Quick Reference

Print

Printing from a computer

Note: For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.

1 From the document that you are trying to print, open the Print dialog.

2 If necessary, adjust the settings.

3 Print the document.

Printing from a mobile device

Printing from a mobile device using Mopria Print Service

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

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

1 From your Android mobile device, launch a compatible application or select a document from your file manager.

2 Tap ⋮ > **Print**.

3 Select a printer, and then adjust the settings, if necessary.

4 Tap 🖶.

Printing from a mobile device using AirPrint

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

Notes:

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

1 From your mobile device, select a document from your file manager or launch a compatible application.

2 Tap ⬆ > **Print**.

3 Select a printer, and then adjust the settings, if necessary.

4 Print the document.

Printing from a mobile device using Wi-Fi Direct®

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

Note: Make sure that the mobile device is connected to the printer wireless network. For more information, see "Connecting a mobile device to the printer" on page 6.

1 From your mobile device, launch a compatible application or select a document from your file manager.

2 Depending on your mobile device, do one of the following:

- Tap ⋮ > **Print**.
- Tap ⬆ > **Print**.
- Tap ▪▪▪ > **Print**.

3 Select a printer, and then adjust the settings, if necessary.

4 Print the document.

Printing confidential and other held jobs

For Windows users

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

2 Select a printer, and then click **Properties**, **Preferences**, **Options**, or **Setup**.

3 Click **Print and Hold**.

4 Select **Use Print and Hold**, and then assign a user name.

5 Select the print job type (Confidential, Repeat, Reserve, or Verify).

If you select **Confidential**, then secure the print job with a personal identification number (PIN).

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

7 From the printer home screen, release the print job.

- For confidential print jobs, touch **Held jobs** > select your user name > **Confidential** > enter the PIN > select the print job > configure the settings > **Print**.
- For other print jobs, touch **Held jobs** > select your user name > select the print job > configure the settings > **Print**.

For Macintosh users

Using AirPrint

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

2 Select a printer, and then from the drop-down menu following the Orientation menu, choose **PIN Printing**.

3 Enable **Print with PIN**, and then enter a four-digit PIN.

4 Click **Print**.

5 From the printer home screen, release the print job. Touch **Held jobs** > select your computer name > **Confidential** > enter the PIN > select the print job > **Print**.

Using the print driver

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

2 Select a printer, and then from the drop-down menu following the Orientation menu, choose **Print and Hold**.

3 Choose **Confidential Print**, and then enter a four-digit PIN.

4 Click **Print**.

5 From the printer home screen, release the print job. Touch **Held jobs** > select your computer name > **Confidential** > select the print job > enter the PIN > **Print**.
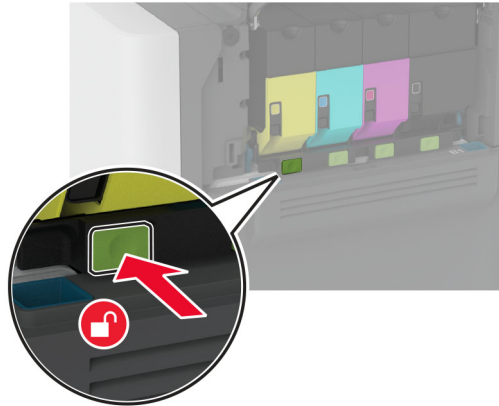
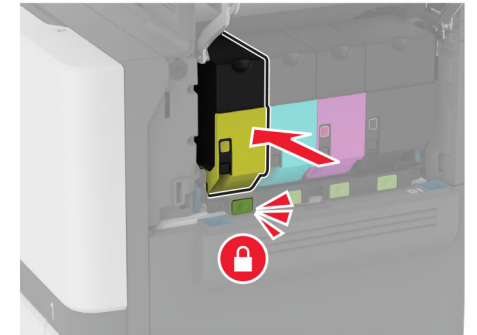# Maintain the printer

