

Quick Reference

October 2025

Print

Printing from a computer

For Windows users

If you are printing from Word, PowerPoint, or Adobe Acrobat™, then do the following:

1. Click **File** or **Menu** > **Print** or press **Ctrl + P**.
2. In the Print dialog that appears, select a printer, and then click **Printer Properties** or **Properties**.
3. In the Printing Preferences dialog that appears, configure the print settings, and then click **OK**.
4. Click **Print**.

If you are printing from a web browser, then do the following:

1. Click the **Settings** menu (the three dots at the upper-right corner) or press **Ctrl + P**.
2. In the Print dialog that appears, depending on your browser, do either of the following:
 - Select a printer, and then click **Print using system dialog**.
 - Select a printer, click **More settings**, and then click **Print using system dialog**.
3. In the system dialog that appears, click **More settings**.
4. In the Printing Preferences dialog that appears, configure the print settings, and then click **OK**.
5. Click **Print**.

For Macintosh users

If you are printing from Preview, Safari, Word, or PowerPoint, then do the following:

1. Click **File** > **Print** or press **command + P**.
2. In the Print dialog that appears, select a printer, and then configure the print settings.
3. Click **Print**.

If you are printing from Adobe Acrobat, then do the following:

1. Click **File** > **Print** or press **command + P**.
2. In the Adobe Print dialog that appears, at the lower-left corner, click **Printer**.
3. In the Print dialog that appears, select a printer, and then configure the print settings.
4. Click **Print** to return to the Adobe Print dialog, and then click **Print** to send the print job.

If you are printing from a browser other than Safari, then do the following:

1. Click **File** > **Print** or press **command + P**.
2. In the Print dialog that appears, depending on your browser, do either of the following:
 - Click **Print using system dialog**.
 - Click **More settings**, and then click **Print using system dialog**.

3. In the system dialog that appears, select a printer, and then configure the print settings.
4. Click **Print**.

Printing from a mobile device

Printing from a mobile device using Lexmark Print

Lexmark™ Print is a mobile printing solution for mobile devices that run the iOS operating system version 13.0 or later or the Android™ platform version 6.0 or later. It lets you send documents and images to network-connected printers and print management servers.

Notes

- Make sure that you download the Lexmark Print app from the Apple App Store or Google Play™ store and enable it in the mobile device.
- Make sure that the printer and mobile device are connected to the same network.

1. From your mobile device, select a document from the file manager.
2. Send or share the document to Lexmark Print.

Note: Some third-party apps may not support the send or share feature. For more information, see the documentation that came with the app.

3. Select a printer.
If necessary, adjust the settings.

4. Print the document.

Printing from a mobile device using Mopria™ Print Service

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

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

1. From your mobile device, launch a compatible application or select a document from the 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 lets you 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.

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 the *User's Guide*.

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

Note: Held jobs may get deleted before they expire or without any intervention if memory resources become low. If your printer supports a storage drive, then install a hard disk or an intelligent storage drive to increase its storage for 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. Click **Use Print and Hold**, and then assign a username.
5. Select from any of the following print job types:
 - **Confidential print**—The printer asks for a personal identification number before letting you print the job.
 - **Verify print**—The printer prints one copy and holds the remaining copies that you requested from the driver in printer memory.
 - **Reserve print**—The printer stores the job in memory so that you can print the job later.
 - **Repeat print**—The printer prints all requested copies of the job and stores the job in memory so you can print additional copies later.
6. Click **OK**.
7. Click **Print**.
8. From the printer control panel, release the print job.
 - a. Select **Print**.
 - b. Select **Held jobs**, and then select your username.

Note: For confidential print jobs, select **Confidential**, enter the PIN, and then select **OK**.

- c. Select the print job, and then select **Print**.

For Macintosh users

1. With a document open, choose **File > Print**.
2. Select a printer.
3. From the **Print Job Security** drop-down menu, enable **Print with PIN**, and then enter a four-digit PIN.
4. Click **Print**.
5. From the printer control panel, release the print job.
 - a. Select **Held jobs**, and then select the computer name.
 - b. Select **Confidential**, and then enter the PIN.
 - c. Select the print job, and then select **Print**.

Canceling a print job

1. From the control panel, select **Job Queue**.
2. Select **Print**, and then select a job to cancel.

Note: If a document is already printing, then select **Cancel job** in the lower-right corner of the display to stop printing.

Copy

Making copies

1. Load an original document into the ADF tray or on the scanner glass. For more information, see [Using the automatic document feeder and scanner glass on page 20](#).

Note: To avoid a resized image, make sure that the original document and output have the same paper size.

2. From the control panel, select **Copy**, and then specify the number of copies.

If necessary, adjust the copy settings.

3. Copy the document.

Copying on both sides of the paper

1. Load an original document into the ADF tray or on the scanner glass. For more information, see [Using the automatic document feeder and scanner glass on page 20](#).

2. From the control panel, navigate to **Copy** › **Sides**.
3. Select a setting.
4. Copy the document.

Copying multiple pages onto a single sheet

1. Load an original document into the ADF tray or on the scanner glass. For more information, see [Using the automatic document feeder and scanner glass on page 20](#).
2. From the control panel, navigate to **Copy** › **Pages per Side**.
3. Select a setting.
4. Copy the document.

