LEXMARK™

4600 MFP Option

Scanner User's Guide for the C782n, C772n series printers

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This software and any accompanying documentation provided under this agreement are commercial computer software and documentation developed exclusively at private expense.

Safety information

CAUTION: Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.

CAUTION: Refer service or repairs, other than those described in the operating instructions, to a professional service person.

CAUTION: This product is designed, tested, and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious. Lexmark is not responsible for the use of other replacement parts.

CAUTION: Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.

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

CAUTION: If you are installing memory or option cards sometime after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

CAUTION: Follow these guidelines whenever moving the equipment to avoid injuring yourself or damaging the MFP.

- Always turn off the MFP using the printer power switch.
- Lock the scanner mechanism.
- Disconnect all cords and cables from the MFP before attempting to move the MFP.
- Remove the scanner from the top of the printer.
- Failure to repackage the MFP properly for shipment can result in damage to the MFP not covered by the MFP warranty.
- Damage to the MFP caused by improper moving is not covered by warranty.

CAUTION: The printer weighs 48–82 kg (105–181 lb). It requires at least three (3) people to lift it safely. Use the printer handholds to lift it, do not lift by the front of the printer, and make sure your fingers are not under the printer when you set it down.

CAUTION: The inside of the printer may be hot. Allow the printer to cool before touching any internal components.

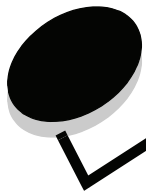 CAUTION: Certain floor-mounted configurations require additional furniture for stability. More information is available on our Lexmark Web site at **www.lexmark.com/multifunctionprinters**.

Static sensitivity notice

 Warning: This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the MFP.

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1 Learning about the MFP

Basic functions of the scanner

The Lexmark™ 4600 MFP option provides copy, fax, and scan-to-network capability for large workgroups. You can:

- Make quick copies, or change the settings on the control panel to perform specific copying jobs.
- Send an outgoing fax using the MFP control panel.
- Send an outgoing fax to multiple fax destinations at the same time.
- Scan documents and send them to your PC, an e-mail address, a USB flash memory device, or an FTP destination.
- Scan documents and send them to another printer (PDF by way of FTP).

Automatic document feeder and flatbed

> **Note:** Color documents can be scanned to a PC, e-mail address, or an FTP destination.

The ADF (automatic document feeder) can scan multiple pages including duplex pages. The ADF has two scanner elements. When using the ADF:

- Place the paper in the ADF faceup, short-edge first.
- Place up to 50 sheets of plain paper on the ADF input tray.
- Scan media from 114.0 x 139.4 mm (4.5 x 5.5 in.) to 215.9 x 355.6 mm (8.5 x 14 in.).
- Scan jobs with mixed page sizes (letter and legal).
- Scan media weight from 52 to 120 g/m^2 (14 to 32 lb).
- Copy and print documents at 600 dpi

The flatbed (platen) can be used to scan or copy single pages or book pages. When using the flatbed:

- Place the document in the left rear corner.
- Scan or copy media up to 215.9 x 355.6 mm (8.5 x 14 in.).
- Copy books up to 25.3 mm (1 in.) thick.
- Copy and print documents at 600 dpi.

Understanding the MFP control panel

MFP and scanner settings can be changed several ways: through the MFP control panel, the software application in use, the print driver, MarkVision™ Professional, or the Web pages. Settings changed from the application or print driver apply only to the job being sent to the MFP.

Changes made to print, fax, copy, and e-mail settings from an application override changes made from the control panel.

If a setting cannot be changed from the application, use the MFP control panel, MarkVision Professional, or the Web pages. Changing a setting from the MFP control panel, MarkVision Professional, or the Web pages makes that setting the user default.

The MFP control panel consists of:

Callout	Control panel item	Function
1	LCD	A liquid crystal display (LCD) which shows home screen buttons, menus, menu items, and values. Allows for making selections within Copy, Fax, and so on.
2	Indicator light	Gives information about the status of the MFP using the colors red and green.

Status	Indicates
Off	MFP power is off.
Blinking green	MFP is warming up, processing data, or printing a job.
Solid green	MFP is on, but idle.
Blinking red	Operator intervention is required.

Callout	Control panel item	Function
3	0–9 **Note:** Referred to as the numeric keypad.	Press these buttons to enter numbers when the LCD screen has a field that accepts the entry of numbers. Also, use these buttons to dial phone numbers for faxes. **Note:** If a number is pressed while on the home screen without pressing the # button first, the Copy menu opens and changes the Copy Quantity.
4	# (Pound or number character)	Press this button: • For a shortcut identifier. • Within phone numbers. For a Fax number with a #, enter it twice — ##. • From the home screen, the Fax Destination List menu item, E-mail Destination List menu item, or Profile List menu item to access shortcuts.

Callout	Control panel item	Function
5	Dial Pause	Press to cause a two- or three-second dial pause in a fax number. The button only functions within the Fax menu or with fax functions.
		Press from the home screen to redial a fax number.
		When outside of the Fax menu, fax function, or home screen, pressing Dial Pause causes an error beep.
		When sending a fax, in the Fax To: field, a Dial Pause press is represented by a comma (,).
6	Clear All	When in the function menus, such as Copy, Fax, E-mail, and FTP, it returns all settings to their default values, and then returns the MFP to the main function screen.
7	Start	Press to initiate the current job indicated on the control panel.
		From the home screen, press it to start a copy job with the default settings.
		If pressed while a job runs through the scanner, the button has no effect.
8	Stop	Press to cause the printing or scanning to stop.
		During a scan job, the scanner finishes scanning the current page and then stops, which means paper may remain in the automatic document feeder (ADF).
		During a print job, the print media path is cleared before the printing stops.
		`Stopping` appears on the control panel during this process.
9	Backspace	Within the Copy menu, which is accessed by touching the Copy button, press **Backspace** to delete the right-most digit of the value in the Copy Count. The default value of 1 appears if the entire number is deleted by pressing **Backspace** numerous times.
		Within the Fax Destination List, press **Backspace** to delete the right-most digit of a number entered manually. It also deletes an entire shortcut entry. Once an entire line is deleted, another press of **Backspace** causes the cursor to move up one line.
		Within the E-mail Destination List, press **Backspace** to delete the character to the left of the cursor. If the entry is in a shortcut, the entire entry is deleted.
10	Asterisk (*)	* is used as part of a fax number or as an alphanumeric character.

Home screen and Home screen buttons

After the MFP is turned on and a short warm-up period occurs, the LCD shows the following basic screen which is referred to as the Home screen. Use the Home screen buttons to initiate an action such as copy, fax, or scan, to open the menu screen, or to respond to messages.

Callout number	Button	Function
1	Copy	Touch to access the Copy menus. If the home screen is shown, press a number to access the Copy menus, too.
2	E-mail	Touch to access the E-mail menus. It is possible to scan a document directly to an e-mail address.
3	Menus (A key is shown on the button.)	Touch to access the menus. These menus are only available when the MFP is in the **Ready** state. The Menus button is on a gray bar called the navigation bar. The bar contains other buttons described as follows.
4	Status message bar	Shows the current MFP status such as **Ready** or **Busy**. Shows MFP conditions such as **Toner Low**. Shows intervention messages to give instructions on what the user should do so the MFP can continue processing, such as **Close door or insert print cartridge.**
5	Status/Supplies	Appears on the LCD whenever the MFP status includes a message requiring intervention. Touch it to access the messages screen for more information on the message including how to clear it.
6	? (Tips)	All menus have a Tips button. Tips is a context-sensitive Help feature within the LCD touch screens.

Callout number	Button	Function
7	FTP	Touch to access the File Transfer Protocol (FTP) menus. A document can be scanned directly to an FTP site. **Note:** This function must be set up by your System Support person to appear on the display.
8	Fax	Touch to access the Fax menus.

Other buttons may appear on the Home screen. They are:

Button	Button name	Function
	Release Held Faxes (or Held Faxes if in Manual Mode)	There are held faxes with a scheduled hold time previously set. To access the list of held faxes, touch this button.
	Search Held Jobs	To search on any of the following items and return any matches: • User names for held or confidential print jobs • Job names for held jobs, excluding confidential print jobs • Profile names • Bookmark container or job names • USB container or job names for supported extensions only
	Held Jobs	To open a screen containing all the held jobs containers.
	Lock Device	This button appears on the screen when the MFP is unlocked and Device Lockout Personal Identification Number (PIN) is not null or empty. To lock the MFP: **1** Touch **Lock Device** to open a PIN entry screen. **2** Enter the correct PIN to lock the control panel which locks both the control panel buttons and the touch-screen buttons. Once the control panel is locked, the PIN entry screen clears, and the Lock Device button is replaced with the Unlock Device button. **Note:** If an invalid PIN is entered, `Invalid PIN.` appears. A pop-up screen appears with the Continue button. Touch **Continue**. The home screen returns with the Lock Device button.

Button	Button name	Function
	Unlock Device	This button appears on the screen when the MFP is locked. The control panel buttons and shortcuts cannot be used while it appears, and no default copy starts may occur. To unlock the MFP: **1** Touch **Unlock Device** to open a PIN entry screen. **2** Enter the correct PIN to unlock the numeric keypad (0–9) and the Backspace button on the control panel. **Note:** If an invalid PIN is entered, `Invalid PIN.` appears. A pop-up screen appears with the Continue button. Touch **Continue**. The home screen returns with the Unlock Device button.
Cancel Jobs	Cancel Jobs	To open the Cancel Jobs screen. The Cancel Jobs screen shows any of the following items under three headings on the screen, which are Print, Fax, and Network: • print job • copy job • fax • profile • FTP • e-mail send Each heading has its own list of jobs shown in a column under the heading. Each column can only show three jobs per screen. The job appears as a button. If more than three jobs exist in a column, then the **down arrow** appears at the bottom of the column. Each touch of the **down arrow** accesses one job in the list. When more than three jobs exist, once the fourth job in the list is reached, then an **up arrow** appears at the top of the column. For illustrations of the up and **down arrow** buttons, see **Information on touch-screen buttons**. To cancel a job, see the **Canceling a print job** for instructions.

Using the LCD touch-screen buttons

The following section provides information on navigating through several screens. Only a few are chosen to demonstrate the use of the buttons.

Note: Depending on your options and administrative setup, your screens and buttons may vary from those shown.

Sample screen one

Information on touch-screen buttons

Button	Button name	Function or description
	Select button	Touch the **select** button to have another screen appear with additional items. On the first screen, the user default setting is shown. Once the **select** button is touched, and the next screen appears, touching another item shown on the screen changes the user default setting.
	Left scroll decrease button	Touch the **left scroll decrease** button to scroll to another value in decreasing order.

Button	Button name	Function or description
	Right scroll increase button	Touch the **right scroll increase** button to scroll to another value in increasing order.
	Left arrow button	Touch the **left arrow** button to scroll left to: • Reach a decreased value shown by an illustration. • See a full text field on the left.
	Right arrow button	Touch the **right arrow** button to scroll right to: • Reach an increased value shown by an illustration. • See a full text field on the right.
Scan the ADF **Scan the flatbed**	Scan the ADF Scan the flatbed	On the gray navigation bar, these two choices indicate that two types of scanning are possible. One may choose to scan from the ADF or the flatbed.
	Submit	A *green button* indicates a choice. If a different value within a menu item is touched, it needs to be saved to become the current user default setting. To save the value as the new user default setting, touch **Submit**. **Submit**
Back	Back	When the **Back** button is shaped like this, no other navigation is possible from this screen except to go back. If any other choice is made on the navigation bar, the screen closes. For example, in **Sample screen one**, all the selections for scanning have been made. One of the preceding green buttons should be touched. The only other button available is **Back**. Touch **Back** to return to the previous screen, and all the settings for the scan job made on Sample screen one are lost.
Back	Back	When the **Back** button is shaped like this, both forward and backward navigation is possible from this screen, so there are other options available on the screen besides selecting **Back**.

Sample screen two

Unknown paper size. Copy from:

Letter (8.5 x 11 in.)	⦿
Legal (8.5 x 14 in.)	○
Executive (7.25 x 10.5 in.)	○
Folio (8. 5 x 13 in.)	○
Statement (5.5 x 8.5 in.)	○
A4 (210 x 297 mm)	○

Cancel Job   **Continue**

Information on touch-screen buttons

Button	Button name	Function or description
▽	Down arrow	Touch the **down arrow** to move down to the next item in a list, such as a list of menu items or values. The **down arrow** does not appear on a screen with a short listing. It only appears if the entire listing cannot be seen on one screen. On the last screen of the listing, the **down arrow** is gray to indicate that it is not active since the end of the list appears on this screen.
△	Up arrow	Touch the **up arrow** to move up to the next item in a list, such as a list of menu items or values. When on the first screen presented with a long list, the **up arrow** is gray to indicate that it is not active. On the second screen needed to show the rest of the listed item, the **up arrow** is blue to show that it is active.
⦿	Unselected radio button	This is an unselected **radio** button.
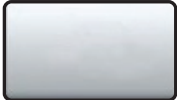
Button	Button name	Function or description
	Selected radio button	This is a selected **radio** button. Touch a **radio** button to select it. The **radio** button changes color to show it is selected. In **Sample screen two**, the only paper size selected is Letter.
Cancel Job	Cancel Job	See **Cancel Jobs on page 13**.
Continue	Continue	Touch **Continue** after a menu item or value on a screen is selected and more changes need to be made for a job from the original screen. Once **Continue** is touched, the original screen appears. For example, if one touched **Copy** on the home screen, the Copy screen appears like **Sample screen one on page 14**. The following example shows how the Continue button reacts. 1 Touch the **select** button by the **Copy to** box, and a new screen appears. 2 Touch MP Feeder, and a new screen appears. 3 Touch Legal, and a new screen appears. 4 Touch Next, and a new screen appears. 5 Touch Plain Paper for the type of print media needed. 6 Touch **Continue**. The Copy screen returns to allow other selections besides Copy to. The other settings on the Copy screen available are Duplex, Scale, Darkness, Collate, and Copies. Touch **Continue** to return to the original screen and make other setting changes for a copy job before the **Copy it** button is touched to start the job.

Other touch-screen buttons

Button	Button name	Function or description
Cancel	Cancel	Touch **Cancel** to cancel an action or a selection. Touch to cancel out of a screen and return to the previous screen.
	Select	Touch to select a menu. The next screen appears showing menu items. Touch to select a menu item. The next screen appears showing values.

Button	Button name	Function or description
Done	Done	Allows specifying that a job is finished. For example, when scanning an original document, one could indicate that the last page is scanned, and then printing the job would begin.
Back	Back	Touch the **Back** button to return to the previous screen, and no settings are saved on the screen where it was touched. The **Back** button appears on each menu screen except for the home screen.
	Home	Touch the **Home** button to return to the home screen. The **Home** button appears on every screen except the home screen. See the **Home screen and Home screen buttons on page 11** for more information.
	Grayed out button	When this button appears, it looks faded with a faded word on it. It means the button is not active or unavailable on this screen. It was probably active on the previous screen, but the selections made on the previous screen caused it to be unavailable on the current screen.
	Gray button	Touch this button to select the action appearing on the button.

Features

Feature	Feature name	Description
<u>Menus</u> → <u>Settings</u> → <u>Copy Settings</u> → Number of Copies	Menu trail line	A line is located at the top of each menu screen. This feature acts as a trail. It gives the exact location within the menus. Touch any of the underlined words to return to that menu or menu item. The Number of Copies is not underlined since this is the current screen. If this feature is used on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and it does not become the user default setting.
!	Attendance message alert	If an attendance message occurs which closes a function, such as copy or fax, then a solid red exclamation point appears over the function button on the home screen. This feature indicates that an attendance message exists. Press Status/Supplies to see the current status of the MFP.

Menus

A number of menus are available to make it easy for you to change MFP settings or print reports. To access the menus and settings, press the menu button in the lower right corner of the home screen.

When a value or setting is selected and saved, it is stored in MFP memory. Once stored, these settings remain active until new ones are stored or the factory defaults are restored.

> **Note:** Settings chosen for faxing, scanning, e-mailing, copying, and settings for printing from the application may override the settings selected from the control panel.

The following diagram shows the touch screen menu index and the menus and items available under each menu. For more information about menus and menu items, see the *Menus and Messages Guide* on the *Software and Documentation* CD.

Paper Menu	▼
Reports	▼
Network/Ports	▼
Settings	▼
Manage Shortcuts	▼
Help	▼

? **Back**
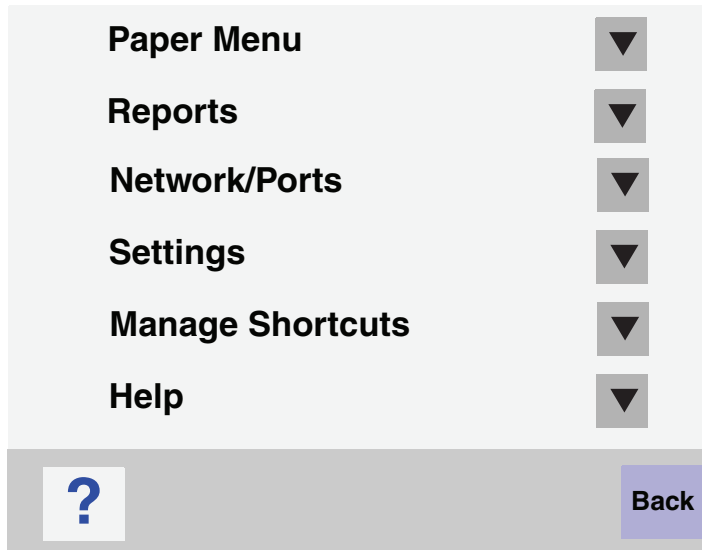
Paper Menu
Default Source
Paper Size/Type
Configure MP
Envelope Enhance
Substitute Size
Paper Texture
Paper Weight
Paper Loading
Custom Types
Custom Names
Custom Bin Name
Universal Setup
Bin Setup

Reports
Menu Settings Page
Device Statistics
Network Setup Page
Shortcut List
Fax Job Log
Fax Call Log
E-mail Shortcuts
Fax Shortcuts
FTP Shortcuts
Profiles List
NetWare Setup Page
Print Fonts
Print Directory

Network/Ports
TCP/IP
IPv6
E-mail Server Setup
Address Book Setup
Wireless
Standard Network
Network <x>
Standard USB
USB <x>
Standard Parallel
Parallel <x>
Standard Serial
Serial <x>
NetWare
AppleTalk
LexLink

Settings
General Settings
Copy Settings
Fax Settings
E-mail Settings
FTP Settings
Print Settings
Security
Set Date and Time

Help
Print all guides
Copy guide
E-mail guide
Fax guide
FTP guide
Information guide
Print defects guide

Manage Shortcuts
Manage Fax Shortcuts
Manage E-mail Shortcuts
Manage FTP Shortcuts
Manage Profile Shortcuts

2 Copying

The following copy topics are available in this and other chapters.

Quick copy

1 Place the original document faceup in the automatic document feeder (ADF) or facedown on the flatbed.

Adjust the paper guides when using the ADF.

2 Press **Go** on the numeric pad.

> **Note:** If an LDSS profile has been installed, you may receive an error when attempting a quick copy. Contact your system support person for access.

Multiple page copying

1 Place the original document faceup in the automatic document feeder or facedown on the flatbed.

Adjust the paper guides when using the ADF.

2 Touch **Copy** on the home screen, or use the numeric keypad to specify the number of copies you want.

After touching Copy or entering the number of copies, the touch screen will automatically change to the copy settings menu.

3 Change the copy options to meet your requirements.

4 Touch **Copy It**.

Using the flatbed

If you are using the flatbed (scanner glass) to make copies:

1 Open the document cover.

2 Place the document facedown on the scanner flatbed.

3 Close the document cover.

4 Touch **Copy** on the home screen, or press **Go** on the numeric pad.

For **Copy**, continue with **step 5**.

