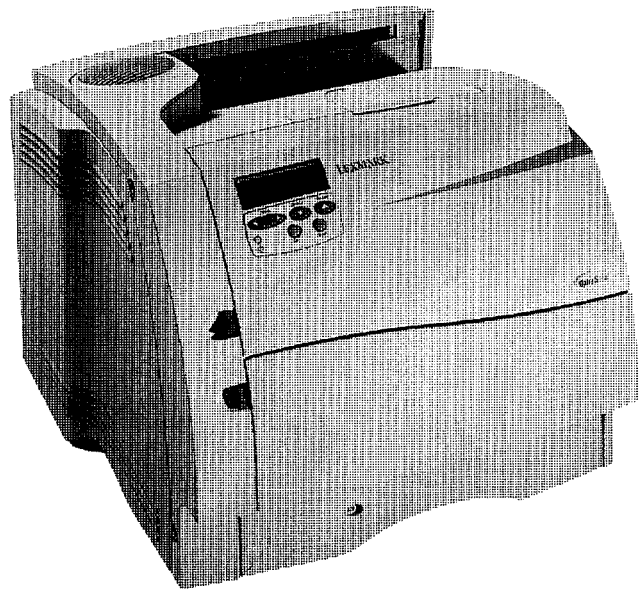# Quick Reference

Optra S

PRINT
LEXMARK
™

Contents

Getting Started

Use this *Quick Reference* when you need fast information about loading paper in your Optra printer or changing the print cartridge. This ducument also prov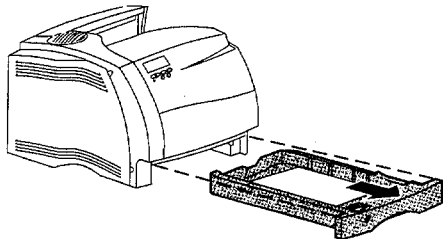ides tips on avoiding paper jams and clearing a jam should one occur. If you need more detailed information about the printer, refer to the optra *User's Guide.*

If your printer is new to you, you may want to take just a minute to get oriented.
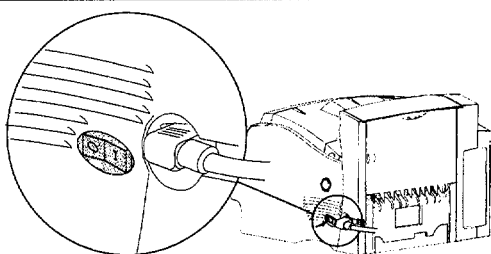
On/Off Switch

The On/Off switch is located on the right side of the printer, near the rear (as you face the front of the printer). Toggle the switch to turn the printer On (|) and Off (O).
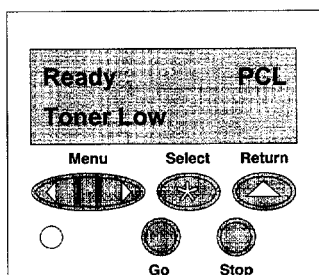
Operator Panel

When the printer is ready to receive a print job the word "Ready" appears in the top left corner of the display. Other messages are displayed to keep you informed of the printer's status. The messages that appear on the display, if available, are used to guide you to paper jam locations, indicate paper or toner low, and other status of the printer.
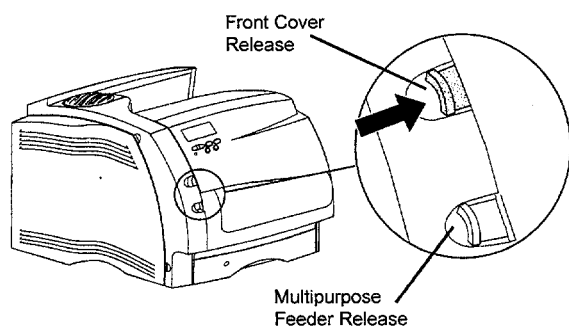
Front Cover and Multipurpose Feeder Release Buttons

The top release button opens the front cover for access to the Print Cartridge and for paper jam removal. The botton release button opens the the Multipurpose Feeder to lower it to it's operational position.
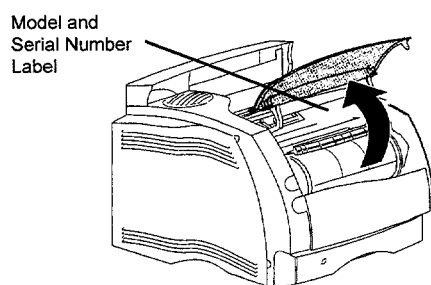
Model and Serial Number

You'll find a label under the top cover that identifies the printer model and serial number. This information may be required if you should need service on the printer.

Introduction to Paper Handling

Paper Exits

Paper normally exits in the standard output bin. Depending on the printer model, this bin will hold either 250 or 500 sheets of output.

Your printer may have one or more optional 500-sheet output stackers added. The output stackers give your printer added optional locations for your printed output.
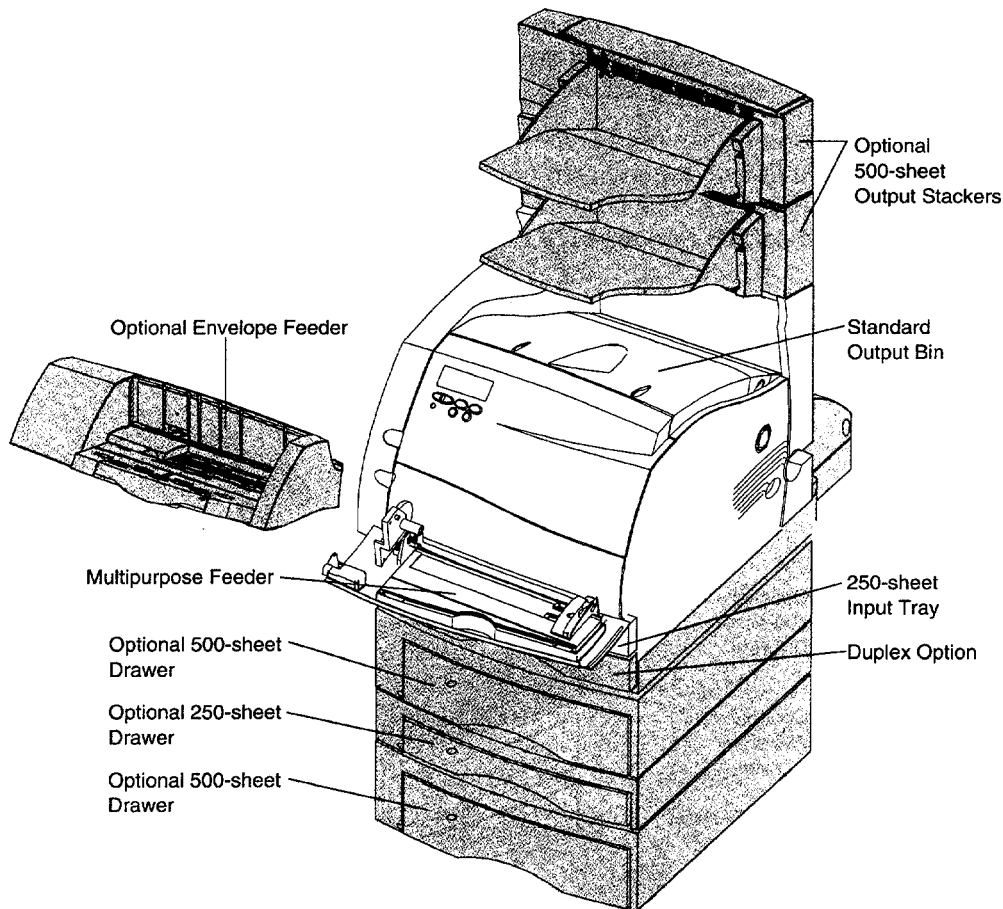

