

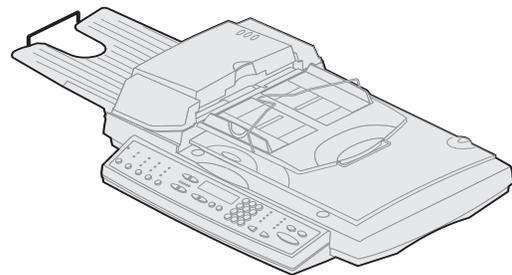


3100, 3200 MFP options

User's Guide



3100



3200

October 2002

[Click here for Quick Reference](#)

Edition: October 2002

The following paragraph does not apply to any country where such provisions are inconsistent with local law: LEXMARK INTERNATIONAL, INC., PROVIDES THIS PUBLICATION "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Some states do not allow disclaimer of express or implied warranties in certain transactions; therefore, this statement may not apply to you.

This publication could include technical inaccuracies or typographical errors. Changes are periodically made to the information herein; these changes will be incorporated in later editions. Improvements or changes in the products or the programs described may be made at any time.

Comments about this publication may be addressed to Lexmark International, Inc., Department F95/032-2, 740 West New Circle Road, Lexington, Kentucky 40550, U.S.A. In the United Kingdom and Eire, send to Lexmark International Ltd., Marketing and Services Department, Westhorpe House, Westhorpe, Marlow Bucks SL7 3RQ. Lexmark may use or distribute any of the information you supply in any way it believes appropriate without incurring any obligation to you. You can purchase additional copies of publications related to this product by calling 1-800-553-9727. In the United Kingdom and Eire, call +44 (0)8704 440 044. In other countries, contact your point of purchase.

References in this publication to products, programs, or services do not imply that the manufacturer intends to make these available in all countries in which it operates. Any reference to a product, program, or service is not intended to state or imply that only that product, program, or service may be used. Any functionally equivalent product, program, or service that does not infringe any existing intellectual property right may be used instead. Evaluation and verification of operation in conjunction with other products, programs, or services, except those expressly designated by the manufacturer, are the user's responsibility.

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

PostScript® is a registered trademark of Adobe Systems Incorporated.

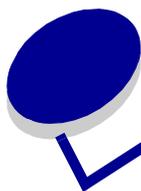
Other trademarks are the property of their respective owners.

© **Copyright 2002 Lexmark International, Inc.**

All rights reserved.

UNITED STATES GOVERNMENT RESTRICTED RIGHTS

This software and documentation are provided with RESTRICTED RIGHTS. Use, duplication or disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 and in applicable FAR provisions: Lexmark International, Inc., Lexington, KY 40550.



Contents

Chapter 1: Making copies.....	1
Quick copies.....	1
Examples of typical jobs.....	1
Adjust copy quality	4
Select the content.....	5
Set the duplex option.....	6
Set Collation/Finishing features.....	6
Save paper when you print.....	6
Select your copy media	7
Chapter 2: Sending faxes.....	8
Examples of typical fax jobs	9
Chapter 3: Scanning to PC.....	12
Create a scan profile	12
Custom Scan to PC settings	14
Chapter 4: Scanning to e-mail	16
Create a scan to e-mail profile	16
Scan to permanent e-mail destinations	17
Chapter 5: Scanning to FTP.....	18
Scan to an FTP destination	18
Chapter 6: Using the MFP control panel.....	19
Button and menu key	19
Function modes.....	22

Chapter 7: Customizing your MFP configuration	23
Customize copy settings	23
Restore factory default settings.....	23
Manually set basic fax information	24
Create permanent fax destinations	25
Change fax send and receive settings	25
Adjust analog send fax options	26
Adjust analog receive fax options.....	27
Adjust analog fax log options	27
Adjust fax server options	29
Scan to E-mail General Setup.....	29
Create permanent e-mail destinations	30
Create FTP destinations.....	31
Create an external destinations file	32
Disable scan functions	33
Configure Job Accounting	34
Use Validation mode to limit usage	37
Chapter 8: Solving copy problems.....	38
Common problems and solutions.....	38
Copy status messages	39
Copy error messages	39
Chapter 9: Solving fax problems	41
Common fax questions.....	41
Solve problems sending faxes	41
Solve problems receiving faxes.....	42
Send fax status.....	43
Receive fax status.....	43
Send fax errors.....	44
Receive fax errors	44
Work with destination lists	44
Chapter 10: Solving network scan problems	46
Common problems and solutions.....	46

Scan to e-mail status.....	46
Scan to FTP status.....	47
Job Accounting status	48
Scan to e-mail errors.....	48
Scan to FTP errors.....	50
Work with destination lists.....	50
Chapter 11: Solving scanning problems	52
Preventing paper jams	52
Solve scanner problems.....	53
Index.....	54

1

Making copies

Quick copies

- 1 Make sure the MFP (Multifunction Printer) control panel is in copy mode and the **Ready** status message is displayed. If necessary, press **Stop/Clear** to return to copy mode.
- 2 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 3 Enter the number of copies you want to make using the numeric keypad.
- 4 Press **Go/Send** to start scanning your documents.

Note: If you are using the flatbed of the scanner, watch the control panel for messages. If prompted to **Place Next Or Stop**, place the next page on the flatbed and then press **Go/Send** to continue scanning. Press **Stop/Clear** when all the pages have been scanned.

Examples of typical jobs

The following examples explain how to change the settings on the control panel to perform specific copying jobs. Each of the examples assumes the necessary features (duplex, color, and so on) are installed on the scanner and printer.

Make sure you are in copy mode and the **Ready** status message is displayed. If necessary, press **Stop/Clear** to reset the control panel to copy mode.

Note: If you are using the flatbed of the scanner, watch the control panel for messages. If prompted to **Place Next Or Stop**, place the next page on the flatbed and then press **Go/Send** to continue scanning. Press **Stop/Clear** when all the pages have been scanned.

Job 1: single page

- 1 Place the document on the flatbed of the scanner.
- 2 Make sure **1** appears on the control panel display as the copy count (default). If it does not, press **Stop/Clear** to reset the control panel to copy mode.
- 3 Press **Go/Send**.

Job 2: mixed content

Make eight copies of a two-page, letter-size document containing one drawing within the text.

- 1 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 2 Press **Collation/Finishing** until you see **Collate** appear on the control panel display.
- 3 Press **Content** until the mixed light comes on.
- 4 Press **8** on the keypad, and then press **Go/Send**.

Job 3: use 2-up to save paper

Make three copies of a four-page document which has some text in color, but minimize paper usage.

- 1 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 2 Press **3** on the keypad.
- 3 Press **Paper Saver** until the 2-up light comes on. If the scanner and printer support duplex, you could also choose Duplex to save paper.
- 4 Press **Collation/Finishing** until you see **Collate** on the control panel display.
- 5 Press **Content** until the mixed light comes on, and then press **Go/Send**.

Job 4: duplex copies

Make a legal-size, two-page document fit on a duplexed, letter-size page for insertion in a standard-size notebook. The original documents contain several color photographs as well as some text.

- 1 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 2 Press **Content** until the mixed light is on.
- 3 Press **Duplex** until the  light is on.
- 4 Press **Original Size** until the legal light is on.
- 5 Press **Copy Size** until the letter light is on.
- 6 Press **Go/Send**.

Job 5: enlarge copies

Enlarge a black-and-white drawing so you can see it better and make annotations.

- 1 Place the document on the flatbed of the scanner.
- 2 Press **Enlarge**. Hold down the button to rapidly increase the scaling factor.
- 3 Release the button when 125% appears on the control panel display. You may need to experiment to get the copy just the way you want it.
- 4 Press **Go/Send**.

Job 6: document with color

Make copies of a one page letter-size document containing several small, color photographs.

- 1 Place the document on the flatbed of the scanner.
- 2 Press **Content** until the photo light is on, and then press **Go/Send** to print a copy.

Note: Photo mode is intended to be used to copy actual photographs or similar high quality images. Photos printed on a printer should be copied using mixed mode.

- 3 Press **Content** until the mixed light comes on, and then press **Go/Send** to print a second copy.
- 4 Compare the two copies to the original, and then decide which setting produces the best quality of the photograph. Reset Content to the best choice (photo or mixed).
- 5 Enter the number of copies you want using the numeric keypad.
- 6 Return the page with the photograph to the scanner, and then press **Go/Send**.

Adjust copy quality

You can use the settings in the following tables to adjust the output quality of your copies.

Change the brightness

Feature	Description
Lighter	Produces lighter copies.
Darker	Produces darker copies.

Set the copy size

Feature	Description
Copy Size	Selects the size of the copy being made from the available paper sizes in the printer. Note: If a particular paper size is not properly loaded into the printer, no indication appears on the display for that paper size.
Original Size -- Letter, Legal, A4	Scroll to specify different paper sizes for the original. The paper size is shown on the display and the indicator light is on.
Original Size -- Other	Scrolls through paper sizes other than letter, legal, and A4.

Reduce or enlarge

Feature	Description
Reduce	Press once to decrease the scaling factor by 1%. Hold button down to rapidly decrease the scaling factor. <ul style="list-style-type: none">• If either Reduce or Enlarge is pressed, the Original Size light is turned off.• Automatic scaling between the original and the copy is used if the paper size selections have been set.
Enlarge	Press once to increase the scaling factor by 1%. Hold button down to rapidly increase the scaling factor. <ul style="list-style-type: none">• If either Reduce or Enlarge is pressed, the Original Size light is turned off.• Automatic scaling between the original and the copy is used if the paper size selections have been set.

