User's Guide

Use this document when you have questions about the Lexmark Optra™ T printer or encounter a problem when using it. This document contains information on loading print material, clearing jams, and using your printer.

The online *Administrator's Guide* on this CD is a complement to this *User's Guide*. If you are not accessing these documents directly from the CD, the *Administrator's Guide* may not be available to you. See your administrator if you need the *Administrator's Guide*.

Click the document name to open it:

Administrator's Guide

Roadmap

Setup Guide

2000-Sheet Drawer User's Guide

High-Capacity Output Stacker Installation Instructions

TIPS

- Use the Adobe Acrobat (3.x or higher) icons and table of contents on your screen to navigate and use this document.
- Click the blue text to link to another part of this document or to another document.
- You can print all or specific pages of this document.

Home

Other sources of information

Drivers, MarkVision and Utilities CD

In addition to printer drivers and utilities, the *Drivers, MarkVision and Utilities* CD includes information about Lexmark printers. After launching the CD, click View Documentation and then click:

- Printer Commands to open the *Technical Reference* and get details about printer languages and commands, interface specifications, and memory management.
- Special Media to open the *Card Stock & Label Guide* and get information about choosing the correct print material.
- MarkVision™ Printer Utility to open documents providing details about the MarkVision printer management software.
- MarkNet™ Print Servers to open documents containing information about configuring MarkNet print servers.

Lexmark Web site

Access our site on the World Wide Web for updated printer drivers, utilities, and documentation:

www.lexmark.com

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

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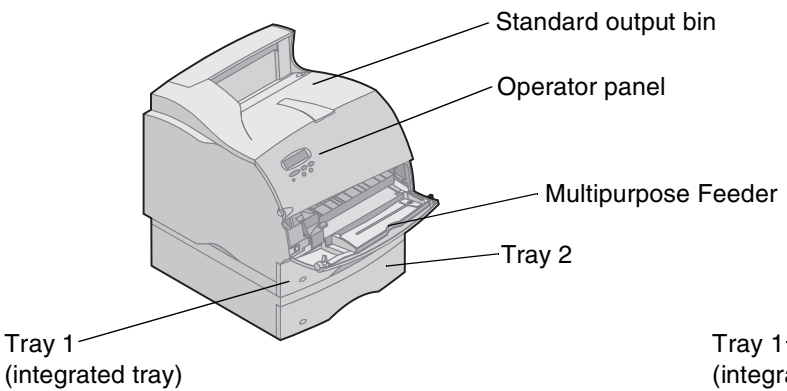
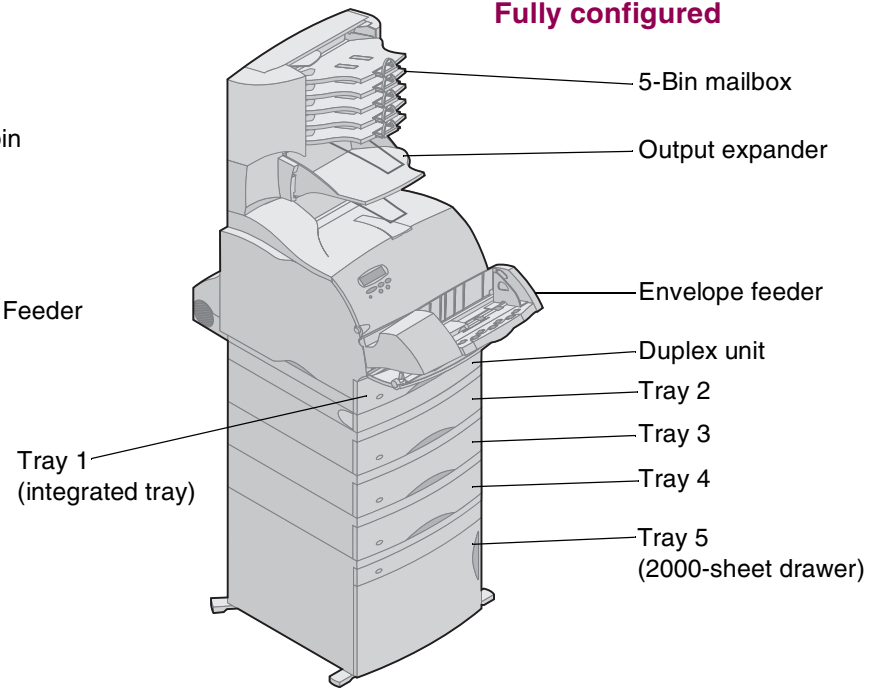
Meet the Printer

The following illustrations show typically and fully configured printers. If you have attached paper handling options to your printer, it may look more like the fully configured model. For information on other possible configurations, refer to the *Setup Guide*.

Typically configured



Fully configured



Using Printer Drivers

The printer drivers, installed on your computer from the *Drivers, MarkVision and Utilities* CD that came with your printer, provide you with powerful control of the printer features from almost any software application. Some of the things you can control include:

- Choosing paper sources
- Changing page orientation
- Choosing different sizes and types of media
- Adjusting the quality of print jobs
- Resetting printer defaults
- Multipage printing
- Changing duplex settings
- *Print and Hold* functions

You can open the printer driver from most applications:

1. Open the application File menu.
2. Choose Print (or Printer) Setup.
3. In the Printer Setup dialog box, click the Properties, Options, or Setup button (depending on the application).

Using the Operator Panel and Menus

This section contains information about using the operator panel, changing printer settings, and understanding operator panel menus.

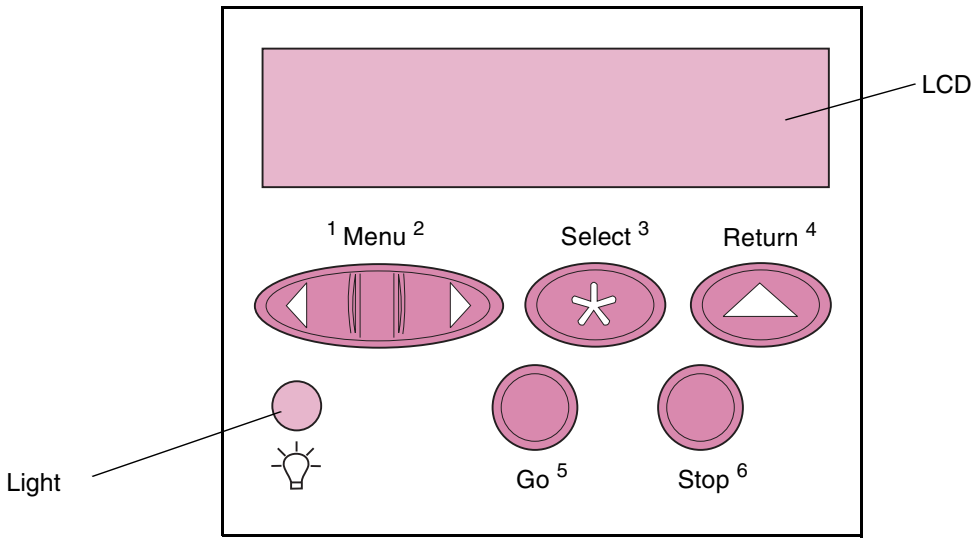
You can change most printer settings from your software application or printer driver. Settings you change from the application or printer driver apply only to the job you are preparing to send to the printer.

NOTE: Changes made to printer settings from a software application override changes made from the printer operator panel.

If there is a setting you cannot change from your application, use the printer operator panel or the remote operator panel available from MarkVision. Changing a printer setting from the printer operator panel or from MarkVision makes that setting the user default.

Using the operator panel

The printer operator panel, on the front left-side of your printer, has a 2-line by 16-character liquid crystal display (LCD), five buttons, and one indicator light.



Printer indicator light

The printer indicator light gives information about the status of your printer. If the light is:

- **Off** - the printer is off
- **On** - the printer is on, but idle
- **Blinking** - the printer is on and is busy

Operator panel buttons

Use the five operator panel buttons to open a menu, scroll through a list of values, change printer settings, and respond to printer messages.

You will find the numbers 1 through 6 beside the operator panel buttons; these numbers are used to enter PIN numbers for *Print and Hold* jobs. For more information, see "Using the Print and Hold Function" on page 106.

The following information describes the functions of each button.

NOTE: Buttons act upon the information that displays on the second line of the operator panel.

Go

Press the **Go** button to:

- Return to the **Ready** state if the printer is in an offline situation (the **Ready** message does not display on the operator panel).
- Exit printer menus and return to the **Ready** state.
- Clear operator panel error messages.

If you've changed printer settings from the operator panel menus, press **Go** before sending a job to print. The printer must display **Ready** for jobs to print.

<Menu> Each end of the button has a function. Press **Menu>** or **<Menu**:

- When **Ready** displays, to take the printer offline (out of the **Ready** state) and enter the menus. **Menu>** takes you to the first menu in the menus. **<Menu** takes you to the last menu in the menus.
- When **Busy** displays, to take the printer to the **JOB MENU**.
- When the printer is offline:
  - Press **Menu>** to go to the next item in the menus, or
  - Press **<Menu** to go to the previous item in the menus.
- For menu items with numerical values, such as **Copies**, press and hold **Menu>** to scroll forward, or **<Menu** to scroll backward. Release the button when the number you want displays.

Select Press the **Select** button to:

- Select the menu displayed on the second line of the operator panel. Depending on the type of menu, this action:
  - Opens the menu and displays the first item in the menu.
  - Opens the menu item and displays the default setting.
- Save the displayed menu item as the default setting. The printer displays the **Saved** message and returns to the menu item.
- Clear certain messages from the operator panel.

Return Press the **Return** button to return to the previous menu level or menu item.

Stop Press the **Stop** button at the **Ready**, **Busy**, or **Waiting** message to temporarily stop all activity and take the printer offline. The operator panel status message changes to **Not Ready**.

Press **Go** to return the printer to the **Ready**, **Busy**, or **Waiting** state.

Printer messages

The operator panel displays three types of messages:

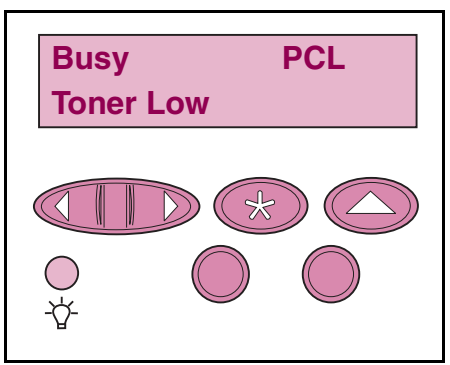
NOTE: Refer to the *Administrator's Guide* for a complete listing of all printer messages.

- *Status messages* provide information about the current state of the printer.
- *Attendance messages* report printer errors that you must resolve.
- *Service messages* indicate printer failures that may require servicing.

Status messages

When the **Ready** status message displays, the printer is ready to receive a print job.

While a job is processing or printing, the **Busy** status message displays on the first line of the operator panel.



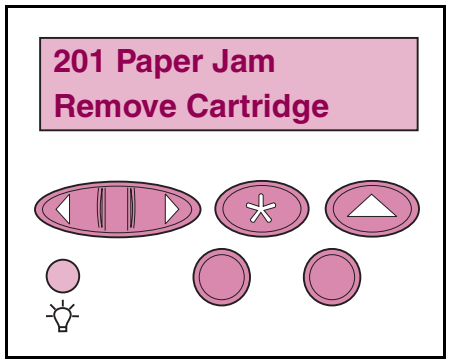
The screen to the left is an example of a message. The printer status displays on the first line of the operator panel. The second line displays warning messages that give more information about printer status and possible intervention conditions.

The **Busy** message identifies the printer language (PCL emulation) used for the print job. The **Toner Low** message warns you that the print cartridge is low on toner.

Attendance messages

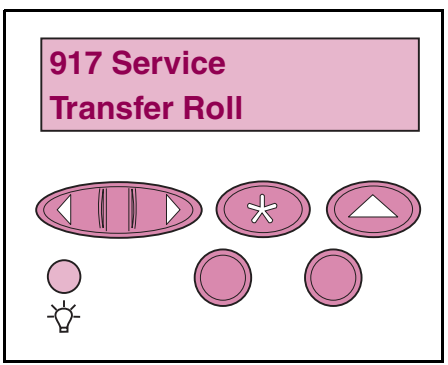
Attendance messages help you solve printer problems.

For example, if print material is jammed in the printer, the message **201 Paper Jam** displays.



Service messages

A service message indicates a printer failure that may require a service call.



Using the operator panel to change printer settings

From the operator panel, you can select menu items and associated values to run your print jobs successfully. You can also use the panel to alter the setup and operating environment of the printer. See “Operator panel menus” on page 16 for an explanation of all the menu items.

You can modify printer settings by:

- Selecting a setting from a list of values.
- Changing an On/Off setting.
- Changing a numerical setting.

To select a new value as a setting:

1. From a **Ready** status message, press **Menu>** or **<Menu**. The menu names display.
2. Continue to press and release **Menu>** or **<Menu** until you reach the menu you need. Refer to the *Administrator’s Guide* for more information on specific menu items and values.
3. Press **Select** to select the menu or menu item displayed on the second line of the operator panel.
   - If the selection is a menu, the menu is opened and the first printer setting in the menu displays.

- If the selection is a menu item, the default setting for the menu item displays. (The current user default setting has an asterisk (*) beside it.)

Each menu item has a list of values for the menu item. A value can be:

- a phrase or word to describe a setting
- a numerical value that can be changed
- an On or Off setting

4. Press **Menu>** or **<Menu** to move to the value you need.
5. Press **Select** to select the value on the second line of the operator panel. An asterisk appears beside the value to indicate that it is now the user default setting. The new setting displays for one second, clears, displays the word **Saved**, and then displays the previous list of menu items.
6. Press **Return** to go back to previous menus. Make additional menu selections to set new default settings. Press **Go** if this is the last printer setting to change.

User default settings remain in effect until you save new settings or restore the factory defaults. Settings you choose from your software application can also change or override the user default settings you select from the operator panel.

Example of printing the menu settings

Complete the following steps to print a list of the current user default settings and installed printer options.

1. Make sure the printer power is on and the **Ready** status message displays.
2. Press **Menu>** or **<Menu** to enter the menus.
3. Continue to press and release **Menu>** until you see **UTILITIES MENU**.
4. Press **Select** to display the list of menu items for the **UTILITIES MENU**.
5. Continue to press and release **Menu>** until you see **Print Menus**.
6. Press **Select** to select **Print Menus**.