Scan

Scanning to a computer

For Windows users

Using Lexmark Scanback Utility

1. Go to <https://support.lexmark.com>, and then click **Drivers & downloads**.
2. In the **Search by Device Model** field, type the printer model, and then click **Find Drivers & Downloads**.

3. Click **Additional downloads compatible with [printer model]**, and then download and install Lexmark Scanback Utility.
4. Load an original document into the ADF tray or on the scanner glass. For more information, see [Using the automatic document feeder and scanner glass on page 20](#).

Note: If you are loading a document into the ADF tray, then adjust the paper guides.

5. From the computer, run **Lexmark Scanback Utility**, and then click **Create profile**.

Note: If you prefer to use an existing scanning profile, then click **Existing profile**.

- Click **Setup**, and then from the menu that appears, click **Add** to add the IP address.

Notes

- You can find the IP address at the top of the printer display.
- Make sure that the printer and computer are connected to the same network.

- From the **Select document format to be scanned** section, select the original document size.
- From the **Select file format for scan output** section, select an output file resolution and format, and then click **Next**.
- Type a scan profile name.
- Click **Browse**, select the destination folder where you want to save the scanned document, and then type a file name.

Note: To reuse the scan profile, from the **Name your shortcut** field, type a shortcut name, and then click **Save Profile**.

- Click **Finish**.
- From the control panel, navigate to **Scan Profiles**, and then select the scan profile that you created in step 6.

Note: Make sure that the **Scan Profiles** app is enabled. From the control panel, navigate to **Settings > Device > Home Screen Customization**. From the **Page 1** column, add **Scan Profiles**, and then click **Save**.

- From the computer, click **Scan Complete**.

Using Windows Fax and Scan

Note: Make sure that the printer is added to the computer. For more information, see the printer *User's Guide*.

- Load an original document into the ADF tray or on the scanner glass. For more information, see [Using the automatic document feeder and scanner glass on page 20](#).

Note: If you are loading a document into the ADF tray, then adjust the paper guides.

- From the computer, open **Windows Fax and Scan**.
- Click **New Scan**, and then select a scanner source.

If necessary, change the scan settings.

- Scan the document.
- Click **Save as**, type a file name, and then click **Save**.

For Macintosh users

Note: Make sure that the printer is added to the computer. For more information, see the printer *User's Guide*.

1. Load an original document into the ADF tray or on the scanner glass. For more information, see [Using the automatic document feeder and scanner glass on page 20](#).

Note: If you are loading a document into the ADF tray, then adjust the paper guides.

2. From the computer, do either of the following:
 - Open **Image Capture**.
 - Open **Printers & Scanners**, select a printer, and then click **Scan > Open Scanner**.
3. From the Scanner dialog, do one or more of the following:
 - Select the location that you want to save the scanned document to.
 - Select the size of the original document.

- To scan from the ADF, from the **Scan Menu**, select **Document Feeder** or enable **Use Document Feeder**.

If necessary, configure the scan settings.

4. Click **Scan**.

Creating a network folder shortcut

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

Notes

- You can find the IP address at the top of the printer display.
- Make sure that the printer and computer are connected to the same network.

2. Click **Shortcuts > Add Shortcut**.
3. From the **Shortcut Type** menu, select **Network Folder**, and then configure the settings.
4. Apply the changes.

Email

Scanning to email

Before you begin, make sure that the SMTP settings are configured. For more information, see the *User's Guide*.

1. Load an original document into the ADF tray or on the scanner glass. For more information, see [Using the automatic document feeder and scanner glass on page 20](#).
2. From the control panel, select **Email**.
3. Enter the needed information, and then, if necessary, configure the settings.

4. Send the email.

Creating an email shortcut

Using the control panel

1. From the control panel, select **Email**.
2. Enter the needed information, and then select .
3. Create a shortcut.

Using the Embedded Web Server

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

Notes

- You can find the IP address at the top of the printer display.
- Make sure that the printer and computer are connected to the same network.

2. Click **Shortcuts > Add Shortcut**.
3. From the **Shortcut Type** menu, select **Email**.
4. Configure the settings.
5. Click **Save**.

Fax

Sending a fax

Using the control panel

1. Load an original document into the ADF tray or on the scanner glass. For more information, see [Using the automatic document feeder and scanner glass on page 20](#).
2. From the control panel, select **Fax > To**.
3. Enter the needed information.

If necessary, adjust the settings.
4. Send the fax.

Using the computer

Before you begin, make sure that the fax driver is installed. For more information, see the *User's Guide*.

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 **Fax > Enable fax > Always display settings prior to faxing**, enter the recipient number, and then click **OK**.
4. Click **Print**, and then click **OK**.

For Macintosh users

1. With a document open, choose **File > Print**.
2. Select the printer that has **- Fax** added after its name.
3. In the **To** field, enter the recipient number.

If necessary, configure the settings.