Optional 500-sheet Output Stackers

Optional Envelope Feeder

Standard Output Bin

Multipurpose Feeder

250-sheet Input Tray

Optional 500-sheet Drawer

Duplex Option

Optional 250-sheet Drawer

Optional 500-sheet Drawer

Paper Sources

Depending on your printer configuration, you may have one paper tray and a multipurpose feed tray, or you may have multiple trays and feeders. The trays may have different capacities, and the feeder may hold paper, envelopes or both.

You may also have a duplex unit or an envelope feeder added to your printer. The duplex unit allows you to print on both sides of the page. The envelope feeder will allow automatic feeding of up to 85 envelopes.

Loading Printable Materials

Loading the Paper Trays

Before loading any printable material into a tray, flex and fan the print materials stack back and forth, and then straighten the edges on a level surface.

When loading a tray, do not attempt to overload the tray. Each tray will have a maximum capacity that may vary, depending on the tray being used and the type and weight of the print materials being used.

Paper is loaded into all trays in the same manner.
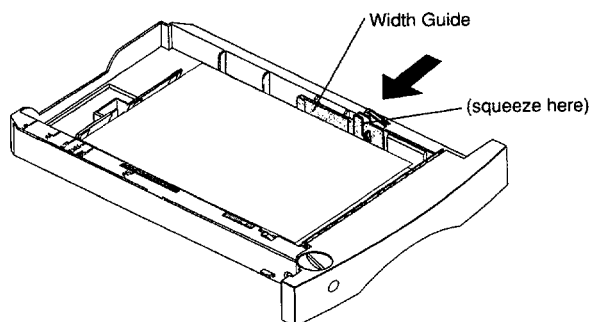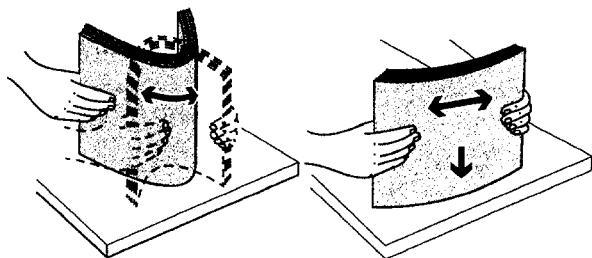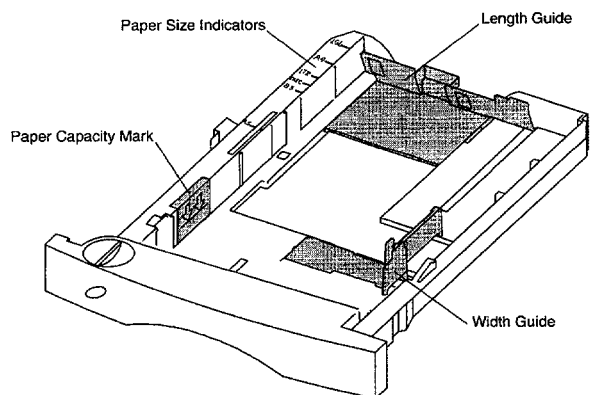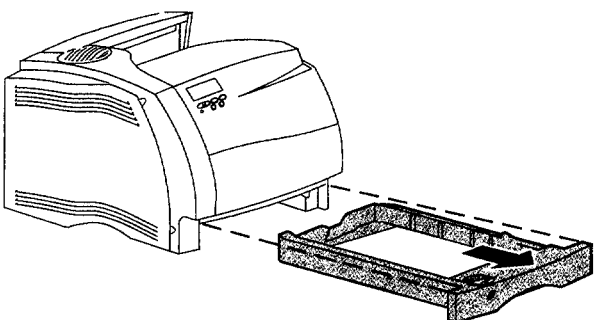
♦ Remove the tray from printer.

♦ Adjust the length guide to the correct size using the length indicator on the top left edge of the tray.

♦ Prepare the paper for loading by flexing back and forth.

♦ Load paper into the tray making sure that it lies flat with the recommended print side down and the bottom edge going in first toward the length guide. When the paper is loaded into the tray, the paper is stacked at an angle. This is normal.

Note: Do not load paper above paper capacity mark (fill line) on the left inside wall of the paper tray.

♦ Squeeze the width guide lever and slide the width guide to the left until it lightly rests against the edge of the paper stack.

♦ Reinsert paper tray.
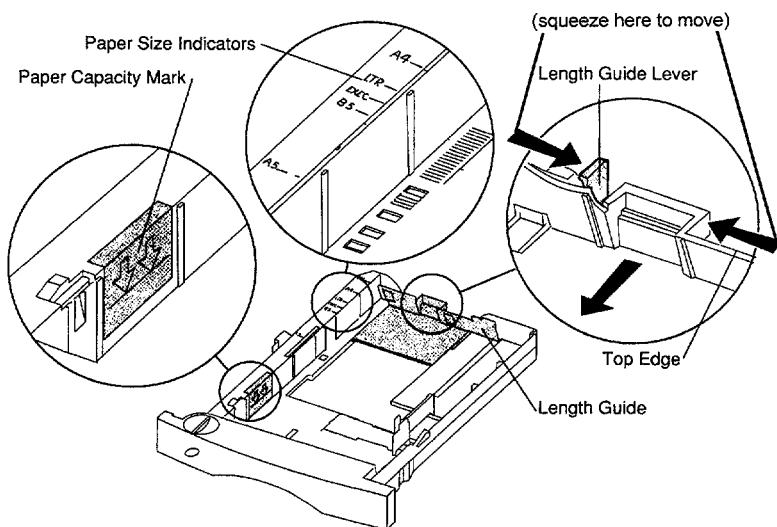
Loading the Multipurpose Feeder
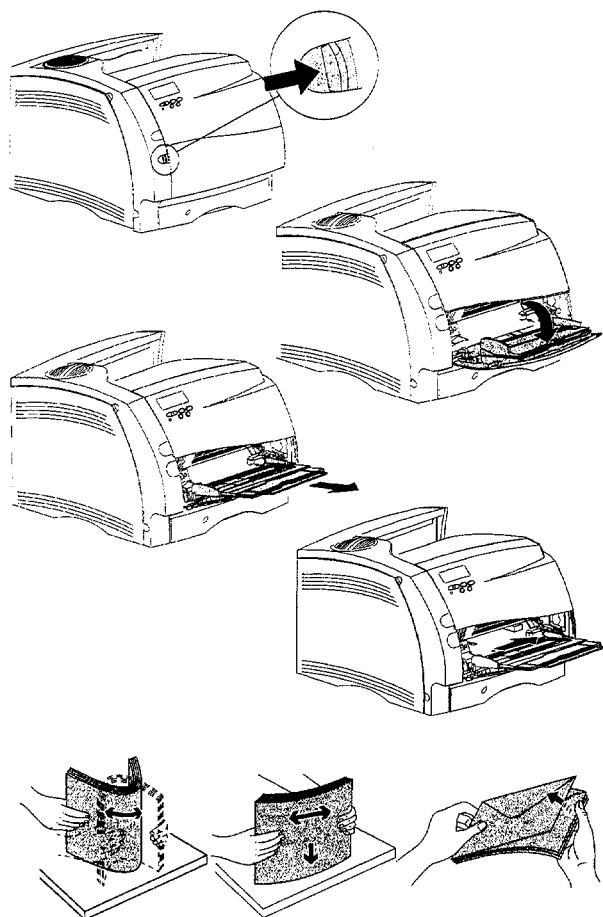
The lower front door of the printer, when open, is the multipurpose feeder. You can load approximately 100 sheets of (20 lb) paper, 12 envelopes, or 75 transparencies of a specific size at a time. The print material is loaded face up in the feeder except when you load letterhead for duplex printing.

