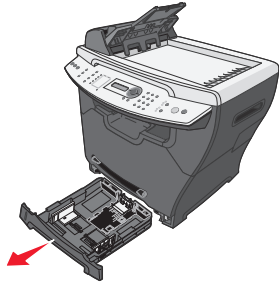


Lexmark™ X342 Quick Reference

Loading paper and specialty media

Loading paper in the paper tray

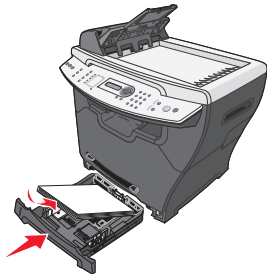
- 1 Remove the paper tray.



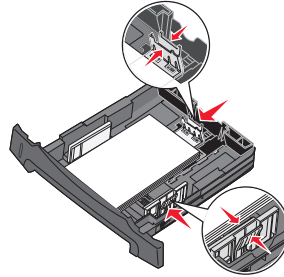
- 2 Holding the tray on a stable surface, press the guide lock, and slide the rear guide until it locks at the paper length you want.
- 3 Prepare a stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface.



- 4 Load the paper with the print side facing down.



- 5 Make sure the paper is below the maximum fill lines on the left inside wall of the tray.
- 6 Squeeze and adjust the paper guides until they lightly touch the side of the stack of paper.

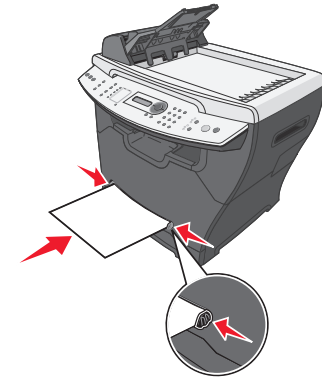


- 7 Close the paper tray.

Loading paper in the manual feeder

- 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.
- 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.



Copying

Making a copy

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

Faxing

Sending a fax

- 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.
- 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.

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**.

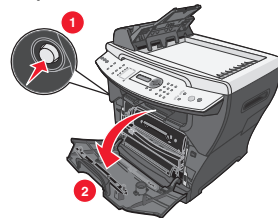
Canceling a job from the printer control panel

If the job is formatting or already printing, press **Stop**.

Maintaining the printer

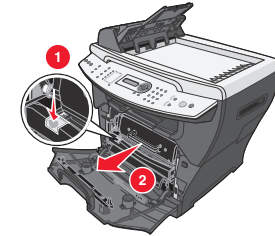
Replacing the toner cartridge

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

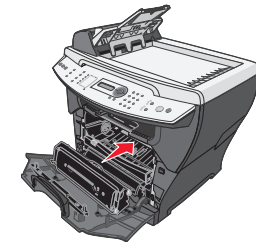


- 2 To remove the toner cartridge:
 - a Press the button on the print cartridge assembly.

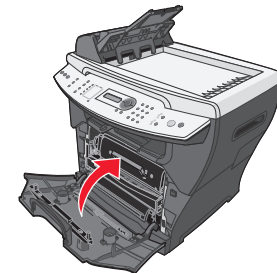
- b Remove the toner cartridge using the handle.



- 3 Remove the toner cartridge from the packaging, and gently shake four or five times to distribute the toner.
- 4 Gently slide the toner cartridge in until it locks into place.

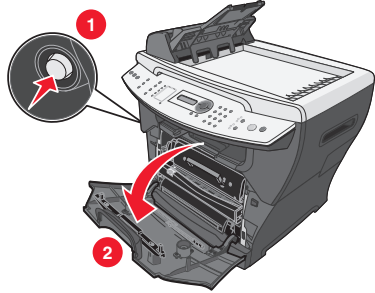


- 5 Close the front cover.

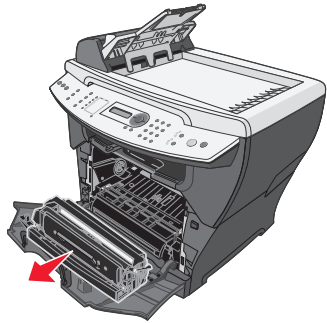


Replacing the photoconductor

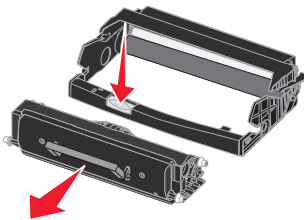
- 1 Press the access button on the left side of the MFP, and open the front cover.



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

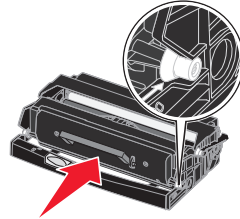


- 3 Place the print cartridge assembly on a flat, clean surface.
- 4 To remove the toner cartridge:
 - a Press the button on the print cartridge assembly.
 - b Remove the toner cartridge using the handle.



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

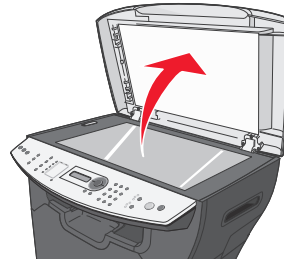
Note: The toner cartridge *snaps* into place when correctly installed.



- 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 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

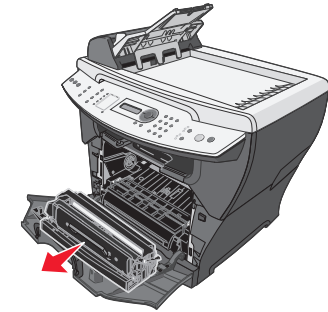
Wipe the outside surface of the MFP with a soft, clean, lint-free cloth. If you dampen the cloth slightly with water, be careful not to let any water drip onto or inside the MFP.

Cleaning the inside of the MFP

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

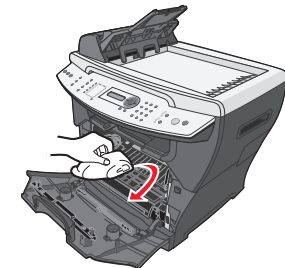
Warning: While cleaning the inside of the MFP, be careful not to touch the transfer roller located under the toner cartridge. Oil from your fingers can affect print quality.

- 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.



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

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