   The message, **Printing Menu Settings**, displays and remains until the page prints the current settings for the menus and a list of installed options.

If an error message displays, refer to the *Administrator's Guide* for more information.

The printer returns to **Ready** when the page or pages finish printing.

Operator panel menus

Standard menus

The printer has standard menus that let you configure the printer:

- **Paper**
- **Finishing**
- **Utilities**
- **Job**
- **Quality**
- **Setup**
- **PCL Emul**
- **PostScript**

Additional menus

Additional menus display if: a language is available for the model or is activated; options, network adapters, and attachments are installed; or a Print and Hold job is present. These menus include:

- **Standard Parallel, Parallel Option 1, and Parallel Option 2**
- **Standard Serial, Serial Option 1, and Serial Option 2**
- **Standard Network, Network Option 1, Network Option 2**
- **USB Option 1, USB Option 2**
- **Infrared**
- **LocalTalk**
- **Fax**
- **Confidential Job**
- **Held Jobs**

The diagram on page 19 shows the menu items in each menu.

An asterisk (*) next to a value indicates the factory default setting. Factory defaults may differ for different countries.

Factory defaults are the function settings in effect the first time you turn your printer 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 in the **UTILITIES MENU**. Refer to the *Administrator's Guide* for more information.

When you select a new setting from the operator panel, the asterisk moves next to the selected setting to identify it as the current user default.

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

NOTE: Be aware that settings you choose from your software application may override the settings you select from the operator panel.

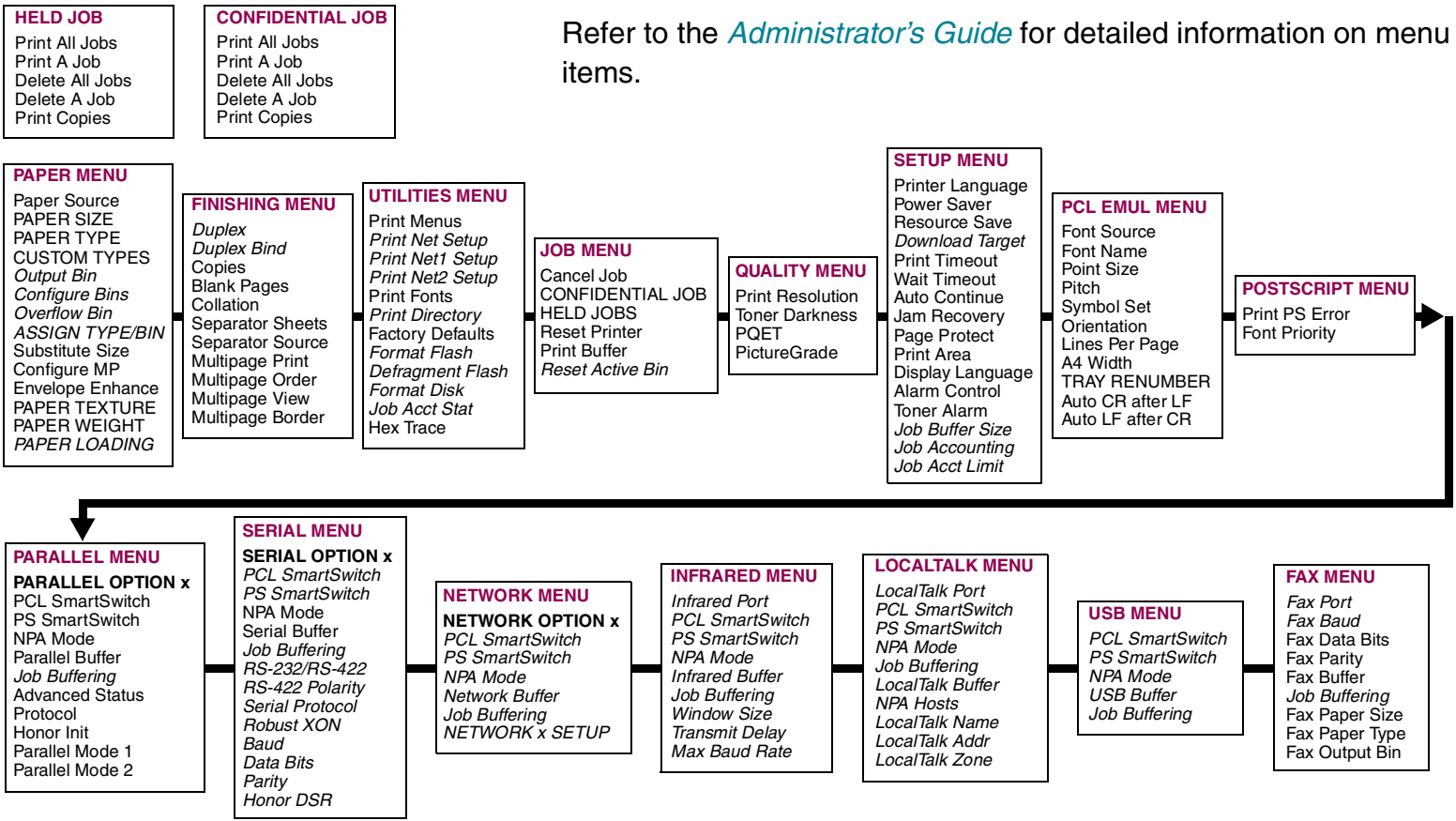
Menus disabled

If your printer is configured as a network printer available to a number of users, it is possible that **Menus Disabled** displays when you press **Menu>** or **<Menu** from the **Ready** state. Disabling the menus prevents users from using the operator panel to inadvertently change a printer default that has been set by the person managing the printer. You can still clear messages and select items from the **Job Menu** when printing a job, but you cannot change other printer settings. You can, however, use your printer driver to override printer defaults and select settings for individual print jobs.

Overview of printer menus

Menus or menu items in *italics* only display if the corresponding option is installed. Capitalized menu items (for example, PAPER SIZE) have submenus.

Refer to the *Administrator's Guide* for detailed information on menu items.



Choosing Print Materials

Print materials

The print quality and feed reliability you get with the printer and options can vary with the type and size of print material you use. Guidelines are provided in this section for each type of print material. For information card stock and labels, refer to the *Card Stock & Labels Guide*, located on the *Drivers, MarkVision and Utilities* CD.

Always print samples on the print material you are considering before buying large quantities.

Paper specifications

The following tables give information on standard and optional paper sources, as well as output options, for your printer model, including the paper sizes you can select from the **PAPER SIZE** menu and supported weights.

NOTE: If you use a paper size not listed, select the next larger size.

Paper Sizes and Types	T616(n) standard tray	T614(n) standard tray	T612(n) standard tray	T610(n) standard tray	250-sheet drawer	500-sheet drawer	Multipurpose tray	2000-sheet drawer	Envelope feeder	Duplex unit	Standard output	Output expander	5-bin mailbox	High-capacity output stacker
Paper Sizes														
A4 210 x 297 mm (8.27 x 11.7 in.)	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
A5 148 x 210 mm (5.83 x 8.27in.)	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓
JIS B5 182 x 257 mm (7.17 x 10.1 in.)	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Letter 215.9 x 279.4 mm (8.5 x 11 in.)	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Legal 215.9 x 355.6 mm (8.5 x 14 in.)	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Executive 184.2 x 266.7 mm (7.25 x 10.5 in.)	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Universal[1]														
139.7 x 210 mm to 215.9 x 355.6 mm (5.5 x 8.27 in. to 8.5 x 14 in.)	✓	✓	✓	✓	✓	✓	✓				✓			
69.85 x 127mm to 229 x 355.6 mm (2.75 x 5 in. to 9.01 x 14 in.)	✓	✓	✓	✓			✓				✓			
148 x 182 mm to 215.9 x 355.6 (5.83 x 7.17 in. to 8.5 x 14 in.)	✓	✓	✓	✓						✓	✓			
7 ¾ Envelope 98.4 x 190.5 mm (3.875 x 7.5 in.)							✓		✓		✓	✓		✓
9 Envelope 98.4 x 225.4 mm (3.875 x 8.9 in.)							✓		✓		✓	✓		✓
10 Envelope 104.8 x 241.3 mm (4.12 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.)							✓		✓		✓	✓		

Paper Sizes and Types (Continued)	T616(n) standard tray	T614(n) standard tray	T612(n) standard tray	T610(n) standard tray	250-sheet drawer	500-sheet drawer	Multipurpose tray	2000-sheet drawer	Envelope feeder	Duplex unit	Standard output	Output expander	5-bin mailbox	High-capacity output stacker
Other Envelope[1] 98.4x162 mm to 176 x 250 mm (3.87 x 6.38 in. to 6.93 x 9.84 in.)							✓		✓		✓	✓	✓	
Paper Types														
Paper	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Card stock	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓		✓
Transparencies	✓	✓	✓	✓	✓	✓	✓				✓	✓		✓
Vinyl labels[2]		✓	✓	✓	✓	✓	✓				✓	✓		✓
Paper labels[2]	✓	✓	✓	✓	✓	✓	✓				✓	✓		✓
Polyester labels[2]	✓	✓	✓	✓	✓	✓	✓				✓	✓		✓
Dual web labels[2]	✓	✓	✓	✓	✓	✓	✓				✓	✓		✓

[1] This size setting formats the page for 215.9 x 355.6 mm (8.5 x 14 in.) unless the size is specified by the software application.

[2] Label applications require a special label fuser cleaner which precludes duplexing; the label fuser cleaner is included with a special label cartridge for label applications. Refer to the *Administrator's Guide* for information on obtaining a label fuser cleaner.

Media Weight for Paper Sources				
Material	**Type**	**– Integrated tray[5] – Optional 500-sheet drawer**	**– Multipurpose feeder – Optional 250-sheet drawer**	**Envelope feeder**
Paper	Xerographic or business paper	60 to 176 g/m² grain long (16 to 47 lb bond)	60 to 135 g/m² grain long (16 to 36 lb bond)	N/A
Card stock-upper limit (grain long) [1]	Index Bristol	163 g/m² (90 lb)	120 g/m² (67 lb)	N/A
	Tag	163 g/m² (100 lb)	120 g/m² (74 lb)	N/A
	Cover	176 g/m² (65 lb)	135 g/m² (50 lb)	N/A
Card stock-upper limit (grain short) [1]	Index Bristol	199 g/m² (110 lb)	163 g/m² (90 lb)	N/A
	Tag	203 g/m² (125 lb)	163 g/m² (100 lb)	N/A
	Cover	216 g/m² (80 lb)	176 g/m² (65 lb)	N/A
(37 to 39 lb bond)	Laser printer transparencies	138 to 146 g/m² (37 to 39 lb bond)	138 to 146 g/m² (37 to 39 lb bond)	N/A
Labels-upper limit[6]	Paper	180 g/m² (48 lb bond)	163 g/m² (43 lb bond)	N/A
	Dual-web paper	180 g/m² (48 lb bond)	163 g/m² (43 lb bond)	N/A
	Polyester	220 g/m² (69 lb bond)	220 g/m² (69 lb bond)	N/A
	Vinyl [7, 8]	300 g/m² (92 lb liner)	260 g/m² (78 lb liner)	N/A

Media Weight for Paper Sources (Continued)				
Material	**Type**	**– Integrated tray[5] – Optional 500-sheet drawer**	**– Multipurpose feeder – Optional 250-sheet drawer**	**Envelope feeder**
Integrated forms	Pressure sensitive area [2]	140 to 175 g/m²	140 to 175 g/m²	N/A
	Paper base (grain long)	75 to 135 g/m² (20 to 36 lb bond)	75 to 135 g/m² (20 to 36 lb bond)	N/A
Envelopes	Sulfite, wood-free or up to 100% cotton bond	N/A	60 to 105 g/m² (16 to 28 lb bond) [3, 4, 9]	75 to 90 g/m² (20 to 24 lb bond)

Notes:

[1] For 60 to 176 g/m² paper, grain long fibers are recommended; grain short is preferred for heavier papers.

[2] The pressure sensitive area must enter the printer first.

[3] 100% cotton content maximum weight is 24 lb bond.

[4] 28 lb bond envelopes are limited to 25% cotton content.

[5] The duplex unit supports the same weights and types as the printer, except for transparencies and envelopes.

[6] Dedicated label printing requires a special label fuser cleaner which precludes duplex printing.

[7] Vinyl labels are not supported by Optra T616(n).

[8] Information on whether your vinyl label converter has passed Lexmark's criteria is available at Lexmark's Web site (www.lexmark.com); search for "converter listing". Or use Lexmark's Automated FAX system (LEXFAX).

[9] Envelopes fed from the multipurpose tray only.

Weight for Output Options				
Material	**Type**	**Output expander**	**High-capacity output stacker**	**5-bin mailbox**
Paper (grain long)	Xerographic or business paper	60 to 176 g/m^2 (16 to 47 lb bond)	60 to 176 g/m^2 (16 to 47 lb bond)	60 to 120 g/m^2 (16 to 32 lb bond)
Card stock-upper limit (grain long)	Index Bristol	163 g/m^2 (90 lb)	163 g/m^2 (90 lb)	see note 1
	Tag	163 g/m^2 (100 lb)	163 g/m^2 (100 lb)	see note 1
	Cover	176 g/m^2 (65 lb)	176 g/m^2 (65 lb)	see note 1
Card stock-upper limit (grain short)	Index Bristol	199 g/m^2 (110 lb)	199 g/m^2 (110 lb)	see note 1
	Tag	203 g/m^2 (125 lb)	203 g/m^2 (125 lb)	see note 1
	Cover	216 g/m^2 (80 lb)	216 g/m^2 (80 lb)	see note 1
Labels-upper limit	Paper	180 g/m^2 (48 lb bond)	180 g/m^2 (48 lb bond)	see note 1
	Dual-web paper	180 g/m^2 (48 lb bond)	180 g/m^2 (48 lb bond)	see note 1
	Polyester	220 g/m^2 (69 lb bond)	220 g/m^2 (69 lb bond)	see note 1
	Vinyl [2, 3]	300 g/m^2 (92 lb liner)	300 g/m^2 (92 lb liner)	see note 1
Integrated forms		175 g/m^2	175 g/m^2	see note 1
Envelopes	Sulfite, wood-free or up to 100% cotton bond	Supported	Supported	see note 1

[1] Not recommended.