Replacing a toner cartridge

1 Open door B.
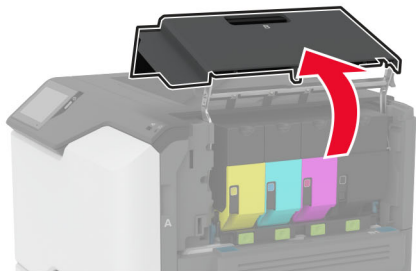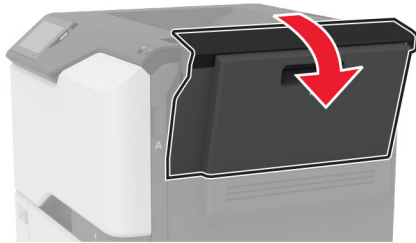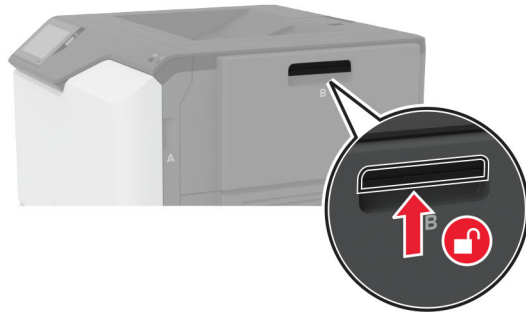
2 Remove the used toner cartridge.

3 Unpack the new toner cartridge.

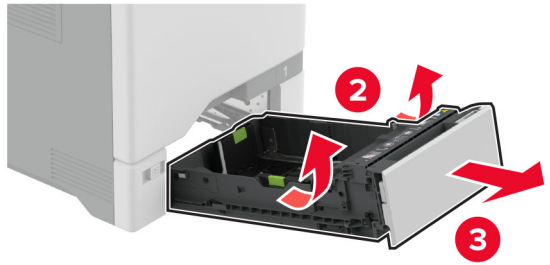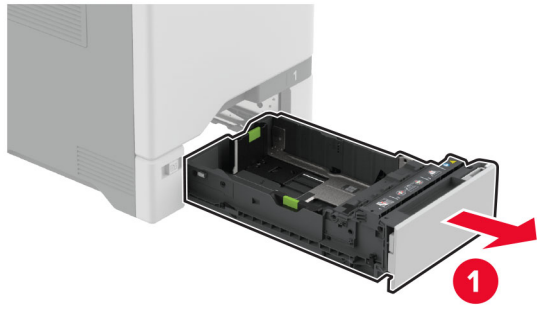**4** Insert the new toner cartridge.

5 Close door B.

Loading trays

⚠ **CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.
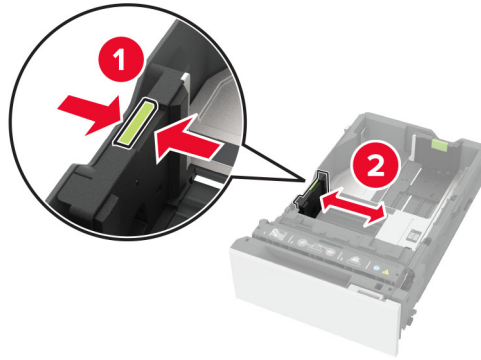
1 Remove the tray.

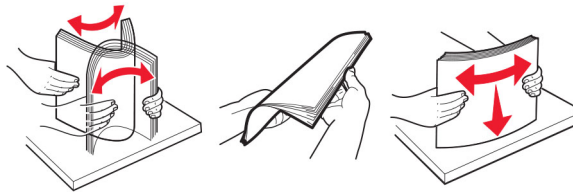**Note:** To avoid jams, do not remove trays while the printer is busy.

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

**Note:** Use the indicators on the bottom of the tray to position the guides.

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

4 Load the paper stack with the printable side faceup.
- For one-sided printing, load letterhead faceup with the header toward the front of the tray.
- For two-sided printing, load letterhead facedown with the header toward the back of the tray.
- Do not slide paper into the tray.

