

Lexmark™ X560 Quick Reference

Loading paper and specialty media

Loading Tray 1 (MPT)

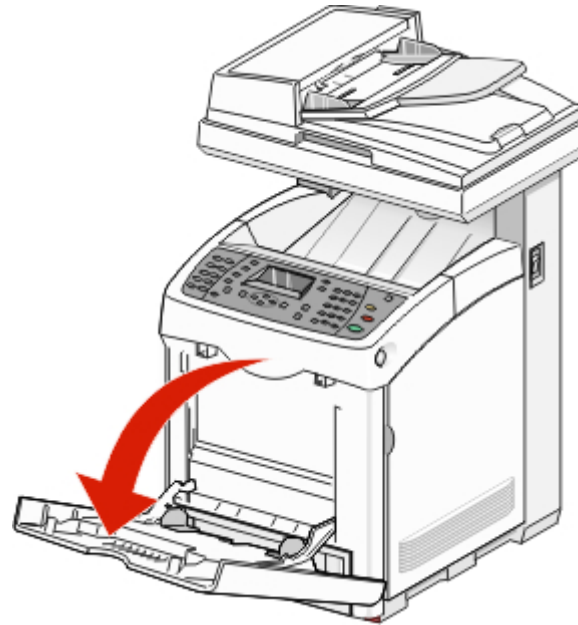
In addition to plain paper, Tray 1 (MPT) can use various other sizes and types of paper or specialty media, such as envelopes and transparencies.

Notes:

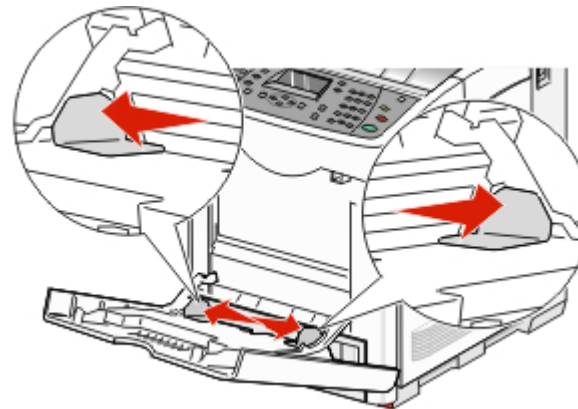
- Make sure Tray 2 is completely installed before opening Tray 1 (MPT).
- Load up to 150 sheets or a stack of paper that weighs 60–216 g/m² and is less than 15 mm (.59 in.) high. The minimum paper size supported is 76.2 x 127 mm (3 x 5 in.).
- Tray 1 (MPT) supports paper or specialty media within the following dimensions: 76.2 x 127 mm–220.0 x 355.6 mm (3 x 5 in.–8.66 x 14 in.).
- For duplex printing, you can load paper that is 64–163 g/m².
- Do not load different types of paper at the same time.
- Do not remove or add paper to Tray 1 (MPT) when printing, or if there is any paper still in the tray. Doing so may cause a paper jam.
- Do not put any objects other than paper in Tray 1 (MPT).
- Always load paper short edge first.

To load paper in Tray 1 (MPT):

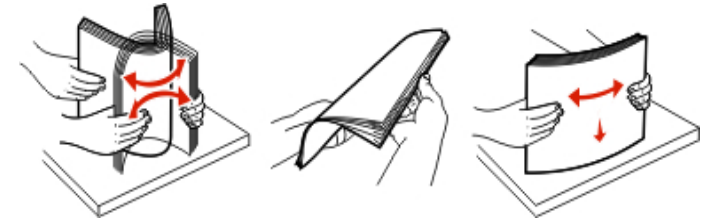
- 1 Gently pull open the Tray 1 (MPT) cover.



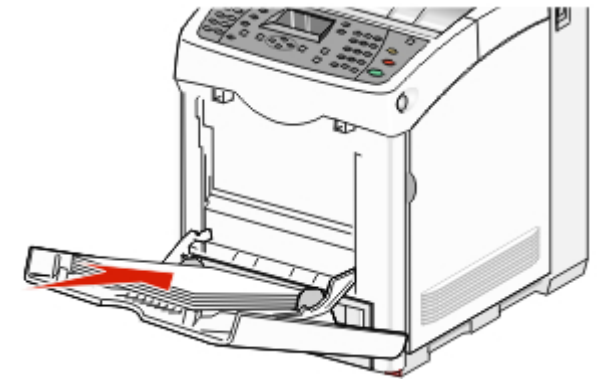
- 2 Slide the width guides to the edges of the tray. The width guides should be fully extended.



