



X340, X340n, X342n MFP

User's Guide

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Safety information

- Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.

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.

- Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network.
- 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.

CAUTION: Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.

- Your product uses a laser.

CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

- Your product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.



This symbol indicates the presence of a hot surface or component.

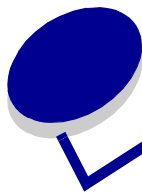
CAUTION: To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Conventions

Note: A *note* identifies something that could help you.

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

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



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Finding information about the MFP

The Lexmark™ X340/X340n/X342n Multifunction Printer (MFP) comes with the following resources:

Setup sheet

Description	Where to find
The <i>Setup</i> sheet gives you instructions for setting up hardware and software.	You can find this document in the MFP box or on the Lexmark Web site.

User's Guide

Description	Where to find
The <i>User's Guide</i> gives you instructions for using the MFP and other information such as: <ul style="list-style-type: none">• Maintenance• Troubleshooting• Safety	You can find this document on the Lexmark Web site or on the software CD that came with the MFP.

CD

Description	Where to find
The CD contains drivers, software, and publications files.	You can find this CD in the MFP box. See the <i>Setup</i> sheet for installation instructions.

Readme file

Description	Where to find
This file contains late-breaking information about the MFP and software that does not appear in other documentation, as well as information specific to your operating system.	To access the Readme file: 1 Click Start → Programs or All Programs → Lexmark → Lexmark X34x Series . 2 Select Readme .

Web site

Description	Where to find
Our Web site contains a variety of information. Note: All paths for the Web site are subject to change.	Visit our Web site at www.lexmark.com . 1 Go to the Web site. 2 Select a country or region from the drop-down list in the upper-left corner of the page. 3 Select the link for the information you need.

Record the following information (located on the store receipt and the back of the MFP), and have it ready when you contact us so that we may serve you faster:

Machine Type number:

Serial number:

Date purchased:

Store where purchased:

2

Setting up the MFP

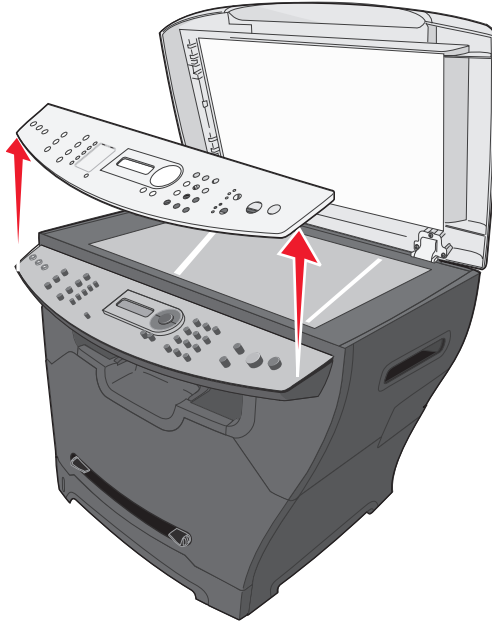
Before unpacking your MFP, select a level, stable surface on which to set it. Allow adequate space for air circulation and opening covers and trays.

Clearance space	
Front	400 mm (16 in.)
Back	175 mm (8 in.)
Right	127 mm (3 in.)
Left	50 mm (2 in.)
Top	175 mm (7 in.)

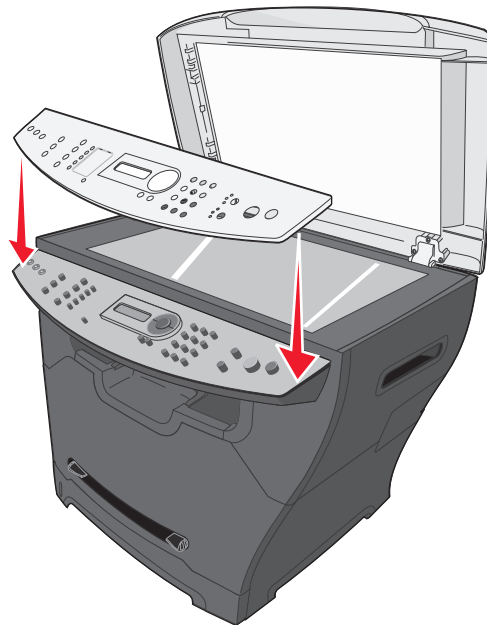
Installing an overlay for another language

These instructions apply only if you received one or more additional language overlays with the MFP.

- 1** Lift and remove the overlay.



- 2** Choose the correct overlay for your language.
- 3** Align the overlay with the buttons on the MFP, and then press down until the overlay locks into place.

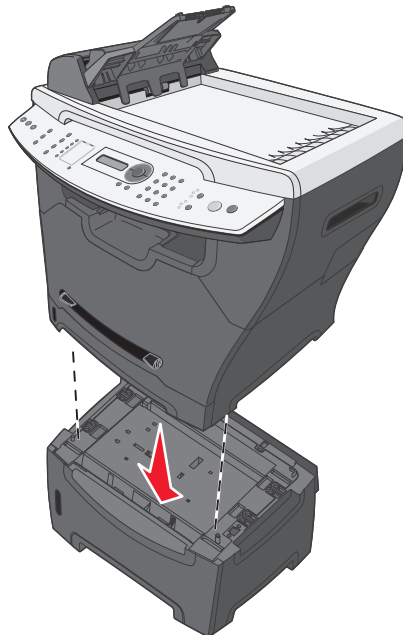


Installing an additional paper tray

Your MFP supports one optional paper tray that lets you load up to 550 sheets of paper.

CAUTION: If you are installing a 550-sheet paper tray after setting up the MFP, turn the MFP off, and unplug the power cord from the wall outlet before continuing.

- 1** Unpack the 550-sheet paper tray, and remove any packing material.
- 2** Place the paper tray in the location you have chosen for your MFP.
- 3** Align the holes in the MFP with the positioning posts on the 550-sheet paper tray, and lower the MFP into place.



- 4** Click **Start** → **Settings** → **Printers** or **Printers and Faxes**.
or
Click **Start** → **Control Panel** → **Printers and Other Hardware** → **Printers and Faxes**.
- 5** Select the MFP icon.
- 6** Click **File** → **Properties**.
- 7** Click the **Device Settings** tab.
- 8** Select **Tray2** from the Installable Options list.
- 9** Select **550-Sheet Tray** from the drop-down menu.
- 10** Click **Apply**.
- 11** Click **OK**.

12 Connect the power cord to a wall outlet.

13 Press the Power switch.

Getting the MFP ready to print and scan

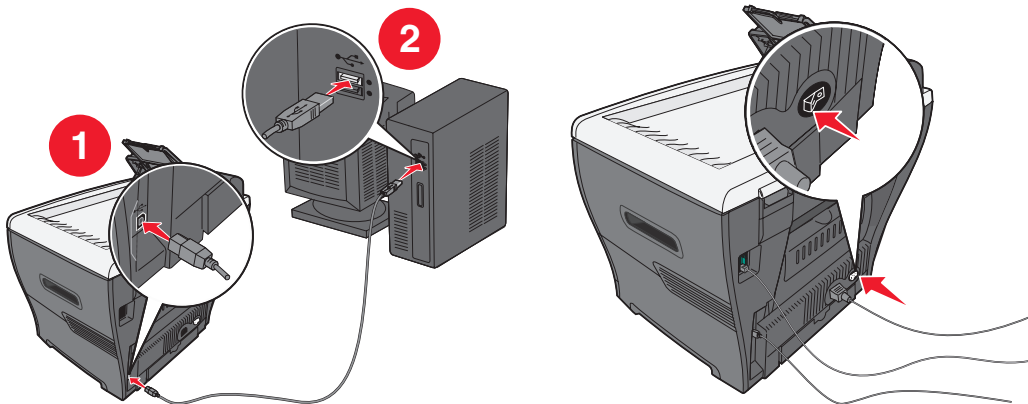
Installing the software for USB attach

You can install printer drivers and scan software for the following operating systems using the *Software and Documentation CD*:

- Windows 2003
- Windows 2003 x64
- Windows XP
- Windows XP x64
- Windows 2000

Note: Drivers for Windows XP x64 bit Edition are available at www.lexmark.com.

- 1 Insert the *Software and Documentation CD*.
- 2 Follow the instructions on the screen.
- 3 Connect the USB cable, and turn on the printer.



The Plug and Play screen appears, and a printer object is created in the printers folder of the computer.

If the software installation screen does not appear:

- 1 From the desktop, double-click **My Computer**.
For Windows XP, click **Start** to access the **My Computer** icon.
- 2 Double-click the **CD-ROM drive** icon. If necessary, double-click **setup.exe**.

- 3 When the software installation screen appears, click **Install** or **Install Now**.
- 4 Follow the instructions on the computer screen to complete the installation.

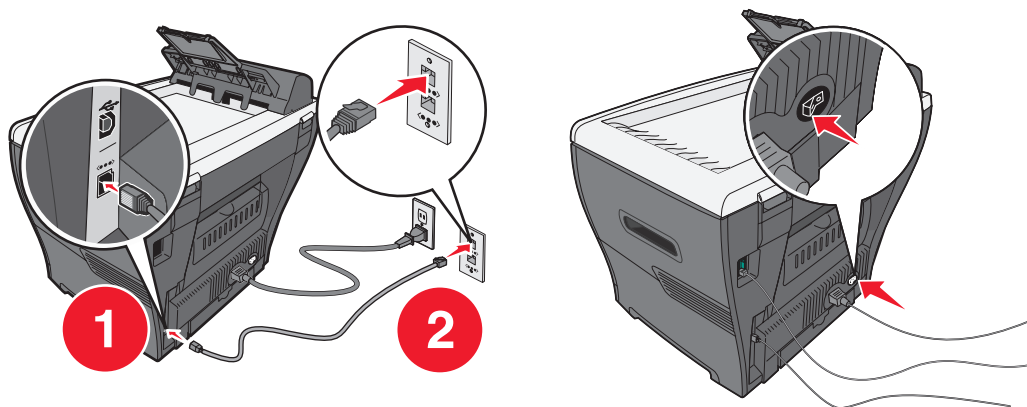
Installing the software for network attach (X342n only)

You can install printer drivers and scan software for the following operating systems using the *Software and Documentation CD*:

- Windows 2003
- Windows 2003 x64
- Windows XP
- Windows XP x64
- Windows 2000

Note: Drivers for Windows XP x64 bit Edition are available at www.lexmark.com.

- 1 Connect the ethernet cable, and turn on the printer.



- 2 Insert the *Software and Documentation CD*.
- 3 Follow the instructions on the screen.

The Plug and Play screen appears, and a printer object is created in the printers folder of the computer.

Note: The ethernet connection will not work if the USB connection is being used. Only one connection port can be used at a time.

If the software installation screen does not appear:

- 1 From the desktop, double-click **My Computer**.
For Windows XP, click **Start** to access the **My Computer** icon.
- 2 Double-click the **CD-ROM drive** icon. If necessary, double-click **setup.exe**.

- 3 When the software installation screen appears, click **Install** or **Install Now**.

Follow the instructions on the computer screen to complete the installation.

Getting the MFP ready to fax

You can connect the printer to equipment such as a telephone, an answering machine, or a computer modem. If problems occur, see **Setup troubleshooting on page 72**.

Note: The printer is an analog device that works best when directly connected to the wall jack. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps. If you want a digital connection such as ISDN, DSL, or ADSL, a third-party device (such as a DSL filter) is required.


You do not need to attach the printer to a computer, but you do need to connect it to a telephone line to send and receive faxes.

You can connect the printer to other equipment. See the following table to determine the best way to set up the printer.

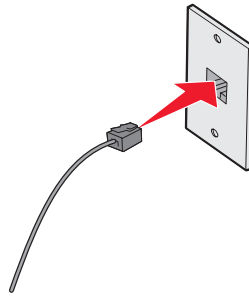
Connecting directly to a telephone wall jack

CAUTION: Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network.

Connect the MFP directly to a telephone wall jack to make copies or send and receive faxes without using a computer.

- 1 Make sure you have a telephone cord and a telephone wall jack.
- 2 Connect one end of the telephone cord into the LINE port  of the MFP.


- 3 Connect the other end of the telephone cord into an active telephone wall jack.

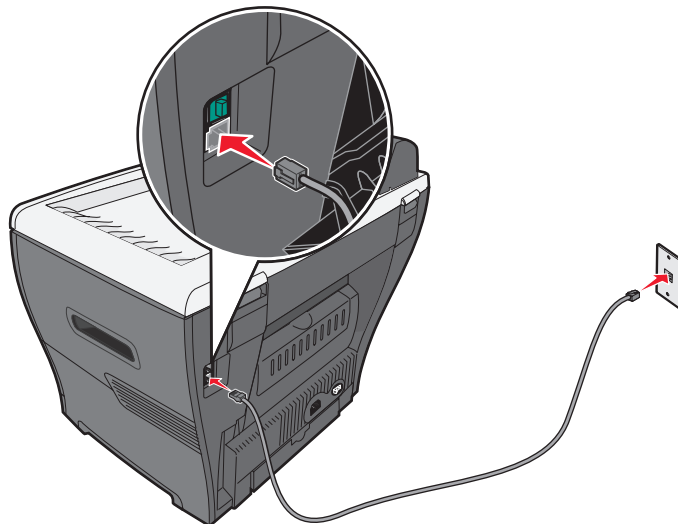



Note: For more information on connecting the MFP to telecommunications equipment, see the additional setup instructions that came with the MFP. Setup steps may vary depending on your country or region.

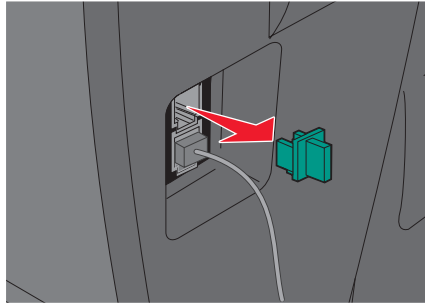
Connecting to a telephone


Connect a telephone to the MFP to use the fax line as a normal telephone line. Then set up the printer wherever your telephone is located to make copies or send and receive faxes without using a computer.

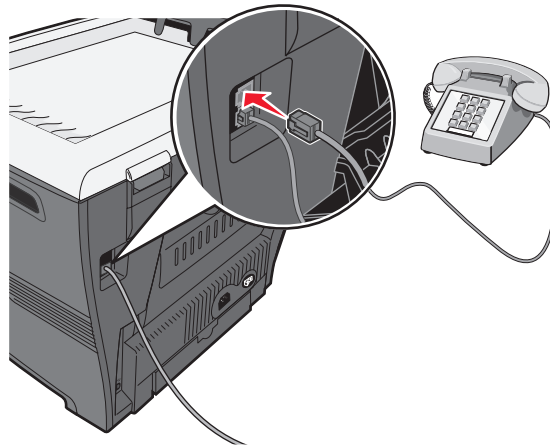
- 1 Make sure you have the following:
 - A telephone
 - Two telephone cords
 - A telephone wall jack
- 2 Connect one telephone cord to the LINE port  of the MFP, and then plug it into an active telephone wall jack.



- 3 Remove the protective plug from the EXT port  of the MFP.



- 4 Connect the other telephone cord to a telephone, and then plug it into the EXT port  of the MFP.



Note: For more information on connecting the MFP to telecommunications equipment, see the additional setup instructions that came with the MFP. Setup steps may vary depending on your country or region.

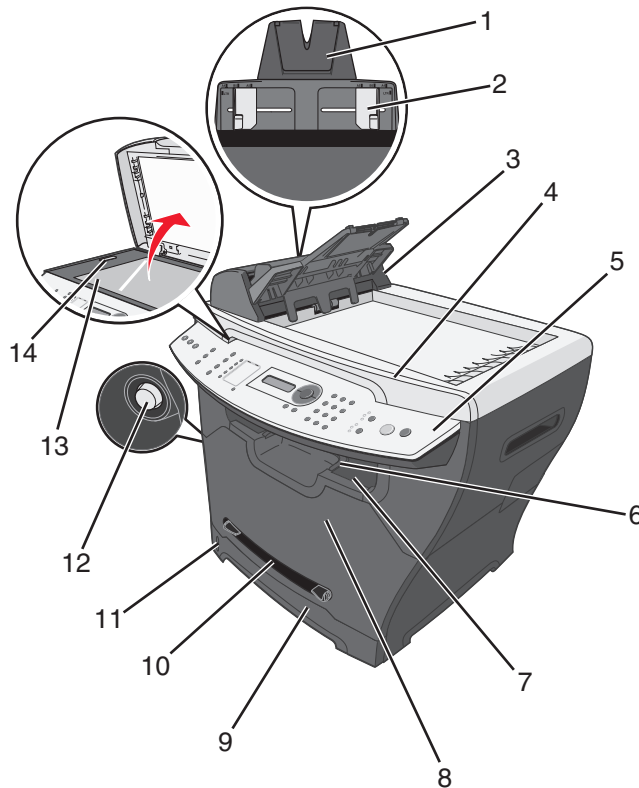
Getting the MFP ready to copy

The X340/X340n/X342n can be used as a stand-alone copier and does not require additional setup or connection to a computer or a network.