For **Go**, proceed with **step 8**.

5 Set the number of copies.

6 Change the copy options to meet your requirements.

7 Touch **Copy It**.

8 Touch **Scan Next** if you have more pages to scan, or touch **Finish the Job** if you are done.

Touching **Finish the Job** returns the MFP to the copy screen.

9 Touch **Home** when you are finished.

Understanding the copy screens and options

Copy From: Opens a screen where you can enter the size of the documents you are going to copy.

- Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the Copy 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.

- When using Auto Size Match, the MFP will match the size of the original document as specified in the Copy From box. If a matching paper size is not loaded in one of the paper trays, the MFP will scale the copy to fit loaded media.

Copy To: Opens a screen where you can enter the size and type of paper on which your copies will be printed.

- Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the Copy Options Screen.

- If the size settings for Copy From and Copy To are different, the MFP will automatically adjust the Scale setting to accommodate the difference.

- If you have a special type or size of paper that you'd like to copy onto that is not normally in the MFP paper trays, you can select MP Feeder, and manually send the type of paper you want through the MP feeder.

- When using Auto Size Match, the MFP will match the size of the original document as specified in the Copy From box. If a matching paper size is not in one of the paper trays, the MFP will scale the copy to fit loaded media.

Scale: Creates an image from your copy that is proportionally scaled anywhere between 25% and 400%. Scale can also be set for you automatically.

- When you want to copy from one size of paper to another, such as legal size to letter size, setting your Copy From and Copy To paper sizes will automatically change the scale to keep all the original document information on your copy.

- Touching the arrow to the left lowers the value by 1%; touching the arrow to the right increases the value by 1%.

- Holding your finger on an arrow makes a continuous increment.

- Holding your finger on an arrow for two seconds causes the pace of the change to accelerate.

Darkness: Adjusts how light or dark your copies will turn out in relation to the original document.

Printed Image: Copies halftone photographs or graphics such as documents printed on a laser printer or pages from a magazine or newspaper that are composed primarily of images. For original documents that are a mixture of text, line drawings, or other graphics, leave Printed Image off.

Sides (Duplex): Prints copies on 1 or 2 sides, makes 2-sided copies (duplex) of 2-sided original documents, 2-sided copies from 1-sided original documents or 1-sided copies (simplex) from 2-sided original documents.

> **Note:** For 2-sided output, you must have a duplex unit attached to your printer.

Collate: Keeps the pages of a print job stacked in sequence, particularly when printing multiple copies of the document. The default setting for Collate is on; the output pages of your copies will be ordered (1,2,3) (1,2,3) (1,2,3). If you want all the copies of each page to remain together, turn Collate off, and your copies will be ordered (1,1,1) (2,2,2) (3,3,3).

Options: Opens a screen to change Paper Saver, Advanced Imaging, Separator Sheets, Margin Shift, Edge Erase, Date/Time Stamp, Overlay, Content, or Advance Duplex settings.

- **Paper Saver:** Takes two or more sheets of an original document and prints them together on the same page. Paper Saver is also called N-up printing. The N stands for Number. For example, 2-up would print two pages of your document on a single page, and 4-up would print four pages of your document on a single page. Touching **Print Page Borders** adds or removes the outline border surrounding the original document pages on the output page.

- **Create Booklet:** Creates a sequence of collated output that, when folded in half, forms a booklet half the page size of the original document and with all the pages in order.

    > **Note:** To use Create Booklet, you must have a duplex unit attached to the MFP.

- **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.

- **Separator Sheets:** Places a blank piece of paper between each copy of your copying job. The separator sheets can be drawn from a bin with a different kind or color of paper from your copies.

- **Margin Shift:** Increases the size of the margin a specified distance. This can be useful in providing space to bind or hole-punch copies. Use the increase or decrease arrows to set how much of a margin you want. If the additional margin is too large, the copy will be cropped.

- **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. Edge Erase will erase whatever is within the selected area, leaving nothing printed on that portion of the paper.

- **Date/Time Stamp:** Turns the Date/Time Stamp on and prints the date and time at the top of every page.

- **Overlay:** Creates a watermark (or message) that overlays the content of your copy. You can choose between Urgent, Confidential, Copy, and Draft. The word you pick will appear, faintly, in large print across each page.

    > **Note:** A custom overlay can be created by the system administrator. An additional icon with that message will then be available.

- **Content:** Enhances copy quality. Choose *Text* for original documents that are mostly text or line art. Choose *Text/Photo* when the original documents are a mixture of text and graphics or pictures. Choose *Photograph* when the original document is a high-quality photograph or inkjet print. Choose *Printed Image* when copying halftone photographs or graphics such as documents printed on a laser printer or pages from a magazine or newspaper.

- **Advanced Duplex:** Controls how many sides and what orientation your original documents have, and whether your original documents are bound along the long edge or the short edge.

Copying from one size to another

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Copy from**:, and then identify the size of your original document.

For example, Legal.

5 Touch **Copy to**:, and then select the size you want the copy to be.

> **Note:** If you select a paper size that is different from the "Copy from" size, the MFP will scale the size automatically.

6 Touch **Copy It**.

Making transparencies

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Copy from**:, and then identify the size of your original document.

5 Touch **Copy to**:, and then touch the tray that contains transparencies.

> **Note:** If you do not see Transparency as an option, speak with your system support person.

6 Touch **Copy It**.

Copying to letterhead

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Copy from**:, and then identify the size of your original document.

5 Touch **Copy to**:, and then touch the tray that contains letterhead.

> **Note:** If you do not see Letterhead as an option, speak with your system support person.

6 Touch **Copy It**.

Copying photographs

1 Open the document cover.

2 Place the photograph face down on the flatbed.

3 Touch **Copy** on the home screen.

4 Touch **Options**.

5 Touch **Content**.

6 Touch **Photograph**.

7 Touch **Copy It**.

8 Touch **Scan Next** or **Done**.

Making copies using media from a selected tray

During the copy process, you can select the input tray that contains the media type of choice. For example, if a special media type is located in the multipurpose feeder, and you want to make copies on that media:

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Copy from**:, and then identify the size of your original document.

5 Touch **Copy to**:, and then touch **multipurpose feeder** or the tray that contains the media type you want.

6 Touch **Copy It**.

Copying mixed-sized media

You can place mixed-sized original documents in the ADF and then copy them. Depending on the paper size loaded in the trays, the scanner will print on the same size media or scale the document to fit the media in the tray.

Example 1; the MFP has two paper trays, one tray loaded with letter and the other with legal paper. A document mixed with letter and legal pages needs to be copied.

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Copy From**, and then touch **Mixed Sizes**.

5 Touch **Copy To**, and then touch **Auto Size Match**.

6 Touch **Copy It**.

The scanner will identify the different size pages as they scan, and then print them on the correct size paper.

Example 2; the MFP has one paper tray, loaded with letter-size paper. A document mixed with letter and legal pages needs to be copied.

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Copy From**, and then touch **Mixed Sizes**.

5 Touch **Copy It**.

The scanner will identify the different size pages as they scan, and then scale the legal size pages to print on letter-size paper.

Setting the duplex option

    1 Place your original document in the automatic document feeder faceup, short-edge first.

    2 Adjust the paper guides.

    3 Touch **Copy** on the home screen.

    4 Touch the button that looks the way you want your copies duplexed.

        The first number represents sides of the original documents; the second number represents sides of the copy.

        For example, select 1 --> 2-sided if you have 1-sided original documents and you want 2-sided copies.

    5 Touch **Copy It**.

Reducing and enlarging copies

Copies can be reduced to 25% of the original document size or enlarged to 400% of the original document size. The default for Scale is Auto. If you leave Scale set to Auto, the content of your original document will be scaled to fit the size of the paper onto which you are copying.

To reduce or enlarge a copy:

    1 Place your original document in the automatic document feeder faceup, short-edge first.

    2 Adjust the paper guides.

    3 Touch **Copy** on the home screen.

    4 From Scale, touch + or – to enlarge or reduce your output.

            Note: Touching Copy To or Copy From after setting Scale manually will turn the scale value back to Auto.

    5 Touch **Copy It**.

Adjusting copy quality

    1 Place your original document in the automatic document feeder faceup, short-edge first.

    2 Adjust the paper guides.

    3 Touch **Copy** on the home screen.

    4 Touch **Options**.

    5 Touch **Content**.

    6 Touch the icon that best represents what you are copying (for example, Text, Text/Photo, Photograph, or Printed Image).

      • Text: Used for original documents that are mostly text or line art.
      • Text/Photo: Used when the original documents are a mixture of text and graphics or pictures.
      • Photograph: Used when the original document is a high-quality photograph or inkjet print.
      • Printed Image: Used when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper that are composed primarily of images.

    7 Touch **Copy It**.

Setting collation options

If you want your copies collated, you don't need to do anything; this is the default setting.

For example, two copies of three pages will print page 1, page 2, page 3, page 1, page 2, page 3.

If you don't want your copies collated, you can change the setting.

For example, two copies of three pages will print page 1, page 1, page 2, page 2, page 3, page 3.

To turn collation off:

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Use the numeric keypad to enter the number of copies you want.

5 Touch **Off** if you do not want your copies collated.

6 Touch **Copy It**.

Placing separator sheets between copies

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Options**.

5 Touch **Separator Sheets.**

> **Note:** Collation must be On for the separator sheets to be placed between copies. If Collation is Off, the separator sheets are inserted after the job has been printed.

6 Touch **Copy It**.

Setting paper saving options

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Make your duplex choice.

5 Touch **Options**.

6 Touch **Paper Saver.**

7 Select the output you want.

For example, if you have four portrait-oriented original documents that you want copied to the same side of one sheet, touch **4 on 1 Portrait**.

8 Touch **Print Page Borders** if you want a box drawn around each page on the copies.

9 Touch **Copy It**.

Placing the date and time at the top of each page

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Options**.

5 Touch **Date/Time Stamp**.

6 Touch **On**.

7 Touch **Done**.

8 Touch **Copy It**.

Placing an overlay message on each page

An overlay message can be placed on each page. The message choices are Urgent, Confidential, Copy, or Draft. To place a message on the copies:

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Options**.

5 Touch the button containing the overlay you want to use.

6 Touch **Done**.

7 Touch **Copy It**.

Creating a custom job (job build)

The custom job or job build is used to combine one or more sets of original documents into a single copy job. Each set may be scanned using different job parameters. When a copy job is submitted and `Custom Job` is enabled, the scanner will scan the first set of original documents using the supplied parameters, then scan the next set with the same or different parameters.

The definition of a set depends on the Scan Source:

• From the flatbed, a set consists of one page.

• From the ADF, a set consists of all scanned pages until the ADF becomes empty.

• When one page is sent through the ADF, a set consists of one page.

For example:

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Copy** on the home screen.

4 Touch **Options**.

5 Touch **Custom Job**.

6 Touch **On**.

7 Touch **Done**.

8 Touch **Copy It**.

When the end of a set is reached, the "Scan the next page" screen appears. Touch **Scan the next page,** or touch **Done**. For more information on the Custom job or the job build setting, see the *Menus and Messages Guide* on the *Software and Documentation* CD.

Canceling a copy job

While the document is in the ADF

When the ADF begins processing a document, the scanning screen is displayed. You can cancel the copy job by touching **Cancel Job** on the touch screen.

Touching **Cancel Job** cancels the entire job that is being scanned. The scanning screen will be replaced with a "Canceling scan job" screen. The ADF will clear all pages in the ADF and cancel the job.

While copying pages using the flatbed

During the copy process, the "Scan the next page" screen appears. To cancel the copy job, touch **Cancel Job** on the touch screen.

Touching **Cancel Job** cancels the entire job that has been scanned. The scanning screen will be replaced with a "Canceling scan job" screen. Once the job has been flushed, the touch screen will return to the copy screen.

While the pages are being printed

To cancel the print job, touch **Cancel Job** on the touch screen, or press cancel on the numeric keypad.

Touching **Cancel Job** or pressing cancel on the keypad cancels the remaining print job. Once the job has been deleted, the touch screen will return to the home screen.

Copy tips

The following tips may improve the MFP copy quality. For additional information or to solve copy problems, see **Solving copy quality problems**.

Question	Tip
When should I use Text mode?	• Text mode should be used when text preservation is the main goal of the copy, and preserving images copied from the original document is not a concern. • Text is best used for receipts, carbon copy forms, and documents that only contain text or fine line art.
When should I use Text/Photo mode?	• Text/Photo mode should be used when copying an original document that contains a mixture of text and graphics. • Text/Photo is best used for magazine articles, business graphics, and brochures.
When should I use Printed Image mode?	Printed Image mode should be used when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper.
When should I use Photograph mode?	Photograph mode should be used when the original document is a high-quality photograph or inkjet print.

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 faceup or on the flatbed facedown.

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 faceup or on the flatbed facedown.

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 faceup or on the flatbed facedown.

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 faceup or on the flatbed facedown.

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 faceup or on the flatbed facedown.

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 faceup or on the flatbed facedown.

   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 **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 faceup or on the flatbed facedown.

   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 faceup, 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 faceup, 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.

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 document. 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.

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.
>
> **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.
>
> **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 **E-mail 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**.

4 Faxing

The fax function lets you scan items and fax them to one or more recipients directly from the MFP. When you touch Fax, it opens the fax destination screen. You enter the fax number and touch Fax It to send your fax. You can also change the fax settings to fit your personal needs.

During initial MFP setup, you may be required to configure the MFP for faxing. For additional information, see **Fax setup in the *Setup Guide***.

The following fax topics are available in this and other chapters.

Sending a fax	**Adjusting the Darkness setting**
Using fax destination shortcuts	**Sending a fax at a later time**
Using the address book	**Cancel an outgoing fax**
Sending faxes from a computer	**Fax tips**
Creating shortcuts	**Solving fax problems**
Understanding fax options	**Viewing a fax log**
Changing the fax resolution	

Sending a fax

There are two ways to send a fax: enter the number using a numeric keypad, or use a shortcut number. Use the instructions below to send a fax using the keypad, or see **Using fax destination shortcuts** to fax your documents using a shortcut.

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Fax** on the home screen.

4 Enter the fax number using the numbers on the touch screen or keypad.

Add recipients by touching next and then entering the recipient's telephone number or shortcut number, or search the address book.

> **Note:** To place a two-second dialing pause within a fax number, use the Dial Pause button.

The dial pause will appear as a comma in the Fax to: box. Use this feature if you need to dial an outside line first.

5 Touch **Fax It**.

Using fax destination shortcuts

Fax destination shortcuts are just like the speed dial numbers on a telephone or fax machine. You can assign shortcut numbers when creating permanent fax destinations. Permanent fax destinations or speed dial numbers are created in the Manage Destinations link located under the Configuration tab on the Web page. 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.

1   Place your original document in the automatic document feeder faceup, short-edge first.

2   Adjust the paper guides.

3   Press **#** followed by the shortcut number on the keypad.

Press **#** followed by the shortcut number on the keypad, or touch **Next Number** to enter another address.

For information on creating shortcut numbers, see **Creating shortcuts**.

4   Touch **Fax It**.

Using the address book

> **Note:** If the address book feature is not enabled, contact your system support person.

1   Place your original document in the automatic document feeder faceup, short-edge first.

2   Touch **Fax** on the home screen.

3   Touch **Search Address Book**.

4   Using the touch screen keyboard, enter the name or part of the name of the person for whom you'd like to find a fax number. (Do not attempt to search for multiple names at the same time.)

5   Touch **Enter**.

6   Touch the name to add it to the **Fax to:** list.

7   Repeat steps 5 through 6 to enter additional destinations.

8   Touch **Fax It**.

Sending faxes from a computer

Faxing from a computer lets you send electronic documents without leaving your desk. This gives you the flexibility of faxing documents directly from software applications.

1   From your software application, click **File → Print**.

2   From the Print window, select your MFP, and then click **Properties**.

> **Note:** In order to perform this function from your computer, you must use the PostScript printer driver for your MFP.

3   Choose the **Other Options** tab, and click on **Fax**.

4   Click **OK**. At the next screen, click **OK**.

5   From the Fax screen, enter the name and number for the fax recipient.

6   Click **Send** to send your job.

Creating shortcuts

Instead of entering the entire phone number of a fax recipient on the control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A single shortcut number or a multiple number shortcut can be created. There are two methods for creating shortcut numbers: from a computer or from the MFP touch screen.

From a computer

1   Enter the IP address of the MFP in the URL field (address bar) of your Web browser. If you do not know the IP address, see your administrator.

2   Click **Configuration** (in the left frame of your browser window), and then click **Manage Destinations** (in the right frame of your browser window).

>   **Note:** A password may be required. If you do not have an ID and password, get one from your system support person.

3   Click **Fax Shortcut Setup**.

4   Enter a unique name for the shortcut, and specify the fax number.

To create a multiple number shortcut, enter the fax numbers for the group.

>   **Note:** Separate each fax number in the group with a semicolon (;).

5   Assign a shortcut number.

If you enter a number that is already in use, you are prompted to select another number.

6   Click **Add**.

7   Go to the MFP, and load your original document in the automatic document feeder faceup, short-edge first.

8   From the numeric keypad, press **#**, and then enter your shortcut number.

9   Touch **Fax It**.

From the MFP

1   Load the original document in the ADF faceup, short-edge first, and adjust the paper guides.

2   Touch **Fax** on the home screen.

3   Enter the recipient's fax number.

To create a group of recipients, touch **Next number**, and enter the next recipient's fax number.

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 **Fax It**.

Understanding fax options

Original: Opens a screen where you can choose the size of the documents you are going to fax.

- Touching any of the paper size buttons on the follow-on screen will make that your selection and return you to the Fax 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.

Content: Used to select the type of document you are scanning (for example, Text, Text/Photo, or Photo). Content affects the quality and size of your scan by selecting how the scanner will handle the information on the original document.

- The Text setting will emphasize sharp, black, high-resolution text against a clean, white background.

  The Text/Photo setting is used when the original documents are a mixture of text and graphics or pictures.

- The Photo setting 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 document. This increases the amount of information saved.

Sides: Informs 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 fax.

Resolution: Increases how closely the scanner examines the document you wish to fax. If you are faxing a photograph, a drawing with fine lines, or a document with very small text, increase the Resolution setting. This will increase the amount of time required for the scan and will increase the quality of the fax output. *Standard* is suitable for most documents. *Fine* is recommended for documents with small print. *Super fine* is recommended for original documents with fine detail. *Ultra fine* is recommended for documents with pictures or photographs.

Darkness: Adjusts how light or dark your faxes will turn out in relation to the original document.

Advanced Options: Accesses the Delayed Send, Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, Advanced Duplex, or Fax Queue settings.

> **Delayed Send:** Sets up a fax that will be sent at a later time or date. After setting up your fax, select **Delayed Send**, enter the time and date you would like to transmit your fax, and then touch **Done**. This setting can be especially useful in sending information to fax lines that are not readily available during certain hours, or when transmission times are cheaper.

> > **Note:** If the device is powered off when the delayed fax is due to be sent, the fax is sent the next time the MFP is powered up.

> **Advanced Imaging:** Select this feature to adjust Background Removal, Contrast, and Shadow Detail before you copy the document.

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

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

> **Scan Preview:** Displays the image before it is included in the fax. When a page is scanned, the scanning is paused, and a preview image appears.

> **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. Edge Erase will erase whatever is within the area selected, leaving nothing printed on that portion of the paper.

> **Advanced Duplex**: Controls how many sides and what orientation your original document has, and whether your original documents are bound along the long edge or the short edge.

Changing the fax resolution

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Fax** on the home screen.

4 Enter the fax number.

5 Touch **Options**.

6 Touch the button that represents the resolution you want.

7 Touch **Fax It**.

Adjusting the Darkness setting

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Fax** on the home screen.

