



# 4600 MFP Option

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**Printer and Scanner  
Setup Guide for the  
C772n printer**

**August 2006**



**[www.lexmark.com](http://www.lexmark.com)**

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## ***Stability Information***



**CAUTION:** Certain floor-mounted configurations require additional furniture for stability. More information is available on our Lexmark Web site at [www.lexmark.com/multifunctionprinters](http://www.lexmark.com/multifunctionprinters).

**English**

## Edition: August 2006

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### Safety information

**CAUTION:** Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network.

**CAUTION:** Refer service or repairs, other than those described in the operating instructions, to a professional service person.

**CAUTION:** This product is designed, tested, and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious. Lexmark is not responsible for the use of other replacement parts.

**CAUTION:** Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.

**CAUTION:** This product uses a laser.  
Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

**CAUTION:** This product contains mercury in the lamp (<5mg Hg). Disposal of mercury may be regulated due to environmental considerations. For disposal or recycling information, contact your local authorities or the Electronic Industries Alliance: [www.eiae.org](http://www.eiae.org).

**CAUTION:** The printer weighs 48–82 kg (105–181 lb). It requires at least three (3) people to lift it safely. Use the printer handholds to lift it, do not lift by the front of the printer, and make sure your fingers are not under the printer when you set it down.

**CAUTION:** If you are installing options after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

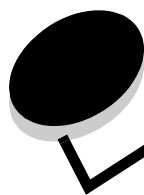
**CAUTION:** If you are installing memory or option cards sometime after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

**CAUTION:** Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible. Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power cord or telephone, during a lightning storm.

### Static sensitivity notice



**Warning:** This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the MFP.



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# 1

## Getting started

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### Conventions

**Note:** A *note* identifies something that could help you.



**CAUTION:** A *caution* identifies something that could cause you harm.

**Warning:** A *warning* identifies something that could damage your product hardware or software.

### Using this book

This guide is intended to help you set up your printer and scanner (MFP option). If you do not have an option listed here, you can skip that portion of the guide and continue to the next task.

If you need more information to assemble an option or your printer, see the documentation that came with the option or your printer, and then return to this guide and continue setup.

### Turning off the printer

If you are installing a scanner after initial printer setup, turn the printer off, and unplug the power cord from both the wall outlet and the printer or 2000-sheet drawer. If you have any other devices connected to the printer, turn them off as well, and unplug their power cords.

### Selecting a location for your printer and MFP

When selecting a location for your printer and MFP option, you must leave enough room to open the printer trays, covers, doors, and MFP option. It is also important to:

- Allow space around the printer for proper ventilation.
- Provide a firm, level, and stable surface.
- Keep the equipment away from the direct airflow of air conditioners, heaters, or ventilators.
- Keep the equipment free of sunlight, humidity extremes, or temperature fluctuations.
- Keep the equipment clean, dry, and free of dust.



**CAUTION:** The printer weighs 48–82 kg (105–181 lb). It requires at least three (3) people to lift it safely. Use the printer handholds to lift it, do not lift by the front of the printer, and make sure your fingers are not under the printer when you set it down.

**Note:** Leave the printer and MFP in the box until you are ready to assemble them.



### ***Customizing your MFP option***

You can customize your MFP with various input, output, and memory options.

**Note:** Leave all components and hardware in the boxes until you are ready to install them.

Check the boxes you received to make sure you have all the necessary components for the configuration you ordered.

Install the printer and any options you have purchased in the following order:



**CAUTION:** If you are installing options after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

- 1 Scanner cabinet or caster base
- 2 2000-sheet drawer
- 3 500-sheet drawer
- 4 Duplex unit
- 5 Printer
- 6 Scanner shelf or output options
- 7 MFP option (scanner)

The following options are available for your MFP.

#### **Input options**

500-sheet drawer  
2000-sheet drawer  
Envelope drawer  
100-sheet outdoor media drawer

#### **Output options**

Output expander  
5-bin mailbox  
StapleSmart™ finisher

#### **Other options**

Duplex unit  
Scanner shelf  
Caster base  
Scanner cabinet



**CAUTION:** Certain floor-mounted configurations require additional furniture for stability. More information is available on our Lexmark Web site at [www.lexmark.com/multifunctionprinters](http://www.lexmark.com/multifunctionprinters).

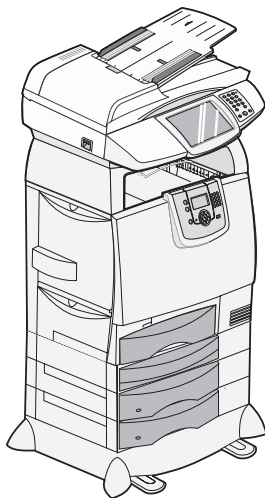
### ***Drivers and options***

After attaching the power cables and turning on your computer, you will need to install two sets of drivers. First, install the printer drivers located on the *Software and Documentation* CD that came with the printer, then install the MFP drivers located on the *4600 MFP Software and Documentation* CD that came with the MFP. For more information on installing the drivers and verifying the printer options are installed, see **Installing drivers on page 27**.

### ***Where to begin***

The initial setup procedures are determined by your scanner cabinet or caster base option. If you have:

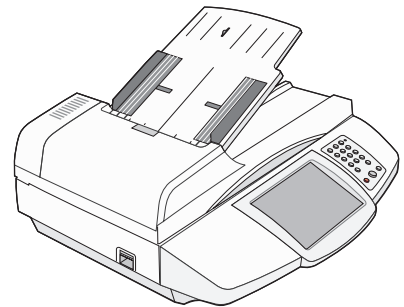
- A caster base, see page **10**.
- A scanner cabinet (part number 16C0700), see page **13**.
- Just a scanner, see page **15**.



**Caster base**



**Scanner cabinet**



**Scanner**

## 2

## Caster base setup

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**CAUTION:** Certain floor-mounted configurations require additional furniture for stability. More information is available on our Lexmark Web site at [www.lexmark.com/multifunctionprinters](http://www.lexmark.com/multifunctionprinters).

This chapter includes information on setting up the MFP option using a caster base.

To assemble this option, you should have the following components:

- Caster base
- Printer
- 4600 MFP option (scanner)

You may also have the following:

- Optional drawers
- Optional duplex unit
- Scanner shelf
- Printer memory or option cards

If you do not have an option listed here, you can skip that portion of the setup and continue to the next task.

The setup for this portion of the book covers:

- 1 Assembling the caster base
- 2 Attaching an optional drawer to the caster base
- 3 Installing additional optional drawers
- 4 Installing an optional duplex unit
- 5 Installing the printer
- 6 Installing the scanner shelf
- 7 Installing the scanner

### ***Installing the caster base***

The caster base is used when placing your MFP option on the scanner shelf and the printer on the floor. It provides mobility and a stable platform for your printer.

Follow the assembly instructions provided with the caster base, install any additional input options, the duplex unit, and printer, and then go to **Installing the scanner shelf on page 11**.