- For plain paper, make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.
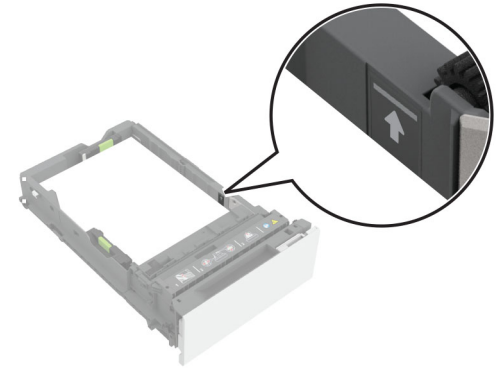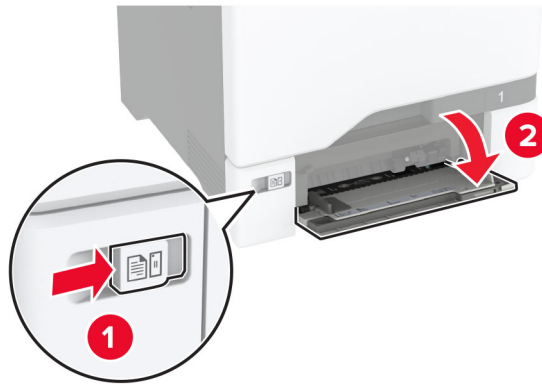
- For envelopes and other specialty media, make sure that the stack height is below the dashed line. Overfilling may cause paper jams.
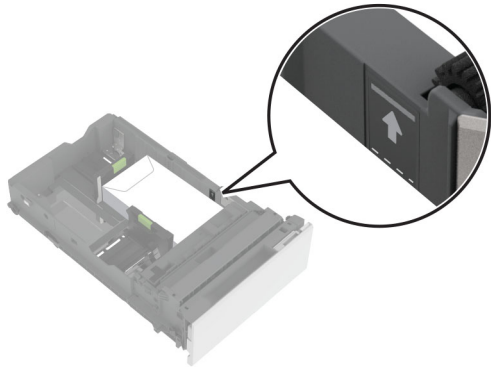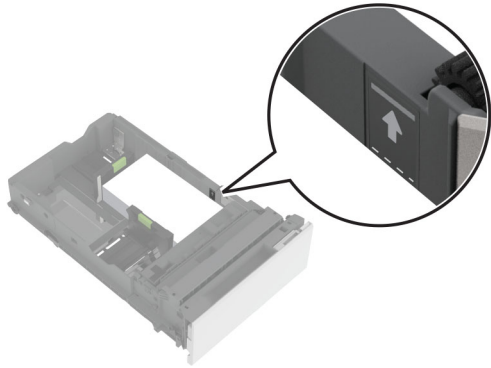
5 Insert the tray.

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

Loading the multipurpose feeder

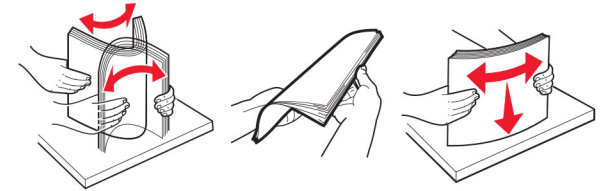**1** Open the multipurpose feeder.

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

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

4 Load the paper.
- Load paper and card stock with the printable side facedown and the top edge entering the printer first.

- Load envelope with the flap side up and against the right side of the paper guide. Load European envelopes with the flap entering the printer first.

Warning—Potential Damage: Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

Note: To avoid paper pick problems, make sure that the leading edge of the paper or specialty media is properly aligned with the separator dam.
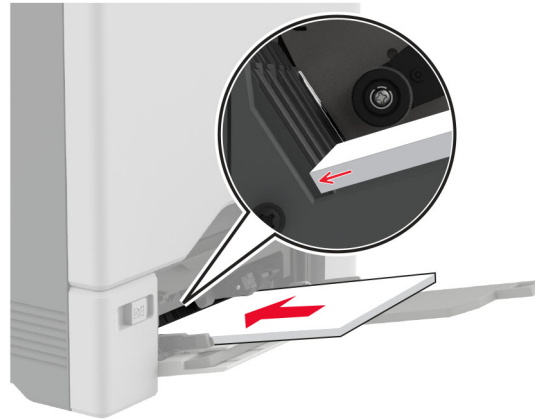
5 From the Paper menu in the control panel, set the paper size and type to match the paper loaded in the multipurpose feeder.