4 Enter the fax number.

5 Touch **Options**.

6 Touch the left **Darkness** arrow to reduce the darkness of the fax, or touch the right **Darkness** arrow to increase the darkness of the fax.

7 Touch **Fax It**.

Sending a fax at a later time

1 Place your original document in the automatic document feeder faceup, short-edge first.

2 Adjust the paper guides.

3 Touch **Fax** on the home screen.

4 Enter the fax number.

5 Touch **Options**.

6 Touch **Advanced Options**.

7 Touch **Delayed Send**.

> **Note:** If Fax Mode is set to Fax Server, the Delayed Send button will not appear. Faxes waiting for transmission are listed in the Fax Queue.

8 Touch the left arrow to reduce the time or the right arrow to increase the time the fax will be transmitted.

> **Note:** Touching the increase or decrease arrow increments the time by 30 minutes. If the current time is shown, the left arrow is grayed out.

9 Touch **Done**.

Cancel an outgoing fax

There are two ways to cancel an outgoing fax:

While the original documents are still scanning

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.

A**fter the original documents have been scanned to memory**

1   Touch **Cancel Jobs** on the home screen.

The Cancel Jobs screen will appear.

2   Touch the job or jobs you want to cancel.

Only three jobs appear on the screen; touch the down arrow until the job you want appears, and then touch the job you want to cancel.

3   Touch **Delete Selected Jobs**.

The Deleting Selected Jobs screen appears, the selected jobs are deleted, and then the home screen appears.

Viewing a fax log

When you send or receive a fax, an entry of the activity is recorded in a file. You can view or print this file when you want.

To view the fax log:

1   Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.

2   Click **Reports**.

3   Click **Fax Settings**.

4   Click **Fax Job Log** or **Fax Call Log**.

Fax tips

The following tips may improve the MFP fax quality or solve fax problems. For additional information or to solve copy problems, see **Solving fax problems**.

Question	Tip
When should I use Text mode?	• Text mode should be used when text preservation is the main goal of the fax, and preserving images copied from the original document is not a concern. • Text is best used for receipts, carbon copy forms, and documents that only contain text or fine line art.
When should I use Text/Photo mode?	• Text/Photo mode should be used when faxing an original document that contains a mixture of text and graphics. • Text/Photo is best used for magazine articles, business graphics, and brochures.
When should I use Photo mode?	Photo mode should be used for faxing photos printed on a laser printer or taken from a magazine or newspaper.
Caller ID is not shown	If your region supports caller ID, you may have to change the default setting. There are two settings available; FSK (pattern 1) and DTMF (pattern 2). Contact your telecommunications company to determine which pattern or switch setting to use.

5 FTP

The MFP scanner lets you scan documents directly to a File Transfer Protocol (FTP) server.

> **Note:** Only one FTP address may be sent to at a time.

Once an FTP destination has been configured by your system administrator, the name of the destination becomes available as a shortcut number or listed as a profile under the Held Jobs icon. An FTP location could also be another PostScript printer: for example, a color document can be scanned and then sent to a color printer. Sending a document to an FTP server is similar to sending a fax. The difference is that you are sending the information over your network instead of the phone line.

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

Entering the FTP address	**Using the address book**
Using a shortcut number	**FTP tips**

Entering the FTP address

1 Place your original document in the automatic document feeder faceup, short-edge first.
2 Touch **FTP** on the home screen.
3 Enter the **FTP** address.
4 Touch **Send It**.

Using a shortcut number

1 Place your original document in the automatic document feeder faceup, short-edge first.
2 Touch **FTP** on the home screen.
3 Press **#**, and then enter the FTP shortcut number.
4 Touch **Send It**.

Using the address book

1 Place your original document in the automatic document feeder faceup, short-edge first.
2 Touch **FTP** 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.
6 Touch **Send It**.

Creating shortcuts

Instead of entering the entire FTP site address on the control panel each time you want to send a document to an FTP, you can create a permanent FTP destination and assign a shortcut number. There are two methods for creating shortcut numbers: from a computer or from the MFP touch screen.

From a computer

1 Enter the IP address of the MFP in the URL field (address bar) of your Web browser. If you do not know the IP address, see your system support person.

2 Click **Configuration** (in the left frame of your browser window), and then click **Manage Destination**s (in the right frame of your browser window).

> **Note:** A password may be required. If you do not have an ID and password, get one from your system support person.

3 Click **FTP Shortcut Setup**.

4 Enter the appropriate information into the fields.

5 Assign a shortcut number.

If you enter a number that is already in use, you are prompted to select another number.

6 Click **Add**.

7 Go to the MFP, and load your original document in the automatic document feeder faceup, short-edge first.

8 From the numeric keypad, press **#**, and then enter your shortcut number.

9 Touch **Send It**.

From the MFP

1 Load the original document in the ADF faceup, short-edge first, and adjust the paper guides.

2 Touch **FTP** on the home screen.

3 Enter the FTP site.

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 **Send It**.

FTP options

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

- Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the FTP 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.

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

Base File Name: Lets you enter a file name. The default value is the word *image*. A timestamp is added to the file name to prevent overwriting files of the same name at the FTP site.

> **Note:** There is a 53-character limit for the file name.

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

> **Text:** Emphasizes 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 document. This increases the amount of information saved.

> **Color:** Sets the scan type and output for the copy. Color documents can be scanned and sent to an FTP site, PC, e-mail address, or the MFP printer.

Advanced Options: Accesses the Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, or Darkness settings.

> **Advanced Imaging:** Select this feature to adjust Background Removal, Contrast, and Shadow Detail before you scan the document.

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

> **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 FTP file. When the first page is scanned, the scanning is paused, and a preview image appears.

> **Edge Erase:** Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides, or pick a particular edge. Edge Erase will erase whatever is within the area selected and leave nothing printed on that portion of the paper.

> **Darkness:** Adjusts how light or dark your scanned documents will turn out.

FTP tips

The following tips may improve the MFP FTP quality.

Question	Tip
When should I use Text mode?	• Text mode should be used when text preservation is the main goal of sending a document to an FTP site, and preserving images copied from the original document is not a concern. • Text is best used for receipts, carbon copy forms, and documents that only contain text or fine line art.
When should I use Text/Photo mode?	• Text/Photo mode should be used when sending a document to an FTP site that contains a mixture of text and graphics. • Text/Photo is best used for magazine articles, business graphics, and brochures.
When should I use Photo mode?	Photo mode should be used when the original document is composed mostly of photos printed on a laser printer or taken from a magazine or newspaper.

6 Scanning to a PC or USB flash memory device

The MFP scanner lets you scan documents directly to your PC or a USB flash memory device.

Your computer does not have to be directly connected to the MFP for you to receive Scan to PC images. You can scan the document back to your computer over the network by creating a scan profile on your computer and then downloading the profile to the MFP.

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

Create a scan to PC profile

Understanding scan to PC options

Scanning to a USB flash memory device

Scanning tips

Create a scan to PC profile

1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.

If the Java applet screen appears, click **Yes**.

2 Click **Scan Profile**.

3 Click **Create Scan Profile**.

4 Select your scan settings, and then click **Next**.

5 Select a location for saving the scanned output file somewhere on your computer.

6 Enter a profile name.

The profile name is the name that will appear on the SCAN PROFILE list on the MFP control panel.

7 Click **Submit**.

8 Review the instructions on the Scan to PC screen.

A shortcut number was automatically assigned when you clicked Submit. You can use this shortcut number when you are ready to scan your documents.

   a Go to the MFP, and place your original document in the automatic document feeder faceup, short-edge first.

   b Press # followed by the shortcut number on the keypad, or touch **Profiles** on the home screen.

   c After you enter the shortcut number, the scanner will scan and send the document to the directory or application you specified. If you touch Profiles on the home screen, locate your shortcut on the list.

9 Return to your computer to view your file.

Your output file is saved in the location you specified or launched in the application you specified.

Understanding scan to PC options

To change the options for the scan to PC Profile, you must click the **Quick Setup** box, and select **Custom**. Quick Setup lets you select preset formats or customize your scan job settings. You can select:

Custom	Photo - Color JPEG
Text - BW PDF	Photo - Color TIFF
Text - BW TIFF	Text/Photo - BW PDF
	Text/Photo - Color PDF

Format Type: 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.

Compression: Sets the compression format used to compress the scanned output file.

Default Content: Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Content affects the quality and size of your scanned file.

> **Text:** Emphasizes 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 document. This increases the amount of information saved.

Color: Tells the MFP the color of the original documents. You can select Gray, BW (Black and White), or Color.

Original Size: Opens a field where you can select the size of the document you are going to scan.

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.

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.

Darkness: Adjusts how light or dark your scanned documents will turn out.

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

Advanced Imaging: Select this feature to adjust Background Removal, Contrast, and Shadow Detail before you scan the document.

Scanning to a USB flash memory device

1 Place the original document in the automatic document feeder (ADF) faceup or on the flatbed facedown.

Adjust the paper guides when using the ADF.

2 Insert the USB flash memory device into the USB direct interface on the front of the MFP.

The Held Jobs screen appears.

3 Touch **Scan to USB drive**.

4 Enter the name of the file.

5 Select your scan settings.

6 Touch **Scan It**.

Scanning tips

The following tips may improve the MFP scanning quality. For additional information or to solve copy problems, see **Solving scan quality problems**.

Question	Tip
When should I use Text mode?	• Text mode should be used when text preservation is the main goal of the scan, and preserving images copied from the original document is not a concern. • Text is best used for receipts, carbon copy forms, and documents that only contain text or fine line art.
When should I use Text/Photo mode?	• Text/Photo mode should be used when scanning an original document that contains a mixture of text and graphics. • Text/Photo is best used for magazine articles, business graphics, and brochures.
When should I use Photo mode?	Photo mode should be used when scanning photos printed on a laser printer or taken from a magazine or newspaper.

7 **Printing**

This chapter covers information about sending a job to print, printing confidential jobs, canceling a print job, printing a menu settings page, a font list, and a directory list. This chapter also provides information on printing folio and statement size media. For tips on paper jam prevention and print media storage, see **Avoiding jams** and **Storing print media**.

Printing from a USB flash memory device

A USB Direct interface is located on the control panel so you can insert a USB flash memory device and print the following types of documents:

- Portable Document Format (PDF) [.pdf file]
- Joint Photographic Experts Group (JPEG) [.jpeg or .jpg file]
- Tagged Image File Format (TIFF) [.tiff or .tif file]
- Graphics Interchange Format (GIF) [.gif file]
- Basic Multilingual Plane (BMP) [.bmp file]
- Portable Network Graphics (PNG) [.png file]
- PiCture eXchange (PCX) [.pcx file]
- PC Paintbrush File Format [.dcx file]

Printing a document from a USB flash memory device is similar to printing a held job.

> **Note:** You cannot print encrypted files or files without printing permissions.

We recommend using the following tested and approved USB flash memory devices in the 256 MB, 512 MB, and 1 GB sizes:

- Lexar JumpDrive 2.0 Pro
- SanDisk Cruzer Mini

Other USB flash memory devices must:

- Be compatible with the USB 2.0 standard.
- Support the Full-Speed standard as well.

  Devices only supporting USB low speed capabilities are not supported.

- Use the FAT file system.

  Devices formatted with NTFS or any other file systems are not supported.

To print from a USB flash memory device:

1 Make sure the MFP is on and `Ready` or `Busy` appears.

2 Insert a USB flash memory device into the USB Direct interface.
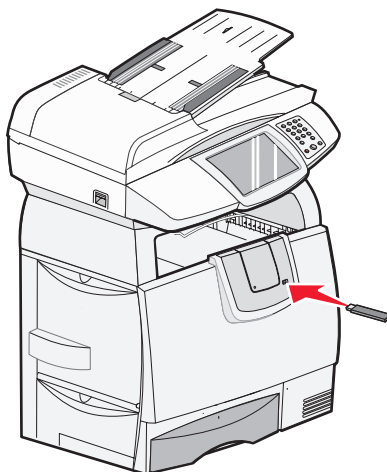
Note: If you insert the memory device when the MFP requires attention such as when a paper jam has occurred, the MFP ignores the memory device.

3 Touch the arrow next to the document you want to print.

A screen asking the number of copies to be printed will appear.

4 To print only one copy, touch **Print**, or touch **+** to enter the number of copies.

Note: Do not remove the USB flash memory device from the USB Direct interface until the document has finished printing.

The document will begin printing.

Note: If you insert the memory device when the MFP is busy printing other jobs, the message `Printer Busy` appears. Select **Continue**, and your job prints after the other jobs finish.

If you leave the device in the MFP after exiting the USB drive menu, you can still print PDFs on the device as held jobs. See **Printing confidential and held jobs**.

Canceling a print job

There are several methods for canceling a print job.

- **Canceling a job from the MFP control panel**
- **Canceling a job from a computer running Windows**
  - **Canceling a job from the taskbar**
  - **Canceling a job from the desktop**
- **Canceling a job from a Macintosh computer**
  - **Canceling a print job from a computer running Mac OS 9**
  - **Canceling a job from a computer running Mac OS X**

Canceling a job from the MFP control panel

If the job is formatting, scanning, or already printing, touch **Cancel Job** on the display.

Canceling a job from a computer running Windows

Canceling a job from the taskbar

When you send a job to print, a small printer icon appears in the right corner of the taskbar.

1 Double-click the printer icon.

A list of print jobs appears in the printer window.

2 Select the job you want to cancel.

3 Press the **Delete** key on the keyboard.

Canceling a job from the desktop

1 Minimize all programs to reveal the desktop.

2 Double-click the **My Computer** icon.

> **Note:** If you do not have the **My Computer** icon, select **Start → Settings → Control Panel,** and then go to **step 4**.

3 Double-click the **Printers** icon.

A list of available printers appears.

4 Double-click the printer you selected when you sent the job.

A list of print jobs appears in the printer window.

5 Select the job you want to cancel.

6 Press the **Delete** key on the keyboard.

Canceling a job from a Macintosh computer

Canceling a print job from a computer running Mac OS 9

When you send a job to print, the printer icon for your selected MFP appears on the desktop.

1 Double-click the printer icon on your desktop.

A list of print jobs appears in the printer window.

2 Select the print job you want to cancel.

3 Click the trash can button.

Canceling a job from a computer running Mac OS X

When you send a job to print, the printer icon for your selected MFP appears in the dock.

1 Open **Applications → Utilities**, and then double-click **Print Center** or **Printer Setup**.

2 Double-click the MFP you are printing to.

3 In the printer window, select the print job you want to cancel, and then press **Delete**.

Printing the menu settings page

You can print a menu settings page to review the default MFP settings and to verify the MFP options are installed correctly.

    1   Make sure the MFP is on and the `Ready` message appears.

    2   Touch the menu button on the control panel.

    3   Touch **Reports**.

    4   Touch **Menu Settings Page**.

Printing a network setup page

You can print a network setup page to review the default MFP settings and to verify the MFP options are installed correctly.

    1   Make sure the MFP is on and the `Ready` message appears.

    2   Touch the menu button on the control panel.

    3   Touch **Reports**.

    4   Touch **Network Setup Page**.

Printing a font sample list

To print samples of the fonts currently available for the MFP:

    1   Make sure the MFP is on and the `Ready` message appears.

    2   Touch the menu button on the control panel.

    3   Touch **Reports**.

    4   Touch the down arrow until `Print Fonts` appears, then touch **Print Fonts**.

    5   Touch **PCL Fonts** or **PostScript Fonts**.

Printing a directory list

A directory listing shows the resources stored in flash memory or on the hard disk. To print a listing:

    1   Make sure the MFP is on and the `Ready` message appears.

    2   Touch the menu button on the control panel.

    3   Touch **Reports**.

    4   Touch the down arrow until `Print Directory` appears, then touch **Print Directory**.

Printing confidential and held jobs

The term *held job* refers to any type of print job that can be initiated by the user at the MFP. This includes a confidential job, a verify print job, a reserve print job, a repeat print job, a bookmark, a profile, or a file on a USB flash memory device. When sending a job to the MFP, you can specify in the driver that you want the MFP to hold the job in memory. Once your job is stored in MFP memory, go to the MFP, and use the MFP control panel to specify what you want to do with your print job.

All confidential and held jobs have a user name associated with them. To access confidential or held jobs, you must first select the type of job (confidential or held), and then select your user name from the user name list. Once you select your user name, you can print all your confidential jobs, or select an individual print job. You can then choose the number of copies for the print job, or you can delete the print job.

Printing a confidential job

When you send a confidential job to the MFP, you must enter a personal identification number (PIN) from the driver. The PIN must be four digits using the numbers 0–9. The job is held in MFP memory until you enter the same four-digit PIN from the control panel and choose to print or delete the job. This ensures the job does not print until you are there to retrieve it. No one else using the MFP can print the job without the PIN.

Windows

    1 From a word processor, spreadsheet, browser, or other application, select **File → Print**.

    2 Click **Properties**. (If there is no Properties button, click **Setup**, and then click **Properties**.)

    3 Depending on the operating system, you may have to click the **Other Options** tab**,** and then click **Print and Hold**.

        Note: If you have difficulty finding Print and Hold → Confidential Print, click **Help,** see the topic Confidential Print or Print and Hold, and then follow the driver instructions.

    4 Enter a User Name and PIN.

    5 Send your job to the MFP.

        Go to the MFP when you are ready to retrieve your confidential print job, and follow the **At the MFP** steps.

Macintosh

    1 From a word processor, spreadsheet, browser, or other application, select **File → Print**.

    2 In the **Copies & Pages** or **General** pop-up menu, select **Job Routing**.

        a When using Mac OS 9, if Job Routing is not a choice on the pop-up menu, select **Plug-in Preferences → Print Time Filters.**

        b Turn down the disclosure triangle to the left of **Print Time Filters**, and select **Job Routing**.

        c In the pop-up menu, select **Job Routing**.

    3 In the radio group, select **Confidential Print**.

    4 Enter a User Name and PIN.

    5 Send your job to the MFP.

        Go to the MFP when you are ready to retrieve your confidential print job, and follow the **At the MFP** steps.

At the MFP

1 Touch `Held jobs` on the home screen.

2 Touch your user name.

> **Note:** A maximum of 500 results can be displayed for held jobs. If your name does not appear, touch the down arrow until your name appears, or touch **Search Held Jobs** if there are a large number of held jobs in the MFP.

3 Select **Confidential Jobs**.

4 Enter your PIN.

For more information, see **Entering a personal identification number (PIN)**.

5 Touch the job you want to print.

6 Touch **Print,** or touch **+** to input the number of copies, and then touch **Print**.

> **Note:** After your job prints, it is deleted from MFP memory.

Entering a personal identification number (PIN)

After you select a Confidential Job, the Enter PIN screen appears.

Use the touch screen number pad or the numeric pad to the right of the display to enter the four-digit PIN associated with the confidential job.

> **Note:** As you enter the PIN, asterisks appear on the display to ensure confidentiality.

If you enter an invalid PIN, the Invalid PIN screen appears.

Reenter the PIN, or touch **Cancel**.

> **Note:** After your job prints, it is deleted from MFP memory.

Printing and deleting held jobs

Held jobs (Verify Print, Reserve Print, or Repeat Print) are printed or deleted from the MFP control panel and do not require a PIN.

Verify Print

If you send a Verify Print job, the MFP prints one copy and holds the remaining copies you requested in MFP memory. Use Verify Print to examine the first copy to see if it is satisfactory before printing the remaining copies. Once all copies are printed, the Verify Print job is automatically deleted from MFP memory.

Reserve Print

If you send a Reserve Print job, the MFP does not print the job immediately. It stores the job in memory so you can print the job later. The job is held in memory until you delete it from the Held Jobs menu. Reserve Print jobs may be deleted if the MFP requires extra memory to process additional held jobs.

