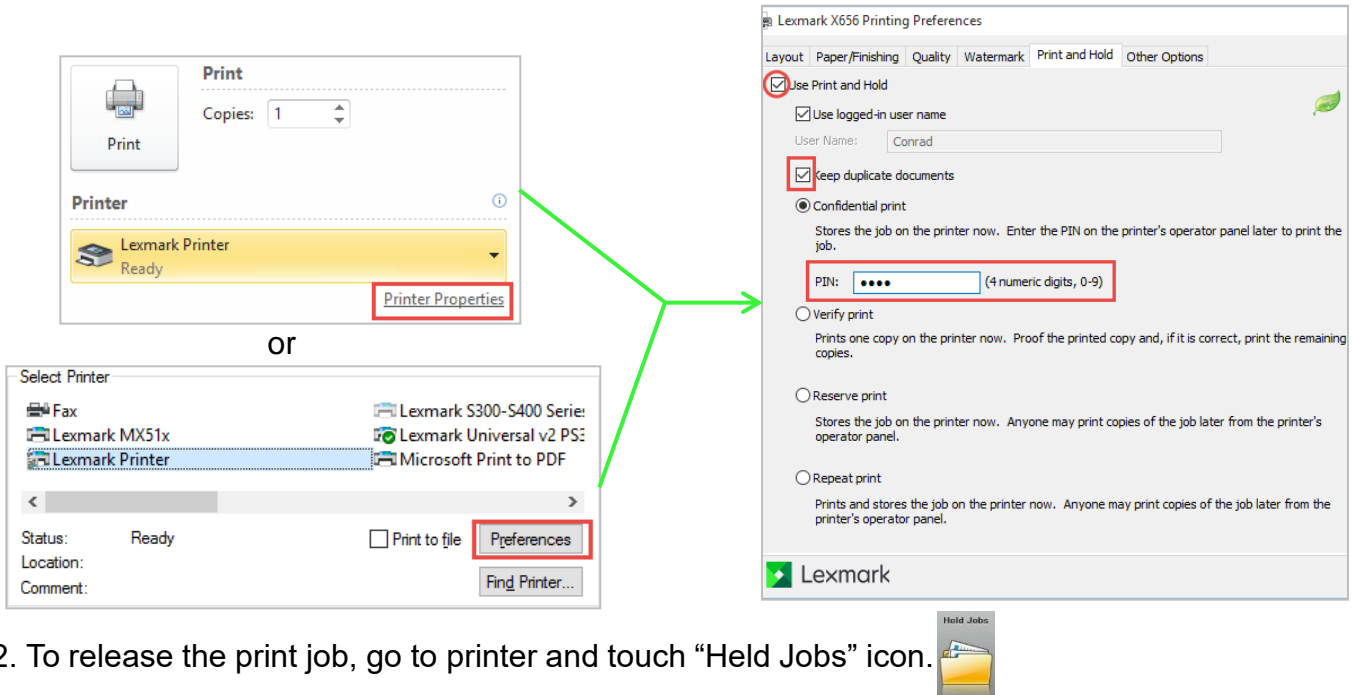# Lexmark User Guide

X86x

Lexmark

How to secure print?