4. Send the fax.

Creating a fax destination shortcut

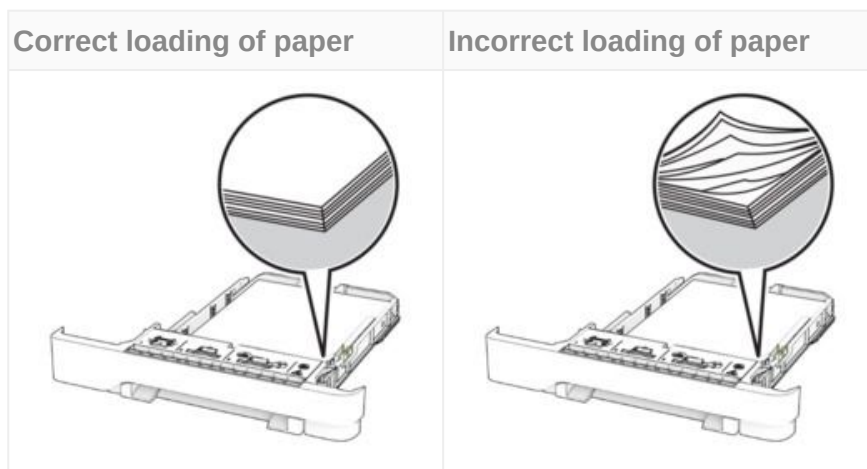
1. From the control panel, select **Fax > To**.
2. Enter the recipient number, and then select **Done**.
3. Select .
4. Create a shortcut.

Clearing jams

Avoiding jams

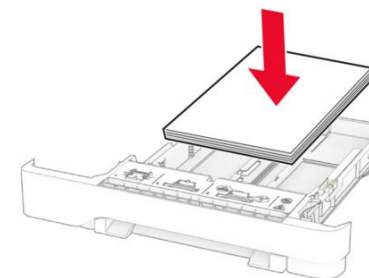
Load paper properly

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



- Do not load or remove a tray while the printer is printing.

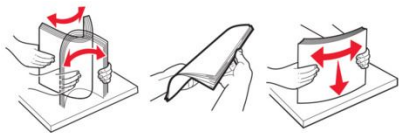
- Do not load too much paper. Make sure that the stack height is below the maximum fill line.
- Do not slide paper into the tray. Load paper as shown in the illustration.



- 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 paper.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.

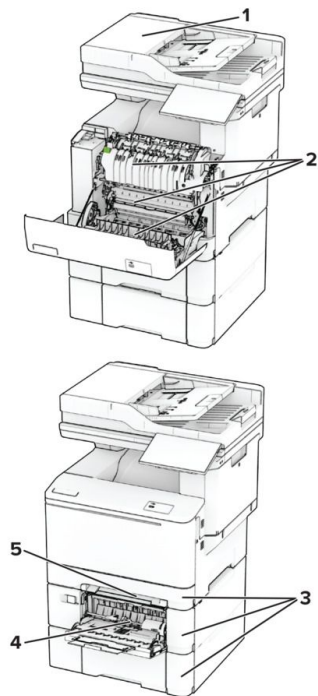


- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

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 has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.

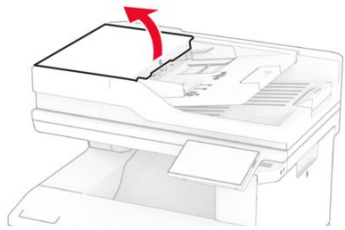


	Jam locations
1	Automatic document feeder
2	Door A
3	Trays
4	Multipurpose feeder
5	Manual feeder

Paper jam in the automatic document feeder

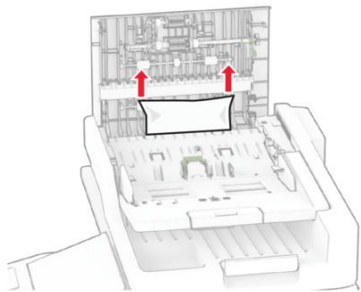
Paper jam under the ADF top cover

1. Remove all original documents from the ADF tray.
2. Open door C.



3. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

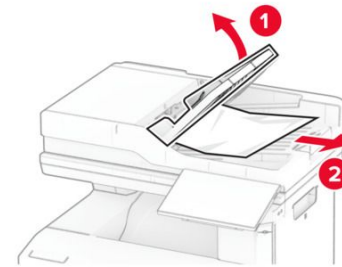


4. Close door C.

Paper jam under the ADF output bin

1. Remove all original documents from the ADF tray.
2. Lift the ADF tray, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.



3. Place the ADF tray back into place.

Paper jam in door A

Paper jam below the fuser

1. Open door A.

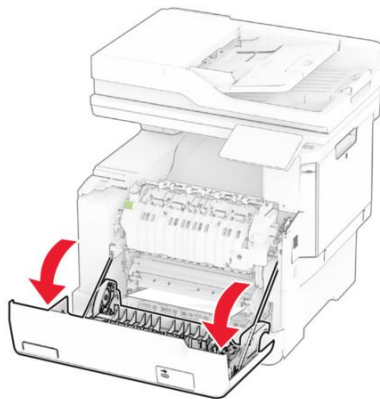


CAUTION—HOT SURFACE

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.

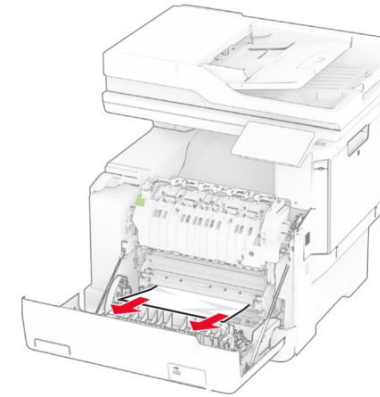
Warning—Potential Damage

To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



2. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



3. Close door A.

Paper jam in the fuser

1. Open door A.

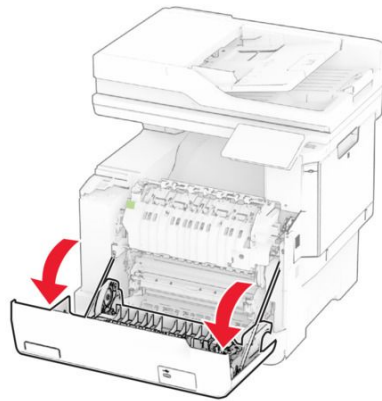


CAUTION—HOT SURFACE

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.

