LEXMARK ™

5500 MFP Option

**Printer and Scanner
Setup Guide**
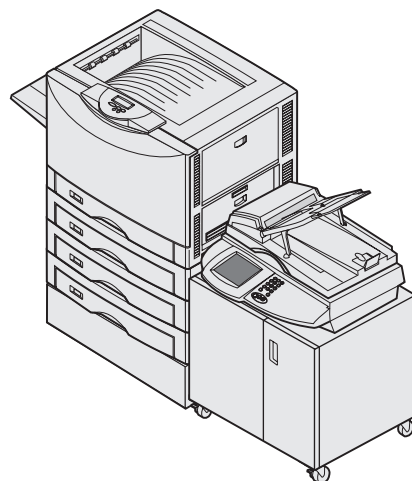
August 2003

Setup Guide

Edition: August 2003

Safety information

- Use only the power supply provided with this product or the manufacturer's authorized replacement power supply.

CAUTION: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power cord or telephone, during a lightning storm.

- Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.
- Refer service or repairs, other than those described in the operating instructions, to a professional service person.
- This product is designed, tested, and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious. Lexmark is not responsible for the use of other replacement parts.

This product contains mercury in the lamp (<5mg Hg). Disposal of mercury may be regulated due to environmental considerations. For disposal or recycling information, please contact your local authorities or the Electronic Industries Alliance: www.eiae.org.

Attention!

This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the printer.

Conventions

It may help you to recognize the caution and warning conventions used in this document.

CAUTION: A caution identifies something that could cause you harm.

Warning: A warning identifies something that could damage your product hardware or software.

Contents

Step 1: Get started

Using this book

This guide is intended to help you set up your printer and scanner (MFP option). If you do not have an option listed here, you can skip that portion of the setup guide and continue to the next task.

If you need more information to assemble an option or your printer, refer to the documentation that came with the option or your printer and then return to this guide and continue setup.

If you encounter a problem while setting up the printer, see "Solve setup problems" on page 50, or visit our Web site at www.lexmark.com.

Turning off the printer

If you are installing a scanner after initial printer setup, turn the printer off and unplug the power cord from both the wall outlet and the printer. If you have any other devices connected to the printer, turn them off as well and unplug their power cords.

Selecting a location for your printer and MFP

When selecting a location for your printer and MFP option, you must leave enough room to open the printer trays, covers, doors, and MFP option. It is also important to:

- Allow space around the printer for proper ventilation

- Provide a firm, level, and stable surface

- Keep the equipment away from the direct airflow of air conditioners, heaters, or ventilators

- Keep the equipment free of sunlight, humidity extremes, or temperature fluctuations

- Keep the equipment clean, dry, and free of dust

For more information on space requirements, refer to the printer *Setup Guide*.

1110 mm (43.8 in.)

329.5 mm (13 in.)

126.7 mm (5 in.)

1784.1 mm (70.4 in.)

1140.4 mm (45 in.)

660 mm (26 in.)

1419.2 mm (56 in.)

CAUTION: The printer weighs 69.9 kg (154 lb) and requires at least four people to lift it safely.

Note: Leave the printer in the box until you are ready to install it.

Customizing your MFP option

You can customize your MFP with various input and memory options.

The MFP cabinet provides stability when configuring the printer plus an MFP option. You can install up to three 550-sheet drawers with the printer. A duplex unit can also be installed.

Standard tray

Optional
550-sheet drawer

Optional
printer base

Optional
scanner cabinet
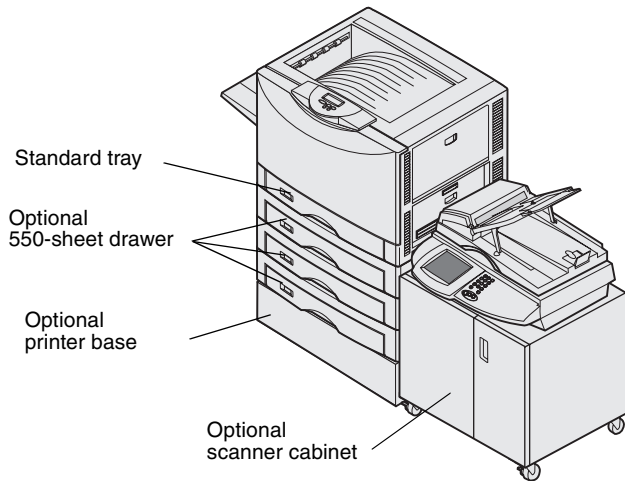
Note: Leave all components and hardware in the boxes until you are ready to install them.

Check the boxes you received to make sure you have all the necessary components for the configuration you ordered.

You may want to arrange the boxes in the order the components are assembled. You can use the illustrated configuration to help lay out your boxes.

If you have previously set up your printer, go to "Prepare for scanner installation" on page 28.

Step 2: Assemble paper handling options

Installing the printer base or cabinet

You can purchase an optional printer cabinet or printer base.

To install the printer cabinet or printer base:

1 Remove the cabinet or base from the box.

2 Remove all packing material.

3 Align and screw the positioning posts into the screw holes in the top of the cabinet or printer base.

4 Hand tighten the posts.

5 Place the cabinet or base in the location you have chosen for your printer.
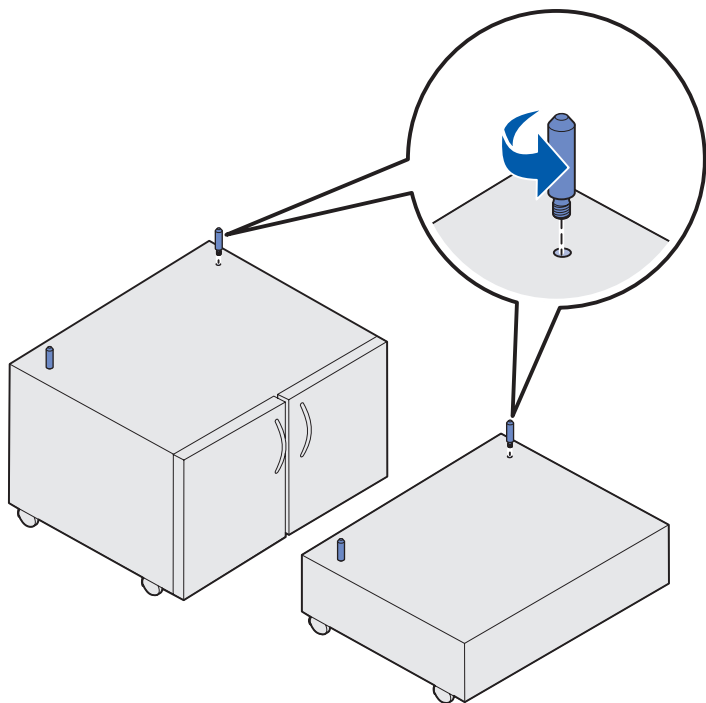
Installing a 550-sheet drawer
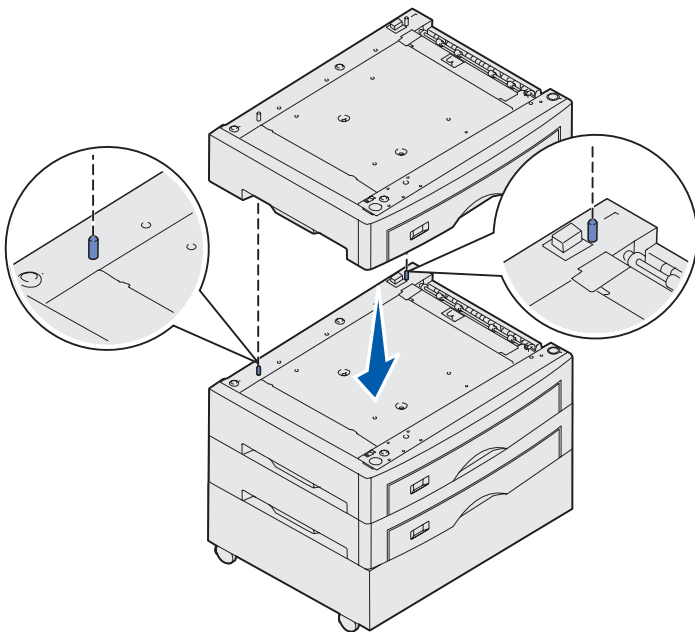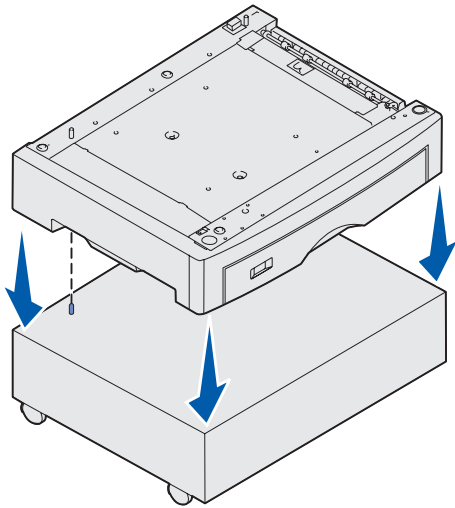
Your printer supports up to three optional 550-sheet drawers.

1 Unpack the 550-sheet drawer and remove any packing material.

2 Place the 550-sheet drawer in the location you have chosen, on the optional printer cabinet, or on the optional printer base.

Carefully align the positioning posts on the cabinet or base to the holes in the 550-sheet drawer.

3 If you have additional 550-sheet drawers:

a Align the positioning posts on the lower drawer with the holes in the 550-sheet drawer.

b Lower the 550-sheet drawer into place.

c Repeat steps a and b for each additional drawer.

Positioning the printer

CAUTION: The printer weighs 69.9 kg (154 lb) and requires at least four people to lift it safely. Anytime you move or lift the printer, make sure you have enough people to help you. Use the handholds on the sides of the printer when lifting.

Printer

Publication and Drivers CDs

Power cord

Setup Guide

Toner cartridges

Photodevelopers

Quick Reference

Oil coating roll

1 Open the printer box and then remove all items from the box except the printer.

2 Make sure you have the following items:

- Power cord
- Toner cartridges (4)
- Photodevelopers (4)
- Oil coating roll
- *Setup Guide*
- Publications CD
- *Quick Reference* and sleeve
- Drivers CD

3 Place all items except the printer aside for later use.
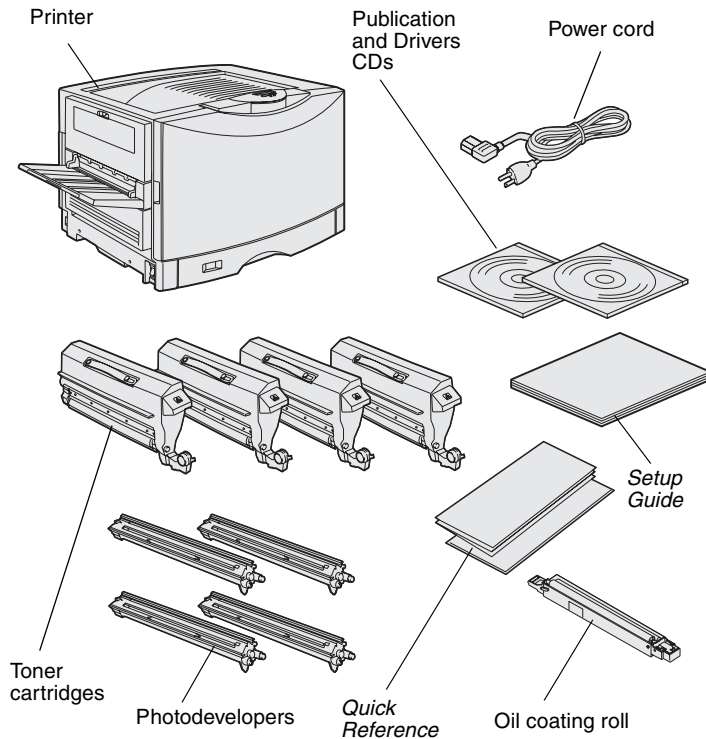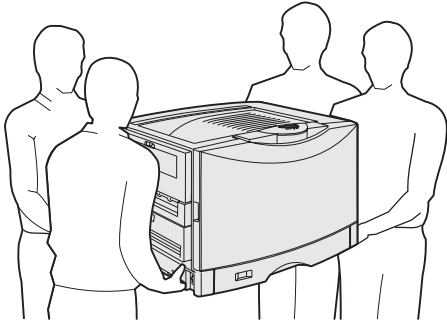
4 Have three people help you lift the printer out of the box and place the printer on the printer cabinet or printer stand.