3

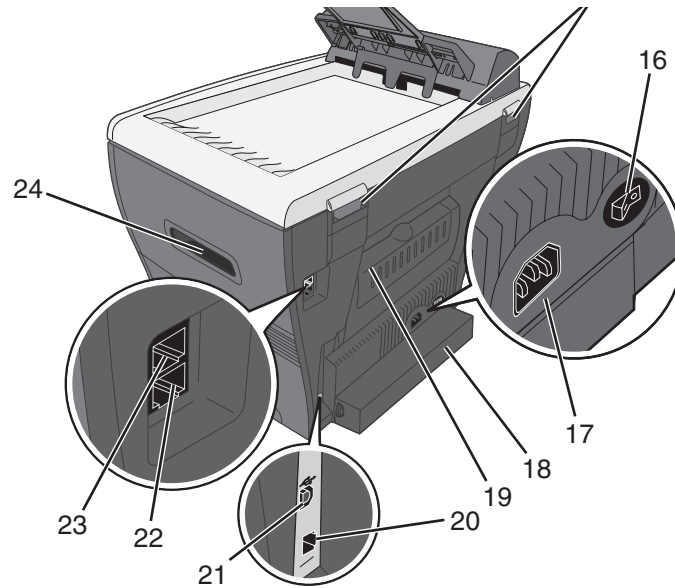
Learning about the MFP



Understanding the parts of the MFP



	Use the	To
1	ADF paper support	Extend to support longer media.
2	Paper guides	Make sure paper feeds correctly.
3	Automatic Document Feeder (ADF)	Copy, scan, or fax multiple-page documents.
4	Top cover	Access the scanner glass.
5	Control panel	Operate the MFP. For more information, see Using the control panel buttons on page 20.
6	Output paper support	Hold longer paper in the front output tray.

	Use the	To
7	Front output tray	Hold paper as it exits the MFP.
8	Front cover	Access the toner cartridge.
9	Paper tray	Load paper automatically.
10	Manual feeder	Load paper manually.
11	Paper level indicator	Verify the level of paper in the paper tray.
12	Access button	Release the front cover.
13	Scanner glass	Scan, copy, or fax a single-page document.
14	Scanner lock	Lock the scanner unit during transport.

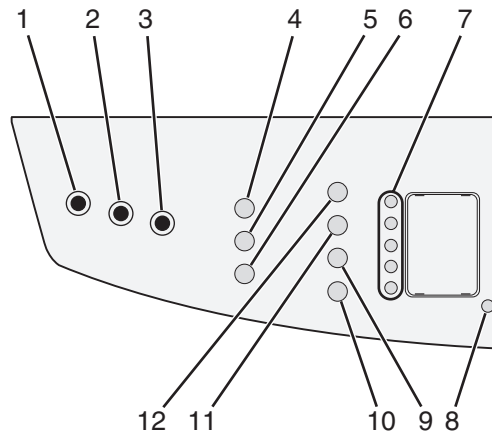



	Use the	To
15	Rear hinges	Lift the top cover to fit thicker documents, such as books.
16	Power switch	Turn the MFP on or off.
17	Power supply port	Connect the MFP to a power source.
18	Dust cover	Protect longer sizes of paper that may extend beyond the edge of the MFP.
19	Rear cover	Remove heavier paper from the printer as it exits.
20	Ethernet port	Connect the MFP to a network using an ethernet cable. Note: This port is only available on the X342n. The ethernet port and the USB port cannot be used at the same time.
21	USB port	Connect the MFP to a computer using a USB cable.
22	LINE port 	Connect the MFP to an active telephone line to send and receive faxes.
23	EXT port 	Connect the MFP to a telephone or answering machine.
24	Handles	Lift the MFP.

Using the control panel buttons

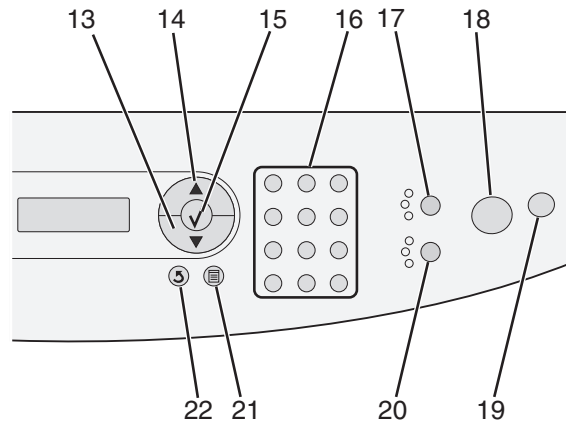
The display shows:

- MFP status
- Messages
- Menus



	Press	To
1	Copy	Access the Copy mode to make copies. Note: The mode is selected when the button light is on.
2	Fax	Access the Fax mode to fax. Note: The mode is selected when the button light is on.
3	Scan	Access the Scan mode to scan. Note: The mode is selected when the button light is on.
4	Scale	Control the size of a copied document as compared to its original size.
5	Collate	Control the sequence in which multiple-page jobs are completed.
6	Options (Copy)	<ul style="list-style-type: none"> • Adjust the paper source. • Adjust the paper saver settings.
7	Speed Dial buttons	Access any of the first five programmed shortcuts.
8	Shift	Access shortcuts 6–10. Note: Press Shift , and then press the first speed dial button to dial shortcut 6. Press Shift , and then press the second speed dial button to dial shortcut 7, and so on.
9	Options (Fax)	<ul style="list-style-type: none"> • Access the Broadcast function. • Delay sending a fax. • Cancel a fax.
10	 (On/Off Hook)	Manually send or receive a fax.

	Press	To
11	Redial/Pause	<ul style="list-style-type: none"> • In Fax mode, redial the last number entered. • Insert a three-second pause in the number to be dialed to wait for an outside line or get through an automated answering system. Enter a pause only when you have already begun programming the number.
12	Phone Book	Access any of the programmed shortcuts. For more information on programming a shortcut, see Setting up shortcuts on page 47 .



	Use this	To
13	▼	<ul style="list-style-type: none"> • Scroll through menu options. • Decrease a number.
14	▲	<ul style="list-style-type: none"> • Scroll through menu options. • Increase a number.
15	✓	<ul style="list-style-type: none"> • Choose the option that appears on the display. • Save settings.
16	Numeric keypad	<p>In Copy mode: Select the number of copies you want to make.</p> <p>In Fax mode:</p> <ul style="list-style-type: none"> • Enter fax numbers. • Select letters when creating a Phone Book entry. • Type numbers to enter or edit the time or date on the display.
17	Content	<p>Select the type of material being copied or faxed. Select one of the following choices:</p> <ul style="list-style-type: none"> • Text • Mixed-text and photo • Photo
18	Start	Start a copy, scan, or fax job, depending on which mode is selected.

	Use this	To
19	Stop	<ul style="list-style-type: none"> • Return settings to their default values, depending on which mode is selected. • Cancel a copy, scan, or fax job. • Exit a menu.
20	Darkness	Select one of five darkness settings.
21	Menu	Display a control panel menu or submenu.
22	Back	Return to the previous menu without saving any changes. Note: Press ✓ before pressing Back to save your settings.

Using the control panel menus

Navigating the control panel menus

- 1 Press **Menu**.
- 2 Press **▲** or **▼** repeatedly until the menu you want appears, and then press **✓**.
- 3 Press **▲** or **▼** repeatedly until the menu option you want appears, and then press **✓**.
- 4 Press **▲** or **▼** repeatedly until the setting you want appears.
- 5 Press **✓** to save the setting.

Printing a list of menu items

- 1 From the control panel, press **Menu**.
- 2 Press **▲** or **▼** repeatedly until **REPORTS** appears, and then press **✓**.
- 3 Press **▲** or **▼** repeatedly until **Print Menus** appears, and then press **✓**.

The MFP prints a list of all available menus and default settings.

Printing a network setup page (X342n only)

You can print a network setup page to review the network settings.

Note: This menu item is only available when the USB cable is unplugged.

- 1 From the control panel, press **Menu**.
- 2 Press **▲** or **▼** repeatedly until **REPORTS** appears, and then press **✓**.
- 3 Press **▲** or **▼** repeatedly until **Network Setup** appears, and then press **✓**.

4 The MFP prints the network setup page.

Copy Defaults menu

Use this	To
Darkness	Improve the readability of a copy by darkening a light document or lightening a dark document.
Content	Specify the type of document being copied: Text, Mixed, or Photo.
Number	Specify how many copies to print.
Scale	Specify the percentage for enlarging or reducing an image copy.
Collate	Collate copies as they exit.
Paper Source	Select the paper source you want to use.
Paper Saver	Choose how many page images to print on a page.

Fax Advanced menu

Use this	To
Auto Answer	Modify answer settings.
Behind PABX	Indicate if there is a telephone switching device.
Dial Method	Select where the dialing method should be pulse or tone for a fax job.
Fax Forwarding	Forward a fax to another fax machine.
Fax Footer	Add a footer to a fax.
Auto Reduce	Automatically reduce the size of a document for faxing.
Confirmation	Print a confirmation page each time a fax is sent or if there is an error while faxing.

Fax Defaults menu

Use this	To
Content	Choose the quality of the image being sent. Note: Changing the content may also increase the time necessary to send the fax.
Original Size	Specify the default size of original documents to be faxed.
Darkness	Improve the readability of a fax by darkening a light document or lightening a dark document.
Rings	Specify the number of rings before the MFP automatically answers an incoming fax.
Distinct Ring	Choose the type of ring that indicates an incoming fax, if the fax number has a distinct ring.
Redials	Choose the number of redial attempts after a failed fax transmission.
Redial Wait	Choose the number of minutes to wait before an automatic redial.
Paper Source	Select the paper source you want to use.
Speaker	Turn the speaker on or off to monitor the fax tone.
Volume	Specify the volume of the telephone ring for incoming faxes or specify the volume of the speaker to monitor the fax tone.
Prefix	Set an extension to dial before dialing any autodial number. For example, enter a prefix if you must dial an extension to reach an outside line.
ECM	Ensure accurate, error-free transmission with another ECM-equipped fax machine.
Station ID	Set the fax machine number or ID name that appears on the fax header.

Changing the default mode

The MFP settings default to copy mode. To select another mode as default:

- 1 Press **Menu**.
- 2 Press ▲ or ▼ repeatedly until **MACHINE SETUP** appears, and then press ✓.
- 3 Press ▲ or ▼ repeatedly until **Mode** appears, and then press ✓.
- 4 Press ▲ or ▼ repeatedly until the mode you want appears.
- 5 Press ✓ to save the setting.

Setting the Timeout option

If you change the copy or fax settings using the control panel buttons for a specific job, the MFP will restore the default settings after a set period of time.

To set the length of time the MFP waits before restoring default settings:

- 1 Press **Menu**.
- 2 Press **▲** or **▼** repeatedly until **MACHINE SETUP** appears, and then press **✓**.
- 3 Press **▲** or **▼** repeatedly until **Timeout** appears, and then press **✓**.
- 4 Press **▲** or **▼** repeatedly until the length of time you want appears, and then press **✓**.
- 5 Press **Back** repeatedly to return to the **Ready** prompt.

Setting the network options (X342n only)

Note: These menu items are only available when the USB cable is unplugged.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** repeatedly until **NETWORK SETUP** appears, and then press **✓**.
- 3 Press **▲** or **▼** repeatedly until one of the following appears:
 - **Enable DHCP**
 - **IP Address**
 - **Netmask**
 - **Gateway**
- 4 Press **✓** to make adjustments to any of the above items. After making the necessary adjustments, press **✓** and the printer will save your settings and return to the **Ready** prompt.

If no adjustments are made, press **Back** repeatedly to return to the **Ready** prompt.

Using the MFP software

Use this	To
Print Properties	Select the best print settings for the document you are printing.
Presto! PageManager	<ul style="list-style-type: none">• Scan, share, and organize photos and documents.• View, edit, send, and back up files in many formats.
QLINK	<ul style="list-style-type: none">• Scan to various applications.• Configure additional applications for scanning. For more information, see page 56.• Customize scan settings. For more information, see page 58.

Using Print Properties

Print Properties is the software that controls the printing function when the printer is connected to a computer. You can change the settings in Print Properties based on the type of project you want to create.

Opening Print Properties

You can open Print Properties from almost any program:

- 1 With a document open, click **File** → **Print**.
- 2 From the Print dialog, click **Properties**, **Preferences**, **Options**, or **Setup**.

Using the Print Properties tabs

Tab	Options
Layout	<ul style="list-style-type: none">• Select the orientation of the document on the printed page: portrait or landscape.• Choose the order to print the pages.• Choose the number of pages to print per sheet.
Paper/Quality	<ul style="list-style-type: none">• Choose the paper source.• Specify the type of paper loaded.
Watermark	Add, edit, or remove a watermark.
Profiles	Add personal profiles.
About	Lists copyright and file versions.

Using Presto! PageManager (USB attach only)

Use Presto! PageManager to scan, share, and organize photos and documents.

To open Presto! PageManager, click **Start** → **Programs** or **All Programs** → **Lexmark Applications** → **Presto! PageManager**.

To access the Presto! PageManager Help:

- 1 Open Presto! PageManager.
- 2 Click **Help** → **Help**.

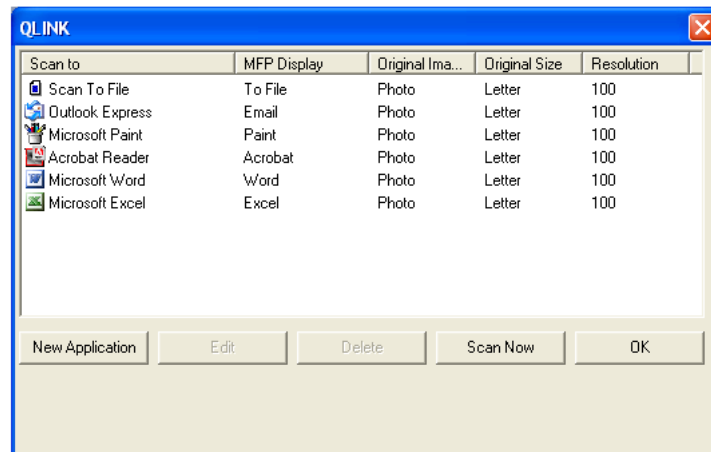
Using QLINK (USB attach only)

With QLINK, you can:

- Scan to various applications.
- Configure additional applications for scanning. For more information, see **page 56**.
- Customize scan settings. For more information, see **page 58**.

To open QLINK, use one of the following methods:

- From the MFP control panel, press **Scan**.
- Double-click the **QLINK icon** on the desktop.
- Click **Start** → **Programs** or **All Programs** → **Lexmark** → **Lexmark X34x Series** → **QLINK**.

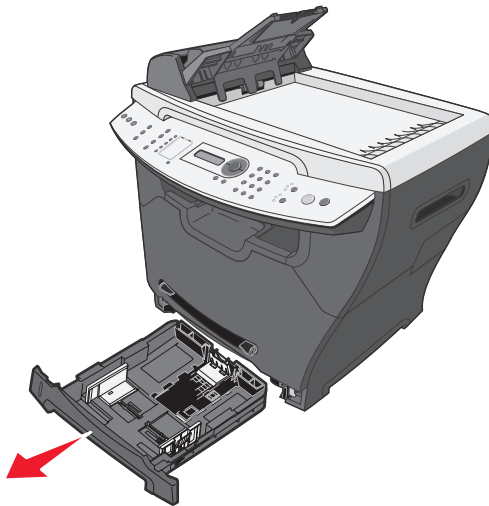


4

Loading paper and original documents

Loading paper in the paper tray

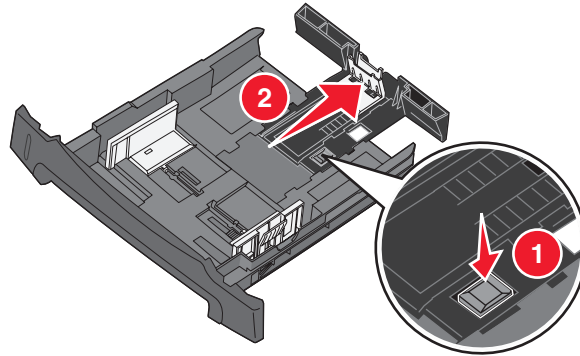
- 1 Make sure:
 - You use paper designed for laser printers.
 - The paper is not used or damaged.
 - If you are using specialty paper, you follow the instructions that came with the paper.
 - You do not force paper into the MFP.
 - Set the correct paper type in the control panel, or using the computer. For more information, see **Setting the paper type and size**.
- 2 Remove the paper tray.