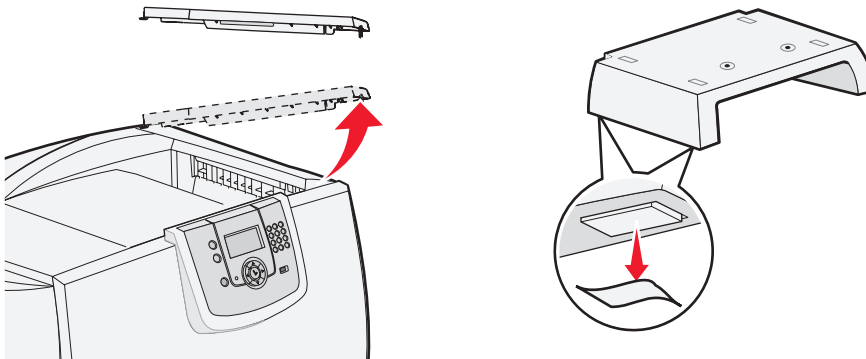
### *Installing the scanner shelf*

**Note:** If you do not have a scanner shelf, go to **Scanner cabinet setup on page 13** or **Scanner option setup on page 15**.

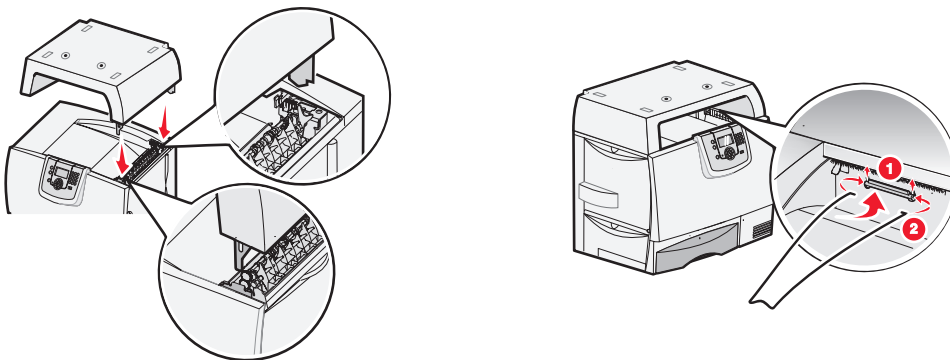
- 1 Remove the top cover from the printer.

You will not need the cover when the scanner shelf is attached. Store the cover; it will be needed if you remove the scanner shelf.

- 2 Remove the backing from the tape on the shelf bottom.

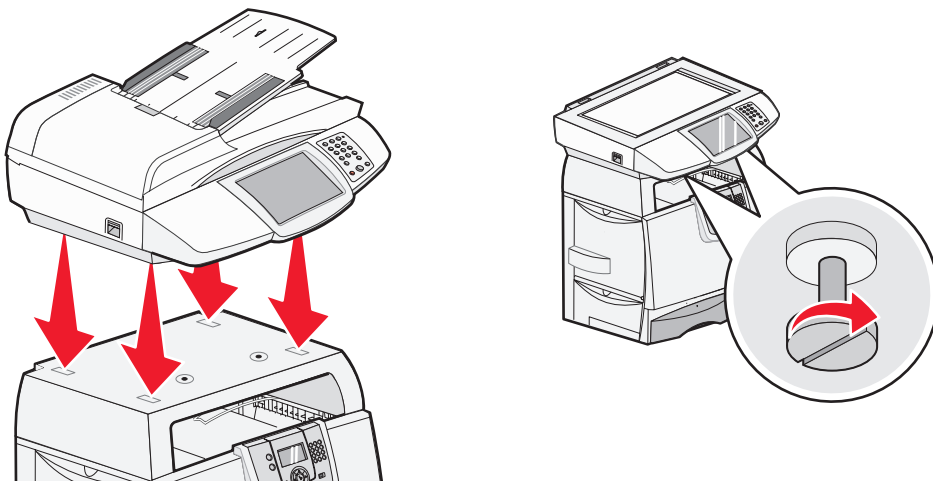


- 3 Align and insert the scanner shelf mounting brackets into the slots on top of the printer.
- 4 Make sure the scanner shelf is positioned securely.
- 5 Place the tips of the wire bail into the ends of the plastic brackets so that the bail curves downward. The wire bail came with the printer and rests in the standard output bin when installed.
- 6 Attach the plastic bracket to the scanner shelf.



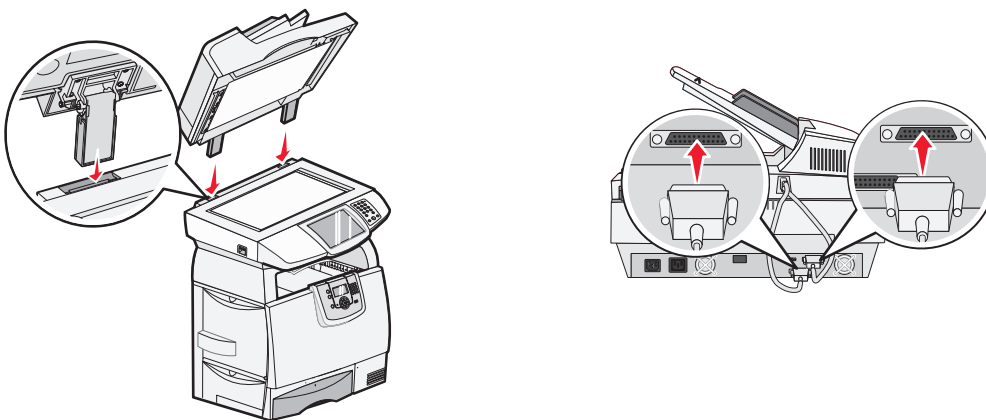
### ***Installing the scanner***

- 1 Place the scanner base on the scanner shelf.  
Align the four pads on the bottom of the scanner with the depressions on the scanner shelf.
- 2 Insert the two thumbscrews attached to the bottom of the scanner shelf into the bottom of the scanner, and tighten it securely.



- 3 Align the hinges on the scanner top with the slots in the scanner, and then lower the scanner top onto the scanner.  
For information on removing the scanner top, see “**Removing the scanner top**” in the *User’s Guide* located on the 4600 MFP Software and Documentation CD.
- 4 Connect the two scanner cables.

**Note:** To prevent errors and scanner malfunction, make sure the scanner cable thumbscrews are tightened securely.



- 5 Go to **Removing the print cartridge packaging on page 16**, and follow the printer setup instructions. For information on installing the interface card and memory and firmware cards, go to **Installing printer memory or option cards on page 19**.

# 3

## Scanner cabinet setup

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**CAUTION:** Certain floor-mounted configurations require additional furniture for stability. More information is available on our Lexmark Web site at [www.lexmark.com/multifunctionprinters](http://www.lexmark.com/multifunctionprinters).

This chapter includes information on setting up the MFP option with a scanner cabinet.

To assemble this option, you should have the following components:

- Scanner cabinet (part number 16C0700)
- Printer
- 4600 MFP option (scanner)

You may also have the following:

- Caster base
- Optional drawers
- Optional duplex unit
- Printer memory or option cards
- Output options

If you do not have an option listed here, you can skip that portion of the setup and continue to the next task.

