



Lexmark 8300 Series All-In-One

User's Guide

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www.lexmark.com

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Safety information

- Use only the power supply and power cord provided with this product or the manufacturer's authorized replacement power supply and power cord.
- Connect the power supply cord to a properly grounded electrical outlet that is near the product and easily accessible.
- Refer service or repairs, other than those described in the user documentation, to a professional service person.

CAUTION: 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.

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Finding information about the printer

Finding information about the printer

Setup sheet

Description	Where to find
The <i>Setup</i> sheet gives you instructions for setting up hardware and software.	You can find this document in the printer box or on the Lexmark Web site.

User's Guide

Description	Where to find
The <i>User's Guide</i> gives you instructions for using the printer and other information such as: <ul style="list-style-type: none">• Maintenance• Troubleshooting• Safety	You can find this document on the Lexmark Web site. When you install the printer software, the <i>User's Guide</i> may also be installed. <ol style="list-style-type: none">1 Click Start → Programs or All Programs → Lexmark 8300 Series.2 Click User's Guide.

CD

Description	Where to find
The CD contains drivers, software, and publication files. The CD installs the Help system on your computer if your printer connects to a computer.	You can find this CD in the printer box. See the <i>Setup</i> sheet for installation instructions.

Help

Description	Where to find
The Help gives you instructions for using the software if your printer connects to a computer.	While in any Lexmark software program, click Help, Tips → Help , or Help → Help Topics .

Lexmark Solution Center

Description	Where to find
The Lexmark Solution Center software is included on your CD if your printer connects to a computer. It installs with the other software.	To access the Lexmark Solution Center: <ol style="list-style-type: none">1 Click Start → Programs or All Programs → Lexmark 8300 Series.2 Select Lexmark Solution Center.

Readme file

Description	Where to find
This file contains late-breaking information about the printer and software that does not appear in other documentation, as well as information specific to your operating system.	To access the Readme file: <ol style="list-style-type: none">1 Click Start → Programs or All Programs → Lexmark 8300 Series.2 Select Readme.

Web site

Description	Where to find
Our Web site contains a variety of information. Note: All paths for the Web site are subject to change.	Visit our Web site at www.lexmark.com . <ol style="list-style-type: none">1 Go to the Web site.2 Select a country from the drop-down list in the upper-left corner of the page.3 Select the link for the information you need.

Record the following information (located on the store receipt and the back of the printer), and have it ready when you contact us so that we may serve you faster:

Machine Type number:

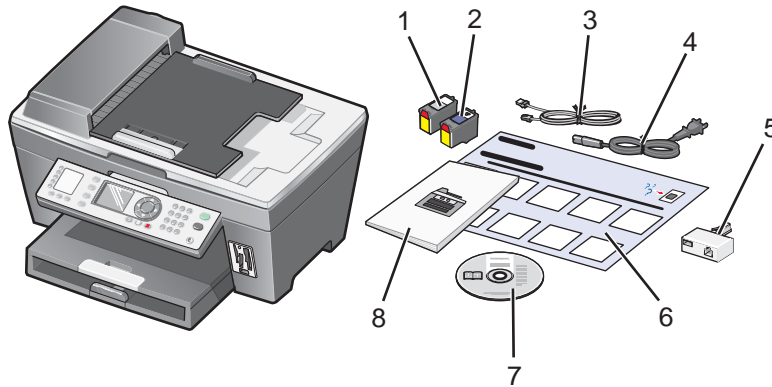
Serial number:

Date purchased:

Store where purchased:

Setting up the printer

Checking the box contents

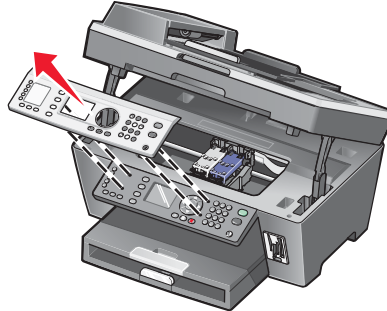


	Name	Description
1	Black print cartridge	Cartridges to be installed into the printer. Note: Cartridge combinations vary depending on the product purchased.
2	Color print cartridge	
3	Telephone cord	Attaches to the EXT port at the back of the printer.
4	Power supply cord	Attaches to the power supply port located at the back of the printer.
5	Telephone line adapter	Connects to the telephone line and the answering machine, telephone, or other telecommunications equipment. Note: The telephone line adapter is not shipped to all countries and regions.
6	Setup sheet	Instructions on setting up printer hardware and software, and information on setup troubleshooting.
7	Installation software CD	Installation software for the printer. Also includes the printer software Help. Note: Installing the printer software also installs the Help.
8	User's Guide or Setup Solutions	Printed booklet that serves as a guide.

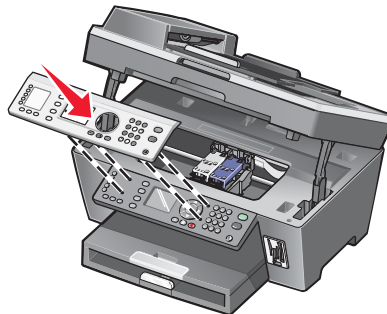
Installing another language control panel

These instructions apply only if you received one or more additional language control panels with the printer.

- 1 Lift and remove the control panel (if one is installed).



- 2 Choose the correct control panel for your language.
- 3 Align the clips on the control panel with the holes on the printer, and then press down.



Getting the printer ready to fax

You can connect the printer with equipment such as a telephone, an answering machine, or a computer modem. If problems occur, see “Setup troubleshooting” on page 101.

Note: The printer is an analog device that works best when directly connected to the wall jack. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps. If you want a digital connection such as ISDN, DSL, or ADSL, a third-party device (such as a DSL filter) is required.

You *do not* need to attach the printer to a computer, but you *do* need to connect it to a telephone line to send and receive faxes.


You can connect the printer to other equipment. See the following table to determine the best way to set up the printer.

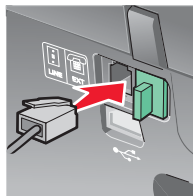
Equipment	Benefits	See this section
<ul style="list-style-type: none">• The printer• A telephone cord	Send and receive faxes without using a computer.	“Connecting directly to a telephone wall jack” on page 15

Equipment	Benefits	See this section
<ul style="list-style-type: none"> • The printer • A telephone • Two telephone cords 	<ul style="list-style-type: none"> • Use the fax line as a normal telephone line. • Send and receive faxes without using a computer. 	“Connecting to a telephone” on page 16
<ul style="list-style-type: none"> • The printer • A telephone • An answering machine • Three telephone cords 	Receive both incoming voice messages and faxes.	“Connecting to an answering machine” on page 17
<ul style="list-style-type: none"> • The printer • A telephone • A computer modem • Three telephone cords 	Send faxes using the computer or the printer.	“Connecting to a computer with a modem” on page 18

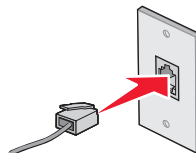
Connecting directly to a telephone wall jack

Connect the printer directly to a telephone wall jack to make copies or send and receive faxes without using a computer.

- 1 Make sure you have a telephone cord and a telephone wall jack.
- 2 Connect one end of the telephone cord into the LINE port  of the printer.



- 3 Connect the other end of the telephone cord into an active telephone wall jack.




Note: For more information on connecting the printer to telecommunications equipment, see the additional setup instructions that came with the printer. Setup steps may vary depending on your country.

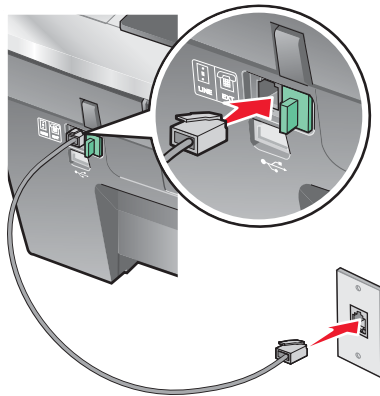
Connecting to a telephone

Connect a telephone to the printer to use the fax line as a normal telephone line. Then set up the printer wherever your telephone is located to make copies or send and receive faxes without using a computer.

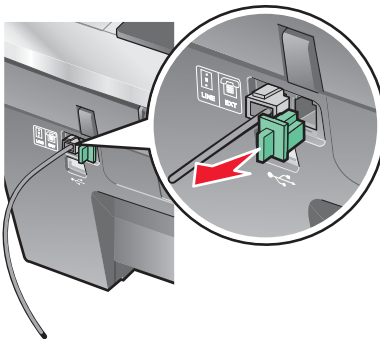
1 Make sure you have the following:


- A telephone
- Two telephone cords
- A telephone wall jack

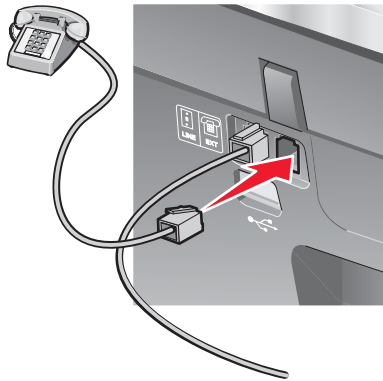
2 Connect one telephone cord to the LINE port  of the printer, and then plug it into an active telephone wall jack.



3 Remove the protective plug from the EXT port  of the printer.



4 Connect the other telephone cord to a telephone, and then plug it into the EXT port  of the printer.




Note: For more information on connecting the printer to telecommunications equipment, see the additional setup instructions that came with the printer. Setup steps may vary depending on your country.

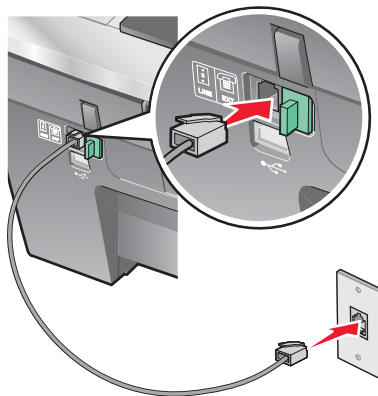
Connecting to an answering machine


Connect an answering machine to the printer to receive both incoming voice messages and faxes.

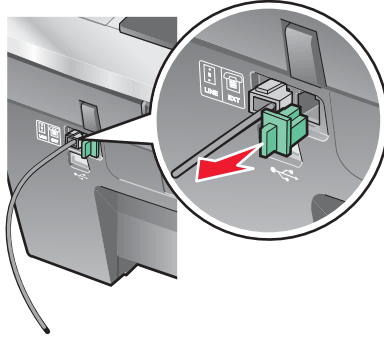
1 Make sure you have the following:

- A telephone
- An answering machine
- Three telephone cords
- A telephone wall jack

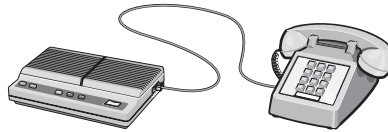
2 Connect one telephone cord into the LINE port  of the printer, and then plug it into an active telephone wall jack.




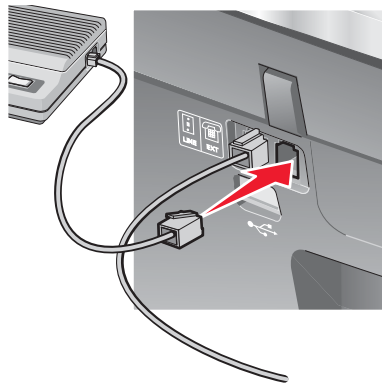
3 Remove the protective plug from the EXT port  of the printer.



4 Connect a second telephone cord from the telephone to the answering machine.



5 Connect a third telephone cord from the answering machine to the EXT port  of the printer.




Note: For more information on connecting the printer to telecommunications equipment, see the additional setup instructions that came with the printer. Setup steps may vary depending on your country.

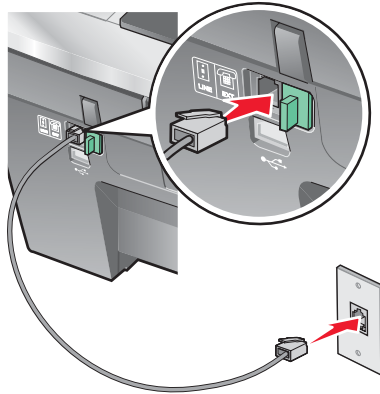
Connecting to a computer with a modem


Connect the printer to a computer with a modem to send faxes from the software application.

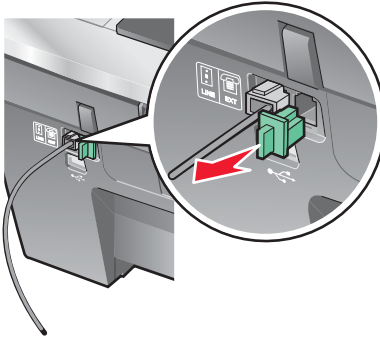
1 Make sure you have the following:

- A telephone
- A computer with a modem
- Three telephone cords
- A telephone wall jack

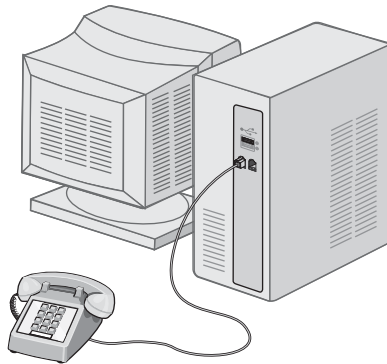
- 2** Connect a telephone cord into the LINE port  of the printer, and then plug it into an active telephone wall jack.



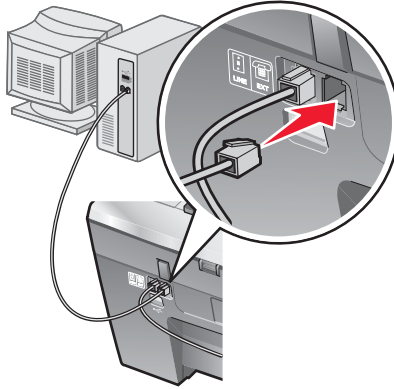
- 3** Remove the protective plug from the EXT port  of the printer.



- 4** Connect a second telephone cord from the telephone to the computer modem.



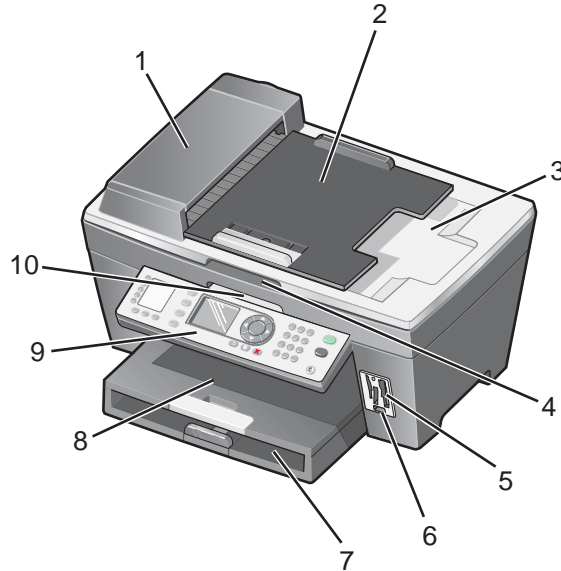
5 Connect a third telephone cord from the computer modem to the EXT port  of the printer.



Note: For more information on connecting the printer to telecommunications equipment, see the additional setup instructions that came with the printer. Setup steps may vary depending on your country.

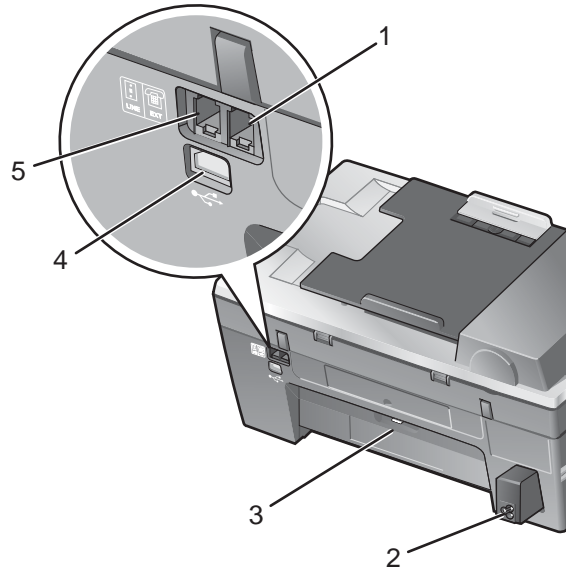
Learning about the printer

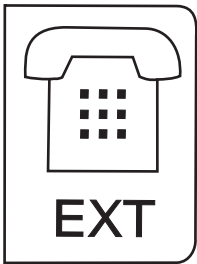
Understanding the parts of the printer

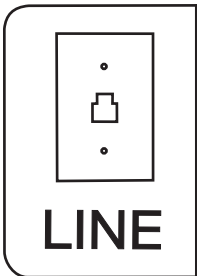


	Use the	To
1	Automatic Document Feeder (ADF)	Scan, copy, or fax multiple-page letter, legal, and A4 size documents.
2	ADF input tray	Load original documents in the ADF. Recommended for scanning, copying, or faxing multiple-page documents.
3	ADF exit tray	Pick up your original document after it has gone through the ADF.
4	Top cover	Access the scanner glass. Note: The scanner glass is recommended for card stock, photos, and delicate or unusually sized originals that cannot be fed through the ADF.
5	Memory card slots	Insert a memory card.
6	PictBridge port	Connect a PictBridge-enabled digital camera or a flash drive to the printer.
7	Paper tray	Load paper.
8	Paper exit tray	Stack paper as it exits.

	Use the	To
9	Control panel	Operate the printer. For more information, see “Using the control panel” on page 23.
10	Scanner unit	Access the print cartridges.



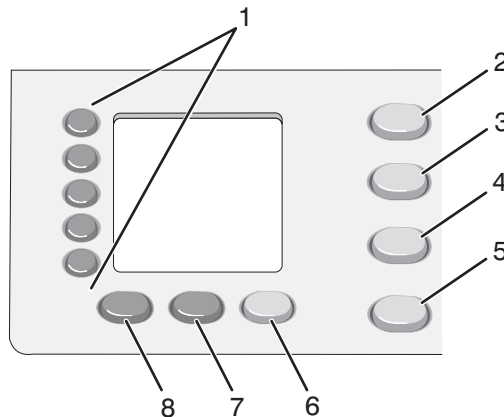
	Use the	To
1	EXT port 	Connect additional devices, such as a data/fax modem, telephone, or answering machine to the printer. Note: Remove the plug to access the port.
2	Power supply port	Connect the printer to a power source.
3	Rear access door	Remove paper jams.
4	USB port	Connect the printer to a computer using a USB cable.

	Use the	To
5	LINE port 	Connect the printer to an active telephone line to send and receive faxes. The printer must be connected to this telephone line to receive incoming fax calls. Note: Do not connect additional devices to the LINE port, and do not connect a DSL (digital subscriber line), ISDN (integrated services digital network), or cable modem to the printer.