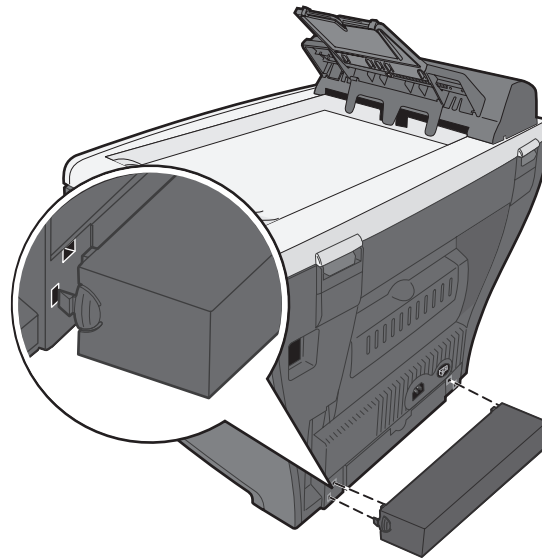
- 3** Holding the tray on a stable surface, press the guide lock, and slide the rear guide until it locks at the paper length you want.

Note: To load longer paper, such as legal size paper:

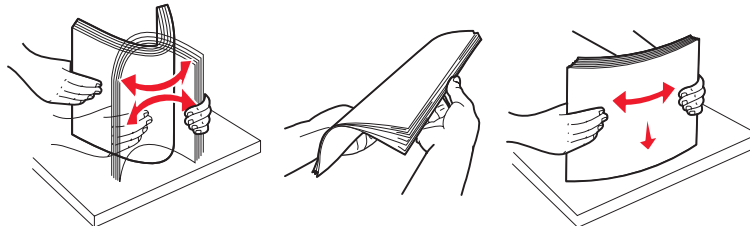
- Press the button at the back of the paper tray, and extend the tray until it locks into place.



- Attach the dust cover to the rear of the MFP to protect the paper that extends beyond the edge of the MFP.



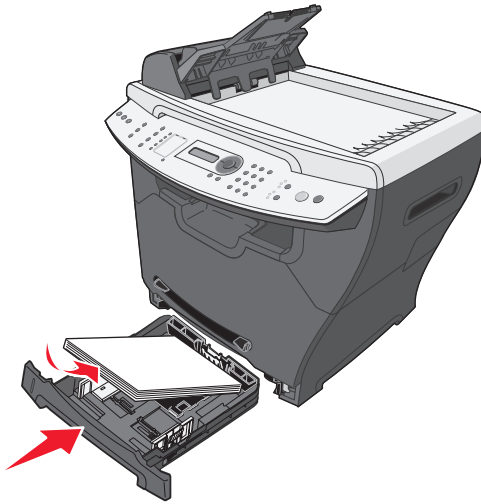
- 4** Prepare a stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface.



Loading paper in the paper tray

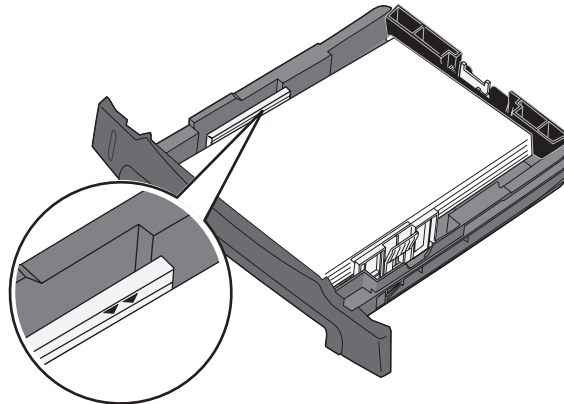
5 Load the paper with the print side facing down.

Note: Load letterhead paper with the design side facing down. The top edge of the sheet should be placed at the front of the tray.



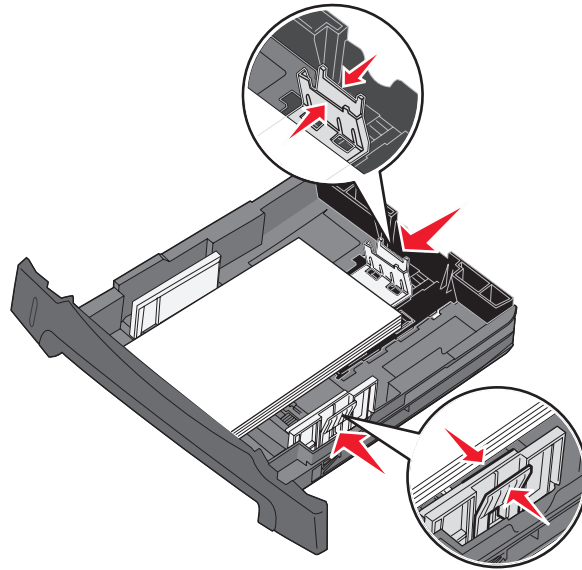
6 Make sure the paper is below the maximum fill lines on the left inside wall of the tray.

Note: Overloading paper may cause paper jams.



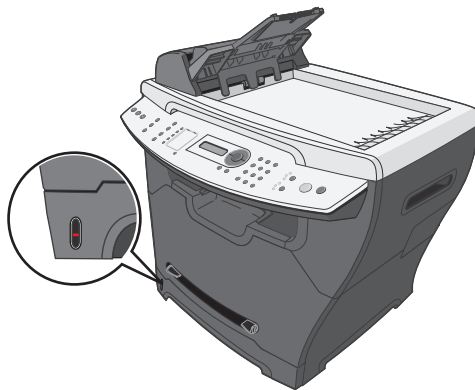
7 Squeeze and adjust the paper guides until they lightly touch the side of the stack of paper.

Note: Do not push the paper guides far enough to cause the materials to warp. Incorrect adjustments may cause paper jams.



8 Close the paper tray.

Note: The paper level indicator, on the front of the paper tray, shows the amount of paper currently in the tray.



Note: If you experience problems with the paper feed, use the manual feeder. For more information, see **Loading paper in the manual feeder on page 32.**

Loading paper in the manual feeder

Use the manual feeder to print transparencies, labels, envelopes, or card stock. You may also use the manual feeder to make short runs of paper types or sizes that are not currently loaded in the paper tray.

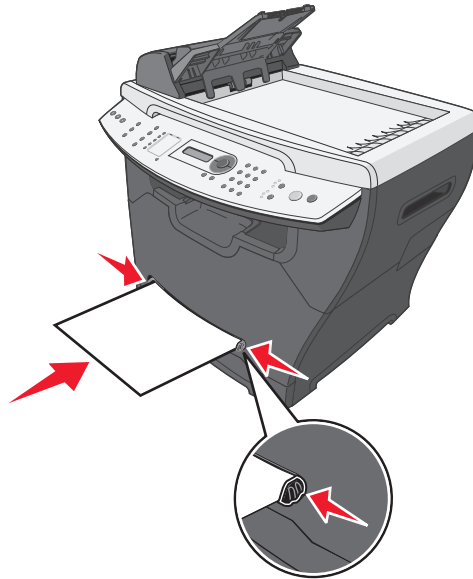
For information on acceptable print media to use in the manual feeder, see **Loading various paper types on page 33**.

1 Make sure:

- You use paper designed for laser printers.
- The paper is not used or damaged.
- If you are using specialty paper, you follow the instructions that came with it.
- You do not force paper into the MFP.
- Set the correct paper type and size in the control panel, or using the computer. For more information, see **Setting the paper type and size**.

2 Place a single sheet of paper face-up with the leading edge first into the center of the manual feeder, and adjust the paper guides to the paper width.

The MFP automatically engages the print media.



Loading various paper types

Size (mm/in.)	Input source/capacity ¹		
	250-sheet paper tray	Manual feeder	550-sheet paper tray (optional)
Plain paper Letter (215.9 x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.69) Folio (215.9 x 330.2/8.5 x 13) Legal (215.9 x 355.6/8.5 x 14) Executive (184.2 x 266.7/7.25 x 10.5) JISB5 (182 x 257/7.2 x 10) Statement (140 x 216/5.5 x 8.5) A5 (148 x 210/5.83 x 8.27)	Yes/250	Yes/1	Yes/550
Envelopes² No. 9 (98.4 x 225.4/3.88 x 8.88) No. 10 (104.8 x 241.3/4.12 x 9.5) DL (110 x 220/4.33 x 8.66) C5 (162 x 229/6.38 x 9.02) B5 (176 x 250/6.93 x 9.84) No. 7 3/4 (98.4 x 190.4/3.88 x 7.5)	No/0	Yes/1	No/0
Paper labels³ Letter (215.9 x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.69)	No/0	Yes/1	No/0
Transparency films Letter (215.9 x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.69)	Yes/50	Yes/1	Yes/50

Size (mm/in.)	Input source/capacity ¹		
	250-sheet paper tray	Manual feeder	550-sheet paper tray (optional)
Card stock⁴ Letter (215.9 x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.69) Folio (215.9 x 330.2/8.5 x 13) Legal (215.9 x 355.6/8.5 x 14) Executive (184.2 x 266.7/7.25 x 10.5) JISB5 (182 x 257/7.2 x 10) Statement (140 x 216/5.5 x 8.5) A5 (148 x 210/5.83 x 8.27)	No/0	Yes/1	No/0

¹ Maximum capacity may be reduced depending on paper thickness.

² Feed envelopes one sheet at a time through the manual feeder.

³ The MFP is intended for occasional paper label printing only. Feed one sheet at a time through the manual feeder. Do not use vinyl labels with the MFP.

⁴ Feed card stock one sheet at a time through the manual feeder. It must exit through the rear output slot. Individual postcard sizes, such as 4 x 6, are not supported. Lexmark recommends full-sized sheets of postcard stock designed for laser printers.

Warning: Using unsupported media sizes may damage the MFP.

Setting the paper type and size

Using the control panel

- 1 Press **Menu**.
- 2 Press ▲ or ▼ repeatedly until **PAPER SETUP** appears on the top line of the display, and then press √.
- 3 Press ▲ or ▼ repeatedly until **Size/Type** appears on the top line of the display, and then press √.
- 4 Press ▲ or ▼ repeatedly until the paper source you want to use appears.
- 5 Press √.
- 6 Press ▲ or ▼ repeatedly until the paper size you want to use is selected, and then press √.
- 7 Press ▲ or ▼ repeatedly until the paper type you want to use is selected.
- 8 Press √.
- 9 To return to the **Ready** prompt, press **Stop**.

Note: If you are printing from the computer, continue with **Using the control panel**.

Using the computer

- 1 With a document open, click **File** → **Print**.
- 2 Click **Properties, Options, Setup, or Preferences**.
- 3 From the Paper/Quality tab, select the paper type from the Media drop-down list.
- 4 Click the **Advanced** button.
- 5 Select the paper size.
- 6 Click **OK**.
- 7 Click **OK**.
- 8 Click **OK**.

Loading original documents into the ADF

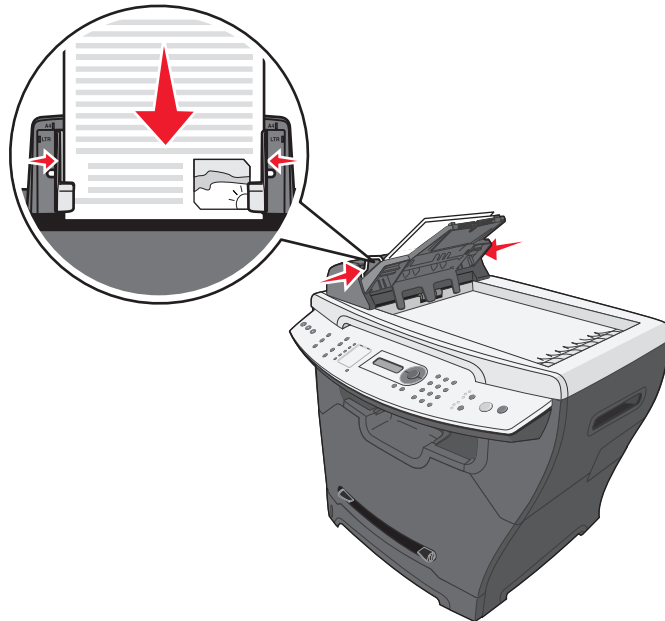
You can load up to 50 sheets of an original document into the ADF for scanning, copying, and faxing.

- Remove staples and paper clips from the original documents before loading into the ADF.
- The ADF may not properly feed documents that are damaged or folded. If this occurs, use the scanner glass. For more information, see **Loading original documents on the scanner glass on page 37**.

1 Load an original document face-up into the ADF.

Note: Do not load postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings or carbonless paper) into the ADF. Place these items on the scanner glass.

2 Adjust the paper guides on the ADF against the edges of the paper.



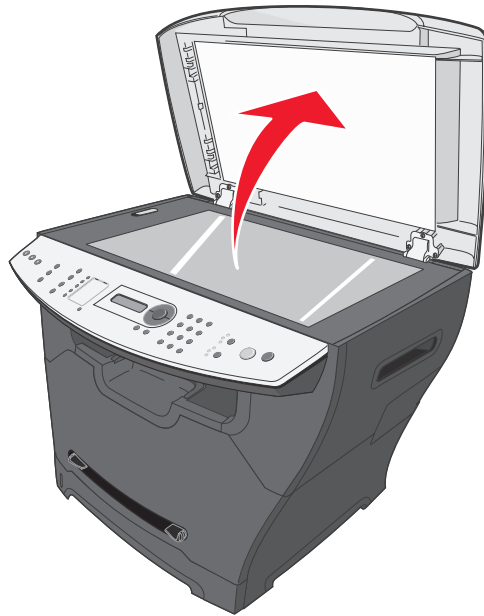
Note: If longer paper is used, extend the ADF paper support.

Loading original documents on the scanner glass

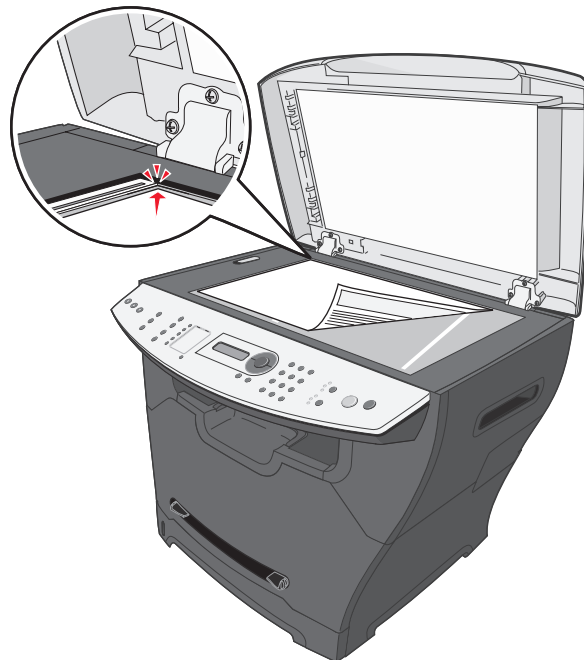
You can scan, copy, and fax photos, text documents, magazine articles, newspapers, and other publications.

Note: Place postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings or carbonless paper) on the scanner glass.

- 1 Open the top cover.



- 2 Place the document face-down on the scanner glass in the upper left corner.