   If you are installing the printer on a 550-sheet drawer, align the positioning posts on the option with the holes in the printer. Make sure the printer is seated securely on the option.

5 Remove any tape or packing material from the outside of the printer.
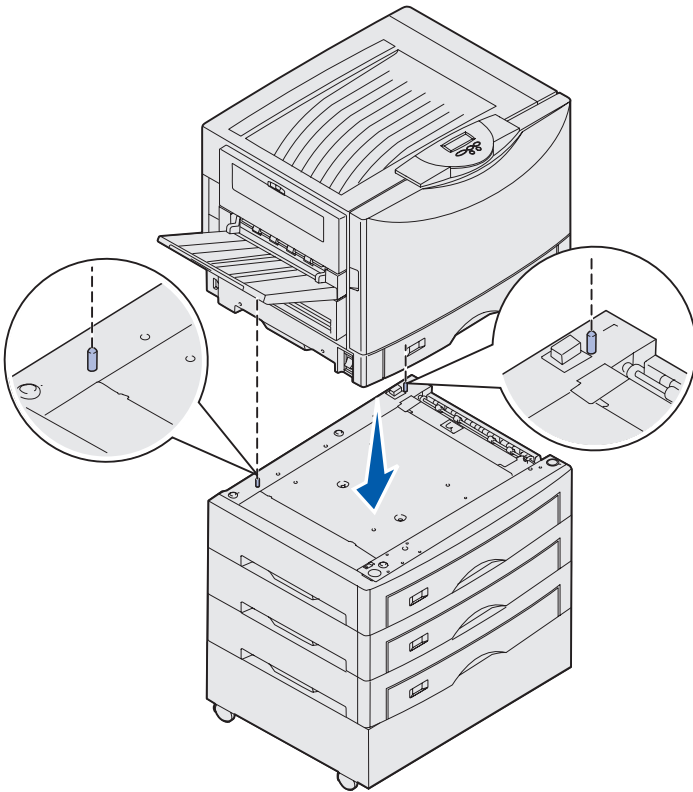
Installing an optional duplex unit

Note: Refer to the publications CD for information about the types and sizes of paper the duplex unit supports.
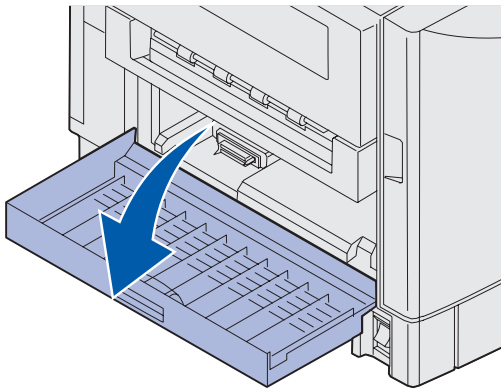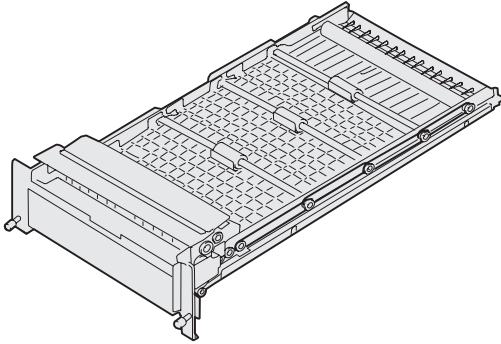
Your printer supports an optional duplex unit that provides two-sided printing.

1 Remove the duplex unit from its packing material.

2 Remove any shipping tape and additional packing material from the duplex unit.

3 Open the duplex unit access door on the left side of the printer.
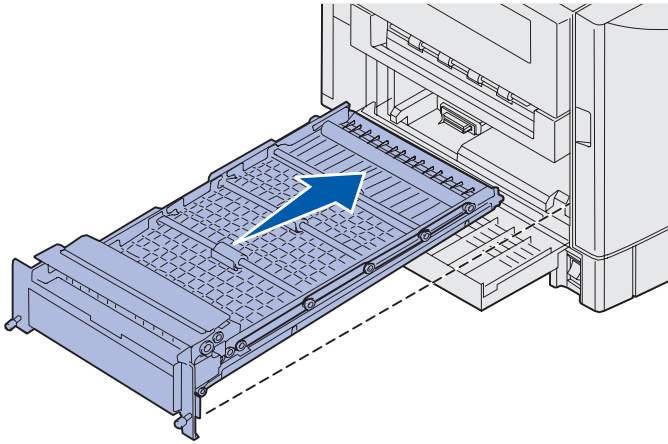
4 Align the duplex unit with the slots in the printer.

5 Slide in the duplex unit.
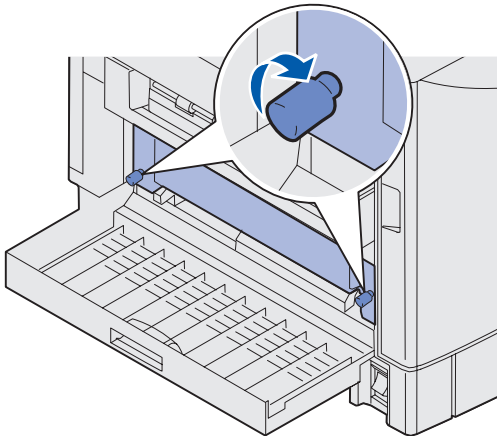
6 Align the thumbscrews on the duplex unit with the holes in the printer.

7 Tighten the thumbscrews.

8 Close the duplex unit door.

The optional high capacity feeder

Your printer supports an optional high capacity feeder. To install the high capacity feeder, refer to "Installing an optional high capacity feeder" in the printer *Setup Guide*.

When you complete high capacity feeder installation return to Step 3: "Install printer memory and network options" on page 10 in this guide.

Step 3: Install printer memory and network options

You can customize your printer memory capacity and connectivity by adding optional cards or a hard disk.

Removing the system board cover

CAUTION: If you are installing memory or option cards after initial printer setup, turn the printer off and unplug the power cord. If you have any other devices connected to the printer, turn them off as well and unplug any cables going to the printer.

You must remove the system board cover to install memory cards, a firmware card, a hard disk, or an option card.

You need a number 2 Phillips screwdriver to remove the system board cover.

Cover
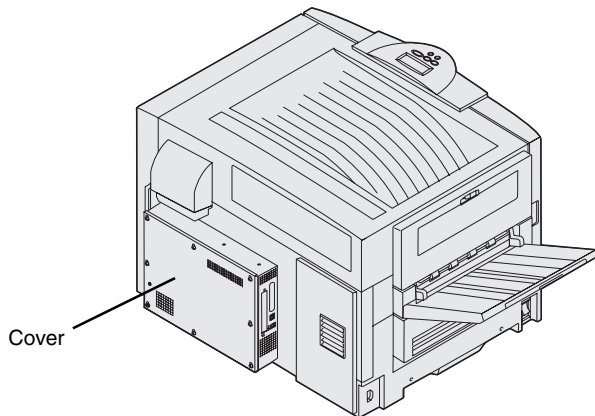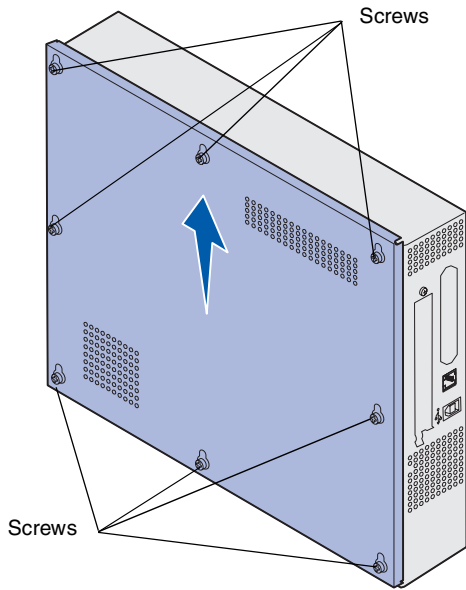
Screws

Screws

1 Loosen the eight screws on the system board cover. Do not remove the screws completely.

2 Slide the cover up and away from the printer.
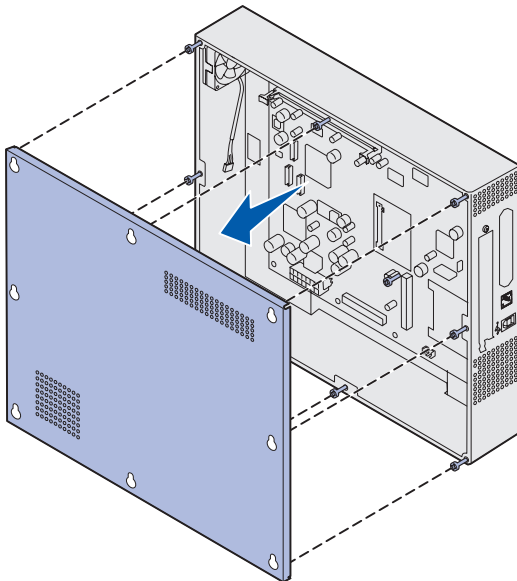
3 Use the illustration to locate the connector for the card you want to install.

Memory and flash memory card connectors

Option card connector

Ethernet connector

USB connector

Optional ImageQuick™ firmware card

Optional hard disk

Option card cover
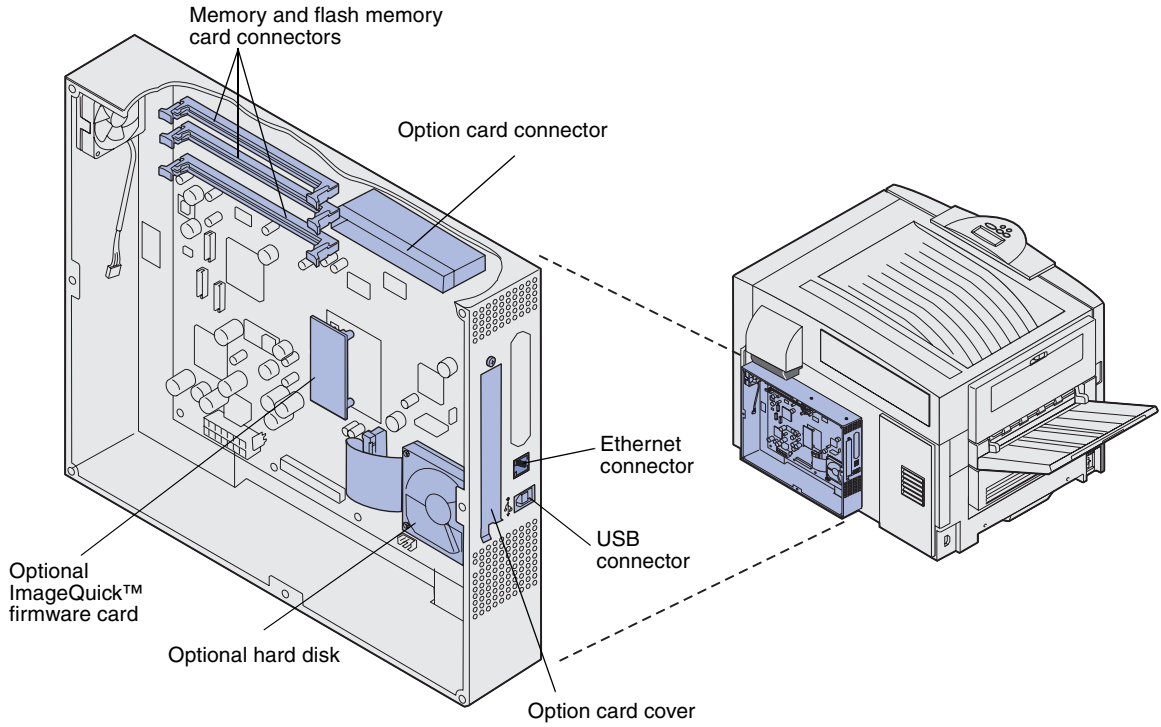
4 Use the following table to locate the instructions you need.