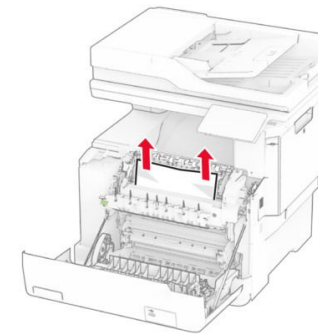
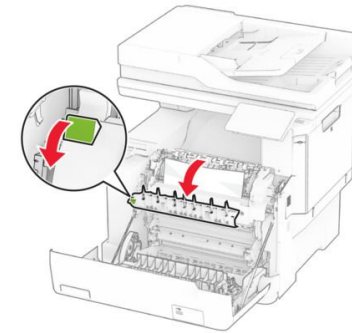
Warning—Potential Damage

To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



2. Open the fuser access door, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.



3. Close door A.

Paper jam in the duplex unit

1. Open door A.

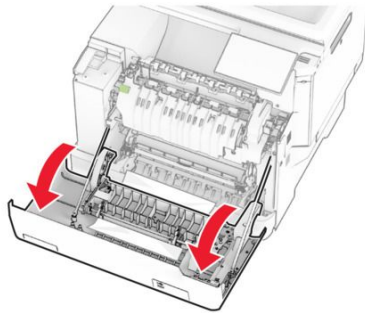


CAUTION—HOT SURFACE

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.

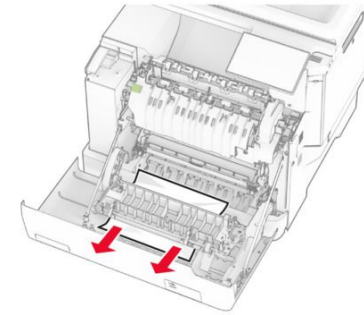
Warning—Potential Damage

To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



2. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



3. Close door A.

Paper jam in trays

1. Remove the tray.

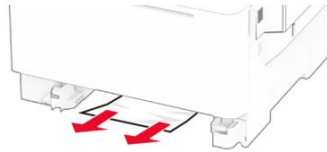


Warning—Potential Damage

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.

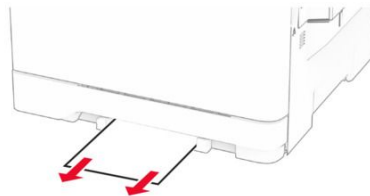


3. Insert the tray.

Paper jam in the manual feeder

Remove the jammed paper.

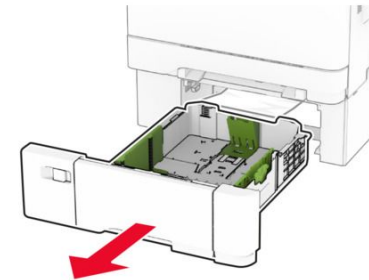
Note: Make sure that all paper fragments are removed.



Paper jam in the multipurpose feeder

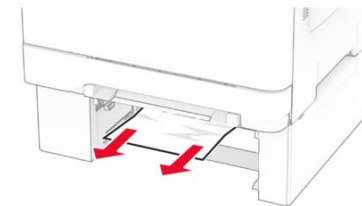
Note: The multipurpose feeder is available only if the optional 650-sheet duo tray is installed.

1. Remove paper from the multipurpose feeder, and then close it.
2. Remove the tray.



3. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



4. Insert the tray.

5. Open the multipurpose feeder, and then reload paper.

Loading paper and specialty media

Loading trays

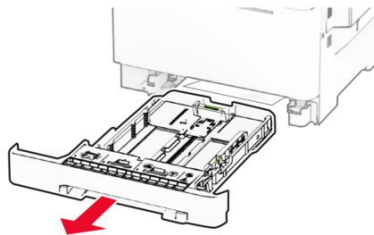


CAUTION—TIPPING HAZARD

To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

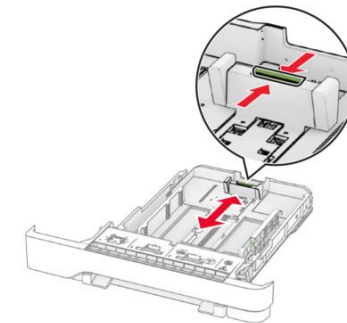
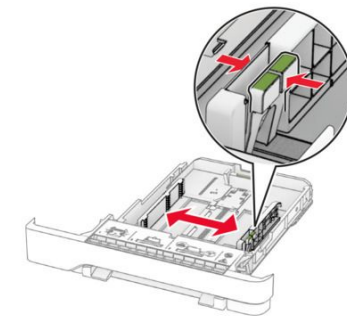
1. Remove the tray.