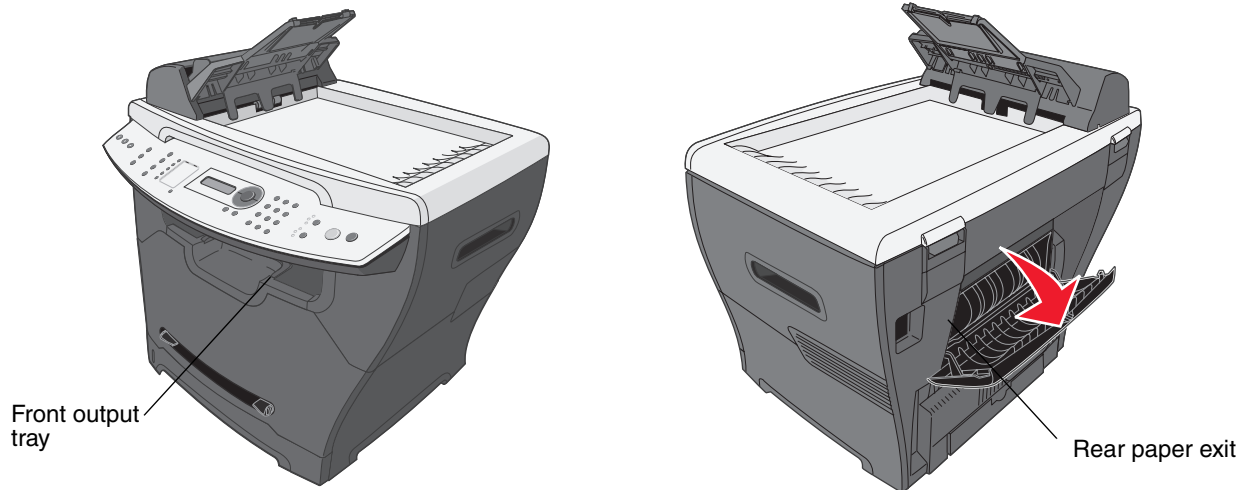


Loading original documents on the scanner glass

- 3 Close the top cover to avoid dark edges on the scanned image.

Selecting an output location

The MFP has two output locations: the front output tray and the rear paper exit.



Front output tray

The front output tray should be used to output plain paper only. Use the rear paper exit for envelopes, labels, card stock, and transparencies. To use the front output tray, make sure the rear cover is closed.

This tray should be used for most jobs and is recommended for jobs requiring over 50 sheets of plain paper continuously.

Note: If problems, such as excessive curl, occur when using the front output tray, try using the rear output slot.

Rear paper exit

You can use the rear paper exit for all paper types; however, for envelopes, labels, card stock, and transparencies, using this slot is recommended. To use the rear paper exit, open the rear cover.

Paper is output face-up through the rear paper exit, with the last page on the top. To avoid paper jams, do not open or close the rear cover while printing.

5

Printing

Printing a document

- 1 Load paper.
- 2 With a document open, click **File** → **Print**.
- 3 Click **Properties**, **Options**, **Setup**, or **Preferences**.
- 4 Adjust the settings.
- 5 Click **OK**.
- 6 Click **OK** or **Print**.

Printing an envelope

- 1 Load an envelope face-up in the manual feeder.

Note: Make sure the envelope flap is face-down.

- 2 With a document open, click **File** → **Print**.
- 3 Click **Properties**, **Options**, **Setup**, or **Preferences**.
- 4 From the Layout tab, select **Landscape**.

Note:

- Most envelopes use landscape orientation.
- Make sure the same orientation is also selected in the software application.

- 5 From the Paper/Quality tab, select the paper source.
- 6 Select **Envelope** from the Media drop-down list.
- 7 Click the **Advanced** button.
- 8 Select the envelope size loaded, and click **OK**.
- 9 Click **OK**.

- 10 Click **OK** or **Print**.

Printing transparencies

- 1 Load transparencies.

Note:

- If you are using the manual feeder, load one transparency at a time.
- Make sure you use a transparency designed for laser printers.

- 2 With a document open, click **File** → **Print**.
- 3 Click **Properties**, **Options**, **Setup**, or **Preferences**.
- 4 From the Paper/Quality tab, select the paper source.
- 5 Select **Transparency** from the Media drop-down list.
- 6 Click the **Advanced** button.
- 7 Select the transparency size loaded, and click **OK**.
- 8 Click **OK**.
- 9 Click **OK** or **Print**.

Printing collated copies

If you print multiple copies of a document, you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

- 1 Load paper.
- 2 With a document open, click **File** → **Print**.
- 3 From Copies, select the **Collate** check box.
- 4 Click **OK** or **Print**.

Printing multiple pages on one sheet

- 1 Load paper.
- 2 With a document open, click **File** → **Print**.
- 3 Click **Properties**, **Options**, **Setup**, or **Preferences**.

- 4 From the Layout tab, select the number of pages per sheet from the Pages Per Sheet drop-down list.
- 5 Click **OK**.
- 6 Click **OK** or **Print**.

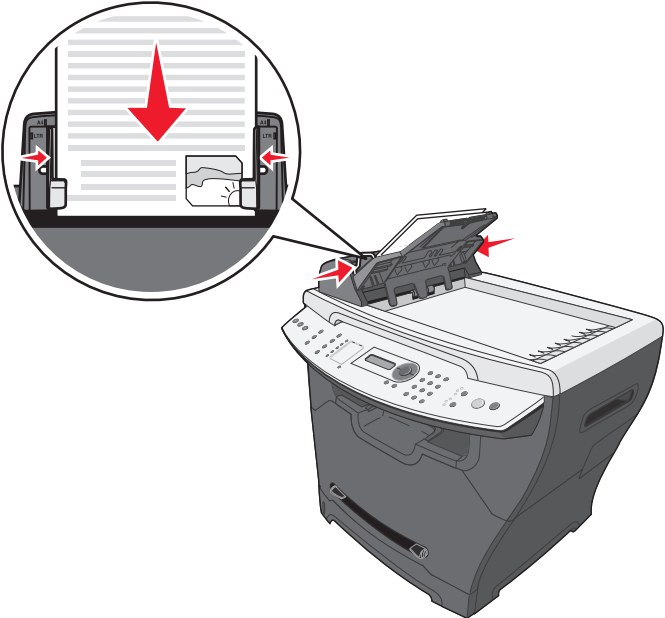

Printing the last page first (reverse order)

- 1 Load paper.
- 2 With a document open, click **File** → **Print**.
- 3 Click **Properties, Options, Setup, or Preferences**.
- 4 From the Layout tab, select the **Back to Front** check box.
- 5 Click **OK**.
- 6 Click **OK** or **Print**.

6

Faxing

You can load an original document into the ADF or on the scanner glass.

ADF	Scanner glass
	
<p>Use the ADF for multiple-page documents.</p> <p>Note: Do not load postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings or carbonless paper) into the ADF. Place these items on the scanner glass.</p>	<p>Use the scanner glass for single-page documents, postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings or carbonless paper).</p>

Sending a fax

Note: Make sure the MFP is connected to an active, analog telephone line.

Sending a fax automatically

- 1 Make sure the MFP is on.
- 2 Load an original document face-up into the ADF or face-down on the scanner glass.

Note: Do not load postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 3 From the control panel, press **Fax**.
- 4 Enter a fax number, press **Speed Dial 1, 2, 3, 4, or 5**, or press **Phone Book** to select a number.

Note:

- If you do not have a Speed Dial list but want to create one, see **Setting up shortcuts on page 47**.
- If you do not have a Phone Book list but want to create one, see **Using the Phone Book on page 48**.

- 5 Press **Start**.
- 6 If prompted, press **1** (for yes) if you have more pages, or **2** (for no) if you have finished scanning the entire document.

Sending a fax manually

- 1 Make sure the MFP is on.
- 2 Load an original document face-up into the ADF or face-down on the scanner glass.
- 3 From the control panel, press **Fax**.
- 4 Press **↵** to get a dial tone.

- 5 Enter a fax number, press **Speed Dial 1, 2, 3, 4, or 5**, or press **Phone Book** to select a number.

Note:

- If you do not have a Speed Dial list but want to create one, see **Setting up shortcuts on page 47**.
- If you do not have a Phone Book list but want to create one, see **Using the Phone Book on page 48**.

- 6 When you hear the fax tone, press **Start**.

The control panel prompts you for another page.

- 7 If prompted, press **1** (for yes) if you have more pages, or **2** (for no) if you have finished scanning the entire document.

Sending a fax to a group (broadcast fax)

You can send a fax to as many as 8 people at once.

Note: You cannot save this group in the Phone Book.

- 1 Load an original document into the ADF or on the scanner glass.
- 2 From the control panel, press **Fax**.
- 3 Under Fax, press **Options**.
- 4 Press ▲ or ▼ repeatedly until **Broadcast** appears, and then press ✓.
- 5 Press ✓.
- 6 Enter a fax number, and then press ✓.
- 7 Using the numeric keypad, press **1** (for Yes) if you have another number, or **2** (for No) if you have entered the last number.

Sending a fax at a scheduled time (delay send)

Using the delay send feature, you can scan a document now and fax it at a later time.

- 1 Load an original document into the ADF or on the scanner glass.
- 2 From the control panel, press **Fax**.
- 3 Under Fax, press **Options**.
- 4 Press ▲ or ▼ repeatedly until **Delay send** appears, and then press ✓.
- 5 Press ✓.

- 6 Enter a fax number, and then press **√**.
- 7 Using the numeric keypad, press **1** (for Yes) if you have another number, or **2** (for No) if you have entered the last number.
- 8 Enter the time you want to send the fax, and then press **√**.

Note: At the designated time, the fax numbers are dialed and the fax is sent to all of the designated fax numbers. If the fax transmission is unsuccessful to any of the numbers on the broadcast list, the unsuccessful numbers will be dialed again.

Adding a prefix before dialing

Using the prefix feature, you can dial an extension to reach an outside line or turn off call-waiting before sending a fax.

- 1 From the control panel, press **Menu**.
- 2 Press **▲** or **▼** repeatedly until **Fax Defaults** appears, and then press **√**.
- 3 Press **▲** or **▼** repeatedly until **Prefix** appears, and then press **√**.
- 4 Enter the prefix you want to dial before sending a fax, and then press **√**.
- 5 Press **Stop** to return to the **Ready** prompt.

Adding a pause while dialing

Using the pause feature, you can add a pause during dialing to wait for an outside line or navigate an automated telephone system.

While dialing the fax number, press **Redial/Pause** to insert a pause. A pause is represented by a comma (,) on the display.

Receiving a fax

Receiving a fax automatically

When the MFP is set to Auto Answer, it answers an incoming fax on a specified number of rings. Once the connection is established, the MFP automatically receives the fax.

Receiving a fax manually

We recommend using this feature when the fax and the telephone share a telephone line. Choose which incoming faxes to accept by setting the MFP to manual answering mode.

- 1 Deselect Auto Answer:
 - a From the control panel, press **Fax**.
 - b Press **Menu**.
 - c Press ▲ or ▼ repeatedly until **FAX ADVANCED** appears, and then press ✓.
Auto Answer appears.
 - d Press ✓.
 - e Press ▲ or ▼ repeatedly until **No** appears on the bottom line of the display, and then press ✓.
 - f To return to the **Ready** prompt, press **Stop**.
- 2 When the telephone rings, press *h*.
- 3 If you hear a fax tone, press **Start**.
The MFP receives the fax.

Forwarding faxes

Use the fax forwarding feature if you are going to be away but still want to receive faxes. There are three fax forwarding settings:

- **Off**—(Default)
- **Forward**—The MFP sends the fax to the designated fax number.
- **Forward and Print**—The MFP prints the fax and then sends it to the designated fax number.

Setting up fax forwarding

- 1 From the control panel, press **Fax**.
- 2 Press **Menu**.
- 3 Press ▲ or ▼ repeatedly until **FAX ADVANCED** is selected.
- 4 Press ✓.
- 5 Press ▲ or ▼ repeatedly until **Fax Forwarding** is selected.
- 6 Press ✓.
- 7 Press ▲ or ▼ repeatedly until **Forward or Fwd. and Print** is selected.

- 8 Press \checkmark .
- 9 Enter the number to which you want to forward the fax.
- 10 Press \checkmark .

Printing fax activity reports

- 1 From the control panel, press **Fax**.
- 2 Press **Menu**.
- 3 Press \blacktriangle or \blacktriangledown repeatedly until **REPORTS** is selected.
- 4 Press \checkmark .
- 5 Press \blacktriangle or \blacktriangledown repeatedly until **Fax Call log** or **Fax Job log** is selected.
- 6 Press \checkmark .

Customizing fax settings

Setting up shortcuts

To make sending faxes easier, you can enter up to 99 shortcuts.

- 1 From the control panel, press **Fax**.
- 2 Press **Phone Book**.
- 3 Press \blacktriangle or \blacktriangledown repeatedly until **Edit** is selected.
- 4 Press \checkmark .
Add appears on the display.
- 5 Press \checkmark .
- 6 Enter the shortcut number (1–99), and then press \checkmark .

Note:

- Shortcuts do not have to be entered in order.
- Shortcuts 1–10 can be accessed through the Speed Dial buttons. For more information, see **Using the Speed Dial buttons on page 48**.

- 7 Enter the shortcut name using the keypad, and then press **√**. For more information, see **Entering characters on page 50**.

Note: The MFP does not support double-byte characters for names, such as Chinese, Japanese, or Korean. You cannot enter a name using these languages.

- 8 Enter a fax number, and then press **√**.
- 9 Using the numeric keypad, press **1** (for Yes) if you have another number, or **2** (for No) if you are finished.

Using the Speed Dial buttons

You can access shortcuts 1–5 and 6–10 with the Speed Dial buttons. These buttons are automatically programmed when you program shortcuts 1–10. For instructions on how to add shortcuts to the Phone Book, see **Setting up shortcuts on page 47**.

- 1 Load an original document into the ADF or on the scanner glass.
- 2 From the control panel, press **Fax**.
- 3 Press a Speed Dial button.
 - a Press **Speed Dial 1, 2, 3, 4, or 5** for the first five shortcuts.
 - b Press **Shift**, and then press **Speed Dial 1, 2, 3, 4, or 5** for shortcuts 6–10.

Note: **Shift + Speed Dial 1** is shortcut 6. **Shift + Speed Dial 2** is shortcut 7, and so on.

- 4 Press **√**.
- 5 Press **Start**.

Using the Phone Book

To access the Phone Book menu, press **Phone Book**.

Use this	To
Edit	Edit an individual shortcut, create a new shortcut, or delete a shortcut.
Search	Search for shortcuts by number or by name. <ul style="list-style-type: none"> • To search by shortcut number, press # followed by the two-digit shortcut, and then press √. • To search by name, press the number that contains the first letter of the desired shortcut name, and then press ▲ or ▼ to scroll through the shortcuts. When the name you want is selected, press √.
Print	Print all shortcuts (1–99) listed in the Phone Book.

Setting the distinctive ring

- 1 From the control panel, press **Fax**.
- 2 Press **Menu**.
- 3 Press ▲ or ▼ repeatedly until **FAX DEFAULTS** is selected.
- 4 Press ✓.
- 5 Press ▲ or ▼ repeatedly until **Distinct Ring** is selected.
- 6 Press ✓.
- 7 Press ▲ or ▼ repeatedly until the setting you want is selected.
- 8 Press ▲ or ▼ to turn the setting on or off.
- 9 Press ✓ to save the setting.

Setting the Station ID

- 1 From the control panel, press **Fax**.
- 2 Press **Menu**.
- 3 Press ▲ or ▼ repeatedly until **FAX DEFAULTS** is selected.
- 4 Press ✓.
- 5 Press ▲ or ▼ repeatedly until **Station ID** is selected.
- 6 Press ✓.
- 7 Enter the fax machine number, and press ✓ to save.
- 8 Enter a name for the fax machine using the keypad, and then press ✓ to save. For more information, see **Entering characters on page 50**.

Note:

- The name for the fax machine should not exceed 20 characters.
 - The MFP does not support double-byte characters for names, such as Chinese, Japanese, or Korean. You cannot enter a name using these languages.
- 9 Press **Stop** to return to the **Ready** prompt.

Entering characters

To enter a name for a fax job or the station ID, use the alphanumeric keypad. Press the appropriate key repeatedly until the character you want to use appears on the display.

Note:

- To add a space, press ▼.
- To go back a space, press ▲.

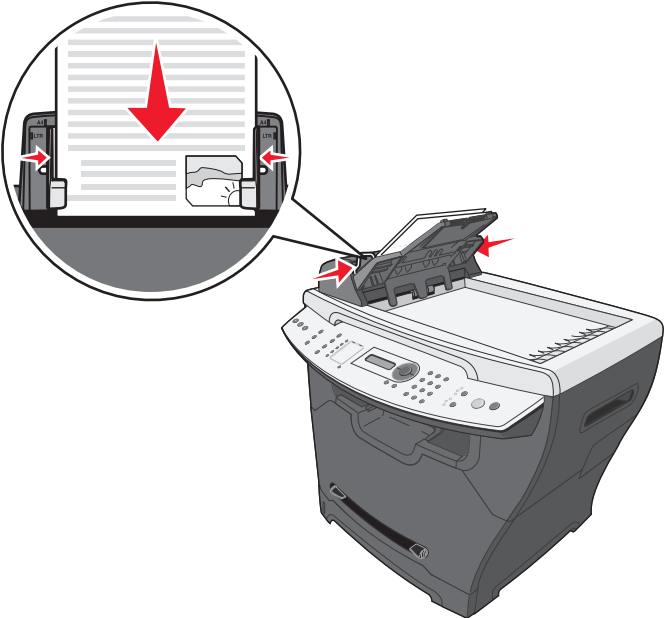

Key	Characters
1	1 @
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h i 4
5	J K L j k l 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V t u v 8
9	W X Y Z w x y z 9
0	0 ./ + - + : ; ? ! < > () []

Canceling a fax job

- 1 Under Fax, press **Options**.
- 2 Press ▲ or ▼ repeatedly until **Cancel** appears on the top line of the display.
- 3 Press ✓.
- 4 Press ▲ or ▼ repeatedly until you see the job that you want to cancel, and then press ✓.
- 5 Press **1** to verify that you want to cancel the job or **2** to return to the menu.

