



3100 Series All-In-One

User's Guide

- **Learning about the All-In-One**
- **Understanding the software**
- **Working with digital photos**
- **Printing, Scanning, Copying and Faxing**
- **Maintenance**
- **Troubleshooting**

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Safety information

Use only the power supply provided with this product or the manufacturer's authorized replacement power supply.

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

Refer service or repairs, other than those described in the user documentation, to a professional service person.

Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm.

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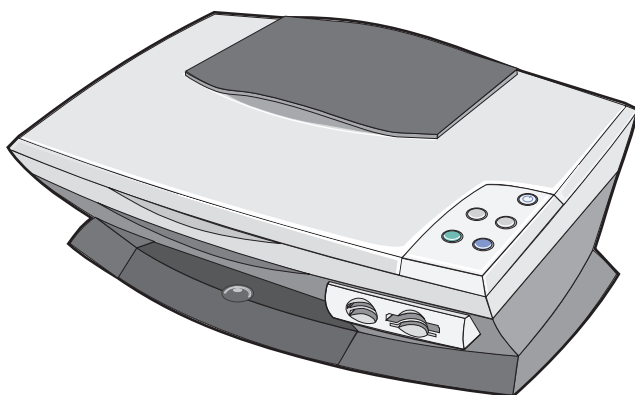
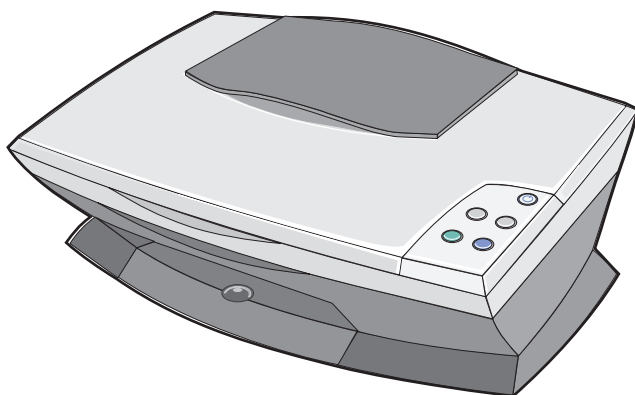
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Getting started

Use this guide for the Lexmark 3100 Series.



Finding information

Congratulations on the purchase of the Lexmark™ 3100 Series All-In-One.

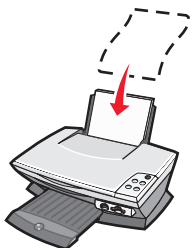
Refer to	When you need help with
<p><i>Setup poster</i></p> 	<p>This document contains complete setup information.</p>
<p><i>Drivers and Utilities CD</i></p> 	<p>The <i>Drivers and Utilities</i> CD contains drivers for your AIO printer, the Lexmark All-In-One Center, the Lexmark Solution Center, the Lexmark Photo Editor, the Lexmark Memory Card Manager, fax software, and Optical Character Recognition software.</p>
<p><i>User's Guide</i></p> 	<p>This document contains information about:</p> <ul style="list-style-type: none">• Printing digital photos• Basic usage• Scanning, printing, copying, and faxing• Creative projects• Print cartridge ordering information• Setup troubleshooting• General troubleshooting
<p>Lexmark Web site</p>	<ul style="list-style-type: none">• Upgrades — Software upgrade information• Customer Care — Contact information, order status, warranty, and repair information• Downloads — Drivers• Reference — Printer documentation and product specifications <p>You can access the Lexmark Web site at http://support.lexmark.com/.</p>

Creating your first project

You can print photos from your digital camera memory card after saving them to your computer.

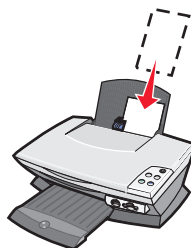
- 1 Load paper. For additional help, see page 8.

Letter/A4



or

Cards



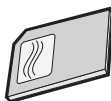
- 2 Adjust the paper guide.



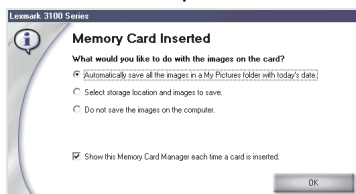
or



- 3 Insert your digital camera memory card into the All-In-One (see page 11) or access your photos from a computer (see page 24) and then continue with step 6.



- 4 Select **Automatically save all the images in a My Pictures folder with today's date** on the computer screen.



5 Click **OK**.

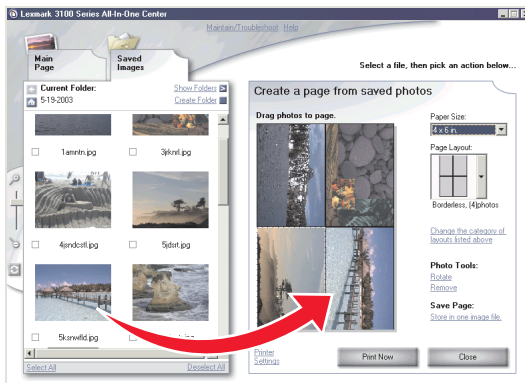
The All-In-One Saved Images page appears.

6 Select a paper size from the Create a page from saved photos section to populate the page layouts.

7 Select a page layout from the Create a page from saved photos section.



8 Drag the images you want to print.



9 Click **Print Now**.

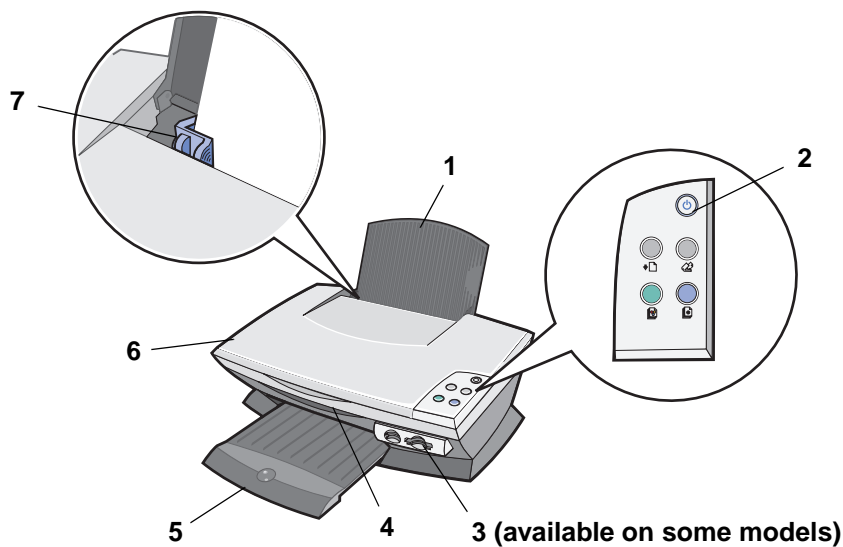
Congratulations! You have successfully completed your first project using the Lexmark 3100 Series All-In-One. For more projects, see scanning, copying, printing, and faxing information on page 31. For help working with digital photos, see page 23.

Learning about the All-In-One

Setting up the All-In-One

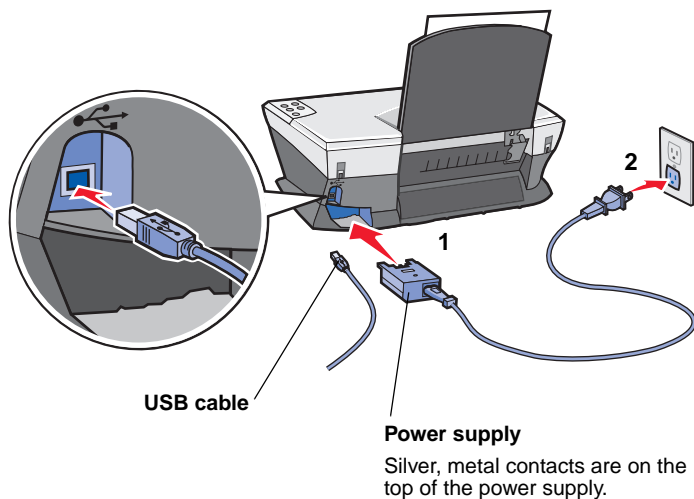
If you have not already done so, follow the steps on the setup documentation to complete the hardware and software installation. If problems occur during the setup process, see “Setup troubleshooting” on page 46.