Using the control panel

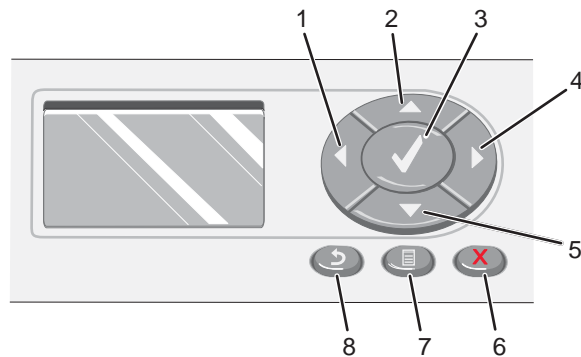
The display shows:

- All-In-One status
- Messages
- Menus



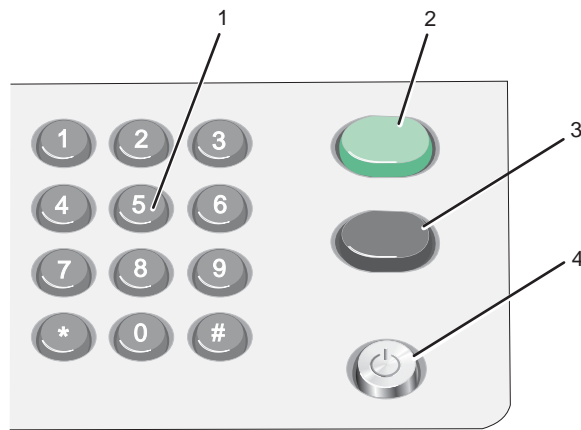
	Press	To
1	Quick Dial buttons (1–5)	Access any of the five programmed Speed Dial numbers.
2	Copy Mode	Access the copy menus and make copies. Note: The mode is selected when the button light is on.
3	Scan Mode	Access the scan menus and scan documents. Note: The mode is selected when the button light is on.
4	Fax Mode	Access the fax menus and send faxes. Note: The mode is selected when the button light is on.
5	Photo Card	Access the photo card menus. You can preview photos stored on a memory card or flash drive, edit the photos, and print them.

	Press	To
6	Fax Auto Answer	Answer all incoming calls when the button light is on. Note: For information on setting the number of rings before the machine will answer incoming calls, see “Receiving a fax automatically” on page 78.
7	Redial / Pause	<ul style="list-style-type: none"> • In Fax mode, redial the last number entered. • Insert a three-second pause in the number to be dialed to wait for an outside line or get through an automated answering system. Enter a pause only when you have already begun entering the number.
8	Phone Book	Access any of the programmed Speed Dial numbers (1–89) or Group Dial numbers (90-99).



	Press	To
1	◀	<ul style="list-style-type: none"> • Decrease a number. • Scroll through options on the display. • When cropping a photo, move the selected crop area to the left.
2	▲	<ul style="list-style-type: none"> • Increase a number. • Scroll through menus or options on the display. • When cropping a photo, move the selected crop area up.
3	✓	Choose the option that appears on the display, or save settings. In Photo Card mode, select or deselect a photo.
4	▶	<ul style="list-style-type: none"> • Increase a number. • Scroll through options on the display. • When cropping a photo, move the selected crop area to the right.
5	▼	<ul style="list-style-type: none"> • Decrease a number. • Scroll through menus or options on the display. • When cropping a photo, move the selected crop area down.

	Press	To
6	✖	<ul style="list-style-type: none"> • Cancel a scan, copy, or print job in progress. • Clear a fax number or end a fax transmission and return the display to the fax default. • Exit a menu. • Clear current settings or error messages, and return to default settings.
7	☰	Display a control panel menu or submenu.
8	↶	<ul style="list-style-type: none"> • Return to the previous submenu. • Save the settings in a submenu and return to the previous menu.



	Press	To
1	A keypad number or symbol	<p>In Fax mode:</p> <ul style="list-style-type: none"> • Enter fax numbers. • Navigate an automated answering system. • Select letters when creating a Speed Dial list. • Type numbers to enter or edit the date and time shown on the display. <p>In Copy mode: Select the number of copies you want to make.</p> <p>In Photo Card mode: Select the number of photos you want to print.</p>
2	Start Color	Start a color copy, scan, or photo job, depending on which mode is selected.
3	Start Black	Start a black-and-white copy, scan, fax, or photo job, depending on which mode is selected.
4	Power	<ul style="list-style-type: none"> • Turn the printer on and off. • Stop the print, copy, fax, or scan process.

Customizing copy settings using the control panel

Using the Copy Mode menu


To access and navigate the Copy Mode menu:

- 1 From the control panel, press **Copy Mode**.
- 2 Press ▲ or ▼ repeatedly until the menu option you want is highlighted.
- 3 Press ◀ or ▶ repeatedly until the setting you want is highlighted.
- 4 Press ✓ to save the setting.

Use this	To
Copies	Specify how many copies to print.
Enlarge	Specify the percentage for enlarging or reducing an image copy.
Lighter/Darker	Lighten or darken a copy.
Quality	Choose a print quality.
Paper Size	Specify the size of the paper loaded.
Paper Type	Specify the type of paper loaded.
Repeat (per page)	Choose how many copies of an image to print on a page.
Collate	Collate copies as they exit.
N-Up	Choose how many pages to print on a page.
Content	Specify the type of original document loaded on the scanner glass.
Scan Size	Specify the size of the original document loaded on the scanner glass.

Using the Copy menu

To access and navigate the Copy menu:

- 1 From the control panel, press **Copy Mode**.
- 2 Press .
- 3 Press ▲ or ▼ repeatedly until the menu option you want is highlighted.
- 4 Press ✓.

Use this	To
Copy Print Preview	Preview the image to be printed on the display. Note: This submenu is not available when you are using the ADF.
Maintenance	<ul style="list-style-type: none"> • View ink levels. • Clean cartridges. • Align cartridges. • Print a test page.
Device Defaults	Modify the default settings.

Customizing scan settings using the control panel

Using the Scan Destination menu



To access and navigate the Scan Destination menu:

- 1 From the control panel, press **Scan Mode**.
- 2 Press ▲ or ▼ repeatedly until the scan destination you want is highlighted.
- 3 Press ✓.

Use this	To
Clipboard	Scan to the clipboard.
E-mail	Scan to e-mail.
File	Scan to a file.
An application Note: The applications listed correspond to the applications installed on the computer.	Scan to the application you select.

Using the Scan menu

To access and navigate the Scan menu:

- 1 From the control panel, press **Scan Mode**.
- 2 Press .
- 3 Press ▲ or ▼ repeatedly until the menu item you want is highlighted.
 - Press ◀ or ▶ repeatedly until the option you want is highlighted.
 - Press ✓ to open a submenu, and then press ▲ or ▼ repeatedly until the option you want is highlighted.
- 4 Press ✓ to select the setting, or press  to save the setting and exit the menu.

Use this	To
Quality	Specify a scan resolution.
Scan Area	Specify the size of the area to be scanned.
Preview Scan	Preview the scanned image on the display.
Maintenance	<ul style="list-style-type: none"> • View ink levels. • Clean cartridges. • Align cartridges. • Print a test page.
Device Defaults	Customize printer settings.

Customizing fax settings using the control panel

Using the Fax Mode menu


To access and navigate the Fax Mode menu:

- 1 From the control panel, press **Fax Mode**.
- 2 Enter a number in the text entry box, or press ▲ or ▼ repeatedly until the menu option you want is highlighted.
- 3 Press ✓ to select this menu, or enter the available submenus.

Use this	To
Text entry box	Enter the number to which you want to send a fax.
Enter Another Number	Enter another number to which you want to send a fax.
Add From Phone Book	Send a fax to a number from the phone book and customize phone book settings.
Add From Redial History	Send a fax to, or view, previously dialed numbers.

Using the Fax menu

To access and navigate the Fax menu:

- 1 From the control panel, press **Fax Mode**.
- 2 Press .
- 3 Press ▲ or ▼ repeatedly until the menu option you want is highlighted.
- 4 Press ✓ to select this menu or enter the available submenus.
- 5 Press ◀ or ▶ to scroll through options.
- 6 Press ↻ to save your setting and return to Fax mode.

Use this	To
Delay Sending Fax	Enter a specific time to send a fax. Note: Make sure the date and time are entered correctly before setting a specific time to send a fax.
On Hook Dial	Dial a telephone number while listening to the call through a speaker on the printer. This is useful when you must navigate an automated answering system before sending your fax. Note: For more information, see “Faxing while listening to a call (On Hook Dial)” on page 84.
Quality	Choose a print quality for sending faxes.
Brightness	Lighten or darken a fax.
History and Reports	View and print fax history reports.
Ringing and Answering	Modify ringing and answering options.
Fax Printing	Specify fax printing options.
Dialing and Sending	Specify the fax dialing and sending options.
Junk Fax Blocking	Block faxes from the numbers you specify.
Maintenance	<ul style="list-style-type: none"> • View ink levels. • Clean cartridges. • Align cartridges. • Print a test page.
Device Defaults	Modify the default settings.
Block Host Settings	Block unwanted changes to fax settings.
Print Fax Settings List	Print a list of the current fax settings.

Customizing photo settings using the control panel

Using the Photo Card Mode menu




To access and navigate the Photo Card Mode menu:

- 1 Insert a memory card or flash drive. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.
- 2 Press ▲ or ▼ repeatedly until the menu option you want is highlighted.
- 3 Follow the instructions on the display to navigate the menu option.



Use this	To
Browse and Print Photos	Browse through photos stored on a memory card or flash drive, preview selected photos, and print.
Print Camera Selections	Print photos using the camera selections in a DPOF file. Note: This submenu only appears if there is a DPOF file on your memory card or flash drive.
Print All Photos	Print all photos stored on a memory card or flash drive.
Save to Computer	Save photos stored on a memory card or flash drive to the computer.
View Slide Show	View a slide show of the photos stored on a memory card or flash drive.
Print New Photos	Print only the photos most recently stored on a memory card or flash drive.
Change Default Settings	Change the default photo print settings.
Maintenance	<ul style="list-style-type: none"> • View ink levels. • Clean cartridges. • Align cartridges. • Print a test page.

Using the Photo More Options menu

To access the Photo More Options menu:

- When browsing through photos to print:
 - 1 Press  to select a photo.
 - 2 Press .
- When previewing photos for printing, press .

To navigate the menu:

- 1 Press  or  repeatedly until the menu option you want is highlighted.
- 2 Follow the instructions on the display.

Use this	To
Edit Photo	Edit the selected photo.
View Full Screen	View the selected photo on the full screen.
Change Print Settings	Change the default photo print settings.
Print Preview	Preview the selected photos before printing them.

Using the Photo Edit menu

To access and navigate the Photo Edit menu:

- 1 From the Photo More Options menu, make sure **Edit Photo** is highlighted.
- 2 Press \checkmark .
- 3 Press \blacktriangle or \blacktriangledown repeatedly until the menu option you want is highlighted.
- 4 Press \checkmark to select an option or save a setting.

Use this	To
Brightness	Lighten or darken an image.
Crop	Crop an image.
Auto Image Enhance	Improve the quality of printed photos. Note: The enhanced image will not appear on the display.
Red Eye	Reduce the red eye effect in photos. Note: The red eye reduction will not appear on the display.
Colorized Effect	Apply color effects to the image before printing. You can choose from: <ul style="list-style-type: none">• Sepia• Antique Brown• Antique Gray
Rotate	Rotate the image 90 degrees clockwise or counter-clockwise.

Using the Photo Print Settings menu

To access and navigate the Photo Print Settings menu:

- 1 From the Photo Card Mode menu, press \blacktriangle or \blacktriangledown repeatedly until **Change Default Settings** is highlighted.
- 2 Press \checkmark .
- 3 Press \blacktriangle or \blacktriangledown repeatedly until the menu option you want is highlighted.
- 4 Press \blacktriangleleft or \blacktriangleright repeatedly until the setting you want is highlighted.
- 5 Press \checkmark to save the setting.

Use this	To
Paper Size	Select the size of paper loaded in the tray. Note: The default is 4x6 in.
Photo Size	Select the size of the photo to be printed. Note: The default is 4x6 in.

Use this	To
Layout	Select a page layout for printed photos. Note: The default is Automatic .
Print Quality	Select a print quality. Note: The default is Normal .
Paper Type	Select the type of paper loaded in the paper tray. Note: The default is Auto Detect .

Learning about the software

Using the printer software

Use this	To
The Productivity Suite	Open the component necessary for you to complete a task.
The All-In-One Center	Scan, copy, print, and fax.
The Solution Center	Find troubleshooting, maintenance, and cartridge ordering information.
Print Properties	Select the best print settings for the document you are printing.
The Photo Editor	Edit photos and graphics.
Fast Pics	Transfer photos from a memory card, flash drive, or PictBridge-enabled digital camera to the computer.
The Fax Setup Utility	Adjust fax settings.



Using the Productivity Suite








Use the Productivity Suite to open the correct component for the task you want to complete.

To open the Productivity Suite software, use one of these methods:

Method 1	Method 2	Method 3
From the desktop, double-click the Productivity Suite icon.	<ol style="list-style-type: none"> 1 Click Start → Programs or All Programs → Lexmark 8300 Series. 2 Select Productivity Suite. 	Right-click the system tray icon, and then select Productivity Suite .

Using the Productivity Suite buttons

Click	To	Details
	Manage Documents	Organize, search for, or print documents. Send documents to other people, or open them with various programs.
	Manage Photos	Organize or print photos in various layouts. Send photos to other people, or open them with various programs.

Click	To	Details
	Visit us Online	Visit our Web site.
	Scan	Scan a photo or document.
	Copy	Copy a photo or document with options to enlarge, reduce, or change other features.
	Fax	Send a fax or change fax settings.
	Attach to E-mail	E-mail documents or photos which are scanned or saved on the computer.
	Scan & Edit Text (OCR)	Scan a document to a word processor to edit the text using Optical Character Recognition (OCR).
	Scan to PDF	Scan a document and save it on your computer as a PDF.
Tips	Learn more about what you can do with this software.	
Maintain/Troubleshoot	Find maintenance and troubleshooting information and tools to keep the printer working properly.	
Online Tutorial	View a Web-based tutorial.	

Using the All-In-One Center

Use the All-In-One Center software to scan, copy, and fax documents, or to print saved photos.

To open the All-In-One Center, use one of these methods:

Method 1	Method 2
From the desktop, double-click the Productivity Suite icon, and then click Scan or Copy .	<ol style="list-style-type: none"> 1 Click Start → Programs or All Programs → Lexmark 8300 Series. 2 Select All-In-One Center.

Using the Maintain/Troubleshoot link

The Maintain/Troubleshoot link provides you with direct links to the Solution Center and the Fax Setup Utility.

- 1** Click **Start** → **Programs** or **All Programs** → **Lexmark 8300 Series**.
- 2** Select **All-In-One Center**.
- 3** Click **Maintain/Troubleshoot**.
- 4** Select from these topics:
 - Maintain or fix quality problems
 - Troubleshoot problems
 - Device status and ink levels
 - More printing ideas and how to's
 - Contact information
 - Advanced (Skin, voice, and communication options)
 - View the software version and copyright information
 - Display the Fax Setup Utility

Using the Scanning & Copying tab

Use the Scanning & Copying tab to perform scanning and copying tasks, to select a task from Productivity Tools, or to preview an image.

From this section	You can
Scan	<ul style="list-style-type: none"> • Select a program to send a scanned image to. • Select what type of image is being scanned. • Select the scan quality. <p>Note: Click See More Scan Settings to view all settings.</p>

From this section	You can
Copy	<ul style="list-style-type: none"> • Select the quantity and color of copies. • Select a quality setting for copies. • Select a blank paper size. • Select the size of the original document. • Lighten or darken copies. • Enlarge or reduce copies. <p>Note: Click See More Copy Settings to view all settings.</p>
Productivity Tools	<ul style="list-style-type: none"> • Print an album page with various photo sizes. • Enlarge or reduce an image. • Print an image as a multiple-page poster. • Fax an image or document. • E-mail an image or document. • Edit text found in a scanned document with OCR. • Modify an image with a photo editor.
Preview	<ul style="list-style-type: none"> • Select a region of the previewed image to scan or copy. • View an image of what will be printed or copied.

Note: For more information about using the Scanning & Copying tab, click **Help** in the top center of the screen.

Using the Saved Images tab

Use the Saved Images tab to perform tasks with images that are saved on the computer.

From this section	You can
Preview	<ul style="list-style-type: none"> • Show or create folders. • Preview and select images. • Rename, delete, or edit selected images.
Open With	Select where to send the saved images.
Photo Prints	<p>Click Show More Printing Options to view and adjust the print settings. You can:</p> <ul style="list-style-type: none"> • Select the quantity and color of copies. • Select a quality setting for copies. • Lighten or darken copies. • Enlarge or reduce copies. <p>Note: Click Next to select and print photos in standard sizes.</p>

From this section	You can
Productivity Tools	<ul style="list-style-type: none"> • Print an album page with various photo sizes. • Enlarge or reduce an image. • Print an image as a multiple-page poster. • Fax an image or document. • E-mail an image or document. • Edit text found in a scanned document with OCR. • Modify an image with a photo editor.

Note: For more information about using the Saved Images tab, click **Help** in the top center of the screen.


Using the Solution Center





The Solution Center provides help, as well as information about the printer status and ink levels.

To open the Solution Center, use one of these methods:

Method 1	Method 2	Method 3	Method 4
From the desktop, double-click the Productivity Suite icon, and then click the Maintain/Troubleshoot button.	<ol style="list-style-type: none"> 1 Click Start → Programs or All Programs → Lexmark 8300 Series. 2 Select Solution Center. 	From the All-In-One Center, click the Maintain/Troubleshoot link located in the top center, and then click one of the available topics.	Right-click the system tray icon, and then select Solution Center .

The Solution Center consists of six tabs:

From this tab	You can
Printer Status (Main dialog)	<ul style="list-style-type: none"> • View the status of the printer. For example, while printing, the status of the printer is Busy Printing. • View the type of paper detected in the printer. • View the ink levels of the print cartridges.
How To 	<p>Learn how to:</p> <ul style="list-style-type: none"> • Scan, copy, fax, and print. • Find and change settings. • Use basic features. • Print projects such as banners, photos, envelopes, cards, iron-on transfers, and transparencies. • Find the printable <i>User's Guide</i>.

From this tab	You can
Troubleshooting 	<ul style="list-style-type: none"> • Learn tips about the current status. • Solve printer problems.
Maintenance 	<ul style="list-style-type: none"> • Install a print cartridge. <p>Note: Wait until scanning is complete before installing new print cartridges.</p> <ul style="list-style-type: none"> • View shopping options for new cartridges. • Print a test page. • Clean to fix horizontal streaks. • Align to fix blurry edges. • Troubleshoot other ink problems.
Contact Information 	Learn how to contact us by telephone, e-mail, or on the World Wide Web.
Advanced 	<ul style="list-style-type: none"> • Change the appearance of the Printing Status window. • Turn printing voice notification on or off. • Change network printing settings. • Share information with us regarding how you use the printer. • Obtain software version information.

Note: For more information, click **Help** in the lower right corner of the screen.

Using Print Properties

Print Properties is the software that controls the printing function when the printer is connected to a computer. You can change the settings in Print Properties based on the type of project you want to create. You can open Print Properties from almost any program:

- 1 With a document open, click **File → Print**.
- 2 From the Print dialog, click **Properties**, **Preferences**, **Options**, or **Setup**.



