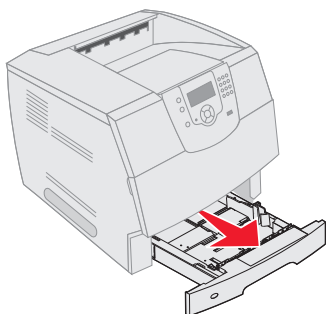


Lexmark™ T64x Quick Reference

Loading paper and specialty media

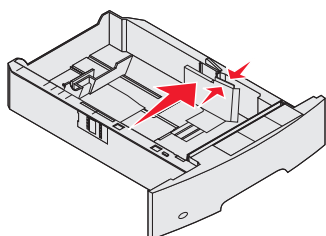
Loading standard trays and optional trays

- 1 Remove the tray from the printer, and place it on a flat, level surface.

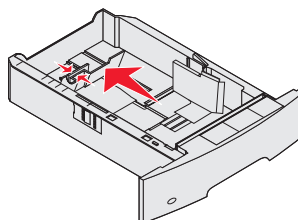


Note: Do not remove a tray when a job is printing or when the control panel green indicator light is blinking. Doing so may cause a jam.

- 2 Squeeze the side guide tab, and slide the guide to the outer edge of the tray.



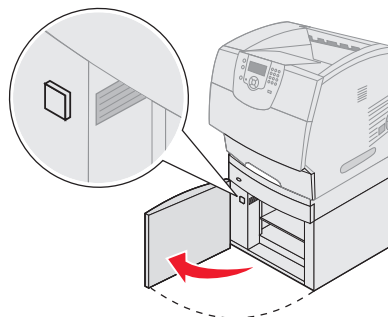
- 3 Squeeze the rear guide tab, and slide the guide to the correct position for the size media you are loading.



- 4 Flex the sheets back and forth to loosen them, then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.
- 5 Place the print media in the tray:
 - Print side facedown for *simplex* (single-sided) printing
 - Print side faceup for duplex printing
- 6 Squeeze the side guide tab, and slide the guide toward the inside of the tray until it lightly rests against the edge of the media.
- 7 Insert the tray into the printer.

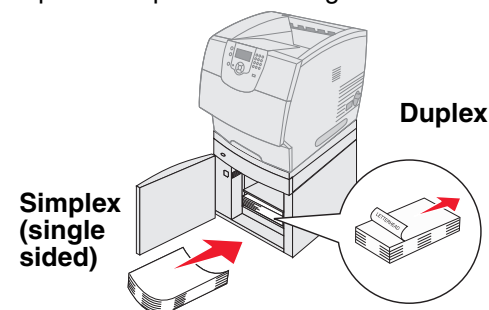
Loading the 2000-sheet drawer

- 1 Open the loading door. If the elevator tray is not already in the lowered position, push the elevator button to lower the tray.



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

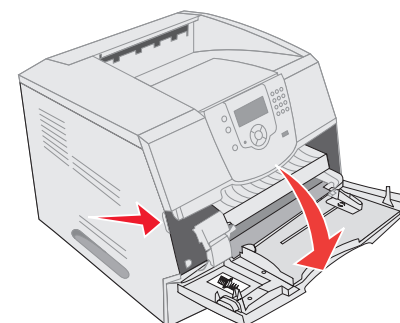
- 3 Slightly bend the stack of print media as shown, and place it on the elevator tray with the preferred print side facing down.



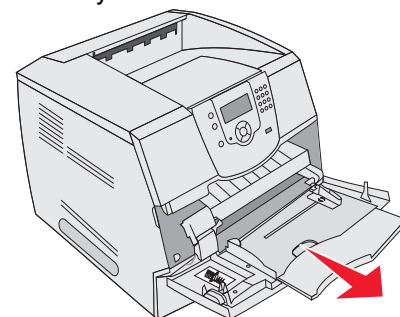
- 4 Carefully align each stack as you load it to ensure a smooth edge where the stacks meet. Do not load print media above the load line.
- 5 Close the loading door.

