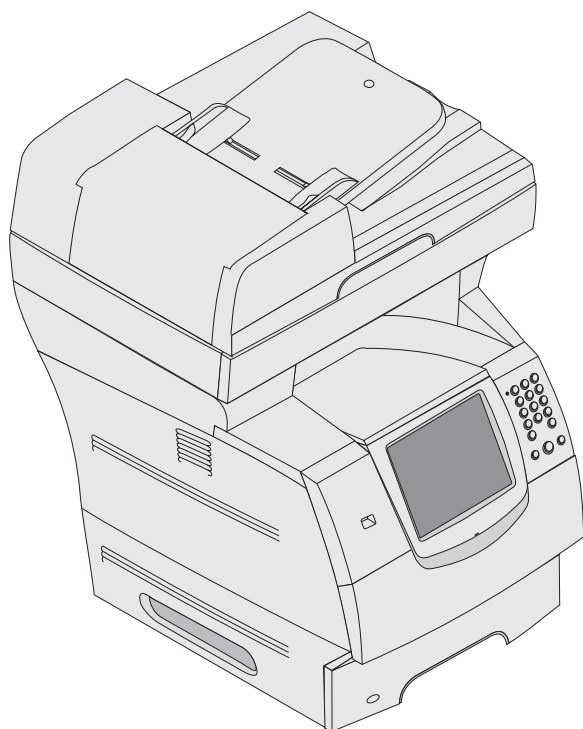




X644e, X646e

User's Guide



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3

E-mail

The MFP can be used to e-mail scanned documents to one or more recipients.

There are four ways to send an e-mail from the MFP. You can type the e-mail address, use a shortcut number, use the address book, or a profile. Permanent e-mail destinations can be created in the Manage Destinations link located under the Configuration tab on the Web page.

For more information or detailed instructions, select one of the following:

Entering an e-mail address

Using a shortcut number

Using the address book

E-mailing to a profile

Adding e-mail subject and message information

Changing the output file type

E-mailing color documents

Creating an e-mail shortcut

Creating an e-mail profile

Canceling an e-mail

Understanding e-mail options

E-mail server setup

Address book setup

Entering an e-mail address

- 1 Place the original document in the automatic document feeder face-up or on the flatbed face-down.
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.
- 3 Enter the recipient's address.
You can enter additional recipients by pressing next and then entering the recipient's address or shortcut number.
- 4 Touch **E-mail It**.

Using a shortcut number

- 1 Place the original document in the automatic document feeder face-up or on the flatbed face-down.
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.

- 3 Press **#**, and then enter the recipient's shortcut number.
You can enter additional recipients by pressing **next** and then entering the recipient's shortcut number or address.
- 4 Touch **E-mail It**.

Using the address book

- 1 Place the original document in the automatic document feeder face-up or on the flatbed face-down.
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.
- 3 Touch **Search Address Book**.
- 4 Enter the name or part of the name you are searching for, and then touch **Search**.
- 5 Touch the name that you want to add to the To: field.
You can enter additional recipients by pressing **next** and then entering the recipient's address or shortcut number, or searching the address book.
- 6 Touch **E-mail It**.

E-mailing to a profile

- 1 Place the original document in the automatic document feeder face-up or on the flatbed face-down.
Adjust the paper guides when using the ADF.
- 2 Touch **Held Jobs** on the home screen.
- 3 Touch **Profiles**.
- 4 Select your e-mail destination from the profile list.
- 5 Touch **E-mail It**.

Adding e-mail subject and message information

- 1 Place the original document in the automatic document feeder face-up or on the flatbed face-down.
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.
- 3 Touch **Options**.
- 4 Touch **Subject**.
- 5 Enter the e-mail subject.
- 6 Touch **Done**.
- 7 Touch **Message**.
- 8 Enter an e-mail message.
- 9 Touch **Done**.
- 10 Touch **E-mail It**.

Changing the output file type

- 1 Place the original document in the automatic document feeder face-up or on the flatbed face-down.
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.
- 3 Enter an e-mail address.
- 4 Touch **Options**.
- 5 Touch the button that represents the file type you want to send.
 - **PDF**: This creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at <http://www.adobe.com>.
 - **TIFF**: Creates multiple files or a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
 - **JPEG**: Creates and attaches a separate file for each page of your original document, and is viewable by most Web browsers and graphics programs.
- 6 Touch **E-mail It**.

E-mailing color documents

- 1 Place the original document in the automatic document feeder face-up or on the flatbed face-down.
Adjust the paper guides when using the ADF.
- 2 Touch **E-mail** on the home screen.
- 3 Enter an e-mail address.
- 4 Touch **Options**.
- 5 Touch **Color**.
- 6 Touch **E-mail It**.