Save Settings menu

From the “Save Settings” menu, you can name and save the current Print Properties settings for future use. You can save up to five custom settings.

I Want To menu

The “I Want To” menu contains a variety of task wizards (printing a photo, an envelope, a banner, a poster, or printing on both sides of the paper) to help you select the correct print settings for a project.

Options menu

Use the “Options” menu to make changes to the Quality Options, Layout Options, and Printing Status Options settings. For more information on these settings, open the tab dialog from the menu, and then click the **Help** button on the dialog.

The “Options” menu also provides direct links to different parts of the Solution Center as well as software version information.

Print Properties tabs

All of the print settings are on the three main tabs of the Print Properties software: Quality/Copies, Paper Setup, and Print Layout.

Tab	Options
Quality/Copies	<ul style="list-style-type: none"> • Select a Quality/Speed setting. • Select a Paper Type. • Customize how the printer prints several copies of a single print job: collated or normal. • Choose Automatic Image Sharpening. • Choose to print color images in black and white. • Choose to have the last page printed first.
Paper Setup	<ul style="list-style-type: none"> • Specify the size of paper loaded. • Select the orientation of the document on the printed page: portrait or landscape.

Tab	Options
Print Layout	<ul style="list-style-type: none"> • Select the layout you want to print. • Choose to print on both sides of the paper, and select a duplexing preference.

Note: For more information about these settings, right-click a setting on the screen, and then select **What's This?**

Using the Photo Editor

Use the Photo Editor software to edit graphics or photos.

- 1 Click **Start** → **Programs** or **All Programs** → **Lexmark 8300 Series**.
- 2 Select **Photo Editor**.
- 3 Click **File** → **Open** to select the image you want to edit.
- 4 Edit the image with the available tools.

Notes:

- You can edit only one image at a time.
- Move the mouse pointer over the tool for a description.

- 5 Click **File** → **Save as**.
- 6 Enter a file name and file type, and then click **Save**.

Using Fast Pics

Use the Fast Pics software to save or print photos from a digital camera memory card or flash drive.

To open Fast Pics, insert a digital camera memory card or flash drive into the printer. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.

With Fast Pics, you can:

- Print photos using a computer. For more information, see “Printing photos stored on a memory device” on page 63.
- Save photos from a memory card or flash drive to the computer. For more information, see “Transferring digital photos from a memory card or flash drive” on page 57.

Using the Fax Setup Utility

Use this utility to adjust how faxes are sent and received. When you save the settings, they apply to every fax you send or receive. You can also use this utility to create and edit the Speed Dial list.

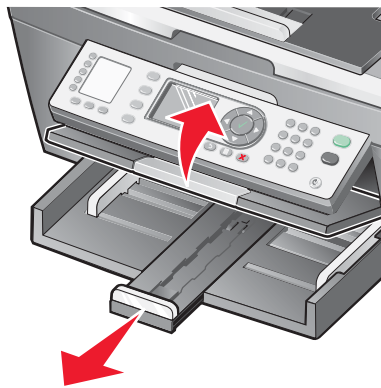
- 1 From the desktop, double-click the **Productivity Suite** icon.
- 2 Click **Fax**.
- 3 Click **Manage fax history** or **All-In-One fax settings**.

For a list of options available from the Fax Setup Utility, see “Customizing settings using the Fax Setup Utility” on page 87.

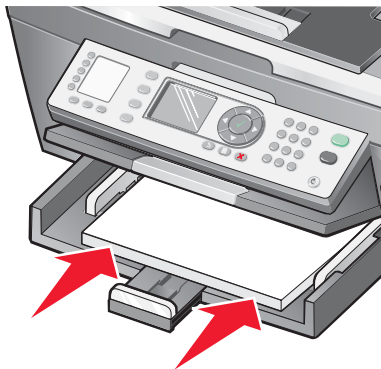
Loading paper and original documents

Loading paper

- 1 Make sure:
 - You use paper designed for inkjet printers.
 - The paper is not used or damaged.
 - If you are using specialty paper, you follow the instructions that came with it.
 - You do not force paper into the printer.
- 2 Lift the paper exit tray, and extend the center paper guide.



- 3 Insert paper into the paper tray.



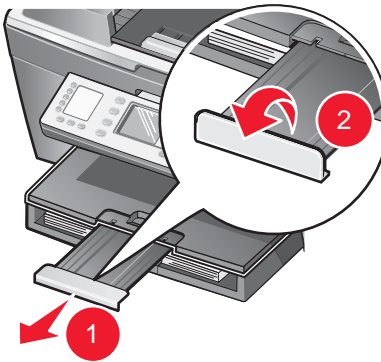
4 Adjust the paper guides to rest against the left, right, and bottom edges of the paper.



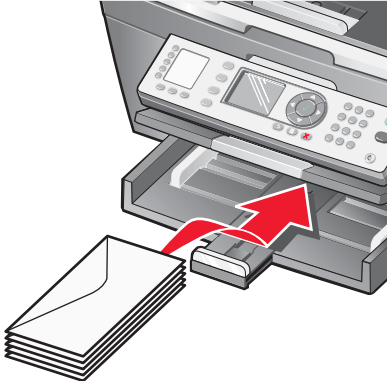
5 Lower the paper exit tray.



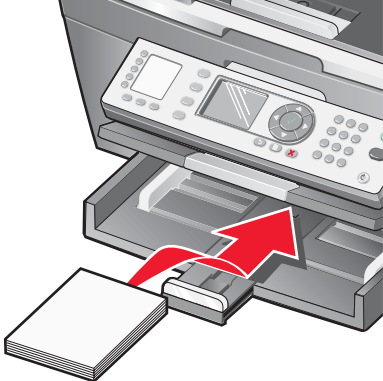
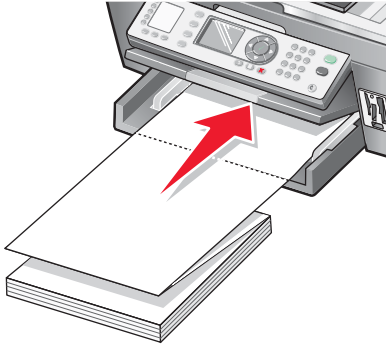
6 Extend the paper exit tray stop to catch the paper as it exits.



Loading various paper types

Load up to	Make sure
100 sheets of plain paper	The paper guides rest against the left, right, and bottom edges of the paper.
50 sheets of coated paper 50 sheets of premium paper 50 sheets of photo paper 50 sheets of glossy paper	<ul style="list-style-type: none"> The glossy or coated side of the paper faces down. The paper guides rest against the left, right, and bottom edges of the paper. <p>Note: Photos require more drying time. Remove each photo as it exits, and allow it to dry to avoid ink smudging.</p>
100 sheets of letterhead paper	<ul style="list-style-type: none"> The letterhead side of the paper faces down. The top of the letterhead feeds into the printer first. The paper guides rest against the left, right, and bottom edges of the paper.
10 envelopes	 <ul style="list-style-type: none"> You do not load envelopes with holes, perforations, cutouts, deep embossing, metal clasps, metal folding bars, string ties, or exposed adhesive flaps into the printer. The print side of the envelopes faces down with the flap to the left as shown. You print the envelopes in landscape orientation. You select the correct envelope size. If the exact envelope size is not listed, select the next biggest size. Set the left and right margins so that the envelope text will be correctly positioned on the envelope. You load the envelopes vertically and all the way to the back of the paper tray. The paper guides rest against the left, right, and bottom edges of the envelopes.

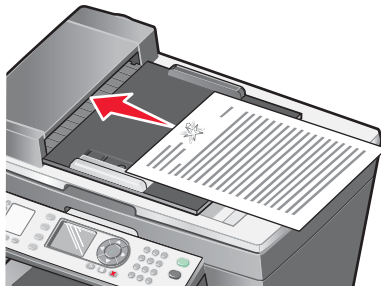
Load up to	Make sure
25 sheets of labels	<ul style="list-style-type: none"> • You use full label sheets. Partial sheets (with areas exposed by missing labels) may cause labels to peel off during printing, resulting in a paper jam. • The print side of the labels faces down. • The top of the labels feeds into the printer first. • The paper guides rest against the left, right, and bottom edges of the label sheets.
50 transparencies	<ul style="list-style-type: none"> • The rough side of the transparencies faces down. • You remove any paper backing sheets from the transparencies before loading. • If the transparencies have a removable strip, each strip faces down toward the paper tray. • The paper guides rest against the left, right, and bottom edges of the transparencies. <p>Note: Transparencies require more drying time. Remove each transparency as it exits, and allow it to dry to avoid ink smudging.</p>
100 sheets of custom size paper	<ul style="list-style-type: none"> • The print side of the paper faces down. • The paper size fits within these dimensions: <ul style="list-style-type: none"> Width: <ul style="list-style-type: none"> – 76–216 mm – 3.0–8.5 inches Length: <ul style="list-style-type: none"> – 127–432 mm – 5.0–17.0 inches • The paper guides rest against the left, right, and bottom edges of the paper.

Load up to	Make sure
<p>25 index cards, photo cards, or postcards</p>	<ul style="list-style-type: none"> • The thickness does not exceed 0.025 inches (0.635 mm). • The print side of the cards faces down. • You load the cards vertically and all the way to the back of the paper tray. • The paper guides rest against the left, right, and bottom edges of the cards. 
<p>20 sheets of banner paper</p>	 <ul style="list-style-type: none"> • You remove all the paper from the paper tray before loading the banner paper. • You tear off only the number of pages needed to print the banner. • The print side of the banner faces down into the paper tray with the first page of the banner on top. • The leading edge of the banner paper feeds into the printer. • The paper guides rest against the right and left edges of the paper. • You have selected the correct paper size for the banner in Print Properties. For more information, see “Using Print Properties” on page 38.

Loading original documents into the ADF

You can load up to 50 sheets of an original document into the ADF for scanning, copying, and faxing. You can load A4, letter, or legal size paper into the ADF.

- 1 Load an original document text side up into the ADF.



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

- 2 Adjust the paper guide on the ADF against the edges of the paper.

ADF paper capacity

Load up to	Make sure
50 sheets of <ul style="list-style-type: none"> • Letter paper • A4 paper • Legal size paper 	<ul style="list-style-type: none"> • The document is loaded text side up. • The paper guide is against the edge of the paper.
50 sheets of custom size paper	<ul style="list-style-type: none"> • The document is loaded text side up. • The paper guide is against the edge of the paper. • The paper size fits within the allowable dimensions.
50 sheets of: <ul style="list-style-type: none"> • Pre-punched paper • Reinforced edge copier paper 	<ul style="list-style-type: none"> • The document is loaded text side up. • The paper guide is against the edge of the paper. • The paper size fits within the allowable dimensions.
50 sheets of: <ul style="list-style-type: none"> • Preprinted forms • Letterhead paper 	<ul style="list-style-type: none"> • The document is loaded text side up. • The paper guide is against the edge of the paper. • The paper size fits within the allowable dimensions. • You choose media that absorbs ink well. • You allow preprinted media to dry thoroughly before loading into the ADF. • You do <i>not</i> use media printed with metallic ink particles. • You avoid embossed designs.

Allowable dimensions

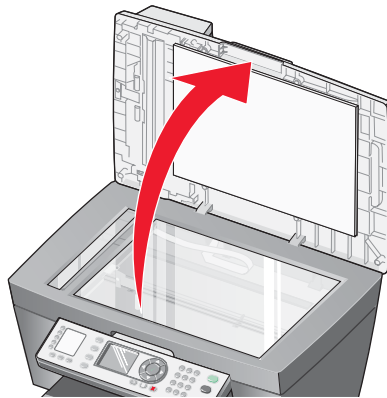
- Width:
 - 210.0 mm–215.9 mm
 - 8.27 in.–8.5 in.
- Length:
 - 279.4 mm–355.6 mm
 - 11.0 in.–14.0 in.

Loading original documents on the scanner glass

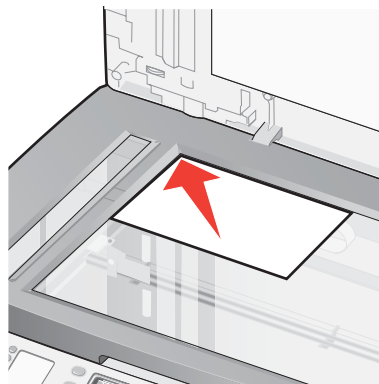
You can scan and then print photos, text documents, magazine articles, newspapers, and other publications. You can scan a document for faxing. You can also scan three-dimensional objects for use in catalogs, brochures, or product fliers.

Note: Place photos, postcards, small items, thin items (such as magazine clippings), and three-dimensional objects on the scanner glass instead of in the ADF.

- 1 Make sure the computer and the printer are on.
- 2 Open the top cover.

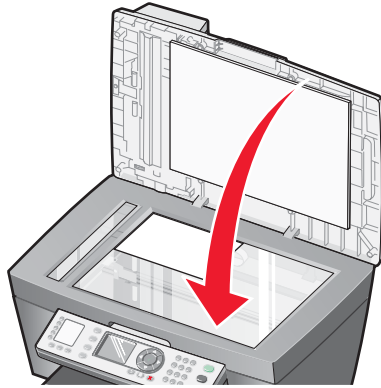


- 3 Place the original document face down on the scanner glass in the upper left corner.



Note: Photos should be loaded as shown.

4 Close the top cover to avoid dark edges on the scanned image.



Printing

Printing a document

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

Printing collated copies

If you print multiple copies of a document, you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

Collated



Not collated



- 1 Load paper.
- 2 With a document open, click **File → Print**.
- 3 Click **Properties, Options, Setup, or Preferences**.
- 4 From the Quality/Copies tab, select the number of copies to print.
- 5 Select the **Collate Copies** check box.
- 6 Select the **Print Last Page First** check box.
- 7 Click **OK**.
- 8 Click **OK** or **Print**.

Printing cards

- 1 Load greeting cards, index cards, or postcards.
- 2 From the software application, click **File → Print**.
- 3 Click **Properties, Preferences, Options, or Setup**.

- 4 Select a Quality/Speed setting.
Select **Photo** for photos and greeting cards and **Normal** for other types of cards.
- 5 Select the **Paper Setup** tab.
- 6 Select **Paper**.
- 7 From the Paper Size list, select a card size.
- 8 Click **OK**.
- 9 Click **OK** or **Print**.

Notes:

- To avoid paper jams, do not force the cards into the printer.
- To prevent smudging, remove each card as it exits, and let it dry before stacking.

Printing envelopes

- 1 Load envelopes.
- 2 From the software application, click **File → Print**.
- 3 Click **Properties, Preferences, Options, or Setup**.
- 4 From the “I Want To” menu, select **Print on an envelope**.
- 5 From the Envelope Size list, select the envelope size loaded.
- 6 Select **Portrait** or **Landscape** orientation.

Notes:

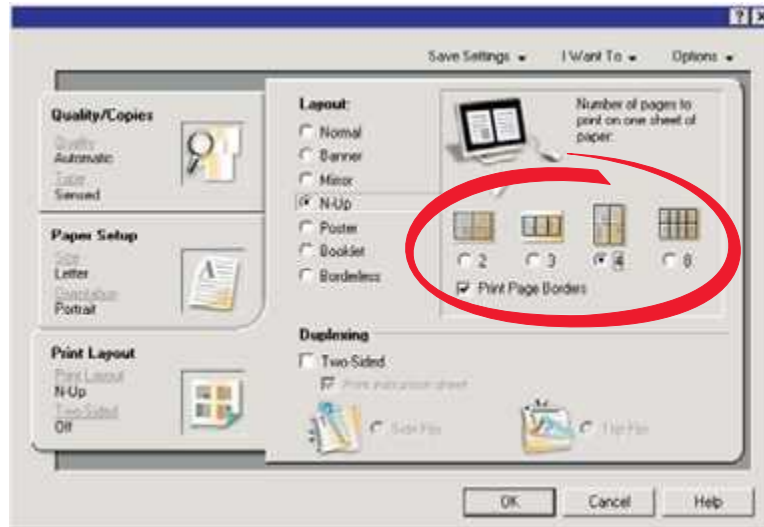
- Most envelopes use landscape orientation.
- Make sure the same orientation is also selected in the software application.

- 7 Click **OK**.
- 8 Click **OK**.
- 9 Click **OK** or **Print**.

Printing multiple pages on one sheet

- 1 Load paper.
- 2 With a document open, click **File → Print**.
- 3 Click **Properties, Options, Setup, or Preferences**.

4 From the Print Layout tab, select **N-up**.



5 Select the number of pages to print on each page.

6 If you want each page image to be surrounded by a border, select **Print Page Borders**.

7 Click **OK**.

8 Click **OK** or **Print**.

Printing the last page first (reverse page order)

1 Load paper.

2 With a document open, click **File** → **Print**.

3 Click **Properties**, **Options**, **Setup**, or **Preferences**.

4 From the Quality/Copies tab, select **Print Last Page First**.

5 Click **OK**.

6 Click **OK** or **Print**.

Printing transparencies

1 Load transparencies.

2 With a document open, click **File** → **Print**.

3 Click **Properties**, **Preferences**, **Options**, or **Setup**.

4 From the Paper Setup tab, select the size of the transparencies loaded.

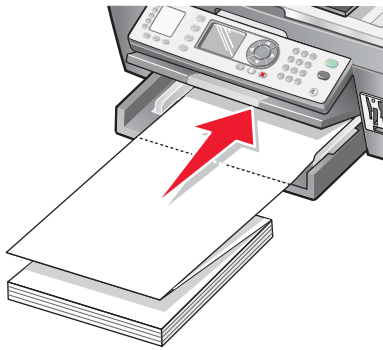
5 Click **OK**.

6 Click **OK** or **Print**.

Note: To prevent smudging, remove each transparency as it exits, and let it dry before stacking. Transparencies may require up to 15 minutes to dry.

Printing a banner

- 1 Raise the paper exit tray.
- 2 Remove all paper from the paper tray.
- 3 Tear off only the number of pages needed for the banner (up to 20 sheets).
- 4 Load only the first page of banner paper into the paper tray with the leading edge of the banner going into the printer.

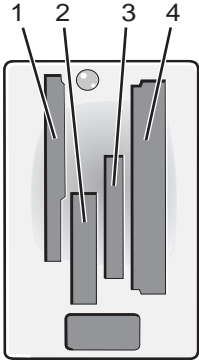


- 5 Adjust the left and right paper guides.
- 6 Lower the paper exit tray.
- 7 With a document open, click **File → Print**.
- 8 Click **Properties, Options, Setup, or Preferences**.
- 9 From the Print Layout tab, select **Banner**.
Note: After you print a banner, return the setting to **Normal**.
- 10 To keep banner paper from jamming, select **Letter Banner** or **A4 Banner** from the Banner Paper Size dialog.
- 11 From the Paper Setup tab, select **Landscape** orientation.
- 12 Click **OK**.
- 13 Click **OK** or **Print**.

Getting ready to print photos using memory devices

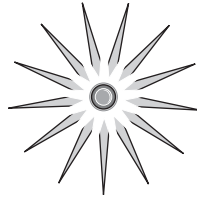
Inserting a memory card

- 1 Insert a memory card into the correct memory card slot on the front of the printer.
If there is an arrow on the card, make sure it points toward the printer.



