

Fax Getting Started Guide

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IMPORTANT SAFETY INSTRUCTIONS

Connect the power cord to an electrical outlet that is near the product and easily accessible.

Do not place or use this product near water or wet locations.

Use only the power supply and power cord provided with this product or the manufacturer's authorized replacements.

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



CAUTION—POTENTIAL INJURY: Do not twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If the power cord is misused, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of misuse. Remove the power cord from the electrical outlet before inspecting it.



CAUTION—SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning telephone and the fax feature of the fax featustorm.

Do not use the telephone to report a gas leak in the vicinity of the leak.

See the product *User's Guide* for additional safety information.

SAVE THESE INSTRUCTIONS.

Getting started

Finding more information about the printer

The Fax Getting Started Guide helps you set up a fax connection, perform basic faxing tasks, and troubleshoot faxing problems.

For additional faxing information or other information about the printer, see the comprehensive *User's Guide* available in your printer program folder, on the installation software CD, or on our Web site at **www.lexmark.com/publications/**.

To access the printer program folder:

For Windows users

- 1 Click o or Start.
- **2** Click **All Programs** or **Programs**, and then select the printer program folder from the list.
- 3 Select View User's Guide.

For Macintosh users

- 1 From the Finder desktop, double-click the printer folder.
- 2 Double-click User's Guide.

Navigating menus using the printer control panel

Touch-screen models

- To perform a new task, always start from the home screen. Touch 🚮 to open the home screen.
- To scroll through the menus, drag the scroll bar or touch the arrows on the display.
- To open a menu or submenu, touch the menu name or icon.
- To select a setting, touch a menu item, and then touch **Accept** or **OK** to save the setting.

Arrow-button models

- To scroll through the menus, use the arrow buttons on the printer control panel, and then press to open menus and submenus.
- Press to select and save a setting.

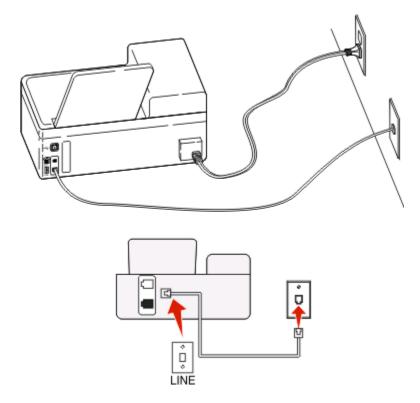
Setting up the printer to fax

Step 1: Connect the printer to the telephone line

Check the scenarios below and follow the setup that is applicable to your telephone service.

Scenario 1: Standard telephone line

Setup 1: Printer is connected to a dedicated fax line



To connect:

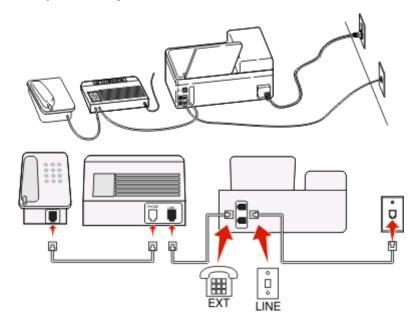
Connect the cable from the wall jack to the port of the printer.

Tips for this setup:

- You can set the printer to receive faxes automatically (Auto Answer On) or manually (Auto Answer Off).
- If you want to receive faxes automatically (Auto Answer On), then set the printer to pick up on any number of rings that you want.

Setup 2: Printer is sharing the line with an answering machine

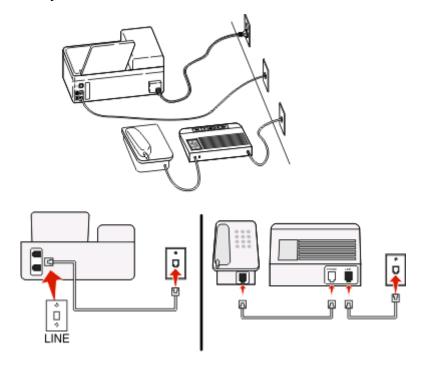
Connected to the same telephone wall jack



To connect:

- 1 Connect the cable from the wall jack to the printer.
- 2 Remove the protective plug from the port of the printer, and then connect the answering machine to the port.

