Printing Procedures for Reference Librarians & CTC Staff

1) Lexmark OptraT614 with 10 output bins

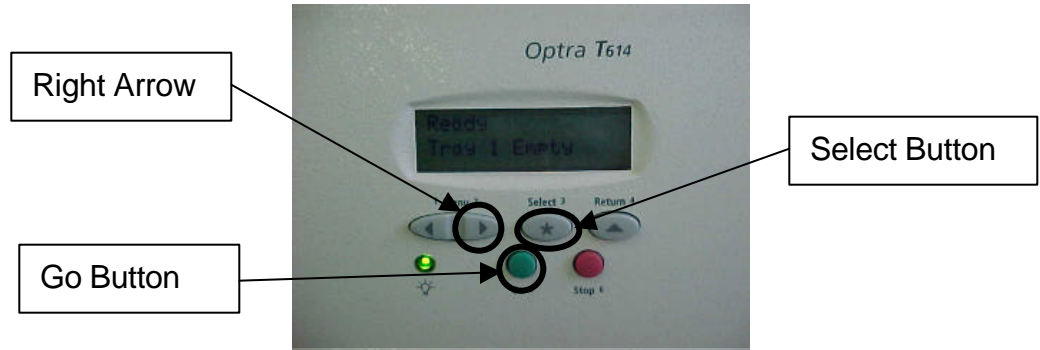2) HP 4500 Color

3) HP 2100 (reference use only)

Regular Tasks
  1) **Canceling print jobs**
     a. Lexmark OptraT614
        i. The LCD will say **Busy** when it is processing a print job. To cancel it hit the right arrow button and the LCD will ask **Cancel the print Job?** Then push the select button. If there are multiple print jobs that need to be cancelled, then repeat the above steps. When you are through press the go button.

     b. HP 4500 Color
        i. The data light on the LCD will blink when a print job is sent. To cancel it press the cancel button on the printer control panel. You have to press the cancel button for every print job that you want to cancel. When finished make sure the printer displays **Ready** on the LCD. You may have to wait a while until all the print jobs are cleared. If it does not say ready then press the go button.
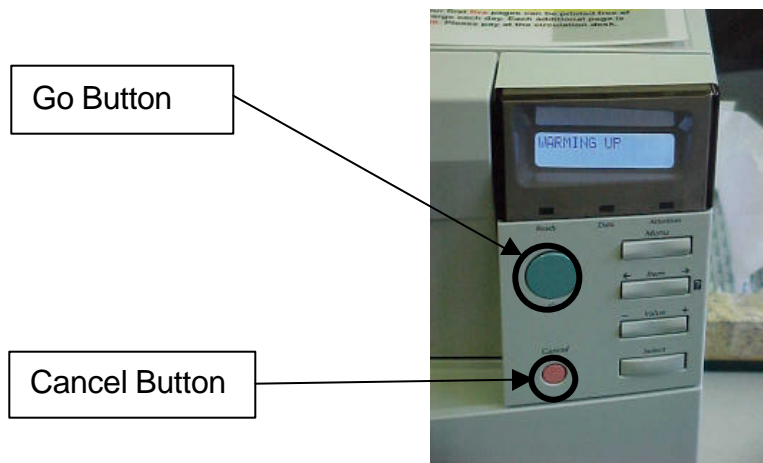
c. HP 2100
    i. In order to cancel jobs on the HP 2100 press the cancel job button circled in the picture

2) Clearing print jams
a. Lexmark OptraT614
    i. There are many places where a print jam can occur. There are three panels in the back, two in the front along with the paper trays where paper can get stuck. You don't have to turn off the printer to check these because it will not print as long as one panel is opened. Make sure all these areas are free of stuck paper before you close all the covers and press the Go Button.

b. HP 4500 Color
    i. The Color only has one panel in the back and three drawers in the front. Again the printer will not print when one of the panels is open. Make sure all the areas are free of stuck paper before you close all the covers and press the go button.

3) Replacing toner cartridges

a. The HP 4500 and Lexmark printers have instructions for replacing the cartridges on the printer. The Lexmark is on the inside of the top cover and the HP 4500 Color tells you on the LCD panel.