Creating an e-mail shortcut

From a computer

- 1 Enter the IP address of the MFP into the URL field (address bar) of the Web browser.
- 2 Click **Configuration** (in the left frame), and then click **Manage Destinations** (in the right frame).

Note: You may be asked to enter a password. If you do not have an ID and password, get one from your system support person.
- 3 Click **E-mail Destination Setup**.
- 4 Enter a unique name for the recipient, and specify the e-mail address.

Note: If you are entering multiple addresses, separate each address with a comma (,).
- 5 Choose your scan settings (Format, Content, Color, and Resolution).
- 6 Enter a shortcut number, and then click **Add**.
If you enter a number that is already in use, you are prompted to select another number.

- 7 Go to the MFP, and place your original document in the automatic document feeder face-up, short-edge first.
- 8 Press **#**, and then enter the recipient's shortcut number.
- 9 Touch **E-mail It**.

From the MFP

- 1 Load the original document in the ADF face-up, short-edge first, and adjust the paper guides.
- 2 Touch **E-mail** on the home screen.
- 3 Enter the recipient's e-mail address.
To create a group of recipients, touch **Next number**, and enter the next recipient's e-mail address.
- 4 Touch **Save as Shortcut**.
- 5 Enter a unique name for the shortcut.
- 6 Verify the shortcut name and number are correct, and then touch **OK**.
If the name or number is incorrect, touch **Cancel**, and reenter the information.
- 7 Touch **E-mail It**.

Creating an e-mail profile

- 1 Open your Web browser. In the address line, enter the IP address of the MFP you want to configure using the format: *http://ip_address/*.
- 2 Click **Configuration**.
- 3 Click **E-mail/FTP Settings**.
- 4 Click **Manage E-mail Shortcuts**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Add**.

Canceling an e-mail

- 1 When using the automatic document feeder, touch **Cancel** while **scanning...** is displayed on the touch screen.
- 2 When using the scanner bed, touch **Cancel** while **Scan the Next Page / Finish the Job** is displayed on the touch screen.

Understanding e-mail options

Original Size: Opens a screen where you can enter the size of the documents you are going to e-mail.

- Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the e-mail Options screen.
- When Original Size is set to Mixed Sizes, you can scan different size original documents (letter and legal size pages). They will be scaled automatically to fit the selected output media size.

Sides (Duplex): Tells the MFP if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the e-mail.

E-mail

Orientation: Tells the MFP whether the original document is portrait or landscape and then changes the Sides and Binding settings to match the original document orientation.

Binding: Tells the MFP whether the original document is bound on the long-edge or short-edge side.

E-mail Subject: Lets you enter a subject line to your e-mail. You can enter up to 255 characters.

E-mail Message: Lets you enter a message that will be sent with your scanned attachment.

Resolution: Adjusts the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document. Image resolution can be decreased to reduce the e-mail file size.

Send As: Sets the output (PDF, TIFF, or JPEG) for the scanned image.

PDF output is a single file.

TIFF output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page each in a series of files.

JPEG saves one page in each file. When multiple pages are scanned, the output will be a series of files.

Content: Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your e-mail.

Text: Emphasize sharp, black, high-resolution text against a clean, white background.

Text/Photo: Used when the original documents are a mixture of text and graphics or pictures.

Photo: Tells the scanner to pay extra attention to graphics and pictures. This setting takes longer to scan but emphasizes a reproduction of the full dynamic range of tones in the original. This increases the amount of information saved.

Color: Sets the scan type and output for the e-mail. Color documents can be scanned and sent to an e-mail address.

Note: The MFP will print color documents in grayscale only.

Advanced Options: Lets you change Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, or Darkness settings.

Advanced Imaging: Adjusts Background Removal, Contrast, and Shadow Detail before you copy the document.

Custom Job (Job Build): Combines multiple scanning jobs into a single job.

Note: Custom Job is not supported on all models.

Transmission Log: Prints the transmission log or transmission error log.

Scan Preview: Displays the first pages of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

Note: Scan Preview is not supported on all models.

Edge Erase: Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge.

Darkness: Adjusts how light or dark your scanned e-mails will turn out.

E-mail server setup

For e-mail to operate, it must be turned on in the MFP configuration and have a valid IP address or gateway address. To set up the e-mail function:

- 1 Open your Web browser. In the address line, enter the IP address of the MFP you want to configure using the format: *http://ip_address/*.
- 2 Click **Configuration**.
- 3 Click **E-mail/FTP Settings**.
- 4 Click **Email Server Setup**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Submit**.

Address book setup

- 1 Open your Web browser. In the address line, enter the IP address of the MFP you want to configure using the format: *http://ip_address/*.
- 2 Click **Configuration**.
- 3 Click **E-mail/FTP Settings**.
- 4 Click **Manage E-mail Shortcuts**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Add**.