♦ Open the lower front door on the printer.

♦ If needed to hold longer papers, pull the metal bar, on the top edge of the feeder, out to extend the feeder platform to its full length.

♦ Slide the colored width guide to the far right on the feeder.

♦ Prepare the paper for loading by flexing back and forth, and then straighten the edges on a level surface.

♦ Load paper into the feeder making sure that the recommended print material side is up, the left edge is against the stack height limiter, the top edge going in first toward the printer, and the material is into the feeder as far as it will go. For duplexing preprinted letterhead or other forms and envelope orientation refer to the diagram at the left.
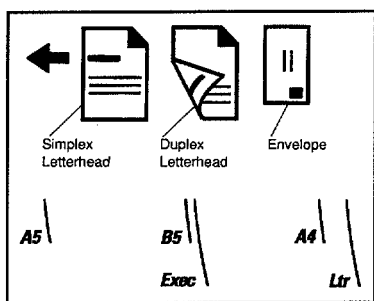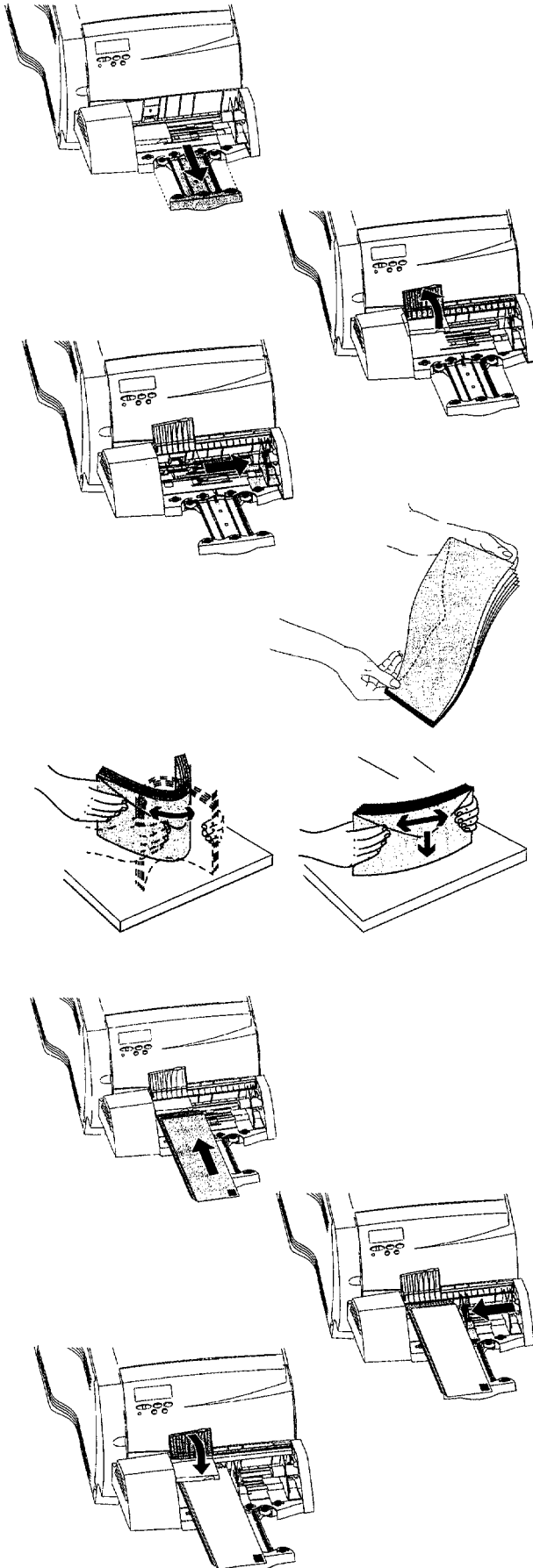
> **Note:** When loading the feeder, use the stack height limiter on the left side of the multipurpose feeder as a guide for limiting the amount of print material to load. Do not mix types of materials in the feeder, at the same time.
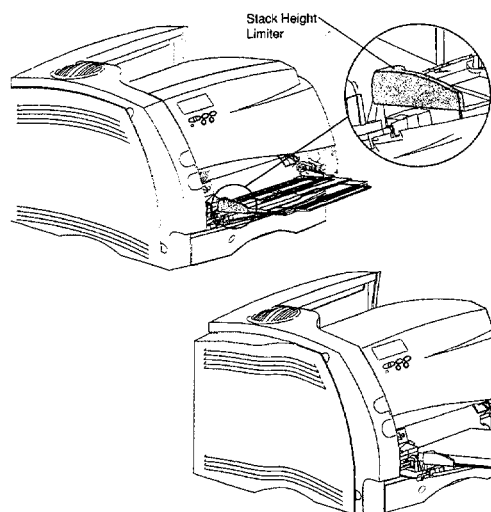
♦ Slide the colored paper width guide to the left until it lightly touches the stack of print material. Do not bend the print material.

♦ If not set by your application software, at the operator panel make sure the PAPER SIZE for the multipurpose feeder (MP Feeder Size) is set to the correct size paper, envelope or other print material you are loading. Also, make sure the PAPER TYPE for the multipurpose feeder (MP Feeder Type) is set to the correct value for the print material you are loading.

> **Note:** Software settings may override the operator panel settings.