The setup for this portion of the book covers:

- 1 Positioning the scanner cabinet
- 2 Installing output options

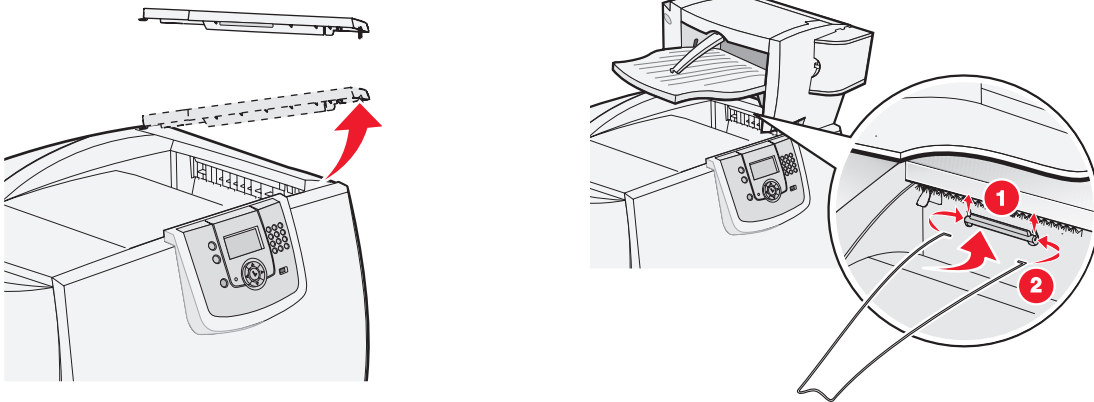
### ***Positioning the scanner cabinet***

Remove the scanner cabinet from the box, and remove any packaging. Position the scanner cabinet in the location selected for the MFP, and then go to **Installing output options on page 14**.

### ***Installing output options***

If you purchased an output option (finisher, expander, or mailbox), follow these steps:

- 1** Remove the top cover from the printer.  
You will not need the cover when the output option is attached. Store the cover; it will be needed if you remove the output option.
- 2** Remove the option from the box, and follow the setup instructions included with the option.
- 3** Place the tips of the wire bail into the ends of the plastic bracket so that the bail curves downward.  
The wire bail came with the printer and rests in the standard output bin when installed.
- 4** Attach the plastic bracket to the finisher, expander, or mailbox.



- 5** Go to **Removing the print cartridge packaging on page 16**, and follow the printer setup instructions. For information on installing the interface card and memory and firmware cards, go to **Installing printer memory or option cards on page 19**.

# 4

## Scanner option setup

This chapter includes information on setting up the MFP (scanner).

To assemble this option, you should have the following components:

- Printer
- 4600 MFP option (scanner)
- Printer memory or option cards

The setup for this portion of the book covers:

- 1 Positioning the scanner
- 2 Installing memory options
- 3 Installing the printer

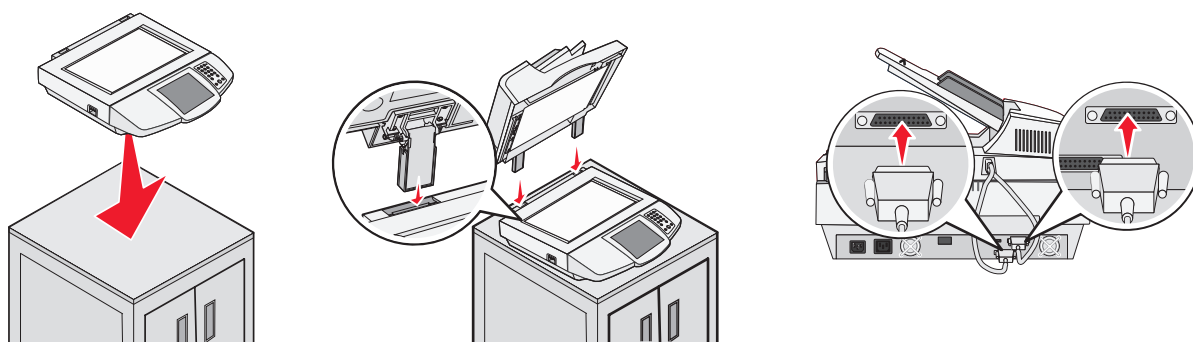
### ***Positioning the scanner***

- 1 Remove the scanner base from the carton.
- 2 Place the scanner base on a table, scanner cabinet, or other flat surface.
- 3 Align the hinges on the scanner top with the slots in the scanner, and then lower the scanner top onto the scanner.

For information on removing the scanner top, see “**Removing the scanner top**” in the *User’s Guide* located on the *Software and Documentation CD*.

- 4 Connect the two scanner cables.

**Note:** To prevent errors and scanner malfunction, make sure the scanner cable thumbscrews are tightened securely.



- 5 Go to **Removing the print cartridge packaging on page 16**, and follow the printer setup instructions. For information on installing the interface card and memory and firmware cards, go to **Installing printer memory or option cards on page 19**.



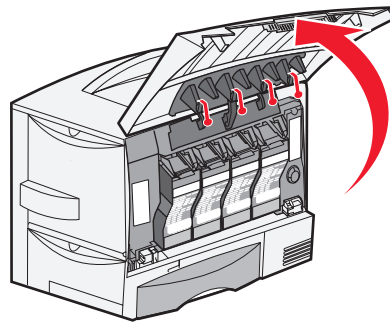
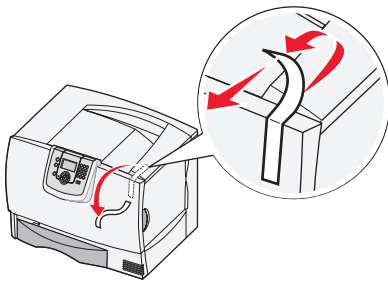
# 5

## Setting up the printer

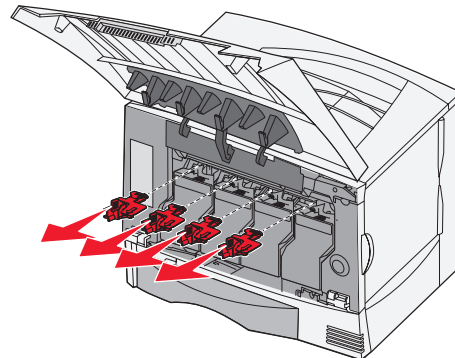
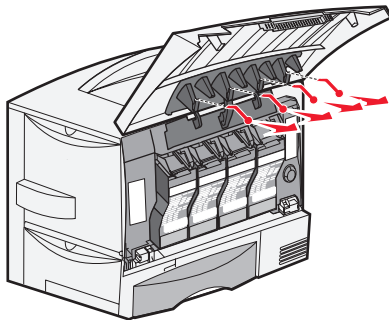
### Removing the print cartridge packaging

**Note:** If you are installing a scanner after initial printer setup, the print cartridge packaging has already been removed.

- 1 Remove all exterior packing tape.
- 2 Open the front door.



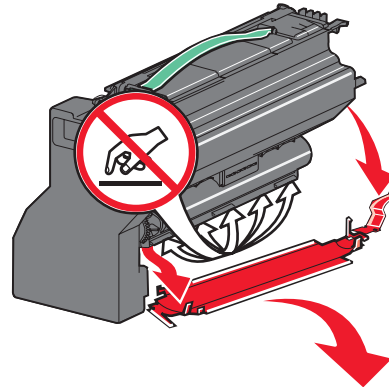
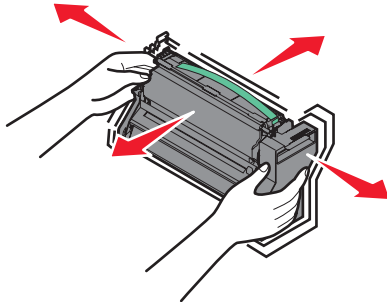
- 3 Remove the packing strips.
- 4 Remove the tabs from the cartridges.
- 5 Discard the cartridge tabs and packaging.