To install a...	Go to page...
Memory card	13
Firmware card	13
Hard disk	14
Option card	14

Installing memory
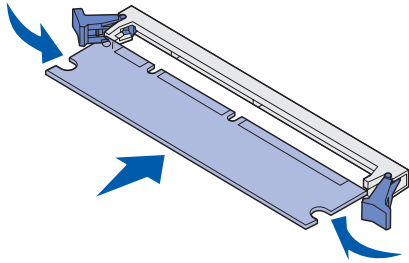
1 Unpack the memory option.

2 Open both latches on the connector.

3 Push the memory card firmly into the connector until it *snaps* into place.

Installing a firmware card
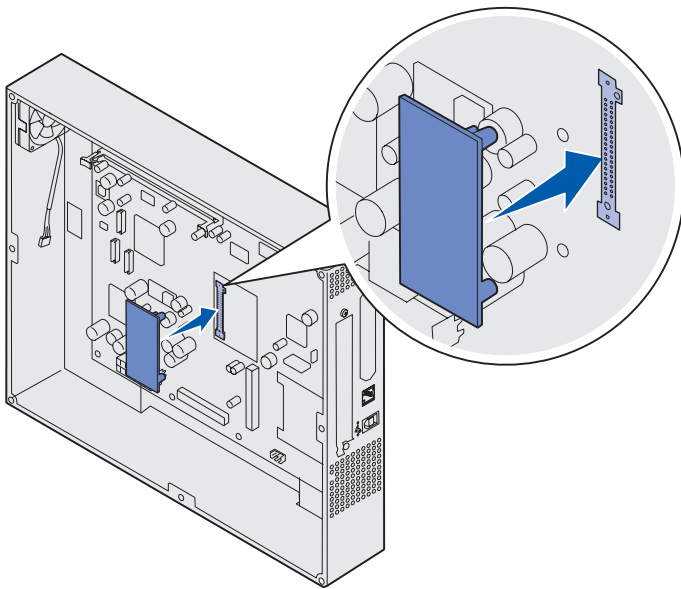
1 Locate the holes on the system board near the option card connectors.

2 Unpack the firmware card.

3 Holding the firmware card by its sides, align the two pins on the card with the holes on the system board.

4 Push in until the firmware card is firmly in place.

Installing a hard disk

Warning: Hard disks are easily damaged by static electricity. Touch something metal such as the printer frame before you touch the hard disk.
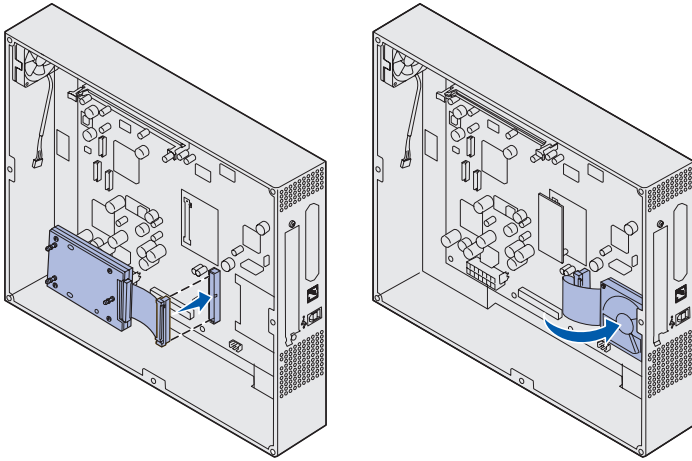
Follow the instructions in this section to install an optional hard disk.

If an option card has been installed, you need to remove the option card before installing the hard disk.

1 Align and press the ribbon cable connector into the connector on the system board.

2 Flip the hard disk over, and then press the three posts on the mounting plate into the holes on the system board. The hard disk *snaps* into place.

Installing an option card
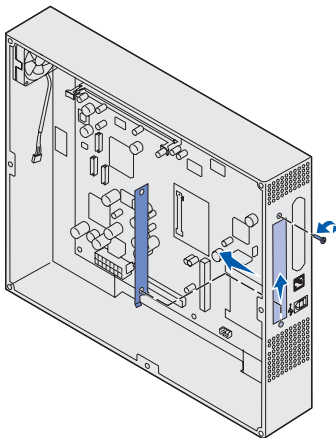
1 Remove the screw from the metal plate that covers the connector slot, and then lift the plate off.

2 Unpack the card.
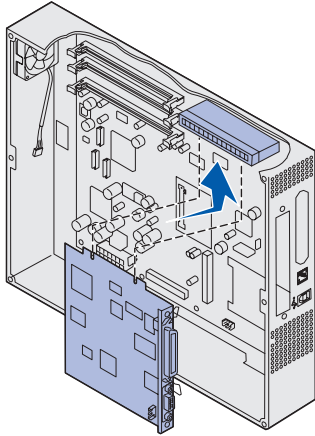
3   Locate the card connector on the system board.

4   Align the connector on the option card with the connector on the system board.

The cable connectors on the side of the option card must fit through the connector slot.
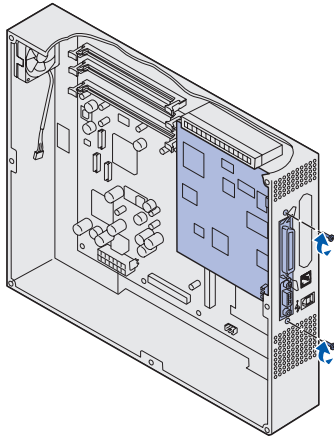
5   Push the option card firmly into the option card connector.

6   Secure the card to the system board with the screws.

Reinstalling the system board cover

After you have finished installing cards on the printer system board, you must reinstall the system board cover.
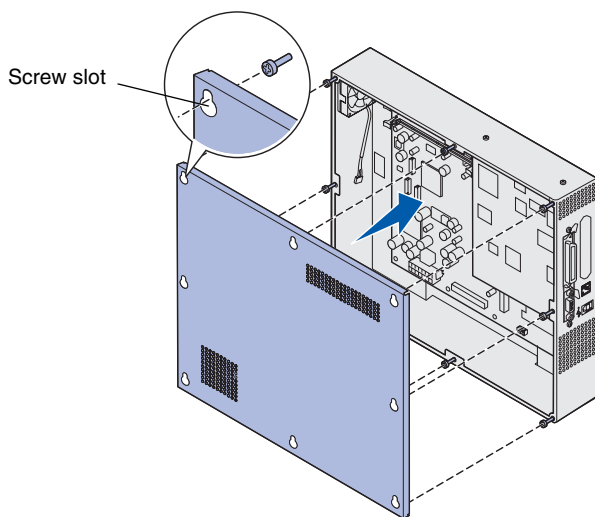
1 Align the holes on the cover with the screws on the printer as shown.

2 Place the cover against the printer and slide it down.

Screw slot
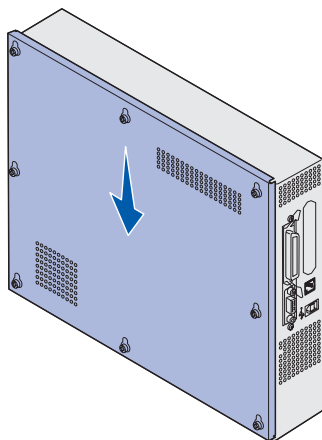
3 Tighten the eight screws.

Step 4: Set up the printer
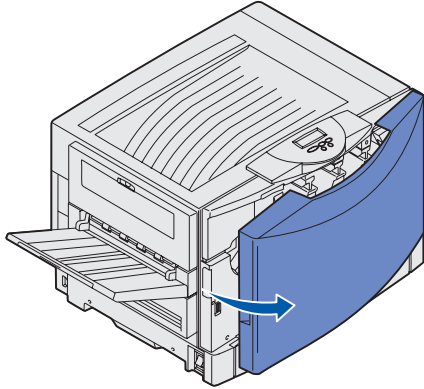
1 Remove any shipping tape and packing material.

2 Open the front door.

3 Rotate the top cover locking lever to the left.

Lifting points   Top cover locking lever
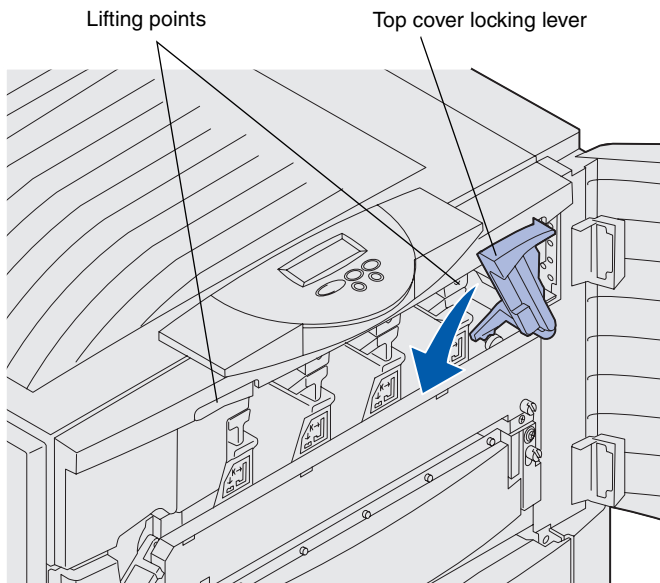
Note: The top cover opens very quickly; keep both hands on the top cover when opening.

Right top cover latch
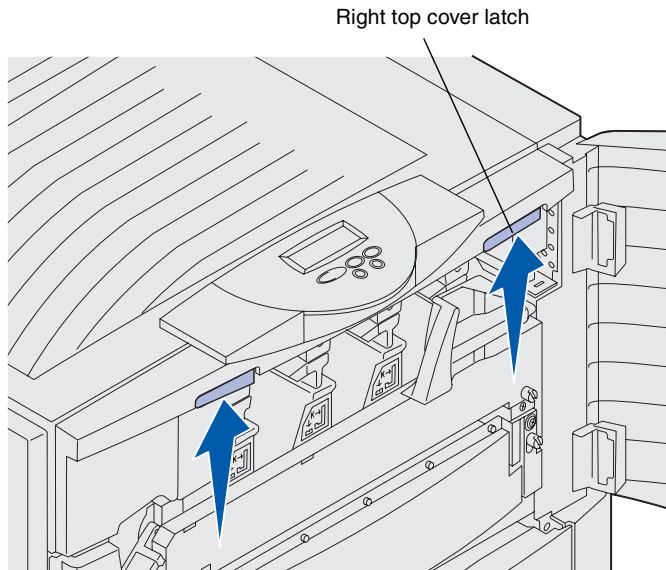
4 Place both hands on the lifting points and squeeze the right top cover latch.
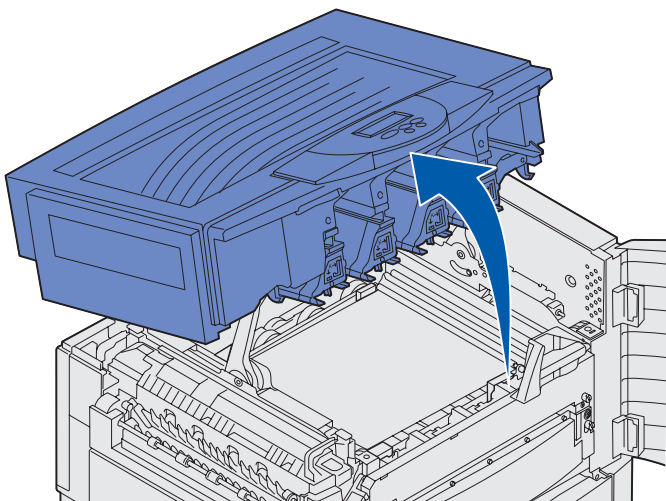
5 Lift the top cover until it stops.

Installing the photodevelopers

Your printer ships with four color-coded photodevelopers which you must install inside the top cover. Each photodeveloper has its own color-coded position inside the printer.
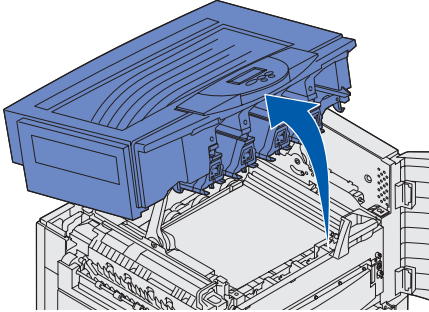
Warning: Do not touch, drop, or place anything on the transfer belt. Touching the surface of the transfer belt or placing items on it may damage it.