[2] Vinyl labels are not supported by Optra T616(n).

[3] Information on whether your vinyl label converter has passed Lexmark's criteria is available at Lexmark's web site (www.Lexmark.com); search for "converter listing'. Or use Lexmark's Automated FAX system (LEXFAX).

Print material characteristics

For detailed information, refer to the *Card Stock & Label Guide* located on the *Drivers, MarkVision and Utilities* CD.

The following paper characteristics affect print quality and reliability. We recommend that you keep these guidelines in mind when evaluating new paper stock.

Weight

The printer can automatically feed paper weights from 60 to 131 g/m² (16 to 35 lb bond) grain long. Paper lighter than 60 g/m² (16 lb) might not be stiff enough to feed properly, causing paper jams. For best performance, use 75 g/m² (20 lb bond) grain long paper. If you want to print on print materials narrower than 182 x 257 mm (7.2 x 10.1 in.), the basis weight must be greater than or equal to 90 g/m² (24 lb bond).

Curl

Curl is the tendency of paper to curve at its edges. If curl is excessive, it can cause paper feeding problems. Curl usually occurs after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in humid conditions, even in the paper tray, can contribute to paper curling.

Smoothness

The degree of smoothness of paper directly affects print quality. If the paper is too rough, the toner does not fuse to the paper properly, resulting in poor print quality. If the paper is too smooth, it can cause paper feeding problems.

Moisture content

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

Grain direction

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

For 60 to 176 g/m² (16 to 47 lb bond) paper, grain long fibers are recommended. For papers heavier than 176 g/m² (47 lb bond), grain short is preferred. For the multipurpose feeder, 60 to 135 g/m² (16 to 36 lb bond) paper, grain long fibers are recommended. For the multipurpose feeder, papers heavier than 135 g/m² (36 lb bond) grain short is preferred.

Fiber content

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

Paper guidelines

To help avoid paper jams or poor print quality:

- Always use new, undamaged paper.
- *Do not* use paper that you have cut or trimmed yourself.
- *Do not* mix paper sizes, weights, or types in the same paper source since mixing results in paper jams.
- *Do not* use coated papers.
- *Do not* forget to change the **Paper Size** setting when you use a source that does not support auto size sensing.
- Make sure the **Paper Type**, **Paper Texture**, and **Paper Weight** settings are correct (refer to the *Administrator's Guide* for detailed information about these settings).
- Make sure the media is properly loaded in the paper source.

Recommended papers

To ensure the best print quality and feed reliability, use 75 g/m² (20 lb) xerographic paper. Business papers designed for general business use may also provide acceptable print quality.

Always print several samples before buying large quantities of any type of paper. When choosing any papers, consider the weight, fiber content, and color of the paper.

The laser printing process heats paper to high temperatures of 212°C (414°F). Use only papers that are able to withstand these temperatures without discoloring, bleeding, or releasing hazardous emissions. Check with the manufacturer or vendor to determine whether the paper you've chosen is acceptable for laser printers.

Preprinted forms and letterhead

Use the following guidelines when selecting preprinted forms and letterhead paper for the printer:

- Use grain long papers for best results.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Choose papers that absorb ink, but do not bleed.
- Avoid papers with rough or heavily textured surfaces.
- Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must withstand temperatures of 212°C (414°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in the toner or the silicone in the fuser. Inks that are oxidation-set or oil-based should meet these requirements. Latex inks might not meet these requirements. If you are in doubt, contact your paper supplier.

Unsatisfactory papers

The following papers are not recommended for use with the printer:

- Some chemically treated papers used to make copies without carbon paper, also known as carbonless papers
- Coated papers (erasable bond)
- Multiple-part forms or documents
- Preprinted papers that require a *registration* (the precise print location on the page) greater than ±0.09 in., such as optical character recognition (OCR) forms. In some cases, you can adjust registration with your software application to successfully print on these forms.
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Rough-edged or curled papers
- Synthetic papers
- Thermal papers
- Less than 75 g/m² (20 lb) recycled paper
- Recycled papers containing more than 25% post consumer waste that do not meet DIN 19 309

Storing paper

Properly storing the paper you buy helps ensure trouble-free printing. Use the following guidelines:

- For best results, store paper in an environment where the temperature is approximately 21°C (70°F) and the relative humidity is 40%.
- Store cartons of paper on a pallet or shelf, rather than directly on the floor.
- If you store individual packages of paper 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 paper packages.

Envelope guidelines

When printing on envelopes:

- Use only new, undamaged envelopes.
- Make sure the glue is not exposed.
- Remember that a combination of high humidity (over 60%) and the high printing temperatures may seal the envelopes.
- Be sure to select **Env Feeder** or **MP Feeder** as the paper source and set the correct envelope size.

The laser printing process heats envelopes to a temperature of 200ºC (392ºF). Use only envelopes that are able to withstand these temperatures without sealing, excessive curling, wrinkling, or releasing hazardous emissions. If you have any doubts about the envelopes you are considering using, check with the envelope supplier.

For best performance, use envelopes made from 75 g/m² (20 lb bond) paper. You can use up to 105 g/m² (28 lb bond) weight for the multipurpose feeder or 105 g/m² (28 lb bond) weight for the envelope feeder as long as the cotton content is 25% or less. Envelopes with 100% cotton content must not exceed 90 g/m² (24 lb bond) weight.

To minimize jams, do *not* use envelopes that:

- Have excessive curl or twist
- 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 an interlocking design
- Have postage stamps attached
- Have any exposed adhesive when the flap is in the sealed or closed position
- Have nicked edges or bent corners
- Have rough, cockle, or laid finishes

Label guidelines

The printer can print on many labels designed for use with laser printers. These labels are supplied in letter-size and A4-size sheets.

When printing on labels:

- Be sure to select **Labels** in the **PAPER TYPE** menu in the **PAPER MENU** (refer to the *Administrator's Guide* for detailed information about these settings).
- *Do not* load labels together with paper or transparencies in the same paper tray; combining print materials can cause feeding problems.
- *Do not* load partial sheets with areas exposed by missing labels; this can cause labels to peel off during printing, resulting in a paper jam and contamination of your printer and your cartridge with adhesive, and could void your printer and cartridge warranties.
- Avoid using labels that may release hazardous emissions when heated.

NOTE: Labels are one of the most difficult print materials for laser printers. A special fuser cleaner should be used for label applications to optimize feed reliability. Refer to the *Administrator's Guide* for information on obtaining a label fuser cleaner.

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

1. Print 5 sheets of paper.
2. Wait approximately 5 seconds.
3. Print 5 more sheets of paper.

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

Card stock guidelines

Card stock is single ply, and has a large array of properties. The orientation of paper fibers, moisture content, thickness, and texture can all affect printing on card stock. See page 23 for information on the preferred weight for the grain direction of print materials.

When printing on card stock:

- Be sure to select **Card Stock** in the **PAPER TYPE** menu in the **PAPER MENU** (refer to the *Administrator's Guide* for detailed information about these settings).
- Be aware that preprinting, perforation, and creasing can significantly affect the print quality and cause paper handling or jamming problems.
- Avoid using card stock that may release hazardous emissions when heated.

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

1. Print 5 sheets of paper.
2. Wait approximately 5 seconds.
3. Print 5 more sheets of paper.

For more information, refer to the *Card Stock & Label Guide*, available on the *Drivers, MarkVision and Utilities* CD or the Lexmark Web site, at www.lexmark.com.

Transparency guidelines

The printer can print directly on transparencies designed for use in laser printers. Print quality and durability depend on the transparency used. Always print samples on the transparencies you are considering before buying large quantities.

The **Paper Type** setting should be set to **Transparency** to help prevent jams (refer to the *Administrator's Guide* for detailed information about this setting). Check with the manufacturer or vendor to determine whether your transparencies are usable with laser printers that heat transparencies to 180°C (356°F) or 212°C (414°F), depending on the setting. Use only transparencies that are able to withstand these temperatures without melting, discoloring, offsetting, or releasing hazardous emissions. For detailed information, refer to the *Card Stock & Label Guide*, which is available on the *Drivers, MarkVision and Utilities* CD.

Transparencies can be fed automatically from the multipurpose feeder and all standard and optional trays, except the 2000-sheet drawer, for all printer models.

Be careful when you handle transparencies. Fingerprints on the surface of the transparency cause poor print quality.

Tray linking

Tray linking enables the automatic linking feature for trays when you use the same size and type of print material in multiple paper sources (trays).

For example, if you have loaded two optional trays with the same size print material and both are set to the same paper type; then when one tray becomes empty, the printer automatically selects print material from the other tray since the printer sees the trays as linked.

If you use different print material in the trays, each source with a different print material must have the **PAPER TYPE** set to a unique value to disable the automatic linking feature (refer to the *Administrator's Guide* for detailed information about tray linking). For example, if you did not make sure all trays have the same type when they are linked, you could send a report to print and if you have letterhead paper loaded into one tray, you could print the report on letterhead paper.

Paper loading

Proper paper loading helps prevent paper jams and ensure trouble-free printing.

Do not remove paper trays while a job is printing or **Busy** is displayed on the operator panel. Doing so may cause a paper jam.

Before loading paper, you need to know the recommended print side of the paper you're using. This information is usually indicated on the paper package.

If you want to load the:

"Paper tray" go to page 44

"Multipurpose feeder" go to page 47

"Envelope feeder" go to page 61

"2000-sheet drawer" go to page 68

Tips for avoiding paper jams

By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If jams do occur, follow the steps outlined in “Clearing Jams” starting on page 69. If jams occur frequently, make sure you are following these tips to avoid jams.

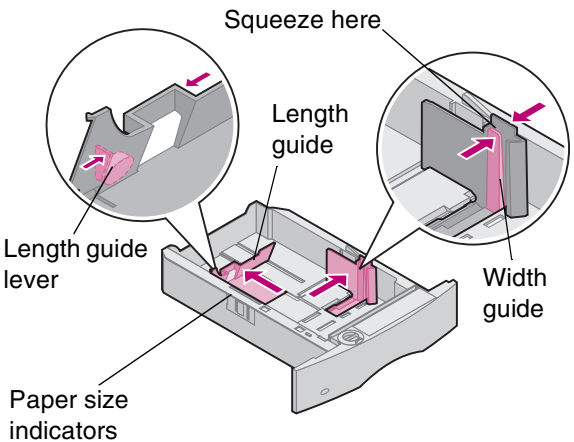
- See “Loading Print Materials” on page 43 to load paper properly. Make sure the adjustable guides are positioned correctly.
- *Do not* overload the paper trays. Make sure the paper is under the paper capacity mark on the inside of the paper tray.
- *Do not* remove paper trays while print jobs are in process.
- Flex, fan, and straighten the paper before loading it.
- Fan stacks of labels or transparencies before loading them into trays or the multipurpose feeder. If jams do occur using the multipurpose feeder, try feeding one sheet at a time.
- *Do not* load wrinkled, creased, damp, or highly curled paper.
- *Do not* mix paper types in one tray.
- Use only recommended print materials. See “Print materials” on page 20.
- Make sure the recommended print side is face down for simplex printing when loading all trays.
- Keep print materials stored in an acceptable environment. See “Moisture content” on page 27.

Loading Print Materials

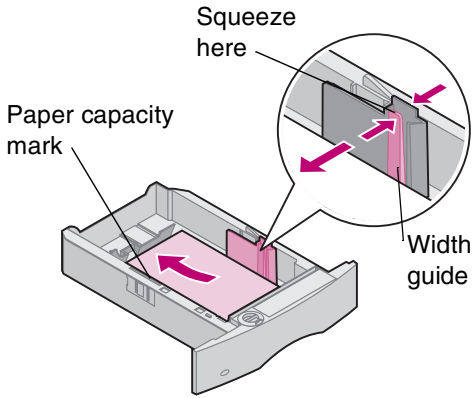
This section provides information about loading the various input options. For information on a particular option, click the option name:

Paper tray

Complete these instructions to load print materials into any of the standard or optional trays. All paper trays are loaded the same way.

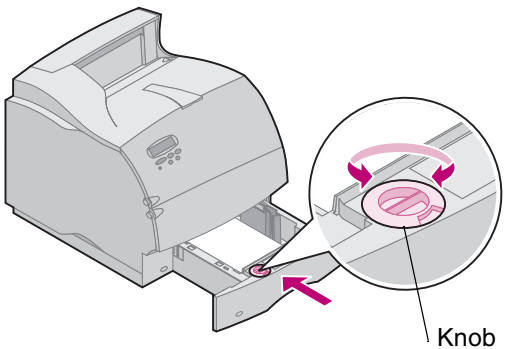


1. Remove the paper tray.
2. Squeeze the width guide lever and slide the width guide to the far right side of the tray.
3. Squeeze the length guide lever and slide the length guide to the correct position for the size paper you are loading.



4 Place the paper into the paper tray with the recommended print side face down for single-sided printing and face up for double-sided printing. *Do not fill paper above the paper capacity mark (fill line)*.

5 Squeeze the width guide lever and slide the width guide to the left until it lightly rests against the edge of the paper stack.

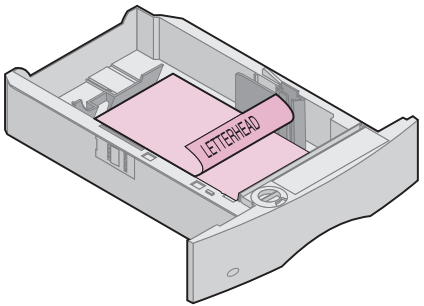


6 Adjust the knob to show the size of the paper currently loaded.

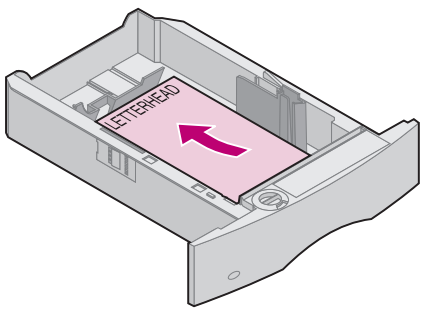
NOTE: This setting serves as a visual reminder only; it has no effect on the operation of the printer.