Connected to different wall jacks



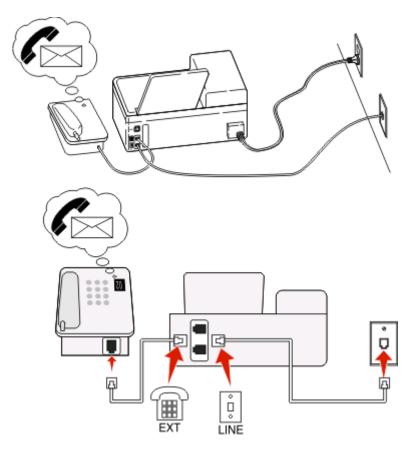
To connect:

Connect the cable from the wall jack to the printer.

Tips for this setup:

- If you have only one telephone number on your line, then you need to set the printer to receive faxes automatically (Auto Answer On).
- Set the printer to pick up calls two rings after the answering machine. For example, if the answering machine picks up calls after four rings, then set the printer to pick up after six rings. This way, the answering machine picks up calls first and your voice calls are received. If the call is a fax, then the printer detects the fax signal on the line and takes over the call.
- If you subscribe to a distinctive ring service provided by your telephone company, then make sure that you set the correct ring pattern for the printer. Otherwise, the printer will not receive faxes even if you have set it to receive faxes automatically.

Setup 3: Printer is sharing the line with a telephone subscribed to voice mail service



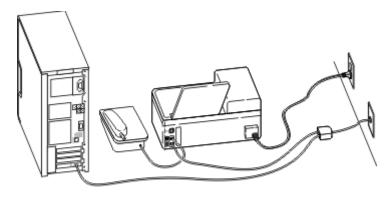
To connect:

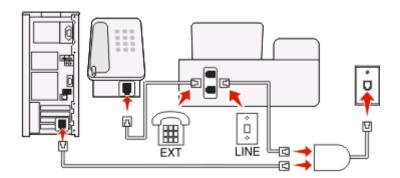
- 1 Connect the cable from the wall jack to the port of the printer.
- **2** Remove the protective plug from the port of the printer, and then connect the telephone to the port.

Tips for this setup:

- This setup works best if you subscribe to a distinctive ring service. If you have distinctive ring service, then make sure that you set the correct ring pattern for the printer. Otherwise, the printer will not receive faxes even if you have set it to receive faxes automatically.
- If you have only one telephone number on your line, then you need to set the printer to receive faxes manually (Auto Answer Off).
 - When you answer the telephone and you hear fax tones, press *9* or the manual answer code on the telephone to receive the fax.
- You can also set the printer to receive faxes automatically (Auto Answer On), but you need to turn off the voice mail service when you are expecting a fax. This setting works best if you are using voice mail more often than fax.

Scenario 2: Digital Subscriber Line (DSL)





A Digital Subscriber Line splits your regular telephone line into two channels: voice and Internet. Telephone and fax signals travel through the voice channel, and Internet signals pass through the other channel. This way, you can use the same line for analog voice calls (including faxes) and digital Internet access.

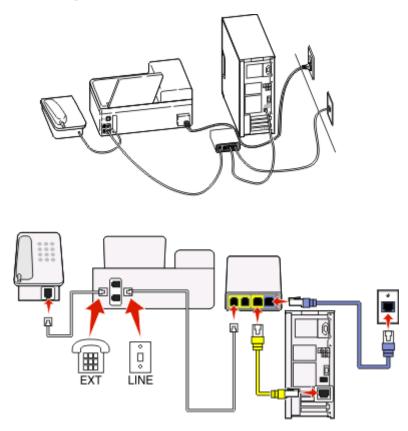
To minimize interference between the two channels and ensure a quality connection, you need to install a DSL filter for the analog devices (fax machine, telephone, answering machine) in your network. Interference causes noise and static on the telephone, failed and poor quality faxes for the printer, and slow Internet connection on your computer.

To install a filter for the printer:

- 1 Connect the line port of the DSL filter to the wall jack.
- 2 Connect a telephone cable from the port on the back of the printer to the phone port on the DSL filter.

- **3** To continue using a computer for Internet access, connect the computer to the DSL HPN port on the DSL filter.
- **4** To connect a telephone to the printer, remove the protective plug from the printer and then connect the telephone to the port.

Scenario 3: VoIP telephone service



To connect:

- 1 Connect one end of a telephone cable to the port of the printer.
- 2 Connect the other end of the cable to the port labeled Phone Line 1 or Phone Port on the VoIP adapter.
 The port labeled Phone Line 2 or Fax Port is not always active. You may need to pay extra to your VoIP provider if you want to activate the second phone port.
- **3** Remove the protective plug from the port of the printer, and then connect the telephone to the port.