Select the content

Content defines what kind of original is being copied. One of the content features is always selected. The current selection is indicated by one of the three content lights being on.

Feature	Description
text	Original document is composed entirely of text, simple line-art graphics, or a combination of both. This choice is the default. The highest possible scan speed is used. Copies are black and white only, even if the original is color.
mixed	Original document contains a mix of both text and graphics. If both the scanner and printer are color-capable, this choice produces color copies.
photo	Original document contains extremely fine details and graphics. Use with actual photographs or similar high quality images. If both the scanner and printer are color-capable, this choice produces color copies. The highest scan resolution is used.
mixed mono (only available with color scanner/color printer combinations)	Original document contains a mix of both text and graphics. Copies are black-and-white only, even if the original is color.
mixed image (only available with some color scanners)	Original document has a mix of both text and graphics, but image quality is the highest priority. If both the scanner and printer are color-capable, this choice produces color copies.
photo mono (only available with color scanner/color printer combinations)	Select if your original is an actual photograph or similar high quality image. Copies are black and white only, even if the original is color. The highest resolution is used.

Set the duplex option

Duplex option	Description	Display message
	Two single-sided originals are copied to one two-sided copy (long edge or short edge).	1 > 2
		1 > 2 short edge
	One double-sided original is copied to two single-sided copies.	2 > 1 (available only if scanner supports duplex)
	A double-sided original is copied to a double-sided copy.	2 > 2 (available only if scanner supports duplex)

Note: If you press **Duplex** and no duplex lights come on, no duplex functions can be performed. This response occurs if the printer does not have duplex capabilities.

Set Collation/Finishing features

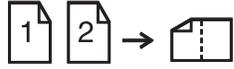
Collation is turned off by default. To turn collation on, press **Collation/Finishing** until you see **Collate** in the control panel display, and then press **Select**. Turning collation on produces complete, ordered copies of the original.

Finishing features (such as stapling or hole punch) are only available if your printer supports finishing functions. If your printer does not support finishing, only collation is supported.

Save paper when you print

This process of saving paper is sometimes referred to as N-up. Some features share a panel light. For example, the same panel light is on for both 4-up and 4-up Landscape printing.

There are five choices available in the Paper Saver menu. Press **Paper Saver** until your selection appears in the control panel display.

Feature	Description
Off	N-up copying is turned off (no choices lit). This is the default setting. You can turn the N-up frame On or Off in the Copy menu on the Copy Setting configuration page located on the resident Web page.
	2-up copying transfers two originals to one copy. The two originals are rotated and reduced in size to fit onto a single sheet. 2-up Landscape reduces your two landscape originals to fit on a single sheet of paper.
	4-up copying saves even more paper by transferring four originals to one single-sided copy. Your four originals are reduced to fit on a single sheet of paper in portrait mode. 4-up Landscape reduces your four originals to fit on a single sheet of paper in landscape mode.

Note: If you want to have each page surrounded by a border, select Solid Border for Paper Saver in the Copy menu.

Select your copy media

The printer may be capable of using media types other than plain paper for your copies.

Media type describes the kind of material being printed on, such as plain paper, transparencies, card stock, and bond paper.

Feature	Description
Plain paper	Plain paper is the default for copy media type.
Transparency	Choose transparency to draw from the tray loaded with transparencies.
Transparency + Separators	Press Copy Media until the transparency light is lit, and then press it again until Transparency+Sep appears on the control panel display. This choice inserts a plain sheet of paper between transparencies if the transparencies and paper are correctly loaded in the printer. The Plain Paper source must be an automatic tray and the size must be set to be the same size as the loaded transparencies.
Other	Select from other possible copy media. Press this button repeatedly to scroll through the other choices. Only properly loaded media types are presented as choices. Refer to your printer documentation for help in loading paper properly.

2

Sending faxes

There are three ways to send an outgoing fax using the MFP control panel. You can manually enter the telephone number to the receiving fax machine and then transmit your fax. Create shortcut numbers and then select the shortcut number and transmit your fax.

Note: If you use the flatbed of the scanner, watch the control panel for messages. If prompted to **Place Next Or Stop**, place the next page and then press **Go/Send** to continue scanning. Press **Stop/Clear** when all the pages have been scanned.

Entering a fax recipient number

- 1 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 2 Press **Fax/Scan Mode** repeatedly until you see **Enter Phone #** on the control panel display.
- 3 Use the numeric keypad to enter the telephone number of the person receiving the fax.

Note: Press **Pause** to insert a two second delay during dialing.

- 4 Press **Go/Send**. The fax modem dials the number and sends the fax once the connection is made.

Using fax destination shortcuts

- 1 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 2 Press **#** on the numeric keypad, and then enter the shortcut number of the fax destination. For information on creating shortcut numbers, see “Create permanent fax destinations” on page 25.
- 3 Press **Go/Send**. The fax modem dials the number and sends the fax once the connection is made.

Select a Scan to Fax destination

- 1 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 2 Press **Fax/Scan Mode** repeatedly until you see **SCAN** → **Fax** on the control panel display.
- 3 Press **Menu >** until you see the correct fax destination.

Note: If you want to send to multiple fax destinations at the same time, you must create a permanent destination containing all the fax numbers of the group. See your network administrator for help.

- 4 Press **Go/Send**. The fax modem dials the number and sends the fax once the connection is made.

Cancel an outgoing fax

There are two ways to cancel an outgoing fax:

- While the original documents are still scanning, press **Stop/Clear** to cancel sending the fax.
- After the original documents have been scanned to memory, press **Menu >** repeatedly until you see **Cancel Fax**, and then press **Select**. Press **Menu >** repeatedly until you see the phone number of the outgoing fax you want to cancel, and then press **Select**.

When you cancel an outgoing fax, the MFP control panel resets to copy mode. You must restart the fax sending process.

Examples of typical fax jobs

You can send an outgoing fax using any of the three methods already mentioned. The examples below show manually entering the fax number on the numeric keypad.

Note: If you are using the flatbed of the scanner, watch the control panel display for messages. If prompted to **Place Next Or Stop**, place the next page and then press **Go/Send** to continue scanning. Press **Stop/Clear** when all the pages have been scanned.

Job 1: one page

- 1 Place the document on the flatbed of the scanner.
- 2 Press **Fax/Scan Mode** repeatedly until **Enter Phone #** appears on the control panel display.
- 3 Enter the fax recipient phone number on the numeric keypad.
- 4 Press **Go/Send**.

Job 2: multiple pages

- 1 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 2 Press **Fax/Scan Mode** repeatedly until **Enter Phone #** appears on the control panel display.
- 3 Enter the fax recipient phone number on the numeric keypad.
- 4 Press **Go/Send**.

Job 3: mixed content (text and graphics)

- 1 Place the document on the flatbed of the scanner.
- 2 Press **Fax/Scan Mode** repeatedly until **Enter Phone #** appears on the control panel display.
- 3 Enter the fax recipient phone number on the numeric keypad.
- 4 Press **Content** repeatedly until mixed is selected.
- 5 Press **Fax Resolution** repeatedly until fine is selected.
- 6 Press **Go/Send**.

Job 4: photo (400 x 400 dpi)

- 1 Place the photo on the flatbed of the scanner.
- 2 Press **Fax/Scan Mode** repeatedly until **Enter Phone #** appears on the control panel display.
- 3 Enter the fax recipient phone number on the numeric keypad.
- 4 Press **Content** repeatedly until photo is selected.
- 5 Press **Fax Resolution**, and then select ultra fine.
- 6 Press **Go/Send**.

Job 5: colored original (credit card receipt)

- 1 Make a black and white copy of your original. This often produces a document that is much clearer and more easily faxed.
- 2 Place the copy on the flatbed of the scanner.
- 3 Press **Fax/Scan Mode** repeatedly until **Enter Phone #** appears on the control panel display.
- 4 Enter the fax recipient phone number on the numeric keypad.
- 5 Press **Content** repeatedly until mixed is selected.

- 6 Press **Fax Resolution**, and then select fine.
- 7 Press **Go/Send**.

3

Scanning to PC

Create a scan profile

A scan profile includes all the necessary information about your originals and presets the MFP control panel to those settings. Lexmark™ ScanBack™ Utility is an easy way to create Scan to PC profiles. You can also browse to the IP address of the MFP to create Scan to PC or Scan to e-mail profiles.

Use ScanBack utility

The ScanBack Utility is shipped on the MFP CD.

Step 1: Set up your Scan to PC profile

- 1 Launch the ScanBack Utility. If you installed the software using the default directories, click Start, Programs, Lexmark, MFP, and then ScanBack Utility.
- 2 Select the MFP you want to use. If none are listed, see your systems person to obtain a list, or click the Setup button to manually search for an IP address or hostname. You must select at least one MFP to continue creating a profile.
- 3 Follow the instructions on the screens to define the type of document being scanned and what kind of output you want to create. Available settings are determined by the capabilities of the MFP you select.
- 4 Make sure to check:
 - Show MFP Instructions -- if you want to view or print the final directions
 - Create Shortcut -- if you want to save this group of settings to use again
- 5 Click **Finish**. A dialog box displays your scan profile information and the status of the received images.

Step 2: Scan your original documents

- 1 Locate the MFP you specified in the scan profile.
- 2 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.

- 3 On the control panel, press **Fax/Scan Mode** repeatedly until you see **SCAN → PROFILE**.
- 4 Press **Menu >** repeatedly until you see your scan profile name.
- 5 Press **Go/Send** to start scanning.