Slot	Memory card
1	<ul style="list-style-type: none"> • xD Picture Card • SmartMedia <p>Note: Make sure the gold contact area faces up, and insert the card all the way in quickly.</p>
2	<ul style="list-style-type: none"> • Memory Stick • Memory Stick PRO • Memory Stick Duo (with adapter) or Memory Stick PRO Duo (with adapter) <p>Note: Make sure to connect the memory card to the adapter that came with it before inserting it in the slot.</p>
3	<ul style="list-style-type: none"> • Secure Digital • Mini Secure Digital (with adapter) <p>Note: Make sure to connect the memory card to the adapter that came with it before inserting it in the slot.</p> <ul style="list-style-type: none"> • MultiMedia
4	<ul style="list-style-type: none"> • CompactFlash Type I and Type II • Microdrive

- 2 Wait for the light on the printer to come on. The light blinks to indicate the memory card is being read or is transmitting data.



Warning: Do *not* remove cables, media devices, or touch the printer while the light is blinking in the area shown.

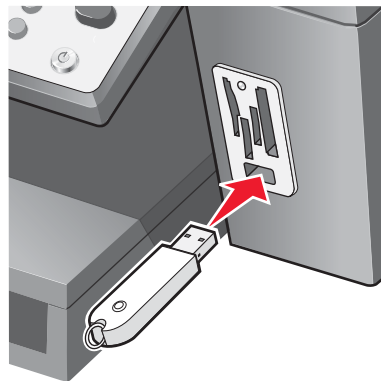


If the printer does not read the memory card, remove and reinsert it.

Note: The printer reads only one media device at a time.

Inserting a flash drive

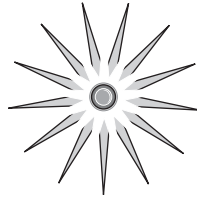
- 1 Insert the flash drive into the PictBridge port on the front of the printer.



Notes:

- An adapter may be necessary if your drive does not fit directly into the port.
- The printer reads only one media device at a time.

- 2 Wait for the light on the printer to come on. The light blinks to indicate the flash drive is being read or is transmitting data.



Warning: Do *not* remove cables or media devices, or touch the printer while the light is blinking in the area shown.



Browsing and selecting photos from a memory card or flash drive

- 1 Load paper. For best results, use photo or glossy paper, with the glossy or coated side facing down.
- 2 Insert a memory card or flash drive. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.
- 3 Press **✓**.
- 4 Press **▲** or **▼** repeatedly until the photo size and paper option you want is highlighted.
- 5 Press **✓**.
- 6 Press **◀** or **▶** repeatedly to browse through the photos.
- 7 Press **✓** to select the currently displayed photo.
Press **✗** to deselect the currently displayed photo.

Transferring digital photos from a memory card or flash drive

Transferring photos using the control panel

- 1 Insert a memory card or flash drive. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.
- 2 Press ▲ or ▼ repeatedly until **Save to Computer** is highlighted.
- 3 Press √.
- 4 Press **Start Color** or **Start Black**.
- 5 Follow the instructions on the computer screen to specify where you want to save the images.

Transferring photos using the computer

- 1 Insert a memory card or flash drive. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.
- 2 From the Fast Pics dialog, click **Save Photos to PC**.
- 3 Select the photos you want to save, and then click **Next**.
- 4 Specify where you want to save the images.
- 5 Specify whether or not you want to erase all photos from the memory card or flash drive after saving the photos to the computer.

Note: Select **No** unless you want to delete the photos from the memory card permanently.

- 6 Click **Save Now**.

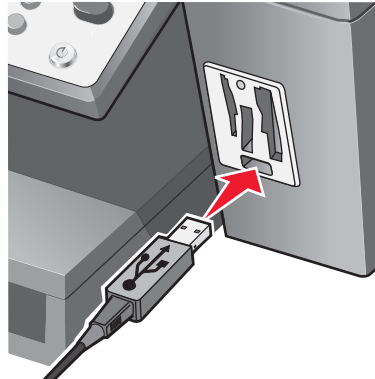
Using a PictBridge-enabled digital camera to control printing photos

Connect a PictBridge-enabled digital camera to the printer, and use the buttons on the camera to select and print photos.

- 1 Insert one end of the USB cable into the camera.

Note: Use only the USB cable that came with the digital camera.

- 2 Insert the other end of the cable into the PictBridge port on the front of the printer.



Notes:

- Make sure the PictBridge-enabled digital camera is set to the correct USB mode. For more information, see the camera documentation.
- The printer reads only one media device at a time.


















- 3 Follow the instructions in the camera documentation to select and print photos.

Warning: Do *not* remove cables or media devices, or touch the printer while the light is blinking in the area shown.



Printing photos using the control panel

Printing photos using the control panel

- 1 Load paper. For best results, use photo or glossy paper, with the glossy or coated side facing down.
- 2 Insert a memory card or flash drive. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.
- 3 From the control panel, press  to select **Browse and Print Photos**.
- 4 Press  or  repeatedly until the photo size and paper option you want is highlighted.
- 5 Press .
- 6 Press  or  repeatedly to browse through the photos.
- 7 Press  to select the currently displayed photo.
Note: To deselect the currently displayed photo, press  or .
- 8 To make multiple prints, press  or  repeatedly until the number of prints you want appears.
- 9 To edit the currently displayed photo, press , and then press .
- 10 Press  or  repeatedly until the option you want is highlighted.
Options include:
 - Brightness
 - Crop
 - Auto Image Enhance
 - Red Eye
 - Colorized Effect
 - Rotate
- 11 Press  to select an option or save a setting.
- 12 Press  twice to return to the photo selection screen.
- 13 Press **Start Color** or **Start Black**.
A preview of the print job appears.
- 14 Press **Start Color** or **Start Black**.

Printing a DPOF selection

Digital Print Order Format (DPOF) is a feature available on some digital cameras. If your camera supports DPOF, you can specify which photos to print, and how many of each, while the memory card is still in the camera. The printer recognizes these settings when you insert the memory card into the printer.

Note: If you specified a paper size in the DPOF selection, make sure the size of the paper loaded is not smaller than the size you specified.

- 1 Load paper. For best results, use photo or glossy paper, with the glossy or coated side facing down.
- 2 Insert a memory card. For more information, see “Inserting a memory card” on page 54.
- 3 Press ▲ or ▼ repeatedly until **Print Camera Selections** is highlighted.
- 4 Press ✓.
A preview of the print job appears.
- 5 Press **Start Color** or **Start Black** to print the photos.

Viewing a photo slide show on the control panel















You can view a slide show of the photos saved on a memory card or flash drive.

- 1 Insert a memory card or flash drive. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.
- 2 Press ▲ or ▼ repeatedly until **View Slide Show** is highlighted.
- 3 Press ✓.
Note: Press ✗ when you are finished viewing the slide show.














Changing the default photo print settings

- 1 Insert a memory card or flash drive. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.
- 2 Press ▲ or ▼ repeatedly until **Change Default Settings** is highlighted.
- 3 Press ✓.
A menu appears with an asterisk (*) in front of the current default settings.
- 4 Press ▲ or ▼ repeatedly until the menu option you want to change is highlighted.
- 5 Press ◀ or ▶ repeatedly until the setting you want appears.
- 6 Press ✓.
- 7 To change additional settings, repeat step 4 through step 6.

Adjusting brightness

- 1 Insert a memory card or flash drive. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.
- 2 From the control panel, press  to select **Browse and Print Photos**.
- 3 Press  or  repeatedly until the photo size and paper option you want is highlighted.
- 4 Press .
- 5 Press .
- 6 Press  or  repeatedly until the photo you want to adjust appears.
- 7 Press .
- 8 Press .
- 9 Press  to select **Edit Photo**.
- 10 Press  to select **Brightness**.
- 11 Press  or  repeatedly to make the photo lighter or darker.
- 12 Press  to save the setting.

Cropping photos using the control panel

- 1 Insert a memory card or flash drive. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.
- 2 From the control panel, press  to select **Browse and Print Photos**.
- 3 Press  or  repeatedly until the photo size and paper option you want is highlighted.
- 4 Press .
- 5 Press .
- 6 Press  or  repeatedly until the photo you want to crop appears.
- 7 Press .
- 8 Press .
- 9 Press  to select **Edit Photo**.
- 10 Press  or  repeatedly until **Crop** is highlighted.
- 11 Press .

12 Adjust the crop area.

- Press # to reduce the selected area.
- Press * to increase the selected area.
- Press 0 to change the orientation of the selection box.
- Use the arrow buttons to move the selection box up, down, left, or right.

13 Press ✓ or ↻ to save the settings and exit the menu.

Printing photos using the computer

Printing photos using the computer

Printing photos stored on the computer

- 1 Load paper. For best results, use photo or glossy paper with the glossy or coated side facing down.
- 2 From the desktop, double-click the **Productivity Suite** icon.
- 3 Click **Manage Photos**.
The All-In-One Center appears with the Saved Images tab expanded.
- 4 Click **Show Folders**.
- 5 From the directory in the right panel, select the folder where your photos are stored.
- 6 Close the directory in the right panel.
- 7 Select the photos that you want to print by clicking each photo.
- 8 Click **Next** in the Photo Prints section.
The Fast Pics window appears.
- 9 Select the size for each photo, the blank paper size in the printer, and the number of copies.
- 10 Click **Print Now**.

Printing photos stored on a memory device

- 1 Load paper. For best results, use photo or glossy paper with the glossy or coated side facing down.
- 2 Insert a memory card or flash drive. For more information, see “Inserting a memory card” on page 54 or “Inserting a flash drive” on page 55.
The Fast Pics dialog appears.
- 3 Click **View and Print Photos**.
- 4 From the dialog that appears, click the white box on each photo that you want to print.
- 5 Select the size for each photo, the blank paper size in the printer, and the number of copies.
- 6 Click **Print Now**.

Printing borderless photos

- 1 Load photo paper. For best results, use photo or glossy paper with the glossy or coated side facing down.
- 2 From the desktop, double-click the **Productivity Suite** icon.

- 3 Click **Manage photos**.
- 4 Click **Show Folders**.
- 5 From the directory in the right panel, select the folder where your photos are stored.
- 6 Close the directory in the right panel.
- 7 Select the photos that you want to print by clicking each photo.
- 8 From the Productivity Tools section, click **Print an album page with various photo sizes**.
- 9 Click **Change the category of layouts listed above**.
- 10 Select **Only Borderless**.
- 11 Click **OK**.
- 12 Select a paper size for the photos.
- 13 Select a page layout.
- 14 Drag your photos onto the page.
- 15 Click **Print Now**.

Browsing and selecting photos stored on the computer

- 1 From the desktop, double-click **Productivity Suite**.
- 2 Click **Manage Photos**.
- 3 Click **Show Folders**.
- 4 Select the folder where the photos are stored.
- 5 Close the folder directory.
- 6 Select the photos you want to print by clicking each photo.

Creating and printing a scrapbook or album page

- 1 Load paper. For best results, use photo or glossy paper with the glossy or coated side facing down.
- 2 From the desktop, double-click the **Productivity Suite** icon.
- 3 Click **Manage Photos**.
- 4 Click **Show Folders**.
- 5 From the directory in the right panel, select the folder where your photos are stored.
- 6 Close the directory in the right panel.
- 7 From the Productivity Tools section, click **Print an album page with various photo sizes**.
- 8 From the "Paper Size" drop-down menu, select a paper size.

9 From the “Page Layout” drop-down menu, select a page layout.

For more options:

- a Click **Change the category of layouts listed above**.
- b Select a layout for the photos.
- c Click **OK**.
- d From the “Page Layout” drop-down menu, select a page layout.

10 Drag the photos onto the page.

Note: Right-click the photo on the page for editing options.

11 Click **Print Now**.

Note: To prevent smudging, remove each page as it exits, and let it dry before stacking.

Adding text captions to a photo page

1 Load paper. For best results, use photo or glossy paper with the glossy or coated side facing down.

2 From the desktop, double-click the **Productivity Suite** icon.

3 Click **Manage Photos**.

4 Click **Show Folders**.

5 From the directory in the right panel, select the folder where your photos are stored.

6 Close the directory in the right panel.

7 Browse and select the photos to which you want to add text.

8 From the Productivity Tools section, click **Print an album page with various photo sizes**.

9 Click **Change the category of layouts listed above**.

10 Select **Only Scrapbook Pages**.

11 Click **OK**.

12 Select a paper size for the photos.

13 Select a page layout containing a black box.

14 Drag the photos onto the page.

15 Click inside the white box.

A dialog appears.

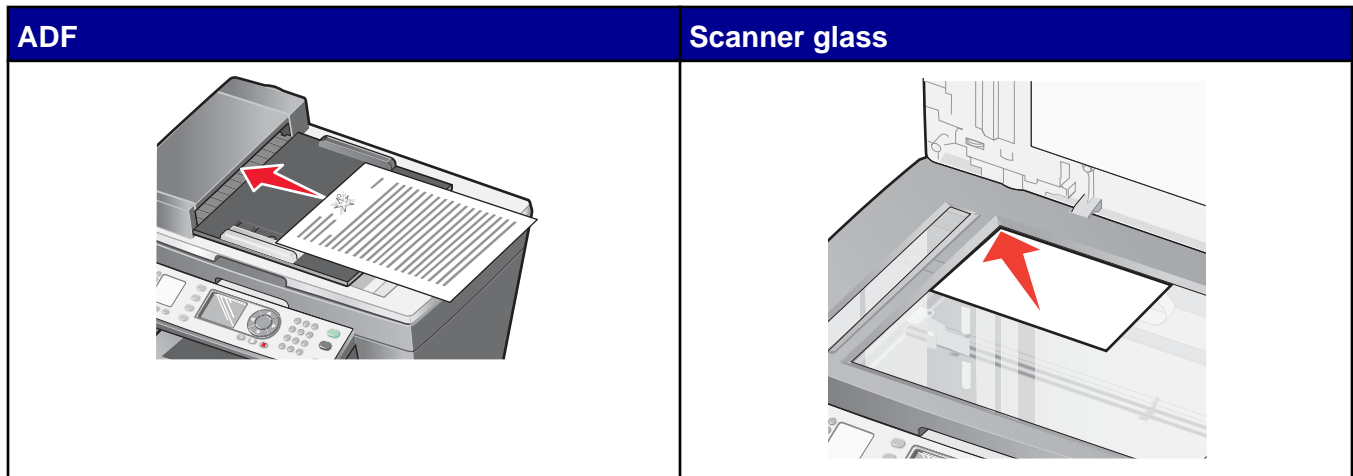
16 Enter the text you want.

17 Click **OK**.

18 Click **Print Now** to print the photo page.

Copying

You can load an original document into the ADF or on the scanner glass.



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

Making a copy

Making a copy using the control panel

- 1 Load paper.
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 From the control panel, press **Copy Mode**.
- 4 Press **Start Color** or **Start Black**.

Making a copy using the software

- 1 Load paper.
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 From the desktop, double-click the **Productivity Suite** icon.
- 4 Click **Copy**.
- 5 Customize the settings as needed.

- 6 Click **Display Advanced Copy Settings**.
- 7 Customize any other settings as needed.
- 8 Click **OK**.
- 9 Click **Copy Now**.

Repeating an image on one page using the control panel

You can print the same image multiple times on one sheet of paper. This option is helpful in creating labels, decals, flyers, handouts, and so on.

- 1 Load paper.
Note: If you are copying photos, use photo or glossy paper, with the glossy or coated side facing down.
- 2 Load an original document face down on the scanner glass.
- 3 From the control panel, press **Copy Mode**.
- 4 Press ▲ or ▼ repeatedly until **Repeat (per page)** is highlighted.
- 5 Press ◀ or ▶ repeatedly until the number of images you want to print on one page appears.
- 6 Press ▲ or ▼ repeatedly until **Paper Size** is highlighted.
- 7 Press ◀ or ▶ repeatedly until the paper size you want appears.
- 8 Press **Start Color** or **Start Black**.

Collating copies

Collating copies using the control panel

If you print multiple copies of a document, you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

Collated



Not collated



- 1 Load an original document into the ADF.
- 2 From the control panel, press **Copy Mode**.
- 3 Press ◀ or ▶ repeatedly until the number of copies you want to print appears.
- 4 Press ▲ or ▼ repeatedly until **collate** is highlighted.

5 Press ◀ or ▶ repeatedly until **On** appears.

6 Press **Start Color** or **Start Black**.

Collating copies using the software

1 Load paper.

2 Load an original document into the ADF or on the scanner glass.

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

3 From the desktop, double-click the **Productivity Suite** icon.

4 Click **Copy**.

5 Customize the settings as needed.

6 Click **Display Advanced Copy Settings**.

7 Make sure **Collate Copies** is selected.

8 Make sure **Print Last Page First** is selected

9 Customize any other settings as needed.

10 Click **OK**.

11 Click **Copy Now**.

Making borderless copies



Making borderless copies using the control panel

1 Load paper.

Note: If you are copying photos, use photo or glossy paper, with the glossy or coated side facing down.

2 Load an original document into the ADF or on the scanner glass.

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

3 From the control panel, press **Copy Mode**.

4 Press ▲ or ▼ repeatedly until **Quality** is highlighted.

5 Press ◀ or ▶ repeatedly until **Photo** appears.

6 Press ▲ or ▼ repeatedly until **Paper Size** is highlighted.

7 Press ◀ or ▶ repeatedly until the paper size you want appears.

8 Press **Start Color** or **Start Black**.

Making borderless copies using the software

1 Load paper.

Note: If you are copying photos, use photo or glossy paper, with the glossy or coated side facing down.

2 Load an original document into the ADF or on the scanner glass.

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

3 From the desktop, double-click the **Productivity Suite** icon.

4 Click **Copy**.

5 Select a copy quantity, and then select **Color Photo** from the drop-down menu.

6 Click **Best**.

7 Select a blank paper size.

8 Click **Copy Now**.

Enlarging or reducing an image

Enlarging or reducing an image using the control panel

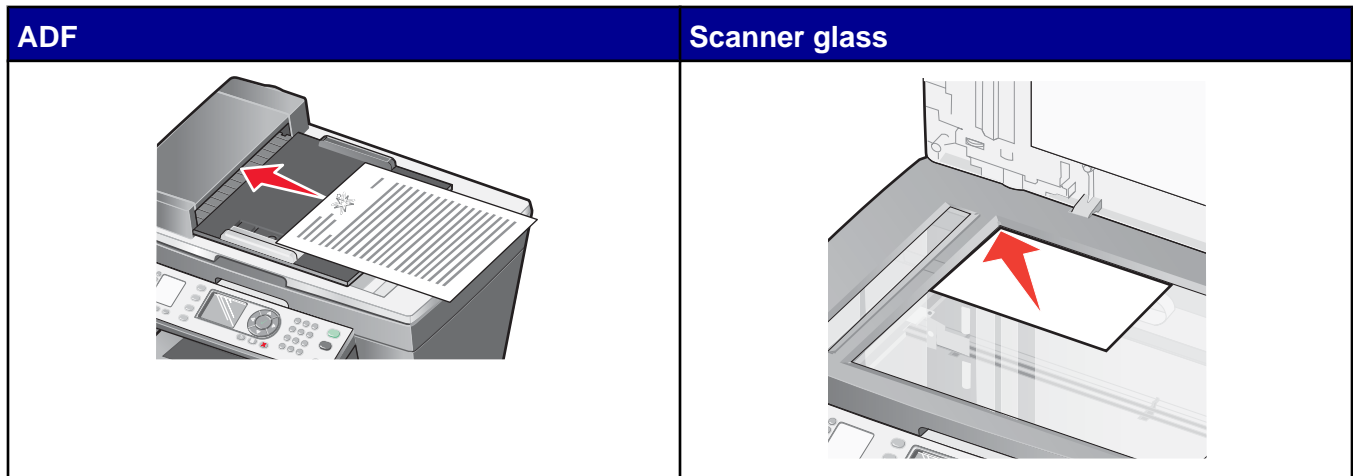
- 1 Load paper.
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 From the control panel, press **Copy Mode**.
- 4 Press ▲ or ▼ repeatedly until **Enlarge** is highlighted.
- 5 Press ◀ or ▶ repeatedly until the option you want appears.
- 6 Press ▲ or ▼ repeatedly until **Paper Size** is highlighted.
- 7 Press ◀ or ▶ repeatedly until the paper size you want appears.
- 8 Press **Start Color** or **Start Black**.