Understanding the parts of the All-In-One



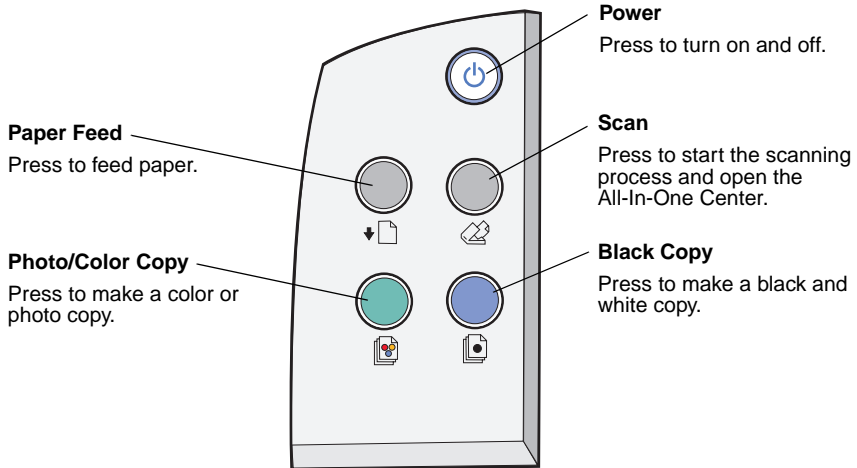
#	Use the	To
1	Paper support	Load paper into the All-In-One (AIO).
2	Control panel	Operate the AIO (see page 7 for details about each of the buttons).
3	Memory card slots	Insert digital camera memory cards.

#	Use the	To
4	Scanner unit	Access the print cartridges.
5	Paper exit tray	<p>Hold paper as it exits the AIO.</p> <p>The AIO paper exit tray can hold:</p> <ul style="list-style-type: none"> • 25 sheets of plain paper • 10 sheets of labels • 10 envelopes • 10 cards • 1 transparency • 1 photo page <p>Note: To avoid smearing ink, remove each transparency or photo from the paper exit tray before the next one exits the AIO. Photos and transparencies may require up to 15 minutes to dry.</p>
6	Top cover	Hold the item on the scanner glass for scanning.
7	Paper guide	Squeeze and slide to the left edge of the paper for proper paper feeding.



Using the control panel

The AIO has a control panel that lets you scan and copy with the press of a button.



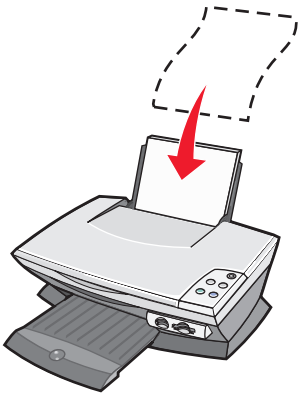
Note: Both the computer and the AIO must be turned on to make copies.

Loading paper

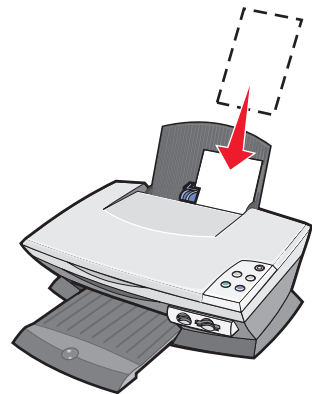
To load most types of paper:

- 1 Place the paper against the right side of the paper support with the print side facing you and the top of the paper feeding into the paper support.

Letter/A4

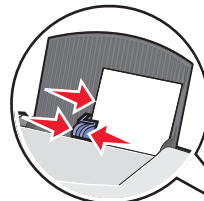
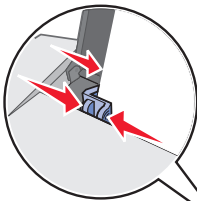


Cards



or

- 2 Squeeze and slide the paper guide to the left edge of the paper.

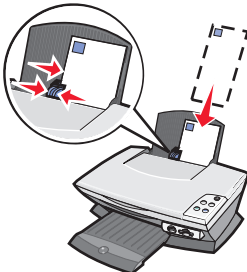


or


Note: Do not force paper into the AIO.

Before you begin printing, scanning, copying, or faxing documents, see page 6 to determine how much the paper exit tray can hold.

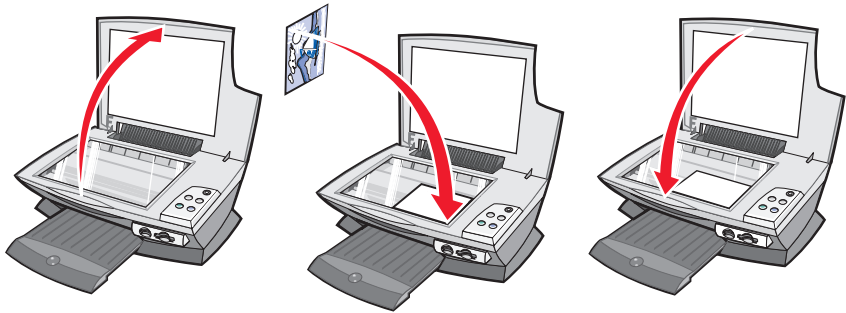
Follow these guidelines when loading plain and specialty paper in the paper support.

Load up to	Make sure
100 sheets of plain paper	The paper is designed for use with inkjet printers.
10 envelopes 	<ul style="list-style-type: none"> • The envelopes are loaded vertically against the right side of the paper support. • The stamp location is in the upper left corner. • The envelopes are designed for use with inkjet printers. • You squeeze and slide the paper guide to the left edge of the envelope. <p>Note: Do not load envelopes with:</p> <ul style="list-style-type: none"> • Holes, perforations, cutouts, or deep embossing. • Metal clasps, string ties, or metal folding bars. • Exposed flap adhesive.
25 sheets of card stock	<ul style="list-style-type: none"> • The card stock is designed for use with inkjet printers. • The thickness does not exceed 0.025 inches.
10 greeting cards, index cards, postcards, or photo cards	<ul style="list-style-type: none"> • The cards are loaded vertically against the right side of the paper support. • Adjust the paper guide (see page 8).
100 sheets of coated paper	<p>The coated side faces you.</p> <p>Note: Since photos require more drying time, we recommend that you remove each photo as it exits and allow it to dry to avoid ink smearing.</p>
50 sheets of photo, or glossy paper	<p>The glossy or coated side faces you.</p> <p>Note: Since photos require more drying time, we recommend that you remove each photo as it exits and allow it to dry to avoid ink smearing.</p>

Note: Make sure you select the appropriate paper size for your document.

Load up to	Make sure	
50 transparencies	<ul style="list-style-type: none"> The rough side faces you. The transparencies are designed for use with inkjet printers. <p>Note: Since transparencies require more drying time, we recommend that you remove each transparency as it exits and allow it to dry to avoid ink smearing.</p>	
100 sheets of custom size paper	Your paper size fits within these dimensions.	
	Width 76 to 216 mm 3.0 to 8.5 in.	Length 127 to 432 mm 5.0 to 17.0 in.
100 iron-on transfers	<ul style="list-style-type: none"> You follow the loading instructions on the iron-on packaging. The blank side faces you. <p>Note: For best results, remove each iron-on transfer as it exits.</p>	
20 sheets of banner paper 	<ul style="list-style-type: none"> The banner paper is designed for use with inkjet printers. You place the stack of banner paper on the top cover, and feed in the first sheet, as shown. Select Letter Banner or A4 Banner in Print Properties (see page 17). 	

Loading your document on the scanner glass



- 1 Open the top cover.
- 2 Place the item you want to copy face down on the scanner glass.
- 3 Close the top cover to avoid dark edges.

Note: Make sure the upper left corner of the front of the item aligns with the arrow at the front corner of the scanner glass.