Simplex Letterhead	Duplex Letterhead	Envelope
A5	B5	A4
	Exec	Ltr

Stack Height Limiter

Loading the Envelope Feeder

◆ Gently adjust the envelope support for the size envelope you plan to load. The envelope support has three positions: fully closed (pushed in toward the printer) for short envelopes, extended to the middle position for medium-length envelpes and fully extended for long envelopes.

◆ Slide the attached envelope weight up and flip it over and back toward the printer. It will stay in place.

◆ Slide the envelope edge guide to the far right.

◆ Flex a stack of envelopes back and forth and then straighten the edges on a level surface before loading them.

◆ Load the stack of envelopes with the address side up and flap side down. The flap side edge of the envelope should be facing the right side of the envelope feeder.

   Note: Do not try to load more envelopes by forcing them under the envelope feeder weight. This results in jams.

   Do not feed stamped envelopes. The stamp shown is for placement only.

◆ Slide the envelope edge guide to the left until it lightly touches the side of the stack. Make sure the envelopes do not buckle..

◆ Rotate the envelope weight back toward you and lower it to the stack.

◆ If not set by your application software, at the operator panel make sure the PAPER SIZE for the envelope feeder (Env Feeder Size) is set to the correct envelope size you are loading.

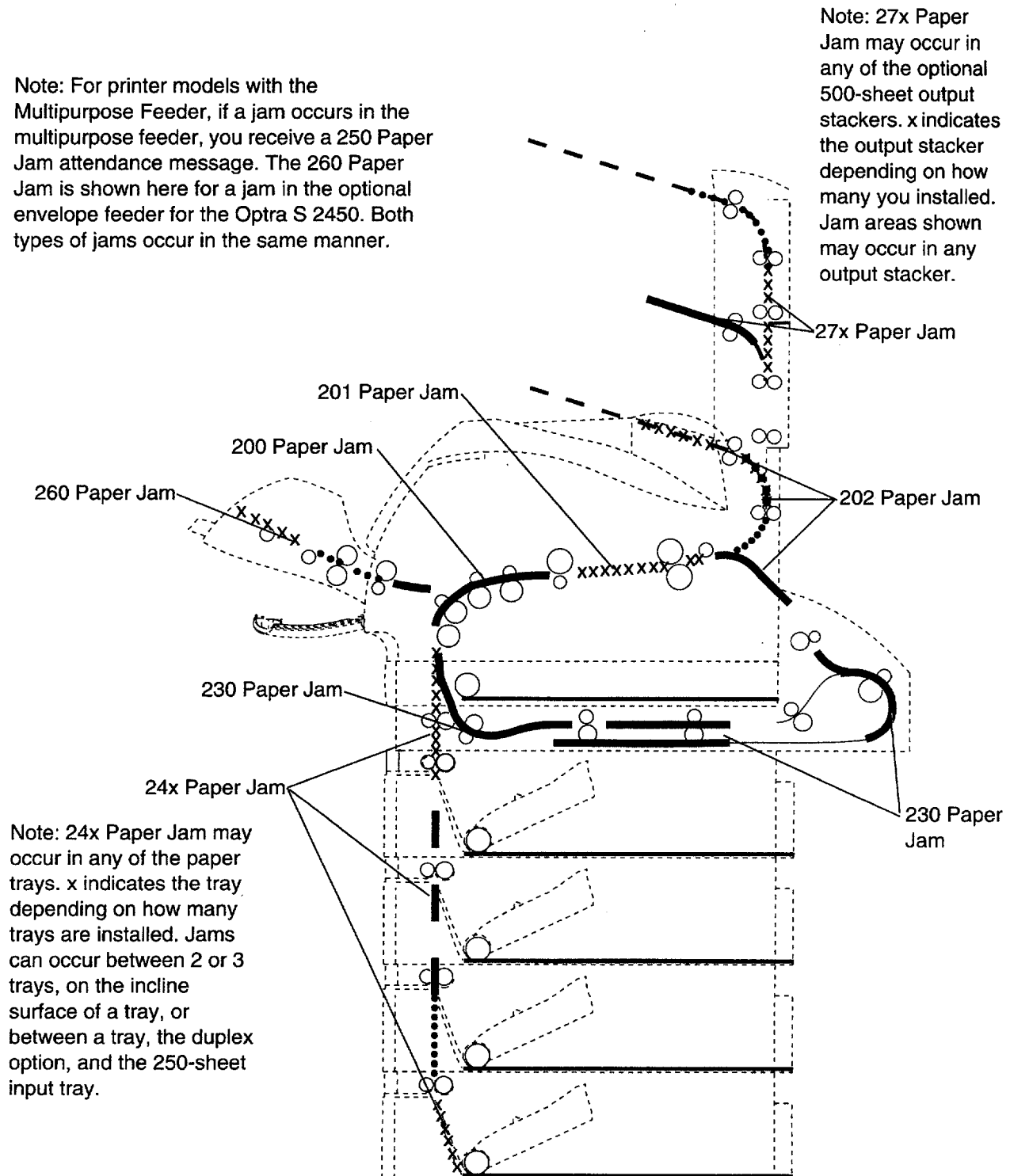   **Note:** Software settings may override the operator panel settings.