Enlarging or reducing an image using the software

- 1 Load paper.
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 From the desktop, double-click the **Productivity Suite** icon.
- 4 Click **Copy**.
- 5 Click **Show Productivity Tools**.
- 6 Click **Enlarge or reduce an image**.
- 7 Follow the instructions on the computer screen.

Scanning

You can load an original document into the ADF or on the scanner glass.



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

Scanning multiple pages

Scanning multiple pages using the ADF

- 1 Load an original document into the ADF.

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

- 2 From the control panel, press **Scan Mode**.
- 3 Press ▲ or ▼ repeatedly until the destination to which you want to scan appears.
- 4 Press √.
- 5 Press **Start Color** or **Start Black**.

Scanning multiple pages using the scanner glass

- 1 Load an original document face down on the scanner glass.
- 2 From the desktop, double-click the **Productivity Suite** icon.
- 3 Click **Scan**.
- 4 From the “Send scanned image to” menu, select a scan destination.
- 5 Click **Display Advanced Scan Settings**.

- 6 Select **Scan multiple items before output**.
- 7 Click **OK**.
- 8 Click **Scan Now**.
- 9 When prompted, place the next page on the scanner glass, and then click **Yes**.
- 10 Continue step 9 until all pages are scanned.
- 11 When you are finished with your scan, click **No** on the dialog that appears.

Scanning to an application

Scanning to an application using the control panel

- 1 Make sure the printer is connected to a computer, and both the printer and computer are on.
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 Press **Scan Mode**.
- 4 Press ▲ or ▼ repeatedly until the application to which you want to scan is highlighted.
- 5 Press √.
- 6 Press **Start Color** or **Start Black**.

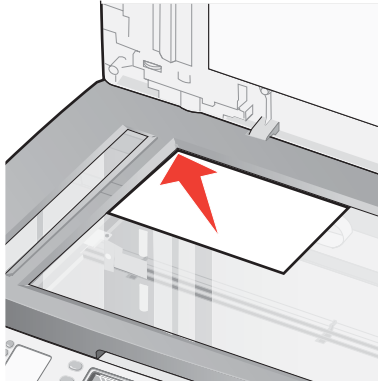
Scanning to an application using the computer

- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 From the desktop, double-click the **Productivity Suite** icon.
- 4 Click **Scan**.
- 5 Click **Preview Now** to view the scanned image.
Note: If the size of the scanned image (found in the lower right of the preview window) appears in red, you do not have the system resources available to perform the scan at the resolution or size you have selected. Reduce the resolution or the size of the scan area.
- 6 Adjust the dotted lines to fit around the part of the image you want to scan.
- 7 From the “Send scanned image to” drop-down menu, select a scan destination.

- 8 To further customize the scan job, click **Display Advanced Scan Settings**.
- 9 When you are finished customizing the image, click **Scan Now**.

Scanning a one-page document using the control panel

- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2 Load an original document face down on the scanner glass.



- 3 Press **Scan Mode**.
- 4 Press ◀ or ▶ repeatedly until the application to which you want to scan appears.
- 5 Press ✓.
- 6 Press **Start Color** or **Start Black**.

Scanning documents or images for e-mailing

Scanning documents or images for e-mailing using the control panel

- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 From the control panel, press **Scan Mode**.
- 4 Press ◀ or ▶ repeatedly until **E-mail** is highlighted.
- 5 Press ✓.
A preview of the scan appears.
- 6 Press **Start Color** or **Start Black**.
- 7 Follow the instructions on the computer screen.

Scanning documents or images for e-mailing using the computer

- 1** Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2** Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3** From the desktop, double-click the **Productivity Suite** icon.
- 4** Click **Attach to E-mail**.
- 5** Click **Scan and e-mail a document or photo**.
- 6** Click **Preview Now**.
- 7** From the “What is being scanned?” menu, select a document type.
- 8** Click **Next**.
- 9** Follow the instructions on the screen to prepare the document or image for e-mailing.
- 10** Click **Attach**.
- 11** Write a note to accompany the attached document or image, and then send it.

Scanning documents to edit text

Use the Optical Character Recognition (OCR) software feature to turn scanned images into text you can edit with a word-processing application.

Note: Make sure that ABBYY Fine Reader is installed.

- 1** Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2** Double-click the **Productivity Suite** icon.
- 3** Click **Scan & Edit Text (OCR)**.
- 4** Click **Preview Now**.
- 5** Select a word-processing program to edit the text.
- 6** Click **Send Now**.
- 7** Edit and save the document.

Scanning clear images from magazines or newspapers

Descreening helps to remove wavy patterns from images scanned from magazines or newspapers.


- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 From the desktop, double-click the **Productivity Suite** icon.
- 4 Click **Scan**.
- 5 Click **Display Advanced Scan Settings**.
- 6 Select the **Image Patterns** tab.
- 7 Select the **Remove image patterns from magazine/newspaper (descreen)** check box.
- 8 From the “What is being scanned?” menu, select **Magazine** or **Newspaper**.
- 9 Click **OK**.
- 10 Click **Scan Now**.

Editing scanned images using a graphics program

- 1 From the desktop, double-click the **Productivity Suite** icon.
- 2 Click **Scan**.
- 3 From the “Send scanned image to” menu, select a graphics program to edit the images.
- 4 Click **Scan Now**.
When the image finishes processing, it opens in the program you selected.
- 5 Edit the image using the tools available in the graphics program. For more information, see the documentation that came with the graphics program.

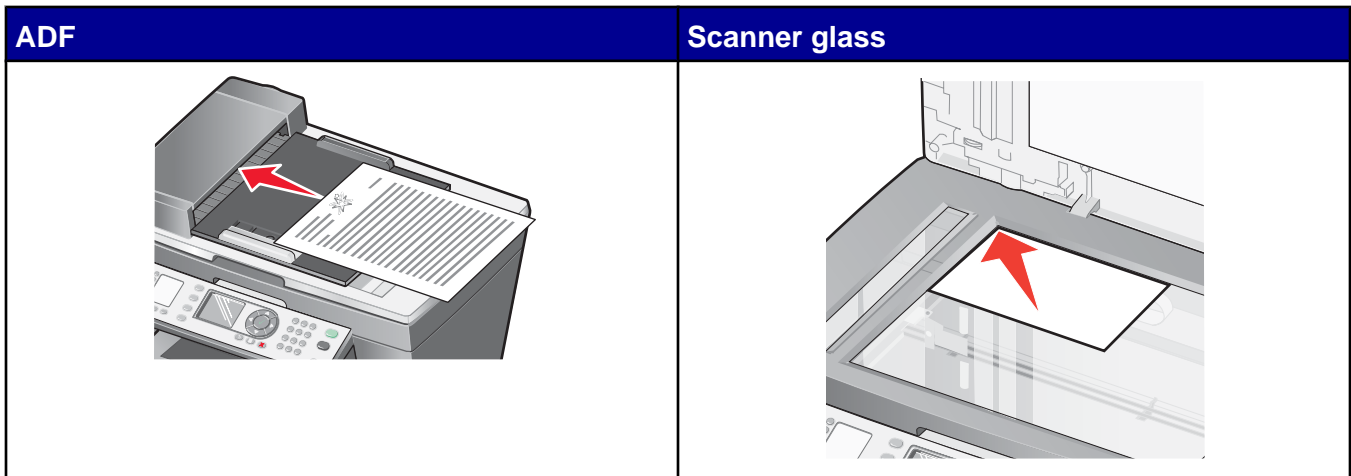
Scanning to a computer over a network

- 1 Make sure:
 - The printer is connected to the network through a print server, and the printer, print server, and computer receiving the scan are on.
 - The printer is configured to scan over a network (Direct IP Printing).
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 From the control panel, press **Scan Mode**.

- 4 Press ▲ or ▼ repeatedly until the computer to which you want to scan is highlighted.
- 5 If you set a PIN during network setup, you will be prompted to enter it. After you enter it, press ✓.
Note: If you did not set a PIN during network setup, continue with the next step.
- 6 Press ▲ or ▼ repeatedly until the scan destination you want is highlighted.
- 7 Press ✓.
Note: If you want to change the scan settings, press .
- 8 Press **Start Color** or **Start Black**.

Faxing

You can load an original document into the ADF or on the scanner glass.



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

Sending a fax

Faxing a document using the control panel

- 1 Make sure the printer is on.
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 From the control panel, press **Fax Mode**.
- 4 Enter a fax number; press **Quick Dial 1, 2, 3, 4, or 5**; or press **Phone Book** to select a number from the Speed Dial list.
Note: If you do not have a Speed Dial list but want to create one, see “Setting up Speed Dial” on page 80.
- 5 Press **Start Black**.
The printer scans the document and sends the fax to the number you entered.

Faxing a document using the software

You can scan a document to the computer and then fax it to someone using the software.

- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- 2 Load an original document into the ADF or on the scanner glass.
Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 3 From the desktop, double-click the **Productivity Suite** icon.
- 4 Click **Fax**.
- 5 Click **Fax a document in the All-in-One**.
- 6 Follow the instructions on the computer screen to complete the task.

Faxing a document using an application

You can create a soft-copy document on the computer, and then send a black-and-white fax of it to someone else.

Note: You cannot receive soft-copy faxes, only send them. All incoming faxes will print from the printer.

To send a fax from a computer program using the fax modem in the printer:

- 1 With a document open, click **File → Print**.
- 2 From the Printer list, select the fax driver for your printer.
- 3 Click **OK**.
- 4 To send a soft-copy fax, follow the instructions in the program that launches.

Note: All faxes sent using the soft-copy fax feature appear in Fine resolution.










Receiving a fax

Receiving a fax automatically

- 1 Press **Fax Auto Answer**.
- 2 If you would like to set a specific number of rings after which the printer will automatically receive faxes, see “Setting the number of rings before receiving a fax automatically” on page 79.

Receiving a fax with an answering machine

To receive a fax with an answering machine connected to the printer, set the answering machine to answer incoming calls before the printer does. For example, if you set the answering machine to answer calls after three rings, set the printer to answer calls after five rings.

- 1 From the control panel, press **Fax Mode**.
- 2 Press .
- 3 Press  or  repeatedly until **Ringing and Answering** is highlighted.
- 4 Press .
- 5 Press  or  repeatedly until **Pick-Up On:** is highlighted.
- 6 Press  or  to choose an option.
- 7 Press .
- 8 Make sure the Fax Auto Answer light is on.

When a ring is detected, the answering machine picks up the call.





- If the printer detects a fax, it receives the fax and disconnects the answering machine.
- If the printer does not detect a fax, the answering machine receives the call.

Note: You must set up the equipment as shown in “Connecting to an answering machine” on page 17.

Receiving a fax manually

- 1 Make sure the Fax Auto Answer light is off.
- 2 To receive the fax, press:
 - **Start Black**
or
 - **9** on the keypad
or
 - *** 9 *** on the telephone after you answer it and hear fax tones.Hang up the telephone.

Setting the number of rings before receiving a fax automatically

- 1 From the control panel, press **Fax Mode**.
- 2 Press .
- 3 Press  or  repeatedly until **Ringing and Answering** is highlighted.
- 4 Press .

- 5 Press ▲ or ▼ repeatedly until **Pick-Up On:** is highlighted.
- 6 Press ◀ or ▶ to choose an option.
- 7 Press ✓.
- 8 If you want to set a schedule to turn Auto Answer on or off:
 - a Press ▲ or ▼ repeatedly until **Auto Answer Scheduling** is highlighted.
 - b Press ◀ or ▶ until **On** appears.
 - c Press ✓.
 - d Press ▼ to select the time for Auto Answer On.
 - e Use the keypad to enter the date and time. Press **1** for AM, **2** for PM, or **3** for 24-hour mode.
 - f Press ▼ to select the time for Auto Answer Off.
 - g Repeat step e.
 - h Press ↻ to save the settings and exit the menu.
- 9 Make sure the Fax Auto Answer light is on.

When the number of rings you set is detected, the printer automatically receives the incoming fax.

Setting up Speed Dial

To make sending faxes easier, you can enter up to 99 Speed Dial numbers. You can enter 89 individual fax numbers and 10 groups that can hold up to 30 telephone numbers each.

Setting up Speed Dial using the control panel

- 1 From the control panel, press **Fax Mode**.
- 2 Press ▲ or ▼ repeatedly until **Add from Phone Book** is highlighted.
- 3 Press ✓.
- 4 Press ▲ or ▼ repeatedly until **New/Edit Individual** is highlighted.
- 5 Press ✓.
- 6 Press ▲ or ▼ repeatedly until a blank entry is highlighted, and then press ✓.
- 7 Enter the name using the keypad, and then press ✓.

To enter a name using the keypad:

 - a Find the number button that corresponds to the letter you want, and then press it repeatedly until the correct letter appears.
 - b Press **0** to enter a space between words.
 - c Press ◀ to delete a letter.
 - d Repeat the previous steps until you have entered the name.

Note: The printer does not support double-byte usage for names, such as Chinese, Japanese, or Korean. You cannot enter a name using these languages.

- 8 Enter the fax number, and then press **√**.

Setting up Speed Dial using the computer

- 1 From the desktop, double-click the **Productivity Suite** icon.
- 2 Click **Fax**.
- 3 Click **Manage fax history or All-In-One fax settings**.
- 4 Click the **Speed Dial** tab.
- 5 Add a new number to your Speed Dial list.
 - a Click one of the lines in the list.
 - b Enter a fax number.
 - c Place the cursor in the Contact Name field.
 - d Enter a contact name.

Note: The printer does not support double-byte usage for names, such as Chinese, Japanese, or Korean. You cannot enter a name using these languages.

- 6 Click **OK**.

Using Speed Dial

- 1 Load an original document into the ADF or on the scanner glass.

Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 From the control panel, press **Fax Mode**.
- 3 Press **Phone Book**.
- 4 Press **▲** or **▼** repeatedly until the Speed Dial entry you want is highlighted.
- 5 Press **√**.
- 6 Press **Start Black** to send your fax.

Sending a fax to a group (broadcast fax)

You can send a fax to as many as 30 people or groups at once.

Sending a broadcast fax immediately

1 Load an original document into the ADF or on the scanner glass.

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

2 From the control panel, press **Fax Mode**.

3 Enter a fax number.

- Enter a fax number in the text box.

Note: To enter another number in the text box, press ▼ until **Enter Another Number** is highlighted, and then press √. Enter the second number in the text box.

- Use Quick Dial.

a Press **Quick Dial 1, 2, 3, 4 or 5**.

b Press √.

c Press ↶.

- Enter a Speed Dial or Group Dial number.

a Press **Phone Book**.

b Press ▲ or ▼ repeatedly until the Speed Dial or Group Dial number you want is highlighted, and then press √. To select more numbers, repeat this step.

c Press ↶.

4 Continue step 3 until all of the fax numbers (up to 30 numbers) have been entered.

5 Press **Start Black** to send the fax to the numbers you entered.


Sending a broadcast fax at a scheduled time

1 Load an original document into the ADF or on the scanner glass.

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

2 From the control panel, press **Fax Mode**.

- 3 Enter a fax number.
 - Enter a fax number in the text box.

Note: To enter another number in the text box, press ▼ until **Enter Another Number** is highlighted, and then press ✓. Enter the second number in the text box.
 - Use Quick Dial.
 - a Press **Quick Dial 1, 2, 3, 4 or 5**.
 - b Press ✓.
 - c Press ↶.
 - Enter a Speed Dial or Group Dial number.
 - a Press **Phone Book**.
 - b Press ▲ or ▼ repeatedly until the Speed Dial or Group Dial number you want is highlighted, and then press ✓. To select more numbers, repeat this step.
 - c Press ↶.
- 4 Continue step 3 until all of the fax numbers (up to 30 numbers) have been entered.
- 5 Press .
- 6 Press ✓ to select **Delay Sending Fax**.
- 7 Press ✓ to select **Delay Current Fax**.
- 8 Enter the time and date you want to send the fax.
 - Use the arrows to navigate to each box.
 - Press **1** for AM, **2** for PM, or **3** for 24-hour mode.
- 9 Press **Start Black** to send your fax.

Note: At the designated time, the fax numbers are dialed and the fax is sent to all of the designated fax numbers. If the fax transmission is unsuccessful to any of the numbers on the broadcast list, the unsuccessful numbers will be tried again.

Using the Quick Dial buttons

You can access Speed Dial numbers 1–5 with the Quick Dial buttons. These buttons are automatically programmed when you program the first five Speed Dial numbers. The first five numbers assigned become Quick Dial 1, 2, 3, 4, and 5.

- 1 Load an original document into the ADF or on the scanner glass.

Note: Do not load postcards, photo cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 From the control panel, press **Fax Mode**.
- 3 Press **Quick Dial 1, 2, 3, 4, or 5**.

4 Press **✓**.

5 Press **Start Black**.

Using the Phone Book

The Phone Book is a directory of Speed Dial entries. For instructions on how to add Speed Dial entries to the Phone Book, see “Setting up Speed Dial” on page 80.

To access the Phone Book menu:

1 From the control panel, press **Fax Mode**.

2 Press **Phone Book**.

Use this	To
Sort by Name	Sort the Speed Dial entries alphabetically.
Sort by Speed Dial Number	Sort the Speed Dial entries numerically.
Print Phone Book	Print all Speed Dial numbers (1–99) listed in the Phone Book.
New/Edit Individual	Edit an individual Speed Dial entry, or create a new Speed Dial entry.
New/Edit Group	Edit a group Speed Dial entry, or create a new Speed Dial entry.
Delete	Delete a Speed Dial entry.

Faxing while listening to a call (On Hook Dial)

The manual dialing feature lets you dial a telephone number while listening to the call through a speaker on the printer. It is useful when you must navigate an automated answering system before sending your fax.

1 From the control panel, press **Fax Mode**.

2 Press .

3 Press **▲** or **▼** repeatedly until **On Hook dial** is highlighted.

4 Press **✓** twice.

You can now hear the dial tone of the telephone line.










5 Enter the number to which you want to send a fax.

Note: Press the keypad numbers to use an automated answering system.










