Lexmark User Guide

MX711de

How to Copy?

1. To use copy function

- load paper face up on ADF or paper face down on Flatbed.
- touch "Copy" icon on the touch panel.
- press keypad to set number of copies.
- press start button or "Copy It" to start copying.
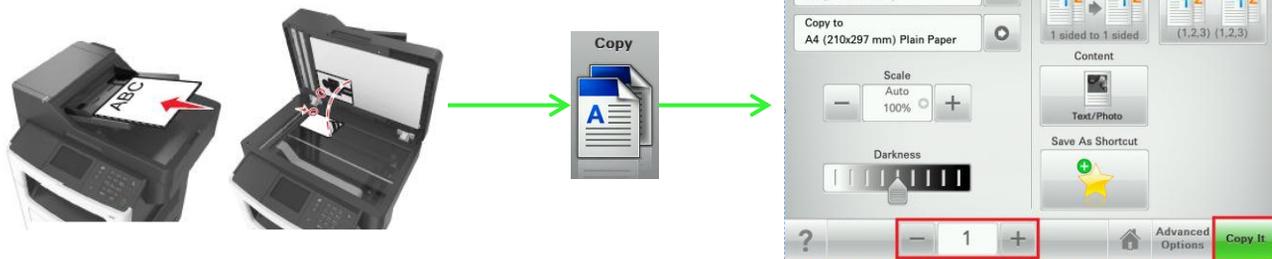
- to change paper sizes
   - touch "Copy from" for original size of document and touch "Copy to" for the paper source.
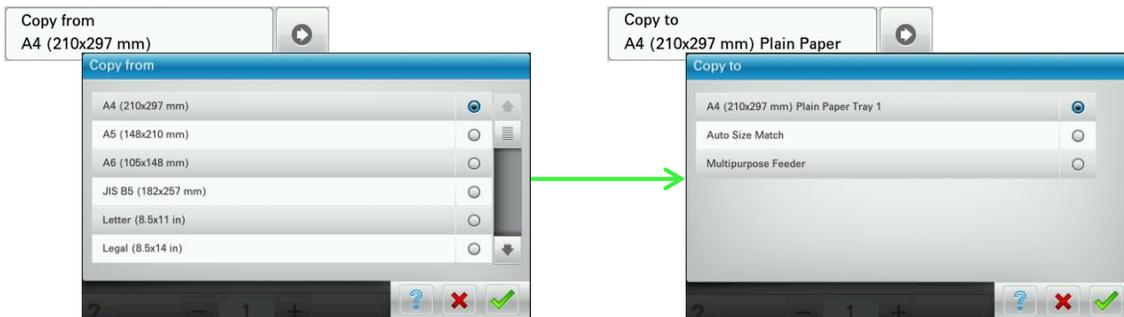
- to copy duplex
    - touch "Sides (Duplex)" to change the settings.
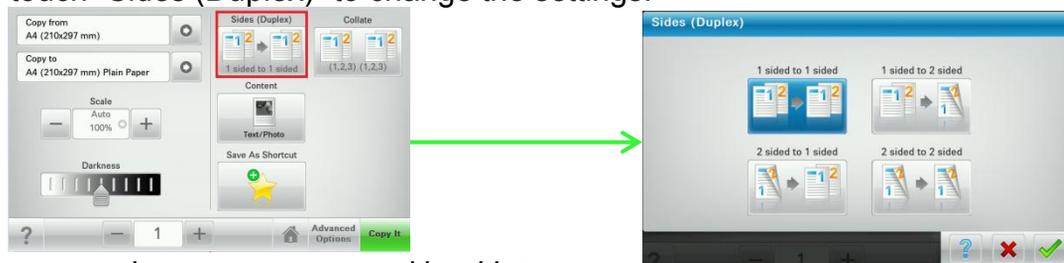
- to use overlay, paper saver and booklet
    - touch "Advanced Options"

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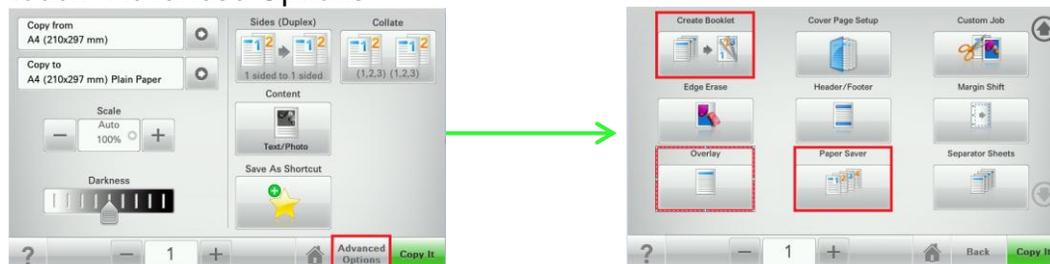
How to load paper on tray?

