover is closed. • The guides are not positioned properly. Align them with the edges of the paper. • Print a menus settings page. See **Printing the menu settings page** for more information. Verify how many pages have been scanned. Replace the pick roller assembly and the separator pick roller after scanning 40,000 pages. See **Replacing the pick roller assembly and the separator pick roller** for more information.
Vertical lines and streaks on the output.	Clean the ADF window. See **Cleaning the ADF window** for more information.

Solving scanner flatbed problems

Problem	Solution
Speckles on the output.	Clean the scanner flatbed. See **Cleaning the scanner flatbed** for more information.

Solving option problems

Problem	Solution
Option does not operate correctly after it is installed, or it quits working.	• Turn the MFP power off, wait for about 10 seconds, and turn the MFP power on. If this does not fix the problem, unplug the MFP and check the connection between the drawer and MFP. • Make sure the option is installed and selected in the print driver you are using. • **Optional drawer:** Make sure the connection between the optional drawer and the MFP is secure. Refer to the *Setup Guide* for more information. • Make sure the print media is loaded correctly. See **Loading print media** for more information. • **Optional flash memory card:** Make sure the flash memory card is securely connected to the MFP system board. • **Optional MFP memory card:** Make sure the MFP memory card is securely connected to the MFP system board.

Solving network printing problems

Problem	Cause	Solution
This MFP is not responding.	The MFP may not have power.	• Make sure the power cord is plugged in. • Make sure the electrical outlet is working. • Check to see if the other equipment on the same electrical outlet is working. • Make sure the MFP is turned on.
	The MFP is not in the `Ready` state.	• Press ✓ to clear the message. • Press **Clear** to exit a function or the menus.
	The network cable may be disconnected.	Reconnect the network cable.
	The network cable may be damaged.	Replace the network cable with a previously tested network cable.
	The network print port or print driver may be configured incorrectly.	• Check to see if the print queue on the local workstation is paused. • Check to see if the print port and print driver are installed correctly. Consider removing and reinstalling the print driver and print port software. Refer to the *Setup Guide*. • If you are printing through a network print server, such as Windows 2000, NetWare 6.5, LINUX/UNIX server, and so on, make sure the print queue is not paused.
	The protocol may be disabled on the print server.	• Print the network setup page to verify that the protocol is enabled. See **Print Network Setup Page** for more information. • Enable the protocol through the control panel. See **Using the MFP control panel and menus** for more information.
	The network is not functioning correctly.	Contact your support person for assistance.
	The computer may be disconnected from the network or the wireless connection may not be communicating with the closest access point.	• Try several standard network verification tests, such as using the PING command to check connectivity on the network. • Check the wireless signal meter to verify your wireless network card has a good signal.
	The MFP may be in a non-responsive state.	Turn the MFP power off, wait at least 15 seconds, and then turn the MFP on. Try printing again.
	The optional wireless print adapter may not have a good signal.	• Reposition the MFP to receive a stronger signal. • Contact your support person for assistance.

Problem	Cause	Solution
The Web pages you browse are blank.	HTTP server is disabled.	• Try several standard network verification tests, such as using the PING command to check connectivity on the network. • Contact your support person.
Scanned profiles fail to work.	Firewalls are enabled.	Some versions of Windows operating systems have firewalls enabled. Contact your support person for assistance with the firewall.

Solving other problems

Problem	Solution
How do I get updated print drivers or utilities?	Refer to the Lexmark Web site at **www.lexmark.com** for print drivers.
Where are the MFP PCL escape codes listed?	The drivers CD that was shipped with your MFP contains an Adobe Acrobat file with a complete list of Printer Command Language (PCL) escape codes.

Calling for service

When you call for MFP service, be prepared to describe the problem you are experiencing or the error message on the control panel display.

You need to know your MFP model type and serial number. Refer to the label on the inside cover of the upper front door of the MFP for this information. The serial number is also listed on the menu settings page. See **Printing the menu settings page** for more information.

For service, contact the Lexmark support site for customer service at http://support.lexmark.com, and report a description of the problem.

7 Administration

The following sections are for a support person in charge of the MFP.

Since many people could be using the MFP, an administrator may choose to lock the menus to keep others from changing menu settings from the control panel.

Disabling control panel menus

To disable the control panel menus so that changes cannot be made to the MFP default settings:

1 Turn the MFP off.

2 Press and hold the **Start** and **Stop** buttons while turning the MFP on. Release the buttons when the `Performing Self Test` message is displayed.

3 Press the down arrow button until you reach `Panel Menus`, and then press ✓.

4 Press the right arrow button until you reach `Disable`, and then press ✓. `Submit` is highlighted.

5 Press ✓.

`Submitting changes` appears briefly and you are returned to the same screen where `Panel Menus` is located.

6 Press the down arrow button until `Exit Config Menu` is highlighted, and then press ✓.

`Resetting the printer` appears briefly.

The menus are disabled, the MFP exits the Config Menu and restarts.

Enabling menus

1 Repeat steps **1** through **3** in **Disabling control panel menus**.

2 Press the left arrow button once so you reach `Enable` and then press ✓. `Submit` is highlighted.

3 Press ✓.

Submitting changes appears briefly and you are returned to the same screen where **Panel Menus** is located.

Press the down arrow button until **Exit Config** is highlighted, and then press ✓.

Resetting the printer appears briefly.

The menus are enabled, the MFP exits the Config Menu and restarts.

Restoring factory defaults

Factory defaults are the function settings in effect the first time you turn your MFP on. These remain in effect until you change them. Factory defaults are restored if you select the Restore Base or Restore Network menu values in the Factory Defaults menu item.

To restore factory defaults:

1 Press the **Administration** button.

2 Press the down arrow button until you reach **Default Menus**, and then press ✓.

3 Press the down arrow button until you reach **Print Settings**, and then press ✓.

4 Press the down arrow button until you reach **Utilities Menu**, and then press ✓.

5 Press the down arrow button until you reach **Factory Defaults**, and then press ✓.

6 Press the right arrow button until you reach **Restore Now**, and then press ✓. **Submit** is highlighted.

7 Press ✓.

Restoring Factory Defaults appears briefly.

Linking trays

If you use the same size and type of print media in two or more sources (standard tray, optional tray, and the multipurpose feeder), the automatic tray linking feature is enabled. When trays are linked in this way, the MFP selects print media from a second tray when the first becomes empty.

To verify Paper Size and Paper Type settings, print a menu settings page (see **Printing the menu settings page**). Change the Paper Size and Paper Type settings in the **control panel** menus so the settings match. You may also change the settings from MarkVision Professional or the Web pages.

If you load the same size print media in each tray, make sure the print media is all the same type. Then, set the Paper Size and Paper Type for each tray.

Disabling tray linking

If you use different print media in the sources, each source with a different print media must have the Paper Type set to a unique value to disable the automatic tray linking feature.

Removing the MFP from an optional drawer

You can remove the MFP from either the 250-sheet drawer or the 500-sheet drawer using the same method.

1 Turn the MFP power off.

2 Unplug the MFP power cord.

3 Disconnect all cables from the back of the MFP.

> **CAUTION:** The MFP weighs over 18 kg (39.69 lb); therefore, it requires at least two people to lift it to avoid injury. Ask someone to help you lift it. Make sure your fingers are not under the MFP when you set it down.

**4** Lift the MFP off of the optional drawer, and then set the MFP aside.

Removing the MFP from an optional drawer
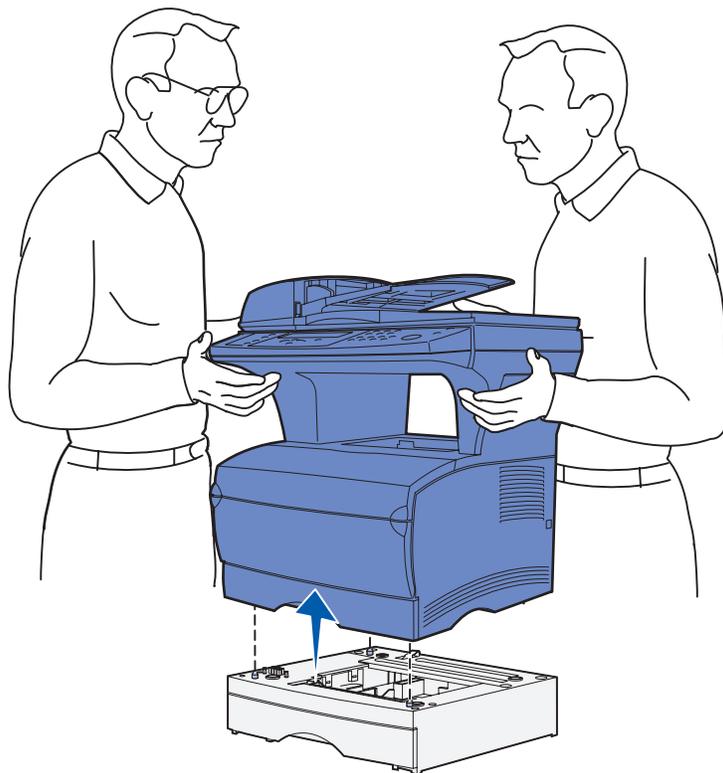
Removing optional cards

> **Note:** You will need a #2 Phillips screwdriver for this procedure.
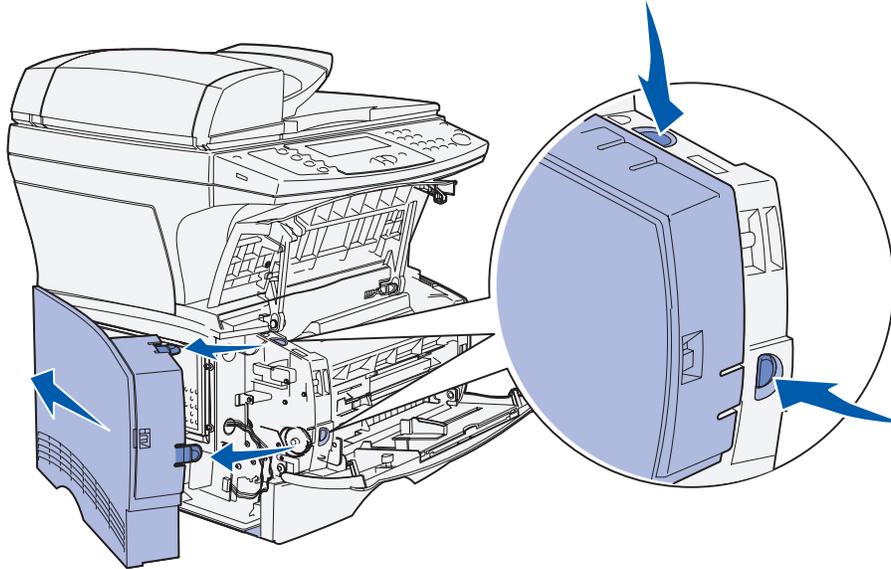
Accessing the system board

1 Turn the MFP off and unplug the MFP power cord.

2 Disconnect all cables from the back of the MFP.

**3** Open the upper front door and multipurpose feeder door.
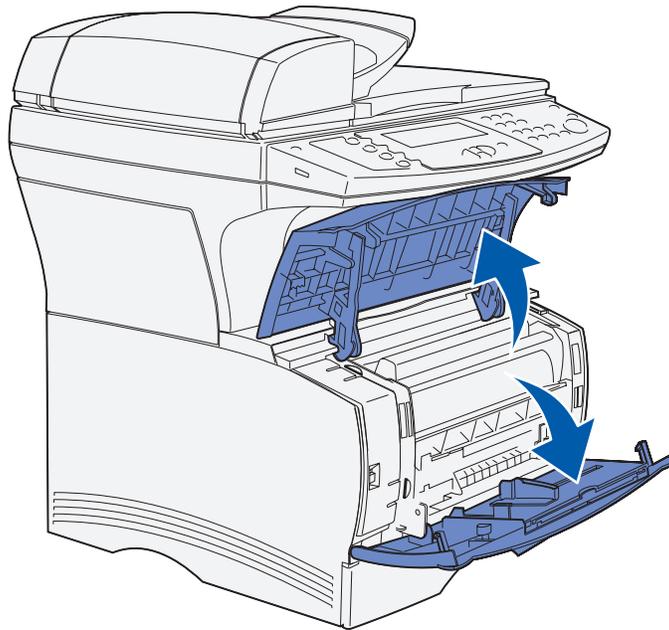
4 Press the tabs on the front and top of the MFP to release the side door.

5 Swing the side door away from the MFP, and then slide the door toward the back of the MFP to remove it.

6 Set the door aside.

7 Locate the shield on the side of the MFP.

8 Loosen the six screws on the shield, but do not remove the screws completely.

9 Slide the shield to the left until the screws fit into the keyholes on the cover.

Removing optional cards
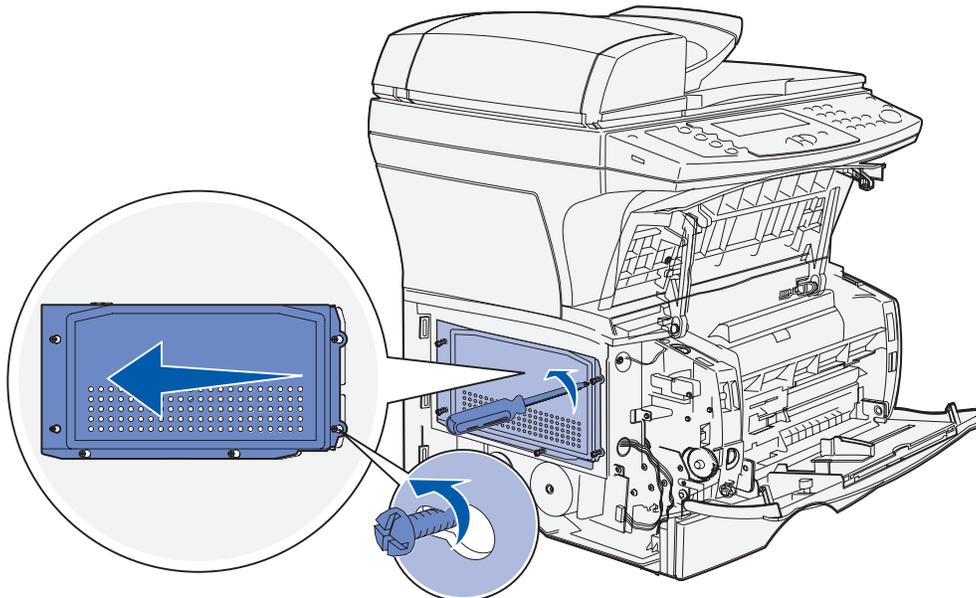
**10** Remove the shield and set it aside.
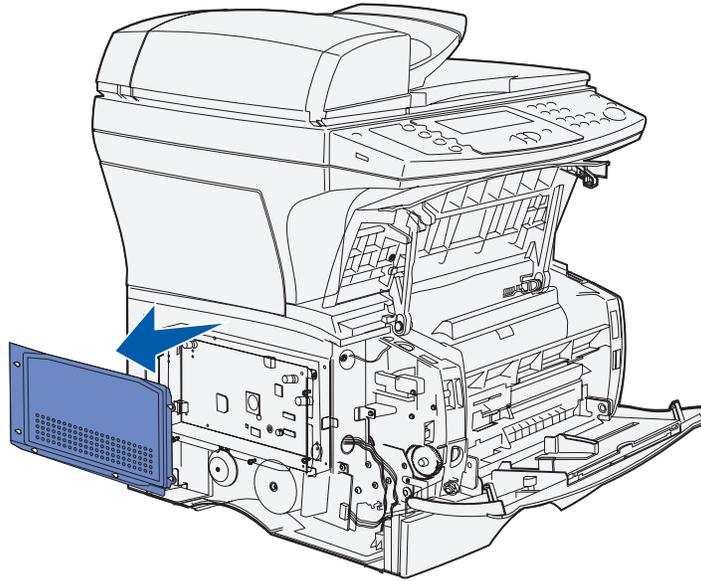
Removing optional cards

> **Warning:** Optional cards are easily damaged by static electricity. Touch something metal on the MFP before you touch an optional card.

1 Remove the shield. See **Accessing the system board** for more information.

2 Locate the optional card you want to remove.

3 Push the connector latches on both ends of the connector away from the optional memory card.

4 Pull the card straight out of the connector as shown in the following illustrations for the type of card you are removing.

- Optional memory card
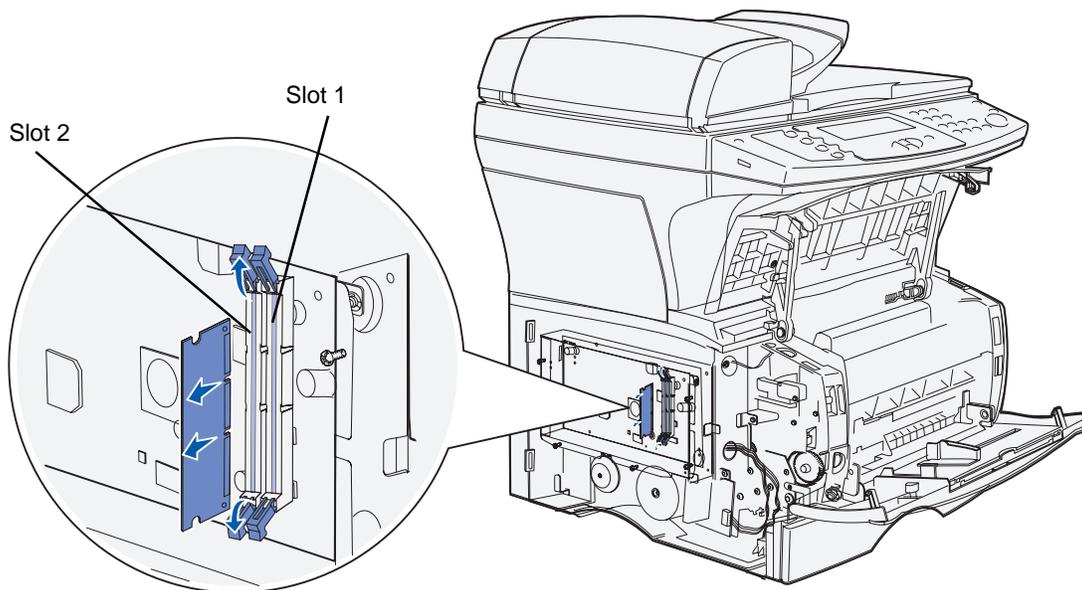
- Optional flash memory card

> **Note:** The card in the illustration is shown at an angle, so you can see the pins and connectors on the card. Do *not* pivot the card to remove it. Pull it straight out.
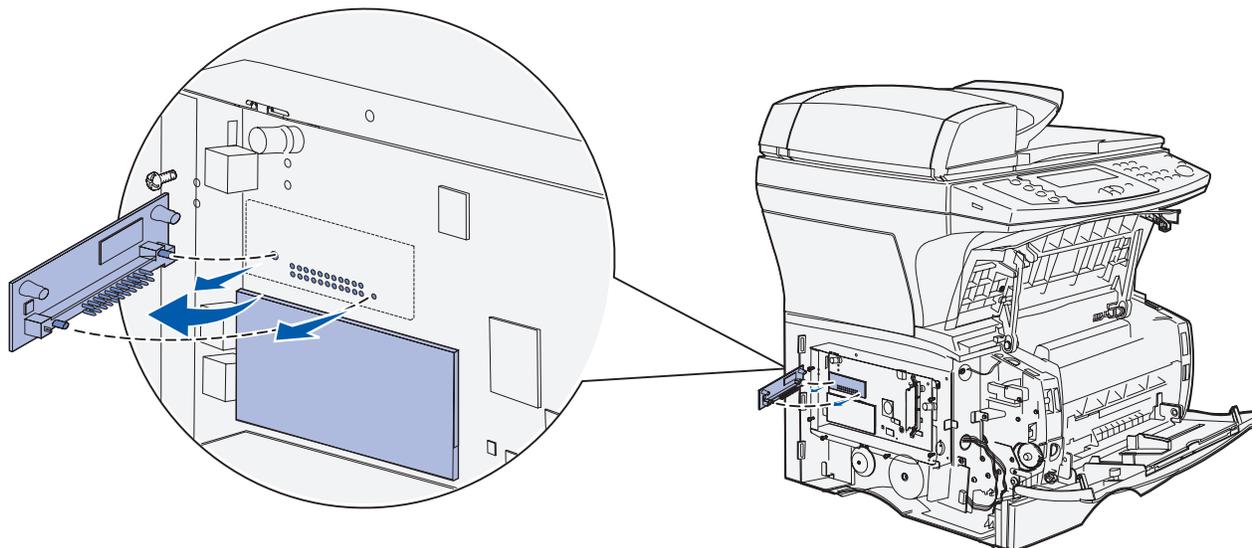
5 Place the optional card in its original packaging, or wrap it in paper and store it in a box.