Inserting the digital camera memory card

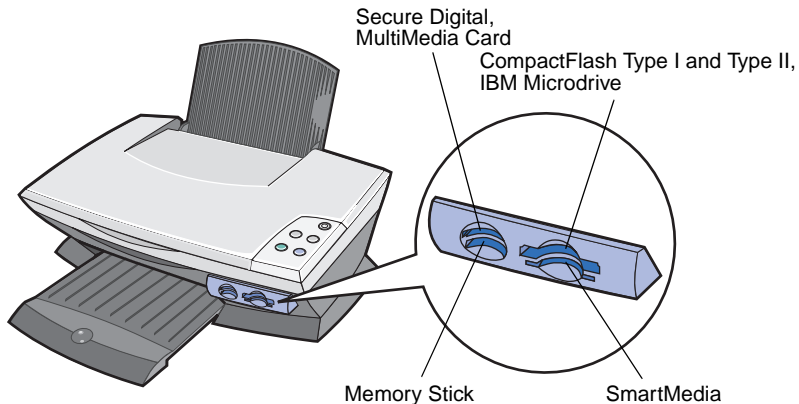
Some Lexmark 3100 Series models support the following digital media:

- CompactFlash Type I and Type II
- IBM Microdrive
- Secure Digital
- MultiMedia Card
- Memory Stick
- SmartMedia

The card reader (if available on your AIO) has four slots to accommodate these media and a small light that blinks indicating the card is being read or is transmitting data.

Note: Do *not* remove the digital camera memory card while the light is on or blinking.

This illustration shows you where to insert each of the supported digital camera memory cards.



Before you insert your memory card, consider the following information:

- If you are inserting a Memory Stick or SmartMedia card, make sure the gold contact area faces up.
- If you are inserting a CompactFlash Type I or Type II, MultiMedia, or Secure Digital card, make sure the name label faces up.
- If you are inserting a Secure Digital card, make sure the gold contact area faces down.

Note: Your AIO recognizes one source for photos at a time. Insert only one digital camera memory card at a time.

Note: The manufacturer name may differ from the digital camera memory card types listed on page 11.

A small light on the memory card reader flashes and turns itself off when the digital camera memory card is properly inserted. The light blinks when the card is transferring data to or from the computer.

Understanding the software

The AIO software consists of five main components:

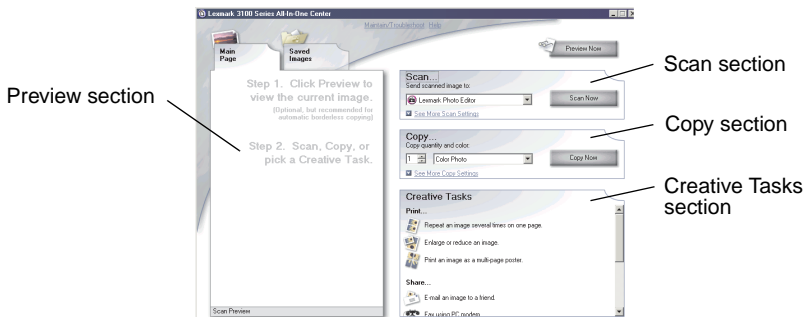
- The Lexmark 3100 Series All-In-One Center (scanning, copying, faxing, and printing digital photos)
- Print Properties (printing)
- The Lexmark 3100 Series Solution Center (troubleshooting, maintenance, and cartridge ordering information)
- The Lexmark Photo Editor (editing photos and graphics)
- The Lexmark Memory Card Manager (transferring digital photos on some models)

Using the Lexmark All-In-One Center

Use the Lexmark 3100 Series All-In-One Center software to scan, copy, and fax documents. There are four ways to open the All-In-One Center:

- Click **Start** ▶ **Programs** ▶ **Lexmark 3100 Series** ▶ **Lexmark All-In-One Center**.
- Double-click the **Lexmark 3100 Series All-In-One Center** icon on the desktop.
- Double-click the **Lexmark 3100 Series All-In-One Center** quick launch icon.
- Press **Scan** on the control panel. For more information about using the control panel, see page 7.

The All-In-One Main Page displays.



The All-In-One Main Page

The All-In-One Main Page consists of four main sections: Scan, Copy, Creative Tasks, and Preview.

From this section	You can
Scan	<ul style="list-style-type: none">• Select a program to send the scanned image to.• Select a blank paper size.• Choose what type of image is being scanned.• Choose how the scan will be used. <p>Note: Click See More Scan Settings to view all settings.</p>
Copy	<ul style="list-style-type: none">• Select a blank paper size.• Select the quantity and color of your copies.• Select a quality setting for your copies.• Adjust the size of the scanned area.• Lighten or darken your copies.• Enlarge or reduce your copies. <p>Note: Click See More Copy Settings to view all settings.</p>

From this section	You can
Creative Tasks	Choose from a variety of creative ideas: <ul style="list-style-type: none"> • Enlarge or reduce an image. • Repeat an image several times on one page. • Print an image as a multi-page poster. • E-mail an image to a friend. • Fax using PC modem. • Save an image on your computer. • Edit text found in a scanned document (OCR). • Modify an image with a photo editor.
Preview section	<ul style="list-style-type: none"> • Select a region of the preview image to scan. • View an image of what will be printed, scanned, or copied.

Note: For more information about the All-In-One Main Page, click the **Help** link near the top of the screen.

Saved Images page

Use the Saved Images page to perform tasks with images that are saved on the computer. The Saved Images page consists of four main sections.

From this section	You can
Preview section	<ul style="list-style-type: none"> • Show or create folders. • Preview and select images. • Rename, delete, or edit selected images.
Open With...	Select a program to send the saved image to.

From this section	You can
Print a Copy...	<ul style="list-style-type: none"> • Choose the quantity and whether to print in color. • Select a blank paper size. • Select a quality setting for your copies. • Lighten or darken your copies. • Enlarge or reduce your copies. <p>Note: Click See More Copy Settings to view all settings.</p>
Creative Tasks	<ul style="list-style-type: none"> • Print an album page with various photo sizes. <p>Note: You can also add text to photos (see page 26).</p> <ul style="list-style-type: none"> • Choose an existing layout for your photos (see page 26). • Perform the same creative tasks available from the All-In-One Main Page Creative Tasks section.

Note: For more information about this page, click the **Help** link near the top of the screen.

Maintain/Troubleshoot dialog box

To access the Maintain/Troubleshoot dialog box:

- 1** Open the All-In-One Center (see page 13).
- 2** Click the **Maintain/Troubleshoot** link at the top of the All-In-One Main Page.

The Maintain/Troubleshoot page provides you with direct links to the Lexmark Solution Center. Choose from these topics:

- Maintain or fix quality problems
- Troubleshoot All-In-One problems
- Device status and ink levels
- More printing ideas and how to's
- Contact information
- Advanced (Skin, voice, and communication options)
- View the software version and copyright information

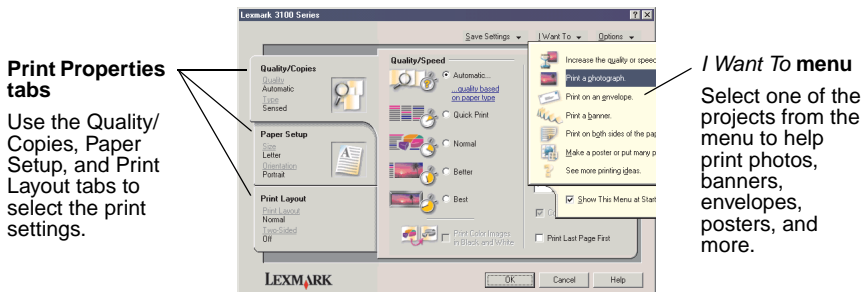
For more information about the Lexmark Solution Center, see page 19.

Using Print Properties

Print Properties is the software that controls the AIO printing function. You can change the settings in Print Properties based on the type of project you want to create. You can open Print Properties from almost any program:

- 1 With your document open, click **Print**.
- 2 In the Print dialog box, click the **Properties**, **Preferences**, **Options**, or **Setup** button (depending on the program or operating system).

The Print Properties screen displays.



The I Want To menu

The *I Want To* menu displays when you open Print Properties. It contains a variety of task wizards to help you select the correct print settings for your project. Close the menu for a full view of the Print Properties dialog box.