Setting the size and type of the specialty media

The trays automatically detect the size of plain paper. For specialty media like labels, card stock, or envelopes, do the following:

1 From the home screen, touch **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type** > select a paper source.

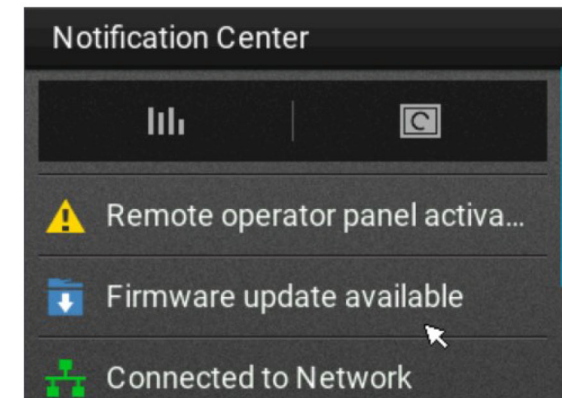**2** Set the size and type of the specialty media.

Updating firmware

Updating the firmware using the control panel

Using the notification center

This method is applicable only in some printer models.

1 From the control panel, navigate to the notification center, and then select **Firmware update available**.

2 Select **Install now**.

The printer reboots automatically after the update.

Using the Settings menu

1 From the control panel, navigate to **Settings** > **Device** > **Update Firmware**.

2 Depending on your printer model, select **Check for updates** or **Check for updates now**.

3 If a new update is available, then select **Install now**.

The printer reboots automatically after the update.

Updating the firmware using the Embedded Web Server

Before you begin, make sure that:

• You have downloaded the latest printer firmware from **https://support.lexmark.com** and saved it to your flash drive or computer.

  Note: To deploy the printer firmware, extract the .fls firmware file from the ZIP package.

• You are not using a special code on your printer to avoid losing this functionality.

Warning—Potential Damage: Make sure that all printers receiving firmware updates are turned on during the entire firmware update process. Turning off a printer during a firmware update can severely damage it.

If the printer is connected to the network when checking for updates, then downloading the firmware is not required.

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

  Notes:

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

  • If you are using a proxy server, then temporarily disable it to load the web page correctly.

2 Click **Device**.

3 Scroll down, and then click **Update Firmware**.

4 Depending on your printer model, click **Check for updates** or **Check for updates now**.

  If a new update is available, then click **I agree, start update**.

The printer reboots automatically after the update.

Configuring Wi-Fi Direct

Wi-Fi Direct® allows wireless devices to connect directly to a Wi-Fi Direct-enabled printer without using an access point (wireless router).

Before you begin, make sure that:

• A wireless module is installed on your printer.

• Active Adapter is set to Auto. From the home screen, touch **Settings** > **Network/Ports** > **Network Overview** > **Active Adapter**.

1 From the home screen, touch **Settings** > **Network/Ports** > **Wi-Fi Direct**.

2 Configure the settings.

  • **Enable Wi-Fi Direct**—Enables the printer to broadcast its own Wi-Fi Direct network.

  • **Wi-Fi Direct Name**—Assigns a name for the Wi-Fi Direct network.

  • **Wi-Fi Direct Password**—Assigns the password for negotiating the wireless security when using the peer-to-peer connection.

  • **Show Password on Setup Page**—Shows the password on the Network Setup Page.

  • **Auto-Accept Push Button Requests**—Lets the printer accept connection requests automatically.

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

Notes:

• By default, the Wi-Fi Direct network password is not visible on the printer display. To show the password, enable the password peek icon. From the home screen, touch **Settings** > **Security** > **Miscellaneous** > **Enable Password/PIN Reveal**.

• You can see the password of the Wi-Fi Direct network without showing it on the printer display. From the home screen, touch **Settings** > **Reports** > **Network** > **Network Setup Page**.

Connecting a mobile device to the printer

Before connecting your mobile device, make sure that Wi-Fi Direct has been configured. For more information, see .

Connecting using Wi-Fi Direct

Note: These instructions apply only to Android mobile devices.

1 From the mobile device, go to the settings menu.

2 Enable **Wi-Fi**, and then tap **Wi-Fi Direct**.

3 Select the printer Wi-Fi Direct name.

4 Confirm the connection on the printer control panel.

Connecting using Wi-Fi

1 From the mobile device, go to the settings menu.

2 Tap **Wi-Fi**, and then select the printer Wi-Fi Direct name.

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

3 Enter the Wi-Fi Direct password.

Connecting the printer to a Wi-Fi network

Before you begin, make sure that:

• A wireless module is installed in your printer.