Note: Make sure that the print driver installed on the computer is "Universal Driver" to prevent future errors.
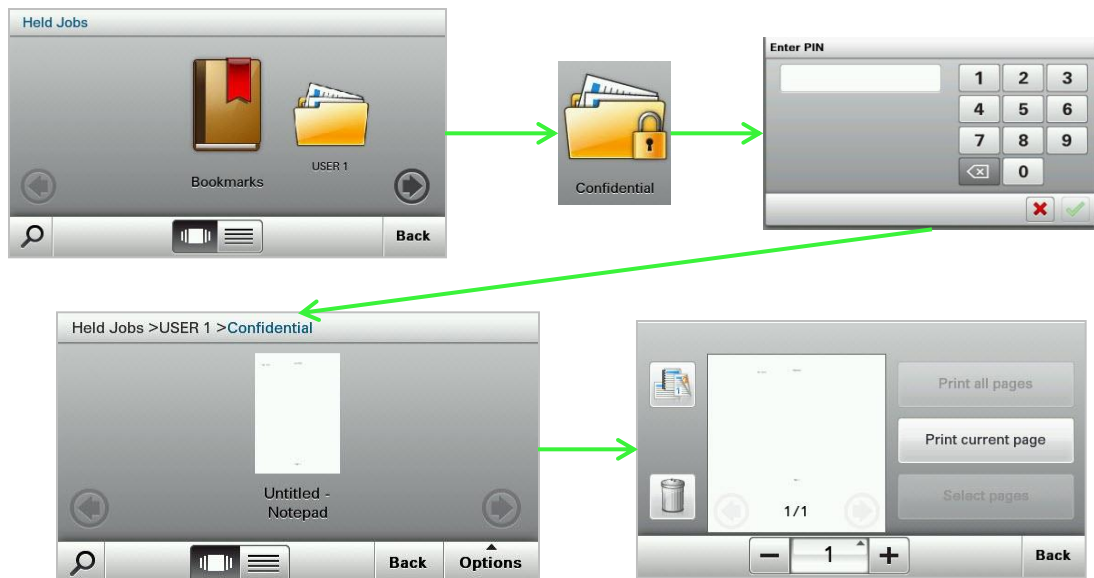
1. In a document, select print, and new window will open.

    - In the opened window, click "Printer Properties" or "Preferences".
    - In the preferences, click "Print and Hold" tab and checkbox of
          "Use Print and Hold" and "Keep duplicate documents".
    - Input your PIN under confidential print and click "OK"

2. To release the print job, go to printer and touch "Held Jobs" icon.

    - in the held jobs, select your username, select Confidential, and enter your pin.
    - select the document and touch print all pages or current page.
    - for multiple files, touch "Options" and touch "Printer Icon" to print
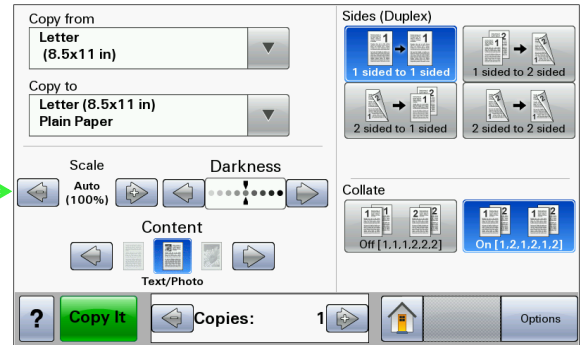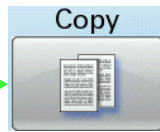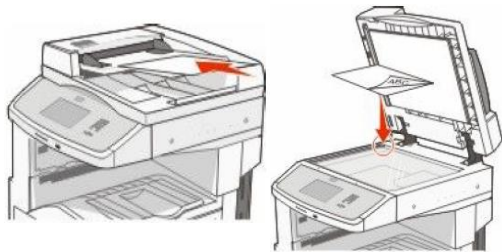
Lexmark™

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How to Copy?
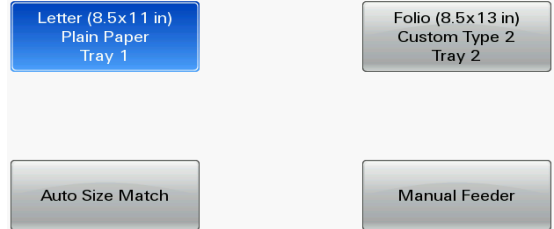
Note: Printers have a default copy settings that is most likely configured to the size commonly used so that changing settings is not necessary.
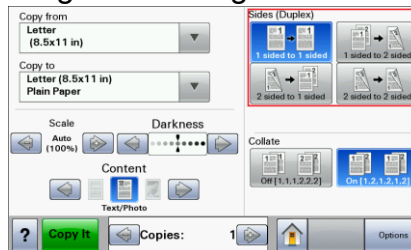
1. To use copy function

   - 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.
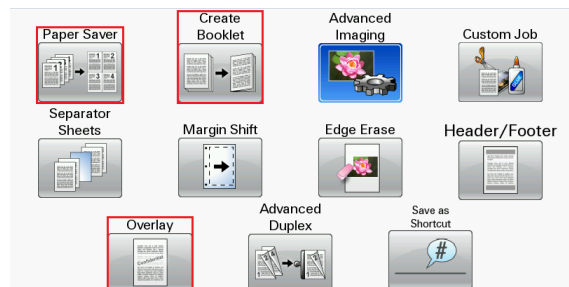   - press start button or "Copy It" to start copying.