Note: Proper loading of paper on tray can prevent the occurrence of paper jam.
   Letterhead on tray, face down top edge in front.
   Letterhead on MP feeder, face up top edge in

1. To load paper on tray 1
    - lift the tray slightly, and then pull it out completely
    - squeeze and slide the width and length guide tab to the correct position for the size of the paper.
    - flex the sheets back and forth to loosen them
   - load the paper stack.
    - insert the tray.
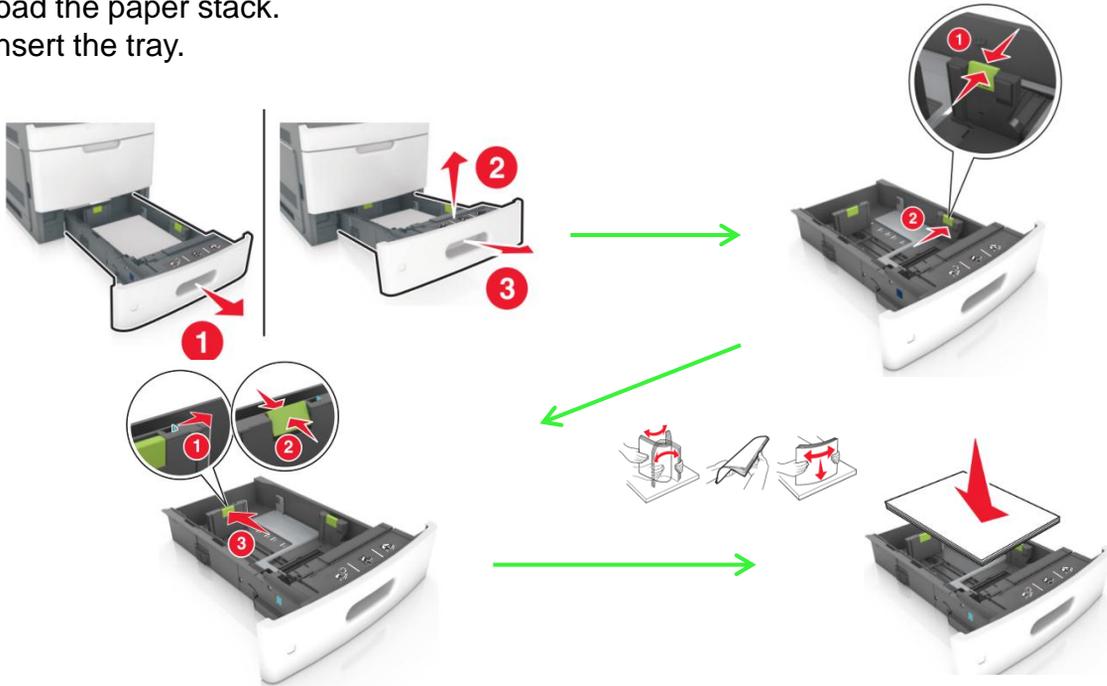
2. To load paper on MP feeder
    - open mp feeder tray
    - adjust paper guide
    - flex paper and load on MP feeder

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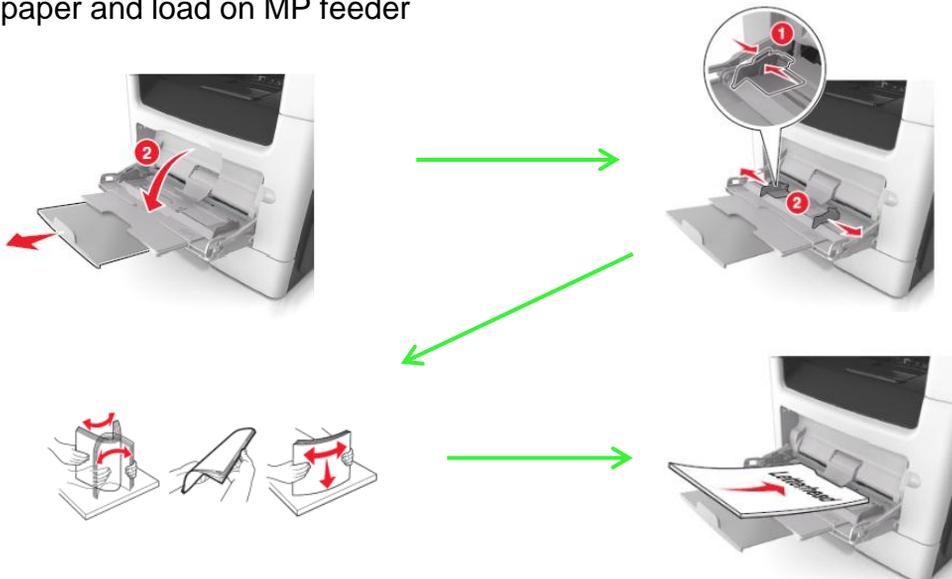
How to replace supplies?