Repeat Print

If you send a Repeat Print job, the MFP prints all requested copies of the job *and* stores the job in memory so you can print additional copies later. You can print additional copies as long as the job remains stored in memory.

> **Note:** Repeat Print jobs are automatically deleted from MFP memory when the MFP requires extra memory to process additional held jobs.

Printing

Windows

1 From a word processor, spreadsheet, browser, or other application, select **File** → **Print**.

2 Click **Properties**. (If there is no Properties button, click **Setup**, and then click **Properties**.)

3 Depending on the operating system, you may have to click the **Other Options** tab, and then click **Print and Hold**.

> **Note:** If you have difficulty finding Print and Hold → Held Jobs, click **Help**, and see the topic Held Jobs or Print and Hold, then follow the driver instructions.

4 Select the type of held job you want, and then send your job to the MFP.

Go to the MFP when you are ready to retrieve your confidential print job, and follow the **At the MFP** steps.

Macintosh

1 From a word processor, spreadsheet, browser, or other application, select **File** → **Print**.

2 In the **Copies & Pages** or **General** pop-up menu, select **Job Routing**.

    a When using Mac OS 9, if Job Routing is not a choice on the pop-up menu, select **Plug-in Preferences** → **Print Time Filters.**

    b Turn down the disclosure triangle to the left of **Print Time Filters**, and select **Job Routing**.

    c In the pop-up menu, select **Job Routing**.

3 In the radio group, select the type of held job you want, enter a user name, and then send your job to the MFP.

Go to the MFP when you are ready to retrieve your confidential print job, and follow the **At the MFP** steps.

At the MFP

1 Touch `Held jobs` on the home screen.

2 Touch your user name.

> **Note:** A maximum of 500 results can be displayed for held jobs. If your name does not appear, touch the down arrow until your name appears, or touch **Search <your name>** if you have a large number of held jobs in the MFP.

3 Touch the job you want to print.

Touch the down arrow, or touch **Search <your name>** if you have a large number of held jobs in the MFP.

4 Touch **Print**, or touch **+** to input the number of copies, and then touch **Print**.

> **Note:** You can also choose to **Print All** or **Delete All**.

Printing on specialty media

Media is paper, card stock, transparencies, labels, and envelopes. The last four are sometimes referred to as *specialty media*. Follow these instructions to print on specialty media.

1 Load the media as specified for the tray being used. See **Loading standard trays and optional trays** for help.

2 From the MFP control panel, set the Paper Type and Paper Size according to the media you loaded.

3 From the computer software application, set the paper type, size, and source according to the media you loaded.

Windows

a From a word processor, spreadsheet, browser, or other application, select **File → Print**.

b Click **Properties** (or **Options**, **Printer**, or **Setup**, depending on the application) to view the MFP driver settings.

c Click the **Paper** tab.

A paper tray list will appear.

d Select the tray containing the specialty media.

> **Note:** If you have difficulty, click **Help,** and then follow the driver instructions.

e Select the media type (transparencies, envelopes, and so on) from the **Paper Type** list box.

f Select the size of the specialty media from the **Paper Size** list box.

g Click **OK**, and then send the print job as usual.

Mac OS 9

a Select **File → Page Setup**.

b Select the size of the specialty media from the **Paper** pop-up menu, and then click **OK**.

c Select **File → Print**.

d With **General** selected on the top pop-up menu, go to the **Paper Source** pop-up menu, and select the tray containing the specialty media or the name of the media.

e Click **Print**.

Mac OS X

a Select **File → Page Setup**.

b Select the MFP from the **Format for** pop-up menu.

c Select the size of the specialty media from the **Paper** pop-up menu, and then click **OK**.

d Select **File → Print**.

e On the **Copies & Pages** pop-up menu, select **Imaging**.

f Select the specialty media on the **Paper Type** pop-up menu.

g On the **Imaging** pop-up menu, select **Paper Feed**.

h Select the tray containing the specialty media from the **All pages from** or **First page from / Remaining from** pop-up menus.

i Click **Print**.

Loading standard trays and optional trays

Warning: Never remove paper trays while a print job is printing. It could damage the tray or the printer.

The printer has a 500-sheet standard tray. You may have also purchased one or more optional 500-sheet trays or a 2000-sheet drawer.

Note: The steps for loading a 2000-sheet drawer are different than the steps for loading a 500-sheet tray. For more information, see **Loading the 2000-sheet tray**.

Loading 500-sheet trays

To load any of the 500-sheet trays:

1 Remove the tray and place it on a flat, level surface.

2 Squeeze the front guide lever and slide the guide to the front of the tray.

3 Squeeze the side guide lever and slide the guide to the correct position for the size paper you are loading.

Icons along the back of the tray indicate paper sizes.
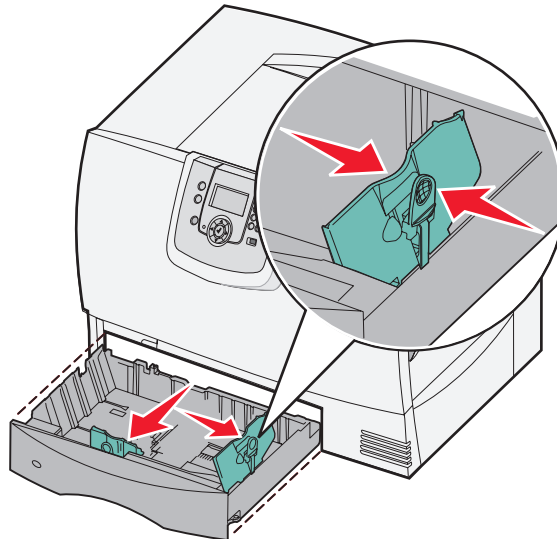
4 Flex the sheets back and forth to loosen them, and then fan them.

Do not fold or crease the paper. Straighten the edges of the stack on a level surface.
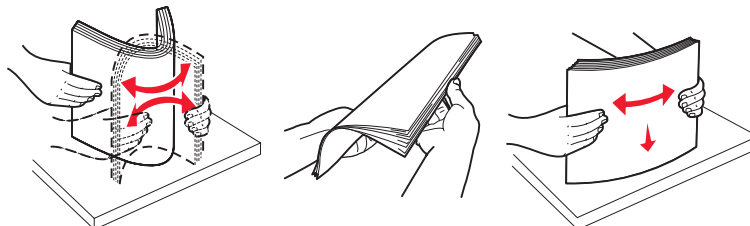
5 Place the paper in the tray as shown, print side down.

Do not load bent or wrinkled paper.

> **Note:** Do not exceed the maximum stack height. Overfilling the tray may cause jams.

Maximum stack height indicator
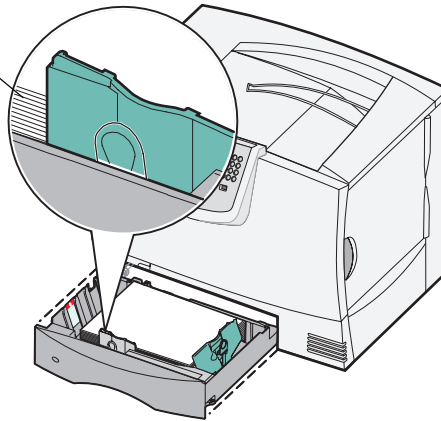
6 Squeeze the front guide lever and slide the guide until it firmly touches the stack of paper.
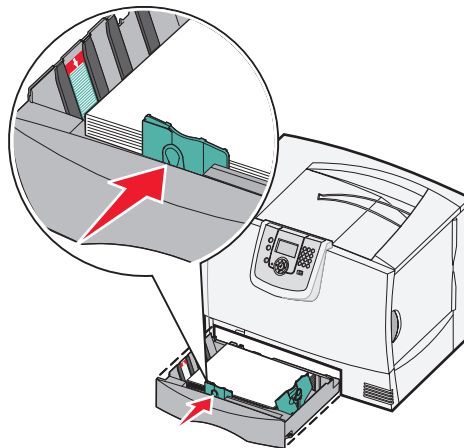
7 Reinstall the tray.

Make sure the tray is pushed completely into the printer.

8 If you are loading a different type of media than was previously loaded in the tray, change the Paper Type setting for that tray on the operator panel.

Loading the 2000-sheet tray

Follow these instructions to load a 2000-sheet tray. *Do not load any print media other than paper in the 2000-sheet tray.*

    1 Pull open the tray.

    2 Squeeze the side guide lever, lift the guide, and place it into the appropriate slot for the size paper you are loading.
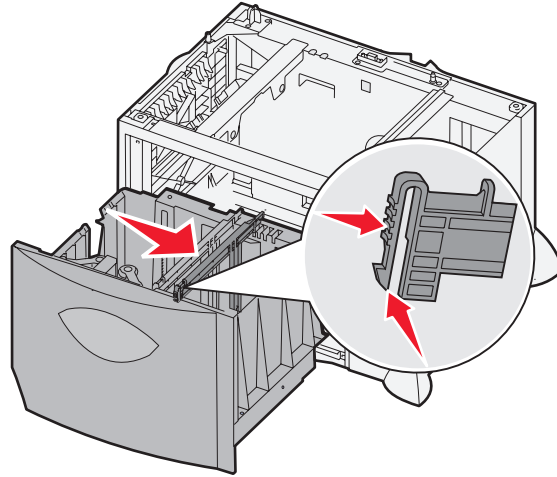
    3 Squeeze the two front guide levers and slide the guide to the correct position for the size paper you are loading.
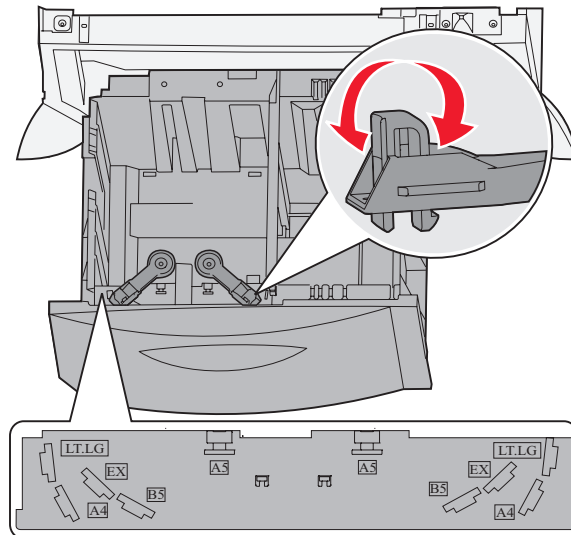
4   Slide the bottom support toward the front of the tray until it touches the front guide.
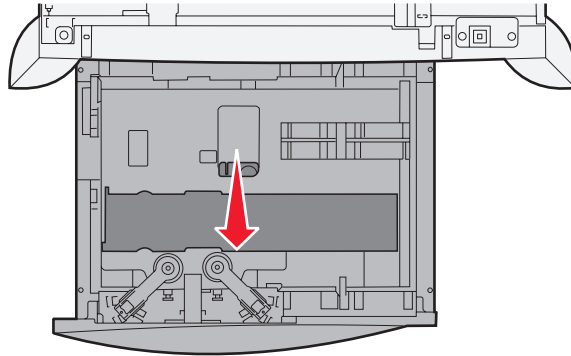
5   Flex the sheets back and forth to loosen them, and then fan them.

Do not fold or crease the paper. Straighten the edges of the stack on a level surface.
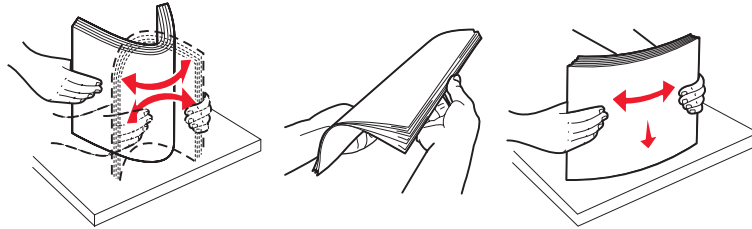
6   Place the paper against the back left corner of the tray, print side down.

Do not load bent or wrinkled print media.
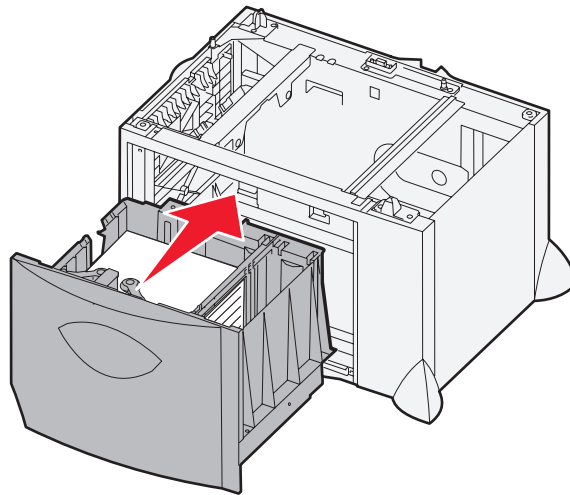
7   Close the tray.

Make sure the tray is pushed completely into the printer.

> **Note:** Do not exceed the maximum stack height. Overfilling the tray may cause paper jams.

Loading the multipurpose feeder

You can use the multipurpose feeder one of two ways:

- **Paper tray**—As a paper tray, you can load paper or specialty media in the feeder with the intention of leaving the media in the feeder.

- **Manual bypass feeder**—As a manual bypass feeder, you send a print job to the feeder while specifying the type and size of media from your computer. The printer then prompts you to load the appropriate print media before it prints.

To load the multipurpose feeder:

1 Open the multipurpose feeder.
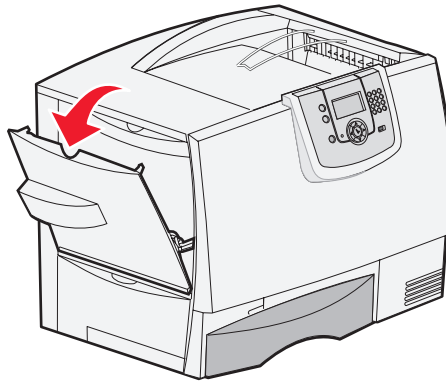
2 Squeeze the paper guide lever and slide the guide all the way toward the front of the printer.
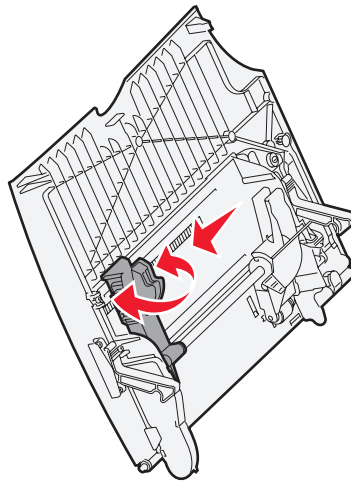
3 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the print media. Straighten the edges of the stack on a level surface.

Loading the multipurpose feeder
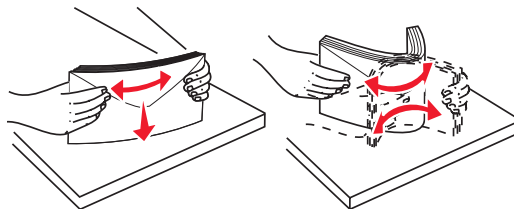
4 Arrange the stack of paper or specialty media correctly for the size, type, and print method you are using.
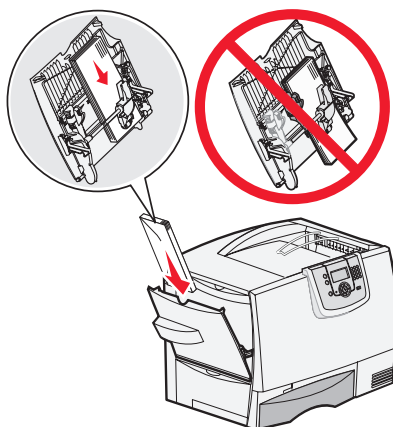
5 Place the paper or specialty media, print side up, along the left side of the multipurpose feeder, and then push it in as far as it will easily go.

Do not force the media.

> **Note:** Do not exceed the maximum stack height. Overfilling the feeder may cause jams.

6 Squeeze the paper guide lever and slide the guide until it lightly touches the side of the stack.
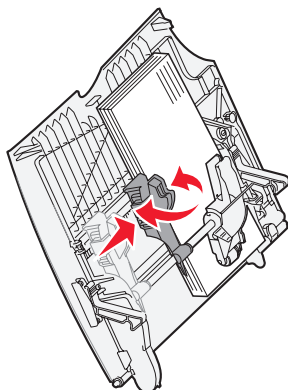
7 If you are loading a different type of media than was previously loaded in the tray, change the Paper Type setting for that tray on the operator panel.

Linking trays

Tray linking enables the automatic linking feature for trays when you load the same size and type of print media in multiple sources. The printer automatically links the trays; when one tray is empty, print media feeds from the next linked tray.

For example, if you have the same size and type of print media loaded in tray 1 and tray 2, the printer selects print media from tray 1 until it becomes empty, and then the printer automatically feeds print media from the next linked tray—tray 2.

Make sure you load the same size and type of print media in each tray and then, using the Paper menu, set the same paper size and type for the trays to link.

Set the paper size and type for each tray.

To disable tray linking, set the Paper Type to a unique value for each tray.

If all the trays do not have the same type of print media loaded when linked, you could mistakenly print a job on the wrong paper.

8 Understanding paper and specialty media guidelines

Print media is paper, card stock, transparencies, labels, and envelopes. The MFP provides high-quality printing on a variety of print media. You must consider a number of things concerning print media before you print. This chapter provides information to help you make print media selections.

- **Supported print media**
- **Selecting print media**
- **Storing print media**
- **Avoiding jams**

For more details about the types of paper and specialty media the MFP supports, see the *Card Stock & Label Guide* available on our Lexmark Web site at **www.lexmark.com**.

We recommend that you try a limited sample of any paper or specialty media you are considering using with the MFP before purchasing large quantities.

Supported print media

The following tables provide information on standard and optional sources for both input and output trays and bins.

- **Print media sizes**
- **Print media types**
- **Print media weights**

> **Note:** If you use a print media size not listed, select the next larger size.

Print media sizes

Legend ✓ — supported with size sensing † — supported without size sensing* ✗ — unsupported Media size Dimensions		500-sheet trays	Multi-purpose feeder	Optional high capacity feeder	Optional duplex unit	Optional envelope drawer	Optional banner tray	Optional 5-bin mailbox	Optional finisher		
									Standard	Offset	Staple
A3	297 x 420 mm (11.7 x 16.5 in.)	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
A4	210 x 297 mm (8.27 x 11.7 in.)	✓	†	✓	✓	✗	✗	✓	✓	✓	✓
A5	148 x 210 mm (5.83 x 8.27 in.)	✓	†	✓	✓	✗	✗	✗	✓	✓	✓
JIS B4	257 x 364 mm (10.1 x 14.3 in.)	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
JIS B5	182 x 257 mm 7.17 x 10.1 in.)	✓	†	✓	✓	✗	✗	✓	✓	✓	✓
Letter	215.9 x 279.4 mm 8.5 x 11 in.)	✓	†	✓	✓	✗	✗	✓	✓	✓	✓
Legal	215.9 x 355.6 mm (8.5 x 14 in.)	✓	†	✓	✓	✗	✗	✓	✓	✓	✓
Executive	184.2 x 266.7 mm (7.25 x 10.5 in.)	✓	†	✓	✓	✗	✗	✓	✓	✓	✓
Folio	216 x 330 mm (8.5 x 13 in.)	†	†	✗	✓	✗	✗	✓	✓	✓	✓
Statement	139.7 x 215.9 mm (5.5 x 8.5 in.)	†	†	✗	✓	✗	✗	✗	✓	✓	✗
Tabloid	279 x 432 mm (11 x 17 in.)	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Universal**	69.85 x 127 mm to 297 x 1219.2 mm (2.75 x 3.5 in. to 11.69 x 48 in.)	†	†	✗	†	✗	✗	✗	✓	✓	✓
Banner	210 to 215.9 mm wide by up to 1219.2 mm long (8.27 to 8.5 inches wide by up to 48 inches long)	✗	†	✗	✗	✗	✓	✗	✗	✗	✗
7 3/4 Envelope (Monarch)	98.4 x 190.5 mm (3.875 x 7.5 in.)	✗	†	✗	✗	†	✗	✗	✗	✗	✗
9 Envelope	98.4 x 225.4 mm (3.875 x 8.9 in.)	✗	†	✗	✗	†	✗	✗	✗	✗	✗
10 Envelope	104.8 x 241.3 mm (4.12 x 9.5 in.)	✗	†	✗	✗	†	✗	✗	✗	✗	✗
DL Envelope	110 x 220 mm (4.33 x 8.66 in.)	✗	†	✗	✗	†	✗	✗	✗	✗	✗
C5 Envelope	162 x 229 mm (6.38 x 9.01 in.)	✗	†	✗	✗	†	✗	✗	✗	✗	✗
B5 Envelope	176 x 250 mm (6.93 x 9.84 in.)	✗	†	✗	✗	†	✗	✗	✗	✗	✗
Other Envelope	104.8 mm x 210 mm to 215.9 mm x 355.6 mm 4.125 in. x 8.27 in. to 8.5 in. x 14 in.)	✗	†	✗	✗	†	✗	✗	✗	✗	✗

* Supported as selected paper with tray size sensing turned off in the appropriate trays.
** When selected, the page is formatted for 215.9 x 355.6 mm (8.5 x 14 in.) unless otherwise specified.

