



Lexmark MFP

Enhanced Number Pad Mode

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Lexmark International, Inc.
Bldg 004-2/CSC
740 New Circle Road NW
Lexington, KY 40550

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Overview

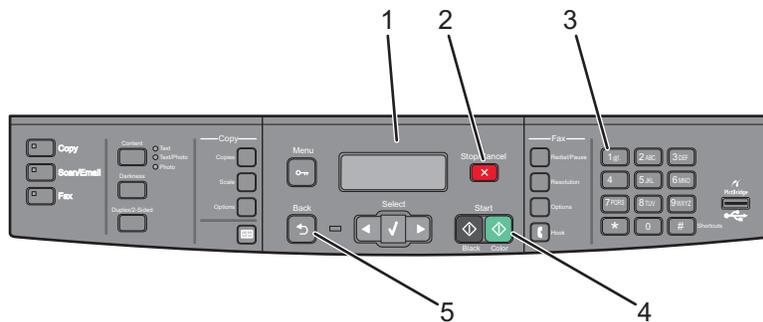
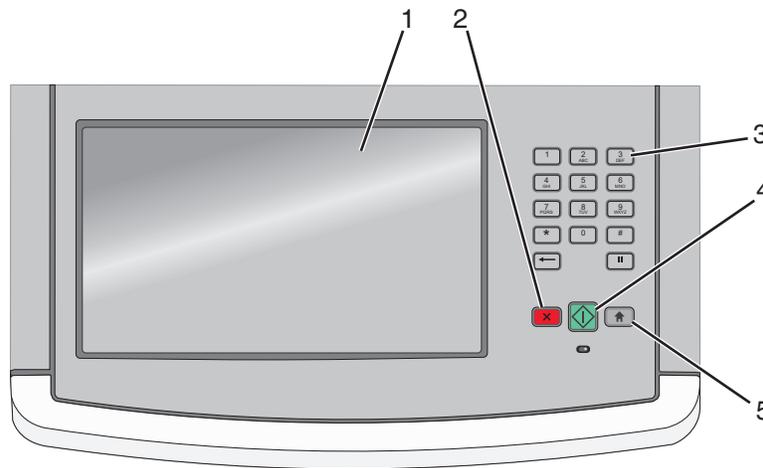
Enhanced Number Pad mode

The Enhanced Number Pad mode is designed to help blind or visually impaired individuals use a multifunction printer. After a system support person enables Enhanced Number Pad mode, you can use the number pad and a few buttons on the printer control panel to make copies or send faxes. Before you can use Enhanced Number Pad mode, a system support person must activate it by changing a menu setting in the Config menu.

Understanding the buttons for Enhanced Number Pad mode

When using Enhanced Number Pad mode, you need to know the role and function of some of the buttons on the printer control panel. Locate the following buttons on your printer control panel:

Note: Your printer control panel may not look exactly like the images here. The buttons and displays may be in different places. The important thing is for you to locate the buttons you need on your printer.



Item		Description
1		Display
2		Stop button
3		Number pad Notes: <ul style="list-style-type: none"> • The “5” key has a raised dot to help you know where you are on the number pad without looking. • Number pads vary in appearance and in numbers of keys.
4		Start button Note: Some color printers have an additional Start button.
5		Home button or Back button Note: The  is only used instead of the  when the printer does not have a dedicated  .

Understanding display messages

When you use the enhanced number pad, messages that correspond to the codes you enter will appear on the display. While you do not need to read them to use the enhanced number pad, they provide useful prompting and setting information.

When you press	This message appears
* 1	Copy
* 2	Fax
Incorrect codes	Invalid entry

Note: The amount of information on the display varies according to the size of the printer display.