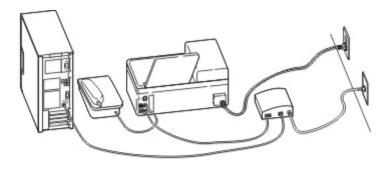
Tips for this setup:

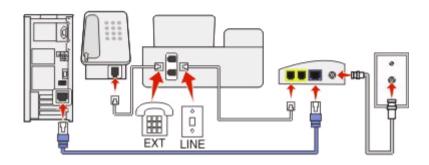
- To make sure that the phone port on the VoIP adapter is active, plug an analog telephone into the phone port, and then listen for a dial tone. If you hear a dial tone, then the port is active.
- If you need two phone ports for your devices but do not want to pay extra, then do not plug the printer into the second phone port. You can use a phone splitter. Plug the phone splitter into the **Phone Line 1** or **Phone Port**, and then plug the printer and telephone into the splitter.
 - Make sure you use a phone splitter, not a line splitter. To make sure that you are using the correct splitter, plug an analog telephone into the splitter and then listen for a dial tone.

Scenario 4: Digital telephone service through a cable provider

Setup 1: Printer is connected directly to a cable modem

Follow this setup if you normally connect your telephone to a cable modem.





To connect:

- 1 Connect one end of a telephone cable to the port of the printer.
- 2 Connect the other end of the cable to the port labeled **Phone Line 1** or **Phone Port** on the cable modem.

 The port labeled **Phone Line 2** or **Fax Port** is not always active. You may need to pay extra to your cable provider if you want to activate the second phone port.
- **3** Remove the protective plug from the printer, and then connect the telephone to the port.

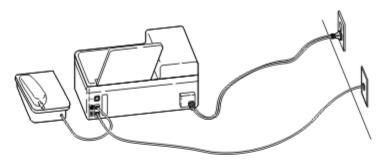
Tips for this setup:

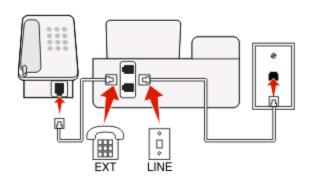
- To make sure that the phone port on the cable modem is active, plug an analog telephone into the phone port, and then listen for a dial tone. If you hear a dial tone, then the port is active.
- If you need two phone ports for your devices but do not want to pay extra, then do not plug the printer into the second phone port. You can use a phone splitter. Plug the phone splitter into the **Phone Line 1** or **Phone Port**, and then plug the printer and telephone into the splitter.

Make sure you use a phone splitter, not a line splitter. To make sure that you are using the correct splitter, plug an analog telephone into the splitter and then listen for a dial tone.

Setup 2: Printer is connected to a wall jack; cable modem is installed elsewhere in the house

Follow this setup if your cable provider activated the wall jacks in your house so that you do not have to plug your devices into the cable modem. Your cable telephone service comes from the wall jacks.





To connect:

- 1 Connect the cable from the wall jack to the printer.
- **2** Remove the protective plug from the port of the printer, and then connect the telephone to the port.

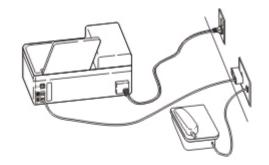
Scenario 5: Country-specific setup

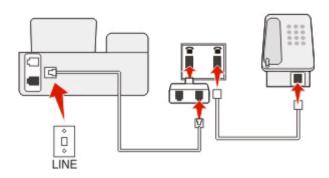
Different countries have different types of telephone wall jacks. The most common wall jack is the Registered Jack-11 (RJ-11), the standard adopted by most countries. You need to have an RJ-11 plug, or a telephone cable that has an RJ-11 connector, so you can connect a device to an RJ-11 wall jack.



The fax ports on the back of the printer and the telephone cable that comes with the printer have RJ-11 connectors. If you have a different type of connector in your country or region, then you may need to use an RJ-11 adapter.