7 Reinstall the tray.

Loading letterhead paper



For *simplex* (single-sided) printing on letterhead paper, place the printed design side *face down* with the top edge of the page nearest the knob for the paper size indicator.



For *duplex* printing on letterhead paper, place the printed design side *face up* with the top of the page nearest the length guide.

NOTE: The printer has a **Paper Loading** menu setting that allows simplex (single-sided) printing on letterhead (or other preprinted media) that has been *loaded specifically for duplex printing*. For more information, refer to the *Administrator's Guide*.

Multipurpose feeder

The multipurpose feeder can hold several sizes and types of paper, such as transparencies, post cards, note cards, and envelopes. It is useful for single page printing on letterhead, colored paper, or other special paper.

Multipurpose feeder guidelines

Capacity

The maximum stack height for any print material is 10 mm (0.4 in.). The multipurpose feeder can hold about:

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

Print material dimensions

The multipurpose feeder accepts only print material within the following dimensions:

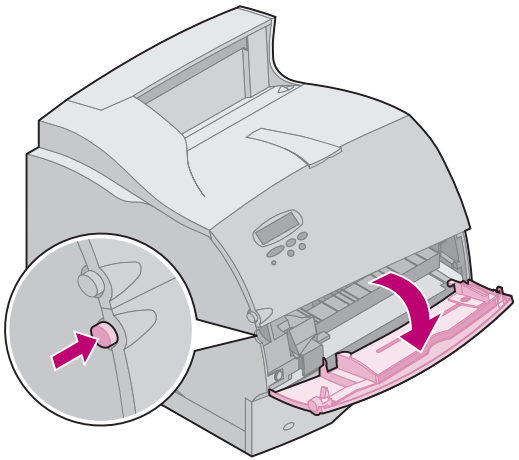
- Width – 69.85 mm (2.75 in.) to 229 mm (9.01 in.)
- Length – 127 mm (5 in.) to 355.6 mm (14 in.)

Trouble-free operation

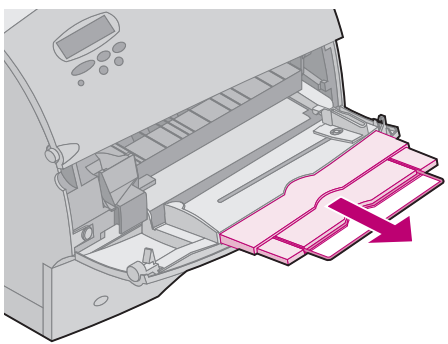
- Load only one size of paper or envelopes at a time in the multipurpose feeder.
- To achieve the best possible print quality, use only high-quality print media that is designed for use in laser printers. For more guidelines on paper, see “Print materials” on page 20.
- To prevent paper jams, do not add paper when there is still paper in the multipurpose feeder. This applies to other types of print materials, too.
- Print material should be loaded face up with the top of the print material going into the multipurpose feeder first.
- *Do not* place objects on the multipurpose feeder. Also, avoid pressing down or applying excessive force on it.

NOTE: The multipurpose feeder may be used with the optional envelope feeder installed.

Opening the multipurpose feeder



1 Push the lower release latch as shown. The multipurpose feeder door drops open and stops in place.



2 Locate the metal bar in the recessed area on the multipurpose feeder and pull it out far enough to accomodate the paper you will be using.

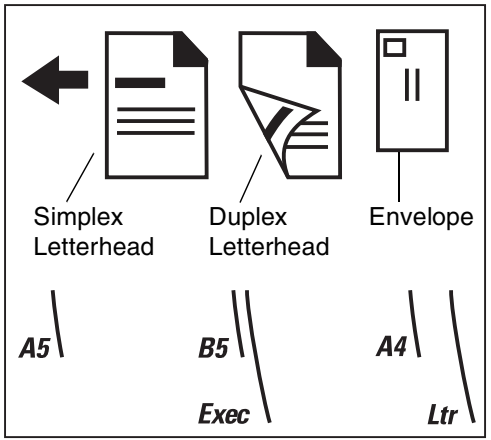
Loading the multipurpose feeder

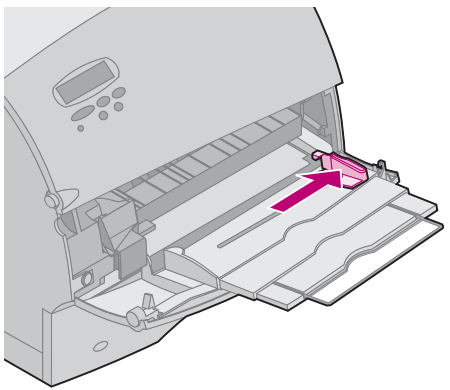
Proper loading helps prevent paper jams and ensure trouble-free printing.

Do not remove any paper tray while a job is printing from the multipurpose feeder or **Busy** is displayed on the operator panel. Doing so may cause a paper jam.

Never add print materials to the multipurpose feeder while the printer is printing from the multipurpose feeder. Doing so may cause a paper jam.

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

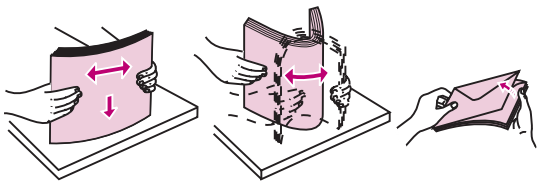


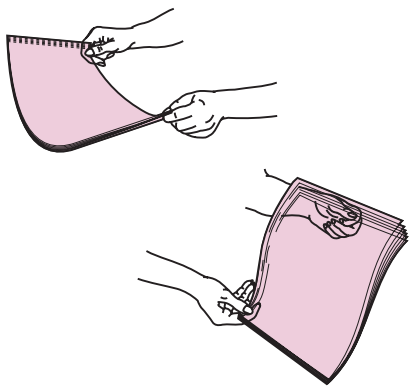


1 Notice the icons on the multipurpose feeder surface. These icons show you how to load the multipurpose feeder with paper, how to turn an envelope for printing, and how to load letterhead paper for simplex and duplex printing.

NOTE: The printer has a **Paper Loading** menu setting that allows simplex (single-sided) printing on letterhead (or other preprinted media) that has been *loaded specifically for duplex printing*. For more information, refer to the *Administrator's Guide*.

2 Slide the colored paper width guide to the far right on the multipurpose feeder.





3 Prepare the print material for loading.

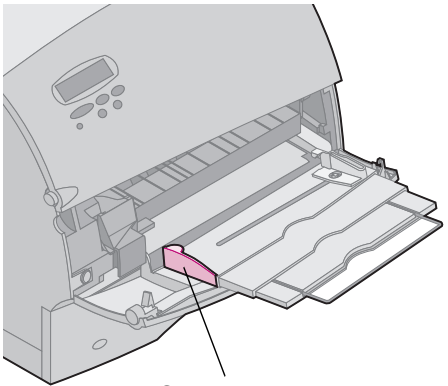
– For paper and envelopes:

Flex paper or fan envelopes back and forth. Do not fold or crease the paper. Straighten the edges on a level surface.

NOTE: If envelopes jam while printing, try reducing the number of envelopes in the multipurpose feeder.

– For transparencies:

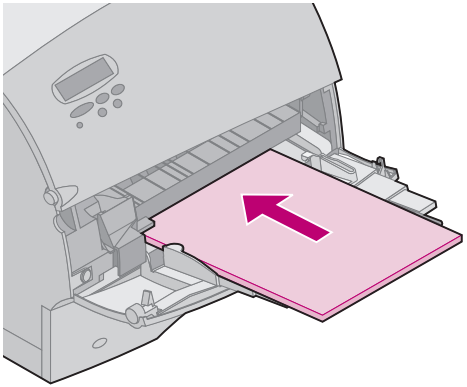
Hold the transparencies by the edges and avoid touching the print side. Fan the stack of transparencies to prevent feeding failures. Be careful not to scratch or leave fingerprints on the print sides.



4 Use the print materials stack height limiter as a guide for stack height when loading print materials.

5 Load one type of print material in the multipurpose feeder. *Do not* mix types. See the following directions to load each type of print material.

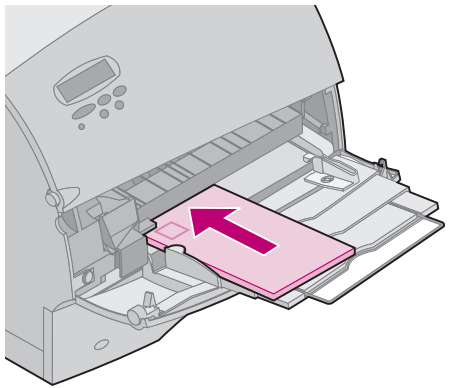
- **“Paper” on page 54**
- **“Envelopes” on page 55**
- **“Transparencies” on page 56**
- **“Letterhead (Single-sided printing)” on page 57**
- **“Letterhead (Duplex printing)” on page 57**



Paper

Load paper with the left edge of the stack against the stack height limiter and with the recommended print side face up.

For information on selecting paper, see “Paper guidelines” on page 28.



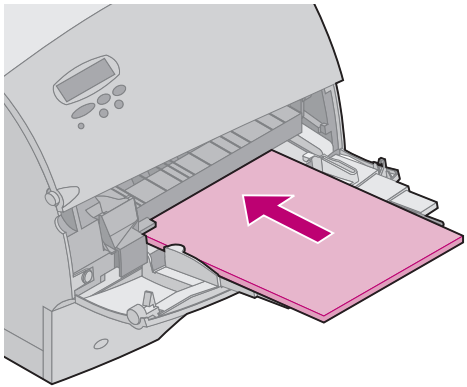
Envelopes

Load envelopes with the flap side down. The stamp area and flap are on the left side. The end of the envelope with the stamp area enters the multipurpose feeder first.

NOTE: *Do not* feed stamped envelopes. The stamp is shown for placement only.

WARNING: Never use envelopes with clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

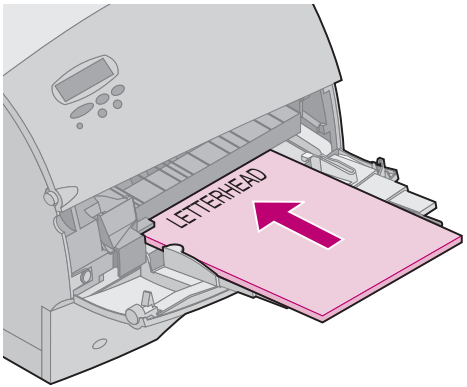
For information on printing on envelopes, see “Envelope guidelines” on page 33.



Transparencies

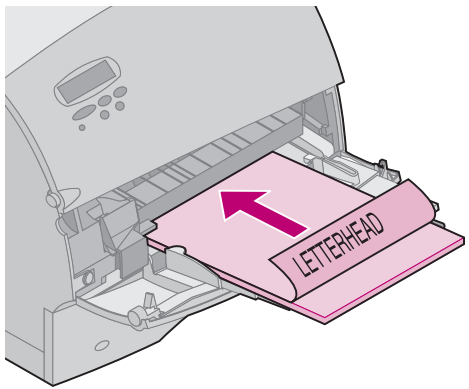
Load transparencies with the left edge of the stack against the stack height limiter.

For information on printing on transparencies, see “Transparency guidelines” on page 39.



Letterhead (Single-sided printing)

Load letterhead paper for single-sided printing with the design face up. The top edge of the sheet with the logo should enter the printer first.

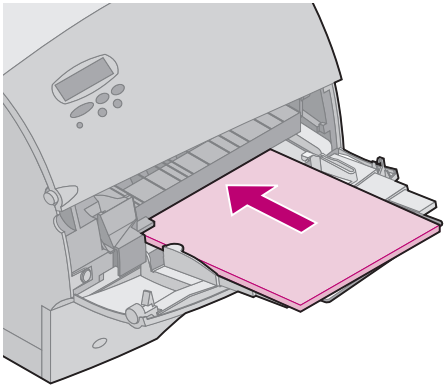


Letterhead (Duplex printing)

Load letterhead paper for duplex printing with the design face down. The top edge of the sheet with the logo should enter the printer last.

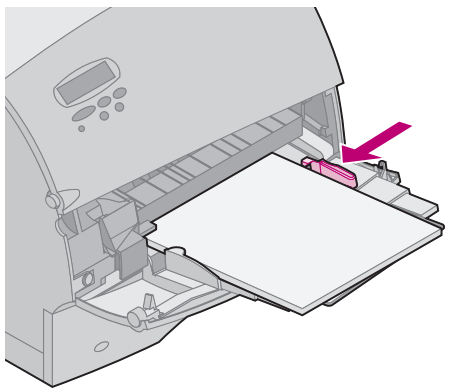
NOTE: See “Choosing Print Materials” on page 20 for information on selecting types of print materials.

NOTE: The printer has a **Paper Loading** menu setting that allows simplex (single-sided) printing on letterhead (or other preprinted media) that has been *loaded specifically for duplex printing*. For more information, refer to the *Administrator’s Guide*.



6 Slide the print material into the multipurpose feeder as far as it will go. Do not force it. Forcing causes buckling of the print material.

7 Make sure you have not loaded too much print material. The stack should fit loosely under the stack height limiter. The print material buckles if you load a stack that is too deep or push the stack in too far.



8 Slide the paper width guide to the left until it lightly touches the stack of print material. *Do not* bend the print material.

Using the multipurpose feeder

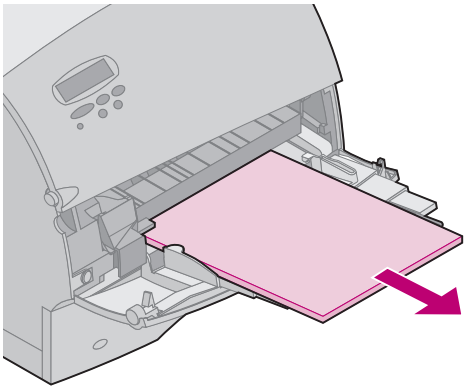
After loading print material in the multipurpose feeder, select the paper source from your software application, and then select the paper size and type from both your software application and from the printer operator panel.