Note: If you are using the flatbed of the scanner, watch the control panel for messages. If prompted to **Place Next Or Stop**, place the next page on the flatbed and then press **Go/Send** to continue scanning. Press **Stop/Clear** when all the pages have been scanned.

- 6 Return to your computer. Your output file is saved in a directory or launched in the application you specified.

Use the MarkNet Web pages

The MarkNet™ resident Web pages are stored on the MarkNet print server installed in your MFP.

Step 1: Set up your scan profile

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Create Scan Profiles**.
- 3 Click **PC Scan Profile**.
- 4 Select your scan settings. For more explanation about the settings, see “Custom Scan to PC settings” on page 14.
- 5 Click **Next**.

Step 2: Select a storage location

- 1 Specify a path and file name for saving the scan output file somewhere on your PC. For example, browse to your desktop, find the appropriate directory, and type in a file name.
- 2 Assign a Profile Name. This is the name that appears in the **SCAN → PROFILE** list on the MFP control panel.
- 3 Click **Submit**. A Receiving Image window appears on your desktop indicating that your PC is waiting to receive the scan output file.

Step 3: Scan your original documents

- 1 Locate the MFP you specified in the scan profile.
- 2 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 3 On the control panel, press **Fax/Scan Mode** repeatedly until you see **SCAN → PROFILE**.

4 Press **Menu >** repeatedly until you see your scan profile name.

5 Press **Go/Send** to start scanning.

Note: If you are using the flatbed of the scanner, watch the control panel for messages. If prompted to **Place Next Or Stop**, place the next page on the flatbed and then press **Go/Send** to continue scanning. Press **Stop/Clear** when all the pages have been scanned.

6 Return to your PC when the job is finished. The job status window changes to Image Received. Once your scan output file appears in the list, you can select it and launch an application to open the file.

Note: PC Scan Profiles are not stored. Once they are used, they disappear from the control panel list.

Custom Scan to PC settings

Menu	Settings	Description
Quick Setup	Custom	Lets you customize the scan job settings.
	Text --BW PDF Text -- BW TIFF Mixed -- Gray PDF Mixed -- Color PDF Photo -- Color JPEG Photo -- Color TIFF Photo -- Gray JPEG Photo -- Gray TIFF	Lists preset formats. Lets you customize the brightness, set the size of your originals, and the orientation of your scan file output. (Color is only available if your scanner supports color.)
Format Type	JPEG, PDF, TIFF and PostScript (PS)	Determines the final output format of the scanned document.
Compression	None, JPEG, ZLib, G4	Determines the compression format used to compress the scanned document output file.
Contrast	Text, Mixed, Photo	Describes the content of the originals being scanned.
Scan Depth	RGB (available only with color scanners) Gray, BW (Black and White)	Describes the color scale of the originals being scanned.
Resolution	75, 150, 200, 300, 400, and 600 dpi	Sets the resolution of the scanned document output file.
Original Size	Letter, Legal, A4, and so on.	Tells the scanner the paper size of the originals being scanned.
Orientation	Portrait, Landscape	Determines the orientation of your scanned document output file.

Menu	Settings	Description
Save to	Type in the path or browse to the location	Location path where scanned file is to be located.
Profile Name	Type in a unique name	Name that appears in the MFP control panel. Select this name in the MFP control panel to activate the scan profile.
Duplex	Both or Single (only available with duplex scanners)	Specifies the original is a duplex page.

4

Scanning to e-mail

Create a scan to e-mail profile

A scan profile includes all the necessary information about your originals and presets the MFP control panel to those settings.

Scan profiles are temporary destinations. A maximum of ten scan profiles can be stored. When the eleventh profile is created, the oldest is discarded.

Step 1: Set up your scan profile

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Create Scan Profiles**.
- 3 Click **E-mail Scan Profile**.
- 4 Specify the recipient and the sender. You can assign a subject and add a message to the content of the e-mail.
- 5 Select the scan type, resolution, and size of the original.
- 6 Specify whether the file is to be sent as an e-mail attachment or as a Web link.
 - Attachment -- a copy of the scanned document is sent attached to the e-mail message
 - Web link -- the scanned document is sent to a storage area on a Web site and a Web link to that site is sent to the e-mail recipient
- 7 Assign a profile name.
- 8 Click **Submit**.

Step 2: Scan your original documents

- 1 Locate the MFP. This must be the same MFP where the scan profile is stored.
- 2 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 3 On the control panel, press **Fax/Scan Mode** repeatedly until you see **SCAN → PROFILE**.
- 4 Press **Menu >** repeatedly until you see your scan profile name.

- 5 Press **Go/Send** to start scanning.

Note: If you are using the flatbed of the scanner, watch the control panel for messages. If prompted to **Place Next Or Stop**, place the next page on the flatbed and then press **Go/Send** to continue scanning. Press **Stop/Clear** when all the pages have been scanned.

Scan to permanent e-mail destinations

For e-mail addresses you frequently use, permanent e-mail destinations can be set up by your network administrator. Once a permanent destination is created, it is available on the MFP control panel.

- 1 Locate the MFP where the permanent destinations are stored.
- 2 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 3 On the control panel, press **Fax/Scan Mode** repeatedly until you see **SCAN → EMAIL**.
- 4 Press **Menu >** repeatedly until you see your e-mail destination.

Note: If you want to send to multiple e-mail destinations, press **Select** when you see each destination, and then **Menu >** until you see your next choice. An asterisk appears beside your selections. Your e-mail is sent to each destination you selected and the last destination appearing in the control panel display.

- 5 Press **Go/Send** to start scanning.

Note: If you are using the flatbed of the scanner, watch the control panel for messages. If prompted to **Place Next Or Stop**, place the next page on the flatbed and then press **Go/Send** to continue scanning. Press **Stop/Clear** when all the pages have been scanned.

5

Scanning to FTP

Scan to an FTP destination

Once an FTP destination has been configured by your systems person, the name of the destination becomes available as a network scanning choice in the MFP control panel.

- 1 Locate the MFP you want to use. This must be the MFP configured with your FTP destination.
- 2 Load all pages in the automatic document feeder of the scanner. Place the pages according to the drawing on the scanner.
- 3 Press **Fax/Scan Mode** repeatedly until you see **SCAN → FTP**.
- 4 Press **Menu >** repeatedly until you see the name of your FTP destination, and then press **Select**.
- 5 Press **Go/Send** to start scanning.

Note: If you are using the flatbed of the scanner, watch the control panel for messages. If prompted to **Place Next Or Stop**, place the next page on the flatbed and then press **Go/Send** to continue scanning. Press **Stop/Clear** when all the pages have been scanned.

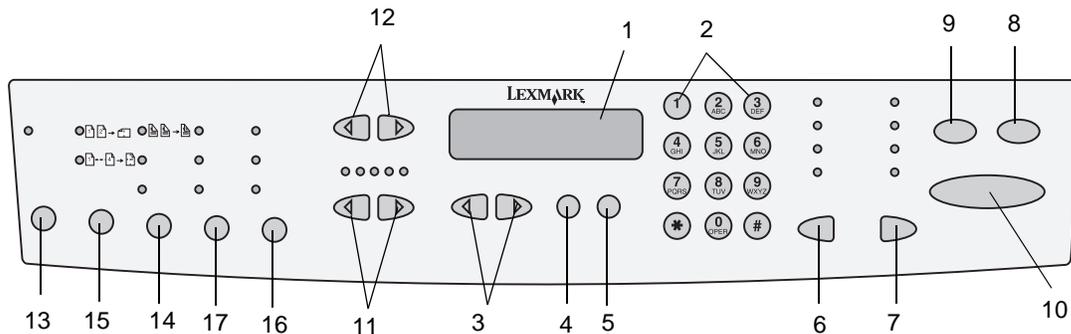
After the job is finished, an FTP confirmation page is printed. The confirmation page includes the FTP server, directory, and the file name.

```
FTP confirmation page
FTP server: rome.gre.kidnet.bigcity.com
Directory: web/scans
Save Scan File (s)
pic2000-03-13_131942.pdf
```

6

Using the MFP control panel

Button and menu key



Key	Function in copy mode	Function in fax mode	Function in scan to network mode
1	Control panel status displays for copying and a Ready message.	Manual fax: Control panel status displays a prompt to Enter Phone # . Scan to Fax: Control panel displays SCAN → Fax	Control panel status displays for scanning and current scan to network destination.
2	Keypad for entering number of copies to be made.	Manual fax: Keypad for entering outgoing fax phone numbers. Scan to Fax: Keypad lets you move around in destinations lists.	Keypad for entering numbers lets you move around in destination lists.
3	Menu> and <Menu moves you forward and backward in copy menus.	Manual fax: Menu> does not apply. Backspace (<Menu) lets you move backward to reenter information. Scan to Fax: Menu > and < Menu moves you forward and backward in destination lists.	Menu> and <Menu moves you forward and backward in destination lists.
4	Select makes your choice active and saves your setting.	Pause lets you insert a two second dial out pause in an outgoing fax phone number.	Select makes your choice active and saves your setting.