NOTE: Before you replace a toner cartridge make sure that you shake it first.
To shake a cartridge, remove to toner as per the instructions for your particular printer and shake the cartridge in the direction indicated in the picture below. If after having shaken it and trying to print again it still does not work, then replace the cartridge.

b. Lexmark Optra T614
  i. Open the front panel by pressing the button circled in the image below:

  ii. Once the front panel is open, you will see the image below:

    iii. Take hold of the handle on the cartridge that is circled in the picture. Lift it slightly up, and then pull it out.

    iv. Put the new toner in the printer, and put the old toner in the box that the new one came in.

    v. Write the printer name, your name, and the date on the box, and place the box on the desk of the Network Assistant.

c. HP 4500
    i. Press the round gray button on the left side of the printer.

    ii. Once you press this button, the top panel will open, as in the image below

iii. Once the lid is open you will see the following image:

iv. Lift up the panel circled in the picture, in the direction indicated by the arrow

v. Once the panel is open, roll the toner toward you, and then lift it straight up

vi. Place the new toner in the printer the same way you removed the old one.
vii. Place the old toner in the box that the new one came in.
viii. Press the right hand side of the button circled in the picture below until the LCD screen says Information Menu

ix. Then press the right hand side of the button circled in the picture below until the display reads Print Configuration

x. Then press the button circled in the picture below. At this point the printer should print out two pages

xi. On these pages write the current date, as well as the printer you took it from (i.e. Adult, YA, Children, Staff, CTC) and your name
xii. Place the printed page and the used toner on the desk of the Network Assistant.

d. HP 2100
   i. Open the top of the printer by using the notch located on the left side of the printer

   ii. Once you open the panel you will see the picture below:

iii. Take hold of the toner cartridge circled in the picture above, and pull it up and out.
iv. Once you have removed the old toner, put the new one in the printer. And then put the empty toner in the box that the new one came in.
v. Once you have put the new toner in and closed the cover push down on the two buttons on the printer at the same time and then release them.
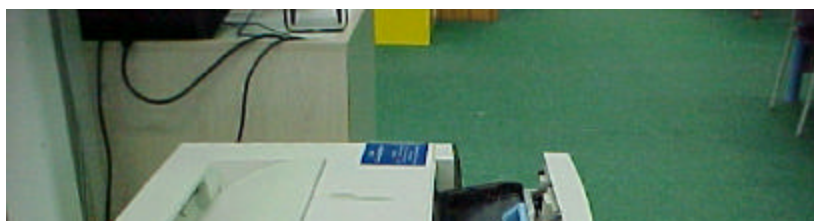

vi. This will make the printer print out a test page. On this test page, write the date, which printer this came from, and your name then place the used toner and the test page on the desk of the Network Assistant.

4) Replacing an Imaging Drum
    a. HP 4500
        i. To begin pull out the top drawer of the printer as illustrated below

ii. Grasp the imaging drum by the blue handle circled in the picture below and pull the item up and out

iii. Set the imaging drum aside.
iv. When you open the box containing the new imaging drum, you will notice that it is in an opaque black plastic bag. When you open the bag you will notice that there is another piece of black plastic covering part of the imaging drum.
v. The reason this part of the drum is covered is that the imaging drum is very sensitive to light, so it should not be exposed to direct light for more than 30 seconds at a time. Therefore, when you remove the cover, you will have approximately 30 seconds to put the new drum in its place.
vi. This doesn't sound like a lot of time, but it really is. Just take your time.
vii. After you place the old imaging drum in the box the new one came in, press the right hand side of the button circled in the picture below until the LCD screen says Information Menu

viii. Then press the right hand side of the button circled in the picture below until the display reads Print Configuration

ix. Then press the button circled in the picture below. At this point the printer should print out two pages

x. On these pages write the current date, as well as the printer you took it from (i.e. Adult, YA, Children, Staff, CTC) and your name.

xi. Place the printed page and the used imaging drum on the desk of the Network Assistant.