7 Copying

You can load an original document into the ADF or on the scanner glass.

ADF	Scanner glass
	
<p>Use the ADF for multiple-page documents.</p> <p>Note: Do not load postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings or carbonless paper) into the ADF. Place these items on the scanner glass.</p>	<p>Use the scanner glass for single-page documents, postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings or carbonless paper).</p>

Making a copy

- 1 Load paper.

Note: If you are using a paper size other than letter or A4, select the paper type and size using the control panel. For more information, see **Setting the paper type and size on page 35**.

- 2 Load the original document face-up into the ADF or face-down on the scanner glass.
- 3 From the control panel, press **Copy**.
- 4 Enter the number of copies you want to print.
- 5 Press **Start**.

Collating copies

If you make multiple copies of a document, you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

- 1 Load the original document face-up into the ADF or face-down on the scanner glass.
- 2 From the control panel, make sure Copy mode is selected.
- 3 Using the numeric keypad, enter the number of copies you want to print.
- 4 Under Copy, press **Collate** repeatedly until **On** appears.
- 5 Press **✓**.
- 6 Press **Start**.

Copying multiple pages onto a single sheet (Paper Saver)

The Paper Saver feature lets you copy consecutive pages of a multiple-page document on a single sheet of paper.

- 1 Load paper.
- 2 Load the original document face-up into the ADF or face-down on the scanner glass.
- 3 From the control panel, make sure Copy mode is selected.
- 4 Under Copy, press **Options**.
- 5 Press **▲** or **▼** repeatedly until **Paper Saver** is selected, and then press **✓**.
- 6 Press **▲** or **▼** repeatedly until the setting you want to use is selected.

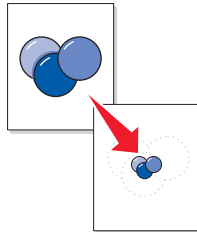
Note:

- 2-Up—Prints two copied documents on a page.
- 4-Up—Prints four copied documents on a page.
- Off—Prints one copied document on a page.

- 7 Press **✓**.

- 8 Press **Start**.
- 9 If prompted, press **1** (for yes) if you have more pages, or **2** (for no) if you have finished copying the number of pages you want to print in Paper Saver mode.

Enlarging or reducing an image



- 1 Load paper.
- 2 Load an original document face-up into the ADF or face-down on the scanner glass.

Note: Do not load postcards, index cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 3 From the control panel, make sure Copy mode is selected.
- 4 Press **Scale** repeatedly until the option you want appears.

Note: Choose **Custom** to enter a specific percentage to enlarge or reduce.

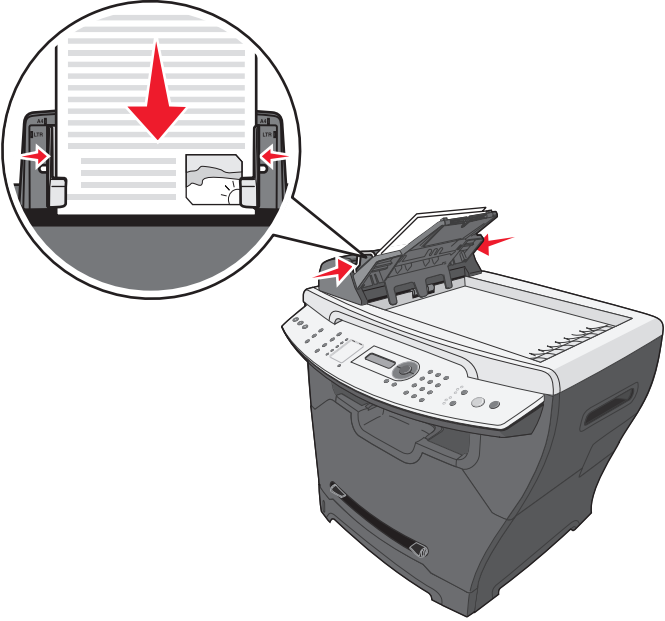
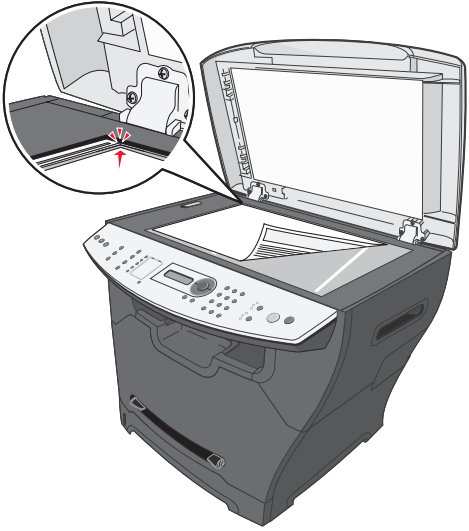
- 5 Press **✓**.
- 6 Press **Start**.

8

Scanning

Using the X340, X340n, or X342n, you can send scanned images through the USB connection to your computer. In addition, using the X342n you can scan the document back to your computer over the network.

You can load an original document into the ADF or on the scanner glass.

ADF	Scanner glass
	
<p>Use the ADF for multiple-page documents.</p> <p>Note: Do not load postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings or carbonless paper) into the ADF. Place these items on the scanner glass.</p>	<p>Use the scanner glass for single-page documents, postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings or carbonless paper).</p>

Scanning documents using the control panel (USB attach only)

1 Make sure:

- The computer is on.
- The computer is attached to the MFP.
- The software has been loaded onto the computer.

2 Load an original document face-up into the ADF or face-down on the scanner glass.

Note: Do not load postcards, index cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

3 From the control panel, press **Scan**.

4 Press ▲ or ▼ repeatedly until the application you want to use appears.

Note:

- If you do not see the application you want to use, configure additional applications for scanning. For more information, see **Configuring additional applications for scanning on page 56**.
- Adjust the scan settings using the computer. For more information, see **Customizing scan settings on page 58**.

5 Press **Start**.

The MFP scans the document.

6 If prompted, press **1** (for yes) if you have more pages, or **2** (for no) if you have finished scanning the entire document.

Scanning documents using the computer (USB attach only)

1 Make sure:

- The computer is on.
- The computer is attached to the MFP.
- The software has been loaded onto the computer.

2 Load an original document face-up into the ADF or face-down on the scanner glass.

3 Open QLINK:

- Double-click the QLINK icon on the desktop.

Scanning documents using the control panel (USB attach only)

- Click **Start** → **All Programs** → **Lexmark** → **Lexmark X34x Series** → **QLINK**.

4 Select the application you want to use.

Note: If you do not see the application you want to use, configure additional applications for scanning. For more information, see **Configuring additional applications for scanning on page 56**.

5 If you want to adjust the scan settings, see **Customizing scan settings on page 58**.

6 Press **Scan Now**.

The MFP scans the document.

Configuring additional applications for scanning

Note: When QLINK is installed, it automatically selects available applications for scanning.

1 Open QLINK:

- Double-click the QLINK icon on the desktop.
- Click **Start** → **All Programs** → **Lexmark** → **Lexmark X34x Series** → **QLINK**

2 Click **New Application**.

3 Click **Browse**, and browse to the folder where the application is stored.

4 Select the application you want to use, and click **Open**.

5 Enter the program name.

6 Enter the program name to appear on the display.

Note: You can also change your scan default settings for this application.

7 Click **OK**.

Scanning documents directly from an application (USB attach only)

You can scan documents directly from applications that are TWAIN and WIA compliant. See the application Help for more information.

Scanning text for editing (OCR)

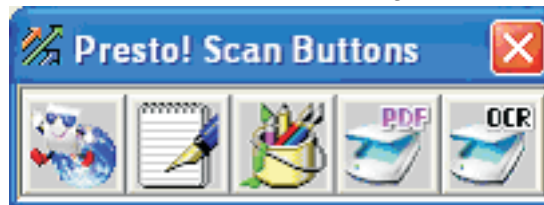
Use the Optical Character Recognition (OCR) software feature to turn scanned images into text that you can edit with a word-processing or spreadsheet application.

- 1 Make sure ABBYY FineReader is installed.

Note: ABBYY FineReader installs as part of the MFP software during initial setup. To verify that it has been installed correctly, click **Start → Programs** or **All Programs → ABBYY FineReader 6.0 Sprint**, and make sure that ABBYY FineReader is listed.

- 2 Load an original document face-up into the ADF or face-down on the scanner glass.
- 3 Click **Start → Programs** or **All Programs → Lexmark Applications → Presto! PageManager**.

PageManager appears with the Scan Buttons dialog.



- 4 From the Scan Buttons dialog, click .

Note: If the Scan Buttons dialog does not appear, press **F9**.

- 5 From the Scan Manager dialog, click **Preview**.
- 6 Adjust the scan settings as desired.

Note: For best results, select **Black and White** instead of color.

- 7 Click **Scan**.

ABBYY FineReader appears.

- 8 From the toolbar, click **Read**.
- 9 Click **Save**.
- 10 Select a destination you want to send to, and click **OK**.
- 11 Edit and save the document.

Customizing scan settings

- 1 Open QLINK:
 - Double-click the QLINK icon on the desktop.
 - Click **Start** → **All Programs** → **Lexmark** → **Lexmark X34x Series** → **QLINK**.
- 2 Select the destination you want to scan to.
- 3 Click **Edit**.
- 4 Adjust the scan settings.
- 5 Click **OK**.

Scanning over a network

Note: Only available on the X342n connected to a network

- 1 Type the IP address of the MFP in the address line of your browser, and then press **Enter**.
If the Java applet screen appears, click **Yes**.

Note: The IP address can be found on the network setup page. For more information, see **Printing a network setup page (X342n only)**

- 2 Click **Scan Profile**.
- 3 Click **Create Scan Profile**.
- 4 Select your scan settings, and then click **Next**.
- 5 Select a location for saving the scanned output file somewhere on your computer.
- 6 Enter a profile name.

The profile name is the name that will appear on the Scan Profile list on the MFP control panel when the scan button is pressed.

- 7 Click **Submit**.
- 8 Review the instructions on the Scan to PC screen.

A shortcut number was automatically assigned when you clicked Submit. You can use this shortcut number when you are ready to scan your documents.

- a Go to the MFP, and place your original document in the ADF face up, long edge first.
- b Press # followed by the shortcut number on the keypad, or touch **Profiles** on the home screen.

- c After you enter the shortcut number, the scanner will scan and send the document to the directory or application you specified. If you touch **Profiles** on the home screen, locate your shortcut on the list.
- 9 Return to your computer to view your file.

Your output file is saved in the location you specified or launched in the application you specified.

Understanding Scan options

To change the options for the scan to PC Profile, you must click the **Quick Setup** box, and select **Custom**. Quick Setup lets you select preset formats or customize your scan job settings. You can select:

Custom	Photo - Color JPEG
Text - BW PDF	Photo - Color TIFF
Text - BW TIFF	Text/Photo - BW PDF
	Text/Photo - Color PDF

Format Type—Sets the output (PDF, TIFF, or JPEG) for the scanned image.

PDF output is a single file.

TIFF output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page each in a series of files.

JPEG saves one page in each file. When multiple pages are scanned, the output will be a series of files.

Compression—Sets the compression format used to compress the scanned output file.

Default Content—Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Content affects the quality and size of your scanned file.

Text—Emphasizes sharp, black, high-resolution text against a clean, white background.

Text/Photo—Used when the original documents are a mixture of text and graphics or pictures.

Photo—Tells the scanner to pay extra attention to graphics and pictures. This setting emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.

Color—Tells the MFP the color of the original documents. You can select Gray, BW (Black and White), or Color.

Original Size—Opens a field where you can select the size of the document you are going to scan.

Orientation—Tells the MFP whether the original document is portrait or landscape and then changes the Sides and Binding settings to match the original document orientation.

Darkness—Adjusts how light or dark your scanned documents will turn out.

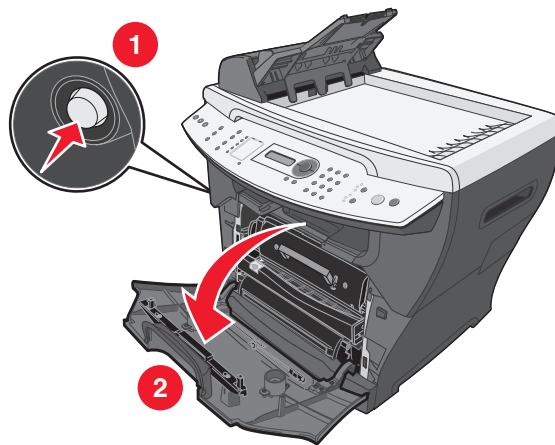
Resolution—Adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

9

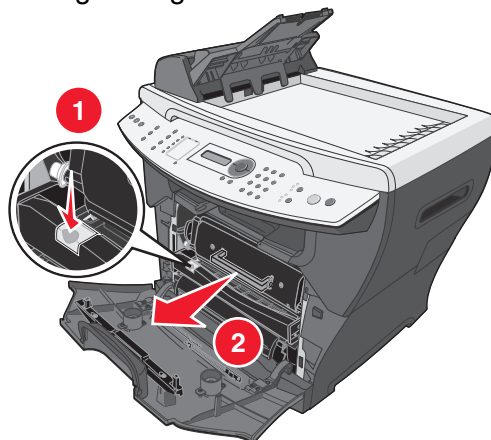
Maintaining the MFP

Removing a toner cartridge

- 1 Press the access button on the left side of the MFP, and open the front cover.



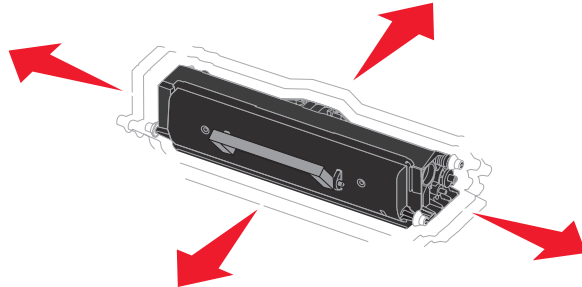
- 2 To remove the toner cartridge:
 - a Press the button on the print cartridge assembly.
 - b Remove the toner cartridge using the handle.



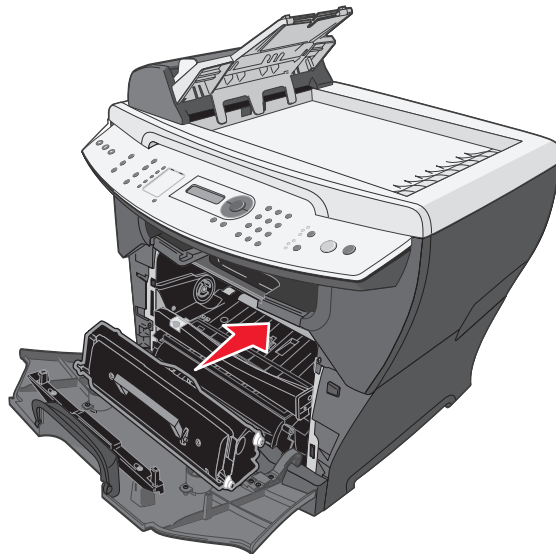
To return the empty toner cartridge, see **Recycling Lexmark products on page 70** for more information.

Installing a toner cartridge

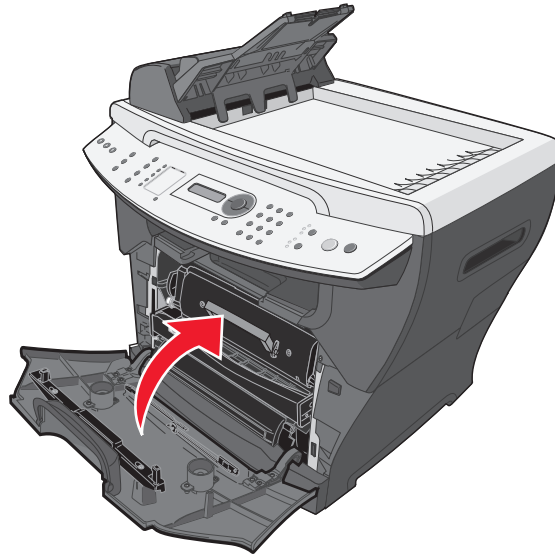
- 1** If you are installing a new toner cartridge, remove the toner cartridge from the packaging, and gently shake four or five times to distribute the toner.