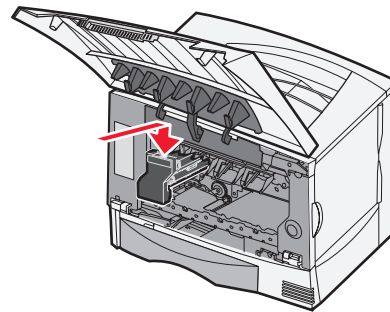
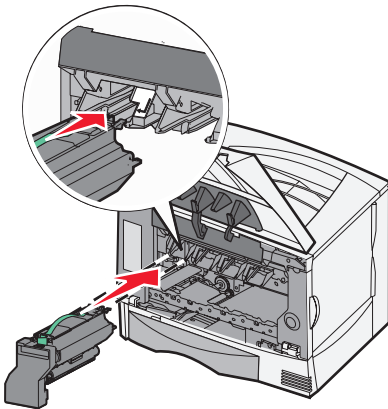
## Setting up the printer

- 6 Shake the print cartridge.
- 7 Remove the cartridge cover.

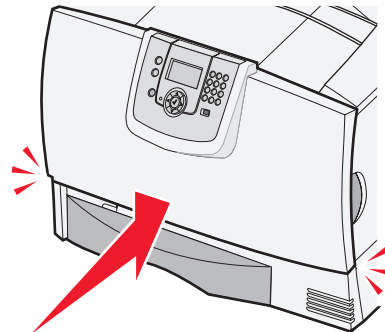
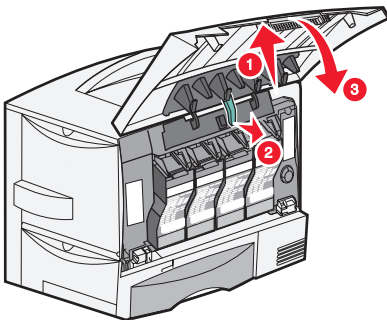
**Warning:** Do not touch the photoconductor.



- 8 Reinsert the print cartridge into the printer.  
The print cartridge will drop down and *snap* into place.
- 9 Repeat steps 6 through 8 to insert the remaining print cartridges.



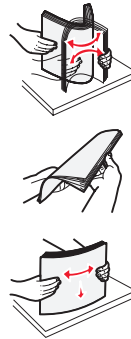
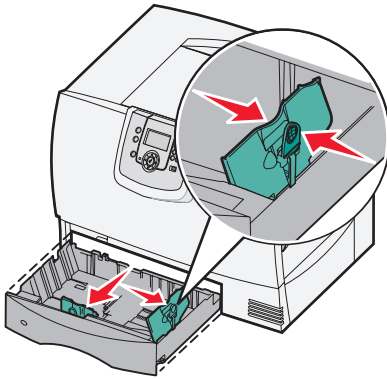
- 10 Close the front cover.



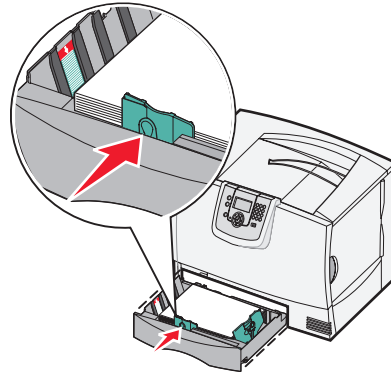
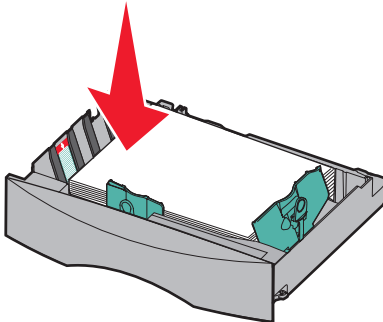
### ***Loading paper***

Complete these instructions to load paper into any of the standard or optional trays. All trays are loaded in the same way.

- 1 Remove the tray.
- 2 Adjust the length and width guides to the correct position for the size of paper you are loading.
- 3 Flex the sheets of paper back and forth to loosen them, and then fan them.  
Do not fold or crease the paper. Straighten the edges of the stack on a level surface.



- 4 Place the paper into the tray, and then slide the guide lightly against the edge of the paper.
- 5 Insert the tray.



# 6

## Installing printer memory or option cards



**CAUTION:** If you are installing memory or option cards sometime after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

After installing memory or option cards, go to **Scanner setup on page 24**.

The instructions in this section help you install the interface card, memory card, and firmware card. Information about other memory or option cards can be found in the printer *User's Guide*.

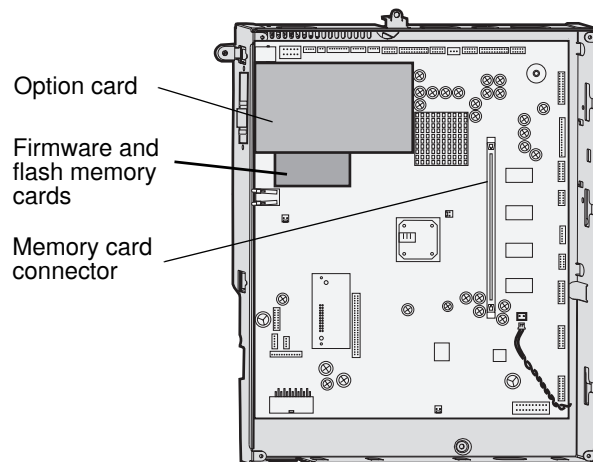
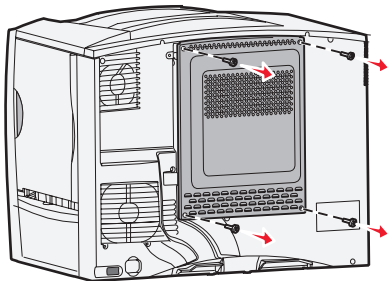
### Accessing the printer system board

You must access the printer system board to install the interface card, memory card, and firmware card.

**Note:** Use a Phillips screwdriver to remove the system board access cover.

- 1 Locate the system board access cover on the back of the printer.
- 2 Remove the four access cover screws.
- 3 Remove the access cover.
- 4 Set the cover aside.

Use the illustration to locate the connector for the card you want to install.



### ***Installing a memory card***

**Note:** Printer memory cards designed for other Lexmark printers may not work with the printer.

- 1 Remove the system board access cover. (See **Accessing the printer system board.**)

**Warning:** Printer memory cards are easily damaged by static electricity. Touch something metal such as the printer frame before you touch a memory card.

- 2 Push open the latches on both ends of the memory card connector.

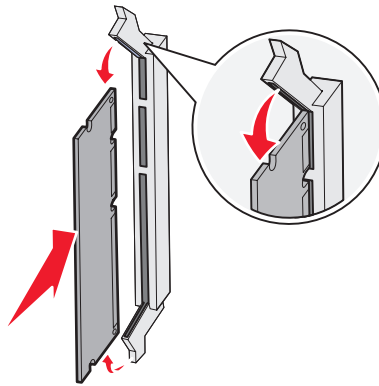
- 3 Unpack the memory card.

Avoid touching the connection points along the edge of the card. Save the packaging.

- 4 Align the notches on the bottom of the card with the notches on the connector.

- 5 Push the memory card firmly into the connector until the latches on either end of the connector *snap* into place. It may require some force to fully seat the card.

- 6 Make sure each latch fits over the notch on the end of the card.