Print Properties tabs

All of the print settings are on the three main tabs of the Print Properties software: Quality/Copies, Paper Setup, and Print Layout.

From this tab	You can change these settings
Quality/Copies	Quality/Speed —Select a Quality/Speed setting. Multiple Copies —Customize how the AIO prints several copies of a single print job, collated or uncollated. Print Color Images in Black and White —Select this to print color images in black and white. Paper Type —Select the type of paper you are using or allow the printer sensor to select the paper type for you.
Paper Setup	Paper Size —Select the size of the paper you are using, and choose if you want to print borderless. Orientation —Select how you want the document oriented on the printed page. You can print portrait or landscape.
Print Layout	Layout —Select the layout you want to print. Duplexing —Select this when you want to print on both sides of the paper.

Note: For additional information about these settings, right-click a setting on the screen, and then select the **What's This?** item.

Save Settings menu

From the Save Settings menu, you can name and save the current Print Properties settings for future use. You can save up to five custom settings.

Options menu

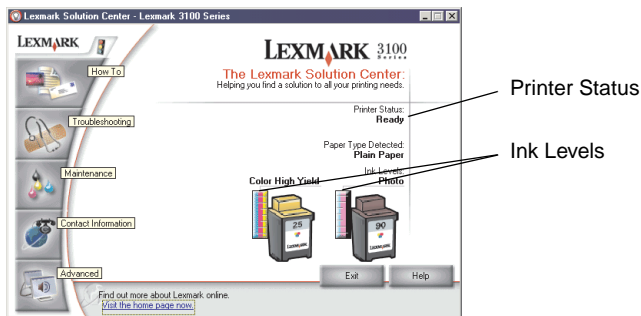
Use the Options menu to make changes to the Quality Options, Paper Type Sensor Options, Layout Options, and Printing Status Options settings. For more information on these settings, open the tab dialog box from the menu, and then click the **Help** button on the dialog box, if the button is available.

The Options menu also provides you with direct links to different parts of the Lexmark Solution Center (see page 19), as well as software version information.

Using the Lexmark Solution Center

The Lexmark 3100 Series Solution Center is a valuable information resource. To open the Lexmark Solution Center, click **Start ▶ Programs ▶ Lexmark 3100 Series ▶ Lexmark 3100 Series Solution Center**.

The Printer Status tab displays.



The Lexmark Solution Center consists of six tabs: Printer Status, How To, Troubleshooting, Maintenance, Contact Information, and Advanced.

From this tab	You can
Printer Status (Main dialog box)	<ul style="list-style-type: none">• View the status of the AIO. For example, while printing, the status is “Busy Printing.”• View the ink levels of the print cartridges.
How To	<p>Learn how to:</p> <ul style="list-style-type: none">• Scan, copy, fax, and print.• Find and change settings.• Use basic features.• Print projects such as banners, photos, envelopes, cards, iron-on transfers, and transparencies.• Find the printable electronic guide.
Troubleshooting	<ul style="list-style-type: none">• Learn tips about the current status.• Solve AIO problems.

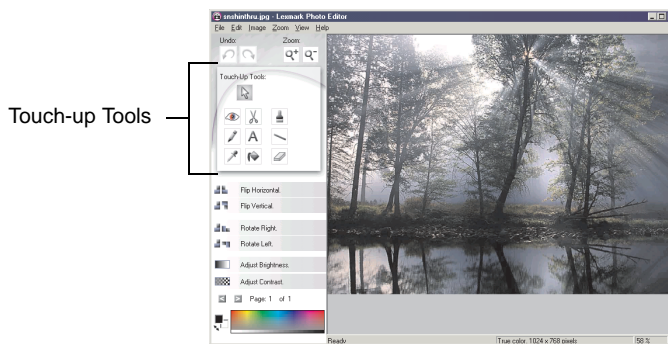
From this tab	You can
Maintenance	<ul style="list-style-type: none"> • Install a new print cartridge. • View shopping options for new cartridges. • Print a test page. • Clean to fix horizontal streaks. • Troubleshoot other ink problems. • Align to fix blurry edges. • Remove Japanese postcard residue.
Contact Information	<ul style="list-style-type: none"> • Learn how to contact Lexmark by phone, e-mail, or on the World Wide Web.
Advanced	<ul style="list-style-type: none"> • Change the appearance of the Printing Status window and turn printing voice notification on or off. • Download the latest software files. • Change the network printing settings. • Obtain software version information.

Note: For more information, click the **Help** button in the lower right corner of the screen.

Using the Lexmark Photo Editor

Use the Lexmark Photo Editor software to edit graphics. To open the Lexmark Photo Editor, click **Start ▶ Programs ▶ Lexmark 3100 Series ▶ Lexmark Photo Editor**.

The Lexmark Photo Editor displays.



Use the touch-up tools to edit your graphic.

- Remove red eye
- Crop
- Paint brush
- Pencil
- Text
- Line
- Eye Dropper
- Flood Fill
- Eraser

Note: Move your pointer over the tool for a description.

Accessing the Memory Card Manager

The Lexmark Memory Card Manager (available on some models) gives you several options for transferring photos from your digital camera memory card to your computer's hard disk.

There are three ways to access the Lexmark Memory Card Manager:

- Insert a digital camera memory card.
- Right-click the **Lexmark 3100 Series All-In-One** quick launch icon on the bottom right of your screen, and select **Launch Memory Card Manager**.
- Click **Start ▶ Programs ▶ Lexmark 3100 Series ▶ Memory Card Manager**.

For more information about the Memory Card Manager (see page 23).

Working with digital photos

Most digital cameras use a memory card to store photos. Insert the digital camera memory card into your AIO to access photos stored on the card. Then, save them to your computer using the software. You can now print your photos.

Using the Lexmark Memory Card Manager

The Lexmark Memory Card Manager (available on some models) gives you several options for transferring photos from your digital camera memory card to your computer's hard disk.

For help accessing the Lexmark Memory Card Manager, see page 21.

You can:

- Automatically save all photos to a My Pictures folder with today's date.
- Select storage location and images to save.
- Select not to save the images on the computer.
- Choose whether to display the Lexmark Memory Card Manager message screen each time a card is inserted.

Finding your photos

From a computer

- 1 Open the Lexmark All-In-One Center (see page 13).
- 2 Click the **Saved Images** tab.
- 3 Click **Show Folders**.
- 4 In the directory in the right panel, select the folder where your photos are stored.

From a digital camera memory card (available on some models)

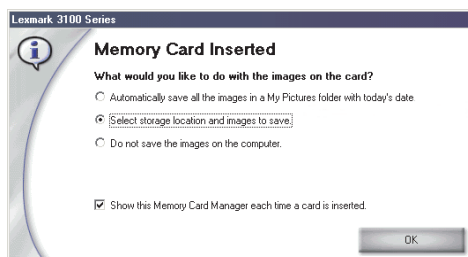
- 1 Insert your digital camera memory card into the corresponding memory card slot (see page 11).

Note: Insert only one digital camera memory card at a time.

Note: A small light on the memory card reader flashes and turns itself off when the digital camera memory card is properly inserted.
The light blinks when the card is transferring data to or from the computer.

Note: Do *not* remove the digital camera memory card while the light is on or blinking.

The Memory Card Inserted dialog box appears:

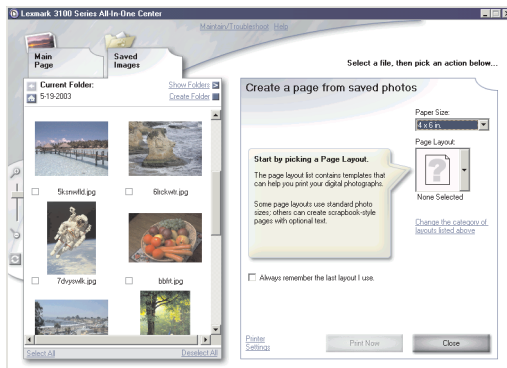


- 2 Click **Select storage location and images to save.**
- 3 Click **OK.**
- 4 Type a name for your new sub-folder.
- 5 Select your Save Options.