Key	Function in copy mode	Function in fax mode	Function in scan to network mode
5	Return takes you back to previous menu choice.	Redial sets the fax modem to redial the last outgoing fax phone number.	Return takes you back to previous menu choice.
6	Original Size defines the size of the original (letter, legal, A4, other).	Original Size defines the size of the original (letter, legal, A4, other).	Original Size defines the size of the original (letter, legal, A4, other).
7	Copy Size specifies the size of the copy (letter, legal, A4, other).	Copy Size does not apply to fax mode.	Copy Size changes the size setting for the scanned file (letter, legal, A4, other).
8	Control panel displays a Ready status message indicating you are in copy mode (default).	Manual fax: Control panel displays an Enter Phone # prompt. Scan to Fax: Control panel displays SCAN → Fax .	Control panel displays your custom scan profile name or a list of e-mail and FTP destinations.
9	Stop/Clear clears the number of copies so you can start over or cancels the copy job being sent.	Stop/Clear stops a fax from being sent or cancels a fax that is already being sent. Control panel returns to copy mode. Note: Faxes already scanned to memory cannot be canceled by pressing Stop/Clear . Click the "Send faxes" link for more information.	Stop/Clear stops the scan and returns the control panel to copy mode. Faxes, e-mails, and all other network scans must be resubmitted.
10	Go/Send starts the process of scanning an original and sending the copy to the printer.	Go/Send activates the fax dial out process.	Go/Send starts the process of scanning a document and sending it to a file, as an e-mail, or to a designated FTP server.
11	<Lighter or Darker> adjusts the darkness of the copy being made.	<Lighter or Darker> adjusts the darkness of the fax being sent.	<Lighter or Darker> adjusts the darkness of the copy being made.
12	<Reduce or Enlarge> adjusts the size of the copy being made.	<Reduce or Enlarge> does not apply to fax mode.	<Reduce or Enlarge> does not apply to scan to network mode.
13	Collation/Finishing collates the copies being made or applies finishing options (if available).	Collation/Finishing does not apply to fax mode.	Collation/Finishing does not apply to scan to network mode.
14	Duplex specifies the type of duplex copies being made.	Duplex does not apply to fax mode, unless you have duplex capabilities on your scanner.	Duplex does not apply to scan to network mode, unless you have duplex capabilities on your scanner.
15	Paper Saver lets you print copies 2-up or 4-up in order to save paper.	Paper Saver does not apply to fax mode.	Paper Saver specifies the orientation (portrait or landscape) of your original documents (applies only to PDFs).

Key	Function in copy mode	Function in fax mode	Function in scan to network mode
16	Copy Media specifies the type of media for your printed copies (plain paper, transparencies, other).	Fax Resolution specifies the resolution of your fax (standard, fine, super fine, ultra fine). Standard is the default (no lights).	Fax Resolution specifies the resolution and JPEG quality of your scan to network job (standard, fine, super fine, ultra fine). Standard is the default (no lights).
17	Content lets you specify the content of your original being copied (text, mixed, photo).	Content lets you specify the content of your outgoing fax (text, mixed, photo).	Content lets you specify the content of the original being scanned.

Function modes

Control panel mode	When it appears on the control panel	Message displayed
Copy	<p>Default mode (you do not need to press Fax/Scan Mode)</p> <p>In copy mode, you can make a copy by placing the document in the scanner and pressing Go/Send on the MFP control panel.</p>	Ready
Fax (manually enter the outgoing fax phone number)	<p>If you have set the basic fax information during setup, press Fax/Scan Mode once to move the control panel into this mode.</p> <p>In fax mode, enter the fax phone number of the recipient using the numeric keypad on the MFP control panel, and then press Go/Send to send the fax.</p>	Enter Phone #
Scan to Fax (permanent destinations)	<p>If you have set the basic fax information during setup, and you have created fax destinations, press Fax/Scan Mode repeatedly until you see SCAN → Fax in the MFP control panel display.</p> <p>Note: To send faxes to multiple destinations, you must create a permanent destination containing the group of numbers you want to fax. See “Sending faxes” on page 8 for more information.</p>	SCAN → Fax
Scan to Profile (back to PC or to an e-mail)	<p>For your scan profiles to appear on the MFP control panel, you must define both your Scan to PC and Scan to e-mail job profiles using the MarkNet resident Web pages.</p> <p>In Scan to Profile mode to see your profiles, you must press Fax/Scan Mode repeatedly until you see SCAN → PROFILE, and then Menu > to advance through your profile names.</p>	SCAN → PROFILE
Scan to e-mail (permanent destinations)	<p>For a list of permanent e-mail destinations to appear on the MFP control panel, you must set up each e-mail recipient using the MarkNet resident Web pages.</p> <p>In Scan to e-mail mode to see your e-mail destination list, you must press Fax/Scan Mode repeatedly until you see SCAN → EMAIL, and then Menu > to advance through your permanent destinations.</p> <p>Note: To send to multiple e-mail destinations, press Select to add an asterisk to your choices. Press Go/Send when you have finished.</p>	SCAN → EMAIL
Scan to FTP (FTP servers)	<p>For a list of Scan to FTP destinations to appear on the control panel, you must set up the FTP destinations using the MarkNet resident Web pages.</p> <p>In Scan to FTP mode to see a list of your configured FTP servers, you must press Fax/Scan Mode repeatedly until you see SCAN → FTP, and then Menu > to advance through your FTP destinations.</p> <p>Note: You can create multiple FTP servers, but you can only scan to one server at a time.</p>	SCAN ® FTP



Customizing your MFP configuration

Customize copy settings

There are two ways to set up the default settings for making copies:

You can manually define default settings for making copies at the control panel.

- 1 Set Content, Duplex and all the other settings the way you typically do.
- 2 Press **Menu >** until **Copy Menu** appears, and then press **Select**.
- 3 Press **Menu >** until **save settings** appears, and then press **Select**.
- 4 Press **Menu >** until **=save** appears, and then press **Select**.

save settings appears briefly on the display to confirm the settings have been entered correctly. The normal display showing Ready, scaling percentage, and number of copies reappears.

You can also set default settings for making copies at the resident Web page.

- 1 Type the IP address of the MFP in the URL field of your browser (for example, <http://192.168.236.24>), and then press **Enter**.
- 2 Click **Configuration**.
- 3 Select Copy Settings from the MFP menu.

Note: Many of the available settings depend on the type of printer and scanner you have.

Restore factory default settings

To restore the default settings manually:

- 1 Press **Menu >** until **Copy Menu** appears, and then press **Select**.
- 2 Press **Menu >** until you see **Factory Defaults** displayed, and then press **Select**.
- 3 Press **Menu >** until you see **=Restore**, and then press **Select**.

Restoring Factory Defaults appears briefly on the display to confirm the settings have been entered correctly. The control panel displays the Ready status, scaling percentage, and number of copies.

To restore the default settings through the resident Web page:

- 1 Type the IP address of the MFP in the URL field of your browser (for example, http://192.168.236.24), and then press **Enter**.
- 2 Click **Configuration**.
- 3 Select **Copy Setup** from the MFP menu.
- 4 Find the **Factory Defaults** drop-down box, and select **Restore**.
- 5 Click **Submit**.

Manually set basic fax information

If you have purchased a MarkNet N2501e print server, during power up the message **Please Set Time** appears. This is the prompt to begin the required fax setup.

Special tips for using the numeric keypad

- Repeatedly pressing each button changes it from a number, to the uppercase character, to the lowercase character, and then to the next character.
- Pressing **Menu>** or **<Menu** scrolls through all choices. This method offers you additional characters not found on the numeric keypad, such as left and right parenthesis, dashes, quotes, and so on.
- Press **Copy Size** to move to the next field or **Original Size** to move to the previous field.

- 1 On the control panel, press **Menu>** repeatedly until you see **Fax Quick Setup**, and then press **Select**.
- 2 When **Country/Zone** appears, use **Menu>** to find your country and time zone (for example, Eastern), and then press **Select** to save your choice.
- 3 Set the current date and time:
 - If the correct date and time appear on the display, press **Return** to go to the next menu item.
 - If the default date and time appear (1900-01-01 15:35) on the display, use the numeric keypad to change the numbers in each field. After the date and time are set, the next menu item appears.
- 4 When you see **Station Name**, enter your name or company name using the numeric keypad on the panel.
- 5 Press **Return** when you have finished entering your Station Name. **SAVED** briefly appears.
- 6 When you see **Station Number**, enter your fax phone number using the numeric keypad.

- 7 Press **Return** after entering your Station Number. **SAVED** briefly appears. After the last menu item has been entered, **Setup Complete** appears.

Create permanent fax destinations

Instead of entering the phone numbers of fax recipients each time you send a fax, you can create permanent fax destinations that appear in the MFP control panel.

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**. The destinations you create are stored only on this MFP.
- 2 Click **Configuration**.
- 3 Click **Manage Destinations**.
- 4 Click **Fax Destinations Setup**.
- 5 Enter a unique name for the fax recipient and specify their fax number (for example, John_Acct 555-1212). If you want to create a group fax destination, place a comma after each fax recipient number entered. Make sure your destination name identifies it as group fax or a fax distribution list.
- 6 If you want, you can assign a shortcut number (1—245). Assigning a shortcut lets you press **#** on the numeric keypad, and then the shortcut number to activate your scan.

Note: If you try to assign a shortcut number already in use, you are prompted to select another number.

- 7 Click **Submit**.

Change fax send and receive settings

When incoming faxes are sent to your printer, they are documented in a Receive Fax Log. For more information about this log, see “Adjust analog fax log options” on page 27.

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**. The destinations you create are stored only on this MFP.
- 2 Click **Configuration**.
- 3 Under the MFP heading, click **Fax Setup**.
- 4 Select either **fax server** or **analog** (only available on the MarkNet N2501e). For more information, see “Adjust analog send fax options” on page 26.
- 5 Click **Submit** if you are changing the mode. If not, click **Configuration**.
- 6 Make changes and click **Submit**.