Print media types

Legend ✓ — supported ✗— unsupported Media	500-sheet trays	Multi-purpose feeder	Optional high capacity feeder	Optional duplex	Optional envelope drawer	Optional banner tray	Optional 5-bin mailbox	Optional Finisher Standard	Offset	Staple
Paper	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓
Card stock	✓	✓	✗	✓	✗	✗	✗	✓	✓	✓
Transparencies	✓	✓	✗	✗	✗	✗	✗	✓	✓	✗
Paper and Vinyl labels*	✓	✓	✗	✓	✗	✗	✗	✓	✓	✗
Envelopes	✗	✓	✗	✗	✓	✗	✗	✗	✗	✗
Glossy paper	✓	✓	✓	✓	✗	✗	✗	✓	✓	✗

Print media weights

Media	Type	Media weight 500-sheet trays	Multipurpose feeder	2000-sheet drawer	Envelope drawer
Paper	Xerographic or business paper (used for simplex printing)[1]	60 to 74.9 g/m^2 grain long (16 to 19.9 lb bond)[2]	60 to 74.9 g/m^2 grain long (16 to 19.9 lb bond)[2]	60 to 74.9 g/m^2 grain long (16 to 19.9 lb bond)[2]	Not supported
	Xerographic or business paper (used for duplex printing)	75 to 176 g/m^2 grain long (20 to 47 lb bond)	75 to 176 g/m^2 grain long (20 to 47 lb bond)	75 to 176 g/m^2 grain long (20 to 47 lb bond)	Not supported
Glossy papers	Book	88 to 176 g/m^2 grain long (60 to 120 lb book)	88 to 176 g/m^2 grain long (60 to 120 lb book)	88 to 176 g/m^2 grain long (60 to 120 lb book)	Not supported
	Cover	162 to 176 g/m^2 grain long (60 to 65 lb cover)	162 to 176 g/m^2 grain long (60 to 65 lb cover)	162 to 176 g/m^2 grain long (60 to 65 lb cover)	Not supported

[1] Paper weighing less than 75 g/m^2 (20 lb bond) is limited to simplex printing only at less than 60% relative humidity.

[2] This paper weight in any source is not supported for duplex (two-sided) printing.

[3] For 60 to 176 g/m^2 (16 to 47 lb bond) paper, grain long fibers are recommended. For papers heavier than 176 g/m^2 (47 lb bond), grain short is recommended.

[4] Pressure sensitive area must enter the printer first.

[5] 100% cotton content maximum weight is 90.2g/m^2 (24 lb) bond.

[6] 105 g/m^2 (28 lb bond) envelopes are limited to 25% cotton content.

Print media weights (continued)

Media	Type	Media weight			
		500-sheet trays	Multipurpose feeder	2000-sheet drawer	Envelope drawer
Card stock—maximum (grain long)[2,3]	Index Bristol	163 g/m^2 (90 lb)	163 g/m^2 (90 lb)	Not recommended	Not supported
	Tag	163 g/m^2 (100 lb)	163 g/m^2 (100 lb)	Not recommended	Not supported
	Cover	176 g/m^2 (65 lb)	176 g/m^2 (65 lb)	Not recommended	Not supported
Card stock—maximum (grain short)[2,3]	Index Bristol	199 g/m^2 (110 lb)	199 g/m^2 (110 lb)	Not recommended	Not supported
	Tag	203 g/m^2 (125 lb)	203 g/m^2 (125 lb)	Not supported	Not supported
	Cover	216 g/m^2 (80 lb)	216 g/m^2 (80 lb)	Not supported	Not supported
Transparencies[2]	Laser printer	161 to 169 g/m^2 (43 to 45lb bond)	161 to 169 g/m^2 (43 to 45lb bond)	Not supported	Not supported
Labels—maximum[2,4]	Paper	180 g/m^2 (48 lb bond)	199 g/m2 (53 lb bond)	Not supported	Not supported
	Dual-web paper	180 g/m^2 (48 lb bond)	199 g/m2 (53 lb bond)	Not supported	Not supported
	Polyester	220 g/m^2 (59 lb bond)	220 g/m^2 (59 lb bond)	Not supported	Not supported
	Vinyl	300 g/m^2 (92 lb liner)	260 g/m^2 (78 lb liner)	Not supported	Not supported
Envelopes[2]	Sulfite, wood-free or up to 100% cotton bonds	Not supported	60 to 105 g/m^2 (16 to 28 lb bond)[5, 6]	Not supported	60 to 105 g/m^2 (16 to 28 lb bond)[5, 6]

[1] Paper weighing less than 75 g/m^2 (20 lb bond) is limited to simplex printing only at less than 60% relative humidity.

[2] This paper weight in any source is not supported for duplex (two-sided) printing.

[3] For 60 to 176 g/m^2(16 to 47 lb bond) paper, grain long fibers are recommended. For papers heavier than 176 g/m^2 (47 lb bond), grain short is recommended.

[4] Pressure sensitive area must enter the printer first.

[5] 100% cotton content maximum weight is 90.2g/m^2 (24 lb) bond.

[6] 105 g/m^2 (28 lb bond) envelopes are limited to 25% cotton content.

Selecting print media

Selecting the appropriate print media for the MFP helps you avoid printing problems. The following sections contain guidelines for choosing the correct print media for the MFP.

- **Paper**
- **Card stock**
- **Labels**
- **Envelopes**
- **Transparencies**

Paper

To ensure the best print quality and feed reliability, use 90 g/m^2 (24 lb) xerographic, grain long paper. Business papers designed for general business use may also provide acceptable print quality.

We recommend Lexmark part number 12A5950 letter size glossy paper and Lexmark part number 12A5951 A4 size glossy paper.

Always print several samples before buying large quantities of any type of media. When choosing any media, consider the weight, fiber content, and color.

The Laser printing process heats paper to high temperatures of 230°C (446°F) for non-MICR applications. Use only paper able to withstand these temperatures without discoloring, bleeding, or releasing hazardous emissions. Check with the manufacturer or vendor to determine whether the paper chosen is acceptable for laser printers.

When loading paper, note the recommended print side on the paper package, and load paper accordingly. For more information, see **Loading standard trays and optional trays** or **Loading the multipurpose feeder**.

Paper characteristics

The following paper characteristics affect print quality and reliability. It is recommended that these guidelines are followed when evaluating new paper stock.

For detailed information, see the *Card Stock & Label Guide* available on the Lexmark Web site at **www.lexmark.com/publications**.

Weight

The printer can automatically feed paper weights from 60 to 176 g/m^2 (16 to 47 lb bond) grain long. Paper lighter than 60 g/m^2 (16 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 90 g/m^2 (24 lb bond) grain long paper. To use paper narrower than 182 x 257 mm (7.2 x 10.1 in.), it is recommended that the weight be greater than or equal to 90 g/m^2 (24 lb bond).

Curl

Curl is the tendency of media to curve at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold and dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems.

Smoothness

The degree of smoothness of paper directly affects print quality. If the paper is too rough, the toner does not fuse to the paper properly, resulting in poor print quality. If the paper is too smooth, it can cause paper feeding or print quality issues. Smoothness needs to be between 100 and 300 Sheffield points; however, smoothness between 150 and 250 Sheffield points produces the best print quality.

Moisture content

The amount of moisture in the paper affects both print quality and the ability of the printer to feed the paper properly. Leave the paper in its original wrapper until it is time to use it. This limits the exposure of the paper to moisture changes that can degrade its performance.

Condition paper while it is still in the original wrapper. To condition it, store it in the same environment as the printer for 24 to 48 hours before printing to let the paper stabilize in the new conditions. Extend the time several days if the storage or

transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period because of the mass of material.

Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 60 to 90 g/m^2 (16 to 24 lb bond) paper, grain long fibers are recommended.

Fiber content

Most high-quality xerographic paper is made from 100% chemically pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton possesses characteristics that can result in degraded paper handling.

Unacceptable paper

> **Note:** Papers such as carbonless, very light papers and magazine paper should be copied using the flatbed. Do not use the ADF for this type of paper.

The following papers are not recommended for use with the printer:

- Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper

- Preprinted papers with chemicals that may contaminate the printer

- Preprinted papers that can be affected by the temperature in the printer fuser

- Preprinted papers that require a *registration* (the precise print location on the page) greater than ±0.09 in., such as optical character recognition (OCR) forms

  In some cases, registration can be adjusted with the software application to successfully print on these forms.

- Coated papers (erasable bond), synthetic papers, or thermal papers

- Rough-edged, rough or heavily textured surface papers or curled papers

- Recycled papers containing more than 25% post-consumer waste that do not meet DIN 19 309

- Paper having a weight less than 60 g/m^2 (16 lb)

- Multiple-part forms or documents

Transparencies

The MFP can print directly on transparencies designed for use in laser printers. Print quality and durability depend on the transparency used. Always print samples on the transparencies you are considering before buying large quantities.

The Paper Type setting should be set to Transparency to help prevent jams. In Macintosh, be sure to set the Paper Type to Transparency in the Print dialog on the Imaging choice in the Copies & Pages pop-up menu.

Use transparencies designed specifically for laser printers. Transparencies must be able to withstand temperatures of 230°C (446°F) without melting, discoloring, offsetting or releasing hazardous emissions. For detailed information, see the *Card Stock & Label Guide*, which is available on the Lexmark Web site at **www.lexmark.com**.

Transparencies can be fed automatically from the standard tray or the multipurpose feeder. Before loading transparencies, fan the stack to prevent sheets from sticking together.

Be careful when you handle transparencies. Fingerprints on the surface of the transparency cause poor print quality.

Envelopes

You can load up to 10 envelopes in the multipurpose feeder and 85 envelopes in the envelope drawer. Try a sample of any envelopes you are considering using with the MFP before buying large quantities. See **Loading the multipurpose feeder** for instructions on loading envelopes.

When printing on envelopes:

- To achieve the best possible print quality, use only high-quality envelopes that are designed for use in laser printers.
- Set the Paper Size/Type in the Paper menu to MP Feeder, Manual Env, or Env Feeder depending on the source you are using. Set the paper type to Envelope, and select the correct envelope size from the control panel, the MFP driver, or from MarkVision.
- For best performance, use envelopes made from 75 g/m^2 (20 lb bond) paper. You can use up to 105 g/m^2 (28 lb bond) weight for the multipurpose feeder or 105 g/m^2 (28 lb bond) weight for the envelope feeder as long as the cotton content is 25% or less. Envelopes with 100% cotton content must not exceed 90 g/m^2 (24 lb bond) weight.
- Use only new, undamaged envelopes.
- For best performance and to minimize jams, do not use envelopes that:
  - Have excessive curl or twist.
  - Are stuck together or damaged in any way.
  - Contain windows, holes, perforations, cutouts or embossing.
  - Use metal clasps, string ties, or metal folding bars.
  - Have an interlocking design.
  - Have postage stamps attached.
  - Have any exposed adhesive when the flap is in the sealed or closed position.
  - Have nicked edges or bent corners.
  - Have rough, cockle, or laid finishes.
- Use envelopes that can withstand temperatures of 230°C (446°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions. If you have any doubts about the envelopes you are considering using, check with the envelope supplier.
- Load only one size of envelope at a time in the envelope feeder.
- A combination of high humidity (over 60%) and the high printing temperatures may seal the envelopes.

Labels

The MFP can print on many labels designed for use with laser printers. These labels are supplied in letter size, A4 size, and legal size sheets. Label adhesives, face sheet (printable stock), and topcoats must be able to withstand temperatures of 230°C (446°F) and pressure of 25 pounds per square inch (psi).

Try a sample of any labels you are considering using with the MFP before purchasing a large quantity.

For detailed information on label printing, characteristics, and design, see the *Card Stock & Label Guide* available on the Lexmark Web site at **www.lexmark.com/publications**.

When printing on labels:

- Set the Paper Size/Type menu item to Labels in the Paper menu. You can set the Paper Size/Type from the MFP control panel, the MFP driver, or from MarkVision Professional.

- Do not load labels with paper or transparencies in the same source; mixing print media can cause feeding problems and print-quality problems.

- Do not use label sheets with a slick backing material.

- Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the MFP and your cartridge with adhesive, and could void the MFP and cartridge warranties.

- Use labels that can withstand temperatures of 230°C (446°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.

- Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label.

- Do not use label sheets that have adhesive to the edge of the sheet. We recommend zone coating of the adhesive at least 1 mm (0.04 in.) away from edges. Adhesive material contaminates the MFP and could void the warranty.

- If zone coating of the adhesive is not possible, a 1.6 mm (0.1 in.) strip should be removed on the leading and driver edge, and a non-oozing adhesive should be used.

- Remove a 1.6 mm (0.1 in.) strip from the leading edge to prevent labels from peeling inside the MFP.

- Portrait orientation is preferred, especially when printing bar codes.

- Do not use labels that have exposed adhesive.

Card stock

Card stock is single ply, and has a large array of properties, such as the moisture content, thickness, and texture, that can significantly affect print quality. See **Supported print media** for information on the preferred weight and for the grain direction of print media.

Try a sample of any card stock you are considering using with the MFP before purchasing a large quantity.

When printing on card stock:

- Set the Paper Type menu item in the Paper menu to Card Stock from the control panel, from the MFP driver, or from MarkVision Professional.

- Be aware that preprinting, perforation, and creasing can significantly affect the print quality and cause print media handling or jamming problems.

- Avoid using card stock that may release hazardous emissions when heated.

- Do not use preprinted card stock manufactured with chemicals that may contaminate the MFP. Preprinting introduces semi-liquid and volatile components into the MFP.
- We recommend the use of grain short card stock.

Storing print media

Use the following guidelines to avoid paper feeding problems and uneven print quality.

- Store paper in an environment where the temperature is approximately 21°C (70°F) and the relative humidity is 40%.
- Store cartons of paper on a pallet or shelf rather than directly on the floor.
- If you store individual packages of paper out of the original carton, make sure they rest on a flat surface so the edges do not buckle or curl.
- Do not place anything on top of paper packages.
- Store paper in its original wrapper until you load it into the MFP.

Avoiding jams

Automatic document feeder

> **Note:** Papers such as carbonless, very light papers and magazine paper should be copied using the flatbed. Do not use the ADF for this type of paper.

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

Printer

Use appropriate print media (paper, transparencies, labels, and card stock) to help ensure trouble-free printing. See **Supported print media** for more information.

> **Note:** Try a limited sample of any print media you are considering using with the MFP before purchasing large quantities.

By selecting the appropriate print media and loading it properly, you can avoid most jams. For detailed tray-loading instructions, see **Loading standard trays and optional trays**, or **Loading the multipurpose feeder**.

The following hints can help you avoid jams:

- Use only recommended print media.

- Do not overload the print media sources. Make sure the stack height does not exceed the maximum height indicated by the stack line on the labels in the sources.

- Do not load wrinkled, creased, damp, or curled print media.

- Flex, fan, and straighten print media before you load it. If jams do occur with print media, try feeding one sheet at a time through the multipurpose feeder.

- Do not use print media that you have cut or trimmed yourself.

- Do not mix print media sizes, weights, or types in the same print media source.

- Make sure the recommended print side is loaded in the source according to your simplex or duplex needs.

- Keep print media stored in an acceptable environment. See **Storing print media**.

- Do not remove trays during a print job.

- Push all trays in firmly after loading them.

- Make sure the guides in the trays are properly positioned for the size of print media you have loaded. Make sure the guides are not placed too tightly against the stack of print media.

- If a jam occurs, clear the entire media path.
  See **Clearing jams** in the User's Guide on the printer *Software and Publications* CD for more information.

9 Installing and removing options

⚠️ **CAUTION:** If you are installing memory or option cards sometime after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

The instructions in this section help you install the interface card, memory card, and firmware card. Information about other memory or option cards can be found in the printer *User's Guide*.
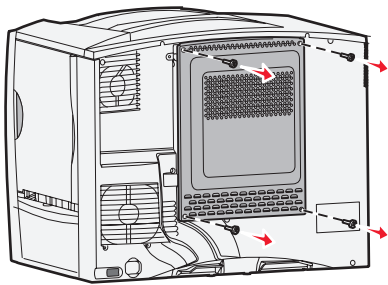
Accessing the printer system board

You must access the printer system board to install the interface card, memory card, and firmware card.

> **Note:** Use a Phillips screwdriver to remove the system board access cover.

1 Locate the system board access cover on the back of the printer.

2 Remove the four access cover screws.

3 Remove the access cover.

4 Set the cover aside.

Use the illustration to locate the connector for the card you want to install.

Option card

Firmware and flash memory cards

Memory card connector
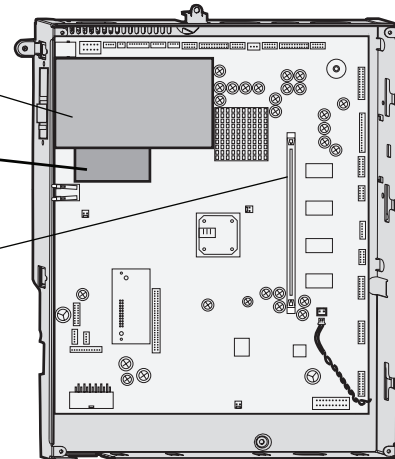
Installing a memory card

> **Note:** Printer memory cards designed for other Lexmark printers may not work with the printer.

1 Remove the system board access cover. (See **Accessing the printer system board**.)

> **Warning:** Printer memory cards are easily damaged by static electricity. Touch something metal such as the printer frame before you touch a memory card.

2 Push open the latches on both ends of the memory card connector.

3 Unpack the memory card.

Avoid touching the connection points along the edge of the card. Save the packaging.

4 Align the notches on the bottom of the card with the notches on the connector.

5 Push the memory card firmly into the connector until the latches on either end of the connector *snap* into place.

It may require some force to fully seat the card.