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

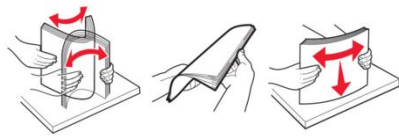


2. Adjust the guides to match the size of the paper that you are loading.

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

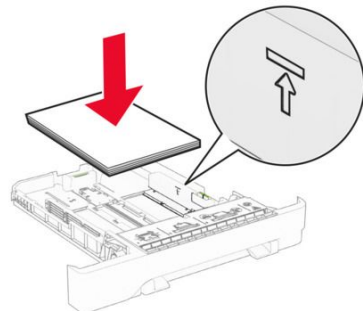


3. Flex, fan, and align the paper edges before loading.



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.
- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.



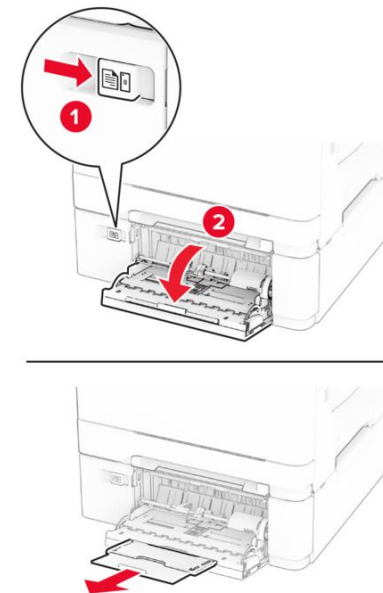
5. Insert the tray.

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

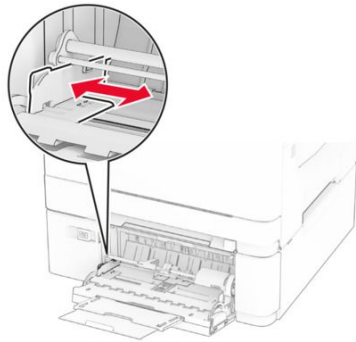
Loading the multipurpose feeder

Note: The multipurpose feeder is available only if the optional 650-sheet duo tray is installed.

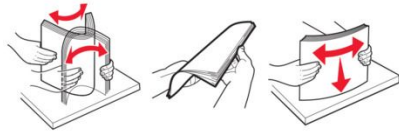
1. Open the multipurpose feeder.



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.

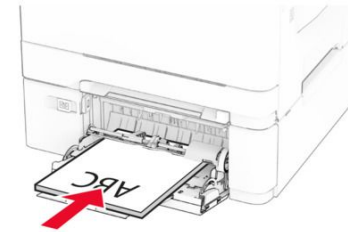


4. Load the paper.

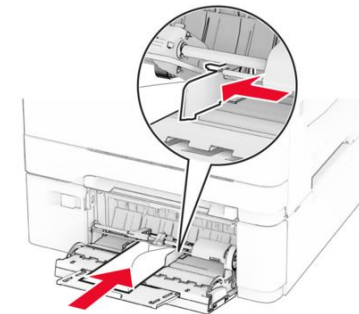
- For one-sided printing, load letterhead with the printable side facedown and the top edge entering the printer first.



- For two-sided printing, load letterhead with the printable side faceup and the top edge entering the printer last.



- Load envelopes with the flap side up and against the right side of the paper guide.

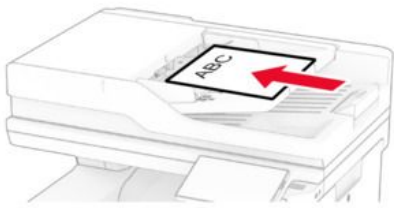
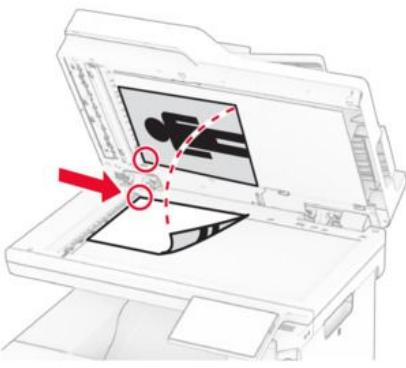


Warning—Potential Damage

Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

5. From the Paper menu in the control panel, set the paper size and type to match the paper loaded in the multipurpose feeder.

Using the automatic document feeder and scanner glass

Automatic document feeder (ADF)	Scanner glass
 • Use the ADF for multiple-page or two-sided documents. • Load an original document faceup. For multiple-page documents, make sure to align the leading edge before loading.	

Automatic document feeder (ADF)	Scanner glass
• Make sure to adjust the ADF guides to match the width of the paper that you are loading.	• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). • Place the document facedown in the corner with the arrow.

Setting the paper size and type

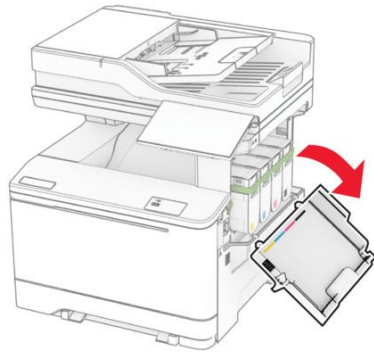
1. From the control panel, navigate to **Settings › Paper › Tray Configuration › Paper Size/Type**.
2. Select a paper source.
3. Set the paper size and type.