Transfer belt

1 Lift and remove the four shipping spacers from the transfer belt.

2 Remove any shipping tape and packing material from inside the printer.

3 Remove one of the photodevelopers from its packing material.

You can install the photodevelopers in any order. However, it may be easier to install them from left to right: black, yellow, cyan, and magenta.

4 Remove the tape from the photodeveloper.

Warning: The photodeveloper has a cover over the green glass tube. Do not touch the glass. Touching the glass may damage it and reduce print quality. Do not remove the cover until you begin installing the photodeveloper.

5 Align the photodeveloper with the slot in the printer as shown.
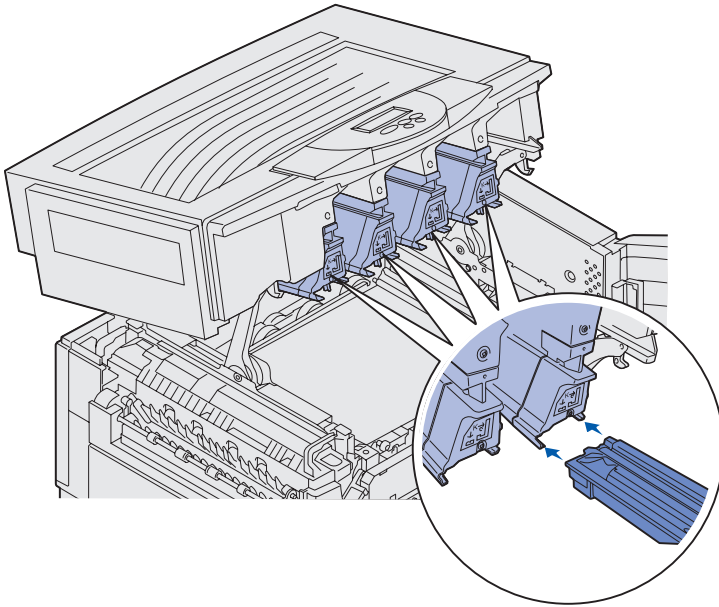
6 While holding the photodeveloper with your left hand and the photodeveloper cover with your right hand, slide the photodeveloper in until the unit is fully seated.

As the photodeveloper slides in, remove the photodeveloper cover.

7 Repeat steps 3 through 6 to install the remaining photodevelopers.
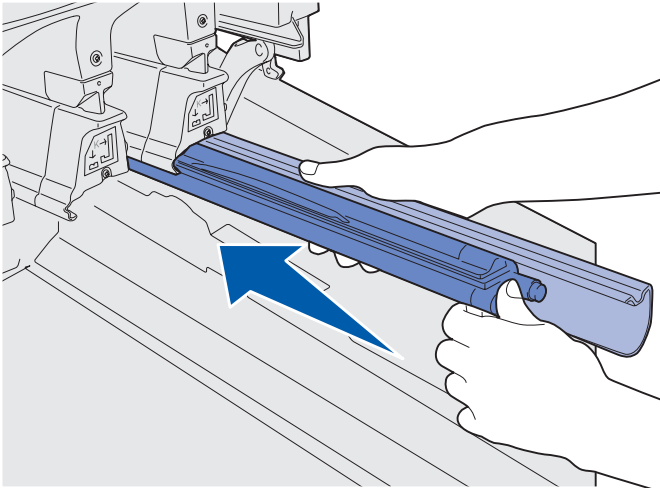
Installing the toner cartridges
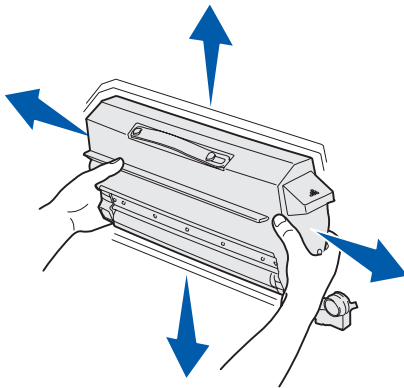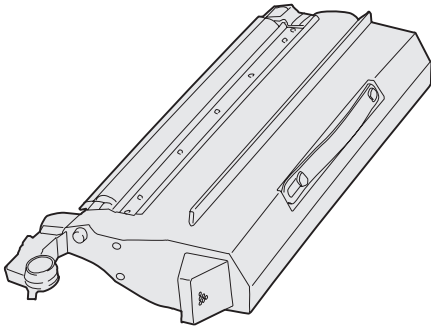
Your printer ships with four color-coded starter toner cartridges. Starter toner cartridges have a yield of up to 8,000 pages.

You must install the toner cartridges inside the top cover of the printer. Each cartridge has its own color-coded position.

Note: Use a brush or cold water to remove any toner that has soiled clothing.

1 Remove one of the toner cartridges from its packing material.

You can install the cartridges in any order. However, it may be easier to install them from left to right: black, yellow, cyan, and magenta.

2 Gently shake the toner cartridge to distribute the toner evenly.

3 Remove the shipping tape and any additional packing material.
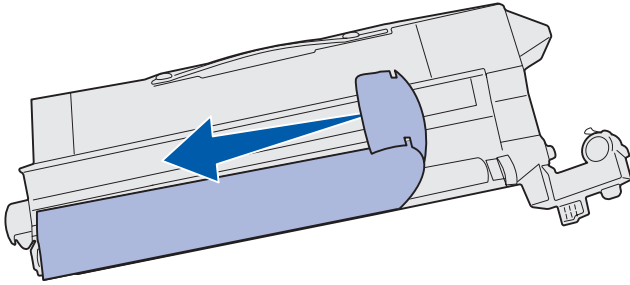
4 Align the toner cartridge with its slot in the printer.

The toner cartridge is placed to the right of the corresponding colored label.
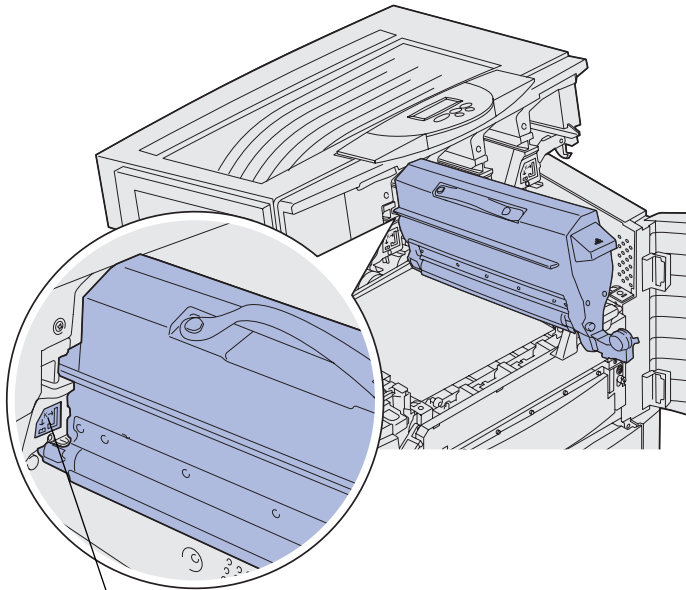
Colored label

5 Slide the toner cartridge in until the cartridge is fully seated.
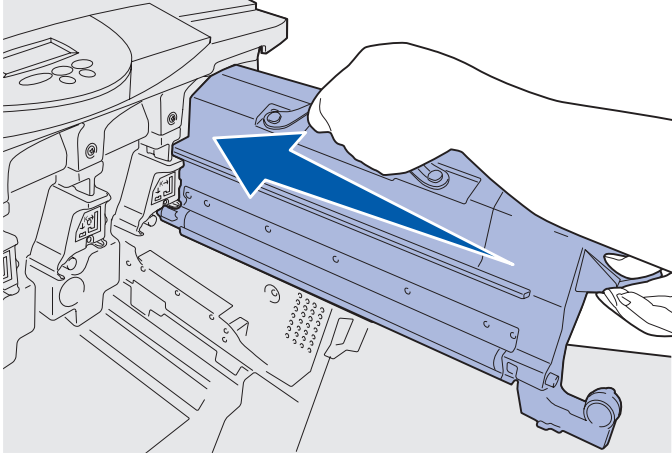
6 Push the waste toner arm onto the photodeveloper until it *snaps* into place.

7 Repeat steps 2 through 6 to install the remaining toner cartridges.
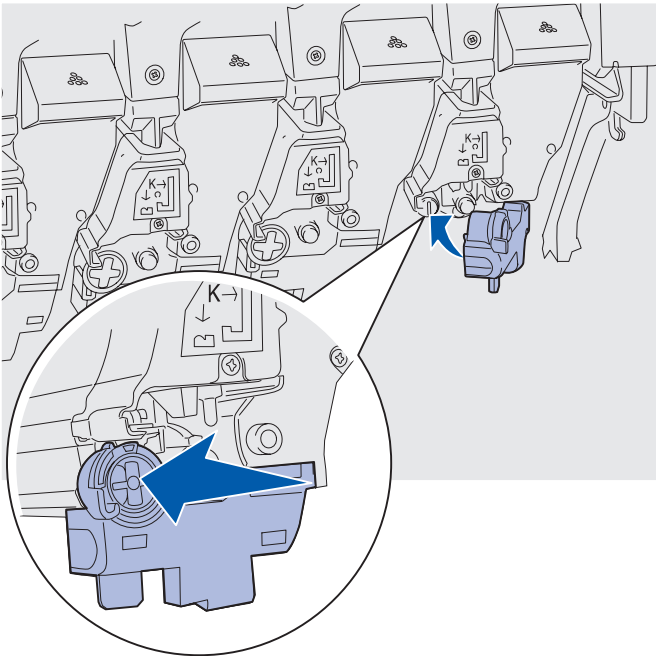
Installing the oil coating roll
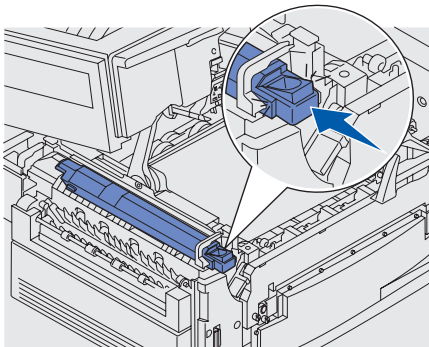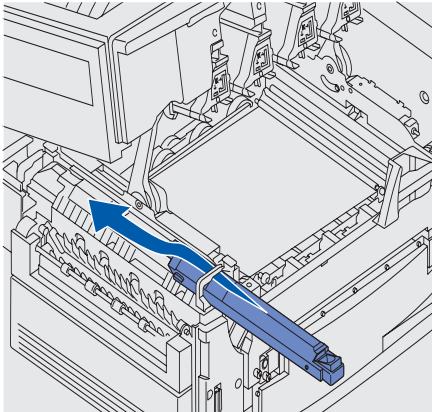
Your printer ships with an oil coating roll that must be installed for your printer to operate properly.

The oil coating roll is placed inside the fuser, located on the left side under the top cover.

Note: Use a brush or cold water to remove any toner that has soiled clothing.