Connecting the printer to a non-RJ-11 wall jack





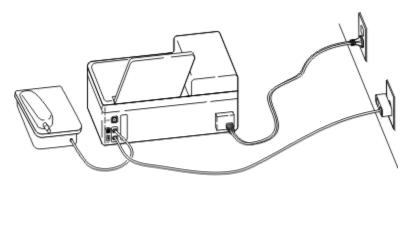
To connect:

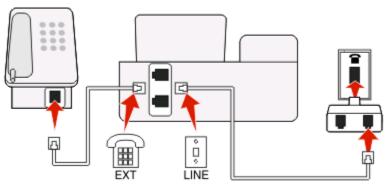
- 1 Connect one end of a telephone cable to the port of the printer.
- 2 Connect the other end of the cable to the RJ-11 adapter, and then connect the adapter to the wall jack.
- **3** If you want to connect another device (telephone or answering machine) to the same wall jack, and if the device has a non-RJ 11 connector, then connect it directly to the wall jack.

Notes:

- Do *not* remove the wrap plug from the **m** port of the printer.
- The printer may not come with an RJ-11 adapter in your country or region.

If the additional device (telephone or answering machine) has an RJ-11 connector, then you can remove the wrap plug and connect the device to the port of the printer.



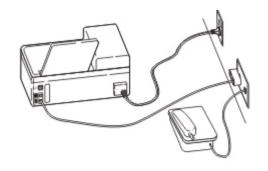


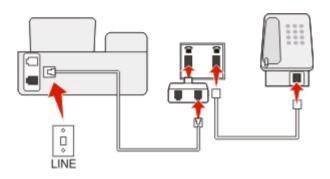
Connecting the printer in countries that use serial connection

In some countries or regions, you need to plug all devices into the wall jack. You cannot plug a telephone or answering machine into the mathematical port of the printer. This is called *serial connection*.

Austria	Germany	Portugal
Belgium	Ireland	Spain
Denmark	Italy	Sweden
France	Netherlands	Switzerland
Finland	Norway	United Kingdom

Warning—Potential Damage: If your country is on the list, then do *not* remove the wrap plug from the port of the printer. It is necessary for the proper functioning of the devices on the telephone line.



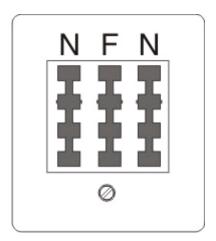


To connect:

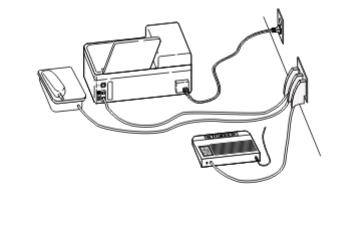
Connect the cable from the wall jack to the printer.

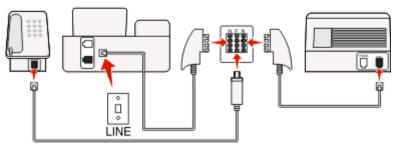
Connecting the printer to a wall jack in Germany

The German wall jack has two kinds of ports. The N ports are for fax machines, modems, and answering machines. The F port is for telephones.



Connect the printer to any of the N ports.





To connect:

- 1 Connect one end of a telephone cable to the port of the printer.
- 2 Connect the other end of the cable to the RJ-11 adapter, and then connect the adapter to an N port.
- **3** If you want to connect a telephone and answering machine to the same wall jack, then connect the devices as shown.

Step 2: Check the dial tone

A dial tone lets you know if the telephone line is working or if the printer is properly connected to the telephone line.

Make sure the telephone line and the wall jack are working

- 1 Plug an analog telephone into the wall jack.
- **2** Listen for a dial tone through the telephone handset. If you hear a dial tone, then the telephone line and the wall jack are working.

Make sure the printer is properly connected to the telephone line

- 1 While the printer is connected to a telephone line through the port on the back of the printer, plug an analog telephone into the printer.
- **2** Listen for a dial tone.

If you hear a dial tone, then the printer is properly connected to the telephone line.

If you do not hear a dial tone, then review Step 1 or see the "Fax troubleshooting checklist" on page 20.

Step 3: Set your fax name and fax number

Your user information includes your name or your company name, your fax number (your fax number is your telephone number, unless you have a dedicated fax telephone line), and the time and date on your fax machine when a transmission is made. This information appears in the header and footer of the faxes that you send.

In some countries, you cannot send a fax without this information. Some fax machines also block faxes without sender information, so make sure that you enter this information in your printer.