• Active Adapter is set to Auto. From the home screen, touch **Settings** > **Network/Ports** > **Network Overview** > **Active Adapter**.

1 From the home screen, touch **Settings** > **Network/Ports** > **Wireless** > **Setup On Printer Panel** > **Choose Network**.

2 Select a Wi-Fi network, and then type the network password.

  Note: For printers that are Wi-Fi-network-ready, a prompt to set up the Wi-Fi network appears during initial setup.

Clearing jams

Avoiding jams

Load paper properly

• Make sure that the paper lies flat in the tray.

| Correct loading of paper	Incorrect loading of paper
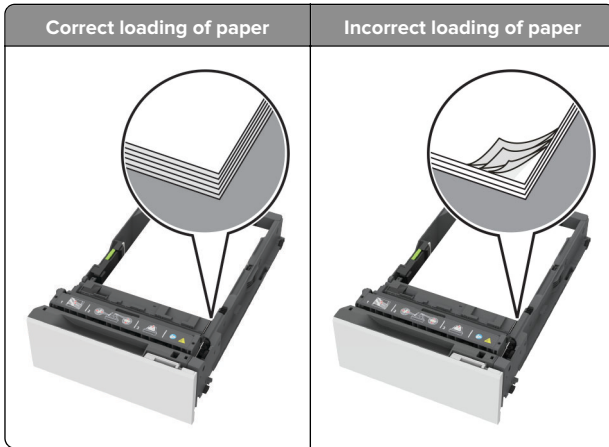
- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.
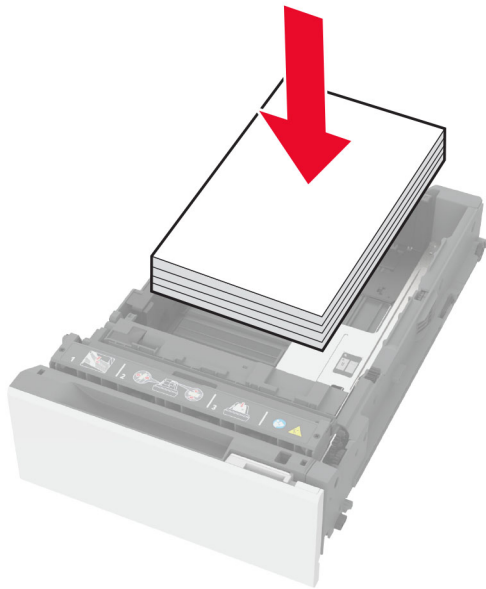
- Make sure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.
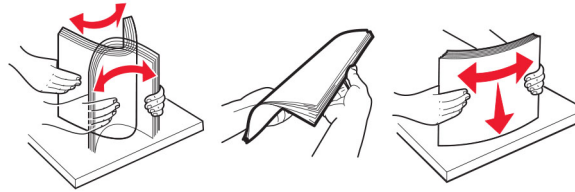
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

Identifying jam locations

Notes:

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

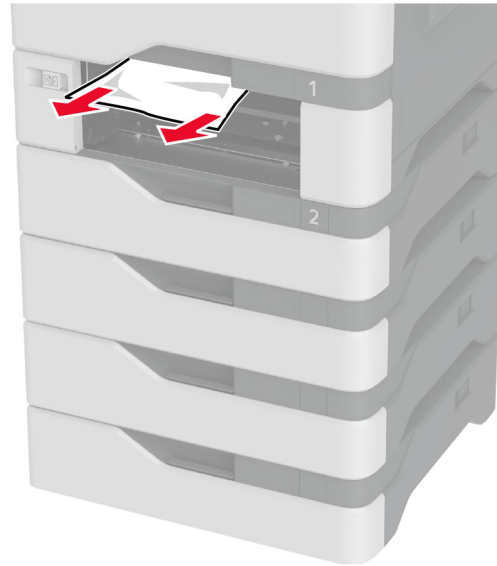|	Jam locations
1	Standard bin
2	Door A
3	Trays
4	Multipurpose feeder