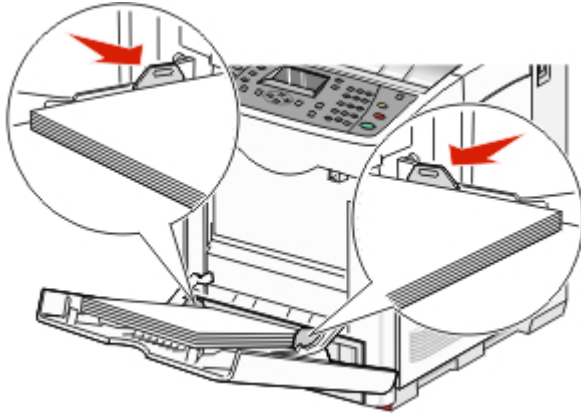
- 3 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 4 Insert all paper or specialty media facedown and top edge first into Tray 1 (MPT).



- 5 Slide the width guides until they rest lightly against the edges of the paper stack.



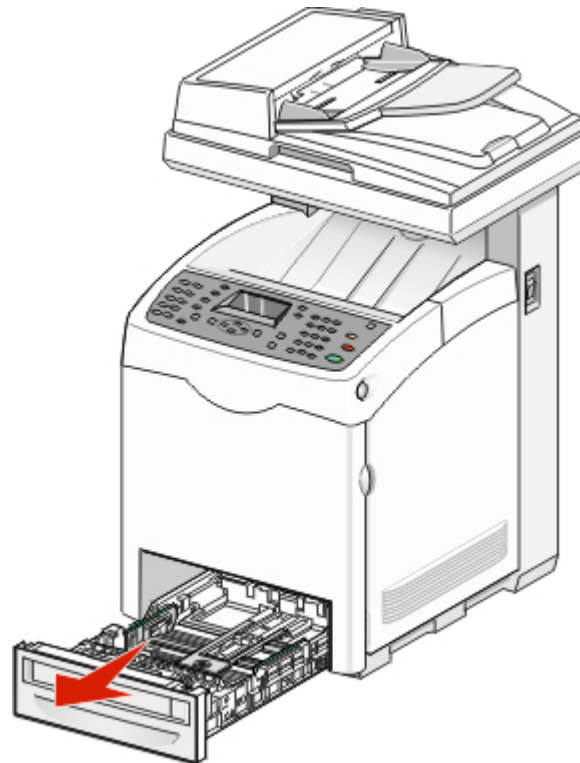
Loading Tray 2 and Tray 3

The printer has two trays to select from: the standard tray (Tray 2), also known as the 250-sheet tray, and the optional 550-sheet tray (Tray 3), which is part of the 550-sheet drawer and fits into the support unit. Proper paper loading prevents jams and facilitates trouble-free printing.

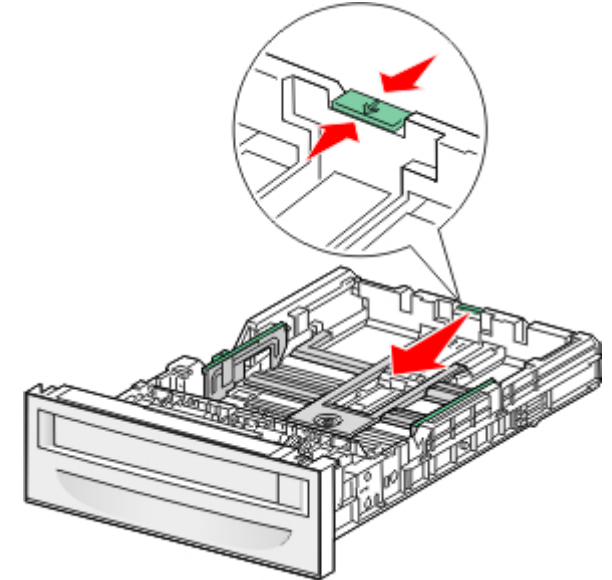
Load the standard tray or optional tray in the same way.