- 1 From the printer control panel, navigate to Your Fax Name:
 - > Fax Setup > Dialing and Sending > Your Fax Name
- **2** Enter your name or your company name, and then save the setting.
- 3 Select Your Fax Number.
- **4** Enter your fax number or your telephone number, and then save the setting.

Step 4: Set the printer to receive faxes automatically or manually

If the printer is connected to a dedicated fax line or sharing the line with an answering machine, then you can set the printer to receive faxes automatically. If the printer is sharing the line with a telephone subscribed to voice mail service, then set the printer to receive faxes manually.

To set the printer to receive faxes automatically or manually:

- 1 From the printer control panel, navigate to Auto Answer:
 - > Fax Setup > Ringing and Answering > Auto Answer
- **2** Select an Auto Answer setting, and then save it.

Step 5: Set the number of rings

If you set Auto Answer to On in Step 4, then do the following. If you set Auto Answer to Off, then proceed to Step 6.

If you subscribe to Distinctive Ring

Setting the correct ring is important if you subscribe to the Distinctive Ring Pattern Detection (DPRD) feature offered by telephone companies. This feature allows you to have multiple telephone numbers on one telephone line. Each telephone number has a designated ring pattern (a single ring, a double ring, a triple ring). The different ring patterns let you know which telephone number was dialed and which device you should use to answer the call.

Assign one of your telephone numbers to the printer as the fax number, and then set the printer to answer the ring pattern of that number. If the pattern is set incorrectly, then the printer rings, but it never receives the fax.

- 1 From the printer control panel, navigate to Ring Pattern:
 - > Fax Setup > Ringing and Answering > Ring Pattern
- **2** Select the ring pattern for the printer, and then save the setting.

If you do not subscribe to Distinctive Ring

If the printer is sharing the line with other devices, then set the printer to pick up on the greater number of rings. If the printer is connected to a dedicated fax line, then you can choose any number of rings that you want.

1 From the printer control panel, navigate to Pick Up On:

2 Select the number of rings that you want, and then save the setting.

Step 6: Create a contact list

Using the printer control panel

1 From the printer control panel, navigate to Address Book:

	> Fax Setup > Address Book
Touch-screen models	Arrow-button models

2 Use the menus to add a contact or a fax group. You can add up to 89 contacts and 10 fax groups.

Note: In some models, entries 1-89 are for individual contacts and entries 90-99 are for fax groups. Enter the entry number before entering the contact name and fax number of the contact.

Using the fax software

If you are connecting the printer to a computer, then you can also create a contact list using the fax software.

For Windows users

- 1 Click or Start.
- 2 Click All Programs or Programs, and then select the printer program folder from the list.
- 3 Click Printer Home.
- **4** Click the **Fax** tab, and then click **Edit contact list**. The Contacts tab of the Printer Setup Utility opens.

For Macintosh users

- 1 From the Finder desktop, double-click the printer folder.
- **2** Double-click the Fax Setup Utility or the AIO Setup Utility for your printer.
- 3 Click the Contacts tab.
 - To add contacts, click the **Individuals** tab.
 - To add fax groups, click the **Groups** tab.

For more information, click **Help** or ② to view the help information for the fax software.

Sending faxes

Tips for sending faxes

Before you send a fax:

- Make sure that the printer is on and connected to a working telephone, DSL, or VoIP line. The line is working if you hear a dial tone.
- Load an original document faceup into the ADF or facedown on the scanner glass.
- When using the ADF, adjust the paper guide on the ADF to the width of the original document.
- When using the scanner glass, close the top cover to avoid dark edges on the scanned image.

Sending faxes using the printer control panel

- 1 From the printer control panel, select **Fax** or **S**.
- **2** Enter a fax number, or import a contact from the lists available.
- **3** To set a color or black-and-white fax:
 - For touch-screen models, touch **More options**, and then select a color option.
 - For arrow button models, press the **Color/Black** button.
- **4** Press **1** to start the fax job.

Warning—Potential Damage: Do not touch the cables or the $\underline{\mathbb{H}}$ and $\underline{\mathbb{H}}$ ports while actively sending a fax.

Sending faxes using the computer

For Windows users

- 1 With a document open, click File → Print.
- **2** From the Printer Name menu, select the fax version of your printer, and then click **OK**. The Send Fax Wizard appears.
- **3** Follow the instructions on the computer screen.