Paper jam in trays

1 Remove the tray.
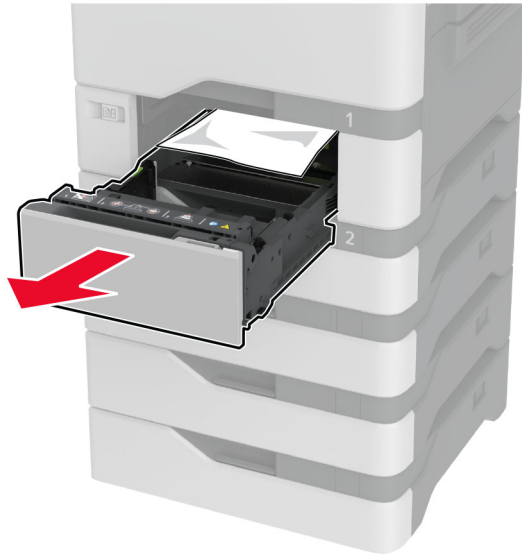
Warning—Potential Damage: A sensor inside the optional tray is easily damaged by static electricity. Touch a metal surface before removing the jammed paper in the tray.

2 Remove the jammed paper.

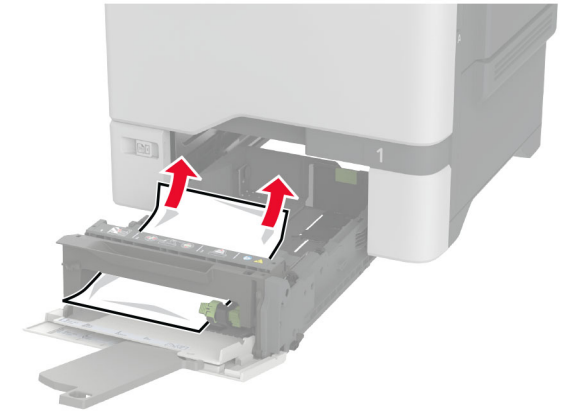**Note:** Make sure that all paper fragments are removed.

3 Insert the tray.

Paper jam in the multipurpose feeder

1 Remove paper from the multipurpose feeder.

2 Pull out the tray.

3 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

4 Insert the tray.

Paper jam in the standard bin

Remove the jammed paper.

Note: Make sure that all paper fragments are removed.
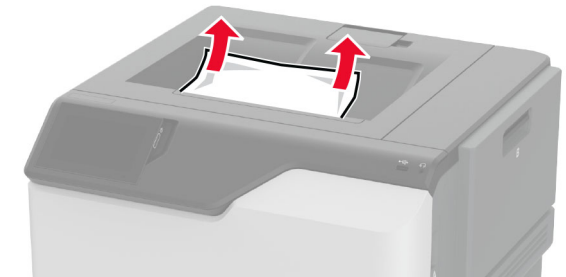
Paper jam in door A

Paper jam in the fuser area

1 Open door A.

⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
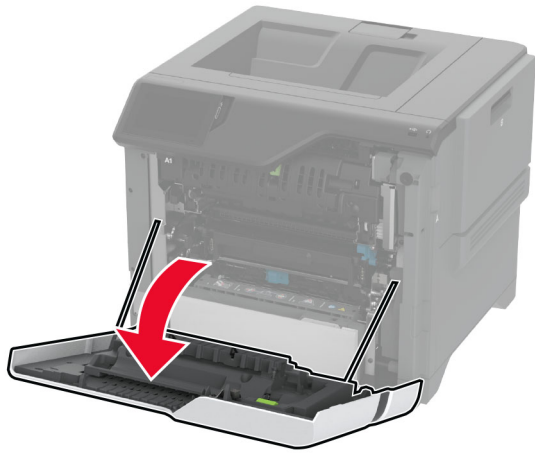
2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.
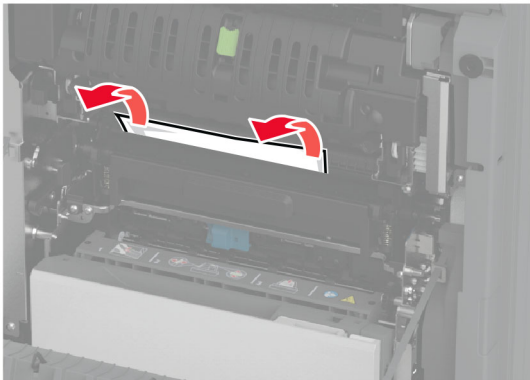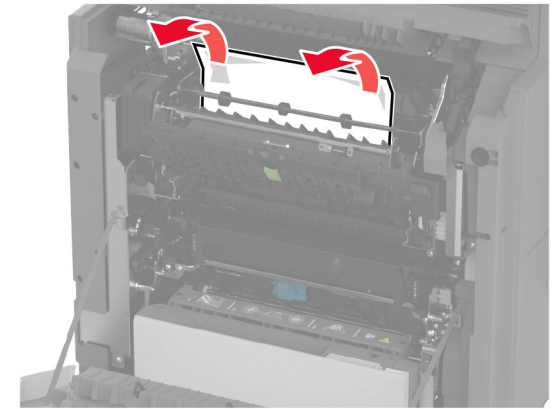