- 2** Gently slide the toner cartridge in until it locks into place.



- 3 Close the front cover.



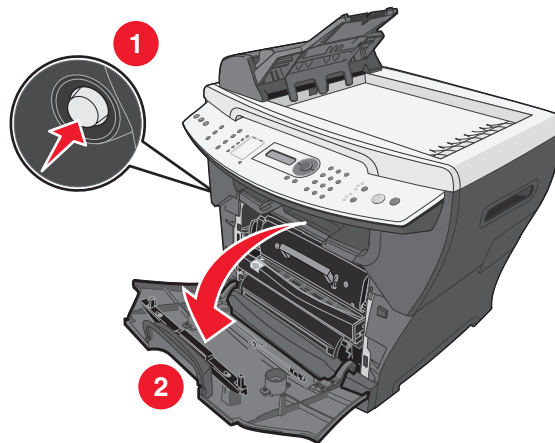
Note: The front cover must be closed to start a new print, copy, scan, or fax job.

Redistributing toner

Redistribute the toner if you are dissatisfied with print quality or if the error message on the display is **88 Toner Low**.

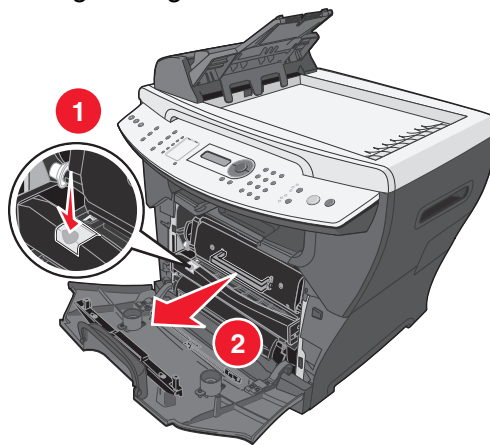
Note: If the error message reappears after redistributing the toner, replace the toner cartridge. For more information, see **Removing a toner cartridge on page 61** and **Installing a toner cartridge on page 62**.

- 1 Press the access button on the left side of the MFP, and open the front cover.

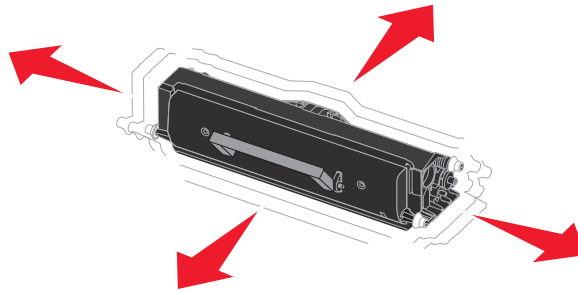


Redistributing toner

- 2 To remove the toner cartridge:
 - a Press the button on the print cartridge assembly.
 - b Remove the toner cartridge using the handle.



- 3 Firmly shake the cartridge in all directions to distribute the toner.

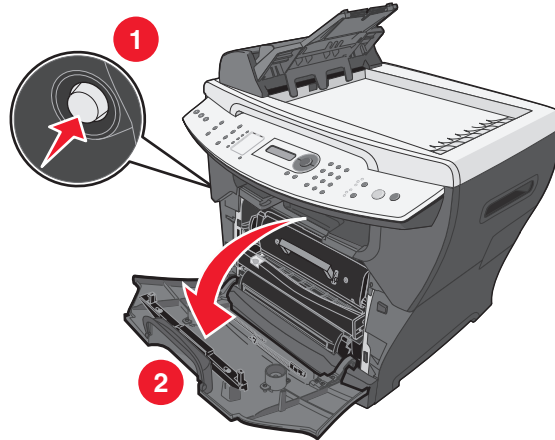


- 4 Reinstall the cartridge, and close the front cover.

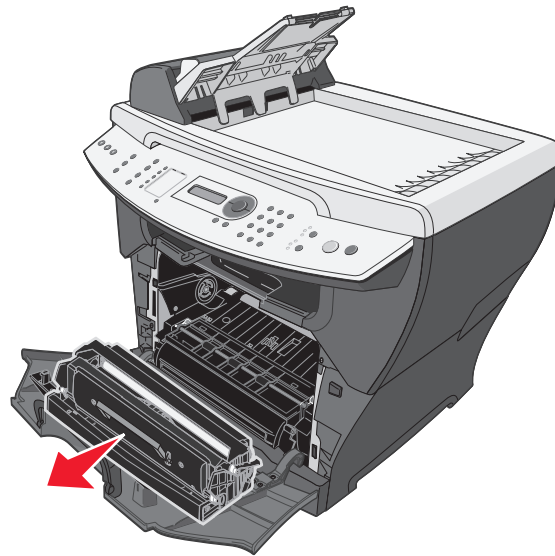
Note: If print quality does not improve, replace the toner cartridge.

Replacing the photoconductor

- 1 Press the access button on the left side of the MFP, and open the front cover.

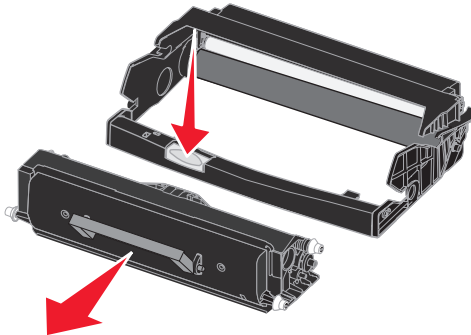


- 2 Pull on the handle to remove the print cartridge assembly.



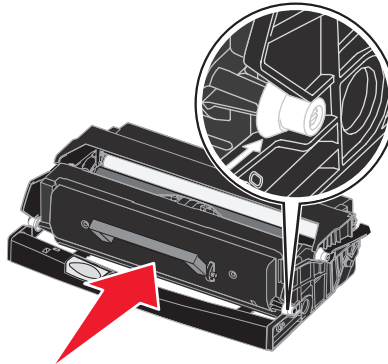
- 3 Place the print cartridge assembly on a flat, clean surface.

- 4 To remove the toner cartridge:
 - a Press the button on the print cartridge assembly.
 - b Remove the toner cartridge using the handle.



- 5 Unpack the photoconductor kit.
- 6 Install the toner cartridge into the new photoconductor.

Note: The toner cartridge *snaps* into place when correctly installed.



- 7 Reinstall the print cartridge assembly.
- 8 Press and hold **Stop** for three seconds to reset photoconductor recount.
- 9 Close the front cover.

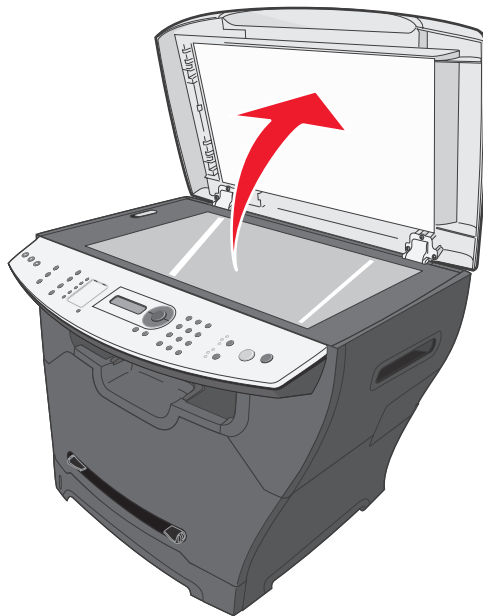
Cleaning the MFP

To maintain print quality, follow these cleaning procedures each time the toner cartridge is replaced or if print quality problems occur.

Warning: Do not put water directly on the MFP or use ammonia-based cleaners or volatile solvents, such as paint thinner, on the MFP.

Cleaning the scanner glass

- 1 Slightly dampen a soft, lint-free cloth or paper towel with water.
- 2 Open the top cover.



- 3 Wipe the surfaces of the scanner glass and ADF until they are clean and dry.
- 4 Wipe the underside of the white top cover and white sheet until it is clean and dry.
- 5 Close the top cover.

Cleaning the outside of the MFP

Wipe the outside surface of the MFP with a soft, clean, lint-free cloth. If you dampen the cloth slightly with water, be careful not to let any water drip onto or inside the MFP.

Cleaning the inside of the MFP

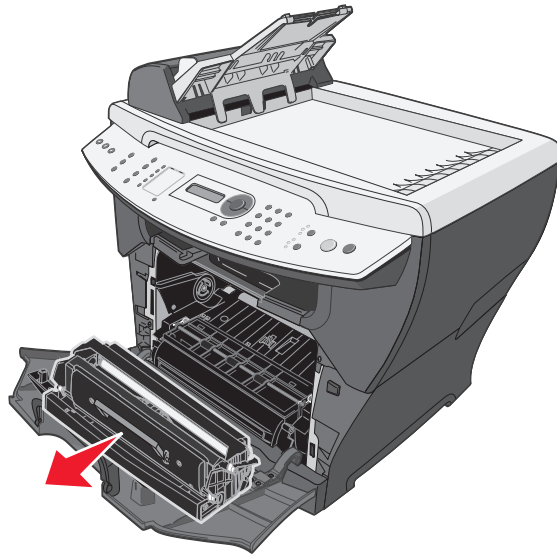
CAUTION: The fuser area is hot. Avoid contact with the fuser area to prevent burns.



Warning: While cleaning the inside of the MFP, be careful not to touch the transfer roller located under the toner cartridge. Oil from your fingers can affect print quality.

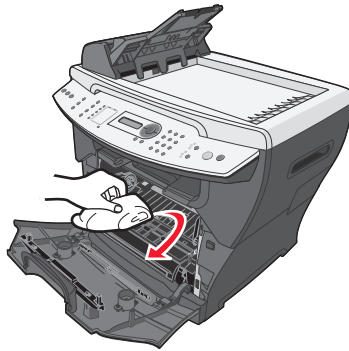
- 1** Turn the MFP off, unplug the power cord, and then wait for the MFP to cool down.
- 2** Open the front cover, and pull on the handle to remove the print cartridge assembly.

Warning: Do *not* touch the green photoconductor drum.



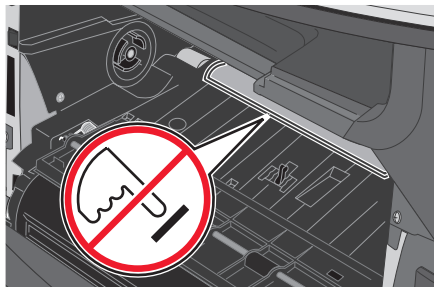
- 3** Place the print cartridge assembly on a clean, dry surface.

- 4 With a dry, lint-free cloth, wipe away any dust and spilled toner from the print cartridge area.



Warning:

- To prevent damage to the print cartridge assembly, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the black transfer roller.



- 5 Reinsert the print cartridge assembly, and close the front cover.
- 6 Plug in the power cord and turn the MFP on.

Ordering supplies

To order supplies or to locate a dealer near you, visit our Web site: www.lexmark.com.

Part number	Item	Average yield
X340A11G	Return program toner cartridge (X340/X340n/X342n)	2500 standard pages ¹
X340H11G	High yield return program toner cartridge (X342n)	6000 standard pages ¹
X340H22G	Photoconductor kit	Up to 30,000 pages ²
X340A21G	Toner Cartridge (X340/X340n/X342n)	2500 standard pages ¹
X340H21G	High yield toner cartridge (X342n)	6000 standard pages ¹

¹ Declared yield value in accordance with ISO/IEC 19752.
² Based on approximately 5% coverage.

Recycling Lexmark products

To return Lexmark products to Lexmark for recycling:

- 1** Visit our Web site: www.lexmark.com/recycle.
- 2** Follow the instructions on the computer screen.

10

Troubleshooting

- Setup troubleshooting on page 72
- Jams and misfeeds troubleshooting on page 75
- Print and copy troubleshooting on page 84
- Print quality troubleshooting on page 85
- Scan troubleshooting on page 88
- Fax troubleshooting on page 89
- Error messages troubleshooting on page 91

Setup troubleshooting

Symptom	Solution
Incorrect language appears on the display.	<ol style="list-style-type: none"> 1 Press Menu. 2 Press ▲ or ▼ repeatedly until MACHINE SETUP appears on the display. 3 Press ✓. 4 Press ▲ or ▼ repeatedly until Language appears on the display. 5 Press ✓. 6 Press ▲ or ▼ repeatedly until the language you want appears on the display. 7 Press ✓. 8 Press Back repeatedly to return to the Ready prompt.
Display is not lit.	<ol style="list-style-type: none"> 1 Turn off the MFP. 2 Disconnect the power supply cord from the wall outlet, and then from the MFP. 3 Plug the cord all the way into the MFP. 4 Plug the cord into an electrical outlet that other electrical devices have been using. 5 Turn on the MFP.
Software will not install.	<p>If the software does not launch automatically when you insert the CD:</p> <ol style="list-style-type: none"> 1 Close all open software applications. 2 Temporarily disable any anti-virus programs. 3 Double-click the My Computer icon. For Windows XP, click Start to access the My Computer icon. 4 Double-click the CD-ROM drive icon. 5 If necessary, double-click setup.exe. 6 Follow the instructions on the computer screen to install the software. <p>Note: After installing the software, be sure to re-enable your anti-virus software.</p> <ol style="list-style-type: none"> 1 Remove the software CD. 2 Turn off the computer. 3 Restart the computer. 4 When the desktop appears, reinsert the software CD. 5 Follow the instructions on the computer screen. <p>If the MFP is connected to the computer through another device:</p> <ol style="list-style-type: none"> 1 Disconnect the USB cable from any other device such as a USB hub or switch box. 2 Directly connect the cable to the MFP and the computer.

Symptom	Solution
Unable to connect over a network	<p>Make sure you are using the correct cable, that it is securely connected, and the network options are properly configured.</p> <p>For more information, see Setting the network options (X342n only).</p> <p>Note: Connecting over a network is only available on the X342n.</p>

Removing and reinstalling the drivers software

If the software is not functioning properly or a communications error message appears, you may need to remove and then reinstall the drivers software. If the problems persist, follow these steps:

Note: Before reinstalling, shut down and restart the computer.

- 1** Disconnect the USB cable from the computer.
- 2** From the desktop, click **Start** → **Programs** → **Lexmark** → **Lexmark Software Uninstall**.
- 3** Follow the instructions on the computer screen to remove the software.
- 4** Restart the computer.
- 5** If any Add New Hardware screens appear, click **Cancel**.
- 6** Eject and reinsert the software CD.
- 7** Reconnect the USB cable to the computer.

If the software installation screen does not appear:

- 1** From the desktop, double-click **My Computer**.
For Windows XP, click **Start** to access the **My Computer** icon.
- 2** Double-click the **CD-ROM drive** icon. If necessary, double-click **setup.exe**.
- 3** When the MFP software installation screen appears, click **Install** or **Install Now**.
- 4** Follow the instructions on the computer screen to complete the installation.

Jams and misfeeds troubleshooting

Follow these tips to help prevent document and paper jams.

- Use only recommended print materials.
- Do not mix paper types in the paper tray.
- Do not use creased, damp, or curled paper.
- Flex, fan, and straighten the paper before loading.
- Make sure the adjustable paper guides are positioned correctly.
- Make sure the recommended print side has the correct orientation when loading paper in the paper tray and the manual feeder.
- Do not overload the paper tray. The paper should be below the max fill line on the inside wall of the paper tray.
- Do not remove the paper from the tray while printing.

Symptom	Solution
Paper jam	Clear the paper jam. See Clearing a paper jam on page 76 .
Paper or specialty media <ul style="list-style-type: none"> • Misfeeds or skews • Multiple sheets stick together. 	Load a smaller amount of paper into the MFP. See Loading various paper types on page 33 for more information about maximum loading amounts for each paper type.
	Use only new, unwrinkled paper.
	Prepare the stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface
Paper does not feed.	Make sure paper is loaded correctly. For more information, see Loading paper and original documents on page 28 .
	Load a smaller amount of paper into the MFP. See Loading various paper types on page 33 for more information about maximum loading amounts for each paper type.
Paper stacks poorly in the front output slot.	Extend the paper stop.
	Do not let too much paper stack up in the front output slot.
Envelopes skew or fail to feed correctly.	Insert a single envelope in the manual feeder, and make sure the guides are against both sides of the envelope.