6 Press **Start Black**.

Dialing a fax number while behind a PBX

If the printer is being used in a business or office, it may be connected to a Private Branch Exchange (PBX) telephone system. Ordinarily, when dialing a fax number, the printer waits to recognize the dial tone and then dials the fax number. However, this method of dialing may not work if the PBX telephone system uses a dial tone that is not recognizable to most fax machines. The “Dialing while behind a PBX” feature enables the printer to dial the fax number without waiting to recognize the dial tone.

- 1 From the control panel, press **Fax Mode**.
- 2 Press .
- 3 Press  or  repeatedly until **Dialing and Sending** is highlighted.
- 4 Press .
- 5 Press  or  repeatedly until **Dial Method** is highlighted.
- 6 Press  or  repeatedly until **Dial PBX (Dial Tone Detect Off)** appears.
- 7 Press  to save this setting and exit the menu.

Setting the distinctive ring using the control panel


- 1 From the control panel, press **Fax Mode**.
- 2 Press .
- 3 Press  or  repeatedly until **Ring and Answering** is highlighted.
- 4 Press .
- 5 Press  or  repeatedly until **Distinct Ring** is highlighted.
- 6 Press  or  repeatedly until the ring pattern you want appears.
- 7 Press .

Forwarding faxes

Use the fax forwarding feature if you are going to be away, but still want to receive your faxes. There are three fax forwarding settings:

- **Off**—(Default).
- **Forward**—The printer sends the fax to the designated fax number.
- **Print & Forward**—The printer prints the fax and then sends it to the designated fax number.

Setting up fax forwarding

- 1 From the control panel, press **Fax Mode**.
- 2 Press .


- 3 Press ▲ or ▼ repeatedly until **Ring and Answer** is highlighted.
- 4 Press ✓.
- 5 Press ◀ or ▶ repeatedly until **Forward** appears.
- 6 Press ✓.
- 7 Enter the number to which you want to forward the fax.
- 8 Press ✓.
- 9 Press ↻ to save the setting and exit the menu.

Using Caller ID

Caller ID is a service provided by some telephone companies that identifies the telephone number (and possibly the name) of the person who is calling. If you subscribe to this service, it works with the printer. When you receive a fax, the telephone number of the person who is sending you the fax appears on the display.

Note: Caller ID is available only in some countries and regions.

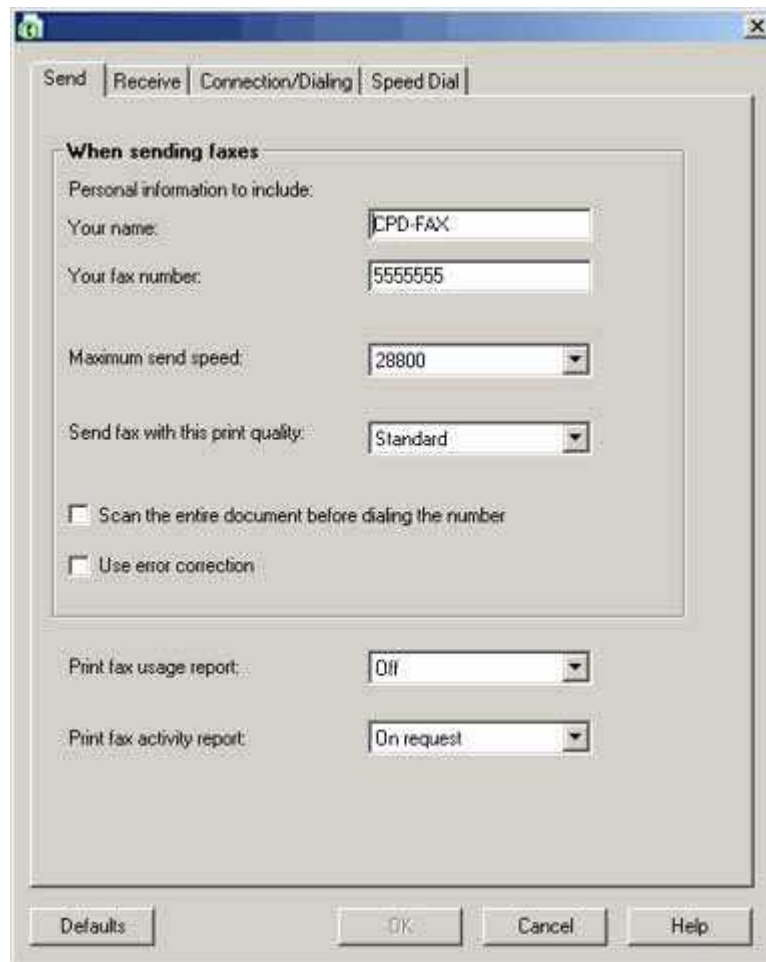
Blocking junk faxes

- 1 From the control panel, press **Fax Mode**.
- 2 Press .
- 3 Press ▲ or ▼ repeatedly until **Junk Fax Blocking** is highlighted.
- 4 Press ✓.
- 5 Press ◀ or ▶ repeatedly until **On** appears.
- 6 Press ▲ or ▼ repeatedly until **Add Number to Block** is highlighted.
- 7 Press ✓.
- 8 Use the keypad buttons to enter a name, and then press ▼ to enter the corresponding fax number.
- 9 Press ✓ to save this entry.
- 10 Press ▲ or ▼ repeatedly until **View Block List** is highlighted, and then press ✓ to check or edit your entry.

Customizing settings using the Fax Setup Utility

You can adjust the fax settings in the Fax Setup Utility. These settings apply to the faxes you send or receive.

- 1 From the desktop, double-click the **Productivity Suite** icon.
- 2 Click **Fax**.
- 3 Click **Manage fax history or All-In-One fax settings..**



The screenshot shows the 'Fax Setup Utility' dialog box with the 'Send' tab selected. The 'When sending faxes' section contains the following settings:

- Personal information to include:
 - Your name: CPD-FAX
 - Your fax number: 5555555
- Maximum send speed: 28800
- Send fax with this print quality: Standard
- Scan the entire document before dialing the number
- Use error correction

Below this section, there are two more settings:

- Print fax usage report: Off
- Print fax activity report: On request

At the bottom of the dialog box, there are four buttons: Defaults, OK, Cancel, and Help.

4 Click each tab, and change the settings as needed.

On this tab	You can
Send	<ul style="list-style-type: none"> • Choose whether to use error correction. • Enter your name and fax number. • Select a maximum send speed and print quality for outgoing faxes. • Choose whether to scan the entire document before dialing the number. • Select when to print a fax usage report. • Select when to print a fax activity report.
Receive	<ul style="list-style-type: none"> • Choose whether to print a footer (the date, time, and page number) to appear on each page you receive. • Automatically reduce an incoming fax to fit to the paper size loaded, or print it on two sheets of paper. • Select whether you want to forward a fax, or print it and then forward it. • Select incoming call options. • Manage blocked faxes.
Connection/Dialing	<ul style="list-style-type: none"> • Select the number of times you want the machine to redial and the time between those attempts if the fax cannot be sent on the first try. • Select the telephone line format you want to use. • Enter a dialing prefix. • Choose how you want to answer incoming calls (manually; if fax tones are detected; or after a certain amount of rings).
Speed Dial	Add to, create, edit, or delete entries from the Speed Dial list, including group Speed Dial entries.

5 Click **OK** after you finish customizing the settings.

6 Close the Fax Setup Utility.

Printing fax activity reports

1 From the control panel, press **Fax Mode**.

2 Press .


3 Press **▲** or **▼** repeatedly until **History and Reports** is highlighted.

4 Press **√**.

- 5 Press ▲ or ▼ repeatedly until **Print Sent History** or **Print Received History** is highlighted.
- 6 Press ✓.

Blocking unwanted changes to fax settings

This feature blocks network users from changing fax settings.

- 1 From the control panel, press **Fax Mode**.
- 2 Press .
- 3 Press ▲ or ▼ repeatedly until **Block Host Settings** is highlighted.
- 4 Press ◀ or ▶ until **On** appears.
- 5 Press ✓ to save this setting.

Networking the printer

Installing network printers

Installing a network printer allows users at different workstations to print to a common printer. Methods of setting up a network printer include:

- sharing a printer that is locally attached to a network computer
- a direct Ethernet connection through a print server

Shared printing

Installing software and sharing the printer on the network (on the host computer)

- 1** Connect the printer to a network computer using a USB cable.
If the Found New Hardware dialog appears, click **Cancel**.
- 2** Insert the printer software CD.
- 3** Click **Install**.
- 4** Click **Continue**.
- 5** Select **Yes** to share your printer.
- 6** Assign a shared printer name.
- 7** When prompted, select **Test Page** to make sure that the computer can print to the printer.
- 8** Follow the directions on the computer screen until installation is complete.

Installing the shared printer on other network computers (on the client computers)

Using the peer-to-peer method	Using the point-and-print method
<ul style="list-style-type: none">a Go to a network computer that you want to enable to print to the shared printer.b Insert the printer CD.c Click Install.d From the “Connect Your Printer” dialog, select the network option.e From the “Networking Setup” dialog, select Peer-to-Peer.f Enter the shared names of both the printer and the network computer you assigned in step 6 on page 90.g When prompted, select Test Page to make sure the computer can print to the shared printer.h Follow the instructions on the computer screen until installation is complete.i Repeat this procedure for each network computer you want to access the shared printer.	<ul style="list-style-type: none">a Go to a network computer that you want to enable to print to the shared printer.b Browse the Network Neighborhood until you find the name of the shared printer assigned in step 6 on page 90.c Right-click the printer icon, and select Open or Connect.d This will copy a subset of the printer software from the host computer. A printer object will be created in the Printers folder of the client.e When prompted, select Test Page to make sure the computer can print to the shared printer.

Direct IP printing

- 1** Connect the printer to an external print server using a USB cable.
- 2** Connect the print sever to the network using an Ethernet cable.

Note: You may be connecting your printer directly into a wall connection or through a router. For more information, see the print server documentation.

- 3** Insert the printer software CD.
- 4** Click **Install**.
- 5** From the “Connect Your Printer” dialog, select the network option.
- 6** From the “Networking Setup” dialog, select **Direct Network Attached**.
- 7** Select the printer/print server combination from the Network Printers list.

Note: If more than one is listed, match the MAC address of the print server to the one in the list. For more information, see “Finding your MAC address” on page 92.

Tips for installing a network printer

The following topics will help you install, configure, and troubleshoot the network printer.

Assigning an IP address

An IP address is assigned during printer software installation, but only for Direct IP printing. The print object, created at the end of the installation, sends all print jobs across the network to the printer attached to the print server using this address.

Many networks have the ability to automatically assign an IP address. In smaller networks, it is often called Auto-IP. There are two common types of Auto-IP networks. UPnP network environments provide automatic private IP addresses in the 169.254.x.x range. ICS network environments provide automatic private IP addresses in the 192.168.x.x range. Larger networks may use DHCP to assign addresses. These are usually unique to the company.

During the Direct IP printing installation of printer software, the IP address is visible in the printer list only as it is being assigned. The print object that is created in the Printers folder of the operating system will reference the MAC address of the print server in the port name.

If the IP address is not automatically assigned during printer software installation, you can try manually entering an address after selecting your printer/print server from the available list.

Finding your MAC address

You may need the media access control (MAC) address of the print server to complete network printer configuration. The MAC address is a series of letters and numbers listed on the bottom of the external print server.

Configuring a network printer manually

- 1 From the “Configure Network Printers” dialog, highlight the printer you want to configure, and then click **Configure**.
- 2 Select **DHCP** or **Configure IP Address Manually**.
- 3 Enter the desired IP address, subnet mask, and gateway for the printer.
- 4 Click **OK**.

Finding a printer/print server located on remote subnets

The printer software CD can automatically find the printers that are located on the same network as the computer. If the printer and print server are located on another network (called a subnet), you must manually enter an IP address during printer software installation.

Network troubleshooting tips

- 1 Make sure the printer is set up correctly. For more information, see the printer setup documentation.
- 2 Make sure all cable connections are secure. For more information, see the printer or print server setup documentation.

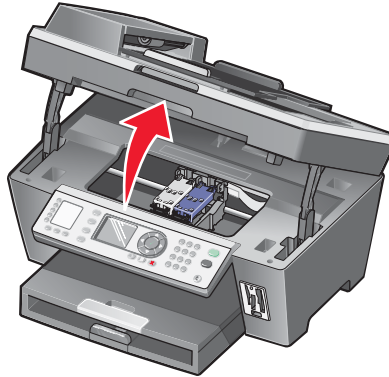
- 3** Make sure the correct lights are showing on the print server. For more information, see the print server documentation.
- 4** If the printer software CD cannot find the printer/print server, wait a few minutes, and then try running the CD again. Network traffic speeds vary.
- 5** Make sure the computer you are using to install the printer is connected to the network.
- 6** See the print server documentation for additional troubleshooting.

Maintaining the printer

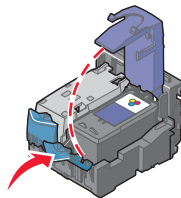
Removing a used print cartridge

- 1 Make sure the printer is on.
- 2 Lift the scanner unit.

The print cartridge carrier moves and stops at the loading position, unless the printer is busy.



- 3 Press down on the lever to raise the cartridge lid.



- 4 Remove the used print cartridge.

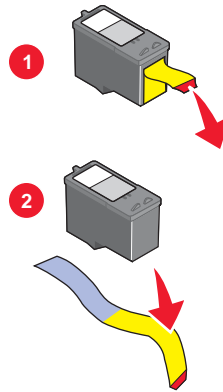
To recycle the used cartridge, see “Recycling Lexmark products” on page 100.

If the cartridge you removed is not empty and you want to use it later, see “Preserving the print cartridges” on page 99.

Note: If you are removing both cartridges, repeat steps 3 and 4 for the second cartridge.

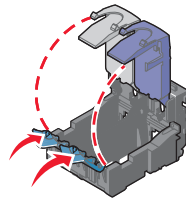
Installing print cartridges

- 1 If you are installing new print cartridges, remove the sticker and tape from the back and bottom of the cartridges.

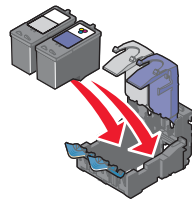


Warning: Do *not* touch the gold contact area on the back or the metal nozzles on the bottom of the cartridges.

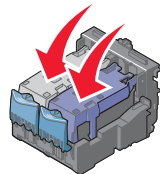
- 2 Press down on the cartridge levers to raise the cartridge lids.



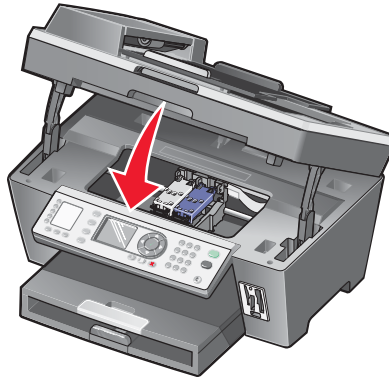
- 3 Insert the black cartridge or the photo cartridge in the left carrier. Insert the color cartridge in the right carrier.



- 4 Close the lids.



5 Close the scanner unit, making sure to keep your hands out from underneath the scanner unit.



Note: The control panel display will prompt you to print an alignment page. For more information, see “Aligning print cartridges” on page 96.








Note: The scanner unit must be closed to start a new scan, print, copy, or fax job.

Aligning print cartridges

Align the print cartridges when you:

- Have installed a new cartridge
- Want to improve print quality

Aligning print cartridges using the control panel

- 1 Load plain paper.
- 2 From the control panel, press **Copy Mode**.
- 3 Press .
- 4 Press  or  repeatedly until **Maintenance** is highlighted.
- 5 Press .
- 6 Press  or  repeatedly until **Align Cartridges** is highlighted.
- 7 Press .

An alignment page prints.

If you aligned the cartridges to improve print quality, print your document again. If print quality has not improved, clean the print cartridge nozzles.

Aligning the print cartridges using the Productivity Suite

- 1 Load plain paper.
- 2 From the desktop, double-click the **Productivity Suite** icon, and then click **Maintain/Troubleshoot**.


- 3 Click the **Maintenance** tab.
- 4 Click **Align to fix blurry edges**.
- 5 Click **Print**.

An alignment page prints.

If you aligned the cartridges to improve print quality, print your document again. If print quality has not improved, clean the print cartridge nozzles.

Cleaning the print cartridge nozzles

Cleaning the print cartridge nozzles using the control panel

- 1 Load plain paper.
- 2 Press **Copy Mode**.
- 3 Press .
- 4 Press **▲** or **▼** repeatedly until **Maintenance** is highlighted.
- 5 Press **✓**.
- 6 Press **▲** or **▼** repeatedly until **Clean Cartridges** is highlighted.
- 7 Press **✓**.

A page prints, forcing ink through the print cartridge nozzles to clean them.

- 8 Print the document again to verify that the print quality has improved.
- 9 If print quality has not improved, try cleaning the nozzles up to two more times.

Cleaning the print cartridge nozzles using the Productivity Suite

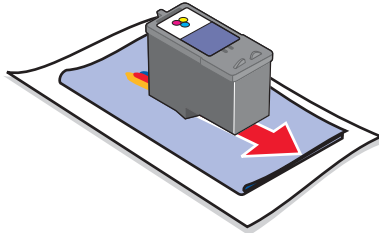
- 1 Load plain paper.
- 2 From the desktop, double-click the **Productivity Suite** icon, and then click **Maintain/Troubleshoot**.
- 3 Click the **Maintenance** tab.
- 4 Click **Clean to fix horizontal streaks**.
- 5 Click **Print**.

A page prints, forcing ink through the print cartridge nozzles to clean them.

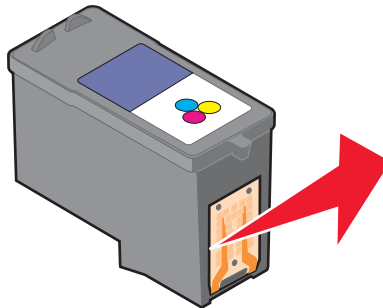
- 6 Print the document again to verify that the print quality has improved.
- 7 If print quality has not improved, try cleaning the nozzles up to two more times.

Wiping the print cartridge nozzles and contacts

- 1 Remove the print cartridges.
- 2 Dampen a clean, lint-free cloth with water.
- 3 Gently hold the cloth against the nozzles for about three seconds, and then wipe in the direction shown.



- 4 Using another clean section of the cloth, gently hold the cloth against the contacts for about three seconds, and then wipe in the direction shown.



- 5 With another clean section of the cloth, repeat step 3 and step 4.
- 6 Let the nozzles and contacts dry completely.
- 7 Reinsert the print cartridges.
- 8 Print the document again.
- 9 If the print quality does not improve, clean the print nozzles. For more information, see “Cleaning the print cartridge nozzles” on page 97.
- 10 Repeat step 9 up to two more times.
- 11 If print quality is still not satisfactory, replace the print cartridges.

Improving print quality

If you are not satisfied with the print quality of a document, make sure you:

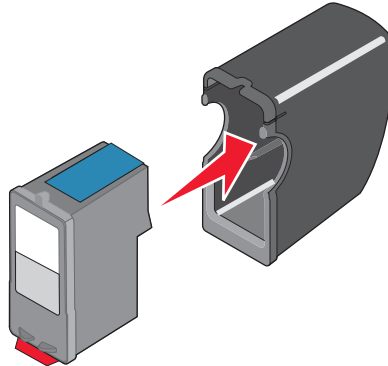
- Use the appropriate paper for the document. For example, use photo paper if you are printing photos or other high quality images.
- Use a paper that is a heavier weight, bright white, or coated.
- Select a higher print quality.