6 Reinstall the shield. See **Reinstalling the shield** for more information.

Reinstalling the shield

1 Align the six keyholes with the six screws on the shield.
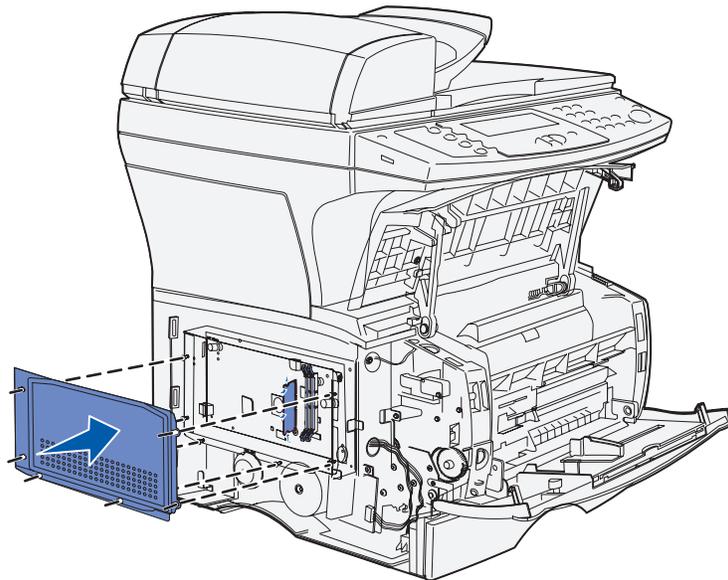
2 Slide the shield to the right, and then tighten the screws.
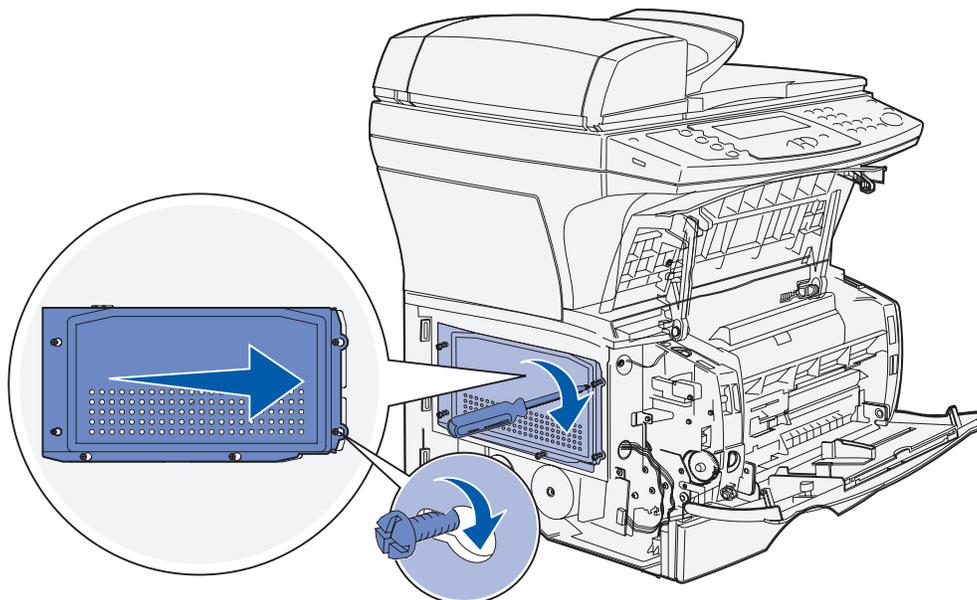
Reattaching the side door

1 Align the three tabs on the back of the side door with the slots on the MFP.

2 Align the tabs on the bottom of the side door with the slots at the bottom of the MFP.
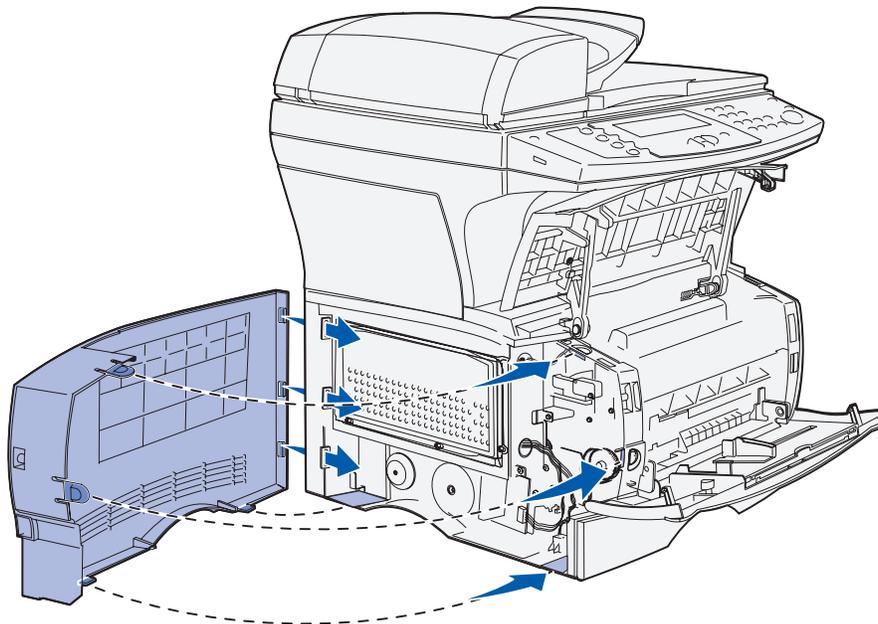
3 Press the side door firmly into place, making sure that the two tabs are in place, and that the ridge on top of the side door aligns with the ridge on the MFP.

Tabs

Ridge

4 Close the upper front door and multipurpose feeder door.

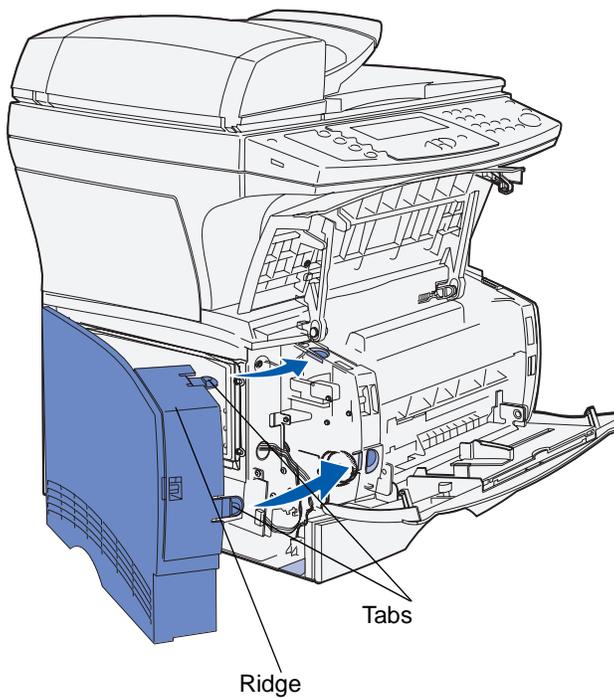**5** Reconnect all cables on the back of the MFP.

6 Plug in the MFP power cord, and then turn the MFP on.

Understanding fonts

Typefaces and fonts

A *font* is a set of characters and symbols created with a distinct design. The distinct design is called a *typeface.* The typefaces you select add personality to a document. Well-chosen typefaces make a document easier to read.

The MFP has numerous resident fonts in PCL 6 and PostScript 3 emulations. See **Resident fonts** for a listing of all resident fonts.

Weight and style

Typefaces are often available in different weights and styles. These variations modify the original typeface so you can, for example, emphasize important words in text or highlight book titles. The different weights and styles are designed to complement the original typeface.

Weight refers to the thickness of the lines that form the characters. Thicker lines result in darker characters. Some words commonly used to describe the weight of a typeface are bold, medium, light, black, and heavy.

Style refers to other typeface modifications, such as tilt or character width. Italic and oblique are styles where the characters are tilted. Narrow, condensed, and extended are three common styles that modify the character widths.

Some fonts combine several weight and style modifications; for example, Helvetica Narrow Bold Italic. A group of several weight and style variations of a single typeface is called a *typeface family.* Most typeface families have four variations: regular, italic, bold, and bold italic. Some families have more variations, as the following illustration for the Helvetica typeface family shows:

|	
Helvetica	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Helvetica-Italic	*ABCDEFGHIJKLMNOPQRSTUVWXYZ*
Helvetica-Bold	**ABCDEFGHIJKLMNOPQRSTUVWXYZ**
Helvetica-BoldItalic	***ABCDEFGHIJKLMNOPQRSTUVWXYZ***
Helvetica-Narrow	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Helvetica-Narrow Italic	*ABCDEFGHIJKLMNOPQRSTUVWXYZ*
Helvetica-Narrow Bold	**ABCDEFGHIJKLMNOPQRSTUVWXYZ**
Helvetica-Narrow-BoldItalic	***ABCDEFGHIJKLMNOPQRSTUVWXYZ***

Pitch and point size

The size of a font is specified as either a pitch or point size, depending on whether the font is fixed space or proportional.

In *fixed space* fonts, each character has the same width. *Pitch* is used to specify the size of fixed space fonts. It is a measure of the number of characters that will print in one horizontal inch of type. For example, all 10-pitch fonts print 10 characters per inch (cpi) and all 12-pitch fonts print 12 cpi:

```
Courier      10 Pitch  1234567890
Courier-Bold 10 Pitch  1234567890


Courier      12 Pitch  123456789012
Courier-Bold 12 Pitch  123456789012
```

<--------- 1 inch --------->
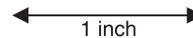
In *proportional* (or *typographic*) fonts, every character can have a different width. Since proportional fonts have characters with different widths, the font size is specified in point size, not pitch. *Point size* refers to the height of the characters in the font. A *point* is defined as 1/72 inch. The characters in a font printed at 24 point will be twice as large as the characters in the same font printed at 12 point.

The following illustration shows samples of a font printed in different point sizes:

48 point 36 point

24 point   18 point   12 point   10 point

The point size of a font is defined as the distance from the top of the tallest character in the font to the bottom of the lowest character in the font. Due to the definition of point size, different fonts printed at the same point size may appear quite different in size. This is because there are other font parameters that affect how the font looks. However, the point size of a font is an excellent specification of the relative size of a font. The following examples illustrate two very different proportional fonts at 14 point:

ITC Avant Garde
abcdefghABCDEFGH
ITC Zapf Chancery
abcdefghABCDEFGH

Note: Many applications and the PostScript emulation use point size to specify the size of both fixed spaced and proportional fonts.

Bitmapped and scalable fonts

The MFP uses both bitmapped and scalable fonts.

Bitmapped fonts are stored in MFP memory as predefined patterns of bits that represent a typeface at a specific size, style, and resolution. The following illustration shows an example of a character from a bitmapped font.
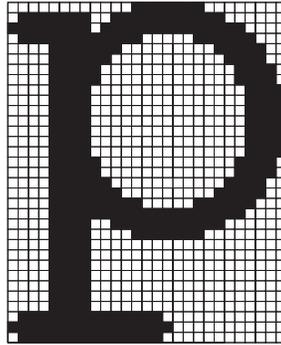
Bitmapped fonts are available in different type styles and point sizes as downloadable fonts. Contact the place where you bought your MFP for more information about downloadable fonts.

Scalable fonts (also called *outline* fonts) are stored as computer programs that define the outlines of the characters in the font. Each time you print characters from a scalable font, the MFP creates a bitmap of the characters at the point size you choose and saves it temporarily in MFP memory.

These temporary bitmapped fonts are deleted when you turn off or reset the MFP. Scalable fonts provide the flexibility of printing in many different point sizes.

Your MFP uses different scalable font formats for downloading fonts to the MFP. The PCL 5 emulation uses *Intellifont* and *TrueType* scalable fonts. The PostScript 3 emulation uses *Type 1*, *TrueType*, Character Identifier (CID), Compact Font Format (CFF), and other standard PostScript 3 font formats. There are thousands of different scalable fonts available in these different font formats from numerous font suppliers.

If you plan to use many downloadable bitmapped or scalable fonts or if you plan to use many different sizes of scalable fonts, you may need to purchase additional memory for your MFP.

Resident fonts

Your MFP is equipped with resident fonts stored permanently in MFP memory. Different fonts are available in PCL 6 and PostScript 3 emulations. Some of the most popular typefaces, like Courier and Times New Roman, are available for all printer emulations.

The following table lists all the fonts resident in your MFP. See **Printing a font sample list** for instructions on how to print samples of the fonts. You can select the resident fonts from your application, or from the operator panel if you are using PCL 6 emulation.

Supported fonts

PostScript 3 font names	PCL 6 font names
AlbertusMT	Albertus Medium
AlbertusMT-Italic	
AlbertusMT-Light	
	Albertus Extra Bold
AntiqueOlive-Roman	Antique Olive
AntiqueOlive-Italic	Antique Olive Italic
AntiqueOlive-Bold	Antique Olive Bold
AntiqueOlive-Compact	
ArialMT	Arial
Arial-ItalicMT	Arial Italic
Arial-BoldMT	Arial Bold
Arial-BoldItalicMT	Arial Bold Italic
AvantGarde-Book	ITC Avant Garde Book
AvantGarde-BookOblique	ITC Avant Garde Book Oblique
AvantGarde-Demi	ITC Avant Garde Demi
AvantGarde-DemiOblique	ITC Avant Garde Demi Oblique
Bookman-Light	ITC Bookman Light
Bookman-LightItalic	ITC Bookman Light Italic
Bookman-Demi	ITC Bookman Demi
Bookman-DemiItalic	ITC Bookman Demi Italic
	Clarendon Condensed Bold
Coronet-Regular	Coronet
Courier	CourierPS

Supported fonts(continued)

PostScript 3 font names	PCL 6 font names
Courier-Oblique	CourierPS Oblique
Courier-Bold	CourierPS Bold
Courier-BoldOblique	CourierPS Bold Oblique
	CG Omega
	CG Omega Bold
	CG Omega Italic
	CG Omega Bold Italic
Garamond-Antiqua	Garamond Antiqua
Garamond-Halbfett	Garamond Halbfett
Garamond-Kursiv	Garamond Kursiv
Garamond-KursivHalbfett	Garamond Kursiv Halbfett
GoldSansMM	
GoldSerifMM	
Helvetica-Light	Helvetica Light
Helvetica-LightOblique	Helvetica Light Oblique
Helvetica-Black	Helvetica Black
Helvetica-BlackOblique	Helvetica Black Oblique
Helvetica	Helvetica
Helvetica-Oblique	Helvetica Italic
Helvetica-Bold	Helvetica Bold
Helvetica-BoldOblique	Helvetica Bold Italic
Helvetica-Narrow	Helvetica Narrow
Helvetica-Narrow-Oblique	Helvetica Narrow Italic
Helvetica-Narrow-Bold	Helvetica Narrow Bold
Helvetica-Narrow-BoldOblique	Helvetica Narrow Bold Italic
Intl-CG-Times	CG Times
Intl-CG-Times-Italic	CG Times Italic
Intl-CG-Times-Bold	CG Times Bold
Intl-CG-Times-BoldItalic	CG Times Bold Italic

Supported fonts(continued)

PostScript 3 font names	PCL 6 font names
Intl-Univers-Medium	Univers Medium
Intl-Univers-MediumItalic	Univers Medium Italic
Intl-Univers-Bold	Univers Bold
Intl-Univers-BoldItalic	Univers Bold Italic
Intl-Courier	Courier
Intl-Courier-Oblique	Courier Italic
Intl-Courier-Bold	Courier Bold
Intl-Courier-BoldOblique	Courier Bold Italic
LetterGothic	Letter Gothic
LetterGothic-Slanted	Letter Gothic Italic
LetterGothic-Bold	Letter Gothic Bold
LetterGothic-BoldSlanted	
Marigold	Marigold
NewCenturySchlbk-Roman	Century Schoolbook Roman
NewCenturySchlbk-Italic	Century Schoolbook Italic
NewCenturySchlbk-Bold	Century Schoolbook Bold
NewCenturySchlbk-BoldItalic	Century Schoolbook Bold Italic
Optima	
Optima-Bold	
Optima-BoldItalic	
Optima-Italic	
Palatino-Roman	Palatino Roman
Palatino-Italic	Palatino Italic
Palatino-Bold	Palatino Bold
Palatino-BoldItalic	Palatino Bold Italic
Symbol	SymbolPS
	Symbol
Times-Roman	Times Roman
Times-Italic	Times Italic

Supported fonts(continued)

PostScript 3 font names	PCL 6 font names
Times-Bold	Times Bold
Times-BoldItalic	Times Bold Italic
TimesNewRomanPSMT	Times New Roman
TimesNewRomanPS-ItalicMT	Times New Roman Italic
TimesNewRomanPS-BoldMT	Times New Roman Bold
TimesNewRomanPS-BoldItalicMT	Times New Roman Bold Italic
Univers	
Univers-Oblique	
Univers-Bold	
Univers-BoldOblique	
Univers-Condensed	Univers Condensed Medium
Univers-CondensedOblique	Univers Condensed Medium Italic
Univers-CondensedBold	Univers Condensed Bold
Univers-CondensedBoldOblique	Univers Condensed Bold Italic
Wingdings-Regular	Wingdings
ZapfChancery-MediumItalic	ITC Zapf Chancery Medium Italic
ZapfDingbats	ITC Zapf Dingbats
	OCR-A
	OCR-B
	C39 Narrow
	C39 Regular
	C39 Wide

Your MFP also supports the following PCL 6 bitmapped fonts:

- Line Printer 16
- POSTNET Bar Code

Your MFP supports the following PCL 6 symbol sets:

Supported symbol sets

ABICOMP Brazil/Portugal	Wingdings	ISO 25: French
ABICOMP International	POSTNET Bar Code	ISO 57: Chinese
DeskTop	ISO : German	ISO 60: Norwegian version 1
Legal	ISO : Spanish	ISO 61: Norwegian version 2
MC Text	ISO 2: IRV (Int'l Ref Version)	ISO 69: French
Microsoft Publishing	ISO 4: United Kingdom	ISO 84: Portuguese
Russian-GOST	ISO 6: ASCII	ISO 85: Spanish
Ukrainian	ISO 10: Swedish	ISO 8859-1 Latin 1 (ECMA-94)
PCL ITC Zapf Dingbats	ISO 11: Swedish for Names	ISO 8859-2 Latin 2
PS ITC Zapf Dingbats	ISO 14: JIS ASCII	ISO 8859-5 Latin/Cyrillic
PS Math	ISO 15: Italian	ISO 8859-7 Latin/Greek
PS Text	ISO 16: Portuguese	ISO 8859-9 Latin 5
Pi Font	ISO 17: Spanish	ISO 8859-10 Latin 6
Symbol	ISO 21: German	ISO 8859-15 Latin 9
PC-8 Bulgarian	PC-855 Cyrillic	Roman-9
PC-8 Danish/Norwegian (437N)	PC-857 Latin 5 (Turkish)	Roman Extension
PC-8 Greek Alternate (437G)	PC-858 Multilingual Euro	Ventura ITC Zapf Dingbats
PC-8 Turkish (437T)	PC-860 Portugal	Ventura International
PC-8 Latin/Greek	PC-861 Iceland	Ventura Math
PC-8 PC Nova	PC-863 Canadian French	Ventura US
PC-8 Polish Mazovia	PC-865 Nordic	Windows 3.0 Latin 1
PC-8 Code Page 437	PC-866 Cyrillic	Windows Cyrillic
PC-1004 OS/2	PC-869 Greece	Windows Greek
PC-775 Baltic (PC-8 Latin 6)	PC-911 Katakana	Windows Latin 1
PC-850 Multilingual	Math-8	Windows Latin 2
PC-851 Greece	Greek-8	Windows Latin 5
PC-852 Latin 2	Turkish-8	Windows Latin 6 (Baltic)
PC-853 Latin 3 (Turkish)	Roman-8	OCR-A

Supported symbol sets(continued)

OCR-B	109Y Bar Code	
9Y Bar Code	209Y Bar Code	

Refer to the *Technical Reference* on the Lexmark Web site for more information about font and symbol set support.