   - 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
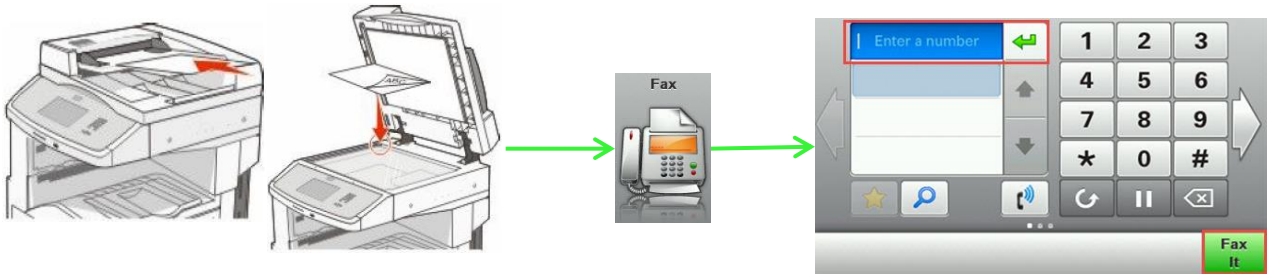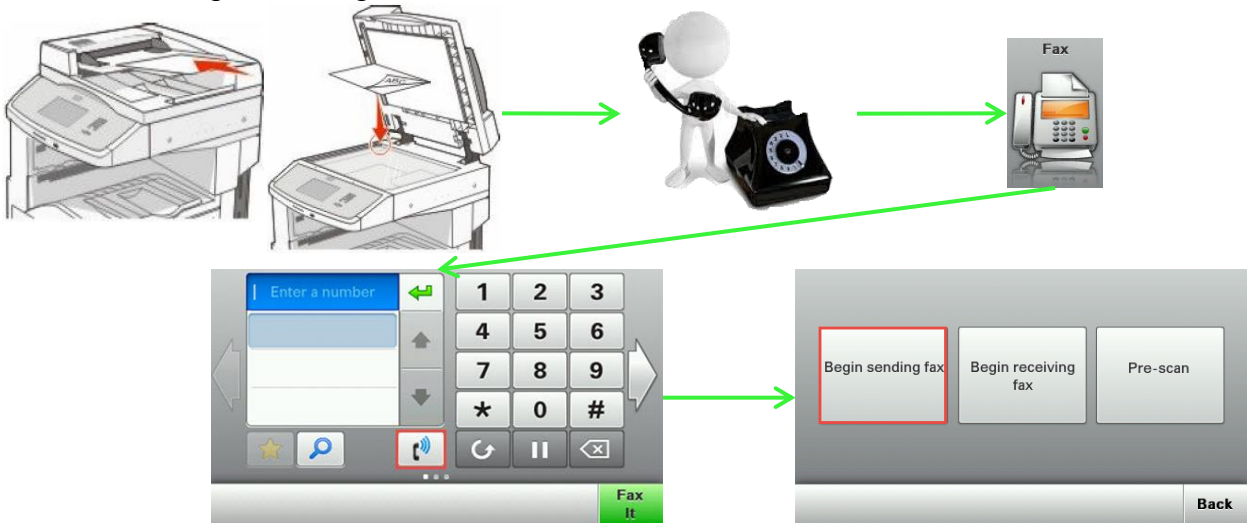   - touch "Options"

How to Fax?

1. To use fax
   - load paper face up on ADF or paper face down on Flatbed.
   - touch "Fax" icon on touch panel.
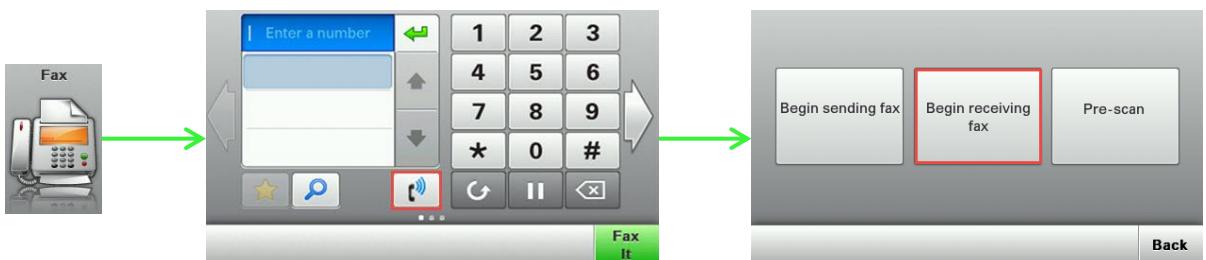   - enter the fax number of the recipient and touch "Fax It"

