

Printing

Paper handling

Maintenance

Troubleshooting

Administration

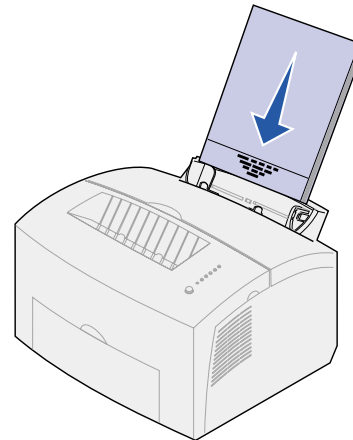
Index

Once your printer is set up and your drivers are installed, you are ready to print. Do you want to print a letter, add a Do Not Copy watermark to a presentation, adjust the print darkness setting? Just choose the printer setting in your printer driver and print your job.

Printing from a Windows environment

For example, let's say you have plain paper loaded in tray 1, but you want to print a letter on letterhead paper and an envelope.

- 1 Load letterhead with the top of the page pointing down facing you in tray 1.



Printing

Paper handling

Maintenance

Troubleshooting

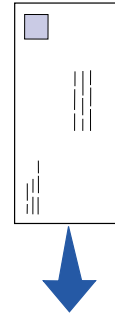
Administration

Index

- 2 From your software application, open the file you want to print.
- 3 From the File menu, select Print (or Printer) Setup to open your printer driver.
- 4 Verify the correct printer is selected in the dialog box.
- 5 In the Print Setup dialog box, click Properties, Options, or Setup (depending on the application) to change the paper setting to Letterhead, and then click OK.
- 6 Click OK or Print to send the job to print.

Now print the envelope:

- 1 Load an envelope vertically, flap side down, with the stamp area in the top left corner in the manual feed.



- 2 From the File menu, select Print (or Printer) Setup to open your printer driver.



Printing

Paper handling

Maintenance

Troubleshooting

Administration

Index

- 3 In the Print Setup box, click Properties, Options or Setup (depending on the application) and select the size envelope you want from the Paper Type setting.
- 4 Change Orientation to Landscape.
- 5 In the Print dialog box, click OK to send the job to print.

Note: If you want to change a setting not listed in the printer driver, you can download the Lexmark E320/E322 Setup Utility from the Lexmark Web site (www.lexmark.com).

If you need an explanation about a printer setting, help is just a click away:

- Click the Help box in the bottom right corner of any dialog box.
- Move your cursor to the setting in question and press F1 or right-click your mouse.



Printing from a Macintosh computer

For example, you are using Mac OS 9 and want to print a letter on letterhead paper and an envelope:

- 1 Load letterhead with the top of the page pointing down facing you in tray 1.
- 2 From your software application, open the file you want to print.
- 3 From the File menu, select Page Setup to open your printer driver.
- 4 Verify the correct printer is selected in the dialog box.
- 5 Select Letterhead from Paper and then click OK.
- 6 Click Print from the File menu to send the job to print.

Now print the envelope:

- 1 Load an envelope vertically, flap side down, with the stamp area in the top left corner in the manual feed.
- 2 From the File menu, select Page Setup.
- 3 From the Paper Size setting, select the size envelope you want.
- 4 Change Orientation to Landscape.
- 5 Click OK to close the Page Setup dialog box.



Printing

Paper handling

Maintenance

Troubleshooting

Administration

Index

- 6 Go back to the File menu and select Print.
- 7 From Paper Source select Envelope.
- 8 Click Print to send the job to print.