Adjust analog send fax options

Option	Description
Auto Redial	Sets the number of redial attempts the modem makes if the phone line is busy. This can be set for 0 through 14 attempts. The default is 5 redials.
Redial Frequency	Sets the number of minutes between redial attempts (1—200 minutes). The factory default is set to redial every three minutes repeatedly until the number of attempts defined in Auto Redial have been made.
Fax Resolution	Adjusts the resolution of the fax being sent. The choices are: <ul style="list-style-type: none"> • Standard 200 x 100 dpi (204 x 98 metric) • Fine 200 x 200 dpi (204 x 196 metric) • Super Fine 300 x 300 dpi (204 x 391 metric) • Ultra Fine 400 x 400 dpi (408 x 391 metric) Faxes are sent in the specified resolution if that resolution is supported by the receiving fax machine.
Default Content	Defines the content of the original document being faxed. The choices are: <ul style="list-style-type: none"> • Text • Mixed • Photo
Default Darkness	Lightens or darkens the outgoing fax. Press Menu> to darken and <Menu to lighten. (-) * (+)
Dialing Mode	Sets the fax modem to dial out using Tone or Pulse. The default setting is Tone. Pulse dialing is not available in Europe.

Adjust analog receive fax options

Option	Description
Fax Storage	Determines whether or not the incoming faxes are stored if they cannot immediately be printed. The settings are ON or OFF. The default setting is ON.
Fax Paper Size	Defines the size of paper on which incoming faxes are to be printed (letter, legal and so on) if the requested size is not available.
Fax Paper Type	Defines the type of paper on which incoming faxes are to be printed (plain paper, card stock, and so on). If the requested type is not available, the printer prompts for the correct paper to be loaded.
Output Bin	Defines the output bin where incoming faxes are to be printed (standard bin, bin 1, or bin 2).
Auto Reduction	Sets the printer to fit incoming faxes to the available Fax Paper Size. The choices are YES and NO.
Rings to Answer	Lets you set the number of times the phone rings before the fax answers. The default for the fax modem port is to answer incoming calls on the first ring. Other choices range from 1 through 25.
Distinctive Ring Feature	Three options are available: <ul style="list-style-type: none">• Enable Single Ring Pattern• Enable Double Ring Pattern• Enable Triple Ring Pattern All options are enabled by default. By changing these settings, you control which type of ring the MFP answers.

Adjust analog fax log options

Option	Description
Print Send Log	Prints a list of faxes sent.
Print Rcv Log	Prints a list of received faxes.
Auto Print Logs	Automatically prints both fax logs when the log is full. The setting must be ON (default). When the setting is OFF, the log is maintained, but not automatically printed. Also, the oldest log entries are removed when the log becomes full.
Clear Logs	Removes all entries from the send and receive logs.
Transmission Log	Specifies that when you send a fax, a transmission log is printed to verify the fax was sent correctly. The settings are Always (default), Never, or Error Only.

Option	Description
Log Paper Size	<p>Selects an output paper size (Letter, Legal, and so on) for the log. Log Paper Size is only used if the setting for Log Paper Type is not available.</p> <p>The choices vary from printer to printer. For information about what your printer supports, refer to your printer documentation.</p>
Log Paper Type	<p>Selects an output paper type (Plain, Card stock, and so on) for the log.</p> <p>The choices vary from printer to printer. For information about what your printer supports, refer to your printer documentation.</p>
Log Output Bin	<p>Selects an output bin (Standard, Bin 1, or Bin 2) for the log.</p> <p>The choices vary from printer to printer. For information about what your printer supports, refer to your printer documentation.</p>

Adjust fax server options

Option	Description
To Field	Refer to your fax server documentation for the exact format for the e-mail address field. Use [NUMBER] where the phone number should appear on the address line.
Reply Address	Sets the e-mail from address used for all fax server jobs. Note: Most fax server software sends confirmations to this address. Refer to your fax server documentation to decide on a reply address.
Subject	Sets the subject text to use for all fax server e-mail jobs.
Message	The text body sent with each fax server e-mail job.
Scan Type	The format to use for image attachments sent to the fax server. Refer to your fax server documentation to find a supported format.
Paper Size	Sets the default paper size to use for scanning original documents to be faxed.
Fax Resolution	Sets the resolution used to scan the original documents to be faxed. Note: The fax resolution used for the actual analog fax call is set on your fax server software.
Default Content	Defines the content of the original document being faxed. The choices are: <ul style="list-style-type: none">• Text• Mixed• Photo
Default Darkness	Lightens or darkens the outgoing fax.
Original Orientation	Sets the orientation of the original document being faxed.

Scan to E-mail General Setup

In addition to identifying your SMTP gateway, you can also enter a generic subject and message that will be included on all scanned e-mail.

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Configuration**.
- 3 Under the MFP heading, click **Scan to E-mail General Setup**.
- 4 Specify the SMTP gateway of your network or internet service provider, plus your e-mail address for the reply line of the message.

Note: You may want to use the network administrator's address as the default address. When an e-mail cannot be sent, notification is returned to this address.

- 5 Enter a subject (descriptive name) and a generic message. This information appears on all e-mail scanned to permanent e-mail destinations.
- 6 To store scanned documents on a Web site and send only a Web link in the e-mail, complete the Web link section.
- 7 After entering your choices, click **Submit**.

Create permanent e-mail destinations

When creating an e-mail destination, you must decide what kind of e-mail the recipient will receive. You can send a document scanned to e-mail as an:

- Attachment -- a copy of the scan output file is sent attached to the e-mail message
- Web link -- scan output file is sent to a Web site and only a Web link is sent in the e-mail

Create a separate recipient entry for each e-mail type and give them unique names easily identified in the e-mail destinations list.

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Configuration**.
- 3 Click **Manage Destinations**.
- 4 Click **E-mail Destinations Setup**.
- 5 Enter a unique name for the e-mail recipient and specify the e-mail address.

Note: You can create an e-mail distribution list by creating a destination containing multiple e-mail recipients. Place a comma after each e-mail address you enter. Assign a unique name to the destination that identifies it as an e-mail distribution list.

- 6 Select which type of Scan to e-mail you want to send. Attachment is the most common choice, but you can avoid attaching large scan output files to e-mail if you use a Web link.

Here is an example of one e-mail recipient with two unique names.

Name	Address	Type	Shortcut
Smith, Jane	smith@mailgw.anywhere.com	Attachment	5
Smith, Jane2	smith@mailgw.anywhere.com	Web link	6

- 7 Select scan type and resolution.
- 8 If you want, enter a shortcut number (1—245) to identify the recipient. A shortcut number lets you rapidly find your e-mail recipient by pressing # on the numeric keypad, and entering the

number. If you attempt to assign a shortcut number that is already in use, you are prompted to make another selection.

- 9 Click **Add/Modify** to add the name to the available list of e-mail addresses. This new recipient is now visible in the e-mail destination list (and the entry is also available for selection from the MFP control panel menu).

Create *FTP destinations*

Note: Although you can create multiple FTP server destinations, you can only scan to one destination at a time.

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Configuration**.
- 3 Click **Manage Destinations**.
- 4 Click **FTP Destinations Setup**.
- 5 Assign a name to the FTP destination. This is the name that appears in the MFP control panel display.
- 6 Enter Server name, Log-in, Password, and Filename.
- 7 Select scan type and resolution.
- 8 If you want, enter a shortcut number (1—245) to identify the recipient. A shortcut number lets you rapidly find your FTP destination by pressing # on the numeric keypad, and entering the number. If you attempt to assign a shortcut number that is already in use, you are prompted to make another selection.
- 9 After entering your choices, click **Submit**.

Create an external destinations file

Instead of creating individual e-mail, FTP, or fax destinations, you can create multiple destinations and store them in an external ASCII text file. You can store a large list of addresses in a good location on a network FTP server, rather than storing them as permanent destinations in the MFP hardware.

A file of permanent destinations (e-mail, FTP, and fax) can be created manually in any text editor using the following entries as guides:

```
% Permanent Destinations List From 192.168.236.24
DESTEMAILADD 1 "NAME=Smith,
Jane;ADDR=janes@mailgw.businessname.com;TYPE=1;SCAN=4;RES=150;SHORT=1;"
DESTEMAILADD 1
"NAME=Robb;ADDR=robb@mailgw.businessname.com;TYPE=1;SCAN=4;RES=150;SHORT=50;"
DESTEMAILADD 1 "NAME=Doe,
John;ADDR=doe@businessname.com;TYPE=1;SCAN=1;RES=200;SHORT=0;"
DESTEMAILADD 1 "NAME=Doe,
John2;ADDR=doe@businessname.com;TYPE=2;SCAN=4;RES=150;SHORT=0;"
DESTFTPADD 1
"NAME=smith;SERVER=smith.com;LOGIN=bob;PASS1=sno;PASS2=sno;FN=scan;SCAN=8;RES=300;SHORT
=20;"
DESTFAXADD 1 "NAME=Sheila;NUMBER=5544;SHORT=88;"
```

Valid values for an external destinations file:

- Type=1 entries are e-mail attachments.
- Type=2 are set up to be Web links.
- Short=You may assign a shortcut number from 1—245; 0 means no shortcut number has been assigned.
- Scan=Values are listed in the following table:

Scan value	Content and output file
0	Text content - BW PDF
1	Text content - BW TIFF
4	Text content - BW PS
5	Mixed content - BW PDF
6	Mixed content - BW TIFF
7	Mixed content - Gray PDF
8	Mixed content - RGB PDF
9	Mixed content - Gray PS
10	Photo content - Gray JPEG
11	Photo content - Gray TIFF

Scan value	Content and output file
12	Photo content - RGB JPEG
13	Photo content - RGB TIFF
14	Photo content - RGB PS

- Res= Resolution values can equal 75, 150, 200, 300, 400, or 600 dpi.