Your MFP supports the following resident PostScript 3 encodings:

PostScript 3 Encodings

/StandardEncoding
/ISOLatin1Encoding
/ISOLatin2Encoding
/ISOLatin5Encoding
/ISOLatin6Encoding
/ISOLatinCyrillicEncoding
/ISOLatinGreekEncoding
/WindowsEncoding
/StandardCyrillicEncoding
/CEEncoding

8 Using the MFP control panel and menus

Understanding the MFP control panel

This chapter contains information about understanding the control panel, changing print settings, and understanding control panel menus.

You can change most print settings from your application or print driver. Settings you change from the application or print driver apply only to the job you are preparing to send to the MFP.

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

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

The MFP control panel consists of the following items:

- 240 x 64 liquid crystal display (LCD) capable of showing eight lines of text with 40 characters on a line
- Four buttons that light up when pressed—Copy, Fax, E-mail, and Print/Profiles
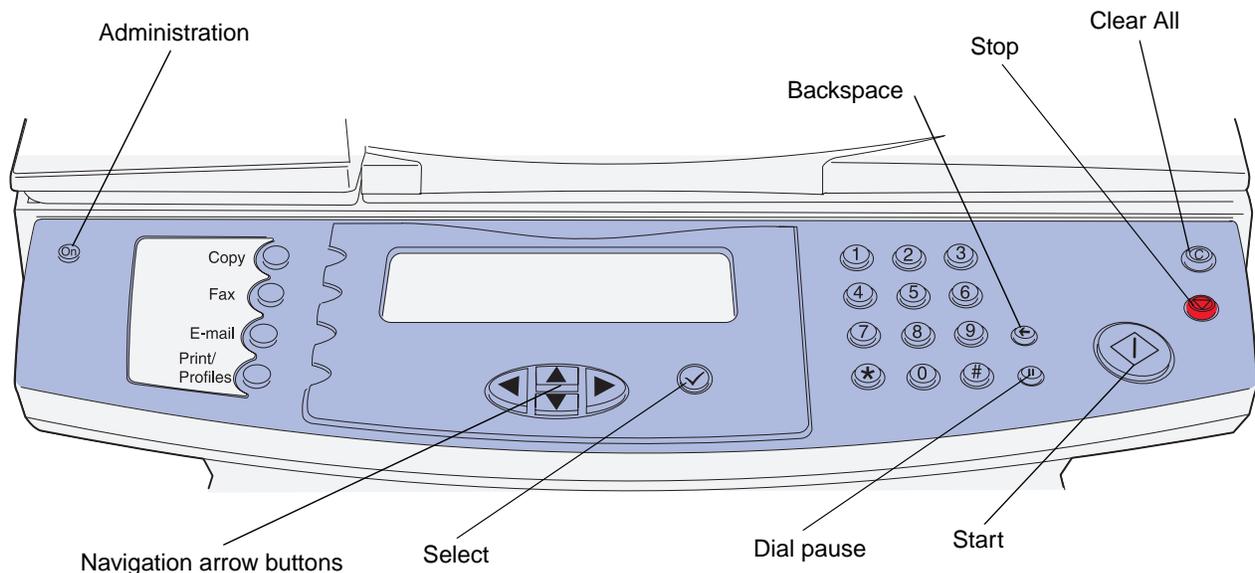
Home screen

Once the MFP is turned on, the LCD shows the following screen which is referred to as the Home screen:

```
          Press any button
         on the left to begin.

Ready

Date/Time
```

The top two lines direct you to press any button to the left. The buttons to the left are the Administration button, which has a key icon on it, and the Copy, Fax, E-mail, and Print/Profiles buttons.

The last three lines on the Home screen are used for status messages. If you cannot see a complete message, you can use the left and right arrow buttons to move through the entire message. For more information on buttons, see **Buttons** as follows.

Buttons

Use the control panel buttons to open a menu, scroll through a list of values, make a selection to change settings, and respond to messages.

Use the numbered buttons to specify the number of copies, to enter shortcuts or your personal identification number (PIN) after you send a confidential print job from the print driver, or to dial phone numbers for faxes. A confidential job is one type of job from the *Print and Hold* jobs. For more information, see **Print Held Jobs—using the Print and Hold function**.

The following table includes descriptions or the function of each button. See the illustration on **page 154** of the control panel to identify the placement of the buttons:

Button	Function
Administration (key) **Note:** A key icon is molded into it.	Press to access the administration menus. These menus are only available when the MFP is in the `Ready` state.
Copy	Press to access the Copy menus. If the Home screen is displayed, press a number to access the Copy menus, too. Press **Start** to launch a copy.
Fax	Press to access the Fax menus.
E-mail	Press to access the E-mail menus.
Print/Profiles	Press to access the Print/Profile menus.

Button	Function
Note: The following four buttons are collectively called the navigation arrow buttons.	
Left arrow	Press to navigate through screens on the LCD. Pressing it causes you to go from one menu item to another or select a different setting for a menu item. For menu items with numeric values, such as Copies, press and hold this button to scroll through the values. Release the button when the number you want is displayed.
Right arrow	Press to navigate through screens on the LCD. Pressing it causes you to go from one menu item to another or select a different setting for a menu item. For menu items with numeric values, such as Copies, press and hold this button to scroll through the values. Release the button when the number you want is displayed.
Up arrow	Press to navigate through screens on the LCD. Press this button to scroll up through menu items within a menu or settings, called menu item values, within menu items, scroll through numeric values, or to scroll between screens. Each press causes one move up one line on the screen.
Down arrow	Press to navigate through screens on the LCD. Press this button to scroll down through menu items within a menu or settings, called menu item values, within menu items, scroll through numeric values, or to scroll between screens. Each press causes one move down one line on the screen.
Select **Note:** A check mark (✓) icon is molded into it.	Press this button to: • Open the menu and display the first item in the menu. • Open the menu item and display the default setting. • Save the displayed menu item as the new user default setting. • Make a selection from a menu.
# (Pound or number character)	Press this button: • For a shortcut identifier. • Within phone numbers. If you start a Fax number with a #, enter it twice — ##. • From the Home screen, the Fax Destination List menu item, E-mail Destination List menu item, or Profile List menu item to access shortcuts.
0–9 **Note:** Referred to as the numeric keypad.	Press these numbers to enter numbers when the LCD screen has a field that accepts the entry of numbers. **Note:** If you press a number when on the Home screen without pressing the # button first, the Copy menu opens and changes the Copy Quality.
* (Asterisk character)	Can be used as part of a fax number or as an alphanumeric character.

Button	Function
Backspace **Note:** A left arrow icon is molded into it.	Within the Copy menu accessed by pressing the Copy button, press this button to delete the right-most digit of the value in the Copy Count. If the entire number is deleted by pressing the Backspace button numerous times, the default value of 1 is displayed.
	Within the Fax Destination List, press this button to delete the right-most digit of a number entered manually. It also deletes an entire Address book or shortcut entry. Once an entire line is deleted, another press of the Backspace button causes the cursor to move up one line.
	Within the E-mail Destination List, press this button to delete the character to the left of the cursor. If the entry is in an Address Book selection or shortcut, the entire entry is deleted.
Dial Pause **Note:** The following icon is molded into the button: ‖	Press to cause a one-second dial pause in a fax number. The button only functions within the Fax menu or with fax functions.
	Press from the Home screen to re-dial a fax number.
	If this button is pressed when outside of the Fax menu, fax function, or Home screen, then an error beep sounds.
	When sending a fax, in the Fax To: field, a dial pause is represented by a comma (,).
Start **Note:** This is a large, round, green button.	Press to initiate the current job indicated on the control panel.
	From the Home screen, press it to start a copy job with the default settings.
	If pressed while a job runs through the scanner, the button has no effect.
	If pressed within the Fax or E-mail menus, it starts the job. When no destination information is defined, an error beep sounds.
Stop **Note:** This is a small, red button.	Press to cause the printing or scanning to stop.
	During a scan job, the scanner finishes scanning the current page and then stops, which means paper may remain in the ADF.
	During a print job, the print media path is cleared before the printing stops.
	The `stopping` message displays on the control panel during this process.
Clear All **Note:** A "C" is molded into it.	Press to restore all default settings to a screen and return the MFP to the Home screen.
	When in the Administration menus, it cancels all changes that have not been submitted and returns the MFP to the Home screen.
	When in other menus, it returns all settings to their default values, and then returns the MFP to the Home screen.

Menus

Factory defaults are the function settings in effect the first time you turn your MFP on. These remain in effect until you change them. Factory defaults are restored if you select the Restore value for the Factory Defaults menu item. See **Restoring factory defaults** for more information.

User defaults are the settings you select for different MFP functions and store in MFP memory. Once stored, these settings remain active until new ones are stored or the factory defaults are restored.

> **Note:** Settings you choose for faxing, scanning, e-mailing, copying, and settings for printing from your application may override the settings you select from the control panel.

Menu tree

The following menu tree starting on **page 159** provides an overview of the menus and menu items available from the control panel. Select a menu or menu item for more details. For values or settings for each menu item, see the individual descriptions of menu items following the menu tree.

Press:
Administration

To access:
Paper Menu

Paper Source
Paper Size
Paper Type
Configure MP
Substitute Size
Paper Texture
Paper Weight
Paper Loading
Custom Types
Universal Setup

To access:
Default Menus

General Settings
Copy Settings
Fax Settings
E-mail/FTP Settings
Print Settings
Security
Set Date and Time
Delete Shortcuts

Display Language
General Defaults
Date Format
Screen Timeout
Power Saver
Alarm Control
Factory Defaults

Note: Go to the next page to see a continuation of the menu tree.

Content
Duplex
Paper Saver
Print Page Borders
Collate
Original Size
Copy To Source
Darkness
Number of Copies
Overlay
Allow priority copies

The menu values for these menus are on **page 162**.

Finishing Menu
Quality Menu
Setup Menu
Utilities Menu
PCL Emul Menu
PostScript Menu
PDF Menu

Format
Content
Color
Resolution
Darkness
Original Size
Orientation
JPEG Quality
Use multi-page TIFFs
Scan log
Log paper source
Enable scan-to-FTP
FTP confirmation

Resolution
Width
Content
Darkness
Dial Prefix
Automatic Redial
Redial Frequency
Behind a PABX
Enable ECM
Allow Save
Dial Mode
Enable Fax Receive
Rings to Answer
Auto Reduction
Fax Paper Source
Duplex

Transmission Log
Receive Error Log
Auto Print Logs
Log Paper Source
Send Log Displays
Enable Send Log
Enable Recv Log
Speaker Mode
Ringer Volume
Single Ring Pattern
Double Ring Pattern
Triple Ring Pattern
Fax Mode
Manual Fax
Memory Use
Cancel Faxes

Functions On/Off
Password Protect
Create Password

Year
Month
Day
Hours
Minutes

The menu values for these menus are on **page 162**.

Using the MFP control panel and menus

TCP/IP
Standard Network
Standard USB
NetWare
AppleTalk
LexLink

Address
Netmask
Gateway
Enable DHCP
Enable RARP
Enable BOOTP
AutoIP
Enable FTP/TFTP
HTTP Server Enabled
HTTP Config Enabled
WINS Server Address
DNS Server Address

PCL SmartSwitch
PS SmartSwitch
NPA Mode
Network Buffer
MAC Binary PS

PCL SmartSwitch
PS SmartSwitch
NPA Mode
USB Buffer
MAC Binary PS

View Login Name
View Print Mode
View Network Number
Activate
Ethernet 802.2
Ethernet 802.3
Ethernet Type II
Ethernet SNAP
Packet Burst
NSQ/GSQ Mode

View Nickname
Activate

View Name
View Address
Activate
Set Zone

Note: Go to the next page to see a continuation of the menu tree.

Press:
Administration

To access: **Print Reports**———Menu Settings Page
Network Setup Page
Shortcut List
E-mail Shortcuts List
Fax Shortcuts List
FTP Shortcuts List
Profiles List
Fax Receive Log
Fax Send Log
Fax Delayed/Pending Log
NetWare Setup Page
Print Fonts
Print Directory
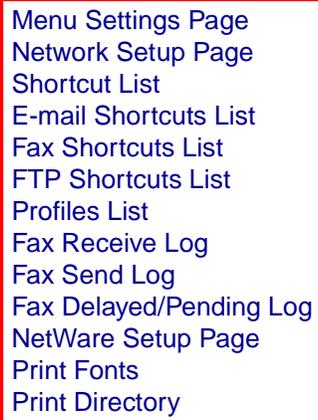
Note: Go to the next page to see a continuation of the menu tree.

Using the MFP control panel and menus

These menus are accessed by pressing **Administration,** and then highlighting and selecting these `Default Menus → Print Settings`.

Finishing Menu
Blank Pages
Collation
Copies
Duplex
Duplex Bind
Multipage Border
Multipage Order
Multipage Print
Multipage View
Separator Sheets
Separator Source

Quality Menu
Print Resolution
Toner Darkness
PictureGrade

Setup Menu
Alarm Control
Auto Continue
Download Target
Jam Recovery
Page Protect
Print Area
Power Saver
Print Timeout
Resource Save
Wait Timeout
Toner Alarm

PCL Emul Menu
A4 Width
Auto CR after LF
Auto LF after CR
Font Name
Font Source
Lines per Page
Orientation
Pitch
Point Size
Symbol Set
Tray Renumber

Utilities Menu
Defragment Flash
Factory Defaults
Format Flash
Hex Trace
Print Directory
Print Fonts
Print Menu Settings Page
Print Network Setup Page

PostScript Menu
Print PS Error

PDF Menu
Scale To Fit
Orientation
Halftone
Annotations

These menus are accessed by pressing **Administration,** and then highlighting and selecting these `Default Menus → Security`.

Copy
Fax
E-mail
Profiles
Key (admin)

Functions On/Off
Password Protect
Create Password

Protect Paper Menu
Protect Print Reports
Protect Default Settings
Protect Network/USB
Protect Manage Shortcuts

See **Create Password** for more information.

Note: Go to the next page to see a continuation of the menu tree.

Menus
162

Press:
Copy

To access:

Copies
Copy From
Copy To
Collate
Scale
Darkness
Options

Content
Duplex
Paper Saver
Margin Shift
Time Stamp
Overlay

Press:
Fax

To access:

Fax To
Search
Fax It
Cancel Faxes
Save
Options

Width
Resolution
Darkness
Content

Press
E-mail

To access:

Search for name
Manual e-mail address
Manual FTP address
View To: list
Send Now
Options

What will be scanned
What will be sent
Enter subject
Send Now

Press:
Print/Profiles

To access:

Profiles
Print Held Jobs
Cancel Print Jobs

Administration

Use the Administration menu to set paper size, source, security functions, network setup, other settings involving print media, and to print reports. This menu contains additional levels of sub-menus, menu items, and values. To access the Administration menu, press the **Administration** button, which has a key icon on it.

Paper Menu

Use the Paper Menu to define the paper loaded in each tray and the default paper source.

Values marked by an asterisk (*) are the factory default settings.

Paper Menu

Menu item	Purpose	Values and descriptions	
Paper Source	To identify the default print media source.	**Tray <n> (Tray 1*)**	Only installed sources are shown on the control panel.
		MP Feeder	If you loaded the same size and type of paper in two paper sources (and the Paper Size and Paper Type menu items are correctly set), the trays are automatically linked. When one paper source is empty, paper automatically feeds from the next linked source.
		Env Feeder	
		Manual Paper	
		Manual Env	

Paper Menu(continued)

Menu item	Purpose	Values and descriptions
Paper Size	To identify the default size for each print media source.	
	1 Select a print media source.	**2** Select a value. (* Denotes country/region-specific factory default values)
	Tray \<n> Size (Tray 1*)	A4*, A5, JIS B5, Letter*, Legal, Executive, Folio, Statement, Universal
	MP Feeder Size	A4*, A5, JIS B5, Letter*, Legal, Executive, Folio, Statement, Universal, 7 3/4 Envelope, 9 Envelope, 10 Envelope, DL Envelope, C5 Envelope, B5 Envelope, Other Envelope
	Manual Pap Size	A4*, A5, JIS B5, Letter*, Legal, Executive, Folio, Statement, Universal
	Manual Env Size	7 3/4 Envelope, 9 Envelope, 10 Envelope, DL Envelope, C5 Envelope, B5 Envelope, Other Envelope
	Note: Select Universal when you load print media that does not match any of the other available sizes. The MFP automatically formats the page to the **Universal Setup** size. You can then set the actual page size from your application. Select Other Envelope when you load an envelope that does not match any of the other available sizes. The MFP automatically formats the envelope for the Other Envelope size. You can then set the actual size from your application.	
Paper Type	To identify the type of print media installed in each source.	
	Use this menu item to:	
	• Optimize print quality for the specified print media. • Select sources through your application by selecting type and size. • Automatically link sources. Any sources containing the same type and size of print media are automatically linked by the MFP, if you have set the Paper Size and the Paper Type to the correct values.	
	Note: If a user-defined name is available, it is displayed instead of `Custom Type <x>`. The user-defined name is truncated to 16 characters. If two or more custom types share the same name, the name only appears once in the Paper Type value list.	
	1 Select a print media source.	**2** Select a value. (* Denotes country/region-specific factory default values)
	Tray \<n> Type (Tray 1*)	Plain Paper, Card Stock, Transparency, Labels, Bond, Letterhead, Preprinted, Colored Paper, Custom Type \<x> (where x represents 1–6)
	MP Feeder Type	Plain Paper, Card Stock, Transparency, Labels, Bond, Letterhead, Preprinted, Colored Paper, Custom Type \<x> (where x represents 1–6), Envelope
	Manual Pap Type	Plain Paper, Card Stock, Transparency, Labels, Bond, Letterhead, Preprinted, Colored Paper, Custom Type \<x> (where x represents 1–6)
	Manual Env Type	Envelope, Custom Type \<x> (where x represents 1–6)

Paper Menu(continued)

Menu item	Purpose	Values and descriptions	
Configure MP	To determine when the MFP selects print media loaded in the multipurpose feeder.	**Cassette***	MFP treats the multipurpose feeder like any other paper tray. If a print job requests a size or type that is only loaded in the multipurpose feeder, the MFP pulls paper from the multipurpose feeder for the job.
		Manual	MFP treats the multipurpose feeder like a manual feed tray, and displays `Load Manual` when you need to insert a single sheet of paper in the feeder.
		First	MFP pulls paper from the multipurpose feeder until it is empty, regardless of the source or size requested for the job.
Substitute Size	To have the MFP substitute the specified print media size if the requested size is not loaded.	**All listed***	Substitutes both Letter/A4 and Statement/A5.
		Off	MFP prompts the user to load the requested paper size.
		Statement/A5	Prints A5 size jobs on statement size paper if only statement size paper is loaded, and prints statement size jobs on A5 paper if only A5 paper is loaded.
		Letter/A4	Prints A4 size jobs on letter size paper if only letter size paper is loaded, and prints letter size jobs on A4 size paper if only A4 size paper is loaded.
Paper Texture	To identify the texture of the paper loaded in a specific source and to ensure that characters print clearly.		
	1 Select a print media texture. **Plain Texture** **Card Stock Text** **Trnsprncy Text** **Labels Texture** **Bond Texture** **Envelope Texture** **Ltrhead Texture** **Preprint Texture** **Colored Texture** **Custom <x> Texture (where x represents 1–6)**	**2** Select a value. **Smooth** **Normal*** **Rough** **Note:** Bond Texture defaults to Rough.	