Copy mode messages

When you press	This message appears
0211 	1 sided to 1 sided
0212 	1 sided to 2 sided
0221 	2 sided to 1 sided
0222 	2 sided to 2 sided
031122 	Collate off
031212 	Collate on
01 [press number of copies] 	Copies: [number of copies you entered]

Fax mode messages

When you press	This message appears
0211 	1 sided original
0222 	2 sided original
01 [fax number] 	[fax number you entered]
[# shortcut number] 	[shortcut name]

Copying using the enhanced number pad

Copying using the enhanced number pad

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

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

2 If you are loading a document into the ADF, then adjust the paper guides.

3 Press . If your printer does not have this key, then press .

You will hear a positive tone when the printer is in the home state.

4 Press *1.

Copy appears.

5 From the number pad, press the code for the copy job you want to do, and then press . For example, if you want to make a two-sided copy from a two-sided document, press **0222**, and then press .

Note: After you press , you will hear a positive tone. If you have not input the codes correctly, or if the printer is incapable of performing the request, then you will hear an error tone.

Several copy options are available, depending on the capabilities of your printer.

Copy option	Code
1-sided to 1-sided	0211
1-sided to 2-sided	0212
2-sided to 1-sided	0221
2-sided to 2-sided	0222
Non-collated copies (collate off)	031122
Collated copies (collate on)	031212

6 From the number pad, press **01** as well as the number of copies you want to make, and then press .

7 To exit the mode or return to the home state, press . If your printer does not have this key, then press .

You will hear a positive tone when the printer is in the home state.

Note: If you forget to do this, then the printer will revert to the home state after an interval of printer rest.

Using finishing options with the enhanced number pad

On some printers, stapling and hole-punching options are available. To staple or hole-punch a document you copy:

- 1 Press the code for copy mode, * **1**, and the code for the kind of copy you want to make, and then press . For example, if you are making a one-sided copy of a one-sided document, press **0211**, and then press . If you are making five copies, press **015**, and then press .
- 2 Select a finishing option by pressing the buttons for the appropriate code. For example, if you want to have each copy stapled with one staple in the top left corner, press **041**, and then press .

Finishing option	Code
Staple off	040
1 staple	041
2 staples	042
4 staples	044
Hole punch off	050
2 hole punch	052
3 hole punch	053
4 hole punch	054

Note: Finishing options are included on select printer models only, and those models may not have all possible finishing options.

- 3 Press .

Faxing using the enhanced number pad

Faxing using the enhanced number pad

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

Notes:

- Send multi-page faxes through the ADF.
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 Press . If your printer does not have this button, then press .

You will hear a positive tone when the printer is in the home state.

- 4 Press *2.

Fax appears.

- 5 From the number pad, press the code for the fax job you want to do, and then press . For example, if you want to fax a two-sided document, press **0222**, and then press .

Note: After you press , you will hear a positive tone. If you have not input the codes correctly, or if the printer is incapable of performing the request, then you will hear an error tone.

The fax job options:

Fax option	Code
1-sided original	Press 0211
2-sided original	Press 0222

- 6 Press **01** followed by the fax number to which you want to send the fax, and then press .

If you have set up a fax shortcut, you may use it instead of the whole fax number.

- 7 If you loaded your document into the ADF, then the pages will scan automatically and, after a few seconds, the fax will be sent.

If you loaded your single-page document on the scanner glass, that page will scan, and after a few seconds, the fax will be sent.

- 8 To exit the mode or return to the home state, press . If your printer does not have this button, then press .

You will hear a positive tone when the printer is in the home state.

Note: If you forget to do this, the printer will revert to the home state after an interval of printer rest.

Creating and using fax shortcuts on the enhanced number pad

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. A shortcut number (1–99999) can contain a single recipient or multiple recipients. By creating a group fax destination with a shortcut number, you can quickly and easily fax broadcast information to an entire group.

To create a fax shortcut using the enhanced number pad, press **03** followed by , and then the shortcut number for the fax destination, followed by .

To send a fax:

- 1 Load an original document faceup into the ADF or facedown on the scanner glass.
Note: Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 Press , and then enter the shortcut number.
- 4 Press .

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