2. To fax to recipients asking for fax tone
   - load paper face up on ADF or paper face down on Flatbed.
   - use extension telephone to call the recipient to ask for fax tone
   - once fax tone is received, touch "Fax" icon on the touch panel
   - on the fax function, touch "Manual Fax" icon.
   - touch begin sending fax.

3. To give fax tone to the sender
   - touch "Fax" icon on the touch panel
   - touch manual fax icon and press "Begin receiving fax"

Lexmark

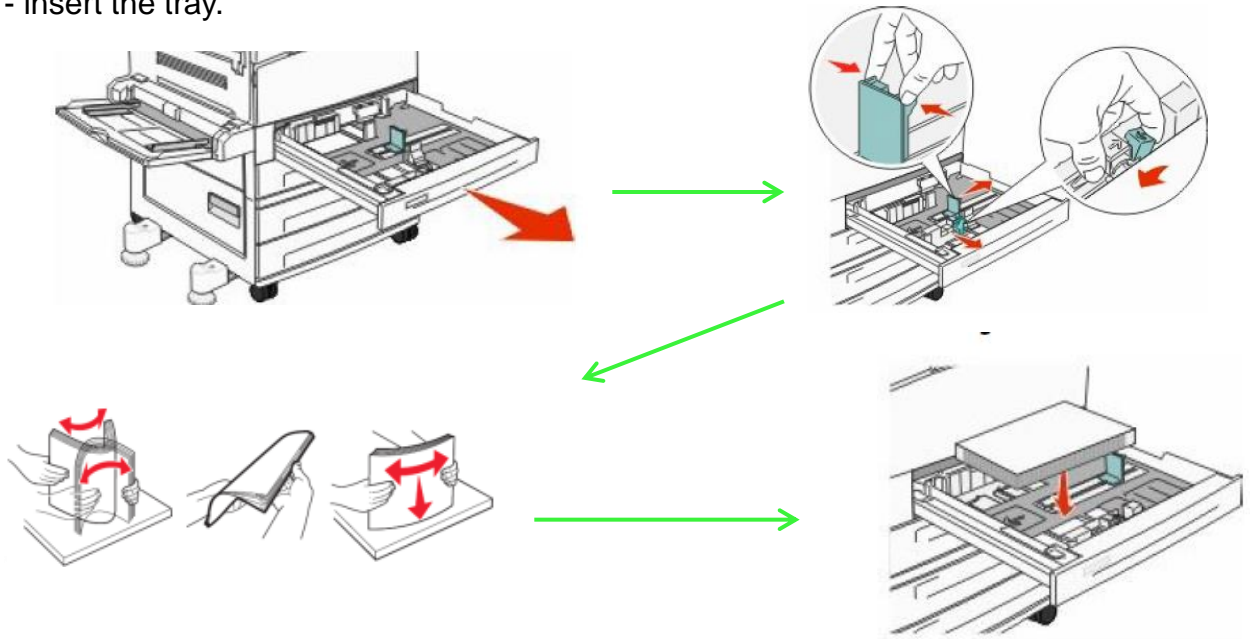**UNISON** Computer Systems, inc.