Paper Menu(continued)

Menu item	Purpose	Values and descriptions	
Paper Weight	To identify the relative weight of the print media loaded in a specific source and ensure that the toner adheres properly to the printed page. **Note:** If a user-defined name is available, it is displayed instead of `Custom <x> Weight`. The name is truncated to 16 characters.		
	1 Select a type. **Plain Weight** **Glossy Weight** **Trnsprncy Weight** **Labels Weight** **Bond Weight** **Card Stock Weight** **Envelope Weight** **Ltrhead Weight** **Preprint Weight** **Colored Weight** **Custom <x> Weight, where x represents 1–6**	**2** Select a value. **Light** **Normal*** **Heavy**	
Paper Loading	To properly handle preprinted paper loaded in a tray, whether the job is a duplexed job (two-sided) or a simplexed job (single-sided).		
	1 Select a print media type.	**Glossy Loading**	
		Card Stock Load	
		Bond Loading	
		Ltrhead Loading	
		Preprint Loading	
		Colored Loading	
		Custom <x> Loading, where x represents 1–6	
	2 Select a value.	**Duplex**	Notifies the MFP that the specified print media type is loaded properly for duplex printing (two-sided). If the MFP receives a single-sided job using that print media type, the MFP inserts blank pages as necessary to print the job properly on preprinted forms. This setting may slow single-sided printing.
		Off*	MFP assumes preprinted material is loaded for single-sided printing. Duplexed jobs may not print properly.

Paper Menu(continued)

Menu item	Purpose	Values and descriptions	
Custom Types	To specify the kind of print media associated with each of the Custom Types available in the Paper Type menu item.	Values for Custom Type <x>, where <x> represents 1–6:	
		Paper*	**Note:** If a user-defined name is available, it is displayed instead of `Custom Type <x>`. The user-defined name is truncated to 16 characters. If two or more custom types share the same name, the name only appears once in the Custom Types value list.
		Card Stock	
		Transparency	
		Labels	
		Envelope	
Universal Setup	To determine the default size when the Paper Size setting for a tray is Universal.		
	1 Select a unit of measure. (* Denotes a country/region-specific factory default value)	**Inches***	
		Millimeters*	
	2 Select the values.	**Portrait Width**	3.00–14.17 in. (8.5 in.*) in increments of 0.01 in.
			76–360 mm (216 mm*) in increments of 1 mm
		Portrait Height	3.00–14.17 in. (14.17 in.*) in increments of 0.01 in.
			76–360 mm (360 mm*) in increments of 1 mm
		Feed Direction	Short Edge*
			Long Edge

Default Menus

Use the Default Menus to set MFP settings related to printing, copying, faxing, or e-mailing documents, and security settings.

See the following menu items for Default Menus:

General Settings   **Print Settings**

Copy Settings   **Security**

Fax Settings   **Set Date and Time**

E-mail/FTP Settings   **Delete Shortcuts**

General Settings

Note: Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – General Settings

Menu item	Purpose	Values and descriptions	
Display Language	To determine the language of the text on the control panel display.	**English***	
		Deutsch	
		Français	
		Español	
		Italiano	
		Dansk	
		Norsk	
		Nederlands	
		Svenska	
		Suomi	
		Português	
General Defaults	Specifies the defaults based on geographical location.	**U.S.**	Setting the menu item to one of the values affects these settings:
		International	• Copy From (Letter/A4) • Fax Original (Letter/A4) • E-mail Original (Letter/A4) • Date/Time Stamp representation (MM-DD-YYYY/DD-MM-YYYY) • Tray 1, Tray 2, MP Feeder, and Manual Pap (Letter/A4) • Manual Env (10 Envelope, DL Envelope • Universal Units of Measure (inches/mm) • Margin Shift units of measure (inches/mm)
Date Format	Specifies the format based on the geographical location.	MM-DD-YYYY* DD-MM-YYYY* YYYY-MM-DD	Month, Day, and Year [U.S.] Day, Month, Year [International] (* Denotes a country/region-specific factory default value)
Screen Timeout	Sets the time in seconds on when the control panel returns to the Home screen due to inactivity.	5–300 (30*)	

Defaults Menu – General Settings(continued)

Menu item	Purpose	Values and descriptions	
Power Saver	To specify the amount of time (in minutes) the MFP waits after a job is completed before it goes into a reduced power state. This menu item is also available in the **Setup Menu**.	**Disabled**	This value does not appear unless Energy Conserve is set to Off. To set Energy Conserve to Off, refer to the *Technical Reference*.
		15...240 (45*)	Specifies the amount of time after a print job before the MFP goes into Power Saver mode. Print the menu settings page to determine the current Power Saver setting. When the MFP is in Power Saver mode, it is still ready to receive print jobs. Select 15 to put the MFP in Power Saver mode 15 minutes after it finishes a print job. This uses much less energy, but requires more warm-up time for the MFP. Select 15 if your MFP shares an electrical circuit with room lighting and you notice lights flickering. Select a high value if your MFP is in constant use. Under most circumstances, this keeps the MFP ready to print with minimum warm-up time. Select a value between 15 and 240 minutes if you want a balance between energy consumption and a shorter warm-up period.
Alarm Control	To establish whether the MFP sounds an alarm when the MFP requires operator intervention.	**Off**	MFP does not sound an alarm.
		Single*	MFP sounds three quick beeps.
		Continuous	MFP repeats three beeps every 10 seconds.
Factory Defaults	To return the MFP settings to the factory default values. This menu item is also available in the **Utilities Menu**.	**Restore Now**	• All menu items are returned to the factory default values except: – Display Language. – All settings in the Fax Menu, E-mail/FTP, Network Menu, and USB Menu. • All downloaded resources (fonts, macros, and symbol sets) in MFP memory (RAM) are deleted. (Resources residing in flash memory are unaffected.)
		Do Not Restore*	User-defined settings remain.

Copy Settings

Note: Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – Copy Settings

Menu item	Purpose	Values and descriptions	
Content	Specifies the type of content contained in the copy job.	Text	The copy job contains text only.
		Text/Graphics*	The copy job contains a mixture of text and graphics.
		Photo	The copy job contains photo images only.
Duplex	To set duplex output off or on by defining the way duplexed (two-sided) pages would be bound, and how the printing on the back of the sheet (even-numbered pages) is oriented in relation to the printing on the front (odd-numbered pages).	Off*	Turns duplex printing off.
		Long edge	Assumes binding along the long end of the page (left edge for portrait orientation and top edge for landscape orientation).
		Short edge	Assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation).
Paper Saver	Specifies how many images of pages from a print job to place on one printed page of print media.	Off	Places the image of one page from the print job onto one printed page.
		2 on 1 port.	Places the images of two pages from the print job onto one printed page with portrait orientation.
		2 on 1 land.	Places the images of two pages from the print job onto one printed page with landscape orientation.
		4 on 1 port.	Places the images of four pages from the print job onto one printed page with portrait orientation.
		4 on 1 land.	Places the images of four pages from the print job onto one printed page with landscape orientation.
Print Page Borders	Specifies if a border is printed around the edge of the page at the margins.	On*	A page border prints when Paper Saver is set to 2 on 1 port., 2 on 1 land., 4 on 1 port., or 4 on 1 land..
		Off	A page border does not print.

Defaults Menu – Copy Settings(continued)

Menu item	Purpose	Values and descriptions	
Collate	To keep the pages of a print job stacked in sequence when making multiple copies of the job.	**On***	Copies the entire job the number of times specified. For example, if you set Copies to 2 and have three pages to copy, the MFP output is page 1, page 2, page 3, page 1, page 2, page 3.
		Off	Copies each page of a job the number of times specified. For example, if you set Copies to 2 and have three pages to copy, the MFP output is page 1, page 1, page 2, page 2, page 3, page 3.
Original Size	Provides a list of possible scanner sizes to select from to specify the size of your original copy document.	• **Letter*** • **Legal** • **Executive** • **Folio** • **Statement** • **A4*** • **A5** • **JIS B5**	(* Denotes a country/region-specific factory default value)
Copy To Source	Provides a list of possible print media sources to send the copy job to for printing.	• **Tray 1*** • **MP Feeder** • **Tray 2**	Tray 2 is not listed as a selection in the values list unless an optional 250- or 500-sheet drawer is installed.
Darkness	Specifies the level of darkness for the copy job.	**1–9 (5*)**	
Number of Copies	Specifies the number of copies for the copy job.	**1–999 (1*)**	
Overlay	Specifies the selection for overlay text to print on each page of the copy job. The overlay looks similar to the following on a page: Confidential	**Confidential** **Copy** **Draft** **Urgent** **Custom** **Off***	**Note:** The Custom value is not shown unless text is entered into the Custom Overlay text field from the Web page. The text used for the overlay is what you entered on the Web page, but you still select Custom in the menu.
Allow priority copies	Lets you interrupt a network print job, so you can use the MFP as a copier to copy a page or document.	**On***	Interrupts the print job at the next page.
		Off	Interrupts the print job at the next job boundary which means between incoming individual print jobs.

Fax Settings

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Station Name

Enter your name or company name by using the alphanumeric keyboard screen. Use the navigation arrow buttons and the ✓ button to enter the name in the entry field provided.

Station Number

Enter your fax phone number by using the numeric entry field provided. Use the navigation arrow buttons and the ✓ button to enter the number.

Fax Send Settings

Defaults Menu – Fax Settings – Fax Send Settings

Menu item	Purpose	Values and descriptions	
Resolution	To define quality in dots per inch (dpi). A higher resolution gives greater print quality, but it increases the fax transmission time for outgoing faxes.	• **Standard*** • **Fine** • **Super Fine** • **Ultra Fine**	
Width	Select the width of your document.	**210 mm*** **8.5 in.***	(* Denotes a country/region-specific factory default value)
Content	Specifies the type of content contained in the fax job.	**Text**	The fax job contains text only.
		Text/ Graphics*	The fax job contains a mixture of text and graphics.
		Photo	The fax job contains photo images only.
Darkness	Specifies the level of darkness for the fax job.	**1–9 (5*)**	
Dial Prefix	A numeric entry field is provided to enter numbers. The previously entered numbers are shown. The dial prefix could be a country code or code businesses use to dial an outside line.	**Null***	The entry field is limited to 57 characters. If you enter a number string containing more characters, the field is truncated.
		Number string	
Automatic Redial	Specifies the number of times the MFP automatically tries to send the fax job again by resubmitting the Fax To number.	**0–9 (5*)**	
Redial Frequency	Select a range in minutes for the number of redials to occur in that time span.	**1–200 (3*)**	
Behind a PABX	Enables or disables switchboard blind dialing without a dial tone.	**On**	Do not wait for a dial tone.
		Off*	Wait for a dial tone.
Enable ECM	Enables Error Correction Mode for fax jobs which makes faxing more reliable.	**On***	ECM is enabled.
		Off	ECM is disabled.
Allow Save	Specifies if the Save button appears on the Fax Destination screen, enabling a way to save the Fax To list as a shortcut.	**On***	A Save button appears on the screen.
		Off	A Save button does not appear on the screen.
Dial Mode	Specifies the dialing sound, either as a tone or a pulse. **Note:** This setting may not be available in all countries or regions.	**Tone***	A tone sounds for each number dialed.
		Pulse	A pulsating noise sounds for each number dialed.

Fax Receive Settings

Defaults Menu – Fax Settings – Fax Receive Settings

Menu item	Purpose	Values and descriptions	
Enable Fax Receive	Allows fax jobs to be received by the MFP.	On*	Fax jobs can be received.
		Off	Fax jobs cannot be received.
Rings to Answer	The MFP rings a set number of rings to indicate an incoming fax job.	1–25 (1*)	
Auto Reduction	Scales an incoming fax job so it fits the size of the print media loaded in the designated fax source. See **Fax Paper Source** as follows for more information.	On*	Scales the incoming fax.
		Off	Does not scale the incoming fax.
Fax Paper Source	Specifies the print media source selected to supply print media for the MFP to print an incoming fax.	Auto	The print media source is automatically selected by the MFP.
		Tray 1	Tray 1 or the standard tray is the specified print media source.
		MP Feeder	The multipurpose feeder is the specified print media source.
		Tray 2 (if an optional 250- or 500-sheet drawer is installed)	Tray 2, which can be either the optional 250-sheet drawer or the optional 500-sheet drawer, is the specified print media source.
Duplex	Sets duplex printing (two-sided printing) either on or off for incoming fax jobs.	On	The incoming fax job is duplexed.
		Off*	The incoming fax job is not duplexed.

Fax Log Settings

Defaults Menu – Fax Settings – Fax Log Settings

Menu item	Purpose	Values and descriptions	
Transmission Log	Selects whether the MFP prints a log with details about the fax job sent. If the fax job failed to send, the header on the page reads "Fax Failed" instead of "Transmission Log.	Print Always*	The MFP prints a page indicating information about the fax job sent which includes the fax number and the time the fax job was sent.
		Print Never	The MFP never prints the log.
		Print on Error	The MFP prints a page with information if the fax job failed to be sent.
Receive Error Log	Sets the MFP to print a log of received fax jobs for each one with an error when it was received.	Print Never	The MFP never prints a log.
		Print on Error	The MFP prints a log.
Auto Print Logs	Specifies that a log prints after 45 fax jobs have been sent or received.	On*	The MFP prints a log of sent or received fax jobs.
		Off	The MFP does not print a log of sent or received fax jobs.
Log Paper Source	Specifies the print media source selected to supply print media for the MFP to print a log of all sent and received faxes.	Tray 1*	Tray 1 or the standard tray is the specified print media source.
		MP Feeder	The multipurpose feeder is the specified print media source.
		Tray 2 (if an optional 250- or 500-sheet drawer is installed)	Tray 2, which can be either the optional 250-sheet drawer or the optional 500-sheet drawer, is the specified print media source.
Send Log Displays	Specifies if a send log displays a dialed phone number or a remote station name.	Remote Station Name*	Displays the remote station name a fax job was sent to in the log.
		Dialed Phone Number	Displays the phone number a fax job was sent to in the log.
Enable Send Log	Sets the MFP to track the most recent 45 sent fax jobs.	On*	The MFP tracks sent fax jobs.
		Off	The MFP does not track sent fax jobs.
Enable Recv Log	Sets the MFP to track the most recent 45 received fax jobs.	On*	The MFP tracks received fax jobs.
		Off	The MFP does not track received fax jobs.

Speaker Settings

Defaults Menu – Fax Settings – Speaker Settings

Menu item	Purpose	Values and descriptions	
Speaker Mode	Specifies how long the speaker remains on.	**Always Off**	The speaker is set off.
		On until Connected*	The speaker is on and issues the noise until the fax connection is made.
		Always On	The speaker is set on.
Ringer Volume	Sets the MFP fax speaker ringer volume.	**Off**	The speaker volume is off.
		On*	The speaker volume is on.

Distinctive Ring Settings

Defaults Menu – Fax Settings – Distinctive Ring Settings

Menu item	Purpose	Values and descriptions	
Single Ring Pattern	Answers calls with a one ring pattern.	**On***	The one ring pattern is set on.
		Off	The one ring pattern is set off.
Double Ring Pattern	Answers calls with a double ring pattern.	**On***	The double ring pattern is set on.
		Off	The double ring pattern is set off.
Triple Ring Pattern	Answers calls with a triple ring pattern.	**On***	The triple ring pattern is set on.
		Off	The triple ring pattern is set off.

Fax Modes

Defaults Menu – Fax Settings – Fax Modes

Menu item	Purpose	Values and descriptions	
Fax Mode	Sets which fax method or mode that is used.	**Analog***	The fax method is by a telephone line.
		Fax Server	The fax job is sent to a fax server for transmission.
Manual Fax	Sets the MFP to manual fax only which requires a line splitter and a telephone hand set. You use a regular telephone to answer an incoming fax job and to dial a fax number. **Note:** Press **# 0** on the numeric keypad to take you directly to the Manual Fax menu item.	**On**	Manual fax is set on.
		Off*	Manual fax is set off.

Defaults Menu – Fax Settings – Fax Modes(continued)

Menu item	Purpose	Values and descriptions	
Memory Use	Defines the amount of non-volatile memory used in relation to fax for a fax job. The default setting splits an equal amount of memory between sending and receiving fax jobs. However, when one of the values is set, then the memory is not set equally.	**All receive**	All the memory is set to receive fax jobs.
		Mostly receive	Most of the memory is set to receive fax jobs.
		Equal*	Splits the memory for sending and receiving fax jobs into equal amounts.
		Mostly sent	Most of the memory is set to send fax jobs.
		All send	All the memory is set to send fax jobs.
Cancel Faxes	Sets the MFP so you can have the option of canceling fax jobs. If this is not allowed, the **Cancel Faxes** menu item in the Fax menu is hidden and does not appear on the control panel.	**Allow***	Lets you cancel a fax job. The Cancel Faxes menu item appears on the control panel.
		Don't Allow	The Cancel Faxes menu item does not appear on the control panel. You cannot cancel a fax job.

E-mail/FTP Settings

Note: Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – E-mail/FTP Settings

Menu item	Purpose	Values and descriptions	
Format	Specifies the format of the file you plan to scan.	**PDF***	Portable Document Format
		TIFF	Tagged Image File Format
		JPEG	Joint Photographic Experts Group
		PS	PostScript file
Content	Specifies the type of content contained in the scan job.	**Text**	The e-mail job contains text only.
		Text/Graphics	The e-mail job contains a mixture of text and graphics.
		Photo	The e-mail job contains photo images only.
Color	Specifies if the MFP recognizes a color image in the e-mail or sees the color image in gray shades.	**Color**	Sends the e-mail job with a color image enclosed.
		Gray*	Does not send a color image in the e-mail job.
Resolution	Specifies the resolution of the scan in dots per inch (dpi).	• **75 dpi** • **150 dpi** • **200 dpi** • **300 dpi** • **400 dpi** • **600 dpi**	75–600 dpi are available for Gray. 75–300 are available for Color. See **Color** listed previously.
Darkness	Specifies the level of darkness for the scan job as a graphic representation of a page that uses a fill pattern to indicate various levels from light (1) to dark (9).	1–9 (5*)	Specifies the level of darkness for the e-mail job.
Original Size	Provides a list of possible scanner sizes to select from to specify the size of your original document to be scanned.	• **Letter*** • **Legal** • **Executive** • **Folio** • **Statement** • **A4*** • **A5** • **JIS B5** • **Mixed Size**	Letter and A4 are country/region-specific factory default values.