To set the printer operator panel:

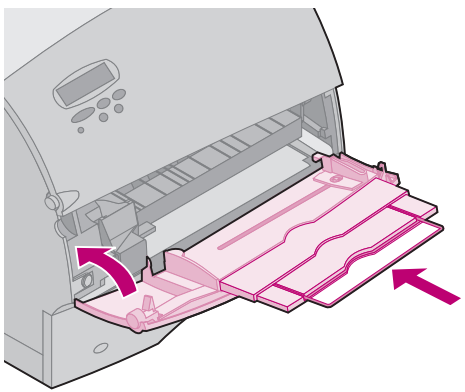
1. Make sure the **PAPER SIZE** for the multipurpose feeder (**MP Feeder Size**) is set to the correct size paper, envelope, or other print material you are loading (refer to the *Administrator's Guide* for detailed information about this setting).
2. Make sure the **PAPER TYPE** for the multipurpose feeder (**MP Feeder Type**) is set to the correct value for the print material you are loading (refer to the *Administrator's Guide* for detailed information about this setting).
3. Press **Go** to return to **Ready**.

   NOTE: Software settings may override operator panel settings.

Closing the multipurpose feeder



1 Remove print material from the multipurpose feeder.



2 Push the metal bar straight back to collapse the multipurpose feeder to its short-length position.

3 Close the multipurpose feeder door.

Envelope feeder

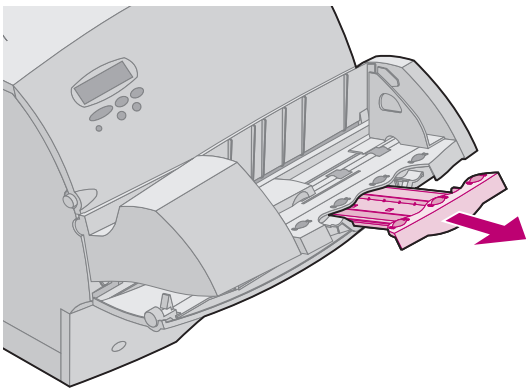
Guidelines

- Load only one size of envelopes at a time in the envelope feeder.
- To achieve the best possible print quality, use only high-quality print material that is designed for use in laser printers. For more information, see “Envelope guidelines” on page 33.
- *Do not* place objects on the envelope feeder. Also, avoid pressing down or applying excessive force on it.

Loading the envelope feeder

The envelope support has three positions:

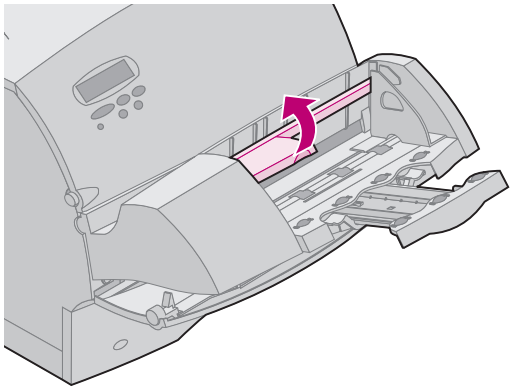
- Fully closed (pushed in toward printer) for short envelopes
- Extended to the middle position for medium-length envelopes
- Fully open (extended to its full length) for long envelopes



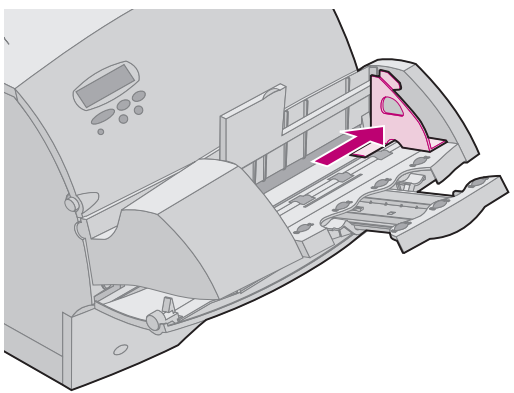
1 Gently adjust the envelope support for the size you are loading.

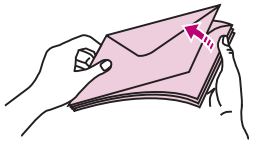
2 Slide the attached envelope weight up.

3 Flip the envelope weight over and back toward the printer. It stays in place.

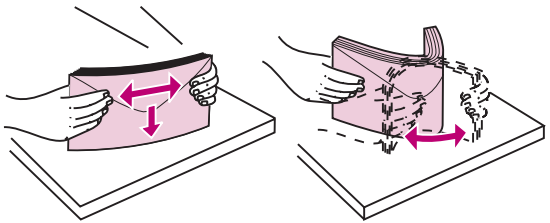


4 Slide the envelope edge guide to the far right.



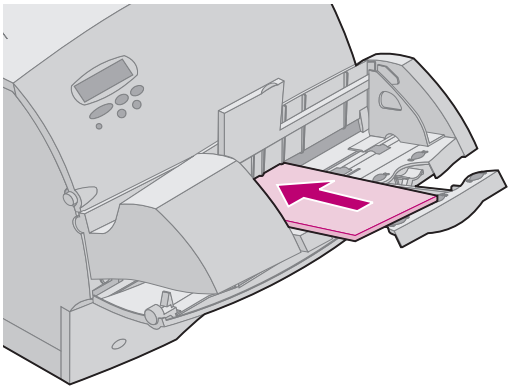


5 Flex a stack of envelopes back and forth.



6 Straighten the edges on a level surface. Press down the corners to flatten them. Fan the envelopes. This prevents the edges of the envelopes from sticking together and helps them feed properly.

NOTE: When you load envelopes, do not exceed the maximum stack height of 64.7 mm (2.55 in.). The envelope feeder holds a maximum of 85 envelopes (75 g/m^2, 20 lb bond).

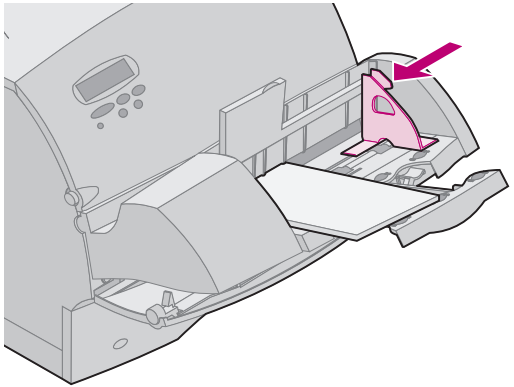


7 Load the stack of envelopes with the address side up and flap side down. The flap side edge of the envelope should be facing the left side of the envelope feeder. Make sure the envelopes at the bottom of the stack slide into the envelope feeder slightly more than the ones at the top of the stack.

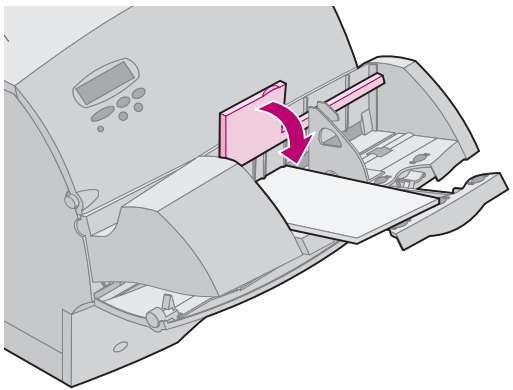
NOTE: Do not try to load more envelopes by forcing them under the envelope feeder weight. This results in jams.

NOTE: Do not feed stamped envelopes.

WARNING: Never use envelopes with clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer. See “Envelope guidelines” on page 33 for more information.



8 Slide the envelope edge guide to the left until it lightly touches the side of the stack. Make sure the envelopes do not buckle.



9 Rotate the envelope weight back toward you and lower it to the stack.

Using the envelope feeder

After loading envelopes in the envelope feeder, select the paper source from your software application, and then select the paper size and type from both your software application and from the printer operator panel.

To set the printer operator panel:

1. Make sure the **PAPER SIZE** for the envelope feeder (**Env Feeder Size**) is set to the correct envelope size you are loading (refer to the *Administrator's Guide* for detailed information about this setting).
2. Press **Go** to return to **Ready**.

   NOTE: Software settings may override operator panel settings.

If the printer experiences an envelope jam while printing, see "260 Paper Jam Check Env Feeder" on page 96 for information on how to clear the jam.

2000-sheet drawer

For information on loading the 2000-sheet drawer, refer to the *2000-Sheet Drawer User's Guide*.

Clearing Jams

By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If paper jams do occur, follow the steps outlined in this section. If paper jams occur frequently, make sure you see “Tips for avoiding paper jams” on page 42.

To resolve the paper jam attendance messages, you must clear all paper from the paper path.

Press **Go** to resume printing. The printer prints a new copy of the page that jammed if **Jam Recovery** is set to **On** or **Auto**; however, the **Auto** setting does not guarantee the page will print.

Possible paper jam areas

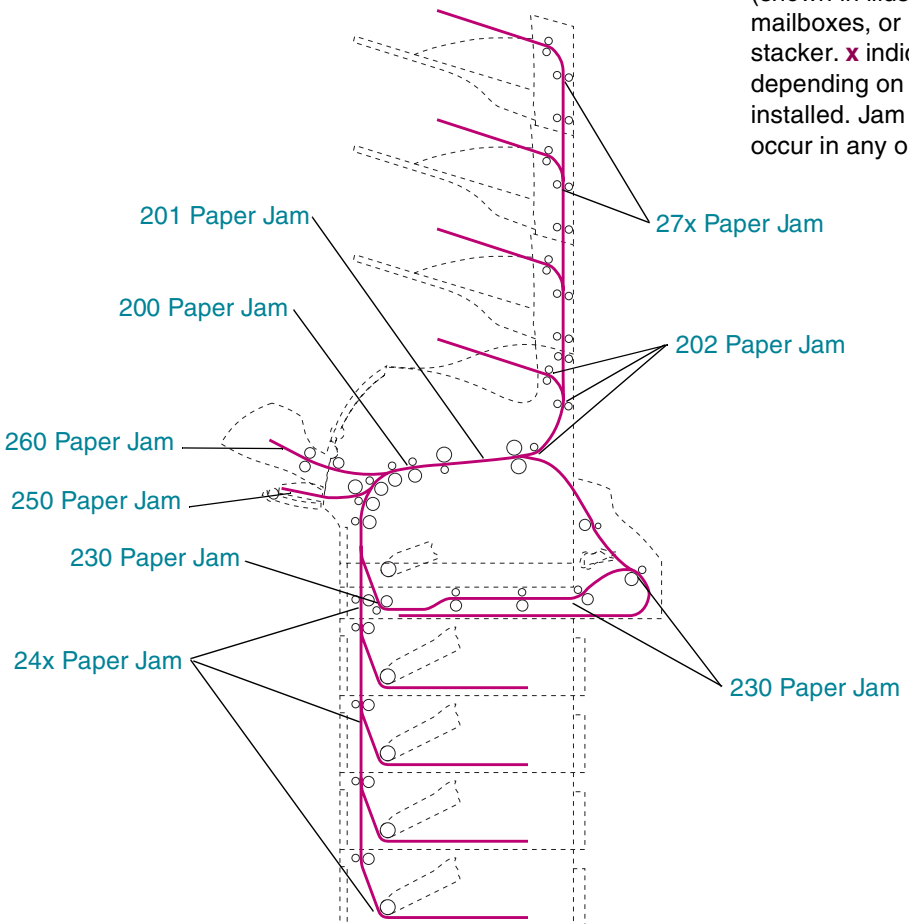
“Paper jam areas” on page 70 shows the path the paper travels through the printer and the options. The path varies depending on the paper source and paper exit selection (output bin). The jam areas are shown, too.

Paper jam areas

Note: If a jam occurs in the multipurpose feeder, you receive a **250 Paper Jam** attendance message. The **260 Paper Jam** is shown here for a jam in the optional envelope feeder. Both types of jams occur in the same manner.

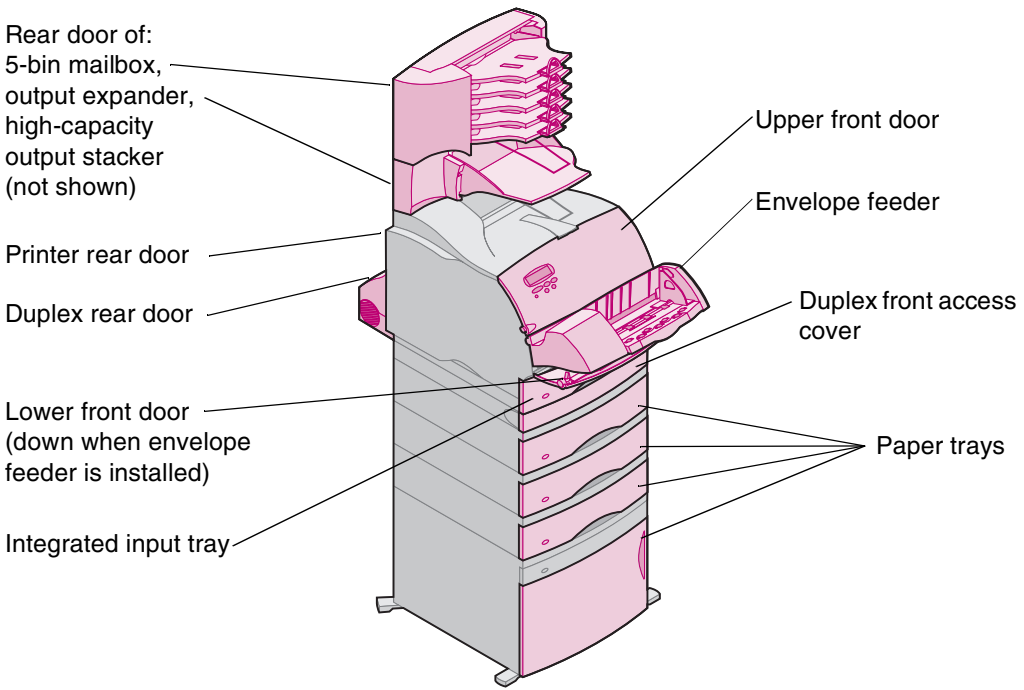
Note: **24x Paper Jam** may occur in any of the paper trays, including the 2000-sheet drawer. **x** indicates the tray depending on how many trays are installed. Jams can occur between 2 or 3 trays, on the incline surface of a tray, or between a tray, the duplex unit, and the printers integrated tray.