Note: Do not select **After saving, erase the saved images from the memory card** unless you want to delete the photos from the memory card permanently.

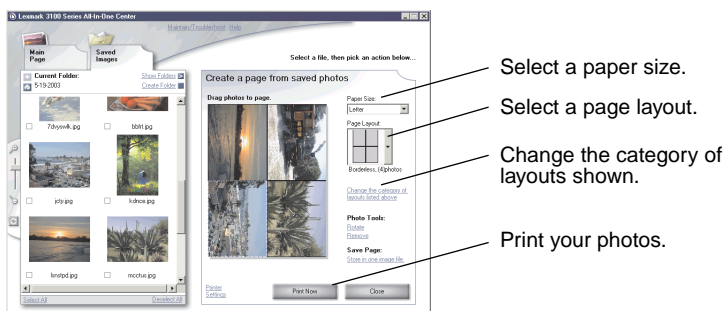
- 6 Click **OK.**
- 7 Type a name for your photo, if desired.
- 8 Click **Next** to save, or click **Skip** if you do not want to save the photo.
- 9 Repeat steps 7 and 8 for each photo.
- 10 Click **OK.**

The Lexmark All-In-One Center opens with the Saved Images tab selected. The photos stored in the sub-folder you created appear in the Preview section of the Saved Images page.



Printing digital photos

- 1 Choose a layout for your photos
 - a Open the All-In-One Center (see page 13).
 - b Click the **Saved Images** tab.
 - c From the Creative Tasks section, select **Print an album page with various photo sizes**.
- 2 Select a paper size for your photos.
- 3 Select a page layout from the Create a page from saved photos section.



Note: Click **Change the category of layouts listed above** to select picture package layouts, scrapbook page layouts, borderless layouts, greeting card layouts, or purchased template layouts.

Note: To add text to your page layout, select a layout with a black box shown. Click inside the black box to add text. A dialog box opens. Enter your text.

- 4 Drag your photos onto the page.
- 5 Click **Print Now** to print your photos.

Note: To prevent smudging, remove each photo as it exits and let it dry completely before stacking.

Printing borderless photos



- 1** For best results, load photo paper into the paper support (see page 8).
- 2** Open the All-In-One Center (see page 13).
- 3** Click the **Saved Images** tab.
- 4** From the Creative Tasks section, select **Print an album page with various photo sizes**.
- 5** Click **Change the category of layouts listed above**.
- 6** Select **Only Borderless** from the Selected Layouts dialog box.
- 7** Click **OK**.
- 8** Select a paper size for your photos.
- 9** Select a page layout from the Create a page from saved photos section.
- 10** Drag your photos onto the page.
- 11** Click **Print Now**.

Cropping photos



- 1 Double-click one of the photo thumbnails in the Preview section of the Saved Images tab.

The photo opens in the Lexmark Photo Editor.

- 2 Use the arrow pointer, and draw a rectangle around the area you want to keep.

Move your cursor to the frame of the editing window, and then click and drag the frame to resize it.

- 3 Click the scissors or crop tool to crop the image.

- 4 Save your changes.

a Click **File ▶ Save As**.

Note: If you click **File ▶ Save**, the changes you made overwrite your original photo.

b Enter a file name and a file type, and then click **Save**.

c Select your Quality Options.

d Click **OK**.

- 5 Click **File ▶ Print ▶ Properties** or **Preferences**.

- 6 From the Paper Setup tab, select a paper size.

- 7 Click **OK**.

- 8 Click **Print**.

Editing photos

- 1 Double-click one of the photo thumbnails in the Preview section of the Saved Images tab.
- 2 The photo opens in the Lexmark Photo Editor.

Note: You can edit only one photo at a time.

- 3 Edit your photo with the tools available.
- 4 Save your changes.

a Click **File ▶ Save As**.

Note: If you click **File ▶ Save**, the changes you made overwrite your original photo.

b Enter a file name and a file type, and then click **Save**.

Sharing photos

- 1 Open the Lexmark All-In-One Center (see page 13).
- 2 Click the **Saved Images** tab.
- 3 From the Creative Tasks section, select **E-mail an image to a friend**.
- 4 Select the image or images to send, and then click **Attach Now**. Your computer launches your e-mail program and opens a new message. Then, it attaches your photos to the message.
- 5 Click **Send** to e-mail your photos.

Note: Some e-mail providers only allow you to attach one photo per e-mail.

Note: For faster sending, reduce the image dimensions before you send them.

Adding text captions under your photos

- 1** Open the Lexmark All-In-One Center (see page 13).
- 2** Click the **Saved Images** tab.
- 3** From the Creative Tasks section, select **Print an album page with various photo sizes**.
- 4** Click **Change the category of layouts listed above**.
- 5** Select **Only Scrapbook Pages** from the Selected Layouts dialog box.
- 6** Click **OK**.
- 7** Select a paper size for your photos.
- 8** Select a page layout from the Create a page from saved photos section.
- 9** Drag your photos onto the page.
- 10** Click inside the black box.
A dialog box opens.
- 11** Enter your text.
- 12** Click **Print Now**.

Printing, Scanning, Copying and Faxing

Printing

The Print Properties *I Want To* menu (see page 17) provides you with printing wizards to help you complete tasks such as printing banners, photographs, or posters.

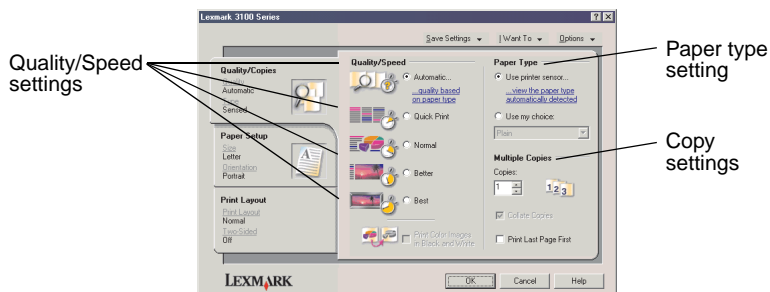
Note: Use a black print cartridge for printing black and white text documents to conserve your photo print cartridge.

- 1** Depending on what you want to print, load the appropriate type of paper (see page 8).
- 2** Make sure you select the paper size for your document (see step 8 on page 32).
- 3** Make sure the AIO is on.
- 4** Click **File ▶ Print**.
- 5** In the Print dialog box, click the **Properties**, **Preferences**, **Options**, or **Setup** button (depending on the program).

The Print Properties dialog box displays.

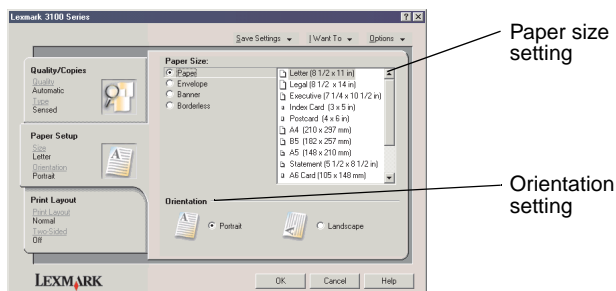
- 6** If the printing task you want to perform is on the *I Want To* menu, click it, and then follow the instructions on the computer screen; otherwise, click **Close** at the bottom of the menu.

- 7 From the Quality/Copies tab, select the quality, speed, paper type, and number of copies.



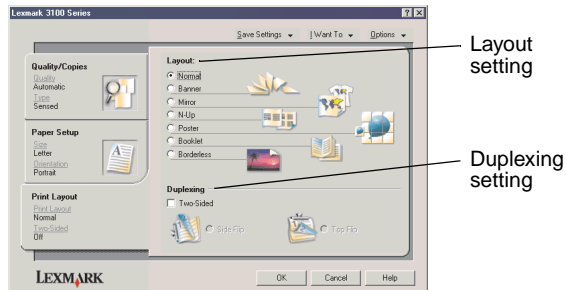
To see details about a setting, right-click a setting on the screen, and then select the **What's This?** item.

- 8 From the Paper Setup tab, select the paper size and orientation.



To see details about a setting, right-click a setting on the screen, and then select the **What's This?** item.