1 Remove the new oil coating roll from its packaging.

2 Slide the oil coating roll into the fuser.

3 Make sure the oil coating roll *clicks* into place.

Closing the top cover

CAUTION: Before closing the top cover, make sure the area under the cover is free of hands, clothing, and other items.
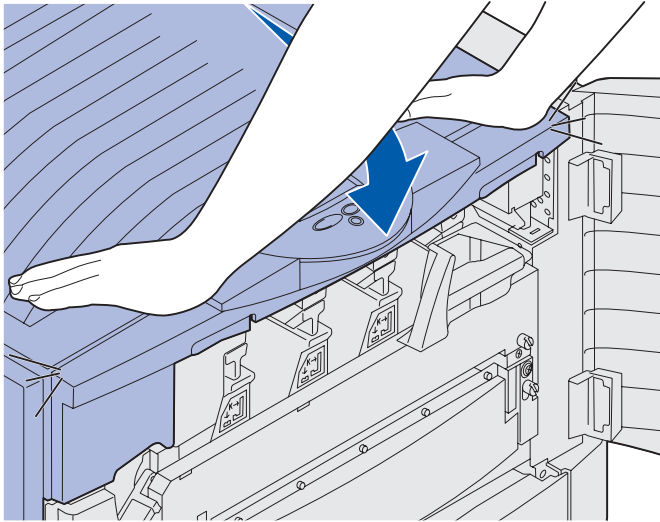
Lifting points
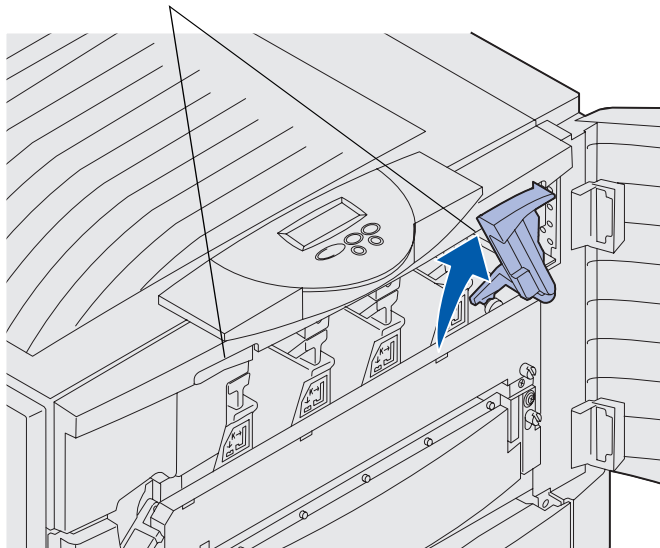
1 Place both hands on the top cover.

2 Press down firmly until the top cover *clicks* into place.

3 Rotate the top cover locking lever to the right.

   If you cannot rotate the locking lever, the cover is not fully closed.

   a Place both hands on the lifting points and squeeze the right top cover latch.

   b Lift the top cover.

   c Press down firmly until the top cover *clicks* into place.

4 Close the front door.
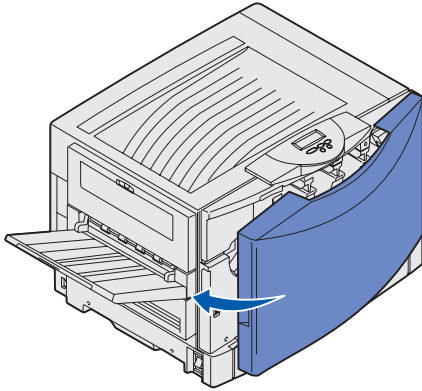
Loading paper

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

1 Pull the tray out until it stops.

2 Press the metal plate down until it locks.
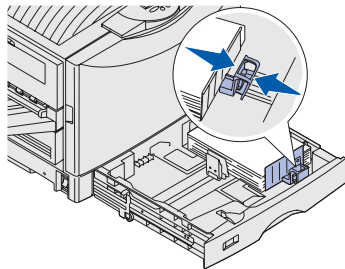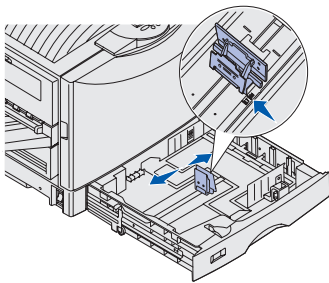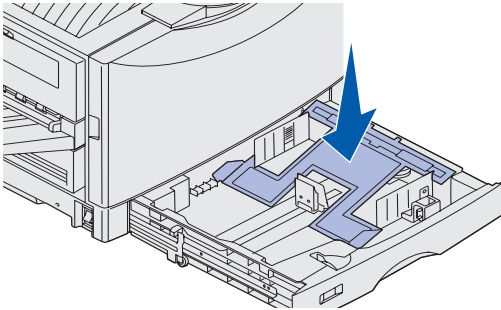
3 Adjust the length and width guides to the correct position for the size of paper you are loading.
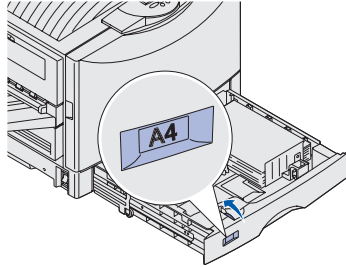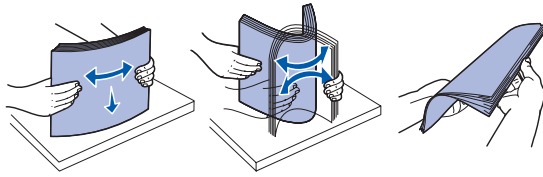
4 Flex the sheets of paper back and forth to loosen them, and then fan them.

Do not fold or crease the paper. Straighten the edges of the stack on a level surface.

5 Place the paper in the tray, print side down.

Do not exceed the maximum stack height. Overfilling the tray may cause jams.

6 Rotate the paper size dial until the size of the paper in the tray is indicated.

7 Push the tray completely into the printer.

Verifying printer setup

Note: To prevent an electrical overload, plug your printer into a properly grounded outlet on a non-ground fault interrupter (GFI) circuit.

Printer power cord

Power switch

Note: If you see a message other than **Ready** on the display, refer to the printer publications CD for instructions on clearing the message.
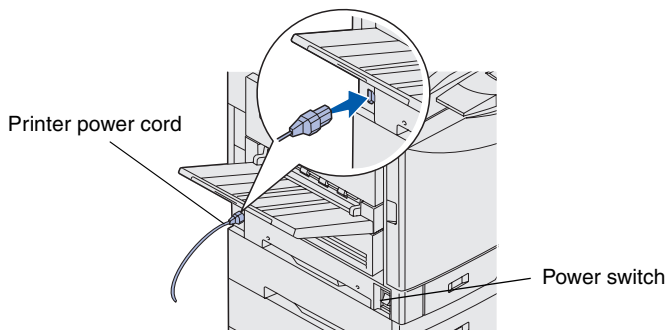
1 Plug one end of the power cord into the socket on the side of the printer and the other end into a properly grounded outlet.

2 Turn on the printer.

After the printer completes its internal tests, the **Ready** message is displayed.

Printing a menu settings page

1 Press **Menu** until you see **UTILITIES MENU**, and then press **Select**.

2 Press **Menu** until you see **PRINT MENUS**, and then press **Select** to print the page. The message **Printing Menus** appears on the display.

3 Verify the options you installed are correctly listed under "Installed Features" and "Printer Information."

Printing a network setup page

1 Press **Menu** until you see **UTILITIES MENU**, and then press **Select**.

2 Press **Menu** until you see **Print Net Setup**, and then press **Select** to print the page.

Save the network setup page after it prints. You will use it later.

Prepare for scanner installation

1 Turn the printer off.

2 Turn your computer and any other peripherals off.

Installing the printer operator panel cover

Installing the operator panel cover is optional. A virtual printer operator panel can be accessed from the scanner touch screen.
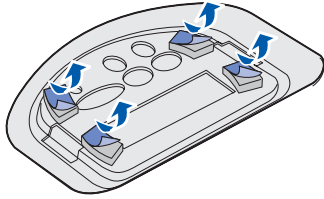
1 Locate the four adhesive pads on the bottom of the operator panel cover.

2 Remove the four adhesive pad covers.
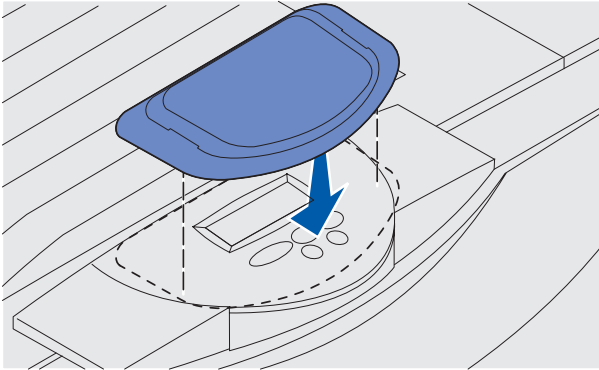
3 Align and press the cover over the printer operator panel.

Unpack the optional cabinet
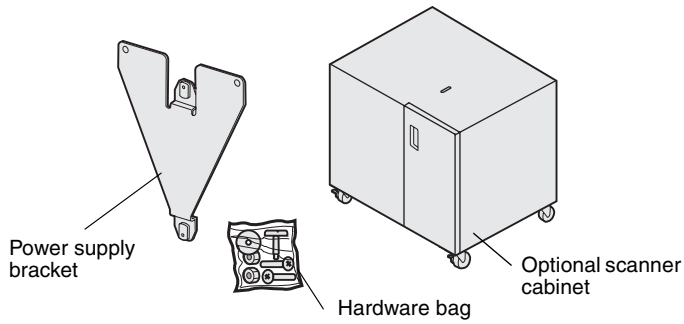
You can purchase an optional scanner cabinet. The scanner cabinet fits over the printer high capacity feeder. The cabinet has casters for easy access to the high capacity feeder.

1 Open the MFP cabinet box and remove all items.

2 Make sure you have the following items:

- Cabinet
- Power supply bracket
- Hardware bag (used later in setup)
  - Cabinet thumbscrew
  - Washer
  - Short screws (2)
  - Long screws (2)

3 Place the cabinet in an area that will be convenient for scanner setup.

Power supply bracket

Hardware bag

Optional scanner cabinet

Step 5: Install the scanner

Unpack the scanner

Automatic document feeder

Scanner

Publication package

Telephone cable

Ethernet cable

Power supply cord

Power supply

ADF thumbscrews
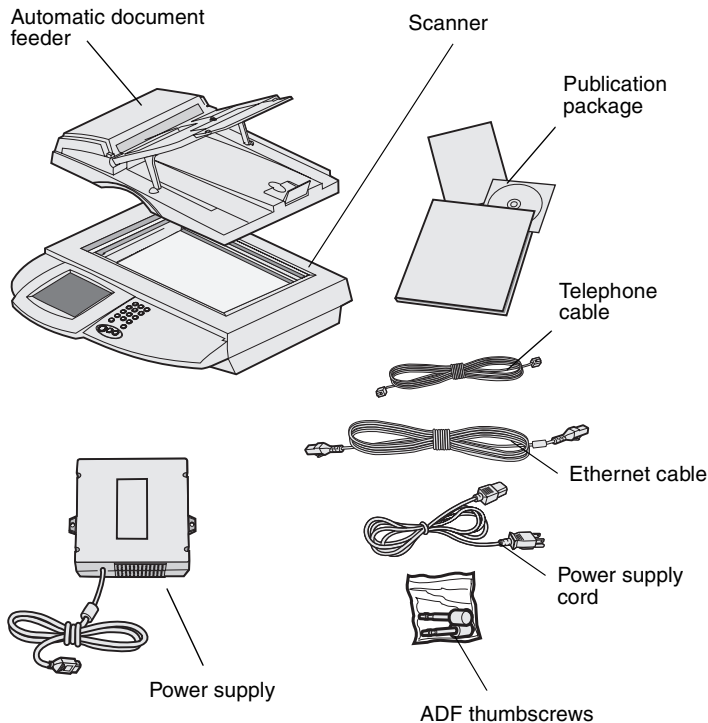
1 Open the scanner boxes and then remove all items except the scanner and automatic document feeder.

2 Make sure you have the following items:

- Scanner
- Automatic document feeder
- Publication package with *Setup Guide*, *MFP* CD, and a set of *Quick References* (in different languages)
- Telephone fax line cable (RJ-11)
- Ethernet cable (RJ-45) (with toroid)

    This Ethernet cable is used to connect the scanner with the printer.

- Power supply
- Power supply cord (this may be a straight or Y-cord)
- ADF thumbscrews (2)

The box may also contain an adapter for telephone fax line cable (not shown).

3 Place all items except the scanner aside for later use.

Install the scanner

If you did not purchase an optional scanner cabinet, place the scanner on a flat, stable surface close to the printer and then procede to "Install the automatic document feeder" on page 33.

CAUTION: The scanner weighs 24.5 kg (54 lb) and requires at least two people to lift it safely. Anytime you move or lift the scanner, make sure you have enough people to help you.