Note: **27x Paper Jam** may occur in any output option: output expanders (shown in illustration), 5-bin mailboxes, or high-capacity output stacker. **x** indicates the output option depending on how many you installed. Jam areas shown may occur in any output option.



Accessing paper jam areas

You open doors and covers, remove paper trays, and remove options to access paper jam areas. If your printer has a multipurpose feeder, it is visible when the lower front door is opened. See the following illustration for the location of paper sources and possible paper jam areas.



200 and 201 Paper Jam Remove Cartridge

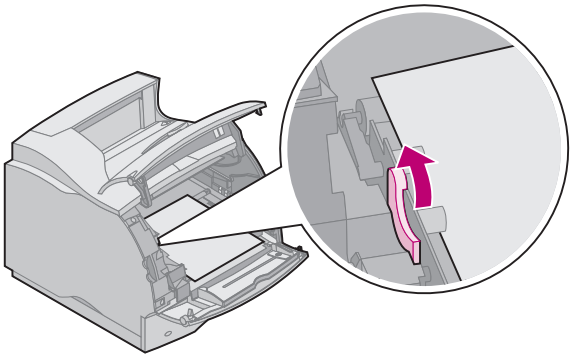
A 200 attendance message indicates the paper is jammed in the area under the print cartridge. This requires removing the print cartridge from the printer. With a 201 attendance message, the jam is farther back in the printer, so you need to reach in farther to grasp the paper.

NOTE: To resolve the paper jam attendance messages, you must clear all paper from the paper path.

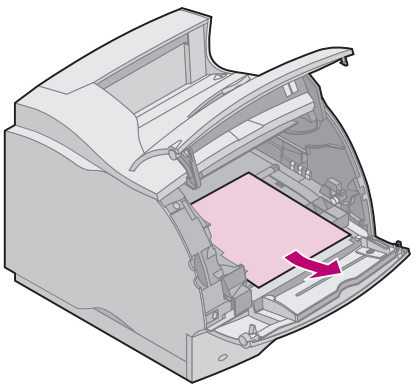
1. Open the upper and lower front doors of the printer.
2. While grasping the print cartridge by the hand grip, pull the print cartridge up toward the upper front door, and then pull it straight out toward you. Lay it aside.

   NOTE: Do not leave the print cartridge exposed to light for extended periods.

CAUTION: The rear portion of the inside of the printer is hot.



3 Locate and gently push the feed roller release lever back to release the pressure on the paper.



4 Pull the paper up and toward you. Reinstall the print cartridge.

5 Close the upper and lower front doors.

NOTE: If there is resistance to the paper, and it does not move immediately when you pull, stop pulling. You need to access the paper from the rear door. See "202 Paper Jam Open Rear Door" on page 74 for more information.

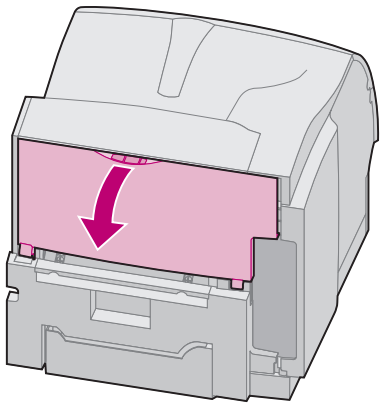
202 Paper Jam Open Rear Door

Jams in the following areas result in a 202 attendance message. Jams in these areas require opening the printer rear door. See the appropriate area for the paper jam:

- **“Before reaching the standard output bin” on page 75**
- **“While exiting to the standard output bin” on page 77**

NOTE: To resolve the paper jam attendance messages, you must clear all paper from the paper path.

Before reaching the standard output bin



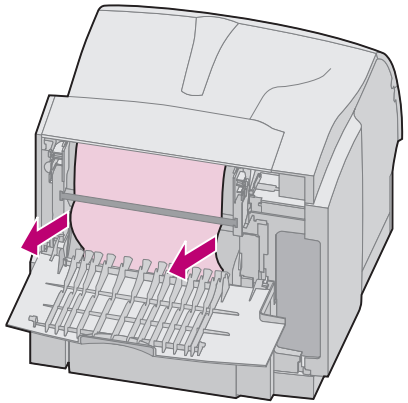
The paper jammed before it exited into the standard output bin or when it entered the duplex unit to print on the second side of a page.

1. Locate the rear door handle and pull it toward you.

   The rear door opens and drops back toward you.

2. Determine how to remove the paper based on what part of the paper is visible:

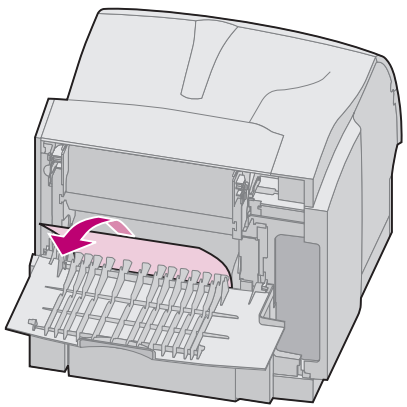
   - **“If the middle section of paper is visible” go to page 76**
   - **“If the end of the paper is visible” go to page 76**
   - **“If there is resistance to the paper” go to page 76**



If the middle section of paper is visible

– Grasp the paper on both sides and gently pull the paper straight out toward you.

NOTE: If paper is still in the fuser area, open the upper front door to release the fuser rollers and free the paper for removal.



If the end of the paper is visible

– Pull the paper straight out toward you.

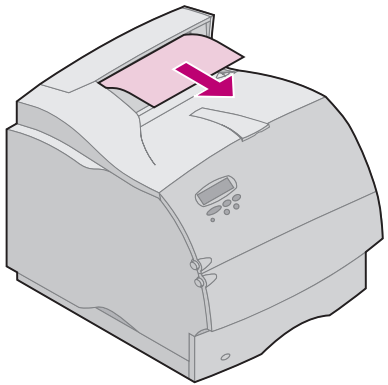
If there is resistance to the paper

– If the paper does not move immediately when you pull, stop pulling. Remove the print cartridge, and then return to the back of the printer at the rear door area. Pull the paper out.

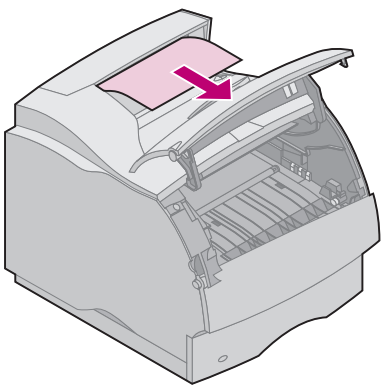
3 Close the rear door.

While exiting to the standard output bin

The paper jammed as it exited the standard output bin.



1. Pull the paper straight out. If there is resistance to the paper, and it does not give immediately when you pull, stop pulling. Continue with the next step.
2. Open the upper front door to release the fuser rollers.



3. Pull the paper straight out.

   NOTE: Usually with a jam located in this area, there is another jam behind the rear door of the printer. See **"Before reaching the standard output bin" on page 75** for instructions on how to remove this type of jam.

230 Paper Jam Check Duplex

Jams in the following three areas result in a 230 attendance message. See the appropriate area for the paper jam:

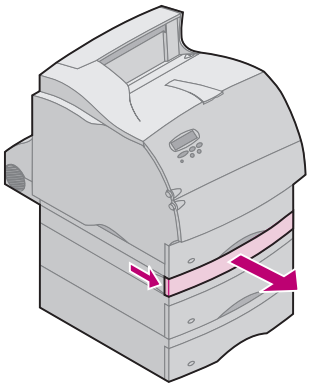
- **“Paper path area in front of duplex unit” on page 79**
- **“Inside the duplex unit” on page 81**
- **“Back of the duplex unit” on page 82**
  (The page may be entering the duplex unit, inside the duplex unit, or exiting the duplex unit to go back to the printer to exit after printing.)

NOTE: To avoid tearing paper when removing the duplex front access cover, pull it out gently and slowly.

You must check all of the areas to make sure you clear the 230 attendance message.

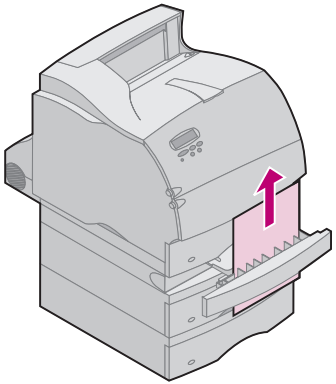
NOTE: To resolve the paper jam attendance messages, you must clear all paper from the paper path.

Paper path area in front of duplex unit



This type of jam can occur under an error number different from **230 Paper Jam**, but you must open the duplex front access cover. The leading edge of the paper is jammed in the pass-through area where paper crosses in the front of the duplex unit.

1. Locate the recessed areas on each side of the duplex front access cover.
2. Pull the duplex front access cover straight out from the duplex unit. The edge of the paper is visible.

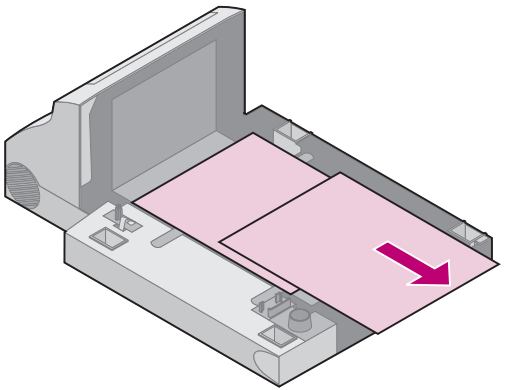


3 Pull the paper straight up and out.

Since you already have the duplex front access cover pulled out, continue with the following section.

Inside the duplex unit

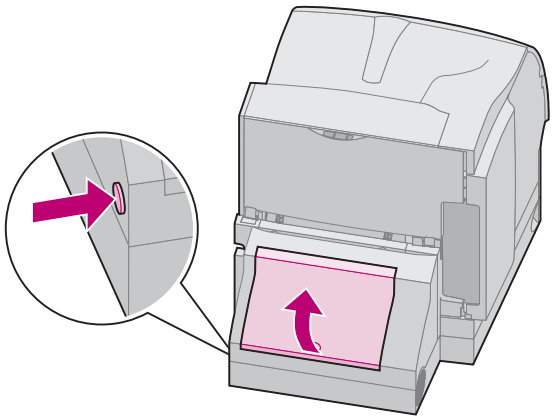
(inside view of duplex unit)



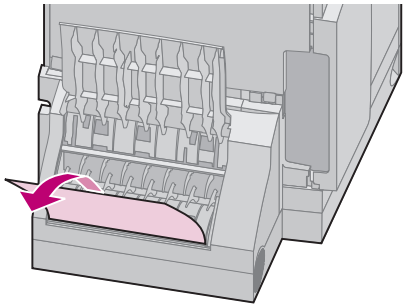
Up to two sheets of paper are lying behind the duplex front access cover inside the duplex unit.

1. Remove the integrated tray from the printer to give you more clearance.
2. Locate sheets of paper lying in the duplex front access cover and pull the paper out toward you.
3. Slide the duplex front access cover back into the duplex unit. Make sure it snaps into place.
4. Slide the integrated tray back into the printer.

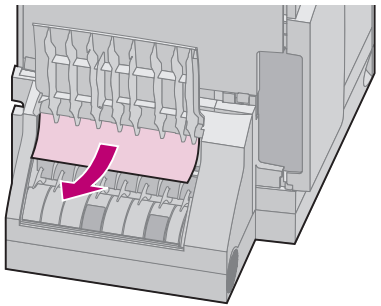
Back of the duplex unit



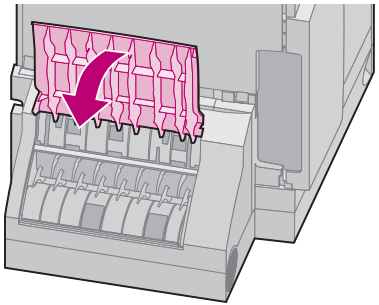
1. Push the button as shown. The duplex rear door opens.
2. Raise the duplex rear door. It remains in place.
3. Look under the rear door for the edge of the paper. Determine how it is jammed:
   - If a short piece is visible inside the duplex unit next to the inner wall, grasp it and pull it out. If you cannot grasp it, see “Inside the duplex unit” on page 81 for instructions.
   - If only a short piece of paper is visible toward the rear of the printer, do not pull it out; it may be easier to access from inside the printer. See “200 and 201 Paper Jam Remove Cartridge” on page 72 for instructions to remove the paper. However, if most of the paper is visible, continue with the following.



– Pull the paper up and out toward you if the paper is in this position.



– Pull down and out if the paper is in this position.



4 Close the duplex rear door by pressing the center of the door. Make sure it snaps into place.

24x Paper Jam Check Tray x

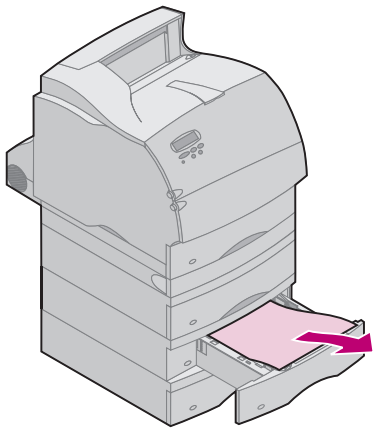
Jams in the following four areas result in a 24x attendance message. x represents the tray number where the jam has occurred. Paper jams in trays may occur at the following locations. See the appropriate area for the paper jam:

- **“On the incline surface of a tray or between two trays” on page 86**
- **“Between three trays” on page 88**
  (This may happen if you are using legal-size paper in the trays or if you have an optional 250-sheet drawer installed with other optional drawers.)
- **“Between tray, duplex unit, and integrated tray” on page 90**
- **“2000-sheet drawer” on page 94**

To avoid tearing print materials when opening trays, pull the trays out gently and slowly.

NOTE: To resolve the paper jam attendance messages, you must clear all paper from the paper path.

On the incline surface of a tray or between two trays

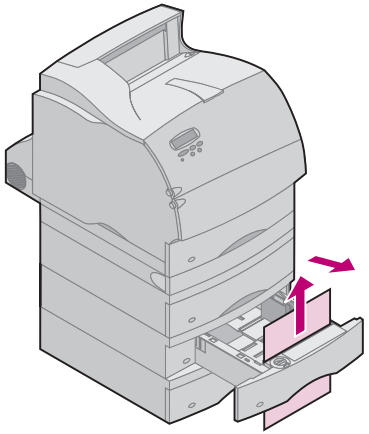


If your paper is being fed from any of the standard or optional trays, the paper may jam:

- Along the incline surface of the tray where the paper feeds out of the tray.
- Between feed rollers in the pass-through area where paper crosses in the front of two trays.