Specify the external file

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Configuration**.
- 3 Click **Manage Destinations**.
- 4 Click **Specify External Destinations File**.
- 5 Specify the FTP server where the file is stored, plus the login and password necessary to gain access to the server. Specify the full path and name of the file.
- 6 Click **Submit**. The file is accessed from the server location. The e-mail and FTP destinations stored in the external file are added to the current list of permanent destinations.
- 7 Check the process worked by clicking **Back** on the Browser menu until you see one of the destinations setup links, such as E-mail Destinations Setup.

Note: The process works the same for FTP and fax entries.

- 8 Click **E-mail Destinations Setup**. The e-mail destinations stored in the file now appear in the e-mail destination list. You may have to scroll through the list to find them.

The external destinations file is refreshed every 24 hours, on MFP power up, or by re-submitting the file (steps 1 through 6).

Disable scan functions

You can limit the scan to network functions available on a particular MFP control panel. You can disable any scan to network mode without affecting the others.

Disabling Scan to e-mail or Scan to FTP lets you create or add permanent destinations, but the mode is not visible in the control panel, so the scan output file cannot be sent.

Disabling Scan to Profile prevents anyone from creating a profile, plus the function is not visible in the MFP control panel.

Disabling the multipage TIFF function places each page of a scan in an individual TIFF file rather than placing all pages in a single, multipage TIFF file.

Disabling the Scan to FTP confirmation page stops the confirmation page from being printed.

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Configuration**.
- 3 Under the MFP heading, click **Scan to Network General Setup**.
- 4 Remove the check mark from any function you want to disable.
- 5 Click **Submit**.

Configure Job Accounting

Track MFP usage

MarkTrack™ is software that combines the unique capabilities of Lexmark network printers and MarkVision™ software with an Oracle database.

MFP Job Accounting provides MarkTrack users with the ability to accumulate statistics on copy jobs, outgoing faxes, and scan to network jobs by requiring users to enter a Job Account number on the control panel.

Note: To count outgoing faxes, you must be using a MarkNet N2501e print server containing a fax modem port.

Create accounts

To use Job Accounting, you must create a Job Account for each authorized MFP user. You must also notify each user that they must enter the assigned Job Account number on the control panel before they are allowed to scan.

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Configuration**.
- 3 Click **MFP Job Accounting**.
- 4 Click **Manage Job Accounts**.
- 5 Enter a name for the Job Account and assign an account number.
- 6 Click **Add/Modify**. The new Job Account appears in the list.

Protect the Job Account list

To prevent the Job Account list from being modified by unauthorized individuals, set a password to protect the information stored on the print server.

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Configuration**.
- 3 Under the Other heading, click **Security**.
- 4 Enter a user name and a password.

Note: The user name is MarkNet. The password is whatever you assign. You must type it a second time for verification.

- 5 Click **Submit**.

Select a tracking mode

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Configuration**.
- 3 Click **MFP Job Accounting**.
- 4 Select one of the tracking modes. For a list of available tracking modes, see “List of tracking modes” on page 36.
- 5 Specify a timeout. The timeout is the amount of time that passes after a scan is completed before the control panel is relocked.
- 6 Click **Submit**.

List of tracking modes

Mode	Description
Job Acntg. Off	This is the default mode.
Courtesy I	Enter an account number on the keypad before the control panel accepts the job information. The number is not checked against the master Job Account list.
Courtesy II	There are two methods of entering Job Account information: <ul style="list-style-type: none"> • Enter an account number on the keypad before the control panel accepts the job information. • Select a name from the active Job Account menu on the MFP control panel. Press Menu > or < Menu repeatedly until the name associated with the account is displayed in the control panel, and then press Select.
Courtesy III	There are two methods of entering Job Account information on the control panel: <ul style="list-style-type: none"> • Enter an account number on the control panel keypad; however, for increased security the account is checked against the master list and validated. • Select a name from the active Job Account menu on the MFP control panel. Press Menu > or < Menu repeatedly until the name associated with the account is displayed in the control panel, and then press Select.
Validation	Sets the most security for using the MFP control panel. Enter an account number using the keypad on the MFP control panel. The account is checked against the master Job Account list and validated before the control panel accepts a scan. This choice does <i>not</i> allow a name to be selected from the Job Account menu.

Use Validation mode to limit usage

Validation mode, when used with MarkTrack, collects statistical data about copy jobs, network scans, and outgoing faxes. However, even if you do not use MarkTrack, Validation mode can be used to limit MFP usage to authorized individuals.

When Validation mode is active, the MFP control panel displays an Enter Account # prompt. To unlock the control panel, a user must enter a valid account number using the keypad on the control panel, and then press **Select**.

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Configuration**.
- 3 Click **MFP Job Accounting**.
- 4 Select **Validation mode**.
- 5 Specify a timeout. The timeout is the amount of time that passes after a scan is completed before the control panel is relocked.
- 6 Click **Submit**.

Job Accounting status messages

Message	Description
<Date Time> Select Account	Message appears instead of the Ready message when Job Accounting modes Courtesy II or Courtesy III are set.
<Date Time> Enter Account #	Message appears instead of the Ready message when Job Accounting modes Courtesy I or Validation are set.
Select Account Account Name	Message appears instead of the Ready message when Job Accounting is active. A valid account name must be selected from the Job Account active list. 1 Press Fax/Scan Mode until you see Job Acct . 2 Press Menu> until you see your Account Name, and then press Select . After a correct account is selected, the control panel resets to copy mode and the Ready message appears. Start your scan as usual.
Enter Account # XXX_	Job Accounting is active. A valid account number must be entered on the numeric keypad of the control panel. After a correct account number is entered and validated, the control panel resets to copy mode and the Ready message appears. Start your scan as usual.
Account # Rejected	Applies to Courtesy III or Validation mode. Message indicates that an invalid account number has been entered. If you have questions regarding valid account numbers, see your network administrator for assistance.

8

Solving copy problems

Common problems and solutions

For additional help solving printer problems, refer to the documentation that shipped with your printer.

Problem	Solution
Copy printed on the wrong kind of paper	<p>Wrong type of paper is loaded in the paper tray you selected, or the printer may not be set up for automatically selecting the paper type.</p> <ol style="list-style-type: none"> 1 Put the correct paper or other media in the tray. 2 Check the paper type setting on the paper menu of the printer. 3 Try sending the copy again.
Warning displays on printer operator panel about collation area	The printer does not have enough memory. You may have to turn collation off and manually sort your copies.
I pressed Continue on the printer operator panel, but my copies were not in correct sequence	Installing additional memory helps alleviate this problem.
Color page came out black and white	<ol style="list-style-type: none"> 1 This happens if the scanner or printer (or both) can only produce black and white. Check to see if your MFP has color capabilities. 2 If your MFP is capable of color copies, make sure Content is set to mixed or photo (not text), and try again.
Duplex does not work	This usually means the scanner or printer (or both) is not capable of duplex. Check the documentation that shipped with your MFP to see if it has duplex capabilities.
Duplex lights do not come on	
Cannot select duplex settings	
Ready status message is not displayed in control panel	<p>The control panel and the printer are not talking to each other or the printer may be turned off.</p> <ol style="list-style-type: none"> 1 Try turning the printer off and back on. 2 Trying turning off the scanner and the printer. Make sure you power back on in the correct sequence. First turn on the scanner, and then turn on the printer.
Control panel buttons do not respond	The printer is turned off. Turn the printer back on.

Problem	Solution
Unwanted black lines print on my copy	Clean the entire top cover and the document flatbed. Also clean the automatic document feeder.
Paper does not feed through the automatic document feeder	Make sure the paper support is open. Make sure the pages to be copied are not damaged or stapled together.

Copy status messages

Message	Description
Ready 100% 1	MFP is set for copy mode. This is the default setting for the control panel.
Copying... Busy ♦ 100% 1	Copy job is printing. If a copy job is printing, this message appears even when a fax is being sent or received.
Copy Halted... Wait 100% 1	Copy job is being canceled.
Place Next Or Stop	<ol style="list-style-type: none"> 1 Place the next page on the flatbed. 2 Press Go/Send to continue sending pages. 3 Press Stop/Clear to end the scan. <p>The control panel resets to copy mode and the Ready message appears on the display.</p>

Copy error messages

Error	Description
Check Printer	<p>There is a problem with the printer, such as a paper jam, open door, missing tray, or toner problem. Check the printer operator panel for a detailed message.</p> <p>For more help solving the problem, refer to the documentation that shipped with the printer.</p>
Check Scanner Press Return	<p>There is a problem with the scanner.</p> <ol style="list-style-type: none"> 1 Check that all the cables and power cords are still correctly plugged into the scanner. 2 Turn off the MFP hardware, then power back up. First, turn on the scanner, then turn the printer back on. 3 If you are unable to reset the MFP, contact Lexmark Customer Support. On the MFP CD, click Contact Lexmark.

Error	Description
Close Door	Message appears in the top line of the control panel display. Toner cartridge door is open. This message does not display for all scanner and printer combinations.
No Duplex Option Installed	Message appears if user presses Duplex on the MFP control panel, but the duplex option is not installed correctly on the printer. Check printer documentation for information about installing the duplex option.



Solving fax problems

Common fax questions

Problem	Solution
Can I create a fax distribution list?	Group faxing is supported. When you create a permanent fax destination, separate multiple entries with a comma.
How do I enter a pause in the fax recipient phone number?	<ul style="list-style-type: none">• If you are manually dialing using the numeric keypad, press Pause on the control panel to enter a two second pause. The pause appears as a dash (-).• If you are creating a fax destination using the MarkNet resident Web pages, type a dash (-) in the phone number (9-1-555-444-2222).