1 Remove the scanner from the box and place it on the cabinet.

2 Place the washer on the thumbscrew.

3 Open the cabinet door.

4 Insert the cabinet thumbscrew through the bottom of the cabinet and into the bottom of the scanner.

5 Tighten the thumbscrew securely.

Install the automatic document feeder
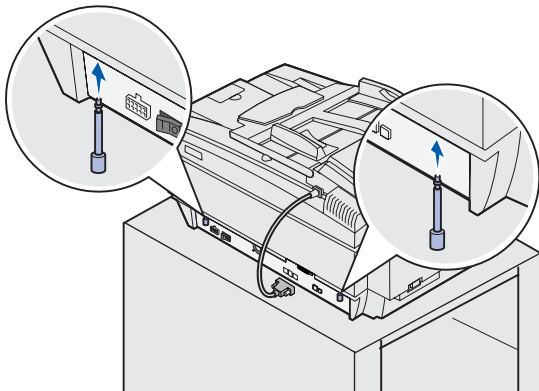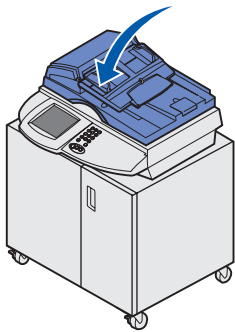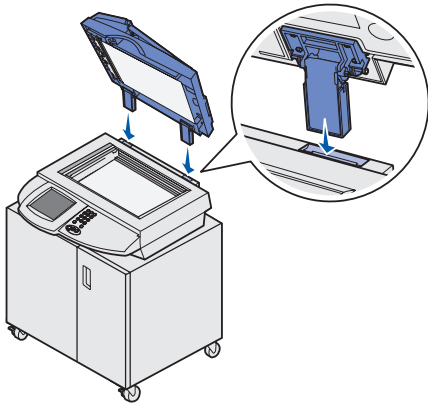
1 Remove the automatic document feeder from the box and remove any packing material.

2 Align and insert the hinges into the pockets on the rear of the scanner.

3 Close the automatic document feeder.

4 Insert two ADF thumbscrews through the bottom of the scanner pockets and into the bottom of the automatic document feeder hinges.

5 Tighten the ADF thumbscrews securely.

There will be a small gap between the thumbscrew head and scanner pocket after tightening the thumbscrews. This allows the automatic document feeder to be closed when copying pages from a book.
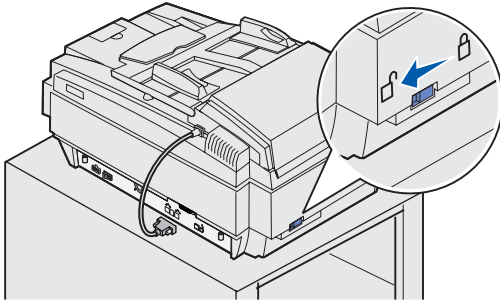
6 Move the lock switch to the unlocked position.

The scanner will not function if it is not unlocked.
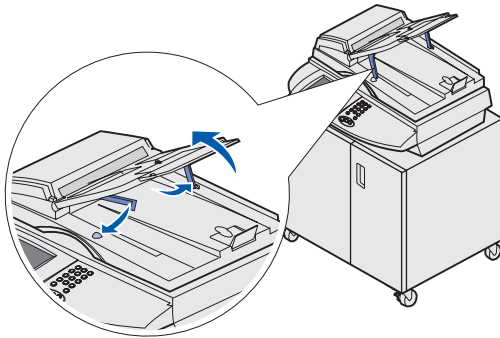
7 Lift the feed tray and lock the support legs into the scanner slots.

If you do not have an optional scanner cabinet, go to Step 6: "Attach the cables and power cord" on page 35.
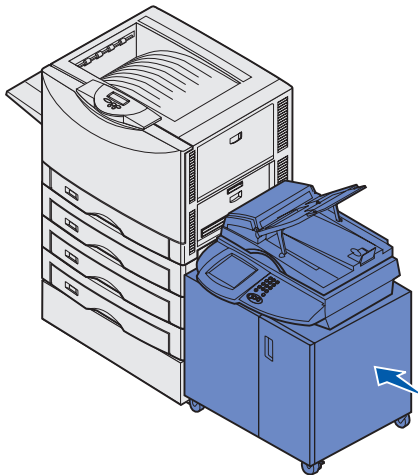
8 Move the cabinet beside the printer.

Step 6: Attach the cables and power cord

Attaching the Ethernet cable and automatic document feeder cable
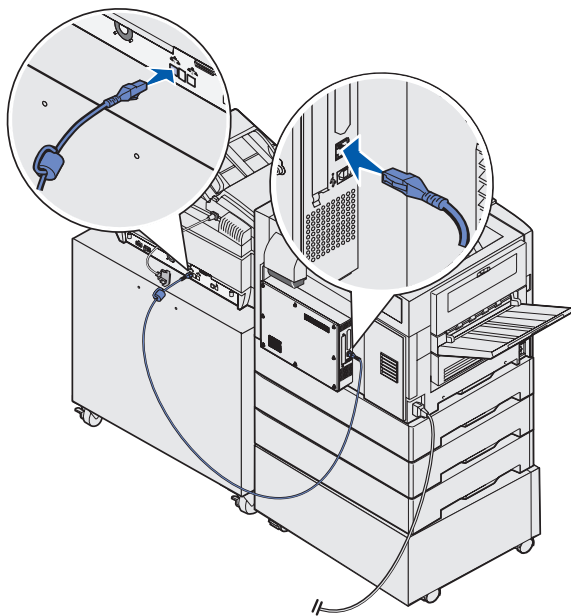
The Ethernet cable (RJ-45) lets the scanner and printer communicate with each other. The automatic document feeder cable provides power and information from the scanner to the automatic document feeder.

1 Plug the Ethernet cable (RJ-45) into the Ethernet port on the back of the printer.

2 Connect the Ethernet cable (RJ-45) to network connection one on the back of the scanner.
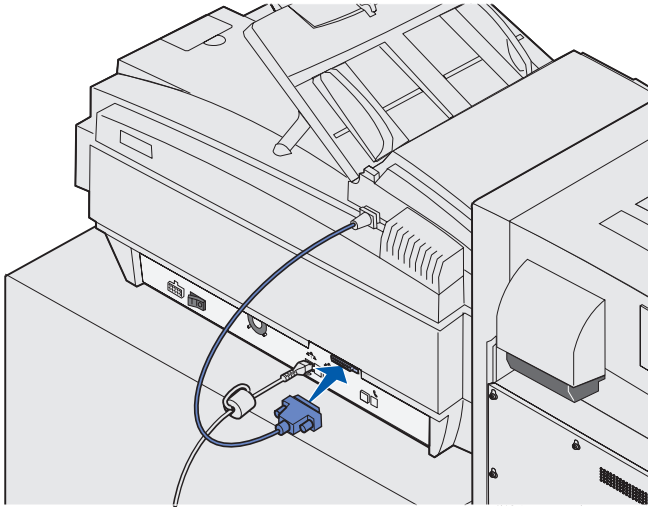
1 Connect the automatic document feeder cable to the connector on the scanner.

2 Securely tighten the screws on the automatic document feeder cable.

A screwdriver may be needed to tighten the screws securely.

If the screws are not tightened, the automatic document feeder cable may loosen and stop power to the automatic document feeder.

Attaching the network and phone cables
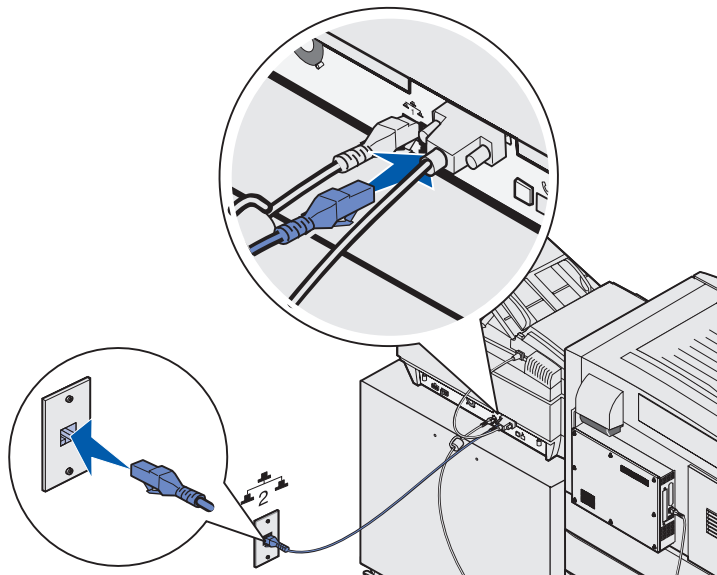
Connect the printer to the network and telephone line.

1 Connect an Ethernet cable (not supplied) to network port two on the back of the scanner.

2 Connect the Ethernet cable to a network outlet.

Note: *Germany:* Use only the German TAE type F adapter shipped with this product because it contains a billing tone filter. The adapter is designed only for the F connector of the German wall outlet. This must be the only device attached to the NFN wall receptacle.
Switzerland: Use only the Swiss adapter shipped with this product because it contains a billing tone filter.
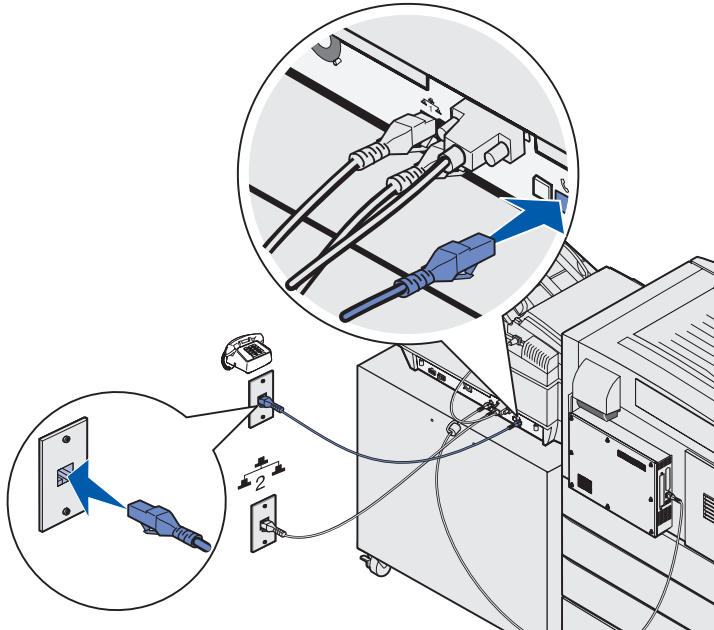
3 Connect the RJ-11 telephone fax line cable into the fax modem port on the back of the scanner.

4 Connect the fax line cable to the phone outlet.

If you received a telephone adapter specifically designed for use in your country or region, attach the telephone adapter to the telephone fax line cable and plug the fax line cable into the phone outlet.

Attaching the power supply and power cord

Note: If you do not have an optional scanner cabinet, you do not have a power supply bracket. Go to step 3 on page 39.
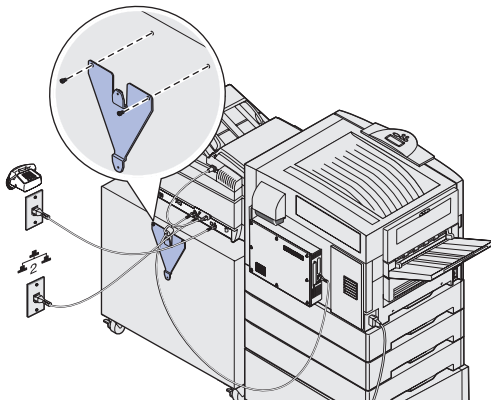
The power supply bracket must be attached to the rear of the optional scanner cabinet and the power supply attached to the bracket.

1 Attach the power supply bracket to the rear of the cabinet with two short screws.
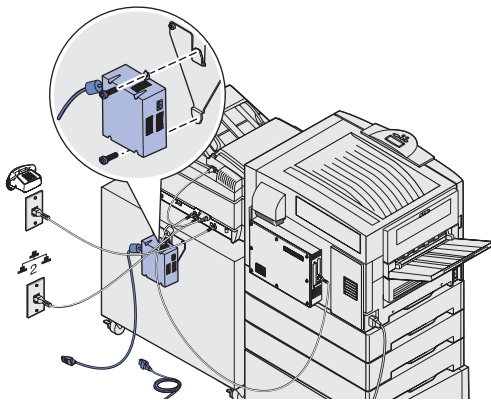
2 Attach the power supply to the bracket with two long screws.
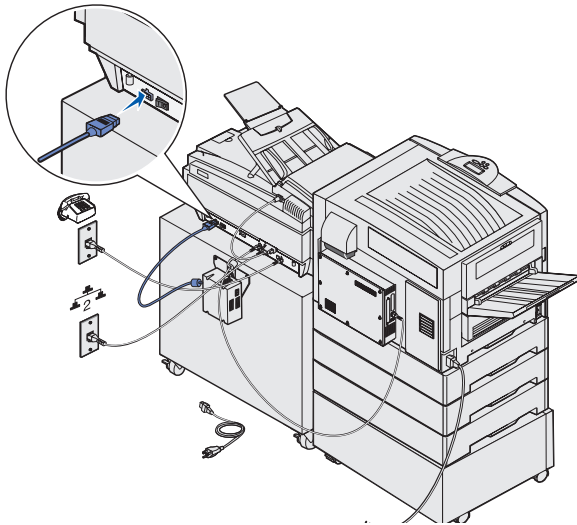
3 Connect the power cord attached to the power supply to the scanner.