Locating Paper Jams

The illustration below shows the path the paper travels through the printer and its options. Also shown are the jam areas and corresponding messages. The paper path varies depending on the paper source and paper exit selection.
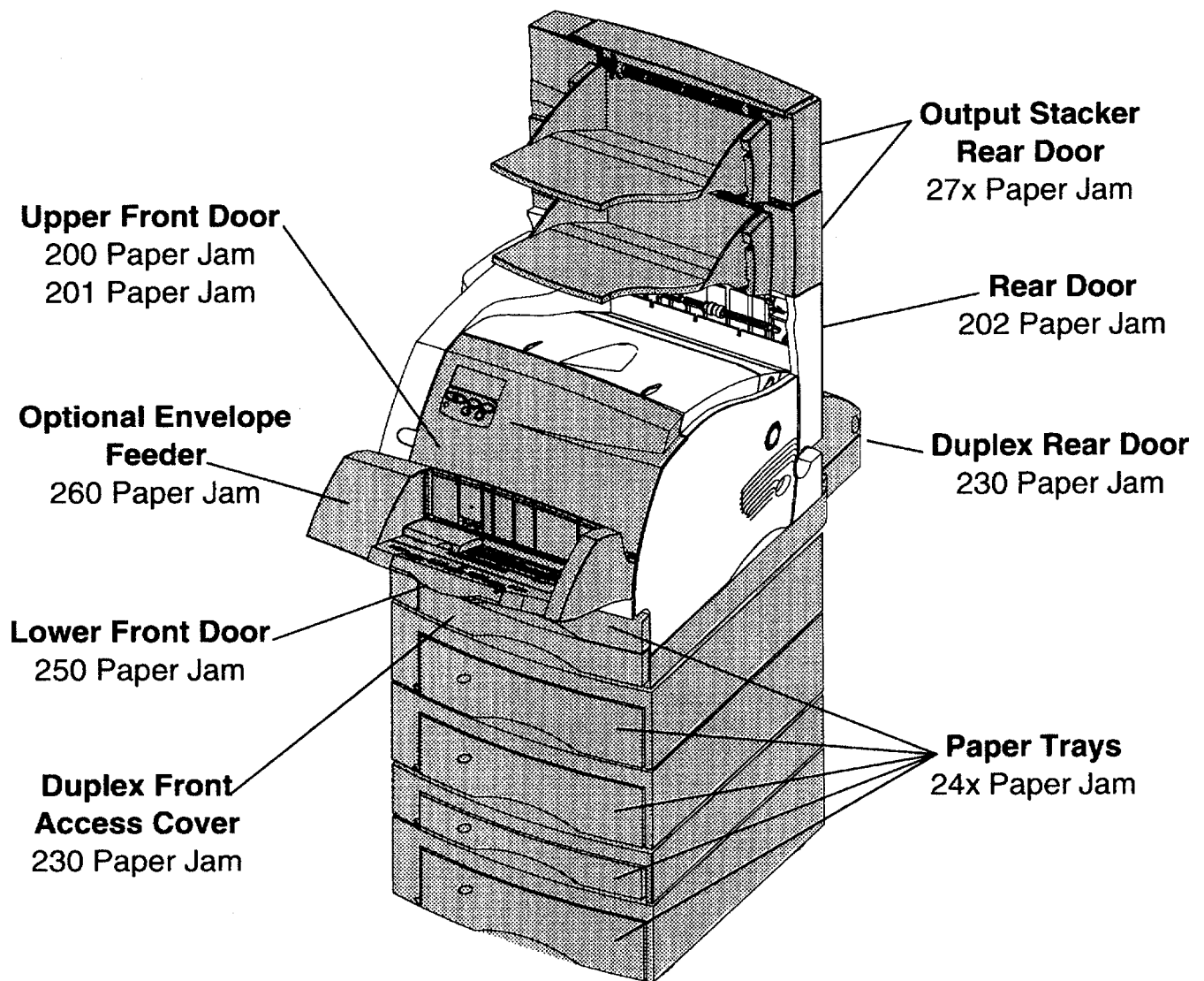
Paper Path and Jam Messages

Note: 27x Paper Jam may occur in any of the optional 500-sheet output stackers. x indicates the output stacker depending on how many you installed. Jam areas shown may occur in any output stacker.

Note: For printer models with the Multipurpose Feeder, if a jam occurs in the multipurpose feeder, you receive a 250 Paper Jam attendance message. The 260 Paper Jam is shown here for a jam in the optional envelope feeder for the Optra S 2450. Both types of jams occur in the same manner.

27x Paper Jam

201 Paper Jam

200 Paper Jam

260 Paper Jam

202 Paper Jam

230 Paper Jam

230 Paper Jam

24x Paper Jam

Note: 24x Paper Jam may occur in any of the paper trays. x indicates the tray depending on how many trays are installed. Jams can occur between 2 or 3 trays, on the incline surface of a tray, or between a tray, the duplex option, and the 250-sheet input tray.
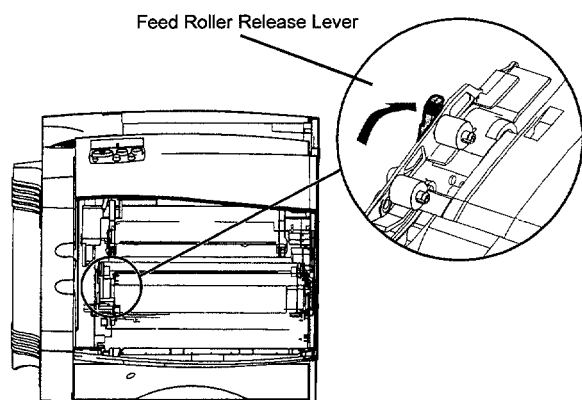
Accessing Paper Jam Areas

You open doors and covers, remove paper trays, and remove options to access paper jam areas. The multipurpose feeder is visible when the lower front door is opened for the Optra S 1250 and S 1650. The following illustration shows the Optra S 2450.

Note: To resolve the paper jam attendance messages, you must clear all paper from the paper path.

Upper Front Door
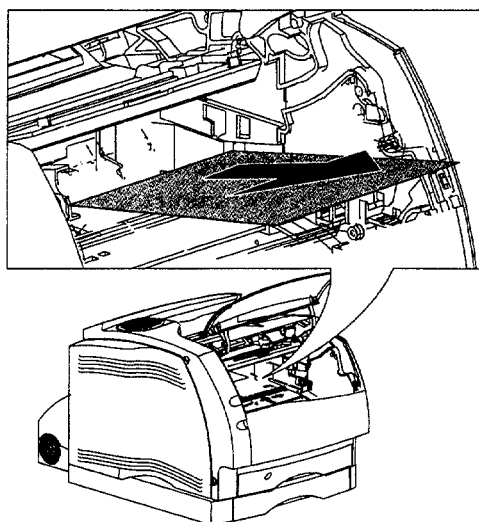200 Paper Jam
201 Paper Jam

Optional Envelope Feeder
260 Paper Jam

Lower Front Door
250 Paper Jam

Duplex Front Access Cover
230 Paper Jam

Output Stacker Rear Door
27x Paper Jam

Rear Door
202 Paper Jam

Duplex Rear Door
230 Paper Jam

Paper Trays
24x Paper Jam

Clearing Paper Jam Areas

Feed Roller Release Lever

200 Paper Jam - Remove Cartridge
201 Paper Jam - Remove Cartridge

The paper is jammed in the *area under the print cartridge,* so this requires removing the print cartridge from the printer. With a 201 attendance message, the jam is farther back in the printer, so you need to reach in farther to grasp the paper. In this case, the page could have jammed when it entered the duplex option from the printer.

◆ Open the front cover and remove the print cartridge.

◆ Locate and gently push the feed roller release lever to release the pressure on the paper.

◆ Pull the paper up and toward you.

◆ Reinstall the print cartridge and close the upper front door.

202 Paper Jam - Open Rear Door

Jams in the following areas result in a 202 attendance message and require opening the printer rear door.

◆ Open the rear door and remove the paper from the rear of the printer.

And/or:

◆ Open the upper front door to release the fuser rollers and remove a partially exited page in the paper exit area.