### *Installing a firmware card*

**Note:** Firmware cards designed for other Lexmark printers will not work with the printer.

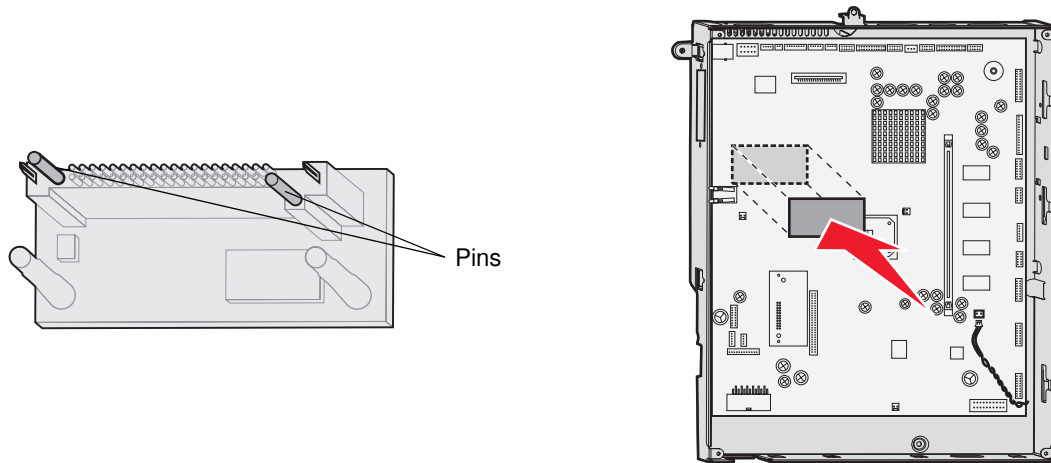
- 1 Remove the system board access cover. (See **Accessing the printer system board.**)

**Note:** If a firmware card has been installed, you must remove it.

- 2 Unpack the firmware card.
- 3 Holding the card by its sides, align the pins on the card with the holes on the system board.
- 4 Push the firmware card firmly into place.

The entire length of the connector on the firmware card must touch the system board and be locked into the connector.

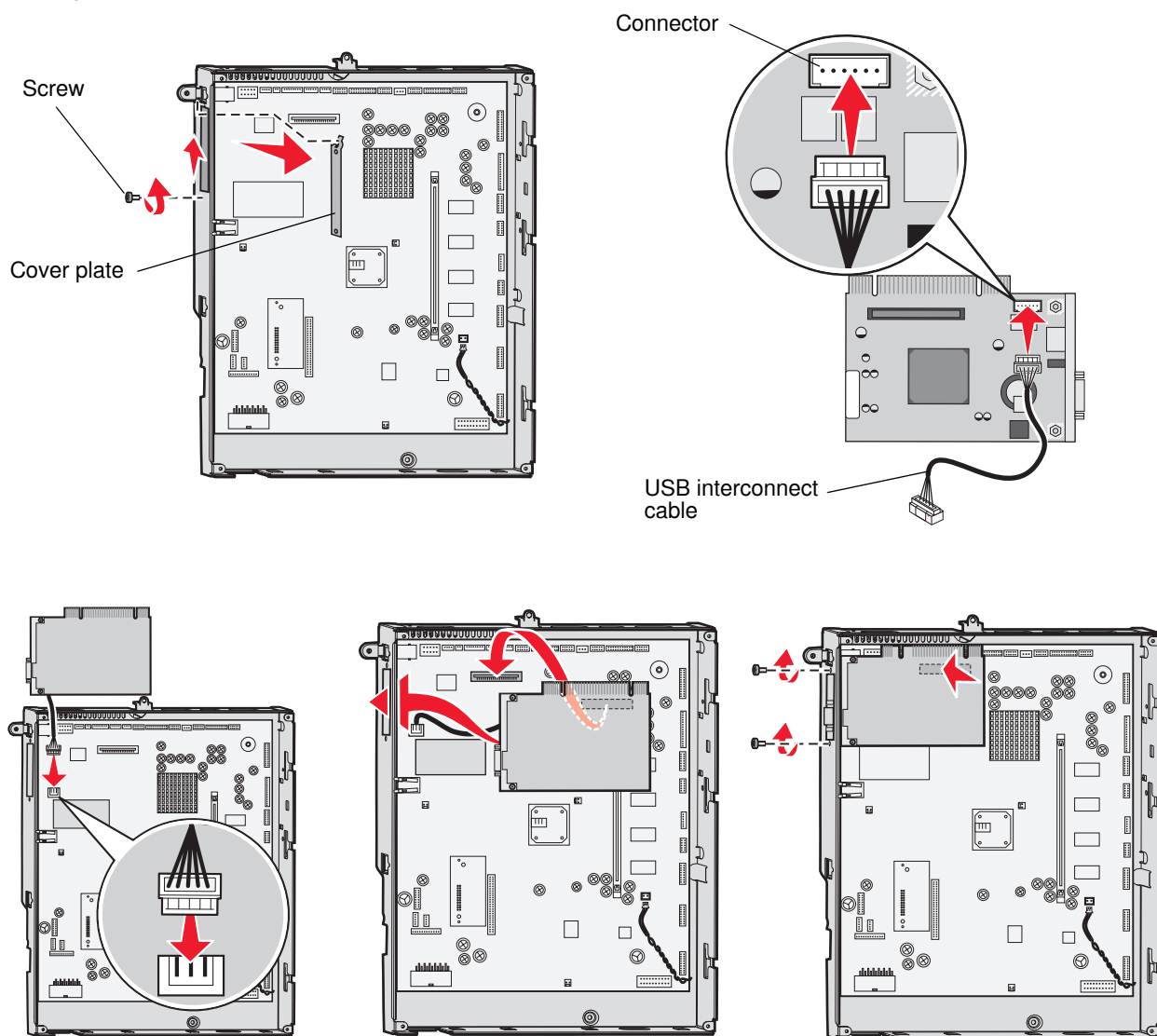
Be careful not to damage the connectors.



### Installing the interface card

**Warning:** Interface cards are easily damaged by static electricity. Touch something metal such as the printer frame before you touch an interface card.

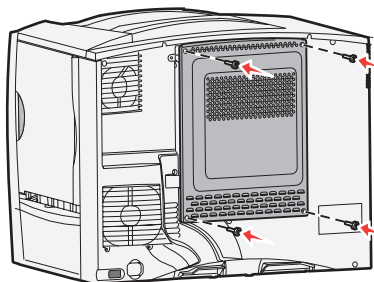
- 1 Locate the card connectors on the system board.
- 2 Remove the screw and the cover plate, and save them.
- 3 Unpack the scanner interface card and cable. Save the packaging materials.
  - a Connect the USB interconnect cable to the card.
  - b Connect the USB interconnect cable to the system board.
- 4 Align the connection points on the card with the connector on the system board, and push the card firmly into the system board connector.
- 5 Insert the screw saved from the cover plate (or the extra screw shipped with the card).
- 6 Tighten the screw to secure the card.



### ***Replacing the shield***

After you have installed options on the printer system board, follow these steps to reattach the shield and close the doors.

- 1 Align the slots at the top of the access cover with the screws near the top of the printer.
- 2 Slide the cover up under the top cover lip as far as it will go.
- 3 Insert and tighten the screws at the top of the cover.
- 4 Insert and tighten the screws at the bottom of the cover.