Maintain the printer

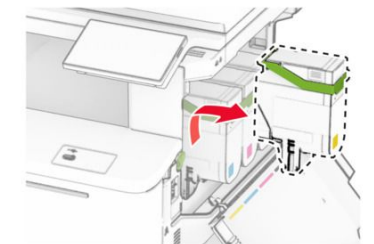
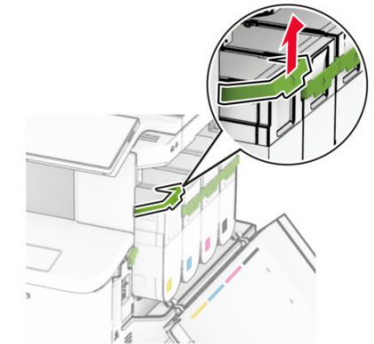
Replacing parts and supplies

Replacing a toner cartridge

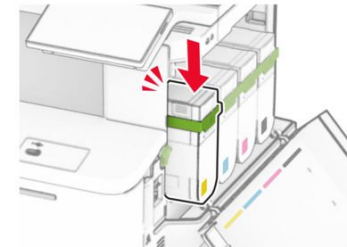
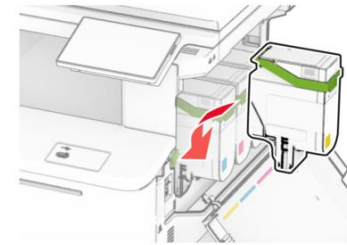
1. Open door B.



2. Remove the used toner cartridge.



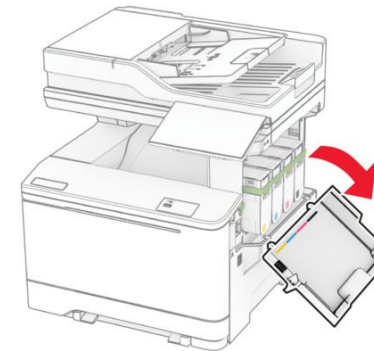
3. Unpack the new toner cartridge.
4. Insert the new toner cartridge until it clicks into place.



5. Close the door.

Replacing an imaging kit

1. Open door B.

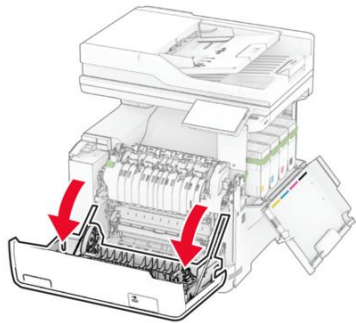


2. Open door A.

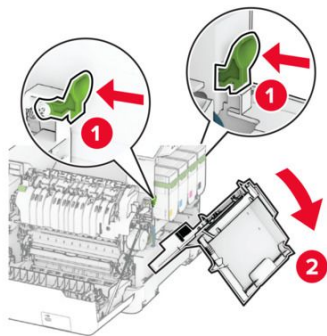


CAUTION—HOT SURFACE

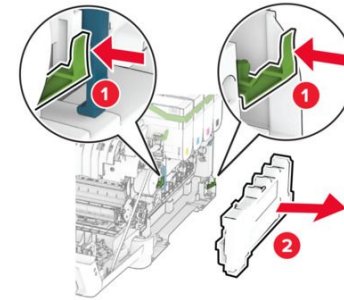
The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



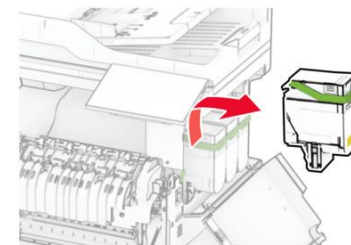
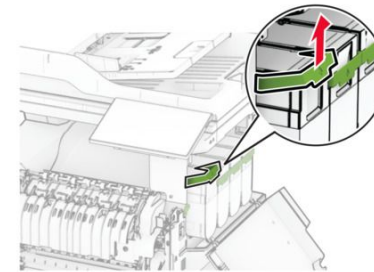
3. Remove the right cover.



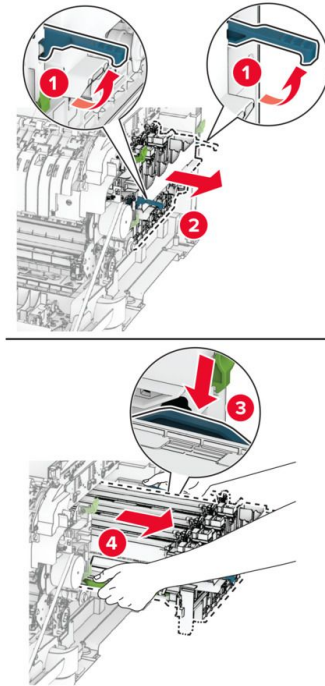
4. Remove the waste toner bottle.



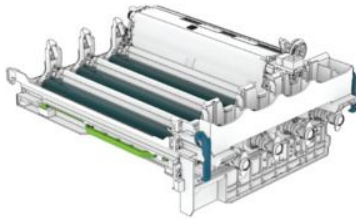
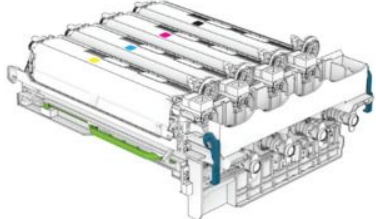
5. Remove the toner cartridges.