6 Make sure each latch fits over the notch on the end of the card.

Memory card connector
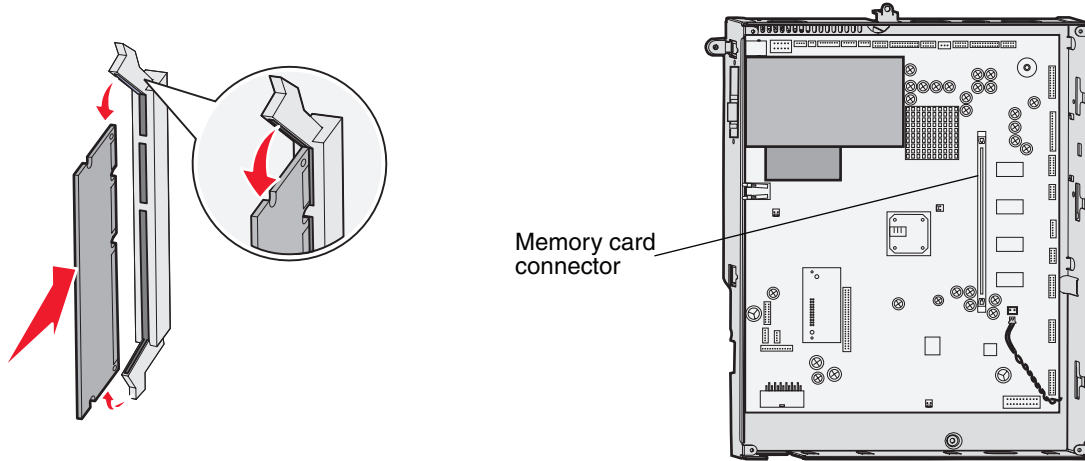
Installing a firmware card

Note: Firmware cards designed for other Lexmark printers will not work with the printer.
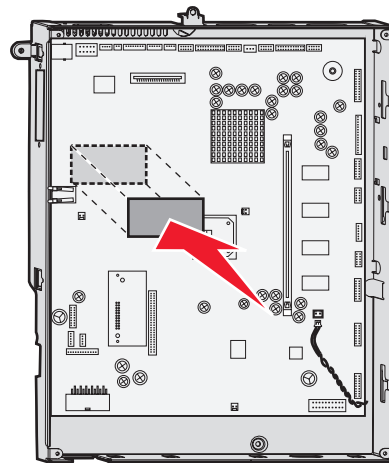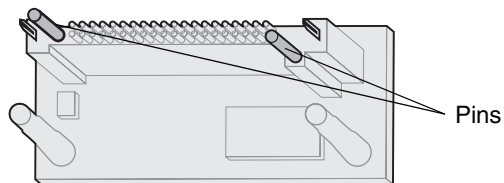
1 Remove the system board access cover. (See **Accessing the printer system board**.)

Note: If a firmware card has been installed, you must remove it.

2 Unpack the firmware card.

3 Holding the card by its sides, align the pins on the card with the holes on the system board.

4 Push the firmware card firmly into place.

The entire length of the connector on the firmware card must touch the system board and be locked into the connector.
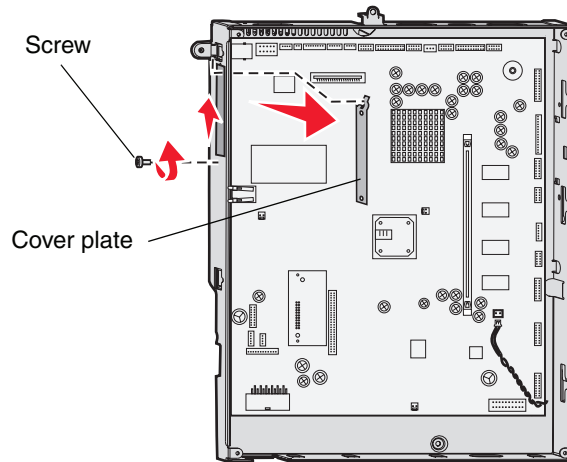
Be careful not to damage the connectors.

Pins

Installing the interface card

Warning: Interface cards are easily damaged by static electricity. Touch something metal such as the printer frame before you touch an interface card.

1 Remove the system board access cover.

**2** Remove the screw and cover plate, and save them.

Screw

Cover plate

3 Unpack the scanner interface card and cable. Save the packaging materials.

a Connect the USB interconnect cable to the card.

b Connect the USB interconnect cable to the system board.

Connector

USB interconnect cable
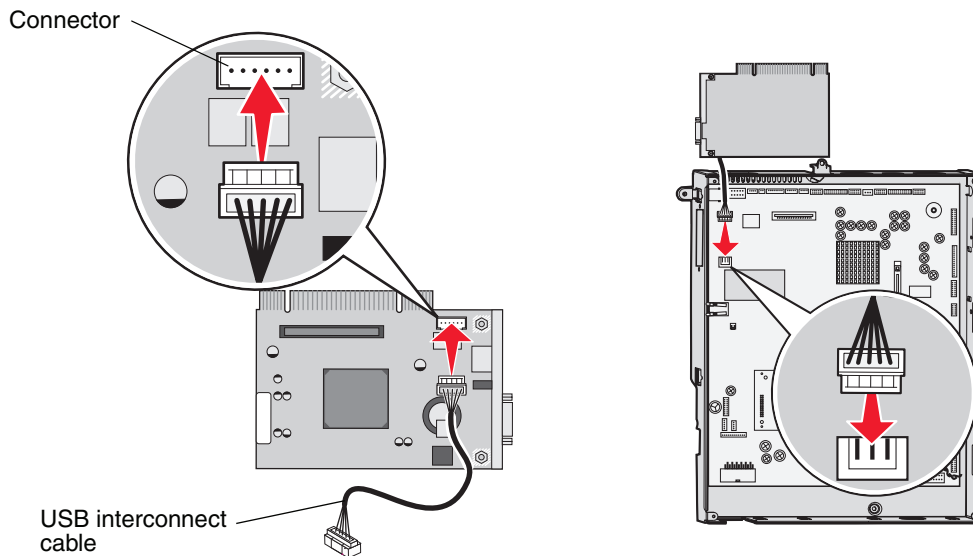
4 Align the connection points on the card with the connector on the system board, and push the card firmly into the system board connector.

5 Insert and tighten the screws to secure the card.
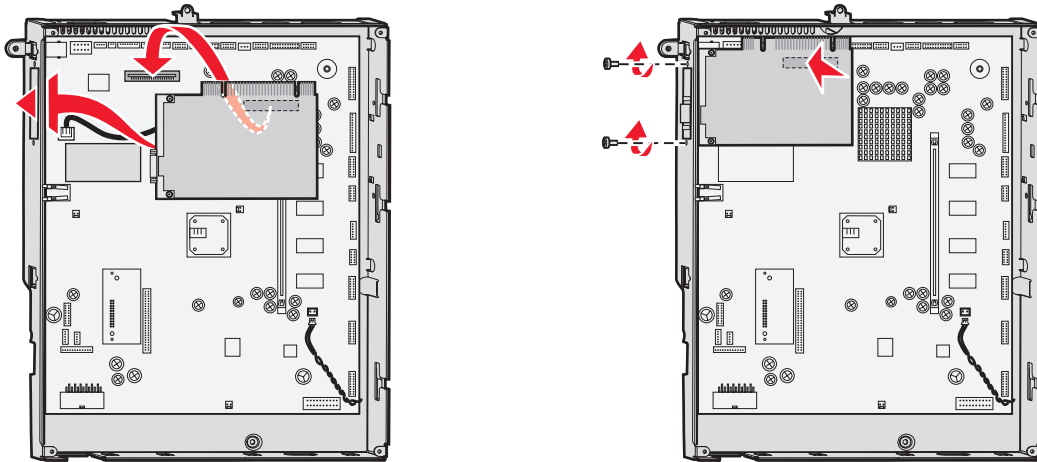
Replacing the access cover plate

After you have installed options on the printer system board, follow these steps to reattach the access cover plate.

1 Align the slots at the top of the access cover with the screws near the top of the printer.

2 Slide the cover up under the top cover lip as far as it will go.

3 Insert and tighten the (four) screws at the top and bottom of the cover.
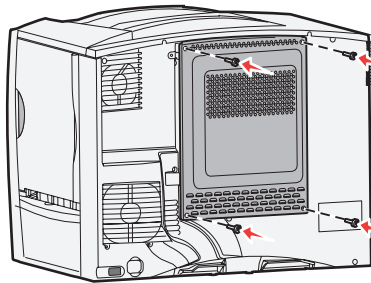
10 Maintaining the MFP

Periodically, you need to complete certain tasks to maintain optimum print quality. These tasks are covered in this chapter and in the printer *User's Guide*.

If several people are using the MFP, you may want to designate a key operator to do the setup and maintenance of the MFP. Refer printing problems and maintenance tasks to this key operator.

In the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark Authorized Supplies Dealers in your area. In other countries or regions, visit the Lexmark Web site at **www.lexmark.com,** or contact the place where you bought the MFP.
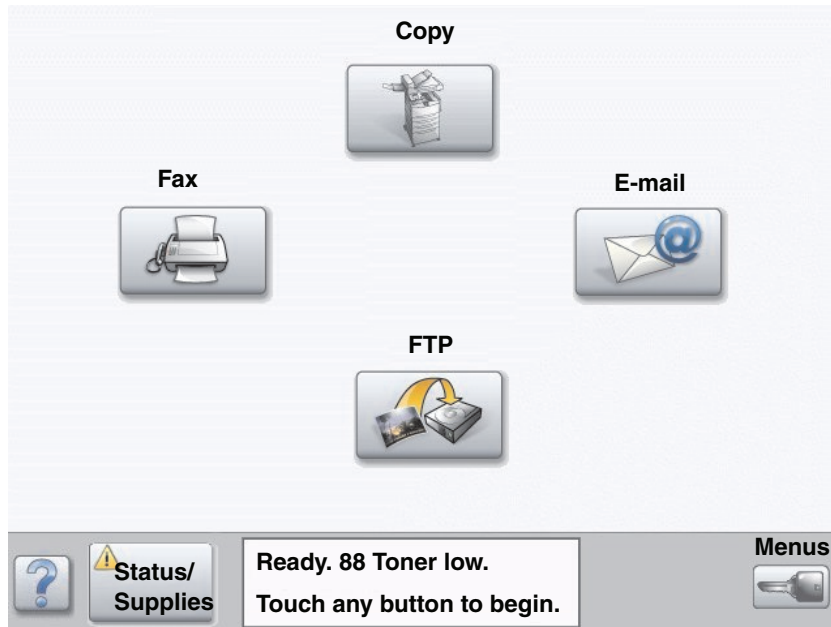
Storing supplies

Choose a cool, clean storage area for the MFP supplies. Store supplies right side up in their original packaging until you are ready to use them.

Do not expose supplies to:

- Direct sunlight
- Temperatures above 35°C (95°F)
- High humidity (above 80%)
- Salty air
- Corrosive gases
- Heavy dust

Determining the status of supplies

The MFP control panel alerts you once a supply item or maintenance is required. The Print status message bar at the bottom of the touch screen indicates if the MFP is `Ready` and lets you know if any supplies are low or empty. Touching `Status / Supplies` on the bottom of the touch screen will open the `Status / Supplies` screen where you can view the status of the various trays and other supply items.

Ordering supplies

To order supplies in the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark Authorized Supplies Dealers in your area. In other countries or regions, visit the Lexmark Web site at **www.lexmark.com**, or contact the place where you bought the MFP.

Ordering an ADF pick pad

Order Lexmark part number 40X2538.

Order a new pick pad if you experience problems with paper double-feeding through the automatic document feeder or if you have scanned 40,000 pages.

Ordering an ADF pick roller

Order Lexmark part number 40X2540.

Order a new ADF pick roller if you experience problems with paper double-feeding through the automatic document feeder or if you have scanned 120,000 pages.

Recycling Lexmark products

To return Lexmark products to Lexmark for recycling:

1 Visit our Web site:

   www.lexmark.com/recycle

2 Follow the instructions on the computer screen.

Cleaning the scanner glass and backing material

1 Open the document cover.

2 Dampen a clean, lint-free cloth or cotton swab with isopropyl alcohol (95%).

3 Wipe the scanner glass and backing material by moving the cloth or swab from side to side.

Backing material

Scanner glass
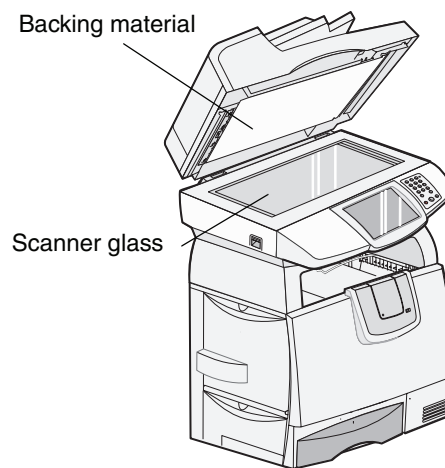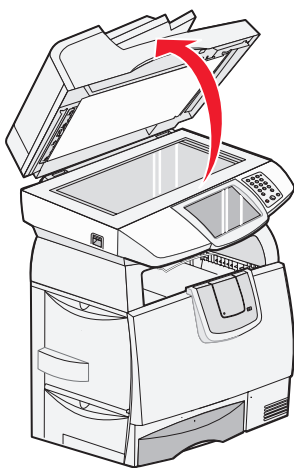
4 Close the document cover.

Cleaning the automatic document feeder

The scanner parts can become contaminated with ink, toner particles, or paper coatings. Clean the scanner feed rollers if documents do not feed smoothly or easily, or if several pages feed at one time.

1 Open the ADF document cover.

2 Dampen a clean, lint-free cloth or cotton swab with isopropyl alcohol (95%).

3 Wipe the feed roller by moving the cloth or swab from side to side.

4 Rotate the roller forward with your finger, and repeat step 3 until the entire roller is cleaned.
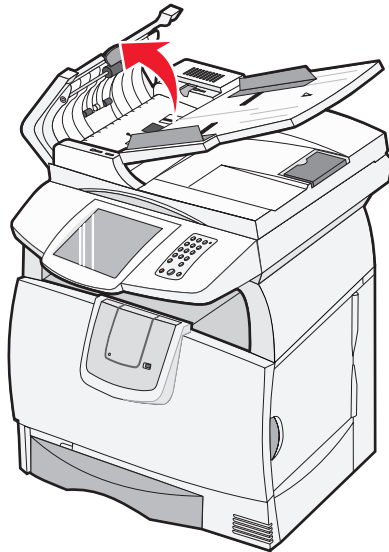
Roller

5 Close the document cover.

Scanner registration

Note: Use this procedure only after you have verified the paper was loaded correctly in the ADF and the Margin Shift setting has not been changed.

Scanner Registration is a process to align the scan area with the paper location. Two pieces of either letter or A4 *dark* colored paper are needed for this process.

1 Turn the printer off.

2 Open the document cover.

3 Clean the scanner glass and backing material.

For more information, see **Cleaning the scanner glass and backing material**.

4 Hold down the number 2 and number 6 keys on the numeric pad.

5 Continue to hold the buttons, and turn the printer on.

Hold the buttons for about 10 seconds while the MFP is powering up, then release the buttons. The MFP will enter the Configuration menu.

6 Touch the down arrow until `Automatic Scanner Registration` appears.

7 Touch **Automatic Scanner Registration**.

8 Load the dark colored paper.

    a Place a blank piece of dark colored paper (A4 or Letter) on the flatbed.

       Position the paper so it is aligned with the upper corner of the plastic guides.
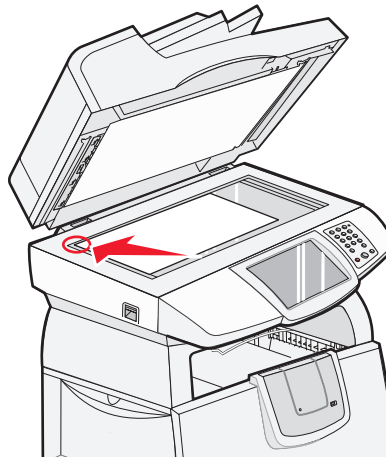
    b Close the document cover.

    c Place a blank piece of dark colored paper (A4 or Letter) in the ADF, and adjust the guides.

       Make sure the paper guides are snug against the paper; *do not* bend the paper.

9 Press **Start**.

The registration process will scan the pages in the flatbed and ADF, and then display a success or failure message.

If a failure message appeared, do another scanner registration, realign the paper, and verify each step as it is performed. If a second failure message appears, contact an authorized service representative.

10 Touch **Exit Configuration Menu.**

The printer will reboot and return to the home page.

Removing the scanner top

> **Note:** The following procedures should be done with two persons.

The scanner top (document cover) uses two locking tabs to prevent accidentally separation. To remove the document cover:

1   Turn the printer off.

2   Unplug the power cord from the wall outlet.

3   Disconnect the two scanner cables.

4   Open the document cover.

5   Lift the cover.

6   Press and hold the locking tabs while lifting the cover.

> **Note:** If the cover is leaning forward, it is difficult to unlock the tabs.
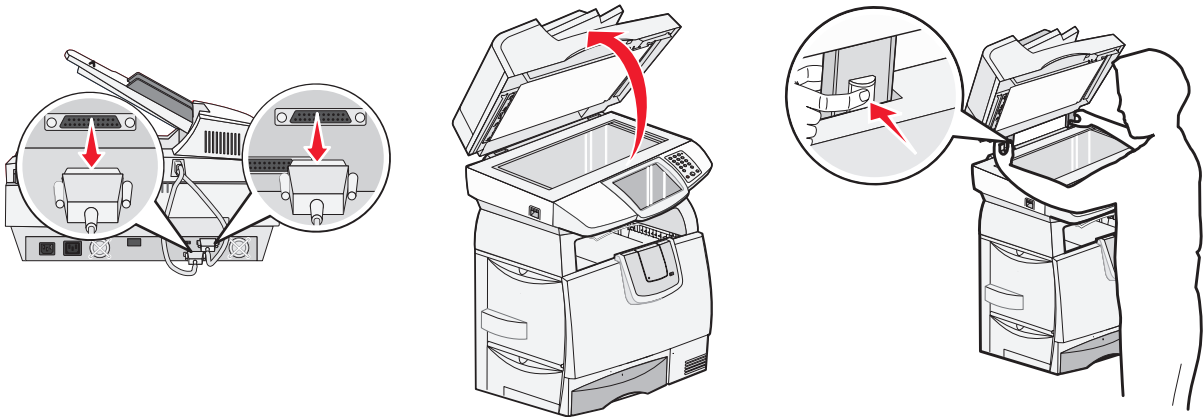
Moving the MFP

Follow these guidelines to move the MFP within the office or to prepare the MFP for shipment.

⚠️ **CAUTION:** The printer weighs 48–82 kg (105–181 lb). It requires at least three (3) people to lift it safely. Use the printer handholds to lift it, do not lift by the front of the printer, and make sure your fingers are not under the printer when you set it down.

- Always turn off the MFP using the printer power switch.
- Lock the scanner mechanism.
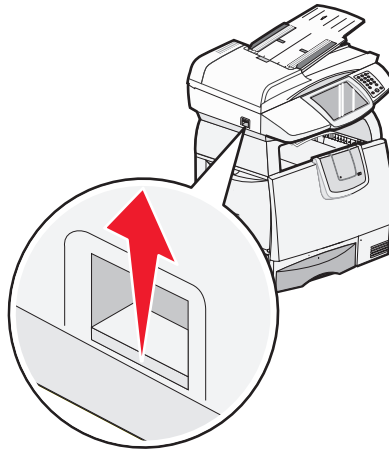
- Disconnect all cords and cables from the MFP before attempting to move the MFP.
- Remove the scanner from the top of the printer.
- Failure to repackage the MFP properly for shipment can result in damage to the MFP not covered by the MFP warranty.
- Damage to the MFP caused by improper moving is not covered by warranty.

Moving the MFP within the office

The MFP can be safely moved from one location within an office to another following these precautions:

- The MFP printer and scanner must be turned off.
- The scanner should be removed from the top of the printer.
- The MFP printer and scanner must remain in an upright position.
- Any cart used to move the printer and scanner should have a surface able to support the full footprint of the pieces being moved.
- Severe jarring movements may cause damage to the MFP and must be avoided.