◆ Close the rear door.
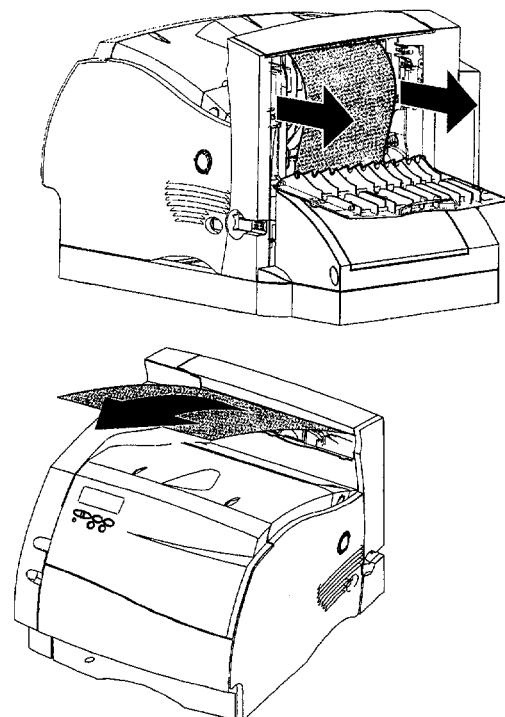
230 Paper Jam - Check Duplex
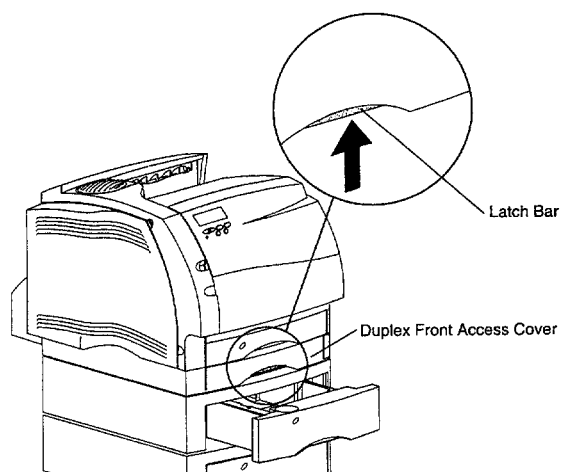
This jam is in the *Duplex Paper Path* in the following areas listed below. You must check all of the areas to make sure you clear the 230 message.

Note: To avoid tearing paper when removing the duplex front access cover, pull it out gently and slowly.

Latch Bar

Duplex Front Access Cover

♦ *Paper Path Area in Front of Duplex Option* — Locate the latch bar under the hand cutout on the duplex front access cover and push the latch bar up while pulling the duplex front access cover straight out from the duplex option. Pull the paper straight up and out.

Since you already have the duplex front access cover pulled out, continue with the following section.
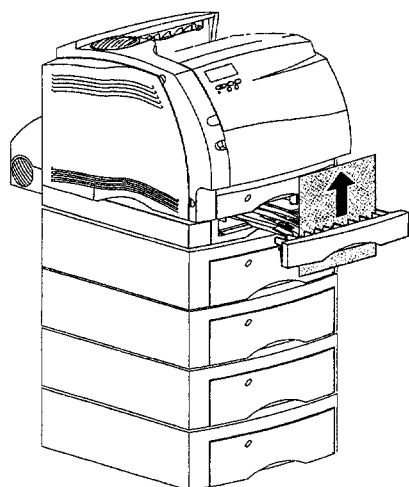
♦ *Inside the Duplex Option* — Remove the top paper tray to give you more clearance. Locate up to two sheets of paper lying in the duplex front access cover and pull the paper toward you.

(inside view of duplex option)
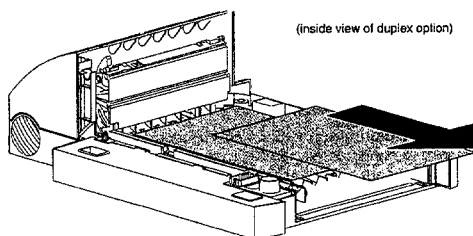
♦ *Back of Duplex Option* — The page may be exiting the duplex option to go back to the printer to exit after printing. Push the button on the right side of the rear duplex option to open the duplex rear door. *Remove the paper from this area.* If only a short piece of the paper is visible it may be easier to access from inside the printer.
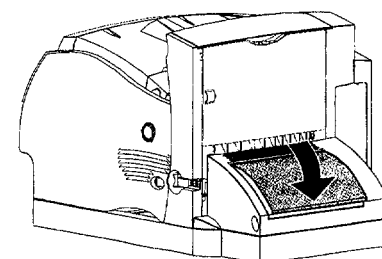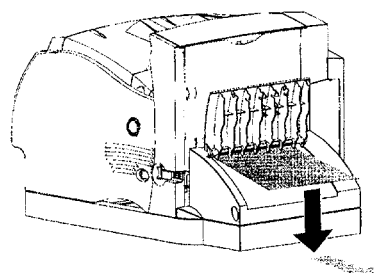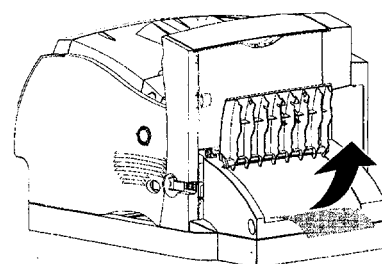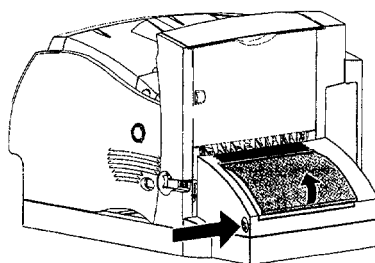
24x Paper Jam - Check Tray x

The jam is in the *Tray x area* (x represents the tray number where the jam has occurred). The jam is:

♦ *On the Incline Surface of a Tray or Between Two Trays*
— Pull the paper tray halfway out of the support unit and remove paper not in its normal tray loading position.
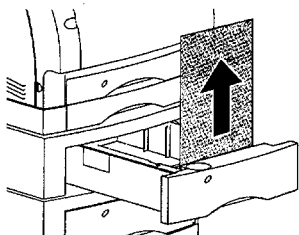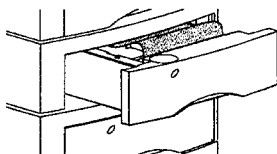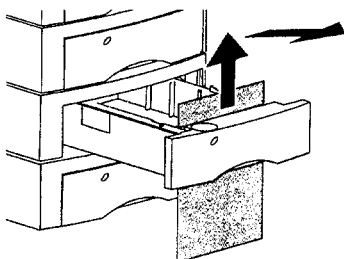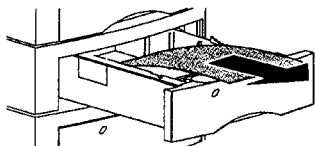
♦ *Between Several Trays* — If the paper is long enough to extend into several trays, pull the paper tray partially out. If you cannot see the leading edge of the paper, remove the tray above to see the leading edge and then remove the jammed paper upward or downward.
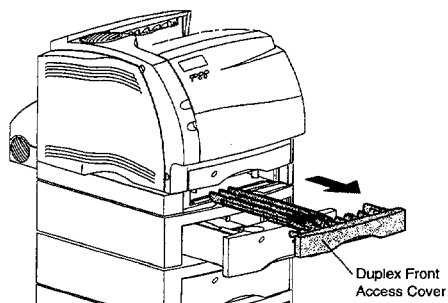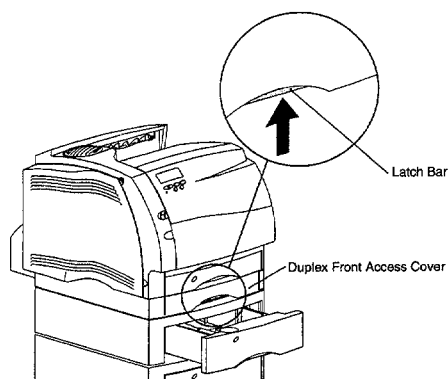
♦ *Between Tray 2, Duplex Option, and Upper 250-Sheet Input Tray* — Remove tray 2, the duplex front access cover, and Tray 1. Remove the paper downward, if accessible, or upward through the upper front door, if the paper is up in the feed rollers above.
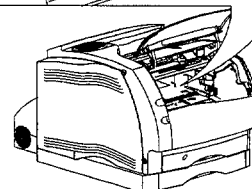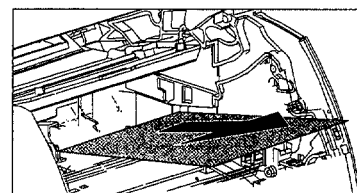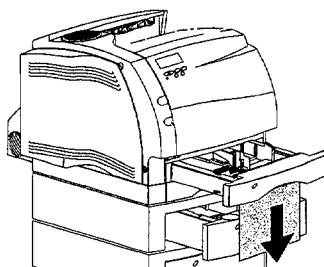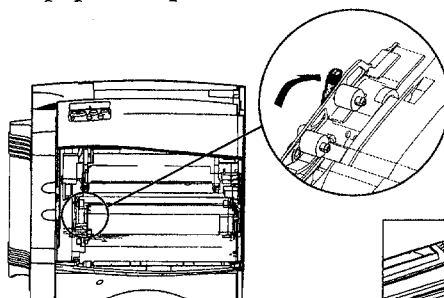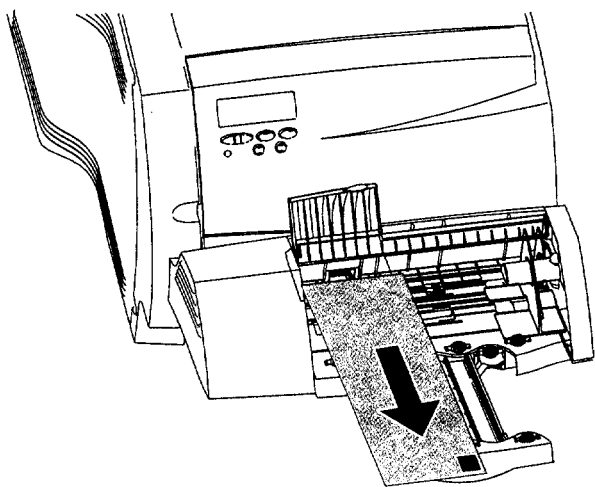
250 Paper Jam - Check MP Feeder
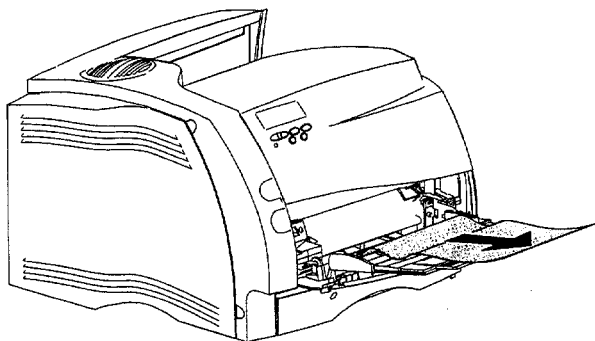
The paper is jammed *in the Multipurpose Feeder* on the front of the printer.

◆ Pull the jammed print material straight out of the feeder.

260 Paper Jam - Check Env Feeder

The paper is jammed *in the Envelope Feeder* on the front of the printer. The jam is:

◆ *At Entry into the Envelope Feeder* — Slide the attached envelope weight up and flip it over and back toward the printer. Remove the stack of envelopes from the feeder. Pull the jammed envelope straight out toward you.

◆ *Between the Envelope Feeder and the Printer* — Remove the envelopes and push the envelope support to the closed position. Next, remove the feeder from the printer by pulling the feeder up slightly then straight out of the printer. Then, pull the visible envelope straight out toward you.

◆ Reinstall the feeder, envelopes, and envelope weight.
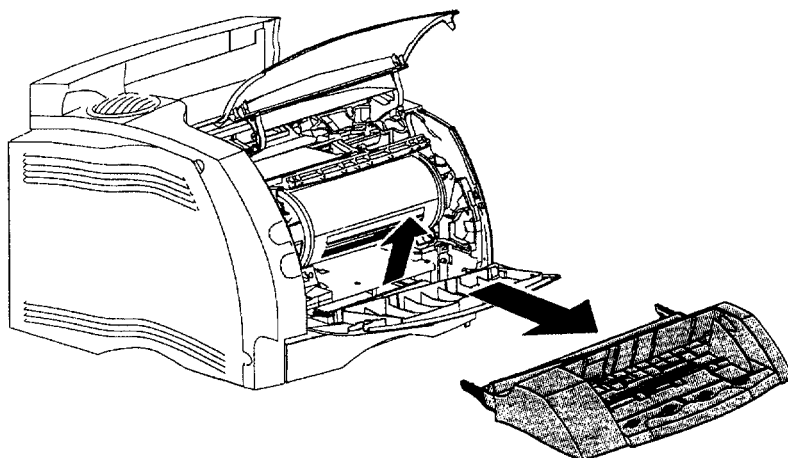
270 Paper Jam - Check Bin x

The paper is jammed in the Upper Exit Bin x in three possible areas (x represents the optional output stacker number where the jam has occurred). The jam is:

♦ *In a 500-Sheet Output Stacker Tray* — If the paper jams as it exits to an output stacker tray and a long portion of the paper is visible. Pull the paper straight out. If a short portion of paper is visible. Open the rear door on the stacker using it's two release latches and pull the paper straight out.
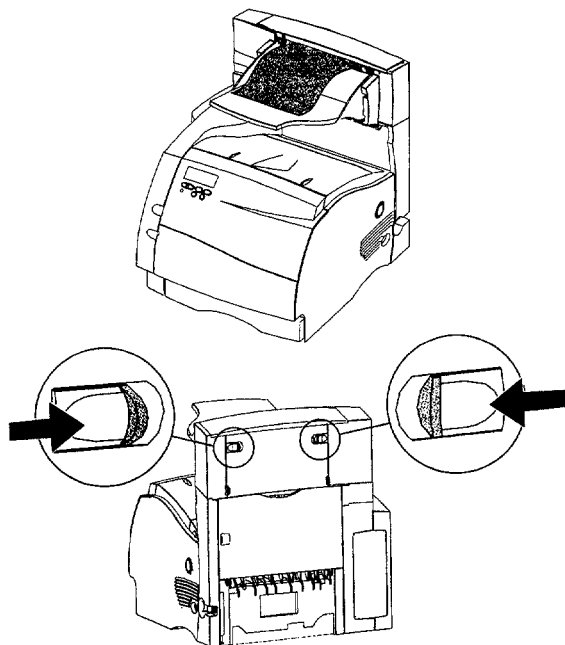
♦ *Between Output Stackers* — You should be able to removed the paper jam from the output stacker indicated by opening it's rear door and an adjacent stacker since the paper is between two stackers. Pull the paper straight out from the stacker that has more clearance space to access the jam.