Clearing a paper jam

Use the following table to locate and clear the paper jam.

Note: To avoid tearing the paper, pull the paper out gently and slowly.

Message	Location of jam	Go to...
200.xx Paper Jam	MFP input sensor	200/201 Paper Jam on page 77
201.xx Paper Jam	Between MFP input and exit sensors	
202.xx Paper Jam	Paper exit sensor	202 Paper Jam on page 80
241.xx Paper Jam	Tray 1	241/242 Paper Jam on page 81
242.xx Paper Jam	Tray 2	
251.xx Paper Jam	Manual Feeder	251 Paper Jam on page 82
290 Scanner Jam	ADF	290/291/292 Scanner Jam on page 83
291 Scanner Jam		
292 Scanner Jam		

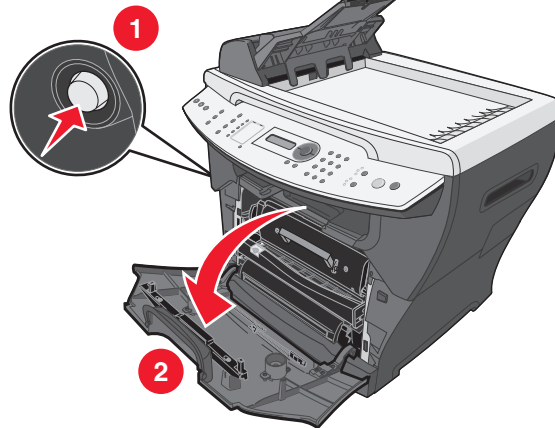
Note: xx represents numbers specific to the jam.

200/201 Paper Jam

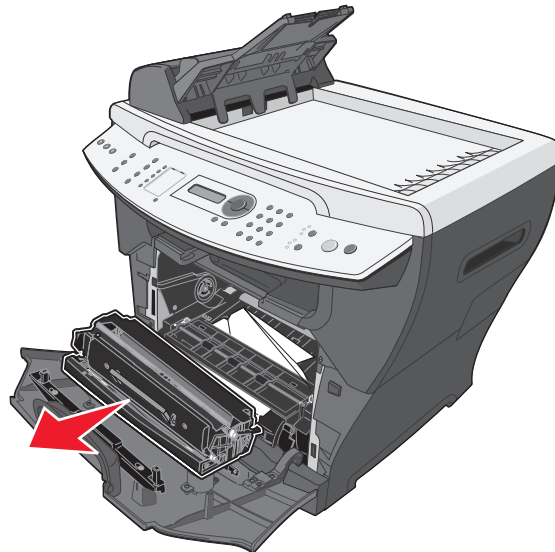
CAUTION: The fuser area is hot. Avoid contact with the fuser area to prevent burns.



- 1 Press the access button on the left side of the MFP, and open the front cover.

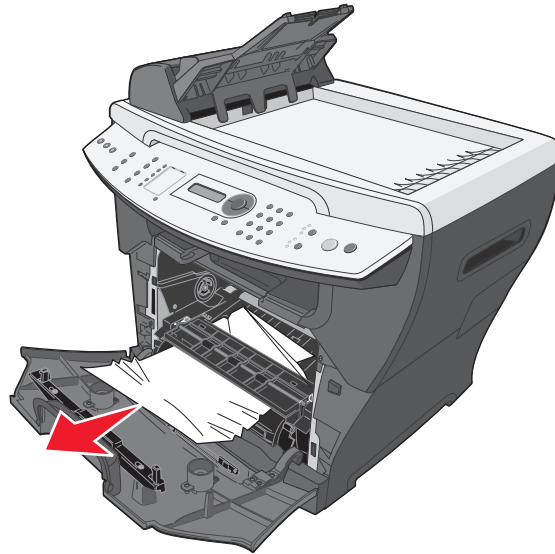


- 2 Pull on the handle to remove the print cartridge assembly.

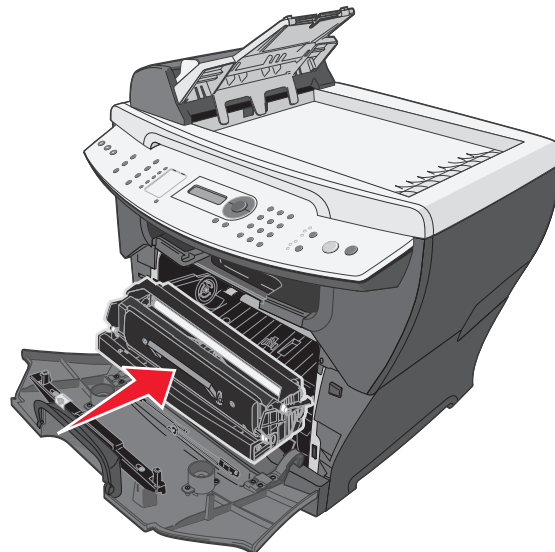


Warning: Do not leave the print cartridge assembly exposed to direct light for an extended period of time. Extended light exposure can cause print quality problems.

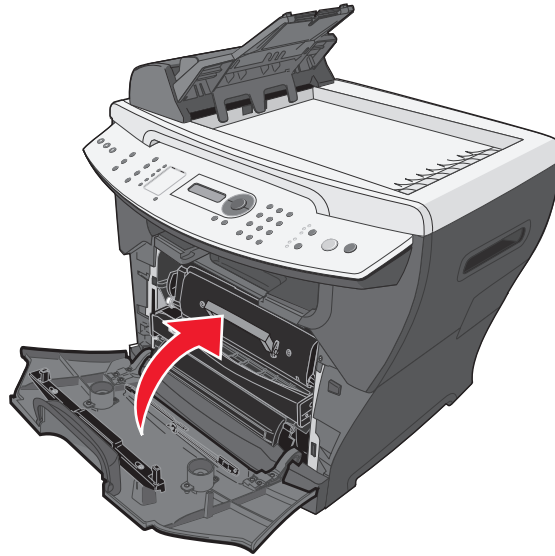
- 3** Remove the jammed paper by gently pulling it straight out.



- 4** Reinsert the print cartridge assembly.



5 Close the front cover.



6 Press **Start** to resume printing.

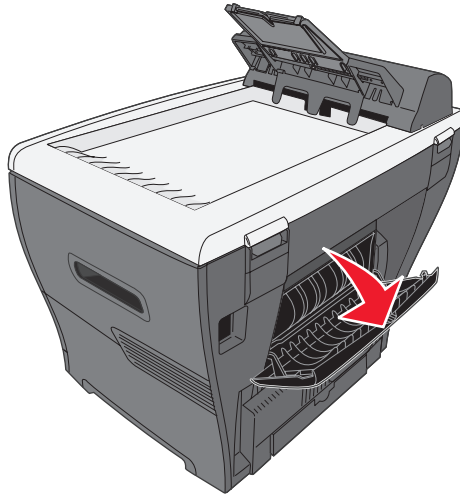
Note: If you receive a 200.20 paper jam at the start of a print job, verify that the media settings match the actual media size.

202 Paper Jam

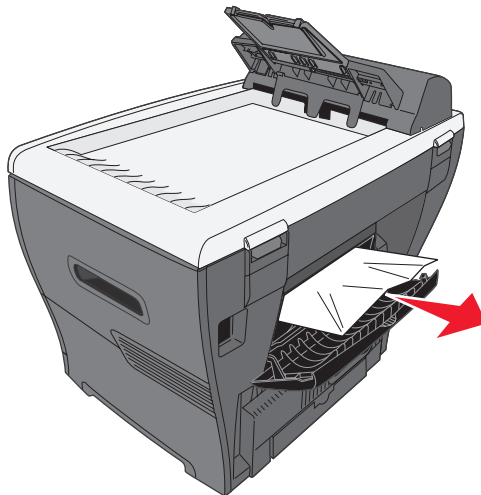
CAUTION: The fuser area is hot. Avoid contact with the fuser area to prevent burns.



- 1 Open the rear cover.



- 2 Remove the jammed paper by gently pulling it straight out.



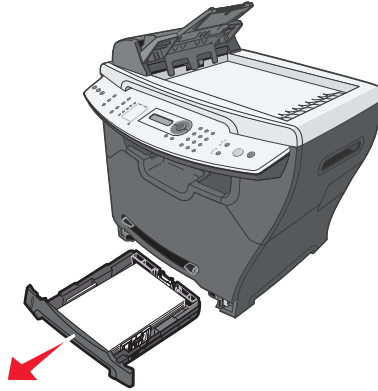
- 3 Close the rear cover.
- 4 Press **Start** to resume printing.

241/242 Paper Jam

- 1 Open the appropriate paper tray.

Note:

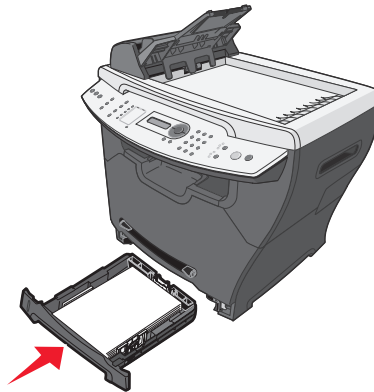
- Open Tray 1 for 241 Paper Jam. Open Tray 2 for 242 Paper Jam.
- 242 Paper Jam will only occur when Tray 2 is installed.
- Tray 2 is optional and may be purchased separately.



- 2 Remove the jammed paper by gently pulling it straight out.



- 3 Insert the paper tray.

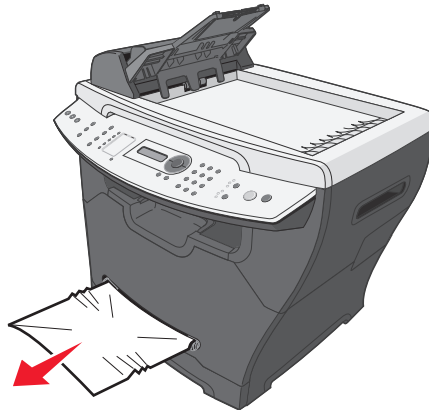


- 4 Press **Start** to resume printing.

Note: If you receive a 241.18 paper jam at the start of a print job, verify that the media settings match the actual media size.

251 Paper Jam

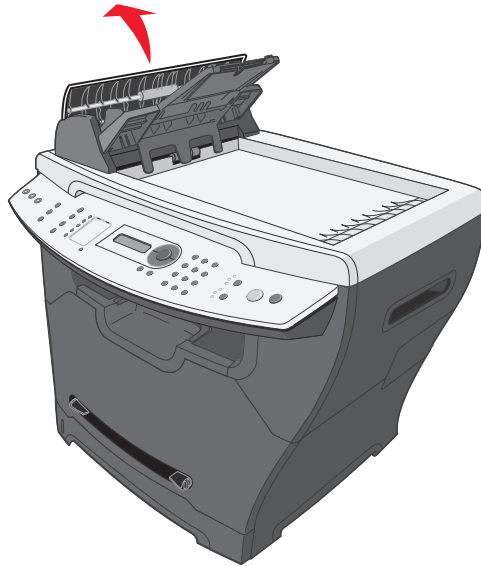
- 1 Remove the jammed paper by gently pulling it straight out of the MFP.



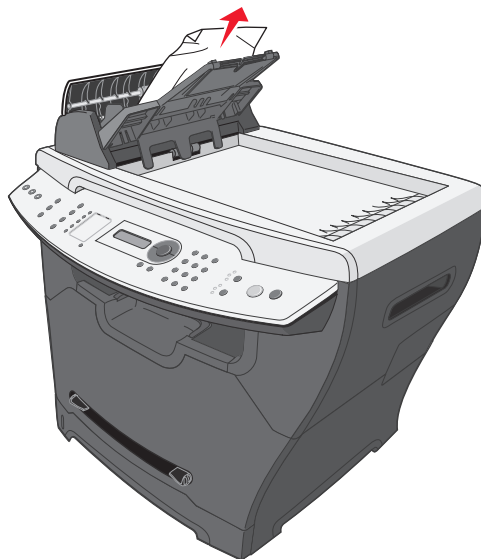
- 2 Press **Start** to resume printing.

290/291/292 Scanner Jam

- 1 Open the ADF top cover.



- 2 Remove the jammed paper by gently pulling it straight out.



- 3 Close the ADF top cover, and then load the documents back into the ADF.


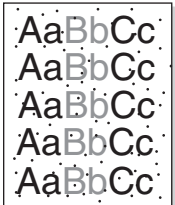
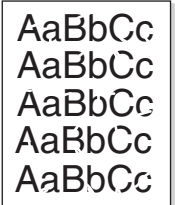
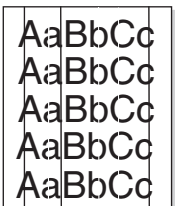
Note: To prevent document jams, use the scanner glass rather than the ADF for thick, thin, or a mixed set of documents.

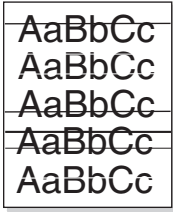
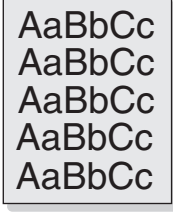
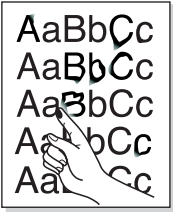

- 4 Press **Start** to resume.

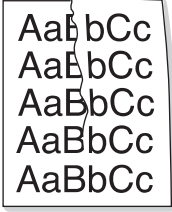

Print and copy troubleshooting

Problem	Solution
MFP does not print or respond	See Display is not lit. on page 72.
	Remove and reinstall the software. For more information, see on page 73.
	If you are scanning a document, wait until scanning is complete before using the MFP.
	Restart the computer.
	Make sure the MFP is set as the default printer. 1 Click Start → Settings → Printers and Faxes or Printers. or Click Start → Control Panel → Printers and Other Hardware → Printers and Faxes.
	2 Double-click the Lexmark X340/X340n/X342n icon.
	3 Click Printer , and make sure no check mark appears next to Pause Printing.
	4 Make sure a check mark appears next to Set As Default.
Make sure the front cover is closed.	
Make sure the toner cartridge is installed correctly. For more information, see Installing a toner cartridge on page 62.	
Disconnect the USB cable, and then reconnect it.	
Print speed is slow.	Close all applications not in use.
	Minimize the number and size of graphics and images in the document.
	If you are using the manual feeder, this is normal.