Note: For toner, wait for the printer to prompt "Replace toner cartridge" before replacement.
For imaging unit, wait for the printer to prompt "Replace imaging unit" or replace this for dirty printout issues.

1. To replace toner cartridge

- open front door by pressing the button at the middle under the touch panel
- pull the cartridge out using the handle.
- insert the new cartridge by aligning the side rails of the cartridge with the arrows.
- close front door.
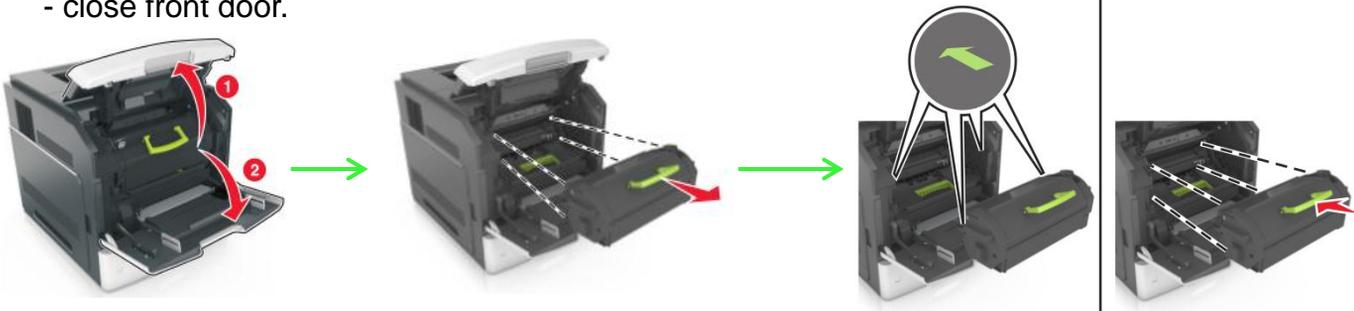
2. To replace the imaging unit

- open front door by pressing the button at the middle under the touch panel.
- pull the cartridge out using the handle.
- lift the green handle and pull the imaging unit out of the printer.
- do not touch the shiny blue photoconductor drum under the imaging unit.
- insert the new imaging unit by aligning the side rails of the imaging unit with the arrows.
- close front door