- 9 From the Print Layout tab, select the layout and duplexing settings for the type of document you are printing.



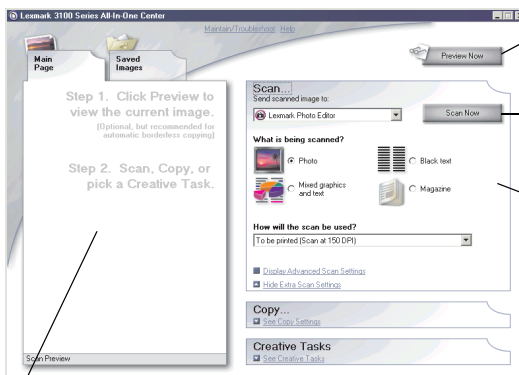
To see details about a setting, right-click a setting on the screen, and then select the **What's This?** item.

- 10 Once you have applied all the settings you want in Print Properties, click **OK** at the bottom of the screen to return to the Print dialog box.
- 11 Click **Print**.

Scanning

The following steps show you how to scan and save images.

- 1 Load your document on the scanner glass (see page 11).
- 2 Open the Lexmark All-In-One Center (see page 13).
The All-In-One Main Page displays.
- 3 Click **Preview Now** in the upper right corner of the All-In-One Main Page.
An image of the scanned item displays in the preview section.
- 4 Click and drag to select a specific area of the preview image to scan.
- 5 Click **See More Scan Settings** to review and change the scan settings.
- 6 Select your scan settings.
- 7 From the Send scanned image to: drop-down menu, select a program to send the scanned image to, or click the **Creative Tasks** section to display a list of projects (see page 14).



Preview Now

Click to see a preview of the image.

Scan Now

Click to scan the item on the scanner bed.

Scan settings

Adjust the settings for the scanned item.

Preview section

See a preview of the image, and select an area to be scanned.

- 8 If you are sending the scanned image to a software program, click **Scan Now** to complete the scan. If you are using the **Creative Tasks** section, follow the instructions on the computer screen.

For a list of the Creative Tasks available from the All-In-One Main Page, see page 15.

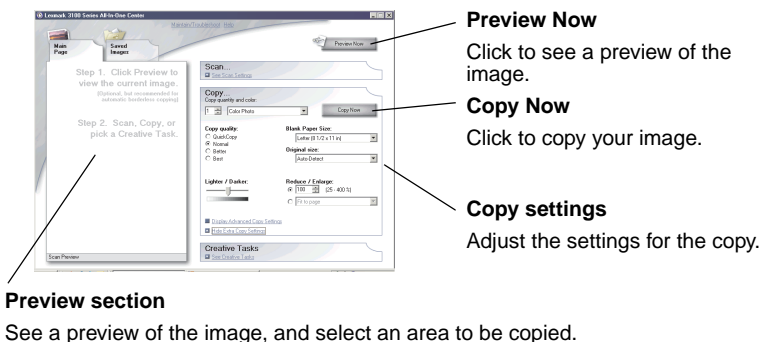
Copying

To make a quick copy, press **Black** or **Photo/Color copy** on the control panel.

Note: The computer must be turned on.

To make black and white, gray, or color copies:

- 1 Load your document on the scanner glass (see page 11).
- 2 Open the Lexmark All-In-One Center (see page 13). The All-In-One Main Page displays.
- 3 Click **Preview Now**.
- 4 Click **See More Copy Settings** to review and change the copy settings. The All-In-One Copy section expands:



- 5 Select your copy settings.

Note: You may want to reduce or enlarge the image.

- 6 Click **Copy Now**.

Faxing

The following section gives you basic faxing information.

Note: DSL (digital subscriber line), ISDN (integrated services digital network) and cable modems are *not* fax modems and are *not* supported.

Sending a fax

The following steps lead you through sending a fax using the computer modem.

- 1** Load your document on the scanner glass (see page 11).
- 2** Open the Lexmark All-In-One Center (see page 13).
- 3** Click **Preview Now** in the upper right corner of the All-In-One Main Page.
- 4** From the **Creative Tasks** section, click **Fax using PC modem**.
- 5** Follow the instructions on the computer screen.

Receiving a fax

- 1** Click **Start ▶ Programs ▶ FaxTools ▶ FaxTools**. Fax Tools is ready to receive faxes.
- 2** Once a fax is received, click the **Fax Inbox** to view or print your faxes.

If you want to always print your faxes as they come in, follow these steps:

- 1** From the main Fax Tools screen, click **Configure**.
- 2** Select **General Configuration**.
- 3** Select the **Fax** tab.
- 4** Click the **Print incoming faxes** check box, and then click **OK**.

Creating fun projects

You can create other fun projects, such as photos, cards, envelopes, transparencies, iron-on transfers, and more.

- 1** Open the Lexmark Solution Center (see page 19).
- 2** Click **How To**.
- 3** Select a project from the list.
- 4** Follow the instructions on the computer screen.

Maintenance

Replacing print cartridges

The Lexmark 3100 Series uses the following cartridges:

Left cartridge carrier	Right cartridge carrier
19 (Color)	48 (Black)
20 (Color)	50 (Black)
25 (Color)	55 (Black)
	90 (Photo)

Note: In order to print, two cartridges must be installed. Either a black or photo cartridge may be used with the color cartridge.

For information about ordering supplies, see Maintenance on page 20.

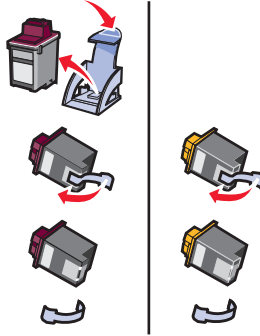
Removing the used cartridges

- 1 Make sure the AIO is on.
- 2 Lift the scanner unit until the scanner support keeps it open. The print cartridge carrier moves and stops at the loading position unless the AIO is busy.
- 3 Pull the top of the cartridge toward you until you hear a *snap*.
- 4 Remove the old cartridges. Store them in an air-tight container or dispose of them (see page 43).

Note: Use the cartridge storage unit that was packaged with your photo cartridge to store cartridges for future use.

Installing the cartridges

- 1 If you are installing new cartridges, remove the storage unit (photo cartridge only), sticker and transparent tape from the bottom of the cartridges.



Warning: Do *not* touch or remove the gold contact areas on the back and bottom of the cartridges.

- 2 Insert the color cartridge in the left carrier. Insert the black or photo cartridge in the right carrier.

Depending on the part numbers you use, the color of the cartridge tops may vary.

Note: Purchase a black print cartridge to use with the color cartridge for printing text documents.

- 3 Snap the cartridges into place.
- 4 Close the scanner unit.

Note: The scanner unit must be closed to start a print job.

Lexmark's All-In-One warranty does not cover repair of failures or damage caused by a refilled cartridge. We do not recommend use of refilled cartridges. Refilling cartridges can affect print quality and may cause damage to the All-In-One. For best results, use Lexmark supplies.

Specifying cartridge settings in the printer software

Before you specify the print cartridge settings in the printer software, install the cartridges. For help, see “Installing the cartridges” on page 39.

- 1 Open the Lexmark Solution Center (see page 19).
- 2 From the Maintenance tab, click **Install a new print cartridge**.
- 3 Select the type of cartridge you installed.

Note: Specify whether the cartridge is a new cartridge or an old cartridge (one that has been used before). If an old cartridge is incorrectly identified as new cartridge in the Lexmark Solution Center, ink levels may be incorrect.

- 4 Click **OK** or **Next**.
- 5 If you installed a new cartridge, continue with “Aligning the print cartridges.”

Aligning the print cartridges

You should align your print cartridges after installing cartridges to improve print quality.

To align the print cartridges:

- 1 Load plain paper (see page 8).
- 2 Open the Lexmark Solution Center (see page 19).
- 3 From the Maintenance tab, click **Align to fix blurry edges**.
- 4 Click **Print**.

An alignment page prints automatically, aligning your print cartridges.

Cleaning the print cartridge nozzles

To improve print quality, you may need to clean the print cartridge nozzles.