Solve problems sending faxes

Problem	Solution
Some pages were not sent	<ol style="list-style-type: none">1 Check the transmission log for information about the problem. The status column provides information about the sending problem. The pages column tells you how many pages were sent successfully.2 Resend the pages that did not get sent, or resend the entire fax job.
No pages were sent	
No dial tone for the modem	<ol style="list-style-type: none">1 Check your fax phone line and the cable hookup to the MarkNet N2501e card. Try resending.2 Check the transmission log for information about the problem.
Fax was illegible when received	Receiving fax unit may not support high quality faxes. It may be automatically reducing the resolution. Adjust the resolution and the content setting, then try resending the fax.

Problem	Solution
Data was missing	Receiving fax unit may not have automatic reduction turned on. Try resending fewer pages at once.
When sending a large fax, scanning stalls in the middle of the scan	MFP first scans all the fax pages to memory. If you do not have a hard disk installed in your printer, using high resolution settings or sending lots of pages at once can rapidly fill up the available printer memory. When the printer memory is full, MFP dials and attempts to send the fax pages already in memory. After those pages are sent, scanning resumes. If your fax fails to send correctly, you can try either sending fewer pages at once or sending them at a lower resolution. If you frequently send large faxes, or faxes requiring high resolutions, you may want to add a printer hard disk or more memory to your MFP.

Solve problems receiving faxes

Problem	Solution
Fax was not received	Have the sender resend the fax. Make sure you have not disabled receiving. If you are attached to a network, browse to the IP address of the MarkNet N2501e and check the setting. (Hint: Setting/Configuration, Advanced Settings, and then check the Enable Receive box.)
Fax was printed on two pages	Automatic reduction is turned off. Turn automatic reduction on and have the fax resent.
Fax quality is poor	Have the fax sent at a higher resolution.

Send fax status

Message	Description
Enter phone # xxx-xxx	Prompt to use the numeric keypad to enter the fax recipient phone number.
Scanning to Mem Busy "	Original documents are being scanned to memory.
Dialing... Ready 100% 1	Fax recipient number is being dialed.
Connect <Baud><ECM> Ready 100% 1	Shows connection and baud rate with the receiving fax machine. If error correction mode is being used, ECM is displayed on the control panel.
Sending Page X Ready 100% 1	Page X is currently being sent.
Call Complete Ready 100% 1	All the pages of the fax have been sent and the phone line connection has hung up.
Shortcut xx Fax Destination Name	Fax shortcut has been initiated by pressing #, and then entering the shortcut number on the numeric keypad. Destination Name is the name assigned to the fax recipient.
Place Next Or Stop	<ol style="list-style-type: none"> 1 Place the next page on the flatbed. 2 Press Go to continue sending pages. 3 Press Stop to end the fax transmission. <p>The control panel resets to copy mode and the Ready message appears on the display.</p>

Receive fax status

Message	Description
Receiving Fax... Ready 100% 1	MFP is receiving an incoming fax.
Connect <Baud><ECM> Ready 100% 1	Shows connection and baud rate with the sending fax machine. If error correction mode is being used, ECM is displayed on the control panel.
Sender Name Ready 100% 1	Station name of sending fax machine displays (right justified) on top line.
Receiving Page X Ready 100% 1	Page X is currently being received.
Call Complete Ready 100% 1	All the pages of the fax have been received and the phone line connection has hung up.

Send fax errors

Error message	Description
No Dial Tone	Appears in top line of control panel display. Modem cannot detect a dial tone.
No Answer	Appears in top line of control panel display. Receiving fax machine failed to answer.
Line Busy	Appears in top line of control panel display. Phone line of receiving fax machine is busy.
Line Dropped	Appears in top line of control panel display. During a fax, the message displays when the phone connection is lost.
No Phone Number Entered	Appears when Go/Send is pressed before the fax number to be dialed has been entered.
Scan to Fax Mode Is Disabled	Appears when a fax is attempted to let the user know that Scan to Fax function is disabled for this MFP.
Out of Memory	Appears in top line of control panel display. Some older printers display this message when the printer memory is full.
PS Error	Appears in top line of control panel display. Fax is being sent using Print to Fax and the job encountered a PostScript error.

Receive fax errors

Error message	Description
Load Paper	Appears in top line of control panel display. Printer is out of paper.
Printer Offline	Appears in top line of control panel display. Printer is not ready.
Printer Error	Appears in top line of control panel display. Printer has a door open or a tray missing.

Work with destination lists

You can view or print lists of the permanent fax destinations that have been configured for an MFP. This is a useful way to check for fax recipients that you send information to on a regular basis.

View the destination lists

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Reports**.
- 3 Under the MFP heading, click the link of the list you want to view, such as **Fax Destinations List**. Information about each destination is displayed.

Print the destination lists

- 1** Locate the MFP. This must be the same MFP with the IP address where the destination lists were created and stored.
- 2** Press **Menu >** repeatedly until you see **Destinations**, and then press **Select**.
- 3** Press **Menu >** repeatedly until you see the list you want to print (for example, Print Fax List), and then press **Select**. Information about each destination is contained in the list. The following illustration is an example of one type of list.

Fax Destinations		
Name	Fax Number	Shortcut #
Smith, Jane	555-121231	
Smith, Jane	21-666-555-123332	
Doe, John	1-666-444-778835	

Print the shortcut list

When creating permanent destinations for an MFP, your systems person may have assigned shortcut numbers. A shortcut lets you send to a destination by pressing **#** and entering the shortcut number on the numeric keypad of the MFP control panel.

Posting a printed shortcut list close to the MFP can reduce the time spent searching for destinations in the control panel menus.

- 1** Locate the MFP. This must be the same MFP with the IP address where the destination lists were created and stored.
- 2** Press **Menu >** repeatedly until you see **Shortcuts**, and then press **Select**.
- 3** Press **Menu >** repeatedly until you see **Print List**, and then press **Select**.

10

Solving network scan problems

Common problems and solutions

Problem	Solution
Scan profile name does not appear on the control panel display.	<ol style="list-style-type: none"> 1 Make sure you are looking at the correct control panel menu. Press Fax/Scan Mode repeatedly until you see SCAN → PROFILE. Press Menu > until you see your profile name. 2 Make sure the MFP you are trying to use is the same MFP where the profile is stored. Each MFP has a unique network address. If you are not sure, see your network administrator for help. 3 Create your scan profile again.
Can I create an e-mail distribution list?	<p>Create a permanent e-mail destination and place a comma after each e-mail address.</p> <p>Make sure you assign a unique name to the destination that identifies it as an e-mail distribution list.</p>

Scan to e-mail status

Message	Description
SCAN → EMAIL Destination name	<p>Prompts you to select the e-mail destination. Press Menu > repeatedly until you see your e-mail destination name displayed in the second line. Press Go/Send to start the scan.</p> <p>To select multiple e-mail destinations, press Menu > repeatedly until you see your first e-mail selection, and then press Select. An asterisk appears by the selection. Repeat this process until all e-mail destinations have been selected. Press Go/Send to start the scan.</p>
Connecting Please Wait	<p>Message indicates the MFP is trying to make a connection with the SMTP server.</p>
EML → Destination Busy ♦ 100%	<p>Message indicates the MFP is scanning and sending the document.</p>

Message	Description
Shortcut #xx EML Destination Name	E-mail shortcut has been initiated by pressing #, and then entering the shortcut number on the numeric keypad. Destination Name is the name assigned to the e-mail destination.
Place Next Or Stop	<ol style="list-style-type: none"> 1 Place the next page on the flatbed. 2 Press Go/Send to continue sending pages. 3 Press Stop/Clear to end the scan. <p>The control panel resets to copy mode and the Ready message appears.</p>

Scan to FTP status

Message	Description
SCAN → FTP Destination name	Prompts you to select the FTP destination. Press Menu > repeatedly until you see your FTP destination name on the second line of the control panel display. Press Go/Send to start scanning.
Connecting Please Wait	Indicates the MFP is trying to make a connection with the FTP server.
FTP → Destination Busy ♦ 100%	Indicates the MFP is scanning and sending the document.
Shortcut #xx FTP Destination Name	FTP destination shortcut has been initiated by pressing #, and then entering the shortcut number on the numeric keypad. Destination Name is the name assigned to the FTP server destination.
Place Next Or Stop	<ol style="list-style-type: none"> 1 Place the next page on the flatbed. 2 Press Go/Send to continue sending pages. 3 Press Stop/Clear when all pages have finished scanning. <p>The control panel resets to copy mode and the Ready status message appears on the display.</p>
S-cut Disabled	<p>Message appears on the second line of the display when a shortcut is entered for a network scan function that has been disabled.</p> <p>One or all of the network scan functions (SCAN → PROFILE, SCAN → EMAIL, and SCAN → FTP) can be disabled. See your network administrator for assistance.</p>
Shortcut not set	<p>Message appears on the second line of the display when an invalid shortcut number is entered.</p> <p>The list of configured shortcuts can be viewed or printed. See “Print the shortcut list” on page 51.</p>

Job Accounting status

Message	Description
<Date Time> Select Account	Appears in the Idle/Ready state when Courtesy II or Courtesy III modes are active.
<Date Time> Enter Account #	Appears in the Idle/Ready state when Courtesy I or Validation modes are active.
Select Account Account Name	Appears when user is selecting an account from the list of possible accounts. This applies to Courtesy II or Courtesy III modes.
Enter Account # xxx_	Appears when the user manually enters an account number using the numeric keypad on the control panel. This applies to all Job Accounting modes.
Account # Rejected	Appears when the user attempts to enter an invalid account number. This applies to Courtesy III and Validation modes.