Preparing the MFP for shipment

To transport the MFP by vehicle or by commercial carrier, the MFP must be repackaged for shipment using the proper packaging. The MFP package must be securely fastened to its pallet. Do not use a shipping or transport method that requires the MFP to be shipped without a pallet. The MFP must stay upright throughout the shipment. If you do not have all the original packaging, contact your local service representative to order the repackaging kit. Additional instructions for repackaging the MFP are provided in the repackaging kit.

11 Clearing jams

By carefully selecting print media and loading it properly, you should be able to avoid most paper jams. For more information on avoiding paper jams, see **Avoiding jams**. If jams do occur, follow the steps outlined in this section.

To resolve the paper jam messages, you must clear the entire paper path, and then touch **Continue** to clear the message and resume printing. The MFP prints a new copy of the page that jammed if Jam Recovery is set to On or Auto; however, the Auto setting does not guarantee the page will print.

Identifying jams

If the MFP jams, the appropriate jam message will be displayed on the touch screen Print status message bar.

> **Note:** The red exclamation point indicates the item is unavailable until the attendance message is cleared.
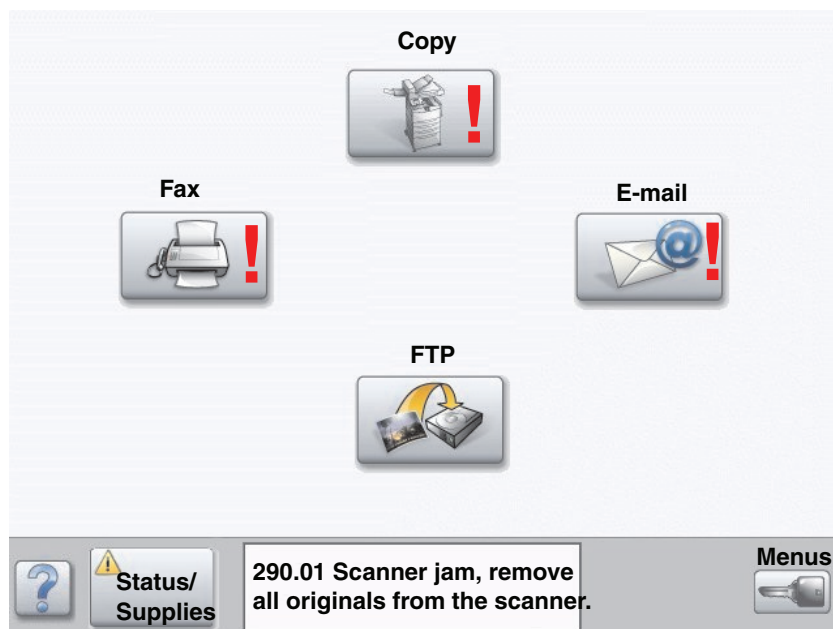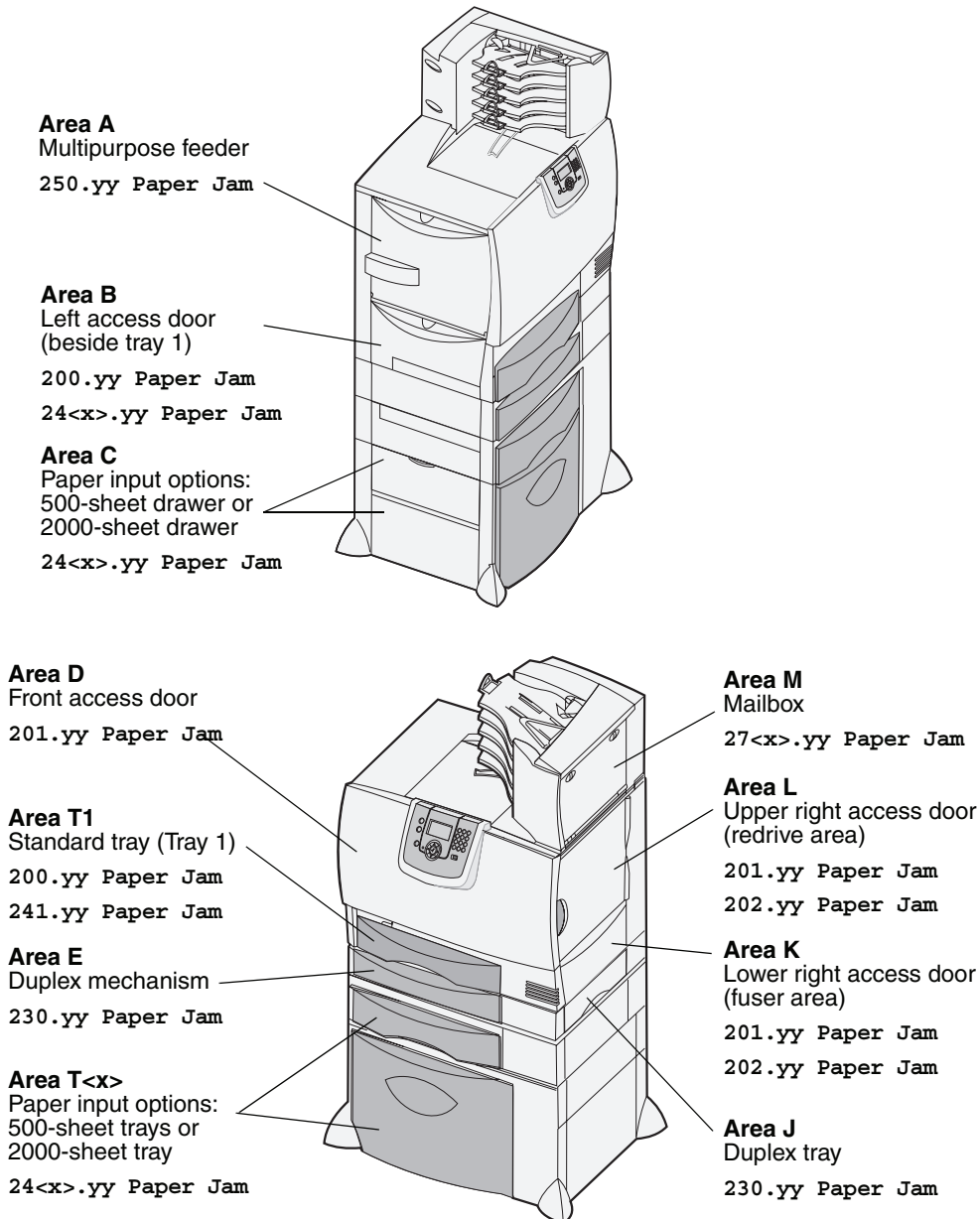
Printer access doors and trays

The following illustration shows the path that print media travels through the printer. The path varies depending on the input source (trays, multipurpose feeder, envelope feeder) and output bins (finisher, stacker, expander, mailbox) you are using.

The numbers in following illustration indicate the numbers that can appear on the operator panel and designate the general area of a paper jam.

> **Note:** The following illustrations are for illustrative purposes and may not reflect your MFP configuration. For scanner jams, see "Clearing scanner jams" on page 88.

Area A
Multipurpose feeder
`250.yy Paper Jam`

Area B
Left access door
(beside tray 1)
`200.yy Paper Jam`
`24<x>.yy Paper Jam`

Area C
Paper input options:
500-sheet drawer or
2000-sheet drawer
`24<x>.yy Paper Jam`

Area D
Front access door
`201.yy Paper Jam`

Area T1
Standard tray (Tray 1)
`200.yy Paper Jam`
`241.yy Paper Jam`

Area E
Duplex mechanism
`230.yy Paper Jam`

Area T<x>
Paper input options:
500-sheet trays or
2000-sheet tray
`24<x>.yy Paper Jam`

Area M
Mailbox
`27<x>.yy Paper Jam`

Area L
Upper right access door
(redrive area)
`201.yy Paper Jam`
`202.yy Paper Jam`

Area K
Lower right access door
(fuser area)
`201.yy Paper Jam`
`202.yy Paper Jam`

Area J
Duplex tray
`230.yy Paper Jam`

Printer access doors and trays

CAUTION: Certain floor-mounted configurations require additional furniture for stability. More information is available on our Lexmark Web site at **www.lexmark.com/multifunctionprinters**.

Understanding printer jam messages

The following table lists the jam messages that can occur and the action necessary to clear the message. The jam message indicates the area where the jam occurred. However, it is best to clear the entire paper path to ensure you have cleared all possible jams.

For more information on clearing printer paper jams, refer to the printer *User's Guide* located on the printer publications CD.

CAUTION: The inside of the printer may be hot. Allow the printer to cool before touching any internal components.

Message	Check Areas	What to do
`200.yy Paper Jam` (tray 1 and left access door beside tray 1)	B, T1	Follow the instructions in the printer *User's Guide* for clearing **Area E Duplex mechanism**, and **Area T1 Standard tray (Tray 1)**. If the jam message persists, paper may be caught in the image transfer unit.
`201.yy Paper Jam` (fuser area)	D, K, L	Follow the instructions in the printer *User's Guide* for clearing **Area D Front access door**, **Area K Lower right access door (fuser area)**, and **Area L Upper right access door (redrive area)**. If the jam message persists, paper may be caught in the fuser.
`202.yy Paper Jam` (fuser area)	K, L	Follow the instructions in the printer *User's Guide* for clearing **Area K Lower right access door (fuser area)** and **Area L Upper right access door (redrive area)**. If the jam message persists, paper may be caught in the fuser.
`230.yy Paper Jam` (duplex area)	E, J	Follow the instructions in the printer *User's Guide* for clearing **Area E Duplex mechanism** and **Area J Duplex tray**.
`24<x>.yy Paper Jam` (trays 1–4)	B,C, T<x>	Follow the instructions in the printer *User's Guide* for clearing **Area E Duplex mechanism**, **Area C Paper input options: 500-sheet drawer or 2000-sheet drawer** and **Area T<x> Paper input options: 500-sheet trays or 2000-sheet tray**.
`250 Paper Jam` (multipurpose feeder)	A,D	Follow the instructions in the printer *User's Guide* for clearing **Area A Multipurpose feeder** and **Area C Paper input options: 500-sheet drawer or 2000-sheet drawer**.
`27<x>.yy Paper Jam` (mailbox and output expander)	M	Follow the instructions in the printer *User's Guide* for **Clearing mailbox, finisher, or output expander jams (Area M)**.

Clearing scanner jams

Scanner jams can occur as the paper enters or exits the scanner. Scanner jams can be cleared by opening the ADF cover or the document cover and removing the jam.

290, 291, 292, and 294 Scanner Jams

  1 Remove all original documents from the ADF.

  2 Open the ADF cover, and carefully remove any jammed pages.

   If you cannot remove the jammed paper, and open the document cover. Carefully remove the jammed paper.

  3 Close the document and ADF covers.

12 Administrative support

Adjusting control panel brightness

If you are having trouble reading your control panel display, the LCD brightness can be adjusted through the Settings menu.

Brightness

1 Make sure the MFP is on.
2 Touch the **Menus** button on the home screen.
3 Touch **Settings**.
4 Touch **General Settings**.
5 Touch the down arrow until `Brightness` appears.
6 Touch the left arrow to decrease the brightness, or touch the right arrow to increase the brightness.

 Brightness values can be adjusted from 5–100 (100 is the default value).
7 Touch **Submit**.
8 Touch **Home**.

Restoring factory default settings

When you first enter the MFP menus from the control panel, you may notice an asterisk (*) to the left of a value in the menus. This asterisk indicates the *factory default setting*. These settings are the original MFP settings. (Factory defaults may vary for different regions.)

When you select a new setting from the control panel, `Submitting Selection` appears. When the Submitting Selection message disappears, an asterisk appears next to the setting to identify it as the current *user default setting*. These settings are active until new ones are stored, or the factory defaults are restored. To restore the original MFP factory default settings:

> **Warning:** All downloaded resources (fonts, macros, and symbol sets) in MFP memory (RAM) will be deleted. (Resources residing in flash memory or on the hard disk remain unaffected.)

1 Make sure the MFP is on.
2 Touch the **Menus** button on the home screen.
3 Touch **Settings**.
4 Touch **General Settings**.
5 Touch the down arrow until `Restore Defaults` appears.

6 Touch the left arrow or right arrow until `Restore Now` appears.

When you touch Restore Now, all menu settings return to the factory default values, except:

- The control panel Display Language setting in the Setup menu.
- All settings in the Parallel menu, Serial menu, Network menu, and USB menu.

7 Touch **Submit**.

8 Touch **Home**.

Adjusting screen timeout

To adjust the `Screen Timeout` setting:

1 Make sure the MFP is on.

2 Touch the **Menus** button on the home screen.

3 Touch **Settings**.

4 Touch **General Settings**.

5 Touch the down arrow until `Screen Timeout` appears.

6 Touch the left arrow to decrease the time, or touch the right arrow to increase the time.

The settings available range from 15–300 minutes.

Adjusting Power Saver

To adjust the `Power Saver` setting:

1 Make sure the MFP is on.

2 Touch the **Menus** button on the home screen.

3 Touch **Settings**.

4 Touch **General Settings**.

5 Touch the down arrow until `Power Saver` appears.

6 Touch the left arrow to decrease the time, or touch the right arrow to increase the time.

The settings available range from 2–240 minutes.

Configuring the MFP

A variety of functions can be used to increase the level of Information Technology (IT) security for the device. The following sections show how to configure these functions.

Setting Password Protect for the menus

Apply an administrative password to restrict unauthorized users from making changes to the MFP configuration from either the control panel or the Embedded Web Server (EWS).

1 Touch the **Menus** button on the home screen.

2 Touch **Settings**.

3 Touch the **down arrow**, and then touch **Security**.

4 Touch the **down arrow**, and then touch **Create/Change Passwords** → **Create/Change Advanced Password**.

5 Enter and reenter a password of both alphabetic and non-alphabetic characters. The password must be a minimum of 8 characters.

6 Touch **Submit**.

7 Touch **Settings** → **Security** → **Password Protect** to view what configuration settings are protected by the **Advanced Password**.

> **Note:** Settings → Security → Password Protect and Settings → Security → Create/Change Passwords → Create Change User Password can be used to restrict access with a different password than the Advanced Password. Use Settings → Security → Password Protect to select the menus that are accessible with both an Advanced Password and a User Password.

> **Note:** The Advanced Password and the User Password protect the menus on the touch screen control panel of the MFP and the Configuration section of the EWS pages.

Restricting Function Access

The MFP supports a variety of methods for authenticating users prior to allowing access to functions.

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using this format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Security**.

    d Select an authentication method.

    e Click **Submit**.

4 Click the setup link for the authentication method previously selected in step **d**.

    a Fill out the appropriate information for the environment.

    b Click **Submit**.

5 Click **Function Access**.

    a Set the function authentication level for each function. Select **Off** to prevent anyone from using a function.

    b Click **Submit**.

Preventing access to the menus from the control panel

It is possible to prevent access to all the menus using the control panel touch screen. To prevent access:

1   Touch the **Menus** button on the home screen.

2   Touch **Settings**.

3   Touch the **down arrow**.

4   Touch **Security → Function Access → Menus → Disabled**.

5   Touch **Submit**.

   To enable the menus again, enter the URL address on the web page, and then go to Security - Function Access - and enable the menus.

Disabling the Driver to Fax menu item

1   Touch the **Menus** button on the home screen.

2   Touch **Settings → Fax Settings → Analog Fax Setup → Fax Send Settings**.

3   Touch the **down arrow**.

4   Touch **Driver to fax → Off**.

5   Touch **Submit**.

Setting the Device Lockout personal identification number (PIN)

The Device Lockout PIN allows locking and unlocking the functional state of the MFP. A locked MFP automatically buffers each job received to its hard disk. To initiate the printing of jobs on a locked MFP hard disk, enter the correct PIN on the control panel to unlock the MFP.

A locked MFP also prevents all use of the control panel except to unlock the MFP.

> **Note:** This setting is only available on MFP models with an integrated hard disk drive. Back channel data is processed while the MFP is locked. Reports, such as user or event logs, can be retrieved from a locked MFP.

1   Touch the **Menus** button on the home screen.

2   Touch **Settings**.

3   Touch the **down arrow**, and then touch **Security**.

4   Touch the **down arrow**, and then touch **Create/Change Passwords → Create/Change Device Lockout PIN**.

5   Enter and reenter a 4-digit PIN.

6   Touch **Submit**.

Locking the MFP using the Device Lockout PIN

1   Touch the **Lock Device** button.

2   Enter the 4-digit Device Lockout PIN.

Unlocking the MFP using the Device Lockout PIN

1   Touch the **Unlock Device** button.

2   Enter the 4-digit Device Lockout PIN.

Setting a password before printing received faxes

To prevent received faxes from being printed until a password is entered:

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using this format: *http://ip_address/*.

2 Click **Configuration**.

3 Under **Default Settings**, click **Fax Settings** → **Analog Fax Setup**.

4 Scroll to **Holding Faxes**, and click it.

5 Select **Always On** for **Held Fax Mode**.

6 Define a **Print Faxes Password** in the field.

7 Click **Submit**.

Releasing held faxes for printing

1 On the MFP touch screen control panel, touch the **Release Held Faxes** button.

> **Note:** If the **Release Held Faxes** button appears as pale gray, and the words appear faded on the button, then the button is inactive because no fax jobs are being held.

2 Enter the defined password in the **Print Faxes Password** field.

This releases any received and held fax jobs, so they print.

> **Note:** The defined password was created in **step 6** of **Setting a password before printing received faxes**.

Setting security using the Embedded Web Server (EWS)

To enhance the security of network communications and MFP configuration, use the advanced security features. These features are available through the Web page of the MFP.

Setting the Advanced Password

The Advanced Password is used to password-protect the menus. Setting the Advanced Password is required for Secure Mode and confidential communication with MarkVision Professional.

If the Advanced Password was not created using the touch screen control panel by following the instructions in **Setting Password Protect for the menus on page 91**, it can also be created from the EWS. To create it:

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using this format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Security**.

4 Click **Create/Change Password**.

5 Click **Create/Change Advanced Password**.

6 Enter and reenter a password of both alphabetic and non-alphabetic characters. The password must be a minimum of 8 characters.

7 Touch **Submit**.

Using the secure EWS

The SSL (Secure Sockets Layer) allows for secure connections to the Web server within the print device. To connect to the EWS more securely, connect to the SSL port instead of the default HTTP port. The SSL port connection will encrypt all Web server network communications between the PC and the MFP.

To connect to the SSL port:

1 Open a Web browser.

2 In the address line, enter the IP address of the MFP being configured using the format: *https: //ip_address/.*

Supporting SNMPv3 (Simple Network Management Protocol version 3)

SNMPv3 protocol allows for encrypted and authenticated network communications. It also lets the administrator select a desired level of security. Prior to use, at least one user name and password must be established from the settings page. To configure for SNMPv3 through the EWS of the MFP:

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip_address/.*

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **SNMP**.

SNMPv3 authentication and encryption has three levels of support:

• No authentication and no encryption
• Authentication with no encryption
• Authentication and encryption

> **Note:** The selected level serves as a minimum level of protection. The MFP negotiates with the SNMPv3 requestor, and a higher level of protection may be agreed upon and used by both.

5 Indicate the setting for each sub-item as required for the network environment.

6 Click **Submit**.

Disabling SNMPv1 and SNMPv2

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip_address/.*

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **SNMP**.

5 Click to clear the Enabled check box unless SNMPv1 and SNMPv2 are used in this environment.

6 Click **Submit**.

Supporting IPSec (Internet Protocol Security)

IP Security protocol provides authentication and encryption of communications at the network layer allowing all application and network communications over the IP protocol to be secure. IPSec can be set up between the MFP and up to five hosts, using both IPv4 and IPv6. To configure IPSec through the EWS:

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip_address/.*

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **IPSec**.