3 Open door A1.
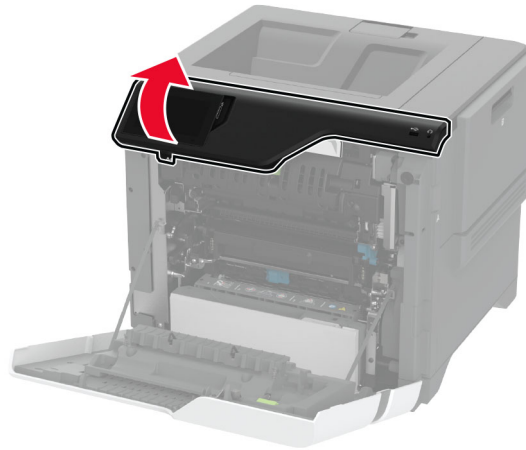
4 Open the fuser access door.
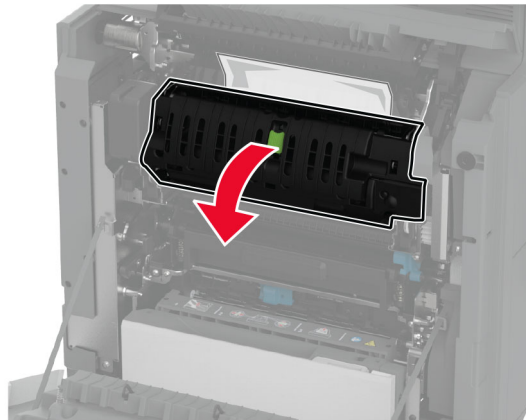
5 Remove the jammed paper.

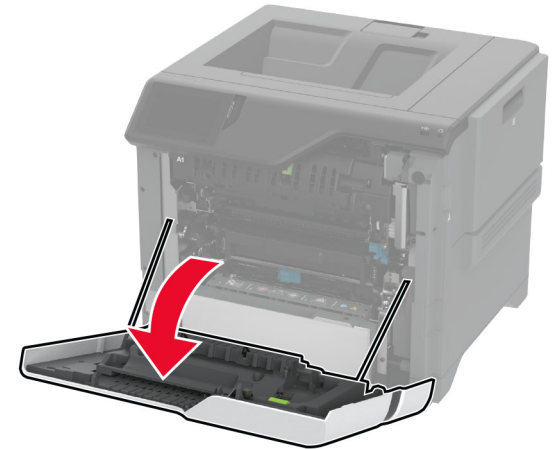**Note:** Make sure that all paper fragments are removed.