Defaults Menu – E-mail/FTP Settings(continued)

Menu item	Purpose	Values and descriptions	
Orientation	To specify the default orientation of the document to be sent in the scan job.	**Portrait***	Sends the original document as portrait for the scan job.
		Landscape	Sends the original document as landscape for the scan job.
JPEG Quality	Sets the quality of a JPEG image in relation to file size and the quality of the image.	**5–90 (75*)**	A 5 setting gives a smaller file size, but the quality of the image is lessened. A 90 setting gives the best quality of the image, but the file size is very large.
Use multi-page TIFFs	Provides a choice between single-page TIFF files and multi-page TIFF files. For a multi-page scan to e-mail job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job.	**On***	Multi-page TIFF files are created.
		Off	One single TIFF file is created for each page.
Scan log	Selects whether the MFP prints a log with details for the job you sent.	**Print Always***	The MFP prints a page indicating information about the scan to e-mail job.
		Print Never	The MFP never prints the log.
		Print on Error	The MFP prints a page with information if the scan to e-mail job failed to be sent.
Log paper source	Provides a list of possible print media sources to send the received scan job to for printing. **Note:** Tray 2 is not listed as a selection in the values list unless an optional 250- or 500-sheet drawer is installed.	**Tray 1***	Tray 1 or the standard tray is the specified print media source.
		MP Feeder	The multipurpose feeder is the specified print media source.
		Tray 2	Tray 2, which can be either the optional 250-sheet drawer or the optional 500-sheet drawer, is the specified print media source.

Defaults Menu – E-mail/FTP Settings(continued)

Menu item	Purpose	Values and descriptions	
Enable scan-to-FTP	Sets the MFP to be able to scan a document for file transfer.	**On***	Enables the MFP for this function.
		Off	Disables the MFP for this function.
FTP confirmation	Prints a log page as a confirmation that files transferred successfully.	**On***	A log page prints.
		Off	A log page does not print.

Print Settings

> **Note:** Values marked by an asterisk (*) are the factory default settings.

See the following menu items for Print Settings which are sub-menus containing more menu items and values for each:

Finishing Menu   **PCL Emul Menu**

Quality Menu   **PostScript Menu**

Setup Menu   **PDF Menu**

Utilities Menu

Finishing Menu

Use the Finishing Menu to define how the MFP delivers the printed output.

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – Print Settings – Finishing Menu

Menu item	Purpose	Values and descriptions	
Blank Pages	To specify whether to include application-generated blank pages as part of your printed output.	**Do Not Print***	Does not print application-generated blank pages as part of your job.
		Print	Prints application-generated blank pages as part of your job.

Defaults Menu – Print Settings – Finishing Menu(continued)

Menu item	Purpose	Values and descriptions	
Collation	To keep the pages of a print job stacked in sequence when printing multiple copies of the job.	**Off***	Prints each page of a job the number of times specified by the Copies menu item. For example, if you set Copies to 2 and send three pages to print, the MFP prints page 1, page 1, page 2, page 2, page 3, page 3.
		On	Prints entire job the number of times specified by the Copies menu item. For example, if you set Copies to 2 and send three pages to print, the MFP prints page 1, page 2, page 3, page 1, page 2, page 3.
Copies	To set the number of copies you want for the MFP default value. (Set the number of copies required for a specific job from the print driver. Values selected from the print driver always override values selected from the control panel.)	**1...999 (1*)**	
Duplex	To set duplexing as the default for all print jobs. (Select Duplex from the print driver to duplex only specific jobs.) *Duplex* means two-sided printing. **Note:** You cannot duplex Statement, A5, and Universal paper sizes with a width less than 182 mm (7.17 in.) or a length less than 257 mm (10.12 in.). See **Duplex unit specifications** for more information.	**Off***	Prints on one side of the paper.
		On	Prints on both sides of the paper.
Duplex Bind	To define the way duplexed (two-sided) pages would be bound, and how the printing on the back of the sheet (even-numbered pages) is oriented in relation to the printing on the front (odd-numbered pages).	**Long Edge***	Assumes binding along the long end of the page (left edge for portrait orientation and top edge for landscape orientation).
		Short Edge	Assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation).
Multipage Border	To print a border around each page image when using Multipage Print.	**None***	Does not print a border around each page image.
		Solid	Prints a solid line border around each page image.

Defaults Menu – Print Settings – Finishing Menu(continued)

Menu item	Purpose	Values and descriptions	
Multipage Order	To determine the positioning of multiple page images when using Multipage Print. The positioning depends on the number of images and whether the images are portrait or landscape in orientation.	**Horizontal***	
		Vertical	
		Rev Horizontal	
		Rev Vertical	
	For example, if you select 4-Up multipage printing and portrait orientation, the results differ depending on the Multipage Order value you select: **Horizontal Order**: 1 2 / 3 4. **Vertical Order**: 1 3 / 2 4. **Reverse Horizontal Order**: 2 1 / 4 3. **Reverse Vertical Order**: 3 1 / 4 2.		
Multipage Print	To print multiple page images on one side of a sheet of paper. Also called *n-up*.	**Off***	Prints 1 page image per side.
		2 Up	Prints 2 page images per side.
		3 Up	Prints 3 page images per side.
		4 Up	Prints 4 page images per side.
		6 Up	Prints 6 page images per side.
		9 Up	Prints 9 page images per side.
		12 Up	Prints 12 page images per side.
		16 Up	Prints 16 page images per side.
Multipage View	To determine the orientation of a multipage sheet.	**Auto***	Lets the MFP choose between portrait and landscape orientation.
		Long Edge	Sets the long edge of the paper as the top of the page (landscape).
		Short Edge	Sets the short edge of the paper as the top of the page (portrait).

Defaults Menu – Print Settings – Finishing Menu(continued)

Menu item	Purpose	Values and descriptions	
Separator Sheets	To insert blank separator sheets between jobs, between multiple copies of a job, or between each page of a job.	**None***	Does not insert separator sheets.
		Between Copies	Inserts a blank sheet between each copy of a job. If Collation is Off, a blank page is inserted between each set of printed pages (all page 1's, all page 2's, and so on). If Collation is On, a blank page is inserted between each collated copy of the job.
		Between Jobs	Inserts a blank sheet between jobs.
		Between Pages	Inserts a blank sheet between each page of a job. This is useful if you are printing transparencies or want to insert blank pages in a document for notes.
Separator Source	To specify the print media source that holds separator sheets.	**Tray 1***	Selects separator sheets from the specified tray. Tray 2 is only available if an optional 250-sheet drawer or an optional 500-sheet is installed.
		Tray 2	
		MP Feeder	

Quality Menu

Use the Quality Menu to change settings affecting the quality of printed characters and images.

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – Print Settings – Quality Menu

Menu item	Purpose	Values and descriptions	
Print Resolution	To define the number of dots printed per inch (dpi). The higher the value, the sharper the clarity of printed characters and graphics.	**300 dpi**	Offers a lower resolution printing option when memory is at a premium.
		600 dpi*	Produces high quality output for print jobs that are mostly text.
		1200 Image Q	Uses line screening for print jobs that contain bitmapped images.

Defaults Menu – Print Settings – Quality Menu(continued)

Menu item	Purpose	Values and descriptions	
Toner Darkness	To lighten or darken text images, or conserve toner.	1–10 (8*) Select a lower value for finer line width, higher definition in graphics, and lighter grayscale images. Select a higher value for bolder line widths or darker grayscale images. Select 10 for very bold text. Select a value less than 7 to conserve toner. A vertical bar (|) indicates the factory default value which is 8. An arrow symbol (V) indicates the user default value and this is also shown as the number on the left. The number and the location of the V change as you use the left and right arrow buttons to move the symbol to the setting you want. 4 - . . .v . . . | . . +	
PictureGrade	To improve the quality of grayscale printing at 300 and 600 dots per inch (dpi) in PostScript emulation.	**On**	Uses modified screening parameters to improve print quality of graphics.
		Off*	Uses standard screening parameters.

Setup Menu

Use the Setup Menu to configure a variety of MFP features.

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – Print Settings – Setup Menu

Menu item	Purpose	Values and descriptions	
Alarm Control	To establish whether the MFP sounds an alarm when the MFP requires operator intervention.	**Off**	MFP does not sound an alarm.
		Single*	MFP sounds three quick beeps.
		Continuous	MFP repeats three beeps every 10 seconds.

Defaults Menu – Print Settings – Setup Menu(continued)

Menu item	Purpose	Values and descriptions	
Auto Continue	To define the amount of time (in seconds) the MFP waits after displaying an operator intervention error message before it resumes printing.	**Disabled***	MFP does not resume printing until someone clears the error message.
		5–255	MFP waits the specified amount of time, and then automatically resumes printing. This timeout value also applies if the menus are displayed (and the MFP is offline) for the specified period of time.
Download Target	To specify the storage location for downloaded resources. Storing downloaded resources in flash memory is permanent storage rather than the temporary storage that RAM provides. The resources remain in the flash memory even when the MFP is turned off. Values are only shown if formatted, non-defective, and not password protected.	**RAM***	All downloaded resources are automatically stored in MFP memory (RAM).
		Flash	All downloaded resources are automatically stored in flash memory if an optional flash memory card is installed.
Jam Recovery	To establish whether the MFP reprints jammed pages.	**On**	MFP reprints jammed pages.
		Off	MFP does not reprint jammed pages.
		Auto*	MFP reprints a jammed page unless the memory required to hold the page is needed for other tasks.
Page Protect	To successfully print a page that may otherwise generate `Complex Page` errors. If, after selecting On, you still cannot print the page, you may also have to reduce the size and number of fonts on the page, or increase the installed MFP memory. For most print jobs, you do not need to select On. When On is selected, printing may be slower.	**Off***	Prints a partial page of data if memory is insufficient to process the entire page.
		On	Ensures that an entire page is processed before it prints.

Defaults Menu – Print Settings – Setup Menu(continued)

Menu item	Purpose	Values and descriptions	
Print Area	To modify the logical and physical printable area.	**Normal*** **Whole Page**	**Note:** The Whole Page setting only affects pages printed using PCL 6. This setting has no effect on pages printed using PCL XL or PostScript. If you try to print any data in the non-printable area defined by Normal Print Area, the MFP clips the image at the boundary defined by the Normal defined printable area.

Defaults Menu – Print Settings – Setup Menu(continued)

Menu item	Purpose	Values and descriptions	
Power Saver	To specify the amount of time (in minutes) the MFP waits after a job is completed before it goes into a reduced power state. This menu item is also available in the **General Settings** menu.	**Disabled**	This value does not appear unless Energy Conserve is set to Off. Refer to the *Technical Reference* for more information on Energy Conserve.
		15...240 (45*) **Note:** This setting applies to the scanner and the printer parts of the MFP.	Specifies the amount of time after a print job before the MFP goes into Power Saver mode. Print the menu settings page to determine the current Power Saver setting. When the MFP is in Power Saver mode, it is still ready to receive print jobs. Select 15 to put the MFP in Power Saver mode 15 minutes after it finishes a print job. This uses much less energy, but requires more warm-up time for the MFP. Select 15 if your MFP shares an electrical circuit with room lighting and you notice lights flickering. Select a high value if your MFP is in constant use. Under most circumstances, this keeps the MFP ready to print with minimum warm-up time. Select a value between 15 and 240 minutes if you want a balance between energy consumption and a shorter warm-up period.

Defaults Menu – Print Settings – Setup Menu(continued)

Menu item	Purpose	Values and descriptions	
Print Timeout	To specify the amount of time (in seconds) the MFP waits before printing the last page of a print job that does not end with a command to print the page. The print timeout counter does not start until **Waiting** is displayed.	Disabled	The MFP does not print the last page of a print job until one of the following occurs: • The MFP receives enough information to fill the page. • The MFP receives a Form Feed command.
		1...255 (90*)	The MFP prints the last page after the specified time.
Resource Save	To determine what the MFP does with downloaded resources, such as fonts and macros stored in RAM, if the MFP receives a job that requires more memory than is available.	Off*	MFP retains downloaded resources only until memory is needed. It then deletes those resources associated with the inactive printer emulation.
		On	MFP retains all downloaded resources for all printer emulations during language changes and MFP resets. If the MFP runs out of memory, **38 Memory Full** is displayed.
Wait Timeout	To specify the amount of time (in seconds) the MFP waits to receive additional bytes of data from the computer. When this timeout expires, the print job is canceled. Wait Timeout is only available when you use PostScript emulation. This menu item has no effect on PCL emulation print jobs.	Disabled	Disables Wait Timeout.
		15...65535 (40*)	Specifies the amount of time the MFP waits for additional data before it cancels the job.

Defaults Menu – Print Settings – Setup Menu(continued)

Menu item	Purpose	Values and descriptions	
Toner Alarm	To specify how the MFP responds when it is low on toner.	**Off***	A warning message is displayed about replacing the print cartridge.
		Single	MFP stops printing, displays an error message, and sounds three quick beeps.
		Continuous	MFP stops printing, displays an error message, and repeats three beeps every 10 seconds until the toner cartridge is replaced.

Utilities Menu

Use the Utilities Menu to print a variety of listings relating to available MFP resources, settings, and print jobs. Other menu items let you set up MFP hardware and troubleshoot problems.

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – Print Settings – Utilities Menu

Menu item	Purpose	Values and descriptions	
Defragment Flash	To retrieve storage area lost when resources are deleted from flash memory. **Warning:** Do not turn off the MFP while the flash is defragmenting. **Note:** This menu item is only displayed if an optional flash memory card is installed.	**Yes**	MFP transfers all resources stored in flash memory to MFP memory and then reformats the flash memory option. When the format operation is complete, the resources are loaded back into flash memory.
		No	MFP cancels the request to defragment the flash memory.

Defaults Menu – Print Settings – Utilities Menu(continued)

Menu item	Purpose	Values and descriptions	
Factory Defaults	To return your MFP settings to the factory default values. This menu item is also available in the **General Settings** menu.	**Restore Now**	• All menu items are returned to the factory default values except: – Display Language. – All settings in the Fax Menu, E-mail/FTP, Network Menu, and USB Menu. • All downloaded resources (fonts, macros, and symbol sets) in MFP memory (RAM) are deleted. (Resources residing in flash memory are unaffected.)
		Do Not Restore*	User-defined settings remain.
Format Flash	To format the flash memory. **Warning:** Do not turn off the MFP while the flash is formatting. **Note:** This menu item is only displayed if an optional flash memory card is installed.	**Yes**	Deletes any data stored in flash memory and prepares the flash memory to receive new resources.
		No	Cancels the request to format the flash memory and leaves current resources stored in flash memory.
Hex Trace	To help isolate the source of a print job problem. With Hex Trace selected, all data sent to the MFP is printed in hexadecimal and character representation. Control codes are not executed. To exit Hex Trace: **1** Press **Stop**. **2** Press the right arrow button to enter the list of menu items. **3** Press the down arrow button until `Reset Printer` is highlighted, and then press ✓. `Resetting the Printer` appears on the control panel.		
Print Directory	To print a list of all the resources stored in flash memory. **Note:** Print Directory is available only when an optional flash memory card is installed.		
Print Fonts	To print a sample of all the fonts available for the selected printer emulation.	**PCL Fonts**	Prints a sample of all MFP fonts available for PCL emulation.
		PS Fonts	Prints a sample of all MFP fonts available for PostScript emulation.

Defaults Menu – Print Settings – Utilities Menu(continued)

Menu item	Purpose	Values and descriptions
Print Menu Settings Page	To print a listing of the current user default values, the installed options, the amount of installed MFP memory, the status of MFP supplies, and key statistics about MFP usage.	
Print Network Setup Page	To print information relating to the internal print server and the network settings defined by the Network Setup menu item in the Network Menu.	

PCL Emul Menu

Use the PCL Emul Menu to change print settings that only affect jobs using the PCL emulation.

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – Print Settings – PCL Emul Menu

Menu item	Purpose	Values and descriptions	
Font Source	To determine the set of fonts displayed in the Font Name menu item.	**Resident***	Displays all fonts resident in MFP RAM when the MFP ships from the factory.
		Download	Displays all fonts downloaded to MFP RAM.
		Flash	Displays all fonts stored in flash memory.
		All	Displays all fonts available to the MFP from all sources.
Font Name	To choose a specific font from the specified font source. For a list of font names, see **Resident fonts**.	**R0 Courier 10***	The font name and font ID for all fonts in the selected font source are displayed. The font source abbreviation is R for resident, F for flash, and D for download.
Symbol Set	To choose a symbol set for a specified font name.	**10U PC-8*** (country/ region-specific factory default values)	A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols used when printing with a selected font. Symbol sets support the different requirements for languages or specific applications, such as math symbols for scientific text. Only the symbol sets supported for the selected font name are displayed.
		12U PC-850* (country/ region-specific factory default values)	
PCL Emul Settings	Emulation settings. See **PCL Emul Settings** for more information.		

Defaults Menu – Print Settings – PCL Emul Menu(continued)

Menu item	Purpose	Values and descriptions	
Tray Renumber	To configure your MFP to work with print drivers or applications that use different source assignments for the paper trays. **Note:** Refer to the *Technical Reference* for more information about assigning source numbers.		
	1 Select a print media source.	**Assign Tray N**	N represents the number of the tray, either Tray 1 or Tray 2.
		Assign MP Feeder	Assigns the multipurpose feeder.
		Assign Man Paper	Assigns paper to be manually fed from the multipurpose feeder.
		Assign Man Env	Assigns envelopes to be manually fed from the multipurpose feeder.
	2 Select a value.	**Off***	MFP uses factory default paper source assignments.
		0...199	Select a numeric value to assign a custom value to a paper source.
		None	Paper source ignores the Select Paper Feed command.
	Other Tray Renumber selections	**View Factory Def**	Use the navigation arrow buttons to display the factory default value assigned to each paper source.
		Restore Defaults	Select Yes to return all tray assignments to factory default values.

PCL Emul Settings

Defaults Menu – Print Settings – PCL Emul Menu – PCL Emul Settings

Menu item	Purpose	Values and descriptions	
Point Size	To change the point size for scalable typographic fonts.	**1...1008** (in increments of 0.25 points) **12***	Point size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch. You can select point sizes from 1 to 1008 in increments of 0.25 points. **Note:** Point Size is only displayed for typographic fonts.