- 1 Grasp the handle, and pull the tray out. Remove the tray completely.

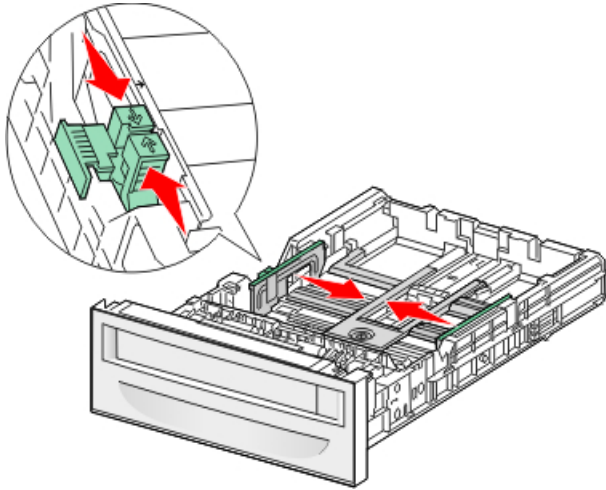
Note: Do not remove trays while a job prints. Doing so may cause a jam.



- 2 Squeeze the length guide tab as shown. Slide the guide to the correct position for the paper size being loaded.

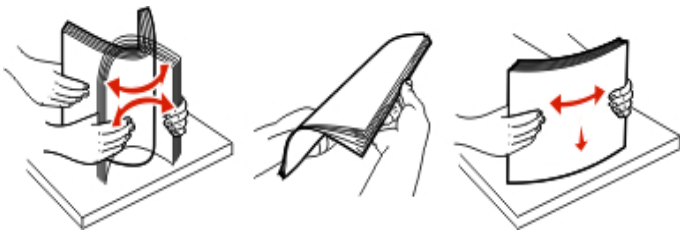


- 3 Squeeze the width guide tabs together as shown, and slide the width guide to the correct position for the paper size being loaded.



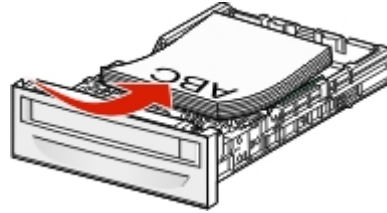
Note: Notice the load line label on the side of the tray which indicates the maximum stack height for your paper.

- 4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 5 Load the paper stack with the recommended print side faceup. Load the stack toward the back of the tray as shown.

When loading preprinted letterhead, place the header toward the front of the tray.



- 6 Align the tray, and insert it.



Setting the Paper Type

- 1 Make sure the printer is on and **Select Function** appears.
- 2 From the printer control panel, press **System**.
- 3 Press **▲** or **▼** repeatedly until **Tray Settings** appears, and then press **OK**.
- 4 Press **▲** or **▼** repeatedly until the desired tray appears, and then press **OK**.
- 5 Press **▲** or **▼** repeatedly until **Paper Type** appears, and then press **OK**.

- 6 Press **▲** or **▼** repeatedly to select the desired paper type, and then press **OK**.
- 7 Press **↩** repeatedly until **Select Function** appears.

Copying

Making a copy

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
- Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 From the printer control panel, press **Copy**.
- 4 Use the keypad to enter the number of copies.
- 5 To change the color mode, press **Color Mode** until the light comes on next to the selection you want. Choose between B&W (black and white) and Color.
- 6 Adjust the copy options.
- 7 Press **Start** **▶** to begin copying.

Notes:

- To cancel the copy function, press **Stop** **⏹** at any time.
- Print jobs are interrupted when users make copies. Printing continues while the printer scans the originals. When the copies are ready to print, the print job pauses, the copies print, and then the print job resumes. Copies cannot be made while printing a received fax.


Copying multiple pages onto a single sheet

In order to save paper, you can copy two consecutive pages of a multiple-page document onto a single sheet of paper. There are several settings available:

N-Up setting	Description
Off	Copies one original page image onto one side of a sheet of paper
Auto	Copies two original pages, reduces the images, and prints them on one side of a sheet of paper
ID Copy	Copies two original size images onto one side of a sheet of paper
Manual	Reduces the two original images as specified in Reduce/Enlarge, and prints them on one side of a sheet of paper


- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

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


- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 From the printer control panel, press **Copy**.
- 4 Use the keypad to enter the number of copies.
- 5 To change the color mode, press **Color Mode** until the light comes on next to the selection you want. Choose between B&W (black and white) and Color.
- 6 Press **▲** or **▼** repeatedly until **N-Up** appears, and then press **OK**.
- 7 Press **▲** or **▼** repeatedly until the N-Up option you want appears, and then press **OK**.
- 8 Press **Start**  to begin copying.

