



# Legal Partner

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## User's Guide

May 2011

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

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# Using the applications

Lexmark™ *Legal Partner* is a collection of applications used to customize your *multifunction printer* (MFP) for your work environment. Several applications have been installed on the MFP to help make frequently performed tasks faster and more efficient. This allows you to do the following directly from the printer:

- Scan documents at the printer, and then send the scanned documents to a network destination. From the network destination, the documents can be either stored or rerouted.
- Easily access frequently used forms and other regularly printed information.
- Scan and send documents as e-mail attachments directly from the printer.

## Using Scan to Case Manager

### Scanning documents at the printer

- 1 Load the document into the scanner.

**Note:** Documents may be loaded into the scanner in multiple ways. For information on the different methods of loading documents into the scanner, see the *User's Guide* that came with the printer.







- 2 Touch the application icon. If prompted, enter the user name and password used to access the printer. Contact your system support person for login information.
- 3 Select the destination where you want to receive the scanned document. If prompted, enter the user name and password required to access the destination. Contact your system support person for login information.
- 4 Some additional job options may be available depending on how the application has been configured. Follow the instructions on the screen to update the options. Contact your system support person for more information on each option.
- 5 Touch **Scan It**. Depending on how the application has been configured, you may have the option to preview and make adjustments to scanned pages.
- 6 To scan additional documents, load the next document into the scanner and select one of the following from the confirmation screen:
  - Touch **Yes, to same destination** to scan the document to the previous destination.
  - Touch **Yes, to a different destination** to scan the document to a different destination.
  - Touch **No** to finish the operation and return to the printer Home screen.

## Using Legal Forms


### Bookmarking forms

#### Adding a bookmark using the printer control panel




- 1 From the printer home screen, touch the application icon.
- 2 If necessary, touch **Options**.

- 3 Touch .
- 4 Type a name for the new bookmark. This name will be displayed when selecting a form to print.
- 5 If you want to use a PIN to limit access to the bookmark, then touch **Confidential**, select **On**, and then touch .
- 6 Touch .
- 7 If prompted, enter a four-digit PIN, and then touch .
- 8 Touch the location of the file you want to bookmark, and then touch 
  - **Network**—The form is on a network share.
  - **FTP**—The form is on an FTP site.
  - **HTTP**—The form is on a Web page.
  - **HTTPS**—The form is on a secure Web page.
- 9 If you selected HTTP or HTTPS, then enter the URL of the bookmark.
- 10 If you selected Network or FTP, then select an authentication option, and then touch .

Authentication options include the following:

  - **Guest(Network Folder)/Anonymous**—This does not require users to be authenticated.
  - **Use device authentication credential**—This requires users to enter the authentication credentials as specified on the printer.
  - **Prompt for username and password**—This requires users to enter their system user name and password.
  - **Use static username and password**—This requires administrators to specify a static user name and password when they configure the bookmark. Users will not be prompted to enter these credentials at the printer.
- 11 Follow the instructions on the touch screen to enter the location of the file you want to bookmark. Use  to progress through the screens.



### Editing or deleting a bookmark using the printer control panel

- 1 From the printer home screen, touch the application icon.
- 2 Touch the bookmark you want to edit or delete.
- 3 If necessary, touch **Options**.
- 4 Touch  to edit a bookmark or  to delete a bookmark.
- 5 Follow the instructions on the touch screen to edit or delete the bookmark or bookmarks. Use  to progress through the screens.



**Note:** If the bookmark is confidential, then you will be prompted for the four-digit PIN.

## Configuring folders for bookmarks



### Adding a folder using the printer control panel

- 1 From the home screen of the printer control panel, touch the application icon.
- 2 If necessary, touch **Options**.
- 3 Touch .
- 4 Enter a name for the folder, and then touch .  
The folder will appear in the list of bookmarks.


### Adding a bookmark to a folder using the printer control panel

- 1 From the home screen of the printer control panel, touch the application icon.
- 2 Touch the folder you want to use.
- 3 Touch .
- 4 If necessary, touch **Options**.
- 5 Touch .
- 6 Enter the information for the new bookmark. For more information, see “Adding a bookmark using the printer control panel” on page 5.



### Editing or deleting a folder

- 1 From the home screen of the printer control panel, touch the application icon.
- 2 Touch the folder you want to edit or delete.
- 3 If necessary, touch **Options**.
- 4 To edit the folder, touch .  
To delete the folder, touch .
- 5 Follow the instructions on the screen to edit or delete the folder.

### Printing bookmarks








- 1 From the home screen of the printer control panel, touch the application icon.
- 2 Touch the name of the bookmark you want to print, and then touch .
- 3 Follow the instructions on the screen to print the bookmark.

## Searching for bookmarks and folders

- 1 From the printer home screen, touch the application icon.
- 2 Touch .
- 3 Enter a keyword in the Search For field, and then touch .  
The results of your search are displayed.

## Saving bookmarks as shortcuts

You can turn frequently accessed bookmarks into shortcuts that show up on the printer home screen. Instead of touching the application to access the list of bookmarks, users can touch the shortcut to access the bookmark immediately.

- 1 From the home screen of the printer control panel, touch the application icon.
- 2 Touch the name of the bookmark you want to save, and then touch .
- 3 Touch .
- 4 Enter the name for the shortcut as you want it to appear on the printer home screen, and then touch .
- 5 Select an icon graphic for the shortcut, and then touch .
- 6 From the confirmation screen, touch .
- 7 Touch  to print the shortcut, or touch .

**Note:** The icon appears on the printer home screen. Because of space constraints, users may need to scroll through the printer home screen to access all of the available icons.

## Using Scan to Court

### Scanning and sending documents

You can use eMail Size Limiter to scan and E-mail documents directly from the printer.

- 1 Load the document into the *automatic document feeder* (ADF) or place on the scanner glass.  
For more information about scanning documents, see the *User's Guide* that came with the printer.
- 2 From the printer home screen, touch the **eMail Size Limiter** icon. A list of possible destinations will be displayed.
- 3 From the list, select the destination you wish to send the file to. After selecting a destination you can:
  - Verify the default E-mail address.
  - Select the default E-mail address and then use the displayed keyboard to make changes.
  - Search the printer address book for previously stored E-mail addresses.
  - Touch **Next Address** to add additional recipients.

**Note:** If the destination you wish to send your file to does not appear in the list of possible destinations, contact your system support person.



- 4 After making any needed recipient changes, touch **E-mail It**. The printer will scan the first page of your document.
- 5 Touch **Scan the Next Page** to scan each additional page, or **Finish the Job**, to finish and send your document.

**Note:** The size of the scanned file can affect whether or not the file is delivered successfully. Contact your system support person for more information about file size limits and delivery options.

## Using Background and Idle Screen

### Changing the background image using the printer control panel

- 1 From the home screen, touch **Change Background**.
- 2 Select the background you want to use, and then touch **OK**.

# Troubleshooting

## Scan to Court troubleshooting

### Cannot send an attachment

Check any of the following:

- **Maximum File Size**—Each file contains at least one page. If any single page of a scanned document exceeds the maximum file size, then the scanned document will not be sent. You must increase the maximum file size or adjust the scan settings to send the document.
- **Attachment Exceeding Size**—Select which action the printer should take if a file exceeds the maximum size allowed for e-mail attachments.
- **E-mail settings**—Make sure that the printer e-mail settings are correctly configured. For more information about configuring e-mail settings, see the *Software and Documentation CD* or *User's Guide* that came with the printer.

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