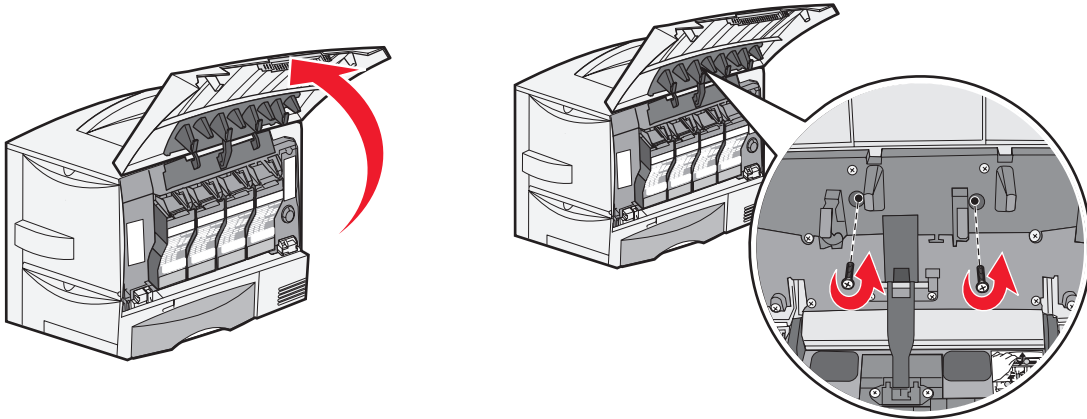
# 7

## Scanner setup

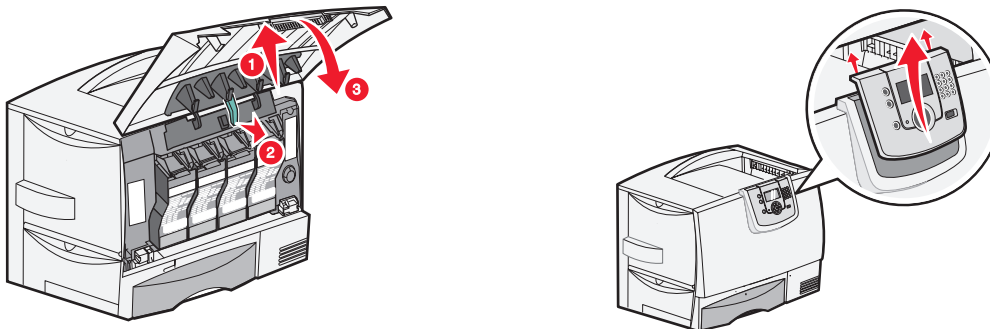
### ***Installing the printer operator panel cover***

A printer operator panel cover is provided with the MFP. The installation of this cover is optional. To install the cover:

- 1 Open the front door.
- 2 Remove the two operator panel cover retaining screws

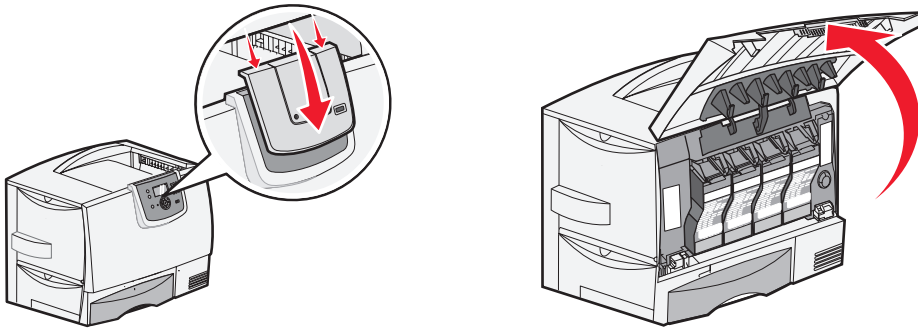


- 3 Close the front door.
- 4 Remove the operator panel cover.

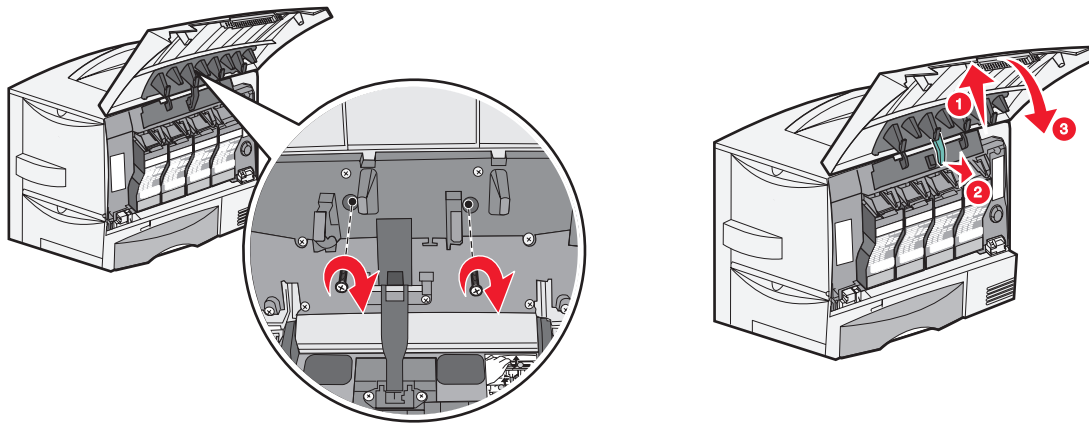


## Scanner setup

- 5 Install the new operator panel cover.
- 6 Open the front door.

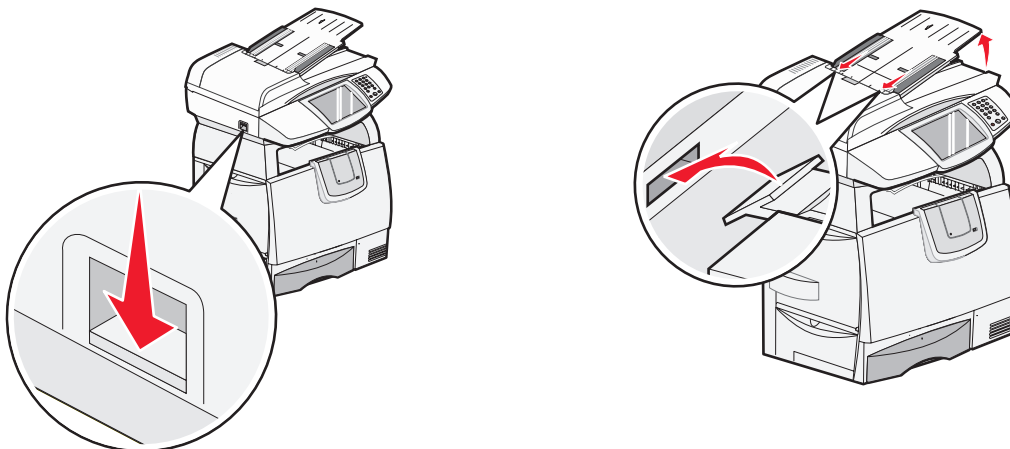


- 7 Insert and gently tighten the two operator panel cover retaining screws
- 8 Close the front door.



## Unlocking the scanner

- 1 Locate the lock switch on the side of the scanner, and then slide the switch down.
- 2 Lift the scanner feed tray up until it locks into position.



### Attaching cables and power cords



**CAUTION:** Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.

Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power cord or telephone, during a lightning storm.

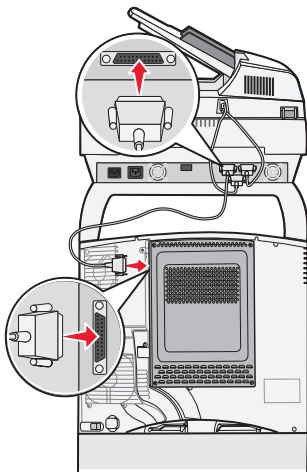
- 1 Connect the scanner cable to the scanner and printer.
- 2 Connect the printer to a LAN drop or hub using standard cabling that is compatible with your network.
- 3 Connect the RJ-11 telephone fax line cable into the left modem port on the back of the scanner.