Scan to e-mail errors

Message	Description
Connection Failed	MFP is unable to find the e-mail server and deliver the file.
S-cut Disabled	Appears on the second line of the control panel display when a shortcut is entered for a disabled network scan function. One or all of the network scan functions (SCAN → PROFILE, SCAN → EMAIL, and SCAN → FTP) can be disabled. See your network administrator for assistance.
Shortcut not set	Appears on the second line of the control panel display when an invalid shortcut number is entered. The list of configured shortcuts can be viewed or printed. See "Print the shortcut list" on page 51.
SMTP Setup Error	SMTP server has not been set up.
A timeout occurred waiting for a response from the server	MFP timed out waiting for a response from the SMTP server.
Could not resolve the e-mail server address	<ul style="list-style-type: none"> • DNS server could not resolve the SMTP gateway address. • DNS server is not correctly set up for use with MFP. Check DNS server address.
Unable to make a TCP connection to the server	Make sure the server address is correct.
TCP connection to server was lost	Check your network connection.

Message	Description
Mail server refused to accept mail from us	<ul style="list-style-type: none"> • Mail server refused to start the e-mail sending process. • Mail server could not be set up to accept e-mail from the MFP IP address. • Mail server is down. • Mail server is busy.
Mail server rejected your reply address	Make sure your reply address has been set up correctly.
Mail server rejected one of the recipients	Mail server determined that one of the recipient addresses is bad. Correct the address or remove it from the e-mail destination list.

Scan to FTP errors

Message	Description
<452> FTP Disk quota reached	User account for this scan has run out of disk space on the FTP server.
<550> Unable to put file (no access)	<ul style="list-style-type: none"> User account for this scan does not have write access to the specified directory. A file already exists with the same name and the user account does not have permission to overwrite it.
<553> Put failed, file or directory does not exist	Directory specified in the file name does not exist on the FTP server.
Could not resolve the server name	<ul style="list-style-type: none"> DNS server could not resolve the FTP server address. Check SMTP gateway address. DNS server is not correctly set up for use with MFP. Check DNS server address.
Could not log in to the FTP server	Username, password, or both have been refused by the FTP server.
Could not make a TCP connection to the FTP server	Check the FTP server address.
Undefined FTP error has occurred	See the FTP scan error log that prints for information about this error.
S-cut Disabled	<p>Message appears on the second line of the display when a shortcut is entered for a network scan function that has been disabled.</p> <p>One or all of the network scan functions (SCAN →PROFILE, SCAN → EMAIL, and SCAN → FTP) can be disabled. See your network administrator for assistance.</p>
Shortcut not set	<p>Message appears on the second line of the display when an invalid shortcut number is entered.</p> <p>The list of configured shortcuts can be viewed or printed. See "Print the shortcut list" on page 51.</p>

Work with destination lists

You can view or print lists of the permanent destinations that have been configured for MFP. This is a useful way to check for destinations that you send information to on a regular basis.

View the destination lists

- 1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.
- 2 Click **Reports**.
- 3 Under the MFP heading, click the link of the list you want to view such as **E-mail Destinations List**. Information about each destination is displayed.

Print the destination lists

- 1** Locate the MFP. This must be the same MFP with the IP address where the destination lists were created and stored.
- 2** Press **Menu >** repeatedly until you see **Destinations**, and then press **Select**.
- 3** Press **Menu >** repeatedly until you see the list you want to print (for example, Print E-mail List), and then press **Select**. Information about each destination is contained in the list. The following illustration is an example of one type of list.

E-Mail Destinations			
Name	Address	Type	Shortcut #
Smith, Janes	smith@mailgw.anywhere.com	Attachment	5
Smith, Jane2	smith@mailgw.anywhere.com	Web Link	6
Doe, Johndoe	@newaddress.com	Web Link	12

Print the shortcut list

When creating permanent destinations for the MFP, your systems person may have assigned shortcut numbers. A shortcut lets you send to a destination by pressing # and entering the shortcut number on the numeric keypad of the MFP control panel.

Posting a printed shortcut list close to the MFP can reduce the time spent searching for destinations in the control panel menus.

- 1** Locate the MFP. This must be the same MFP with the IP address where the destination lists were created and stored.
- 2** Press **Menu >** repeatedly until you see **shortcuts**, and then press **Select**.
- 3** Press **Menu >** repeatedly until you see **Print List**, and then press **Select**.

11

Solving scanning problems

Preventing paper jams

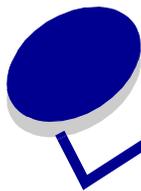
Your automatic document feeder is designed to handle most paper types. However, if you are unsure if your document will cause a jam in the automatic document feeder, we recommend that you scan it using the flatbed.

The following cannot be properly fed by the automatic document feeder:

- Paper with clip or staple attached
- Paper with ink not totally dry
- Paper with inconsistent thickness, such as envelopes
- Paper with wrinkles, curls, folds, or tears
- Tracing paper, coated paper, carbonless paper
- Paper that is too large or too small (use flatbed instead)
- Items other than papers, such as cloth, metal, or OHP film
- Notched paper
- Paper with an odd (non-rectangular) shape
- Photographic paper
- Paper with perforations on its side
- Very thin paper

Solve scanner problems

Problem	Solution
Paper jams during scanning	<ol style="list-style-type: none"> 1 Open the automatic document feeder. 2 Pull out the jammed paper carefully. 3 Close the automatic document feeder.
More than one sheet of paper was fed into the scanner	<ol style="list-style-type: none"> 1 Open the automatic document feeder. 2 Remove the multifed sheets of paper. 3 Close the automatic document feeder. 4 Flatten the paper corners and edges; loosen the paper before reloading it in the paper guide. 5 Check the feeding roller condition. Clean if necessary. 6 Replace the pad assembly.
Paper skewed in the scanner	<ul style="list-style-type: none"> • Clean the paper feed roller. • Use the paper guide when feeding the paper.
Paper does not feed through the automatic document feeder	<p>Make sure the paper support is open.</p> <p>Make sure the pages to be copied are not damaged or stapled together.</p>
When I power on, the scanner makes noises and will not stand ready	<ul style="list-style-type: none"> • Make sure the lock switch is unlocked. Refer to the MFP Setup documentation that shipped with your hardware. • Place the scanner on a flat desktop surface.
The scanner power is on but the scanner will not operate	<ul style="list-style-type: none"> • Check the switch settings on the rear of the scanner. <div data-bbox="748 1083 1214 1444" data-label="Image"> </div> <p>Note: Some scanners do not have switches.</p>



Index

C

- collating copy jobs 6
- control panel
 - adding scan modes 22
 - keypad 19
 - tracking usage 34
- control panel modes
 - Copy 22
 - Fax 22
 - Scan (e-mail) 22
 - Scan (FTP) 22
 - Scan (Profile) 22
- copy content
 - mixed 5
 - mixed image 5
 - mixed mono 5
 - photo 5
 - photo mono 5
 - text 5
- copy media
 - collating 6
 - finishing 6
 - selecting 7
- copy settings
 - restoring factory defaults 23
- copying
 - adjusting copy size 4
 - changing copy brightness 4
 - examples
 - 2-up job 2
 - colored original job 3
 - duplex job 2
 - enlargement job 3
 - mixed content job 2
 - single copy job 1
 - N-up 6
 - problem solving
 - collation area warning 38

- color 38
- control panel not responding 38
- duplex lights 38
- duplexing 38
 - Ready never appears 38
- selecting content 5
- selecting media 7

D

- destination lists 50
- duplex option, setting 6

F

- factory defaults, restoring copy settings 23
- Fax log menu
 - Log Output Bin 28
 - Log Paper Size 28
 - Log Paper Type 28
- Fax send menu
 - Automatic Redial 26
 - Default Content 26
 - Default Darkness 26
 - Dialing Mode 26
 - Fax Resolution 26
 - Redial Frequency 26
- faxing
 - examples
 - 400 x 400 dpi photo 10
 - colored original job 10
 - mixed content job 10
 - multiple originals job 10
 - single original job 9
 - Fax log menu 27
 - Fax send menu 26
 - problem solving
 - no incoming fax 42

- finishing copy jobs 6

J

- job accounts
 - setting a password 35

K

- keypad description, control panel 19

M

- MarkNet print server 13, 24
- MarkTrack software 34
- MarkVision software 34
- menus
 - Fax log 27
 - Fax send 26

N

- N-up copying 6

P

- paper jams 52
- print server 13, 24
- problem solving
 - copying 38
 - multiple pages feed 53
 - no duplex lights on 6
 - paper jam 53
 - paper skew 53
 - receiving faxing 42
 - scan unit is noisy 53
 - sending faxing 41

S

- Scan to e-mail
 - creating permanent

- destinations 30
- profile 16
- setup 16
- Scan to PC
 - customizing settings 14
 - profile 13
 - setup 13
- scanning
 - control panel modes 22
- selecting
 - copy content 5
 - copy media 7
- setting a password for job accounts 35
- setting duplex option 6
- shortcut list 51

T

- tracking usage 34
- troubleshooting
 - copying 38
 - faxing, receiving 42
 - faxing, sending 41
 - job accounting 48
 - network scanning 46
 - scan to e-mail 46, 48
 - scan to FTP 47, 50



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

© 2002 Lexmark International, Inc.

740 West New Circle Road
Lexington, Kentucky 40550