Clean the nozzles when:

- Characters are not printing completely.
- White dashes appear in graphics or printed text.
- Print is smudged or too dark.
- Vertical, straight lines are not smooth.
- Colors on print jobs are faded or they differ from the colors on the screen.

To clean the nozzles:

- 1** Load plain paper (see page 8).
- 2** Open the Lexmark Solution Center (see page 19).
- 3** From the Maintenance tab, click **Clean to fix horizontal streaks**.
- 4** Click **Print**.

A nozzle page prints, forcing ink through the nozzles to clean the clogged nozzles.

- 5** Print your document again to verify your print quality has improved.

If print quality has not improved, try cleaning the print cartridge nozzles up to two more times.

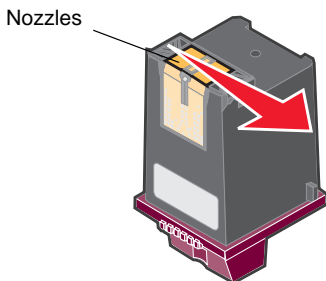
If you are not satisfied with the print quality, follow the instructions for wiping the print cartridge nozzles and contacts.

Wiping the print cartridge nozzles and contacts

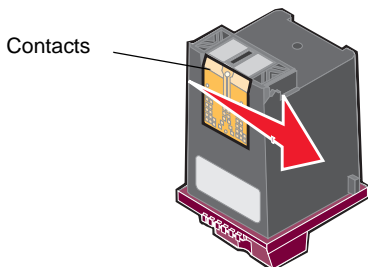
If the print quality does not improve after cleaning the print cartridge nozzles, dried ink may be on the nozzles or contacts. To wipe the print cartridge nozzles and contacts:

- 1** Remove the print cartridges (see page 38).
- 2** Dampen a clean, lint-free cloth with water.

- 3** Hold the damp cloth against the gold nozzle area for about three seconds. Gently blot and wipe dry in one direction (this prevents the colors in the color cartridge from mixing).



- 4** Hold a clean, damp section of cloth against the contacts for about three seconds. Gently blot and wipe dry in one direction.



- 5** Allow the nozzles and contacts to dry completely.
- 6** Reinstall the print cartridges.
- 7** Align the print cartridges (see page 40).
- 8** Print your document again.

If the print quality has not improved, try cleaning the print cartridge nozzles up to two more times.

If print quality is still unsatisfactory, replace your print cartridges (see page 38).

Preserving the print cartridges

To ensure the longest life from your print cartridges and optimum performance from your All-In-One:

- Keep a new print cartridge in its packaging until you are ready to install it.
- Keep your photo cartridge in the print cartridge storage unit when not in use. A print cartridge storage unit is included with new photo print cartridges. Use the print cartridge storage unit to store your black cartridge when you are using the photo cartridge.
- Do not remove a print cartridge from the All-In-One except to replace, clean, or store it in an airtight container, such as the print cartridge storage unit. The print cartridges will not print correctly if left exposed for an extended period of time because the ink will dry out.

Note: Use the cartridge storage unit that was packaged with your photo cartridge to store cartridges for future use.

Lexmark's All-In-One warranty does not cover repair of failures or damage caused by a refilled cartridge. Lexmark does not recommend use of refilled cartridges. Refilling cartridges can affect print quality and may cause damage to the All-In-One. For best results, use Lexmark supplies.

Ordering supplies

To order supplies or locate a dealer near you, visit the Lexmark Web site at **www.lexmark.com**.

Recycling Lexmark products

To return your Lexmark products to Lexmark for recycling:

- 1 Visit our Web site:
www.lexmark.com/recycle
- 2 Follow the instructions on your screen.

Troubleshooting

This section helps you solve problems you may have with the AIO. Additional troubleshooting information is available in the Lexmark Solution Center. For help accessing the Lexmark Solution Center, see page 19.

Troubleshooting checklist

Before you try to solve the problem, check the following:

- ☒ Is the power supply inserted correctly (arrows up) and firmly attached to the AIO and an electrical outlet?
- ☒ Is the USB cable securely attached to the computer and the AIO?
- ☒ Are both the computer and AIO on?
- ☒ Did you remove the sticker and transparent tape from both print cartridges? For help, refer to the setup documentation.
- ☒ Are the print cartridges properly installed (see page 39)?
- ☒ Is the paper loaded correctly? Make sure you do not force the paper into the AIO.
- ☒ Did you install the AIO software correctly? For help, refer to the setup documentation.
- ☒ Is the Lexmark 3100 Series set as the default printer (see page 54)?
- ☒ Is your operating system supported?
- ☒ Do you have administrator rights? You must have administrator rights to install the software on a network.

If you are still experiencing problems, see the following table to select a topic.

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Setup troubleshooting

Use this section to solve problems you may have during setup.

Power light does not come on

- 1** Make sure the power supply is correctly inserted into the AIO (see page 6).
- 2** Check the power supply connections.
- 3** Press **Power** on the control panel.

Alignment page or test page does not print

- 1** Make sure you remove the sticker and transparent tape from both print cartridges. For help installing print cartridges, see page 39.
- 2** Make sure the print cartridges are properly installed (see page 39).
- 3** Make sure you loaded the paper correctly and did not force the paper into the AIO (see page 8).
- 4** Make sure the Lexmark 3100 Series is set as the default printer (see page 54).

When I insert the AIO software CD, nothing happens

From the desktop, double-click the **My Computer** icon, and then double-click the CD-ROM drive icon.

Windows XP users, click **Start ► My Computer**, and then double-click the CD-ROM drive icon.

Note: If auto launch is turned off, double-click **setup.exe**.

AIO is not communicating with the computer

- 1 Disconnect and reconnect both ends of the USB cable. For help, refer to the setup documentation.
- 2 Unplug the AIO from the electrical wall outlet, and then reconnect the power supply. Press **Power** if your AIO did not power on. For help, refer to the setup documentation.
- 3 Restart the computer. If the problem continues, remove and then reinstall the software (see page 53).

Installation appears incomplete

The software may not be installed properly. Try the following:

- 1 Click **Start ▶ Settings ▶ Control Panel ▶ System**.
Windows XP users, click **Start ▶ Control Panel ▶ Printers and other hardware ▶ Printers and Faxes**.
- 2 Click **Properties**.
- 3 If you are using Windows 98 or Windows Me, click the **Device Manager** tab.
If you are using Windows 2000 or Windows XP, select the **Hardware** tab, and then click the **Device Manager** button.
- 4 Look for the Other Devices category. If there are any Lexmark devices shown here, highlight them and then press the **Delete** key.

Note: The Other Devices category displays only when unknown devices are present. Do not delete any Lexmark items unless they are present under the Other Devices category.
- 5 Insert the CD, and install the software again. Do not restart the computer. For help, refer to the setup documentation.

Printing troubleshooting

A blank page prints

- 1** Make sure you remove the sticker and transparent tape from both print cartridges. For help installing print cartridges, see page 39.
- 2** Make sure the print cartridges are properly installed (see page 39).
- 3** Make sure you loaded the paper correctly and did not force the paper into the AIO (see page 8).
- 4** Make sure the Lexmark 3100 Series is set as the default printer (see page 54).

AIO prints slowly

- 1** Close all programs not in use. The memory resources may be low.
- 2** Make sure the Print Properties Quality/Speed setting is set on **Normal** or **Quick Print** (see page 18).
- 3** Try printing a smaller file. If the memory resources are too low, you may not be able to print larger files. Consider purchasing more memory.

Note: Photographs typically have a larger file size. Try lowering the scanning resolution.

Print is too dark or smudged

- 1** Remove the paper as it exits. Let the ink dry before handling.
- 2** Adjust the Quality/Speed setting in Print Properties (see page 18) or in the All-In-One Center (see page 14).

The **Better** or **Best** Quality/Speed setting may cause smearing if used with plain paper. Try using **Normal**.

- 3** Open the Lexmark Solution Center (see page 19).
- 4** From the Maintenance tab, click **Clean to fix horizontal streaks**.

Vertical lines are jagged or edges are not smooth

- 1** Adjust the Quality/Speed setting in Print Properties (see page 18). For best print quality, select **Better** or **Best**.
- 2** Align the print cartridges. To align the print cartridges:
 - a** Open the Lexmark Solution Center (see page 19).
 - b** From the Maintenance tab, click **Align to fix blurry edges**.