**Note: Germany:** Use only the German TAE type F adapter shipped with this product, because it contains a billing tone filter. The adapter is designed only for the F connector of the German wall outlet. This must be the only device attached to the NFN wall receptacle.

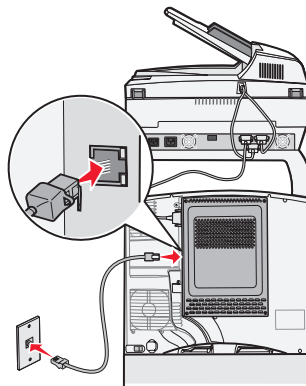
**Switzerland:** Use only the Swiss adapter shipped with this product, because it contains a billing tone filter.

- 4 If you received a telephone adapter specifically designed for use in your country or region, attach the telephone adapter to the telephone fax line cable, and plug the fax line cable into the phone line outlet.

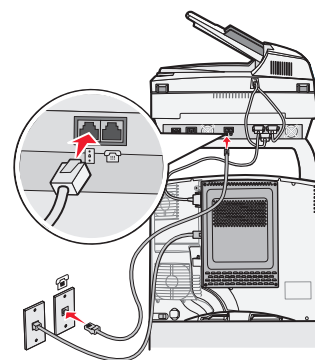
To connect a telephone to the MFP, plug the telephone into the right modem port on the back of the scanner.



Step 1



Step 2



Step 3

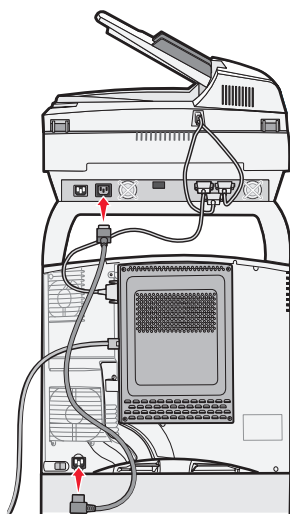
## Scanner setup

- 5 Connect the power cord to the printer and scanner.

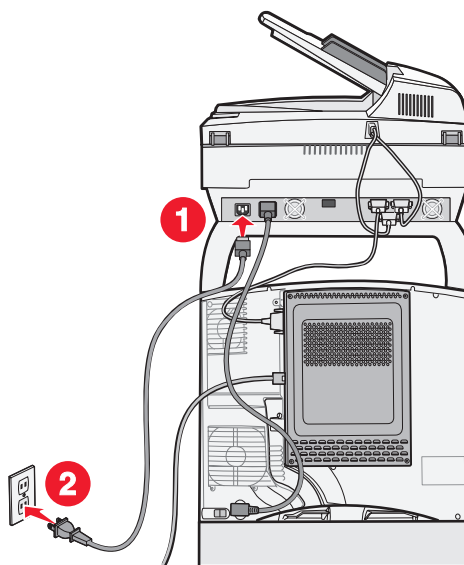
**Note:** Use the power cord from the scanner box.

- 6 Connect the power cord to the scanner.
  - Use the power cord from the printer box
  - If you have a 2000-sheet drawer, connect the scanner and drawer together using the 2000-sheet drawer power cord.
- 7 Plug the power cord into a properly-grounded outlet.

If you have a 2000-sheet drawer, connect the power cord into the 2000-sheet drawer, and then into a properly grounded outlet.



Step 5



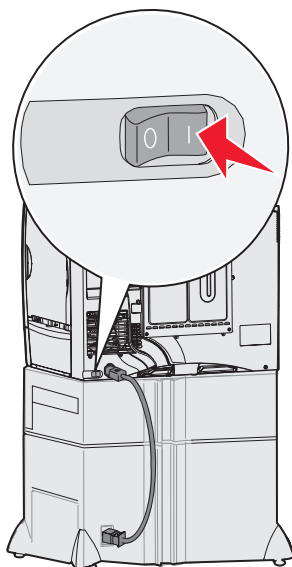
Step 6

## Installing drivers

- 1 Turn on your computer and any other peripherals.
- 2 Place the printer *Software and Documentation* CD in the computer CD drive, and follow the onscreen instructions to install the printer drivers.
- 3 Place the *4600 MFP Software and Documentation* CD in the computer CD drive, and follow the onscreen instructions to install the MFP drivers.
- 4 Verify the computer recognizes your installed options.
  - a Open the **Printers** folder.
  - b Right-click the new MFP and select **Properties**.
  - c Select the tab that contains installable options.

This may be **Install Options**, **Device Settings**, **Device**, or **Options** depending on your system.
  - d Add the installed options.

- 5 Turn on the printer.



## Fax setup

When you first turn on the MFP or if the MFP has been off for an extended time, **Set clock** will appear. Additionally, many countries and regions require outgoing faxes to contain the following information in a margin at the top or bottom of each transmitted page or on the first page of the transmission:

- Date and time (date and time fax is sent)
- Station name (identification of the business, other entity, or individual sending the message)
- Station number (telephone number of the sending fax machine, business, other entity, or individual)

**Note:** See **Electronic emission notices** and **Other telecommunications notices** for FCC information in the *User's Guide* on the MFP *Software and Documentation* CD.

There are two methods to enter your fax setup information:

- Manually enter the information through the MFP control panel; see “Performing manual fax setup” on page 29.
- Use your browser to access the MFP IP address, and then enter the Configure menu; see “Performing browser fax setup” on page 30. For information on assigning an IP address, see **Assigning a printer IP address on page 29** and **Verifying the IP settings on page 30**.

**Note:** If you do not have a TCP/IP environment, you must use the MFP control panel to set your basic fax information.

Use the following table to locate the method you want for fax setup.

Topic	Go to page...
Performing manual fax setup	29
Performing browser fax setup	30

### ***Performing manual fax setup***

- 1 Touch the key icon on the home screen.
- 2 Touch **Settings**.
- 3 Touch **Fax Settings**.
- 4 Touch **General Fax Settings**.
- 5 Touch **Station Name**.
- 6 Enter the Station Name (enter your name or company name).
- 7 Touch **Done** to save your choice.
- 8 Touch **Station Number**.
- 9 Enter your fax phone number.
- 10 Touch **Done**.

**Note:** If your region supports caller ID, you may have to change the default setting. There are two settings available; FSK (pattern 1) and DTMF (pattern 2). Contact your telecommunications company or switch the settings if the MFP does not identify incoming calls.

### ***Assigning a printer IP address***

If the network is using DHCP, an IP address is automatically assigned after connecting the network cable to the printer.

- 1 Look for the address under the "TCP/IP" heading on the network setup page.

#### **To print a network setup page**

- a Touch the key icon on the MFP control panel.
- b Touch **Reports**.
- c Touch **Network Setup Page** or **Network <x> Setup Page**.

- 2 Go to **Performing browser fax setup on page 30**.

If the network is not using DHCP, then manually assign an IP address to the printer. One of the easiest ways is to use the operator panel:

- 1 Touch the key icon on the operator panel.
- 2 Touch the arrow next to **Network/Ports**.
- 3 Touch the arrow next to **TCP/IP**.  
**Standard Network** appears.
- 4 Touch **Address**.
- 5 Using the numeric pad, enter the IP address. When the address is entered, touch **Submit**.  
**Submitting Selection** appears briefly.
- 6 Touch **Netmask**.
- 7 Using the numeric pad, enter the IP netmask. When the address is entered, touch **Submit**.  
**Submitting Selection** appears briefly.
- 8 Touch **Gateway**.
- 9 Using the numeric pad, enter the IP gateway. When the address is entered, touch **Submit**.  
**Submitting Selection** appears briefly.
- 10 Touch the Home icon.