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.
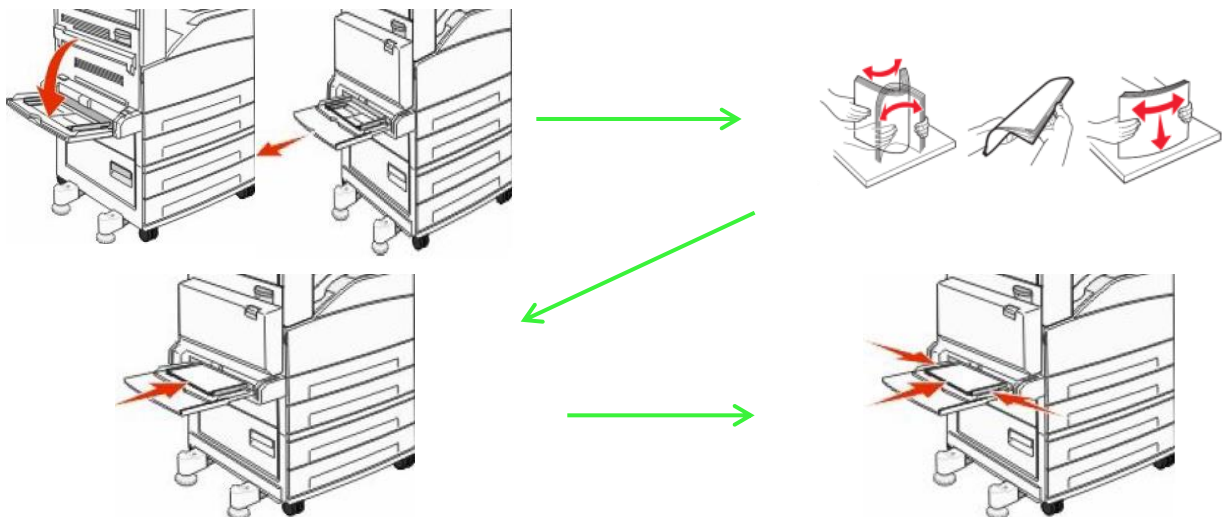   Letterhead on MP feeder, face up top edge in

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
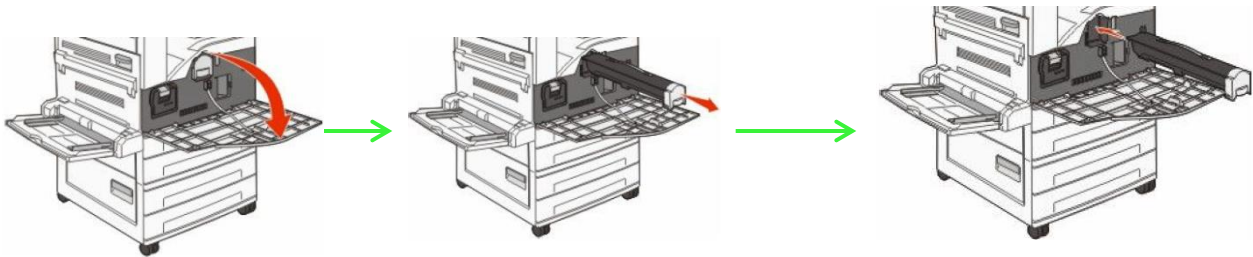   - flex paper and load on MP feeder
   - adjust paper guide

Lexmark

How to replace supplies?

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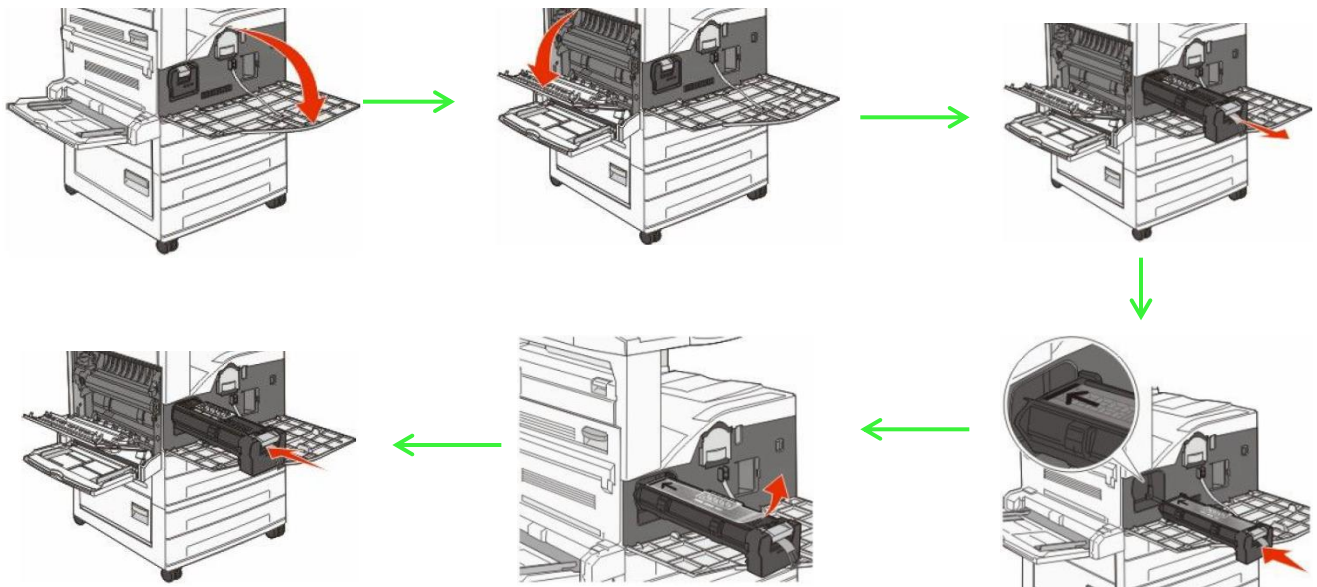For imaging unit, wait for the printer to prompt "Replace imaging unit" or replace this for dirty printout issues.