Loading the multipurpose feeder

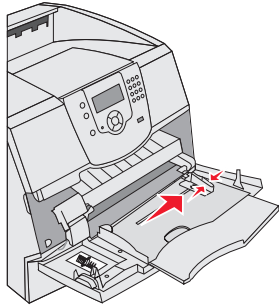
- 1 Push the release latch, and lower the multipurpose feeder.



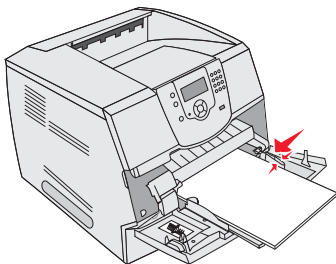
- 2 Pull the tray extension out.



- 3 Slide the width guide to the far right.



- 4 Flex the sheets or envelopes back and forth to loosen them, then fan them. Do not fold or crease the print media. Straighten the edges on a level surface.
- 5 Load the media in the tray.
 - Load paper or transparencies with the left edge of the stack against the stack height label and with the recommended print side faceup.
 - Load envelopes flap side down with the stamp area and flap on the left. The end of the envelope with the stamp area enters the multipurpose feeder first.
- 6 Slide the side guide toward the inside of the tray until it lightly rests against the edge of the media.



- 7 Set the Paper Size and Paper Type for the multipurpose feeder.

Printing

Printing a document

- 1 Open the file you want to print.

- 2 From the File menu, select **Print**.
- 3 Verify that the correct printer is selected in the dialog box.
- 4 Modify the printer settings as appropriate (such as the pages you want to print or the number of copies).

Note: Click **Properties** or **Setup** to adjust printer settings not available from the first screen, and click **OK**.

- 5 Click **OK** or **Print** to send the job to the selected printer.

Printing a confidential or held job

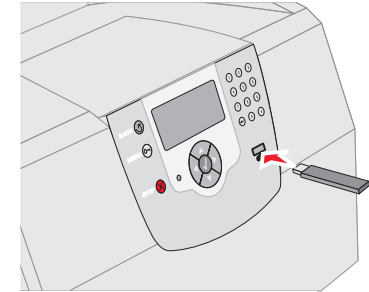
- 1 With the file open, select **File** → **Print**.
- 2 Click **Properties**. (If there is no Properties button, click **Setup**, and then click **Properties**.)
- 3 Depending on the operating system, you may have to click the **Other Options** tab, and then click **Print and Hold**.
- 4 Enter a User Name and PIN.
- 5 Send your job to the printer.
- 6 Go to the printer when you are ready to retrieve your confidential print job
- 7 Press ▼ until the ✓ appears next to **Held jobs**, and then press ✓.
- 8 Press ▼ until the ✓ appears next to your user name, and then press ✓.
- 9 Press ▼ until the ✓ appears next to **Confidential jobs**, and then press ✓.
- 10 Enter your PIN.
- 11 Press ▼ until the ✓ appears next to the job you want to print, and then press ✓.

Printing from a USB flash memory device

A USB Direct interface is located on the operator panel so you can insert a USB flash memory device and print PDF documents. Printing a document from a USB flash memory device is similar to printing a held job.

For information regarding tested and approved USB flash memory devices, see our Lexmark Web site at <http://support.lexmark.com>, and click **KnowledgeBase** to search for Direct USB printing.

- 1 Make sure the printer is on and **Ready** or **Busy** appears.
- 2 Insert a USB flash memory device into the USB Direct interface.



- 3 Press ▼ until the ✓ appears next to the document you want to print, and then press ✓.
- A screen asking the number of copies to be printed will appear.
- 4 To print only one copy, press ✓, or manually input the number of copies with the number pad, then press ✓.

Note: Do not remove the USB flash memory device from the USB Direct interface until the document has finished printing.

Canceling a job from the printer control panel

If the job is formatting or already printing, and **Cancel a Job** appears on the first line of the display:

- 1 Press ✓.
- A list of jobs appears.
- 2 Press ▼ until ✓ appears next to the job requiring cancellation, and then press ✓.
- The message **Canceling <filename>** appears.