### ***Verifying the IP settings***

- 1 Print another network setup page. Look under the “TCP/IP” heading, and make sure the IP address, netmask, and gateway are correct. See **To print a network setup page on page 29** if you need help.
- 2 Ping the printer, and verify that it responds. At a command prompt on a network computer, type **ping** followed by the new printer IP address (for example, 192.168.0.11).

**Note:** On Windows computers, click **Start → Programs → Command prompt** (or **Accessories → Command prompt** if using Windows 2000).

If the printer is active on the network, a reply is sent.

### ***Performing browser fax setup***

**Note:** Configuration is a task usually done by a system support person. If you are prompted for a password during the following instructions, see your system support person for help.

- 1 Type the IP address of the MFP in the URL field of your browser (for example, http://192.168.236.24), and then press **Enter**.
- 2 Click **Configuration**.
- 3 Under the MFP heading, click **Fax Setup**.
- 4 Click **Configuration**.

If you are changing fax modes, you must click **Submit** before you can access the configuration page.

**Note:** During MFP power up, if the print server is configured to use Network Time Protocol (NTP) time, the current date and time are provided. However, you must set the time zone to get the correct time.

- 5 Enter the required FCC information:
  - Date and time (current date and time)
  - Station name (personal name or company name)
  - Station number (fax phone line number)
- 6 Select the Time Zone, such as Eastern (USA and Canada, Eastern Standard Time). This sets the required information.
- 7 Set your options for Rings to Answer, and so on.
- 8 After you finish entering the information, click **Submit**.

Changing optional settings such as setting up a fax transmission log, creating permanent fax destinations, and enabling the fax server function can be changed through your browser or the MFP control panel.

**Note:** If your region supports caller ID, you may have to change the default setting. There are two settings available; FSK (pattern 1) and DTMF (pattern 2). Contact your telecommunications company or switch the settings if the MFP does not identify incoming calls.

### ***Verify MFP setup***

#### ***Printing a menu settings page***

- 1 Touch the key icon on the MFP control panel.
- 2 Touch **Reports**.
- 3 Touch **Menu Settings Page**.
- 4 Verify the options you installed are correctly listed under “Installed Features” and “Printer Information.”

#### ***Printing the Help pages***

We recommend you store this information in a convenient location near the printer.

- 1 Touch the key icon on the MFP control panel.
  - 2 Touch **Help**.
  - 3 Touch **Print all guides**.
- To print a single topic, touch the desired topic.

#### ***Making a test copy***

- 1 Place the original document faceup in the automatic document feeder (ADF) or facedown on the flatbed.  
Adjust the paper guides when using the ADF.
- 2 Press **Go** on the numeric pad.

**Note:** If an LDSS profile has been installed, you may receive an error when attempting a quick copy. Contact your system support person for access.

#### ***Sending a test fax***

Send a one-page test fax to someone, and ask for feedback.

**Note:** If Send/Fax is disabled, this option does *not* appear.

- 1 Place your original document in the automatic document feeder faceup, short-edge first.
- 2 Adjust the paper guides.
- 3 Touch **Fax** on the home screen.
- 4 Enter the fax number using the numbers on the touch screen or keypad.

Add recipients by touching next and then entering the recipient's telephone number or shortcut number, or search the address book.

**Note:** To place a two-second dialing pause within a fax number, touch the **Dial Pause** button.



The dial pause will appear as a comma in the Fax to: box. Use this feature if you need to dial an outside line first.

- 5 Touch **Fax It**.



### ***Testing a scan to PC profile***

- 1** Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.  
If the Java applet screen appears, click **Yes**.
- 2** Click **Scan Profile**.
- 3** Click **Create Scan Profile**.
- 4** Select your scan settings, and then click **Next**.
- 5** Select a location for saving the scanned output file somewhere on your computer.
- 6** Enter a profile name.  
The profile name is the name that will appear on the SCAN PROFILE list on the MFP control panel.
- 7** Click **Submit**.
- 8** Review the instructions on the Scan to PC screen.  
A shortcut number was automatically assigned when you clicked Submit. You can use this shortcut number when you are ready to scan your documents.
  - a** Go to the MFP, and place your original document in the automatic document feeder faceup, long-edge first.
  - b** Press **#** followed by the shortcut number on the keypad, or touch **Profiles** on the home screen.
  - c** After you enter the shortcut number, the scanner will scan and send the document to the directory or application you specified. If you touch **Profiles** on the home screen, locate your shortcut on the list.
- 9** Return to your computer to view your file.  
Your output file is saved in the location you specified or launched in the application you specified.

# 8

## Distributing MFP user information

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### ***Finding user instructions***

MFP online documentation includes helpful instructions for making copies, sending faxes, and scanning documents to e-mail, FTP destinations, or back to your computer. It also contains information on various menus and messages and configuration information.

To view the available information on the *4600 MFP Software and Documentation* CD, click **View Documentation**, and then select your MFP.

### ***Distributing user information***

Here are some ways to distribute MFP information:

- Print copies of each set of user instructions stored on the *4600 MFP Software and Documentation* CD, and manually deliver them to users.
- Copy the PDFs containing the user instructions, and store them in a convenient, common location on your network or intranet. The PDFs are stored in the Pubs directory on the *4600 MFP Software and Documentation* CD.
- Browse the Lexmark Web site ([www.lexmark.com](http://www.lexmark.com)), and access the information there. Copy the URL, and send the link to your MFP users.

### ***Limiting MFP use***

MFP Job Accounting can be configured to require users to enter an authorized number or select an authorized name to unlock the control panel.

Detailed instructions are on the *4600 MFP Software and Documentation* CD and the printer *Software and Documentation* CD.

# 9

## Solve setup problems

Problem	Solution
Nothing appears on the scanner display.	<p>The scanner and the printer are not talking to each other.</p> <ol style="list-style-type: none"> <li>1 Turn the printer off and then back on.</li> <li>2 Turn the printer off, and unplug the scanner. Make sure all cables and cords are connected, and then plug the scanner in before turning on the printer.</li> </ol>
The control panel is not responding.	<p>Make sure the printer is turned on.</p> <p><b>Note:</b> Remember to plug the scanner in before turning on the printer.</p>
Scanner is not working	<ol style="list-style-type: none"> <li>1 Make sure the scanner is unlocked. See step 1 on page 25.</li> <li>2 Turn the printer off, and unplug the scanner. Make sure all cables and cords are connected, and then plug the scanner in before turning on the printer.</li> </ol>
Test document did not print	<ol style="list-style-type: none"> <li>1 Verify that each electrical outlet has power.</li> <li>2 Make sure all cables and power cords are properly seated.</li> <li>3 Restart the test job.</li> </ol>
Unable to send or receive faxes	<ol style="list-style-type: none"> <li>1 Make sure the telephone fax line cable is properly connected to the fax modem port on the print server and to the fax phone outlet.</li> <li>2 Repeat the fax setup. See <b>Fax setup on page 28</b>.</li> <li>3 See the online information on the <i>4600 MFP Software and Documentation</i> CD. Click <b>View Documentation</b> ▶ <b>Use MFP</b> ▶ <b>Solving fax problems</b>.</li> </ol>

### Getting more help

Launch the printer *Software and Documentation* CD, and then click **Contact Lexmark** for a complete list of phone numbers and Web sites.