6. Remove the used imaging kit.



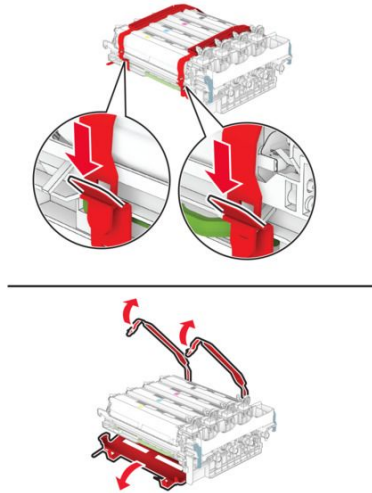
7. Unpack the new imaging kit.

Black imaging kit	Black and color imaging kit
	

Notes

- The black imaging kit includes the imaging kit and the black developer unit.
- The black and color imaging kit includes the imaging kit and the black, cyan, magenta, and yellow developer units.
- When replacing the black imaging kit, save the cyan, magenta, and yellow developer units from the used imaging kit.

8. Remove the packing material.



Note: If you are replacing the black imaging kit, then insert the magenta, cyan, and yellow developer units into the new imaging kit.

Warning—Potential Damage

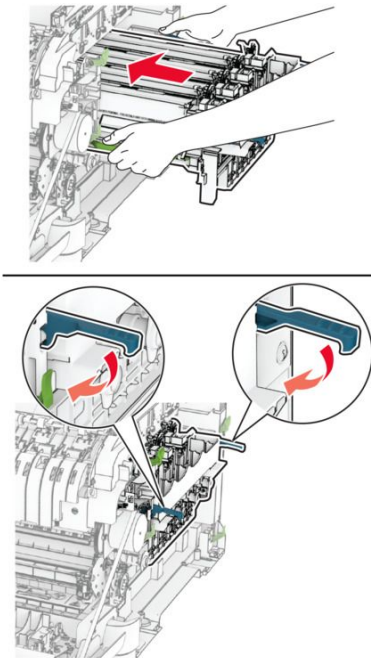
Do not expose the imaging kit to direct light. Extended exposure to light may cause print quality problems.

Warning—Potential Damage

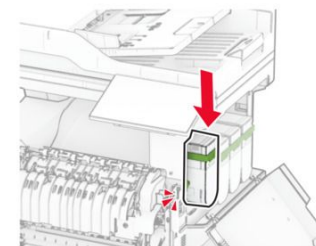
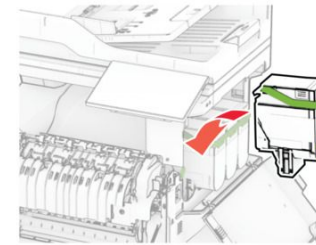
Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.



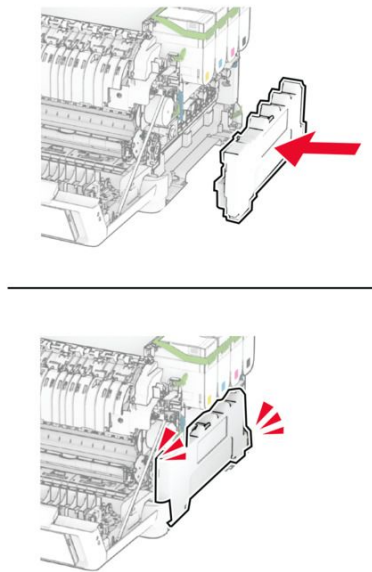
9. Insert the new imaging kit until it is fully seated.



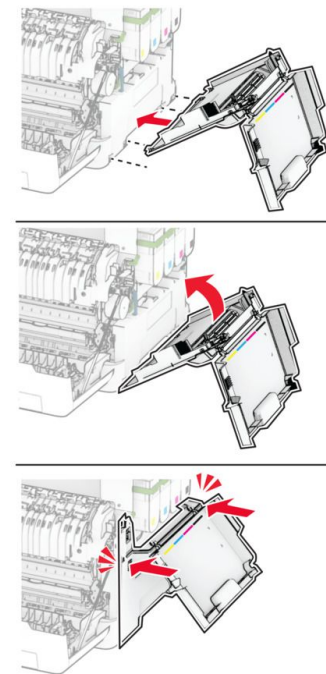
10. Insert the toner cartridges until they click into place.



11. Insert the waste toner bottle until it clicks into place.



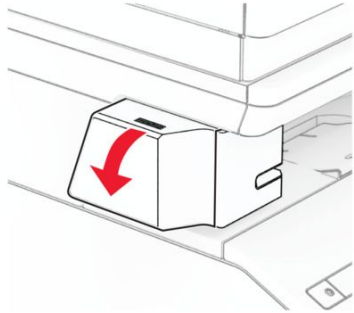
12. Attach the right cover until it clicks into place.



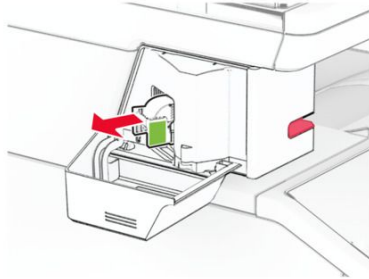
13. Close door A, and then close door B.