If you don't have an optional cabinet, place the power supply on the floor or a table close to the scanner.
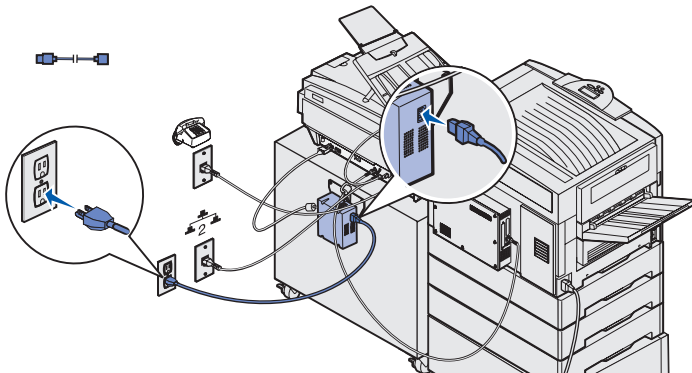
4 Connect the power supply cord to the power supply.

    a If you have a Y-cord, remove the printer power cord and set it aside for later use.

    b Connect the printer and power supply together using the Y-cord.
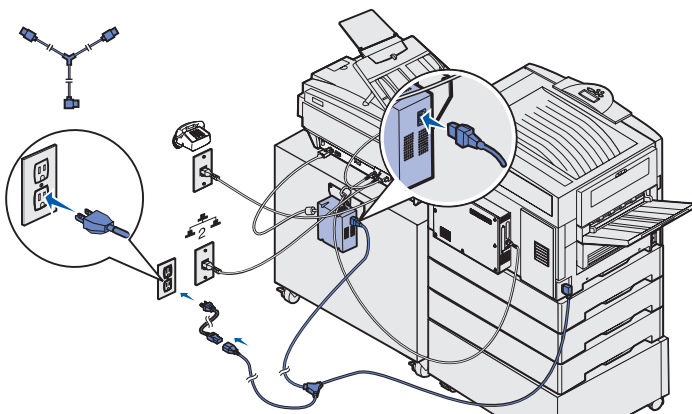
5 Connect the power supply cord to a properly grounded outlet, *but do not turn the power on yet*.

If you used a Y-cord, connect the printer power supply cord to the Y-cord and then connect the other end to a properly grounded outlet.

Step 7: Power up and change configuration settings

Performing a power up sequence
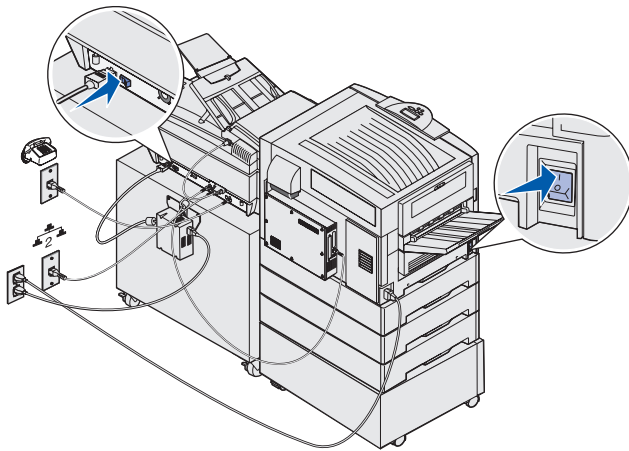
1 Turn on the printer.

2 Turn on the scanner.

3 Turn on your computer and any other peripherals.

The MFP requires time to warm up after you turn it on. During this period, the message **`Please wait while the device initializes`** appears on the touch screen.

After the MFP completes its tests, the Home screen is displayed on the touch screen.

Hardware setup is now complete. You are ready to configure the MFP.

Configuring your MFP

A number of settings are available for customizing the MFP output to suit your needs. Some settings or values are displayed only if a specific option is installed on your printer.

There are three methods to change the copy default settings for your MFP. They are 1) manually entering the information through the MFP touch screen, 2) using your browser to access the MFP IP address and then entering the Configuration menu, or 3) using MarkVision™ Professional to access the MFP IP address and enter the Configuration menu.

Configuring for TCP/IP

Assigning a printer/scanner IP address

If your network is using DHCP, an IP address is automatically assigned after you connect the network cable to the printer.

1 Look for the address under the "TCP/IP" heading on the network setup page you printed earlier.

2 Go to "Verifying the IP settings" on page 42, and begin with step 2.

If your network is not using DHCP, then you must manually assign an IP address to the printer.

1 From the Home screen, touch the **Key** icon, and then touch **System Configuration**.

2 Under Printer/Print Server, touch **Setup and Configuration**.

3 Under the Print Server, touch **TCP/IP**.

4 Address, Netmask, and Gateway are required fields, and should have nonzero values. If necessary, use the virtual keyboard and enter the appropriate information for your network. Set any additional information you want.

5 Touch **Submit** when you are finished entering information.

6 Wait for the configuration page to refresh, and then verify the parameters are as intended.

After configuring the IP address, you can use your Web browser to remotely view and manage the MFP. Type the IP address in the URL field of the browser (for example, **http://192.168.236.24**), and then press **Enter**.

Verifying the IP settings

1 Print another network setup page. Look under the "TCP/IP" heading and make sure the IP address, netmask, and gateway are what you expected.

See "Printing a network setup page" on page 28 if you need help.

Note: On Windows computers, click **Start ▶ Programs ▶ Command prompt** (or **Accessories ▶ Command prompt** if using Windows 2000).

2 Ping the printer and verify that it responds. For example, at a command prompt on a network computer, type **ping** followed by the new printer IP address (for example, **192.168.0.11**):

ping xxx.xxx.x.xx

If the printer is active on the network, you receive a reply.

Configuring for Pull Printing

If your printer has an optional ImageQuick firmware card installed, it can be configured for Pull Printing once an IP address has been assigned.

For detailed configuration instructions, refer to the CD that shipped with the ImageQuick card.

Configuring Scan to E-mail

1 Type the MFP IP address in your browser URL field (for example, **http://192.168.236.24**), and then press **Enter**.

2 Click **Configuration**.

3 Click **Scan to E-mail General Setup**.

4 Type the SMTP gateway of your network or Internet service provider in the appropriate field. Specify a default e-mail address for the message reply line.

5 Click **Submit**.

Configuring fax setup

The Telephone Consumer Protection Act of 1991 requires all outgoing faxes to contain specific information in a margin at the top or bottom of each transmitted page, or on the first page of the transmission.

Use your Web browser to set the required fax information:

1 Type the MFP IP address in your browser URL field (for example, **http://192.168.236.24**), and then press **Enter**.

2 Click **Configuration**, and then click **Fax Setup**:

— If Analog doesn't appear in the drop-down menu, select it now. Click **Submit**.

— If Analog does appear in the drop-down menu, click **Configuration**.

3 After the configuration page refreshes, enter the required FCC information:

— Station Name (a personal name or company name)

— Station Number (the fax phone number)

Set or change any additional fax settings, and then click **Submit**.

4 Check the current date and time:

a Click **Configuration**.

b Click **Setup and Configuration**.

c Click **Date and Time**.

5 Verify the date and time:

— If they are correct, you are done.

— If they are not correct, click the **Set Date and Time** link under the Current Date and Time. Enter the date and time information in a numerical format (YYYY-MM-DD-HH:MM), and then click **Submit**.

If you want to configure for the Fax Server mode, return to the Fax Setup configuration page and switch modes.

Registering with a Windows NT domain server

Note: In order to register the MFP with a Windows NT domain, you must have an administrator account name and password for the intended domain.

To use Windows NT Authentication as a way of restricting or tracking access to your MFP, you must first register the device with a Windows NT domain. Contact your network administrator for assistance with registering with a Windows NT domain.

Touch the **Key** icon on the Home screen, and then touch **Windows NT Domain Registration**. Tips are on the screens to help you with the registration process.

Step 8: Verify MFP setup

Making a test copy

Make a one-page copy and test the automatic document feeder:

1 Place your document faceup in the automatic document feeder.

2 Press the green **Start** button to the right of the touch screen (Copy is the default setting for the MFP).

Sending a test fax

Send a one-page test fax to a known fax machine:

1 From the Home screen, touch the **Fax** icon.

2 In the Fax destination screen, enter a fax number using the virtual keypad.

3 Place your document faceup in the automatic document feeder.

4 Touch **Fax It** or press **Start** to send the fax.

Sending a test e-mail

Send a one-page test e-mail to a known e-mail address:

1 From the Home screen, touch the **E-mail** icon.

2 In the E-mail destination screen, enter an e-mail address using the virtual keypad.

3 Place your document faceup in the automatic document feeder.

4 Touch **Send It** or press **Start** to scan and send the document.

Sending a network print job to the MFP

Use a software program to send a network print job to your MFP. Refer to your printer documentation for assistance with setting up a computer for network printing.

The optional finisher

Your printer supports an optional finisher. To install the finisher, refer to finisher setup guide.

When you complete finisher installation, return to Step 9: "Distribute MFP user instructions" on page 48 in this book.

Step 9: Distribute MFP user instructions

Finding user instructions

MFP online documentation includes helpful instructions for making copies, sending faxes, and scanning documents to e-mail, FTP destinations, or back to your computer.

To view the available information on the MFP CD, click **View Documentation,** and then select your MFP.

Distributing user information

Here are several ways to distribute MFP information:

- Print copies of each set of user instructions stored on the MFP CD, and manually deliver them to users.

- Copy the PDF containing the user instructions and store it in a convenient common location on your network or Intranet. The PDF is stored in the Pubs directory on the MFP CD.

- Browse the Lexmark™ Web site (www.lexmark.com) and access the information there. Save the URL and send the link to your MFP users.

Limiting MFP use

Note: Profiles are jobs whose parameters have been set at a remote location and then sent to the scanner. Selecting a Profile entry will start the job.

Note: If a function access setting is changed to require users to identify themselves, an authentication method other than "Guest" must be selected on the Manage Function Access page. Using the authentication method of "Guest" you can turn functions off completely, but you cannot otherwise restrict access because the device doesn't know where to go to verify the user name or password.

Note: The chosen authentication methods (NT, LDAP or Internal) must be properly set before users are able to authenticate and access the functions.

The system administrator can control access to copy, fax, e-mail, and profiles.

The are four options for securing a function. They are:

- Turning the function on so everyone has access.

- Turning the function off so no one has access.

- Requiring users to identify themselves to use the function.

- Requiring users to enter a name and password to access the function.

To change a function access, press the **Key** icon ▶ **Configuration** ▶ **Manage Function Access**. Enter the appropriate function and change the current value. Press **Submit**.