Faxing

Sending a fax using the ADF

- 1 Make sure the printer is on and is connected to a working phone line.
- 2 Load an original document faceup, short edge first into the ADF.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 Adjust the paper guides.
- 4 From the printer control panel, press **Fax**.
- 5 Press **▲** or **▼** repeatedly until **Fax to** appears, and then press **OK**.
- 6 Press **▲** or **▼** repeatedly to select the type of recipient, and then press **OK**.
- 7 Press **Start**  to start the fax job.

Sending a fax using the scanner glass

- 1 Make sure the printer is on and is connected to a working phone line.
- 2 Place the first page facedown on the scanner glass.
- 3 Press **▲** or **▼** repeatedly until **Fax to** appears, and then press **OK**.
- 4 Press **▲** or **▼** repeatedly to select the type of recipient, and then press **OK**.
- 5 Press **Start**  to start the fax job.
After the page is scanned, **Another Page?** appears. Press **▲** or **▼** repeatedly to select **No** or **Yes**, and then press **OK**.
- 6 If you want to send a single page, select **No**, and then press **←** repeatedly until **Select Function** appears.

- 7 If you want to send more than one page, select **Yes**. **Place Next Page** appears. Place the next page facedown on the scanner glass. Press **▲** or **▼** repeatedly to select **Continue**, and then press **OK**.
- 8 Repeat step 7 for all necessary pages. When finished, choose **No**, and then press **←** repeatedly until **Select Function** appears.

Printing

Printing a document from Windows

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

Printing Secure Print jobs from the printer control panel

To print data stored in the printer by Secure Print:

- 1 Make sure the printer is on and **Select Function** appears.
- 2 From the printer control panel, press **Job Status**.
- 3 Press **▲** or **▼** repeatedly until **Walk-Up Features** appears, and then press **OK**.
- 4 Press **▲** or **▼** repeatedly until **Secure Print** appears, and then press **OK**.
- 5 Press **▲** or **▼** repeatedly to select your user name, and then press **OK**.
- 6 Using the keypad, enter the password, and then press **OK**.

- 7 Select the name of the job that you want to print, and then press **OK**.
- 8 Press **▲** or **▼** repeatedly to select either **Print and Delete** or **Print and Save**, and then press **OK**.

Notes:

- The displayed user ID (up to 8 characters) is the User ID specified in the Secure Print dialog box of the Paper/Output tab of Print Properties.
- For the password, enter the Password set in the Secure Print dialog box of the Paper/Output tab of Print Properties. If Password is not configured, there will be no setting on the printer control panel.
- The document name displayed (up to 12 characters) is the Document Name specified in the Secure Print dialog of the Basic tab of Print Properties.

Canceling a print job from the printer control panel


To cancel a print job, press **Stop**  at any time.

Note: If the print job continues to print, part of the job may have already been transmitted to the printer buffer before the stop command was sent. **Canceled** appears on the display, and the remaining buffered pages are printed before the job is canceled.

Maintaining the printer

Cleaning the exterior of the printer

- 1 Make sure that the printer is turned off and unplugged from the wall outlet.

 **CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

- 2 Remove paper from the standard exit bin.

- 3 Dampen a clean, lint-free cloth with water.

Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the printer.

- 4 Wipe only the outside of the printer, making sure to remove any ink residue that has accumulated on the standard exit bin.

Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your printer.

- 5 Make sure the standard exit bin is dry before beginning a new print job.

Cleaning the scanner glass

Clean the scanner glass if you encounter print quality problems, such as streaks on copied or scanned images.

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



- 3 Wipe the scanner glass (which includes the document glass and ADF glass) until it is clean and dry.

- 4 Wipe the white underside of the scanner cover and the white plastic input guides until they are clean and dry.

Note: The white plastic input guides are located on the scanner cover underneath the ADF on the left side.

- 5 Close the scanner cover.

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