White lines appear in graphics or solid black areas

Clean the print cartridge nozzles. Going long periods without using the AIO can cause the print cartridge nozzles to become clogged. To clean the cartridge nozzles:

- 1** Open the Lexmark Solution Center (see page 19).
- 2** From the Maintenance tab, click **Clean to fix horizontal streaks**.

AIO has a paper jam

- 1** Follow the instructions on the screen for clearing the paper jam.
- 2** Make sure you are using paper designed for an inkjet printer. For a list of recommended paper types, see page 9.
- 3** Make sure you are correctly loading the paper (see page 8).
- 4** Make sure the paper guide is against the left edge of the paper (see page 8).

Scanning, copying, and faxing troubleshooting

Scanning or using a scanned image with a software program takes a long time or freezes the computer

Lower the scanning resolution. Scanning resolution is much different than printing resolution and is generally set much lower. To change the scanning resolution:

- 1** Open the Lexmark All-In-One Center (see page 13).
- 2** From the Scan section, click **See More Scan Settings**.
- 3** Click **Display Advanced Scan Settings**.
- 4** From the Scan tab of Advanced Scan Settings, enter a lower scan resolution.

Scanning was not successful

The software may not be installed properly. Follow the instructions for “AIO is not communicating with the computer” on page 47.

My program is not on the Send scanned image to list

To add your program to the Send scanned image to program list:

- 1** Open the Lexmark All-In-One Center (see page 13).
- 2** Select **Search for more** from the Send images to list.
- 3** Click **Enhanced Search**.
- 4** Select the applications you want to add from the list box, and then click **Add**.
- 5** Click **Close** to save your changes.

Edge of the copy does not print

Make sure:

- The original is properly oriented on the glass (see page 11).
- The area you want to copy is not larger than the printable area of the page. Apply the **Fit-to-page** feature.

To apply the Fit-to-page feature:

- 1 Open the Lexmark All-In-One Center (see page 13).
- 2 From the Copy section, click **See More Copy Settings**.
- 3 From the Reduce/Enlarge section, click the second button, and then select **Fit to page** from the corresponding drop-down menu.
- 4 Copy your document again.

Copy button on the control panel does not work

Make sure:

- 1 The computer is on. The power light must be on in order for the AIO to work.
- 2 The USB cable is securely attached to the computer and the AIO.
- 3 You properly installed the software. For help, refer to the setup documentation. The software must be installed for the copier to function.
- 4 The Lexmark 3100 Series All-In-One quick launch icon in the lower right of your screen is present and a red "X" is not present. If a red "X" is present, remove and install the software again (see page 53).

Note: If the Lexmark 3100 Series quick launch icon does not appear in the lower right of your screen, open the All-In-One Center (see page 13).

Fax function does not work

If you are having trouble sending or receiving faxes, make sure:

- The computer and the AIO are on.
- The computer is connected to a phone line. A phone connection is required for faxing to function.
- You have a working fax modem installed on your computer.
- You have installed the fax software included on the CD.
- The fax driver you want to use is the default fax driver in the All-In-One Center.

To verify your fax driver default:

- 1** Open the All-In-One Center (see page 13).
- 2** Click **Advanced Scan Settings**.
- 3** Click **Fax**.

Note: DSL (digital subscriber line), ISDN (integrated services digital network) and cable modems are *not* fax modems and are *not* supported.

Photo card is not recognized by the card reader

- Remove and then reinsert the photo card.
- Unplug and then plug the USB cable in again.

Error messages

If you receive any of the following error messages, follow the instructions that appear on your computer screen.

- Paper jam
- Cover open
- Ink Low
- Paper out
- Cartridge error

Removing and reinstalling the software

If the AIO software is not functioning properly or a communications error message displays when you try to use the AIO, you may need to remove and then reinstall the AIO software.

- 1** From the desktop, click **Start ▶ Programs ▶ Lexmark 3100 Series ▶ Uninstall Lexmark 3100 Series**.
- 2** Follow the instructions on the computer screen to remove the AIO software.
- 3** Restart the computer before reinstalling the software.
- 4** Insert the CD and follow the instructions on the computer screen to install the software. For help, refer to the setup documentation.

Checking your port setting

- 1** Click **Start ▶ Settings ▶ Printers**.
Windows XP users, click **Start ▶ Control Panel ▶ Printers and Other Hardware ▶ Printers and Faxes**.
- 2** Right-click the **Lexmark 3100 Series printer** icon.
- 3** From the sidebar menu, select **Properties**.
- 4** Windows 98/Me users, click the **Details** tab.
Windows 2000 or Windows XP users, click the **Ports** tab.
- 5** Make sure:
 - The port is set to a **USB** port.
 - **File** is not set as the port.

Note: If USB port is not listed, you need to remove and then reinstall the AIO software (see page 53).

Setting the AIO as the default printer

Windows 98 and Windows Me users:

- 1** Click **Start ▶ Settings ▶ Printers**.
- 2** Right-click the **Lexmark 3100 Series printer** icon.
- 3** Make sure:
 - **Set as Default** is selected.
 - **Pause Printing** is not selected.

Windows 2000 users:

- 1** Click **Start ▶ Settings ▶ Printers** folder.
- 2** Right-click the **Lexmark 3100 Series printer** icon.
- 3** Make sure:
 - **Set as Default** is selected.
 - **Pause Printing** is not selected.
 - **Use Printer Offline** is not selected.

Windows XP users:

- 1** Click **Start ▶ Control Panel ▶ Printers and Other Hardware ▶ Printers and Faxes**.
- 2** Make sure the Lexmark 3100 Series icon:
 - Is set as the default printer (indicated by a check mark). If the Lexmark 3100 Series is not the default printer, right-click the printer icon, and then click **Set as Default**.
 - Does not indicate **Paused**. If the icon indicates that the AIO is paused, right-click the icon, and then click **Resume Printing**.
 - Indicates **Ready**. If the icon indicates **Offline**, right-click the icon, and then click **Use Printer Online**.

Other help sources

If the preceding solutions do not solve the problem with your All-In-One:

- Refer to the Lexmark Solution Center software for more troubleshooting information:
 - 1 Click **Start ▶ Programs ▶ Lexmark 3100 Series ▶ Lexmark 3100 Series Solution Center**.
 - 2 Click the **Troubleshooting** tab on the left side of the screen.
- Visit our Web site at <http://support.lexmark.com/> for help.

Notices

Emissions notices

Federal Communications Commission (FCC) compliance information statement

The Lexmark 3100 Series 4477-001/4478-001 has been tested and found to comply with the limits for a Class B 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 B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

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 B computing device, use a properly shielded and grounded cable such as Lexmark part number 1329605 for parallel attach or 12A2405 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Any questions regarding this compliance information statement should be directed to:

Director of Lexmark
Technology & Services
Lexmark International, Inc.
740 West New Circle Road
Lexington, KY 40550
(859) 232-3000

Industry Canada compliance statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

European Community (EC) directives conformity

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

A declaration of conformity with the requirements of the directives has been signed by the Director of Manufacturing and Technical Support, Lexmark International, S.A., Boigny, France.

This product satisfies the Class B limits of EN 55022 and safety requirements of EN 60950.

**The United Kingdom
Telecommunications Act 1984**

This apparatus is approved under the approval number NS/G/1234/J/100003 for the indirect connections to the public telecommunications systems in the United Kingdom.

Japanese VCCI notice

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B情報技術装置です。この装置は、家庭環境で使用することを目的としています。が、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。
取扱説明書に従って正しい取り扱いをしてください。

ENERGY STAR



The EPA ENERGY STAR Office Equipment program is a partnership effort with office equipment manufacturers to promote the introduction of energy-efficient products and to reduce air pollution caused by power generation.

Companies participating in this program introduce products that power down when they are not being used. This feature will cut the energy used by up to 50 percent. Lexmark is proud to be a participant in this program.

As an ENERGY STAR Partner, Lexmark International, Inc. has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

1-meter average sound pressure, dBA	
Printing	44 dBA

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