Solve setup problems

Problem	Solution
The touch screen is blank and does not respond to touches.	• Make sure the scanner is plugged in. • Make sure the electrical outlets have power. • Make sure the contrast control knob is not set to the darkest setting. • Make sure all cables and cords are properly connected. For more information, see "Attach the cables and power cord" on page 35. • Turn the scanner off and then back on. • If you are still having problems, contact Lexmark customer support at **http://support.lexmark.com**.If you are still having problems, contact the place where you bought your MFP.
A red exclamation point appears over the Copy icon on the Home screen.	• Touch the **Copy** icon. Follow the instructions on the screen. • Make sure the printer is plugged in and turned on. • Make sure the Ethernet cables are connected to the correct ports. For more information, see "Attach the cables and power cord" on page 35. • Turn off the printer and the scanner. Turn the printer on, and then turn the scanner on.
The paper will not feed through the automatic document feeder.	• Make sure paper is inserted far enough. • Make sure the automatic document feeder cable is securely fastened to the scanner. • Make sure the automatic document feeder cover is latched securely. • Open the automatic document feeder door. Make sure the pick pad is seated correctly, and then close the door. • Clean the feeder rollers and pick pad, and then try again. For more information, see "Maintain your scanner" on page 52. • If you are still having problems, contact Lexmark customer support at **http://support.lexmark.com**.If you are still having problems, contact the place where you bought your MFP.
My network print job does not print.	1 Print a network setup page: **a** From the Home screen, touch the **Key** icon, and then touch **Print Reports**. **b** Touch **Network Setup Page**. 2 Verify the IP address and settings.
I cannot send or receive analog faxes.	• Make sure the telephone fax line cable is properly connected to the port on the scanner and to the phone jack. • Verify the phone line is analog.

Getting more help

Launch the MFP CD, and then click **Contact Lexmark** for a complete list of

phone numbers and Web sites.Contact
the place where you bought your MFP.

Maintain your scanner

Clearing a paper jam

1 Press the release button on the automatic document feeder and then open the cover.
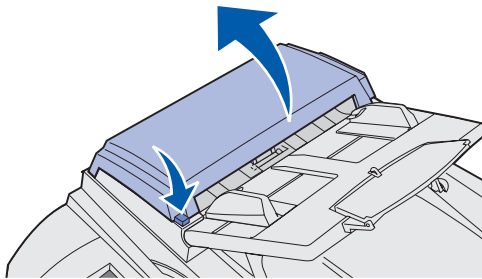
2 Carefully pull out the jammed paper.

If you cannot remove the jammed paper, open the document cover and move the roller lever forward. Then carefully pull out the jammed paper.

3 Close the document cover.
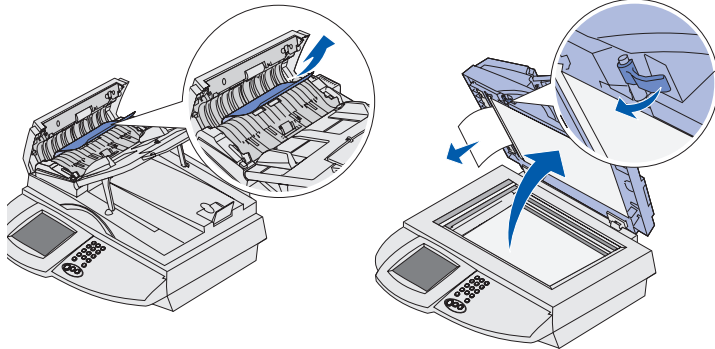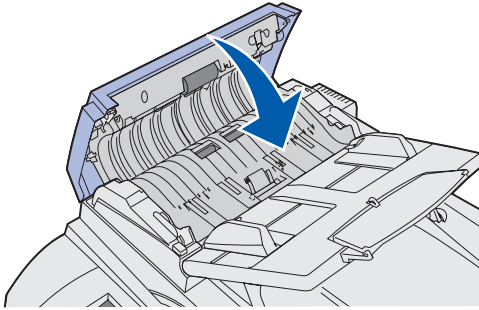
4 Close the automatic document feeder.

Make sure the cover is closed securely.

Cleaning the automatic document feeder

The scanner parts can become contaminated with ink, toner particles, or paper coatings. Clean the scanner feed rollers if documents do not feed smoothly or easily, or if several pages feed at one time.
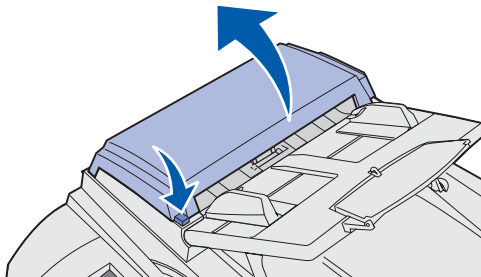
1 Turn off and disconnect the power to the scanner.

2 Press the release button on the automatic document feeder and then open the cover.
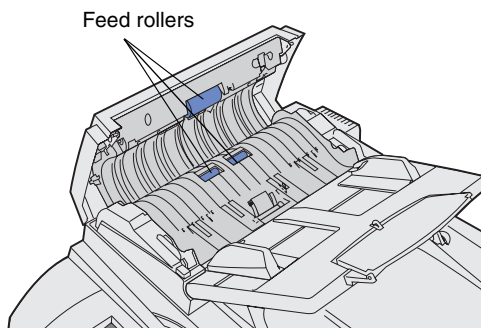
Feed rollers

3 Dampen a clean, lint-free cloth or cotton swab with isopropyl alcohol (95%).

4 Wipe the feed rollers by moving the swab from side to side.

5 Rotate the roller forward with your finger and repeat step 4 until the entire roller is cleaned.
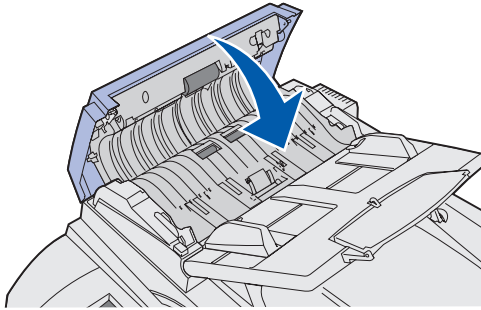
6 Close the automatic document feeder.

Make sure the cover is closed securely.

7 Reconnect the power and turn the scanner back on.

Cleaning the scanner glass
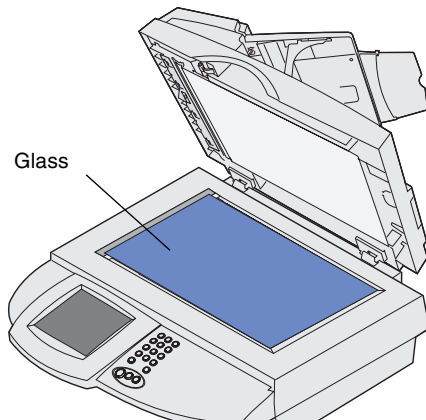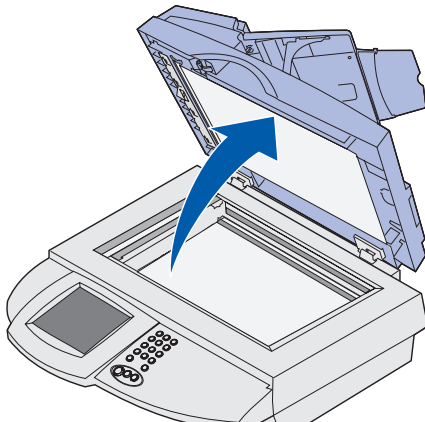
1 Open the document cover.

Glass

2 Dampen a clean, lint-free cloth or cotton swab with isopropyl alcohol (95%).

3 Wipe the scanner glass and automatic document feeder area by moving the cloth or swab from side to side.

Maintain your scanner

4 Close the document cover.
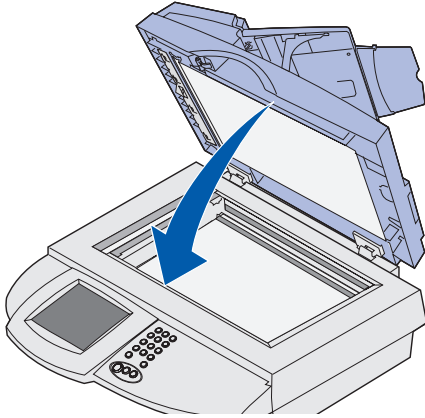
Moving the scanner

Warning: Failure to lock the scan mechanism before moving the scanner can cause internal damage.
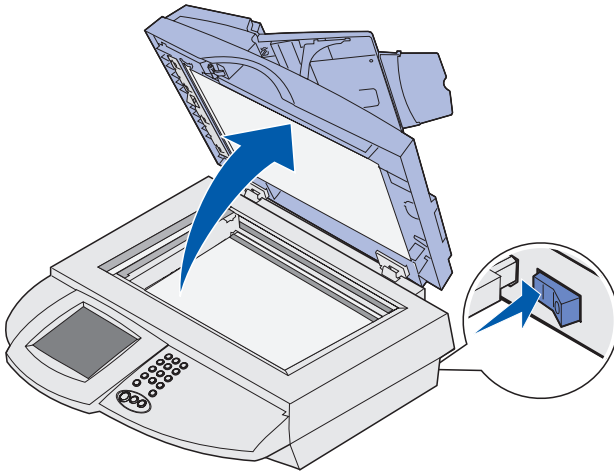
If you need to transport the scanner, follow these instructions to relock the scanner:

1 Turn the scanner off.

2 Open the document cover.
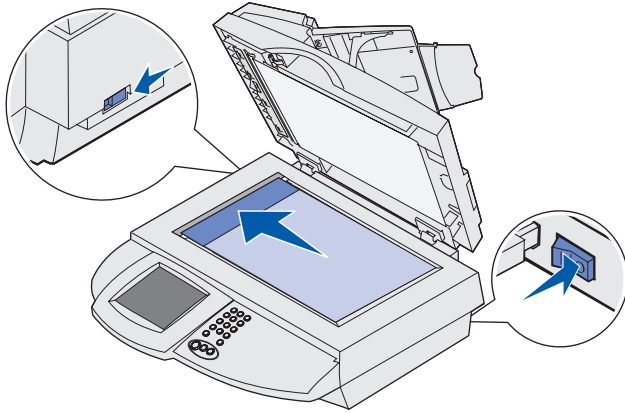
3 Turn the scanner on.

4 When the scanning mechanism reaches the far left side of the scanner glass, quickly turn the scanner off.

5 Move the switch to the locked position.

CAUTION: The combined scanner and automatic document feeder weighs 29 kg (64 lb) and requires at least two people to lift it safely. Anytime you move or lift the scanner, make sure you have enough people to help you.

6 Close the document cover.

Maintain your scanner
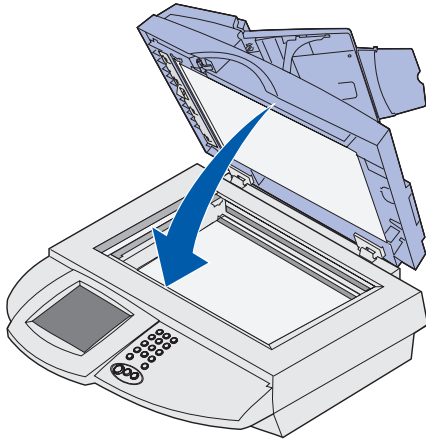
Notices

The following notices apply to machine type 4036-402.

The following telecommunications notices apply to those machines in which the print server is installed.

Electronic emission notices

Warning: 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.

FCC rules Part 15

This equipment 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 for parallel attach or 12A2405 for USB attach. 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 de l'industrie du 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, 73/23/EEC, and 1999/5/EC 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 and on radio equipment and telecommunications terminal equipment.

A declaration of conformity with the requirements of the directives 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.

Radio interference notice

Warning: 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.

Japanese VCCI notice

この装置は、情報処理装置等電波障害自主規制協議会（ＶＣＣＩ）の基準に基づくクラスＡ情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。

Telecommunications notices

FCC rules Part 68

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the America's Carriers Telecommunication Association (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See "Attaching the network and phone cables" on page 36 for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, launch the MFP CD, and then click **Contact Lexmark** for a complete list of phone numbers and Web sites. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, launch the MFP CD, and then click **Contact Lexmark** for a complete list of phone numbers and Web sites.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an AC surge arrestor in the AC outlet to which this device is connected. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See the section in this publication entitled "Configuring fax setup" on page 43 in order to program this information into your fax machine.

Notice to users of the Canadian telephone network

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an AC surge arrestor in the AC outlet to which this device is connected. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Using this equipment in Germany

This equipment requires a German billing tone filter Lexmark part number 14B5123 to be installed on any line which receives metering pulses in Germany. Metering pulses may or may not be present on analog lines in Germany. The subscriber may request that metering pulses be placed on the line, or can have them removed by calling the German network provider. Normally, metering pulses are not provided unless specifically requested by the subscriber at the time of installation.

Using this equipment in Switzerland

This equipment requires a Swiss billing tone filter Lexmark part number 14B5109 to be installed on any line which receives metering pulses in Switzerland. The Lexmark filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

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