For Macintosh users

- 1 With a document open, choose File > Print.
- **2** From the Printer pop-up menu, select the fax version of your printer.
 - **Note:** In order to see the fax options on the Print dialog, you must use the fax driver for your printer. If the fax version of the printer is not on the list, choose **Add a printer**, and then choose the fax version of the printer.
- **3** Enter the name and number of the recipient.
- 4 Click Fax.

Receiving faxes

Tips for receiving faxes

When receiving faxes:

- Make sure that the printer is on and connected to a working telephone, DSL, or VoIP line. The line is working if you hear a dial tone.
- If you set the printer to receive faxes manually (Auto Answer Off), then make sure that the ringer volume is not set to Off.
- If you have set the printer to receive faxes automatically (Auto Answer On), then load paper in the printer.

Receiving faxes automatically

- 1 Make sure that Auto Answer is on:
 - a From the printer control panel, navigate to Auto Answer:
 - > Fax Setup > Ringing and Answering > Auto Answer
 - **b** Turn on Auto Answer, and then save the setting.
- 2 Set the number of rings before the printer picks up incoming faxes:
 - a Select Pick Up On.
 - **b** Set the number of rings, and then save the setting.

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

Warning—Potential Damage: Do not touch the cables or the in and imports while actively receiving a fax.

Receiving a fax manually

- 1 Make sure Auto Answer is off:
 - a From the printer control panel, navigate to Auto Answer:
 - > Fax Setup > Ringing and Answering > Auto Answer
 - **b** Turn off Auto Answer, and then save the setting.
- **2** When the telephone rings and you hear fax tones when you pick up the handset, press ① on the printer or *9* on the telephone attached to the printer.

Warning—Potential Damage: Do not touch the cables or the 🗓 and 📵 ports while actively receiving a fax.

Troubleshooting

Fax troubleshooting checklist

If you encounter problems sending and receiving faxes, then check the connection first:

- 1 Check for a dial tone on the telephone line by plugging an analog telephone into the wall jack, DSL filter, VoIP device, or cable modem where you connected the printer. Make sure you plug the telephone into the same port. If you do not hear a dial tone, then contact your line provider.
- 2 While the printer is connected to the telephone line, check for a dial tone by plugging an analog telephone into the printer.

If you do not hear a dial tone, then use the checklist below. Listen for a dial tone after checking each item. If you hear a dial tone but still have problems sending and receiving faxes, then see the other topics in this section.

Connection checklist

- Make sure that the printer and other devices on the line (if applicable) are set up and configured correctly according to your setup scenario.
- Make sure that the cables are connected to the correct ports.
- Make sure that the cables are securely plugged in.
 Check the cable connections for the following hardware, if applicable:

Power supply	Answering machine	Cable modem	Splitter
Telephone	VoIP adapter	DSL filter	RJ-11 adapter

- If the printer is connected to a Digital Subscriber Line, then make sure you are using a DSL filter for the printer.
- If the printer is connected to a VoIP adapter or cable modem, then make sure that the printer is plugged into the first phone port.
- If you are using a splitter, then make sure that you are using a phone splitter. Do not use a line splitter.

Cannot send faxes

If the "Fax troubleshooting checklist" does not solve the problem, then try one or more of the following:

MAKE SURE THAT YOU HAVE REGISTERED YOUR USER INFORMATION IN THE PRINTER

If you did not enter your user information during initial setup, then enter your fax name and fax number. In some countries, you cannot send a fax without entering your fax name or company name. Some fax machines also block unknown faxes or faxes without sender information.

DECREASE THE TRANSMISSION SPEED OF THE FAX MODEM

The modem of the printer can transmit data at 33,600 bps. This is the maximum speed at which the printer can send and receive faxes. It is not necessary, however, to set the modem to its fastest transmission capability. The speed of the modem of the receiving fax machine must match or be greater than the speed at which you are sending your fax. Otherwise, your fax will not be received.

To decrease the transmission speed of the modem:

- 1 From the printer control panel, navigate to Max Send Speed:
 - > Fax Setup > Dialing and Sending > Max Send Speed
- **2** Select a sending speed, and then save the setting.

SET THE PRINTER TO SCAN THE ORIGINAL DOCUMENT BEFORE DIALING THE NUMBER

The printer does not automatically redial if you set it to scan the original document after dialing the number.

Set the printer to scan before dialing so that you do not have to scan the document again if the fax fails. The scanned document is saved in the printer memory. The printer can then retrieve it and automatically redial the number.