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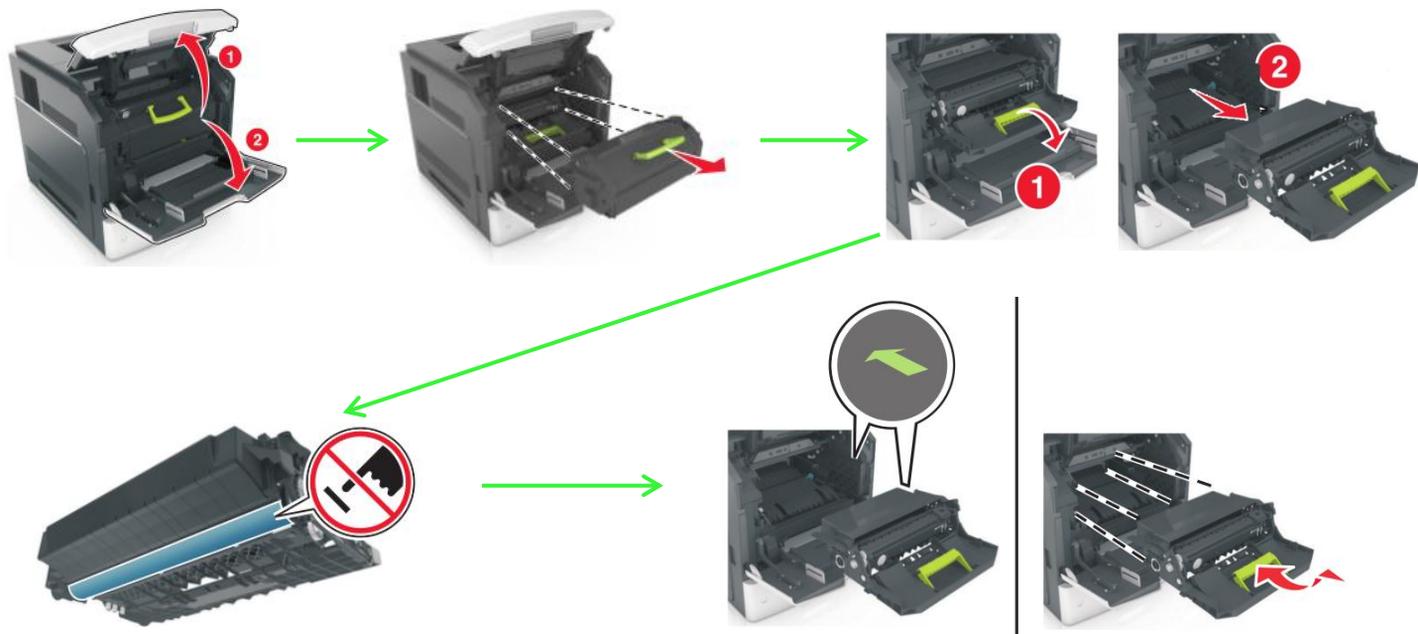
How to remove paper jam?

1. Paper jam in cartridge

   - open front door and remove toner and imaging unit (See supplies guide in page 6)
   - lift the green flap in front
   - firmly grasp the jammed paper on each side, and then gently pull it out
   - reinstall the toner and imaging unit and close front door (See supplies guide)
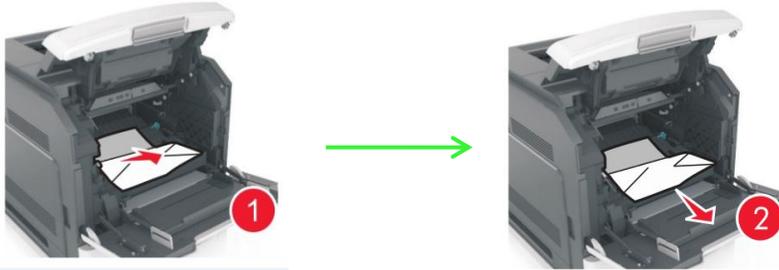
2. Paper jam in rear door

   - open the front door to loosen the jammed paper in the rear door
   - gently pull down the rear door
   - firmly grasp the jammed paper on each side, and then gently pull it out
   - close rear door
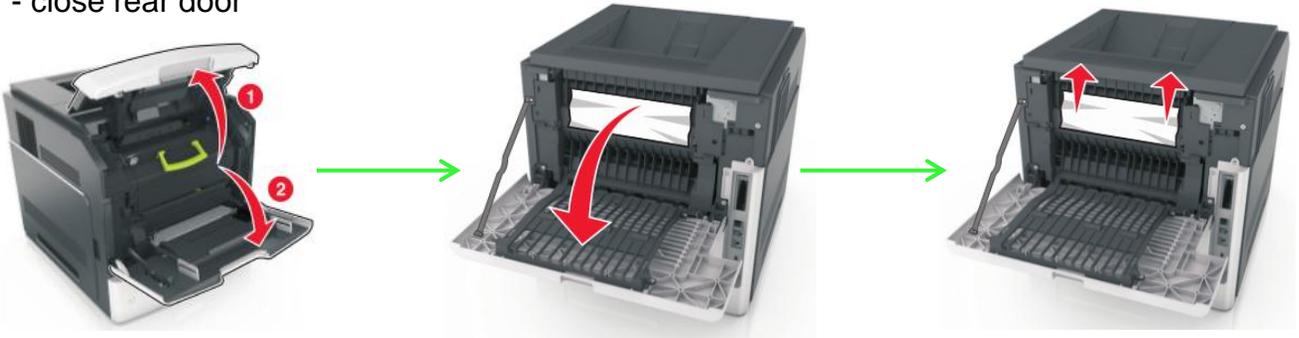
3. Paper jam in duplex

   - lift the tray slightly, and then pull it out completely
   - push down the blue flap to locate paper jam.
   - firmly grasp the jammed paper on each side, and then gently pull it out
   - insert the tray

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