1. To replace toner cartridge

- open front door
- pull the cartridge out using the handle.
- insert the new cartridge.
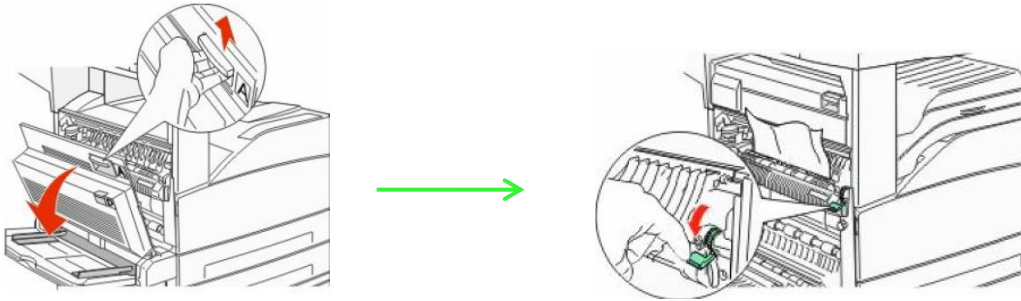- close front door.

2. To replace the PC Kit

- open front door and door A at the left side
- pull the photoconductor out.
- insert and aligning the new photoconductor.
- Remove the tape from the top of photoconductor
- close front door
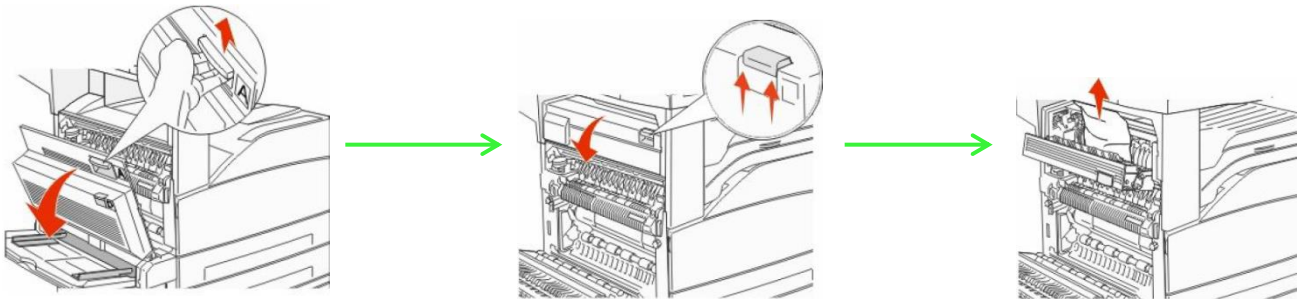
How to remove paper jam?

1. Paper jam in Door A

   - open door A by pushing the release latch up and lowering the door.
   - pull the jam up and toward you.
   - close door A

2. Paper jam in door E

   - open door A by pushing the release latch up and lowering the door.
   - open door E by pushing the release latch up and lowering the door.
   - pull the jam up
   - close door E & A

3. Paper jam in door D

   - open door D.
   - remove the jam.
   - close door D.

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