Defaults Menu – Print Settings – PCL Emul Menu – PCL Emul Settings(continued)

Menu item	Purpose	Values and descriptions	
Pitch	To specify the font pitch for scalable monospaced fonts.	**0.08...100** (in increments of 0.01 cpi)	Pitch refers to the number of fixed-space characters in a horizontal inch of type. You can select a pitch from 0.08 to 100 characters per inch (cpi) in increments of 0.01 cpi. For nonscalable monospaced fonts, the pitch is displayed, but cannot be changed. **Note:** Pitch is only displayed for fixed, or monospaced, fonts.
		10*	
Orientation	To determine how text and graphics are oriented on the page.	**Portrait***	Prints text and graphics parallel to the short edge of the paper.
		Landscape	Prints text and graphics parallel to the long edge of the paper.
Lines per Page	To determine the number of lines that print on each page.	**1...255**	The MFP sets the amount of space between each line (vertical line spacing) based on the Lines per Page, Paper Size, and Orientation menu items. Select the correct Paper Size and Orientation before changing Lines per Page.
		60* (country/region-specific factory default values)	
		64* (country/region-specific factory default values)	
A4 Width	To select the width of the logical page for A4 size paper.	**198 mm***	Makes the logical page compatible with the Hewlett-Packard LaserJet 5 Printer.
		203 mm	Makes the logical page wide enough to print eighty 10-pitch characters.
Auto CR after LF	To specify whether the MFP automatically performs a carriage return after a line feed control command.	**Off***	MFP does not perform a carriage return after a line feed control command.
		On	MFP performs a carriage return after a line feed control command.
Auto LF after CR	To specify whether the MFP automatically performs a line feed after a carriage return control command.	**Off***	MFP does not perform a line feed after a carriage return control command.
		On	MFP performs a line feed after a carriage return control command.

PostScript Menu

Use the PostScript Menu to change print settings that only affect jobs using the PostScript emulation.

> **Note:** Values marked by an asterisk (*) are the factory default setting.

Defaults Menu – Print Settings – PostScript Menu

Menu item	Purpose	Values and descriptions	
Print PS Error	To print a page defining the PostScript emulation error when an error occurs.	**Off***	Discards the print job without printing an error message.
		On	Prints an error message before it discards the job.

PDF Menu

Use the PDF Menu to change print settings that only affect jobs using Portable Document Format (PDF) files.

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – Print Settings – PDF Menu

Menu item	Purpose	Values and descriptions	
Scale To Fit	To specify whether the document should be scaled to fit on the available print media.	No*	The document is not scaled to fit on the available print media. Text or graphics outside the printable area is clipped.
		Yes	The document is scaled to fit on the available print media.
Orientation	To specify the default orientation of the PDF.	Portrait*	Prints text and graphics parallel to the short edge of the paper for the PDF.
		Landscape	Prints text and graphics parallel to the long edge of the paper for the PDF.
Halftone	To specify whether to use the MFP default halftone screen or the document screen.	Printer*	Use the MFP default halftone screen.
		Document	Use the document halftone screen.

Defaults Menu – Print Settings – PDF Menu(continued)

Menu item	Purpose	Values and descriptions	
Annotations	To specify whether to print the annotations within the PDF file. Annotation tools provide a variety of methods for marking up text and attaching notes and commentaries to PDF documents.	Do Not Print*	Do not print the annotations in the PDF file.
		Print	Print the annotations in the PDF file.

Security

Functions On/Off

Note: Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – Security – Functions On/Off

Menu item	Purpose	Values and descriptions	
Copy	Lets the support person block the Copy button, so if a user presses the Copy button, the Copy menus do not appear.	On*	The Copy button functions are not blocked.
		Off	The Copy button functions are blocked.
Fax	Lets the support person block the Fax button, so if a user presses the Fax button, the Fax menus do not appear.	On*	The Fax button functions are not blocked.
		Off	The Fax button functions are blocked.
E-mail	Lets the support person block the E-mail button, so if a user presses the E-mail button, the E-mail menus do not appear.	On*	The E-mail button functions are not blocked.
		Off	The E-mail button functions are blocked.
Profiles	Lets the support person block the Print/Profiles button, so if a user presses the Print/Profiles button, the Print/Profiles menus do not appear.	On*	The Print/Profiles button functions are not blocked.
		Off	The Print/Profiles button functions are blocked.
Key (admin)	Lets the support person block the Administration button, so if a user presses the Administration button, the Administration menus do not appear.	On*	The Administration button functions are not blocked.
		Off	The Administration button functions are blocked.

Password Protect

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – Security – Password Protect

Menu item	Purpose	Values and descriptions	
Protect Paper Menu	To block access to the **Paper Menu** item unless a password is entered to access the menu.	**Yes***	A password is required to access the menu.
		No	A password is not required to access the menu.
Protect Print Reports	To block access to the **Print Reports** menu item unless a password is entered to access the menu.	**Yes***	A password is required to access the menu.
		No	A password is not required to access the menu.
Protect Default Settings	To block access to several menu items, including **General Settings**, **Copy Settings**, **Fax Settings**, **E-mail/FTP Settings**, **Print Settings**, and **Set Date and Time** unless a password is entered to access the menus.	**Yes***	A password is required to access the menu.
		No	A password is not required to access the menu.
Protect Network/ USB	To block access to the **Network/ USB** menu item unless a password is entered to access the menu.	**Yes***	A password is required to access the menu.
		No	A password is not required to access the menu.
Protect Manage Shortcuts	To block access to the menu item unless a password is entered to access the menu.	**Yes***	A password is required to access the menu.
		No	A password is not required to access the menu.

Create Password

This menu item lets you create or change a password.

1 Press **Administrator**.

2 Select **Default Menus**.

3 Select **Security**.

4 Select **Create Password**.

If a password has not been defined previously, then these instructions lead you to a screen that lets you create a password. If a password exists, then the screen lets you change the password.

The screen appears:

```
Enter     ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
Password  └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘


  Done    a  b  c  d  e  f  g  h  i  j  k  l  m


  Cancel  n  o  p  q  r  s  t  u  v  w  x  y  z


          @  .  1  2  3  4  5  6  7  8  9  0  ,
    Shift              Space              Alt
```

5 Enter a password using the alphanumeric keyboard screen.

6 Highlight **Done** and press ✓.

> **Note: Done** leads to the Reenter Password screen, and **Cancel** returns to the
> Configuration Security screen.

For the Reenter Password screen, use the alphanumeric keyboard screen to reenter your password:

```
Reenter    ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐

Password   └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘


   Done    a   b   c   d   e   f   g   h   i   j   k   l   m


  Cancel   n   o   p   q   r   s   t   u   v   w   x   y   z


           @   .   1   2   3   4   5   6   7   8   9   0   ,

  Shift                  Space                Alt
```

If the passwords from Enter Password and Reenter Password screens match,
Configuration changes have been submitted appears. The password or password
change is submitted, and then you are returned to the **Default Menus** screen.

If you select **Cancel**, you are returned to the Configuration Security screen and no changes
for the password are submitted.

If the passwords from Enter Password and Reenter Password do not match, an error beep
occurs, and the **Passwords did not match** screen displays. You have a choice of selecting
Enter password again or **Cancel security change**. If you select **Enter password
again**, you return to the Enter Password screen. If you select **Cancel security change**,
you return to the Default Menus screen.

If the two entries match, but are blank, an error beep sounds and **Password needed for
protecting menus** displays with two choices of **Enter password** and **Do not protect
menus**.

Entering a password

When a password is needed to access a menu or menu item, the Enter Password screen
appears. On each Enter Password screen, the characters appear as asterisks. There is a
limit of eight characters for passwords. If more than eight characters are entered, an error
beep sounds.

Set Date and Time

Note: Values marked by an asterisk (*) are the factory default settings.

Defaults Menu – Set Date and Time

Menu item	Purpose	Values and descriptions	
Year	Specifies the year.	**2003–2028**	Setting the year sets the Time Server to None.
Month	Specifies the month.	**January–December**	
Day	Specifies the day.	**1–31**	
Hours	Specifies the hour.	**00–23 (00*)**	Hours are based on a 24-hour clock.
Minutes	Specifies the minute.	**00–59 (00*)**	

Delete Shortcuts

1 Press the **Administration** (key) button.

2 Press the down arrow button until you highlight `Default Menus` and press ✓.

3 Press the down arrow button until you highlight `Delete Shortcuts` and press ✓.

> **Note:** `Delete Shortcuts` appears in the list of menu items only if a shortcut exists.

4 Select either E-mail, Fax, FTP, or Profiles, and press ✓.

5 Use the down arrow button to highlight the shortcut you want to delete and press ✓.

> **Note:** You may select more than one shortcut.

6 Highlight `Delete`, and press ✓.

For more information on shortcuts, see **Managing shortcuts - creating, entering, deleting**.

Print Reports

From this menu you can select to print different kinds of reports. Once you scroll through the menu to select the report you want, press ✓. The message, `Printing`, appears and the report prints.

Print Reports

Menu item	Purpose	Values and descriptions	
Menu Settings Page	Prints the menu settings page which shows information including: • Current settings for each of the menu items for all menus • Cartridge information • A list of installed options and features • Available MFP memory		
Network Setup Page	Prints the current settings for how the network is set up.		
Shortcut List	Prints a list of previously defined shortcuts.		
E-mail Shortcuts List	Prints a list of the e-mail shortcuts.		
Fax Shortcuts List	Prints a list of the fax shortcuts.		
FTP Shortcuts List	Prints a list of the FTP shortcuts.		
Profiles List	Prints a list of defined profiles.		
Fax Receive Log	Prints a list of the most recent 45 fax jobs that have been received.		
Fax Send Log	Prints a list of the most recent 45 fax jobs that have been sent.		

Print Reports(continued)

Menu item	Purpose	Values and descriptions	
Fax Delayed/Pending Log	Prints a log of the faxes in the send queue and faxes received but not printed. Once a fax prints, it appears in the Fax Receive Log.		
NetWare Setup Page	Prints a page listing the NetWare protocol settings.		
Print Fonts	Prints a sample of all the fonts available for the selected printer emulation.	**PCL Fonts**	Prints a sample of all MFP fonts available for PCL emulation.
		PostScript Fonts	Prints a sample of all MFP fonts available for PostScript emulation.
Print Directory	Prints a report showing all the resources stored in flash memory. This menu item only appears on the control panel if there is an installed optional flash memory card.		

Network/USB

Note: Values marked by an asterisk (*) are the factory default settings.

TCP/IP

Internet Protocol (IP) specifies the format of packets, also called datagrams, and the addressing scheme. Most networks combine IP with a higher-level protocol called Transmission Control Protocol (TCP). TCP enables two hosts to establish a connection and exchange streams of data. TCP guarantees delivery of data and also guarantees that packets are delivered in the same order in which they were sent.

Network/USB – TCP/IP

Menu item	Purpose	Values and descriptions	
Address	Defines a specific address on the network which defines the device.	4 field IP address	
Netmask	Defines information that the network uses to decide how to search for the specific IP address.	4 field mask	
Gateway	Provides the address of the machine that controls the communication for the sub-network.	4 field IP address	

Network/USB – TCP/IP(continued)

Menu item	Purpose	Values and descriptions	
Enable DHCP	DHCP is Dynamic Host Configuration Protocol. The network automatically assigns a number for the network information.	**On***	The function is enabled.
		Off	The function is disabled.
Enable RARP	RARP is Reverse Address Resolution Protocol.	**On***	The function is enabled.
		Off	The function is disabled.
Enable BOOTP	BOOTP is Bootstrap Protocol.	**On***	The function is enabled.
		Off	The function is disabled.
AutoIP	Provides automatic IP.	**On***	
		Off	
Enable FTP/TFTP	Allows files to be transferred to the device. File Transfer Protocol (FTP) is the protocol used on the Internet for exchanging files. FTP uses the Internet TCP/IP protocols to enable data transfer. TFTP is Trivial File Transfer Protocol, which is a simple form of FTP.	**On***	The function is enabled.
		Off	The function is disabled.
HTTP Server Enabled	Specifies if Web pages can be seen. HyperText Transfer Protocol (HTTP), the underlying protocol used by the World Wide Web. HTTP defines how messages are formatted and transmitted, and what actions Web servers and browsers should take in response to various commands.	**On***	The function is enabled. Web pages can be seen.
		Off	The function is disabled.
HTTP Config Enabled	Defines if settings can be changed in the Configuration Link on the Web page.	**On***	The function is enabled.
		Off	The function is disabled.

Network/USB – TCP/IP(continued)

Menu item	Purpose	Values and descriptions	
WINS Server Address	A server handles host names by assigning host names to IP addresses. Devices have a host name registered with the WINS server. Windows Internet Naming Service (WINS) is a system that determines the IP address associated with a particular network computer. This is called name resolution. WINS supports network client and server computers running Windows and can provide name resolution for other computers with special arrangements.	4 field IP address	
DNS Server Address	Registers the host name with the DNS server. Enables name resolution for the e-mail server, FTP, and other host name entries. Domain Name System (or Domain Name Service) [DNS] is an Internet service that translates domain names into IP addresses. Domain names are alphabetic; therefore, they are easier to remember. The Internet is really based on IP addresses. Every time you use a domain name, a DNS service must translate the name into the corresponding IP address.	4 field IP address	

Standard Network

Network/USB – Standard Network

Menu item	Purpose	Values and descriptions	
PCL SmartSwitch	To configure the MFP so it automatically switches to PCL emulation when a print job received through the network port requires it, regardless of the default printer emulation.	**On***	MFP examines data on the network interface and selects PCL emulation if the data indicates that is the required printer emulation.
		Off	MFP does not examine the incoming data. The MFP uses PostScript emulation to process the job if PS SmartSwitch is On, or uses the default printer emulation specified in the Setup Menu if PS SmartSwitch is Off.
PS SmartSwitch	To configure the MFP so it automatically switches to PostScript emulation when a print job received through the network port requires it, regardless of the default printer emulation.	**On***	MFP examines data on the network interface connection and selects PostScript emulation if the data indicates that is the required printer emulation.
		Off	MFP does not examine the incoming data. The MFP uses PCL emulation to process the job if PCL SmartSwitch is On, or uses the default printer emulation specified in the Setup Menu if PCL SmartSwitch is Off.
NPA Mode	To specify whether the MFP performs the special processing required for bidirectional communication, following the conventions defined in the Network Printing Alliance (NPA) Protocol.	**On**	MFP performs NPA processing. If data is not in NPA format, it is rejected as bad data.
		Off	MFP does not perform NPA processing.
		Auto*	MFP examines the data to determine the format and then processes it appropriately.
Network Buffer	To configure the size of the network input buffer.	**Auto***	MFP automatically calculates the Network Buffer size (recommended setting).
		3K to maximum size allowed	User specifies the Network Buffer size. The maximum size depends on the amount of memory in your MFP and the size of the other link buffers. To maximize the range for the Network Buffer size, disable or reduce the size of the USB buffer.

Network/USB – Standard Network(continued)

Menu item	Purpose	Values and descriptions	
MAC Binary PS	To configure the MFP to process Macintosh binary PostScript print jobs.	**On**	MFP processes raw binary PostScript print jobs from computers using the Macintosh operating system. **Note:** This setting may cause Windows print jobs to fail.
		Off	MFP filters PostScript print jobs using standard protocol. **Note:** This setting may cause Macintosh print jobs to fail.
		Auto*	MFP processes print jobs from computers using either Windows or Macintosh operating systems.

Standard USB

Network/USB – Standard USB

Menu item	Purpose	Values and descriptions	
PCL SmartSwitch	To configure the MFP so it automatically switches to PCL emulation when a print job received through the USB port requires it, regardless of the default printer emulation.	On*	MFP examines the data on the USB interface and selects PCL emulation if the data indicates that is the required printer emulation.
		Off	MFP does not examine the incoming data. The MFP uses PostScript emulation to process the job if PS SmartSwitch is On, or uses the default printer emulation specified in the Setup Menu if PS SmartSwitch is Off.
PS SmartSwitch	To configure the MFP so it automatically switches to PostScript emulation when a print job received through the USB port requires it, regardless of the default printer emulation.	On*	MFP examines data on the USB interface and selects PostScript emulation if the data indicates that is the required printer emulation.
		Off	MFP does not examine the incoming data. The MFP uses PCL emulation to process the job if PCL SmartSwitch is On, or uses the default printer emulation specified in the Setup Menu if PCL SmartSwitch is Off.
NPA Mode	To specify whether the MFP performs the special processing required for bidirectional communication, following the conventions defined in the Network Printing Alliance (NPA) Protocol.	On	MFP performs NPA processing. If data is not in NPA format, it is rejected as bad data.
		Off	MFP does not perform NPA processing.
		Auto*	MFP examines the data to determine the format and then processes it appropriately.

Network/USB – Standard USB(continued)

Menu item	Purpose	Values and descriptions	
USB Buffer	To configure the size of the USB input buffer.	**Disabled**	Job buffering is disabled.
		Auto*	MFP automatically calculates the USB Buffer size (recommended setting).
		3K to maximum size allowed	User specifies the USB Buffer size. The maximum size depends on the amount of memory in your MFP, the size of the other link buffers, and whether Resource Save is set to On or Off. To maximize the range for the USB Buffer size, disable or reduce the size of the network and LocalTalk buffers.
MAC Binary PS	To configure the MFP to process Macintosh binary PostScript print jobs.	**On**	MFP processes raw binary PostScript print jobs from computers using the Macintosh operating system. **Note:** This setting may cause Windows print jobs to fail.
		Off	MFP filters PostScript print jobs using standard protocol. **Note:** This setting may cause Macintosh print jobs to fail.
		Auto*	MFP processes print jobs from computers using either Windows or Macintosh operating systems.

NetWare

Network/USB – NetWare

Menu item	Purpose	Values and descriptions	
View Login Name	Specifies the login name for NetWare which is the same as the adapter name.	View only. Set this from the Web page.	
View Print Mode	Specifies the print server for the remote MFP.	View only. Set this from the Web page.	
View Network Number	Specifies the NetWare number which is part of the hardware address.	View only. Set this from the Web page.	
Activate	To turn the NetWare protocol on (activated) or off (de-activated).	**On***	
		Off	
Ethernet 802.2	Specifies the Internetwork Packet Exchange (IPX) frame type, which is NetWare Protocol. Defines the frame types that the adapter can use to initiate conversations.	**On***	
		Off	
Ethernet 802.3	Specifies the Internetwork Packet Exchange (IPX) frame type, which is Transfer Protocol. Defines the frame types that the adapter can use to initiate conversations.	**On***	
		Off	
Ethernet Type II	Defines the cabling. An Ethernet Type II cable is used as the frame type.	**On***	
		Off	
Ethernet SNAP	Subnet Access Point (SNAP) allows for managing devices on the network.	**On***	
		Off	
Packet Burst	Specifies a mode for rapid data transmission.	**On**	
		Off*	
NSQ/GSQ Mode	Nearest Service Queue (NSQ) searches with a limited scope only for the file servers. General Service Queue (GSQ) searches for all services and file servers.	**On**	
		Off*	

AppleTalk

Network/USB – AppleTalk

Menu item	Purpose	Values and descriptions	
View Name	Names the devices. The setting is used to advertise the print services. Macintosh uses names instead of a string of numbers.	View only. Set this from the Web page.	
View Address	Allows you to see the address.	View only. Set this from the Web page.	
Activate	To turn the AppleTalk protocol on (activated) or off (de-activated).	**On***	
		Off	
Set Zone	Specifies the setting for the network zone.	*** **List of zones from the Network Default is the default zone of the network.**	* is the default if no other value is set. * acts as a wildcard for everything on the network.

LexLink

Network/USB – LexLink

Menu item	Purpose	Values and descriptions	
View Nickname	Lets you view the LexLink adapter nickname.	View only. Set this from the Web page.	
Activate	To turn the LexLink protocol either on (activated) or off (de-activated).	**On***	
		Off	

Copy

Use the Copy menu to specify settings to make copies from an original document.