If the document still does not have the print quality you want, follow these steps:

- 1** Align the print cartridges. For more information, see “Aligning print cartridges” on page 96.
If print quality has not improved, continue to step 2.
- 2** Clean the print nozzles. For more information, see “Cleaning the print cartridge nozzles using the control panel” on page 97.
If print quality has not improved, continue to step 3.
- 3** Remove and reinsert the print cartridges. For more information, see “Removing a used print cartridge” on page 94 and “Installing print cartridges” on page 95.
If print quality has not improved, continue to step 4.
- 4** Wipe the print nozzles and contacts. For more information, see “Wiping the print cartridge nozzles and contacts” on page 98.
If print quality is still not satisfactory, replace the print cartridges. For more information, see “Ordering supplies” on page 100.

Preserving the print cartridges

- Keep a new cartridge in its packaging until you are ready to install it.
- Do not remove a cartridge from the printer except to replace, clean, or store it in an airtight container. The cartridges do not print correctly if left exposed for an extended period of time.
- Keep the photo cartridge in its own storage unit when not in use.



Cleaning the scanner glass

- 1** Dampen a clean, lint-free cloth with water.
- 2** Gently wipe the scanner glass clean.

Note: Make sure all ink or corrective fluid on a document is dry before placing the document on the scanner glass.

Ordering supplies

To order supplies or to locate a dealer near you, visit our Web site at www.lexmark.com.

Item	Part number
Black cartridge	32 or 34
Color cartridge	33 or 35
Photo cartridge	31
USB cable	12A2405

Note: For best results, use only Lexmark print cartridges.

Lexmark photo paper types and sizes

- Photo paper (glossy) 4 x 6
- Photo paper (glossy) 8 1/2 x 11
- Photo paper (glossy) A4
- Premium photo paper (high gloss) 4 x 6
- Premium photo paper (high gloss) 8 1/2 x 11
- Premium photo paper (high gloss) A4
- Premium photo paper (high gloss) L

Note: For best results, use Lexmark Premium Photo Paper when printing photos or other high-quality images.

Recycling Lexmark products

To return Lexmark products to Lexmark for recycling:

- 1 Visit our Web site at www.lexmark.com.
- 2 Follow the instructions on the computer screen.










Troubleshooting

- “Setup troubleshooting” on page 101
- “Print troubleshooting” on page 104
- “Copy troubleshooting” on page 107
- “Scan troubleshooting” on page 109
- “Fax troubleshooting” on page 110
- “Network troubleshooting” on page 116
- “Jams and misfeeds troubleshooting” on page 117
- “Memory card troubleshooting” on page 120
- “Error messages” on page 121
- “Removing and reinstalling the software” on page 125

Setup troubleshooting

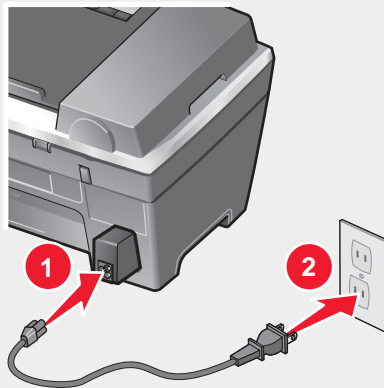
- “Incorrect language appears on the display” on page 101
- “Power button is not lit” on page 102
- “Software does not install” on page 102
- “Page does not print” on page 103
- “Cannot print from digital camera using PictBridge” on page 104

Incorrect language appears on the display

- 1 From the control panel, press **Copy Mode**.
- 2 Press .
- 3 Press  repeatedly until the last menu item is highlighted.
- 4 Press .
- 5 Press  or  repeatedly until the second menu item is highlighted.
- 6 Press  or  repeatedly until the language you want appears on the display.
- 7 Press .
- 8 Press .

Power button is not lit

- 1 Disconnect the power supply cord from the wall outlet, and then from the printer.
- 2 Plug the cord all the way into the power supply port on the printer.



- 3 Plug the cord into an electrical outlet that other electrical devices have been using.
- 4 If the Power button light is not on, press **Power**.


Software does not install

The following operating systems are supported:

- Windows 98/Me
- Windows 2000
- Windows XP

If the software does not launch automatically when you insert the CD:

- 1 Close all open software applications.
- 2 Disable any anti-virus programs.
- 3 Double-click the **My Computer** icon.
In Windows XP, click **Start** to access the My Computer icon.
- 4 Double-click the **CD-ROM drive** icon.
- 5 If necessary, double-click **setup.exe**.
- 6 Follow the instructions on the computer screen to install the software.

- 1 Check the USB cable for any obvious damage.
- 2 Firmly plug the rectangular end of the USB cable into the USB port of the computer.
The USB port is marked with the  USB symbol.
- 3 Firmly plug the square end of the USB cable into the back of the printer.

If the printer is connected to the computer through another device:

- 1 Disconnect the USB cable from any other device, such as a USB hub or switch box.
- 2 Directly connect the cable to the printer and the computer.

Page does not print

If an error message is displayed, see “Error messages” on page 121.

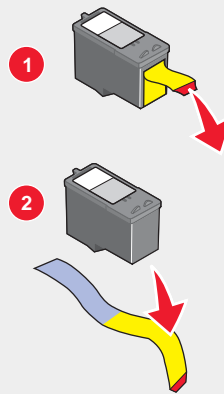
If the Power button light is not on, see “Power button is not lit” on page 102.

Make sure the black or photo cartridge is in the left carrier, and the color cartridge is in the right carrier.

Remove and then load paper.

Check the ink levels, and install a new print cartridge if necessary.

- 1 Remove the print cartridges.
- 2 Make sure the sticker and tape have been removed.



- 3 Reinsert the print cartridges.

If the printer is connected to the computer through another device:

- 1 Disconnect the USB cable from any other device, such as a USB hub or switch box.
- 2 Directly connect the cable to the printer and the computer.

Make sure the printer is set as the default printer and is not on hold or paused.

- 1 Click:
 - In Windows XP Pro: **Start → Settings → Printers and Faxes.**
 - In Windows XP Home: **Start → Control Panel → Printers and Faxes.**
 - In Windows 2000: **Start → Settings → Printers.**
 - In Windows 98/Me: **Start → Settings → Printers.**
- 2 Double-click the name of your printer.

3 Click **Printer**.

- Make sure no check mark appears next to Pause Printing.
- Make sure a check mark does appear next to Set As Default.

- 1 Press **Power** to turn the printer off.
- 2 Disconnect the power supply cord from the wall outlet.
- 3 Gently remove the power supply from the printer.
- 4 Reconnect the power supply to the printer.
- 5 Plug the power supply cord into the wall outlet.
- 6 Press **Power** to turn the printer on.

If none of the previous options fixes the problem, uninstall the printer software, and reinstall it. For more information, see “Removing and reinstalling the software” on page 125.

Cannot print from digital camera using PictBridge

Enable PictBridge printing on the camera by selecting the correct USB mode. For more information, see the digital camera documentation.

- 1 Disconnect the camera.
- 2 Connect a PictBridge-enabled digital camera to the PictBridge port. See the digital camera documentation to determine whether it is PictBridge-enabled.

Use only the USB cable that came with the camera.

Remove the memory card or the flash drive from the printer.

Print troubleshooting

- “Improving print quality” on page 98
- “Poor text and graphic quality” on page 105
- “Poor quality at the edges of the page” on page 106
- “Partial document or photo prints” on page 107
- “Printer does not print or respond” on page 106
- “Print speed is slow” on page 106

Improving print quality

If you are not satisfied with the print quality of a document, make sure you:

- Use the appropriate paper for the document. Use Lexmark Premium Photo Paper if you are printing photos or other high quality images.
- Use a paper that is a heavier weight, bright white, or coated.
- Select a higher print quality.

If the document still does not have the print quality you want, follow these steps:

- 1** Align the print cartridges. For more information, see “Aligning print cartridges” on page 96.
If print quality has not improved, continue to step 2.
- 2** Clean the print nozzles. For more information, see “Cleaning the print cartridge nozzles using the control panel” on page 97.
If print quality has not improved, continue to step 3.
- 3** Remove and reinsert the print cartridges. For more information, see “Removing a used print cartridge” on page 94 and “Installing print cartridges” on page 95.
If print quality has not improved, continue to step 4.
- 4** Wipe the print nozzles and contacts. For more information, see “Wiping the print cartridge nozzles and contacts” on page 98.
If print quality is still not satisfactory, replace the print cartridges. For more information, see “Ordering supplies” on page 100.

Poor text and graphic quality

Examples of poor text and graphic quality include:

- Blank pages
- Dark print
- Faded print
- Incorrect colors
- Light and dark bands in print
- Skewed lines
- Smudges
- Streaks
- White lines in print

Check the ink levels, and install a new print cartridge if necessary.

See “Improving print quality” on page 104.

To avoid ink smudging when you are working with the following media, remove each sheet as it exits, and allow it to dry:

- Document with graphics or images
- Photo paper
- Coated or glossy paper
- Transparency
- Iron-on transfer

Note: Transparencies may take up to 15 minutes to dry.

Use a different brand of paper. Each paper brand accepts ink differently and prints with color variations. Use Lexmark Premium Photo Paper if you are printing photos or other high quality images.

Use only new, unwrinkled paper.

Uninstall the printer software, and then reinstall it. For more information, see “Removing and reinstalling the software” on page 125.

Poor quality at the edges of the page

Unless you are using the borderless feature, use these minimum print margin settings:

- Left and right margins:
 - 6.35 mm (0.25 in.) for letter size paper
 - 3.37 mm (0.133 in.) for all paper sizes except letter
- Top margin: 1.7 mm (0.067 in.)
- Bottom margin: 16.51 mm (0.65 in.)

Select the Borderless print feature.

- 1** From the software application, click **File → Print**.
- 2** Click **Properties, Options, Setup, or Preferences**.
- 3** Click **Print Layout**.
- 4** Click **Borderless**.

Check that the paper size being used matches the printer setting.

- 1** From the software application, click **File → Print**.
- 2** Click **Properties, Options, Setup, or Preferences**.
- 3** Click **Paper Setup**.
- 4** Check the paper size.

Printer does not print or respond

See “Page does not print” on page 103.

Print speed is slow

Close all applications not in use.

Try minimizing the number and size of graphics and images in the document.

Consider purchasing more RAM.

Remove as many unused fonts as possible from your system.

- 1 From the software application, click **File → Print**.
- 2 Click **Properties, Options, Setup, or Preferences**.
- 3 Click **Quality/Copies**.
- 4 From the Quality/Speed area, select a lower print quality.

Partial document or photo prints

Make sure the document or photo is loaded correctly on the scanner glass.

Make sure the paper size being used matches the size you selected.

Copy troubleshooting

- “Copier does not respond” on page 107
- “Scanner unit does not close” on page 107
- “Poor copy quality” on page 108
- “Partial document or photo copies” on page 108

Copier does not respond

If the Power button light is not on, see “Power button is not lit” on page 102.

If an error message is displayed, see “Error messages” on page 121.

Make sure the printer is set as the default printer and is not on hold or paused.

- 1 Click **Start → Control Panel → Printers and Other Hardware → Printers and Faxes**.

or

Click **Start → Settings → Printers and Faxes (or Printers)**.

- 2 Double-click the name of your printer.
- 3 Click **Printer**.
 - Make sure no check mark appears next to Pause Printing.
 - Make sure a check mark does appear next to Set As Default.

If none of the previous options fixes the problem, uninstall the printer software, and reinstall it. For more information, see “Removing and reinstalling the software” on page 125.

Scanner unit does not close

- 1 Lift the scanner unit.
- 2 Remove any obstruction keeping the scanner unit open.
- 3 Lower the scanner unit.

Poor copy quality

Examples include:

- Blank pages
- Checkerboard pattern
- Distorted graphics or pictures
- Missing characters
- Faded print
- Dark print
- Skewed lines
- Smudges
- Streaks
- Unexpected characters
- White lines in print

If an error message is displayed, see “Error messages” on page 121.

Check the ink levels and install a new print cartridge if necessary.

If the scanner glass is dirty, gently wipe it with a clean, lint-free cloth dampened with water.

See “Improving print quality” on page 98.

To adjust the Brightness setting:

- 1 Load the document face down on the scanner glass.
- 2 From the control panel, press **Copy Mode**.
- 3 Press ▲ or ▼ repeatedly until **Lighter** / **Darker** is highlighted.
- 4 Press ◀ or ▶ to lighten or darken the copy.
- 5 Press ✓.

If you are copying or scanning from a newspaper, magazine, or glossy paper, see “Scanning clear images from magazines or newspapers” on page 75.

If the quality of the original is not satisfactory, try using a clearer version of the document or image.

Place the document face down on the scanner glass.

Partial document or photo copies

Make sure the document or photo is loaded correctly in the ADF or on the scanner glass.

Make sure the paper size being used matches the size you selected.

Scan troubleshooting

- “Scanner does not respond” on page 109
- “Scanning takes too long or freezes the computer” on page 109
- “Scan was not successful” on page 110
- “Partial document or photo scans” on page 110
- “Cannot scan to an application” on page 110
- “Cannot scan to a computer over a network” on page 110

Scanner does not respond

If an error message is displayed, see “Error messages” on page 121.

If the Power button light is not on, see “Power button is not lit” on page 102.

Make sure the printer is set as the default printer and is not on hold or paused.

1 Click:

- In Windows XP Pro: **Start → Settings → Printers and Faxes.**
- In Windows XP Home: **Start → Control Panel → Printers and Faxes.**
- In Windows 2000: **Start → Settings → Printers.**
- In Windows 98/Me: **Start → Settings → Printers.**

2 Double-click the name of your printer.

3 Click **Printer**.

- Make sure no check mark appears next to Pause Printing.
- Make sure a check mark does appear next to Set As Default.

If none of the previous options fixes the problem, uninstall the printer software, and reinstall it. For more information, see “Removing and reinstalling the software” on page 125.

Scanning takes too long or freezes the computer

Close all programs not being used.

To change the scanning resolution to a lower value:

- 1** Click **Start → Programs or All Programs → Lexmark 8300 Series.**
- 2** Select **All-In-One Center.**
- 3** From the Scan area, click **See More Scan Settings.**
- 4** Click **Display Advanced Scan Settings.**
- 5** From the Select Scan Resolution menu, select a lower number.

Scan was not successful

- 1 Restart the computer.
- 2 Remove and reinstall the software. For help, see “Removing and reinstalling the software” on page 125.

Partial document or photo scans

Make sure the document or photo is loaded correctly in the ADF or on the scanner glass.

Make sure the paper size being used matches the size you selected.

Cannot scan to an application

- 1 From the Selected Application Does Not Support Multiple Pages dialog, click **Cancel**.
- 2 From the All-In-One Center Scanning and Copying tab, choose a different application from the “Send scanned image to” menu.
- 3 Scan the document.

Cannot scan to a computer over a network

See “Scanning to a computer over a network” on page 75.

Fax troubleshooting

- “Cannot send or receive a fax” on page 110
- “Can send but not receive faxes” on page 112
- “Can receive but not send faxes” on page 113
- “Printer receives a blank fax” on page 114
- “Received fax has poor print quality” on page 114
- “Error message: **Fax error**” on page 115
- “Error message: **Fax mode unsupported**” on page 115
- If faxing using the Productivity Suite, make sure:
 - The printer is connected to a computer that is equipped with a fax modem.
 - The computer is connected to a working phone line.
 - Both the printer and the computer are turned on.
- For additional help when you are using a fax application, see the documentation that came with the fax application.

Cannot send or receive a fax

If an error message appears, follow the instructions on the error message dialog.

If the Power light is not on, see “Power button is not lit” on page 102.

Make sure cable connections for the following hardware are secure, if applicable:

- Power supply
- Telephone
- Handset
- Answering machine

Check the telephone wall jack.

- 1 Plug a telephone into the wall jack.
- 2 Listen for a dial tone.
- 3 If you do not hear a dial tone, plug a different telephone into the jack.
- 4 If you still do not hear a dial tone, connect the printer to a different telephone jack.

Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.

The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.

- If you are using an ISDN telephone service, connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider.
- If you are using a DSL telephone, connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider.
- If you are using a PBX telephone service, make sure you are connecting to an analog connection on the PBX. If none exists, consider installing an analog telephone line for the fax machine.

If the telephone line is being used by another device, wait until the other device is finished before sending a fax.

If using the On Hook Dial feature, turn up the volume to verify a dial tone.

To ensure the printer is working correctly, connect it directly to the telephone line. Disconnect any answering machines, computers with modems, or telephone line splitters.











Check for and clear any paper jams.

Make sure both the black and color print cartridges are installed. The printer works only if both print cartridges are installed.

Call Waiting can disrupt fax transmissions. Disable this feature before sending or receiving a fax. Call your telephone company to obtain the keypad sequence for temporarily disabling Call Waiting.

Voice Mail offered through your local telephone company may disrupt fax transmissions. To enable both Voice Mail and the printer to answer calls, see “Setting the distinctive ring using the control panel” on page 85. Setting selections include single ring, double ring, triple ring, and any ring.

Make sure the country code has been set for the country or region where you are operating the printer:

- 1 From the control panel, press **Fax Mode**.
- 2 Press .
- 3 Press  or  repeatedly until **Device Defaults** is highlighted.
- 4 Press .
- 5 Press  or  repeatedly until **Country** is highlighted.
- 6 Press  or  repeatedly until the country where you are operating the printer appears.
- 7 Press .
- 8 Press .

If the printer memory is full:

- 1 Dial the receiving number.
- 2 Scan the original document one page at a time.

Can send but not receive faxes









Load paper to print any faxes that have been stored in the printer.

Check the status of the Auto Answer feature.

If the Auto Answer light is on, the printer will answer after the preset number of telephone rings. Setting selections include single ring, double ring, triple ring, and any ring. See “Setting the distinctive ring using the control panel” on page 85.

Check the ink levels, and install a new cartridge if necessary.

Check to see whether Fax Forwarding is selected.

- 1 Press **Fax Mode**.
- 2 Press .
- 3 Press  or  repeatedly until **Ring and Answering** is highlighted.
- 4 Press .
- Fax Forwarding** is highlighted.
- 5 Press  or  repeatedly to view the current Fax Forwarding setting.
- 6 To turn Fax Forwarding off, press  or  repeatedly until **OFF** appears.

7 Press ✓.

8 Press ↶.

Can receive but not send faxes

To make sure the printer is set for faxing, press **Fax Mode**.

Load the original document face down in the upper left corner of the scanner glass or text-side up in the ADF.

Check the Dial Prefix setting.

1 Press **Fax Mode**.

2 Press .

3 Press ▲ or ▼ repeatedly until **Dialing and Sending** is highlighted.

4 Press ✓.

5 Press ▲ or ▼ repeatedly until **Dialing Prefix** and the current Dial Prefix setting are highlighted.

6 To change the setting, press ◀ or ▶ repeatedly until **Modify** is highlighted.

7 Press ✓.

8 Enter the numbers you would like to have dialed before each telephone number.


9 Press ✓.

10 Press ↶.

If you used a Speed Dial button:

- Check to make sure it has been programmed for the number that you wish to dial. See “Setting up Speed Dial” on page 80.
- As an alternative, dial the telephone number manually.