Two types of authentication are supported for IPSec:

• **Shared Key Authentication**—Any ASCII phrase shared among all the participating hosts. This is the easiest way to configure when only a few hosts on the network use IPSec.

• **Certificate Authentication**—Allows any hosts or subnet of hosts to authenticate for IPSec. Each host must have a public/private key pair. *Validate Peer Certificate* is enabled by default, requiring each host to have a signed certificate. The certificate authority certificate must be installed. Each host must have its identifier in the *Subject Alternate Name* of the signed certificate.

> **Note:** After an MFP is configured for IPSec with a host, IPSec is required for any IP communication to take place.

5 Indicate the setting for each sub-item as required for the network environment.

6 Click **Submit**.

Disabling ports and protocols

The TCP and UDP ports can be configured to one of three modes or values:

• **Disabled**—Never allows network connections to this port

• **Secure and Unsecure**—Allows the port to remain open, even in Secure mode

• **Unsecured Only**—Allows the port to only open when the MFP is not in Secure mode

> **Note:** A password must be set to enable Secure mode. Once enabled, only the ports set to Secure and Unsecure will be open.

To configure the mode for TCP and UDP ports from the EWS:

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip_address/.*

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **TCP/IP Port Access**.

5 For each port listed, select the appropriate value from the list previously described.

> **Note:** Disabling ports will disable function on the MFP.

6 Click **Submit**.

Using 802.1x authentication

802.1x port authentication allows the MFP to join networks that require authentication before allowing access. 802.1x port authentication can be used with the WPA (Wi-Fi Protected Access) feature of an optional internal wireless print server to provide WPA-Enterprise security support.

Support for 802.1x requires the establishment of credentials for the MFP. The MFP must be known to the Authentication Server (AS). The AS will allow network access to devices presenting a valid set of credentials which typically involves a name/password combination and possibly a certificate. The AS will allow network access to MFPs presenting a valid set of credentials. The credentials can be managed by using the EWS of the MFP. To use certificates as part of the credentials:

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **Certificate Management**.

To enable and configure 802.1x on the EWS after installing the required certificates:

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **802.1x Authentication**.

> **Note:** If an optional internal wireless print server is installed, click **Wireless** instead of 802.1x Authentication.

5 Select the check box next to **Active** to enable 802.1x authentication.

6 Indicate the setting for each sub-item as required for the network environment.

7 Click **Submit**.

Confidential Print Setup

Confidential Print Setup allows the designation of a maximum number of PIN entry attempts and allows setting an expiration time for print jobs. When a user exceeds a specific number of PIN entry attempts, all of that user's print jobs are deleted. When a user has not printed their jobs within a designated time period, the print jobs are deleted. To activate Confidential Print Setup:

1 Open a Web browser. In the address line, enter the IP address of the MFP being configured using the format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Security**.

4 Click **Confidential Print Setup**.

5 Set the value for the maximum number of invalid PINs allowed. Set Job Expiration to the maximum amount of time before a submitted confidential print job is deleted.

6 Click **Submit**.

Encrypting the hard disk

Warning: All resources on the hard disk will be deleted. Resources residing in flash memory or in RAM remain unaffected.

Note: This setting is only available on MFP models with an integrated internal hard disk drive.

1 Turn the MFP off. Wait 10 seconds.

2 Press and hold the **2** and **6** buttons on the numeric keypad while turning the MFP on.

3 Release the buttons when the touch screen blinks and is blank momentarily. Wait.

The `Config Menu` appears.

4 Touch the **down arrow** to scroll to `Disk Encryption`.

5 Touch the **right arrow** to enter the `Disk Encryption` menu.

6 Touch the **right arrow** next to `Enable` to encrypt the hard disk.

`Contents will be lost. Continue?` appears.

7 Touch **Yes** to continue the process.

The Encrypting Disk progress bar appears.

Warning: Do not power off the MFP until the process completes.

8 When hard disk encryption is finished, touch **Back** to return to the `Config Menu`.

9 Touch **Exit Config Menu** to exit.

To disable disk encryption:

1 Turn the MFP off. Wait 10 seconds.

2 Press and hold the **2** and **6** buttons on the numeric keypad while turning the MFP on.

3 Release the buttons when the touch screen blinks and is blank momentarily. Wait.

The `Config Menu` appears.

4 Touch the **down arrow** to scroll to `Disk Encryption`.

5 Touch the **right arrow** to enter the `Disk Encryption` menu.

6 Touch the **right arrow** next to `Disable` to decrypt the hard disk.

`Contents will be lost. Continue?` appears.

7 Touch **Yes** to continue the process.

The Formatting Disk progress screen appears.

Warning: Do not power off the MFP until the process completes.

8 When hard disk decryption is finished, touch **Back** to return to the `Config Menu`.

9 Touch **Exit Config Menu** to exit.

Hard disk wiping

> **Warning:** All resources on the hard disk will be irretrievably deleted. (Resources residing in flash memory or in RAM remain unaffected.)

> **Note:** This setting is only available on MFP models with an integrated internal hard disk drive.

1 Turn the MFP off. Wait 10 seconds.

2 Press and hold the **2** and **6** buttons on the numeric keypad while turning the MFP on.

3 Release the buttons when the touch screen blinks and is blank momentarily. Wait.

The `Config Menu` appears.

4 Touch the **down arrow** to scroll to `Wipe Disk`.

5 Touch the **right arrow** to enter the `Wipe Disk` menu.

6 Touch the **right arrow** next to `Wipe Disk now` to wipe the hard disk.

`Contents will be lost. Continue?` appears.

7 Touch **Yes** to continue the process.

The Wiping Disk progress screen appears.

> **Warning:** Do not power off the MFP until the process completes.

8 When hard disk wiping is finished, touch **Back** to return to the `Config Menu`.

9 Touch **Exit Config Menu** to exit.

Using the Restricted Server List function

The Restricted Server List lets a system support person restrict which hosts are allowed to communicate with the MFP over the network, which prevents other hosts from managing and printing to the MFP.

> **Note:** The Restricted Server List only restricts TCP traffic; it does not affect UDP traffic. The Restricted Server List supports up to ten host addresses or ten network addresses.

To configure the Restricted Server List from the EWS of the MFP:

1 Open a Web browser.

2 In the address line, enter the IP address of the MFP requiring configuration using the format: *http://ip_address/*.

3 Click **Configuration**.

4 Under Other Settings, click **Network/Ports**.

5 Click **TCP/IP**.

6 Enter the list of addresses in the **Restricted Server List** field for network communications permission separated by commas in the following format: *111.222.333.444*. To indicate an entire subnet, provide the subnet mask bits in the format: *111.222.333.0/24*.

7 Click **Submit**.

13 Troubleshooting

Understanding MFP messages

The MFP displays three types of messages: status messages, attendance messages, and service messages. Status messages provide information about the current state of the MFP. They require no action on your part. Attendance messages alert you to MFP problems that require your intervention. Service messages also alert you to problems that require intervention. However, the MFP will stop printing and the errors are non-recoverable. It may be possible to power the MFP off and back on to temporarily recover from the service message error condition. For more information about MFP messages, see the *Menus and Messages* Guide on the MFP *Software and Documentation* CD.

Online technical support

Technical support is available on our Lexmark Web site at **www.lexmark.com**.

Checking an unresponsive MFP

If the MFP is not responding, first make sure:

- The printer power cord is plugged into the scanner and the scanner is plugged into a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The MFP is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.
- The printer is turned on.
- The scanner cable is securely attached to the MFP and printer.
- Remove the printer operator panel cover, and verify a menu screen is displayed, then replace the cover.

Once you have checked each of these possibilities, turn the printer off, wait at least 10 seconds, and then turn the printer back on. This often fixes the problem.

Locating the port name and IP address

The port name appears in the upper right corner of the MFP home screen and the IP address appears in the upper left corner of the MFP home screen when the MFP is connected to a network.

The address also appears on the network setup page.

To print a network setup page

a Touch the key icon on the MFP control panel.

b Touch **Reports**.

c Touch **Network Setup Page** or **Network <x> Setup Page**.

For more information, see "Assigning a printer IP address" in the MFP *Setup guide.*

Solving copy quality problems

The following solutions will help solve copy problems. For additional information, see **Copy tips**.

| Symptom	Solution
Unwanted background is visible.	Adjust the Background Removal setting under Copy → Options → Advanced Imaging. Touch the right arrow to remove more background.
Unwanted patterns (Moire) appear when a document is copied using Photograph mode.	Change the content mode to Printed Image under Copy → Options → Content.
Vertical or horizontal lines are noticed on copied pages.	Clean the ADF scanner glass and backing material. See **Cleaning the scanner glass and backing material on page 80**.
Black text is too light or disappearing.	• Adjust the Darkness setting under the Copy menu. Touch the right arrow to increase the darkness setting. • Change the content mode to Text under Copy → Options → Content. • Adjust the Background Removal setting under Copy → Options → Advanced Imaging. Touch the left arrow to remove less background. • Adjust the Contrast setting under Copy → Options → Advanced Imaging. Touch the right arrow to add more contrast. • Adjust the Shadow Detail setting under Copy → Options → Advanced Imaging. Touch the left arrow to decrease shadow detail.
The copy looks washed out or overexposed.	• Adjust the Background Removal setting under Copy → Options → Advanced Imaging. Touch the left arrow to remove less background. • Adjust the Shadow Detail setting under Copy → Options → Advanced Imaging. Touch the left arrow to remove more shadow detail.

Solving scan quality problems

The following solutions will help solve scan problems. For additional information, see **Scanning tips**.

Symptom	Solution
The file size is too big when I scan a document to the network.	• Touch Options, then under Resolution, decrease the output resolution. • Touch Options, then under Content, change the Color option to black and white. • Touch Options, then under Content, change the setting to Text.
Text characters do not look sharp when I scan a document to the network.	• Touch Options, then under Resolution, increase the output resolution. • Touch Options, then under Content, change the setting to Text.
Black text is too light or disappearing.	• Adjust the Darkness setting. Touch the right arrow to increase the darkness setting. • Change the content mode to Text. • Adjust the Background Removal setting under Advanced Imaging. Touch the left arrow to remove less background. • Adjust the Contrast setting under Advanced Imaging. Touch the right arrow to add more contrast. • Adjust the Shadow Detail setting under Advanced Imaging. Touch the left arrow to decrease shadow detail.
Unwanted background is visible.	Adjust the Background Removal setting under Advanced Imaging. Touch the right arrow to remove more background.

Solving fax problems

The following solutions will help solve fax quality problems or solve fax problems. For additional information, see **Fax tips**.

Symptom	Solution
The fax document takes a long time to transmit.	Touch **Options**, then under Content, change the setting to Text, and then set the resolution to Standard.
The images on the fax I sent are not clear.	Touch **Options**, then under Content, change the setting to Text/Photo or Photo. Increase the output resolution. **Note:** This will increase the amount of time required for the scan and will increase the quality of the fax output.
Caller ID is not shown	If your region supports caller ID, you may have to change the default setting. There are two settings available, FSK (pattern 1) and DTMF (pattern 2). Contact your telecommunications company to determine which pattern or switch setting to use.

Solving paper feed problems

Symptom	Cause	Solution
The `Paper Jam` message remains after you remove the jammed paper.	You have not pressed **Continue** or have not cleared the entire paper path.	Clear the entire paper path, and then press **Continue**. See **Clearing jams** for more information.
Original documents misfeed in the ADF.	The guides are not adjusted properly.	Adjust the guides toward the media until they lightly rest against the edge of the media.
	The pick pad may be worn.	Replace the pick pad. See **Ordering an ADF pick roller** for more information.
Multiple pages feed into the ADF.	The pick pad may be worn.	Replace the pick pad. See **Ordering an ADF pick pad** for more information.
	The pick roller may be worn.	Replace the pick roller. See **Ordering an ADF pick roller** for more information.
Paper sticks to the scanner glass.	The ADF glass has become contaminated with ink, toner particles, or paper coatings.	• Open the ADF document cover. • Dampen a clean, lint-free cloth or cotton swab with isopropyl alcohol (95%). • Wipe the feed roller by moving the cloth or swab from side to side. Rotate the roller forward with your finger, and repeat the last step until the entire roller is cleaned.
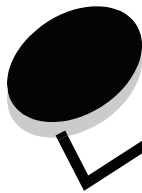
Notices

Conventions

> **Note:** A *note* identifies something that could help you.

> **CAUTION:** A *caution* identifies something that could cause you harm.

> **Warning:** A *warning* identifies something that could damage your product hardware or software.

Electronic emission notices

Federal Communications Commission (FCC) compliance information statement

Part 15

The 4600 MFP option 4036-307, 4036-308, and 4896 have been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

The manufacturer is not responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

> **Note:** To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1021231 for parallel attach or 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Industry Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de classe A est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 89/336/EEC, 73/23/EEC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.

$C\epsilon$

A declaration of conformity with the requirements of the directives is available from the Director of Manufacturing and Technical Support, Lexmark International, S. A., Boigny, France.

This product satisfies the Class A limits of EN 55022, safety requirements of EN 60950 and the EMC requirements of EN 55024.

English	Hereby, Lexmark International Inc., declares that this product is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
Suomi	Valmistaja Lexmark International Inc. vakuuttaa täten, että tämän tuotteen tyyppinen laite on direktiivin 1999/5/EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.
Nederlands	Hierbij verklaart Lexmark International Inc. dat dit product in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.
	Bij deze verklaart Lexmark International Inc. dat dit product voldoet aan de essentiële eisen en aan de overige relevante bepalingen van richtlijn 1999/5/EG.
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	Par la présente, Lexmark International Inc. déclare que ce produit est conforme aux exigences essentielles et aux autres dispositions de la directive 1999/5/CE qui lui sont applicables
Svenska	Härmed intygar Lexmark International Inc. att denna produkt står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.
Dansk	Undertegnede Lexmark International Inc. erklærer herved, at følgende produkt overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF
German	Hiermit erklärt Lexmark International Inc., dass sich dieses Produkt in Übereinstimmung mit den grundlegenden Anforderungen und den anderen relevanten Vorschriften der Richtlinie 1999/5/EG befindet. (BMWi)
	Hiermit erklärt Lexmark International Inc. die Übereinstimmung des Produkts mit den grundlegenden Anforderungen und den anderen relevanten Festlegungen der Richtlinie 1999/5/EG. (Wien)

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Español	Por medio de la presente Lexmark International Inc. declara que este producto cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE
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Malti	B'dan, Lexmark International Inc., tiddikjara li t-Tagħmir Multifunzjonali huwa konformi mal-ħtiġijiet essenzjali u disposizzjonijiet rilevanti oħrajn tad-Direttiva 1999/5/KE.
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Slovak	Lexmark International Inc. týmto vyhlasuje, že tento výrobok vyhovuje technickým požiadavkám a ďalším ustanoveniam smernice 1999/5/ES, ktoré sa na tento výrobok vzťahujú.
Slovenščina	Družba Lexmark International Inc. s tem izjavlja, da je ta naprava skladna z bistvenimi zahtevami in drugimi ustreznimi določili direktive 1999/5/EC.

Radio interference notice

Warning: This is a Class A product. In a domestic environment, this product may cause radio interference, in which case, the user may be required to take adequate measures.

声　明
此为 A 级产品，在生活环境中，该产品可能会造成无线电干扰。在这种情况下，可能需要用户对其干扰采取切实可行的措施。

Japanese VCCI notice

製品にこのラベルが表示されている場合、
次の要件を満たしています。

　この装置は、クラス A 情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。　　　　　　VCCI-A

この装置は、情報処理装置等電波障害自主規制協議会(VCCI)の基準に基づくクラスA情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。

Korean MIC statement

If this symbol appears on your product, the accompanying statement is applicable.

A급 기기 (업무용 정보통신기기)

MIC

이 기기는 업무용으로 전자파적합등록을 한 기기이오니
판매자 또는 사용자는 이 점을 주의 하시기 바라며,
만약 잘못 판매 또는 구입하였을 때에는 가정용으로
교환하시기 바랍니다.

BSMI EMC notice

If this symbol appears on your product, the accompanying statement is applicable. **Hot surface notice**

R31306

警告使用者：
這是甲類的資訊產品，在居住的環境中使用時，可能會造成無線電干擾，在這種情況下，使用者會被要求採取某些適當的對策。

此符號表示該表面或元件會發熱。
請當心： 為避免被發熱表面或元件燙傷的危險，請先讓該表面或元件冷卻之後再觸摸。

Part 68

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See your setup documentation for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this equipment, for repair or warranty information, contact Lexmark International, Inc. at www.lexmark.com or your Lexmark representative. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact Lexmark International, Inc. See the previous paragraph for contact information.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See your user documentation in order to program this information into your fax machine.

Other telecommunications notices

Notice to users of the Canadian telephone network

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions.

The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and

- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.

- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

South Africa telecommunications notice

This modem must be used in conjunction with an approved surge protection device when connected to the PSTN.

Using this product in Germany

This product requires a German billing tone filter (Lexmark part number 80D1888) to be installed on any line which receives metering pulses in Germany. Metering pulses may or may not be present on analog lines in Germany. The subscriber may request that metering pulses be placed on the line, or can have them removed by calling the German network provider. Normally, metering pulses are not provided unless specifically requested by the subscriber at the time of installation.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 14B5109) to be installed on any line which receives metering pulses in Switzerland. The Lexmark filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

Noise emission levels

German GS mark notice

Model: 4600 MFP option

Machine type: 4036-307 and 4036-308

Mailing address

Lexmark Deutschland GmbH

Postfach 1560

63115 Dietzenbach

Physical address

Lexmark Deutschland GmbH

Max-Planck-Straße 12

63128 Dietzenbach

Phone: 0180 - 564 56 44 (Product Information)

Phone: 01805 - 00 01 15 (Technical Support)

E-mail: internet@lexmark.de

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: The following acoustics values include the printer and the scanner unit operating together.

1-meter average sound pressure, dBA	
Printing	56
Idling	30
Scanning	53
Copying	57

Power regulation notice

Warning: Electrical surges can be very destructive to equipment connected to AC power sources.

If you plan to operate your printer at a voltage exceeding the voltage range(s) in the following table, you must attach a suitably rated and certified power-regulating device (such as a voltage stabilizer or UPS device) to the MFP power supply. Your warranty may not cover damages caused by power surges.

Nominal Voltage Range	Maximum Voltage Range
100V–127V AC	90V–135V AC
220V–240V AC	198V–254V AC

Waste from Electrical and Electronic Equipment (WEEE) directive

The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products. If you have further questions about recycling options, visit the Lexmark Web site at www.lexmark.com for your local sales office phone number.

China RoHS

Part Name	Hazardous Substances or Elements					
	Lead (Pb)	Mercury (Hg)	Cadmium (Cd)	Hexavalent Chromium (CrVI)	Polybrominated biphenyl (PBB)	Polybrominated diphenylether (PBDE)
Circuit boards	X	O	O	O	O	O
Power supply	X	O	O	O	O	O
Connectors	X	O	O	O	O	O
Mechanical assemblies - shafts, rollers	X	O	O	O	O	O
Mechanical assemblies - motors	X	O	O	O	O	O
Mechanical assemblies - others	X	O	O	O	O	O
Scanner assembly	O	X	O	O	O	O
LCD display	O	X	O	O	O	O
O: Indicates that the content of the toxic and hazardous substance in all the homogeneous materials of the part is below the concentration limit requirement as described in SJ/T11363-2006.						
X: Indicates that the content of the toxic and hazardous substance in at least one homogeneous material of the part exceeds the concentration limit requirement as described in SJ/T11363-2006.						
This product is compliant with the European Union Directive 2002/95/EC concerning the restriction of use of certain hazardous substances.						

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