To set the printer to scan before dialing:

- 1 From the printer control panel, navigate to Scan:
 - > Fax Setup > Dialing and Sending > Scan
- **2** Select **Before Dial**, and then save the setting.

ENABLE ERROR CORRECTION

Errors and blurs may appear in the faxed document if there is too much noise on the line. This option enables the printer to transmit the bad blocks of data again and correct the errors. When a fax has too many errors, the fax may be rejected by the receiving fax machine.

To make sure that error correction is enabled:

- 1 From the printer control panel, navigate to Error Correction:
 - > Fax Setup > Dialing and Sending > Error Correction
- **2** Turn on error correction, and then save the setting.

ENABLE AUTOMATIC FAX CONVERSION

If the receiving fax machine does not support color fax, then this option automatically converts the outgoing color fax to black and white. It also automatically reduces the resolution of the fax to a resolution that the receiving machine can support.

To make sure that automatic fax conversion is enabled:

- 1 From the printer control panel, navigate to Auto Fax Convert:
 - > Fax Setup > Dialing and Sending > Auto Fax Convert
- **2** Turn on automatic fax conversion, and then save the setting.

Make sure that the Dial Prefix setting is correct

The dialing prefix is the number or series of numbers that you press before you can dial the actual fax number or telephone number. If the printer is in an office setting or in a private branch exchange, this can be a specific number that you need to press so you can make a call outside the office.

Make sure that the dial prefix entered in the printer is correct for your network.

To check the dial prefix setting:

- 1 From the printer control panel, navigate to Dial Prefix:
 - > Fax Setup > Dialing and Sending > Dial Prefix
- 2 If the prefix is not correct, enter the correct prefix, and then save the setting.

Cannot receive faxes

If the "Fax troubleshooting checklist" does not solve the problem, then try one or more of the following:

Make sure that you have configured the correct settings for your setup

The fax settings depend on whether the printer is connected to its own fax line or shares the line with other devices.

If the printer is sharing the line with other devices, then make sure that the following are set:

- Auto Answer is On.
- The printer picks up on a greater number of rings than the other devices.
- The printer picks up on the correct distinctive ring, if you subscribe to a distinctive ring service.

Make sure that the printer is connected to an analog port

The printer is an analog device. If you are using a PBX system, then make sure that the printer is connected to an analog port on the PBX. You may need a digital line converter that converts digital signals into analog signals.

MAKE SURE THAT THE PRINTER MEMORY IS NOT FULL

The printer saves an incoming fax to the printer memory before it prints the fax. If the printer runs out of ink or runs out of paper, then the printer saves the fax so you can print it later. However, if the printer memory is full, then the printer may not be able to receive more incoming faxes. An error message appears on the display when the printer memory is full. Resolve the error to free up space in the printer memory.

Make sure that Fax Forwarding is disabled

You may have turned on Fax Forwarding. Disable this option so that the printer can receive the fax.

- 1 From the printer control panel, navigate to Fax Forward:
 - > Fax Setup > Ringing and Answering > Fax Forward
- **2** Turn off Fax Forwarding, and then save the setting.

INCREASE THE RINGER VOLUME

If you set the printer to receive faxes manually (Auto Answer Off), then increase the ringer volume so you can hear incoming faxes.

Make sure that you have the correct manual answer code

If you set the printer to receive faxes manually (Auto Answer Off), then you need to press the correct code when a fax comes in so that the printer can receive it.

To retrieve the correct code:

- 1 From the printer control panel, navigate to Manual Answer Code or Manual Pickup Code:
 - > Fax Setup > Ringing and Answering > Manual Answer Code or Manual Pickup Code
- **2** Copy the manual answer code that appears on the display.

Cannot run the fax software

The printer must be connected to a telephone, DSL, VoIP, or cable service before you can configure the fax settings in the fax software.

Make sure the fax software is installed

The Fax Solutions Software is optional for Windows users and is installed with the printer software only if you select it on the "Install Additional Software" screen during installation. If you did not install the fax software, then the Fax tab on the Printer Home takes you to our Web site where you can download the software.

MAKE SURE THE PRINTER IS CONNECTED TO A TELEPHONE LINE

You need to connect the printer to your telephone line (through a standard wall jack, a DSL filter, a VoIP adapter, or a cable modem) before you can open the fax software and configure the fax settings.

Make sure that the printer is connected to the computer

Make sure that the printer is not in Power Saver mode

Notices

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