You see the difference as soon as you pull the tray out.

1. Pull the paper tray half way out of the support unit.
2. Look for paper in the paper tray and remove it based on how it is jammed:
   - If the paper is lying on the incline or wall surface at the front of the tray, pull the paper straight out.

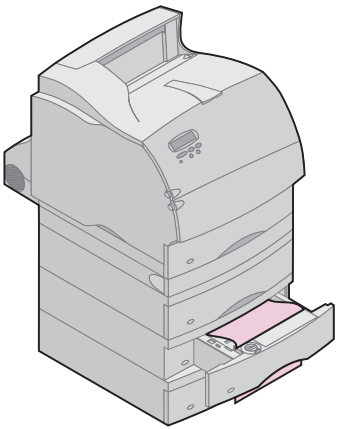


– If the paper is between two trays, when you pull the tray out of the support unit, the top edge of the paper springs out toward you. Pull the paper straight up, and then out.

3 Slide the paper tray back into the support unit.

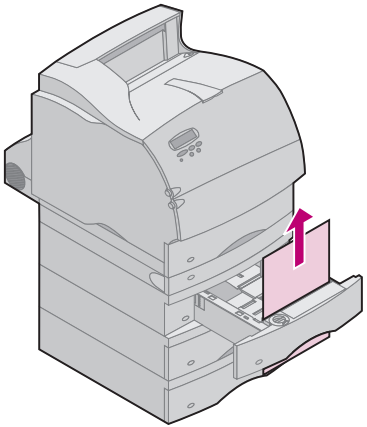
NOTE: If you do not see one end of the print material, the jam has occurred between three trays. See “Between three trays” on page 88 to remove the jam.

Between three trays



This type of jam may occur if you are using legal-size paper in the trays or if you have a 250-sheet drawer installed with other optional drawers.

1. Pull the paper tray out of the support unit. If only a short piece of the paper is visible, do not pull down to remove the paper.
2. Gently slide the paper tray back into the support unit.
3. Pull the paper tray out of the support unit that is above the tray you just pulled out and closed.



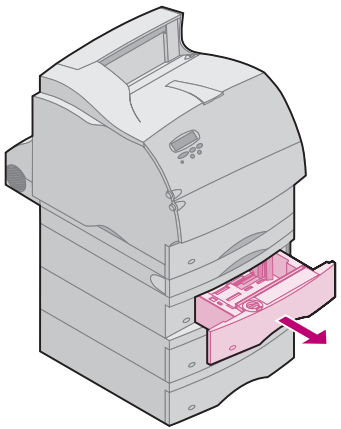
4 Look for the leading edge of the paper. Most of the paper should be visible now.

5 Pull the paper in either direction, up or down. If it does not pull easily one way, try the other way.

6 Slide the paper tray back into the support unit.

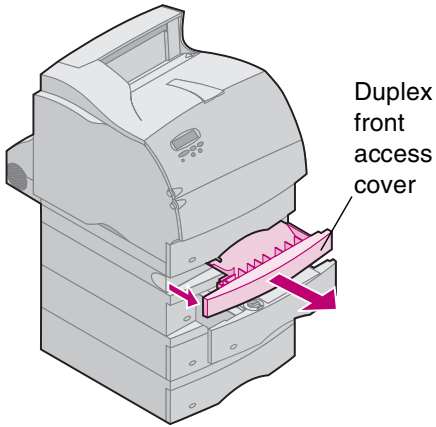
NOTE: With this type of jam, there may be another jam under the print cartridge. Remove the print cartridge and look for a paper jam. Remove any jammed paper and reinstall the print cartridge.

Between tray, duplex unit, and integrated tray



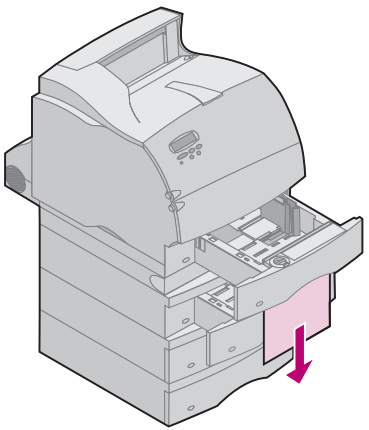
NOTE: To avoid tearing paper when opening the duplex front access cover, pull the duplex front access cover out gently and slowly.

1 Pull the paper tray out of the support unit. If only a short piece of the paper is visible, do not pull down to remove the paper.



2 Pull the duplex front access cover straight out from the duplex unit.

3 Pull the integrated tray out of the printer.

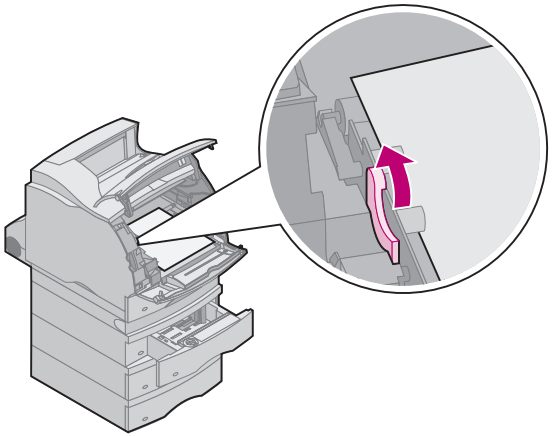


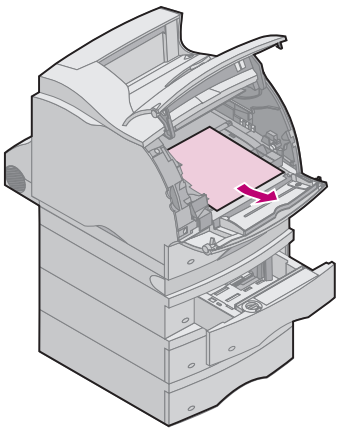
– If you see the edge of the paper in the integrated tray:

  a Pull the paper down and out.

  b Slide the paper tray all the way into the printer. In this case the paper is not trapped in the printer feed rollers.

  c Slide the duplex front access cover back into the duplex unit. Make sure it snaps into place.





– If you do *not* see the edge of the paper in the integrated tray:

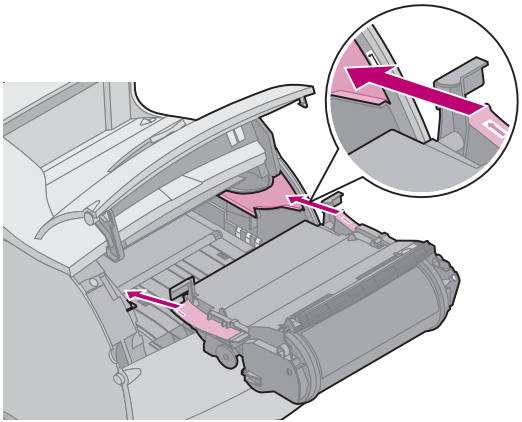
  a Push the integrated tray back into the printer.

  b Open the upper and lower front doors of the printer.

  c Remove the print cartridge. You should see the leading edge of the paper now.

  d Locate and gently push the feed roller release lever back to release the pressure on the paper.

  e Pull the paper up and toward you.

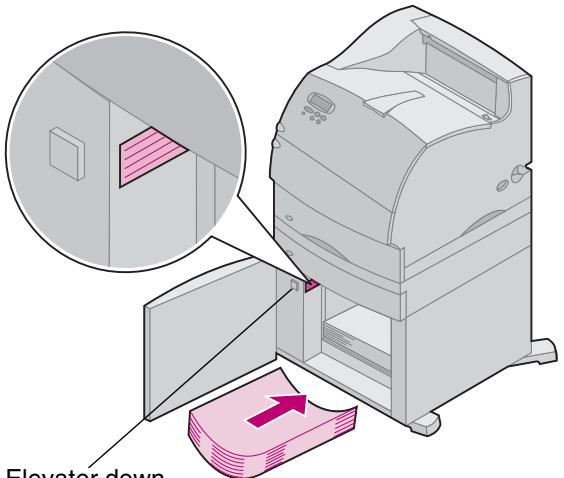


f Reinstall the print cartridge:
Align the slides on the print cartridge with the slots on the print cartridge cradle and use the colored arrows inside the printer for placement. Guide the print cartridge down as it drops and snaps into place.

g Close the upper and lower front doors of the printer.

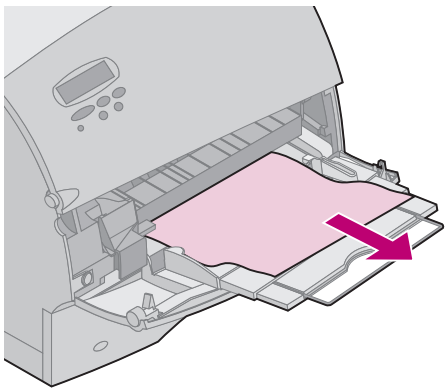
h Slide the paper tray all the way into the printer.

2000-sheet drawer



1. Open the loading door.
2. Press the elevator down button.
3. Remove the paper jam and clear all paper from the paper path of the drawer and printer.
4. Check to see if the stack of paper is neat and aligned.
5. Close the door.
6. Allow a few seconds for the elevator to reach the top.
7. Select **Go** to resume printing.

250 Paper Jam Check MP Feeder



To avoid tearing print materials, pull the jammed print material out gently and slowly.

NOTE: To resolve the paper jam attendance messages, you must clear all paper from the paper path.

Pull the jammed print material straight out of the multipurpose feeder toward you.

260 Paper Jam Check Env Feeder

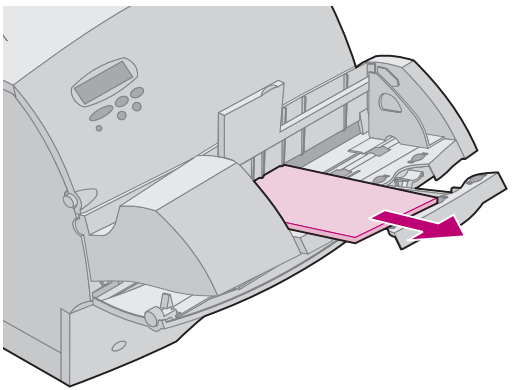
Envelope jams may occur in two ways to result in a 260 attendance message. See the appropriate area for the paper jam:

- **“At entry into the envelope feeder” on page 97**
- **“Between the envelope feeder and the printer” on page 98**

To avoid tearing envelopes, pull envelopes out gently and slowly.

NOTE: To resolve the paper jam attendance messages, you must clear all paper from the paper path.

At entry into the envelope feeder

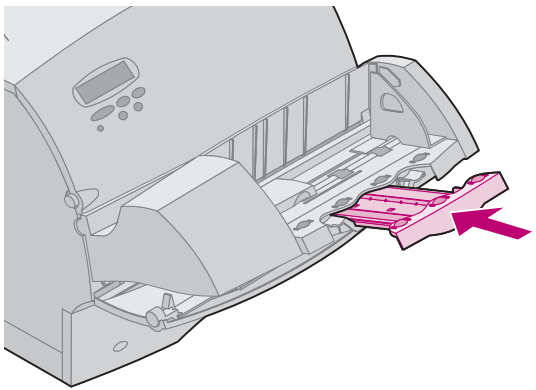


Since the envelope feeder feeds envelopes from the bottom of the stack, the envelope on the bottom is jammed.

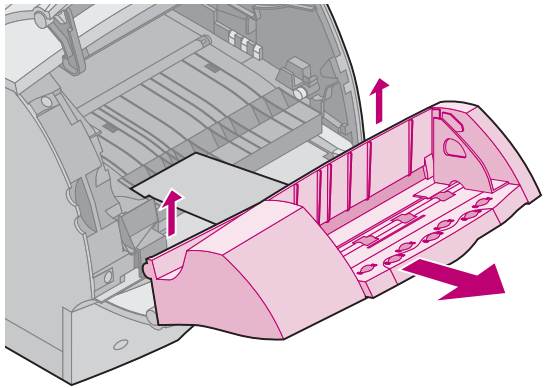
1. Slide the attached envelope weight up.
2. Flip the envelope weight over and back toward the printer.
3. Remove the stack of envelopes from the envelope feeder.
4. Pull the jammed envelope straight out toward you.
5. Replace the stack of envelopes in the envelope feeder.
6. Adjust the envelope edge guide if needed.
7. Rotate the envelope weight and lower it to the stack.

NOTE: If you perform the above steps and envelope jams continue to occur, feeding a single envelope between steps 4 and 5 may correct the problem.

Between the envelope feeder and the printer

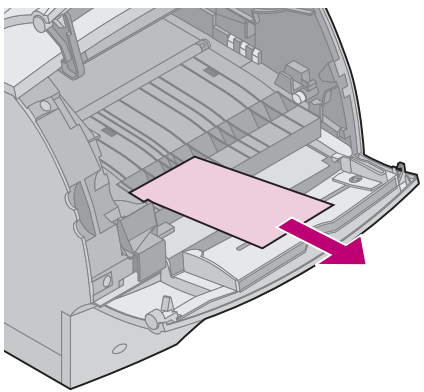


1. Slide the attached envelope weight up.
2. Flip the envelope weight over and back toward the printer.
3. Remove the stack of envelopes from the envelope feeder.
4. Push the envelope support to the closed position.



5 Open the upper front door of the printer.

6 Pull the envelope feeder up slightly and straight out of the printer. Set it aside.



7 Pull the envelope straight out toward you.

NOTE: You may have to remove the print cartridge to get the envelope out. See page page 93 for instructions on reinstalling the print cartridge.

8 Align the tabs on the envelope feeder with the slots on both sides of the printer and gently push the envelope feeder into the opening until it snaps into place.

9 Close the upper front door of the printer.

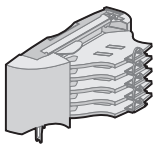
10 Replace the stack of envelopes in the envelope feeder.