Make sure the printer is detecting a dial tone.

- See “Faxing while listening to a call (On Hook Dial)” on page 84.
- Check the Dial Method setting.
 - 1 Listen for a dial tone. If you hear a dial tone but the printer hangs up without dialing, this means it did not recognize the dial tone.
 - 2 Press **Fax Mode**.
 - 3 Press .
 - 4 Press ▼ or ▲ repeatedly until **Dialing and Sending** is highlighted.
 - 5 Press ✓.
 - 6 Press ▼ or ▲ repeatedly until **Dial Method** is highlighted.

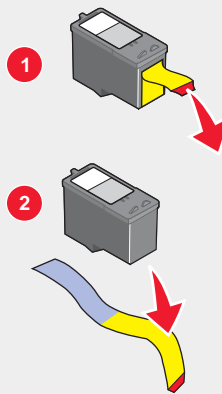
- 7 Press ◀ or ▶ to select one of the following: **Touch Tone**, **Pulse**, or **Behind a PBX**.
- 8 Press ✓.
- 9 Press ↻.

Printer receives a blank fax

Ask the sender to verify the original document was loaded correctly.

Check the ink levels, and install a new cartridge if necessary.

- 1 Remove the print cartridges.
- 2 Make sure the sticker and tape have been removed.




- 3 Reinsert the print cartridges.

Received fax has poor print quality

Ask that the sender:













- Check that the quality of the original document is satisfactory.
- Resend the fax. There may have been a problem with the quality of the telephone line connection.
- Increase the fax scan resolution.

Change the fax quality setting:

- 1 Press **Fax Mode**.
- 2 Press .
- 3 Press ▲ or ▼ repeatedly until **Quality** is selected.
- 4 Press ◀ or ▶ repeatedly to select a higher fax quality.
- 5 Press ✓.
- 6 Press ↻.

Check the ink levels and install a new cartridge if necessary.

Decrease the transmission speed.

- 1 Press **Fax Mode**.
- 2 Press .
- 3 Press  or  repeatedly until **Dialing and Sending** is highlighted.
- 4 Press .
- 5 Press  or  repeatedly until **Max Send Speed** is highlighted.
- 6 Press  or  until **14,400** appears.
- 7 Press .
- 8 If the problem persists, repeat step 1–step 6 until **9600** appears.
- 9 Press .
- 10 If the problem still persists, repeat step 1–step 6 until **2400** appears.
- 11 Press .
- 12 Press .

Notes:

- The lower the transmission speed, the longer it will take your fax to print.
- This solution will reduce the speed for future faxes until you reset the transmission speed.






Error message: Fax error

The fax machines have stopped communicating.

Resend the fax. There may have been a problem with the quality of the telephone line connection.

Error message: Fax mode unsupported

The receiving fax machine does not support the type of fax you attempted to send. If it does not support:

- Your scan resolution—lower the scan resolution.
 - 1 Press **Fax Mode**.
 - 2 Press .
 - 3 Press  or  repeatedly until **Quality** is highlighted.
 - 4 Press  or  repeatedly until **Standard** or **Fine** appears.

5 Press ✓.

6 Press ↶.

- Legal size paper—reformat the document on letter size paper.

Network troubleshooting

- “The printer to be configured does not appear in the list of printers found on your network” on page 116
- “You cannot print to the network printer” on page 117
- “Network name does not appear in the list” on page 117

The printer to be configured does not appear in the list of printers found on your network


SSID is not being broadcast. Make sure security keys are correct.

Make sure the printer is connected to a power source and is turned on. For more information, see “Power button is not lit” on page 102.

If you are using a print server:

- 1 Check the Ethernet cable for any obvious damage.
- 2 Firmly plug one end of the Ethernet cable into the printer or the print server.
- 3 Firmly plug the other end of the Ethernet cable into the network hub or wall connection.

If you are also using a USB cable:

- 1 Check the USB cable for any obvious damage.
- 2 Firmly plug the rectangular end of the USB cable into the USB port of the computer.
The USB port is marked with the USB symbol .
- 3 Firmly plug the square end of the USB cable into the USB port on the back of the printer.

See the print server documentation for setup instructions if:

- The lights of the print server are not on.
- The USB cable is not connected to the print server.
- The print server is not connected to a power source.

If none of the previous actions fixes the problem, uninstall the printer software, and reinstall it. For more information, see “Removing and reinstalling the software” on page 125.


You cannot print to the network printer

See the print server documentation for setup instructions if:

- The lights of the print server are not on.
- The USB cable is not connected to the print server.
- The print server is not connected to a power source.

- 1** Check the Ethernet cable for any obvious damage.
- 2** Firmly plug one end of the Ethernet cable into the printer.
- 3** Firmly plug the other end of the Ethernet cable into the network hub or wall connection.

If you are also using a USB cable:

- 1** Check the USB cable for any obvious damage.
- 2** Firmly plug the rectangular end of the USB cable into the USB port of the computer.
The USB port is marked with the USB symbol .
- 3** Firmly plug the square end of the USB cable into the USB port on the back of the printer.

Contact your system support person to make sure the printer is connected to a working network connection.

Make sure the printer is connected to a power source and is turned on. For more information, see “Power button is not lit” on page 102.

Network name does not appear in the list

SSID is not being broadcast. Make sure security keys are correct.

Jams and misfeeds troubleshooting

- “Paper jam in the printer” on page 117
- “Paper jam in the ADF” on page 118
- “Paper or specialty media misfeeds” on page 118
- “Printer does not feed paper, envelopes, or specialty media” on page 119
- “Banner paper jams” on page 119

Paper jam in the printer

To remove the paper:

- 1** Open the rear door.
- 2** Firmly grasp the paper, and gently pull it out.

3 Close the rear door.

4 Press ✓.

If the paper is accessible from the front of the printer:

1 Raise the paper exit tray.

2 Firmly grasp the paper, and gently pull it out.

3 Lower the paper exit tray.

4 Press ✓.

Paper jam in the ADF

1 Open the ADF.

2 Firmly grasp the paper, and gently pull it out.

3 Close the ADF.

4 Press ✓.

Paper or specialty media misfeeds

If paper or specialty media misfeeds or skews, or multiple sheets feed or stick together, try the following solutions.

Load a smaller amount of paper into the printer.

See “Loading various paper types” on page 44 for information about:

- Maximum loading amounts per paper type
- Specific loading instructions for supported paper and specialty media

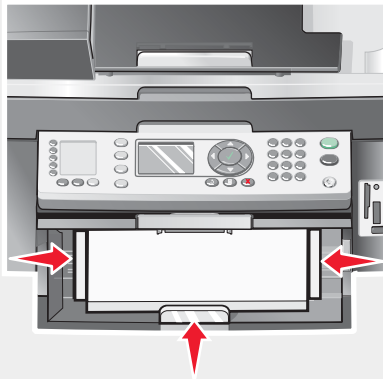
Load paper with the print side facing down.

Remove each page as it exits, and let it dry completely before stacking.

Use only new, unwrinkled paper.

Adjust the paper guides:

- When using media less than 8.5 inches wide
- Against the edges of the paper or media, making sure it does not buckle



Printer does not feed paper, envelopes, or specialty media

If there is a paper jam, see the appropriate paper jam section.

Verify that the specialty media is loaded correctly.

Try loading one page, envelope, or sheet of specialty media at a time.

Make sure the printer is set as the default printer and is not on hold or paused.

1 Click **Start** → **Control Panel** → **Printers and Other Hardware** → **Printers and Faxes**.

or

Click **Start** → **Settings** → **Printers and Faxes** (or **Printers**).

2 Double-click the name of your printer.

3 Click **Printer**.

- Make sure no check mark appears next to **Pause Printing**.
- Make sure a check mark does appear next to **Set As Default**.

Banner paper jams

1 Press **Power** to turn off the printer.

2 Remove the jammed banner paper from the printer.

To keep a banner print job from jamming:

- Use only the number of sheets needed for the banner.
- Select the following settings to enable the printer to feed paper continuously without jamming:

1 With a document open, click **File** → **Print**.

2 Click **Properties**, **Options**, **Setup**, or **Preferences**.

- 3 Select the **Paper Size** tab.
- 4 From the Paper Size area, select **Banner**.
- 5 Select **Letter Banner** or **A4 Banner** as the paper size.
- 6 From the Print Layout tab, select **Banner**.

Memory card troubleshooting

- “Memory card cannot be inserted” on page 120
- “Nothing happens when a memory card is inserted” on page 120
- “Error messages on display” on page 121

Memory card cannot be inserted

Make sure that the type of memory card you are using can be used in the printer. See “Inserting a memory card” on page 54 to determine which slot accommodates your memory card and to see instructions on how to insert it.

Nothing happens when a memory card is inserted

Remove and reinsert the memory card quickly.

Warning: Do not remove cables, photo storage devices, or touch the printer in the area shown while the light is blinking.



See “Inserting a memory card” on page 54 to determine which slot accommodates your memory card and to see instructions on how to insert it.


Make sure that the type of memory card you are using can be used in the printer. See “Inserting a memory card” on page 54.

Check that there is no obvious damage to the memory card.

Insert only one memory card at a time.

Disconnect the PictBridge-enabled digital camera or flash drive from the printer.

Check the cable connections.


- 1 Check the USB cable for any obvious damage.
- 2 Firmly plug the rectangular end of the USB cable into the USB port of the computer.
The USB port is marked with the USB symbol .
- 3 Firmly plug the square end of the USB cable into the back of the printer.

Error messages on display

If an error message is displayed, see “Error messages” on page 121.

Error messages

Low Ink

- 1 Check the ink levels and install a new cartridge if necessary. The Low Ink warning occurs when the cartridge is 25% full, 15% full, and 10% full.
To order supplies, see “Ordering supplies” on page 100.
- 2 Press  to continue.

Paper Jam

See “Jams and misfeeds troubleshooting” on page 117.

Cartridge Error

This includes the following cartridge errors:

- 1105
- 1203
- 1204
- 1205
- 1206

Procedure 1

- 1 Remove the print cartridges.
- 2 Disconnect the power supply cord from the electrical outlet.
- 3 Reconnect the power supply cord to the electrical outlet.
- 4 If the power button is not lit, press **Power**.
- 5 Reinsert the print cartridges.

- 6** If the error:
- Does not reappear, the problem has been corrected.
 - Reappears, one of the cartridges is not working properly. Continue with Procedure 2.

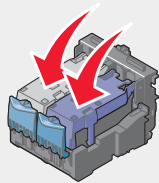
Procedure 2

Follow this procedure to determine which cartridge is not working properly.

- 1** Remove the print cartridges.
- 2** Disconnect the power supply cord from the electrical outlet.
- 3** Reconnect the power supply cord to the electrical outlet.
- 4** If the power button is not lit, press **Power**.
- 5** Reinsert the black (or photo) print cartridge.
- 6** If the error:
 - Reappears, replace the black (or photo) print cartridge with a new one.
 - Does not reappear, reinsert the color print cartridge.
- 7** If the error reappears, replace the color print cartridge with a new one.

Carrier Jam

- 1** Raise the scanner unit.
- 2** Remove any objects blocking the path of the cartridge carrier.
- 3** Make sure the cartridge lids are closed.

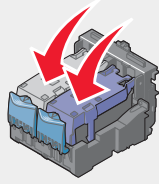


- 4** Close the scanner unit.
- 5** Press **✓**.

Error: 2200

- 1** Raise the scanner unit.
- 2** Remove any objects blocking the path of the cartridge carrier.

3 Make sure the cartridge lids are closed.



4 Close the scanner unit.

5 Press **✓**.

Paper Out

1 Load paper.

2 Press **✓**.

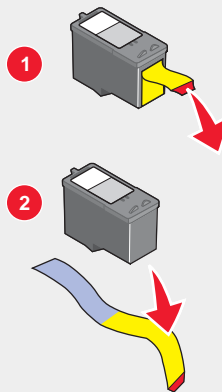
Cartridge Missing

One or more cartridges are missing or not installed properly. For more information, see “Installing print cartridges” on page 95.

Alignment Error

1 Remove the print cartridges.

2 Make sure the sticker and tape have been removed.



3 Reinsert the print cartridges.

4 Press **✓** to align the cartridges.

Load only plain, unmarked paper for aligning cartridges.

The printer will read any markings on used paper, which could cause the alignment error message to appear.

Photo Mode: problem reading memory card

The memory card was inserted incorrectly or is damaged.

- 1 Check for any obvious damage to the memory card.
- 2 Reinsert the memory card. See "Inserting a memory card" on page 54 to determine which slot accommodates your memory card and to see instructions on how to insert it.

Photo Mode: second memory card detected

The printer can read only one memory card at a time.

- 1 Remove both memory cards.
- 2 Reinsert only one memory card.

Photo Mode: no images found

No supported images have been found on the memory card.

- 1 Remove the memory card.
- 2 Use only memory cards containing photos created in your digital camera using the JPEG format.
For more information, see the documentation that came with your camera.

~filename .jpg file appears

When the process of copying files to a memory card is interrupted, temporary files may appear on the memory card. Temporary files usually begin with the "~" symbol.

Delete these files using the digital camera or computer.

Card format

The memory card format is not recognized by the printer.

- 1 Remove the memory card.
- 2 Format the memory card in your digital camera using the JPEG format. For more information, see the documentation that came with your camera.

DPOF Error: no images found

One or more images in the DPOF file could not be found.

Press ✓ to finish the print job without those images, or press ✗ to end the print job.

DPOF Error: photo larger than paper size

There are one or more photos larger than the Blank Paper Size you selected.

- 1 Press **✓**.
- 2 Choose a new Blank Paper Size to fit the largest photo size.


Sepia Warning

Sepia Tone Print is available only with color printing.

Press **Start Color** to continue, or **✗** to change photo settings.

No Computer

Make sure your computer is connected and turned on.

- 1 Check the USB cable for any obvious damage.
- 2 Firmly plug the rectangular end of the USB cable into the USB port of the computer.
The USB port is marked with the  USB symbol.
- 3 Firmly plug the square end of the USB cable into the USB port on the back of the printer.

Removing and reinstalling the software

If the printer is not functioning properly, or if a communications error message appears when you try to use the printer, you may need to remove and reinstall the printer software.

- 1 Click **Start** → **Programs** or **All Programs** → **Lexmark 8300 Series**.
- 2 Select **Uninstall**.
- 3 Follow the instructions on the computer screen to remove the printer software.
- 4 Restart the computer before reinstalling the printer software.
- 5 Click **Cancel** on all New Hardware Found screens.
- 6 Insert the CD, and then follow the instructions on the computer screen to reinstall the software.

Notices

Trademarks

Lexmark and Lexmark with diamond design are trademarks of Lexmark International, Inc., registered in the United States and/or other countries.

Other trademarks are the property of their respective owners.

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.

Copyright advisory

It may be illegal to copy certain materials without permission or license, including documents, images, and currency. If you are not sure whether you have permission, seek legal advice.

Electronic emission notices

Federal Communications Commission (FCC) compliance information statement

The Lexmark™ 8300 Series, type 4419, has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The FCC Class B limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

The manufacturer is not responsible for radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

Note: To assure compliance with FCC regulations on electromagnetic interference for a Class B computing device, use a properly shielded and grounded cable such as Lexmark part number 12A2405

for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Any questions regarding this compliance information statement should be directed to:

Director of Lexmark Technology & Services
Lexmark International, Inc.
740 West New Circle Road
Lexington, KY 40550
(859) 232-3000

Industry Canada compliance statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 89/336/EEC, 73/23/EEC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility and safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

A declaration of conformity with the requirements of the directives has been signed by the Director of Manufacturing and Technical Support, Lexmark International, Inc., S.A., Boigny, France.

This product satisfies the Class B limits of EN 55022 and safety requirements of EN 60950.

Japanese VCCI notice

If this symbol appears on your product, the accompanying statement is applicable.



この装置は、情報処理装置等電波障害自主規制協議会(VCCI)の基準に基づくクラスB情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。取扱説明書に従って正しい取り扱いをしてください。

Korean MIC statement

If this symbol appears on your product, the accompanying statement is applicable.



이 기기는 가정용으로 전자파적합등록을 한 기기로서 주거지역에서는 물론 모든 지역에서 사용할 수 있습니다.

This equipment has undergone EMC registration as a household product. It can be used in any area, including a residential area.

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

1-meter average sound pressure, dBA	
Printing	48
Scanning	40
Copying	41

Waste from Electrical and Electronic Equipment (WEEE) directive



The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products. If you have further questions about recycling options, visit the Lexmark Web site at www.lexmark.com for your local sales office phone number.

USB flash drives

The current versions of the following USB flash drives have been tested for use with the All-In-One:

- Dell 256 MB High Speed USB 2.0 Memory Key (P/N 311-4341)
- Dane-Elec zMate 128 MB Pen Drive (P/N DA-ZMP2-0128)

Other telecommunications notices

Notice to users of the Canadian telephone network

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrester in the AC outlet to which this device is connected. An appropriate AC surge arrester is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

South Africa telecommunications notice

This modem must be used in conjunction with an approved surge protection device when connected to the PSTN.

Using this product in Germany

This product requires a German billing tone filter (Lexmark part number 14B5123) to be installed on any line which receives metering pulses in Germany. Metering pulses may or may not be present on analog lines in Germany. The subscriber may request that metering pulses be placed on the line, or can have them removed by calling the German network provider. Normally, metering pulses are not provided unless specifically requested by the subscriber at the time of installation.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 14B5109) to be installed on any line which receives metering pulses in Switzerland. The Lexmark filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

Power consumption

ENERGY STAR



The EPA ENERGY STAR Office Equipment program is a partnership effort with office equipment manufacturers to promote the introduction of energy-efficient products and to reduce air pollution caused by power generation.

Companies participating in this program introduce products that power down when they are not being used. This feature will cut the energy used by up to 50 percent. Lexmark is proud to be a participant in this program.

As an ENERGY STAR Partner, Lexmark International, Inc. has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

Product power consumption

The following table documents the power consumption characteristics of the product.

Mode	Description	Power consumption
Printing	Product is generating hard copy output	17.0 W
Copying	Product is generating hard copy output from hard copy originals	15.0 W
Scanning	Product is scanning hard copy documents	14.0 W
Ready	Product is waiting for a print job	7.5 W
Power Saver	Product is in energy saving mode	7.5 W
Off	Product is plugged into a wall outlet, but switch is turned off	6.5 W

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Power Saver

As part of the ENERGY STAR program, this printer is designed with an energy-saving mode called Power Saver. The Power Saver Mode is equivalent to the EPA Sleep Mode. The Power Saver Mode saves energy by lowering power consumption during periods of inactivity. The period of time between the last operation and entering Power Saver is called the Power Saver Timeout. For this product, the Power Saver Mode is entered after 30 minutes.

Off mode

This printer has an off mode which still consumes a small amount of power. To completely stop printer power consumption, disconnect the power supply from the wall outlet.

Total energy usage

It is sometimes helpful to calculate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

Mercury statement

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.

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