Print quality troubleshooting

Problem	Solution
<p>Light or faded print</p> 	<p>You may be able to temporarily extend the toner cartridge life by redistributing the toner. For more information, see Redistributing toner on page 63.</p> <p>Install a new toner cartridge. For more information, see Installing a toner cartridge on page 62.</p> <p>Only use new, dry paper.</p> <p>Make sure the front door is securely latched on both sides.</p> <p>For copies, adjust the darkness settings by pressing Darkness from the control panel.</p> <p>For prints, adjust the darkness settings from the control panel menu:</p> <ol style="list-style-type: none"> 1 From the control panel, press Menu. 2 Press ▲ or ▼ repeatedly until MACHINE SETUP appears. 3 Press ✓. 4 Press ▲ or ▼ repeatedly until Toner Dark appears. 5 Press ✓. 6 Press ▲ or ▼ repeatedly to adjust the darkness settings. 7 Press ✓ to save the settings. 8 Press Back repeatedly to return to the Ready prompt.
<p>Toner specs</p> 	<p>Replace the toner cartridge. For more information, see Installing a toner cartridge on page 62.</p> <p>Clean the inside of the MFP. For more information, see Cleaning the inside of the MFP on page 68.</p>
<p>Print irregularities</p> 	<p>Use only new, dry paper.</p> <p>You may be able to temporarily extend the toner cartridge life by redistributing the toner. For more information, see Redistributing toner on page 63. If this does not work, install a new print cartridge. For more information, see Installing a toner cartridge on page 62.</p>
<p>Vertical lines</p> 	<p>Replace the photoconductor. For more information, see Replacing the photoconductor on page 65.</p> <p>You may be able to temporarily extend the toner cartridge life by redistributing the toner. For more information, see Redistributing toner on page 63. If this does not work, install a new toner cartridge. For more information, see Installing a toner cartridge on page 62.</p>

Problem	Solution
<p>Horizontal stripes</p> 	<p>Replace the toner cartridge. For more information, see Installing a toner cartridge on page 62.</p>
<p>Gray background</p> 	<p>For copies, adjust the darkness settings by pressing Darkness from the control panel.</p> <p>For prints, adjust the darkness settings from the control panel menu:</p> <ol style="list-style-type: none"> 1 From the control panel, press Menu. 2 Press ▲ or ▼ repeatedly until MACHINE SETUP appears. 3 Press ✓. 4 Press ▲ or ▼ repeatedly until Toner Dark appears. 5 Press ✓. 6 Press ▲ or ▼ repeatedly to adjust the darkness settings. 7 Press ✓ to save the settings. 8 Press Back repeatedly to return to the Ready prompt. <p>Replace the toner cartridge. For more information, see Installing a toner cartridge on page 62.</p>
<p>Toner smear</p> 	<p>Clean the inside of the MFP. For more information, see Cleaning the inside of the MFP on page 68.</p> <p>Make sure that the paper type settings match the paper in the tray. For more information, see Setting the paper type and size on page 35.</p> <p>Replace the toner cartridge. For more information, see Installing a toner cartridge on page 62.</p>
<p>Page skew</p> 	<p>Make sure the paper guides in the tray are aligned with the edges of the paper. For more information, see Loading paper in the paper tray on page 28.</p> <p>Make sure the paper guides for the manual feeder are aligned with the edges of the paper. For more information, see Loading paper in the manual feeder on page 32.</p>

Problem	Solution
<p data-bbox="240 247 479 277">Wrinkles or creases</p> 	<p data-bbox="565 247 1414 310">Make sure paper is loaded correctly. For more information, see Loading paper and original documents on page 28.</p> <p data-bbox="565 323 1435 415">Make sure the paper is not too wet. Keep paper in its original wrapper and out of high humidity areas until needed. Try paper from a freshly opened pack.</p>
<p data-bbox="289 520 435 550">Black pages</p> 	<p data-bbox="565 520 1425 583">Replace the toner cartridge. For more information, see Installing a toner cartridge on page 62.</p> <p data-bbox="565 596 1409 688">If replacing the toner cartridge does not correct the problem, replace the photoconductor. For more information, see Replacing the photoconductor on page 65.</p> <p data-bbox="565 701 1328 730">The MFP may need to be serviced. Call a service representative.</p>

Scan troubleshooting

Problem	Solution
Scanner does not respond	Check the display. If there is an error message, see Error messages troubleshooting on page 91 .
	Make sure the MFP is set as the default printer and is not on hold or paused. 1 Click Start → Settings → Printers and Faxes or Printers . or Click Start → Control Panel → Printers and Other Hardware → Printers and Faxes . 2 Double-click the Lexmark X340/X340n/X342n icon. 3 Click Printer , and make sure no check mark appears next to Pause Printing . 4 Make sure a check mark appears next to Set As Default .
	If you are printing a document, wait until printing is done before sending the scan job.
Scans very slowly	Close all applications not in use.
	If you are printing a document, wait until printing is done before sending the scan job.
	To change the scanning resolution to a lower value: 1 From the control panel, press Scan . 2 From the QLINK dialog on the computer screen, select the location you want to use. 3 Click Edit . 4 Under Resolution , select a lower number. 5 Click OK . 6 Click Scan Now .
Scan was unsuccessful.	Restart the computer.
	Remove and reinstall the software. For more information, see Removing and reinstalling the drivers software on page 74 .
Partial document scans	Make sure the document is loaded correctly into the ADF or on the scanner glass. For more information, see Scanning on page 54 .
	Make sure that the paper size settings match the paper in the tray. For more information, see Setting the paper type and size on page 35 .

Fax troubleshooting

Problem	Solution
Cannot send or receive a fax	Check the display. If there is an error message, see Error messages troubleshooting on page 91 .
	Make sure cable connections for the following hardware are secure, if applicable: <ul style="list-style-type: none"> • Power supply • Telephone • Handset • Answering machine
	Check the telephone wall jack. <ol style="list-style-type: none"> 1 Plug a telephone into the wall jack. 2 Listen for a dial tone. 3 If you do not hear a dial tone, plug a different telephone into the jack. 4 If you still do not hear a dial tone, connect the printer to a different telephone jack.
	Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.
	If the telephone line is being used by another device, wait until the other device is finished before sending a fax.
	To ensure the printer is working correctly, connect it directly to the telephone line. Disconnect any answering machines, computers with modems, or telephone line splitters.
	Check for and clear any paper jams.
	Call Waiting can disrupt fax transmissions. Disable this feature before sending or receiving a fax. Call your telephone company to obtain the keypad sequence for temporarily disabling Call Waiting.
Can send but not receive faxes	Load paper to print any faxes that have been stored in the printer.
	Check to see whether Fax Forwarding is selected. <ol style="list-style-type: none"> 1 From the control panel, press Fax. 2 Press Menu. 3 Press ▲ or ▼ repeatedly until FAX ADVANCED appears. 4 Press ✓. 5 Press ▲ or ▼ repeatedly until Fax Forwarding appears. 6 Press ✓. 7 Press ▲ or ▼ repeatedly until off appears. 8 Press ✓.

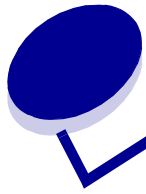
Problem	Solution
Can receive but not send faxes	Make sure the document is loaded correctly into the ADF or on the scanner glass. For more information, see Faxing on page 42 .
	<p>Check the Prefix setting.</p> <ol style="list-style-type: none"> 1 From the control panel, press Fax. 2 Press Menu. 3 Press ▲ or ▼ repeatedly until FAX DEFAULTS appears. 4 Press ✓. 5 Press ▲ or ▼ repeatedly until Prefix appears. 6 Press ✓. 7 Enter the numbers you would like to have dialed before each telephone number. 8 Press ✓. 9 Press Stop to return to the Ready prompt.
	<p>If you used a Speed Dial button:</p> <ul style="list-style-type: none"> • Check to make sure it has been programmed for the number that you wish to dial. For more information, see Setting up shortcuts on page 47. • As an alternative, dial the telephone number manually.
MFP receives a blank fax	Ask the sender to verify the original document was loaded correctly.
	Check the toner cartridge, and replace it if necessary.
Received fax has poor quality	<p>Ask that the sender:</p> <ul style="list-style-type: none"> • Check that the quality of the original document is satisfactory. • Resend the fax. There may have been a problem with the quality of the telephone line connection. • Increase the fax scan resolution.

Error messages troubleshooting

Problem	Solution
Change Media	Press 1 to change the size and/or type of media, or press 2 to ignore the error message. Note: To continue the job, press Start . To cancel the job, press Stop .
Close Front Door	Close the front cover until it locks.
Load Manual	Load print media into the manual feeder. For more information, see Loading paper in the manual feeder on page 32 .
Load Media	Load paper in the paper tray. For more information, see Loading paper in the paper tray on page 28 .
USB Not Connected	Check the USB connection at the MFP and at the computer.
QLINK Not Found	Restart the computer. If the error message still appears after restarting the computer: 1 Insert the <i>Software and Documentation</i> CD. 2 Install the QLINK software.
Digital Line Detected	Make sure the MFP is connected to an analog telephone line.
No dial tone	Make sure cable connections for the following hardware are secure, if applicable: <ul style="list-style-type: none"> • Power supply • Telephone • Handset • Answering machine Check the telephone wall jack. 1 Plug a telephone into the wall jack. 2 Listen for a dial tone. 3 If you do not hear a dial tone, plug a different telephone into the jack. 4 If you still do not hear a dial tone, connect the printer to a different telephone jack.
Line Busy	Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.
No answer	
Fax failed	Resend the fax. If the fax still fails, see Cannot send or receive a fax on page 89 .
Scanner Locked, Unlock Scanner	1 Open the top cover. 2 Move the switch to the left of the scanner glass to the unlock position.
31 Defective Print Cartridge	Remove the defective toner cartridge, and install a new Lexmark toner cartridge. For supplies information, see on page 69 .
32 Unsupported Print Cartridge	
33 Change Cartridge	

Problem	Solution
34 Short paper	<p>Make sure the correct media type and size have been selected for the existing print job. For more information, see Setting the paper type and size on page 35.</p> <ul style="list-style-type: none"> • Press Start to resume printing <p>Note: Pressing Start may truncate the print job.</p> <p>or</p> <ul style="list-style-type: none"> • Press Stop to cancel the job. <p>Note: You cannot cancel an incoming fax.</p>
37 Insufficient Collation Area 38 Memory Full	<p>The MFP does not have enough memory to process the job.</p> <ul style="list-style-type: none"> • Press Start to resume printing <p>or</p> <ul style="list-style-type: none"> • Press Stop to cancel the job. <p>Note:</p> <ul style="list-style-type: none"> • Clearing the error message in this way may cause some of the job to be lost. • You cannot cancel an incoming fax. <p>If possible, break larger jobs into smaller jobs.</p> <p>Turn Collate off. For more information, see Printing collated copies on page 40.</p>
84 Photoconductor Near Life	<p>Press Start to clear the message and return to the previous status.</p> <p>Press Stop to cancel the job.</p> <p>Note: You cannot cancel an incoming fax.</p> <p>Replace the photoconductor. For more information, see Replacing the photoconductor on page 65.</p>
84 Replace Photoconductor	<p>Replace the photoconductor. For more information, see Replacing the photoconductor on page 65.</p> <p>Note: Normal printing will not resume until the photoconductor has been replaced.</p>
88 Toner Low	<p>Press Start to resume printing.</p> <p>Press Stop to cancel the job.</p> <p>Extend the life of the toner cartridge by redistributing the toner. For more information, see Redistributing toner on page 63.</p> <p>If the error message reappears after redistributing the toner, replace the toner cartridge. For more information, see Installing a toner cartridge on page 62.</p>
200.xx Paper Jam	See 200/201 Paper Jam on page 77 .
201.xx Paper Jam	
202.xx Paper Jam	See 202 Paper Jam on page 80 .

Problem	Solution
241.xx Paper Jam	See 241/242 Paper Jam on page 81.
242.xx Paper Jam	
251.xx Paper Jam	See 251 Paper Jam on page 82.
290 Scanner Jam	See 290/291/292 Scanner Jam on page 83.
291 Scanner Jam	
292 Scanner Jam	
9**.xx Service	<p>1 Turn the power off for one minute.</p> <p>2 Turn the power on.</p> <p>If the error message reappears, call a Lexmark service representative. For authorized service representatives in your area, visit www.lexmark.com.</p>



Notices

Electronic emission notices

Federal Communications Commission (FCC) compliance information statement

Part 15

The Lexmark X340 (7003-100), X340n (7003-x050), and X342n (7003-110) have been tested and found to comply with the limits for a Class B 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 B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

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 B computing device, use a properly shielded and grounded cable such as Lexmark part number 12A2405 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Any questions regarding this compliance information statement should be directed to:

Director of Lexmark Technology & Services
Lexmark International, Inc.
740 West New Circle Road
Lexington, KY 40550
(859) 232-3000

Part 68

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (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

Notices

modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

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 you experience trouble with this equipment, for repair or warranty information, contact Lexmark International, Inc. at www.Lexmark.com or your Lexmark representative. 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, contact Lexmark International, Inc. See the previous paragraph for contact information.

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 appropriate AC surge arrester in the AC outlet to which this device is connected. An appropriate AC surge arrester is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. 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 **Setting the Station ID on page 49** in order to program this information into your fax machine.

Industry Canada compliance statement

This Class B 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 B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Notices

European Community (EC) directives conformity

Declaration of Conformity with Regard to the EU Directive 1999/5/EC (R&TTE Directive) in languages of the European Community.

English	Hereby, Lexmark International Inc., declares that this product is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
Suomi	Valmistaja Lexmark International Inc. vakuuttaa täten, että tämän tuotteen tyyppinen laite on direktiivin 1999/5/EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.
Nederlands	Hierbij verklaart Lexmark International Inc. dat dit product in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.
	Bij deze verklaart Lexmark International Inc. dat dit product voldoet aan de essentiële eisen en aan de overige relevante bepalingen van richtlijn 1999/5/EG.
Français	Par la présente Lexmark International Inc. déclare que le produit est conforme aux exigences essentielles et aux autres dispositions pertinentes de la directive 1999/5/CE
	Par la présente, Lexmark International Inc. déclare que ce produit est conforme aux exigences essentielles et aux autres dispositions de la directive 1999/5/CE qui lui sont applicables
Svenska	Härmed intygar Lexmark International Inc. att denna produkt står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.
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	Hiermit erkläre Lexmark International Inc. die Übereinstimmung des Produkts mit den grundlegenden Anforderungen und den anderen relevanten Festlegungen der Richtlinie 1999/5/EG. (Wien)
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Español	Por medio de la presente Lexmark International Inc. declara que este producto cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE
Português	A Lexmark International Inc. declara que este produto está em conformidade com os requisitos essenciais e outras provisões da Directiva 1999/5/CE.
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Notices

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Eesti	Käesolevaga kinnitab Lexmark International Inc. selle seadme vastavust direktiivi 1999/5/EÜ põhinõuetele ja nimetatud direktiivist tulenevatele teistele asjakohastele sätetele.
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Lithuanian	Lexmark International Inc. deklaruoja, kad šis gaminyš tenkina 1999/5/EB Direktyvos esminius reikalavimus ir kitas šios direktyvos nuostatas.
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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. The Official Declaration of Conformity may be viewed at www.lexmark.com/rtte.

Compliance is indicated by the following CE marking:



This product satisfies the Class B limits of EN 55022 and safety requirements of EN 60950.

Japanese VCCI notice

製品にこのマークが表示されている場合、次の要件を満たしています。



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B情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。取扱説明書に従って正しい取り扱いをしてください。

Notices

Korean MIC statement

If this symbol appears on your product, the accompanying statement is applicable.



B급 기기 (가정용 정보통신기기)

이 기기는 가정용으로 전자파적합등록을 한 기기로서
주거지역에서는 물론 모든 지역에서 사용할 수 있습니다.

Mercury statement

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

Other telecommunications notices

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 modern 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 appropriate AC surge arrester in the AC outlet to which this device is connected. An appropriate AC surge arrester is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions.

The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.

Notices

- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

South Africa telecommunications notice

This modem must be used in conjunction with an approved surge protection device when connected to the PSTN.

Using this product in Germany

This product 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 product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 80D1877) 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.

German GS mark notice

Model: Lexmark X34x Series

Machine type: 7003-xxx

Mailing address

Lexmark Deutschland GmbH

Postfach 1560

63115 Dietzenbach

Physical address

Lexmark Deutschland GmbH

Max-Planck-Straße 12

63128 Dietzenbach

Phone: 0180 - 564 56 44 (Product Information)

Phone: 01805 - 00 01 15 (Technical Support)

E-mail: internet@lexmark.de

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

1-meter average sound pressure, dBA	
Printing	52
Scanning	48
Copying	52
Idling	30

Printer energy consumption

The following table documents the power consumption characteristics of the printer.

Mode	Description	Power consumption
Printing	Printer is generating hard copy output	420 W
Ready	Printer is waiting for a print job	70 W
Power Saver	Printer is in energy saving mode	13 W
Off	Printer is plugged into a wall outlet, but switch is turned off	0 W

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Power Saver

This printer is designed with an energy-saving mode called Power Saver. The Power Saver Mode is equivalent to the EPA Sleep Mode. The Power Saver Mode saves energy by lowering power consumption during extended periods of inactivity. The Power Saver Mode is automatically engaged after this printer is not used for a specified period of time, called the Power Saver Timeout. The factory default Power Saver Timeout is 30 minutes for the Lexmark X340.

By using the printer configuration menus, the Power Saver Timeout can be modified between 1 minute and 240 minutes. Setting the Power Saver Timeout to a low value reduces energy consumption, but may increase the response time of the printer. Setting the Power Saver Timeout to a high value maintains a fast response, but uses more energy.

Total energy usage

It is sometimes helpful to calculate the total printer energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the printer spends in each mode in order to calculate energy usage. The total printer energy usage is the sum of each mode's energy usage.

ENERGY STAR



Waste from Electrical and Electronic Equipment (WEEE) directive



The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products. If you have further questions about recycling options, visit the Lexmark Web site at www.lexmark.com for your local sales office phone number.

Laser advisory label

A laser notice label may be affixed to this MFP.

LUOKAN 1 LASERLAITE

VAROITUS! Laitteen käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

KLASS 1 LASER APPARAT

WARNING! Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Laser notice

This MFP is certified in the U.S. to conform to the requirements of DHHS 21 CFR Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1.

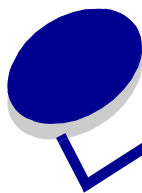
Class I laser products are not considered to be hazardous. The MFP contains internally a Class IIIb (3b) laser that is nominally a 5 milliwatt gallium arsenide laser operating in the wavelength region of 770-795 nanometers. The laser system and MFP are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

Hot surface notice



此符號表示該表面或元件會發熱。

請當心： 為避免被發熱表面或元件燙傷的危險，請先讓該表面或元件冷卻之後再觸摸。



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