11 Adjust the envelope edge guide if needed.

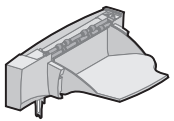
12 Rotate the envelope weight and lower it to the stack.

27x Paper Jam Check Bin x

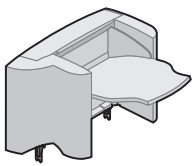
5-bin mailbox



Output expander



High-capacity output stacker



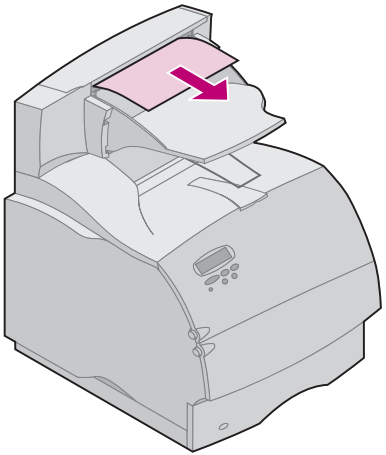
Jams in the following three areas result in a 27x attendance message. x represents the output option number where the jam has occurred. Paper jams in output options (output expander, high-capacity output stacker, or 5-bin mailbox) may be:

- At the exit to an output option tray (page 101)
- Between two output options in the pass through area (page 103)
- At the exit to an output option tray, but there is resistance (page 104)

To avoid tearing print materials, pull the jammed print material out gently and slowly.

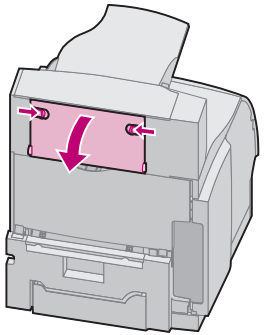
NOTE: To resolve the paper jam attendance messages, you must clear all paper from the paper path. If more than one paper jam occurs and you have more than one output option installed, it is best to start from the bottom output option and work your way up looking for paper jams. All paper must be cleared from the entire paper path of all output options even if only one paper jam occurs.

In an output option tray



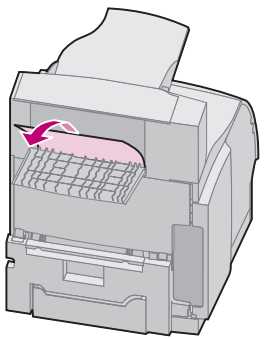
Paper jams as it exits to an output option tray and a long portion of the paper is visible.

1. Pull the paper straight out. If there is more than minimal resistance to the paper, and it does not give immediately when you pull, stop pulling. Continue with the next step.



2 Locate and push the output option rear door latches in toward the center. The rear door(s) opens and drops down.

NOTE: Open *both* rear doors if the jam occurs in a high-capacity output stacker.

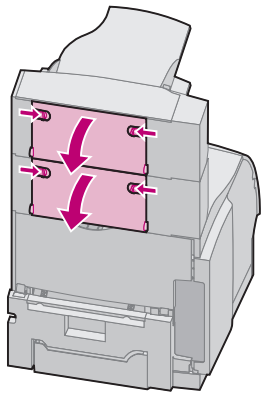


3 Loosen the paper if it is caught in the feeder rollers. Pull the paper straight out.

4 Close the output option rear door(s).

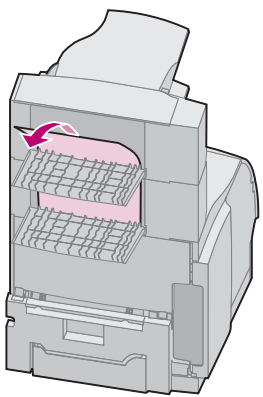
Between output options

You should be able to remove the paper jam from the output option indicated by the message; however, in this case you may need to open the rear door of another output option to remove the jam.



1 Open the output option rear door for the output option installed above it.
Locate and push the output option rear door latches in toward the center. The rear door(s) opens and drops down.

NOTE: If the jam occurs in a high-capacity output stacker, it may be necessary to open *both* of its rear doors.

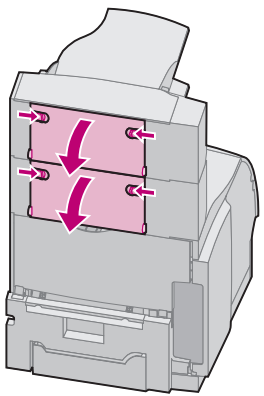


2 Pull the paper straight out from the output option that has more clearance space to access the jam.

While you have the output option rear doors open, check to see if you have jams as described in **"In an output option tray, but resistance" on page 104**.

3 Close all output option rear doors. Make sure all rear door latches are closed.

In an output option tray, but resistance

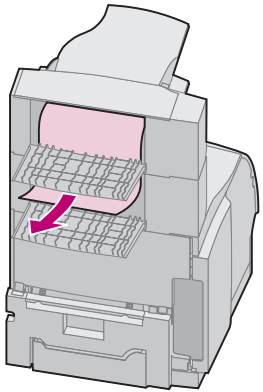


Paper jams as it exits to an output option tray and a short portion of the paper is visible.

Try to pull the paper from the front of the tray first, but if you are not successful, complete the following steps.

1. Locate the paper jam that is visible from an output option tray.
2. Open the output option rear door for the output option *and* the output option installed above it. Locate and push the output option rear door latches in toward the center. The rear doors open and drop down.

   NOTE: If the jam occurs in a high-capacity output stacker, it may be necessary to open *both* of its rear doors.



3 Pull the paper from the back area of the output option straight out toward you. Pull the paper from the output option with more clearance space.

4 Close all output option rear doors. Make sure all rear door latches are closed.

Using the Print and Hold Function

When sending a job to the printer, you can specify in the driver that you want the printer to hold the job in memory and not print it immediately. When you are ready to print the job, you must go to the printer and use the operator panel menus to identify which *held* job you want to print.

NOTE: *Print and Hold* functions require a minimum of 8MB available printer memory. We recommend a minimum of 16MB available printer memory and a hard disk.

You can use this function to:

- Request extra copies of a job at a later time.
- Delay printing a job.
- Verify one copy before printing additional copies.
- Print a confidential job when you are able to be at the printer to retrieve it .

For more information about each of the four types of held jobs, go to the page indicated below:

- **“Repeat print” on page 111**
- **“Reserve print” on page 111**
- **“Verify print” on page 112**
- **“Confidential jobs” on page 112**

Refer to the *Administrator’s Guide* for more detailed information.

Printing and deleting held jobs

Once held jobs are stored in printer memory, you can use the printer operator panel to specify what you want to do with one or more of the jobs. From the **Job Menu**, you can select either **Confidential Job** or **Held Jobs** (Repeat Print, Reserve Print, and Verify Print jobs). If you select **Confidential Job**, you must enter the personal identification number (PIN) you specified in the driver when you sent the job. See page 112 for more information.

From either the **Confidential Job** or the **Held Jobs** menu items, you have five choices:

- Print all jobs
- Print a job
- Delete all jobs
- Delete a job
- Print copies

WARNING: If you select **Delete All Jobs** from the **Held Jobs** menu item, you will delete all Repeat Print, Reserve Print, and Verify Print jobs stored in printer memory, whether they are jobs you sent to the printer or jobs others in your network group sent to the printer. Use caution when selecting this option.

Accessing held jobs from the operator panel

1 To access held jobs from the operator panel:

- If the printer is **Busy**, press **Menu>** to display the **JOB MENU**.
- If the printer is **Ready**, continue to step 2.

2 Press **Menu>** or **<Menu** until either **HELD JOBS** or **CONFIDENTIAL JOB** displays on the operator panel, depending on the type of job you want to access.

3 Press **Select**.

NOTE: If you are looking for a Confidential Job, you are prompted to enter your PIN. See "Confidential jobs" on page 112 for more information.

4 Press **Menu>** or **<Menu** until the action you want to take displays on the second line of the operator panel (print a job, delete a job, and so on).

5 Press **Select**.

- If you are looking for one particular job, press **Menu>** and **<Menu** to scroll through the list of jobs available, and press **Select** when the correct job is displayed. An asterisk (*) appears next to the job name indicating you have chosen to print or delete that job.
- If you are prompted to enter the number of copies you want to print, use the **Menu>** and **<Menu** buttons to increase or decrease the number on the operator panel, and press **Select**.

6 Press **Go** to print or delete specific jobs you have marked.

The printer briefly displays messages indicating what print and hold functions it is performing, and then returns to the **Ready** state.

Recognizing when format errors occur

If the ⚡ symbol displays on the operator panel, it indicates that the printer had trouble formatting one or more of the held jobs. These formatting problems are most commonly the result of insufficient printer memory or invalid data that might cause the printer to flush the job.

When a ⚡ symbol displays next to a held job, you can:

- Print the job. Be aware, however, that only part of the job may print.
- Delete the job. You may want to free up additional printer memory by scrolling through the list of held jobs and deleting others you have sent to the printer.

If formatting errors are a recurring problem with held jobs, it may indicate that you require more printer memory.

Repeat print

If you send a Repeat Print job, the printer 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.

NOTE: Repeat Print jobs are automatically deleted from printer memory when the printer requires extra memory to process additional held jobs.

Reserve print

If you send a Reserve Print job, the printer stores the job in memory so you can print the job later. The job is held in memory until you delete it from the Held Jobs menu. Reserve Print jobs may be deleted if the printer requires extra memory to process additional held jobs.

See "Printing and deleting held jobs" on page 107 for information on printing and deleting Reserve Print jobs.

Verify print

If you send a Verify Print job, the printer prints one copy and holds the remaining copies you requested from the driver in printer 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" on page 107 if you need help printing the additional copies stored in memory.

NOTE: Once all copies are printed, the Verify Print job is deleted from printer memory.

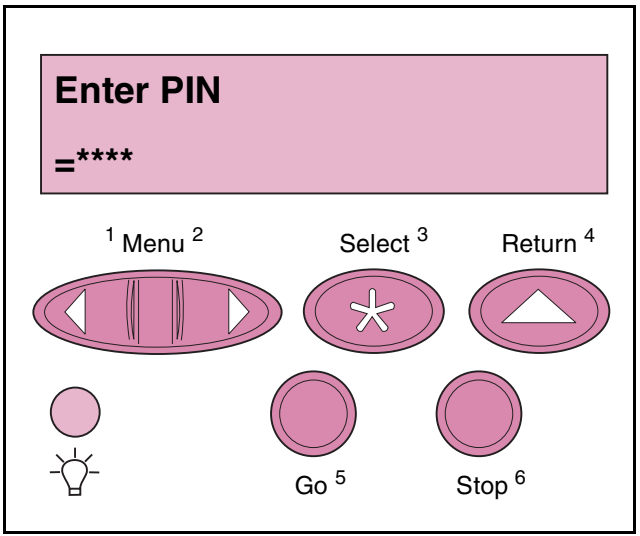
Confidential jobs

When you send a job to the printer, 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 printer memory until you enter the same four-digit PIN from the printer operator panel and choose to print or delete the job. This ensures that the job does not print until you are there to retrieve it, and no one else using the printer can print the job.

When you select Confidential Job from the Job Menu, the following prompt displays:

Enter PIN:
=____

Use the buttons on the operator panel to enter the four-digit PIN associated with your confidential job. The numbers next to the button names identify which button to press for each digit (1–6). As you enter the PIN, asterisks display on the operator panel to ensure confidentiality.



If you enter an invalid PIN, the message **No Jobs Found. Retry?** displays. Press **Go** to reenter the PIN, or press **Stop** to exit the Confidential Job menu.

When you enter a valid PIN, you have access to all print jobs matching the PIN you entered. The print jobs matching the PIN you entered display on the operator panel when you enter the **Print All Jobs**, **PRINT A JOB**, **Delete All Jobs**, **DELETE A JOB**, and **PRINT COPIES** menu items. You can then choose to print or delete jobs matching the PIN you entered. (See “Printing and deleting held jobs” on page 107 for more information.) After printing the job, the printer deletes the confidential job from memory.

Solving Printer Problems

When your printer has a problem, first make sure that:

- The printer power cord is plugged into the printer and a properly grounded electrical outlet.
- The printer 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.
- You try turning the printer off, then wait for about 10 seconds, and turn the printer on. This often fixes the problem.
- Your printer driver settings are correct.

For all other printer problems, refer to the *Administrator's Guide* or contact your administrator.

Printer Notices

Safety

Safety information is documented in the *Setup Guide* that came with your printer.

Electronic Emission Notices

With a Network Cable Installed

Federal Communications Commission (FCC) Compliance Information Statement

The Lexmark Optra T laser printer, Type 4069, 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. 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 d'Industrie 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 and 73/23/EEC 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.

A declaration of conformity with the requirements of the Directive 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.

WARNING: When a print server is installed, 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.

Without a Network Cable Installed

Federal Communications Commission (FCC) Compliance Information Statement

The Lexmark Optra T laser printer, Type 4069, has been tested and found to comply with the limits for a Class B 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 B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

NOTE: 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 B computing device, use a properly shielded and grounded cable such as Lexmark part number 1329605. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Any questions regarding this compliance information statement should be directed to:

Director of Lab Operations
Lexmark International, Inc.
740 West New Circle Road
Lexington, KY 40550
(606) 232-3000

Industry Canada Compliance Statement

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

Avis de conformité aux normes d'Industrie Canada

Cet appareil numérique de la classe B 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 and 73/23/EEC 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.

A declaration of conformity with the requirements of the Directive has been signed by the Director of Manufacturing and Technical Support, Lexmark International, S.A., Boigny, France. This product satisfies the Class B limits of EN 55022 and safety requirements of EN 60950.

The United Kingdom Telecommunications Act 1984

This apparatus is approved under the approval number NS/G/1234/J/100003 for the indirect connections to the public telecommunications systems in the United Kingdom.

Product Noise Levels

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

	1-Meter Average Sound Pressure, dB(A)		Sound Power, bels(A)	
	Operating	Standby	Operating	Standby
Optra T616(n)	53	30	6.8	4.5
Optra T614(n)	51	30	6.5	4.5
Optra T612(n)	48	29	6.3	4.4
Optra T610(n)	47	29	6.2	4.4

Energy Star

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

Companies participating in this program introduce personal computers, printers, monitors, or fax machines 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 Notice

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

Class I laser products are not considered to be hazardous. The printer contains internally a Class 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 printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

Edition Notice

First Edition (June 1999)

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