While you have the two output stacker doors open, check to see if you have jams listed in the next step listed below.
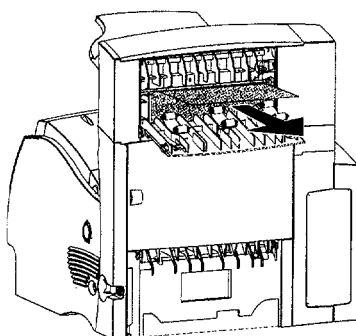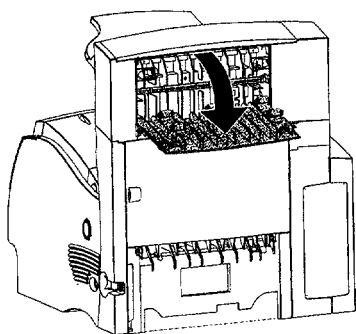
♦ *In an Output Stacker Tray, But Resistance* — A jam occurs as it exits to an output stacker tray and a short portion of the paper is visible. Open the rear door of the stacker that has the visible paper and also open the stacker rear door of the stacker directly above. Then, pull the paper straight out from the stacker that has the most clearance space to access the jam.
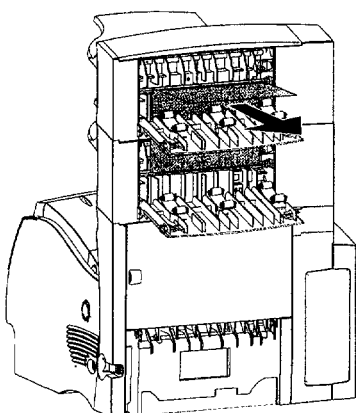
Tips for Avoiding Paper Jams

By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If jams do occur, follow the steps outlined in "Clearing Jams." If jams occur frequently, make sure you are following these tips to avoid jams:

◆ Make sure the adjustable guides in the paper trays are positioned correctly.

◆ Make sure the paper is below the paper capacity mark on the inside of the paper tray.

◆ Do not remove paper trays while print jobs are in progress.

◆ Flex, fan, and straighten the paper before loading it.

◆ Fan stacks of labels or transparencies before loading them into trays or the multipurpose feeder. If jams do occur using the multipurpose feeder, try feeding one sheet at a time.

◆ Do not load wrinkled, creased, damp, or highly curled paper.

◆ Do not mix paper types in one tray.

◆ Use only recommended print materials.

◆ Make sure the recommended print side is face down for simplex (one-side) printing when loading all trays.

◆ Keep print materials stored in an acceptable environment.

Cartridge Installation and Printer Cleaning
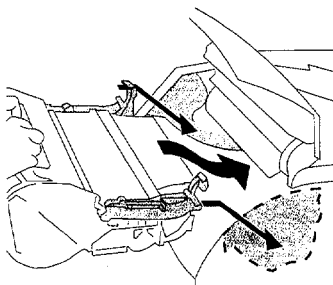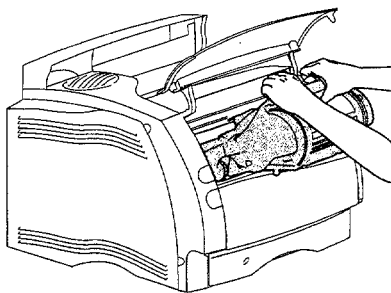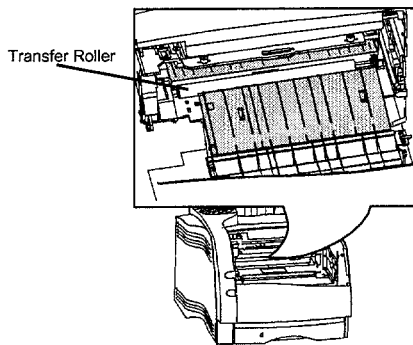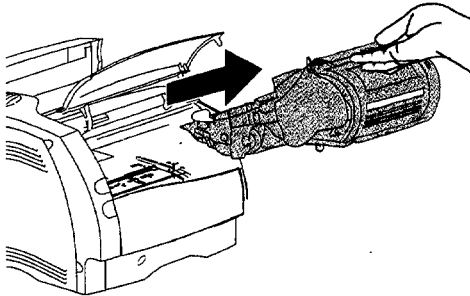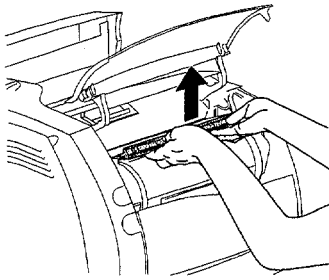
Note: Your printer will first indicate Toner Low with a display message, when the cartridge is low, but not out of toner. This message is a warning to make sure that you have a cartridge available. Approximately 10% of the toner remains in the cartridge when the message first shows up on the display. You should continue to print using this cartridge until you notice light printing.

Toner Cartridge Installation

Complete the following steps to replace the print cartridge and fuser cleaner. Refer to the documentation inside the print cartridge box for detailed instructions to complete these steps.

♦ Open the upper front door.   Grasp the used print cartridge by the hand grip. Pull up and out to remove.

♦ Using a clean, lint-free cloth, gently clean the shaded areas, below the cartridge, by wiping toward the front of the printer. Do not touch the transfer roller.

♦ Install the new print cartridge.

♦ Replace the Fuser Cleaner. It is located under a lift up cover just in front of the paper exit area. Push the recessed thumb area and lift the right end to remove for access to the fuser cleaner.

♦ Follow the instructions on the new print cartridge box to recycle the used cartridge.

When you return a used cartridge, you contribute to a worldwide recycling effort at no cost to you.
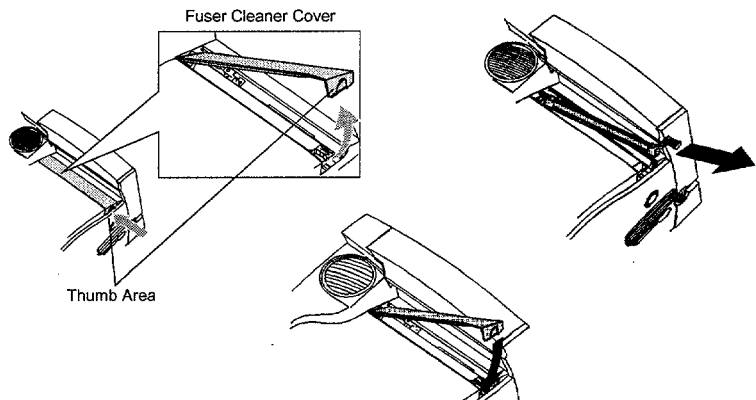
First Edition (June 1997)

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