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Copy

Menu item	Purpose	Values and descriptions	
Copies	Sets the number of copies to make from each scanned original document.	**1 ... 999 (1*)**	Use the numeric keypad, the Backspace button, the left arrow button or the right arrow button to enter number of copies.
Copy From	Sets the size of the document you plan to scan. Your choice sets the scan window to your selected size.	**A4*** **A5** **JIS B5** **Letter*** **Legal** **Executive** **Folio** **Statement**	Use the left and right arrow buttons to make a selection. (* Denotes a country/region-specific factory default value)

Copy(continued)

Menu item	Purpose	Values and descriptions	
Copy To	Sets the size and type of print media for the printing of copies.		
	1 Select one of the following: • Installed size in Tray 1 • Installed size in Tray 2 if an optional drawer is installed Possible sizes are: **A4*** **A5** **JIS B5** **Letter*** **Legal** **Executive** **Folio** **Statement** • MP Feeder	**2** For the MP Feeder only: **a** Select a size: **A4*** **A5** **JIS B5** **Letter*** **Legal** **Executive** **Folio** **Statement** **b** Select a type value: **Plain Paper** **Transparency** **Colored Paper** **Letterhead** **Preprinted** **Bond** **Envelope** **Card Stock** **Labels** **Custom Type x** **c** Highlight Done, and press ✓.	(* Denotes country/region-specific factory default values) For Custom Type x, x represents 1–6. Use the left and right arrow buttons to make a selection. **Note:** The menu item only shows what sizes are set from the control panel for each print media source or if you use the multipurpose feeder, the sizes available are as shown.
Collate	Sets the pages of a job to be copied or stacked in sequence when making multiple copies of the job. Output of copies would be ordered as 1, 2, 3; 1, 2, 3; 1, 2, 3 for a 3 page job of 3 copies. If Collate is turned off, the same job would stack as 1, 1, 1, 2, 2, 2, 3, 3, 3.	**On*** **Off**	Use the left and right arrow buttons to make a selection.

Copy(continued)

Menu item	Purpose	Values and descriptions	
Scale	Creates an image of your scanned copy that is scaled to any size from 25% to 400% of the original copy. Use the Auto setting when you want to copy from one size print media to another, such as copying a Legal size original, but printing on Letter size. You set the Copy From and Copy To print media sizes and the scale is automatically changed so that all the original size information is kept on the Copy To size printout.	**Auto*** **25–400%**	Use the left and right arrow buttons to make a selection.
Darkness	To lighten or darken printed output, or conserve toner.	**1–9 (5*)**	Use the left and right arrow buttons to make a selection.
Options	Highlight Options and press ✓ to move to the next screen showing the next set of menu items for the Copy menu. These are listed as follows.		
Content	Indicates the content of the original document, so special attention is given in recreating the original copy.	**Text** **Text/Graphics*** **Photo**	Use the left and right arrow buttons to make a selection.
Duplex	Copies can be printed on both sides of a piece of print media, such as card stock or paper. There are two binding methods available, which are to bind pages on the long edge or the short edge. For more information on binding, see **Using Duplex Bind**. **Note:** You cannot duplex Statement, A5, and Universal paper sizes with a width less than 182 mm (7.17 in.) or a length less than 257 mm (10.12 in.). See **Duplex unit specifications** for more information.	**Off***	Duplex copying is turned off.
		Long edge	See **Using Duplex Bind** for more information.
		Short edge	See **Using Duplex Bind** for more information.
		Use the left and right arrow buttons to make a selection.	

Copy(continued)

Menu item	Purpose	Values and descriptions	
Paper Saver	Allows the images of multiple pages to be printed on a single side (or page) of a sheet of print media. Some products refer to this as N-up.	**Off**	One page image is printed on one side of a sheet.
		2 on 1 port.	Two page images are printed on one side of a sheet in portrait orientation.
		2 on 1 land.	Two page images are printed on one side of a sheet in landscape orientation.
		4 on 1 port.	Four page images are printed on one side of a sheet in portrait orientation.
		4 on 1 land.	Four page images are printed on one side of a sheet in landscape orientation.
		For a visual representation of portrait and landscape orientation, see **page 61**. Use the left and right arrow buttons to make a selection.	
Margin Shift	Creates an additional left margin when the copy job has narrow margins, but the job needs a binding.	**0–50 mm short of the print media width in 10 mm increments (0 mm*)**	Use the left and right arrow buttons to make a selection. If the additional margin is too wide, the copy on the page is cropped.
		0–2 inches short of the print media width in 1/4 inch increments (0.0*)	
Time Stamp	Prints the date and time at the top of every page. The representation of the date and time changes based on the country or region. The default U.S. setting shows this as a two digit month, two-digit date, four-digit year, two-digit hour, and two-digit minutes (MM-DD-YYYY hh:mm) and default international countries/regions setting shows this as a a two-digit date, two-digit month, four-digit year, two-digit hour, and two-digit minutes (DD-MM-YYYY hh:mm). The date and time stamp is accurate for each printed copy if previously set.	**Off***	Turns the time stamp off, so it does not print.
		On	Turns the time stamp on, so it does print on each job.
		Use the left and right arrow buttons to make a selection.	

Copy(continued)

Menu item	Purpose	Values and descriptions	
Overlay	Creates a watermark or message that prints over the copy content on each page of the job. As with all watermarks, the word you select prints lightly in large print across the page. The overlay looks similar to the following on a page: *Confidential*	Off* Urgent Confidential Copy Draft Custom	Custom is displayed only if a special word is defined by a support person on the Web page. Use the left and right arrow buttons to make a selection.
Back	Highlight Back and press ✓ to return to the previous screen of the first set of menu items for the Copy menu.		
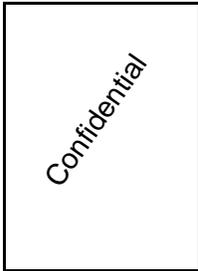
Fax

Use the Fax menu, called the Fax Destination screen, to scan items and fax the image to one or more people directly from the MFP. This is called *scan to fax*.

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Fax

Item	Purpose	Values and descriptions	
Fax To	To let you enter fax numbers using the numeric keypad. Separate fields appear on the screen to let you send a fax to multiple numbers at once. This is also called the Fax Destination List.		The cursor starts on the left and moves over one space to the right for each number entered using the numeric pad. Press the **Start** button once a fax number is entered to send the fax job. If a number entry is too long for the field, the entered numbers appear to move off to the left side of the screen. An ellipsis (...) appears at the end of the field on the right if a number is hidden due to the length of the field. Use the left and arrow buttons to scroll across the field to see the entire number if it becomes hidden due to the length of the field. Use the **Backspace** button to back up one entry at a time and erase a number. Use the up and down arrow buttons to move up or down in the Fax To list. Press the down button an additional time once at the end of the Fax To list, and the cursor moves to the Search menu item.

Fax(continued)

Item	Purpose	Values and descriptions
Search	Lets you look for a previously set fax number. Selecting `Search` opens a keyboard field where you select letters for a person's name, so you can search on a name. Your search shows a list of internal or Lightweight Directory Access Protocol (LDAP) numbers. You may select from these. The fax number is either stored internally or a number retrieved from LDAP. *Lightweight Directory Access Protocol* is a software protocol which lets you locate organizations, individuals, and other resources, such as files and devices in a network, whether on the public Internet or on a corporate intranet. LDAP is a "lightweight" or a smaller amount of code version of Directory Access Protocol (DAP).		Highlight `Search` and press ✓. An alphanumeric keyboard screen appears. Use the navigation arrow buttons and ✓ button to enter characters into the Look for: field. Highlight `Search` and press ✓. The search begins. `Searching ...` appears on the screen. When the process is completed, a list of fax numbers appears. Use the up and down arrow buttons to highlight a number, then press ✓ to select the highlighted entry. Scroll to Done on the Search Results screen once all selections are made, and press ✓ to move the entries to the Fax To list and return to the Fax Destination screen. If the search fails, `No results for [text]` appears, where [text] is the previously entered text string. If there are no previously stored fax shortcuts and LDAP is not configured, `No stored fax numbers.` appears.
Fax It	Lets you send a fax without pressing the **Start** button.		Highlight this menu item and press ✓ to send a fax.
Cancel Faxes	Lets you see a queue (list) of outgoing faxes which have not been sent and any incoming faxes, and lets you cancel any that are pending or in progress.		Use the navigation arrow buttons to scroll to a fax number, then press ✓ to highlight the number. Use the navigation arrow buttons to scroll to Delete on the screen, and press ✓. The faxes highlighted are canceled. Use the navigation arrow buttons to scroll to Back on the screen, and press ✓ to return to the Fax Destination screen. This makes no changes to the fax queue. When faxes are canceled, `Canceling fax(es).` appears on the screen.

Fax(continued)

Item	Purpose	Values and descriptions	
Save	To save the current Fax To list as a shortcut. The shortcut number and name are assigned automatically		Use the navigation arrow buttons to scroll to Save and press ✓. This opens a screen showing the assigned shortcut number and name. Select Continue or Cancel as needed, and press ✓.
Options	Highlight Options and press ✓ to move to the next screen showing the next set of menu items for the Fax menu. These are listed as follows.		
Width	Specifies the width of the original document.	**210 mm*** **8.5 in.*** (* Denotes country/ region-specific factory default values)	Use the left and right arrow buttons to make a selection. **Note:** Scan media must be loaded short edge first in both the scanner flatbed and the ADF.
Resolution	To define print quality in dots per inch (dpi).	**Standard***	200 x 100 dpi; for use with most documents.
		Fine	200 x 200 dpi; for use with small print.
		Super Fine	300 x 300 dpi; for use with documents with fine detail.
		Ultra Fine	400 x 400 dpi; for use with documents with drawings or photographs.
		Use the left and right arrow buttons to make a selection.	
Darkness	To lighten or darken text and images on the fax printed pages.	**1–9 (5*)**	Use the left and right arrow buttons to make a selection.
Content	To control how the scanner processes the content of the original document.	**Text*** **Text/Graphics** **Photo**	Use the left and right arrow buttons to make a selection.
Back	Highlight Back and press ✓ to return to the previous screen of the first set of menu items for the Fax menu.		

E-mail

Use the E-mail menu, called the E-mail Destination screen, to scan documents and e-mail them to one or more people directly from the MFP.

> **Note:** Values marked by an asterisk (*) are the factory default settings.

E-mail

Item	Purpose	Values and descriptions
Search for name	Lets you look for a previously stored e-mail or FTP address. The address may be stored internally or retrieved from LDAP. For more information on LDAP, see **page 217**.	Highlight `Search` and press ✓. An alphanumeric keyboard screen appears. Use the navigation arrow buttons and ✓ button to enter characters into the Look for: field. Highlight `Search` and press ✓. The search begins. `Searching ...` appears on the screen. When the process is completed, a list of e-mail addresses appears.
		Use the up and down arrow buttons to highlight an address, then press ✓ to select the highlighted address.
		Scroll to Done on the Search Results screen once all selections are made, and press ✓ to move the entries to the To list and return to the E-mail Destination screen.
		If `No stored E-mail destinations.` appears, there are no e-mail shortcuts and LDAP is not configured.
		If the search fails, `No results for [text].` appears where [text] is the previously entered text string.
Manual e-mail address	Lets you enter an e-mail address using an alphanumeric keyboard screen.	Highlight `Manual e-mail address` and press ✓. An alphanumeric keyboard screen appears. Use the navigation arrow buttons and ✓ button to enter characters into the To: field.
		Use commas to separate e-mail addresses when entering multiple addresses.
		If previous manual e-mail address entries exist, they appear when the Manual e-mail address screen is opened again. They have a comma and a space at the end of the last field and the cursor is after the space.
		Highlight `Done` and press ✓ to save the changes. The E-mail Destination screen returns.

E-mail(continued)

Item	Purpose	Values and descriptions	
Manual FTP address	Lets you enter an FTP address using an alphanumeric keyboard screen.		Highlight **Manual FTP address** and press ✓. An alphanumeric keyboard screen appears. Use the navigation arrow buttons and the ✓ button to enter characters into the FTP address: field.
			The ftp:// is already in the field. Pressing the Backspace button does not delete it; however, entering a # replaces the ftp:// with a Shortcut # string.
			Only one FTP may be entered at a time. If a comma is entered to separate entries, the message **Only 1 FTP address possible per job** appears.
			Highlight **Done** and press ✓ to save the changes. The E-mail Destination screen returns.
View To: list	Lets you see how many entries are entered into the To: list. The entries receive the e-mail once you send it. This is also called the E-mail Destination List.	**Back**	Highlight **To: list** and press ✓ to return to the alphanumeric keyboard screen.
			Nothing is changed in the To: list.
		Save List	Highlight **Save List** and press ✓ to save all the entries in the To: list as a shortcut.
			The shortcut is saved and a new screen appears to show you the shortcut number and name for the list which are automatically generated. Highlight Continue and press ✓ to return to the E-mail Destination screen.
			Highlight **Cancel** and press ✓ to cancel the shortcut and return to the E-mail Destination screen.
		Delete	Highlight **Delete** and press ✓ to delete any entries selected in the To: list. The entries are removed from the list.
Send Now	Starts the process of sending your e-mail to the person(s) listed in the To: list.		Highlight **Send Now** and press ✓ to send the e-mail.

E-mail(continued)

Item	Purpose	Values and descriptions	
Options	Highlight `Options`, and then press ✓ to move to the next screen showing the next set of menu items for the E-mail menu. These are listed as follows.		
What will be scanned	Specifies information in the values about the item to be scanned.	**Size**	Choose from these sizes: **Letter*** (Country/region specific default) **Legal** **Executive** **Folio** **Statement** **A4*** (Country/region specific default) **A5** **JIS B5** **Mixed Sizes**
		Note: Legal and Folio are not supported on the scanner flatbed. All scan media used with the scanner flatbed or ADF must be loaded short edge first. Use the left and right arrow buttons to make a selection.	
		Orientation	Selections are: **Portrait*** **Landscape**
		Content	To control how the scanner processes the content of the original document. Selections are: **Text** **Text/Graphics** **Photo** Use the left and right arrow buttons to make a selection.

E-mail(continued)

Item	Purpose	Values and descriptions	
What will be sent	Specifies some general information about the e-mail to be sent.	**Color**	Select one of these values: • **Gray*** • **Color** Use the left and right arrow buttons to make a selection.
		Format	Format lets you select the file type of how the scanned information is saved. Select from: **PDF*** **JPEG** **TIFF** **PS** For explanations of these acronyms, see **page 179**. Use the left and right arrow buttons to make a selection.
		Darkness	To lighten or darken text and images on the e-mail printed pages. **1–9 (5*)** Use the left and right arrow buttons to make a selection.
		Resolution	Determines the dpi of the image. Increasing the resolution increases the file size and scanning time. Resolution values available are: With Color off: **75**, **150**, **200**, **300**, **400**, **600** With Color on: **75**, **150**, **200**, **300** Use the left and right arrow buttons to make a selection.
Enter subject	Lets you enter an e-mail subject, which is the same as a regarding line. The field is limited to 64 characters. **Note:** You may set an Enter subject from the Web pages; however, setting one from the control panel overrides the one set on the Web page.		Highlight `Enter subject` and then press ✓. The E-mail subject screen appears. Use the Navigation buttons and the ✓ button to enter characters from the alphanumeric keyboard screen into the Subject: field.
Send Now	Starts the process of sending your e-mail to the person(s) listed in the To: list.		Highlight `Send Now` and then press ✓ to send the e-mail.
Back	Highlight Back and press ✓ to return to the previous screen of the first set of menu items for the E-mail menu.		

Print/Profiles

Use the Print/Profiles menu to access any profiles sent to the MFP and print functions, such as Print and Hold features and Cancel Print Jobs.

> **Note:** Values marked by an asterisk (*) are the factory default settings.

Print/Profiles

Item	Purpose	Values and descriptions	
Profiles	Opens a list of current profiles available called the Profile Selection screen.		There are different methods of sending a profile which include ScanBack, Scan to PC from Web pages, and the Lexmark Document Solutions Suite.
Print Held Jobs	To print any type of held job, such as a confidential job, reserve print job, repeat print job, or verify print job.	Select one or multiple jobs from the list displayed.	For more information, see **Print Held Jobs—using the Print and Hold function** and **Printing and deleting held jobs**.
Cancel Print Jobs	To cancel a print job previously sent to the MFP.		For more information, see **Canceling a print job from the MFP control panel**.

Profiles

There are different methods of sending a profile which include ScanBack, Scan to PC from Web pages, and the Lexmark Document Solutions Suite.

The ScanBack Utility is an easy way to create Scan Profiles. You can also browse to the IP address or host name of the MFP to create Scan Profiles.

For more information, see **Scanning to PC**.

> **Note:** If you press # from the Print/Profiles screen or the Profiles Selection screen, this opens the same Searching for Shortcut screen that is available from the Home screen. See **Home screen** for more information.

Managing shortcuts - creating, entering, deleting

Shortcuts let you send documents more easily to routine recipients. You can create or delete shortcuts either from the MFP or through the MFP Web pages. This section describes how you create, enter, and delete shortcuts.

Creating a fax shortcut

Once you build a Fax To: list, you can save it as a shortcut for future use. Use the navigation arrow buttons to highlight `Save`, and then press ✓. The Fax To: list is saved as a shortcut, and the new shortcut number is displayed. You can change the name and number of the shortcut by browsing to the IP address or host name of the MFP.

Creating an e-mail or FTP shortcut

Once you have added a group of e-mail addresses or an FTP address to the To: list, you can create a shortcut from it. Highlight `View To: list` and press ✓. Highlight `Save List` and press ✓. Highlight `Continue`, and then press ✓ to confirm your choice. Your shortcut is saved. You can change the name and number of the shortcut by browsing to the IP address or host name of the MFP.

Entering shortcuts

Using #, you can access shortcuts from the Home screen:

- Press **#** and the number of the shortcut to bring up the appropriate function for the shortcut and choose any settings.

- Press **#**, the number of the shortcut, and then **Start** to bring up the appropriate function and begin scanning with the default settings for the shortcut.

You can also enter shortcuts from within a function screen. Press **#** and the number of a shortcut defined for that function to place the shortcut in the To: list.

Deleting shortcuts

To delete a shortcut, press the **Administration** (key) button. Highlight `Default Menus` and press ✓. Press the down arrow until `Delete Shortcuts` is highlighted, and then press ✓. Highlight the type of shortcut you want to delete (fax, e-mail, FTP or profile), and press ✓. Highlight the shortcut(s) you want to delete, and then press ✓ to mark the shortcut(s) for deletion. Highlight `Delete` and press ✓ to delete the shortcut(s). You can also delete shortcuts by browsing to the IP address or host name of the MFP.

> **Note:** The MFP does not ask you to confirm your selection when you delete a shortcut.