Replacing the staple refill

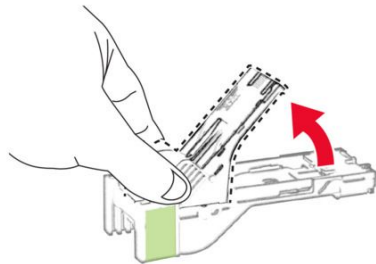
1. Open the convenience stapler access door.



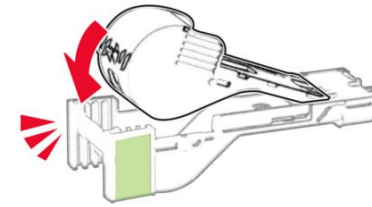
2. Remove the staple cartridge.



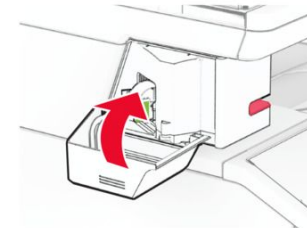
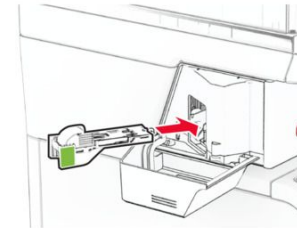
3. Remove the empty staple refill.



4. Insert the new staple refill until it clicks into place.



5. Insert the staple cartridge, and then close the convenience stapler access door.



Note: Check the LED indicator status. The convenience stapler is ready to use when the blue light comes on.

Cleaning printer parts

Cleaning the exterior of the printer

Regular maintenance of your printer is essential to ensure its longevity and optimal performance. When cleaning the printer, take the necessary precautions to avoid damage. Damage to the printer caused by improper handling is not covered by the printer warranty.

1. Turn off the printer, and then unplug the power cord from the electrical outlet.



CAUTION—SHOCK HAZARD

To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

2. Remove paper from the standard bin, the trays, and the multipurpose feeder or manual feeder.
3. Using a soft brush, remove any dust, lint, and pieces of paper around the printer.
4. Using a damp, soft, lint-free cloth, wipe the following areas:

Warning—Potential Damage

To avoid damaging the finish of the printer, do not use household cleaners or detergents.

- Control panel

- Standard bin
- Trays
- Multipurpose feeder or manual feeder
- Front, sides, and rear of the printer

5. Make sure that all areas of the printer are dry after cleaning.
6. Connect the power cord to the electrical outlet, and then turn on the printer.

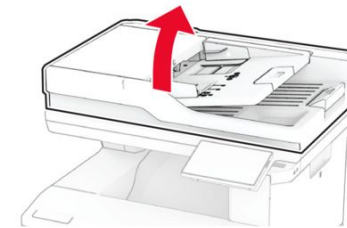


CAUTION—POTENTIAL INJURY

To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

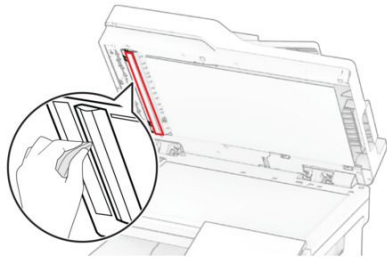
Cleaning the scanner

1. Open the scanner cover.

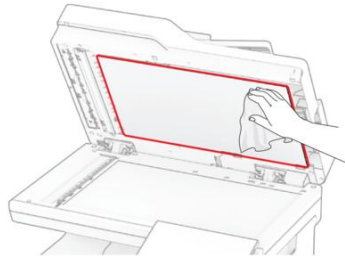


2. Using a damp, soft, lint-free cloth, wipe the following areas:

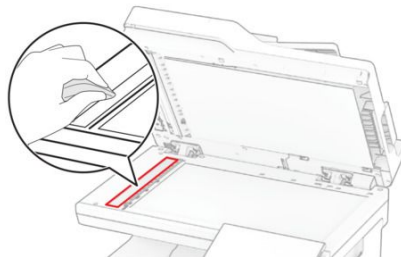
- ADF glass pad



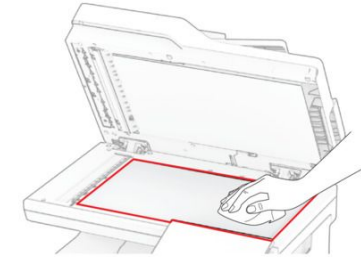
- Scanner glass pad



- ADF glass

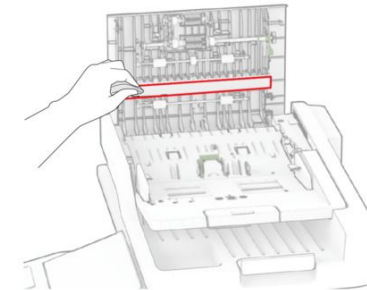


- Scanner glass

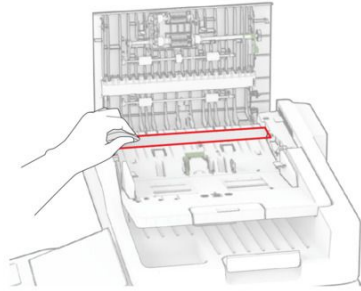


3. Close the scanner cover.
4. Open door C.
5. Using a damp, soft, lint-free cloth, wipe the following areas:

- ADF glass pad in door C



- ADF glass in door C



6. Close door C.