6 Close and latch the fuser access door.

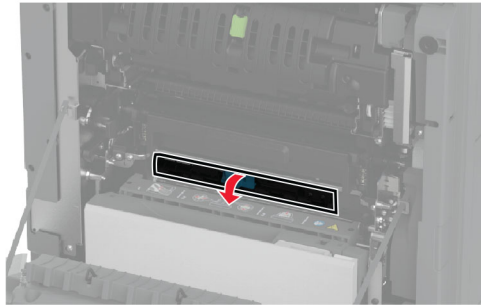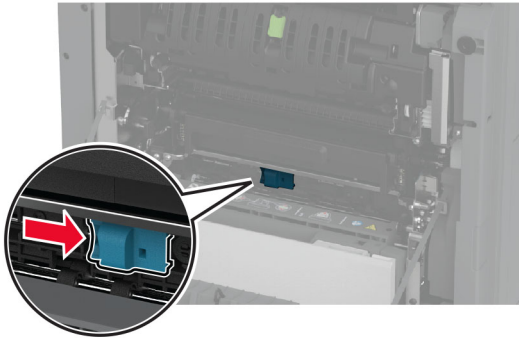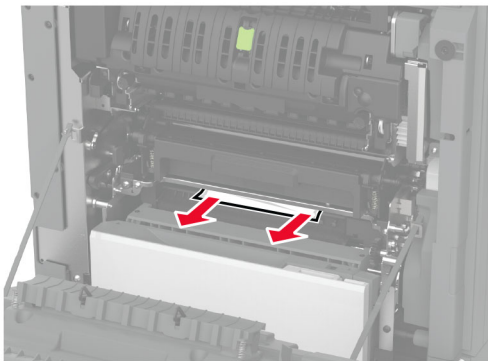**7** Close door A1, and then close door A.

Paper jam behind door A

1 Open door A.

> **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

2 Open the isolation unit door.

3 Remove the jammed paper.

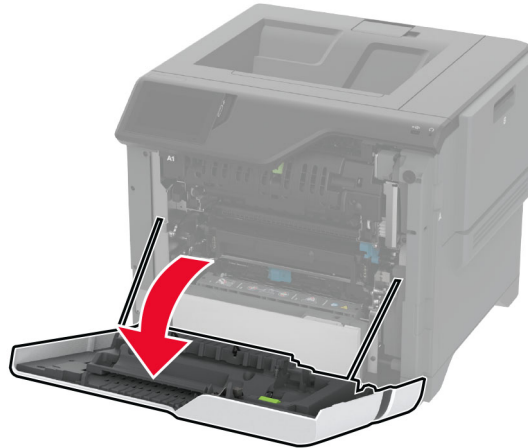**Note:** Make sure that all paper fragments are removed.

4 Close and latch the isolation unit door.
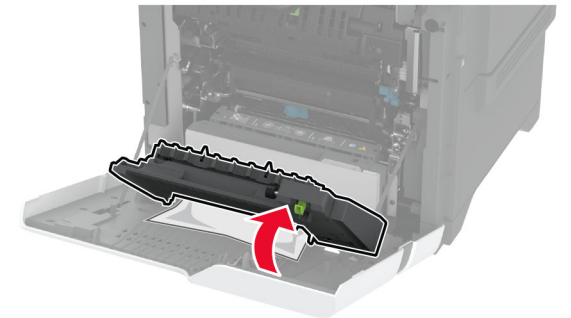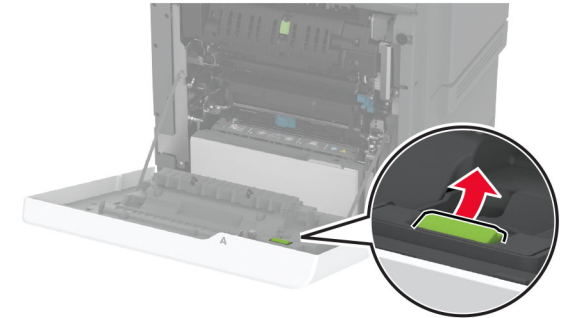
5 Close door A.

Paper jam in the duplex area

1 Open door A.

> ⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
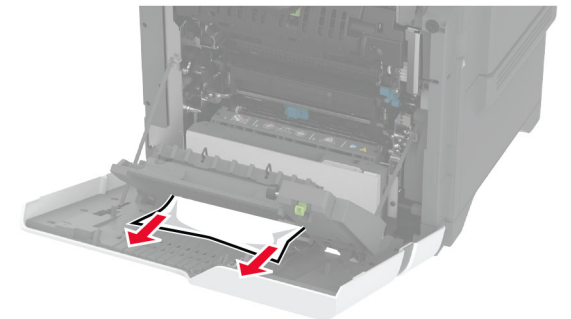

2 Open the duplex cover.

3 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

4 Close the duplex cover, and then close door A.