9 Understanding the MFP control panel messages

The control panel displays messages describing the current state of the MFP and indicates possible problems you must resolve. This topic provides a list of all messages, explains what they mean, and tells you how to clear the messages.
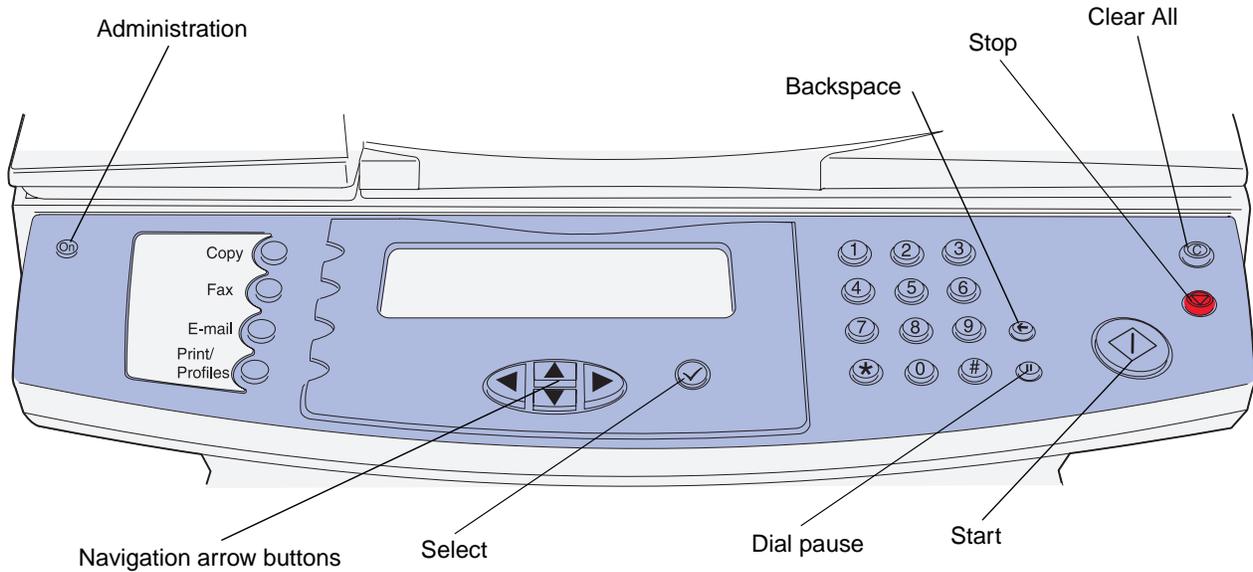
MFP messages

Message	What this message means	What you can do
`200 Paper jam, remove Print Cartridge to access`	The MFP detects a jam.	Clear the print media path of all jams. See also: **Identifying the media path**
`201 Paper jam, remove Print Cartridge to access`		
`202 Paper jam, open rear door to access`		
`230 Paper jam, check duplex`		
`250 Paper jam, check MP Feeder`		

Message	What this message means	What you can do

`290 Scanner jam, remove all originals from the scanner`
 	
`Replace all originals if restarting job`
	The scanner detects a jam.	Clear the scanner path and replace original documents in the ADF.
		
		For more information, see **Clearing jams.**

`291 Scanner jam, remove all originals from the scanner`
 	
`Replace all originals if restarting job`		

`292 Scanner jam, remove all originals from the scanner`
 	
`Replace all originals if restarting job`		

`293 Scanner jam, replace all originals if restarting job`		
`31 Missing or defective Print Cartridge, replace cartridge`	A defective print cartridge is installed or no print cartridge is installed.	Replace the print cartridge.
`32 Unsupported Print Cartridge, replace cartridge`	An unsupported print cartridge is installed.	Remove the print cartridge and install a supported one. Highlight `Continue` and press ✓.
`34 Short Paper`	The MFP has determined that the length of the paper is too short to print the formatted data.	Highlight `Continue` and press ✓ to clear the message and continue printing. The MFP does not automatically reprint the page that prompted the message. Make sure the Paper Size setting in the Paper Menu is correct for the size paper you are using. If MP Feeder Size is set to Universal, make sure your paper is large enough for the formatted data. Highlight `Cancel` and press ✓ to cancel the current job.
`35 Insufficient memory to support Resource Save feature`	The MFP lacks the memory needed to enable Resource Save. This message usually indicates too much memory is allocated for one or more of the MFP link buffers.	Highlight `Disable Resource Save`, continue and press ✓ to disable Resource Save and continue printing. Install additional memory.

Message	What this message means	What you can do
37 Insufficient memory for Flash Memory Defragment operation	The MFP cannot defragment flash memory because the memory used to store undeleted flash resources is full.	Install additional memory. Turn the MFP off, wait 15 seconds, and then turn it on. Print and Hold jobs will be lost.
37 Insufficient memory to collate job	There is not enough memory to collate the print job.	Press ✓ to print the portion of the job already stored and begin collating the rest of the job. Highlight **Cancel** and press ✓ to cancel the current job.
37 Insufficient memory, some Held Jobs may be lost	Held jobs will be deleted in order to process the current job.	To avoid this error in the future install more memory.
38 Memory Full	The MFP is processing data, but the memory used to store pages is full.	To avoid this error in the future: Simplify the print job by reducing the amount of text or graphics on a page and deleting unnecessary downloaded fonts or macros. Install additional memory.
39 Complex page, some data may not have printed	The page may not print correctly because the print information on the page is too complex.	To avoid this error in the future: Reduce the complexity of the page by reducing the amount of text or graphics on the page and deleting unnecessary downloaded fonts or macros. Set Page Protect to On in the Setup Menu. Install additional memory. See also: **Setup Menu**
41 Unsupported Firmware Card	The MFP detects an unsupported version of firmware on the installed firmware card.	Turn the MFP off, and then press and hold **Start** while turning it on. The MFP reads the code on the system card and bypasses the code on the firmware card. Remove the firmware card. See also: *Setup Guide*
50 PPDS Font Error	The MFP has received a request for a font that is not installed.	Highlight **Continue printing** and press ✓ to clear the message and continue printing the current job.
51 Defective flash detected	The MFP detects defective flash memory.	You must install different flash memory before you can download any resources to flash.
52 Not enough free space in flash memory for resources	There is not enough space in the flash memory to store the data you are trying to download.	Install flash memory with more storage capacity.

Message	What this message means	What you can do
`53 Unformatted flash detected`	The MFP detects unformatted flash memory.	Highlight `Continue` and press ✓ to clear the message and continue printing. You must format the flash memory before you can store any resources on it. If the error message reappears, the flash memory may be defective and require replacing.
`54 Standard Network Software Error`	The MFP cannot establish communications with an installed network port.	Program new firmware for the network interface by way of the USB port.
`55 Unsupported Flash in slot <X>`	An unsupported flash option is installed in the specified slot.	Remove the unsupported flash option from the specified slot.
`55 Unsupported Memory in slot <X>`	An unsupported memory option is installed in the specified slot.	Remove the unsupported memory option from the specified slot. See the illustration on **page 142** for the location of the slots.
`56 Standard USB Port Disabled`	Data has been sent to the MFP through a USB port, but the USB port is disabled.	Make sure the USB Buffer menu item in the USB Menu is not set to Disabled.
`88 Toner is low`	The print cartridge is low on toner.	To utilize the remaining toner, remove the cartridge by gripping the handles with both hands. With the cartridge arrows pointing downward, shake the print cartridge back and forth. Reinstall the cartridge. You may notice reduced print quality. Replace the print cartridge.
`900-999 Service <message>`	Messages 900–999 relate to problems that may require service.	Turn the MFP off and check all cable connections. Turn the MFP back on. If the service message recurs, call for service and report the message number and description of the problem. See also: **Calling for service**
`Administrator menus turned off by system administrator.`	The support person has restricted access to the administration menus.	See your support person.

`After pressing the green start button the fax will be transmitted on`
 	
`<send date> <send time>`
 	
`Continue`
	The fax job is queued at the time displayed for delayed send.	Press **Start** to queue the fax job for delayed sending.

`Answering`	The device is answering an incoming fax.	No action required.

Message	What this message means	What you can do
`Busy`	The MFP is busy receiving, processing, or printing data.	Wait for the message to clear. From the Home screen, press **Stop** to access the job queue. Functions in the Profiles menu are available when the MFP is busy.
`Call Complete`	The fax call was completed successfully.	No action required.
`Canceling fax(es).`	Scan media may be cycling out of the scan media path while the job stops. This may take a few moments.	No action required.
`Canceling print job(s).`	Print media may be cycling out of the print media path while the job stops. This may take a few moments.	No action required.
`Canceling scan job.`	Scan media may be cycling out of the scan media path while the job stops. This may take a few moments.	Remove any unfed sheets from the ADF.

`Canceling scan job.`
 	
`Clearing scanner.`
	Scan media may be cycling out of the scan media path while the job stops. This may take a few moments.	No action required.

`Change <source> to <new media>`	New print media is required to finish a print job.	Load the indicated source with the requested size and type of print media.
`Close Print Cartridge access door`	The upper front door is open.	Close the upper front door.
`Connect <baud rate> bps`	The device is connected at the displayed baud rate.	No action required.
`Connecting. . .`	The system is connecting to a remote server.	Wait for the message to clear. Highlight `Cancel` and press ✓ to cancel the operation.
`Copy turned off by system administrator`	The Copy function is not currently available.	See your support person.

`Could not find`
 	
`Shortcut #<x>`
 	
`Continue`
	The system could not find a stored shortcut matching your entry.	Highlight `Continue` and then press ✓ to return to the screen before the search.
		
		If the administrator function is available, you can print a list of stored shortcuts. Press **Administration**, highlight `Print Reports`, and then press ✓. Highlight `Shortcut List` and then press ✓ to print a list of all stored shortcuts.

Message	What this message means	What you can do
`Defragmenting Flash` `DO NOT POWER OFF`	The MFP is defragmenting the flash memory to reclaim storage space occupied by deleted resources.	Wait for the message to clear. No button actions are possible while this message is displayed. Do not turn the MFP off while this message is displayed.
`Device must be in Ready state before accessing administration menus.`	A currently processing operation must finish before the administration menus are available.	Wait for the device to enter `Ready` mode.
`Dialing <number>`	The device is dialing a fax recipient.	No action required.
`E-mail turned off by system administrator`	The e-mail function is not currently available.	See your support person.
`Fax already in progress`	This message is displayed if you try to begin a manual fax job while a queued fax job is already in progress.	Wait for the current fax job to finish.
`Fax Failed`	After a set number of unsuccessful attempts to send a fax job, a Fax Failed log sheet may print and the fax job is canceled.	Verify the number of your fax recipient.
`Fax turned off by system administrator`	The fax function is not currently available.	See your support person.
`Flushing Buffer`	The MFP is flushing corrupted print data and discarding the current print job.	Wait for the message to clear.
`Formatting Fax Flash`	The device is formatting the fax flash memory.	Wait for the message to clear. No button actions are possible while this message is displayed. Do not turn the MFP off while this message is displayed.
`Formatting Flash` `DO NOT POWER OFF`	The MFP is formatting the flash memory.	Wait for the message to clear. Do not turn the MFP off while this message is displayed.
`FTP disabled by system administrator.`	The FTP function is turned off.	See your support person.
`Incompatible settings selected.` `<setting> modified.`	Incompatible settings were selected. Whichever of these settings was turned on last is kept.	No action required.
`Insert Tray 1`	The tray is either missing or not fully inserted.	Insert the specified tray completely.

Message	What this message means	What you can do
`Insufficient resources. Try again when the system is idle.`	System resources are dedicated to finishing other jobs, so no new jobs can be set up.	Wait for all jobs to finish processing. Delete print and hold jobs. Install additional memory.
`Invalid password`	The password entered does not match the password protecting administrative functions.	Re-enter the password. See your support person.
`Invalid PIN for user name.`	The Personal Identification Number (PIN) you entered does not match the user name you selected. After three seconds, the screen returns to the list of user names.	Reselect your user name and enter the correct PIN. For more information, see **Entering a PIN**.
`Invalid Standard Network Code`	The code in an internal print server is not valid. The MFP cannot receive and process jobs until valid code is programmed into the internal print server.	Download valid code to the MFP internal print server. No button actions are possible while this message is displayed. You can download network code while this message is displayed. See also: *Technical Reference*
`Job cannot be deleted`	Fax jobs already received cannot be deleted. Print jobs may be also be made undeletable with PJL commands.	Wait for the job to finish. Refer to the *Technical Reference* for more information on PJL commands.
`Line Busy`	The device tried to dial a fax recipient, but the line was busy.	No action required. The next fax recipient is dialed. The recipient with the busy line is queued for redial after a waiting period.
`Load <source> with <new media>`	Print media is required to finish a print job.	Load the indicated source with the requested size and type print media.
`Load Manual Feeder with <new media>`	Print media is required to finish a print job.	Load the manual feeder with the requested size and type print media.
`Manual fax turned off by administrator.`	Your support person has restricted access to the manual fax function.	See your support person.
`No Answer`	The device tried to dial a fax recipient, but there was no answer.	No action required. The next fax recipient is dialed. The recipient who did not answer is queued for redial after a waiting period.
`No dial tone`	The device cannot establish a dial tone to begin faxing.	Check your phone cable connections. Check your `Behind PABX` setting.
`No jobs selected.`	No job from the list is selected (shown with an "x") for printing or deleting.	Select a job to print or delete.
`No profiles to select.`	No profiles are stored in the system.	Create a profile using your computer.

Message	What this message means	What you can do
`No results for <x>` `Continue`	The system did not find any shortcuts matching your entry.	Highlight `Continue` and press ✓ to return to the screen before the search screen.
`No stored fax numbers.`	You cannot perform a search because no fax numbers are stored on the system.	Enter a fax number manually.
`Number of copies to print:`	The system needs to know how many copies of a held job you want to print.	Type the number of copies you want for this held job and press ✓. If you are printing more than one held job at once, each job will be printed with the same number of copies.
`Only 1 FTP address possible per job.`	Multiple FTP recipients are entered, but only one is allowed.	Retype recipient information.
`PC Scan Mode`	The scanner is transmitting a document to a host computer.	Wait for the message to clear.
`Power Saver`	The MFP is ready to receive and process data. It is reducing its electricity consumption while idle. If the MFP remains inactive for the period of time specified in the Power Saver menu item (45 minutes is the factory default), the `Power Saver` message replaces the `Ready` message.	Send a job to print. Press any control panel button.
`Profiles turned off by system administrator`	The Profiles function is not currently available.	See your support person.
`Programming Flash` `DO NOT POWER OFF`	The MFP is storing resources, such as fonts or macros, in flash memory.	Wait for the message to clear. Do not turn the MFP off while this message is displayed.
`Queued for sending`	The fax job is stored in memory and will be sent at the time specified.	Press **Stop** to access `Cancel Fax` and cancel stored fax jobs before they are sent.
`Ready`	The MFP is ready to receive and process jobs.	Print, fax, scan, e-mail, or copy.
`Receive Complete`	The incoming fax job was successfully received.	No action required.
`Receiving Page`	The device is receiving the displayed page number of an incoming fax.	No action required.
`Remote Management Active`	All functions are temporarily being handled by the remote server.	Wait for the message to clear.
`Remove paper from Standard Output Bin`	The standard output bin is full.	Remove the stack of paper from the bin to clear the message.

Message	What this message means	What you can do
`Resetting the Printer`	The MFP is resetting to the current default settings. Any active print jobs are canceled.	Wait for the message to clear.
`Scan next page` `Done` `Cancel`	The last page submitted has been scanned.	Place your next original on the scanner flatbed, highlight `Scan next page` and press ✓. Highlight `Done` and then press ✓ to finish the job. Highlight `Cancel` and then press ✓ to cancel the job.
`Scanner ADF Cover Open`	The scanner document feeder cover is open.	Close the cover.
`Scanner locked, release lock under scanner`	The protective scanner carriage lock is engaged.	Turn the MFP off and release the lock. Refer to the *Setup Guide* for more information.
`Scanning . . .`	Your document is being scanned.	Press ✓ to cancel scan.
`Searching . . .`	The system is searching the stored shortcuts for a match to your entry.	No action required.
`Searching for` `Shortcut #<x>` `Cancel`	The system is searching for a shortcut matching your entry.	Wait for the search to complete. Highlight `Cancel` and press ✓ to begin typing a new entry.
`Selected jobs deleted.`	The held jobs you selected have been deleted.	No action required.
`Selected jobs submitted for printing.`	The held jobs you selected will print.	No action required.
`Sending Page`	The displayed fax page number is being sent.	No action required.
`Server connection failed`	The device failed to connect to the network server.	For e-mail, make sure the device is configured correctly for e-mail, and make sure the e-mail server is working properly. For FTP, make sure the device is configured correctly for FTP, the username and password are correct, and the FTP server is working properly. For Scan to PC, make sure the Scan to PC applet is running on the PC, and any firewalls are correctly configured (Windows XP has a default firewall; see your support person if necessary). For Lexmark Document Solutions Suite, verify the host machine containing the Lexmark Document Solutions Suite server is up and running.

Message	What this message means	What you can do
`Set Clock`	The internal clock time is invalid. It must be reset before fax operations are available.	Press **Administration** to access the administration menu and set the clock. Pressing Fax or beginning any fax-related operation will automatically launch the Set Date and Time screen.
`Shortcut already in list`	The requested shortcut has already been placed in the list of fax recipients. No individual shortcut may appear more than once in this list.	No action required.

`Shortcut is a profile.`
 	
`Profiles not available in E-mail function.`
	You are in the E-mail function; do not enter a profile shortcut.	Enter an e-mail shortcut.
		See **Managing shortcuts - creating, entering, deleting**.

`Shortcut is for a fax number.`
 	
`Fax not available in E-mail function.`
	You are in the E-mail function; do not enter a fax shortcut.	Enter an e-mail shortcut.
		See **Managing shortcuts - creating, entering, deleting**.

`Shortcut is for a fax number.`
 	
`Fax not available in Profiles function.`
	You are in the Profiles function; do not enter a fax shortcut.	Enter a profile shortcut.
		See **Managing shortcuts - creating, entering, deleting**.

`Shortcut is for a profile.`
 	
`Profiles not available in Fax function.`
	You are in the Fax function; do not enter a profile shortcut.	Enter a fax shortcut.
		See **Managing shortcuts - creating, entering, deleting**.

`Shortcut is for an e-mail address.`
 	
`E-mail not available in Fax function.`
	You are in the Fax function; do not enter an e-mail shortcut.	Enter a fax shortcut.
		See **Managing shortcuts - creating, entering, deleting**.

`Shortcut is for an e-mail address.`
 	
`E-mail not available in Profiles function.`
	You are in the Profiles function; do not enter an e-mail shortcut.	Enter a profile shortcut.
		See **Managing shortcuts - creating, entering, deleting**.

`Std Bin Full`
or
`<std bin name> Full`
	The standard output bin is full.	Remove the stack of print media from the bin to clear the message.

`Stopping...`	Media is being cycled out of the scan media path and print media path while the job stops. This may take a few moments.	No action required.

Message	What this message means	What you can do
`System busy, preparing resources for job.`	The system is preparing the necessary memory and connections to begin the requested job.	Wait for message to clear and the job to begin. To cancel the operation, use the navigation arrow buttons to highlight `Cancel`, and then press ✓.
`Toner Low`	The print cartridge is low on toner.	To utilize the remaining toner, remove the cartridge by gripping the handles with both hands. With the cartridge arrows pointing downward, shake the print cartridge back and forth. Reinstall the cartridge. You may notice reduced print quality. Replace the print cartridge.
`Tray 1 Missing`	The tray is either missing or not fully inserted into the MFP.	Insert the tray completely into the MFP.
`Waiting`	The MFP has received a page of data to print but is waiting for an End of Job command, a Form Feed command, or additional data.	Press **Stop**. Press the down arrow to access Cancel print jobs, and then press ✓. Highlight individual jobs, and then press ✓.
`Waiting - Select to Print Buffer`	The MFP has received a page of data to print but is waiting for an End of Job command, a Form Feed command, or additional data.	Press ✓ to print the contents of the buffer. Press **Stop**. Press the down arrow to access Cancel print jobs, and then press ✓. Highlight individual jobs, and then press ✓.
`Waiting for redial`	A fax was attempted unsuccessfully; the fax recipient will be dialed again after a waiting period.	No action required.

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